

JURISPRUDENCE EXAM

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OVERVIEW OF PRESENTATION

This presentation will cover the rules for professional counselors in the state of Georgia as adopted by the licensing board: *The Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists*

All of the Board rules are based on the GA Code Title 43-10A, where the Scope of Practice for professional counselors can be found. The rules are in Chapter 135, “Professions and Business” of Department 10A .The Georgia legislature must vote to approve all rules and rule changes.

Disclaimer: For the purposes of simplicity and clarity, some of the Board rules are not numbered exactly as they would be on the Composite Board website. For accurate rule designations, go the Board website at www.sos.ga.gov/plb/counselors.

OVERVIEW OF PRESENTATION

You can access these Board rules by going to the website at:

- **www.sos.ga.gov/plb/counselors**
- **Click on the “Laws, Policies, and Rules” tab**
- **Then click on the rule that you would like to view**

ATTENTION:

***You are strongly encouraged to read over the rules before you take the exam.
Not every item on the exam will be covered in this presentation.***

- **This presentation will cover what is considered to be the most important or most often misinterpreted parts of the rules; but it is also important that you know where to find answers to other questions that come up in the process of clinical supervision and the comprehensive education and skill-building for those whom you supervise.**
- **Be sure to read through this presentation to the last slide as there will be instructions about the process for taking this exam.**

ORGANIZATION OF BOARD RULES

▶ Rule 135-1:	Organization of the Composite Board	Slides 5 - 6
▶ Rule 135-2:	Fees	Slide 7
▶ Rule 135-3:	Application for Licensure	Slides 8 - 12
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RULE 135-1: ORGANIZATION

Rule 135-1-.01 Organization of Board:

- **The Board is composed of ten (10) members who are appointed by the Governor.**
 - **three (3) members licensed as Professional Counselors**
 - **three (3) members licensed as Social Workers,**
 - **three (3) members licensed as Marriage and Family Therapists**
 - **one (1) member representing the public at large.**
 - **The three (3) members of the Board from each specialty shall constitute a separate Standards Committee for their respective specialty.**

Rule 135-1-.02 Officers

- **The Board shall elect from its members a Chairperson and a Vice-Chairperson in January of odd numbered years.**
- **Each shall serve a term of two years, or until their successor has been elected. Neither the Chairperson nor the Vice-Chairperson may succeed themselves in that office.**

RULE 135-1: ORGANIZATION (CON'T)

Rule 135-1-.03 Meetings

- Each year the full Board shall hold at least two meetings. Additional meetings may be called by the Chairperson or may be held upon the written request of any four members of the Board.
- A majority shall constitute a quorum, so long as at least one (1) member of each specialty is present, provided that no decision of the Board regarding a particular specialty shall become effective without the approval of at least two (2) of the members of the Standards Committee for that specialty.
- A majority of the members of a Standards Committee shall constitute a quorum for a Standards Committee meeting.

Rule 135-1-.04 Restrictions on Board Members' Activities

- 1) After a person has submitted a completed application for licensure to the Board, no member of the Board may supervise or direct such applicant for a fee until such time as that applicant becomes licensed by the Board.
- 2) No Board member shall participate in the deliberation or the vote on licensure of any applicant who was previously supervised or directed by that Board member.

Rule 135-1-.05 Public Information

- The Public may obtain information from the Board by contacting the Board office at 237 Coliseum Drive, Macon, Georgia 31217.

RULE 135-2: FEES

Rule 135-2-.01 Fees

- ▶ **Refer to fee schedule for appropriate fees payable to the Board.**
- ▶ **Fees may be reviewed and changed at the discretion of the Board.**
- ▶ **Any request for refund must be submitted in writing.**
- ▶ **An indebtedness to the Board caused by a returned check will be dealt with in accordance with Code Section 16-9-20 of the Criminal Code of Georgia.**

RULE 135-3: APPLICATION FOR LICENSURE

Rule 135-3-.01 General Procedure

- 1) **Submit appropriate and most current application to the Composite Board.**
 - ▶ **Online applications available at www.sos.ga.gov/plb/counselors**
- 2) **Must submit the appropriate application for licensure in more than one profession along with separate supporting information and fees.**
- 3) **The Board will review only COMPLETED applications that contain all supporting documents and required information.**
 - ▶ **All documents must be received within 14 days prior to next scheduled Board meeting to be considered for Board review at that meeting. No guarantee that application will be reviewed at that meeting.**
 - ▶ **Application valid for one (1) year only from date it is received by the Board *OR* One (1) year from date of correspondence approving applicant to take licensure exam**
 - ▶ **NCE or NCMHCE must be passed and verification form sent to the Board.**
 - ▶ **Any requests for extensions of the one year exam approval may be considered by the Board through a “Petition for a Rule Variance or Waiver”.**
 - ▶ **Any application not completed within one year will be administratively closed unless approved by the Board to extend the time frame.**
 - ▶ **Once expired, a new application must be submitted with all supporting documentation and fees (except for official transcript and exam score.**

RULE 135-3: APPLICATION FOR LICENSURE (CON'T)

Rule 135-3-.01 General Procedure (con't)

- 4) **If an application is denied by the Board, the applicant will be notified in writing.**
 - **Within 30 days of the date of the denial letter, an applicant can request in writing to make an appearance before the Board.**
 - **Any new supporting documents or evidence should be sent with the request for an appearance**
- 5) **If the denial is upheld, the applicant can reapply with a new application, supporting documents, and fees (except for academic transcript and exam score).**

Rule 135-3-.02 Americans with Disabilities Act.

- **The Board will provide all reasonable accommodations to a qualified applicant with in a disability in accordance with the ADA.**
- **Request must be made in writing on a form provided by the Board.**
- **Must be received by the Board office by the application deadline along with appropriate supporting documentation. See Request for Disability Accommodation Guidelines.**

RULE 135-3: APPLICATION FOR LICENSURE (CON'T)

Rule 135-3-.03 Licensure by Examination

1) General Provisions – All Applicants

- a) **An applicant who has met the education and training requirements for licensure must file an application for licensure by examination (unless the exam has already been taken and passed).**

***Application is good for one year after which a new application and fee are required.**

***Once approved, the applicant can schedule to take the exam.**

*** Applicant must:**

- 1. Request the educational institution to submit an official transcript directly to the Board – with institution's stamp/seal, date of graduation and date degree was conferred.**
- 2. Submit at least two (2) personal references from supervisors, teachers, or any combination. (Can also be colleagues others in the profession with knowledge of the applicant's work history and skills).**
- 3. Appropriate application fee (nonrefundable)**
- 4. If exam has already been taken, instruct testing authority to report the score directly to the Board.**
- 5. Contents of examination are to be treated as confidential. No portion may be copied, reused, reproduced, or disclosed.**
- 6. Not review any the examination or any portion of it after it has been completed.**

RULE 135-3: APPLICATION FOR LICENSURE (CON'T)

Rule 135-3-03 Licensure by Examination (con't)

2) Provisions Applicable by License

a) Associate Professional Counselor

1. Applicants will submit a proposed contract for obtaining the post-master's directed work experience and clinical supervision on forms provided by the Board. See online forms @ www.sos.ga.gov/plb/counselors
2. Applicants shall apply to the Board to take the examination, submit the appropriate examination fee, and may take the examination following approval by the Board. A request for a refund of an examination fee must be in writing.

b) Professional Counselor

1. Applicants shall apply to the Board to take the examination, shall submit the appropriate examination fee to the Board, and may take the examination following approval by the Board. A request for a refund of an examination fee must be in writing.
2. who hold a current license as an Associate Professional Counselor are not required to re-take the examination in Professional Counseling when applying for licensure as a Professional Counselor.

