



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234

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April 22, 2010

TO: Interested Parties

FR: David Hamilton, Ph.D., LMSW  
Executive Secretary

RE: Update on supervised experience for Licensed Clinical Social Worker (LCSW)

The Education Law requires a Licensed Master Social Worker (LMSW) to complete three years of full-time post-MSW experience in diagnosis, psychotherapy and assessment-based treatment planning, under an LCSW, licensed psychologist or psychiatrist, or the part-time equivalent, in a setting that is authorized to provide clinical social work services. The regulations currently define full-time as an average of at least 20 client contact hours per week, so an applicant must complete 2,880 client contact hours over a period of at least three years; part-time experience requires an average of not less than 10 client contact hours per week over a period of not more than 72 months to complete 2,880 hours.

**Psychotherapy Institute Training.** The State Board has received questions as to whether an LMSW could complete the clinical experience required for LCSW licensure in a psychotherapy institute, chartered by the Board of Regents, under a qualified supervisor, as defined in law and regulation. After extensive review and discussion, Deputy Commissioner Frank Muñoz has affirmed that the State Board may accept clinical experience in diagnosis, psychotherapy and assessment-based treatment planning that is completed by an **LMSW who is enrolled in a program that is registered by the Department as licensure-qualifying in psychoanalysis.** The experience must meet all other requirements in section 74.3 of the Commissioner's Regulations, including client contact hours, qualified supervisor, and frequency and type of supervision.

Please note that this applies only to institute programs that are registered as leading to licensure in psychoanalysis. In order to afford programs sufficient time to become registered as licensure-qualifying programs, experience gained in such programs that are registered before July 1, 2012 will be eligible toward satisfying the experience requirements, even though such experience may have been obtained prior to registration of the program. Additionally, the department may provisionally consider experience obtained in any institute that has made an application for a license qualifying program in psychoanalysis before July 1, 2012. As of April 1, 2010, the following programs have been registered as licensure-qualifying:

Blanton-Peale Institute, NYC	International School for Mental Health Practitioners, NYC
Center for Modern Psychoanalytic Studies, NYC	Metropolitan Institute for Training in Psychoanalytic Psychotherapy, NYC
Center for Human Development, NYC	NIP Training Institute, NYC
CG Jung Institute of New York, NYC	NPAP Training Institute, NYC
Gestalt Associates for Psychotherapy, NYC	New York Institute for Psychoanalytic Self Psychology, NYC
Institute for Contemporary Psychotherapy, NYC	Washington Square Institute, NYC
Institute for Expressive Analysis, NYC	Westchester Institute for Training, Bedford Hills
Institute for Psychoanalytic Training & Research, NYC	William Alanson White Institute, NYC

The Inventory of Registered Programs (IRP) is updated when a program is registered as leading to licensure. You can access the IRP at: <http://www.nysed.gov/heds/IRPSL1.html> and then searching for a program leading to a professional license in psychoanalysis. An institute that is approved to operate a clinic pursuant to Article 28 of the Public Health Law or Article 16, 31 or 32 of the Mental Hygiene Law or that has some other explicit authority to provide professional services may also be an acceptable setting. The provision of mental health services in an institute other than those described above would be unauthorized and will not be acceptable for licensure.

**Experience in multiple settings.** Section 74.3 of the Commissioner's Regulations requires an applicant to complete an average of 20 client contact hours per week for 48 weeks a year for three years to accumulate the minimum 2,880 client contact hours. Generally, an applicant (LMSW or LMSW permit holder) has been required to provide an average of **no less than 10 client contact hours per week in a single setting** to meet the 2,880-hour requirement within the 72 consecutive-month period. After discussion, the State Board has determined that an applicant may **combine experience from more than one setting** toward meeting the requirement for at least 2,880 client contact hours, as long as the cumulative experience averages at least 10 client contact hours per week. The supervised clinical experience must enable the applicant to develop the skills necessary to practice the profession as an LCSW.

**Multiple supervisors.** The Education Law and section 74.3 of the Commissioner's Regulations require an LMSW who is practicing clinical social work to be under the supervision of a qualified supervisor. This historically has been interpreted as a single supervisor, but we have found that agencies are assigning multiple supervisors. Accordingly, the State Board may accept supervision completed under more than one qualified supervisor, so long as the supervision otherwise meets the requirements set out in law and regulations.

**Handling of applications.** The State Board is committed to a timely review of applications that were previously submitted and initially determined not to have met the requirements. Staff in the Board office are re-evaluating existing files under the provisions cited above and, as appropriate, will contact applicants or supervisors for clarification of experience previously submitted. If the applicant is determined to meet the experience requirement, the Department will notify the applicant of the procedures necessary to take the licensing examination.

Individuals who have not applied for licensure but believe that they are now qualified given the changes to the above criteria are encouraged to submit the application for licensure (Form 1) and fee (\$294), have the higher education institution that conferred the degree submit verification of a clinical MSW degree on Form 2 with a transcript, and have the supervisor(s) who provides the requisite supervision submit documentation of experience on Form 4B. **Please note that all experience must be submitted on Form 4B, with original, notarized signatures and sent by the supervisor**, not the applicant, to the Office of the Professions. You can access the forms and instructions on our website: [www.op.nysed.gov](http://www.op.nysed.gov).

c: Frank Muñoz  
Leonard Lapinski  
Sarah Benson  
Seth Rockmuller  
Doug Lentivech