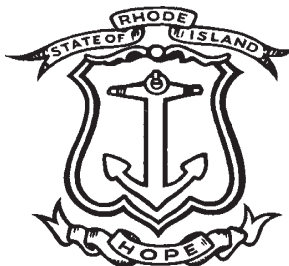


FOR OFFICE USE ONLY

Social Worker Checklist

- Endorsement Examination
- App. & Fee
- Date: _____ Check _____
- Birth Certificate/Legal Entry
- Photo
- Transcript
- Exam Results from ASWB
- Lic. Verification from other States
- 2 Professional Reference Forms
- Supervised Practice Forms (LICSW)



**Rhode Island
Board of Social Work Examiners**

Room 104
3 Capitol Hill
Providence, RI 02908-5097

FOR OFFICE USE ONLY

Application Approved:
License Number:
Issue Date:
Board Member Signatures
Signature of Board Administrator
ID#:
Receipt #:

***Instructions and Application For
License As A***

- Licensed Clinical Social Worker (LCSW)
- Licensed Independent Clinical Social Worker (LICSW)
- Endorsement**
- Examination**

Applicant - Print Name (First/MI/Last)

Phone: (401) 222-2828

TTY/TDD: (800) 745-5555

Fax: (401) 222-1272

GENERAL INFORMATION

Enclosures

The following materials and information should be enclosed within this application packet:

Application Process Overview.....	3
Instructions for Completing Application.....	4
Application Materials	
Application.....	5-8
Application Checklist.....	9
Professional Reference Form(s).....	10-11
Endorsement Information Form/Interstate Verification Form - Other State License(s)....	12
Supervised Practice Forms (LICSW ONLY).....	13

Licensure Requirements

- Completed, notarized application.
- Fee of **\$170.00** for either LCSW or LICSW.
- Recent passport type photograph.
- Birth Certificate (**original or a copy notarized as being a true copy of the original**), or if born outside the United States, proof of citizenship or lawful alien status, (**original or a copy notarized as being a true copy of the original**).
- Official Advanced Degree Transcripts from an accredited School of Social Work.
- Association of Social Work Boards (ASWB) examination results. (NOTE: Successful completion of the ASWB examination IS required to obtain a license to practice social work in the state of Rhode Island. If you are applying for approval to take the examination, then you are not required to submit the examination results until AFTER you have taken the exam.)
- 2 Professional Reference Forms (pages 10 & 11). Presented in sealed envelope(s).
- Supervised Practice Form(s) (page 13) (**LICSW ONLY**).

Endorsement

- In addition to the above listed requirements, **ALL** applicants who hold or have held a Social Worker license in any state (“Endorsement candidates”) **must** provide a completed Interstate Verification Form (page 12) from each of those states.
- The “Interstate Verification Form - Other State License(s)” (page 12) is provided for this purpose. The Verification Form from the State of original licensure must include test scores obtained on the appropriate level of the ASWB examination (or test scores may be sent directly from ASWB). If test scores are provided, you do not need to contact the ASWB to request the test scores. In addition to test scores, if the Supervised Practice Prerequisite is provided by the Endorsement State(s) (Refer to Rules & Regulations below), then you are not required to submit the Supervised Practice Forms.

Rules and Regulations/Laws

To obtain the Rules and Regulations for your profession visit the A-Z list on the Topics & Programs page at the following web site. From the list click on the letter for your profession.

<http://www.health.ri.gov/atoz/>

Title 5, Chapter 39.1, entitled: License Procedure for Social Workers can be downloaded at the following website:

<http://www.rilin.state.ri.us/statutes/title5/5-39.1/index.htm>

APPLICATION PROCESS OVERVIEW

The licensure process in the State of Rhode Island is conducted by the Rhode Island Department of Health (HEALTH), Office of Health Professionals Regulation, and the Rhode Island Board of Social Work Examiners (Board).

Application Process

In addition to the application, you must submit additional information directly to the Board. All items listed on the “checklist” (page 9) must be submitted for an application to be considered complete. All applications are considered valid for 1 year from the day they are received at HEALTH. If you do not complete the application process within 1 year, a new application must be submitted. If you are approved to take the examination, the examination approval process does not expire within one year.

