

**ARTICLE 4.5-02.1**  
**ADDICTION COUNSELING EXAMINERS LICENSURE**

Chapter

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**CHAPTER 4.5-02.1-01**  
**INITIAL LICENSURE AND FEES**

Section

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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Repealed effective January 1, 2008.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 or meets the academic requirements for masters or doctoral- level practicum or internship at their university.
  - 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 from each attended college or university.
- (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 the 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~~aAcademic 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, the Board may accept continuing education to supplement the required content in academic requirements. The continuing education may not replace an academic course.

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.
    - (34) 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 twenty-eight ~~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.~~ 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 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.~~
    - (32) A minimum of three credits in group counseling.
    - (43) 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.~~ an overview of drugs and abuse
    - (54) A minimum of three credits in research methods or program evaluation.

- (65) 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.
- (76) A minimum of three credits in family systems ~~counseling that must include content specific to methods and techniques for working with families of addicted individuals.~~
- (87) A minimum of three credits in lifespan development.
- (98) A minimum of three credits in multicultural diversity ~~counseling that must include content specific to counseling individuals of diverse backgrounds.~~
- (109) 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.
- (110) 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.~~ Individuals licensed in North Dakota as licensed associate marriage and family therapists, licensed associate professional counselors, licensed professional counselors, licensed master social workers, or advanced clinical practice nurses are eligible to apply for LAC licensure if that individual also meets the academic standards set forth by this board
- c. Individuals who hold independent licensure in North Dakota as licensed marriage and family therapists, professional clinical counselors, licensed clinical social workers, or advanced clinical practice nurses are eligible to apply for LAC or LMAC licenses if that individual also meets the academic standards set forth by this board.

~~e. d.~~ 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 in that clinical training area. The clinical supervisor and supervisee shall sign all supervisee ~~monthly~~ progress reports.
3. Clinical training areas include:
  - a. Clinical evaluation (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 in multiple levels of therapeutic care earned at ~~two-one~~ 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; and referral/service coordination;
      - (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 in multiple levels of therapeutic care 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 and referral/ service coordination.



- (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 licensed addiction counselor.

- (2) Two thousand post-clinical 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 board approved supervisor, registered clinical supervisor who is ~~either~~ a licensed clinical addiction counselor, ~~or a~~ licensed master addiction counselor, ~~, or a~~ licensed addiction counselors who ~~are~~ is a 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 off site 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 a board approved supervisor, who is a licensed clinical addiction counselor, or a licensed master addiction counselor, or a licensed addiction counselor who is a registered clinical supervisor. ~~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 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.~~ Individuals licensed in North Dakota as psychologists, psychiatrists, or physicians who possess a doctorate degree in their field of licensure meet the clinical training requirements for licensure as a licensed master addiction counseling by completing three hundred fifty supervised addiction-specific clinical training hours.
- (2) Individuals licensed in North Dakota as licensed associate marriage and family therapists, licensed associate professional counselors, licensed professional counselors, licensed master social workers, or advanced clinical practice nurses meet the clinical training requirements for licensure as a licensed addiction counseling by completing three hundred fifty supervised addiction-specific clinical training hours.
- (3) Individuals who hold independent licensure in North Dakota as licensed marriage and family therapists, professional clinical counselors, licensed clinical social workers, or advanced clinical practice nurses are meet the clinical training requirements for licensure as a licensed addiction counselor or

licensed master addiction counselor by completing three hundred fifty supervised addiction-specific clinical training hours.

~~(2)~~(4) The three hundred fifty hours may be supervised only by ~~licensed clinical addiction counselors or licensed master addiction counselors~~ board approved supervisor, who is a licensed clinical addiction counselor, or a licensed master addiction counselor, , or a licensed addiction counselor who is a registered clinical supervisor. 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.

**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~~ 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 or national board for certified 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
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 addiction 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

## CHAPTER 4.5-02.1-02 CONTINUING EDUCATION

### Section

4.5-02.1-02-01	Licensure Renewal [Repealed]
4.5-02.1-02-02	Continuing Education
4.5-02.1-02-03	Address and Name Changes

