



State of Nevada

## Board of Examiners for Social Workers

4600 Kietzke Lane, #C-121, Reno, NV 89502

(775) 688-2555

# Information Sheet for the Post-Graduate Internship Program

Please read carefully as this will answer many of your questions.

## Licenses, Certificates and Renewals

- When you apply for your LCSW via internship, once approved, you are issued a post-graduate **Internship Certificate (IC)** number. This is **NOT** a license and is not renewable.
- During the time you have your **IC**, you will maintain your **LMSW** license. When you are notified about your license renewal, you will be renewing your **LMSW**, not your IC. Throughout your post-graduate internship, you will be completing the Continuing Education Units (CEUs) for your LMSW license.
- If you allow your LMSW license to become **delinquent** or to **expire**, you can no longer practice as a post-graduate intern. You cannot provide any mental health services until you have resolved your LMSW renewal. You cannot claim any hours for services provided when your LMSW is not current, those hours cannot be billed, and you cannot be paid for services provided during that time.
- Once you finish your post-graduate internship requirements and submit your final reports, you will be issued your **LCSW**. You do not need to apply or pay for your LCSW at this time, you have already done that. There may be a gap between when you submit your final documentation and issuance of your LCSW. You will remain under supervision until you receive your LCSW number. Once you have your LCSW, the Board will automatically expire your LMSW at the next point of renewal as you now hold a higher license.

## Approval Process

- You are expected to do both in person treatment and virtual treatment. The Board will not approve a “virtual only” post-graduate internship. We will not specify that it must be 50/50, but we expect you to practice in both arenas. You must be living and practicing in Nevada. You cannot provide any mental health services across state lines as an intern. You cannot be in more than one post-graduate social work internship at a time (e.g., interning simultaneously in both Ohio and Nevada)
- **Any application is considered “complete” when both the intern portion and the supervision contract are submitted and approved.** The “processing clock” starts once your application is “complete.”
- You cannot start your practice until your **IC** is approved. You will receive an email that notifies you of the approval and give you your IC number and approval date. You will then receive an “approval letter” and a “wall certificate” by mail.
- If you are planning to submit a change to your internship, e.g., adding a site, changing a site, and / or changing a clinical supervisor, you will be submitting a “partial application.” You will be issued a new application number which you will need to give to your clinical supervisor so that your contract can be updated.
- The Board is committed to processing partial applications within 30 days of the “complete” date. **You cannot start the change(s) requested in your partial application until you receive an email from the Board, approving your changes.** You will then receive an updated “approval letter” and “wall certificate(s)” as needed. The Board is not responsible for any lost income associated with changing your post-graduate internship.

## Hours and Time

- When you start your post-graduate internship, you will begin completion of an annual “**Internship Tracking Spreadsheet**” so that you can keep track of your hours. You will start a new

spreadsheet each January. It is your responsibility to review your hours and to provide them to your supervisor monthly. Information from the spreadsheet goes into your progress reports.

- **Clinical hours** include the following: your initial diagnostic assessment and the write up of the assessment, and your individual, family and group therapy sessions. Attending or giving presentations / trainings does not count towards clinical hours. Supervising field practicum students does not count toward clinical hours. **Non-Clinical hours** include your progress notes for your therapy sessions, your case management activities and documentation, treatment team meetings, discharge planning, and phone calls regarding your clients.
- Your post-graduate internship is issued for up to three years. That does NOT mean you automatically get three years to complete your internship. The three-year limit exists for interns who are not working full-time hours in their internship. You cannot complete your post-graduate internship in less than twenty-four months, nor can you go more than 36 months.
- **A post-graduate internship is considered completed when you have 24 months of practice, and a minimum of 2000 clinical hours, 1000 non-clinical hours and 104 supervision hours.** You are expected to take and pass your clinical exam **before** your hours and time are completed (see below). **If you have completed your hours and time and have not passed your exam, your internship is over.** If you find yourself in this situation, you will be applying for a new post-graduate internship and the Board will “bank” the hours you earned, so nothing is “lost.”
- You cannot work more than 40 hours, total, per week in your post-graduate internship. This limit exists regardless of how many sites you are practicing at. These hours include your clinical, non-clinical and supervision hours.

### **Reports and Exams**

- Your progress reports are due twice a year. The periods your reports are due are based on the month you start your internship. There is a table on the website that tells you when you have reports due. The reporting periods do not change even if you change sites and / or supervisors.
- **It is your responsibility to know when your reports are due.** You will need to remind your supervisor at least two weeks before a report is due so that (s)he can complete it.
- Once completed, progress reports are uploaded in the portal located in the Post-Graduate Internship Program area of the website. It is your responsibility to upload your reports.
- You can request approval to take your clinical exam when you have completed 1000 clinical hours, 500 non-clinical hours and 30 hours of supervision. The form is completed by you and your supervisor and emailed to the Board. **We strongly recommend that you submit your request to take your exam as soon as you reach this half-way point. Waiting until the very end may result in you running out of time and hours.**
- Your exam approval will be good for nine months. You can schedule your exam as soon as you have approval from the Board. If you fail your exam, you can retest in 90 days. You will be able to reschedule the exam two weeks after your test date.
- Once you completed your internship and submitted your **final progress report and termination report**, you remain under supervision until your LCSW is issued.

**As a Post-Graduate Intern, it is particularly important that you are familiar with the Nevada Administrative Code (NAC) related to “Standards of Practice.”**

**Please review NAC 641B.200 – NAC 641B.240.**

**You will be held accountable to these standards both as a social worker and as an intern.**