

# **ATTACHMENT**

**A**

## R4-6-xxx Telepractice

- A. As defined in A.R.S. 32-3251, the following is considered telepractice and requires licensure by the Board:
1. A person residing in Arizona and providing behavioral health services by electronic means to a client located in another state.
  2. A person located in another state and providing behavioral health services by electronic means to a client residing in Arizona.
  3. A person residing in Arizona and providing behavioral health services by electronic means to a client residing in Arizona.
- B. A Licensee engaging in telepractice shall:
1. Use secure web sites and e-mail communications to ensure compliance with federal and state regulations regarding privacy and protected information.
  2. Establish a means to verify client identity for each session.
  3. Include the following elements in the consent for treatment in addition to those required in R4-6-1101:
    - a. Primary and secondary contact information in case of technology failure
    - b. Emergency procedures for situations when the licensee is unavailable
    - c. Names of additional persons who may have access to Licensee's electronic transmissions
    - d. The risks of authorized and unauthorized persons who may have access to the client's electronic transmissions
    - e. The storage method of electronic records and a client's right to access them
    - f. The Board's website to facilitate client protection
  4. Document in the progress note a client's physical location for each telepractice session.
  5. Provide a clinically sound referral to a client deemed inappropriate for telepractice.
  6. Adhere to the laws and regulations of the jurisdiction in which a client resides.

# **ATTACHMENT**

**B**

**R4-6-210. Supervised Work Experience Requirements – General**

In addition to the specific supervised work experience requirements contained in Articles 4, 5, 6, and 7, supervised work experience submitted by an applicant for independent licensure shall meet the following:

1. The supervised work experience was not acquired:
  - a. From a family member or other individual whose objective assessment of the supervisee's performance may be limited by a relationship with the supervisee ; or
  - b. In a professional setting that the supervisee operates or manages or in which the supervisee has an ownership interest ; and
2. Supervised work experience acquired as a behavioral health contractor includes the following:
  - a. The supervised behavioral health contractor enters into a written contract to provide behavioral health services for a behavioral health entity;
  - b. The supervised behavioral health contractor receives direct supervision consistent with the standards in R4-6-211;
  - c. The supervised behavioral health contractor is paid by the contracting behavioral health entity and may not be compensated directly by a client;
  - d. The supervised behavioral health contractor provides services to clients who are advised in writing that they are clients of the contracting behavioral health entity and are receiving services provided by an individual working under direct supervision; and
  - e. The written contract between the contracting behavioral health entity and the supervised behavioral health contractor provides that the supervised behavioral health contractor shall:
    - i. Comply with the contracting behavioral health entity's clinical policies and procedures, including its code of ethics and record-keeping procedures; and
    - ii. Acknowledge that all client records belong to the contracting behavioral health entity and remain the contracting behavioral health entity's property at the termination of the contract .
4. The Board shall not accept supervised work experience acquired after December 31, 2005, by an unlicensed professional practicing under an exemption provided under A.R.S. § 32-3271.

**R4-6-211. Direct Supervision Requirements**

In addition to the specific supervision requirements contained in Articles 4, 5, 6, and 7, a supervisee shall ensure that:

1. The direct supervision is not acquired from a family member or other individual whose objective assessment of the supervisee's performance may be limited by a relationship with the supervisee;

2. The direct supervisor is employed or contracted by the same behavioral health entity as the supervisee;
3. The direct supervision does not occur in a professional setting that the supervisee operates or manages or in which the supervisee has an ownership interest;
4. The direct supervisor is not an employee of the supervisee;
5. Clients to whom the supervisee provides behavioral health services are provided written notice:
  - a. That the supervisee is performing the behavioral health services under supervision, and
  - b. Of the name and contact information of the supervisor;
6. All billing documents for behavioral health services provided by the supervisee contain the information specified in subsections (5)(a) and (b);
7. The supervisee is not compensated directly by a client; and
8. All advertisements, announcements of counseling treatment, and web site information about the supervisee contain the information specified in subsections (5)(a) and (b).

