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I certify that the attached copies are true, full and correct copies of the PERMANENT Rule(s) adopted on 10/07/2016 by the

Board of Licensed Professional Counselors and Therapists	833
Agency and Division	Administrative Rules Chapter Number
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To become effective Upon filing. Rulemaking Notice was published in the September 2016 Oregon Bulletin.

RULE CAPTION

Application methods and requirements, inactive status, examination, general licensure provisions, fees, supervision, and continuing education.

Not more than 15 words that reasonably identifies the subject matter of the agency's intended action.

RULEMAKING ACTION

Secure approval of new rule numbers with the Administrative Rules Unit prior to filing.

ADOPT:

833-075-0010, 833-075-0020, 833-075-0030, 833-075-0040, 833-075-0050, 833-075-0060, 833-075-0070, 833-075-0080, 833-075-0090

AMEND:

833-020-0011, 833-020-0021, 833-020-0041, 833-020-0051, 833-020-0061, 833-020-0071, 833-020-0081, 833-030-0011, 833-030-0021, 833-030-0041, 833-040-0011, 833-040-0021, 833-040-0041, 833-050-0021, 833-050-0031, 833-050-0041, 833-050-0051, 833-050-0061, 833-050-0071, 833-050-0081, 833-050-0091, 833-050-0111, 833-050-0131, 833-050-0161, 833-070-0011, 833-070-0021, 833-080-0011, 833-080-0021, 833-080-0031, 833-080-0041, 833-080-0051, 833-080-0061, 833-130-0020, 833-130-0040, 833-130-0050, 833-130-0070, 833-130-0080

REPEAL:

833-020-0031, 833-020-0091, 833-020-0101, 833-020-0112, 833-020-0201, 833-020-0301, 833-020-0401, 833-020-0501, 833-030-0031, 833-040-0031, 833-050-0121, 833-060-0012, 833-060-0022, 833-060-0032, 833-060-0042, 833-060-0052, 833-060-0062, 833-130-0030, 833-130-0060

RENUMBER:

AMEND AND RENUMBER:

Statutory Authority:

ORS 675.705 - 675.835, 676.150 - 676.990

Other Authority:

HB 2611 (2013)

Statutes Implemented:

ORS 675.715 - 675.835, 676.850

RULE SUMMARY

This amendment moves licensure-related sections 833-020-0091 through 833-020-0501 from Division 20, "Application Methods," to newly adopted Division 75, "General Licensure Provisions." It repeals Division 60, "Graduate Degree Standards," and integrates the language into Divisions 30 & 40, the Licensed Professional Counselor (LPC) and Licensed Marriage and Family Therapist (LMFT) licensure requirements. Much of the amendments reorganize and remove confusing and redundant language for clarity, and update rule and statute references.

This amendment establishes an inactive license status and renewal fee of $100, and sets forth requirements to reactivate a license back to active status, along with a "reactivation" fee of $125. This replaces the continuing education (CE) waiver for non-practicing licensees, which is eliminated, waives the CE requirements for inactive licensees, and sets forth that inactive licensees do not qualify for placement on the supervisor registry. It removes the five-year supervisor registry renewal requirement; instead, licensees who supervise registered interns,

including all licensees on the Supervisor Registry, have a requirement for their CE to include three clock hours of supervision-related training within each reporting period. This amendment sunsets the 2010 "grandfathering" provision that allowed current supervisors to be placed on the registry, removes the current post-denial appeal process for supervisors with any disciplinary history, and creates an up-front review process for registry applicants.

Other changes to fees (Division 70) include removal of the stated amount of criminal background check fee and replacement with requirement to pay the actual cost to the Board; removal of the fee for annual renewal with background check, since this is no longer required every five years for licensees and interns; some fee renaming; and clarification that fees are nonrefundable, as per ORS 675.785(3). The amendment clarifies in the new Division 75 that a person may not use the title of "licensed professional counselor" or "licensed marriage and family therapist," including the abbreviations "LPC" and "LMFT," unless the person holds a current license issued by the Board. It also adds requirement that licensees' professional disclosure statement (PDS) be accessible to people with disabilities (consistent with the requirement of intern PDS).

Revisions to Division 20 include a requirement that email addresses and other clarifying information be provided as part of an application; clarification that applications may be extended "for good cause"; addition of a requirement that applicants must notify Board of application information changes within 30 days, including information related to character and fitness, and failure to do so may be grounds for denial or revocation; and removal of the requirement for direct method applicants to have completed no less than 480 post-degree client contact hours within 60 months immediately prior application. The rulemaking clarifies and adds specificity to the reciprocity application requirements; removes redundant and contradictory supervised experience requirements that are appropriately set forth in Divisions 30 and 40; repeals the Board's acceptance of national credentials registry for professional counselors as a substitute for education and experience requirements, as this registry no longer exists; and increases the continuing education required for re-licensure, from 20 hours within one year to the regular activities required by OAR Ch. 833, Div. 80 (40 hours) within the prior two years. It also clarifies the reapplication requirements, transfer of documents from the prior file, examination requirements, deadlines, and consequences for failure to comply, and allows the Board to grant good-cause exam extensions.

Amendments to Divisions 30 and 40 eliminate the arbitrary "comparable" and "majority" educational program standard requirements and set forth clear program accreditation and coursework requirements for LPC and LMFT licensure. It defines three years as 36 months for the clinical experience requirement for licensure, and clarifies post-graduate supervised experience accepted for licensure through the direct method of application. For direct and reciprocity application methods, it removes the requirement that the supervisor have completed 30 hours of supervision training for supervision received after June 30, 1992 and eliminates the need for difficult to verify criteria for previous experience. The rulemaking clarifies examination requirements, removes the Board's ability to approve "other exams" not set forth in OAR, and allows the Board to notify examinees of their exam results in methods other than writing. Also, sections from Division 60 are moved to these divisions where they are more sensically located.

In Division 50, there are changes to better align the intern PDS requirement with those of licensees, and to remove of the PDS waiver option for interns practicing out of state. The rulemaking clarifies the requirements for counting hours outside of a registered intern plan, adds a requirement that fees for supervision, if any, be paid in per-hour form and be disclosed in the intern registration plan. For supervision meetings, this removes the "no less than 50 minutes" definition of one hour. It adds new supervisor and intern responsibilities, including appropriate intern title representations to the public, exam study plan, creation and maintenance of supervision notes, name change notification, and notification of interruptions or expected termination of the supervisory relationship. Also, interns must now pay the same delinquent fee as licensees ($50) when they renew after the due date, and late renewals must be received within the renewal month or else the intern will be expired and must reapply.

