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## BEHAVIORAL SCIENCES REGULATORY BOARD FILING OF CLINICAL SUPERVISION TRAINING PLAN

In order to begin accruing hours and working toward the LSCSW you must submit a training plan for pre-approval to the Board.

- There is no fee to file a Clinical Supervision Training Plan.
- The Clinical Supervision Training Plan needs to be completed by you and your supervisor(s).
- You and your supervisor(s) will need to read the statutes and regulations prior to completing the training plan. Please see K.A.R. 102-2-8(d) and 102-2-12 for supervision requirements and clinical licensure requirements. The regulations may be found on our website [www.ksbsrb.org](http://www.ksbsrb.org)
- **You must attach an official job description with your training plan.**
- If you intend to use videoconferencing for a portion of your supervision you must provide written verification of the technological security measure implemented to protect confidentiality.
- You must receive approval, in writing, from the Board before you may begin your supervision.
- You will be notified in writing by the Board office within 30 days regarding approval of your training plan. If you have not received notification within 30 days, please contact the board office.
- Once the training plan has been approved you must notify the Board with any changes. Any changes to the approved training plan must be submitted **within 45 days of the change** or the hours accrued during that time period will not be counted.
- All supervision requirements must be completed in not less than two years and not more than six years. If you have not completed the supervision requirements within the six year maximum, your accrued hours will begin to drop off month by month.
- Once all of the supervision requirements have been completed you may take the exam at any time. You are not required to take the exam within a specified amount of time.

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Governor

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**BEHAVIORAL SCIENCES REGULATORY BOARD**

**Clinical Supervision Training Plan  
Social Work**

Please answer **ALL** questions. The form needs to be filled out completely, and legibly.  
The supervisee shall complete sections I and II.  
The supervisee together with the supervisor(s) shall complete sections III and VI.  
The supervisor(s) shall complete sections IV and V.

**I. Information regarding supervisee: [Completed by supervisee]**

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Optional)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Social Work Degree & Track \_\_\_\_\_ University \_\_\_\_\_

Month and Year Masters of Social Work degree was granted \_\_\_\_\_

Total number of hours completed in your master's degree practicum \_\_\_\_\_

How many, or what percentage, of the above listed practicum hours were direct client contact? \_\_\_\_\_

LMSW number \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

Name of clinical supervisor \_\_\_\_\_

Name of 2<sup>nd</sup> clinical supervisor (if applicable) \_\_\_\_\_

**II. Information regarding the Supervision Setting: [Completed by supervisee]**

Name of Agency and address where you will be participating in the supervised work experience.

Agency \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Your Title in this supervised setting? \_\_\_\_\_

**You are required to attach a copy of your official position description to your training plan.**

**III. Information regarding Supervision Training Plan:  
[Completed by supervisee and supervisor(s) together]**

***Please provide answers to questions 1 through 19 on a separate sheet of paper:***

1. Describe the clinical practicum completed while in your masters of social work program.
2. Will you be using the DSM IV in diagnosing clients?
3. Please list some specific diagnoses you expect to treat.
4. What are the anticipated types of clients to whom you will be providing services?
5. What services will you be providing to clients?
6. What are some theories of psychotherapy you plan to use in treating clients?
7. What dates are expected to be covered with the Supervision Training Plan?  
*(Training plan must be approved by the board before post graduate hours can begin to be accrued.)*
8. List your clinical supervision goals and briefly describe how you will attain those goals. Be sure to review the definition of clinical social work and incorporate into your goals. [See K.A.R. 102-2-1a (e)] **Also, include goals that relate to diagnosis and treatment of mental disorders. Include a description that specifies how you will meet the requirement to provide 1500 hours of psychotherapy and assessment.**
9. Outline your supervisor's responsibilities in relation to these goals and objectives.
10. Outline your responsibilities in relation to these goals and objectives.
11. Describe your plan and your supervisor's plan for the documentation of the date, length, method, content, and format of each supervisory meeting and your progress toward the learning goals.
12. Describe the schedule for supervision including the ratio of supervision to direct client contact.
  - a. How many supervision hours will be individual?
  - b. Will you receive group supervision? If so how many supervision hours will be done in group? Also, how many supervisees will be in the group?
  - c. What is the total number of supervision hours you will complete?
  - d. What is the total number of supervisory meetings you will complete?
13. Describe the plan for documenting your progress toward meeting the required 4000 hours of supervised clinical experience, and the 2000 hours of direct client contact.
14. Describe the plan for documenting your progress toward meeting the required 1500 hours of direct face to face client contact providing psychotherapy and assessment services.
15. Describe the plan for evaluating your progress in supervision. Periodic written evaluations are encouraged.
16. Describe the plan for notifying the clients that you are practicing under supervision, the limits of confidentiality under supervision, and the name and contact information for your supervisor.
17. Describe the process for renegotiating this plan if warranted, including the need to submit all changes to the board office **within 45 days of the change.**
18. Describe the process for remediating conflicts between yourself and your supervisor.
19. Describe the contingency plans for emergency supervision, missed supervision sessions, and supervision while your supervisor is unavailable. Be sure to include a backup supervisor.

