State of Tennessee

Department of Health

Tennessee Board of Social Worker Licensure

665 Mainstream Drive
Nashville, TN 37243

1-800-778-4123 ext. 741-5735
(615) 741-5735
http://www.tn.gov/health/

Applications and Procedures for

LICENSED ADVANCED PRACTICE SOCIAL WORKER
No members of any other mental health or medical discipline will qualify as an approved supervisor for L.C.S.W. or L.A.P.S.W. licensure.

Conflict of Interest Supervision - Supervision provided by the applicant’s parents, spouse, former spouse, siblings, children, cousins, in-laws (present or former), step-children, grandparents, grandchildren, aunts, uncles, employees, or anyone sharing the same household shall not be acceptable toward fulfillment of licensure requirements. For the purposes of this rule, a supervisor shall not be considered an employee of the applicant, if the only compensation received by the supervisor consists of payment for actual supervisory hours.

GENERAL INFORMATION

It is the applicant’s responsibility to review the current Rules and Laws for Social Work to determine if you meet the qualifications for licensure. You may obtain a copy by going to http://publications.tnsosfiles.com/rules/1365/1365-01.20151222.pdf

Individuals who do not qualify for the licensure at this time are encouraged to complete deficient requirements if you intend to practice as a social worker in Tennessee.

It is the applicant’s responsibility to keep the board notified whenever a change of name or mailing address occurs. Such notification must be in writing and you must reference your profession and the board in your correspondence. Supporting documentation and written request for a name change must state the reason for the change, i.e., marriage, divorce, etc.

Every effort is made to keep you informed, in writing, of the status of your application and to process your application in a timely, efficient manner. Inquiries regarding the status of a file will be responded to in writing. Please refrain from calling the board office to check on the status of your application. It generally takes 4-6 weeks to process an application.

You must put your social security number on this form for the application to be complete. State and federal law require social security numbers on this application. Tenn. Code. Ann. § 36-5-1301(a), as authorized by 42 U.S.C. § 405(c)(2)(C)(i). The number will be used to verify your identity, to ask questions about your financial responsibility, and for any other purpose allowed by state or federal law. When you provide your social security number on this application and sign the form, you are agreeing that Department of Health may use your social security number in furtherance of federal and state law, for example, to collect delinquent fees.
APPLICATION PROCESS
FOR LICENSED ADVANCED PRACTICE SOCIAL WORKER

SECTION I

LICENSED ADVANCED PRACTICE SOCIAL WORKER BY EXAMINATION CHECK LIST:

<table>
<thead>
<tr>
<th>You send</th>
<th>You request others to send</th>
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</thead>
<tbody>
<tr>
<td>_____ Completed and signed application</td>
<td>_____ Request that an official transcript be mailed from the educational institution at which you completed your master's degree in social work directly to the Board of Social Worker Licensure.</td>
</tr>
<tr>
<td>_____ Fees of $ 235.00 ($100.00 application fee plus $ 125.00 license fee plus $ 10.00 State regulatory fee) payable to: the Board of Social Worker Licensure</td>
<td>_____ If you are or have ever been licensed, certified, registered, or permitted by any state to practice as a social worker (or as any other health care professional), you must request a verification from each and every state. The verification must be mailed directly to the Board’s Office from the other state(s).</td>
</tr>
</tbody>
</table>
| _____ Passport-style photograph                                           | _____ Criminal Background Check For instructions go to:  
| _____ Notarized Declaration of Citizenship form found at: https://www.tn.gov/health/health-program-areas/health-professional-boards/sw-board/sw-board/applications.html | https://www.tn.gov/health/health-professionals/criminal-background-check.html |
| _____ Copy of Current LMSW renewal card                                  |                                                                                                             |
| _____ Professional Reference Form                                        |                                                                                                             |
| _____ Verification of Supervision                                        |                                                                                                             |
| _____ Verification of supervisor’s six (6) hours of continuing education related to clinical supervision |                                                                                                             |
| _____ Detailed supervision logs indicating 3000 non-clinical and 100 non-clinical supervision hours. |                                                                                                             |
| _____ Completed Mandatory Practitioner Profile Questionnaire             |                                                                                                             |
|                                                                                                      |                                                                                                             |
| Note: At least sixty (60) of the one hundred (100) supervisor contact hours must be one-to-one supervision between the supervisor and supervisee; no more than forty (40) hours may be in a situation where the supervisor is working with no more than four (4) supervisees in a group setting. |
## SECTION III

