

# Clinical Supervision Hours Tracking Log

*For Supervised Clinical Practice Hours Toward the Illinois LCSW License*

**COMPLETE MONTHLY**

**THIS FORM IS NOT REQUIRED BY IDFP.** Its purpose is to assist the supervisee and supervisor as they keep track of the hours that qualify for the supervisee's supervised clinical practice experience. This form is organized according to the IDFP VE-SW Form (Verification of Employment /Experience Form) which is the required form the supervisor must complete for the supervisee to submit along with their Illinois LCSW license application upon completion of supervision.

Month/Year: \_\_\_\_\_

Name of Supervisee: \_\_\_\_\_ Job title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor LCSW License number: \_\_\_\_\_ License State: \_\_\_\_\_ Date License Awarded: \_\_\_\_\_

Name of and Address of Worksite: \_\_\_\_\_

Total number of clinical work hours acquired this month (maximum of 40hr/week): \_\_\_\_\_

Date of Supervision: \_\_\_\_\_ Choose or Circle One:  Individual or  Group

Length of supervision: \_\_\_\_\_

Date of Supervision: \_\_\_\_\_ Choose or Circle One:  Individual or  Group

Length of supervision: \_\_\_\_\_

Date of Supervision: \_\_\_\_\_ Choose or Circle One:  Individual or  Group

Length of supervision: \_\_\_\_\_

Date of Supervision: \_\_\_\_\_ Choose or Circle One:  Individual or  Group

Length of supervision: \_\_\_\_\_

Total hours of supervision this month (state requires minimum of 4 hours): \_\_\_\_\_

The applicant's performance was satisfactory or better (Choose or circle answer):  YES /  NO

The above indicated clinical experience has been documented by myself and has been performed by the applicant pursuant to my order, control, and full professional and legal responsibility as a supervisor. I do hereby declare that the information contained herein is true and correct.

Name of Supervisor: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR SUPERVISEE USE ONLY:

Total acquired hours \_\_\_\_\_ out of 3,000 (for MSW) or 2,000 (for DSW)

Add total hours for this month and all previous hours from prior months.