There are several other changes to the continuing education (CE) requirements in Division 80. This adds a requirement for CE to include four clock hours of training in cultural competency within each reporting period for renewal periods beginning January 1, 2017 and later (per House Bill 2611, 2013), and allows the requirement for six hours of ethics to include training in Oregon State laws and regulations pertaining to the practice of professional counseling or marriage and family therapy. It adds requirements that programs must be conducted by a qualified instructor or discussion leader, that licensees must obtain a record of attendance, that supervision must be for a fee, and that credit may not be claimed for providing supervision or receiving disciplinary supervision. Also, this rulemaking sets forth that no credit shall be allowed for repeat professional presentations, with exception for substantially changed programs. It clarifies CE reporting periods, the number of hours required for licensees and new licensees, CE waiver procedures, acceptable documentation of CE activities, and audit penalties. The proposal establishes a policy that continuing education must be a learning activity that contributes directly to the professional competence of the licensee, and that the responsibility for documenting the acceptability of the program and the validity of credit rests with the licensee. It creates a minimum retention period for CE records as two years after reporting period, and sets forth that audited licensees hold the burden of proof of mailing of their records to the Board. The amendment clarifies home study programs and add service as an Oregon Board of Licensed Professional Counselors and Therapists member or committee volunteer as a method of obtaining hours.

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BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 20

APPLICATION METHODS

833-020-0011

Applications

(1) Application for licensure as a professional counselor and marriage and family therapist must be submitted to the Board and be on forms provided by the Board.

(2) Application for licensure must include gender, date of birth, social security number, practice and residence addresses, email address, similar licenses held in other states, and history of professional discipline, litigation, and criminal involvement and be accompanied by:

(a) The non-refundable application fee;

(b) Official transcript sent directly to the Board from the college or university and supporting documentation as necessary showing education requirements have been met;

(c) Documentation to prove experience requirements have been met or request for registration as an intern with a proposed plan to obtain required experience;

(d) Verification that approved examination has been passed, or state examination is being requested;

(e) Proposed professional disclosure statement for review and approval;

(f) Criminal history information as specified in OAR 833-120-0021; and

(g) Other clarifying information requested by the Board.

(3) Applicants will be allowed one year from Board receipt of an application to file a completed application which documents that the applicant meets the educational and experience qualifications for licensure.

(4) Failure to withdraw the application or complete the process within the allowed time will result in closure of the file. An incomplete application includes but is not limited to an application in which:

(a) Required information or original signatures are not provided;

(b) Required forms are not submitted; or

(c) No fee or an insufficient fee is received.

(5) The Board retains the right to extend the one year period to complete application for good cause.

(6) Applicants who submit complete documentation but are not approved for registration, examination, or licensure will be notified in writing that the application is being denied and state the reason(s) for denial.

(7) To be reconsidered for licensure, applicants who failed to become licensed, who were refused licensure, who withdrew from consideration, or interns who have allowed their registration to expire will be required to file a new application, fee, and resubmit all documentation necessary to meet the standards for licensure in effect at the time of reapplication. Applicants reapplying must fulfill any deficiencies that are the result of changes to requirements that may have been implemented between former and current application.

(8) An applicant must notify the Board immediately, but not less than within 30 days, if any information submitted on the application changes, including but not limited to: name, address, email address, telephone number, complaints, disciplinary actions, litigation, criminal involvement, and employment investigations which results in disciplinary action. Failure to do so may be grounds for denial of the application or revocation of the license, once issued.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 1-2011, f. 1-13-11, cert. ef. 2-1-11

833-020-0021

Methods of Application

(1) Applications for licensure must indicate one of the following:

(a) Intern registration method pursuant to OAR 833 Division 50;

(b) Direct method pursuant to OAR 833-020-0041;

(c) Reciprocity method pursuant to OAR 833-020-0051;

(d) Re-licensure method pursuant to OAR 833-020-0061; or

(e) Reapplication method pursuant to OAR 833-020-0071.

(2) Applicants may request permission to change their method of application or license requested without re-application if they do so within the year allowed to complete application.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 1-2012. f. 4-23-12, cert. ef. 5-15-12

833-020-0041

Direct Method

(1) The direct method is required for applicants who seek acceptance of supervised clinical experience completed in another jurisdiction or in Oregon before June 30, 2002.

(2) The direct method requires the applicant to document no less than the total minimum number of supervised clinical experience hours required for licensure, all of which must have been completed prior to the date of application for licensure.

(3) Applicants seeking licensure as a professional counselor must meet the requirements specified in OAR 833, division 30.

(4) Applicants seeking licensure as a marriage and family therapist must meet the requirements specified in OAR 833, division 40.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10

833-020-0051

Reciprocity Method

(1) The reciprocity method is for applicants who seek acceptance of education and supervised clinical experience previously used to obtain a comparable license in another jurisdiction. The reciprocity method requires the applicant to document that the education and experience requirements under which the applicant obtained a comparable license held in another state are equivalent to the standards required for Oregon licensure as a professional counselor or as a marriage and family therapist.

(2) Applicants for licensure by reciprocity must possess a current, active license to practice professional counseling or marriage and family therapy issued by another state credentialing entity. The Board will compare the minimum standards in effect in the other jurisdiction when it granted a license with the current education, clinical experience, and examination standards required for Oregon licensure.

(3) Application for licensure must be submitted to the Board office in accordance with OAR 833-020-0011.

(4) The application must also include an official verification of each healthcare professional license, registration or certification held, sent directly from the credentialing entity, that includes:

(a) The license type and current status in that state;

(b) Verification that the license is not temporary, probationary, expired, revoked, or suspended;

(c) Any history of adverse licensure action (disciplines), including proposed actions; and

(d) Documentation of the education, clinical experience, and examination requirements for licensure in that state at the time licensure was granted (if applicable).

(5) To be considered equivalent, the applicant's license in the state upon which reciprocity is based must have:

(a) Required at least a graduate degree in counseling, a graduate degree in marriage and family therapy, or a related degree. A related degree must have systemic coursework for a license as a marriage and family therapist;

(b) Been issued to an applicant whose qualifying degree meets the educational requirements specified in:

(A) OAR 833-030-0011 for licensure as a professional counselor; or

(B) OAR 833-040-0011 for licensure as a marriage and family therapist.

(c) Required passage of a state or national competency exam; and

(d) Been obtained by a method of application that involved state review of documentation of education and clinical experience under adopted standards, and not obtained through reciprocity; act of portability; mutual recognition; recognition of non-governmental, professional certification or membership; waiver of any of the education, experience, or examination requirements; or "grandparenting".

(6) The applicant must meet the supervised clinical experience requirements specified in:

(a) OAR 833-030-0021 for licensure as a professional counselor; or

(b) OAR 833-040-0021 for licensure as a marriage and family therapist.

(7) The applicant must meet the examination requirements specified in:

(a) OAR 833-020-0081 and 833-030-0041 for licensure as a professional counselor; or

(b) OAR 833-020-0081 and 833-040-0041 for licensure as a marriage and family therapist.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 1-2011, f. 1-13-11, cert. ef. 2-1-11; BLPCT 1-2013, f. 1-11-13, cert. ef. 2-1-13; BLPCT 1-2014, f. & cert. ef. 1-8-14

833-020-0061

Re-Licensure Method

(1) The re-licensure method is required for applicants who have previously been licensed by the Board. The re-licensure method requires the applicant, as a previous Board licensee, to request a new license with a new license number, but without documenting further supervised clinical experience.

