



MISSISSIPPI
BOARD OF EXAMINERS
FOR SOCIAL WORKERS AND MARRIAGE & FAMILY THERAPISTS

LMSW SUPERVISION 4TH EVALUATION CHECKLIST

Congratulations on reaching your last and final supervision period. You may now submit this packet via email to kdixon@swmft.ms.gov . Please do not mail anything to us if you submit via email. Once your file is reviewed and approved by the SWDSC, you will be sent an exam approval letter via email.

SPECIAL PORTAL INSTUCTIONS: Once you submit an application, the portal will take you to the payment screen to submit the \$27 application fee. You will not be able to pay for your background check fee or initial licensure fee until Board staff posts the fee to your profile. All fees should be paid through the applicant portal online. All documents can now be submitted via email to info@swmft.ms.gov . If you are submitting supervision documents, please email to kdixon@swmft.ms.gov . Please be sure to read RECENT NEWS and/or Twitter for updates, as well as the Rules and Regulations under RESOURCES.

The documents listed in the checklist below are items you will need to complete the application process. Once all of these items are received, a license will be issued to you. **After you pass the ASWB exam, your test score will be forwarded to the Board office within 2 weeks after completing the exam. This step does not automatically upgrade you to LCSW. Your file will be reviewed for approval before you are issued your LCSW license.**

- Initial Application (Online Applicant Portal)
- Passport-type Photo
- Processing Fees: \$27-Application \$50-BG Check \$32-Initial Licensure
- Supervision Evaluation Form
- Verification of Face to Face Client Contact Form
- Termination of Supervision Form
- Three Reference Forms (**you will need to print 3 copies of this form**)
- Request for Fingerprint Card Form - Upon the Board receiving the form, a fingerprint card will be mailed to you.

Full legal name of Supervisee _____

Supervisor _____

Address _____

LCSW Supervisor No. _____

Date Completed _____

Work telephone number _____

Attachment C

Termination of Supervision

General Instructions to supervisors completing this form:

A. Please complete all items.

B. The Board assumes that you, in recommending this candidate, will be willing to substantiate to the Board your recommendation, should this Board desire to contact you at a later date.

I, _____, licensed certified social worker number _____, certify that I supervised _____ in the field of social work while he/she was employed at _____, from _____ to _____, who worked _____ hours per week. I gave _____ hours of supervision per week for a total of _____ hours of supervision (face to face _____ alternate _____)

1. Title of Supervisee's Position: _____

2. Supervisee's duties and responsibilities: _____

3. Reason for termination of supervision: _____

4. Extent of knowledge of supervisee's professional and ethical behaviors:

- Limited Moderate Thorough

5. Please check the appropriate box if supervision has been given for at least two (2) years and the supervisee has completed 100 hours of supervision at one (1) hour per week.

- I highly recommend I recommend with reservation

- I recommend I do not recommend

the supervisee for licensed certified social worker. (Attach an explanation if you checked, I recommend with reservation or I do not recommend.)

6. Please submit a completed evaluation form along with this Termination of Supervision.

(Continued on back of this form)

Supervisors Information

Name and title of Supervisor: _____
(please print)

Employment address: _____
(Company)

(Street address)

(City) (State) (Zip)

Work Telephone number: _____

Number of applicants I am supervising at this time: _____

Signature of supervisor: _____ Date: _____

Comments:

After completion, email to the Social Work Licensing Officer
or mail to:

Board of Examiners
P. O. Box 4508
Jackson, MS 39296-4508

VERIFICATION OF FACE TO FACE CLIENT CONTACT

Notice to Applicant: Please complete the first section of this form and send a copy to the director or supervisor of each practice site or agency in which you practiced social work during supervision. You need documentation of at least a minimum of one-thousand (1000) hours of face to face client contact.

I. TO BE COMPLETED BY THE APPLICANT

Applicant's Name _____ License # _____

Email Address: _____

Address _____
Street City State Zip Phone

Practice Site or Agency _____

Address _____
Street City State Zip Phone

Position/Title _____

Description of Responsibilities _____

Dates of Supervision: From _____ To _____
Month/Year Month/Year

Total weeks of supervision at this site: _____ Average clinical hours per week _____

Total client contact hours during supervision: Individual _____ Group _____ Total hours _____

Oath and Authorization to Release

I attest that the above information is a true and accurate representation of my experience in the clinical practice of social work at the above site. Further, I authorize the above agency, director or supervisor to release the requested information.

