

Supervision Services

There are some things to consider
prior to beginning supervision with
any provider:

-Will my agency pay for my Continuing Education Units (CEU)?

As a CSW you are required to maintain 30 hours of CEU's every three years. Some of these are free, while others you must pay for. These CEU's can be taken online. The Kentucky Board of Social Work requires that you have:

1. Kentucky Social Work Ethics

- Must specifically cover the **Kentucky Code of Ethical Conduct** established in 201 KAR 23:080
- KBSW-Ethics Approval# on the certificate of completion
- Three (3) credit hours repeated every renewal period

2. Domestic Violence and Elder Abuse Training

- During the three (3) year renewal period following *initial licensure*
- Three (3) hours in domestic violence related training courses
- Once you complete this course during your first license renewal, it does **not** have to be repeated

3. Pediatric Abusive Head Trauma

- One and one-half (1.5) hours covering the recognition and prevention of pediatric abusive head trauma as defined in KRS 620.020
- Must be repeated at least one time every six (6) years

4. Suicide Prevention Training

Now required for social workers and other qualified mental health professionals. Program on suicide assessment, treatment, and management as required by KRS 210.366(2)

- Minimum of six (6) credit hours
- Must be repeated at least one time every six (6) years

5. Supervision One Hour CEU

One hour CEU must be completed before you begin supervision with a supervisor. This is free and can be found at the Kentucky State Board's website at <https://meet680297798.adobeconnect.com/r814td9wvlfy/>

Always ensure that you are up to date on CEU requirements by checking the board's website as things can change without notice. The link to these requirements is <https://bsw.ky.gov/continueEducation/Pages/individual.aspx>

Check the Boards website regularly for changes. Occasionally the requirements will change and you may or may not be notified. Note that all CEU's these must be approved by the board in order to count toward your 30 hours. Sometimes you will find a training that reports "CEU's have been applied for with the Kentucky Social Work Board." This means that they have submitted the training for approval but it has not been approved at the time of registration. This should only be taken knowing that risk. Upon completion of each CEU training, you will receive a certificate. Keep these in a safe place as you will need them when it's renewal time. It's also important to keep these as years pass in the event of an audit by the board. In entering into a contract with an agency you should be aware if they will pay for these as part of your package for employment or is you will be responsible for paying for these yourself.

-Will my agency pay for my supervision?

Some agencies will pay for your CSW supervision in exchange for a contract that you will provide services for a certain number of years after you pass your LCSW. Some agencies will pay for supervision up to a certain dollar amount per month, with any additional being your responsibility. Other agencies make supervision your responsibility for payment. This should be

taken in to consideration as you negotiate your salary with them. Also, some agencies will provide supervision for you through your place of employment with a staff member on site. Note that this supervision, although adequate and within regulation, may not give you the breadth of knowledge you need to practice elsewhere once you receive your LCSW. Only you can determine what avenue is most appropriate for you.

-Will I be provided malpractice insurance?

Often times agencies will add you to their malpractice insurance that the agency has. It is important to understand this policy to ensure that you feel comfortable with the amount of coverage you have in the event that you need it while practicing with your agency. It is always recommended that each supervisee have their own malpractice insurance policy as additional protection.

-Will I be able to do supervision part time, full time or as a clinical contract?

That really depends on how many hours you are employed and how much of your time is direct service. Generally 32 hours a week (with 60 percent of that being direct service) would be considered a full time contract. Clinical contracts occur when you have only a few hours of clinical work per week. This will be discussed with you when you begin work on the contract.

-When will I finish supervision?

Per Kentucky state board regulation, you must have supervision no less than two hours every other week with an approved provider of supervision. All of these hours can be obtained electronically. Some supervisees elect to do hours more frequently as their finances allow in an attempt to finish supervision at a faster pace. Note that for a full time contract for supervision, you can not complete supervision in less than two years. You must remain under supervision until you pass your LCSW exam and receive your certificate from the state. You must achieve 150 hours of supervised contact with your

supervisor in order to apply to take the LCSW exam.

-How much clinical contact must I have to enter into a contract?

You are required to have a contract if you are doing clinical work as a CSW. Even if you only do clinical work for 30 minutes a week, you must have a completed contract and a supervisor. You are required to have 60 percent of your work week focused on direct service with a client. This can include any diagnosing, individual, group or family therapies as well as treatment planning. Note writing and scheduling can not be included in this 60% per week.

I am interested in proceeding with you. What do I do next?

1. Please email me at jmccoy@mccoycounseling.com to check my availability. The state prohibits me from having more than six supervisees at any one time.
2. Once I give you the approval to begin the process please go to:

<http://bsw.ky.gov/Pages/Forms.aspx>

Download and fill out the application for Contract for Clinical Social Work Supervision. Please keep in mind that you must have 60 percent direct service. You will be a "Pre-approved Evaluation." Focus mostly on the plan of clinical social work practice. Once you have completed this to the best of your ability, email me the Contract for Clinical Social Work Supervision for corrections and additions.

Print the Notice to Clients and bring it to our meeting that we will schedule.

3. Obtain a copy of your job description, signed by your president or CEO and bring to the meeting we will schedule.
4. Compose a cover letter, complete with date, reason for your correspondence (requesting full time/part time supervision) and your name and contact information.
5. Obtain a copy of your CSW certificate and a copy of your insurance policy from your agency if applicable and your policy you have obtained independently. Please ensure you have the declaration page.
6. At the meeting we will obtain signatures. I will provide you with a copy of

my supervision certificate and we will submit it to the board. Currently they are reviewing applications as they come in. This could take up to a month for approval. Once approved, we will both receive emails and can schedule our first meeting. Please remember **YOU MAY NOT BEGIN PRACTICE UNTIL THE BOARD HAS ISSUED YOUR CONTRACT APPROVAL!!!!-**

I have more questions. Where can I find more answers?

Ky Revised Statutes

<http://www.lrc.ky.gov/Statutes/chapter.aspx?id=38874>

National Associations of Social Workers

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

NASW Code of Ethics

<https://www.socialworkers.org/pubs/code/default.asp>

Kentucky State Board of Social Workers

<http://www.bsw.ky.gov>

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Revised 8-18-2025