RULE 135-3: APPLICATION FOR LICENSURE (CON'T)

Rule 135-3-.04 Licensure by Endorsement

- 1) **The Board may license without examination any Professional Counselor currently licensed in another state or jurisdiction, so long as that other state or jurisdiction's requirements for the license in question are substantially equal to or greater than those in Georgia.**
- 2) **The applicant must file a written application, and the non-refundable fee, for licensure by endorsement on Board approved forms available on the website: www.sos.ga.gov/plb/counselors.**
- 3) **The applicant shall direct the licensure regulatory entity of the state or jurisdiction in which the license is held to complete and submit Form N of the application which indicates that such license is in effect and in good standing.**

RULE 135-4: PROCEDURAL RULES

Rule 135-4-.01 Procedural Rules

The Georgia Composite Board of Professional Counselors, Social Workers and Marriage and Family Therapists hereby adopts by reference as its permanent rules *Chapters 295-3 through 295-13* and any future amendments thereto, of the Rules and Regulations of the Office of the Division Director, Professional Licensing Boards Division.

RULE 135-5: REQUIREMENTS FOR LICENSURE

ASSOCIATE PROFESSIONAL COUNSELOR (APC) 135-5-.01

Word/Phrase	Definitions 135-5-01 (a)
Professional Counseling	Practice in that specialty which uses counseling and psychotherapy to evaluate and treat emotional and mental problems and conditions – cognitive, behavioral, or affective
Direction	Ongoing administrative oversight by an employer or superior of a professional counselor’s work. The director shall assume responsibility for assuring the quality of the services rendered by that practitioner and shall ensure that qualified supervision or intervention occurs as needed.
Director	The person who provides direction and who is either the employer of the person receiving direction or is the superior in the administrative chain of command to the person receiving direction.
Supervision	<ul style="list-style-type: none"> • Direct clinical review, for the purposes of training or teaching, by a supervisor of a Professional Counselor’s interaction and intervention with clients. • To promote the development of the practitioner’s clinical skills. • May include but is not limited to the review of case presentations, audiotapes, videotapes, and direct observation. • Does not require the supervisor to be present at the work site with the clinician. • May be pro bono or for a fee • Both the practitioner and the clinical supervisor is REQUIRED BY GA LAW to maintain a contemporaneous record of the date, duration, type (individual, paired, or group), and a pertinent summary of the session
Types of Supervision	<ul style="list-style-type: none"> • Individual Supervision – one supervisor with no more than two (2) supervisees • Group Supervision – one supervisor with no more than six (6) supervisees – group must consist of ONLY clinicians seeking supervision – <i>this is NOT an multi-disciplinary meeting.</i>

RULE 135-5: REQUIREMENTS FOR LICENSURE (CON'T)

ASSOCIATE PROFESSIONAL COUNSELOR (APC) 135-5-01

	APC approved on or prior to 09/30/2018 "old rules"	APC approved on or post 10/01/2018 "new rules"
Master's Degree	<ul style="list-style-type: none"> Primarily Counseling in Content or Applied Psychology 	<ul style="list-style-type: none"> Primarily Counseling in Content or Applied Psychology CACREP, CORE, or CHEA approved
Course Work	<ul style="list-style-type: none"> Counseling Theories Practicum/Internship 300 hours or additional year under direction and clinical supervision 6 of remaining 9 courses listed including Psychopathology/Diagnostics (or 45 CE hours) 	<ul style="list-style-type: none"> Counseling Theories Practicum/Internship 600 hours 9 of remaining 9 courses listed
Work requirements	<ul style="list-style-type: none"> Worksite and position acceptable to the Board Contract for a director Contract for a clinical supervision who is at least 3 years post licensure 	<ul style="list-style-type: none"> Worksite and position acceptable to the Board Contract for a director Contract for a clinical supervision who is at least 3 years post licensure and who has either an ACS or a CPCS supervisor credential
Directed Experience Hours	<ul style="list-style-type: none"> Minimum of 600 documented hours for EACH of three (3) years/cycles Total hours not over 60 months old = 1800 documented hours 	<ul style="list-style-type: none"> Minimum of 1000 documented hours for EACH of three (3) years/cycles Total hours not over 60 months old = 3000 documented hours
Clinical Supervision Hours	<ul style="list-style-type: none"> Minimum of 30 documented supervision hours for EACH of three (3) years/cycles Minimum total of hours not over 60 months old = 90 documented hours 	<ul style="list-style-type: none"> Minimum of 35 documented supervision hours for EACH of three (3) years/cycles Minimum total of hours not over 60 months old = 105 documented hours

RULE 135-3: APPLICATION FOR LICENSURE (CON'T)

ASSOCIATE PROFESSIONAL COUNSELOR (APC) 135-5.01

Word/Phrase	Definitions 135-5.01 (a)
Clinical Supervisor	<ul style="list-style-type: none"> • An LPC, LCSW, LMFT, LicPsychologist, or LicPsychiatrist who complies with the ethical standards of practice in their profession with particular attention paid to potential or existing dual relationships. • A supervisor with a master’s degree must have three (3) years post-licensure • A supervisor with a specialists degree must have two (2) years post-licensure • A supervisor with a doctorate degree must have one (1) year post licensure • For supervision entered into after September 30, 2018, the supervisor who is credentialed as an LPC must hold either an Approved Clinical Supervisor (ACS) credential or a Certified Professional Counselor Supervisor (CPCS) credential • For a supervised practicum/internship which is part of the graduate degree program, either the course instructor of record or the on-site clinical instructor must be a qualified supervisor • For the education of rehabilitation counselors – the supervisor may be a Certified Rehabilitation Counselor
Directed Experience	<p>Time spent under the direction engaging in the practice of Professional Counseling</p> <ul style="list-style-type: none"> • All work sites must include a formal structure related to the practice of Professional Counseling • Must have a measurable detailed documentation for every candidate that includes a signed contractual agreement that outlines: Job description, office hours, performance review procedures, and dismissal policies • Non-compensated experiences or services will be viewed by the Composite Board on a case-by-case basis. The agreement between the worksite and the candidate should be akin to employment. • Applicants may – if requested by the Composite Board – be required to submit documentation substantiating (A) the nature of the working relationship (B) the formal structure of the organization and (C) whether any licensed or associated licensed individuals work there to ensure compliance and understanding of these requirements.

