Colorado Division of Professions and Occupations
Office of Licensing—Social Worker
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-7800 / Fax: (303) 894-7693
www.dora.colorado.gov/professions

APPLICATION FOR LICENSE BY EXAMINATION—LICENSED CLINICAL SOCIAL WORKER

APPLICANT INSTRUCTIONS

Use this application if you have completed two years of appropriately supervised experience and want to be licensed at the clinical level.

NEW License Renewal Requirements. Beginning January 1, 2011 new renewal requirements apply to your license. Important details are available online at www.dora.colorado.gov/professions/socialworkers.

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as a Social Worker in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

Registered Psychotherapists (previously known as "Unlicensed Psychotherapists"). Individuals who currently provide psychotherapy services, and/or are completing their experience and supervision for certification or licensure, are required to be registered in the Registered Psychotherapist Board Database pursuant to C.R.S. 12-43-702.5. It is the applicant's responsibility to comply with these requirements. Submission of a licensure or certification application does not exclude the applicant's responsibility to be registered in the database. Failure to be registered appropriately may result in applicant's inability to receive credit for supervision/experience hours accrued in Colorado.

Basic Requirements. Requirements for licensure are outlined in the Colorado Revised Statutes, specifically 12-43-401, and the Board rules. Both are available online at www.dora.colorado.gov/professions/socialworkers.

In compliance with the Michael Skolnik Medical Transparency Act of 2010, all applicants are required to complete and maintain an online Healthcare Professions Profile on our website at www.dora.colorado.gov/professions/hppp.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Keep a copy of the completed application for your records.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.

Applicants with Disabilities. Applicants who need modifications in the examination administration because of a disability should submit an ADA Request form, available online at www.dora.colorado.gov/professions/ADA, or you may call (303) 894-7800 to request that one be mailed to you. The ADA Request Form should be submitted at the same time as the application.

Foreign-Educated Applicants. Foreign-educated applicants for licensure should have their social work education program reviewed for equivalency by contacting the Council on Social Work Education (CSWE) Foreign Equivalency Determination Committee at (703) 683-8080. Submit the letter of equivalency from CSWE with your license application.

Examination. You will be notified of your approval to sit for the exam once your application, fee, and transcript have been reviewed and approved by the Office of Licensing. At that time you will need to register for the examination and pay the required fee directly to the Association of Social Work Boards (ASWB). Please contact ASWB directly at www.aswb.org for information regarding exam registration and fees. You may purchase a study guide from ASWB.

APPLICANT INSTRUCTIONS (Continued)

Application Expiration. Your application will be kept on file for five (5) years from date of receipt in the Division. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process. You will need to resubmit a new application packet and fee after that time.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Online Services at www.dora.colorado.gov/professions/onlineservices.

License Expiration Grace Period for New Applicants. All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between May 1, 2013 and August 31, 2013 will reflect a license expiration date of August 31, 2015. Licenses issued prior to May 1, 2013 will reflect an expiration date of August 31, 2013 and must renew in the upcoming renewal period.

- All Social Worker licenses expire on August 31 of odd-numbered years and must be renewed to continue practicing.

Checking Your Application Status. Visit Online Services at www.dora.colorado.gov/professions/onlineservices to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

APPLICANT CHECKLIST

To apply for a Colorado **Licensed Clinical Social Worker (LCSW)** license:

☐ **Complete the attached application.** Return the completed application and all supporting documentation to the Office of Licensing.

☐ **Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to *State of Colorado*.** All fees are **non-refundable** and subject to change every July 1.

☐ **Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S .24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document.

☐ **Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).

☐ **Attach an official Master of Social Work (MSW) transcript from a CSWE-approved degree-granting institution.** The transcript must be attached to the application in the original sealed (unopened) envelope. For information on the Council on Social Work Education (CSWE), including information on whether your degree program is CSWE-approved, visit www.cswe.org.

☐ **Complete the Jurisprudence Exam.** The Colorado Mental Health Profession's Jurisprudence Examination is now electronic. To access the examination, go to **www.iqttesting.com**. Applicants are required to pay an $18.00 electronic exam administration fee before taking the exam. The results of the exam will be available immediately upon completion of the exam. Candidates should follow the directions given by the vendor to print the passing results, and submit the results with their application packet. **If a candidate does not pass the exam, there is a waiting period of 10 days before the candidate may retake the Colorado Mental Health Profession's Jurisprudence Examination**.

