

ARTICLE 4.5-01
GENERAL ADMINISTRATION

Chapter
4.5-01-01 Organization of the Board

CHAPTER 4.5-01-01
ORGANIZATION OF THE BOARD

Section
4.5-01-01-01 Organization of Board of Addiction Counseling Examiners

4.5-01-01-01. Organization of board of addiction counseling examiners.

1. **History.** The 1987 legislative assembly passed legislation establishing the state board of addiction counseling examiners, codified as North Dakota Century Code chapter 43-45. The board of addiction counseling examiners license addiction counselors.
2. **Board membership.** The board consists of seven members appointed by the governor. Four members are licensed practicing addiction counselors, two members are laypersons, and one member is a licensed addiction counselor in private practice. The governor shall appoint board members for three-year terms, but no person may be appointed to serve for more than two consecutive terms.
3. **Board officers.** The board annually elects from its membership a chairperson, a vice chairperson, and a treasurer at the fourth quarter meeting. The board may hire a secretary at its discretion.
4. **Inquiries.** Inquiries regarding the board may be addressed to:

Board of Addiction Counseling Examiners
P.O. Box 975402 East Main Avenue, Suite 5
Bismarck, ND 5850258501

History: Effective August 1, 1988; amended effective August 1, 1991; April 1, 1994; November 1, 1994; January 1, 2002; January 1, 2008.

General Authority: NDCC 28-32-02, 43-45-04

Law Implemented: NDCC 28-32-02, 43-45-02, 43-45-03, 43-45-04 1

4.5-02.1-01-01. Definitions.

Repealed effective January 1, 2008.

4.5-02.1-01-02. Licensure and registration application.

1. An application for a license to practice addiction counseling must be made to the state board of addiction counseling examiners on forms approved by the board. Each application for license must be accompanied by all of the following:
 - a. A completed application, signed by the applicant.
 - ~~4.b.~~ The required application fee.
 - ~~2.~~ anc. All official transcript undergraduate and graduate transcripts verifying academic requirements, and any degree or degrees earned.
 - ~~3.~~ An official document verifying d. Proof of successful completion of clinical training completion.
 - ~~4.~~ Documentation verifying a passing score on board-approved examinations.e. Proof of successful completion of the appropriate examination submitted to the board office by the entity that administered the examination.
- ~~2.~~ An individual that is a licensed addiction counselor may apply for licensure as a licensed clinical addiction counselor on or before January 1, 2024, by:
 - a. Submitting a completed application form approved by the board.
 - b. Demonstrating that on June 30, 2018, the applicant met all academic requirements for licensure as an addiction counselor set forth in the North Dakota Administrative Code chapter 11.
 - c. Paying the required application fee.
- ~~3.~~ An individual that is a licensed addiction counselor may apply for licensure as a master addiction counselor on or before January 1, 2024, by:
 - a. Submitting a completed application form approved by the board.

- b. Demonstrating that on June 30, 2018, the applicant possessed either a master's degree or doctorate degree that met the academic requirements for licensure as an addiction counselor set forth in the North Dakota Administrative Code chapter 11.
 - c. Paying the required application fee.
- 4. An application for registration of an individual as a clinical trainee must be submitted to the board by the applicant's training consortium director, university program director, or agency program director, using forms approved by the board, prior to the registrant's accumulation of any clinical training hours. Each application for registration must be accompanied by documentation indicating that the applicant:
 - a. Meets the academic requirements for registration as a clinical trainee.
 - b. Has been accepted into a training consortium or other training program approved by the board.
 - c. Has been assigned a trainee's training plan, which shall:
 - i. Identify the board-registered clinical supervisor responsible for overseeing the trainee's clinical training.
 - ii. Include a copy of the trainee's college or university transcripts.
 - iii. Include a transcript review on a form approved by the board.

An applicant may remain in clinical trainee status for up to twelve months. An applicant's clinical training supervisor may request that the board grant up to a twelve month extension of the applicant's clinical trainee status. During the time an individual is registered as a clinical trainee, the individual is expected to achieve the academic, clinical training, and exam requirements necessary for licensure.
- 5. An application for registration as an intern must be made to the board on forms approved by the board. Each application for registration must be accompanied by documentation indicating that the applicant either:
 - a. Possesses an addiction counseling license or certification in good standing from another jurisdiction; is accepted into an academic program offering a bachelor's, master's, or doctorate degree in addiction counseling or a closely related mental health field; and is

no more than nine semester credit hours short of obtaining the degree;

- b. Possesses an addiction counseling license or certification in good standing from another jurisdiction; meets the academic requirements for licensure; but has not earned all clinical training hours required for licensure; or
- c. Has completed all academic coursework and clinical training hours required for licensure, but has not taken the required examination.