RULE 135-5: REQUIREMENTS FOR LICENSURE

Associate Professional Counselors (APC)

Pursuant to the Official Code of Georgia Annotated 43-10A-11:

If the APC license was approved on or after 10/01/2018, the “new rules” are in effect:

- *Master’s degree that is primarily counseling in content or degree in Applied Psychology.*
 - *Academic institution must be accredited in the state of Georgia.*
 - *Degree program must be CACREP, CORE, or CHEA approved.*
 - *Or similar in nature and approved on a case-by-case basis by the Composite Board*
- *Required Courses:*
 - *Counseling/Psychotherapy Theories*
 - *Counseling or Applied Psychology Practicum/Internship (300 hours)*
- *Courses in 9 of the 9 content areas:*

• <i>Human Growth and Development</i>	• <i>Multicultural Counseling or Diversity Training</i>
• <i>Counseling Techniques/Skills</i>	• <i>Group Dynamics and Group Counseling/Psychotherapy</i>
• <i>Lifestyle and Career Development</i>	• <i>Appraisal and Assessment of individuals</i>
• <i>Research Methods and Evaluation</i>	• <i>Professional Orientation and Ethics.</i>
• <i>Psychopathology/Diagnostics (or 45 CE hours)</i>	

RULE 135-5: REQUIREMENTS FOR LICENSURE (CON'T)

Associate Professional Counselors (APC) con't

ATTENTION: PLEASE READ

- **Beginning on 10/01/2018, new rules for licensure became effective. If an applicant was approved for that APC license on or before 09/30/2018, the applicant was grandfathered in under the “old rules” (see chart on previous slide) as long as there were NO CHANGES after 09/30/2018 in work agency, director, or clinical supervisor.**
- **If there were any changes as noted above, then the clinician would fall under the “new rules” for any incomplete cycles or years (see chart on previous slide.).**
- **Directed work experience hours and clinical supervision hours must cover the same calendar dates. If a clinician is not under clinical supervision and does not have at least one supervision session, he/she cannot count the directed work experience for that month and visa versa.**
- **An applicant can start counting directed work experience and clinical supervision hours, once the first clinical supervision session occurs – NOT BEFORE.**
- **An APC license is good for only 60 months. After 60 months, the license will expire and cannot be renewed. The APC license is not required before applying for LPC license but is strongly recommended. Many mental health agencies are not requiring the APC license as a condition of employment but the requirement is not a law.**

RULE 135-5: REQUIREMENTS FOR LICENSURE (CON'T)

► Associate Professional Counselor (APC) 135-5.01

Please read:

- A year/cycle must be no less than 12 months. If an applicant does not have enough directed experience hours or clinical supervision hours, then the applicant can take up to 20 months but no more to get the needed hours for once complete year/cycle.
- The maximum number of months for accruing hours is 60 months (3 years/cycles of 20 months each). Any hours older than 60 months will not be counted.
- EACH YEAR/CYCLE STANDS ALONE and starts with “0” hours. If an applicant has more than the required number of hours for a year/cycle, the hours cannot be carried forward into the next cycle. The next cycle will start over at “0”.

Degree Conferred on Official Academia Transcript	Number of years/cycles needed for LPC license
Master's Degree	Three (3) complete years/cycles with concurrent director and clinical supervision documentation
Specialist's Degree	Two (2) complete years/cycles with concurrent director and clinical supervision documentation
Doctorate Degree	One (1) complete year/cycle with concurrent director and clinical supervision documentation

See next slide for a template that can be used for keeping up with hours for each year/cycle.

TRACKING HOURS BY YEAR/CYCLE



Licensure Hours 3 Cycles
No More Than 20 Months Total for EACH cycle nor 60 months total for All 3 Cycles

** Place check mark and/or numbers of hours in each color-coded box for each month*

Year/Cycle 1 Start Date _____ End Date _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Year/Cycle 2 Start Date _____ End Date _____

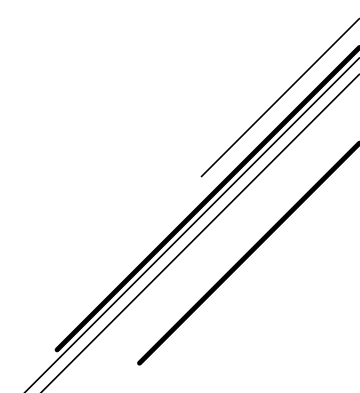
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Year/Cycle 3 Start Date _____ End Date _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Directed Experience	1000 hrs. (Each cycle)
* Must Have Director's Contract on File with the Board	
* Recommended to Have Director Sign Your Log Each Month.	
Clinical Supervision	35 hrs. (Each cycle)
* Must Have Supervisor's Contract on File with the Board & CPCS or ACE credential	
* Must Have at Least One Hour of Supervision each Month and Both You and Your Clinical Supervisor Must Each Have a Signed Log of the hours (By Georgia Law)	
Client	
* At Least One (1) Client Session Each Month While Under Direction and Supervision	

- * Months **MUST BE** continuous with no gaps or breaks whether the cycle is at least 12 months or up to 20 months.
- * **Must** notify the Composite Board within 14 days of any changes in supervisors, directors, or work locations.



RULE 135-5: REQUIREMENTS FOR LICENSURE (CON'T)

Associate Professional Counselor (APC) 135-5.01

c) Restrictions on Practice

1. A person who holds a license as an Associate Professional Counselor may only use the title "Associate Professional Counselor."
2. A person who holds a license as an Associate Professional Counselor:
 - May engage in the practice of Professional Counseling,
 - ONLY under direction and supervision,
 - ONLY for a period not to exceed five years while obtaining the post-master's experience and supervision required for licensure as a Professional Counselor.
 - Directed experience sites in the contract must meet the requirements of rule 135-5-.01(a)(6) (see slide 16) the definition of "Directed Experience".

NOTE: These rules apply to those without an APC license who are working as professional counselors. It is GA law that one must remain under direction and clinical supervision unless fully licensed as an LPC.

RULE 135-5: REQUIREMENTS FOR LICENSURE (CON'T)

Rule 135-5-.02 Licensed Professional Counselor

- **The applicant can submit an application for the LPC license once all the conditions and requirements for licensure are met. Review the previous slides for the conditions and requirements and definition of terms (slides 14-20)**
- **An APC license is not required as part of the process for becoming an LPC; but some agencies are now requiring that the clinician have the APC license. Not having an APC license could potentially limit your options for employment.**

NOTE: If a candidate does not have an APC license, he/she will still be required to meet the rules for accruing DWE and clinical supervision hours that are required for a person with the APC license.

