

CHAPTER 53 - BOARD OF LICENSED PROFESSIONAL COUNSELORS

SECTION .0100 - GENERAL INFORMATION

21 NCAC 53 .0101 ORGANIZATION

History Note: Filed as a Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Authority G.S. 90-328;
Eff. July 1, 1984;
Repealed Eff. March 1, 1989 in accordance with G.S. 150B-59(c).

21 NCAC 53 .0102 PROFESSIONAL ETHICS

The Board of Licensed Professional Counselors has adopted the Code of Ethics and Standards of Practice promulgated by the American Counseling Association, effective 2005, including the guidelines for the practice of online counseling adopted in October 1999 and any subsequent revisions of or amendments to the Code of Ethics and Standards published by the American Counseling Association and they are hereby incorporated by reference. Copies of the Code of Ethics and Standards are available free of charge from the American Counseling Association, online at www.counseling.org. In addition, the Board has adopted the Approved Clinical Supervisor (ACS) Code of Ethics promulgated by the Center for Credentialing and Education, effective 2008, and any subsequent revisions of or amendments to the Code of Ethics by the Center for Credentialing and Education and they are hereby incorporated by reference. Copies of the Approved Clinical Supervisor (ACS) Code of Ethics are available free of charge from the Center for Credentialing and Education online at www.cce-global.org.

History Note: Authority G.S. 90-334(h);
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21 NCAC 53 .0103 PURPOSE OF ORGANIZATION

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Authority G.S. 90-334; 1993 S.L. c. 514, s. 5;
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21 NCAC 53 .0104 ORGANIZATION OF THE BOARD

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Authority G.S. 90-334(b); 1993 S.L. c. 514, s.5;
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21 NCAC 53 .0105 MEETINGS

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Authority G.S. 90-334; 1993 S.L. c. 514, s. 5;
Eff. July 1, 1984;
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SECTION .0200 - DEFINITIONS AND CLARIFICATION OF TERMS

21 NCAC 53 .0201 SUPERVISION

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Authority G.S. 90-334; 90-336(b)(3); 1993 S.L. c. 514, s. 5;
Eff. July 1, 1984;
Amended Eff. April 1, 1989;
Repealed Eff. July 1, 1994.

21 NCAC 53 .0202 PRIVILEGED COMMUNICATION

Privileged Communication shall mean any communication between client and counselor, given in confidence and not intended to be disclosed to third persons other than those to whom disclosure is made in the furtherance of the rendition of professional services to the client.

History Note: Filed as a Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Authority G.S. 8-53.8; 90-334;
Eff. July 1, 1984.

21 NCAC 53 .0203 STATEMENT OF PROFESSIONAL INTENT

History Note: Filed as a Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Authority G.S. 90-334; 90-336; 1993 S.L. c. 514, s. 5;
Eff. July 1, 1984;
Amended Eff. April 1, 1989;
Repealed Eff. July 1, 1994.

21 NCAC 53 .0204 PROFESSIONAL DISCLOSURE STATEMENT

A professional disclosure statement is a printed document that includes the following information:

- (1) name of licensee;
- (2) the licensee's highest relevant degree, year degree received, and name of institution granting the degree;
- (3) names and numbers of all relevant credentials (licenses, certificates, registrations);
- (4) number of years of counseling experience;
- (5) description of services offered and clientele (populations) served;
- (6) length of sessions, specific fee or range of fees charged per session (if no fee is charged, a statement to that effect), and methods of payments for services, including information about billing/insurance reimbursement;
- (7) an explanation of confidentiality, including responsibilities and exceptions;
- (8) a statement of procedure for registering complaints, including the full name and address of the Board; and
- (9) signature and date spaces for both client and licensee.

A current copy of this statement shall be provided to each client prior to the performance of professional counseling services. An updated professional disclosure statement shall be submitted to the Board office at the time of renewal. The counselor shall retain a file copy of the disclosure statement signed by each client.

History Note: Authority G.S. 90-334; 90-343;
Eff. July 1, 1994;
Amended Eff. January 1, 2010; July 1, 1995.

21 NCAC 53 .0205 COUNSELING EXPERIENCE

Counseling [counseling services as defined in G.S. 90-330(a)(3)] experience applicable to the experience requirement for licensure consists of a minimum of 3000 hours of supervised professional practice after the graduate degree in counseling or counseling related field has been conferred. At least 2000 hours of the supervised professional practice hours must consist of direct counseling experience. Direct counseling experience consists of live contact with individuals, groups, and families through counseling as defined in G.S. 90-330(a)(3)a through b. To be applicable, experience shall be gained at a rate of not less than eight hours per week but no more than 40 hours per week. At least 100 hours of clinical supervision, as defined in Rule .0210 and Rule .0211 of this Section, shall be documented during the minimum of 3000 hours of supervised professional practice, as defined in Rule .0208 of this Section. No less than three-quarters of the hours of clinical supervision shall be individual clinical supervision.

History Note: Authority G.S. 90-334(i); 90-336(c);
Eff. July 1, 1995;
Amended Eff. January 1, 2010; July 1, 2006.