### **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 awarded to a participant at a workshop or seminar. To maintain licensure, licensed addiction counselors, licensed clinical addiction counselors, and licensed master addiction counselors are required to complete forty hours of continuing education for the two-year licensing period, at least ~~six~~ four hours of which must be on the topic of professional ethics.
  - a. Thirty approved continuing education hours are required if an addiction counselor is initially licensed between January first and June thirtieth of an even-numbered year, including six hours of ethics.
  - b. Twenty approved continuing education hours are required if an addiction counselor is initially licensed on or after July first of an even-numbered year, including four hours of ethics.
  - c. ~~Twenty~~ Ten approved continuing education hours are required if an addiction counselor is initially licensed between January first and June thirtieth of the odd-numbered year, including two hours of ethics.
  - d. No continuing education hours are required if an addiction counselor is initially licensed on or after July first of an odd-numbered year.
  - e. Continuing education hours cannot be earned until after the license effective date and only within the current licensing period.
  - f. Continuing education hours may only be applied to one licensing period.
  - g. Applicants who were previously licensed in North Dakota but whose license lapsed for a period of less than five years shall 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~~d~~ lapsed for a period of five years or more shall 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.

g. Licensed addiction counselors with registered clinical supervisor, licensed clinical addiction counselors and licensed master addiction counselors are required to complete three hours of clinical supervision-related coursework within the two-year continuing education cycle to maintain registered clinical supervisor status. Leadership training does not qualify for clinical supervision coursework.

- 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, the American society of addiction medicine, the North Dakota department of health and human service's division of behavioral health, or the national institute of drug abuse. All other programs shall submit an application on a form provided by the board, and request the board to approve the program.
- 3. All individuals seeking approval of continuing education credits earned from a person other than those listed in this section shall submit a request to the 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 require them to provide verification of the continuing education experiences claimed on the reporting form.
7. Any licensed addiction counselor, licensed clinical addiction counselor, or licensed master addiction counselor who is registered as a clinical supervisor shall ensure at least three of the forty continuing education hours 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. Providers<sup>s</sup> 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. Providers<sup>s</sup> must provide <sup>a</sup> 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. Providers<sup>s</sup> must renew the approval annually.
  - g. Providers<sup>s</sup> 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; July 1, 2018.

**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; July 1, 2018.

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

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

## CHAPTER 4.5-02.1-03 CLINICAL TRAINING

### Section

4.5-02.1-03-01	Clinical Training Programs
4.5-02.1-03-02	Internship Registration [Repealed]

#### 4.5-02.1-03-01. Clinical training program.

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

1. An entity seeking to create a new training consortium shall make a formal application to the board on a form approved by the board. ~~Existing training consortiums~~ The entity shall submit documentation to the board, including:
  - a. Evidence of licensure by the North Dakota department of health and human services of each addiction treatment facility, or evidence of board approval.
  - b. A training program manual which includes policies and procedures, including an organizational chart, which reflects clinical training program director, training facilities and facility supervisors, and admission policies.
  - c. A training handbook, which should include trainee grievance procedure.
  - d. Evidence of clinical ~~supervisor~~ supervision at each treatment facility.
- ~~e~~2. Training consortiums ~~M~~must notify the board in writing of any substantial changes that impact the provision of adequate training, ~~which includes~~ including the addition or loss of training facility sites or loss of clinical training program director.
- ~~f~~3. The board reserves the right to periodically review the supporting documentation from existing training consortiums. ~~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~~4. ~~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; July 1, 2018.

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

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

**4.5-02.1-03-02. Internship registration.**

Repealed effective July 1, 2018.

## **CHAPTER 4.5-02.1-04 SPECIALIZED REGISTRATION**

### **Section**

4.5-02.1-04-01	Activities Constituting the Private Practice of Addiction Counseling
4.5-02.1-04-02	Application for Private Practice Registration
4.5-02.1-04-03	Application for Private Practice Registration Renewal [Repealed]
4.5-02.1-04-04	Application for Clinical Supervision Registration

### **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 or a licensed master addiction counselor or a licensed addiction counselor registered as a clinical supervisor.
2. **Registration.** Individuals requesting to be registered for private practice shall make a formal application to the board and pay the registration fee.

**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, 43-45-05.3

**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 licensed addiction counselors shall provide documentation of the following:
  - (1) 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.
  - (2) Twenty hours of continuing education contact hours in clinical supervision within four years preceding submission of an application.
  - (3) Letters of reference and recommendation from two registered clinical supervisors.
2. Registration. Individuals requesting registration for clinical supervision shall make a formal application documenting their qualifications on a form approved by the board.
3. All licensed addiction counselors registered as clinical supervisors, licensed clinical addiction counselors and licensed master addiction counselors must submit a signed statement on a form provided by the board verifying three hours of clinical supervision-related continuing education ~~coursework~~ within the two-year continuing education cycle. 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; July 1, 2018.

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

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