Signature of Licensee Printed Name Date

Continued on reverse side

II. TO BE COMPLETED BY PRACTICE SITE DIRECTOR OR SUPERVISOR

Please review the applicant's description of his/her clinical practice of social work at your site/agency. If you have any additional information which would assist the Board in making a decision on licensure for this applicant, please provide that information below:

I attest that I served as (please indicate) director or supervisor for the applicant during the clinical experience described above and that this description is a true and accurate representation of the applicant's clinical experience in social work at this site.

| | | |
|------------------------------------|--------------|------|
| Director or Supervisor's Signature | Printed Name | Date |
|------------------------------------|--------------|------|

Name of Site _____ Phone _____

| | | | |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

(If the director or supervisor who worked with the applicant cannot be located, the current director or supervisor may verify the applicant's experience based on a review of the available records.)

After a diligent and thorough search of available records, I attest that this description is a true and accurate record of this applicant's clinical experience in social work at this site.

| | | |
|------------------------------------|--------------|------|
| Director or Supervisor's Signature | Printed Name | Date |
|------------------------------------|--------------|------|

Name of Site _____ Phone _____

| | | | |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

Please return this completed form directly to MBOE via email to the Social Work Licensing Officer or mail to the following Board address:

**Mississippi Board of Examiners for
Social Workers and Marriage & Family Therapists
P.O. Box 4508 * Jackson, MS 39296-4508**

Mississippi
Board of Examiners for Social Workers and Marriage & Family Therapists
P.O. Box 4508 * Jackson, MS 39296-4508

**CONFIDENTIAL PROFESSIONAL REFERENCE FOR
LCSW CANDIDATE FOR LICENSURE**

Notice to Applicant: Applicant for LCSW must submit with the final evaluation forms, three (3) complete professional references from appropriate professionals. **One (1) must be completed by a LCSW. THE LCSW SUPERVISOR WHO HAS BEEN IN A CONTRACT WITH THE APPLICANT BELOW CANNOT OR MUST NOT COMPLETE THIS FORM.**

I. TO BE COMPLETED BY THE APPLICANT

Name of Applicant _____ License # _____
Last First Middle / Maiden

Address _____
Street City State Zip Phone

I hereby authorize _____ to release the requested information.

Applicant Signature Date

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II. TO BE COMPLETED BY LICENSED MENTAL HEALTH PROFESSIONAL

1. How long have you known the applicant? _____
2. In what capacity have you known the applicant? _____

3. During what time period have you had an opportunity to observe directly the applicant's clinical practice? _____

4. Based on your personal knowledge and observation, I believe the applicant has: (mark one) Poor____, Marginal____, Average____, Good____, Outstanding____, qualifications and skills to practice as an Licensed Certified Social Worker (LCSW).
5. To the best of your knowledge, has the applicant's license, clinical privileges, professional association membership, or other professional status ever been denied, challenged, suspended revoked, modified, or voluntarily surrendered in lieu of disciplinary action? Yes No
6. To the best of your knowledge, is there any disciplinary action pending against the applicant? Yes No

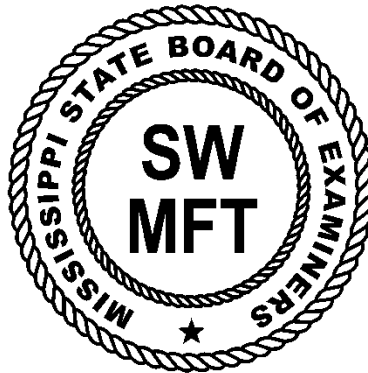
Supervisee's Name: _____ License# _____

Supervisee's Email Address: _____

Supervisor: _____ Supervisor# _____

Supervisor's Email Address: _____

Date Completed: _____



LCSW SUPERVISION EVALUATION FORM

MISSISSIPPI
BOARD OF EXAMINERS
FOR SOCIAL WORKERS AND MARRIAGE & FAMILY THERAPISTS

P.O. Box 4508 * Jackson, MS 39296-4508 * 601- 987-6806

www.swmft.ms.gov

Each are of performance should be rated by circling the number that most accurately describes the performance of the supervisee. In the evaluation form, the word ‘client’ is a generic term representing individuals, groups, agencies, and/or communities.