21 NCAC 53 .0206 GRADUATE COUNSELING EXPERIENCE

A practicum and an internship must be completed as part of the graduate course of study with at least 17 hours of graduate counseling supervision, as defined in Rule .0210 and Rule .0211 of this Section. The supervision shall be verified by a university faculty member on forms provided by the Board and shall consist of a minimum of 300 hours of supervised graduate counseling experience at a rate of not less than one hour of clinical supervision per 40 hours of graduate counseling experience, as defined by Rule .0701(a)(2)(b) of this Chapter. At least 60 percent of this counseling experience shall be direct graduate counseling experience as defined in Rule .0205 of this Section.

History Note: Authority G.S. 90-332.1(a)(3); 90-334(i); 90-336(b)(1);
Eff. July 1, 1995;
Amended Eff. January 1, 2010.

21 NCAC 53 .0207 PROFESSIONAL SETTING

A professional setting is one in which actual counseling occurs, i.e., counseling services are offered to an identified clientele on a regular basis. Professional settings shall include, but not be limited to, such public and private settings as: mental health centers, hospitals, elementary and secondary schools, university and community college counseling centers, and supervised independent practices.

History Note: Authority G.S. 90-334(i); 90-336(b)(2);
Eff. July 1, 1995.

21 NCAC 53 .0208 SUPERVISED PROFESSIONAL PRACTICE

Supervised professional practice consists of counseling experience under the supervision of a qualified clinical supervisor, as defined in Rule .0209 of this Section, including a minimum of one hour of individual or group clinical supervision per 40 hours of counseling practice. At least three-quarters of the hours of clinical supervision shall be individual. Persons who have met all licensure requirements except the supervised professional practice who wish to counsel as supervised counselors in supervised professional settings, as defined in Rule .0207 of the Section, shall apply to become a Licensed Professional Counselor Associate as defined in Section .0700. The focus of a supervision session shall be on raw data from clinical work which is made available to the supervisor through such means as direct (live) observation, co-therapy, audio and video recordings, and live supervision. Written materials and self-reports by the supervised counselor may supplement the supervision process but shall not be the sole basis of any supervision session.

History Note: Authority G.S. 90-334(i); 90-336(c)(2);
Eff. July 1, 1995;
Amended Eff. January 1, 2010; July 1, 2006.

21 NCAC 53 .0209 QUALIFIED CLINICAL SUPERVISOR

(a) A qualified clinical supervisor is:

- (1) A licensed professional counselor with at least a master's degree as defined in G.S. 90-336(b)(1) who has an active and unrestricted license, the equivalent of three semester graduate credits in clinical supervision from a regionally accredited institution of higher education as documented by an official transcript or 45 contact hours of continuing education as defined by Rule .0603(c) in this Chapter, in clinical supervision, and a minimum of five years of post-graduate counseling experience with a minimum of two years post licensure experience, or
- (2) Other equivalently licensed and experienced mental health professional.

As of July 1, 2014, all qualified clinical supervisors must hold the credential of Licensed Professional Counselor Supervisor or be another equivalently licensed and experienced mental health professional.

(b) All supervision arrangements for which a Verification of Arrangement for Clinical Supervision were approved by the Board prior to October 1, 2009 shall be honored by the Board.

(c) Supervisors who received Board approval to provide clinical supervision for any applicant prior to October 1, 2009 have until the following deadlines to complete the educational requirements listed:

- (1) December 31, 2010 to acquire the equivalent of one semester graduate credit in clinical supervision from a regionally accredited institution of higher education as documented by an official transcript or 15 contact hours of continuing education, as defined by Rule .0603(c) in this Chapter, in clinical supervision;
- (2) December 31, 2011 to acquire the equivalent of two semester graduate credits in clinical supervision from a regionally accredited institution of higher education as documented by an official transcript or 30 contact hours of continuing education, as defined by Rule .0603(c) in this Chapter, in clinical supervision; and
- (3) December 31, 2012 to acquire the equivalent of three semester graduate credits in clinical supervision from a regionally accredited institution of higher education as documented by an official transcript or 45 contact hours of continuing education, as defined by Rule .0603(c) in this Chapter, in clinical supervision.

(d) Equivalently licensed and experienced means that the mental health professional has:

- (1) at least a master's degree as defined in G.S. 90-336(b)(1);
- (2) an active and unrestricted license;
- (3) the equivalent of three semester graduate credits in clinical supervision from a regionally accredited institution of higher education as documented by an official transcript or 45 contact hours of continuing education, as defined by Rule .0603(c) in this Section, in clinical supervision; and
- (4) a minimum of five years post-graduate counseling experience, with a minimum of two years post licensure experience.

History Note: Authority G.S. 90-330(a)(4); 90-334(i); 90-336(d);
Eff. July 1, 1995;
Amended Eff. January 1, 2010; July 1, 2006.