☐ **Provide verification of certification/licensure from all states in which you have ever been certified/licensed.** Forward the enclosed *Verification of License* form to each state where you have ever been certified/licensed as a mental health professional. Request that the form be returned to you and include it in its official sealed envelope with your application.

APPLICANT CHECKLIST (Continued)

☐ **Complete an online Healthcare Professions Profile.** Once your application is received and entered into the Division of Professions and Occupations database, you must create a Healthcare Professions Profile on our website at www.dora.colorado.gov/professions/hppp. You may begin checking the Healthcare Professions Profiling Program (HPPP) website within a few days of submitting your application. If you cannot create your profile within 14 days of submitting your application, or if you have questions or technical issues regarding your online profile, contact the Healthcare Professions Profiling Program at (303) 894-5942. **Your application is not considered complete, and a license will not be issued until you have submitted the online profile.**

Once your application, fee, and transcript have been reviewed and approved by the Office of Licensing, you will be notified of your approval to sit for the exam. At that time:

☐ **Register for the examination** and pay the required fee directly to the Association of Social Work Boards (ASWB) at www.aswb.org. Contact ASWB for information regarding exam registration and fees.

☐ **Submit confirmation of a passing score on the ASWB Advanced or Clinical examination**.

☐ **Submit completed *Post-Degree Experience and Supervision* form(s)**. Originals are required. Copies will not be accepted. Submit all post-degree experience and supervision forms as a complete packet once you have completed all requirements. Review the Board of Social Work Examiners Rules, Licensure by Examination, for complete requirements. At a minimum, you must demonstrate:

- 3,360 clock hours of experience over a minimum of 24 months; **AND**
- 96 clock hours of supervision, of which at least 48 must be face-to-face individual, distributed evenly across the 3,360 clock hours of experience, over a minimum of 24 months.

Return your completed application packet and all supporting documentation to:

Division of Professions and Occupations
Office of Licensing—Social Worker
1560 Broadway, Suite 1350
Denver, CO 80202

Dora
Department of Regulatory Agencies

IMPORTANT NOTICE

TO: All Applicants

FROM: Director of the Division of Professions and Occupations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is "public protection through effective licensure and enforcement." One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn't have to disclose the criminal conduct or disciplinary actions.
- I didn't think the prior conduct had anything to do with the profession.
- I didn't think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn't think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

1560 Broadway, Suite 1350 Denver, Colorado 80202 Phone 303.894.7800
Fax 303.894.7693 www.dora.state.co.us V/TDD 711

Consumer Protection

Colorado Department of Regulatory Agencies
Division of Professions and Occupations
1560 Broadway, Suite 1350
Denver, CO 80202

Licensee/Applicant Full Legal Name

Last	First	Middle	Suffix

Colorado Professional or Occupational License/Certification/Registration Number: _____
(if already licensed)

Professional or Occupational License/Certification/Registration type applying for: _____

AFFIDAVIT OF ELIGIBILITY

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

**The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

Section A: LAWFUL PRESENCE in the United States

1. ☐ I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2. ☐ I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3. ☐ I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
   a. ☐ I am a U.S. citizen, not physically present or employed in the United States.
   b. ☐ I am a Foreign National, not physically present or employed in the United States.

Section B: SECURE AND VERIFIABLE DOCUMENTS
Select ONE document in this section if you checked 1 or 2 in Section A.

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
☐ Driver's license or permit				
☐ Government issued ID card				
☐ Valid U.S. military ID/common access card				
☐ Colorado Department of Corrections inmate ID				
☐ Tribal ID card				
☐ U.S. passport				
☐ Certificate of Naturalization				

Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
☐ Certificate of (U.S.) Citizenship				
☐ Valid Temporary Resident card				
☐ Valid I-94 issued by Canadian government				
☐ Valid I-94 with refugee/asylum stamp				

☐ Valid I-766 (Employment Authorization Card) — **Issuing federal agency:**

Name on card	Alien Number (A#)	Card Number	Valid from (mm/dd/yyyy)	Expires (mm/dd/yyyy)

☐ Valid I-551 (Resident Alien or Permanent Resident Card) — **Issuing federal agency:**

Name on card	Alien Number (A#)	Country of birth	Card expires (mm/dd/yyyy)	Resident since (mm/dd/yyyy)

