



APPLICATION INSTRUCTIONS ADD/CHANGE REGISTRATION OF SUPERVISION LICENSED CLINICAL SOCIAL WORKER (LCSW)

This application is for individuals who previously received approval from the Board of Social Work for registration of supervision towards becoming a Licensed Clinical Social Worker (LCSW), need to add or change a supervisor, and their supervisor is NOT on the Board's [Approved Supervisory Registry](#).

APPLICATION INSTRUCTIONS

NOTE: If you have a current Registration of Supervision AND your new supervisor appears on the Approved Supervisor Registry, you do NOT need to complete the online application for Add/Change or notify the Board of your change in supervision:

1. You must ensure you establish a Supervisory Contract that outlines the expectations and responsibilities of the supervisor and supervisee. A [sample supervisory contract](#) to use as a template is available on the Board's website.
2. This contract must be kept in your records.

If your new supervisor is NOT on the [Approved Supervisor Registry](#), follow these steps to apply for Registration of Supervision Add or Change:

1. **Read** the [Laws](#) and [Regulations](#) regarding the Practice of Social Work in Virginia and utilize the detailed information in the [Licensed Clinical Social Worker \(LCSW\) Handbook](#) for detailed information about the required documents and process to obtain a license.
2. **Gather and Request** ALL the necessary documents in the checklist BEFORE beginning the online application. Have copies of the required documents ready to upload as part of the application process. PDF format is preferred.
3. **Apply Online** by registering for an account or logging into your existing account.
 - Select the license type of: "Registration of Supervision" and the Obtained by Method of "Add/Change".
 - Complete the required fields.
4. **Upload** the necessary documentation within the online application portal.
 - Ensure you have uploaded all the necessary documents as indicated by the checklist. A complete application provides the best opportunity to avoid delays in the review and approval process.
 - Once you have paid the application fee, your application will be submitted, and you can no longer upload additional documents. Any documents you did not upload will need to be emailed to the Board and will delay the review of your application.
5. **Pay** the application fee within the online application portal.
 - Application fees are non-refundable.
 - The application fee for addition or change to your Registration of Supervision is \$25.00.
 - Your application is not submitted until the fee is paid.
6. **Wait** for Board review of your application and reply to any correspondence from the Board.
 - Applications that are complete, fully documented, and meet the minimum requirements for the [Regulations Governing the Practice of Social Work](#) will be reviewed within **30 days** of receipt of a **complete** application.
 - Incomplete applications remain active for one year from the date of payment, after which incomplete application files are destroyed as outlined in the Library of Virginia records retention and disposition schedules. If your

application is not completed in the one-year timeframe, you are required to re-apply by submitting a new application, fee, and documentation pursuant to the regulations at that time.

- Your [online checklist](#) will be your primary source of application status.
- As documentation is received and reviewed, your checklist will be updated, and an automated email will be sent to you 24 hours later.

RULES AND GUIDELINES

- You are not allowed to practice social work prior to receiving approval to begin supervision or beyond the expiration date of your registration of supervision. You must remain under Board-approved supervision until you are licensed in Virginia as a Licensed Clinical Social Worker (LCSW).
- In order to be considered for Licensure as Clinical Social Worker, you must meet the requirements outlined in [18VAC140-20-40](#).
- Please notify the Board in writing within 30 days of a name change or address change by completing the [Name/Address Change](#) form.
- Providing false or misleading information as well as omitting information in response to information requested in the application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing registration, certification, or license.
- Pursuant to [Virginia Code § 54.1-2400.2](#) addresses of licensees are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second publicly disclosable address (e.g. work or practice address). If you would like your Address of Record to be publicly available, please complete both sections with the same address on the application.
- Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number, or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. **No license will be issued to any individual who has failed to disclose one of these numbers.**

ADD/CHANGE APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	1. SUPERVISORY CONTRACT	
<input type="checkbox"/>	Submit a copy of the signed contract between you and your supervisor outlining the expectations and responsibilities during your supervised experience. A sample supervisory contract to use as a template is available on the Board's website.	ONLINE PORTAL UPLOAD
Required	2. VERIFICATION OF SUPERVISOR'S TRAINING	
<input type="checkbox"/>	<p>You must provide a copy of your supervisor's training certificate as evidence that your supervisor has completed the required training in supervision.</p> <p>The training certificate(s) must show the following:</p> <ul style="list-style-type: none"> a. Training content: Supervision, b. Provider: Listed in 18VAC140-20-105, c. Time frame: Within 5 years immediately preceding your registration of supervision application, and d. Hours: <ul style="list-style-type: none"> • <u>Initial training</u>: 14 hours of continuing education or 3 credit-hour graduate level course, or • <u>After initial training</u>: 7 hours for continuing education training. 	ONLINE PORTAL UPLOAD
If Applicable	3. PROOF OF NAME CHANGE	
<input type="checkbox"/>	You must provide documentation if your name has ever been legally changed from the time you attended school or were licensed, certified, or registered in another jurisdiction or is other than what is listed on your application. Acceptable forms of documentation are copies of a marriage certificate, court order, or divorce decree.	ONLINE PORTAL UPLOAD
If Applicable	4. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS	
<input type="checkbox"/>	<p>If you answer "YES" to any of the questions on the criminal convictions, past actions, or possible impairment questions on the application, you must include a detailed explanation and supporting documentation. Please refer to Guidance Document 140-2, for a list of required documentation and further information. Examples of supporting documentation that may be required include:</p> <ul style="list-style-type: none"> • Certified copies of court orders, orders for disciplinary action or denials. • Evidence that court ordered, or disciplinary action requirements have been met. • Evidence of past treatment, such as a discharge summary. • Letter from the applicant's current healthcare provider(s). • Letter from the applicant explaining the factual circumstances of the criminal offense, disciplinary action, denial, or condition or impairment. • Letters from employers concerning work performance. <p>All applications are reviewed on a case-by-case basis.</p>	ONLINE PORTAL UPLOAD

END OF INSTRUCTIONS. PROCEED TO THE [ONLINE APPLICATION](#).