

SUMMARY-LCSW RULES AND REGULATIONS QUALIFICATIONS

For full rules, see [PA Code Chapter 47](#)

FOR LICENSURE:

1. The applicant must be of good moral character.
2. The applicant must submit the necessary application on forms furnished by the PA State Social Work Board, the fee, two certificates of recommendation, verification of supervised clinical experience and a signed affirmation by the applicant verifying the information on the application.
3. The applicant must not have been convicted of a felony, unless criteria outlined in the PA CODE Chapter 47 are met.

CONDITIONS FOR LICENSURE:

1. Meets the general requirements for licensure outlined in [PA Code 47.12](#) and has a LSW.
2. Holds a master's degree in social work or social welfare or a doctoral degree in social work from a CSWE accredited school.
3. Complete at least **3000 hours of post masters supervised clinical experience** meeting the **criteria outlined below** after completing the MSW degree. This can be accumulated in no less than 2 years and no more than 6 years with no less than 500 hours and no more than 1500 hours per 12 month period credited towards the supervised clinical experience.
4. Passed the clinical level examination administered by the ASWB.
5. Experience must be in a setting that prepares the applicant for the practice of clinical social work consistent with applicant's education and training.
6. At least 1/2 of the experience must be providing one or more of the following services, and contact with clients must be face-to-face (not over the telephone).
 - **Assessment**
 - **Psychotherapy**
 - **Other psychosocial- therapeutic interventions**
 - **Consultation**
 - **Family therapy**
 - **Group therapy**
7. Supervision must be provided by a supervisor who meets the criteria listed below;
8. Supervisors will be asked to attest to compliance on the verification of experience form that will be submitted with the supervisee's application for licensure.

SUPERVISION REQUIREMENTS:

1. The supervisee shall receive a minimum of **2 hours of supervision for every 40 hours of supervised clinical experience; 1/2 of this supervision must be individual in person; 1/2 may be in a group in person. The group supervision must be obtained concurrently with the individual supervision.** (For 40 clinical hours one hour a week can be group supervision and the second hour individual supervision. For 20 clinical hours one hour can be group supervision and one hour can be individual supervision every other week. The board does not accept more than 1 hour of group supervision in any week, so two hour group supervision sessions every other week are not permitted.)
2. Half of all supervision-- 75 of the 150 hours of supervision must be with a licensed clinical social worker (LCSW).
3. To count towards the supervision requirement for LCSW licensure, the clinical experience must take place in a single setting for either at least 30 hours per week but no more than 50 hours per week during at least a 3 month period **OR** at least 15 hours per week for a period of at least 6 months.
4. The supervisee's experience must take place in a setting that is organized to prepare you for the practice of clinical social work consistent with your education and training.

TO QUALIFY AS A SUPERVISOR, an individual must meet one of the following criteria (note that 1/2 of the supervision **MUST** be with a licensed clinical social worker.)

1. Hold a LCSW and 5 years of experience (non-licensed) within the last 10 years as a clinical social worker.
2. Hold a license and a master's or doctoral degree in a related field with at least 5 years of experience within the last 10 years in that field. Related supervisors include MD psychiatrist, Licensed Psychologist, Licensed Professional Counselors (LPC) and Licensed Marriage and Family Therapists (LMFT).
3. Be qualified by training and experience to practice in the supervisee's area of practice.
4. Have an active license.
5. May not be a relative of the supervisee, may not be involved in a dual relationship, may not see the supervisee in treatment.

ADDITIONAL REQUIREMENTS:

1. Supervisees must disclose to their clients their status as a supervisee and obtain written permission to discuss the case with their supervisor.
2. The supervisor shall oversee, direct, recommend and instruct the clinical activities of the supervisee; if the supervisor is temporarily unable to provide supervision, they should designate a substitute.
3. The supervisee must establish objectives with their supervisor; these objectives will be reviewed and the supervisor will prepare written evaluations or reports delineating the supervisee's strengths and weaknesses and discuss them with the supervisee on at least a quarterly basis.
4. The supervisor shall maintain notes or records of scheduled supervisory sessions and provide these records to the Board upon request.
5. Supervision must include discussion of practice issues and ethics as well as areas of competence and areas needing improvement.
6. The supervisor shall encourage collaboration with professionals in other disciplines as indicated by the needs of each client and shall encourage the supervisee to access multidisciplinary consultation, as necessary.
7. The supervisor shall supervise no more than 6 supervisees at the same time. Exemption can be requested.*

For **Additional standards for supervisors**—see **LCSW Rules and Regulations for Supervisors** and published Rules and Regulations.

APPLICATION FOR LICENSURE BY RECIPROCITY-- SEE [PA Code 47.14](#)

Granted when there are demonstrated qualifications at least equal to the qualifications required for the PA LSW and LCSW AND the other jurisdiction in which the applicant is licensed or certified must grant licenses by reciprocity to residents of PA who possess a license as a social worker in PA.

BIENNIAL REVIEW, INACTIVE STATUS, FAILURE TO REVIEW---SEE [PA Code 47.15](#)

CONTINUING EDUCATION REQUIREMENTS

1. As a condition **for biennial renewal** of a license, one must complete during the preceding renewal period, **30 clock hours** (a clock hour is 50 to 60 minutes of instruction or participation in an approved course or program) of continuing education in programs offered by **approved providers**. Excess clock hours may not be carried over to the next renewal period.
2. At least 3 of the required 30 clock hours must be related to ethical issues.
3. Up to 20 of the required clock hours may be through home study courses offered by approved providers if the home study course has specific learning objectives which the provider evaluates to assure the learning has taken place.
4. Acceptable subject matter for continuing education courses and programs is limited to material pertaining to the enhancement of the social worker's knowledge and practice skills related to helping people achieve adequate and productive personal, interpersonal and social adjustment.
5. The Board WILL NOT APPROVE courses or programs in office management or marketing the practice.
6. For a list of continuing education providers who are preapproved by the PA Board, see [PA Code 47.36](#)
7. Individual providers of Continuing Education can apply to the State Board for approval of individual programs. (See [PA Code 47.34](#), & [47.35](#))
8. The licensee can apply, PRIOR TO ATTENDANCE, for program approval of CE providing the documentation required and upon completion submitting verification of attendance.
9. Newly licensed social workers must begin to accumulate continuing education credits after the first time their license is renewed.
10. Documentation of CE hours must be retained for 4 years following completion. The Board utilizes a random audit of license renewals to determine compliance with the continuing education requirement. If it is found that CE hours have not been completed, social workers are fined by the State Board with names posted in a statewide newsletter.

For additional information pertaining to registration of providers, courses and programs, standards, see [PA Code 47.31 - 47.36](#)

LICENSED SOCIAL WORKERS AND LICENSED CLINICAL SOCIAL WORKERS ARE MANDATED REPORTERS OF SUSPECTED CHILD ABUSE—see [PA Code 47.51 - 47.57](#)

For more information (including license applications), call, write or email the PA State Licensing Board:

State Board of Social Workers, Marriage & Family Therapists and Professional Counselors
PO Box 2649
Harrisburg, PA 17105-2649
Phone: 717-783-1389 Fax: 717-787-7769 Email: st-socialwork@state.pa.us
Website: www.dos.state.pa.us/social

Additional information about licensure and exams can be found at the Association of Social Work Boards

Website Address: www.aswb.org, MEP 08/22014