

**BOARD OF COUNSELING
REGULATORY COMMITTEE MEETING
Thursday, November 3, 2016 – 1:00 p.m.
Second Floor – Perimeter Center, Board Room 2**

- 1:00 p.m. Call to Order – Charles Gressard, Ph.D., LPC, LMFT, LSATP, Chairperson**
- Ordering of the Agenda**
- Approval of Minutes***
- Public Comment**
- Old Business**
- **Continue to Review and Discussion Changes to CSAC Regulations**
- New Business**
- **CSAC Curriculum discussion**
 - **Clarification regarding clinical experience for supervisors**
 - **Guidance Document Review**
 - **Bylaws Review**
 - **Next meeting**
- 4:00 p.m. Adjourn**

Approval of Minutes

August 19, 2016

**THE VIRGINIA BOARD OF COUNSELING
REGULATORY COMMITTEE MEETING MINUTES
Friday, August 19, 2016**

The Virginia Board of Counseling ("Board") meeting convened at 10:11a.m. on Friday, August 19, 2016, at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Charles Gressard, Chair called the meeting to order.

PRESIDING: Charles Gressard, Ph.D., LPC, LMFT, LSATP

BOARD MEMBERS PRESENT: Johnston Brendel, Ed.D., LPC, LMFT
Cinda Caiella, LMFT
Danielle Hunt, LPC
Vivian Sanchez-Jones, Citizen Member

STAFF PRESENT: Sarah Georgen, Licensing Manager (CSAC & CSAC-A only)
Jaime Hoyle, Executive Director
Jennifer Lang, Deputy Executive Director
Charlotte Lenart, Licensing Manger
Elaine Yeatts, DHP Senior Policy Analyst

WELCOME:

Dr. Gressard welcomed the Board members and announced the Emergency Egress procedures.

ORDERING OF THE AGENDA:

Mr. Brendel made a motion to approve the agenda as presented. The motion was seconded and carried.

APPROVAL OF MINUTES:

Mr. Brendel made a motion to approve the May 20, 2016 meeting minutes as written. The motion was seconded and carried.

PUBLIC COMMENT:

No public comment.

UNFINISHED BUSINESS:

Dr. Gressard reported that the subcommittee and board staff recently met and recommended changes to the Regulations Governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants.

The Committee reviewed and discussed the recommendations from the subcommittee.

Dr. Brendel motioned to recommend, on behalf of the Regulatory Committee, that the Board publish a Notice of Intended Regulatory Action (“NOIRA”) to amend the Regulations Governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants. The motion was seconded and carried.

NEW BUSINESS:

The Committee discussed the need to clarify the national certifications accepted for endorsement of a Certification of Substance Abuse Counselors (“CSAC”) certification. Dr. Brendel made a motion that the Committee accept the National Certified Addiction Counselor, Level II (NCAC II) and Master Addiction Counselor with Co-Occurring Disorders Component (“MAC”) accreditations from NAADAC, The Association of Addiction Professionals, and the Advanced Alcohol & Drug Counselor (“AADC”) accreditation from International Certification & Reciprocity Consortium (“IC&RC”) and publish this information in a guidance document. The motion was seconded and carried.

Ms. Lenart announced that the next Regulatory Committee meeting is scheduled for on November 3, 2016.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 12:10 p.m.

Charles Gressard, Chair

Jaime Hoyle, Executive Director

Suggested Subcommittee
Changes to CSAC
Regulations

Commonwealth of Virginia



REGULATIONS

GOVERNING THE CERTIFICATION OF SUBSTANCE ABUSE COUNSELORS AND SUBSTANCE ABUSE COUNSELING ASSISTANTS

VIRGINIA BOARD OF COUNSELING

Title of Regulations: 18 VAC 115-30-10 et seq.

**Statutory Authority: §§ 54.1-2400 and Chapter 35 of Title 54.1
of the *Code of Virginia***

Revised Date: January 15, 2016

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Part I. General Provisions.

18VAC115-30-10. Definitions.

A. The following words and terms when used in this chapter shall have the meaning ascribed to them in §54.1-3500 of the Code of Virginia:

"Board"

"Certified substance abuse counselor"

"Certified substance abuse counseling assistant"

"Practice of substance abuse treatment"

"Substance abuse" and "substance dependence"

"Substance abuse treatment"

B. The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Regionally accrediting agency" means one of the regionally accreditation agencies recognized by the United States Secretary of Education responsible for accrediting senior postsecondary institutions.

"Applicant" means an individual who has submitted a completed application with documentation and the appropriate fees to be examined for certification as a substance abuse counselor or substance abuse counseling assistant.

"Candidate" means a person who has been approved to take the examinations for certification as a substance abuse counselor or substance abuse counseling assistant.

"Clinical supervision" means the ongoing process performed by a clinical supervisor who monitors the performance of the person supervised and provides regular, documented face-to-face consultation, guidance and education with respect to the clinical skills and competencies of the person supervised.

"Clinical supervisor" means one who provides case-related supervision, consultation, education and guidance for the applicant. The supervisor must be credentialed as defined in 18VAC115-30-60 C.

"Competency area" means an area in which a person possesses knowledge and skill and the ability to apply them in the clinical setting.

"Didactic" means teaching-learning methods which impart facts and information, usually in the form of one-way communication (includes directed readings and lectures).

"Endorsement" means the waiver of the examination requirement for certification as a substance abuse counselor for persons currently certified or licensed in another jurisdiction.

"Group supervision" means the process of clinical supervision between two to six people of no more than six persons in a group setting provided by a qualified clinical supervisor.

"NAADAC means the National Association of Alcoholism & Drug Abuse Counselors.

"NCC AP" means the National Certification Commission for Addiction Professionals, under the banner of NAADAC, the Association for Addiction Professionals, which operates as an independent body for all matters involving the Association's substance use disorder counselor certification and specialty endorsement opportunities at the national and international level.

"Substance abuse counseling" means applying a counseling process, treatment strategies and rehabilitative services to help an individual to:

1. Understand his substance use, abuse or dependency; and
2. Change his drug-taking behavior so that it does not interfere with effective physical, psychological, social or vocational functioning.

18VAC115-30-20. (Repealed.)

18VAC115-30-30. Fees required by the board.

A. The board has established the following fees applicable to the certification of substance abuse counselors and substance abuse counseling assistants:

Substance abuse counselor annual certification renewal	\$55
Substance abuse counseling assistant annual certification renewal	\$40
Substance abuse counselor initial certification by examination: Application processing and initial certification	\$90
Substance abuse counseling assistant initial certification by examination: Application processing and initial certification	\$90
Initial certification by endorsement of substance abuse counselors: Application processing and initial certification	\$90
Registration of supervision	\$50
Add or change supervisor/ <u>worksite/job responsibilities</u>	\$25
Duplicate certificate	\$5
Late renewal	\$20
Reinstatement of a lapsed certificate	\$100

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Replacement of or additional wall certificate	\$15
Returned check	\$35
Reinstatement following revocation or suspension	\$500
<u>License Verification</u>	<u>\$25</u>

B. All fees are nonrefundable.

C. Examination fee shall be paid directly to the examination service according to its requirements.

Part II. Requirements for Certification.

18VAC115-30-40. Prerequisites for certification by examination for substance abuse counselors.

A. A candidate for certification as a substance abuse counselor shall meet all the requirements of this section and shall pass the examination prescribed in 18VAC115-30-90.