An applicant may remain in intern status for up to twelve months. The board may grant up to a twelve month extension to internship status. Request for an extension of the internship period with documentation of need by clinical supervisor is the responsibility of the intern.

History: Effective January 1, 2002.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-05.1

4.5-02.1-01-03. Academic requirements.

~~Academic~~ All academic requirements related to the registration of clinical trainees and interns, and the licensing of addiction counselors, must be completed at a college or university accredited by one of six regional institutional accreditors in the United States.

~~An applicant for licensure shall have at least one of the following:~~

1. Trainee. An individual meets the academic requirements for registration as a trainee if the individual:
 - a. Has been accepted into or completed an academic program that meets the academic requirements for licensure as an addiction counselor or a master addiction counselor.
 - b. Is no more than nine credits short of meeting all academic requirements for licensure as either an addiction counselor or a master addiction counselor.
2. Licensed addiction counselor and licensed clinical addiction counselor. An individual meets the academic requirements for licensure as an addiction counselor or as a licensed clinical addiction counselor, if the individual possesses:

- a. A bachelor's, master's, or doctorate degree in addiction studies from a program accredited by the national addiction studies accreditation committee, the international coalition for addiction studies and education accreditation, or counsel for accreditation of counseling and related educational programs for addiction counseling; or
- 2.b. A bachelor's, master's, or doctorate degree in addiction studies or a closely related ~~social science or~~ mental health care field ~~and a minimum of thirty-two total credit hours in addiction studies is required. The thirty-two credit hours must include academic course content in all of the following areas:~~
- a. ~~A, including a minimum of threetwenty-seven undergraduate credits covering theory and techniques of treatment with all of~~ meeting the following content and credit requirements:
- (1) ~~Evidence-based treatment methods and models, including those specific to addiction.~~
 - (2) ~~Assessment and diagnosis models based upon the current diagnostic and statistical manual of the American psychiatric association, including substance-related disorders.~~
 - (3) ~~Most current American society of addiction medicine patient criteria.~~
 - (4) ~~Interviewing process, skills, and techniques.~~
 - (5) ~~Individual counseling skills.~~
 - (6) ~~Testing instruments.~~
 - (7) ~~Documentation, report writing, and recordkeeping.~~
 - (8) ~~Verbal communication skills.~~
- b. ~~A minimum of three credits covering group counseling skills.~~
- c. ~~A minimum of three credits covering psychopharmacology.~~
- d. ~~A minimum of three credits covering dynamics of addiction with all the following content:~~
- (1) ~~Historical perspective of models of addiction.~~

- ~~(2) Community support and self-help for people with substance disorders.~~
 - ~~(3) Contagious diseases related to substance abuse.~~
- ~~e. A minimum of three credits covering co-occurring disorders with all the following content:
 - ~~(1) Assessment and diagnosis models of substance-related disorders and co-occurring mental illnesses based upon the current diagnostic and statistical manual of the American psychiatric association.~~
 - ~~(2) Psychopathology, mental health, and mental illness in childhood, adolescence, and adulthood.~~~~
- ~~f. A minimum of two credits covering professional ethics with all the following content:
 - ~~(1) Professional competence and standards.~~
 - ~~(2) Values and societal obligations.~~
 - ~~(3) Ethics and codes of conduct for professionals.~~
 - ~~(4) Ethical decisionmaking.~~
 - ~~(5) Malpractice and liability.~~
 - ~~(6) Federal and state regulations governing addiction counseling.~~~~
- ~~g. A minimum of three credits covering development through the entire lifespan.~~
- ~~h. A minimum of three credits covering family systems with all the following content:
 - ~~(1) Family functioning.~~
 - ~~(2) Family types.~~
 - ~~(3) Addiction in families.~~~~
- ~~i. A minimum of three credits covering multicultural diversity or cultural competence related to counseling in theories and techniques of~~

counseling that must include content in theories specific to addiction counseling, counseling techniques specific to addiction counseling, and American society of addiction medicine criteria.

- (2) A minimum of three credits in group counseling.
- (3) A minimum of three credits in psychopharmacology that must include an overview of drugs of abuse.
- (4) A minimum of three credits in dynamics of addiction or introduction to addiction studies that must include content in the history of addiction counseling and addiction treatment methods.
- (5) A minimum of three credits in professional ethics that must include content specific to addiction counseling, the national association for alcoholism and drug abuse counselors code of ethics, and 42 CFR Part 2.
- (6) A minimum of three credits in family systems that must include content specific to family systems theories.
- (7) A minimum of three credits in lifespan development.
- (8) A minimum of three credits in multicultural diversity.
- (9) A minimum of three credits in co-occurring disorders that must include content in the assessment and diagnosis of substance abuse disorders, and an overview of a broad range of mental health disorders.