Professional Reference Forms (Pages 10 & 11) must be presented in sealed envelopes, either by mail directly from the reference, or submitted by the applicant in an envelope sealed with the reference’s signature. Supervised Practice Form (page 13 - **LICSW ONLY**) must be presented in a sealed envelope, either by mail directly from the supervisor(s), or submitted by the applicant in an envelope sealed with the supervisor’s signature across the back flap.

All material must be received 30 days prior to a scheduled Board Meeting in order to be considered for endorsement of licensure from another jurisdiction or to be reviewed for approval to sit for the ASWB Examination.

For more information on the ASWB Examination, or for a copy of the ASWB Candidate Handbook, please visit:

<http://www.aswb.org/>

http://www.aswb.org/handbook_04.pdf

Please allow a minimum of 4-6 weeks for the entire licensure process to be completed. If you have malpractice criminal or disciplinary history, in Rhode Island or another state, it can take an additional 2 or 3 months for all pertinent documentation to be received, and a decision to be made regarding issuance of your license.

Licenses will be issued within 7-10 working days following approval of the license. Wallet-sized license cards are mailed within 3 weeks from the date of issuance, and are mailed to the address furnished in the application. You are responsible for notifying the Board office, in writing, if your address changes in the interim. Visit the following website to obtain a change of address form.

<http://www.health.ri.gov/forms/changeofaddress/professions.pdf>

To obtain your license number prior to receiving your license card, please refer to the HEALTH Licensee Lookup web site:

<https://healthri.mylicense.com/Verification/>

HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others. Once completed, the application will be reviewed, and you will be contacted in writing.

Please continue to review the remaining portions of this application packet for instructions and other materials necessary to complete the application. If you have any questions about this application process, or would like to check on the status of your application, please contact the board staff at (401) 222-2828.

INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION

Read the following instructions and those throughout the application packet carefully before completing the application. **Only complete applications with the appropriate fee will be accepted.** Failure to submit all required information and appropriate documentation may result in processing delays.

General Instructions

1. Make a copy of the application and forms before you begin in case you make a mistake.
2. Type your information or print in blue or black ball-point pen. HEALTH staff will not make assumptions about illegible information.
3. Provide a response to each section or question; otherwise mark "N/A" for Not Applicable.
4. We suggest that you make a copy of your completed application before submitting it to HEALTH.
5. It is your responsibility to check on the status of your application.

Completing your Application

1. Complete the application (pages 5-8). You must respond to all components of the application as instructed. If you attach separate pages in continuation of the application, such pages **MUST** clearly indicate the section for which such information is being reported.
2. Make check or money order (in U.S. funds only) for the application fee of **\$170.00** payable to **Rhode Island General Treasurer** and staple it to the upper left-hand corner of the first (Top) page of the application. This application fee is NON-REFUNDABLE.
3. **For those born in US:** An original or notarized copy of birth certificate. **For those born outside US:** An original or notarized copy of citizenship or lawful alien status.
4. Affix a recent **2 X 2 photo** of yourself in the space provided (page 8).
5. A completed official transcript **sent directly** from the accredited school of **Social Work** to the Board of Social Work Examiners. No student copies will be accepted.
6. Examination scores, **sent directly** from the **ASWB (Telephone 1-888-579-3926)** to the Board of Social Work Examiners (see address below).
7. **(Endorsement Candidates):** Please send the license verification form on page 12 to all states in which **applicant** holds or has held a license. Be sure to sign and complete the identifying information on the form. HEALTH must receive these verifications **directly** from the licensing authority in each state.
8. Mail the application and documentation to:

**Rhode Island Department of Health
Board of Social Work Examiners, Room 104
3 Capitol Hill
Providence, RI 02908-5097**



State of Rhode Island and Providence Plantations Board of Social Work Examiners

Application for License as a Licensed Clinical Social Worker or Licensed Independent Clinical Social Worker

Refer to the Application Instructions when completing these forms. Type or block print only. Do not use felt-tip pens.