RULE 135-6: REGULATION OF LICENSES

Rule 135-6-.01 Display of Licenses

- LPC'S shall display their license and evidence of renewal in a conspicuous place in their office or place of business or employment.

Rule 135-6-.02 Change of Name or Address

- **It is the duty of each APC and LPC to notify the Board in writing of any name or address change from that previously filed with the Board.**
- **A notice of change of name must be accompanied by a certified copy of a marriage certificate, court order, or legal document.**

RULE 135-6: REGULATION OF LICENSES (CON'T)

Rule 135-6-.03 Biennial Renewal Cycle

- 1) All licenses (APC and LPC) expire on September 30 of even numbered years (i.e., 2022, 2024, etc).
- 2) Renewal notices are sent only as a courtesy.
 - The responsibility to renew a license *lies with the license holder*.
- 3) The applicant shall submit to the Board on or before September 30 of even numbered years the following:
 - a) A completed application for renewal
 - b) The biennial renewal fee
 - c) Certifications of completion for required continuing education hours (see Rule 135-9-.01) during the two years on or before September 30 of even numbered years.
 - (Unless the license was originally granted on or post October 1 of the preceding odd numbered year.)
- 4) Applications for renewal submitted on or after October 1 of the renewal year and December 31 of the same renewal year are considered late.
 - A late fee will apply.
 - Failure to renew a license by the end of the established late period (December 31) will have the same effect as a revocation of the license
 - It is at the Board's discretion whether or not to reinstate a revoked license.

RULE 135-6: REGULATION OF LICENSES (CON'T)

Rule 135-6-.03 Biennial Renewal Cycle (con't)

- 5) Unless the license is renewed on or before September 30 of even numbered years, practicing professional counseling after that date is unlawful and may be grounds for discipline.

Rule 135-6-.04 Revocation of Expired Licenses and Reinstatement of Expired Licenses

- 1) If an application for reinstatement is submitted to the Board within five (5) years of the expiration date of the license, the applicant must submit the following:
- a) A completed application for reinstatement,
 - The required fee
 - Documentation of thirty five (35) *hours of continuing education activities that were completed within two years of the date the reinstatement application is received*
 - The applicant must (re)take and pass the required licensing examination. However, the (re)taking of the exam is not required if an applicant for reinstatement is currently, and has continuously been, licensed and practicing in another state/jurisdiction whose licensure requirements meet or exceed the current Georgia licensure requirements. All other provisions apply.
 - b) A meet the requirements listed above (2), the applicant may use any qualifying education, experience and supervision, including any which were applied toward his/her previous application for licensure.
- 2) an application for reinstatement is submitted to the Board more than five (5) years after the expiration of a license, an applicant must provide the following with their application:

RULE 135-6: REGULATION OF LICENSES (CON'T)

Rule 135-06-04: Revocation of Expired and Reinstatement of Expired Licenses (con't)

- 3) Associate level licenses (Associate Professional Counselor) that lapse for failure to renew by the end of the established late renewal penalty period may be reinstated only once, and reinstatement is at the discretion of the Board. All other provisions apply..

Rule 135-6-.05 Repealed

Rule 135-6.06 Inactive Status

- 1) Inactive licensure status is not available for APCs
- 2) A licensee who does not intend to practice in Georgia and who therefore does not intend to use the title Professional Counselor may apply to convert an active license to inactive status.
 - An individual who holds an inactive license will not be required to renew their license or to satisfy the biennial renewal requirements.
- 3) A license may remain inactive for no more than five (5) years from the date the status is converted to inactive by the administrative staff.
 - If a licensee has not applied to reactivate their license before the five (5) year deadline, the license will be revoked for failure to reactivate.
- 4) A person who holds an active license may apply for inactive status in the following manner:
 - a) Submit a completed, signed, notarized "Request for Inactive Status" application to the Board. There is no fee to apply for inactive status;
 - b) Submit the license pocket card with the application.

RULE 135-6: REGULATION OF LICENSES (CON'T)

Rule 135-6-.06 Inactive Status (con't)

- 5) **A person who holds an inactive license may apply to reactivate their license within five (5) years or less from date active status was converted to inactive status by the administrative staff in the following manner:**
 - a) **Submit an Application for Reactivation;**
 - b) **Submit the reactivation fee (see fee schedule); and.**
 - c) **Submit evidence that the licensee has obtained thirty five (35) hours of continuing education pursuant to Board rule 135-9 within two (2) years of the date of the application for reactivation.**
 - d) **Upon receipt of the application, the fee and continuing education documents, and upon approval by the Board, the license will be reactivated**
- 6) **After five (5) years of inactive status, an Application for Reinstatement must be filed pursuant to Board rule 135-6-.04.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.01 Responsibility to Clients

- 1) A licensee's primary responsibility is to the client. The licensee shall:**
 - a. Make every effort to promote the welfare, autonomy, and best interests of families and individuals.**
 - b. Respect the rights of clients, obtain informed consent, make reasonable efforts to ensure that the licensee's services are used appropriately**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.01 Responsibility to Clients (con't)

2) Unprofessional conduct includes but is not limited to:

- a. Exploiting relationships**
- b. Using a client's confidential information to the disadvantage of the client**
- c. Participating in dual relationships**
- d. Using a treatment when client does not understand or agree to**
- e. Knowingly withholding information about accepted treatments that differ from those provided by the licensee.**
- f. Failing to inform the client of contractual obligations, limitations, or requirements from a agreement between the licensee and a third party payer, which could influence the course of the treatment.**
- g. Failing to inform the client of any clear and established risks or a description of foreseeable negative consequences.**
- h. Charging a fee anything without first informing the client.**
- i. Taking any action for non-payment without first advising the client and providing an opportunity to settle the debt.**
- j. When a termination or interruption in services is anticipated, failing to notify the client promptly and failing to assist the client in finding alternative services**
- k. Failing to terminate with a client when it is reasonably clear that treatment is no longer needed.**
- l. Delegating professional responsibilities to another person when that person is not qualified**
- m. Failing to provide information regarding a client's evaluation or treatment in a timely fashion and to the extent that the licensee deems prudent and clinically appropriate when the information has been released by the client.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 137-7-.02 Integrity

- 1) **The licensee:**
 - **Shall act in accordance with the highest standards of professional integrity and competence.**
 - **Is honest in dealing with clients, students, trainees, colleagues, and the public.**
 - **Seeks to eliminate incompetence or dishonesty from the profession.**
- 2) **Unprofessional conduct includes but is not limited to:**
 - a. **Practicing inhumane or discriminatory treatment toward any person or group of persons**
 - b. **Engaging in dishonesty, fraud, deceit, or misrepresentation**
 - c. **Engaging in sexual acts or advances with any client, student, or trainee**
 - d. **Practicing while under the influence of alcohol or drugs not prescribed by a physician**
 - e. **Practicing in an area for which the licensee has not obtained university level training or substantially equivalent supervised experience.**
 - f. **Failing to obtain supervision or consultation or to refer a client to qualified practitioner if the need is beyond the licensee's competence.**
 - g. **Accepting or giving a fee or anything of value for making or receiving a referral**
 - h. **Using an institutional affiliation to solicit clients for the licensee's practice**
 - i. **Allowing an individual or agency that is paying for the professional services to exert undue influence over the licensee's evaluation or treatment of a client.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.03 Confidentiality