3. Master addiction counselor. An individual meets the academic requirements for licensure as a master addiction counselor if the individual possesses:

- a. A master's or doctorate degree in addiction studies from a program accredited by the national addiction studies accreditation committee, the international coalition for addiction studies and education accreditation, or counsel for accreditation of counseling and related educational programs for addiction counseling; or
- b. A master's or doctorate degree in addiction counseling or a closely related mental health care field, including a minimum of thirty one graduate-level credits meeting the following content and credit requirements:

- (1) A minimum of three credits in theories of counseling that must include content specific to theories of addiction counseling.
- (2) A minimum of three credits in counseling techniques, assessment, and treatment of addiction disorders that must include content on the American society of addiction medicine criteria, and counseling techniques specific to addiction.
- (3) A minimum of three credits in group counseling.
- (4) A minimum of three credits in psychopharmacology that must include content in all of the following areas: drugs of abuse, medication assisted treatment for addictive disorders, and medications used to treat mental health disorders.
- (5) A minimum of three credits in research methods or program evaluation.
- (6) A minimum of three credits in professional ethics that must include content specific to addiction counseling, the national association for alcoholism and drug abuse counselors code of ethics, and 42 CFR Part 2.
- (7) A minimum of three credits in family counseling that must include content specific to methods and techniques for working with families of addicted individuals.
- (8) A minimum of three credits in lifespan development.
- (9) A minimum of three credits in multicultural counseling that must include content specific to counseling individuals of diverse backgrounds.
- (10) A minimum of three credits in treatment of co-occurring disorders that must include content in the assessment, diagnosis, and treatment of substance abuse disorders and other mental health disorders.
- (11) A minimum of one credit in clinical supervision.

4. Licensees of other North Dakota mental health boards.

- a. Individuals licensed in North Dakota as psychologists, psychiatrists, or physicians who possess a master's or doctorate degree in their

field of licensure meet the academic requirements for licensure as a master in addiction counseling.

- b. Individuals licensed in North Dakota as marriage and family therapists, licensed professional clinical counselors, licensed independent clinical social workers, or advanced clinical practice nurses that possess a master's or doctorate degree in their field of licensure meet the academic requirements for licensure as an addiction counselor or a master addiction counselor if that individual also meets the academic standards set forth by this board for licensure as a licensed addiction counselor or a master addiction counselor.

History: Effective January 1, 2002; amended effective January 1, 2008; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-05.1

4.5-02-01-04. Clinical training requirements.

~~The completion of one thousand four hundred hours in a clinical training program approved by the board is required for licensure. The trainee's registration and successful completion of the clinical training program must be verified in writing with the board by the clinical training program director.~~

- ~~1. Qualifications. To be eligible for registration as a clinical trainee, the following must be met:
 - a. All core academic coursework must be completed, with the exception that two required curriculum addiction courses may be completed while registered as a clinical trainee.
 - b. Acceptance in a board-approved addiction counseling clinical training program or a board-approved individualized clinical training plan supervised by a board-approved clinical training program.~~
- ~~2. Registration. Clinical training program directors requesting to register their clinical trainees shall make formal application to the board documenting their clinical trainees above qualifications.~~
- ~~3. Expiration. An individual's clinical trainee registration expires after two years. The clinical training period may be extended due to clinical supervisors' recommendations, individual circumstance, health circumstances, or other personal matters. Extension of the clinical portion of training is the responsibility of the clinical training program director.~~

- ~~4. Applicants who complete clinical training not approved by the board must demonstrate that the clinical training completed was substantially equivalent to that required by North Dakota Century Code chapter 43-45 and article 4.5-02.1.~~
- ~~5. One year of direct clinical counseling experience as a licensed mental health professional or addiction counselor is equivalent to one hundred fifty hours of clinical training. If the applicant is a licensed mental health professional other than an addiction counselor, a maximum of nine hundred hours of clinical training can be accepted for applicants with direct clinical counseling experience. The remaining five hundred hours of clinical training must include training in American society of addiction medicine patient criteria, current diagnostic and statistical manual, and the counselor domains. The hours in each area will be determined by the clinical training program where the trainee is registered. For the purposes of this subsection, mental health professional is defined as in North Dakota Century Code section 25-03.1-02.~~

All clinical training hours must involve the clinical application of addiction counseling and be completed at a training consortium, one or more sites approved by the board, or through a university placement approved by the board. Clinical training hours must be supervised by a registered clinical supervisor who is either a licensed clinical addiction counselor or a master addiction counselor. Licensed addiction counselors that are registered clinical supervisors may supervise clinical training hours through December 31, 2023.

