

## MISSISSIPPI BOARD OF EXAMINERS For social workers and marriage & family therapists

## LMSW SUPERVISION 4<sup>TH</sup> EVALUATION CHECKLIST

Congratulations on reaching your last and final supervision period. You may now submit this packet via email to <u>kdixon@swmft.ms.gov</u>. 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.

### ALL FEES MUST BE PAID ONLINE THROUGH THE APPLICANT PORTAL!!

<u>SPECIAL PORTAL INSTUCTIONS</u>: 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. <u>All fees should be paid through the applicant portal online</u>. All documents can now be submitted via email to <u>info@swmft.ms.gov</u>. If you are submitting supervision documents, please email to <u>kdixon@swmft.ms.gov</u>. 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
- $\hfill\square$  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
<u> </u>	
Work telephone number	Attachment C
Termina	tion of Supervision
General Instructions to supervisors comp	leting this form:
A. Please complete all items.	
B. The Board assumes that you, in recomme	ending 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 v	week for a total of hours of supervision (face to face
alternate)	
1. Title of Supervisee's Position:	
3. Reason for termination of supervision:	
4. Extent of knowledge of supervisee's pro	fessional and ethical behaviors.
Limited Moderat	
has completed 100 hours of supervision	
I highly recommend	☐ I recommend with reservation
I recommend	I do not recommend
the supervisee for licensed certified social reservation or I do not recommend.)	al worker. (Attach an explanation if you checked, I recommend with
6. Please submit a completed evaluation for	rm along with this Termination of Supervision.
-	-

(Continued on back of this form)

# **Supervisors Information**

(pleas	se 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 #	ŧ
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		То		
-	Month/Year		Month/Ye	ear
Total weeks of supervision at this si	te: Average	e clinical hours	s per week	
Total client contact hours during sup	pervision: Individual	Gr	oup	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

**Continue to next page** 

#### 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		P	hone	
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. <u>One (1) must be completed by a LCSW.</u> 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		
Addre	SS					
	Stre	et	City	State	Zip	Phone
I hereł	by authorize			to re	lease the real	quested information.
	Ар	plicant Sig	nature		Date	
++++	+++++++++++++++++++++++++++++++++++++++	++++++++	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	+++++++++	-+++++++++++
II.	TO BE C	COMPLET	ED BY LICE	NSED MENTAL HI	EALTH PR	OFESSIONAL
1.	How long hav	ve you knov	vn the applicar	nt?		
2.	In what capac	city have yo	u known the a	pplicant?		
3.	-	-	•	an opportunity to obs	-	y the applicant's clinical
4.	Marginal	_, Average_		_, Outstanding,		ant has: (mark one) Poor, ns and skills to practice as an
5.	membership,	or other pro	ofessional statu	is ever been denied, c		vileges, professional association suspended revoked, modified, or No
6.	To the best of	•	•	any disciplinary actio	on pending a Yes	against the applicant? No

- 7. To the best of your knowledge, has the applicant ever had a suit filed against him/her or entered into a malpractice settlement related to the professional practice? Yes No
- 8. To the best of your knowledge, has the applicant ever been arrested, charged, sentenced, or received a deferred judgment for the commission of a felony, or any crime of moral turpitude in the United States or a foreign country? Yes No
- 9. To the best of your knowledge, is the applicant now, or has he/she been at any time during the past five (5) years, unable to practice a profession with reasonable skill and safety to clients, due to any illness, mental or physical condition, or the use of alcohol, drugs, narcotics, chemicals or any other material? Yes No

If you answered YES to any of the preceding questions 5 through 9, please attach a full explanation to this form.

- 10. If you have any additional information which would assist the Board in making a decision on licensure for this applicant, please provide the information below:
- 11. How would you summarize your recommendation of this applicant for licensure as a licensed certified social worker?
  - \_\_\_\_\_ Recommend without reservation
  - \_\_\_\_\_ Recommend
  - \_\_\_\_\_Would not recommend
  - \_\_\_\_\_ Unable to make a judgment

Signature of Reference	Printed Name		Title	Date
Your Discipline	Type of License		License#	Expiration Date
Street Address	City	State	Zip	Phone

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

Thank you for your assistance.