(2) To be considered for re-licensure, all of the following items must be received from an applicant no more than two years from the expiration date of the prior license:

(a) An application for re-licensure, using forms provided by the Board that must include a sworn statement that there is no reason for denial, including that applicant:

(A) Has not been subject to any disciplinary action by a professional mental health licensing or certification agency; and

(B) Has not been convicted of a crime related to practice within the mental health field.

(b) The current application fee plus one current annual renewal fee;

(c) Updated professional disclosure statement, statement that the applicant is not currently practicing professional counseling or marriage and family therapy, or request for waiver of the professional disclosure statement; and

(d) Report at least the minimum continuing education activities required in OAR Chapter 833, Division 80 completed within two years prior to the date the Board will receive the new application.

(3) To be considered for re-licensure more than two years after the expiration date of the prior license, all of the following items must be received from an applicant:

(a) A new application, using forms provided by the Board, to show compliance with the standards in effect at the time the Board will receive this new application;

(b) The application fee;

(c) Proposed professional disclosure statement, statement that applicant is not currently practicing professional counseling or marriage and family therapy, or request for waiver of the professional disclosure statement; and

(d) Request for examination or proof of passage of a competency examination acceptable to the Board which was passed within 10 years of date of new application.

(4) All applicants for re-licensure must successfully pass the current Oregon law and rules examination.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10

833-020-0071

Reapplication

(1) Former applicants who reapply for licensure must submit a new, fully completed application form and application fee to the Board.

(2) Applicants may request to transfer previously filed documents to the new application file if the documents have not been destroyed under state records retention schedules and are still in the possession of the Board. Such documents include, but are not limited to, documentation of supervised work experience, examination results, and transcripts.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-020-0081

Examination

(1) All applicants must pass a competency exam and an Oregon law and rules exam approved by the Board.

(2) Applicants who have passed the competency exam within 10 years prior to applying for licensure are not required to retake the exam.

(3) Applicants applying by the reciprocity method who have passed the exam 10 years or more prior to applying for licensure in Oregon must:

(a) Retake the exam; or

(b) Document a minimum of 40 clock hours of continuing education in the core curriculum areas specified in OAR 833, division 60. Continuing education that substitutes for passage of the exam must be completed within two years prior to licensure.

(4) For all application methods except for intern registration, failure to document passage of an acceptable competency examination or failure to register and attempt to pass the competency examination at least once per year will result in denial of licensure.

(5) Registered interns, after meeting the experience requirements for licensure, must register and attempt to pass the competency examination at least once per year, and must pass the competency exam within two years. Failure to comply with this rule will result in denial of licensure and termination of internship registration. The Board will only approve a subsequent reapplication under the direct method.

(6) Failure to achieve a passing score on the competency examination after taking the exam three times will result in denial of licensure. The Board will not review a reapplication until at least one year has elapsed from the date of the previous denial.

(7) Applicants must complete and return the Oregon law and rules examination within 30 days of the date the Board sends the examination to the applicant. Failure to complete and return the examination to the Board office will result in closure of the application. To be considered for licensure, the person must reapply pursuant to OAR 833-020-0071.

(8) The Board may extend the deadline to take an exam for good cause upon written request of the applicant, which must be received or postmarked prior to the exam deadline.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 6-2010, f. 12-13-10, cert. ef. 1-1-11; BLPCT 1-2013, f. 1-11-13, cert. ef. 2-1-13

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 30

REQUIREMENTS FOR LICENSED PROFESSIONAL COUNSELOR

833-030-0011

Educational Requirements for Licensure as a Professional Counselor

To qualify for licensure as a professional counselor under ORS 675.715(1)(b), an applicant must hold a graduate degree from one of the following:

(1) A counseling program approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) as of the date the degree was conferred;

(2) A counseling program approved by the Council on Rehabilitation Education (CORE) as of the date the degree was conferred;

(3) A program at an institution of higher learning that was accredited by a regional accrediting agency as of the date the degree was conferred; or

(4) A foreign program that has been evaluated by a credentialing body recognized by the Board. Submission of foreign degree evaluation and cost of the foreign degree qualification determination are the responsibility of the applicant.

(5) A graduate degree under sections (1) or (2) must have included at least two semester credit hours or three credit quarter hours of coursework in the diagnosis of mental disorders.

(6) A graduate degree under sections (3) or (4) must have included all of the following requirements:

(a) At least two years in duration, including at least:

(A) 48 semester credit hours or 72 quarter hours for graduate degrees granted before October 1, 2014; or

(B) 60 semester credit hours or 90 quarter credit hours for graduate degrees granted on or after October 1, 2014.

(b) At least two semester credit hours or three credit quarter hours in each of the following coursework:

(A) Counseling Theory;

(B) Human Growth and Development;

(C) Social and Cultural Foundations;

(D) The Helping Relationship;

(E) Group Dynamics Processing and Counseling;

(F) Lifestyle and Career Development;

(G) Diagnosis of mental disorders;

(H) Research and Evaluation; and

(I) Professional Orientation (Ethics).

(c) At least 16 semester hours or 24 quarter hours of supporting coursework for specialty areas; and

(d) A supervised clinical practicum or internship experience that:

(A) Included at least 600 total clock hours, including 240 direct client contact hours, for graduate degrees granted before October 1, 2014;

(B) Included at least 700 total clock hours, including 280 direct client contact hours, for graduate degrees granted on or after October 1, 2014;

(C) Had supervisory staff with a minimum of a master's degree in the program emphasis and with pertinent professional experience;

(D) Made provision for faculty monitoring of operations;

(E) Kept records of student-client contact hours including summary of student progress by the supervisor;

(F) Had a written agreement with the program and student specifying learning objectives; and

(G) Had a mechanism for program evaluation.

(e) Deficiencies in the credit hour requirements of sections (a), (b) or (c) may be remedied by completing graduate level coursework in the deficient area(s) at a regionally accredited institution.

(f) For reciprocity applicants only, five years or more of licensed clinical experience in another state may substitute for a maximum of 15 semester or 20 quarter credits of academic education required for licensure. Clinical experience may not substitute for diagnosis training.

(g) Deficiencies in the supervised experience requirement of section (d) may be remedied by completion of:

(A) At least 700 clock hours of supervised clinical experience, including 280 direct client contact hours; or

(B) At least five years of full-time post-degree clinical experience.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-030-0021

Experience Requirements for Licensure as a Professional Counselor

(1) To qualify for licensure as a professional counselor under ORS 675.715(1)(c)and 675.720, an applicant must have completed at least three years, defined as 36 months, of supervised clinical counseling experience.

(2) To qualify for licensure through the internship registration method, supervised clinical experience must meet the requirements of OAR Chapter 833, Divisions 50 and 130.

(3) To qualify for licensure through direct method, supervised clinical experience must have consisted of no less than 2,400 supervised direct client contact hours of counseling. The supervised clinical counseling experience must have included any combination of the following:

(a) Post-graduate degree supervised experience completed in Oregon prior to June 30, 2002;

(b) Post-graduate degree supervised experience completed in another jurisdiction pursuant to the jurisdiction's laws and rules;

(c) Experience completed while a registered intern with the Board; or

(d) Up to one year of full-time supervised clinical experience and 400 hours of supervised direct client contact completed during the clinical portion of the qualifying graduate degree program.