☐ Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94

Issuing foreign country	Passport Number	Visa Number	Visa Class (ex.: J-1, P-1, H-1B, etc.)	Date of entry (mm/dd/yyyy)	Until date (mm/dd/yyyy)

☐ Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa

Issuing foreign country: **Passport Number:**

Section C: ATTESTATION

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

_____
Print Full Legal Name

_____ _____
Signature (Full Name) Date

Division of Professions and Occupations
Office of Licensing–Social Worker
(303) 894-7800 / Fax (303) 894-7693
www.dora.colorado.gov/professions

Application for License by Examination
LICENSED CLINICAL SOCIAL WORKER (LCSW)
Fee: $160

This application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Fees may be paid by check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*.

PART 1—APPLICANT INFORMATION

Name: Last:	First:	Middle:	Suffix:
Previous Name(s):			
Social Security Number: *	**Date of Birth** (mm/dd/yyyy)**:**	**Gender:** ☐ *Male* ☐ *Female*	
Place of Birth (city and state, or foreign country)**:**			
Mailing Address: *This is a* ☐ *Home* ☐ *Business*	PO Box, Street: City, State, Zip:		
Daytime Telephone Number: ( )	**E-mail Address:** *Preferred method for communication:* ☐ *Mail* ☐ *E-mail*		

PART 2—LICENSE INFORMATION

Have you ever been listed/certified/licensed to practice psychotherapy or a related profession in Colorado? ☐ YES ☐ NO

If **YES**, list all listings/certifications/licenses you have or have ever had in Colorado (if needed, attach an additional sheet in the same format). If not applicable, enter N/A.

Listing/Certification/ License Type	Listing/Certification/ License Number	Year listing/certification/ license issued	Disciplinary action against listing/ certification/license?	Is this listing/ certification/license current/active?
			☐ YES ☐ NO	☐ YES ☐ NO
			☐ YES ☐ NO	☐ YES ☐ NO

Have you ever been certified/licensed to practice psychotherapy or a related profession in any other state? ☐ YES ☐ NO

If **YES**, list all states in which you are or have ever been certified/licensed (if needed, attach an additional sheet in the same format). If not applicable, enter N/A. Attach to this application a completed *Verification of License* form in its official sealed envelope from each state where you have ever been certified/licensed.

Certification/ License Type	State/Country	Certification/ License Number	Year certification/ license issued	Disciplinary action against certification/license?	Is this certification/ license current/active?
				☐ YES ☐ NO	☐ YES ☐ NO
				☐ YES ☐ NO	☐ YES ☐ NO
				☐ YES ☐ NO	☐ YES ☐ NO

*** Social Security Number Disclosure.** Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S.; and reporting to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

OFFICE USE ONLY **LICENSE NUMBER:** _____ **DATE ISSUED:** _____

APPLICANT NAME: _____

PART 3—EDUCATION

University or college attended:	
Type of degree:	Date granted: (mm/dd/yyyy):

PART 4—MILITARY QUESTIONS

1. Are you a Member of the U.S. military? ☐ YES ☐ NO
   - If **YES**, provide information below:

Branch:	Duty Station:

2. Are you the spouse of an active duty military member who has been relocated to Colorado and hold a currently valid and active credential to practice your profession in another state? ☐ YES ☐ NO
   - If **YES**, refer to the *Military Spouse Exemption Form* available on our website at: www.dora.colorado.gov/professions/military.

PART 5—SCREENING QUESTIONS

You must provide the following for each "YES" response to the screening questions below:

- An explanation, signed and dated by you, of your behavior or practice that led to the occurrence, including:
  - Date(s) of event/offense
  - Description of event/offense
  - Location/court
  - Current status/outcome.

You may be required to provide the following:

- Copies of legal documents relating to the event/offense
- Copies of legal documents indicating your compliance with any requirements imposed upon you.