- 1) **The licensee:**
 - **holds in confidence all information obtained at any time during the course of a professional relationship, beginning with the first professional contact.**
 - **Safeguards clients' confidences as permitted by law.**
- 2) **Unprofessional conduct includes but is not limited to:**
 - a. **Revealing a confidence of a client, whether living or deceased – to anyone except:**
 1. **As required by law**
 2. **If the licensee obtains the consent of a client from a legally competent adult or the legal custodian**
 - **The licensee shall provide a description of the information to be revealed and the persons to whom the information will be revealed PRIOR TO OBTAINING SUCH CONSENT**
 - **The licensee may reveal information regarding only those clients who have consented to disclosure**
 3. **If the licensee is a defendant in a civil, criminal, or disciplinary action arising from the therapy,.**
 4. **If there is clear and imminent danger to the client of others. In this case the licensee shall take whatever steps are necessary to protect those at risk including warning any identified victims and information responsible authorities**
 5. **When discussing case material with a professional colleague for the purpose of consultation or supervision.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.03 Confidentiality (con't)

- b. Failing to obtain written informed consent from each client before electronically recording sessions or before letting a third party observation of the sessions.**
- c. Failing to store or dispose of client records in a way that maintains confidentiality and when providing a client access to that client's records, failing to protect the confidences of other persons contained in the record.**
- d. Failing to protect the confidences of the client from disclosure by employees and others whose services are used by the licensee**
- e. Failing to disguise adequately the identity of a client when using material from a counseling relationship for the purposes of training or research.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.04 Responsibility to Colleagues

1) The licensee shall

- **Respect the rights and responsibilities of professional colleagues and – as an employee of an organization – remain accountable as an individual to the ethical principles of the profession.**
- **Treat colleagues with respect and good faith**
- **Relate to clients of colleagues with full professional consideration**

2) Unprofessional conduct includes but is not limited to:

- a. **Soliciting clients of colleagues or assuming responsibility for clients of another agency or colleague without proper communication with the agency or colleague**
- b. **Failing to maintain confidences shared by colleagues and supervisees in the course of professional relationships and transactions**
- c. **Failing to inform an unlicensed supervisee of the legal limitations on unlicensed practice**
- d. **Failing to provide a supervisee with an evaluation and recommendation regarding the supervisee's unethical, unprofessional, or harmful conduct**
- e. **Taking credit for work not personally performed – whether by giving inaccurate information or by withholding accurate information.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.05 Assessment Instruments

- 1) When using assessment instruments or techniques, the licensee shall**
 - **Make every effort to promote the welfare and best interests of the client.**
 - **Guard against the misuse of assessment results**
 - **Respect the client's right to know the results, the interpretations and the basis for any recommendations.**

- 2) Unprofessional conduct includes but is not limited to:**
 - a. Failing to provide the client with an orientation to the purpose of testing or the proposed use of the assessment results**
 - b. Failing to consider the specific validity, reliability and appropriateness of the test measures for use in a given situation or for a specific client**
 - c. Using unsupervised or inadequately supervised test-taking techniques –such as testing through the mail – unless the test is specifically self-administered or self-scored**
 - d. Administering test instruments either beyond the licensee's competence to score and interpret or outside of the licensee's scope of practice**
 - e. Failing to make available to the client – upon request – copies of documents in the possession of the licensee which have been prepared for and paid for by the client.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.06 Research

1) The licensee recognizes that:

- Research activities must be conducted with full respect for the rights and dignity of participants and with full concern for their welfare.**
- Participation in research must be voluntary unless it can be demonstrated that involuntary participation will have no harmful effects on the subjects and is essential to the investigation.**

2) Unprofessional conduct includes but is not limited to:

- a. Failing to consider carefully the possible consequences for human beings participating in the research**
- b. Failing to protect each research participant from unwarranted physical and mental harm**
- c. Failing to ascertain that the consent of the research participant is voluntary and informed**
- d. Failing to treat information obtained through research as confidential**
- e. Knowingly reporting distorted, erroneous, or misleading information.**

RULE 135-7: COMPOSITE BOARD CODE OF ETHICS

Rule 135-7-.07 Advertising and Professional Representation

1) The licensee:

- **Adheres to professional rather than commercial standards when making known their availability for professional services.**
- **May provide information that accurately informs the public of the professional services, expertise, and techniques available.**

2) Unprofessional conduct includes but is not limited to:

- a. **Intentionally misrepresenting the licensee's professional competence, education, training, and experience, or knowingly failing to correct any misrepresentations provided by others.**
- b. **Using a credential or academic degree in a way that is intentionally misleading or deceiving to the public**
- c. **Intentionally providing information that is false, inaccurate, misleading, partial, out of context, or otherwise deceptive statements about the licensee's professional services, or knowingly failing to correct any inaccurate information provided by others.**
- d. **Making claims or guarantees which promise more than the licensee can realistically provide.**

RULE 135-8: DISCIPLINARY ACTIONS & PROCEDURES

Rule 135-8-.01 Complaints

- 1) **Complaint can be filed by anyone submitting a written statement to the Composite Board.**
- 2) **Complaint shall include: Complainant's name, address, and phone number**
 - **Must be signed by the complainant and give the name and address of the person or entity against whom the complaint is being filed.**
- 3) **The complaint must specifically state the circumstances which led to the complaint being filed**
- 4) **All information will be treated as confidential including the identity of the person filing the complaint and the name of the person or entity against whom the complaint is being filed.**
 - **However, once the Board takes an official action which places the complaint into the public record, the name and address of the person or entity will no longer be treated as confidential**
- 5) **Board members are required to immediately disclose to the Board if they have a personal relationship with the person who is the subject of the complaint or has prior knowledge of the person's practice which affect the Board member's judgment.**
 - 1) **The Board member shall not participate in any deliberation or vote on the complaint.**
 - 2) **But nothing will preclude the Board member from giving testimony pertinent to the matter.**

RULE 135-8: DISCIPLINARY ACTIONS AND PROCEDURES (CON'T)

Rule 135-8-.02 Investigation of Complaints

- 1) **The Board and a duly appointed representative will review each complaint**
 - **And initiate whatever investigative action is appropriate**
- 2) **All investigations shall be conducted as provided by:**
 - **The laws of the State of Georgia**
 - **Rules of the Composite Board**
 - **Professional Counselors Licensing Laws**
 - **The Rules of the Division Director, Professional Licensing Boards Division**