(This source of evaluation is used by permission of the Louisiana State Board of Certified Social Work Examiners.)

1. Quality of social work performance in relation to other professionals and or agencies; generates respect and productive client oriented outcomes from interactions with other professionals and or agencies rather than allowing subjectivity and or work mood to interfere with work and professional performance.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------------------|--|---|--|---|---|---|--|---|---|----|
| NOT ABLE TO OBSERVE | Frequent substantiated complaints about quality of services or behavior which has negative impact on client systems, social work profession, professional/personal reputation, other professionals and agencies. | | Has occasional problems which conflict with professional or agency standards resulting in negative consequences. | | Quality of work performance remains at an acceptable level when problems interfere with work performance initiates corrective action. | | Work performance and relationships with other professionals and agencies have productive outcomes. | | Demonstrates exemplary work performance and relationships which are frequently substantiated in formal and informal contacts with other clients/agencies/professionals. | |

2. Ability to prepare for and use supervision: recognizes and accepts role of learner; reflects on and generalizes learning from one experience to another; profitably uses supervisor feedback.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------------------|--|---|---|---|---|---|--|---|--|----|
| NOT ABLE TO OBSERVE | Accepts supervision only when forced, attitude remains negative. | | Uses scheduled supervisory conferences, but is reluctant to seek help. Non-spontaneous towards supervision. | | Prepares for scheduled conferences and initiates conferences. Performance indicates use of supervisory interchange. | | Is consistently prepared for supervision; work indicates maximum use of supervision. | | Creative. Able to present thoughtful, detailed analysis of options to supervisor. Realistic in accepting limitations in resources. | |

3. Commitment to social work profession, its values and ethics.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------------------|--|---|---|---|--|---|---|---|---|----|
| NOT ABLE TO OBSERVE | Makes derogatory comments about the profession; does not adhere to basic social work values; violates ethical standards. | | Sometimes positive in attitudes towards profession. Usually is guided in professional practice by social work value base usually does not violate professional ethical standards. | | Supports social work as a profession. Consistent in adherence to social work values and ethical standards. | | Member of professional organizations. Positive in comments and actions concerning the profession. Consistent in adherence to professional values and ethical standards. | | Leader in professional organizations; works to enhance the professional image of social work. Strict adherence to and promotion of professional values and ethical standards. | |

| | | | | | | | | | | |
|--|--|---|---|---|--|---|--|---|---|----|
| 4. Self discipline; ability to structure time and resources; effective utilization of personal characteristics and feelings to obtain maximum benefit of resources for client. Examples: follows through on referrals and work assignments; adheres to time commitments; prompt, organized and concise in record keeping. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Subject of frequent complaints regarding quality of service and/or negative consequences for client. | | Some complaints and/or less-than-expected outcome caused by limited ability to use personal resources. | | Acceptable use of self to incorporate feedback to achieve expected outcome. Acceptable use of self in achieving expected outcome; ability to incorporate feedback to achieve expected outcome. | | Ability to use self in promoting positive outcomes for the client in most instances. | | Consistently effective in use of self to achieve positive outcome even in adverse situations. | |
| 5. Self evaluation: ability to objectively identify and assess own behaviors, feelings, beliefs, to impact upon service delivery. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Does not demonstrate ability to evaluate self and rarely acknowledges the need to evaluate. | | Limited awareness of own behaviors, feelings, and beliefs which impact upon professional performance. | | Acceptable level of self-awareness and flexibility. | | Consistently demonstrates self awareness in assessing professional performance. | | Demonstrates ongoing self evaluation and adaptation of self to promote positive outcome. | |
| 6. Commitment to continued professional learning. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Demonstrates no desire for continuing professional education nor engages in research activities. | | Infrequently reads professional literature. Reluctantly takes advantage of learning opportunities. | | Takes initiative in seeking continuing education opportunities. Reads professional literature. | | Consistently seeks continuing education experiences. Frequently reads professional literature. | | Actively seeks continuing education experiences. Avid reader of professional literature. | |
| 7. Initiative: ability to act independently. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Very dependent. Demonstrates no ability to carry out actions independently and/or avoids situations requiring independent actions. Or excessively independent. Fails to use good judgment in consulting supervisor when necessary. | | Some ability to carry out actions independently if similar situation has occurred and actions can be modeled. | | Willingness on most occasions to assume responsibility for independent actions. | | Demonstrates increased ability to act independently and does so frequently. | | Consistently demonstrates ability to act independently and seeks additional responsibilities. | |