B. Every applicant for examination for certification by the board shall:

1. Meet the educational and experience requirements prescribed in 18VAC115-30-50 and 18VAC115-30-60;

2. Submit the following to the board:

a. A completed application form;

b. Official transcript documenting coursework and attainment of a bachelor's degree;

c. Official transcripts or certificates verifying completion of the didactic training requirement set forth in subsection B of 18VAC115-30-50;

d. ~~Verification-Attestation~~ of supervisor's education and experience as required under 18VAC115-30-60;

e. Verification of supervision forms documenting fulfillment of the experience requirements of 18VAC115-30-60;

f. ~~Documentation of any other health or mental health license or certificate ever held in another jurisdiction~~ Verification of all health or mental health licenses or certificates ever held in any other jurisdiction;

g. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB); and

h. The application processing and initial certification fee.

i. Attestation of having read and understood the regulations and laws governing the practice of substance abuse counseling in Virginia.

18VAC115-30-45. Prerequisites for certification by endorsement for substance abuse counselors.

Every applicant for certification by endorsement shall submit:

1. A completed application;

2. The application processing and initial certification fee;

3. Verification of all health or mental health licenses or certificates ever held in any other jurisdiction. In order to qualify for endorsement, the applicant shall have no unresolved action against a license or certificate. The board will consider history of disciplinary action on a case-by-case basis. The board will also determine whether any or all other professional licenses or certificates held in another jurisdiction are substantially equivalent to those sought in Virginia;

4. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB);

5. ~~Affidavit~~ Attestation of having read and understood the regulations and laws governing the practice of substance abuse counseling in Virginia; and

6. Further documentation of one of the following:

a. Licensure or certification as a substance abuse counselor in another jurisdiction in good standing obtained by standards substantially equivalent to the education and experience requirements set forth in this chapter as ~~verified by a certified copy of the original application submitted directly from the out-of-state licensing agency;~~ or a copy of the regulations in effect at the time of initial licensure or certification ~~and verification of a passing score on a licensure examination in the jurisdiction in which licensure or certification was obtained, and that is deemed substantially equivalent by the board;~~ or

b. Verification of a current certification in good standing issued by ~~NAADAC-NCC AP~~ or other board-recognized national certification in substance abuse counseling obtained by educational and experience standards substantially equivalent to those set forth in this chapter.

7. Verification of a passing score on a board-approved national examination at the level for which the applicant is seeking licensure in Virginia or a licensure examination in the jurisdiction in which licensure or certification was obtained.

18VAC115-30-50. Educational requirements for substance abuse counselors.

A. An applicant for examination for certification as a substance abuse counselor shall:

1. Have a bachelor's degree from a regionally accredited university or college; and
2. Have completed ~~400 clock hours~~ of substance abuse education from one of the following programs:

- a. An regionally accredited university or college; or

- b. Seminars and workshops that meet the requirements of subsection B of this section and are offered or approved by one of the following:

- (1) The American Association of Marriage and Family Counselors and its state affiliates.
- (2) The American Association of Marriage and Family Therapists and its state affiliates.
- (3) The American Association of State Counseling Boards.
- (4) The American Counseling Association and its state and local affiliates.
- (5) The American Psychological Association and its state affiliates.
- (6) The Commission on Rehabilitation Counselor Certification.
- (7) NAADAC, The Association for Addiction Professionals and its state and local affiliates.
- (8) National Association of Social Workers.
- (9) National Board for Certified Counselors.
- (10) A national behavioral health organization or certification body recognized by the Board.
- (11) Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.
- (12) Federal, state or local agencies, public school systems or licensed health facilities.

B. Substance abuse education.

1. The education will include ~~220-240~~ hours spent in receiving didactic training in substance abuse counseling, to which a minimum of 120 hours of the listed areas below must be completed prior to the registration of supervision. Each applicant shall have received a minimum of ~~40-20~~ clock hours in each of the following ~~eight~~ twelve areas:

- a. ~~Understanding the d~~ Dynamics of human behavior;
- b. ~~Signs and symptoms~~ Prevention, screening and assessment of substance use and abuse;
- c. Counseling theories and techniques ~~Treatment approaches~~;
- d. Continuum of care and case management skills;
- e. Recovery process and relapse prevention methods;
- f. Professional orientation and e Ethics

g. Cultural Competency;

gh. Professional identity in the provision of substance abuse servicesPharmacology of abused substances; and

hi. Trauma and Crisis intervention;

i. Co-occurring disorders;

In addition, each applicant shall have at least 20 hours in each of the following two areas:

(i)k. Substance abuse counseling treatment planning and substance abuse research; and

(ii)l. Group counseling.

~~2. The education shall also consist of 180 hours of experience performing the following tasks with substance abuse clients:~~

~~a. Screening clients to determine eligibility and appropriateness for admission to a particular program;~~

~~b. Intake of clients by performing the administrative and initial assessment tasks necessary for admission to a program;~~

~~c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;~~

~~d. Assessment of client's strengths, weaknesses, problems, and needs for the development of a treatment plan;~~

~~e. Treatment planning with the client to identify and rank problems to be addressed, establish goals, and agree on treatment processes;~~

~~f. Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives;~~

~~g. Case management activities which bring services, agencies, people and resources together in a planned framework of action to achieve established goals;~~

~~h. Crisis intervention responses to clients' needs during acute mental, emotional or physical distress;~~

~~i. Education of clients by providing information about drug abuse and available services and resources;~~

~~j. Referral of clients in order to meet identified needs unable to be met by the counselor and assisting the client in effectively utilizing those resources;~~

k. Reporting and charting information about client's assessment, treatment plan, progress, discharge summaries and other client related data; and

l. Consultation with other professionals to assure comprehensive quality care for the client.

Each of these tasks shall be performed for at least eight hours under supervision and shall be verified as a part of the application by the supervisor.

C. Groups and classes attended as a part of a therapy or treatment program will not be accepted as any part of the educational experience.

18VAC115-30-60. Experience requirements for substance abuse counselors.

A. Registration. Supervision shall be registered and approved by the Board prior to the beginning of the supervised experience in order to be counted towards certification. Supervision obtained without prior board approval will not be accepted if it does not meet the requirements set forth in subsections B and C of this section. To register supervision for board approval prior to obtaining the supervised experience, an applicant shall submit in one package:

1. A supervisory contract;

2. Verification of the supervisor's education and experience as required under subsection C of this section; and

3. The registration fee.

4. Official transcript(s) documenting attainment of a bachelor's degree.

B. Experience requirements.

1. An applicant for certification as a substance abuse counselor shall have had 2,000 hours of supervised experience ~~in the delivery in the practice of substance abuse of clinical substance-abuse counseling services as set forth in §54.1-3507.1.~~

2. The supervised experience shall be completed in not less than 12 months and not more than 60 months from the initial date of board approval. Supervisees who began a supervised experience before (insert effective date of the regulation) shall complete the supervised experience by (insert 60 months after the effective date).

a. Supervision begun before (insert effective date), that met the requirements of 18VAC140-20-50 and 60 in effect prior to that date will be accepted until (insert 60 months after effective date).

b. An individual who does not complete the supervision requirements may request an extension. The request for an extension shall include evidence that demonstrates extenuating circumstances that prevented completion of the supervised experience within 60 months.

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c. Supervised experience obtained in another United States jurisdiction may be accepted if it met the requirements of that jurisdiction.