21 NCAC 53 .0210 INDIVIDUAL CLINICAL SUPERVISION

Individual clinical supervision consists of face-to-face supervision, as defined in Rule .0212 of this Section, of one or two supervisees with a qualified clinical supervisor, as defined as Rule .0209 of this Section, at a rate of not less than one hour of clinical supervision, as defined in Rule .0208 of this Section, per 40 hours of supervised professional practice, as defined in Rule .0205 of this Section.

History Note: Authority G.S. 90-334(i); 90-336(c)(2);
Eff. July 1, 1995;
Amended Eff. January 1, 2010.

21 NCAC 53 .0211 GROUP CLINICAL SUPERVISION

Group clinical supervision consists of face-to-face scheduled supervision between groups of supervisees, not to exceed 12 supervisees per group, and a qualified clinical supervisor as defined in Rule .0209 of this Section for a period of not less than one and one half hours of clinical supervision as defined in Rule .0208 of this Section per session.

History Note: Authority G.S. 90-334(i); 90-336(c)(2);
Eff. July 1, 1995;
Amended Eff. January 1, 2010.

21 NCAC 53 .0212 FACE TO FACE SUPERVISION DEFINED

For the purposes of this Chapter, face-to-face clinical supervision means supervision that is live, interactive, and visual. Video supervision is permitted as long as the session is synchronous (real time) and involves verbal and visual interaction during the supervision as defined in Rule .0209 of this Section.

History Note: Authority G.S. 90-334(h);
Eff. July 1, 2006;
Amended Eff. January 1, 2010.

21 NCAC 53 .0213 MENTAL HEALTH PROFESSIONAL

A mental health professional includes the following individuals:

- (1) Licensed Professional Counselors (LPC);

- (2) Licensed Marriage and Family Therapists (LMFT);
- (3) Licensed Clinical Social Workers (LCSW) with a master's degree in social work from a school of social work accredited by the Council of Social Work Education;
- (4) Licensed Psychologists;
- (5) Licensed Medical Doctors with a Medical Board certification in psychiatry;
- (6) Nurse Practitioners approved to practice in North Carolina and certified by the American Nurses Credentialing Center as an advanced practice nurse practitioner and certified in psychiatric nursing; and
- (7) Clinical Nurse Specialists certified by the American Nurses Credentialing Center or the American Psychiatric Nurse Association as an Advanced Practice Psychiatric Clinical Nurse Specialist (CNS).

History Note: Authority G.S. 90-334(h); 90-334(i);
Eff. January 1, 2010.

SECTION .0300 - HOW TO OBTAIN LICENSURE

21 NCAC 53 .0301 APPLICATIONS

Applications and forms shall be obtained from and returned to the Administrator of the Board. Applications shall be submitted only on forms obtained from the Board office or website, www.ncblpc.org.

History Note: Authority G.S. 90-334; 90-336(a);
Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Eff. July 1, 1984;
Amended Eff. January 1, 2010; July 1, 1995; July 1, 1994; April 1, 1989.

21 NCAC 53 .0302 TRANSCRIPTS

The applicant must have official transcripts sent from institutions where graduate credit was earned. If the transcript course titles are ambiguous or do not convey the pertinent content of the courses, the board shall require additional documentation from the applicant.

History Note: Authority G.S. 90-334; 90-336;
Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Eff. July 1, 1984;
Amended Eff. January 1, 2010.

21 NCAC 53 .0303 WORK EXPERIENCES

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Authority G.S. 90-334; 90-336; 1993 S.L. c. 514, s. 5;
Eff. July 1, 1984;
Amended Eff. April 1, 1989;
Repealed Eff. July 1, 1994.

21 NCAC 53 .0304 APPLICANTS LICENSED IN OTHER STATES

If a candidate is licensed to practice counseling by a Board in another state, the applicant must apply for licensure with the North Carolina Board. The Board shall consider the application in accordance with the provisions of G.S. 90-336 and G.S. 90-337.

History Note: Authority G.S. 90-334; 90-337; 1993 S.L. c. 514, s. 5;
Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Eff. July 1, 1984;
Amended Eff. July 1, 2006; July 1, 1994.

21 NCAC 53 .0305 EXAMINATION

The National Counseling Examination (NCE), the National Clinical Mental Health Counselor Examination (NCMHCE), or the Counselor Rehabilitation Certification Examination (CRC) may be taken to complete the examination requirement for Licensed Professional Counselor Associate (LPCA) and Licensed Professional Counselor (LPC) licensure. The Board shall accept examinations administered by

other state counselor licensing boards and professional counselor credentialing associations if the Board determines that such examinations are equivalent to the NCE, NCMHCE, or CRC relative to content and minimum satisfactory performance levels for counselors. Beginning July 1, 2011, completion of a no fail jurisprudence exam, as selected by the Board, is required for LPC licensure and for each consecutive renewal period. Applicants and renewing LPCs shall submit documentation of completion of the jurisprudence exam, taken within six months prior to application for licensure or renewal.

History Note: Authority G.S. 90-334(g); 90-336(b)(3); 90-337;
Eff. July 1, 1995;
Amended Eff. January 1, 2010; July 1, 2006.

