



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
3443 N. CENTRAL AVE., SUITE 1700  
PHOENIX, AZ 85012  
PHONE: 602.542.1882 FAX: 602.364-0890  
Board Website: [www.azbbhe.us](http://www.azbbhe.us)  
Board E-Mail Address: [information@azbbhe.us](mailto:information@azbbhe.us)

JANICE K. BREWER  
Governor

TOBI ZAVALA  
Interim Executive Director

## MEMORANDUM

**TO:** Rules Subcommittee  
**FROM:** Donna Dalton  
**DATE:** 5/06/2014  
**RE:** Meeting documents for 5/08/2014

Following you will find the documents we'll be reviewing at the rules subcommittee meeting on 5/08/2014. We will be discussing the curriculum and exams for the four disciplines.

ATTACHMENT A Social work new statutes  
ATTACHMENT B R4-6-401 current (no proposed changes recommended)  
ATTACHMENT C R4-6-402 current (no proposed changes recommended)  
ATTACHMENT D Professional counseling new statutes  
ATTACHMENT E Exam info and current and proposed versions of R4-6-502  
ATTACHMENT F R4-6-501 current  
ATTACHMENT G R4-6-501 proposed  
ATTACHMENT H Marriage and Family Therapy new statutes  
ATTACHMENT I R4-6-601 current with proposed changes  
ATTACHMENT J R4-6-602 current with proposed changes  
ATTACHMENT K LASAC new statute  
ATTACHMENT L R4-6-702 current  
ATTACHMENT M R4-6-702 proposed  
ATTACHMENT N LISAC new statute  
ATTACHMENT O R4-6-703 current  
ATTACHMENT P R4-6-703 proposed  
ATTACHMENT Q LSAT new statute  
ATTACHMENT R R4-6-701 current  
ATTACHMENT S R4-6-701 proposed  
ATTACHMENT T Exam info from IC&RC – ADC exam  
ATTACHMENT U Exam info from IC&RC – Advanced ADC exam  
ATTACHMENT V Exam info from NAADAC – NCAC I  
ATTACHMENT W Exam info from NAADAC – NCAC II  
ATTACHMENT X R4-6-704 current and proposed

# **ATTACHMENT**

**A**

**32-3291 . Licensed baccalaureate social worker; licensure; qualifications; supervision NEW STATUTE**  
(L13, Ch. 242, sec. 15. Eff. 11/1/15)

A. A person who wishes to be licensed by the board to engage in the practice of social work as a licensed baccalaureate social worker shall:

1. Furnish documentation as prescribed by the board by rule that the person has earned a baccalaureate degree in social work from a regionally accredited college or university in a program accredited by the council on social work education or a degree from a foreign school based on a program of study that the board determines is substantially equivalent.

2. Pass an examination approved by the board.

B. A licensed baccalaureate social worker shall only engage in clinical practice under direct supervision as prescribed by the board.

**32-3292 . Licensed master social worker; licensure; qualifications; supervision NEW STATUTE**  
(L13, Ch. 242, sec. 16. Eff. 11/1/15)

A. A person who wishes to be licensed by the board to engage in the practice of social work as a licensed master social worker shall:

1. Furnish documentation satisfactory to the board that the person has earned a master's or higher degree in social work from a regionally accredited college or university in a program accredited by the council on social work education or a degree from a foreign school based on a program of study that the board determines is substantially equivalent.

2. Pass an examination approved by the board.

B. A licensed master social worker shall only engage in clinical practice under direct supervision as prescribed by the board.

**32-3293 . Licensed clinical social worker; licensure; qualifications NEW STATUTE**  
(L13, Ch. 242, sec. 17. Eff. 11/1/15)

A person who wishes to be licensed by the board to engage in the practice of social work as a licensed clinical social worker shall:

1. Furnish documentation as prescribed by the board by rule that the person has:

(a) Earned a master's or higher degree in social work from a regionally accredited college or university in a program accredited by the council on social work education or a degree from a foreign school based on a program of study that the board determines is substantially equivalent.

(b) Received at least three thousand two hundred hours of post-master's degree experience in not less than twenty-four months under supervision that meets the requirements prescribed by the board by rule. The three thousand two hundred hours must include at least one thousand six hundred hours of direct client contact, not more than one thousand six hundred hours of indirect client service and at

least one hundred hours of clinical supervision as prescribed by the board by rule. For the direct client contact hours, not more than four hundred hours may be in psychoeducation. The board by rule may prescribe the number of hours required for functions related to direct client contact and indirect client service.

2. Pass an examination approved by the board.

DRAFT

# **ATTACHMENT**

**B**

**R4-6-401. Curriculum**

- A.** An applicant for licensure as a baccalaureate social worker shall have a baccalaureate degree in social work from a regionally accredited college or university in a program accredited by the Council on Social Work Education or an equivalent foreign degree as determined by the Foreign Equivalency Determination Service of the Council on Social Work Education.
- B.** An applicant for licensure as a master social worker or a clinical social worker shall have a master or higher degree in social work from a regionally accredited college or university in a program accredited by the Council on Social Work Education or an equivalent foreign degree as determined by the Foreign Equivalency Determination Service of the Council on Social Work Education.

**Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

# **ATTACHMENT**

**C**

**R4-6-402. Examination**

- A.** To be licensed as a baccalaureate social worker, an applicant shall receive a passing score on the bachelors, masters, advanced generalist or clinical examination offered by A.S.W.B.
- B.** To be licensed as a master social worker, an applicant shall receive a passing score as on the masters, advanced generalist or clinical examination offered by A.S.W.B.
- C.** To be licensed as a clinical social worker, an applicant shall receive a passing score on the clinical examination offered by A.S.W.B.
- D.** An applicant for baccalaureate social worker, master social worker or clinical social worker licensure shall receive a passing score on an approved examination for the level of licensure requested within 12 months after the date of service of the written deficiency notice described in R4-6-302(D)(6). An applicant shall not take an approved licensure examination more than twice during the 12-month testing period.
- E.** If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (D), the agency shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, an applicant shall submit a new application and fee.

**Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

# **ATTACHMENT**

**D**

**32-3301 . Licensed professional counselor; licensure; requirements NEW STATUTE**  
(L13, Ch. 242, sec. 18. Eff. 11/1/15)

A. A person who wishes to be licensed by the board to engage in the practice of professional counseling as a licensed professional counselor shall:

1. Meet the education requirements of subsection B of this section and the work experience requirements of subsection F of this section.
2. Pass an examination approved by the board.

B. An applicant for licensure shall furnish documentation as prescribed by the board by rule that the person has received a master's or higher degree with a major emphasis in counseling from a regionally accredited college or university in a program of study that includes at least sixty semester credit hours or ninety quarter credit hours at one of the following:

1. A program accredited by the council for the accreditation of counseling and related educational programs or the national council on rehabilitation education.
2. A program with a curriculum that has been approved by the board pursuant to section 32-3253.
3. A program with a curriculum meeting requirements as prescribed by the board by rule.

C. A program that is not accredited by the council for the accreditation of counseling and related education programs or the national council on rehabilitation education must require seven hundred hours of supervised clinical hours and twenty-four semester hours or thirty-two quarter hours in courses in the following eight core content areas as prescribed by the board by rule:

1. Professional orientation and ethical practice.
2. Social and cultural diversity.
3. Human growth and development.
4. Career development.
5. Helping relationships.
6. Group work.
7. Assessment.
8. Research and program evaluation.

D. Credit hours offered above those prescribed pursuant to subsection C of this section must be in studies that provide a broad understanding in counseling related subjects as prescribed by the board by rule.

E. The board may accept equivalent coursework in which core content area subject matter is embedded or contained within another course, including another subject matter.

F. An applicant for licensure shall furnish documentation as prescribed by the board by rule that the applicant has received at least three thousand two hundred hours in at least twenty-four months in post-master's degree work experience in the practice of professional counseling under supervision that

meets the requirements prescribed by the board by rule. An applicant may use a doctoral-clinical internship to satisfy the requirement for one year of work experience under supervision.

G. The three thousand two hundred hours required pursuant to subsection F of this section must include at least one thousand six hundred hours of direct client contact, not more than one thousand six hundred hours of indirect client service and at least one hundred hours of clinical supervision as prescribed by the board by rule. For the direct client contact hours, not more than four hundred hours may be in psychoeducation. The board by rule may prescribe the number of hours required for functions related to direct client contact and indirect client service.

H. An applicant who is deficient in hours required pursuant to subsection B of this section may satisfy those requirements by successfully completing post-master's degree coursework.

I. An applicant who completed a degree before July 1, 1989 and whose course of study did not include a practicum may substitute a one-year doctoral-clinical internship or an additional year of documented post-master's degree work experience in order to satisfy the requirements of subsection B of this section.

**32-3303. Licensed associate counselor; licensure; requirements; supervision NEW STATUTE**  
(L13, Ch. 242, sec. 19. Eff. 11/1/15)

A. A person who wishes to be licensed by the board to engage in the practice of professional counseling as a licensed associate counselor shall satisfy the requirements of section **32-3301**, subsections B, H and I and pass an examination approved by the board.

B. A licensed associate counselor shall only practice under direct supervision as prescribed by the board.

**ATTACHMENT**

**E**

## **National Clinical Mental Health Counseling Examination (NCMHCE)**

NCMHCE Registration for Military Health Systems  
NCMHCE Preparation Guide Order Form

The National Clinical Mental Health Counseling Examination (NCMHCE) is an examination managed by NBCC. The examination consists of 10 simulated clinical mental health counseling cases that are designed to sample a broad area of competencies, not merely the recall of isolated facts. The cases assess clinical problem-solving ability, including identifying, analyzing, diagnosing and treating clinical issues. Each case is divided into approximately five to eight sections that are classified as either information gathering or decision-making. The areas covered by the exam are listed here.

Working counselors with completed master's degrees who wish to test for state counselor licensure should go to the State Boards Map and select your state to see what exam your state requires and how to register.

This examination is also required by NBCC for the Certified Clinical Mental Health Counselor (CCMHC) credential.

## **The National Counselor Examination for Licensure and Certification® (NCE)**

The NCE is used for two purposes: national counselor certification and state counselor licensure. The purpose of the NCE is to assess knowledge, skills, and abilities viewed as important for providing effective counseling services. The NCE is designed to be general in nature. It is intended to assess cognitive knowledge which should be known by all counselors regardless of their individual professional specialties.

Satisfactory performance on the National Counselor Examination (NCE®) is one of the criteria used by NBCC to identify professionals who may be eligible to become a National Certified Counselor (NCC). Many states also use the NCE for state credentialing (LPC, LAPC, LPGC, etc).

Currently enrolled graduate students who are applying for the NCC certification will be registered for the NCE by NBCC. For more information, see the welcome page for graduate students.

Working counselors with completed master's degrees who want to test for state counselor licensure should go to the State Boards Map and select their state to see what exam is required and how to register for it.