23. The supervised experience shall include a minimum of one hour and a maximum of four hours of supervision per week per 40 hours of work experience of supervision between the supervisor and the applicant to total 100 hours within the required experience. No more than half of these hours may be satisfied with group supervision. One hour of group supervision will be deemed equivalent to one hour of individual supervision.

43. Applicants must document successful completion of their supervised experience on the Verification of Supervision Form at the time of application.

5. The experience shall consist of 160 hours of experience performing the following tasks with substance abuse clients:

a. Screening clients to determine eligibility and appropriateness for admission to a particular program;

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b. Intake of clients by performing the administrative and initial assessment tasks necessary for admission to a program;

c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;

d. Assessment of client's strengths, weaknesses, problems, and needs for the development of a treatment plan;

e. Treatment planning with the client to identify and rank problems to be addressed, establish goals, and agree on treatment processes;

f. Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives;

g. Case management activities which bring services, agencies, people and resources together in a planned framework of action to achieve established goals;

h. Crisis intervention responses to clients' needs during acute mental, emotional or physical distress;

i. Education of clients by providing information about drug abuse and available services and resources;

j. Referral of clients in order to meet identified needs unable to be met by the counselor and assisting the client in effectively utilizing those resources;

k. Reporting and charting information about client's assessment, treatment plan, progress, discharge summaries and other client-related data; and

1. Consultation with other professionals to assure comprehensive quality care for the client.

Each of these tasks shall be performed for at least eight hours under supervision and shall be verified as a part of the application by the supervisor.

C. Supervisor qualifications. A board-approved clinical supervisor shall be:

Have received professional training in supervision by (insert 12 months after the effective date), consisting of three credit hours or 4.0 quarter hours in graduate-level coursework in supervision or at least 20 hours of continuing education in supervision offered by a provider approved under 18VAC115-30-50.

1. A ~~licensed substance abuse treatment practitioner~~ in good standing; or

2. A licensed professional counselor, licensed clinical psychologist, licensed clinical social worker, licensed marriage and family therapist, medical doctor, or registered nurse in good standing, and

a. possess either a board-recognized national certification in substance abuse counseling obtained by standards~~by standards~~ substantially equivalent to those set forth in this chapter, or

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ab. minimum of one year experience in substance abuse counseling and at least 100 hours of didactic training covering the areas outlined in 18VAC115-30-50 B 1 a through h; or

3. A substance abuse counselor certified by the Virginia Board of Counseling who has:

~~a. Board-recognized national certification in substance abuse counseling obtained by standards~~ substantially equivalent to those set forth in this chapter; or

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~~b. Two years experience~~ years' experience as a Virginia board-certified substance abuse counselor.

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D. Supervisory responsibilities.

1. Supervisors shall assume responsibility for the professional activities of the ~~prospective applicants~~ supervisee under their supervision.

2. Supervisors shall not provide supervision for activities for which ~~the prospective applicants~~ supervisee ~~has~~ not had appropriate education.

3. Supervisors shall provide supervision only for those substance abuse counseling services which they are qualified to render.

4. At the time of formal application for certification, the board-approved supervisor shall document the applicant's total hours of supervision, length of work experience, competence in substance abuse counseling and any needs for additional supervision or training.

5. Supervision by any individual whose relationship to the supervisee compromises the objectivity of the supervisor is prohibited.

6. During the supervised experience, supervisees shall use their names and the title supervisee in all written communications. Clients shall be informed in writing of the supervisee's status and the supervisor's name, professional address, and phone number.

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7. Evaluate the supervisee's knowledge and document minimal competencies in the areas in 18VAC115-30-60 (B) (5).

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8. Maintain documentation, for five years post supervision.

18VAC115-30-61. ~~Prerequisites~~ Requirements for certification by examination for substance abuse counseling assistant.

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A. A candidate for certification as a substance abuse counseling assistant shall meet all the requirements of this section, including passing the examination prescribed in 18VAC115-30-90.

BA. Every applicant for examination for certification by the board shall:

1. Meet the educational and experience requirements prescribed in 18VAC115-30-62 and 18VAC115-30-___; and

2. Submit the following to the board within the time frame established by the board:

a. A completed application form; and

b. Official transcript documenting attainment of a minimum of a high school diploma or general education development (GED) certificate; and

c. The application processing and initial certification fee; and

d. Documentation of the experience requirements prescribed in 18VAC115-30-___; and

e. Documentation of the educational requirements prescribed in 18VAC115-30-62 and

3. Submit a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB); and

4. Pass a written examination approved by the Board.

18VAC115-30-62. Educational requirements for substance abuse counseling assistants.

A. An applicant for certification as a substance abuse counseling assistant shall:

1. Have ~~obtained a an official high school diploma education~~ or general educational development (GED) certificate; and

2. Have completed 300 clock hours of substance abuse education from one of the following programs:

a. A regionally accredited university or college; or

b. Seminars and workshops approved by the board at the time of application, that meet the educational requirements specified in subsection B of this section and are offered or approved by one of the following:

- (1) The American Association of Marriage and Family Counselors and its state affiliates.
- (2) The American Association of Marriage and Family Therapists and its state affiliates.
- (3) The American Association of State Counseling Boards.
- (4) The American Counseling Association and its state and local affiliates.
- (5) The American Psychological Association and its state affiliates.
- (6) The Commission on Rehabilitation Counselor Certification.
- (7) NAADAC, The Association for Addiction Professionals and its state and local affiliates.
- (8) National Association of Social Workers.
- (9) National Board for Certified Counselors.
- (10) A national behavioral health organization or certification body recognized by the Board.
- (11) Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.
- (12) Federal, state or local agencies, public school systems or licensed health facilities.

B. Substance abuse education.

1. The education will include 120 hours spent in receiving didactic training in substance abuse counseling. Each applicant shall have received a minimum of 10 clock hours in each of the following ~~eight~~ eleven areas:

- a. Dynamics of human behavior;
- b. Prevention, screening and assessment of substance use and abuse;
- c. Counseling theories and techniques;
- d. Continuum of care and case management skills;
- e. Recovery process and relapse prevention methods;
- f. Professional orientation, ethics, and cultural competency;
- g. Pharmacology of abused substances;
- h. Trauma and crisis intervention;
- i. Co-occurring disorders;

- j. Substance abuse counseling treatment planning; and
- k. Group counseling.
- a. Understanding the dynamics of human behavior;
- b. Signs and symptoms of substance abuse;
- c. Treatment approaches;
- d. Case management skills and continuum of care;
- e. Recovery process and relapse prevention methods;
- f. Ethics;
- g. Professional identity in the provision of substance abuse services; and
- h. Crisis intervention.

18VAC115-30- . Experience requirements for substance abuse counseling assistants.

2-1. In addition to the didactic training, The education-experience shall include 180 hours of experience-consistent with § 54.1-3507.2 (C) by performing the following tasks with substance abuse clients, to include an internship, practicum or supervised experience in-while under supervision:

- a. Screening clients and gathering information used in making the determination for the need for additional professional assistance;
- b. Intake of clients by performing the administrative tasks necessary for admission to a program;
- c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;
- d. Assisting the client in identifying and ranking problems to be addressed, establish goals, and agree on treatment processes;
- e. Implementation of a substance abuse treatment plan as directed by the supervisor;
- f. Implementation of case management activities that bring services, agencies, people and resources together in a planned framework of action to achieve established goals;
- g. Assistance in identifying appropriate crisis intervention responses to clients' needs during acute mental, emotional or physical distress;
- h. Education of clients by providing information about drug abuse and available services and resources;

- i. Facilitating the client's utilization of available support systems and community resources to meet needs identified in clinical valuation or treatment planning;
- j. Reporting and charting information about client's treatment, progress, and other client-related data; and
- k. Consultation with other professionals to assure comprehensive quality care for the client.