(4) To qualify for licensure through the reciprocity method, supervised clinical experience must have consisted of no less than 2,400 hours of supervised post-graduate experience:

(a) A minimum of 1,200 hours of the required 2,400 must be direct client contact;

(b) A maximum of 1,200 hours of the required 2,400 may be from supervision, consulting, reporting.

(c) Up to one year of full-time supervised clinical experience and 400 hours of supervised direct client contact may have been completed during the clinical portion of the qualifying graduate degree program;

(d) Five or more years of post-license clinical experience may substitute for 1,000 hours of required supervised direct client contact.

(5) Direct client contact hours must have been face to face with a client or clients and/or contact via electronic communication consistent with OAR Chapter 833, Division 90.

(6) For direct and reciprocity methods, the experience must be a formal arrangement under the supervision of a person who holds a graduate-level state-issued license or registration, as a

professional counselor or equivalent as determined by the Board such as a clinical psychologist, clinical social worker, or marriage and family therapist.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 4-2014, f. & cert. ef. 9-5-14

833-030-0041

Examination Requirement for Licensure as a Professional Counselor

(1) All applicants for licensure as a professional counselor must pass a competency examination and an Oregon law and rules examination pursuant to OAR 833-020-0081.

(2) To qualify for licensure as a professional counselor under ORS 675.715(1)(d), an applicant must pass, or have passed within ten years prior to the date the application was received by the Board, one of the following competency examinations:

(a) National Counselor Examination;

(b) National Clinical Mental Health Counselor Examination; or

(c) Certified Rehabilitation Counselor Examination.

(3) Applicants applying via the reciprocity method may meet the competency exam requirements specified in 833-020-0081.

(4) To qualify to sit for the competency examination, a LPC applicant must:

(a) Submit an application; and

(b) Meet the graduate program and coursework requirements in OAR 833-030-0011.

(5) Candidates will pay exam and exam administration fees to the prescribed examination providers.

(6) Passing scores will be:

(a) Established by the National Board of Certified Counselors for applicants who plan to take the exam after applying for Oregon licensure.

(b) Established by the agency verifying passage of its examination for applicants who took a state competency exam before applying for Oregon licensure.

(7) The Board will notify examinees in writing of the results of their examination.

(8) Following passage of the approved competency examination, the Board requires passage of an Oregon state law and rules examination with a passing score determined by the Board.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 1-2013, f. 1-11-13, cert. ef. 2-1-13

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 40

REQUIREMENTS FOR LICENSED MARRIAGE AND FAMILY THERAPISTS

833-040-0011

Educational Requirements for Licensure as a Marriage and Family Therapist

To qualify for licensure as a marriage and family therapist under ORS 675.715(1)(b), an applicant must hold a graduate degree from one of the following:

(1) A marriage and family therapy program approved by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) or a marital and family therapy program fully accredited by the Counsel for Accreditation of Counseling and Related Educational Programs (CACREP);

(2) A program at an institution of higher learning that was accredited by a regional accrediting agency as of the date the degree was conferred; or

(3) A foreign program that has been evaluated by a credentialing body recognized by the Board. Submission of foreign degree evaluation and cost of the foreign degree qualification determination are the responsibility of the applicant.

(4) A graduate degree under section (1) must have included at least two semester credit hours or three credit quarter hours of coursework in the diagnosis of mental disorders.

(5) A graduate degree under sections (2) or (3) must have included all of the following requirements:

(a) For graduate degrees granted before October 1, 2014:

(A) At least two years in duration, including at least 48 semester credit hours or 72 quarter credit hours;

(B) At minimum, the following coursework:

(i) Human Development- four semester hours or six quarter hours;

(ii) Marital and Family Theoretical Foundation Studies- two semester hours or three quarter hours;

(iii) Marital and Family Therapy Diagnosis and Assessment, Treatment, Principles and Techniques Studies- eight semester hours or 12 quarter hours;

(iv) Professional Studies- two semester hours or three quarter hours;

(v) Research Methods or Statistics- two semester hours or three quarter hours;

(vi) Supporting Coursework Focusing on the Systems Paradigm for Specialty Areas- 16 semester hours or 24 quarter hours; and

(C) A supervised clinical practicum or internship experience of at least 600 clock hours, including 240 direct client contact hours.

(b) For graduate degrees granted on or after October 1, 2014:

(A) At least two years in duration, including at least 60 semester hours or 90 quarter hours of graduate-level credit;

(B) At minimum, the following graduate-level coursework:

(i) Individual and Family Development- four semester hours or six quarter hours;

(ii) Couple and Family Theoretical Foundation Studies- six semester hours or nine quarter hours;

(iii) Couple and Family Therapy, Treatment, and Techniques Studies- six semester hours or nine quarter hours;

(iv) Diagnosis of mental disorders- two semester hours or three quarter hours;

(v) Diversity studies that include issues related to diversity, power and privilege- two semester hours or three quarter hours;

(vi) Ethical and Professional Studies- two semester hours or three quarter hours;

(vii) Research Methods or Statistics- two semester hours or three quarter hours;

(viii) Supporting coursework focusing on counseling and/or systems approaches- 36 semester hours or 54 quarter hours; and

(C) A supervised clinical practicum or internship experience of at least 700 clock hours with 280 hours of direct client contact.

(c) The program's clinical practicum or internship experience must have:

(A) Had supervisory staff with a minimum of a master's degree in the program emphasis and with pertinent professional experience;

(B) Made provision for faculty monitoring of operations;

(C) Kept records of student-client contact hours including summary of student progress by the supervisor;

(D) Had a written agreement with the program and student specifying learning objectives; and

(E) Had a mechanism for program evaluation.

(e) Deficiencies in the credit hour requirements of sections (a), (b) or (c) may be remedied by completing graduate level coursework in the deficient area(s) at a regionally accredited institution.

(f) Deficiencies in the supervised experience requirement of section (d) may be remedied by completion of:

(A) At least 700 clock hours of supervised clinical experience, including 280 direct client contact hours; or

(B) At least five years of full-time post-degree clinical experience, the majority of which must consist of work in relationship issues.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-040-0021

Experience Requirements for Licensure as a Marriage and Family Therapist

(1) To qualify for licensure as a marriage and family therapist under ORS 675.715(1)(c) and 675.720, an applicant must have completed at least three years, defined as 36 months, of supervised clinical experience.

(2) To qualify for licensure through the internship registration method, supervised clinical experience must meet the requirements of OAR Chapter 833, Divisions 50 and 130.

(3) To qualify for licensure through direct method, supervised clinical experience must have:

(a) For those that apply to become a licensed marriage and family therapist before January 2, 2014, consisted of no less than 2,000 supervised direct client contact hours of therapy with at least 1,000 of those hours working with couples and families.

(b) For those who apply to become a licensed marriage and family therapist on or after January 2, 2014, consisted of no less than 2,400 supervised direct client contact hours of therapy with at least 1,000 of those hours working with couples and families.