States	Exam (s) used	Licenses	Licenses
<i>ONLY SEND APPLICANTS FOR NCE</i>			
ALABAMA	NCE	LPC ALC	
ALASKA	NCE	LPC	
ARIZONA	NCE	LPC LAC	
COLORADO	NCE	LPC	
DISTRICT OF	NCE	LPC	
HAWAII	NCE	LMHC	
MARYLAND	NCE	LCPC	
MICHIGAN	NCE	LPC	
MISSISSIPPI	NCE	LPC	
MISSOURI	NCE	LPC	
NEW JERSEY	NCE	LPC LAC	
OKLAHOMA	NCE	LPC	
TEXAS	NCE	LPC	
WEST VIRGINIA	NCE	LPC	
<i>HIGHER LEVEL LICENSE TAKES HIGHER EXAM</i>			
NEBRASKA	NCE or NCMHCE	LMFT-NCE	CPC-NCMHCE
IDAHO	NCE / NCMHCE	LPC-NCE	LCPC-NCMHCE
ILLINOIS	NCE / NCMHCE	LPC-NCE	LCPC-NCMHCE
KANSAS	NCE / NCMHCE	LPC-NCE	LCPC-NCMHCE
MAINE	NCE / NCMHCE	LPC-NCE	LCPC-NCMHCE
INDIANA	NCE or NCMHCE	LMHCA-NCE	LMHC-NCMHCE
NORTH DAKOTA	NCE / NCMHCE	LPC/LAPC-NCE	LPCC-NCMHCE
MINNESOTA	NCE or NCMHCE	LPC-NCE	LPCC-NCMHCE
NEW MEXICO	NCE / NCMHCE	LPMHC-NCE	LPCMHC-NCMHCE
SOUTH DAKOTA	NCE / NCMHCE	LPC-NCE	LPCMH-NCMHCE
TENNESSEE	NCE / NCMHCE	LPC-NCE	LPCMHS-NCMHCE
ARKANSAS	NCE / NCMHCE	LAC-NCE	LPC-NCMHCE
OHIO	NCE / NCMHCE	PC-NCE	PCC-NCMHCE
<i>TAKES EITHER EXAM</i>			
UTAH	NCE / NCMHCE	CMHC ACMHC	
VERMONT	NCE / NCMHCE	LCMHC	
PENNSYLVANIA	NCE or EMAC	LPC	
WYOMING	NCE or EMAC	LPC LAT	
CONNECTICUT	NCE or NCMHCE	LPC	
GEORGIA	NCE or NCMHCE	LPC APC	
IOWA	NCE or NCMHCE	LMHC	
KENTUCKY	NCE or NCMHCE	LPCC	
LOUISIANA	NCE or NCMHCE	LPC	
MONTANA	NCE or NCMHCE	LCPC	
NORTH CAROLINA	NCE or NCMHCE	LPC	
OREGON	NCE or NCMHCE	LPC	
SOUTH CAROLINA	NCE or NCMHCE	LPC	
WASHINGTON	NCE or NCMHCE	LMHC	
WISCONSIN	NCE or NCMHCE	LPC	
<i>ONLY TAKE NCMHCE</i>			
CALIFORNIA	NCMHCE	LPCC	
FLORIDA	NCMHCE	LMHC	
MASSACHUSETTS	NCMHCE	LMHC	
NEVADA	NCMHCE	LCADC-NCMHCE	CPC-NCMHCE
NEW HAMPSHIRE	NCMHCE	LCMHC	
NEW YORK	NCMHCE	LMHC	
RHODE ISLAND	NCMHCE	LMHC	
VIRGINIA	NCMHCE	LPC	
8 STATES only take NCMHCE			
13 STATES require NCMHCE for Clinical Counselors			

## LPC/LAC EXAM CURRENT

### R4-6-502. Examination

- A. The counseling credentialing committee approves the licensure examinations of the following organizations:
  - 1. National Board for Certified Counselors,
  - 2. Commission on Rehabilitation Counselor Certification, and
- B. Applicants for associate counselor and professional counselor licensure shall receive a passing score on an approved licensure examination.
- C. An applicant shall pass an approved examination within 12 months after the date of service of the written deficiency notice described in R4-6-302(D)(6). An applicant shall not take an approved examination more than twice during the 12-month testing period.
- D. If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (C), the agency shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, the applicant shall submit a new application and fee.

#### Historical Note

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

## **LPC/LAC EXAM PROPOSED**

### **R4-6-502. Examination**

- A.** The counseling credentialing committee approves the following licensure examinations for an applicant for associate counselor:
  - 1. National Board for Certified Counselors/National Counselor Exam for Licensure and Certification (NCE), and
  - 2. Commission on Rehabilitation Counselor Certification.
  
- B.** The counseling credentialing committee approves the following licensure examinations for an applicant for professional counselor:
  - 1. National Board for Certified Counselors/National Clinical Mental Health Counseling Exam (NCMHCE), and
  - 2. Commission on Rehabilitation Counselor Certification.
  
- C.** Applicants for associate counselor and professional counselor licensure shall receive a passing score on an approved licensure examination.
  
- D.** An applicant shall pass an approved examination within 12 months after the date of service of the written deficiency notice described in R4-6-302(D)(6). An applicant shall not take an approved examination more than twice during the 12-month testing period.
  
- E.** If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (D), the agency shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, the applicant shall submit a new application and fee.

#### **Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

**ATTACHMENT**

**F**

## ARTICLE 5. COUNSELING

### R4-6-501. Curriculum — CURRENT

- A. An applicant for licensure as an associate counselor or a professional counselor shall have a master or higher degree in counseling or a related field from:
1. A regionally accredited college or university in a program that consists of a minimum of 48 semester credit hours, or
  2. A program accredited by C.A.C.R.E.P. or C.O.R.E. in a program that consists of a minimum of 48 semester credit hours.
- B. Beginning on January 1, 2008, the program of study required under subsections (A)(1) or (2) shall include a minimum of 60 semester credit hours.
- C. The curriculum for degrees from programs not accredited by C.A.C.R.E.P. or C.O.R.E. shall include:
1. One three-semester credit hour course from each of the following four content areas:
    - a. Counseling Theory - studies that are limited to providing a broad understanding of multiple counseling theories, principles, and their application, including such theories as client-centered, behaviorism, psychoanalytic, gestalt, rational-emotive, reality, and existential;
    - b. Supervised Counseling Practicum - studies that are limited to the provision of counseling services within an educational or professional setting under the direction of a faculty member or supervisor designated by the college or university;
    - c. Multi-cultural Foundations - studies that are limited to providing a broad understanding of cultures and the implications for counseling with individuals and families within the major racial and cultural groups in the U.S.; and
    - d. Professional Counseling Ethics - studies that are limited to providing a broad understanding of professional counseling ethics, legal standards, and responsibilities;
  2. Five three-semester credit hour courses from the following seven content areas:
    - a. Human Growth and Development - studies that are limited to providing a broad understanding of the physical, psychological, social and moral development of individuals throughout the lifespan, including normal and abnormal behavior;
    - b. The Helping Relationship - studies that are limited to providing a broad understanding of the counseling processes, basic and advanced interview skills, consultation theories, and their applications;
    - c. Group Dynamics Processing and Counseling - studies that are limited to providing a broad understanding of group development and dynamics, group counseling theories, group leadership styles, and basic and advanced group counseling methods and skills;
    - d. Life and Career Development - studies that are limited to providing a broad understanding of career development theories, occupational and educational information sources and systems, career and leisure counseling, guidance, and education, career decision making, and career development program planning and placement;
    - e. Social and Lifestyle Issues - studies that are limited to providing a broad understanding of social norms, changes, and trends, human roles, and alternative lifestyles;
    - f. Appraisal of Individuals - studies that are limited to providing a broad understanding of group and individual psychometric theories, formal and informal approaches to appraisal, data and information gathering methods, validity and reliability, factors

- influencing appraisals, diagnostic procedures, and use of appraisal results in the helping process; and
- g. Research and Evaluation - studies that are limited to providing a broad understanding of types of research, statistics, research-report development, research implementation, program evaluation, needs assessment, and publication of research.
3. Sufficient semester credit hour courses in studies that provide a broad understanding in counseling-related subjects, including psychology, marriage and family studies, substance abuse, career counseling, and rehabilitation studies to equal the semester credit hour course requirements of subsection (A).
  4. This subsection expires December 31, 2006.
- D. To be applicable toward curriculum requirements, a course shall be exclusively devoted to the subject matter described in each curriculum requirement. The Board shall not accept a course in which the required curriculum subject matter is embedded in a course including other subject matter.
  - E. To receive credit towards licensure, an applicant shall complete each course described in this Section with a passing grade.
  - F. To be applicable towards curriculum requirements, a course taken before an applicant is accepted into a master or higher degree program shall be used by the applicant to meet the master or higher degree requirements.
  - G. The counseling credentialing committee shall approve the curriculum of an applicant with a degree of less than 48 semester credit hours if the applicant's degree was received before July 1, 1989, and all other current curriculum requirements are met. This subsection expires December 31, 2006.
  - H. An applicant for professional counselor licensure shall be deemed to meet the curriculum requirements in this Section if the applicant holds an active associate counselor license in good standing.
  - I. To be eligible for licensure, an applicant for professional counselor licensure who received a master or higher degree before July 1, 1989, and whose program of study did not offer a practicum, shall have completed three years of post-master or higher degree work experience in counseling under direct supervision. One year of a doctoral-clinical internship may be substituted for one year of supervised work experience.
  - J. An applicant who does not meet all curriculum requirements is ineligible for licensure.
    1. An applicant who is ineligible but has a master or higher degree in counseling or a related field may submit a reassessment request in accordance with R4-6-303.
    2. An ineligible applicant is considered to have a degree with a major emphasis in counseling if the ineligibility results from curriculum deficiencies that constitute no more than 15 semester credit hours.
    3. This subsection expires December 31, 2006.
  - K. Beginning on January 1, 2007, the curriculum for degrees from programs not accredited by C.A.C.R.E.P. or C.O.R.E. shall include:
    1. Coursework from each of the following 14 required content areas:
      - a. Diagnosis, Assessment, and Treatment Planning – one three-semester credit hour course in studies that are limited to providing an understanding of the use of assessment and diagnosis to develop appropriate treatment interventions for behavioral health disorders. Studies in this area shall include the use of the current

- Diagnostic and Statistical Manual, the integration of diagnostic and other assessment information, and the development of treatment plans;
- b. **Basic Tests and Appraisal in Counseling** - one three-semester credit hour course in studies that are limited to providing an understanding of individual and group approaches to assessment and evaluation. Studies in this area shall include all of the following:
    - i. Basic concepts of standardized and non-standardized testing and other assessment techniques, which could include norm-referenced and criterion referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods;
    - ii. Statistical concepts, which could include scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations;
    - iii. Reliability, which could include theory of measurement error, models of reliability, and the use of reliability information; and
    - iv. Validity, which could include evidence of validity, types of validity, and the relationship between reliability and validity;
  - c. **Pre-practicum** - A pre-practicum or supervised field work experience under the supervision of a faculty member, which shall include either of the following:
    - i. 100 total hours of pre-practicum activities, of which a minimum of 40 hours shall be direct client contact hours; or
    - ii. 300 clock hours in a supervised counseling practicum, field work experience, or internship in addition to the 600 clock hours required in subsection (K)(1)(d);
  - d. **Supervised Counseling Practicum, Field Work Experience, or Internship** – A supervised counseling practicum, field work experience, or internship shall provide for the development of counseling skills under supervision. The counseling practicum, field work experience, or internship must include a minimum of six semester credit hours and 600 clock hours in a professional counseling setting. The counseling practicum, field work experience, or internship must provide the opportunity for the student to perform all the activities that a regularly employed professional counselor would be expected to perform. Counseling practicum, field work experience, or internship services must be under the direction and supervision of a faculty member and an onsite supervisor approved by the college or university;
  - e. **Counseling Theories** - one three-semester credit hour course in studies that are limited to providing a comprehensive survey of the major counseling theories and principles. At a minimum, coursework shall include five of the following theories:
    - i. Cognitive behavioral;
    - ii. Person centered;
    - iii. Brief solution focused;
    - iv. Adlerian;
    - v. Behavioral;
    - vi. Psychoanalytic and neopsychoanalytic; or
    - vii. Rational emotive;
  - f. **Professional Counseling Ethics** – one three-semester credit hour course in studies that are limited to providing a broad understanding of professional counseling ethics, legal