Rule 135-8-.03 Disciplinary Proceedings

- **All disciplinary proceedings, including hearings in contested cases, shall be conducted as provided by the laws of the State of Georgia, including but not limited to the Administrative Procedures Act the Professional Counselors Licensing the Rules of the Division Director, Professional Licensing Boards Division; and the Rules of Georgia Composite Board of Professional Counselors, Social Workers and Marriage and Family Therapists.**

RULE 135-9: CONTINUING EDUCATION

Rule 135-9-.01 Requirements - Beginning 10/01/2020

1) Definitions

Word/Phrase	Definition
Synchronous Activities	<ul style="list-style-type: none"> • Require participants and instructors to be present at the same time • Lectures, discussions, and presentations must occur at a specific time with all participants present • Can be virtual, but must allow participants to ask questions and teachers to answer questions instantly – either F2F or through instant messaging • May include but not be limited to: <ul style="list-style-type: none"> - In-person (live): Participants are physically present at the location and are present for entire length - Webinars: A presentation, lecture, workshop, or seminar that is transmitted via the internet and allows full participation between the participants and presenter(s) - Video conferencing: Participants are in two or more locations in a virtual conference room and communicate as if they were sitting right next to each other.
Asynchronous Activities	Online courses or a recording of a previously held program that one can access on one's own schedule.
Independent Study	A variety of self-directed professional study activities such as: <ul style="list-style-type: none"> - Writing papers or books for presentation or publication - Making presentations on major professional issues or programs - Reading professional journals or books - Preparing for initial consultation, teaching, or training assignments - Engaging in independent study, research, or tutorial projects

RULE 135-9: CONTINUING EDUCATION

Rule 135-9-.01 Requirements - Beginning 10/01/2020

1) Definitions (con't)

Word/Phrase	Definition
Academic Hours	<ul style="list-style-type: none"> • One (1) academic semester hour of graduate level course work is equal to fifteen (15) clock hours of continuing education • One (1) academic quarter hour of graduate level course work is equal to ten (10) clock hours of continuing education
Core Hours	<ul style="list-style-type: none"> • Continuing education hours acquired in activities in the specialty in which the license is held; e.g. professional counseling core hours must reflect professional counseling content. • An academic department in the specialty of the profession • A licensing or certification board in another jurisdiction which regulates the specialty in which the license is held (LPC) • If a composite board, it must be specifically approved for the specialty continuing education in the specialty for which the license is held (LPC)
Related Hours	<ul style="list-style-type: none"> • Continuing education hours acquired in activities in a specialty other than the one in which the license is held or the allied professions of psychiatry, psychiatric nursing, or psychology. • Activities sponsored, co-sponsored, or approved by a licensing or certification board in another jurisdiction which regulates the specialties of professional counseling, social work, marriage and family therapy or the allied professions of psychiatry, psychiatric nursing or psychology. • Activities sponsored by federal, state, or local government agencies and licensed hospital

RULE 135-9: CONTINUING EDUCATION

► Rule 135-9-.01 Continuing Education Requirements (con't)

2) CE Requirements

- a. Thirty-five (35) hours of continuing education are required within the two (2) year licensure cycle in order to renew **BOTH the LPC and the APC licenses**. The licensure cycle begins on October 1 of every even year and ends on September 30 on the next even year – a two (2) year cycle.
 1. If the license is initially issued during the 2nd year of the cycle (after September 30 of the odd year), no continuing education hours are required for this first renewal time.

Note: When an APC license is superseded by an LPC license, this rule does not apply and the licensee must meet all the continuing education requirements for that two year cycle

2. At the next renewal cycle, the licensee must comply with all continuing education requirements by September 30 of the even year.

RULE 135-9: CONTINUING EDUCATION

SLIDE 41

Rule 135-9-.01 Continuing Education Requirements (con't)

2) CE Requirements (con't)

Type of CE	Hours Required	Notes
Ethics Hours	Minimum of five (5) clock hours	<ul style="list-style-type: none">• Must be specifically designated as continuing education in professional ethics relating to any of the specialties of professional counseling.• <u>ALL ETHICS HOURS MUST BE OBTAINED THROUGH SYNCHRONOUS ACTIVITIES ONLY.</u>
Core Hours	Minimum of fifteen (15) clock hours but can be more	Can be obtained through synchronous or asynchronous activities. See slide 39 for specifics.
Related Hours	<u>No more than</u> fifteen (15) clock hours	Can be obtained through synchronous or asynchronous activities. See slide 39 for specifics.
Asynchronous Hours	No more than ten (10) clock hours	Online courses or a recording of a previously held program that one can access on one's own schedule.
Independent Study Hours	No more than five (5) clock hours	<ul style="list-style-type: none">• Cannot be ethics nor core hours.• Licensee could be required to submit a notarized affidavit attesting to the number of hours

RULE 135-9: CONTINUING EDUCATION

Rule 135-9-.01 Continuing Education Requirements (con't)

2) CE Requirements (con't)

- h. The professional association, academic department, licensing or certification board, state, or local government agency, or licensed hospital that sponsors, co-sponsors, or approves the continuing education activity shall certify the number of clock hours in each activity.
 - *The certificate of attendance for the continuing education hours should include whether the activity was synchronous or asynchronous.*
- i. A Standards Committee may accept continuing education hours from sources substantially similar to those listed in the core and related hours sections. See Slide 39.
- j. No more than twenty (20) hours of continuing education shall be from any one continuing education or academic coursework, workshop, or presentation.
 - *This does not apply to professional conferences which offer multiple presentations.*
- k. Any continuing education hour may be applied towards the renewal license in more than one specialty
 - Must meet the requirements for core and related hours. See Slide 39.

RULE 135-9: CONTINUING EDUCATION

Rule 135-9-.01 Continuing Education Requirements (con't)

2) CE Requirements (con't)

- l. Continuing education in professional ethics hours over the five (5) required hours may be applied to meet the requirements for core and related hours.
- m. If (at the Board's request) a licensee completes a peer review of an alleged violation of the law or Board rules, the licensee shall satisfy the five (5) hours of continuing education required in professional ethics.
 - *Review must be submitted as a written report to the Board.*

3) Continuing Education Board Audit

- a. For those selected for a Board continuing education audit, the CE Audit Reporting Form is required to be submitted to the Board in addition to the certificates of attendance or other supporting documents.
 - a. *The Board will not review any CE documentation without the required audit form being included with the submission*
- b. If following a continuing education audit, the Board disqualifies any of the documented continuing education hours and the licensee no longer meets the requirements set out in this Rule, 135-9-.01, the license will be renewed under the *condition that the licensee obtains the required continuing education hours within six months of the notice of deficiency.*
- c. If the licensee does not cure the deficiency within this six-month period, the license may be subject to discipline for failure to meet the requirements for renewal.

