

**State of Nevada**  
**Board of Examiners for Social Workers**  
4600 Kietzke Lane, #C-121 Reno, NV 89502 (775) 688-2555

**PLEASE READ THIS AND THE CLINICAL/INDEPENDENT INTERN POLICIES BEFORE  
COMPLETING APPLICATION**

You must hold a current license as a Social Worker and have a master's degree in social work accredited by the Council for Social Work education to be eligible for an internship program. Additionally, you must provide evidence that you have taken the ASWB Master's level examination. In addition to the items below, fingerprint cards (2) and a money order payable to NV DPS in the amount of \$51.25 must be returned to the Board before an internship number will be issued. The internship program must be approved before any practice begins. Fingerprint cards will be sent to you upon receipt of all the required documents unless you applied for your Social Worker license within the last 6 months. All items on the applications and supervision agreement must be completed. Failure to provide any of the requested information will result in the application not being processed or being rejected as incomplete. Allow 30 days for processing the application.

If you currently are in an approved internship program and are applying for a change to the program, complete items 3, 8, 9, 10, 11 and 12 only.

**The following documents must be received before the Board will review a requested internship program:**

1. Application for License - Clinical Social Worker or Independent Social Worker.
2. Application fee **and** clinical or independent license fee - \$140.00.
3. Application for Social Work Internship Program.
4. A copy of birth certificate (hospital copy not acceptable), passport, certificate of naturalization or alien registration card if you have not applied within the last 6 months for a Social Work licenses.
5. Copies of legal documents verifying all name changes.
6. A current picture ID (such as a clear driver's license or passport picture).
7. A certified transcript showing the master's degree awarded received directly from the school.
8. Job description of the proposed internship position.
9. Supervision Agreement (Must have specific dates listed for term of agreement, Article III).
10. Supervisor's Plan for the Internship Program (**to be composed and signed by Supervisor and Intern**).
11. If supervisor is not employed by the agency where internship practice will be performed, a letter from the agency granting him or her access to the files for the purpose of supervision must be included. Additionally, for clinical internships only, the name of an agency designated licensed mental health professional must be provided. (See clinical internship policy.)
12. If the agency has not been previously approved for internship program, a letter from the agency verifying that it meets the requirements of an agency as defined in NAC 641B.140(4c) or NAC 641.150(5e). A site visit may be required prior to approval to ensure position is appropriate for an internship program.

Interns may only practice in the specific site approved by the Board. Interns must post, in a conspicuous place, the Board issued internship certificate which clearly identifies the applicant as an intern and the name of the intern supervisor. Pursuant to NAC 641B.240(2), an intern must use the title "Intern" in all communications with the Board and his or her respective clients.

The minimum length of an approved internship program is two years; the internship program should be completed within three years from the original approval date unless otherwise approved by the Board. Extensions are granted for good cause only. Internship programs are intended as post-graduate education emphasizing the need for practical on-the-job experience prior to licensure. The "Learning Objectives for Clinical and Independent Social Work Internships" is to be used by intern and supervisor as the foundation for the internship practice. Quarterly progress reports and assessment scales completed by the supervisor are designed to evaluate the intern's ongoing competence for licensure. Samples of the intern's work may be requested on a random basis. **Supervisors and interns are required to meet for at least one hour every week.**