### CHECK LIST FOR LICENSED ADVANCED PRACTICE SOCIAL WORK BY RECIPROCITY

<table>
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<tr>
<th>You send</th>
<th>You request others to send</th>
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<tbody>
<tr>
<td>_____ Completed and signed application</td>
<td>_____ Request that an official transcript be mailed from the educational institution at which you completed your master's degree in social work directly to the Board of Social Worker Licensure.</td>
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<tr>
<td>_____ Passport-style photograph</td>
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<td>_____ A copy of the original State’s law and rules, if available</td>
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<tr>
<td>_____ Photocopy of the original license from the original state of licensure with applicants current license number, if available; and</td>
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<tr>
<td>_____ Photocopy of the applicants current renewal certificate with the license number and expiration date</td>
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<tr>
<td>_____ Notarized Declaration of Citizenship form</td>
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<td><a href="https://www.tn.gov/health/health-program-areas/health-professional-boards/sw-board/sw-board/applications.html">https://www.tn.gov/health/health-program-areas/health-professional-boards/sw-board/sw-board/applications.html</a></td>
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<tr>
<td>_____ Completed Mandatory Practitioner Profile Questionnaire</td>
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<td><a href="https://www.tn.gov/health/health-program-areas/health-professional-boards/sw-board/sw-board/applications.html">https://www.tn.gov/health/health-program-areas/health-professional-boards/sw-board/sw-board/applications.html</a></td>
<td>(mail with the application)</td>
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**WHEN DEEMED ELIGIBLE, LICENSE WILL BE MAILED WITHIN TWO (2) WEEKS FOLLOWING THE NEXT SCHEDULED BOARD MEETING.**
Licensed Advanced Practice Social Worker

Please Check One:  _____ BY EXAM  _____ BY RECIPROCITY

Name: ________________________________________________

(Last)                          (First)                           (Maiden/Middle)

NOTE:  This name will be used to register you with the testing agency (ASWB) you will be required to present the original ASWB Authorization Letter and one currently valid, non-expired government-issued photo-bearing ID. (driver’s license, military ID, passport, etc.) at the testing center. The name on your ID MUST match your name as it appears on your Authorization Letter. You will not be allowed to test and will forfeit your exam fee without the Authorization Letter and proper identification.

Current Home Mailing Address: ________________________________________________

Current Practice Name and Address: *

____________________________________________

*If you have no practice address, notify the Board of your practice address within 30 days of obtaining a practice address. If you have multiple practice address, please attach an additional page listing all practice addresses.

Home Phone # (_____) ___________________________  Work Phone # (_____) ___________________________

E-Mail Address:___________________________________________________

Do you wish to receive notifications, including renewal notification, from the Department of Health via email?  Please note, by opting in, all correspondence from the Department of Health will be delivered to the email address on file for you.  You will no longer receive physical mail from our office.  Yes _____   No _____

Social Security No.  __________-_________  Birth Date:  __________/________/________

Race: _______ Gender: Female _____ Male _____  U.S. Citizen: Yes_____ No_____

Entitled to Live and Work in the U.S. Yes _____ No _____

All applicants must complete the Declaration of Citizenship form.

Are you a member of the U.S. armed forces who has, within the preceding 180 days, retired from the armed forces, received any discharge other than a dishonorable discharge from the armed forces, or been released from active duty to a reserve component of the armed forces?  (If yes, please provide proof of status.)  Yes _____ No _____

Are you the spouse of a member of the armed forces who has been transferred by the military to Tennessee or who has, within the preceding 180 days, retired from the armed forces, received a discharge other than a dishonorable discharge from the armed forces or been released from active duty to a reserve component?  (If yes, please provide proof of same.)  Yes _____ No _____

Have you ever been known by any other names besides what is listed above?  Yes _____ No _____

If yes, please state in full every other name by which you have been known, the reason therefore, and inclusive dates so known:

______________________________________________________________

______________________________________________________________
Educational Information:

Name of College/University: 

Address: 

City: State: Zip: 

Degree Received: Date Conferred: 

Are you or have you ever been licensed in this profession in another state? 

Are you or have you ever been licensed in any other profession in Tennessee or another state? 

List below ALL STATES, COUNTRIES, OR PROVINCES IN WHICH YOU HAVE EVER BEEN OR ARE CURRENTLY LICENSED, PERMITTED, OR CERTIFIED. Additional pages may be added if necessary. Request that verification of licensure be submitted directly to the Board’s Office from each state.