**The supervisor(s) shall complete sections IV and V.  
[If there is more than one supervisor each supervisor must complete both sections.]**

**IV. Information regarding supervisor: [Completed by supervisor(s)]**

Name \_\_\_\_\_ Email \_\_\_\_\_

Agency/ Address \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

LSCSW Number \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

Were you licensed as a clinical social worker in a state prior to Kansas? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state of licensure \_\_\_\_\_ License type \_\_\_\_\_

Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

Have you practiced in a position that included assessment, diagnoses, and psychotherapy, for two years beyond the date of social work clinical licensure? Yes \_\_\_\_\_ No \_\_\_\_\_

***If your answer is no, you are not eligible to be a clinical supervisor.***

Are you currently under disciplinary investigation, sanction, or practice limitation or any other adverse action imposed by a state credentialing board or professional organization? Yes \_\_\_\_\_ No \_\_\_\_\_

***If your answer is yes, please explain fully in an attached, signed statement.***

**V. Information regarding the supervisory relationship: [Completed by supervisor(s)]**

**Please read K.A.R. 102-2-8(d) prior to answering the following questions.**

**1. Per K.A.R. 102-2-8(d)(3)(B) – Do you have, in full or in part, professional responsibility for the supervisee’s practice of clinical social work or delivery of social work services?** Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Do you have a dual relationship with the supervisee?** Yes \_\_\_\_\_ No \_\_\_\_\_

**3. Do you have knowledge of and experience with the supervisee’s client population?** Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Do you have knowledge of and experience with the methods of practice that the supervisee will employ?** Yes \_\_\_\_\_ No \_\_\_\_\_

**5. Do you have an understanding of the organization and administrative policies and procedures of the supervisee’s practice setting?** Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are you a staff member of the practice setting? Yes \_\_\_\_\_ No \_\_\_\_\_

**If your answer is no, please answer the following five questions:**

A. Is the extent of your responsibility for the supervisee clearly defined in terms of client cases to be supervised? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Is the extent of your role in personnel evaluation within the practice setting clearly defined? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Is the responsibility for payment of supervision clearly defined? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Is the supervisee paying you directly for supervision? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Do you maintain responsibility to the client and the practice setting? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Will you perform the following?

A. Provide oversight, guidance, and direction of the supervisee's clinical practice of social work by assessing and evaluating the supervisee's performance? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Conduct supervision as a process distinct from personal therapy, didactic instruction, or social work consultation? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Provide documentation of supervisory qualifications to the supervisee? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Periodically evaluate the supervisee's clinical functioning? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Provide a level of supervision that is commensurate with the education, training, experience, and ability of both you and the supervisee. Yes \_\_\_\_\_ No \_\_\_\_\_

F. Ensure that the each client knows that the supervisee is practicing social work under supervision? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Do you have a thorough knowledge and understanding of BSRB statutes and regulations regarding the requirements of post graduate supervision for the supervisee's profession? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Will the supervisee be involved in the process of diagnosing clients? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If your answer is yes, please describe how.**

10. Will the supervisee, under your direction, be providing psychotherapy to the clients?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If your answer is yes, please describe how.**

**VI. Supervisor’s and Supervisee’s Attestation:**

We, the undersigned supervisee and supervisor, acknowledge that we have both read and agree to all aspects of this plan, and have read and understand the post graduate supervised work experience requirements set forth in regulations. We attest, to the best of our knowledge, that this plan meets the training requirements as outlined in statute and regulation, including the requirements for the provision of psychotherapy and assessment as well as the required supervision. We also attest that the forgoing information constitutes an accurate and honest description of the duties to be performed by the supervisee.

Additionally, the supervisee hereby gives consent to the supervisor to discuss supervision or performance issues with the supervisee’s clients, other professionals in the practice setting, the Board, or any other individual to whom either is professionally accountable.

\_\_\_\_\_  
Signature of Supervisee                      Date

\_\_\_\_\_  
Signature of Supervisor                      Date

\_\_\_\_\_  
Signature of Supervisor                      Date

**You should receive a written response regarding your clinical training plan from the board office within 30 days. If you have not received a response within 30 days from submission, please contact the board office.**

**Attention supervisors, for additional information regarding clinical supervision, please see the website at: [www.ksbsrb.org](http://www.ksbsrb.org)**