21 NCAC 53 .0306 REPORTING OF SCORES

History Note: Authority G.S. 90-334(g); 90-336(b)(3);
Eff. July 1, 1995;
Repealed Eff. January 1, 2010.

21 NCAC 53 .0307 RETAKING OF EXAMINATION

Applicants who do not pass the examination may retake it at the next regularly scheduled examination date upon registering and paying the required examination fee. Applicants who fail the examination a second time during an application period shall be denied licensure; such applicants may reapply for licensure.

History Note: Authority G.S. 90-334(g)(j);
Eff. July 1, 1995.

21 NCAC 53 .0308 RECEIPT OF APPLICATION

The application period of applications received by the Board is no more than two years from date of receipt. If all requirements for an application have not been met by this date, the application shall be denied by the Board. The applicant may reapply for licensure.

History Note: Authority G.S. 90-336(a);
Eff. July 1, 1995;
Amended Eff. January 1, 2010; July 1, 2006.

21 NCAC 53 .0309 AGREEMENT TO ABIDE BY NCBLPC ETHICAL STANDARDS

Upon application for any license covered by G.S. 90, Article 24 and upon application for each succeeding renewal of such license, if granted, each applicant shall sign a statement agreeing to abide by the ethical standards adopted by the Board. If an applicant fails to sign the statement, the Board shall notify the applicant in writing of the statutory requirement to abide by the ethical standards adopted by the Board.

History Note: Authority G.S. 90-334(g); 90-336(a);
Eff. July 1, 1995;
Amended Eff. January 1, 2010.

SECTION .0400 - DISCIPLINARY PROCEDURES

21 NCAC 53 .0401 RULE OF PROCEDURE

History Note: Authority G.S. 90-331; 90-334; 90-341;
Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Eff. July 1, 1984;
Amended Eff. July 1, 2006; July 1, 1994; April 1, 1989;
Repealed Eff. January 1, 2010.

21 NCAC 53 .0402 GROUNDS FOR DENIAL, SUSPENSION, OR REVOCATION OF LICENSE

History Note: Authority G.S. 90-334;
Eff. July 1, 1994;

Repealed Eff. September 1, 2006.

21 NCAC 53 .0403 ALLEGED VIOLATIONS

All complaints of alleged violations shall be in writing and shall be signed by the complainant(s). Complaints of violations of G.S. 90, Article 24, the American Counseling Association Code of Ethics, or the Center for Credentialing and Education's Approved Clinical Supervisor (ACS) Code of Ethics shall bear:

- (1) the complainant's signature;
- (2) include the complainant's address and telephone number, date and location of the alleged violation(s);
- (3) a description of the incident(s); and
- (4) signed releases.

Complaints shall be submitted on forms provided by the Board.

*History Note: Authority G.S. 90-334;
Eff. July 1, 1995;
Amended Eff. January 1, 2010.*

21 NCAC 53 .0404 FORMAL COMPLAINTS

*History Note: Authority G.S. 90-334;
Eff. July 1, 1995;
Repealed Eff. January 1, 2010.*

21 NCAC 53 .0405 DISCIPLINARY ACTIONS

*History Note: Authority G.S. 90-334;
Eff. July 1, 1995;
Repealed Eff. January 1, 2010.*

SECTION .0500 - FEES

21 NCAC 53 .0501 APPLICATION FEE

Each applicant shall pay a fee for processing each application as follows:

- (1) Licensed Professional Counselor Associate Application – \$100.00;
- (2) Licensed Professional Counselor Application – \$100.00; and
- (3) Licensed Professional Counselor Supervisor Application – \$100.00.

*History Note: Authority G.S. 90-334;
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Amended Eff. January 1, 2010; July 1, 1994.*

21 NCAC 53 .0502 EXAMINATION FEE

*History Note: Authority G.S. 90-334;
Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Eff. July 1, 1984;
Amended Eff. July 1, 2006; July 1, 1994;
Repealed Eff. January 1, 2010.*

21 NCAC 53 .0503 RENEWAL FEE

The biennial renewal fee of one hundred dollars (\$100.00) is due and payable by June 20 of the renewal year. Checks shall be made payable to the North Carolina Board of Licensed Professional Counselors. Failure to pay the biennial renewal fee within the time stated shall automatically suspend the right of any licensee to practice while delinquent. Such lapsed licensure may be renewed within a period of one year after expiration upon payment of the renewal fee plus a late renewal fee of twenty-five dollars (\$25.00), provided all other requirements are met.

History Note: Authority G.S. 90-334; 90-339;
Temporary Rule Eff. February 21, 1984, for a Period of 120 Days to Expire on June 19, 1984;
Eff. July 1, 1984;
Amended Eff. July 1, 2006; July 1, 1994.

21 NCAC 53 .0504 FUND SUSPENSION

In the event the Board's authority to expend funds is suspended pursuant to G.S. 93B-2, the Board shall continue to issue and re-new licenses and all fees tendered shall be placed in an escrow account maintained by the Board for this purpose. Once the Board's authority is restored, the funds shall be moved from the escrow account into the general operating account.