- standards, and responsibilities. Coursework may not include material in an adjunctive therapeutic area;
- g. Social and Cultural Diversity Issues in Counseling – one three-semester credit hour course in studies that are limited to providing a broad understanding of issues and trends in a multicultural and diverse society. Studies in this area shall include all of the following:**

    - i. Attitudes and behaviors based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status and intellectual ability;**
    - ii. Individual, family, group, and community strategies for working with diverse populations; and**
    - iii. Theories of multicultural counseling, theories of identity development, and multicultural competencies;**
  - h. Basic Counseling Skills in the Helping Relationship - one three-semester credit hour course in studies that are limited to providing a broad understanding of counseling processes, including all of the following:**

    - i. Counselor and client characteristics and behaviors that influence helping processes, which could include age, gender and ethnic differences, verbal and nonverbal behaviors, and personal characteristics, orientations, and skills; and**
    - ii. Essential interviewing and counseling skills with a focus on the development of a therapeutic relationship, establishment of appropriate counseling goals and intervention strategies, evaluation of client outcome, and successful termination of the counseling relationship;**
  - i. Human Growth and Development – one three-semester credit hour course in studies that are limited to providing an understanding of the nature and needs of individuals at all developmental levels, including all of the following:**

    - i. Theories of individual and family development and transitions across the life-span;**
    - ii. Theories of learning and personality development; and**
    - iii. Strategies for facilitating optimum development over the life-span;**
  - j. Career Development and Counseling – one three-semester credit hour course in studies that are limited to providing an understanding of career development and related life factors, including all of the following:**

    - i. Career development theories and decision-making models;**
    - ii. Interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development; and**
    - iii. Psychotherapy and career counseling processes, techniques, and resources, including those applicable to specific populations;**
  - k. Group Counseling Theory and Practice – one three-semester credit hour course in studies that are limited to providing a broad understanding of group development, group dynamics, group counseling theories, group counseling methods and skills, and other group work approaches. Studies in this area shall include all of the following:**

    - i. Principles of group dynamics, which could include group process components, developmental stage theories, and group members’ roles and behaviors;**
    - ii. Group leadership styles and approaches, which could include characteristics of various types of group leaders and leadership styles;**

- iii. Theories of group counseling, which could include commonalities, distinguishing characteristics, and pertinent research and literature; and
      - iv. Group counseling methods, which could include group counselor orientations and behaviors, ethical standards, appropriate selection criteria and methods, and methods of evaluation of effectiveness;
    - 1. Research Methods – one three-semester credit hour course in studies that are limited to providing an understanding of research methods and basic statistical analysis, including all of the following:
      - i. The importance of research and opportunities and difficulties in conducting research in the counseling profession;
      - ii. Research methods such as qualitative, quantitative, single-case designs, action research and outcome-based research; and
      - iii. Use of research to improve counseling effectiveness;
    - m. Marriage and Family Therapy – one three-semester credit hour course in studies that are limited to providing a broad understanding of the structure and dynamics of the family, which may include assessment and methods of marital and family intervention and counseling; and
    - n. Chemical Dependency Counseling – one three-semester credit hour course in studies that are limited to providing a broad understanding of the stages, processes, and effects of chemical dependency, social and psychological dynamics of chemical dependency, and the professional’s role in prevention, intervention, and aftercare. Coursework shall include all of the following:
      - i. Drug classification and effects;
      - ii. Chemical dependency assessment; and
      - iii. Theories and methods of chemical dependency counseling; and
  - 2. Sufficient semester credit hour courses in any of the following counseling related elective subjects to equal the semester credit hour course requirements of subsections (A) and (B):
    - a. Human sexuality;
    - b. Psychopharmacology;
    - c. Crisis intervention;
    - d. Biological basis of behavior;
    - e. Counseling special populations, including forensic populations, sex offenders, children and adolescents, adults, elderly, gender specific populations, seriously mentally ill individuals, and individuals affected by domestic violence, dual diagnosis, co-morbidity, or co-occurring disorders;
    - f. Rehabilitation counseling;
    - g. Counseling interventions; or
    - h. Additional or advanced courses in any required curriculum category listed in subsection (K)(1).
- L. Beginning on January 1, 2007, an applicant who did not attend a college or university in Arizona shall provide:
1. A university or college catalogue course description for the year and semester the applicant was enrolled in the course for every course the applicant submits to meet the curriculum requirements in subsection (K), and
  2. Any additional documentation the Counseling Credentialing committee determines is necessary to evaluate an applicant’s curriculum.

- M. Beginning on January 1, 2008, an applicant with a master or higher degree in counseling or a related field from a program accredited by C.A.C.R.E.P. or C.O.R.E. whose program of study did not include a minimum of 60 semester credit hours may submit coursework obtained outside of the degree from a regionally accredited college or university. Coursework completed outside of the degree shall meet curriculum requirements listed in any curriculum category in subsection (K).
- N. Beginning on January 1, 2007, an applicant who does not meet all curriculum requirements is ineligible for licensure.
1. If an applicant is determined ineligible, but has a master or higher degree in counseling or a related field, the applicant may submit a request for reassessment according to R4-6-303.
  2. An ineligible applicant is considered to have a degree in counseling or a related field if the degree included a minimum of 36 semester credit hours in coursework identified in subsection (K).

**Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2). Amended by exempt rulemaking at 11 A.A.R. 2713, effective June 27, 2005 (Supp. 05-2).

**ATTACHMENT**

**G**

## LPC/LAC CURRICULUM – PROPOSED SAMPLE

### R4-6-501. Curriculum

- A. An applicant for licensure as an associate or professional counselor shall have a master's or higher degree with a major emphasis in counseling from:
1. A program accredited by C.A.C.R.E.P. or C.O.R.E. that consists of a minimum of 60 semester credit hours or 90 quarter credit hours, or
  2. A program with a curriculum that has been approved by the Board pursuant to A.R.S. § 32-3253 that consists of a minimum of 60 semester credit hours or 90 quarter credit hours, or
  3. A program from a regionally accredited college or university that consists of a minimum of 60 semester credit hours or 90 quarter credit hours and meets the requirements in subsection B.
- B. An applicant submitting curriculum for degrees from programs not accredited by C.A.C.R.E.P. or C.O.R.E. shall submit university or college catalogue course descriptions and syllabi from their coursework in the core content areas prescribed in subsection (C).
- C. Programs not accredited by C.A.C.R.E.P. or C.O.R.E. must include a three semester credit hour course in each of the following eight required core content areas:
1. Professional Orientation and Ethical Practice – one three-semester credit hour course in studies that are limited to providing a broad understanding of professional counseling ethics, legal standards, and responsibilities including:
    - a. Professional roles, functions, and relationships with other human service providers, including strategies for interagency/interorganization collaboration and communications.
    - b. Ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling.
    - c. History and philosophy of the counseling profession from an ethics standpoint.
  2. Social and Cultural Diversity - one three-semester credit hour course in studies that provide an understanding of the cultural context of relationships, issues, and trends in a multicultural society, including the following:
    - a. Attitudes, beliefs, and behaviors based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status and intellectual ability.
    - b. Individual, family, group, and community strategies for working with diverse populations.
    - c. Theories of multicultural counseling, theories of identity development, and multicultural competencies.
    - d. Counselors' roles in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination.

3. **Human Growth and Development** - one three-semester credit hour course in studies that are limited to providing an understanding of the nature and needs of individuals at all developmental levels, including all of the following:
  - a. Theories of individual and family development and transitions across the life-span.
  - b. Theories of learning and personality development.
  - c. Strategies for facilitating optimal development over the life-span.
4. **Career Development** – one three-semester credit hour course in studies that are limited to providing an understanding of career development and related life factors, including all of the following:
  - a. Career development theories and decision-making models.
  - b. Interrelationships among and between work, family, and other life roles and factors including the role of diversity and gender in career development.
  - c. Psychotherapy and career counseling processes, techniques, and resources, including those applicable to specific populations.
5. **Helping Relationship** – one three-semester credit hour course in studies that are limited to providing a broad understanding of counseling processes, including all of the following:
  - a. Counselor and client characteristics and behaviors that influence helping processes, which could include age, gender and ethnic differences, verbal and nonverbal behaviors, and personal characteristics, orientations, and skills.
  - b. Essential interviewing and counseling skills with a focus on the development of a therapeutic relationship, establishment of appropriate counseling goals and intervention strategies, evaluation of client outcome, and successful termination of the counseling relationship.
6. **Group Work** – one three-semester credit hour course in studies that are limited to providing a broad understanding of group development, group dynamics, group counseling theories, group counseling methods and skills, and other group work approaches. Studies in this area shall include all of the following:
  - a. Principles of group dynamics, which could include group process components, developmental stage theories, and group members' roles and behaviors.
  - b. Group leadership styles and approaches, which could include characteristics of various types of group leaders and leadership styles.
  - c. Theories of group counseling, which could include commonalities, distinguishing characteristics, and pertinent research and literature.
  - d. Group counseling methods, which could include group counselor orientations and behaviors, ethical standards, appropriate selection criteria and methods, and methods of evaluation of effectiveness.

7. **Assessment** – one three-semester credit hour course in studies that are limited to providing an understanding of individual and group approaches to assessment and evaluation. Studies in this area shall include all of the following:
  - a. Basic concepts of standardized and non-standardized testing and other assessment techniques, which could include norm-referenced and criterion referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods
  - b. Statistical concepts, which could include scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations
  - c. Reliability, which could include theory of measurement error, models of reliability, and the use of reliability information.
  - d. Validity, which could include evidence of validity, types of validity, and the relationship between reliability and validity.
8. **Research and Program Evaluation** – one three-semester credit hour course in studies that are limited to providing an understanding of research methods and basic statistical analysis, including all of the following:
  - a. The importance of research and opportunities and difficulties in conducting research in the counseling profession.
  - b. Research methods such as qualitative, quantitative, single-case designs, action research and outcome-based research.
  - c. Use of research to improve counseling effectiveness
2. Sufficient semester credit hour courses in any of the following counseling related elective subjects to equal the semester credit hour course requirements of subsections (A) and (C):
  - a. Human sexuality
  - b. Psychopharmacology
  - c. Crisis intervention
  - d. Biological basis of behavior
  - e. Counseling special populations, including forensic populations, sex offenders, children and adolescents, adults, elderly, gender specific populations, seriously mentally ill individuals, and individuals affected by domestic violence, dual diagnosis, co-morbidity, or co-occurring disorders
  - f. Rehabilitation counseling
  - g. Counseling interventions
  - h. Marriage and Family therapy
  - i. Chemical Dependency Counseling
  - j. Counseling Theory
  - k. Diagnosis and Treatment Planning
  - l. Additional or advanced courses in any required curriculum category listed in subsection (C).
3. Supervised Counseling Practicum, Field Work Experience, or Internship – A supervised counseling practicum, field work experience, or internship shall provide for the development of

counseling skills under supervision. The counseling practicum, field work experience, or internship must include a minimum of 700 clock hours in a professional counseling setting. The counseling practicum, field work experience, or internship must provide the opportunity for the student to perform all the activities that a regularly employed professional counselor would be expected to perform. Counseling practicum, field work experience, or internship services must be under the direction and supervision of a faculty member and an onsite supervisor approved by the college or university. *Do we want to put a direct client contact requirement for practicum?*