| 8. Ability to formulate diagnostic assessment: systematically gathers, organizes, and synthesize his data to delineate the parameters of the problem. | | | | | | | | | | |
|--|--|---|--|---|---|---|--|---|--|----|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Does not demonstrate knowledge and use of assessment technique and rarely basis service on client needs. | | Limited ability to assess problem areas; unable to discriminate relevant from irrelevant information. | | Effective in most situations; is able to anticipate data needs and collect sufficient information in an organized manner to identify immediate needs; use this supervisor in difficult cases. | | Gathers data systematically and efficiently, able to identify information gaps and actively seeks missing information, assesses long-term as well as immediate needs of the client system. | | Exceptionally effective in identification and analysis of contributing factors in complex situation to produce a concise, sophisticated needs assessment. | |
| 9. Ability to formulate and implement treatment (intervention) approaches: strategies for problem resolution. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Does not demonstrate knowledge or ability to use organized, effective treatment techniques; client is rarely informed about the particular approach, length of treatment and goals of treatment. | | Limited ability to involve client in goal determination and to provide specific treatment according to the assessment. | | Ability to develop, plan, and select most effective strategy and provide treatment and intervention at the expected level with client involvement. | | Effective in providing treatment as demonstrated by evaluation of Poor Review/Quality Assurance reports, case records, client records, and reports of professional colleagues and community. | | Exceptionally effective in providing appropriate treatment in the most complex circumstances through creative intervention strategies. | |
| 10. Ability to communicate orally. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Communication is disorganized, vague, general, and irrelevant. | | Expresses self well enough to be understood. | | Ability to organize and concisely incorporate relevant data in the presentation. | | Above average ability to express self consistently in an organized manner with concise, relevant presentation of data. | | Ability to communicate based on an understanding of sociocultural differentials such as ethnicity and age; ability to use appropriate language in a clear manner. | |
| 11. Ability to communicate in writing. | | | | | | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| NOT ABLE TO OBSERVE | Communication is disorganized, vague, general, and irrelevant. | | Expresses self well enough to be understood. | | Ability to organize and concisely incorporate relevant data in the presentation. | | Above average ability to express self consistently in an organized manner with concise, relevant presentation of data. | | Ability to communicate based on an understanding of sociocultural differentials such as ethnicity and age; ability to use appropriate professional language in a clear manner. | |

12. Ability to establish effective professional relationships with clients: promotes conditions fostering trust in a professional relationship that allows for growth, self discovery, and change.

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------------------|---|--|--|---|--|---|---|---|---|----|
| NOT ABLE TO OBSERVE | Demonstrates difficulties in establishing relationships; allows unproductive situations to develop. | Demonstrates the ability to relate appropriately and constructively with clients, but occasionally has problems showing objectivity. | Demonstrates the purposeful use of self and client in developing, maintaining, and terminating professional relationships. | Consistently demonstrates sensitivity to issues in client/professional relationship; ability to establish and maintain rapport with clients, ability to recognize factors within the client and self that impact the professional relationship; ability to use factors in a creative way to promote the relationship and the achievement of the goal. Consistently maintains sensitivity and perceptivity in listening to clients feelings; uses own experiences and perceptions therapeutically with client. | Demonstrates non-judgmental acceptance and consistently develops positive, productive professional relationships including the most difficult clients. | | | | | |

Please make additional comments (required): _____

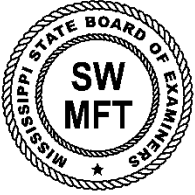
Date and Location of Onsite Visit (required): _____

This evaluation has been discussed with me and I have received a copy of it.

Signature of Supervisor / Date

Signature of Supervisee / Date

Please return this completed form directly to MBOE via email to the Social Work Licensing Officer or mail to the Board's office.



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Post Office Box 4508
601-987-6806/Fax: 601-987-6808
www.swmft.ms.gov

INSTRUCTIONS FOR FINGERPRINT CRIMINAL HISTORY RECORD CHECK

The Mississippi Statute 73-53-11 requires a **fingerprint based criminal history record information check and a sex offender registry check** for each applicant for licensure. The checks must be obtained from the appropriate governmental authority or authorities and must be received by the Board within one-hundred eighty (180) day of the completed application. The appropriate governmental authority is the Mississippi Department of Public Safety, Criminal Information Center (CIC) and the Federal Bureau of Investigations (FBI).