During clinical training a supervisee may not work independently with clients and the supervisor must provide direct observation of all addiction-specific work performed by the supervisee with clients, until the supervisee obtains a score of three or higher in that particular clinical training area as documented by the supervisor on a supervisee monthly progress report. After being rated three or higher in a clinical training area, a supervisor will provide appropriate indirect supervision to the supervisee on that clinical training area. The clinical supervisor must sign all supervisee monthly progress reports.

Clinical training areas include:

1. Screening and American society of addiction medicine assessment
2. Treatment planning
3. Referral
4. Service coordination and documentation
5. Counseling

6. Client, family, and community education

7. Documentation

8. Professional and ethical responsibilities

The training program director or clinical supervisor shall maintain monthly supervisee progress reports and retain them for at least twenty-four months. The board may carry out audits of monthly supervisee progress reports as it deems appropriate.

The training consortium's training program director or the clinical supervisor shall submit to the board completion forms and final performance reviews for each supervisee. The final performance review must demonstrate scores of three or higher in each of the clinical training areas.

Clinical training requirements also include the following:

1. Licensed addiction counselor. Nine hundred sixty clinical training hours earned at two or more training sites. Completion forms or final performance reviews shall include documentation of the provision of at least:

a. Forty hours of direct, face-to-face supervision in each of the following clinical training areas: screening and American society of addiction medicine assessment; treatment planning; counseling; and client, family, and community education.

b. Thirty hours in the clinical training area of documentation, which must include the supervisor reviewing and discussing clinical notes with the supervisee.

2. Master addiction counselor.

a. Seven hundred clinical training hours earned at one or more training sites. Completion forms or final performance reviews shall include documentation of the provision of at least:

i. Thirty hours of direct, face-to-face supervision in each of the following clinical training areas: screening and American society of addiction medicine assessment; treatment planning; counseling; and client, family, and community education.

- ii. Twenty hours in the clinical training area of documentation, which must include the supervisor reviewing and discussing clinical notes with the supervisee.

An individual who meets this clinical hours requirement, the academic requirements for a master addiction counselor, and the examination requirements for either a licensed addiction counselor or a master addiction counselor may, upon submission of a completed application to the board, be granted licensure as an addiction counselor.

- b. Two thousand post clinical training hours earned after the individual has been awarded an appropriate masters or doctorate degree. A minimum of fifty percent of the supervised practice hours must be supervised by a registered clinical supervisor who is either a licensed clinical addiction counselor or a master addiction counselor. Licensed addiction counselors that are registered clinical supervisors may supervise the clinical training hours through December 31, 2023. No more than fifty percent of the clinical training hours may be supervised by other professionals that the supervising addiction counselor deems competent in the area of practice being supervised, and that are either registered as a clinical supervisor by the board that licenses the other professional or determined by the board to be competent to serve as the supervisor. Supervision of the clinical training hours must consist of a minimum of one hour weekly, face-to-face supervision and may be provided by an off-site supervisor.

3. Clinical trainee and intern

- a. Clinical trainee. Individuals accepted into a training consortium, one or more sites approved by the board, or through a university placement approved by the board meet the clinical training requirements for registration by the board as clinical trainees.

- b. Intern

- i. The supervision of an intern may be direct or indirect. At least one hour of supervision must be direct, in-person supervision. At least fifty percent of the clinical training hours for an intern shall be supervised by either a licensed clinical addiction counselor or a master addiction counselor. Licensed addiction counselors that are registered clinical supervisors may supervise the clinical training hours through December 31, 2023. No more than fifty percent of the clinical training hours for an intern may be accumulated under other professionals

who are designated by the registered clinical supervisor, approved by the board, and competent in the area of practice being supervised. The other professional must be registered as a clinical supervisor by the board that licenses that other supervisor.

- ii. If, previous to having been registered as an intern, an individual completed clinical training hours at any location other than a board-approved location, then all clinical training hours earned after registration as an intern must be under direct supervision until the intern scores three or higher in a clinical training area as documented on the intern's monthly progress report. After being rated as a three or higher in a particular clinical training area, the intern can receive indirect supervision while performing tasks within that clinical training area. The intern's clinical supervisor is required to submit the intern's completion form and the final performance review to the board.

4. Licensees of other North Dakota mental health boards. Individuals licensed in North Dakota as psychologists, psychiatrists, physicians, marriage and family therapists, professional clinical counselors, licensed independent clinical social workers, or advanced clinical practice nurses who possess a master's or doctorate degree in their field of licensure meet the clinical training requirements for licensure as a licensed addiction counselor or a master in addiction counseling by completing three hundred fifty supervised addiction-specific clinical training hours. The three hundred fifty hours may only be supervised by licensed clinical addiction counselors or master addiction counselors.

History: Effective January 1, 2002; amended effective April 1, 2009; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-01, 43-45-04, 43-45-05.1

4.5-02.1-01-05. Examination.