History Note: Authority G.S. 93B-2(d);
Eff. January 1, 2010.

SECTION .0600 - RENEWAL OF LICENSE

21 NCAC 53 .0601 RENEWAL PERIOD

Newly issued licenses shall be effective upon the date of issuance by the Board and shall expire on the second June 30 thereafter. The renewal period for a newly issued license, therefore, may be less than two years. Following the first renewal of a newly issued license, the renewal period shall be two years and shall run from July 1 in the first year through June 30 in the second year.

History Note: Authority G.S. 90-339;
Eff. July 1, 1995.

21 NCAC 53 .0602 RENEWAL REQUEST FORM

Requests for license renewal shall be submitted on the original Request for Continuing Education Activities Approval forms provided by the Board. All requested information and supporting documentation shall be provided and the forms shall be signed and dated.

History Note: Authority G.S. 90-334(g); 90-336(a); 90-339(b);
Eff. July 1, 1995.

21 NCAC 53 .0603 CONTINUING EDUCATION

(a) Continuing education is required for the renewal of licenses to ensure that Licensed Professional Counselor Associates, Licensed Professional Counselors, and Licensed Professional Counselor Supervisors maintain their professional knowledge and competency in the field of counseling. Continuing education activities appropriate for the purpose of license renewal are those that are directed toward professionals in the mental health field and that focus on increasing knowledge and skills in the practice of counseling in one or more of the following content areas:

- (1) counseling theory;
- (2) human growth and development;
- (3) social and cultural foundations;
- (4) the helping relationship;
- (5) group dynamics;
- (6) lifestyle and career development;
- (7) appraisal of individuals;
- (8) diagnosis and treatment planning;
- (9) research and evaluation;
- (10) professional orientation; and
- (11) ethics.

(b) Forty contact hours of continuing education, including a minimum of three contact hours of ethics, are required within the two-year license renewal period. However, in the cases of newly issued licenses in which the initial renewal periods are less than two full years, 30 contact hours, including a minimum of three contact hours of ethics, are required. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. Typically, one Continuing Education Unit (CEU) is equivalent to 10 contact hours. In a college or university graduate course, one semester hour of credit is equivalent to 15 contact hours and one quarter hour of credit is equivalent to 10 contact hours.

(c) Continuing education training provided by one of the following national organizations, their affiliates or by a vendor approved by one of the following organizations shall be approved:

- (1) American Counseling Association;
- (2) American Association of State Counseling Boards;
- (3) National Board for Certified Counselors; and
- (4) Commission on Rehabilitation Counselor Certification.

(d) Continuing education training provided by one of the following national organizations, their affiliate or by a vendor approved by one of the following organizations shall be approved for no more than 15 contact hours for any given renewal period as defined in Rule .0601 of this same Chapter.

- (1) American Association of Christian Counselors;
- (2) National Association of Pastoral Counselors;
- (3) National Rehabilitation Association;
- (4) National Association of Alcoholism & Drug Abuse Counselors;
- (5) National Association of Social Workers;
- (6) American Association Marriage and Family Therapy;
- (7) National Area Health Education Center Organization;
- (8) American Psychological Association;
- (9) International Employee Assistance Professional Association; and
- (10) Employee Assistance Certification Commission.

(e) Evidence of completion of continuing education training shall consist of a certificate of attendance and completion signed by the responsible officer of a continuing education provider, and shall include date(s) of attendance, number of hours, name of attendee, and name of course.

(f) Continuing education activities also acceptable for renewal of licensure are as follows:

- (1) Contact hours shall be awarded for academic credit granted during a renewal period from a regionally accredited institution of higher education for work done in a counseling or counseling related subject. A copy of a transcript or grade report is the required documentation. Documentation must contain the following information:
 - (A) date(s) of attendance;
 - (B) number of semester hours earned;
 - (C) name of attendee; and
 - (D) name of course.

Contact hours are as defined in Paragraph (b) of this Rule. Completion dates must fall within the renewal period as defined in G.S. 90-339.