(c) Included any combination of the following:

(A) Post-graduate degree supervised experience completed in Oregon prior to June 30, 2002;

(B) Post-graduate degree supervised experience completed in another jurisdiction pursuant to the jurisdiction's laws and rules;

(C) Experience completed while a registered intern with the Board; or

(D) Up to one year of full-time supervised clinical experience and 400 hours of supervised direct client contact completed during the clinical portion of the qualifying graduate degree program.

(4) To qualify for licensure through the reciprocity method, supervised clinical experience must have consisted of no less than 2,400 hours of supervised post-graduate experience:

(a) A minimum of 1,200 hours of the required 2,400 must be direct client contact;

(b) A maximum of 1,200 hours of the required 2,400 may be from supervision, consulting, reporting.

(c) Up to one year of full-time supervised clinical experience and 400 hours of supervised direct client contact may have been completed during the clinical portion of the qualifying graduate degree program;

(d) Five or more years of post-license clinical experience may substitute for 1,000 hours of required supervised direct client contact.

(5) Direct client contact hours must have been face to face with a client or clients and/or contact via electronic communication consistent with OAR Chapter 833, Division 90.

(6) For direct and reciprocity methods, the experience must be a formal arrangement under the supervision of a person who is trained specifically in the systemic approach to couples and family therapy and holds a graduate-level state-issued license or registration, as a marriage and family therapist or equivalent as determined by the Board such as a clinical psychologist, clinical social worker, or professional counselor.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835

Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 6-2010, f. 12-13-10, cert. ef. 1-1-11; BLPCT 1-2014, f. & cert. ef. 1-8-14; BLPCT 4-2014, f. & cert. ef. 9-5-14

833-040-0041

Examination Requirement for Licensure as a Marriage and Family Therapist

(1) All applicants for licensure as a marriage and family therapist must pass a competency examination and an Oregon law and rules examination pursuant to OAR 833-020-0081.

(2) To qualify for licensure as a marriage and family therapist under ORS 675.715(1)(d), an applicant must pass, or have passed within ten years prior to the date the application was received by the Board, a competency examination.

(3) The Board prescribes as the competency examination the marital and family therapy examination of the Association of Marital and Family Therapy Regulatory Boards (AMFTRB).

(4) Applicants applying via the reciprocity method may meet the competency exam requirements specified in 833-020-0081.

(5) To qualify to sit for the competency examination, a LMFT applicant must:

(a) Submit an application; and

(b) Meet the graduate program and coursework requirements prescribed in OAR 833-040-0011.

(6) Candidates will pay exam and exam administration fees to the prescribed examination providers.

(7) Passing scores will be:

(a) Established by the AMFTRB for applicants who plan to take the exam after making application for Oregon licensure; or

(b) Established by the agency verifying passage of its examination for applicants who have completed an approved alternative examination.

(8) The Board will notify examinees in writing of the results of their examination.

(9) Following passage of the approved competency examination, the Board requires passage of an Oregon state law and rules examination, with a passing score as determined by the Board.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835

Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 1-2013, f. 1-11-13, cert. ef. 2-1-13

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 50

REGISTERED INTERNS

833-050-0021

Application for Registration as Intern

(1) An applicant for registration must:

(a) Meet all registration requirements in effect at the time the application is submitted;

(b) Request registration on Board approved forms;

(c) Submit a professional disclosure statement for board approval as part of his or her application;

(d) Submit an application fee as specified in OAR 833-070-0011;

(e) Meet the educational requirements for licensure according to OAR 833-030-0011 (LPC Intern) and/or 833-040-0011 (LMFT Intern);

(f) Agree to complete supervised clinical experience hours to meet the total number of hours required for licensure; and

(g) Abide by the Board's laws and rules.

(2) Applicants for professional counselor and marriage and family therapist must pay a fee for each license.

(3) Internship status is a transitional step toward licensure and is not intended as a means to avoid licensure. Applicants approved for registration as an intern will have five years to complete the supervised direct client contact hours necessary for licensure or for examination. Failure to meet the experience requirements for licensure within five years will result in expiration of registration and closure of the application file. The intern may petition the Board to allow extension of registration for up to one year beyond the maximum five years if he/she can show good cause for such extension.

(4) Former applicants who re-apply may transfer direct client contact hours accrued under a board-approved plan to their new plan.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 2-2015, f. & cert. ef. 10-2-15

833-050-0031

Registered Intern Professional Disclosure Statement

(1) Registered interns must furnish clients with a copy of a Board-approved professional disclosure statement before providing counseling or therapy.

(2) A professional disclosure statement must include the following information about the intern:

(a) Name, business address and telephone number;

(b) Name of the intern's supervisor(s);

(c) Philosophy and approach to counseling or marriage and family therapy, including reference to any codes of standards or ethics to which the intern subscribes;

(d) Formal education and training, title of highest relevant degree, the school that granted the degree, and major coursework;

(e) Supervision requirements;

(f) A statement indicating adherence to the Oregon Licensing Board's Code of Ethics set forth in OAR Chapter 833, Division 100;

(g) The standard fee for service, including discounted rates or sliding scale and a statement that no fees will be charged and no additional fee will be added to another set fee such as a hospital room daily charge;

(h) The bill of rights of clients listed in OAR 833-100-0021 the Code of Ethics;

(i) The name, address, telephone number, and email address of the Oregon Board of Licensed Professional Counselors and Therapists; and

(j) A statement indicating the following: "Additional information about this registered intern is available on the Board's website: www.oregon.gov/oblpct."

(3) The professional disclosure statement must be accessible to people with disabilities.

(4) Registered interns will assist their clients to understand the information in the professional disclosure statement.

(5) Whenever an intern changes the professional disclosure statement, the new statement must be provided to the board for approval.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 2-2012, f. 9-5-12, cert. ef. 10-1-12

833-050-0041

Intern Professional Disclosure Statement Waiver

The Board may grant exemptions from requirements of professional disclosure statements. Requests for exemption must be in writing to the Board and have received written approval from the Board. The Board may grant exemptions from providing a professional disclosure statement if:

(1) Registered intern can satisfy the Board that there is good cause to be exempt from specific requirements; or

(2) The intern is providing crisis response counseling or therapy.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-050-0051

Intern Registration Plan

(1) Applicants for intern registration must submit an intern plan in the form and manner required by the Board.

(2) The intern plan must include information to show how supervised clinical experience hours will be accrued and that the activities will meet Board requirements for professional counselor and/or marriage and family therapist. The intern plan will include:

(a) Name, addresses, telephone numbers, and email addresses of the parties: intern, supervisor(s), and intern's employer(s) if applicable;

(b) Description of clinical experience: where counseling/therapy will be performed, where supervision will be provided, activities or services performed by intern, content of supervision;

(c) How the intern will meet licensure requirements;

(d) Responsibilities of all parties;

(e) Agreement of the supervisor, administrator of agency or employer of the intern, and the intern

(f) Signatures of all parties; and

(g) The fee for supervision, if any. If the supervisor is to be paid for supervision, then payment must be in the form of a per-hour fee.

(3) An approved intern plan may cover up to three separate practices, such as private practice and employment by two different, autonomous programs.

(4) To maintain registration, the intern must meet the conditions in the approved plan.