~~The~~An applicant must pass the appropriate written examination as approved by the board. ~~The~~A written examination may be taken ~~when offered anytime~~only after the completion of the required academic coursework.

1. Licensed addiction counselor. The national certified addiction counselor level II examination or the master addiction counselor examination, administered by the national association for alcoholism and drug abuse counselors.

2. Master addiction counselor. The master addiction counselor examination administered by the national association for alcoholism and drug abuse counselors.
3. Exemption. Individuals licensed in North Dakota as psychologists, psychiatrists, or physicians who possess a doctorate degree in their field of licensure are not required to complete an examination in order to be eligible for licensure as a licensed addiction counselor or a master addiction counselor.

History: Effective January 1, 2002; amended effective April 1, 2009; July 1, 2014.
General Authority: NDCC 43-45-04
Law Implemented: NDCC 43-45-04, 43-45-05.1

4.5-02.1-01-06. Reciprocity.

Repealed effective January 1, 2008.

4.5-02.1-01-06.1. Reciprocity and licensing equivalency.

The board may grant reciprocity, on such terms and conditions as it may determine necessary, to an applicant for licensure who is in good standing as a licensed, approved, or certified addiction counselor, licensed clinical addiction counselor, or masters addiction counselor under the laws of another jurisdiction that imposes at least substantially the same requirements that are imposed under this chapter. For the purposes of reciprocity as set forth in subsection 2 of North Dakota Century Code section 43-45-05.1,

- a. a requirement of at least ~~one thousand four~~nine hundred ~~sixty~~ hours of supervised clinical experience as an addiction counselor is at least substantially the same as the clinical training requirements for a licensed addiction counselor in section 4.5-02.1-01-04.

- b. a requirement of at least seven hundred hours of supervised clinical experience as an addiction counselor is at least substantially the same as the clinical training requirements for a master addiction counselor in section 4.5-02.1-01-04.
- c. a current national certified addiction counselor level II certification issued by the national association for alcoholism and drug abuse counselors meets the licensure requirements imposed under this chapter for a licensed addiction counselor, and
- d. a current master addiction counselor certification issued by the national association for alcoholism and drug abuse counselors meets the licensure requirements imposed under this chapter for a master addiction counselor.

History: Effective April 1, 2009.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-05.1

4.5-02.1-01-07. Fees.

1. Initial license fee:
 - a. Application for license received on or after January first of the even-numbered year and before July first of the even-numbered year \$300.00
 - b. Application for license received on or after July first of the even-numbered year and before January first of the odd-numbered year \$250.00
 - c. Application for license received on or after January first of the odd-numbered year and before July first of the odd-numbered year \$150.00
 - d. Application for license received on or after July first of the odd-numbered year and before January first of the even-numbered year \$100.00
2. Biennial renewal of license fee \$300.00
3. Private practice initial fee ~~\$150.00~~ \$200.00
4. Late fee ~~\$100.00~~ \$200.00
5. Annual continuing education provider approval fee ~~\$100.00~~ \$250.00

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|----|---|------------------------------------|
| 6. | Provider continuing education program approval fee | \$ 35.00 <u>\$50.00</u> |
| 7. | Fee for mailing list | \$ 20.00 <u>\$50.00</u> |
| 8. | Written examination fee is the national testing agency fee plus an additional board administrative fee of forty <u>fifty</u> dollars. | |
| 9. | <u>A licensed addiction counselor that applies for licensure as a licensed clinical addiction counselor or masters addiction counselor prior to January 1, 2024, shall pay a fee of one hundred dollars at the time of application.</u> | |

The fees assessed by the board ~~has adopted the following~~ are nonrefundable-fee payment schedule:

History: Effective January 1, 2002; amended effective January 1, 2008; April 1, 2009; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07

4.5-02.1-02-01. Licensure renewal.

Repealed effective January 1, 2008.

4.5-02.1-02-02. Continuing education.

1. Continuing education credit is ~~an award given~~ awarded to a participant at a workshop or seminar. ~~All~~ To maintain licensure, a licensed addiction counselors, licensed clinical addiction counselors, and master addiction counselors are required to complete forty hours of continuing education for the two-year licensing period ~~to maintain licensure in North Dakota, at least six hours of which must be on the topic of professional ethics.~~
 - a. Twenty approved continuing education hours are required if an addiction counselor is initially licensed between January first and June thirtieth of the odd-numbered year.
 - b. No continuing education hours are required if an addiction counselor is initially licensed on or after July first of an odd-numbered year.
 - c. Continuing education hours cannot be earned until after the license effective date and only within the current licensing period.