1. Have you ever been notified by any state, territory, district, country, United States government agency, or state certification/licensing board of any complaint filed against you relative to the practice of psychotherapy? This includes, but is not limited to, any allegations currently pending. ☐ YES ☐ NO
2. Has any disciplinary action ever been taken regarding any psychotherapy/drug and alcohol services certification/license which you now hold or have ever held? Include any disciplinary actions by the U.S. military, U.S. Public Health Service, or other U.S. federal governmental entity. (Disciplinary actions include, but are not limited to, suspension, revocation, probation, practice limitations, reprimand, letter of admonition, censure, and any allegations currently pending.) ☐ YES ☐ NO
   - If **YES**, include state or government agency, date, charge, and disposition in your explanation.
3. Have you ever been denied a certification/license or permission to practice psychotherapy, or permission to take an examination for licensure in any state, country, or U.S. federal jurisdiction? ☐ YES ☐ NO
   - If **YES**, include state or government agency, date, and reason for denial in your explanation.
4. Have you ever voluntarily surrendered a certification/license to practice psychotherapy in any state? ☐ YES ☐ NO
5. Have you ever had staff privileges limited or reduced, denied, suspended or revoked, or have you resigned from a staff position in lieu of disciplinary action? ☐ YES ☐ NO
   - If **YES**, provide a copy of your letter of resignation or disciplinary action, and include the name and address of the facility and the reason for action in your explanation.

APPLICANT NAME: _____

PART 5—SCREENING QUESTIONS (Continued)

6. Have you ever received a deferred judgment or been convicted of or pled nolo contendere to a violation of any federal, state, or local law relating to the manufacture, distribution or dispensing of a controlled substance, or relating to drug abuse, including alcohol (DUI/DWI/DWAI/OWI)? ☐ YES ☐ NO
   - ► If **YES**, provide documentation from the court verifying completion of probation/parole requirements.
7. Have you ever received a deferred judgment or been convicted of or pled nolo contendere to any felony in any state, territory, district, the U.S., or foreign country? Include any conviction that has been set aside, dismissed, or pardoned under any provision of the law. ☐ YES ☐ NO
   - ► If **YES**, provide documentation from the court verifying completion of probation/parole requirements.
8. Have you ever entered into any malpractice settlement or had any malpractice judgment entered against you in a court of law? ☐ YES ☐ NO
9. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, and that may impair your ability to practice psychotherapy safely and competently including but not limited to bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder? ☐ YES ☐ NO
   - ► If **YES**, give dates of onset, description of condition, description of treatment, name and address of health service provider, and current status of condition. Attach a letter from your current or most recent health care provider stating that you are able to practice with skill and safety to clients.
10. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice psychotherapy safely and competently? ☐ YES ☐ NO
    - ► If **YES**, if treated, give name, address and zip code of both facility and health service provider, dates of treatment, current status of condition, etc. Provide a written statement from the treatment center you attended documenting completion of therapy.

ATTESTATION

I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.

Applicant Signature **Date**

POST-DEGREE EXPERIENCE AND SUPERVISION—Social Work
INSTRUCTIONS/CHECKLIST

- ☐ Make copies as needed and submit ONE form for EACH supervisor and place of employment.
- ☐ All fields must be completed.
- ☐ Original signatures are required. Copies will not be accepted.
- ☐ The supervisor MUST initial ANY corrections to the form(s), including white-outs and crossed out information.
- ☐ Signatures cannot be dated prior to the last date of experience/supervision.
- ☐ The supervisor must be or have been licensed in the state in which the supervision took place during the time of supervision.
- ☐ Experience and supervision hours must be completed after the date all degree requirements have been met. If you completed all degree requirements prior to the conferral date posted on your transcript and wish to begin counting your post-degree supervised experience from the earlier date, the Department Chair or a staff member of similar status must provide a letter verifying the date you met all requirements for the specific degree awarded.
- ☐ Submit all Post-Degree Experience and Supervision form(s) together to the Office of Licensing once all hours have been completed.

Experience:

- ☐ 3,360 clock hours must be documented over a **minimum** of 24 months.

Supervision:

- ☐ Supervision is defined in the Board of Social Work Examiners Rules, Licensure by Examination.
- ☐ Applicants must receive a minimum of 96 clock hours of supervision, at least 48 hours of which must be face-to-face individual supervision, over a **minimum** of 24 months. The post-degree supervision hours must be reasonably distributed over the hours of supervised experience in social work practice in a manner consistent with the accrual of the hours of supervised post-degree experience.