<table>
<thead>
<tr>
<th>STATE</th>
<th>PROFESSION</th>
<th>LICENSE NUMBER</th>
<th>CURRENT STATUS</th>
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LICENSURE INFORMATION: RECIPROCITY APPLICANTS

Have you taken and passed the ASWB Advanced Generalist exam? YES: _________ NO: _________

If yes, please have the ASWB send a copy of your test scores directly to the board administrative office.

Have you ever held a job in a healthcare profession? YES: _________ NO: _________

Please complete your entire healthcare employment history (NOT social work) starting with the most current position first. Use the back of this page, if you need additional space. Dates of employment must be included.

<table>
<thead>
<tr>
<th>Company/Employer:</th>
<th>Address: (City, and State)</th>
<th>Position:</th>
<th>Duties:</th>
<th>Dates From: Mo./Yr. To: Mo./Yr.</th>
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</table>
SOCIAL WORK EMPLOYMENT HISTORY:

CURRENT EMPLOYER: ____________________________________________________________

EMPLOYER ADDRESS: ____________________________________________________________

CITY: ______________________ STATE: __________ ZIP: ______________

WORK PHONE: ______________________ WORK E-MAIL: __________________________

JOB TITLE: ______________________ TYPE OF POSITION: ______________________

FULL TIME: _______ PART TIME: _______ WORKING IN PROFESSION: YES: ______ NO: ______

EMPLOYMENT DATES: FROM: _______ / _______ TO: _______ / _______

SUPERVISOR’S NAME: __________________________________________________________

MAJOR RESPONSIBILITIES: ______________________________________________________

________________________________

FORMER EMPLOYER: __________________________________________________________

EMPLOYER ADDRESS: __________________________________________________________

CITY: ______________________ STATE: __________ ZIP: ______________

WORK PHONE: ______________________ WORK E-MAIL: __________________________

JOB TITLE: ______________________ TYPE OF POSITION: ______________________

FULL TIME: _______ PART TIME: _______ WORKING IN PROFESSION: YES: ______ NO: ______

EMPLOYMENT DATES: FROM: _______ / _______ TO: _______ / _______

SUPERVISOR’S NAME: __________________________________________________________

MAJOR RESPONSIBILITIES: ______________________________________________________

________________________________

FORMER EMPLOYER: __________________________________________________________

EMPLOYER ADDRESS: __________________________________________________________

CITY: ______________________ STATE: __________ ZIP: ______________

WORK PHONE: ______________________ WORK E-MAIL: __________________________

JOB TITLE: ______________________ TYPE OF POSITION: ______________________

FULL TIME: _______ PART TIME: _______ WORKING IN PROFESSION: YES: ______ NO: ______

EMPLOYMENT DATES: FROM: _______ / _______ TO: _______ / _______

SUPERVISOR’S NAME: __________________________________________________________

MAJOR RESPONSIBILITIES: ______________________________________________________

________________________________
COMPETENCY INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS. If you answer “yes” to any of the questions in this part, you must supplement your affirmative response with a thorough explanation on a separate page. IN SUPPORT OF YOUR EXPLANATION, THE FINAL DOCUMENTS OR ORDERS FROM THE ISSUING STATES, COURTS, AND/OR AGENCIES MUST BE SUBMITTED ALONG WITH THIS APPLICATION. Additional information may be requested and/or required before a licensure decision may be made.

For the purposes of these questions, the following phrases or words have the following meanings:

1. “Ability to practice your profession" is to be construed to include all of the following:
   a. The cognitive capacity to make appropriate clinical diagnoses, exercise reasoned medical judgments, to learn, and keep abreast of medical developments;
   b. The ability to communicate those judgments and medical information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
   c. The physical capability to perform professional tasks and procedures required of your profession, with or without the use of aids or devices, such as corrective lenses or hearing aids.

2. "Medical Condition" includes physiological, mental or psychological conditions including, but not limited to: orthopedic, visual, speech and/or hearing impairments, emotional or mental illness, specific learning disabilities, drug addiction, and alcoholism.

3. "Minor Traffic Offense" generally means moving and non-moving violations punishable by fines only and does not include offenses such as driving under the influence or while intoxicated or reckless driving.

4. “Chemical substances" is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

5. “Currently" does not mean on the day of or even in the weeks or months preceding the completion of this application. Rather it means recently enough so that the use of drugs or alcohol may have an ongoing impact on one's functioning as a licensee or within the past two (2) years.