Each of these tasks shall be performed for at least eight hours under supervision and shall be verified as a part of the application by the supervisor.

€2. Groups and classes attended as a part of a therapy or treatment program shall not be accepted as any part of the educational experience.

18VAC115-30-70. and 18VAC115-30-80. (Repealed.)

Part III. Examinations.

18VAC115-30-90. General examination requirements for substance abuse counselors and substance abuse counseling assistants.

A. Every applicant for certification as a substance abuse counselor ~~or substance abuse counseling assistant~~ by examination shall pass a written examination approved by the board. The board shall determine the passing score on the examination.

B. Every candidate approved by the board to sit for an examination shall take that examination within two years of the date of the initial board approval. If the candidate has not passed the examination by the end of the two-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time. After an applicant has applied by examination twice and has not passed the examination, they shall be required to register for supervision and complete an additional 6 months as a CSAC supervisee before approval to re-take the examination is granted.

~~B. Every applicant for certification by endorsement shall have passed an examination deemed by the board to be substantially equivalent to the Virginia examination.~~

18VAC115-30-100. (Repealed.)

Part IV. Renewal and Reinstatement.

18VAC115-30-110. Annual renewal of certificate.

A. Every certificate issued by the board shall expire on June 30 of each year.

B. Along with the renewal form, the certified substance abuse counselor or certified substance abuse counseling assistant shall submit the renewal fee prescribed in 18VAC115-30-30.

C. Certified Substance Abuse Counselors shall be required to have completed a minimum of 10 contact hours of continuing education and Certified Substance Abuse Counseling Assistants shall be required to have completed a minimum of 5 contact hours of continuing education prior to renewal each year consistent with course content specified in 18VAC115-30-62.

1. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the certificate holder prior to the renewal date. Such extension shall not relieve the certificate holder of the continuing education requirement.

2. The board may grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the certificate holder such as temporary disability, mandatory military service, or officially declared disasters upon written request from the certificate holder prior to the renewal date.

CD. Certified individuals shall notify the board of change of name or address within 60-30 days. Failure to receive a renewal notice and application forms shall not excuse the certified substance abuse counselor or certified substance abuse counseling assistant from the renewal requirement.

18VAC115-30- . Documenting compliance with continuing education requirements.

A. All certificate holders in active status are required to maintain original documentation for a period of three years following renewal.

B. The board may conduct an audit of certificate holders to verify compliance with the requirement for a renewal period.

C. Upon request, a certificate holder shall provide documentation as follows:

1. Documentation of activities by submission of:

a. Official transcripts showing credit hours earned; or

b. Certificates of participation.

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D. Continuing education hours required by disciplinary order shall not be used to satisfy renewal requirements.

18VAC115-30-120. Reinstatement.

A. A person whose certificate has expired may renew it within one year after its expiration date by paying the late renewal fee prescribed in 18VAC115-30-30 and the certification fee prescribed for the year the certificate was not renewed.

B. A certified substance abuse counselor person who fails to renew a certificate after one year or more shall apply for reinstatement, verification of all health or mental health licenses or certificates

ever held in any other jurisdiction in good standing, a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB), pay the reinstatement fee for a lapsed certificate and submit evidence to demonstrate the continued ability to perform the functions within the scope of practice of the certificate by the submission of a minimum of 20 clock hours of substance abuse education that is consistent with course content specified in subsection B of 18VAC115-30-50 for substance abuse counselors and in 18VAC115-30-62 for substance abuse counseling assistants to demonstrate the continued ability to perform the functions within the scope of practice of the certificate.

C. A certified substance abuse counseling assistant who fails to renew a certificate after one year or more shall apply for reinstatement, verification of all health or mental health licenses or certificates ever held in any other jurisdiction in good standing, a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB), pay the reinstatement fee for a lapsed certificate and submit evidence to demonstrate the continued ability to perform the functions within the scope of practice of the certificate by the submission of a minimum of 10 clock hours of substance abuse education that is consistent with course content specified in 18VAC115-30-62.

18VAC115-30-130. (Repealed.)

Part V. Standards of Practice; Disciplinary Actions; Reinstatement.

18VAC115-30-140. Standards of practice.

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board. Regardless of the delivery method, whether in person, by telephone, or electronically, these standards shall apply to the practice of substance abuse counseling;

Comment [f1]: From SW Regs

B. Persons certified by the board shall:

1. Practice in a manner that is in the best interest of the public and does not endanger the public health, safety, or welfare;

2. Practice only within the scope of practice, supervision and qualifications as defined in §54.1-3507.1 for certified substance abuse counselors and §54.1-3507.2 for certified substance abuse counseling assistants;

Comment [f2]: New

3. Be able to justify all services rendered to clients as necessary for diagnostic or therapeutic purposes;

4. Practice only within the boundaries of their competence, based on their education, training, supervision and appropriate professional experience and represent their education, training and experience accurately to clients; 5. Report to the board known or suspected violations of the laws and regulations governing the practice of certified substance abuse counselors or certified substance abuse counseling assistants;

6. Neither accept nor give commissions, rebates, or other forms of remuneration for referral of clients for professional services;

7. Stay abreast of new substance abuse counseling information, concepts, applications and practices which are necessary to providing appropriate, effective professional services;

Comment [f3]: Same as LPC except for SA language

8. Document the need for and steps taken to terminate a counseling relationship when it becomes clear that the client is not benefiting from the relationship. Document the assistance provided in making appropriate arrangements for the continuation of treatment for clients, when necessary, following termination of a counseling relationship;

9. Make appropriate arrangements for continuation of services, when necessary, during interruptions such as vacations, unavailability, relocation, illness, and disability;

10. Disclose to clients all experimental methods of treatment and inform clients of the risks and benefits of any such treatment. Ensure that the welfare of the clients is in no way compromised in any experimentation or research involving those clients;

11. Inform clients of the purposes, goals, techniques, procedures, limitations, potential risks, and benefits of services to be performed, the limitations of confidentiality, and other pertinent information when counseling is initiated, and throughout the counseling process as necessary. Provide clients with accurate information regarding the implications of diagnosis, the intended use of tests and reports, fees, and billing arrangements;

12. Select tests for use with clients that are valid, reliable and appropriate and carefully interpret the performance of individuals not represented in standardized norms;

13. Determine whether a client is receiving services from another mental health service provider, and if so, refrain from providing services to the client without having an informed consent discussion with the client and having been granted communication privileges with the other professional;

14. Refrain from undertaking any activity in which one's personal problems are likely to lead to inadequate or harmful services;

Comment [f4]: From SW Regs

14. Use only in connection with one's practice as a mental health professional those educational and professional degrees or titles that have been earned at a college or university accredited by an accrediting agency recognized by the United States Department of Education, or credentials granted by a national certifying agency, and that are counseling in nature;

15. Advertise professional services fairly and accurately in a manner which is not false, misleading or deceptive;

C. In regard to client records, persons licensed by the board shall:

1. Maintain written or electronic clinical records for each client to include treatment dates and identifying information to substantiate diagnosis and treatment plan, client progress, and termination;

2. Maintain client records securely, inform all employees of the requirements of confidentiality and provide for the destruction of records which are no longer useful in a manner that ensures client confidentiality;

3. Maintain timely, accurate, legible and complete client records;

Comment [f5]: Same language as Audiology/Speech Pathology, Medicine, and Physical Therapy.