- C. To receive credit towards licensure, core content area subject matter prescribed in subsection(C) that is embedded or contained in another course, must be demonstrated to be present in greater than 75% of the course. *NEW – need something similar\*\**
- D. To receive credit towards licensure, an applicant shall complete each course described in this Section with a passing grade.
- E. To be applicable towards curriculum requirements, a course taken before an applicant is accepted into a master or higher degree program shall be used by the applicant to meet the master or higher degree requirements.
- F. An applicant for professional counselor licensure shall be deemed to meet the curriculum requirements in this Section if the applicant holds an active Arizona associate counselor license in good standing. *ADDED “ARIZONA”*
- G. To be eligible for licensure, an applicant for professional counselor licensure who received a master or higher degree before July 1, 1989, and whose program of study did not offer a practicum, shall have completed three years of post-master or higher degree work experience in counseling under direct supervision. One year of a doctoral-clinical internship may be substituted for one year of supervised work experience. *IS THIS STILL VALID?*
- H. Beginning on January 1, 2008, an applicant with a master or higher degree in counseling or a related field from a program accredited by C.A.C.R.E.P. or C.O.R.E. whose program of study did not include a minimum of 60 semester credit hours may submit coursework obtained outside of the degree from a regionally accredited college or university. Coursework completed outside of the degree shall meet curriculum requirements listed in any curriculum category in subsection (C).
- I. Beginning on January 1, 2007, an applicant who does not meet all curriculum requirements is ineligible for licensure.
  - 1. If an applicant is determined ineligible, but has a master or higher degree in counseling or a related field, the applicant may submit a request for reassessment according to R4-6-303.
  - 2. *An ineligible applicant is considered to have a degree in counseling or a related field if the degree included a minimum of 36 semester credit hours in coursework identified in subsection (C).*

#### **Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

Amended by exempt rulemaking at 11 A.A.R. 2713, effective June 27, 2005 (Supp. 05-2).

**ATTACHMENT**

**H**

**32-3311 . Licensed marriage and family therapist; licensure; qualifications – NEW STATUTE**  
(L13, Ch. 242, sec. 20. Eff. 11/1/15)

A. A person who wishes to be licensed by the board to engage in the practice of marriage and family therapy as a licensed marriage and family therapist shall furnish documentation as prescribed by the board by rule that the person has:

1. Earned a master's or doctorate degree in behavioral science, including, but not limited to, marriage and family therapy, psychology, sociology, counseling and social work, granted by a regionally accredited college or university in a program accredited by the commission on accreditation for marriage and family therapy education or a degree based on a program of study that the board determines is substantially equivalent.

2. Completed three thousand two hundred hours of post-master's degree experience in the practice of marriage and family therapy under supervision that meets the requirements prescribed by the board by rule, including at least one thousand hours of clinical experience with couples and families, at least one thousand six hundred hours of direct client contact and not more than one thousand six hundred hours of indirect client service. For the direct client contact hours, not more than four hundred hours may be in psychoeducation. The board by rule may prescribe the number of hours required for functions related to direct client contact and indirect client service.

3. Passed an examination approved by the board.

B. The curriculum for the master's or doctorate degree in behavioral science accepted by the board pursuant to subsection A, paragraph 1 of this section shall include a specified number of graduate courses as prescribed by the board by rule and shall be consistent with national standards of marriage and family therapy. Part of this course of study may be taken in a post-master's degree program as approved by the board.

C. The one thousand hours of clinical experience required by subsection A, paragraph 2 of this section shall include a combination of two hundred hours of group or individual supervision in the practice of marriage and family therapy. The one thousand hours may include one year in an approved marriage and family internship program.

**32-3313. Licensed associate marriage and family therapist; licensure; requirements; supervision NO CHG**

A. A person who wishes to be licensed by the board to engage in the practice of marriage and family therapy as a licensed associate marriage and family therapist shall satisfy the requirements of section **32-3311**, subsection A, paragraphs 1 and 3 and subsection B.

B. A licensed associate marriage and family therapist shall only practice under direct supervision as prescribed by the board.

**DEFINITIONS THAT MAY APPLY**

"Direct client contact" means, beginning November 1, 2015, the performance of therapeutic or clinical functions related to the applicant's professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients.

"Indirect client service" means, beginning November 1, 2015, training for, and the performance of, functions of an applicant's professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed, including case consultation and receipt of clinical supervision. Indirect client service does not include the provision of psychoeducation.

**“Psychoeducation”** means the education of a client as part of a treatment process that provides the client with information regarding mental health, emotional disorders or behavioral health.

**“Equivalent”** means comparable in content and quality but not identical.

DRAFT

# **ATTACHMENT**

**I**

## **R4-6-601. Curriculum**

An applicant for licensure as an associate marriage and family therapist or a marriage and family therapist shall have a master or higher degree in a behavioral health science from a regionally accredited college or university whose program is:

1. Accredited by the Commission on Accreditation for Marriage and Family Therapy Education; or
2. Determined by the marriage and family therapy Academic Review Committee ~~credentialing committee~~ to be substantially equivalent to a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education. A program is substantially equivalent if it includes the following courses for a minimum of three-semester credit hours each:
  - a. Marriage and Family Studies (3 courses) - studies of introductory systems theory, family development, family systems, including marital, sibling, and individual subsystems, special family issues, and gender and cultural issues, all with a major focus from a systems theory orientation;
  - b. Marriage and Family Therapy (3 courses) - studies of advanced systems theory and interventions, major systemic marriage and family treatment approaches, ~~structural, strategic, neo-analytic, group therapy, behavioral marriage and family therapy;~~ communications, sex therapy, and psychopharmacology;
  - c. Human Development (3 courses) - studies of normal and abnormal human development, personality theory, human sexuality, and psychopathology and abnormal behavior, which may be integrated with systems theory;
  - d. Professional Studies (1 course) - studies of professional ethics as a therapist, including legal and ethical responsibilities and liabilities, and family law;
  - e. Research (1 course) - studies of research design, methodology, and statistics in marriage and family therapy and
  - f. Practicum or Internship (2 courses) – studies that are limited to the provision of marriage and family therapy services to individuals, couples, and families within an educational or professional setting under the direction of a faculty member or supervisor designated by the college or university as provided in subsections (2)(f)(ii) or (iii).
    - i. The supervised practicum or internship shall consist of a minimum of 300 client-contact hours under direct supervision; and
    - ii. A licensed marriage and family therapist shall supervise the required practicum or internship; or
    - iii. An applicant may submit a written request to the marriage and family therapy Academic Review Committee ~~credentialing committee~~ for an exemption from the requirement of subsection (2)(f)(ii). The request shall include the name of the behavioral health professional proposed by the applicant to act as the practicum or internship supervisor, a copy of the proposed supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee. The marriage and family therapy Academic Review Committee ~~credentialing committee~~ shall determine whether an individual is qualified to provide supervision by evaluating the proposed supervisor's education, experience, and training.
3. *An applicant for licensure as a marriage and family therapist shall be deemed to meet the curriculum requirements in this Section if the applicant holds an active Arizona associate marriage and family therapist license in good standing NEW*

# **ATTACHMENT**

**J**

**R4-6-602. Examination**

- A.** The Board ~~marriage and family therapy credentialing committee~~ approves the marriage and family therapy licensure examination offered by the Professional Examination Service.
- B.** Applicants for associate marriage and family therapist and marriage and family therapist licensure shall receive a passing score on an approved licensure examination.
- C.** An applicant shall pass an approved examination within 12 months after the date of service of the written deficiency notice described in R4-6-302(D)(6). An applicant shall not take an approved examination more than twice during the 12-month testing period.
- D.** If the required examination is not passed within the 12 months referenced in subsection (C), the Board ~~Agency~~ shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, the applicant shall submit a new application and fee.

**Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

# **ATTACHMENT**

**K**

**32-3321. Licensed associate substance abuse counselor; licensure; qualifications; supervision NEW STATUTE (L13, Ch. 242, sec. 21. Eff. 11/1/15)**

D. A person who wishes to be licensed by the board to engage in the practice of substance abuse counseling as a licensed associate substance abuse counselor shall present evidence as prescribed by the board by rule that the person has:

1. Received one of the following:

(a) A bachelor's degree in a behavioral science with an emphasis on counseling, that meets the requirements as prescribed by the board by rule, from a regionally accredited college or university and present documentation as prescribed by the board by rule that the applicant has received at least three thousand two hundred hours of work experience in substance abuse counseling under supervision that meets the requirements prescribed by the board by rule. The three thousand two hundred hours must include a minimum of one thousand six hundred hours of direct client contact and not more than one thousand six hundred hours of indirect client service. For the direct client contact hours, not more than four hundred hours may be in psychoeducation. The board by rule may prescribe the number of hours required for functions related to direct client contact and indirect client service.

(b) A master's degree or a higher degree in a behavioral science with an emphasis on counseling, as prescribed by the board by rule, from a regionally accredited college or university.

2. Passed an examination approved by the board.

E. A licensed associate substance abuse counselor shall only practice under direct supervision as prescribed by the board.

**DEFINITIONS THAT MAY APPLY**

"Direct client contact" means, beginning November 1, 2015, the performance of therapeutic or clinical functions related to the applicant's professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients.

"Indirect client service" means, beginning November 1, 2015, training for, and the performance of, functions of an applicant's professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed, including case consultation and receipt of clinical supervision. Indirect client service does not include the provision of psychoeducation.

"Psychoeducation" means the education of a client as part of a treatment process that provides the client with information regarding mental health, emotional disorders or behavioral health.

"Equivalent" means comparable in content and quality but not identical.

# **ATTACHMENT**

**L**

## LASAC CURRICULUM - CURRENT

### **R4-6-702. Licensed Associate Substance Abuse Counselor Curriculum**

An applicant for licensure as an associate substance abuse counselor shall present evidence acceptable to the substance abuse credentialing committee that the applicant has either:

1. A bachelor degree from a regionally accredited college or university in a behavioral health service with a minimum of 30 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee; or
2. A master or higher degree from a regionally accredited college or university in a behavioral health service with a minimum of 24 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee.
3. Undergraduate or graduate coursework completed outside of the bachelor degree and submitted to meet the curriculum requirements in subsection (1) shall constitute no more than 12 semester credit hours through June 30, 2007, and six semester credit hours as of July 1, 2007.
4. Graduate coursework completed outside of the master or higher degree and submitted to meet curriculum requirements in subsection (2) shall constitute no more than three semester credit hours.
5. The Board shall not accept coursework in a general survey course, such as Psychology 101, as meeting the coursework requirements in this Section.
6. The Board shall not accept coursework that does not include a significant clinical component, such as statistics coursework, as meeting the coursework requirements in this Section.

#### **Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).  
Amended by exempt rulemaking at 11 A.A.R. 2713, effective June 27, 2005 (Supp. 05-2).