6. “Illegal use of illicit or controlled substances" means the use of substances obtained illegally (e.g., heroin or cocaine) as well as the use of controlled substances that are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

QUESTIONS: Please respond to ALL questions. If you answer "YES" to any question, please attach a written explanation. YES NO

1. Do you currently have any physical or psychological limitations or impairments caused by an existing medical condition which are reduced or ameliorated by ongoing treatment or monitoring, or the field of practice, the setting or the manner in which you have chosen to practice?

2. Do you currently use any chemical substances which in any way impair or limit your ability to practice your profession with reasonable skill and safety?

If so, please list

3. At any time within the past two years, have you engaged in the illegal use of illicit or controlled substances?
4. Are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you to assure that you do not consume alcohol and/or do not engage in the illegal use of illicit or controlled substances?

5. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism or other diagnosis of a predatory nature?

6. Have you ever held or applied for a license, privilege, registration or certificate to practice social work in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action?

7. Have you ever held or applied for a license, privilege, registration or certificate to practice social work in any state, country, or province, that has been or was ever denied, reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action?

8. Have you ever applied for or held a state or federal controlled substance certificate that was ever denied, revoked, suspended, restricted, voluntarily surrendered or otherwise disciplined or surrendered under threat of restriction or disciplinary action?

9. Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony or misdemeanor (other than a minor traffic offense) whether or not sentence was imposed or suspended?

10. Have you ever been rejected or censured by a professional association or society?

11. In relation to the performance of your professional services in any profession:
   a. Have you ever had a final judgment rendered against you;
   b. Have you ever entered into any settlement of any legal action; or
   c. Are there any legal actions pending against you or to which you are a party?

12. Have you ever held a license, registration, privilege or certificate in any profession that has ever been reprimanded, suspended, restricted, revoked, otherwise disciplined, curtailed, or voluntarily surrendered under threat of investigation or disciplinary action in any jurisdiction?

13. My name has been placed on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals (Tennessee abuse registry or an abuse registry in another state)
AFFIDAVIT AND RELEASE

I, _____________________________________________ of ___________________________________ being duly sworn and identified as the person referred to in this application, attest to the truth of each statement made in said application. I further swear that I have read and understand the law and the Rules and Regulations regarding the practice of my profession, which are posted on the Board’s Internet site and/or were provided to me by the Board office, and agree to abide by them in the practice as a social worker in the State of Tennessee.

I HEREBY:

SIGNIFY my willingness to appear to answer such questions as the Board may find necessary, which may include a full Board interview.

RELEASE to the Board, its staff, and their representatives, any and all documentation necessary now and in the future to establish my physical and mental capabilities to safely practice as a social worker.

AUTHORIZE the Board, its staff, and their representatives to consult with my prior and current associates and others who may have information bearing on my professional competence, character, health status, ethical qualifications, ability to work cooperatively with others, and other qualifications.

RELEASE from liability the Board, its staff, and all their representatives and any and all organizations which provide information for their acts performed and statements made in good faith and without malice concerning my competence, ethics, character, and/or other qualifications, for certification.

ACKNOWLEDGE that I, as an applicant for licensure, have the burden of producing adequate information for a proper evaluation of my professional, ethical, and other qualifications, and for resolving any doubts about such qualifications.

AUTHORIZE release, use and disclosure of otherwise HIPAA protected health information to the limited extent necessary for my application to receive full consideration up to and including discussion in a public forum should that become necessary.

This certifies that the information submitted by me in this application is true and complete to the best of my knowledge and belief.

___________________________________________  ________________________________
SIGNATURE                                      DATE
**STATE OF TENNESSEE**  
**DEPARTMENT OF HEALTH**  
**BUREAU OF HEALTH LICENSURE AND REGULATION**  
**DIVISION OF HEALTH RELATED BOARDS**  
665 MAINSTREAM DRIVE  
NASHVILLE, TN 37243

**TENNESSEE BOARD OF SOCIAL WORKER LICENSURE**

**ADVANCED PRACTICE PROFESSIONAL REFERENCE**

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

You must put your social security number on this form for the application to be complete. State and federal law require social security numbers on this application. Tenn. Code. Ann. § 36-5-1301(a), as authorized by 42 U.S.C. § 405(c)(2)(C)(i). The number will be used to verify your identity, to ask questions about your financial responsibility, and for any other purpose allowed by state or federal law. When you provide your social security number on this application and sign the form, you are agreeing that Department of Health may use your social security number in furtherance of federal and state law, for example, to collect delinquent fees.