4. Ensure confidentiality in the usage of client records and clinical materials by obtaining informed consent from the client or the client's legally authorized representative before (i) videotaping, (ii) audio recording, (iii) permitting third party observation, or (iv) using identifiable client records and clinical materials in teaching, writing or public presentations;

5. Disclose counseling records to others only in accordance with the requirements of state and federal statutes and regulations, including, but not limited to §§32.1-127.1:03 (Patient Health Records Privacy Act), 2.2-3704 (Virginia Freedom of Information Act), and 54.1-2400.1 (Mental Health Service Providers; Duty to Protect Third Parties; Immunity) of the Code of Virginia; 42 USC §290dd-2 (Confidentiality of Drug and Alcohol Treatment Records); and 42 CFR Part 2 (Alcohol and Drug Abuse Patient Records and Regulations);

6. Maintain client records for a minimum of five years or as otherwise required by law from the date of termination of the counseling relationship with the following exceptions:

a. At minimum, records of a minor child shall be maintained for five years after attaining the age of majority (18) or ten years following termination, whichever comes later;

b. Records that are required by contractual obligation or federal law to be maintained for a longer period of time; or

c. Records that have been transferred to another mental health service provider or given to the client or his legally authorized representative.

D. In regard to dual relationships, persons licensed by the board shall:

1. Not engage in dual relationships with clients, former clients, supervisees and supervisors that are harmful to the client's or supervisee's wellbeing, or which would impair the substance abuse counselor's, substance abuse counseling assistant's or supervisor's objectivity and professional judgment, or increase the risk of client or supervisee exploitation. This prohibition includes, but is not limited to, such activities as counseling close friends, former sexual partners, employees or relatives; or engaging in business relationships with clients; 2. Not engage in romantic relationships or sexual intimacies with current clients or supervisees is strictly prohibited. For at least five years after cessation or termination of professional services, certified substance abuse counselors and certified substance abuse counseling assistants shall not engage in romantic relationships or sexual intimacies with a client or those included in collateral therapeutic services. Since sexual or romantic relationships are potentially exploitative, certified substance abuse counselors and certified substance abuse counseling assistants shall bear the burden of demonstrating that there has been no exploitation. A client's consent to, initiation of or participation in sexual behavior or involvement with a certified substance abuse counselor or certified substance abuse counseling assistants does not change the nature of the conduct nor lift the regulatory prohibition;

3. Recognize conflicts of interest and inform all parties of obligations, responsibilities and loyalties to third parties.

E. When a practitioner is closing, selling or relocating his practice, he shall meet the requirements of §54.1-2405 of the Code of Virginia for giving notice that copies of records can be sent to any like-regulated provider of the client's choice or provided to the client.

Comment [f6]: In most DHP Regs

F. Persons licensed by the board shall advise their clients of their right to report to the Department of Health Professions any information of which the licensee may become aware in his professional capacity indicating that there is a reasonable probability that a person licensed or certified as a mental health service provider, as defined in § 54.1-2400.1 of the Code of Virginia, may have engaged in unethical, fraudulent or unprofessional conduct as defined by the pertinent licensing statutes and regulations.

18VAC115-30-150. Grounds for revocation, suspension, restriction or denial of certificate; petition for rehearing.

In accordance with §54.1-2400(7) of the Code of Virginia, the board may revoke, suspend, restrict or decline to issue or renew a certificate based upon the following conduct:

1. Conviction of a felony or of a misdemeanor involving moral turpitude, or violation of or aid to another in violating any provision of Chapter 35 (§54.1-3500 et seq.) of Title 54.1 of the Code of Virginia, any other statute applicable to the practice of substance abuse counseling, or any provision of this chapter;
2. Procuring a certificate, including submission of an application or supervisory forms, by fraud or misrepresentation;
3. Conducting one's practice in such a manner so as to make it a danger to the health and welfare of one's clients or to the public; or if one is unable to practice substance abuse counseling with reasonable skill and safety to clients by reason of illness, abusive use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition;
4. Intentional or negligent conduct that causes or is likely to cause injury to a client or clients;
5. Performance of functions outside the board-certified area of competency, including but not limited to engaging in independent or autonomous practice;
6. Failure to comply with continued competency requirements as set forth in this chapter;
7. Violating or abetting another person in the violation of any provisions of any statute applicable to the practice of substance abuse counseling, or any part or portion of this chapter;
8. Performance of an act likely to deceive, defraud, or harm the public;
9. Aiding and abetting another person in the violation of statutes and regulations applicable to regulated professions within the Department of Health Professions;

Comment [f7]: Language from 54.1-3507.1

Comment [f8]: Discuss further

18VAC115-30-160. Reinstatement following disciplinary action.

A. Any person whose certificate has been suspended or who has been denied reinstatement by board order, having met the terms of the order, may submit a new application and fee for reinstatement for certification.

B. The board in its discretion may, after a hearing, grant the reinstatement sought in subsection A of this section.

CSAC Curriculum Discussion

Navigation

Have Questions? Contact Us



Southwest Virginia Community College
NO LIMITS

 Live Chat Offline

Certificate Programs of Study

Substance Abuse Rehabilitation Counselor

Program Code: 403 – 01

Purpose: This program is designed to fulfill the Virginia state educational requirements for the certification of substance abuse counselors. To meet substance abuse counselor certification requirements, the applicant is expected to meet specific educational requirements including didactic and experiential learning with a supervised internship required. The program is designed to be completed within one academic year and will serve as a specialization under the Human Services Program at Southwest Virginia Community College. Effective June 30, 2003, applicants for Virginia’s CSAC must possess a Bachelor’s degree.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	COURSE CREDITS
First Semester				
CST 110	Introduction to Communication	3	0	3
HMS 121	Basic Counseling Skills I	3	0	3

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COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	COURSE CREDITS
HMS 141	Group Dynamics	3	0	3
HMS 251	Substance Abuse	3	0	3
HMS 266	Counseling Psychology	3	0	3
PSY 232	Lifespan Human Development II	3	0	3
SDV 100	Orientation	1	0	1
TOTAL		19	0	19
Second Semester				
HMS 142	Group Dynamics II	3	0	3
HMS 145	Effects of Psychoactive Drugs	3	0	3
HMS 252	Substance Abuse II	3	0	3
HMS 258	Case Management & Substance Abuse	3	0	3
HMS 290*	Coordinated Internship	3	0	3
PSY 120**	Human Relations	3	0	3
TOTAL		19	0	18

Total Minimum Credits for the Certificate in Substance Abuse Rehabilitation Counselor ... 37

*Students will be expected to complete AT LEAST three (3) semester hours of cooperative education to complete the program. Students having equivalent experience have the option of submitting documentation of said experience for review for credit by experience.

**Students having comparable social science electives have the option of submitting documentation for review for course substitution.

Have Questions? Contact Us

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DE - Denotes a program which may be completed totally through Distance Education or with minimal face to face contact.