- d. Continuing education hours may only be applied to one licensing period.
 - e. Applicants who were previously licensed in North Dakota but whose license lapsed for a period of less than five years must complete forty continuing education hours, at least six of which must be on the topic of professional ethics, within the two years prior to application.
 - f. Applicants who were previously licensed in North Dakota but whose license lapsed for a period of five years or more must complete forty continuing education hours, at least six of which must be on the topic of ethics, within the two years prior to application. The board may require such an applicant to take a written examination approved by the board.
2. Any continuing education program to be used for addiction counseling or supervision of clinical practice continuing education units is subject to board approval, except continuing education programs sponsored or approved by the national association for alcoholism and drug abuse counselors, substance abuse and mental health services administration, the addiction technology transfer centers, the North Dakota addiction counselor's association, ~~or any other scientific or professional organization whose continuing education program is clearly relevant to the practice of addiction counseling. Other~~the American society of addiction medicine, or the national institute of drug abuse. All other programs may be approved at any time by the board by submission of an application must submit an application on a form provided by the board, and request that the board approved the program.
 3. ~~All persons wishing~~individuals seeking approval of continuing education credits earned from a person other than those listed in this section must submit a request to the ~~licensing~~ board for approval of continuing education credits. Continuing education, workshops, webinars, and seminars must:
 - a. Be related to the practice of addiction counseling, behavioral mental health, or best practice techniques.
 - b. Have the potential to increase the licensee's proficiency in addiction counseling.
 4. At the end of the two-year reporting cycle, each licensee or registrant shall submit a signed statement on a form provided by the board attesting to satisfaction of the continuing education requirement. The licensee or registrant shall list the activities submitted for continuing education credit

and the amount of credit claimed for each one and the date for each session.

5. The licensee or registrant may not submit the specific verification of each continuing education experience claimed, but must maintain a file of such verification documentation for two years following the submission of the reporting form.
6. At each reporting period, the board will select a random sample of approximately ten percent of the licensees ~~and registrants~~ and require them to provide verification of the continuing education experiences claimed on the reporting form.
7. ~~Ten~~ Any licensed addiction counselor, licensed clinical addiction counselors, or master addiction counselor that is registered as a clinical supervisor shall ensure that at least three of the forty continuing education hours ~~for clinical supervisors must~~ contain materials related to clinical supervision techniques and skills, with documentation verifying the content submitted to the board upon request.
8. An approved provider is an entity or an individual approved by the board to provide continuing education without the need for prior board review on a program by program basis. Requirements to obtain and maintain status as an approved provider are as follows:
 - a. Completed application.
 - b. Application fee.
 - c. Provider must ensure all programs offered contain a course outline, learning objectives, and an evaluation of the learning outcome of participants, and provide these documents to the board upon request.
 - d. Provider must provide certificate of completion to participants. Failure to do so may result in the loss of approved provider status.
 - e. Complaints against providers may be investigated by the board and may result in removal of provider approval status.
 - f. Provider must renew the approval annually.
 - g. Provider must create a system of monitoring participants' attendance at educational sessions for which the approved provider is awarding

continuing education credits. The approved provider must provide documentation of attendance to the board upon request.

9. An approved program is one specific program, with defined continuing education contact hours, approved by the board. Requirements to obtain and maintain program approval status are as follows:
 - a. Completed application.
 - b. Application fee.
 - c. Program must ensure the program offered contains a course outline, learning objectives, and an evaluation of the learning outcome of participants and provide these documents to the board upon request.
 - d. Program approval must be approved annually.

History: Effective January 1, 2002; amended effective January 1, 2008; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07

4.5-02.1-02-03. Address and name changes.

Any licensee must report a change of physical address, professional address for electronic mail, preferred telephone number, or name to the board in writing within thirty days of change.

History: Effective January 1, 2002; amended effective July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07

4.5-02.1-03-01. Clinical training ~~program~~ programs.

~~Each clinical~~ Clinical training ~~program~~ consortium programs for addiction counseling must be approved biennially by the board of addiction counseling examiners and must meet the following conditions:

1. ~~Facility requirements~~ Existing training consortiums must submit documentation to the board including:

- a. ~~Training experiences must occur in at least two separate licensed treatment facilities with a minimum of three months in each facility, unless specifically approved by the board.~~

~~b. Each program may establish the length of its clinical training program, with a one thousand four hundred-hour minimum requirement.~~

~~c. Documentation must include:~~

~~(1) Evidence of licensure by the North Dakota department of human services of each addiction treatment facility, or evidence of board approval.~~

~~(2) Training b. A training program manual which that includes policies and procedures, including an organizational chart, which reflects clinical training program director, training facilities and facility supervisors, and admission policies.~~

~~(3) Training program goals and objectives for each clinical component of the training site.~~

~~(4) Trainee c. A trainee handbook, which should include trainee grievance procedure.~~

~~(5) d. Evidence of clinical supervisor at each treatment facility.~~

~~(6) e. Must notify board in writing of any substantial changes that impact the provision of adequate training, which includes the addition or loss of training facility sites or loss of clinical training program director.~~

