

**TITLE 4.5**

**ADDICTION COUNSELING EXAMINERS, BOARD OF**

**Article**

**4.5-01 General Administration**

**4.5-02 Addiction Counseling Examiners Licensure [Repealed]**

**4.5-02.1 Addiction Counseling Examiners Licensure**



4. **Inquiries.** Inquiries regarding the board may be addressed to:

Board of Addiction Counseling Examiners  
P.O. Box 975  
Bismarck, ND 58502

**History:** Effective August 1, 1988; amended effective August 1, 1991;  
April 1, 1994; November 1, 1994; January 1, 2002.

**General Authority:** NDCC 28-32-02.1, 43-45-04

**Law Implemented:** NDCC 28-32-02.1, 43-45-02, 43-45-03, 43-45-04

**ARTICLE 4.5-02**  
**ADDICTION COUNSELING EXAMINERS LICENSURE**

[Repealed January 1, 2002]

## ARTICLE 4.5-02.1

### ADDICTION COUNSELING EXAMINERS LICENSURE

#### Chapter

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

#### Section

4.5-02.1-01-01	Definitions
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**4.5-02.1-01-01. Definitions.** For the purposes of this title, "clinical training" means practicum.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-01

**4.5-02.1-01-02. Licensure application.** An application for a license to practice addiction counseling must be made to the state board of addiction counseling examiners on forms approved by the board. Each application for license must be accompanied by all of the following:

1. The required fee.
2. An official transcript verifying academic requirements and degree.
3. An official document verifying clinical training completion.

4. Documentation verifying a passing score on board-approved examinations.

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-01-03. Academic requirements.** Academic requirements related to the licensing of addiction counselors must be completed at an accredited college or university. A bachelor's degree is required for applications made before January 1, 2005. A bachelor's degree in addiction studies or a closely related social science or health care field is required for applications made after December 31, 2004. A minimum of thirty-two total credit hours in addiction studies is required. The thirty-two credit hours must include academic course content in the following areas:

1. **Practice.**

- a. Curriculum content:

- (1) Treatment methods and models;
- (2) Interviewing process, skills, and techniques;
- (3) Individual and group counseling;
- (4) Assessment and diagnosis models, including current diagnostic manual of the American psychiatric association;
- (5) Testing instruments;
- (6) Intervention approaches for individuals, groups, and families;
- (7) Documentation, report writing, and recordkeeping; and
- (8) Verbal communication skills.

- b. Examples of courses with such content:

- (1) Introduction to individual counseling;
- (2) Introduction to group counseling;
- (3) Advanced counseling; and
- (4) Theories in practice of psychotherapy.

2. **Ethics.**

- a. Curriculum content.
    - (1) Professional competence and standards;
    - (2) Values and societal obligations;
    - (3) Ethics and codes of conduct for professionals;
    - (4) Ethical decisionmaking;
    - (5) Malpractice and liability;
    - (6) Legal aspects of practice; and
    - (7) Federal and state regulations.
  - b. Examples of courses with such content include professional ethics.
3. Theory.
- a. Curriculum content.
    - (1) Human development, tasks, and issues across life span;
    - (2) Family functioning, family types, and addiction in families;
    - (3) Group dynamics and group process;
    - (4) Psychopathology, mental health, and mental illness;
    - (5) Dynamics of addiction;
    - (6) Substance abuse and alcoholism;
    - (7) Pharmacology and human biology;
    - (8) AIDS and HIV;
    - (9) Alcoholics anonymous, the twelve steps, and twelve steps support group;
    - (10) Social and cultural theory; and
    - (11) Communication process and theory.
  - b. Examples of courses with such content:
    - (1) Marriage and the family;
    - (2) Psychopathology;

- (3) Pharmacology;
- (4) Theories of personality;
- (5) Dynamics of addiction;
- (6) Child psychology and development;
- (7) Adolescent psychology and development; and
- (8) Adult psychology and development.

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-01-04. Clinical training requirements.** The completion of one thousand four hundred hours in a clinical training program approved by the board is required for licensure. The trainee's registration and successful completion of the clinical training program must be verified in writing with the board by the clinical supervisor or clinical training program director.