- (2) Publication activities used for contact hours are limited to articles written by the licensee and published in peer reviewed journals, editing of a chapter in a book based on counseling or counseling related material, or authoring or co-authoring a published book on counseling or counseling related material. Publication dates must fall within the renewal period as defined in G.S. 90-339. Required documentation is a copy of the cover page of the article(s) or book, copy of the copyright page denoting date of publication; for a chapter in an edited book, a copy of the table of contents listing the chapter is also required. Ten contact hours shall be approved for each publication activity. The maximum contact hours allowed per any given renewal period as defined in G.S. 90-339 is 10. Contact hours awarded for publication activities shall not be applied to the three contact hour requirement for ethics.
- (3) Contact hours shall be awarded for academic credit granted during a renewal period from a regionally accredited institution of higher education for work done toward the completion of a dissertation. Required documentation is a copy of a transcript or grade report showing credit earned during the renewal period. The maximum contact hours allowed per any given renewal period, as defined in G.S. 90-339 is 10. Contact hours are as defined in Paragraph (b) of this Rule. Completion dates must fall within the renewal period as defined in G.S. 90-339. Contact hours awarded for dissertation shall not be applied to the three contact hour requirement for ethics.
- (4) Contact hours shall be awarded for clinical supervision, as defined by Rule .0208 of this Chapter, which was received by the licensee during the renewal period. Contact hours shall not be granted for clinical supervision provided by the licensee to others. The maximum contact hours awarded for clinical supervision is 10. Contact hours are defined as the number of actual clock hours spent in direct, clinical supervision. Required documentation is a letter from the qualified clinical supervisor as defined by Rule .0209 of this Chapter, who provided the clinical supervision received, verifying a licensee's participation in the activity. The letter shall confirm the dates of the activity, the number of participation hours, and the position or title and credential of the provider. Dates of activity must fall within the renewal period as defined in G.S. 90-339. Contact hours awarded for clinical supervision shall not be applied to the three contact hour requirement for ethics.
- (5) Contact hours shall be awarded for the following leadership positions:
 - (A) Officer of state, regional, or national counseling organization;
 - (B) editor or editorial board member of a professional counseling journal;
 - (C) member of a state, regional, or national counseling committee producing a written product; and
 - (D) chair of a major state, regional or national counseling conference or convention.

The leadership position must be occupied for a minimum of six months and dates must fall within the renewal period as defined in G.S. 90-339. The required documentation is a letter of confirmation of the leadership position, the nature of the position or service rendered, and the signature of an officer of the organization. Ten contact hours shall be approved for each leadership position held. The maximum contact hours allowed per any given renewal period as defined in G.S. 90-339 is 10. Contact hours awarded for leadership shall not be applied to the three contact hour requirement for ethics.

(6) Contact hours shall be awarded for hours obtained in activities or workshops for which the licensee was a presenter. The dates of activities presented must fall within the renewal period as defined in G.S. 90-339 and focus on one or more of the approved content areas. The maximum contact hours awarded for presenting professional activities/workshops is five. The required documentation is a letter of confirmation from the organization for which the licensee presented and shall contain the following information:

- (A) date(s) of presentation;
- (B) name of presentation;
- (C) and length of presentation.

Contact hours are defined as the number of actual clock hours spent in presenting. Contact hours awarded for presenting shall not be applied to the three contact hour requirement for ethics.

(g) If documentation for continuing education is not identifiable as dealing with counseling, the Board shall request a written description of the continuing education and how it applies to the professional practice of counseling. If the Board determines that the training is not appropriate, the individual shall be given 90 days from the date of notification to replace the hours not approved. Those hours shall be considered replacement hours and shall not be applied to the next renewal period.

(h) Licensed Professional Counselor Supervisors must meet all the continuing education requirements outlined in Paragraph (a) through (g) of this Rule and in addition must provide documentation of a minimum of 10 contact hours of continuing education training related to professional knowledge and competency in the field of counseling supervision. Continuing education trainings appropriate for the purpose of supervision credential renewal are those that are directed toward professionals in the mental health field, which focus on increasing knowledge and skills in the practice of counseling supervision, and are completed during the renewal period as defined in G.S. 90-339.

*History Note: Authority G.S. 90-334(g); 90-339(b);
Eff. July 1, 1995;
Amended Eff. February 1, 2010.*

21 NCAC 53 .0604 FAILURE TO SECURE SUFFICIENT CONTINUING EDUCATION/RENEWAL OF LICENSE

Licensed Professional Counselor Associates, Licensed Professional Counselors, and Licensed Professional Counselor Supervisors who fail to document sufficient continuing education activities to renew their licenses by the expiration date shall be notified in writing by the Board Office of the deficiencies. Licensed Professional Counselor Associates, Licensed Professional Counselors, and Licensed Professional Counselor Supervisors who are unable to provide documentation of sufficient continuing education activities to renew their licenses have the following options:

- (1) Within one year of expiration the LPCAs, LPC or LPCS must complete the required hours of continuing education and an additional 20 hours of continuing education for the purpose of renewal of their lapsed license. All continuing education acquired during this additional time period for the purpose of renewal of a lapsed license shall not be utilized for future renewal purposes. Once these requirements have been met, the license shall be reinstated.
- (2) Request an extension in writing to the Board. Requests shall be received by the board no later than June 1st of the year of expiration. An extension shall be granted for:
 - (a) military deployment;
 - (b) major illness lasting longer than three months of self, partner or child; or
 - (c) death of partner or child.

Extensions shall be granted for a period of up to one year. If approved, all continuing education acquired during the extension shall not be utilized for future renewal purposes. Once these requirements have been met, the license shall be reinstated.

Failure to complete one of the above listed options within one year after the license's expiration date means that a license shall be reissued only upon application as for an original license and all current licensure requirements applied to the new application.