# **ATTACHMENT**

**M**

## **LASAC CURRICULUM - PROPOSED**

### **R4-6-702. Licensed Associate Substance Abuse Counselor Curriculum**

- A. An applicant for licensure as an associate substance abuse counselor shall present evidence acceptable to the Board that the applicant has either:
1. A bachelor degree from a regionally accredited college or university in a behavioral health science whose program includes coursework from each of the seven core content areas listed in subsection (B) for three semester credit hours each, in addition to the supervised work experience prescribed in R4-6-705(A); or
  2. A master or higher degree from a regionally accredited college or university in a behavioral health science whose program includes coursework from each of the seven core content areas listed in subsection (B), and 300 hours of field experience as prescribed in subsection (C); or
  3. A bachelor's degree with a curriculum previously approved pursuant to 32-3253, in addition to the supervised work experience prescribed in R4-6-705(A); or
  4. A master or higher degree with a curriculum previously approved pursuant to 32-3253, in addition to the 300 hours of field experience as prescribed in subsection (C).
- B. Acceptable bachelor or master degree programs shall include one three semester credit hour course from each of the following seven content areas:
1. Psychopharmacology – which shall include the study of the nature of psychoactive chemicals; the behavioral, psychological, physiological, and social effects of psychoactive substance use; symptoms of intoxication, withdrawal, and toxicity; toxicity screen options, limitations, and legal implications; and the use of pharmacotherapy for treatment of addiction;
  2. Models of Treatment/Relapse Prevention – Philosophies and practices of generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.
  3. Group Work – Focus on group dynamics and process as they relate to addictions and substance use disorders.
  4. Working with Diverse Populations – Studies providing a broad understanding of issues and trends in a multicultural and diverse society as they relate to substance abuse.
  5. Co-occurring Disorders –which shall include the study of the symptoms of mental health and other disorders prevalent in individuals with substance use disorders, screening and assessment tools used to detect and evaluate the presence and severity of co-occurring disorders, and evidence-based strategies for managing risks associated with treating individuals who have co-occurring disorders
  6. Ethics – Studies of professional ethics including legal and ethical responsibilities and liabilities, standards of professional behavior and scope of practice; client rights, responsibilities, and informed consent; and confidentiality and other legal considerations in substance abuse counseling.
  7. Assessment, Diagnosis and Treatment – Studies that provide an understanding of the use of assessment and diagnosis to develop appropriate treatment interventions for substance use disorders.

- C. **Supervised Practicum, Field Work Experience, or Internship** - An experience that integrates didactic learning that is related to substance use disorders with face-to-face, direct counseling experience that includes intake and assessment, counseling, treatment planning, discharge planning, documentation, and case management activities.
- D. The Board may accept equivalent coursework in which core content area subject matter is embedded or contained within another course if documentation verifies that greater than 50% of the course subject matter covered the required content area.
- E. An applicant who is deficient in hours required pursuant to subsection (B) of this section may satisfy those requirements by successfully completing post-master's degree coursework at a regionally accredited college or university.

DRAFT

**ATTACHMENT**

**N**

**32-3321. Licensed independent substance abuse counselor; licensure; qualifications; supervision  
NEW STATUTE (L13, Ch. 242, sec. 21. Eff. 11/1/15)**

F. A person who wishes to be licensed by the board to engage in the practice of substance abuse counseling as a licensed independent substance abuse counselor shall:

1. Have received a master's degree or higher degree in a behavioral science with an emphasis on counseling, in a program that is approved by the board pursuant to section 32-3253 or that meets the requirements as prescribed by the board by rule, from a regionally accredited college or university.
2. Present documentation as prescribed by the board by rule that the applicant has received at least three thousand two hundred hours of work experience in substance abuse counseling under supervision that meets the requirements as prescribed by the board by rule. The three thousand two hundred hours must include at least one thousand six hundred hours of direct client contact and not more than one thousand six hundred hours of indirect client service. For the direct client contact hours, not more than four hundred hours may be in psychoeducation. The board by rule may prescribe the number of hours required for functions related to direct client contact and indirect client service.
3. Pass an examination approved by the board.

**DEFINITIONS THAT MAY APPLY**

"Direct client contact" means, beginning November 1, 2015, the performance of therapeutic or clinical functions related to the applicant's professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients.

"Indirect client service" means, beginning November 1, 2015, training for, and the performance of, functions of an applicant's professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed, including case consultation and receipt of clinical supervision. Indirect client service does not include the provision of psychoeducation.

"Psychoeducation" means the education of a client as part of a treatment process that provides the client with information regarding mental health, emotional disorders or behavioral health.

"Equivalent" means comparable in content and quality but not identical.

**ATTACHMENT**

**0**

## LISAC CURRICULUM – CURRENT

### **R4-6-703. Licensed Independent Substance Abuse Counselor Curriculum**

An applicant for licensure as an independent substance abuse counselor shall have a master or higher degree from a regionally accredited college or university in a behavioral health service with a minimum of 24 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee.

1. The Board shall not accept coursework in a general survey course, such as Introduction to Human Services, as meeting the coursework requirements in this Section.
2. The Board shall not accept coursework that does not include a significant clinical component, such as statistics coursework, as meeting the coursework requirements in this Section.
3. Graduate coursework completed outside of the master or higher degree and submitted to meet curriculum requirements shall constitute no more than three semester credit hours.

**ATTACHMENT**

**P**

DRAFT

## LISAC CURRICULUM - PROPOSED

### **R4-6-703. Licensed Independent Substance Abuse Counselor Curriculum**

- A. An applicant for licensure as an independent substance abuse counselor shall present evidence acceptable to the Board that the applicant has either:
1. A master or higher degree from a regionally accredited college or university in a behavioral health science whose program includes coursework from each of the seven core content areas listed in subsection (B), and 300 hours of field experience as prescribed in subsection (C); or
  2. A master or higher degree curriculum previously approved pursuant to 32-3253, in addition to the 300 hours of field experience as prescribed in subsection (C).
  3. In addition to satisfying the curriculum requirements in (A)(1) or (A)(2), an applicant must satisfy the supervised work experience requirements prescribed in R4-6-705(B) and (C).
- B. Acceptable bachelor or master degree programs shall include one three semester credit hour course from each of the following seven content areas:
1. Psychopharmacology – which shall include the study of the nature of psychoactive chemicals; the behavioral, psychological, physiological, and social effects of psychoactive substance use; symptoms of intoxication, withdrawal, and toxicity; toxicity screen options, limitations, and legal implications; and the use of pharmacotherapy for treatment of addiction;
  2. Models of Treatment/Relapse Prevention – Philosophies and practices of generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.
  3. Group Work – Focus on group dynamics and process as they relate to addictions and substance use disorders.
  4. Working with Diverse Populations – Studies providing a broad understanding of issues and trends in a multicultural and diverse society as they relate to substance abuse.
  5. Co-occurring Disorders –which shall include the study of the symptoms of mental health and other disorders prevalent in individuals with substance use disorders, screening and assessment tools used to detect and evaluate the presence and severity of co-occurring disorders, and evidence-based strategies for managing risks associated with treating individuals who have co-occurring disorders
  6. Ethics – Studies of professional ethics including legal and ethical responsibilities and liabilities, standards of professional behavior and scope of practice; client rights, responsibilities, and informed consent; and confidentiality and other legal considerations in substance abuse counseling.
  7. Assessment, Diagnosis and Treatment – Studies that provide an understanding of the use of assessment and diagnosis to develop appropriate treatment interventions for substance use disorders.
- C. Supervised Practicum, Field Work Experience, or Internship - An experience that integrates didactic learning that is related to substance use disorders with face-to-face, direct counseling experience that includes intake and assessment, counseling, treatment planning, discharge planning, documentation, and case management activities.

- D. The Board may accept equivalent coursework in which core content area subject matter is embedded or contained within another course if documentation verifies that greater than 50% of the course subject matter covered the required content area.
- E. An applicant who is deficient in hours required pursuant to subsection (B) of this section may satisfy those requirements by successfully completing post-master's degree coursework at a regionally accredited college or university.

DRAFT

# **ATTACHMENT**

**Q**

**32-3321. Licensed substance abuse technician; licensure; qualifications; supervision NEW STATUTE**  
(L13, Ch. 242, sec. 21. Eff. 11/1/15)

A. A person who wishes to be licensed by the board to engage in the practice of substance abuse counseling as a licensed substance abuse technician shall present documentation as prescribed by the board by rule that the person has:

1. Received one of the following:

(a) An associate degree in chemical dependency or substance abuse with an emphasis on counseling, that meets the requirements as prescribed by the board by rule, from a regionally accredited college or university.

(b) Beginning January 1, 2009, a bachelor's degree in a behavioral science with an emphasis on counseling, that meets the requirements as prescribed by the board by rule, from a regionally accredited college or university.

2. Passed an examination approved by the board.

B. A licensed substance abuse technician shall only practice under direct supervision as prescribed by the board.

C. The board may waive the education requirement for an applicant requesting licensure as a substance abuse technician if the applicant provides services pursuant to contracts or grants with the federal government under the authority of Public Law 93-638 (25 United States Code sections 450 through 450(n)) or Public Law 94-437 (25 United States Code sections 1601 through 1683). A person who becomes licensed as a substance abuse technician pursuant to this subsection shall only provide substance abuse services to those persons who are eligible for services pursuant to Public Law 93-638 (25 United States Code sections 450 through 450(n)) or Public Law 94-437 (25 United States Code section 1601 through 1683).

**ATTACHMENT**

**R**

## LSAT CURRICULUM – CURRENT

### **R4-6-701. Licensed Substance Abuse Technician Curriculum**

- A.** An applicant for licensure as a substance abuse technician shall present evidence acceptable to the substance abuse credentialing committee that the applicant has earned:
1. An associate of applied science degree from a regionally accredited college or university in chemical dependency with the following semester credit hours:
    - a. A minimum of 30 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee, and
    - b. A minimum of 18 of the 30 semester credit hours of coursework required in subsection (A)(1)(a) shall specifically relate to chemical dependency, or
  2. A bachelor's degree from a regionally accredited college or university in a behavioral science with a minimum of 30 semester credit hours of counseling related coursework as determined by the substance abuse credentialing committee.
- B.** Coursework restrictions and limitations:
1. The Board shall not accept coursework in a general survey course, such as Psychology 101, as meeting the coursework requirements of this Section.
  2. The Board shall not accept coursework that does not include a significant clinical component, such as statistics, as meeting the coursework requirements of this Section.
  3. Undergraduate or graduate coursework completed outside of the associate of applied science degree and submitted to meet curriculum requirements shall constitute no more than six semester credit hours.
  4. Undergraduate or graduate coursework completed outside of the bachelor's degree and submitted to meet curriculum requirements shall constitute no more than six semester credit hours.
- C.** The substance abuse credentialing committee may waive the education requirement in subsection (A) for an applicant requesting licensure as a substance abuse technician if the applicant demonstrates the following:
1. The applicant provides services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450 – 450(n) or 25 U.S.C. 1601 – 1683;
  2. The applicant has obtained a high school diploma or equivalent degree; or
  3. Because of cultural considerations, obtaining the degree required for substance abuse technician licensure would be an extreme hardship for the applicant;
  4. The applicant has completed a minimum of 6400 hours of supervised work experience in substance abuse counseling in no less than 48 months within the seven years immediately preceding the date of application;
  5. The 6400 hours of supervised work experience in substance abuse counseling shall include a minimum of 3200 hours of direct client contact; and
  6. The applicant has completed a minimum of 200 hours of clinical supervision in no less than 48 months within the supervised work experience submitted pursuant to R4-6-701(C)(4).