1. **Qualifications.** To be eligible for registration as a clinical trainee, the following must be met:
  - a. All core academic coursework must be completed, with the exception that two courses may be completed while registered as a clinical trainee.
  - b. Acceptance in a board-approved addiction counseling clinical training program or a board-approved individualized clinical training plan.
2. **Registration.** Clinical training program operators requesting to register their clinical trainees shall make formal application to the board documenting their clinical trainees above qualifications.
3. **Expiration.** An individual's clinical trainee registration expires after two years. The clinical training period may be extended due to clinical supervisors' recommendations, individual circumstance, health circumstances, or other personal matters. Extension of the clinical portion of training is the responsibility of the clinical supervisor or clinical training program director.
4. **Applicants** who complete clinical training not approved by the board must demonstrate that the clinical training completed

was substantially equivalent to that required by North Dakota Century Code chapter 43-45 and article 4.5-02.1

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-01, 43-45-04, 43-45-05.1

**4.5-02.1-01-05. Examinations.** Two levels of examination may occur in the licensing process:

1. A written examination consisting of a knowledge-based objective test. The written examination may be taken when offered any time after the completion of the required academic coursework.
2. An oral examination using a performance-based case history and interview. Only individuals who have completed their clinical training will be considered eligible for the oral examination.

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-01-06. Reciprocity.** An applicant licensed by another state, territory of the United States, or province of Canada or certified by a national addiction counselor certifying organization may be licensed by the board if:

1. The applicant's license or certification is in good standing.
2. The applicant demonstrates that the academic, clinical training, and examination requirements required for the license or certification is substantially the same as required under North Dakota Century Code chapter 43-45 and article 4.5-02.1

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-01-07. Fees.** The board has adopted the following fee payment schedule:

- |                                  |          |
|----------------------------------|----------|
| 1. Initial license fee           | \$150.00 |
| 2. Annual renewal of license fee | \$100.00 |
| 3. Private practice initial fee  | \$ 50.00 |

- |  |          |
|--|----------|
| 4. Private practice annual renewal fee | \$ 25.00 |
| 5. Late fee                            | \$100.00 |

**History:** Effective January 1, 2002.

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

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

**CHAPTER 4.5-02.1-02  
LICENSURE RENEWAL AND CONTINUING EDUCATION**

Section

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

**4.5-02.1-02-01. Licensure renewal.** Licenses are renewable annually providing each of the following conditions has been met:

1. The renewal application form is completed, submitted, and postmarked on or before December first of each year.
2. The license renewal fee is submitted with the renewal application.
3. Verification of required continuing education has been submitted and postmarked on or before December first, at the end of the three-year continuing education cycle.
4. The license is not in suspension or revocation.

A late charge will be assessed if the renewal application and renewal license fee or three-year continuing education documentation are submitted and postmarked after the applicable date and before July first of the new year.

If the application for renewal does not meet the above conditions within six months of the date of expiration of the license, the board may revoke the license. Any person seeking to be relicensed must apply for licensing and must satisfy all current licensure requirements.

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-02-02. Continuing education.** Continuing education credit is an award given to a participant at a workshop or seminar. All licensed addiction counselors are required to complete sixty hours of continuing education in a three-year period beginning January first of the year following the counselor's original licensure.

All persons wishing approval must submit a request to the licensing board for approval of continuing education credits. Continuing education, workshops, and seminars must:

1. Be related to the practice of addiction counseling.
2. Have the potential to increase the licensee's proficiency in addiction counseling.

Ten of the sixty continuing education hours for clinical supervisors must be obtained in a clinical supervision-related course and documented to the board.

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-02-03. Address and name changes.** Any licensee must report a change of address or name to the board in writing.

**History:** Effective January 1, 2002.

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

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

**CHAPTER 4.5-02.1-03  
CLINICAL TRAINING**

Section

4.5-02.1-03-01      Clinical Training Program  
4.5-02.1-03-02      Internship Registration

**4.5-02.1-03-01. Clinical training program.** Each clinical training program for addiction counseling must be approved biennially by the board of addiction counseling examiners. An approved clinical training program must file a designated application form by October first of even-numbered years with the board and must meet the following conditions:

1. Facility requirements:
  - a. Training experiences must occur in at least two separate licensed treatment facilities with a minimum of three months in each facility, unless specifically approved by the board.
  - b. Licensed facilities must consist of at least one public provider of addiction treatment and may be at either an inpatient or outpatient treatment setting.
  - c. Each program may establish the length of its clinical training program, with a one thousand four hundred-hour minimum requirement.
  - d. Documentation must include:
    - (1) Evidence of licensure of each addiction treatment facility.
    - (2) Evidence of accreditation of each academic facility.
    - (3) Institutional training program policies and procedures, including an organizational chart and admission policies.
    - (4) Goals and objectives for each clinical component of the training site.
    - (5) Trainee handbook and guidelines, including trainee grievance procedure.
2. Curriculum requirements:

- a. Documentation must be provided of syllabi of academic courses or other evidence of coursework quality.
  - b. Documentation must be provided of provision of thirty hours of direct supervision and twenty hours of indirect supervision in each of the following clinical areas:
    - (1) Individual therapy.
    - (2) Intake and assessment.
    - (3) Group therapy.
    - (4) Family counseling.
  - c. Direct supervision occurs in session with clients, viewing or listening to videotape or audiotape, or verbatim report of a session.
  - d. Indirect supervision occurs when discussing process and in educational, ongoing meetings with a supervisor.
3. Academic and clinical staff requirements:
- a. Academic instruction requirements:
    - (1) Instruction must be provided by an instructor with an appropriate academic degree, qualified in the specific field of instruction.
    - (2) Instructors must be academic staff members of a college or university.
    - (3) Instructors must be board-approved, so must submit:
      - (a) A letter of introduction to the board.
      - (b) A resume, with education and experience in the field of addiction preferred.
      - (c) A syllabus for each core academic course taught.
  - b. Clinical training supervision requirements:
    - (1) Clinical supervision must be provided by a board-registered clinical supervisor.
    - (2) Clinical training programs must have one clinical supervisor for each individual clinical trainee.
4. A training program may submit an application without a specific academic site designated, but trainees accepted into

the training program must meet board-approved academic coursework.

5. Individual clinical training programs may be board-approved when they are submitted by and under the auspices of an approved clinical training program. Each plan must:
  - a. Designate the board-registered clinical supervisor responsible for clinical training.
  - b. Provide additional information as requested by the board.
6. Should a clinical training program at any time not meet board standards or not be in compliance with ethical expectations, it may result in board revocation of clinical training program approval.

**History:** Effective January 1, 2002.

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

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

**4.5-02.1-03-02. Internship registration.** The internship is the practice of addiction counseling, under the supervision of a board-registered clinical supervisor, after the academic and clinical training program requirements are met. An intern will become licensed when application criteria are met and examinations are passed. The intern's supervision must be verified in writing to the board by signature of the onsite clinical supervisor.

1. **Qualifications.** To be eligible for registration as an intern, the following must be met:
  - a. All core academic coursework has been completed.
  - b. All clinical training program requirements have been board-approved.
2. **Registration.** An individual requesting to be registered as an intern shall make formal application to the board documenting the applicant's qualifications as required by this section.
3. **Expiration.** An individual may remain an intern for a maximum of two years before completion of all examinations is required. Upon showing of good cause the board, by special provision, may extend internship status for longer than two years. Request for extension of the internship registration period is the responsibility of the clinical supervisor.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-01, 43-45-04, 43-45-05.1

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

<b>Section</b>	
4.5-02.1-04-01	Activities Constituting the Private Practice of Addiction Counseling
4.5-02.1-04-02	Application for Private Practice Registration
4.5-02.1-04-03	Application for Private Practice Registration Renewal
4.5-02.1-04-04	Application for Clinical Supervision Registration

**4.5-02.1-04-01. Activities constituting the private practice of addiction counseling.**

1. A private practitioner of addiction counseling is one who, on either a full-time or part-time basis, is responsible for that person's own practice, exercises sole responsibility for the client, establishes payment of fees with clients, and identifies that the person is an addiction counselor in offering service.
2. Services that are provided by all addiction counselors are not considered to constitute private practice unless those services are provided independent of any supervising or sponsoring organization, or are provided within a private agency framework in which the addiction counselor is a partner or shareholder, and a fee is collected from or on behalf of the client. Consultative or educational services provided to an organization, agency, classroom, or workshop are not considered to be the private practice of addiction counseling.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-01, 43-45-04, 43-45-05.3

**4.5-02.1-04-02. Application for private practice registration.**

1. **Qualifications.** To be eligible for registration to provide private practice, the following must be met:
  - a. Licensure as a licensed addiction counselor.
  - b. An applicant must have a master's degree in one of the social or behavioral sciences.

