

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

PLEASE READ BEFORE COMPLETING APPLICATION

Information for: CLINICAL AND INDEPENDENT SOCIAL WORK INTERNSHIP PROGRAMS

Enclosed are the documents required for social work internship programs performed in Nevada. Each item on the enclosed 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. ***Following receipt of ALL requested information please allow 30 days for processing the application.***

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. **(enclosed)**
2. Application fee **and** clinical or independent license fee - \$140.00.
3. A copy of birth certificate (hospital copy not acceptable), passport, certificate of naturalization or alien registration card.
4. Copies of legal documents verifying all name changes.
5. A current **Nevada** Driver License, pursuant to Nevada State DMV requirements.
6. A certified transcript showing the master's degree awarded must be received directly from the school.
7. Fingerprint cards (2), signed *Civil Applicant Waiver* and a money order payable to the **NV DPS** in the amount of **\$ 38.25** needs to be returned to the Board for processing. **Fees incorrectly submitted will be rejected.** (Please check the Board's website, www.socwork.nv.gov , for the most up-to-date cost for fingerprinting).
8. Application for Social Work Internship Program.
9. Job description of the individual internship position.
10. Supervision Agreement (Must have specific dates listed for term of agreement, Article III).
11. Supervisor's Plan for the Internship Program (**to be composed and signed by Supervisor and Intern**).
12. 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 **and** permission to observe a therapy session a minimum of one time per month **must be included**. Additionally, for clinical internships only, the name of an agency designated licensed mental health professional must be provided. (See enclosed clinical internship policy.)
13. Letter from supervisor listing the **Assessments** the intern will be using and **assurances** that the intern will be properly trained to use the Assessments **prior to implementing them**.
14. Agency Safety Plan protocol when services, including therapy, are conducted away from the Agency. **This plan should include an after-hours Agency On-call List.**
15. Board requests information regarding **Storage of Client files**, if taken out of the Agency.

Intern applicants are reminded that a Board approved internship is not a license to practice social work in Nevada. 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 enclosed "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.**