1. Name(s)

This is the name that will be printed on your License/Permit/Certificate and reported to those who inquire about your License/ Permit/ Certificate. Do not use nicknames, etc.

NOTE:
It is your responsibility to notify the Department of Health Board of any name changes.

Title (i.e., Mr., Mrs., Ms., etc.)

First Name

Middle Name

Surname, (Last Name)

Suffix (i.e., Jr., Sr., II, III)

Maiden Name, if applicable

Name(s) under which originally licensed in another state, if different from above (First, Middle, Last).

2. Social Security Number

 - -

U.S. Social Security Number

"Pursuant to Title 5, Chapter 76, of the Rhode Island General Laws, as amended, I attest that I have filed all applicable tax returns and paid all taxes owed to the State of Rhode Island, and I understand that my Social Security Number (SSN) will be transmitted to the Division of Taxation to verify that no taxes are owed to the State."

3. Gender

 Male Female

4. Date of Birth

 / / **19**

Month

Day

Year

5. Home Address

It is your responsibility to notify the board of all address changes.

No professional licensee's address (residence or business/employment) will be posted on the Department's Web site.

1st Line Address (Apartment/Suite/Room Number, etc.)

2nd Line Address (Number and Street)

City

Country, If _____

 -

Home Phone

 -

State

Zip Code

 -

Postal Code, If NOT U.S.

 -

Home Fax

 -

Email Address (Format for email address is Username@domain e.g. applicant@isp.com)

6. Business Address (ONLY if it is RELATED to your license.)

It is your responsibility to notify the board of all address changes.

This address will appear on the Department of Health web site.

Name of Business/Work Location

1st Line Address (Department/Suite/Room Number, etc.)

Second Line Address (Number and Street)

City

Country, If NOT U.S.

 -

Business Phone

 -

Extension

State

Zip Code

 -

Postal Code, If NOT U.S.

 -

Business Fax

 -

11. Criminal Convictions

Respond to the question at the top of the section, then list any criminal conviction(s) in the space provided.

If necessary, you may continue on a separate 8½ x 11 sheet of paper.

Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending?

Yes No

Abbreviation of State and Conviction¹ (e.g. CA - Illegal Possession of a Controlled Substance):

Month	Year
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

12. Disciplinary Questions

Check either Yes or No for each question.



1. Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are any formal charges pending?

Yes No

2. Have you ever been denied a license, certificate, registration or permit in any state?

Yes No

Note: If you answer "Yes" to any question, you are **required** to furnish complete details, including date, place, reason and disposition of the matter. You may use the space below or, if needed, on a separate sheet of paper.

13. Affidavit of Applicant

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

I, _____, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as a Licensed Clinical Social Worker/Licensed Independent Clinical Social Worker in the State of Rhode Island.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Social Work Examiners of any change in the answers to these questions after this application and this affidavit is signed.

Signature of Applicant

Date of Signature (MM/DD/YY)

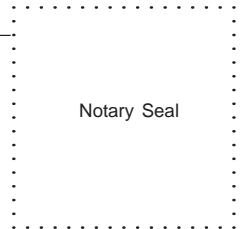
The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as documentation and did / did not take an oath.

Name of Notary (Print, Type or Stamp)

Signature of Notary

Notary No/Commission No.

Commission Expiration Date (MM/DD/YY)



14. Recent Photograph

Securely tape or glue in this square a current 2" x 2" photograph of yourself (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.



Write your name on the back of the photograph, and provide the date that the photograph was taken.

Date of Photograph

APPLICATION CHECKLIST

Please review the following checklist to ensure that all the components of the application process have been satisfied. Some items may not apply.