2. **Registration.** Individuals requesting to be registered for private practice shall make a formal application to the board. This application must include:
  - a. A description of the types of services or programs that will be provided in private practice;
  - b. A description of the method established to provide for a system of peer review of cases; and
  - c. The registration fee.
3. **Peer review process.**
  - a. The peer review process consists of the quarterly presentation and discussion of cases with members of a predetermined peer review committee in order to ensure quality of care, obtain input in reference to problem cases, and assist in case management.
  - b. The peer review committee must consist of individuals with expertise in the field of addiction counseling. At least one member of the committee in addition to the practitioner must be a licensed addiction counselor.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-04, 43-45-05.3

**4.5-02.1-04-03. Application for private practice registration renewal.** Registration is renewable annually provided each of the following conditions has been met prior to December first of each year:

1. A registration renewal application form is completed, submitted, and postmarked prior to December first of each year.
2. A registration renewal fee is submitted with the registration renewal application.
3. Documentation is submitted with the registration renewal application that peer review process continues to meet requirements of quarterly presentation and discussion.
4. Registration is not suspended or revoked.

A late fee will be assessed if the renewal application, registration renewal fee, and peer review process documentation are submitted and postmarked after the above date and before January first of the new year. If the application for private practice registration renewal does not meet the above conditions by December thirty-first of the new year, the registration will expire.

The board may extend the registration renewal deadline for any applicant having proof of medical or other hardship rendering the applicant unable to meet the renewal deadline.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-04, 43-45-05.3

**4.5-02.1-04-04. Application for clinical supervision registration.**

1. **Qualifications.** To be eligible for registration to provide clinical supervision, the following must be met:
  - a. Licensure as a licensed addiction counselor.
  - b. A minimum of three years and a total of six thousand hours supervised experience as a licensed addiction counselor.
  - c. Twenty hours of continuing education contact hours in clinical supervision completed.
  - d. Letters of reference and recommendation from two board-registered clinical supervisors.
2. **Registration.** Individuals requesting registration for clinical supervision shall make formal application to the board documenting their above qualifications.
3. **Individuals choosing to continue their clinical supervisor registration must submit the required documentation verifying ten hours of clinical supervision-related coursework within the three-year continuing education cycle in order to maintain clinical supervisor status.**

**History:** Effective January 1, 2002.

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

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

**CHAPTER 4.5-02.1-05  
PROFESSIONAL CONDUCT**

**Section**

4.5-02.1-05-01	Code of Ethics
4.5-02.1-05-02	Ethics Subcommittee
4.5-02.1-05-03	Complaint Procedure
4.5-02.1-05-04	Notification of Action Against License

**4.5-02.1-05-01. Code of ethics.** A licensed addiction counselor and anyone under licensed addiction counselor supervision shall conduct the person's professional practice in conformity with the national association of alcoholism and drug abuse counselors code of ethics, as revised May 20, 1995.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-04, 43-45-07.1

**4.5-02.1-05-02. Ethics subcommittee.** An ethics subcommittee may be established to review and make recommendations to the board of examiners on whether to initiate a formal disciplinary action. Members of the ethics subcommittee shall consist of three board members chosen by the chairperson and confirmed by the board.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-04, 43-45-07.3

**4.5-02.1-05-03. Complaint procedure.**

1. Upon filing of a written and signed complaint alleging a licensee engaged in conduct identified as grounds for disciplinary action under North Dakota Century Code section 43-45-07.1, the board shall notify the licensee of the complaint and require a written response from the licensee.
2. The board may direct the ethics subcommittee or a board member to investigate the complaint. After completing the investigation, the ethics subcommittee or board member will recommend whether the board should take disciplinary action against the licensee.
3. The board shall determine if there is a reasonable basis to believe the licensee engaged in conduct identified as grounds for disciplinary action under North Dakota Century Code

section 43-45-07.1. If the board determines there is not a reasonable basis to believe, the board will notify the complainant and the licensee. If the board determines there is a reasonable basis to believe, the board will proceed with a disciplinary action in accordance with North Dakota Century Code chapter 28-32.

4. The board, at any time, may offer or accept a proposal for informal resolution of the complaint or disciplinary action.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-04, 43-45-07.3

**4.5-02.1-05-04. Notification of action against license.** When the board revokes a license, the board shall provide a public notice of such action in order to further the cause of consumer protection. Such public notice shall specify the name of the licensee, action taken, and the violations. Public notice must include publication in the newsletter of the board, notification of the known licensee's employers, and a news release issued to a regional newspaper chosen by the board.

**History:** Effective January 1, 2002.

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

**Law Implemented:** NDCC 43-45-04, 43-45-07.1