

ARTICLE 4.5-02.1
ADDICTION COUNSELING EXAMINERS LICENSURE

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CHAPTER 4.5-02.1-01
INITIAL LICENSURE AND FEES

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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Repealed effective January 1, 2008.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.
 - b. The required fee.
 - c. All official undergraduate and graduate transcripts verifying academic requirements and any degree or degrees earned.
 - d. Proof of successful completion of clinical training.
 - e. Proof of successful completion of the appropriate examination submitted to the board office by the entity that administered the examination.
2. An individual who 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 North Dakota Administrative Code title 4.5.
 - c. Paying the required application fee.

3. An individual who is a licensed addiction counselor may apply for licensure as a licensed 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 North Dakota Administrative Code title 4.5.
 - 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 must:
 - (1) Identify the board-registered clinical supervisor responsible for overseeing the trainee's clinical training.
 - (2) Include a copy of the trainee's college or university transcripts.
 - (3) 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 examination 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; amended effective July 1, 2018.

General Authority: NDCC 43-45-04

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

4.5-02.1-01-03. Academic requirements.

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 six 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
 - b. A bachelor's, master's, or doctorate degree in addiction studies or a closely related mental health care field, including a minimum of twenty-seven undergraduate credits meeting the following content and credit requirements:
 - (1) A minimum of three credits 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. Licensed 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 licensed master addiction counselor.

- c. As set forth in North Dakota Century Code section 43-45-06, this rule may not be construed as preventing an individual from doing work within the standards and ethics of that individual's profession or within the scope of a license issued in this state.

History: Effective January 1, 2002; amended effective January 1, 2008; July 1, 2014; July 1, 2018.

General Authority: NDCC 43-45-04

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

4.5-02.1-01-04. Clinical training requirements.

1. 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, through a university placement or through an individualized training program 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 licensed master addiction counselor. Licensed addiction counselors who are registered clinical supervisors may supervise clinical training hours through December 31, 2024.
2. During clinical training a supervisee may not work independently with clients and the supervisor shall 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 shall provide appropriate indirect supervision to the supervisee on that clinical training area. The clinical supervisor shall sign all supervisee monthly progress reports.
3. Clinical training areas include:
 - a. Screening and American society of addiction medicine assessment;
 - b. Treatment planning;
 - c. Referral;
 - d. Service coordination and documentation;
 - e. Counseling;
 - f. Client, family, and community education;
 - g. Documentation; and
 - h. Professional and ethical responsibilities.
4. 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.
5. 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.

6. Clinical training requirements also include a minimum of the following:
 - a. Licensed addiction counselor. Nine hundred sixty clinical training hours earned at two or more training sites at a training consortium. Completion forms or final performance reviews must include documentation of the provision of at least:
 - (1) 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.
 - (2) Thirty hours in the clinical training area of documentation, which must include the supervisor reviewing and discussing clinical notes with the supervisee.
 - b. Licensed master addiction counselor.
 - (1) Seven hundred clinical training hours earned at one or more training sites. Completion forms or final performance reviews must include documentation of the provision of at least:
 - (a) 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.
 - (b) 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 licensed master addiction counselor, and the examination requirements for either a licensed addiction counselor or a licensed master addiction counselor, upon submission of a completed application to the board, may be granted licensure as an addiction counselor.

 - (2) Two thousand postclinical training hours earned after the individual has been awarded an appropriate master's 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 licensed master addiction counselor. Licensed addiction counselors who 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 who 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 offsite supervisor.
 - c. Clinical trainee and intern.
 - (1) 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.
 - (2) Intern.

- (a) 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 must be supervised by either a licensed clinical addiction counselor or a licensed master addiction counselor. Licensed addiction counselors who are registered clinical supervisors may supervise the clinical training hours through December 31, 2024. 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.
 - (b) 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.
- d. Licensees of other North Dakota mental health boards.
- (1) 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 licensed master in addiction counseling by completing three hundred fifty supervised addiction-specific clinical training hours.
 - (2) The three hundred fifty hours may be supervised only by licensed clinical addiction counselors or licensed master addiction counselors. As set forth in North Dakota Century Code section 43-45-06, this rule may not be construed as preventing an individual from doing work within the standards and ethics of that individual's profession or within the scope of a license issued in this state.

History: Effective January 1, 2002; amended effective April 1, 2009; July 1, 2014; July 1, 2018; December 18, 2023.

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.

An applicant must pass the appropriate written examination as approved by the board. A written examination may be taken 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. Licensed 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 to be eligible for licensure as a licensed addiction counselor or a licensed master addiction counselor.

History: Effective January 1, 2002; amended effective April 1, 2009; July 1, 2014; July 1, 2018.

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.

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 licensed master 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:

1. A requirement of at least 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.
2. 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 licensed master addiction counselor in section 4.5-02.1-01-04.
3. 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.
4. 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 licensed master addiction counselor.

History: Effective April 1, 2009; amended effective July 1, 2018.

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

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| 2. | Biennial renewal of license fee | \$300.00 |
| 3. | Private practice initial fee | \$200.00 |
| 4. | Late fee | \$200.00 |
| 5. | Annual continuing education provider approval fee | \$250.00 |
| 6. | Provider continuing education program approval fee | \$50.00 |
| 7. | Fee for mailing list | \$50.00 |
| 8. | Written examination fee is the national testing agency fee plus an additional board administrative fee of fifty dollars. | |
| 9. | An individual who possessed a valid license to practice addition counseling on June 30, 2018, who applies for licensure as a licensed clinical addiction counselor or licensed master addiction counselor prior to January 1, 2024, shall pay an administrative fee of seventy-five dollars at the time of application. | |
| 10. | An individual who is granted a license to practice addiction counseling on or after July 1, 2018, who meets the academic requirements for a licensed master addiction counselor and has completed the two thousand hours of clinical training shall pay an administrative fee of seventy-five dollars at the time of application. | |

The fees assessed by the board are nonrefundable.

History: Effective January 1, 2002; amended effective January 1, 2008; April 1, 2009; July 1, 2014; July 1, 2018.

General Authority: NDCC 43-45-04

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