The fingerprint criminal history and sex offender registry checks apply to an applicant seeking licensure or reinstatement as a Licensed Social Worker (LSW), Licensed Master Social Worker (LMSW), Licensed Certified Social Worker (LCSW), Licensed Marriage Family Therapist Associate (LMFTA) and Licensed Marriage Family Therapist (LMFT).

Beginning January 1, 2011, the Board of Examiners requires that applicants complete a “Request for Fingerprint Card Form” that is located on the Board’s website at www.swmft.ms.gov and emailed or mailed to the Board’s Office if you are a new applicant. The Board will charge a processing fee of \$50.00 to process background checks. The fee is payable online to the Mississippi Board of Examiners for SW/MFT. You will be able to email the request to info@swmft.ms.gov and log into the licensee or applicant portal to pay this fee online.

After receiving the applicant’s request and payment, the Board will mail you a traditional fingerprint card. Please follow the following instructions for completing the cards:

- ☞ Applicants must have picture identification (driver’s license). Applicants should have their fingerprints rolled by a local Law Enforcement Agency, such as a local police department or sheriff’s department. Be prepared to pay a fee for having the fingerprint card executed as some law enforcement agencies charge a fee. The fingerprints must be taken by an appropriately trained law enforcement official. The fingerprint card must be signed by a law enforcement official in the appropriate block.
- ☞ Additional fingerprint cards are available from the Board’s office upon request. The Board’s contact information is available at the top of this letter.
- ☞ Fingerprint cards must be completely filled out. Required information includes: full name, social security number, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, and reason fingerprinted. Reason fingerprinted should be pre-filled with the following statement: “Applicant for SW or MFT Licensure, Miss. Ann. 73-53-11”.
- ☞ The fully completed card should be mailed to: Mississippi Board of Examiners for SW/MFT, P.O. Box 4508, Jackson, MS 39296-4508. Please do not allow the fingerprints to smudge.
- ☞ The Board will process your completed fingerprint card. Your fingerprint images will be forwarded to the FBI for identification through the national system. It may take up to two (2) weeks for your criminal

history record information check to be completed. The completed criminal history and sex offender registry checks must be received by the Board office before an individual's application will be considered for licensure.

- ☞ Please note that if your fingerprint card is rejected, you will be notified in writing and processing of your application will be delayed.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

Acceptable Fingerprint Card Example

Completed cards should be mailed to: MBOESWMFT, P.O. Box 4508, Jackson, MS 39296-4508.

| | | | | | | | | | |
|--|--|--|--|---|--|--|--|--|--|
| APPLICANT <small>FD-258 (REV. 3-1-01) 1110-01648</small> <small>IDENTIFIER OF PERSON FINGERPRINTED</small> Jane E. Doe | | LEAVE BLANK | | TYPE OR PRINT ALL INFORMATION IN BLACK | | | | FBI LEAVE BLANK | |
| <small>RESIDENCE OF PERSON FINGERPRINTED</small> 425 Adams Court Lark, MS 38770 | | LAST NAME: DOE FIRST NAME: JANE MIDDLE NAME: ELLA | | ALIASES AKA | | OR MS920476Z BD EXAM SOCIAL WORK JACKSON, MS | | DATE OF BIRTH: 01 02 2001 DOB Year: | |
| <small>DATE</small> 1/5/14 <small>SIGNATURE OF OFFICIAL TAKING FINGERPRINTS</small> Sharon Linphay | | CITIZENSHIP: USA | | SEX: F RACE: Blk HGT: 5'2" WGT: 123 EYES: Brn HAIR: Brn | | PLACE OF BIRTH: Flowood, MS POB | | LEAVE BLANK | |
| <small>EMPLOYER AND ADDRESS</small> 837 4th Street Merry, MS 38740 | | FBI NO.: FBI | | ARMED FORCES NO.: MNU | | SOCIAL SECURITY NO.: SOC 123-45-6789 | | MINTELLARECORDS NO.: MNU | |
| REASON FINGERPRINTED: Applicant of SW or MFT Licensure, Miss. Code Ann. Section 73-53-11 | | | | | | | | | |