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- Course Descriptions

Campus Police

Emergency HELP Line - 964.4357
 On Campus Emergency - Ext. 7503
 Non-Emergency - 964.7221



Emergency Alert Service
See [Map & Tours](#)
 Media Contact: 276.964.7332

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Phone or Email [TIPS](#)

Southwest Virginia Community College ©2016
 USPS: P.O. Box SVCC, Richlands, VA 24641; UPS/FEDEX: Physical Plant
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COLLEGE CATALOG 2016-2017

SUBSTANCE ABUSE REHABILITATION COUNSELOR

Certificate

Offered through AL

- Advising Sheets
- Gainful Employment Disclosure

Purpose: This curriculum is designed to fulfill the Virginia state educational requirements for the certification of substance abuse counselors. To meet substance abuse counselor certification requirements, the applicant is expected to meet specific education requirements including didactic and experiential learning with a supervised internship required.

Individuals desiring skills and knowledge in this career field, but not seeking State Certification may also enroll.

Cooperative Education: Students in this curriculum will participate in at least 3 semester hours of Cooperative Education unless they already have equivalent experience.

One Year			Credits
1st Semester			
ENG	111	College Composition I or CST 110 Intro. to Communication	3
HMS	121	Basic Counseling Skills I	3
HMS	141	Group Dynamics I	3
HMS	251	Substance Abuse I	3
HMS	266	Counseling Psychology	3
PSY	232	Life Span Human Development II	3
¹ SDV	100	College Success Skills	1
Total			19
2nd Semester			
HMS	142	Group Dynamics II	3
HMS	145	Effects of Psychoactive Drugs	3
HMS	252	Substance Abuse II	3
HMS	258	Case Mgt. & Substance Abuse	3
HMS	290	Coordinated Internship	3
² ___		Social Science Elective	3
Total			18
Total credits for the Substance Abuse Rehabilitation Counselor Certificate=37			

¹ Students can take the SDV 101 Orientation section related to their particular program.

² The social science elective may be selected from the social/behavioral sciences courses listed under General Education Electives.

Clarification Regarding Clinical Experience for Supervisors

Clarification Regarding Clinical Experience for Supervisors

Staff would like clarification and guidance as to whether a professor in a counseling education graduate program and/or an LPC providing supervision to students during their practicum and internships could count their teaching and supervising internship as experience towards the requirement of post-licensure clinical experience.

Regulations 18VAC115-20-52(C) reads as follows:

C. Supervisory qualifications. A person who provides supervision for a resident in professional counseling shall:

- 1. Document two years of post-licensure clinical experience;*
- 2. Have received professional training in supervision, consisting of three credit hours or 4.0 quarter hours in graduate-level coursework in supervision or at least 20 hours of continuing education in supervision offered by a provider approved under 18VAC115-20-106; and*
- 3. Shall hold an active, unrestricted license as a professional counselor, or a marriage and family therapist in the jurisdiction where the supervision is being provided. At least 100 hours of the supervision shall be rendered by a licensed professional counselor. Supervisors who are substance abuse treatment practitioners, school psychologists, clinical psychologists, clinical social workers, or psychiatrists and have been approved to provide supervision may continue to do so until August 24, 2017.*

"Clinical counseling services" means activities such as assessment, diagnosis, treatment planning, and treatment implementation.

Guidance Document Review

Virginia Board of Counseling

Guidance on Meeting Degree Program Requirements for Professional Counseling Licensure

Regulation 18VAC115-20-49 (Degree Program Requirements) states that in order to qualify for licensure, there must be a sequence of academic study with the expressed intent to prepare counselors as documented by the institution.

Academic courses of study accredited by CACREP (Council for Accreditation of Counseling and Related Educational Programs) or CORE (Council on Rehabilitation Education) shall be considered as satisfying this standard.

Academic courses of study not accredited by CACREP or CORE may be considered as satisfying this standard if:

- a. Preparation for the practice of counseling is the primary emphasis throughout the academic curriculum (evidence: curriculum description, student transcript, course syllabi);
- b. The intent to prepare professional counselors is stated explicitly in the description and/or mission statement of the course of study within the program (evidence: program description and mission statement) and;
- c. Primary emphasis on the practice of counseling is evidenced in the training and experience of identified program faculty (evidence: faculty biographical information).

Applicants from non-accredited programs may be required to provide evidence of compliance with regulation 18VAC115-20-49 in areas where compliance is not readily apparent. Applicants may expedite the review process by using the above criteria to assess their compliance with 18VAC115-20-49 prior to submitting their application materials. Providing supplemental evidence of compliance along with the initial application can help to avoid delays due to subsequent Board requests for additional information.

Virginia Board of Counseling

Guidance for Applicants from Programs that do not meet Degree Program Requirements of 18VAC115-20-49

1) The Board will ratify all current applicants whose degree programs did not meet the requirements of 18VAC115-20-49, but who have received a letter of approval for registration of supervision and/or approval of such programs. Applicants must be advised of any of the thirteen (13) core areas of coursework, pursuant to 18VAC115-20-51, which must be completed before they are eligible to sit for the licensure examination. They may continue to work under supervision while they complete their remaining coursework. Applicants should be advised of the importance of compliance with 18VAC115-20-52 B 10. All coursework and supervised residency hours, as required by 18VAC115-20-51 and 18VAC115-20-52, must be completed by July 1, 2017.

2) The Board will approve for supervision any individual who has submitted an application for registration of supervision and who holds a graduate degree in a program that does not meet the requirements of 18VAC115-20-49, but was approved by the Board since April 12, 2000. The thirteen (13) core areas of coursework, pursuant to 18VAC115-20-51, must be completed before they are eligible to sit for the licensure examination. Applicants should be advised of the importance of compliance with 18VAC115-20-52 B 10. All coursework and supervised residency hours, as required by 18VAC115-20-51 and 18VAC115-20-52, must be completed by July 1, 2017.

3) Persons holding a graduate degree in a program that does not meet the requirements of 18VAC115-20-49, but was approved by the Board since April 12, 2000, may apply to register supervision until July 1, 2013. The thirteen (13) core areas of coursework, pursuant to 18VAC115-20-51, must be completed before they are eligible to sit for the licensure examination. Applicants should be advised of the importance of compliance with 18VAC115-20-52 B 10. After July 1, 2013, the Board will no longer accept applications from persons holding degrees that are not in compliance with 18VAC115-20-49. All coursework and supervised residency hours, as required by 18VAC115-20-51 and 18VAC115-20-52, must be completed by July 1, 2017.

Applicable Sections of Regulations of the Board of Counseling:

18VAC115-20-49. Degree program requirements.

A. Programs that are approved by CACREP or CORE are recognized as meeting the definition of graduate degree programs that prepare individuals to practice counseling and counseling treatment intervention as defined in § 54.1-3500 of the Code of Virginia.

B. The applicant shall have completed a graduate degree from a program that prepares individuals to practice counseling and counseling treatment intervention, as defined in § 54.1-3500 of the Code of Virginia, which is offered by a college or university accredited by a regional accrediting agency and which meets the following criteria:

- 1. There must be a sequence of academic study with the expressed intent to prepare counselors as documented by the institution;*
- 2. There must be an identifiable counselor training faculty and an identifiable body of students who complete that sequence of academic study; and*
- 3. The academic unit must have clear authority and primary responsibility for the core and specialty areas.*

18VAC115-20-51. Coursework requirements.