*History Note: Authority G.S. 90-334(g); 90-339;
Eff. July 1, 1995;
Amended Eff. January 1, 2010.*

SECTION .0700 – LICENSED PROFESSIONAL COUNSELOR ASSOCIATE

21 NCAC 53 .0701 LICENSED PROFESSIONAL COUNSELOR ASSOCIATE

(a) A license as a Licensed Professional Counselor Associate (LPCA) shall be granted by the Board to persons preparing for the practice of counseling who:

- (1) has completed graduate training as defined in G.S. 90-336(b)(1);

- (2) has completed a minimum of three semester hours or five quarter hours in each of the required coursework areas of study as follows:
- (A) Coursework in the counseling process in a multicultural society including the study of basic counseling theories and providing a general knowledge of theories, their principles, and techniques for application in counseling relationships. In addition, this coursework shall provide a broad understanding of philosophic bases of counseling processes, an orientation to wellness and prevention as desired counseling goals, essential interviewing and counseling skills, and consultation theories and their application in various professional settings. The course shall also provide a systems perspective that provides an understanding of family and other systems theories and major models of family and related interventions. Finally, this coursework shall include crisis intervention and suicide prevention models, including the use of psychological first aid strategies.
 - (B) Practicum and Internship experience provided in supervised graduate counseling experience in an university-approved counseling setting for at minimum one semester duration and for academic credit in a regionally accredited program of study. This graduate counseling experience shall be completed as defined in Rule .0206 of this Chapter.
 - (C) Coursework in professional orientation and identity to the counseling profession providing an understanding of all aspects of functioning as a professional counselor, including a history of the counseling profession, various roles contemporary counselors have in our society, membership in professional counseling associations, self-care strategies appropriate to the counselor role, ethical conduct, standards of preparation, credentialing processes, and counseling supervision models, practices, and processes. This coursework shall increase knowledge of the evolution of the counseling profession and the role it has played in setting standards, advocating for a professional identity, and promoting licensure and accreditation for the profession. In addition, the coursework shall highlight the importance of social justice and advocacy. Finally, this course shall include the counselors' roles and responsibilities as members of an interdisciplinary emergency management response team during a local, regional, or national crisis, disaster or other trauma-causing event.
 - (D) Coursework in human growth and development providing a broad understanding of human behavior, including an understanding of developmental crises, disability, psychopathology, and situational and environmental factors that affect both normal and abnormal behavior. Coursework shall contribute to the knowledge of theories of individual and family development and transitions across the life span; theories of learning and personality development, including current understandings about neurobiological behavior; theories and models of individual, cultural, couple, family, and community resilience; theories and etiology of addictions and addictive behaviors, including strategies for prevention, intervention, and treatment; and theories for facilitating optimal development and wellness over the life span. In addition, the coursework shall highlight the effects of crises, disasters, and other trauma-causing events on persons of all ages. Finally, the coursework shall include a general framework for understanding exceptional abilities and strategies for differentiated interventions.
 - (E) Coursework in social and cultural foundations in counseling providing an understanding of theories of multicultural counseling, identity development, and social justice while examining multicultural and pluralistic trends, including characteristics and concerns within and among diverse groups nationally and internationally. In addition, the coursework shall emphasize the counselors' roles in developing cultural self-awareness; promoting cultural social justice; advocating and promoting conflict resolution; appreciating other culturally supported behaviors that promote optimal wellness and growth of the human spirit, mind, or body; and eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination. This coursework shall include study of attitudes, beliefs, understandings, and acculturative experiences, including specific experiential learning activities designed to foster students' understanding of self and culturally diverse clients.
 - (F) Coursework in group work including studies that provide a broad understanding of group development, dynamics, methods, and counseling theories. This coursework shall help students understand group leadership styles, basic and advanced group skills, and other aspects of group counseling and group consultation.
 - (G) Coursework in career and vocational development and information including studies that provide a broad understanding of career development theories and decision-making models as well as career and educational planning, placement, follow-up, and evaluation. The coursework shall provide career, avocational, educational, occupational and labor market information resources. The coursework shall enhance student awareness of career information systems; assessment instruments and techniques, and career counseling processes, techniques, and resources, including those applicable to specific populations in a global economy. The coursework shall prepare students for career development program planning, organization, implementation, administration, and evaluation. The coursework shall increase the knowledge of the interrelationships among and between work, family, and other life roles and factors, including the role of multicultural issues in career development.
 - (H) Coursework in appraisal including studies that provide a broad understanding of historical perspectives concerning the nature and meaning of assessment as well as basic concepts of standardized and non-standardized testing and other assessment techniques. This coursework shall develop a knowledge of statistical concepts, an understanding of validity and reliability; social and cultural factors related to the assessment and

evaluation; and ethical strategies for selecting, administering, and interpreting assessment, evaluation instruments and techniques in counseling.

- (I) Coursework in research including studies that provide a broad understanding of the importance of research in advancing the counseling profession. Included in this coursework shall be study of research methodology, statistical methods, the use of research to inform evidence-based practice; and ethical and culturally relevant strategies for interpreting and reporting the results of research and program evaluation studies. In addition, the coursework shall provide principles, models, and applications of needs assessment, program evaluation, and the use of findings to effect program modification;

- (3) has passed an examination as defined in Rule .0305; and

- (4) has submitted a complete application for LPCA.