~~2. Training requirements:~~

~~a. Each clinical training program shall conduct an oral examination using a performance-based case history and document successful passing of the examination by the trainee.~~

~~b. At the conclusion of a completed training program experience for a trainee, the training program must provide documentation of the provision of fifty hours of supervision with a minimum of thirty hours of direct visual observation by a clinical supervisor in each of the required clinical areas with the exception of documentation. Documentation must have thirty hours of reviewing the notes and discussing notes with the trainee. This will occur by each training program forwarding the trainee completion form, a copy of the trainee's final monthly performance review, and verification of completion of an oral examination. The required clinical areas are:~~

~~(1) Screening, assessment, and treatment planning.~~

~~(2) Counseling services.~~

~~(3) Service coordination, case management, and referral services.~~

~~(4) Documentation, reading through notes, and reviewing assessments.~~

~~(5) Multicultural counseling, education, and professional ethics.~~

~~c. Indirect supervision occurs when discussing process and procedure as it relates to the five required clinical areas. This may occur in education and ongoing supervision meetings with a clinical supervisor.~~

~~3. Clinical training supervision requirements:~~

~~a. Clinical supervision must be provided by a board-registered clinical supervisor.~~

~~b. Clinical training programs must have one clinical supervisor for each individual clinical trainee.~~

~~4. Individual clinical training plans must be board-approved after they are submitted by and under the auspices of an approved clinical training program prior to the plan being implemented. Each plan must: a. Designate the board-registered clinical supervisor responsible for clinical training. b. Provide additional information as requested by the board.~~

~~5. Should a clinical training program at any time not meet board standards or not be in compliance with ethical expectations, it may result in board revocation of clinical training program approval.~~

~~6. Training program documentation requirements. All files of trainees must show proof of the following:~~

~~a. Proof of registration.~~

~~b. Monthly evaluations which include verification of trainee hours, signed by clinical supervisor.~~

- ~~c. Self-evaluation of trainee at completion of training for each site, including evaluation of site and clinical supervisor.~~
- ~~d. Successful completion of a performance-based case history and evidence of oral examination.~~
- ~~e. Proof of completion of training.~~
- f. If the training consortium seeks to add an entity to its training consortium, the training consortium shall request the addition of that entity in writing and on forms approved by the board, for consideration by the board.
- g. An entity seeking to create a new training consortium shall make a formal application to the board on a form approved by the board. A representative of the proposed training consortium shall appear before the board to discuss the proposal and seek board approval.

History: Effective January 1, 2002; amended effective April 1, 2009; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-05.1

4.5-02.1-03-02. Internship registration.

~~The internship is the practice of addiction counseling, under the supervision of a board-registered clinical supervisor, after the academic and clinical training program requirements are met. An intern will become licensed when application criteria are met and examinations are passed. The intern's supervision must be verified in writing to the board by signature of the onsite clinical supervisor.~~

- ~~1. Qualifications. To be eligible for registration as an intern, the following must be met:
 - ~~a. All core academic coursework has been completed.~~
 - ~~b. All clinical training program requirements have been board-approved.~~~~
- ~~2. Registration. An individual requesting to be registered as an intern shall make formal application to the board documenting the applicant's qualifications as required by this section.~~
- ~~3. Expiration. An individual may remain an intern for a maximum of two thousand hours. Upon showing of good cause the board, by special provision, may extend internship status for longer than one year. Request~~

~~for extension of the internship registration period with documentation of need by clinical supervisor is the responsibility of the intern.~~

Repealed effective July 1, 2018.

History: Effective January 1, 2002; amended effective January 1, 2008; April 1, 2009.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-01, 43-45-04, 43-45-05

4.5-02.1-04-01. Activities constituting the private practice of addiction counseling.

1. A private practitioner of addiction counseling is one who, on either a full-time or part-time basis, is responsible for that person's own practice, exercises sole responsibility for the client, establishes payment of fees with clients, and identifies that the person is an addiction counselor in offering service.
2. Services that are provided by all addiction counselors are not considered to constitute private practice unless those services are provided independent of any supervising or sponsoring organization, or are provided within a private agency framework in which the addiction counselor is a partner or shareholder, and a fee is collected from or on behalf of the client. Consultative or educational services provided to an organization, agency, classroom, or workshop are not considered to be the private practice of addiction counseling.

History: Effective January 1, 2002.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-01, 43-45-04, 43-45-05.3

4.5-02.1-04-02. Application for private practice registration.

