

4.5-02.1-01-04. 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 supervisor or 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 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 operators 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 supervisor or 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 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 counseling experience. The remaining five hundred hours of clinical training must include training in the following areas: American society of addiction medicine, patient placement criteria, current diagnostic and statistical manual, and the counselor skill groups. For the purposes of this subsection, mental health professional is defined as in subsection 10 of North Dakota Century Code section 25-03.1-02.

History: Effective January 1, 2002.

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. Examinations Examination. Two levels of examination may occur in the licensing process:

1. ~~A written examination consisting of a knowledge-based objective test. The written examination may be taken when offered anytime after the completion of the required academic coursework.~~
2. ~~An oral examination using a performance-based case history and interview. Only individuals who have completed their clinical training~~

~~will be considered eligible for the oral examination.~~

The applicant must pass the written examination offered as of June, 2008, or as later revised by the international certification and reciprocity consortium. The written examination may be taken when offered anytime after the completion of the required academic coursework.

History: Effective January 1, 2002.

General Authority: NDCC 43-45-04

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

4.5-02.1-01-06.1. Reciprocity. For the purposes of reciprocity as set forth in subsection 2 of North Dakota Century Code section 43-45-05.1, a requirement of at least fourteen hundred hours of supervised experience as an addiction counselor is at least substantially the same as the clinical training requirements in section 4.5-02.1-01-04.

History: Effective _____.

General Authority: NDCC 43-45-04

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

4.5-02.1-01-07. Fees. The board has adopted the following fee payment schedule:

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 \$250.00
 - b. Application for license received on or after July first of the even-numbered year and before January first of the odd-numbered year \$200.00
 - 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 \$200.00
3. Private practice initial fee \$100.00
4. Late fee \$100.00
5. Annual continuing education provider approval fee \$100.00
6. Provider continuing education program approval fee \$35.00
7. Fee for mailing list \$20.00

8. Written examination fee is the national testing agency fee plus an additional board administrative fee of ~~twenty~~ forty dollars.

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

4.5-02.1-03-01. Clinical training program. Each clinical training program for addiction counseling must be approved biennially by the board of addiction counseling examiners. An approved clinical training program must file a designated application form by October first of even-numbered years with the board and must meet the following conditions:

1. Facility requirements:
 - 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. ~~Licensed facilities must consist of at least one public provider of addiction treatment and may be at either an inpatient or outpatient treatment setting.~~
 - e. Each program may establish the length of its clinical training program, with a one thousand four hundred-hour minimum requirement.
 - d. c. Documentation must include:
 - (1) Evidence of licensure of each addiction treatment facility.
 - (2) ~~Evidence of accreditation of each academic facility.~~
 - (3) ~~Institutional training~~ Training program policies and procedures, including an organizational chart and admission policies.
 - (4) (3) Training program Goals goals and objectives for each clinical component of the training site.
 - (5) (4) Trainee handbook and guidelines, including trainee grievance procedure.
2. ~~Curriculum~~ Training requirements:
 - a. ~~Documentation must be provided of syllabi of academic courses or other evidence of coursework quality.~~

Each clinical training program shall conduct an oral examination using a performance-based case history and interview.
 - b. ~~Documentation must be provided of provision of thirty hours of direct supervision and twenty hours of indirect supervision in each of the following clinical areas:~~
 - (1) ~~Individual therapy.~~

- (2) Intake and assessment.
- (3) Group therapy.
- (4) Family counseling.

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 supervision in each of the required clinical areas. 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.
- (5) Multi-cultural counseling, education, and professional ethics.

- c. Direct supervision occurs in session with clients, viewing or listening to videotape or audiotape, or verbatim report of a session.
- d. Indirect supervision occurs when discussing process and in educational, ongoing meetings with a supervisor procedure as it relates to the five required clinical areas. This may occur in education and ongoing supervision meetings.

3. ~~Academic and clinical staff requirements:~~

a. ~~Academic instruction requirements:~~

- (1) ~~Instruction must be provided by an instructor with an appropriate academic degree, qualified in the specific field of instruction.~~
- (2) ~~Instructors must be academic staff members of a college or university.~~
- (3) ~~Instructors must be board approved, so must submit:~~
 - (a) ~~A letter of introduction to the board.~~
 - (b) ~~A resume, with education and experience in the field of addiction preferred.~~
 - (c) ~~A syllabus for each core academic course taught.~~

b. Clinical training supervision requirements:

- (1) a. Clinical supervision must be provided by a board-registered

clinical supervisor.

(2) b. Clinical training programs must have one clinical supervisor for each individual clinical trainee.

4. ~~A training program may submit an application without a specific academic site designated, but trainees accepted into the training program must meet board-approved academic coursework.~~
5. Individual clinical training programs may be board-approved when they are submitted by and under the auspices of an approved clinical training program. Each plan must:
 - a. Designate the board-registered clinical supervisor responsible for clinical training.
 - b. Provide additional information as requested by the board.
6. 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.

History: Effective January 1, 2002.

General Authority: NDCC 43-45-04

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

4.5-02.1-03-02. 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 ~~one~~ 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.

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

General Authority: NDCC 43-45-04

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

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

1. **Qualifications.** ~~To be eligible for registration to provide private practice, the following must be met:~~
 - a. ~~Licensure as a licensed addiction counselor.~~
 - b. ~~An applicant must have a master's degree in one of the social or behavioral sciences.~~

To be eligible for registration to provide private practice, a licensed addiction counselor must have five years full-time clinical experience as a licensed addiction counselor or a master's degree in a closely related social science or healthcare field with two years post-master's clinical experience as a licensed addiction counselor.

2. **Registration.** Individuals requesting to be registered for private practice shall make a formal application to the board. This application must include:
 - a. ~~A description of the types of services or programs that will be provided in private practice;~~
 - b. ~~A description of the method established to provide for a system of peer review of cases; and~~
 - c. ~~The registration fee.~~
 - a. Documentation of five years full-time clinical experience as a licensed addiction counselor or a master's degree and two years post-master's clinical experience as a licensed addiction counselor.
 - b. Registration fee.
3. **Peer review process.**
 - a. ~~The peer review process consists of the quarterly presentation and discussion of cases with members of a predetermined peer review committee in order to ensure quality of care, obtain input in reference to problem cases, and assist in case management.~~
 - b. ~~The peer review committee must consist of individuals with expertise in the field of addiction counseling. At least one member of the committee in addition to the practitioner must be a licensed addiction counselor.~~

History: Effective January 1, 2002.

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.~~

~~Registration is renewable annually provided each of the following conditions has been met prior to December first of each year:~~

1. ~~A registration renewal application form is completed, submitted, and postmarked prior to December first of each year.~~
2. ~~A registration renewal fee is submitted with the registration renewal application.~~
3. ~~Documentation is submitted with the registration renewal application that peer review process continues to meet requirements of quarterly presentation and discussion.~~
4. ~~Registration is not suspended or revoked.~~

~~A late fee will be assessed if the renewal application, registration renewal fee, and peer review process documentation are submitted and postmarked after the above date and before January first of the new year. If the application for private practice registration renewal does not meet the above conditions by December thirty first of the new year, the registration will expire.~~

~~The board may extend the registration renewal deadline for any applicant having proof of medical or other hardship rendering the applicant unable to meet the renewal deadline.~~

~~**History:** Effective January 1, 2002.~~

~~**General Authority:** NDCC 43-45-04~~

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

[Repealed effective...]