(5) The intern must carry out the registration plan as approved. Changes to the plan must be approved by the Board.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10

833-050-0061

Effective Dates of Intern Registration

(1) Initial registration as an intern will be effective when applicant completes the registration process that includes approval of completed request and internship plan.

(2) An intern must practice under supervision until all license requirements are met and the license is issued.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 2-2014, f. & cert. ef. 6-11-14

833-050-0071

Direct Client Contact

(1) Registered interns must complete at least three years, defined as 36 months, of supervised clinical experience which must include no less than 2,400 hours of supervised direct client contact to qualify for licensure.

(a) Registered interns must complete at least 1,000 of the required 2,400 hours direct client contact while in a Board-approved intern work plan.

(b) Registered interns may count direct client contact hours acquired outside a registered intern plan as follows:

(A) Up to one year of full-time supervised clinical experience and 400 direct client contact hours accrued as part of a graduate degree internship;

(B) Post-graduate degree supervised direct client contact hours completed in Oregon prior to June 30, 2002; and

(C) Post-graduate degree supervised direct client contact hours completed in another jurisdiction pursuant to the jurisdiction's laws and rules that meet the direct application method experience requirements.

(2) Applicants for LMFT must accrue 2,400 hours of supervised direct client contact with at least 1,000 of those hours working with couples and families to qualify for licensure.

(3) Applications for dual licensure as professional counselor and marriage and family therapist must meet the requirements for both licenses.

(4) Direct client contact must be face to face with a client or clients and/or contact via electronic communication consistent with OAR 833 division 90.

(5) Registered interns must receive and document supervision for and report all direct client contact hours at places of practice listed as part of their Board-approved plan.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 4-2014, f. & cert. ef. 9-5-14

833-050-0081

Supervision

(1) Supervision of direct client contact must take place within the same calendar month as the completed direct client contact hours.

(2) Supervision meetings must take place at least twice per month, and in different weeks.

(3) Supervision meetings must be no less than one hour.

(4) Supervision each month must total at least:

(a) Two (2) hours for months in which 45 or fewer hours of direct client contact are completed; or

(b) Three (3) hours for months in which 46 or more hours of direct client contact are completed.

(5) In addition to all other reporting requirements, during the first three months of supervision:

(a) At least 25% of the reported monthly supervision hours must be conducted in a professional setting, and in person.

(b) Up to 75% of the reported monthly supervision hours may be conducted through confidential electronic communications.

(6) For the remaining required supervision hours:

(a) At least 25% of the remaining reported supervision hours must be conducted in a professional setting and in person;

(b) Up to 75% of the remaining reported supervision hours may be conducted through confidential electronic communications.

(7) At least 50% of the required number of monthly supervision hours must be individual supervision 1-to-1.

(8) Group supervision must meet the following requirements at each meeting.

(a) Include no more than six (6) supervisees;

(b) Have leadership that does not shift from one supervisor to another; and

(c) Not be a staff or team meeting, intensive training seminar, discussion group, consultation session, or quality assurance or review group.

(9) If in any month an intern does not receive the minimum supervision hours required, no client contact hours would be credited for that month.

(10) An approved plan for a single practice, such as private practice or employment by one agency offering services at one or more sites, may have no more than two supervisors at any given time.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 5-2010, f. 6-15-10, cert. ef. 7-1-10; BLPCT 6-2010, f. 12-13-10, cert. ef. 1-1-11; BLPCT 2-2013, f. 8-7-13, cert. ef. 8-15-13

833-050-0091

Supervisor's Responsibilities

(1) The supervisor must:

(a) Review and evaluate appropriateness of client population and caseload, individual charts, case records and management, diagnostic evaluation and treatment planning, and methodologies for keeping client confidentiality.

(b) Recommend that the intern refer clients to other therapists when client needs are outside the intern's scope of practice.

(c) Ensure that letterhead, business cards, advertisements and directory listings, brochures, and any other representation includes the appropriate title as described in OAR 833-050-0111(1)(a) and the supervisor's name and designation as "supervisor."

(d) Assist the intern in developing a plan to prepare for and complete the competency exam in a timely manner.

(e) Notify the Board within 14 days and explain any significant interruption to supervision or expected termination of the supervisory relationship.

(f) Create and maintain for at least three years a record of hours of supervision and notes for each supervision session contemporaneously as supervision occurs, and provide it to the Board within fourteen days of request.

(g) Be someone other than a spouse or relative by blood or marriage or a person with whom the intern has or had a personal relationship.

(h) Meet registered intern supervisor qualifications as required in OAR Chapter 833, Division 130.

(i) Submit a written evaluation of the intern's skills and progress every six months and at the conclusion of the plan. The report must include progress toward completion of the intern's plan. Supervisors may report to the Board at any time deemed necessary. Reports must be submitted on forms provided by the Board;

(2) If a supervisor has professional or ethical concerns about a supervisee being licensed, the supervisor must promptly notify the Board and provide the following information:

(a) Specific concerns regarding conduct or performance;

(b) Steps taken to address the concerns;

(c) A remedial action plan with measureable outcomes to address the concerns; and

(d) The intern's progress to address the concerns expressed by the supervisor.

(3) The Board may take any or all of the following actions to address concerns about registered interns:

(a) Identify a new supervisor to work with the intern;

(b) Require an assessment of the intern's mental and/or physical health;

(c) Require the intern to seek personal therapy;

(d) Extend the internship;

(e) Require additional training for the intern;

(f) Place internship on hold; or

(g) Deny the intern a license.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-050-0111

Intern's Responsibilities

(1) The intern must:

(a) Indicate registration and use the title "registered intern", "LPC intern", or "LMFT intern" in connection with a practice that is covered by an approved plan. All signed materials, letterhead, business cards, advertisements and directory listings, brochures, and any other representation must include the intern's appropriate title and the supervisor's name and designation as "supervisor".

(b) Take steps to ensure consistency in supervision throughout the internship.

(c) Provide the supervisor with a periodic evaluation of all cases and counseling or therapy activities in which the intern is engaged.

(d) Request approval from the Board to change supervisors more than three times during the internship and provide steps taken to ensure consistency when changing supervisors.

(e) Submit to the Board reports that include the hours of direct client contact accrued by month for the six-month period.

(A) Reports of direct client contact hours and supervisor evaluation are due in the month following each six-month reporting period.

(B) If the Board receives the report after the due date, all hours submitted in the report will be denied.

(C) The Board may consider exceptions to this rule with documentation of extraordinary circumstances.

(f) Notify the Board within 14 days and explain any interruptions or proposed termination of supervision or employment.

(2) The intern must submit a written request on a board approved form to the Board in order to change the intern plan. Approval of the following changes to the plan are required:

(a) Supervision;

(b) Employment;

(c) Practice locations; and

(d) Supervisor(s).

(3) A registered intern who files a request to change the internship plan must meet Board requirements in place at the time of the change request.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-050-0131

Intern Registration Renewal

(1) An intern must renew registration annually each year following initial registration. Annual renewal is due by the first day of the month of initial registration to be considered timely.

(2) Registration renewal requires the intern to provide to the Board a renewal fee as established in OAR 833-070-0011, renewal forms, and an updated Professional Disclosure Statement if there have been changes.

