

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

Oregon Administrative Rules, Chapter 833, Division 80

CONTINUING EDUCATION

833-080-0011 Continuing Education

Licensees must complete approved continuing education and report the hours to the Board on even numbered years as a condition of license renewal.

- (1) "Reporting period" means the 24-month period between license renewals that occur in even numbered years.
- (2) A "clock hour" for continuing education means one hour spent in a program meeting the requirements for continuing education. Clock hours exclude refreshment breaks, receptions and other social gatherings, and meals that do not include an approved program.
- (3) Licensees must complete at least 40 continuing education clock hours within each reporting period.
- (4) New licensees:
 - (a) There is no continuing education reporting required for individuals licensed less than 12 months on their first even numbered year renewal date.
 - (b) Individuals licensed between 12 and 23 months on their first even numbered year renewal date must report at least 20 clock hours of continuing education.
 - (c) Individuals licensed 24 or more months on their first even numbered year renewal date must report at least 40 clock hours of continuing education.
- (5) There is no continuing education reporting required for licensees on or changing to inactive status.
- (6) Licensees' continuing education must include six clock hours of training in professional ethics and/or Oregon State laws and regulations pertaining to the practice of professional counseling or marriage and family therapy within each reporting period.
- (7) For licensees who supervise registered interns, including all licensees on the Supervisor Registry, licensees' continuing education must include three clock hours of supervision-related training within each reporting period.
- (8) For renewal periods beginning January 1, 2017 and later, licensees' continuing education must include four clock hours of training in cultural competency within each reporting period.

833-080-0021 Continuing Education Waiver

- (1) Licensees may request a waiver for meeting the continuing education requirements by submitting a written request on forms provided by the Board.
- (2) The Board may grant exemptions in whole or in part, including extension of deadlines, to licensees who cannot timely attend the required hours of training because of a documented medical condition. The licensee must include the following information as part of the request.

- (a) The rationale for a waiver;
- (b) The nature of the illness or disability;
- (c) The time period the waiver would cover;
- (d) A statement as to how the condition prevents participation in continuing education;
- (e) Signature by the licensee or legal representative; and
- (f) Signed statement from a healthcare practitioner who is licensed or certified by the state to provide services.

(3) The Board will notify the licensee in writing whether the request is approved.

833-080-0031 Continuing Education Content

Policy. Continuing education must be a learning activity that contributes directly to the professional competence of the licensee.

(1) Continuing education content must focus on increasing knowledge and/or skills in the following substantive areas relevant to the field:

- (a) Counseling or marriage and family therapy theory & techniques;
- (b) Human development and family studies;
- (c) Social and cultural foundations in counseling or marriage and family therapy;
- (d) The helping relationship;
- (e) Group dynamics;
- (f) Life style and career development;
- (g) DSM diagnosis and assessment;
- (h) Research and evaluation;
- (i) Professional orientation and ethics;
- (j) Professional supervision training;
- (k) Disability and life transitions;
- (l) Substance abuse;
- (m) Psychopharmacology;
- (n) Diagnosis and treatment of mental health disorders.

(2) The program must be conducted by a qualified instructor or discussion leader, which means a person whose background, training, education, or experience makes it appropriate for the person to make a presentation or lead a discussion on the subject matter.

(3) A record of attendance, such as a certificate of completion, must be obtained.

833-080-0041 Methods of Obtaining Hours

(1) Approvable continuing education credits may be obtained in the following ways:

- (a) Continuing education activities with no limits on clock hours:
 - (A) Attending college or university courses -- 15 clock hours per semester credit and 10 clock hours per quarter credit.
 - (B) Live seminars, workshops, conferences and/or trainings.
 - (C) Home study (distance learning), including internet and tele-courses.
 - (D) Service as an Oregon Board of Licensed Professional Counselors and Therapists member or committee volunteer.
- (b) Continuing education activities for which licensees can obtain a maximum of 20 clock hours within a two year reporting period:
 - (A) Publication activities include:
 - (i) Five credits per article or review in a refereed journal that is directly related to counseling;
 - (ii) Five credits per chapter in edited books, 20 credits for authorship of an entire book;
 - (iii) Five credits per 30 minutes of initial video production directly related to counseling;
 - (iv) Five credits for reviewing a book proposal; and
 - (v) Five credits for each year of service on an editorial board of a professional counseling journal.
 - (B) Professional presentations. Credit is given for the initial research and development of a professional presentation. No credit shall be allowed for repeat presentations unless it is demonstrated that the program content was substantially changed and such change required significant additional study or research. The number of credits given is twice the number of hours spent making the presentation;
- (c) Continuing education activities for which licensees can obtain a maximum of 10 clock hours within a two year reporting period:
 - (A) Serving as an officer of a state or national counseling organization;
 - (B) Serving as a member of a national certification board;
 - (C) Chairing a national counseling conference or convention; or
 - (D) Receiving supervision for a fee from a supervisor who meets the Board's standards on supervision. Credit shall only be given to the licensee receiving supervision, not to a licensee providing supervision. No credit shall be given to licensees receiving supervision to fulfill licensure or discipline requirements.
- (2) An approvable continuing education program is one designed and offered by an agency or institution that is recognized as an approved provider of continuing education units, e.g., NBCC-approved programs, to include:
 - (a) Academic courses offered in accredited degree counseling or marriage and family therapy programs;

(b) Presentations sponsored by counseling related departments of accredited educational institutions; national, regional, state, or local professional organizations or associations; public or private human services agencies or organizations; or individuals that meet all of the following approved provider guidelines:

(A) Program is presented by competent individuals as documented by appropriate academic training, professional licensure or certification, or professionally recognized experience. Presenters should have an identifiable involvement with human services;

(B) Program meets the professional needs of the licensee's intended clientele;

(C) Program has a minimum duration of one clock hour;

(D) Except for non-classroom distance learning, program is offered in a place which is accessible to persons with disabilities;

(E) Distance learning program includes mechanism for evaluation, measurement, or confirmation of exchange of information; and

(F) Programs approved by organizations such as: National Association of Social Workers, National Board for Certified Counselors, Oregon Psychological Association, Commission on Rehabilitation Counselor Certification, Art Therapy Credentials Board, American Art Therapy Association, American Association for Marriage and Family Therapy, and American Counseling Association.

(c) Content of programs are consistent with OAR 833-080-0031.

833-080-0051 Documentation and Submission of Continuing Education

(1) Licensees must certify to the Board, at the time of annual renewal on even-numbered years, that the continuing education requirements were met by providing a summary list of continuing education activities/courses as described in OAR 833-080-0041.

(2) Licensees must maintain documentation as proof that the licensee has satisfied the continuing professional education requirements for a minimum of two years after the reporting period. If requested by the Board, licensees will make continuing education records available for inspection.

(3) Responsibility for documenting the acceptability of the program and the validity of credit rests with the licensee. Documentation must include proof of actual attendance, participation, certification, or completion as well as content, duration, and if relevant, provider as follows:

(a) For college or university courses: A copy of a transcript showing satisfactory completion of the course;

(b) For seminars, workshops, conferences, trainings, or home study: Dated certificates (originals or copies) of completion of training;

(c) Program/activity descriptions, including (but not limited to) written verification of professional services, copies of published works or other proof of publication, letter from president/director of organization in which professional activity was conducted; and

(d) Signed statement of professional supervision by the individual providing the supervision.

833-080-0061 Continuing Education Audit and Penalties

(1) The Board will conduct an audit of the records of randomly selected licensees to verify actual participation, completion, and compliance with standards for content and providers of approved continuing professional education. Failure to maintain or document actual completion of continuing professional education activities claimed, failure to make such records available to the Board for inspection, or falsification of reports may result in disciplinary action by the Board. Audited licensees hold the burden of proof of mailing.

(2) A licensee selected for the continuing education audit whose hours are deficient, including a licensee's failure to submit complete documentation, is subject to disciplinary action, to include but not limited to the following sanctions:

- (a) Persons successfully documenting 31-39 hours -- \$250;
- (b) Persons successfully documenting 21-30 hours -- \$500;
- (c) Persons successfully documenting 11-20 hours -- \$750;
- (d) Persons successfully documenting 10 or fewer hours -- \$1,000.

(3) The civil penalty may not be paid in lieu of training.

(4) Failure to document required hours, or certifying programs or supervision not meeting approval requirements will result in non-renewal or, in the case of discovery after renewal, possible suspension of license.