(b) To prevent a lapse in licensure, Licensed Professional Counselor Associates who desire to become Licensed Professional Counselors (LPC) shall complete the application process for the LPC licensure no less than 60 days prior to expiration of their Licensed Professional Counselor Associate license to allow for administrative processing and Board action.

*History Note: Authority G.S. 90-334(h); 90-336(a); 90-336(b);
Eff. January 1, 2010.*

21 NCAC 53 .0702 SUPERVISED PRACTICE FOR LICENSED PROFESSIONAL COUNSELOR ASSOCIATE

A Licensed Professional Counselor Associate may not practice unless the following requirements have been met:

- (1) The Licensed Professional Counselor Associate shall submit a completed supervision contract, on forms provided by the Board. A supervision contract form shall document:
 - (a) the name of the qualified clinical supervisor;
 - (b) contact information for the qualified clinical supervisor;
 - (c) the modality of supervision to be provided, such as direct (live) observation, co-therapy, audio and video recordings, and live supervision, as defined by Rule .0208;
 - (d) the frequency of supervision; and
 - (e) the location of the proposed supervision.

A separate supervision contract form shall be filed for each separate work setting.

- (2) If receiving supervision from more than one supervisor, a separate supervision contract form shall be filed for each individual qualified clinical supervisor.
- (3) A supervisor shall document, on forms provided by the Board, each quarter that supervision has occurred and shall file a final report upon termination of supervision.
- (4) If not receiving supervision, the Licensed Professional Counselor Associate shall report such to the Board. A report shall be submitted to the Board within two weeks of termination of supervision and within two weeks of a change in the conditions specified in the supervision contract form on file with the Board.
- (5) An LPCA shall only provide counseling while under the supervision of a qualified clinical supervisor.

*History Note: Authority G.S. 90-334(h); 90-336(c);
Eff. January 1, 2010.*

SECTION .0800 – LICENSED PROFESSIONAL COUNSELOR - SUPERVISOR

21 NCAC 53 .0801 LICENSED PROFESSIONAL COUNSELOR SUPERVISOR

(a) The credential of Licensed Professional Counselor Supervisor (LPCS) shall be granted by the Board to a Licensed Professional Counselor who has:

- (1) an active and unrestricted LPC license from the NC Board of Licensed Professional Counselors;
- (2) the equivalent of three semester graduate credits in clinical supervision training from a regionally accredited institution of higher education as documented by an official transcript;
- (3) documented required licensed professional counseling experience as defined in G.S. 90-336(d)(2)a, b, or c on forms provided by the Board; and
- (4) a completed application for Licensed Professional Counselor Supervisor.

(b) The LPCS shall provide supervisees with a copy of a Professional Disclosure Statement specific to supervision that includes the following:

- (1) business address and telephone number of the LPCS;
- (2) the listing of degrees, credentials, and licenses held by the LPCS;
- (3) general areas of competence in mental health practice for which the LPCS can provide supervision (e.g. addictions counseling, school counseling, career counseling);
- (4) a statement documenting training in supervision and experience in providing supervision;

- (5) a general statement addressing the model of or approach to supervision, including role of the supervisor, objectives and goals of supervision, and modalities (e.g., tape review, live observation);
- (6) a description of the evaluation procedures used in the supervisory relationship;
- (7) a statement defining the limits and scope of confidentiality and privileged communication within the supervisory relationship;
- (8) a fee schedule, if applicable;
- (9) the emergency contact information for the LPCS; and
- (10) a statement indicating that the LPCS follows the American Counseling Association's Code of Ethics and the Center for Credentialing and Education's Approved Clinical Supervisor (ACS) Code of Ethics

(c) The supervisor shall provide written reports, on forms provided by the Board, each quarter that supervision has occurred and shall file a final report upon termination of supervision, and shall be available for consultation with the Board or its committees regarding the supervisee's competence for licensure.

(d) A supervision contract form, as provided by the Board, shall document:

- (1) the name of the qualified clinical supervisor;
- (2) contact information for the qualified clinical supervisor;
- (3) the modality of supervision to be provided, such as direct (live) observation, co-therapy, audio and video recordings, and live supervision, as defined by Rule .0208;
- (4) the frequency of supervision; and
- (5) the location of the proposed supervision.

A separate supervision contract form shall be filed for each supervisee.

(e) The LPCS, in collaboration with the supervisee, shall maintain a log of clinical supervision hours that includes:

- (1) the date;
- (2) supervision start and stop times;
- (3) the modality of supervision to be provided, such as direct (live) observation, co-therapy, audio and video recordings, and live supervision, as defined by Rule .0208; and
- (4) notes on recommendations or interventions used during the supervision.

The LPCS will maintain copies of these logs for a minimum of seven years beyond termination of supervision and will provide copies to the Board for inspection upon request.

*History Note: Authority G.S. 90-334(h); 90-336(a); 90-336(d);
Eff. January 1, 2010.*