Evaluation # 1 2 3 4 (circle your answer)

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 a quality of se or behavior has negative impact on cl systems, soc work profest professional al reputation professional agencies.	bout rvices which ient ial sion, /person a, other	Has occas problems conflict w profession agency sta resulting i consequen	which with and or andards in negative	Quality of performan remains a acceptable when prol interfere v performan initiates c action.	ace t an e level blems vith work ace	Work per and relati with othe professio agencies productiv outcomes	r nals and have ve	Demonstr exemplary performan relationsh are freque substantia formal and contacts w clients/age profession	/ work ice and ips which ntly ted in d informal vith other encies/

# 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			r	/ <b>1</b>		1				
0	1	2	3	4	5	6	7	8	9	10
NOT ABLE TO OBSERVE	TO supervision only su OBSERVE when forced, co attitude remains re negative. he supervision only supervision attitude remains re supervision only supervision attitude remains re supervision attitude remains		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. Commitme	ent to so	cial work p	rofession,	its values a	and ethics	•	1		1	
0	1	2	3	4	5	6	7	8	9	10
NOT ABLE TO OBSERVE	LE Makes derogatory comments about in attitudes towards		Supports a work as a profession Consisten adherence work valu ethical sta	n. t in to social es and	the profest Consister adherence	nal tions. in ts and oncerning ssion. ht in t in e to nal values	Leader in professional organizations; works to enhance the professional image of social work. Strict adherence to and promotion of professional values and ethical standards.			

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.

				entes, pron	iipt, or gain	Zeu anu e		ccor a Re	eping.	
0	1	2	3	4	5	6	7	8	9	10
NOT ABLE TO OBSERVE	complair regarding of servic negative	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.		self to incorporate feedback to achieve expected outcome.		Ability to use self in promoting positive outcomes for the client in most instances.		ly effective elf to sitive ven in uations.
5. Self evaluation	ation: abi	ility to obje	ectively ide	entify and a	assess own	behaviors	, feelings,	beliefs, to	o impact up	oon service
delivery.	1								<b>[</b>	
0	1	2	3	4	5	6	7	8	9	10
NOT ABLE TO OBSERVE	to evalua rarely acknowle need to e	rate ability ate self and edges the evaluate.	of own be feelings, a which imp profession performan	of own behaviors, feelings, and beliefs which impact uponself-awareness and flexibility.demonstrates self awareness in assessingsec action		self-awareness and flexibility.		Demonstra self evalua adaptation promote p outcome.	of self to	
6. Commitme	ent to cor	ntinued pro	ofessional	learning.			1			
0	1	2	3	4	5	6	7	8	9	10
NOT ABLE TO OBSERVE	activities	r ng onal n nor in research s.	profession literature. Reluctantl advantage learning opportunit	brofessional seeking con- iterature. education Reluctantly takes opportunitie dvantage of professional iterature.		opportunities. Reads experiences. professional Frequently reads		experience	education	
7. Initiative:	ability to	o act indep	endently.							
0	1	2	3	4	5	6	7	8	9	10
NOT ABLE TO OBSERVE	actions independ and/or av situation independ actions. ( excessive	arates no o carry out lently voids s requiring lent Or ely lent. Fails wod t in bg or when	out action independe similar sit	ntly if uation has and actions	Willingne occasions responsibi independe	lity for	Demonstr increased act indepe and does s frequently	ability to endently so		tes ability to ndently and tional

