Wisconsin Department of Safety and Professional Services

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MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

PRE-APPROVAL FORM SOCIAL WORK INTERNSHIP/EMPLOYMENT

(This form is required only if advanced review of internship or experience is desired.)

1. This plan is to be completed by the applicant's supervising social worker, who must have a BSW or MSW degree and State of Wisconsin Social Work certification.
2. This plan must be accompanied by an **official description of the duties to be performed by the applicant during the time period indicated**. The position must provide experience in direct practice with clients in all areas described below, and this practice must comprise a predominant part of the experience. The position must give the applicant direct responsibility for the areas listed on the affidavit, and not be one of assisting, observing others perform, or being primarily the manager of others who perform.
3. If the experience is an internship, this affidavit must be accompanied also by documentation by the sponsor of pre-determined educational goals. Documentation of the student evaluation will be required upon completion.

Name of Applicant:

Dates of Internship/Employment: **From:** __ __ / __ __ / __ __ __ __ **To:** __ __ / __ __ / __ __ __ __

Number of Hours Per Week: **Status:** ☐ **Internship** ☐ **Employment**

Position/Title:

Agency Name:

Agency Address: (street, city, state, zip)

Supervisor's Name and Position/Title:

Supervisor's Credential Number: __ __ __ __ __ __ __ __ __ __ - __ __ __

Supervisor's Degree: ☐ **BSW** ☐ **MSW**

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ADVANCED PLAN SOCIAL WORK INTERNSHIP/EMPLOYMENT:

I agree that I will provide direct, on-site supervision of the above-named applicant in a human services internship or employment which involves direct practice with clients, and which provides training and experience in all of the areas listed below.

- Evaluation and assessment of difficulties in psychosocial functioning of a group or another individual.
- Developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance.
- Intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs, based on evaluation and assessment described in (a) above .
- Knowledge of other disciplines relevant to the evaluation of clients, plans, and policies to alleviate client difficulties, and intervention planning.
- The ability to intervene effectively on behalf of diverse populations and populations most vulnerable and discriminated against, including development of cultural competence, provision of culturally competent services, and ability to collaborate with others to develop services.
- Application of professional ethics and standards in the delivery of social work services to clients.

I agree that the applicant will be required to demonstrate competency in all of the areas listed in order to successfully complete this experience.

I agree that I will meet with the applicant in a face-to-face individual session at least one hour each week for one year of employment, or for the duration of the internship, to direct this social work practice. I further certify that I will comply with SFC 4.01(1)(a) and (3).

If the position is employment, rather than internship, I agree that the applicant's experience will involve at least 400 hours of face-to-face client contact in not less than 12 months.

Supervisor's Signature _____ **Date** ___ ___ / ___ ___ / ___ ___ ___ ___

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