(3) Late Renewal. An intern may renew a registration after the first day of the month but within the renewal month by, in addition to completing the requirement in section (2) above, submitting to the Board the required delinquent fee. If these are not timely submitted, then the internship will be expired. Expired interns must reapply pursuant to OAR 833-020-0071 in order to practice as an intern or be considered for licensure.

(4) Renewal may be denied if any of the conditions of the plan are not being met.

(5) Interns must renew registration annually until being granted a license or the expiration or denial of intern registration.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 2-2014, f. & cert. ef. 6-11-14

833-050-0161

Current Information to Board

(1) All registered interns must provide current contact information to the Board, including:

(a) Physical residence address and post office box, if applicable;

(b) Electronic mail address;

(c) Home and work telephone numbers; and

(d) An updated, current Professional Disclosure Statement being provided to clients as required above.

(2) Intern must inform the Board office in writing of any changes to information within 30 days of the change.

(3) Interns must submit a change of name form provided by the Board, accompanied by a copy of the legal document showing the name change, within 30 days of the change.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 70

FEES

833-070-0011

Fees

Fees established by the Board of Licensed Professional Counselors and Therapists are as follows:

(1) Application for licensure — $175; applicants are also required to pay the actual cost to the Board to conduct a criminal background check.

(2) Initial license — $125.

(3) Annual renewal of license:

(a) Active status license — $125; or

(b) Inactive status license — $100.

(4) Restoration fees:

(a) Delinquent fee for late renewals — $50;

(b) Reactivation of inactive status license — $125.

(5) Examination — Candidates will pay exam and exam administration fees to the prescribed examination providers.

(6) Duplicate license or certificate of licensure — $5.

(7) Verification of licensure or examination scores for applicant or licensee to other licensing or certifying agencies — $10.

(8) Annual renewal of registration as intern in accordance with OAR 833-120-0011 — $80.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 2-2010(Temp), f. 1-8-10, cert. ef. 1-11-10 thru 7-9-10; BLPCT 3-2010, f. 4-30-10, cert. ef. 5-3-10; BLPCT 1-2015, f. & cert. ef. 10-2-15

833-070-0021

Fee Refunds

Fees are nonrefundable, except that overpayment of fees or fees submitted as part of application before required will be refunded.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 75

GENERAL LICENSURE PROVISIONS

833-075-0010

Effective and Expiration Dates of Licenses

(1) Initial licenses will be effective for no more than one year, expiring on the last day of licensee's birth month.

(2) Date of issue will be the date all qualifications for licensure are met.

(3) Licenses will not be issued without payment of the required initial license or renewal fees.

Stat. Auth.: ORS 675.785 - 675.835
Stats. Implemented: ORS 675.785 - 675.835
Hist.:

833-075-0020

License Renewal/Late Renewal

(1) Before the Board will renew a license, a licensee must, no more than 45 days before or during the renewal month:

(a) Submit a completed renewal form provided by the Board which will include responses to all character and fitness questions and a sworn statement that there is no reason for denial of renewal;

(b) Pay the appropriate renewal fee;

(c) Submit continuing education information detailing compliance with the requirements, if applicable;

(d) Submit an updated professional disclosure statement, if there have been changes or if renewal information indicates that the one on file with the Board contains false, incomplete, outdated or misleading information; and

(e) Complete the required healthcare workforce data survey and pay the fee established by the Oregon Health Authority pursuant to ORS 676.410.

(2) Late Renewal. A licensee may renew a license in the month following the renewal month by, in addition to completing the requirements of section (1) above, submitting to the Board the required delinquent fee. If these are not timely submitted, then the license shall lapse.

(3) The licensee holds the burden of proof of submission of the items required for renewal. Failure to receive a courtesy reminder from the Board shall not relieve a licensee of the renewal requirements and consequences.

(4) The Board shall have discretion to waive the delinquent fee in cases of documented hardship.

Stat. Auth.: ORS 675.785 - 675.835 & ORS 676.410
Stats. Implemented: ORS 675.785 - 675.835 & ORS 676.410
Hist.:

833-075-0030

Inactive Status

(1) Inactive status may be granted to licensees who have made a request in writing to the Board. Inactive licensees may not practice professional counseling or marriage and family therapy in the State of Oregon, and are required to reactivate to active status in order to practice.

(2) To reactivate a license from inactive status to active status, the licensee shall submit a written request and fee to the Board.

(a) The licensee must document completion of continuing education activities which at a minimum meet the requirements described in OAR Chapter 833, Division 80 within the 24 month period immediately preceding the requested date of reactivation.

(b) If the license reactivation is to occur more than five years after inactive status was granted, the Board will not reactivate the license until the licensee retakes the Oregon law and rules exam and obtains a passing score.

(c) The residual continuing education requirements from the date of reactivation to the end of the reporting period shall be calculated on a prorated basis.

Stat. Auth.: ORS 675.785 - 675.835
Stats. Implemented: ORS 675.785 - 675.835
Hist.:

833-075-0040

Duplicate Licenses

(1) Duplicate licenses or certificates may be obtained by:

(a) Certifying, by signed statement, that the current license or certificate has been lost or destroyed; or

(b) Requesting a duplicate for additional place(s) of business;

(c) In either case, payment of the required fee.

(2) Reproduction of a license or certificate by anyone other than Board staff for use as a license document or for display is prohibited.

Stat. Auth.: ORS 675.785 - 675.835
Stats. Implemented: ORS 675.785 - 675.835
Hist.:

833-075-0050

Licensee Professional Disclosure Statement

(1) To be approved by the Board, the professional disclosure statement shall include the following information required by this section and ORS 675.755:

(a) The name, address and telephone number of the business;

(b) Philosophy and approach to counseling or marriage and family therapy, including reference to any codes of standards or ethics to which the licensee subscribes;

(c) A statement indicating adherence to the Oregon Licensing Board's Code of Ethics set forth in OAR Chapter 833, Division 100;

(d) The bill of rights of clients listed in OAR 833, division 100, Code of Ethics;

(e) Formal education and training, title of highest relevant degree earned, school granting degree, and major coursework;

(f) Oregon licensure requirements for continuing education and supervision, as well as any significant post-degree work relating to professional practice;

(g) The standard fee for service, including discounted rates or sliding scale and a statement that no fees will be charged and no additional fee will be added to another set fee such as a hospital room daily charge;

(h) A statement indicating the following: “Additional information about this counselor or therapist is available on the Board’s website: www.oregon.gov/oblpct”; and

(i) The Board’s name, address, telephone number, and email address.

(2) Prior to providing services, licensees must provide each client with a professional disclosure statement consistent with the content and in a format as specified in section (1).

(3) Licensees must make a reasonable effort to assist the client to understand the information presented in the disclosure statement as required by the Code of Ethics.

(4) The professional disclosure statement must be accessible to people with disabilities.

(5) Exemptions to the professional disclosure statement requirements set forth in ORS 675.755 include:

(a) Applicants for licensure not practicing professional counseling or marriage and family therapy in Oregon, except those seeking registration as an intern;

(b) Licensees on inactive status or not practicing professional counseling or marriage and family therapy in Oregon;

(c) Licensees providing crisis response; and

(d) Licensees who have submitted a written request and can satisfy the Board that there is good cause to be exempt from specific requirements, and have received written exemption from the Board.