RULE 135-9: CONTINUING EDUCATION

Rule 135-9-.01 Continuing Education Requirements (con't)

4) Documentation

- a) Each licensee shall maintain documentation of continuing education hours for four (4) years.
 - *The Board will not maintain continuing education files for licensees.*
- b) Licensees shall attest on the biennial license renewal applications that they have satisfied the continuing education requirements for the two-year period.
 - *False attestation of satisfaction of the hours, shall subject the licensee to disciplinary action – including revocation.*
- c) The Board shall audit a fixed percentage of the renewal applications' continuing education hours.
 - *Licensees whose applications are audited will be required to submit documentation of their continuing education hours*
 - *Except for independent study, such documents must be in the form of :*
 - *A certificate of attendance verifying whether the activity of synchronous or asynchronous,*
 - *An official transcript.*
 - *A statement by the provider verifying participation in the activity*
 - *For independent study, the document shall be a notarized affidavit that includes a description of the activity, the subject of the material, and the dates and numbers of hours involved.*

RULE 135-10: ADVERTISING

Rule 135-10-.01 Licensees

- **The title “Professional Counselor” may be used only by a person who holds such a license.**

Rule 135-10-.02 Without Any License

- **Persons who do not hold a valid license issued by the Composite Board:**
 - a) May not advertise that they are licensed by the Board.**
 - b) May not indicate in any way neither verbally nor in writing that they are licensed by the Board**
 - c) May not use any words, letters, titles, or figures indicating or implying that they are a Professional Counselor of any kind or that they engage in Professional Counseling as a profession.**

Rule 135-10-.03 Practice in Business Entities

- **Persons who do not hold any valid license issued by the Composite Board may not practice Professional Counseling for any corporation, partnership, association, or business which uses in its name any of the words, letters, titles, or figures in Rule 135-10-.02.**

RULE 135-10: ADVERTISING (CON'T)

Rule 135-10-.04 Exceptions

- **Prohibitions listed in Rule 135-10-.02 shall not apply to persons exempt under O.C.G.A. 43-10a-7(b).**
- **Prohibitions listed in Rule 135-10-.03 shall not apply to persons exempt under O.C.G.A. 43-10a-7(c).**

Rule 135-10-.05 Business Entities

- **Any employee, officer, or agent of a corporation, partnership, association, or business entity is practicing Professional Counseling but does not hold a valid APC or LPC license issued by the Composite Board, that business may not use in its name any of the words, letters, titles, or figures noted in Rule 135-10.02 unless exempted under O.C.G.A. 43-10a-21(a).**

RULE 135-11: TELEMENTAL HEALTH (TMH)

Rule 135-11-.01 TeleMental Health

a) Definitions

Word/Phrase	Definition
Asynchronous store and forward	The transmission of a client's information from an originating site to a licensee at a distant site without the presence of the client.
Distant site	A site or location from which services are delivered by a licensee via a technology-assisted media.
Licensee	A person licensed in the state of Georgia as a Professional Counselor, Social Worker or Marriage and Family Therapist, including Associate licensees.
Originating Site	A site where a client is located at the time TeleMental Health services are provided via technology-assisted media or where the asynchronous store and forward services originates
Synchronous Interaction	A real-time interaction between a client and a licensee located at a distant site.
Telemental Health	The mode of delivering services via technology-assisted media, such as but not limited to, a telephone, video, internet, a smartphone, tablet, PC desktop system or other electronic means using appropriate encryption technology for electronic health information. TeleMental Health facilitates client self-management and support for clients and includes synchronous interactions and asynchronous store and forward transfers.
Telemental Health Supervision	the delivery of supervision via technology-assisted media by a supervisor at one site while the supervisee is located at a distant site. Telemental health supervision may include, without being limited to, the review of case presentation, audio tapes, video tapes, and observation in order to promote the development of the practitioner's clinical skills.

RULE 135-11: TELEMENTAL HEALTH (TMH)

Rule 135-11-.01 TeleMental Health (con't)

b) Provisions

1. **Training for Licensee:** Prior to the delivery of clinical TeleMental Health, the licensee shall have obtained a *minimum of six (6) continuing education* hours specific to Telemental Health. The continuing education hours may include but are not limited to the following, in the discretion of the Board:
 - I. Internet use dependency and psychological problems
 - II. Research in Telemental Health
 - III. Intake and Assessment
 - IV. Delivery Methods
 - V. Theory Integration
 - VI. Termination
 - VII. Risk Management
 - VIII. Business of Telemental health

If the licensee has taken the hours required in this section within the last 5 years, those hours do not need to be repeated in order to meet requirements in this section.

RULE 135-11: TELEMENTAL HEALTH (TMH)

Rule 135-11-.01 TeleMental Health (con't)

b. Provisions (con't)

2. Supervision

i. Training of the TeleMental Health Supervisor:

- Prior to the delivery of supervision via telemental health, the supervisor shall have obtained a minimum of nine (9) hours of continuing education.
- The continuing education hours may include the same eight (8) categories identified under "Training for Licensee" (see slide 48)
- Plus, must also include three (3) hours in the category of: Supervising TeleMental Health Therapy - understanding the key components necessary to supervise effective, and efficient delivery of telemental health therapy.

ii. If the supervisor has taken the TMH hours required within the last five (5) years, those hours do not need to be repeated.

iii. Supervisors and supervision must meet the requirements of the specialty found in Board rules 135-5. See slides

iv. Prior to the supervision via TMH, the supervisor at the distant site shall inform the supervisee that TMH will be used and the supervisor will obtain verbal and written consent from the supervisee for its use.

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RULE 135-11: TELEMENTAL HEALTH (TMH)

Rule 135-11-.01 TeleMental Health (con't)

b. Provisions (con't)

3. **Informed Consent:** Prior to the delivery of TMH services by a licensee via technology-assisted media, the licensee at the distant site shall inform the client that TMH services via technology-assisted media will be used,
 - *The licensee shall obtain verbal and written consent from the client for this use.*
 - *The verbal and written consent shall be documented in the client's record.*
 - *Consent must include disclosure of the use of any third party vendor such as a record keeping, billing service or legal counsel.*
4. **Client Assessment:** Careful assessment using assessment instruments as appropriate is required in order to determine whether an individual may be properly assessed and/or treated via TMH services through technology-assisted media.
 - *Clients who cannot be treated properly via TMH services should be treated in person, or else they should not be accepted as clients or, if already accepted, properly terminated with appropriate referrals.*
5. **Code of Ethics:** The failure of a licensee to comply with these requirements shall constitute unprofessional conduct under the Code of Ethics as described in Board rule 135-7.
 - *A licensee delivering health care services via TMH shall comply with all Code of Ethics requirements as described in Board rule 135-7.*

RULE 135-11: TELEMENTAL HEALTH (TMH)

Rule 135-11-.01 TeleMental Health (con't)

b. Provisions (con't)

6. **Scope of Practice:** This rule shall not be construed to alter the scope of practice of any licensee or authorize the delivery of services in a setting – or in a manner – not otherwise authorized by law.
 7. **Out-of-State Clients:** Licensees who want to offer TMH services outside of the state are advised to check with the state board in which the client resides for information about TMH regulations outside of GA.
- c. Continuing education hours obtained in relation to this rule and within a two year period may be applied to the thirty-five (35) required hours for that licensure cycle/expiration date.