Board Application

- I have read and understand the “Instructions for Completing the Application”.
- I have completed the application as instructed (pages 5-8).
- I have attached the cover page of the application.
- I have completed Section 13, “**Affidavit of Applicant**”, and had the form notarized by a notary public.
- I have attached a photograph to Section 14, “**Recent Photograph**” as instructed. I have verified that it meets the photograph requirements as stated in the application.
- I have attached a birth certificate (**original or a copy notarized as being a true copy of the original**), or if born outside the United States, proof of citizenship or lawful alien status, (**original or a copy notarized as being a true copy of the original**), and understand that submitted documents will not be returned.
- I have a **check or money order** (preferred), made payable (in U.S. funds only) to the: “**Rhode Island General Treasurer**” in the amount of **\$170.00** and attached it to the upper left-hand corner of the cover page (top page) of the application.
- I have arranged my Application materials in the following order.
 1. Fee (attached as instructed).
 2. Board Application (including cover page) and pages 5-8.
 3. Supporting documentation as required. [**Note:** Pages containing additional information in continuation of the Board application] **MUST** indicate the section for which the information is being reported.]
- I have mailed the above application materials directly to the Rhode Island Board of Social Work Examiners.
- I have reviewed the Rules and Regulations pertaining to the Licensing of Clinical Social Workers and Independent Clinical Social Workers.

Required Forms

- I have completed and mailed the following forms as instructed.
 1. Two (2) Professional Reference Forms
 2. Endorsement Form/Interstate Verification Form(s) - Other State License(s) (**Endorsement Candidates Only**).
 3. Supervised Practice Form(s) (**LICSW ONLY**)

Other Documents

- I have requested an official school transcript and my examination scores from the ASWB as instructed.



Substitute forms are not acceptable, 2 Professional Reference Forms are required per application, copy this form as needed.

Rhode Island Board of Social Work Examiners

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

PROFESSIONAL REFERENCE FORM - (NOTE: 2 Forms Required per Application)

I am applying for a license to practice as a Licensed Clinical Social Worker/Licensed Independent Clinical Social Worker in the State of Rhode Island. The Rhode Island Board of Social Work Examiners requires that the following form be completed by "2 Professional References". The purpose is to provide the Rhode Island Board of Social Work Examiners with all information of any kind which the professional reference may, at his or her absolute discretion, deem relevant to my qualifications as an applicant. By signing this form, I hereby release and discharge the professional reference (below) from all claims arising out of the provision of such information

_____	_____	_____
Print/Type Full Name	Signature	Date
_____	_____	_____
Previous Names Used	Social Security Number	Date of Birth

THIS SECTION TO BE COMPLETED BY THE PROFESSIONAL REFERENCE*

***Special Instructions to the person providing the reference:** Insert your completed reference in an envelope and seal, signing your name across the seal. Return to the Applicant who has been instructed to include your sealed reference in his/her application packet, or return directly to the Board at the above address. *The Board assumes that you, in recommending this candidate, will be willing to interpret or to substantiate to the Board your recommendation, should the Board desire to contact you at a later date.*

Name of Professional Reference:	Relation to Applicant (e.g. Supervisor, teacher, etc):	Length of Time applicant known by Professional Reference
---------------------------------	--	--

(From Month & Year to Month and Year)

Questions:

- What is the extent of knowledge by professional reference of applicant's professional and ethical behavior

<input type="checkbox"/> Limited
<input type="checkbox"/> Moderate
<input type="checkbox"/> Thorough
- What is the amount of time spent by the applicant in social work; if part-time, indicate hours/weeks or percentages based on a 40 hour week:
- What is the title of Applicant's position and the name of the organization? _____
- Please provide a short description of the Applicant's duties and responsibilities: _____
- What is the area of the applicant's specialties?: _____
- Please provide the extent and degree of supervision exercised by the applicant in his/her position: _____
- Do you certify that the applicant is an individual of Good Moral Character? Yes No (If No, Please Explain): _____

Quality and Extent of Endorsement : Without Reservation Some Reservation (explain) No Recommendation (explain)

_____	_____
Signature	Date
_____	_____
Type or Print Name	Title
Name and Address of Organization _____	

Are you a registered, licensed or certified Social Worker?

Yes No

If Yes, Please Indicate State and Registration/Certification License Number: State _____

License Number _____



Substitute forms are not acceptable, 2 Professional Reference Forms are required per application, copy this form as needed.