COMPLETED POST-DEGREE EXPERIENCE AND SUPERVISION—Social Work

SECTION 1: To be completed by the Applicant

_____
Applicant Name and Address

_____
Place of Employment

_____
Address of Employment

SECTION 2: To be completed by the Clinical Supervisor

The information listed below must reflect only those post-degree activities and services the applicant performed under the supervisor's "personal direction and responsible direction" (see the Board of Social Work Examiners Rules, Licensure by Examination, and the Colorado Mental Health Statute, C.R.S. 12-43-401, for applicable rules and definitions).

EXPERIENCE and SUPERVISION was conducted and completed between _____ and _____ as follows:
(mm/dd/yyyy) (mm/dd/yyyy)

EXPERIENCE 3,360 clock hours over a minimum of 24 months	**SUPERVISION** 96 clock hours, with 48 hours of individual supervision over a minimum of 24 months
(a)_____ **work experience hours** must include a professional relationship that involves treatment, diagnosis, testing, assessment, or counseling. Minimum: 1,680 hours. (b)_____ **teaching hours** in psychotherapy/social work as defined in (a) above. Maximum: 1,120 hours. **Attach a description of the courses taught.** (c) _____ **other duties** as defined in C.R.S. 12-43-403. _____ **TOTAL HOURS of post-degree experience**. Minimum: 3,360	(a) _____ hours of **individual** supervision (b) _____ hours of **group** supervision (c) _____ hours of supervision for **teaching**. Maximum: 32 hours _____ **TOTAL HOURS of post-degree supervision**. Minimum: 96

SUPERVISOR

_____
Print Name and Address of Supervisor

Complete for the supervisor's license in the state where the supervision / experience took place:

Degree	State	Type of License Held	License Number	Date Original License Issued	Expiration Date

ATTESTATION

I verify that I have provided at least 96 hours of clinical supervision to the Applicant **reasonably uniformly distributed each month** over a period of at least 24 months.

I attest that the experience and supervision I have described on this form was conducted and completed in accordance with Title 12, Article 43, Colorado Revised Statutes and the Board of Social Work Examiners Rules, Licensure by Examination. I further attest that the supervisee's work, which was done toward completion of his/her hours of experience and was done under my supervision, met the generally accepted standards of practice.

I declare under penalty of perjury in the second degree that the statements made on this form are true and complete to the best of my knowledge.

_____ _____
Supervisor's Signature Date Signed

Return this completed form in an official sealed envelope to the applicant listed in Section 1 above.

VERIFICATION OF LICENSE—Social Work

APPLICANT: Complete the top portion of this form and forward the entire form to each state in which you have or ever had a license to practice psychotherapy or any related occupation.

SECTION 1: To be completed by the Applicant

Last Name | First Name | Middle | Previous Name(s) | Social Security Number

Mailing Address (PO Box, street, city, state, zip)

State | Type of License | License Number | Dates of Licensure

SECTION 2: To be completed by the State

THIS CERTIFIES that the above named individual was licensed as a _____ (profession) with license number _____, issued _____ (original date of licensure), expired_____ (expiration date), entitling him/her to practice psychotherapy or a related occupation, ☐ Independently or ☐ Under supervision.

1. Current license status: ☐ **ACTIVE** ☐ **INACTIVE** ☐ **EXPIRED**
2. Licensed on the basis of: ☐ **ASWB Examination** Level of exam: _____
   Date: _____Score: _____
   ☐ **State Exam**.
   ☐ **Endorsement**. Identify licensing states: _____
   ☐ **Credentials/Grandfathered**. Attach an explanation.
   ☐ **Other**. Attach an explanation.
3. Was your state the state of original licensure? ☐ YES ☐ NO
4. If licensed as a social worker, did applicant show proof of having a master's degree in social work from an accredited CSWE program? ☐ YES ☐ NO
5. At the time this applicant was licensed, what were the licensing requirements with respect to post-degree experience and supervision?
   a. Number of months: _____
   b. Number of supervised practice hours:_____
   c. Number of contact hours of supervision: _____
   d. Post-degree supervisor licensed as a _____
6. Has this license ever been encumbered in any way or has the license been subjected to disciplinary action i.e., revoked, suspended, surrendered, restricted, limited, or placed on probation? ☐ YES ☐ NO
   - If **YES**, attach an explanation.

I certify that the information I have provided on this application is true and correct to the best of my knowledge.

Print Name | Title

Signature | Date

(SEAL)

Name of State Board

Address | City | State | Zip

Phone Number

Web Address

Return this completed form in an official sealed envelope to the applicant listed in Section 1 above.