A. The applicant shall have completed 60 semester hours or 90 quarter hours of graduate study in the following core areas with a minimum of three semester hours or 4.0 quarter hours in each of the areas identified in subdivisions 1 through 12 of this subsection:

- 1. Professional identity, function and ethics;*
- 2. Theories of counseling and psychotherapy;*
- 3. Counseling and psychotherapy techniques;*
- 4. Human growth and development;*
- 5. Group counseling and psychotherapy, theories and techniques;*
- 6. Career counseling and development theories and techniques;*
- 7. Appraisal, evaluation and diagnostic procedures;*
- 8. Abnormal behavior and psychopathology;*
- 9. Multicultural counseling, theories and techniques;*
- 10. Research;*
- 11. Diagnosis and treatment of addictive disorders;*
- 12. Marriage and family systems theory; and*
- 13. Supervised internship of 600 hours to include 240 hours of face-to-face client contact.*

B. If 60 graduate hours in counseling were completed prior to April 12, 2000, the board may accept those hours if they meet the regulations in effect at the time the 60 hours were completed.

18VAC115-20-52. Residency.

A. Registration.

1. Applicants who render counseling services shall:

a. With their supervisor, register their supervisory contract on the appropriate forms for board approval before starting to practice under supervision;

b. Have submitted an official transcript documenting a graduate degree as specified in 18VAC115-20-49 to include completion of the internship requirement specified in 18VAC115-20-50 or 18VAC115-20-51; and

c. Pay the registration fee.

2. After September 3, 2008, applicants who are beginning their residencies in exempt settings shall register supervision with the board to assure acceptability at the time of application.

B. Residency requirements.

1. The applicant for licensure shall have completed a 4,000-hour supervised residency in counseling practice with various populations, clinical problems and theoretical approaches in the following areas:

a. Counseling and psychotherapy techniques;

b. Appraisal, evaluation and diagnostic procedures;

c. Treatment planning and implementation;

d. Case management and recordkeeping;

e. Professional identity and function; and

f. Professional ethics and standards of practice.

2. The residency shall include a minimum of 200 hours of supervision between supervisor and resident occurring at a minimum of one hour and a maximum of four hours per 40 hours of work experience during the period of the residency. No more than half of these hours may be satisfied with group supervision. One hour of group supervision will be deemed equivalent to one hour of individual supervision. Supervision that is not concurrent with a residency will not be accepted, nor will residency hours be accrued in the absence of approved supervision.

3. *The residency shall include 2,000 hours of face-to-face client contact.*
4. *A graduate-level internship completed in a program that meets the requirements set forth in 18VAC115-20-49 may count for no more than 600 hours of the required 4,000 hours of experience. The internship shall include 20 hours of individual on-site supervision, and 20 hours of individual or group off-site supervision. In order to count toward the residency, internship hours shall not begin until completion of 30 semester hours toward the graduate degree.*
5. *A graduate-level degree internship completed in a CACREP-, CORE- or COAMFTE-approved program may count for no more than 900 of the required 4,000 hours of experience.*
6. *In order for any graduate-level internship to be counted toward a residency, either the clinical or faculty supervisor shall be licensed as set forth in subsection C of this section.*
7. *The board may consider special requests in the event that the regulations create an undue burden in regard to geography or disability which limits the resident's access to qualified supervision.*
8. *For applicants enrolled in an integrated course of study in an accredited institution leading to a graduate degree beyond the master's level, supervised experience may begin after the completion of 30 graduate semester hours or 45 graduate quarter hours, including an internship, and shall include graduate course work in the core areas as prescribed in 18VAC115-20-50 or 18VAC115-20-51.*
9. *Residents may not call themselves professional counselors, directly bill for services rendered, or in any way represent themselves as independent, autonomous practitioners or professional counselors. During the residency, residents shall use their names and the initials of their degree, and the title "Resident in Counseling" in all written communications. Clients shall be informed in writing of the resident's status and the supervisor's name, professional address, and phone number.*
10. *Residents shall not engage in practice under supervision in any areas for which they have not had appropriate education.*

C. Supervisory qualifications. A person who provides supervision for a resident in professional counseling shall :

1. *Document two years of post-licensure clinical experience;*
2. *Have received professional training in supervision, consisting of three credit hours or 4.0 quarter hours in graduate-level coursework in supervision or at least 20 hours of continuing education in supervision offered by a provider approved under 18VAC115-20-106 (Persons who have provided supervision for a residency prior to September 3, 2008, shall complete such coursework or continuing education by September 3, 2010; and*

3. Shall hold an active, unrestricted license as a professional counselor, marriage and family therapist, substance abuse treatment practitioner, school psychologist, clinical psychologist, clinical social worker, or psychiatrist in the jurisdiction where the supervision is being provided. At least 100 hours of the supervision shall be rendered by a licensed professional counselor.

D. Supervisory responsibilities.

1. Supervision by any individual whose relationship to the resident compromises the objectivity of the supervisor is prohibited.

2. The supervisor of a resident shall assume full responsibility for the clinical activities of that resident specified within the supervisory contract for the duration of the residency.

3. The supervisor shall complete evaluation forms to be given to the resident at the end of each three-month period.

4. The supervisor shall report the total hours of residency and shall evaluate the applicant's competency in the six areas stated in subdivision B 1 of this section.

E. Applicants shall document successful completion of their residency on the Verification of Supervision Form at the time of application. Applicants must receive a satisfactory competency evaluation on each item on the evaluation sheet. Supervised experience obtained prior to April 12, 2000, may be accepted toward licensure if this supervised experience met the board's requirements which were in effect at the time the supervision was rendered.

Virginia Board of Counseling

Coursework Requirements Necessary to Begin Supervision for Licensure as a Professional Counselor

The applicant shall have completed a graduate degree from a program that expressly prepares individuals to practice counseling and counseling interventions as defined in §54.1-3500 Code of Virginia and in 18VAC115-20-49 et seq., Regulations Governing the Practice of Counseling. In order to be approved to begin the supervised experience in the provision of clinical services, the successful completion of the following course work must be documented on the graduate counseling degree transcript:

1. *Professional identity, function and ethics;*
2. *Theories of counseling and psychotherapy;*
3. *Counseling and psychotherapy techniques;*
4. *Appraisal, evaluation and diagnostic procedures;*
5. *Abnormal behavior and psychopathology; and,*
6. *A supervised internship of 600 hours to include 240 hours of face-to-face client contact.*

No Resident will be approved to begin the supervised experience as set forth in 18VAC115-20-52 without the successful completion of a minimum of three semester hours, or 4.0 quarter hours, in each of the courses listed above in numbers 1-5 and an internship of a minimum of 600 hours in the delivery of clinical services to clients.

Virginia Board of Counseling

Direct Client Contact Hours in an Internship that can be Applied Towards the Residency

Regulation 18VAC115-20-51(A)13) states that a supervised internship of 600 hours must include a minimum of 240 hours of face-to-face direct client contact, but it does not specify a *maximum* number of face-to-face hours. The consensus of the Board is that any amount of additional direct client contact hours in excess of 240 hours required in an internship can be counted towards the 2,000 direct client contact hours required for the Residency.