8. Ability to delineate		late diagno meters of t			tematicall	y gathers,	organize	es, and sy	nthesize h	is data to						
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.		demonstrate knowledge and use of assessment technique and rarely basis service on client needs.		demonstrate knowledge and use of assessment technique and rarely basis service on client needs.		TO demonstrate BSERVE knowledge and use of assessment technique and rarely basis service		assess pro areas; una discrimina from irrele informatic	assess problem situat areas; unable to antici discriminate relevant needs from irrelevant suffic information. inform organ ident needs super		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.		Illy on and g factors in tuation to concise, ed needs
9. Ability to f	ormulat	e and impl	ement trea	itment (int	ervention)	approach	es: strate	gies for pi	roblem reso	olution.						
0	1	2	3	4	5	6	7	8	9	10						
NOT ABLE TO OBSERVE	techniqu is rarely about th approact	trate lge or o use ed, e treatment nes; client informed e particular h, length of nt and goals		ient in goal tion and to becific according	Ability to plan, and most effect strategy and treatment intervention expected l client invol	select ctive and provide and on at the evel with	providing treatment as ovide demonstrated by evaluation of Poor the Review/Quality with Assurance reports,		in the most	e treatment complex ces through						
10. Ability to	o commu	inicate oral	ly.				communi									
0	1	2	3	4	5	6	7	8	9	10						
NOT ABLE TO OBSERVE	disorgar vague, g irrelevar	general, and	Expresses enough to understood	s self well Ability to organize Above average and concisely ability to express		Ability to communic: on an unde of sociocul differential ethnicity an ability to u appropriate in a clear n	rstanding tural s such as nd age; se e language									
11. Ability to	commu	nicate in w	riting.													
0	1	2	3	4	5	6	7	8	9	10						
NOT ABLE TO OBSERVE	disorgar	general, and	Expresses enough to understood	be	Ability to and concis incorporat data in the presentation	sely e relevant	Above av ability to self consi an organi manner w concise, r presentati data.	express stently in zed vith relevant	Ability to communica on an unde of sociocul differential ethnicity au ability to u appropriate professiona in a clear n	rstanding tural s such as nd age; se e al language						

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	Demons difficulti establish relations allows unprodu situation develop.	es in ing hips; ctive s to	clients, b occasiona	relate ately and ively with ut ally has showing	Demonstr purposefu self and c developin maintaini terminatin profession relationsh	ll use of lient in g, ng, and ng nal	in client/pro- relations to establi- maintain with clie to recogn factors w client an- impact th profession relations to use fa- creative promote relations the achie the goal. Consiste maintain sensitiviti perceptive listening	rates ty to issues ofessional hip; ability ish and rapport nts, ability nize vithin the d self that ne onal hip; ability ctors in a way to the hip and evement of ntly s ty and vity in to clients uses own ces and ons tically	and consi develops productiv profession	al acceptance stently positive, e nal ips including

Please make additional comments (required):

Date and Location of Onsite Visit (required):

This evaluation	has been	discussed	with
me and I ha	ve receiv	ed 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.



Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Jackson, MS 39296-4508 Post Office Box 4508 601-987-6806/Fax: 601-987-6808 www.swmft.ms.gov

# REQUEST FOR FINGERPRINT CARD

**INSTRUCTIONS:** Complete this form and email to our office. Once this form is received, the payment will post online and we will mail you a fingerprint card. After getting your fingerprints added onto the card, be sure to fill out the descriptive information including signing the card, printing your name, your date of birth and social security number (as these spots are often overlooked). 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.

Mark one:	<ul> <li>Applicant for social work license (if upgrading, license #)</li> <li>Applicant for LMFT license</li> <li>Applicant for LMFTA license</li> <li>License Renewal: license #</li> </ul>
	Reinstatement: license #

I, \_\_\_\_\_, request that a fingerprint card be sent to me at the address listed below.

I understand that the required \$50.00 processing fee can be paid online in the applicant or licensee portal. I understand that the information received from both the Mississippi Criminal Information Center and the Federal Bureau of Investigations concerning my criminal history records check via fingerprint records will be reviewed and may affect the approval of my application for licensure, reinstatement or the status of the renewal of my license.

Mailing Address:

Phone:

I understand that it make take 4-6 weeks for my fingerprints to be processed by the Board. I understand that there may be delays in the processing of my fingerprint card if my fingerprints are unreadable and that will extend the processing of my background and sex registry check beyond 4-6 weeks.

Signature	Date	_
	Amount: \$	Date:
Name on payment, if different from licensee:		
	MBOESWMFT – Fo	orm 705 – Effective Date 05/31/2023



Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists Jackson, MS 39296-4508 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 <u>www.swmft.ms.gov</u> and emailed or mailed to the Board's Office if you are a new applicant. <u>The Board will charge a processing fee of \$50.00</u> to process background checks. The fee is payable online to the Mississippi Board of Examiners for <u>SW/MFT. You will be able to email the request to info@swmft.ms.gov</u> 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.

Rease 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 <a href="https://www.fbi.gov/about-us/cjis/background-checks">https://www.fbi.gov/about-us/cjis/background-checks</a>

### Acceptable Fingerprint Card Example

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