Rhode Island Board of Social Work Examiners

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

PROFESSIONAL REFERENCE FORM - (NOTE: 2 Forms Required per Application)

I am applying for a license to practice as a Licensed Clinical Social Worker/Licensed Independent Clinical Social Worker in the State of Rhode Island. The Rhode Island Board of Social Work Examiners requires that the following form be completed by "2 Professional References". The purpose is to provide the Rhode Island Board of Social Work Examiners with all information of any kind which the professional reference may, at his or her absolute discretion, deem relevant to my qualifications as an applicant. By signing this form, I hereby release and discharge the professional reference (below) from all claims arising out of the provision of such information

_____	_____	_____
Print/Type Full Name	Signature	Date
_____	_____	_____
Previous Names Used	Social Security Number	Date of Birth

THIS SECTION TO BE COMPLETED BY THE PROFESSIONAL REFERENCE*

***Special Instructions to the person providing the reference:** Insert your completed reference in an envelope and seal, signing your name across the seal. Return to the Applicant who has been instructed to include your sealed reference in his/her application packet, or return directly to the Board at the above address. *The Board assumes that you, in recommending this candidate, will be willing to interpret or to substantiate to the Board your recommendation, should the Board desire to contact you at a later date.*

Name of Professional Reference:	Relation to Applicant (e.g. Supervisor, teacher, etc):	Length of Tme applicant known by Professional Reference
---------------------------------	--	---

Questions: (From Month & Year to Month and Year)

1. What is the extent of knowledge by professional reference of applicant's professional and ethical behavior Limited
 Moderate
 Thorough

2. What is the amount of time spent by the applicant in social work; if part-time, indicate hours/weeks or percentages based on a 40 hour week:

3. What is the title of Applicant's position and the name of the organization? _____

4. Please provide a short description of the Applicant's duties and responsibilities: _____

5. What is the area of the applicant's specialties?: _____

6. Please provide the extent and degree of supervision exercised by the applicant in his/her position: _____

7. Do you certify that the applicant is an individual of Good Moral Character? Yes No (If No, Please Explain):

Quality and Extent of Endorsement : Without Reservation Some Reservation (explain) No Recommendation (explain)

_____	_____
Signature	Date
_____	_____
Type or Print Name	Title
_____	_____
Name and Address of Organization	

Are you a registered, licensed or certified Social Worker?

Yes No

If Yes, Please Indicate State and Registration/Certification License Number: State _____
 License Number _____



Substitute forms are not acceptable, One (1) form is required for each state in which you hold, or have held a license.
 Rhode Island Board of Social Work Examiners Copy this form as needed.

Rhode Island Board of Social Work Examiners

Room 104, 3 Capitol Hill
 Providence, RI 02908-5097
 (401) 222-2828

INTERSTATE VERIFICATION FORM - OTHER STATE LICENSE(S) (One form for each state)

I am applying for a license to practice as a Licensed Clinical Social Worker/Licensed Independent Clinical Social Worker in the State of Rhode Island. The Rhode Island Board of Social Work Examiners requires that the following form be completed by the jurisdiction(s) in which I hold or have held a license. This constitutes authority for you to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Social Work Examiners at the above address.

Print/Type Full Name	Signature	Date
Previous Names Used	Social Security Number	Date of Birth
License Number	Date Issued	

THIS SECTION TO BE COMPLETED BY THE SOCIAL WORK BOARD

Directions for State Board: Please complete and return this form to the address above **with copies of any verification of supervision received*** after the applicant received their MSW. *Please verify requirements met in your state:*

MSW from CSWE Accredited School? <input type="checkbox"/> Yes <input type="checkbox"/> No	Licensed by Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not by examination, how was license obtained? Endorsement _____ (State) Other _____ (Explain)
Applicant has completed and passed the National Certification Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No Score _____ Level of Exam: _____	License Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed	Original Date Issued: _____ Expiration Date: _____

*Two years post-MSW supervised experience?
 Yes No If YES, please indicate the total number of required post-MSW supervised hours: _____

Questions:

1. Has this licensee ever been investigated by your Board? Yes No
2. Has this licensee incurred any disciplinary proceedings in your state, or is any action pending? Yes No
3. Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? Yes No
4. Do you know of any information that may discredit this person? Yes No

If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

Certification:

Signature	Date
Type or Print Name	
Title	
Full Name of Licensing Board	

Please Affix
Board Seal Here

Please return directly to the Board at the above address. Thank you for your prompt cooperation.