Bylaws Review

VIRGINIA BOARD OF COUNSELING

BYLAWS

ARTICLE I: AUTHORIZATION

A. Statutory Authority

The Virginia Board of Counseling is established and operates pursuant to §§ 54.1-2400 and 54.1-3500 through 54.1-3515 of the *Code of Virginia*. Regulations promulgated by the Virginia Board of Counseling may be found in 18VAC115-20-10 et seq., Regulations Governing the Practice of Professional Counseling; 18 VAC 115-30-10, Regulations Governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants; 18VAC115-40-10 et seq., Regulations Governing the Certification of Rehabilitation Providers; 18VAC115-50-10 et seq., Regulations Governing the Practice of Marriage and Family Therapy; and 18 VAC 115-60-10 et seq., Regulations Governing the Practice of Substance Abuse Treatment Practitioners.

B. Duties

The Virginia Board of Counseling is charged with promulgating and enforcing regulations governing the licensure and practice of professional counselors, marriage and family therapists, and substance abuse treatment practitioners, and the certification and practice of substance abuse counselors and rehabilitation providers in the Commonwealth of Virginia. This includes, but is not limited to: setting fees; creating requirements for and issuing licenses or certificates; setting standards of practice; and implementing a system of disciplinary action.

ARTICLE II: THE BOARD

A. The membership of the Board shall consist of fourteen (14) members, appointed by the Governor and subject to confirmation by the General Assembly in accordance with § 54.1-3503 of the *Code of Virginia*. Twelve shall be professionals licensed in Virginia, who shall represent the various specialties recognized in the profession, and two shall be citizen members. Of the 12 professional members, six shall be professional counselors, three shall be clinical fellows of the American Association for Marriage and Family Therapy, and three shall be licensed substance abuse treatment practitioners. At least two members representing each specialty shall have been in active practice for at least four years.

B. The terms of the members of the Board shall be four years.

C. Members of the Board of Counseling holding a voting office in any related professional association or one that takes a policy position on the regulations of the Board shall abstain from voting on issues where there may be a conflict of interest present.

D. Officers of the Board

1. The Chairperson or designee shall preserve order and conduct all proceedings according to parliamentary rules, the Virginia Freedom of Information Act, and the Administrative Process Act. Roberts Rules of Order will guide parliamentary procedure for the meetings. Except where specifically provided otherwise by the law or as otherwise ordered by the Board, the Chairperson shall appoint all committees, and shall sign as Chairperson to the certificates authorized to be signed by the Chairperson.
2. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson and assume the duties of Chairperson in the event of an unexpired term.

ARTICLE III: ELECTION OF OFFICERS

- A. Officers shall be elected at a meeting of the Board with a quorum present. A simple majority shall prevail with the current Chairperson casting a vote only to break a tie. Voting shall be by voice unless otherwise decided by a vote of the members present. Special elections to fill an unexpired term shall be held in the event of a vacancy of an officer at the subsequent Board meeting following the occurrence of an office being vacated.
- B. The election of officers shall occur at the first scheduled Board meeting following July 1 of each odd year, and elected officers shall assume their duties at the end of the meeting. All officers shall be elected for a term of two years and may serve no more than two consecutive terms.

ARTICLE IV: MEETINGS

A. Frequency of Meetings. The full Board shall meet quarterly, unless a meeting is not required to conduct Board business.

B. Order of Business at Meetings

Period of Public Comment

Approval of Minutes of preceding regular Board meeting and any called meeting since the last regular meeting of the Board.

Reports of Officers and staff

Reports of Committees

Election of Officers (as needed)

Unfinished Business

New Business

The order of business may be changed at any meeting by a majority vote.

ARTICLE V: COMMITTEES

A. General. Members appointed to a committee shall faithfully perform the duties assigned to the committee.

B. The standing committees of the Board shall consist of the following:

- Regulatory/Legislative Committee
- Credentials Committee
- Special Conference Committee
- Any other Standing Committees created by the Board.

C. Frequency of Meetings. All standing committees shall meet as necessary to conduct the business of the Board.

D. Regulatory/Legislative Committee

The Regulatory/Legislative Committee shall consist of at least two Board members appointed by the Chairperson with the Chairperson of the Committee to be appointed by the Chairperson of the Board. The Committee shall consider all questions bearing upon state legislation and regulation governing the professions regulated by the Board. The Regulatory/Legislative Committee shall recommend to the Board changes in law and regulations as it may deem advisable and, at the direction of the Board, shall take such steps as may further the desire of the Board in matters of legislation and regulation. The Chairperson of the Committee shall submit proposed changes to the regulations of the Board in writing to the Board prior to any scheduled meeting.

E. Credentials Committee

The Credentials Committee shall consist of at least two Board members appointed by the Chairperson of the Board with the Chairperson of the Committee to be appointed by the Chairperson of the Board. The Committee shall review applicants' credentials for licensure or certification if they do not appear to meet the requirements of the Board or if there may be information indicating the Board has grounds for denial. The Committee may conduct an informal fact-finding conference at the request of the applicant in accordance with § 2.2-4019 of the Code of Virginia.

F. Special Conference Committee

The Special Conference Committee shall consist of two board members who shall review information regarding alleged violations of the laws and regulations of the Board and, in consultation with the Executive Director, determine if probable cause exists to proceed with possible disciplinary action. The Special Conference Committees shall meet as necessary to adjudicate cases in a timely manner in accordance with agency standards for case resolution. The Chairperson of the Board shall also designate another board member as an alternate on this committee in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date. Further, should the caseload increase to the level that additional special conference committees are needed, the Chairperson may appoint additional committees.

ARTICLE VI: GENERAL DELEGATION OF AUTHORITY

The Board delegates the following functions:

1. The Board delegates to Board staff the authority to issue and renew licenses or certificates and to approve supervision applications for which regulatory and statutory qualifications have been met. If there is basis upon which the Board could refuse to issue or renew the license or certification or to deny the supervision application, the Executive Director may only issue a license or certificate or grant approval in accordance with delegated authority provided in a guidance document of the Board.
2. The Board delegates to the Executive Director the authority to reinstate a license or certificate when the reinstatement is due to the lapse of the license or certificate rather than a disciplinary action and there is no basis upon which the Board could refuse to reinstate.
3. The Board delegates to Board staff the authority to develop and approve any and all forms used in the daily operations of Board business, to include, but not be limited to, licensure and certification applications, renewal forms, and documents used in the disciplinary process.
4. The Board delegates to the Executive Director the authority to sign as entered any Order or Consent Order resulting from the disciplinary process or other administrative proceeding.
5. The Board delegates to the Executive Director, who may consult with a special conference committee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
6. The Board delegates to the Executive Director the authority to review information regarding alleged violations of law or regulations and, in consultation with a member of a special conference committee, make a determination as to whether probable cause exists to proceed with possible disciplinary action.
7. The Board delegates to the Executive Director authority to grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee or certificate holder prior to the renewal date.
8. The Board delegates to the Executive Director authority to grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the licensee or certificate holder, such as temporary disability, mandatory military service, or officially declared disasters.
9. The Board delegates to the Executive Director the authority to grant an accommodation of additional testing time or other requests for accommodation to candidates for Board-required examinations pursuant to the Americans with Disabilities Act, provided the candidate provides documentation that supports such an accommodation.

ARTICLE VII: AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to all Board members, the Executive Director of the Board, and the Board's legal counsel prior to any scheduled Board meeting. Amendments to the bylaws shall become effective with a favorable vote of at least two-thirds of the members present at that regular meeting.

Adopted: June 3, 2005

Revised: November 15, 2013