1. Qualifications. To be eligible for registration to provide private practice, an individual must be licensed as a licensed clinical addiction counselor ~~must have ten thousand hours of full-time clinical experience as a licensed addiction counselor or a master's degree in a closely related social science or health care field with four thousand hours of post-master's clinical experience as a licensed addiction counselor or a master addiction counselor.~~
2. Registration. Individuals requesting to be registered for private practice shall make a formal application to the board and pay the registration fee. This application must include:

- ~~a. Documentation of ten thousand hours of full-time clinical experience as a licensed addiction counselor or a master's degree and four thousand hours of post-master's clinical experience as a licensed addiction counselor.~~
- ~~b. Registration fee.~~

History: Effective January 1, 2002; amended effective April 1, 2009; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-05.3

4.5-02.1-04-03. Application for private practice registration renewal.

Repealed effective April 1, 2009.

4.5-02.1-04-04. Application for clinical supervision registration.

1. Qualifications. To be eligible for registration to provide clinical supervision, the following must be met:
 - ~~a. Licensure as an addiction counselor.~~
 - ~~b. A minimum of three years and a total of six thousand hours supervised experience as a licensed addiction counselor.~~
 - ~~c. Twenty hours of continuing education contact hours in clinical supervision completed.~~
 - ~~d. Letters of reference and recommendation from two board-registered clinical supervisors. Individuals that are licensed clinical addiction counselors or master addiction counselors must obtain twenty hours of continuing education contact hours in clinical supervision within the three years preceding submission of an application.~~
 - b. Individuals that are licensed addiction counselors must provide documentation of the following:
 - i. A minimum of three years of experience as a licensed addiction counselor, including a total of no less than six thousand hours of supervised experience.
 - ii. Twenty hours of continuing education contact hours in clinical supervision.

- iii. Letters of reference and recommendation from two registered clinical supervisors.
2. Registration. Individuals requesting registration for clinical supervision shall make formal application ~~to documenting their qualifications on a form approved by the board documenting their above qualifications.~~ documenting their qualifications on a form approved by the board
3. ~~Individuals choosing to continue their~~ All licensed clinical addiction counselors and master addiction counselors seeking registration as a clinical supervisor registration must submit a signed statement on a form provided by the board verifying ~~eight~~ three hours of clinical supervision-related coursework within the two-year continuing education cycle ~~in order to maintain clinical supervisor status.~~ If requested by the board, individuals must provide documentation of the continuing education coursework.

History: Effective January 1, 2002; amended effective January 1, 2008; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-01, 43-45-04, 43-45-06 2

4.5-02.1-05-01. Code of ethics.

A licensed addiction counselor and anyone under licensed addiction counselor supervision shall conduct the person's professional practice in conformity with the national association of alcoholism and drug abuse counselors code of ethics, as revised ~~March 28, 2014~~ October 9, 2016.

History: Effective January 1, 2002; amended effective January 1, 2008; July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07.1

4.5-02.1-05-02. Ethics subcommittee.

An ethics subcommittee may be established to review and make recommendations to the board of examiners on whether to initiate a formal disciplinary action. Members of the ethics subcommittee shall be board members chosen by the chairperson and confirmed by the board.

History: Effective January 1, 2002; amended effective July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07.3

4.5-02.1-05-03. Complaint procedure.

1. Upon filing of a written and signed complaint alleging a licensee engaged in conduct identified as grounds for disciplinary action under North Dakota Century Code section 43-45-07.1, the board shall notify the licensee of the complaint and require a written response from the licensee.
2. The board may direct the ethics subcommittee or a board member to investigate the complaint. After completing the investigation, the ethics subcommittee or board member will recommend whether the board should take disciplinary action against the licensee.
3. The board shall determine if there is a reasonable basis to believe the licensee engaged in conduct identified as grounds for disciplinary action under North Dakota Century Code section 43-45-07.1. If the board determines there is not a reasonable basis to believe, the board will notify the complainant and the licensee. If the board determines there is a reasonable basis to believe, the board will proceed with a disciplinary action in accordance with North Dakota Century Code chapter 28-32.
4. The board, at any time, may offer or accept a proposal for informal resolution of the complaint or disciplinary action.
5. The board may impose a fee on the licensee for all or part of the costs of an action resulting in discipline, including administrative costs, investigation costs, attorney's fees, witness fees, the cost of the office of administrative hearings services, costs related to any requirement of public notice of the discipline, and court costs.

History: Effective January 1, 2002; amended effective July 1, 2014.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07.3

4.5-02.1-05-04. Notification of action against license.

When the board revokes a license, the board shall provide a public notice of such action in order to further the cause of consumer protection. Such public notice shall specify the name of the licensee, action taken, and the violations. Public notice must include notification of the known licensee's employers, and a news release issued to a regional newspaper chosen by the board.

History: Effective January 1, 2002; amended effective January 1, 2008.

General Authority: NDCC 43-45-04

Law Implemented: NDCC 43-45-04, 43-45-07.1

