



# Documentation Required for a Clinical Social Work License

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## Completed Supervised Experience Requirements

**New York State requires at least 36 months (three years) of supervised experience in diagnosis, psychotherapy, and assessment-based treatment planning to be license-eligible.** During this time, applicants must engage in at least 2,000 hours of direct client contact.

**In New York State, clinical supervised experience hours will count toward licensure as an LCSW (Licensed Clinical Social Worker) only if they have been obtained after the applicant has become a licensed master social worker or received a limited permit while becoming an LMSW (Licensed Master Social Worker).**

New York State also requires 100 hours of individual or group clinical supervision, distributed over the period of supervised experience.

Supervisors must be registered and licensed in New York State to practice as a licensed clinical social worker, psychologist or physician. Supervision may also be provided by those with equivalent qualifications, as determined by the state.

Before you begin, you may submit Form [6 Social Worker Form 6 \(nysed.gov\)](#) to have your supervisor and setting reviewed before beginning your supervised experience.

The supervised experience must take place at a specific location approved by NYSED. For a full list of acceptable settings, go to: [NYS Social Work:LCSW License Requirements \(nysed.gov\)](#)

## Document Your Experiences

You are responsible for completing Form [4 LCSW 4 \(nysed.gov\)](#) with the details of each of your experiences. Your experienced supervisor is responsible for maintaining records of your supervised experience as well as submitting verification of your experience on Form 4B [lcsw4b \(nysed.gov\)](#). **This form must be submitted directly by the supervisor. The Office of the Professions will not accept this form if submitted by the applicant.**

- Section I: Complete this section and send the entire form and a copy of Appendix A Licensed Clinical Social Worker Appendix A (nysed.gov) to your supervisor. If your supervisor is deceased, a licensed professional colleague may submit this form to verify your supervised experience. **Be sure to sign and date item 7.**
- Section II: The supervisor must complete this section, sign, and date the form and return the entire form directly to the Office of the Professions at the mailing address at the end of the form. If the supervisor is deceased the Form 4B may be completed by an LCSW who must provide the qualifications of the supervisor, the dates and frequency of the supervision, and attest to the accuracy of the information and the applicant's supervised experience.

The psychotherapy log should be completed weekly to record client contact hours and supervision hours. The completed log should be retained by the qualified supervisor who is responsible for the client contact hours and supervision of the applicant. The State Board for Social Work may request the supervisor to submit the completed log to clarify supervised experience.

Please photocopy this form as needed.

**You should save copies of these completed documents for your records,** along with detailed documentation of your experiences

## Documents and Forms

Copies of all documents and forms mentioned in this document, along with detailed instructions can be found at this link: [Application Forms for Licensed Clinical Social Worker | Office of the Professions \(nysed.gov\)](https://www.nysed.gov/office-of-the-professions/application-forms-for-licensed-clinical-social-worker)