(6) If the licensee fails to provide the statement, the licensee may not charge the client a fee for services.

(7) Whenever a licensee changes a professional disclosure statement, the new statement must be presented to the Board for approval.

Stat. Auth.: ORS 675.785
Stats. Implemented: ORS 675.755 & 675.785
Hist.:

833-075-0060

Current Information to Board

(1) All licensees must provide current contact information to the Board, including:

(a) Physical residence address and post office box, if applicable;

(b) Electronic mail address;

(c) Home and work telephone numbers; and

(d) An updated, current Professional Disclosure Statement being provided to clients.

(2) Licensees must inform the Board office in writing of any changes to information within 30 days of the change.

(3) Licensees must submit a change of name form provided by the Board, accompanied by a copy of the legal document showing the name change, within 30 days of the change.

Stat. Auth.: ORS 675.785
Stats. Implemented: ORS 675.755 & 675.785
Hist.:

833-075-0070

Client Records

(1) A licensed professional counselor and licensed marriage family therapist or registered intern must:

(a) Maintain client records for each client;

(b) Ensure that client records are legible;

(c) Keep records in a secure, safe, and retrievable condition; and

(d) Notify the Board if client records have been destroyed or lost.

(2) At a minimum, client records should be recorded concurrently with the services provided and must include:

(a) A formal or informal assessment of the client;

(b) Counseling goals or objectives; and

(c) Progress notes of therapy or counseling sessions.

(3) A licensee must retain client records for at least seven years from the date of the last session with the client.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.:

833-075-0080

Custodian of Record

(1) A licensee or registered intern must:

(a) Arrange for the maintenance of and access to client records that ensure the client's right to confidentiality and access to records in the event of the death or incapacity of the licensee;

(b) Register with the Board the name and contact information of a custodian of record that will have case files and can make necessary referrals if licensee becomes incapacitated or dies; and

(c) Notify the Board of changes of the custodian of record.

(2) If the licensee or registered intern is an employee of an organization, the organization may be named as the custodian of record.

(3) The Board will not release the name of the custodian of record except in the following cases:

(a) The death or incapacity of the licensee; or

(b) When a client is unable to locate the licensee.

(4) A custodian of record under this rule must be a licensed mental health professional licensed under Oregon law, a licensed medical professional, a health care or mental health organization, an attorney, a school, or a medical records company.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.:

833-075-0090

Representation of Credentials

A person may not use the title of "licensed professional counselor" or "licensed marriage and family therapist," including the abbreviations "LPC" and "LMFT," unless the person holds a current license issued by the Board.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.:

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

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.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10; BLPCT 2-2012, f. 9-5-12, cert. ef. 10-1-12

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.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

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.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

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.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

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.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

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.

Stat. Auth.: ORS 675.785 - 675.835 & 676.160 - 676.180
Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

DIVISION 130

REGISTERED INTERN SUPERVISOR REQUIREMENTS

833-130-0020

Placement on Supervisor Registry

(1) To be placed on the Supervisor Registry, an active licensee must submit a request on forms provided by the Board.

(2) Licensees on inactive status will be denied or removed from placement.

(3) Licensees may request in writing to be removed from the registry.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.: BLPCT 5-2010, f. 6-15-10, cert. ef. 7-1-10

833-130-0040

Supervisor Candidates

(1) Supervisor Candidates must work toward meeting the requirements of an Approved Supervisor. If after five years as a Supervisor Candidate, the candidate has not met Approved Supervisor requirements, the candidate will be removed from the registry.

(2) To qualify as a Supervisor Candidate, a licensee must meet the following requirements:

(a) Hold an active Oregon license as a professional counselor or as a marriage and family therapist;

(b) Complete 30 clock hours of post-master's degree supervision training;

(c) Successfully pass the Board's law and rules exam; and

(d) For supervisors of marriage and family therapist interns only: supervision training that includes systems components.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.: BLPCT 5-2010, f. 6-15-10, cert. ef. 7-1-10

833-130-0050

Approved Supervisors

(1) To qualify to supervise registered interns, a licensee who is not on the Supervisor Registry must meet the following requirements:

(a) Meet or have previously met all of the requirements to qualify as a Supervisor Candidate per OAR 833-130-0040; and

(b) Hold an active Oregon license as a professional counselor or marriage and family therapist, and:

(A) Have been actively licensed by the Board for at least 3 years; or

(B) Be an Approved Supervisor through the AAMFT or the NBCC Center for Credentialing and Education.

(2) To qualify as in Approved Supervisor for purposes of placement on the Supervisor Registry, in addition to the requirements of section (1) above, the licensee must:

(a) Document at least 12 hours of supervision by a Board Approved Supervisor within the past 2 to 5 years. The licensee may have up to two Approved Supervisors, and both Approved Supervisors must complete an evaluation. Approved supervision may include one on one or group supervision of not more than 6 supervisees; and

(b) Document a minimum of 100 hours between 2 and 5 years of experience supervising at least two registered interns or student interns from Board-Approved Oregon graduate programs.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.: BLPCT 5-2010, f. 6-15-10, cert. ef. 7-1-10

833-130-0070

Supervisors Not on the Registry

Other mental health professionals may serve as supervisors of registered interns if they meet the following requirements:

(1) Hold a current, active license in Oregon as a mental health professional;

(2) Have been licensed in Oregon as a mental health professional for at least 3 years;

(3) Complete 30 clock hours of post-master's degree supervision training;

(4) Successfully pass the Board's law and rules exam; and

(5) For supervisors of marriage and family therapist interns only: supervision training that includes systems components.

Stat. Auth.: ORS 675.705 - 675.835
Stats. Implemented: ORS 675.705 - 675.835
Hist.: BLPCT 5-2010, f. 6-15-10, cert. ef. 7-1-10

833-130-0080

Discipline Review Process

(1) A proposed supervisor must disclose any history of disciplinary action, which must be reviewed by the Board.

(2) A licensee that receives Board disciplinary action subsequent to placement on the Supervisor Registry must discontinue supervision of registered interns pending discipline review by the Board.

(3) During discipline review, the Board will consider:

(a) Type of violation and imposed discipline;

(b) The passage of time since the violation and discipline;

(c) Whether discipline was corrective, punitive or both;

(d) Compliance with imposed discipline;

(e) Results of national health care database search;

(f) Whether behavior resulted in harm to clients;

(g) Previous complaints resulting in discipline;

(h) Results of criminal background check; and

(j) Any other information the Board finds relevant.

(4) At the conclusion of the review, the Board will determine whether to approve or deny:

(a) The licensee or other mental health professional to provide supervision; and/or

(b) The licensee for initial or continued placement on the Supervisor Registry.

Stat. Auth.: ORS 675.705 - 675.835 & 676.150 - 676.405
Stats. Implemented: ORS 675.705 - 675.835 & 676.150 - 676.405
Hist.: BLPCT 6-2010, f. 12-13-10, cert. ef. 1-1-11