# **ATTACHMENT**

**C**

#### **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 CACREP or CORE that consists of at least 60 semester or 90 quarter credit hours, including a supervised counseling practicum as prescribed under subsection (E);
  2. A program with a curriculum approved by the Board under A.R.S. § 32-3253(14) that consists of at least 60 semester or 90 quarter credit hours, including a supervised counseling practicum as prescribed under subsection (E); or
  3. A program from a regionally accredited college or university that consists of at least 60 semester or 90 quarter credit hours, meets the requirements specified in subsections (C) and (D), and includes a supervised counseling practicum as prescribed under subsection (E).
- B. To assist the Board to evaluate a program under subsection (A)(3), an applicant who obtained a degree from a program under subsection (A)(3) shall attach the following to the application required under R4-6-301:
1. University or college catalogue that includes course descriptions,
  2. Syllabi from courses,
  3. Verification, using a form available from the Board, of completing the supervised counseling practicum required under subsection (E); and
  4. Other documentation requested by the Board.
- C. The Board shall accept for licensure the curriculum from a program not accredited by CACREP or CORE only if the curriculum includes at least 60 semester or 90 quarter credit hours in counseling-related coursework, of which at least three semester or 4 quarter credit hours are in each of the following eight core content areas:
1. Professional orientation and ethical practice: Studies that provide a broad understanding of professional counseling ethics and legal standards, including but not limited to:
    - a. Professional roles, functions, and relationships;
    - b. Professional credentialing;
    - c. Ethical standards of professional organizations; and
    - d. Application of ethical and legal considerations in counseling;
  2. Social and cultural diversity: Studies that provide a broad understanding of the cultural context of relationships, issues, and trends in a multicultural society, including but not limited to:
    - a. Theories of multicultural counseling, and
    - b. Multicultural competencies and strategies;

3. Human growth and development: Studies that provide a broad understanding of the nature and needs of individuals at all developmental stages, including but not limited to:
  - a. Theories of individual and family development across the life-span, and
  - b. Theories of personality development;
4. Career development: Studies that provide a broad understanding of career development and related life factors, including but not limited to:
  - a. Career development theories, and
  - b. Career decision processes;
5. Helping relationship: Studies that provide a broad understanding of counseling processes, including but not limited to:
  - a. Counseling theories and models,
  - b. Essential interviewing and counseling skills, and
  - c. Therapeutic processes;
6. Group work: Studies that provide a broad understanding of group development, dynamics, counseling theories, counseling methods and skills, and other group work approaches, including but not limited to:
  - a. Principles of group dynamics,
  - b. Group leadership styles and approaches, and
  - c. Theories and methods of group counseling;
7. Assessment: Studies that provide a broad understanding of individual and group approaches to assessment and evaluation, including but not limited to:
  - a. Diagnostic process including differential diagnosis and use of diagnostic classification systems such as the Diagnostic and Statistical Manual of Mental Disorders and the International Classification of Diseases,
  - b. Use of assessment for diagnostic and intervention planning purposes, and
  - c. Basic concepts of standardized and non-standardized testing; and
8. Research and program evaluation: Studies that provide a broad understanding of recognized research methods and design and basic statistical analysis, including but not limited to:
  - a. Qualitative and quantitative research methods, and
  - b. Statistical methods used in conducting research and program evaluation.

- D.** In evaluating the curriculum required under subsection (C), the Board shall assess whether a core content area is embedded or contained in more than one course. The applicant shall provide information the Board requires to determine whether a core content area is embedded in multiple courses. The Board shall not accept a core content area embedded in more than two courses unless the courses are succession courses. The Board shall allow subject matter in a course to qualify in only one core content area.
- E.** The Board shall accept a supervised counseling practicum that is part of a master's or higher degree program only if the supervised counseling practicum meets the following standards:
1. Consists of at least 700 clock hours in a professional counseling setting,
  2. Includes at least 240 hours of direct client contact,
  3. Provides an opportunity for the supervisee to perform all activities associated with employment as a professional counselor,
  4. Oversight of the counseling practicum is provided by a faculty member, and
  5. Onsite supervision is provided by an individual approved by the college or university.
- F.** The Board shall require that an applicant for professional counselor licensure who received a master's or higher degree before July 1, 1989, from a program that did not include a supervised counseling practicum complete three years of post-master's 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.
- G.** Beginning on January 1, 2008, an applicant with a master's or higher degree in counseling or a related field from a program accredited by CACREP or CORE that did not include at least 60 semester or 90 quarter credit hours may submit for consideration by the Board coursework obtained outside of the degree from a regionally accredited college or university. The Board shall accept for licensure the coursework obtained outside of the degree if the coursework meets the standards specified in subsection (C).
- H.** The Board shall accept for licensure only courses that:
1. The applicant completed with a passing grade; and
  2. The college or university at which the course was taken accepted for credit towards the requirements for a masters or higher degree.
- I.** The Board shall deem that an applicant who holds an active associate counselor license issued by the Board and in good standing meets the curriculum requirements for professional counselor licensure.

**R4-6-505. Post-degree Programs**

An applicant who has a master's or higher degree with an emphasis in counseling but does not meet all curriculum requirements specified in R4-6-501 may take post-degree graduate level courses from a regionally accredited college or university to remove the curriculum deficiencies as follows:

1. For applicants whose degree did not consist of 60 semester credit or 90 quarter credit hours, additional graduate level counseling related coursework may be submitted.
2. For applicants whose degree did not include the eight core content areas as required in R4-6-501(C), additional graduate level coursework meeting the core content requirements may be submitted.
3. For applicants deficient in the practicum requirements as prescribed in R4-6-501(E), additional graduate level supervised practicum hours may be submitted.