- D.** The supervised work experience in the practice of substance abuse counseling required in subsection (C) is limited to the use of psychotherapy for the purpose of assessment, diagnosis, and treatment of individuals, couples, families, and groups as they relate to substance abuse and chemical dependency issues.
- E.** During the period of required supervised work experience in the practice of substance abuse counseling required in subsection (C), an applicant for substance abuse technician licensure shall not engage in independent practice.
- F.** During the supervised work experience required in subsection (C), an applicant for substance abuse technician licensure shall demonstrate satisfactory performance in the following areas as they relate to substance abuse counseling by having the applicant's clinical supervisor submit a performance evaluation on forms available from the agency:
1. Intake;
  2. Diagnostics;
  3. Assessment;
  4. Triage;
  5. Crisis intervention;
  6. Treatment planning;
  7. Family, group, and individual therapy;
  8. Outreach; and
  9. Consultation with other professionals .
- G.** The time span covered by the performance evaluations required under subsection (F) shall be the same as that for the supervised work experience required in subsection (C).
- H.** Clinical supervision of an applicant for substance abuse technician licensure required in subsection (C) shall be provided by an independent substance abuse counselor licensed in Arizona.
- I.** An applicant may submit a written request to the substance abuse credentialing committee for an exemption from subsection (H). The request shall include the name of the behavioral health professional proposed by the applicant to act as the clinical supervisor, a copy of the proposed supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee.
1. The substance abuse credentialing committee shall review the supervision exemption request to determine whether the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for substance abuse technician licensure. If the proposed supervisor has the necessary education, training, and experience, the substance abuse credentialing committee shall grant the supervision exemption request.
  2. The substance abuse credentialing committee will not grant an exemption request for an unlicensed clinical supervisor providing clinical supervision in Arizona after July 1, 2006, except than an exemption may be granted by the committee if the clinical supervisor holds a current active license to practice behavioral health at the independent level and is providing services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450 – 450(n) or 25 U.S.C. 1601 – 1683.
- J.** A person who is licensed pursuant to subsection (C) shall only provide substance abuse counseling services to those eligible for services pursuant to 25 U.S.C. 450 – 450(n) or 25 U.S.C. 1601 – 1683.

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## LSAT CURRICULUM PROPOSED

### R4-6-701. Licensed Substance Abuse Technician Curriculum

- A. An applicant for licensure as a substance abuse technician shall present evidence acceptable to the substance abuse credentialing committee that the applicant has earned:
1. An associate degree from a regionally accredited college or university in chemical dependency or substance abuse whose program includes coursework from the seven content areas listed in subsection (B); or
  2. A bachelor's degree from a regionally accredited college or university in a behavioral health science whose program includes coursework from the seven content areas listed in subsection (B); or
  3. An associate degree with a curriculum previously approved pursuant to A.R.S. § 32-3253; or
  4. A bachelor degree with a curriculum previously approved pursuant to A.R.S. § 32-3253.
- B. Acceptable associate or bachelor degree programs shall include one three semester credit hour course from each of the following seven content areas:
1. Psychopharmacology – which shall include the study of the nature of psychoactive chemicals; the behavioral, psychological, physiological, and social effects of psychoactive substance use; symptoms of intoxication, withdrawal, and toxicity; toxicity screen options, limitations, and legal implications; and the use of pharmacotherapy for treatment of addiction;
  2. Models of Treatment/Relapse Prevention – Philosophies and practices of generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.
  3. Group Work – Focus on group dynamics and process as they relate to addictions and substance use disorders.
  4. Working with Diverse Populations – Studies providing a broad understanding of issues and trends in a multicultural and diverse society as they relate to substance abuse.
  5. Co-occurring Disorders –which shall include the study of the symptoms of mental health and other disorders prevalent in individuals with substance use disorders, screening and assessment tools used to detect and evaluate the presence and severity of co-occurring disorders, and evidence-based strategies for managing risks associated with treating individuals who have co-occurring disorders
  6. Ethics – Studies of professional ethics including legal and ethical responsibilities and liabilities, standards of professional behavior and scope of practice; client rights, responsibilities, and informed consent; and confidentiality and other legal considerations in substance abuse counseling.
  7. Assessment, Diagnosis and Treatment – Studies that provide an understanding of the use of assessment and diagnosis to develop appropriate treatment interventions for substance use disorders.
- C. The substance abuse credentialing committee may waive the education requirement in subsection (A) for an applicant requesting licensure as a substance abuse technician if the applicant demonstrates the following:
1. The applicant provides services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450 – 450(n) or 25 U.S.C. 1601 – 1683;

2. The applicant has obtained a high school diploma or equivalent degree; and
3. Because of cultural considerations, obtaining the degree required for substance abuse technician licensure would be an extreme hardship for the applicant;
4. The applicant has completed a minimum of 6400 hours of supervised work experience in substance abuse counseling as prescribed in R4-6-705(F) in no less than 48 months within the seven years immediately preceding the date of application;

**MOVE to R4-6-705**

5. The 6400 hours of supervised work experience in substance abuse counseling shall include a minimum of 3200 hours of direct client contact; and
  6. The applicant has completed a minimum of 200 hours of clinical supervision in no less than 48 months within the supervised work experience submitted pursuant to R4-6-701(C)(4).
- D.** The supervised work experience in the practice of substance abuse counseling required in subsection (C) is limited to the use of psychotherapy for the purpose of assessment, diagnosis, and treatment of individuals, couples, families, and groups as they relate to substance abuse and chemical dependency issues.
- E.** During the period of required supervised work experience in the practice of substance abuse counseling required in subsection (C), an applicant for substance abuse technician licensure shall not engage in independent practice.
- F.** During the supervised work experience required in subsection (C), an applicant for substance abuse technician licensure shall demonstrate satisfactory performance in the following areas as they relate to substance abuse counseling by having the applicant's clinical supervisor submit a performance evaluation on forms available from the agency:
1. Intake;
  2. Diagnostics;
  3. Assessment;
  4. Triage;
  5. Crisis intervention;
  6. Treatment planning;
  7. Family, group, and individual therapy;
  8. Outreach; and
  9. Consultation with other professionals .
- G.** The time span covered by the performance evaluations required under subsection (F) shall be the same as that for the supervised work experience required in subsection (C).
- H.** Clinical supervision of an applicant for substance abuse technician licensure required in subsection (C) shall be provided by an independent substance abuse counselor licensed in Arizona.
- I.** An applicant may submit a written request to the substance abuse credentialing committee for an exemption from subsection (H). The request shall include the name of the behavioral health professional proposed by the applicant to act as the clinical supervisor, a copy of the proposed supervisor's transcript and curriculum vitae, and any additional documentation requested by the committee.

1. The substance abuse credentialing committee shall review the supervision exemption request to determine whether the proposed supervisor has the necessary education, training, and experience to provide supervision acceptable for substance abuse technician licensure. If the proposed supervisor has the necessary education, training, and experience, the substance abuse credentialing committee shall grant the supervision exemption request.
  2. The substance abuse credentialing committee will not grant an exemption request for an unlicensed clinical supervisor providing clinical supervision in Arizona after July 1, 2006, except that an exemption may be granted by the committee if the clinical supervisor holds a current active license to practice behavioral health at the independent level and is providing services pursuant to a contract or grant with the federal government under the authority of 25 U.S.C. 450 – 450(n) or 25 U.S.C. 1601 – 1683.
- J.** A person who is licensed pursuant to subsection (C) shall only provide substance abuse counseling services to those eligible for services pursuant to 25 U.S.C. 450 – 450(n) or 25 U.S.C. 1601 – 1683.

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The mandatory **60 day** waiting period cannot be waived under any circumstances.

## Examination Content

The **2008 IC&RC Alcohol and Drug Counselor Job Analysis** identified **eight** performance domains for the IC&RC Alcohol and Drug Counselor Examination:

1. Clinical Evaluation
2. Treatment Planning
3. Referral
4. Service Coordination
5. Counseling
6. Client, Family & Community Education
7. Documentation
8. Professional & Ethical Responsibilities

Within each performance domain are several identified tasks that provide the basis for questions in the examination.

The TAP 21 Competencies and the 12 Core Functions are contained within the domains.

Candidates will note that the final 13 questions on the exam all relate to a single case study, which is presented with those questions in the end of the exam.

Following is a brief outline of the domains and the tasks that fall under each domain.

### **Domain 1: Clinical Evaluation**

**Weight on Exam: 16%**

#### **Associated Tasks:**

- Demonstrate effective verbal and non-verbal communication to establish rapport.
- Discuss with the client the rationale, purpose, and procedures associated with the screening and assessment process to facilitate client understanding and cooperation.
- Assess client's current situation, including signs and symptoms of intoxication and withdrawal, by evaluating observed behavior and other available information to determine client's immediate needs.
- Administer the appropriate screening and assessment instruments specific to the client's age, developmental level, culture, and gender in order to obtain objective data to further assess client's current problems and needs.

- Obtain relevant history and related information from the client and other pertinent sources in order to establish eligibility and appropriateness to facilitate the assessment process.
- Screen and assess for physical, medical, and co-occurring disorders that might require additional assessment and referral.
- Interpret results of data in order to integrate all available information, formulate diagnostic impressions, and determine an appropriate course of action.
- Develop a written summary of the results of the assessment in order to document and support the diagnostic impressions and treatment recommendations.

### **Domain 2: Treatment Planning**

**Weight on Exam: 13%**

#### **Associated Tasks:**

- Discuss diagnostic assessment and recommendations with the client and concerned others to initiate an individualized treatment plan that incorporates client's strengths, needs, abilities, and preferences.
- Formulate and prioritize mutually agreed upon problems, immediate and long-term goals, measurable objectives, and treatment methods based upon assessment findings for the purpose of facilitating a course of treatment.
- Use ongoing assessment and collaboration with the client to review and modify the treatment plan to address treatment needs.

### **Domain 3: Referral**

**Weight on Exam: 7%**

#### **Associated Tasks:**

- Identify client needs which cannot be met in the current treatment setting.
- Match client needs with community resources considering client's abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status to remove barriers and facilitate positive client outcomes.
- Identify referral needs differentiating between client self-referral and direct counselor referral.
- Explain to the client the rationale for the referral to facilitate the client's participation with community resources.

- Continually evaluate referral sources to determine effectiveness and outcome of the referral.

#### **Domain 4: Service Coordination**

**Weight on Exam: 7%**

##### **Associated Tasks:**

- Identify and maintain information about current community resources in order to meet identified client needs.
- Communicate with community resources concerning relevant client information to meet the identified needs of the client.
- Advocate for the client in areas of identified needs to facilitate continuity of care.
- Evaluate the effectiveness of case management activities through collaboration with the client, treatment team members, and community resources to ensure quality service coordination.
- Consult with the client, family, and concerned others to make appropriate changes to the treatment plan ensuring progress toward treatment goals.
- Prepare accurate and concise screening, intake, and assessment documents.

#### **Domain 5: Counseling**

**Weight on Exam: 22%**

##### **Associated Tasks:**

- Develop a therapeutic relationship with clients, families, and concerned others in order to facilitate self-exploration, disclosure, and problem solving.
- Educate the client regarding the structure, expectations, and limitations of the counseling process.
- Utilize individual and group counseling strategies and modalities to match the interventions with the client's level of readiness.
- Continually evaluate the client's level of risk regarding personal safety and relapse potential in order to anticipate and respond to crisis situations.
- Apply selected counseling strategies in order to enhance treatment effectiveness and facilitate progress towards completion of treatment objectives.

- Adapt counseling strategies to match the client's needs including abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.
- Evaluate the effectiveness of counseling strategies based on the client's progress in order to determine the need to modify treatment strategies and treatment objectives.
- Develop an effective continuum of recovery plan with the client in order to strengthen ongoing recovery outside of primary treatment.
- Assist families and concerned others in understanding substance use disorders and utilizing strategies that sustain recovery and maintain healthy relationships.
- Document counseling activity to record all relevant aspects of treatment.