Rhode Island Board of Social Work Examiners

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

SECTION I - SUPERVISED PRACTICE FORM - CERTIFICATION OF EXPERIENCE

The individual named below is applying for certification as a Licensed Independent Social Worker in the State of Rhode Island. Prior to certifying the applicant, it is necessary to verify his/her past clinical supervision and/or clinical experience while supervised by you. The applicant has completed Section I and is requesting that you complete Section II. By signing below, the applicant attests that the information is correct to the best of his/her knowledge.

Print/Type Full Name _____			Signature _____			Date _____		
Previous Names Used _____			Social Security Number _____			Date of Birth _____		
Dates of Clinical Experience under supervision of the practitioner completing Section II. FROM: _____ TO: _____			Month Day Year			Month Day Year		
Description of Applicant's Primary Responsibilities and position: _____			Number of Hours Worked per Week _____			Number of Direct Client Contact Hours per Week _____		

INSTRUCTIONS TO APPLICANT: If you have had more than one supervisor, and evidence is needed from two or more supervisors to document the minimum level of supervised clinical experience required for Licensure, the applicant must complete Section I on each form forwarded to the individual supervisors. It is the responsibility of the applicant to gather all forms completed by supervisors in sealed envelopes with supervisor's signature across the back flap (seal) and mail in one packet to the Rhode Island Board of Social Work Examiners.

EXPERIENCE REQUIREMENTS FOR LICSW: Chapter 5-39.1 of the General Laws of the State of Rhode Island establishes experience requirements which must be met prior to application for the Independent Clinical Social Work License. These requirements became effective on July 1, 1994. Experience is defined as three thousand (3,000) hours of post-master's practice of clinical social work during a twenty-four (24) to seventy-two (72) month period of time immediately preceding the date of application for LICSW. One thousand five hundred (1,500) hours must consist of providing clinical social work services directly to clients. Clinical social work practice is defined as the professional application of social work theories, methods, and values in the diagnosis, assessment, and treatment of cognitive, affective and behavioral disorders arising from physical, environmental, or emotional conditions. Clinical social work services also include psychotherapy and counseling for individuals, couples, families, and groups; client-centered advocacy; consultation and supervision. NOTE: The experience MUST occur DURING A 24-72 MONTH PERIOD of time immediately preceding the date of the application for licensure (2 YEAR MINIMUM, 6 YEAR MAXIMUM).

Supervision is defined as face-to-face contact with a licensed independent social worker (LICSW) for the purpose of apprising the supervisor of the diagnosis, assessment, and treatment of each client; receiving oversight and guidance from the supervisor in the delivery of clinical social work services to each client; and being evaluated by the supervisor.

- 1.) A minimum of two (2) hours of supervision every two (2) weeks.
- 2.) A minimum of one (1) hour of supervision per twenty (20) hours of direct contact with clients.
- 3.) One-to-one (Individual Supervision) contact with the supervisor at least seventy-five percent (75%) of the time.
- 4.) Supervision by an individual other than the applicant's parents; spouse; former spouse; siblings; children; employees; or anyone sharing the same household or any romantic, domestic or familial relationship.

SECTION II - THIS SECTION TO BE COMPLETED BY SUPERVISOR

Instructions to supervisor: Please complete Section II of this form and return to the applicant. The Rhode Island Board of Social Work Examiners requests that the supervisor carefully review the applicant's statements under Section I prior to responding to Items in Section II. Insert completed form in an envelope and seal signing your name across the seal. Return to applicant. Applicant has been instructed to include your sealed envelope in his/her application packet.

Supervisor's Professional Degree, Discipline and License Information: Degree: _____ Discipline: _____ License Level: _____ License #: _____ License State: _____	Agency and State in which Supervision Occurred: _____ Agency _____ State _____
	Describe the nature of the Supervision: _____
	Length and frequency of Supervision: _____
	Certification: I hereby attest the above information in Section II is correct, to the best of my knowledge.
	Signature _____ Date _____

Type or Print Name _____ Title _____

Supervisor's Address: _____