I hereby certify that ______________________ has completed a total of three thousand (3000) hours of advanced generalist non-clinical experience under the supervision of a licensed clinical social worker or licensed advanced practice social worker (3000 hours non-clinical experience over not less than a two (2) year period with at least one hundred (100) of the three thousand (3000) hours must be between supervisor and supervisee).

Employment information regarding the applicant follows:

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Dates of Employment</th>
<th>Name and Degree of Supervisor</th>
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(Signature)*  
________________________

(Title)  
________________________

* This letter must be signed by an LCSW who last provided the applicant’s supervision. If the signatory is not licensed in Tennessee, enclose documentation of the other state license.

Please return this form to the applicant or to the address below:

Board of Social Worker Licensure  
665 Mainstream Drive  
Nashville, TN 37243
ADVANCED PRACTICE SOCIAL WORKER

VERIFICATION OF SUPERVISION
(PROFESSIONAL REFERENCE ASSESSMENT)

THIS SECTION TO BE FILLED OUT BY APPLICANT:

License Number (LMSW) __________________________
Effective Date __________ / __________ / ______
Expiration Date __________ / __________ / ______

Applicant's Name

I have applied to the Tennessee Board of Social Worker Licensure to become a licensed advanced practice social worker. Your assessment of my characteristics will enable the board to evaluate whether I meet their standards.

(Signature) __________________________ (Date) __________

REMAINDER OF THIS FORM TO BE FILLED OUT BY SUPERVISOR:

1. Supervisor's Name: __________________________

Profession: __________________________ Educational Degree(s): __________________________

Business address (street/city/state/zip): __________________________

Position Title: __________________________ Telephone: (_______)

2. Supervisor's License No.: ________________ Licensing State: __________________________

Date Licensed: __________________________

Non-Clinical experience: Yes ___ No ___ Number of years: __________________________

3. Recordkeeping: Dates of Supervision: from ______/_____/______ to ______/_____/______/_______

   (Month/year) (Month/year)

Total number of months of supervision __________________________

Total weekly non-clinical contact hours __________________________

Total weekly supervisor-supervisee hours __________________________

Total weekly group supervisee-supervisor hours __________________________

1. Total non-clinical hours during supervision period __________________________

2. Total supervisor-supervisee hours during supervision period __________________________

3. Group supervisee-supervisor hours during supervision period (Add #2 and #3) __________________________

   Total number hours of supervision __________________________

4. Nature of setting in which supervised practice took place:

   __________________________

   __________________________
5. Please rate the applicant on the following characteristics. Place a check mark in every category!

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Can Not Evaluate</th>
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<tbody>
<tr>
<td>Administrative Skills</td>
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<tr>
<td>Organization, Communication, Presentation, Policy.</td>
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<td>Appropriate referral making</td>
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<td>Use of Policy</td>
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<td>Policy Writing</td>
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<td>Appropriate referral making</td>
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<td>Personal integrity</td>
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<td>Consulting and counseling skills</td>
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<td>Insight into client's systems</td>
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<td>Ability to relate to co-workers as team members</td>
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<td>Ability to be objective on the job</td>
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<td>Ethical conduct</td>
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<td>Concern for welfare of clients systems</td>
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<td>Sense of responsibility</td>
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<td>Recognition of own limits</td>
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<td>Supervisory abilities</td>
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<td>Ability to keep material confidential</td>
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<td>Ability to lead a team</td>
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6. Explain any rating of below average, poor, or cannot evaluate (use additional paper if necessary).

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

I certify that the information contained herein is an accurate account of my supervision of

(Applicant Signature)

(Supervisor's Signature) (Date)

(Print Name of supervisor)

Return completed form to:
Board of Social Worker Licensure
665 Mainstream Drive
Nashville, TN 37243

This Form May Be Duplicated.
LAPSW Supervision Log

Subject of Supervision Sessions: Policy (Use of / Writing) / Administrative skills / Organization skills / Appropriate referral making / Insight into client's systems / Team building / team leading / Confidentiality / Ethics / Boundaries

_____ Individual Supervision _____ Group Supervision Date from: _____ / _____ / _____ Date to: _____ / _____ / _____

Time In: _______ Time Out: _______ Total Supervision hours this session: ______

Week of: _________________

Content: __________________________

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<th>Ind. hour</th>
<th>Group hour</th>
<th>Non Clinical hour</th>
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Total this page

Cumulative total

(Supervisor Signature) (Date) (Print Name) (LCSW/or LAPS#)

(Supervisee Signature) (Date) (Print Name) (LMSW#)

This form may be duplicated