#### **Domain 6: Client, Family, and Community Education**

**Weight on Exam: 10%**

#### **Associated Tasks:**

- Provide culturally relevant formal and informal education that raises awareness of substance use, prevention, and recovery.
- Provide education on issues of cultural identity, ethnic background, age, sexual orientation, and gender in prevention, treatment, and recovery.
- Provide education on health and high-risk behaviors associated with substance use, including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted infections, hepatitis, and other infectious diseases.
- Provide education on life skills, including but not limited to, stress management, relaxation, communication, assertiveness, and refusal skills.
- Provide education on the biological, medical, and physical aspects of substance use to develop an understanding of the effects of chemical substances on the body.
- Provide education on the emotional, cognitive, and behavioral aspects of substance use to develop an understanding of the psychological aspects of substance use, abuse, and addiction.
- Provide education on the sociological and environmental effect of substance use to develop an understanding of the impact of substance use on the affected family systems.

- Provide education on the continuum of care and resources available to develop an understanding of prevention, intervention, treatment, and recovery.

### **Domain 7: Documentation**

**Weight on Exam: 11%**

#### **Associated Tasks:**

- Protect client's rights to privacy and confidentiality according to best practices in preparation and handling of records, especially regarding the communication of client information with third parties.
- Obtain written consent to release information from the client and/or legal guardian, according to best practices and administrative rules, to exchange relevant client information with other service providers.
- Document treatment and continuing care plans that are consistent with best practices and applicable administrative rules.
- Document client's progress in relation to treatment goals and objectives.
- Prepare accurate and concise reports and records including recommendations, referrals, case consultations, legal reports, family sessions, and discharge summaries.
- Document all relevant aspects of case management activities to assure continuity of care.
- Document process, progress, and outcome measurements.

### **Domain 8: Professional and Ethical Responsibilities**

**Weight on Exam: 14%**

#### **Associated Tasks:**

- Adhere to established professional codes of ethics and standards of practice in order to promote the best interests of the client and the profession.
- Adhere to jurisdictionally-specific rules and regulations regarding best practices in substance use disorder treatment in order to protect and promote client rights.
- Recognize individual differences of the counselor and the client by gaining knowledge about personality, cultures, lifestyles, gender, sexual orientation, special needs, and other factors influencing client behavior to provide services that are sensitive to the uniqueness of the individual.

- Continue professional development through education, self-evaluation, clinical supervision, and consultation in order to maintain competence and enhance professional effectiveness.
- Identify and evaluate client issues that are outside of the counselor's scope of practice and refer to other professionals as indicated.
- Advocate for populations affected by substance use and addiction by initiating and maintaining effective relations with professionals, government entities, and communities to promote availability of quality services.
- Apply current counseling and psychoactive substance use research literature to improve client care and enhance professional growth.

**Total number of examination questions: 150**

**Total Number of pretest questions: 25**

**Total time to complete the examination, Paper & Pencil: 3 ½ hours**

**Total time to complete the examination, Computer Based: 3 hours**

## Sample Questions

The questions on the IC&RC Alcohol and Drug Counselor Examination were developed from the tasks identified in the 2008 Alcohol and Drug Counselor Job Analysis. Multiple sources were utilized in the development of questions for the exam. Each question is linked to one of the Job Analysis task statements as listed above.

The questions on the examination are multiple-choice with four (4) choices: A, B, C, and D. There is only one correct or best answer for each question. Carefully read each question and all the choices before making a selection. Choose the single best answer. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. It is advisable to answer every question since the number of questions answered correctly will determine your final score. There is no penalty for guessing.

Following are sample questions that are similar to those you will find in the exam.

- 1. Client education on HIV and other sexually transmitted diseases:**
  - A. is only done at the request of the client.
  - B. should be given in specialty groups to those clients that are considered "high risk" to protect confidentiality.
  - C. should be contracted out to a physician or professional medical personnel who have expertise in this area.
  - D. is important information to incorporate in the treatment process of every client.

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The mandatory 60 day waiting period cannot be waived under any circumstances.

## Examination Content

The 2008 Advanced Alcohol & Drug Counselor Job Analysis identified ten performance domains for the IC&RC Advanced Alcohol & Drug Counselor Examination:

1. Clinical Evaluation
2. Treatment Planning
3. Referral
4. Service Coordination
5. Counseling
6. Client, Family & Community Education
7. Documentation
8. Professional & Ethical Responsibilities
9. Research Design, Analysis & Utilization
10. Clinical Supervision

The TAP 21 Competencies and the 12 Core Functions are contained within the domains.

Candidates will note that the final 13 questions on the exam all relate to a single case study, which is presented with those questions in the end of the exam.

Within each performance domain are several identified tasks that provide the basis for questions in the examination. Following is the outline of the tasks that fall under each domain.

### **Domain 1: Clinical Evaluation**

**Weight on exam: 12%**

#### **Associated Tasks:**

- Establish rapport by demonstrating effective verbal and non-verbal communication.
- Discuss with the client the rationale, purpose, and procedures associated with the assessment process to facilitate client understanding and cooperation.
- Assess client's current situation, including signs and symptoms of intoxication and withdrawal, by evaluating observed behavior and other available information in order to determine client's immediate needs.
- Administer the appropriate screening and assessment instruments specific to the client's age, developmental level, culture, and gender.

- Using interview techniques, gather and document relevant biopsychosocial information from the client and/or concerned others.
- Screen for physical, medical, and co-occurring disorders that might require referral for additional assessment.
- Formulate both initial and principle diagnosis(es) based on the signs and symptoms of impairment, withdrawal, and co-occurring disorders by interpreting observable behavior, laboratory data, and results of interview and assessment to determine the most appropriate level of care.
- Develop a comprehensive written summary based on the results of a biopsychosocial assessment performed by an advanced counselor and/or a multidisciplinary team.

### **Domain 2: Treatment Planning**

**Weight on exam: 10%**

#### **Associated Tasks:**

- Explain and discuss with the client and concerned others the results of a comprehensive biopsychosocial assessment performed by an advanced counselor and/or a multidisciplinary team.
- Formulate and prioritize mutually agreed upon problems, immediate and long-term goals, measurable objectives, and treatment methods and resources based upon assessment findings.
- Collaborate with the client in reviewing and modifying the treatment plan.
- Apply pharmacological knowledge by incorporating substance specific and co-occurring disorder data.

### **Domain 3: Referral**

**Weight on exam: 6%**

#### **Associated Tasks:**

- Recognize conditions that are outside the counselor's expertise that indicate the need for additional services.
- Identify referral needs; differentiating between client self-referral and direct counselor referral.
- Match client needs with community resources by considering client's abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.

- Facilitate the client's participation with community resources by explaining the rationale for referral.
- Determine effectiveness and outcome of referrals by ongoing evaluation.

#### **Domain 4: Service Coordination**

**Weight on exam: 7%**

##### **Associated Tasks:**

- Establish and maintain community contacts by developing ongoing relationships with community leaders and other service providers.
- Match community resources with client needs in order to improve the effectiveness of treatment by considering cultural and lifestyle characteristics of clients.
- Advocate for the client's best interests by negotiating with appropriate systems.
- Ensure quality service coordination by evaluating the effectiveness of service coordination through collaboration with the client, treatment team members, and community resources.
- Consult with the client, family, professionals, and community resources, eliciting alternative views, in order to ensure the best continuum of care.

#### **Domain 5: Counseling**

**Weight on exam: 20%**

##### **Associated Tasks:**

- Educate the client regarding the structure, expectations, and limitations of the counseling process.
- Develop a therapeutic relationship with clients, families, and concerned others in order to facilitate self-exploration, disclosure, behavior change, and problem solving.
- Utilize individual and group counseling strategies and modalities to match the interventions with the client's level of readiness.
- Continually evaluate the client's level of risk regarding personal safety and potential relapse in order to anticipate and respond to crises.
- Enhance treatment effectiveness by applying appropriate counseling strategies in order to facilitate progress towards completion of treatment objectives.

- Adapt counseling strategies to match the client's needs; including abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.
- Apply pharmacological knowledge to the implementation of selected counseling strategies by incorporating substance-specific and biopsychosocial information.
- Monitor the client's progress by evaluating the effectiveness of counseling strategies; including crisis events, to determine the need to modify treatment.
- Develop an effective continuum of care plan; problem-solving with the client in order to strengthen ongoing recovery.
- Assist families and concerned others in understanding substance use and/or co-occurring disorders and in utilizing strategies that sustain recovery and maintain healthy relationships.
- Document all relevant aspects of treatment.

#### **Domain 6: Client, Family, and Community Education**

**Weight on exam: 8%**

##### **Associated Tasks:**

- Provide culturally relevant formal and informal education that raises awareness and knowledge of substance use, prevention, and recovery; including self-help, peer, and other support resources available in the community.
- Provide education on issues of cultural identity, ethnic background, age, sexual orientation, and gender in prevention, treatment, and recovery.
- Provide education on health and high-risk behaviors associated with substance use; including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted infections, hepatitis, and other infectious diseases.
- Provide education on life skills, such as stress management, relaxation, communication, assertiveness and refusal skills, relevant to substance use and substance use disorders:
- Provide education on the biological, medical, and physical aspects of substance use in order to develop an understanding of the effects of chemical substances on the body.
- Provide education on the cognitive, emotional, and behavioral aspects of substance use in order to develop an understanding of the psychological aspects of substance use and substance use disorders.

- Provide education on the sociological and environmental effects of substance use in order to develop an understanding of the impact of substance use on the affected family system.
- Provide education on the continuum of care and resources available in order to develop an understanding of prevention, intervention, treatment, and recovery.
- Inform clients, concerned others, professionals, and the community about the biopsychosocial effects of psychoactive substances in accordance with current pharmacological literature in order to raise awareness, increase knowledge, and effect behavior change.
- Educate clients, concerned others, professionals, and the community about the impact of co-occurring disorders on both the individual and the community.

**Domain 7: Documentation**

**Weight on exam: 10%**

**Associated Tasks:**

- Protect client's rights to privacy and confidentiality according to best practices in preparation and handling of records; especially regarding the communication of client information with third parties.
- Obtain informed written consent to release information from the client and/or legal guardian, according to best practices and administrative rules.
- Prepare accurate and concise screening, intake, assessment, and discharge documents.
- Document treatment and continuing care plans that are consistent with best practices and applicable administrative rules.
- Document client's progress in relation to treatment goals and objectives.
- Prepare accurate and concise reports and records; including recommendations, referrals, case consultations, legal reports, and family sessions.
- Document all relevant aspects of service coordination activities.
- Document process, progress, and outcome measurements.

## **Domain 8: Professional and Ethical Responsibilities**

**Weight on exam: 13%**

### **Associated Tasks:**

- Adhere to established professional codes of ethics and standards of practice in order to promote the best interests of the client and the profession.
- Adhere to jurisdictionally-specific rules and regulations regarding best practices in substance use disorder treatment in order to protect and promote client rights.
- Recognize counselor and client differences by gaining knowledge about personality, cultures, lifestyles, gender, sexual orientation, special needs, and other factors that influence client behavior.
- Recognize personal biases, feelings, concerns, and other issues in order to minimize interference from these variables in the counseling process.
- Continue professional development through self-evaluation, clinical supervision, consultation, and educational opportunities.
- Identify and evaluate patient issues that are outside of the counselor's scope of practice and refer to appropriate professionals.
- Advocate for populations affected by substance use and substance use disorders by initiating and maintaining effective relations with professionals, government entities, and communities.
- Engage in and apply current counseling and psychoactive substance use research literature to improve client care and enhance counselor's professional development.
- Assess personal life choices and circumstances with the willingness to change behavior and seek assistance as appropriate by maintaining an awareness of present interests and problems.
- Protect the integrity of the profession and best interests of clients by identifying, reporting, and advocating for the impaired professional.
- Protect the integrity of the profession and best interests of clients by identifying and reporting unethical practices.

## **Domain 9: Research Design, Analysis, and Utilization**

**Weight on exam: 5%**

### **Associated Tasks:**

- Apply research findings to program development and clinical practice by integrating new information into existing programs.
- Develop procedures and measures to monitor program efficacy.
- Use program data and outcome measures to incorporate changes into the program design.

### **Domain 10: Clinical Supervision**

**Weight on exam: 9%**

#### **Associated Tasks:**

- Create a safe environment that supports self-exploration and that is conducive to the counselor's professional development.
- Establish a supervisory relationship with clinical staff and/or interns by conducting periodic, face-to-face supervisory sessions.
- Adapt supervisory strategies to match the counselor's needs; including abilities, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.
- Assess the individual strengths and weaknesses of the counselor by reviewing education, experience, and counseling activities.

**Total number of examination questions: 150**

**Total Number of pretest question: 25**

**Total time to complete the examination, Paper & Pencil: 3 ½ hours**

**Total time to complete the examination, Computer Based: 3 hours**

## **Sample Questions**

The questions on the IC&RC Advanced Alcohol and Drug Counselor Examination were developed from the tasks identified in the 2008 Advanced Alcohol and Drug Counselor Job Analysis. Multiple sources were utilized in the development of questions for the exam. Each question is linked to one of the job analysis task statements as listed above.

The questions on the examination are multiple-choice with four (4) choices: A, B, C, and D. There is only one correct or best answer for each question. Carefully read each question and all the choices before making a selection. Choose the single best answer. Mark only one answer for each question. You will not be given credit for any question for which you indicate more

# **ATTACHMENT**

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ABOUT NAADAC

MEMBERSHIP

EDUCATION

RESOURCES

ADVOCACY

AFFILIATES

CERTIFICATION

CONFERENCES

PROVIDERS

WORKFORCE DEVELOPMENT

## **NATIONAL CERTIFIED ADDICTION COUNSELOR, LEVEL I (NCAC I)**

A voluntary national certification intended for professionals working within addiction-related disciplines who wish to demonstrate their skills gained through years of supervised work experience.

**Download the NCAC I Certification  
Application and Instructions**  
**Download the NCAC I Handbook for  
Candidates**

### **Why should you obtain the NCAC I Certification?**

- Take the first step to greater promotions and salary enhancements by obtaining a nationally recognized credential.
- Demonstrate to employers and clients your commitment to quality care by verifying through certification the skills you have developed through years of work experience.
- The NCAC I credential reflects an endorsement of the highest ethical standards for addiction professionals.
- The demand for Substance Use Disorder counselors is expected to grow by 35% within the next 10 years.

## Eligibility Requirements

- Current state certification/licensure as a Substance Use Disorder counselor.
- Three years' full-time or 6,000 hours of supervised experience as a Substance Use Disorder counselor.
- Documentation of credential/licensing renewal training/education hours that has been submitted to your state credentialing/licensing board within the past four years.
- Passing score on the national examination for Level I.

## Application Requirements

- Documentation of current state certification/licensure as a Substance Use Disorder counselor.
- Three years' full-time or 6,000 hours of supervised experience as a Substance Use Disorder counselor. The three years need not be consecutive.
- Written verification of competency in all skill groups verified by a supervisor or other health care professionals who have personally observed the candidate's Substance Use Disorder counseling work.
- Documentation of credential/licensing renewal training/education hours that has been submitted to your state credentialing/licensing board within the past four years.
- Submission of a signed and dated statement that the candidate has read and subscribes to the NAADAC/NCC AP Code of Ethics.
- Received a passing score on the NCAC Level I written examination within four years of this application.
- A copy of your grade sheet must be attached.

- Payment of non-refundable application/certification review fee.

### **Certification Costs**

- \$195 (\$95 for NAADAC members)
- Full list of costs and fees

### **Examination Details**

The written national credentialing examination is tailored to test the applicant on his or her projected knowledge based on experience, education and training. The following skill groups are evaluated in the examination, and an applicant for national certification should be well versed in each of these topic areas:

1. treatment admission (screening, intake and orientation)
2. clinical assessment
3. ongoing treatment planning
4. counseling services (individual, group, family, crisis intervention and client education)
5. documentation
6. case management
7. discharge and continuing care
8. legal, ethical and professional growth issues

The National Certified Addiction Counselor, Level I (NCAC I) written examination consists of 250 multiple-choice, objective questions with a total testing time of four hours. The examination tests candidates' knowledge in the areas of counseling practice (40%), pharmacology of psychoactive substances (30%), the theoretical base of counseling (15%) and professional issues related to Substance Use Disorder treatment (15%).

If you have previously taken a certification exam at the state level, you may be able to use these scores towards national level certification. See *Use of the NAADAC Test at the State Level on Testing* for more information.

# **ATTACHMENT**

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**NCAC II**

Member Sign-In

**ABOUT NAADAC****MEMBERSHIP****EDUCATION****RESOURCES****ADVOCACY****AFFILIATES****CERTIFICATION****CONFERENCES****PROVIDERS****WORKFORCE DEVELOPMENT****NATIONAL CERTIFIED  
ADDICTION COUNSELOR,  
LEVEL II (NCAC II)**

A voluntary national certification intended for professionals working within addiction-related disciplines wishing to demonstrate their specialized addiction treatment skills gained through supervised work experience and specific undergraduate course work.

**Download the NCAC II Certification  
Application and Instructions**

**Download the NCAC II Candidate  
Handbook**

**Why should you obtain the NCAC II  
Certification?**

- Position yourself for career advancement and increased salary potential.
- Distinguish yourself from practitioners who lack specialized addiction treatment training.
- Enable yourself to provide more in-depth and intensive care; expose yourself to new and challenging treatment experiences.
- Demonstrate your commitment to developing an excellence in addiction treatment practice.

- The demand for Substance Use Disorder counselors is expected to grow by 35 percent within 10 years.

### **Eligibility Requirements**

- A Bachelor's Degree from a regionally accredited institution of higher learning.
- Current state certification/licensure as a Substance Use Disorder counselor.
- Five years full-time or 10,000 hours of supervised experience as a Substance Use Disorder counselor.
- 450 contact hours of education and training in Substance Use Disorder or related counseling subjects, including six hours of ethics training and six hours of HIV/AIDS training. All non-Bachelor's Degree-related trainings must have taken place within the last six years. (Note: One undergraduate college credit is equivalent to 10 contact hours.)
- Passing score on the NCAC II written examination within four years of application.

### **Application Requirements**

- Copy of a Bachelor's Degree transcript from a regionally accredited institution of higher learning.
- Documentation of current state certification/licensure as a Substance Use Disorder counselor.
- Five years full-time or 10,000 hours of supervised experience as a Substance Use Disorder counselor.
- Written verification of competency in all skill groups verified by a supervisor or other health care professionals who have personally observed the candidate's Substance Use Disorder counseling work.
- Documentation of 450 contact hours of education and training in Substance Use

Disorder or related counseling subjects, including six contact hours of ethics training and six contact hours of HIV/AIDS training in the last six years.

- Submission of a signed statement that the candidate has read and subscribes to the NAADAC Code of Ethics.
- Received a passing score on the NCAC Level II written examination within four years of this application.
- A copy of your examination grade sheet.
- Payment of non-refundable application/certification review fee

### **Certification Costs**

- \$195 (\$95 for NAADAC members)
- Full list of costs and fees

### **Examination Details**

The written national credentialing examination is tailored to test the applicant on his or her projected knowledge based on experience, education and training. The following skill groups are evaluated in the examination, and an applicant for national certification should be well versed in each of these topic areas:

1. treatment admission (screening, intake and orientation)
2. clinical assessment
3. ongoing treatment planning
4. counseling services (individual, group, family, crisis intervention and client education)
5. documentation
6. case management
7. discharge and continuing care
8. legal, ethical and professional growth issues

The National Certified Addiction Counselor, Level II (NCAC II) written examination consists of 250 multiple-choice, objective questions with a total testing time of four hours. The examination tests

candidates' knowledge in the areas of counseling practice (25%), pharmacology of psychoactive substances (25%), the theoretical base of counseling (25%) and professional issues related to Substance Use Disorder treatment (25%).

If you have previously taken a certification exam at the state level, you may be able to use these score towards national level certification. See *Use of the NAADAC Test at the State Level on Testing* for more information.

### Testing Schedule

Examinations are given nationwide (and abroad) on a monthly basis. Application deadlines are the first of the month for testing the first weekend of the following month. Locate a Testing Center in Your Area

<b>Application Deadline</b>	<b>2014 Examination Dates (Saturday/Sunday)</b>
January 1st	February 1st & 2nd
February 1st	March 1st & 2nd
March 1st	April 5th & 6th
April 1st	May 3rd & 4th
May 1st	June 7th & 8th
June 1st	July 5th & 6th
July 1st	August 2nd & 3rd
August 1st	September 6th & 7th
September 1st	October 4th & 5th
October 1st	November 1st & 2nd
November 1st	December 6th & 7th
December 1st	January 3rd & 4th

### Suggested Test Preparation Materials

# **ATTACHMENT**

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## SUBSTANCE ABUSE EXAM CURRENT RULE

### **R4-6-704. Examination**

- | A. The ~~substance abuse counseling credentialing committee~~ Board approves the following licensure examinations:
  1. International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, and
  2. Level II or higher examinations offered by the National Association of Alcoholism and Drug Abuse Counselors.
- B. An applicant for substance abuse technician, associate substance abuse counselor and independent substance abuse counselor licensure shall receive a passing score on an approved licensure examination.
- C. Applicants shall pass an approved examination within 12 months after the date of service of the written deficiency notice described in R4-6-302(D)(6). An applicant shall not take an approved examination more than twice during the 12-month testing period.
- | D. If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (C), the Board ~~agency~~ shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, an applicant shall submit a new application and fee.

## **SUBSTANCE ABUSE EXAM PROPOSED RULES**

### **R4-6-704. Examination**

- A.** The Board approves the following licensure examinations for an applicant for substance abuse technician licensure:
  - 1. International Certification Reciprocity Consortium/Alcohol and Drug Counselor exam, and
  - 2. Level I or higher examinations offered by the National Association of Alcoholism and Drug Abuse Counselors.
  
- B.** The Board approves the following licensure examinations for an applicant for associate substance abuse counselor and independent substance abuse counselor licensure:
  - 1. International Certification Reciprocity Consortium/Advanced Alcohol and Drug Counselor exam, and
  - 2. Level II or higher examinations offered by the National Association of Alcoholism and Drug Abuse Counselors.
  
- C.** An applicant for substance abuse technician, associate substance abuse counselor and independent substance abuse counselor licensure shall receive a passing score on an approved licensure examination.
  
- D.** Applicants shall pass an approved examination within 12 months after the date of service of the written deficiency notice described in R4-6-302(D)(6). An applicant shall not take an approved examination more than twice during the 12-month testing period.
  
- E.** If an applicant does not receive a passing score on an approved licensure examination within the 12 months referenced in subsection (C), the Board shall close the applicant's file with no recourse to appeal. To receive further consideration for licensure, an applicant shall submit a new application and fee.

**Historical Note**

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).