RULE 135-12: TESTING AND ASSESSMENT

Rule 135-12-.01 Testing and Assessment Instruments

- 1) LPC's are not allowed to perform psychological testing - or represent their use of any testing or assessment as psychological testing – unless he/she is also licensed to practice psychology under GA law 43-49.**
- 2) Persons licensed as Professional Counselors may**
 - a) Administer and interpret assessment instruments to evaluate emotional and mental problems and conditions: cognitive, behavioral, or affective**
 - b) Administer and interpret educational and vocational instruments**
 - c) Administer and interpret any other assessments or tests which he/she is qualified to employ by his/her education, training, or experience.**
- 3) Social Workers (N/A)**
- 4) Marriage & Family Therapists (N/A)**

RULE 135-12: TESTING AND ASSESSMENT

Rule 135-12-.01 Testing and Assessment Instruments (con't)

5) The use of these testing and assessment instruments by Professional Counselors

a) May include but is not limited to:

- Administering and interpreting educational and vocational tests
- Interest Inventories
- Functional Assessments
- Tests that evaluate marital and family functioning
- Mental health symptom screening and assessment instruments that evaluate emotional, mental, behavioral, and interpersonal problems or conditions including substance abuse, health, and disability provided that the use of these assessments:
 - *Does not include rendering a diagnosis of a mental or nervous disorder or illness*
 - *Including but not limited to organic brain disorders, brain damage, or other neuropsychological functioning or conditions*
 - *And provided that the licensee has obtained university level graduate training or substantially equivalent supervised experience in the use of the test or assessment instrument.*

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RULE 135-12: TESTING AND ASSESSMENT

Rule 135-12-.01 Testing and Assessment Instruments (con't)

5) The use of these testing and assessment instruments by Professional Counselors

- b) May also include other assessments or tests which the licensee is qualified to employ by virtue of his or her education, training, or experience
 - Provided that the use of these assessment instruments does not include rendering a diagnosis of a mental or nervous disorder or illness
 - *Including but not limited to organic brain disorders, brain damage, or other neuropsychological functioning or conditions.*

LPC's are not allowed to perform psychological testing - or represent their use of any testing or assessment as psychological testing – unless he/she is also licensed to practice psychology under GA law 43-49

RULE 135-12: TESTING AND ASSESSMENT (CON'T)

Rule 135-12-.02 Diagnosis

- 1) **Persons licensed under this chapter as a Professional Counselor who comply with this section shall be authorized to diagnose and treat mental, emotional, and behavioral disorders through the use of current classification systems such as the DSM or the ICD**
- 2) **On or before January 1, 2018, any person licensed under O.C.G.A. 43-10A working with people with mental illness, developmental disabilities, or substance abuse shall**
 - *Complete a curriculum of education relating to diagnosing mental disorders, as reflected on an official transcript, to be submitted to the Board upon request.*
 - *Existing licensees whose transcripts demonstrate completion of an acceptable three semester hours or five quarter hours (forty-five clock hours) graduate level course or an organized training program recognized by the Board shall be deemed to have met this requirement of training and education.*
 - *A graduate level course, such as psychopathology, DSM or other course with similar content, by a regionally accredited university or an organized training program recognized and/or approved by the Board in mental disorders and diagnosing mental disorders consisting of a minimum of three semester hours or five quarter hours (forty-five clock hours) may satisfy this requirement.*
 - *The Board recognizes courses may have a variety of names depending on the course provider;*
 - *The Board may request additional information to determine course or program approval.*
 - *The Board will recognize training programs that are approved by the Georgia chapters of the Licensed Professional Counselors Association (LPCA-GA), the National Association of Social Workers (NASW), Georgia Society of Clinical Social Work (GSCSW) and/or Georgia Marriage and Family Therapist Association (GAMFT).*

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RULE 135-12: TESTING AND ASSESSMENT

Rule 135-12-.02 Diagnosis (con't)

- 3) As of April 26, 2016, persons licensed under this chapter with at least ten years of experience as a Professional Counselor working with people with mental illness, developmental disabilities, or substance abuse and in good standing with the Board are exempt from this requirement.
- 4) Licensees who :
 - *complete an acceptable graduate level course consisting of three (3) semester hours or five (5) quarter hours (forty-five clock hours), or an organized training program recognized by the Board, relating to diagnosing mental disorders as defined in (2) above*
 - *And which was completed between October 1, 2016 and January 1, 2018 will satisfy the required 35 continuing education hours for the renewal ending September 30, 2018.*

RULE 135-13: MILITARY SPOUSES AND TRANSITIONING SERVICE MEMBERS

Rule 135-13-.01 Military Spouses and Transitioning Service Members

- ▶ **(1) As used in this rule, the following terms shall mean:**
 - ▶ **(a) "Military" means the United States Armed Forces including the National Guard**
 - ▶ **(b) "Military Spouse" means the spouse of a service member or a transitioning service member**
 - ▶ **(c) "Service Member" means an active or reserve member of the United States armed forces including the National Guard.**
 - ▶ **(d) "Transitioning Service Member" means a member of the military on active duty status on separation leave who is within 24 months of retirement or 12 months of separation**
- ▶ **(2) Effective July 1, 2017, military spouses and transitioning service members may qualify for expedited processing of the licensing application by showing:**
 - **That the applicant is a military spouse or a transitioning service member**
 - **That the applicant has paid the fee**
 - **That the applicant meets the requirements for a license under the laws and rules for the type of license for which the applicant has applied.**

ADDITIONAL NOTES

1. **These rules can sometimes seem complex and vague. Take the time to read through them carefully. Clinical supervisors are responsible for the care that their supervisees provide to clients, so it is important that the supervisors are able to provide clear and accurate guidance as the supervisees progress through the process for full licensure as an LPC.**
2. **As a CPCS, you are held to the ethical codes the LPCA of GA *CPCS Code of Ethics* in addition to the ethical codes of the other organizations of which you are a member or with which you have a professional relationship. Take time to read through the *CPCS Code of Ethics*, which can be found on: www.lpcaga.org Then click on the supervision tab.**
3. **Familiarize yourself with the Composite Board website at: www.sos.ga.gov/plb/counselors Most information related to the Professional Counselor profession can be found here including Board schedules, approved minutes, proposed changes in rules, new rules, online applications, the Board rules, complaint forms, etc.**
4. **The Licensed Professional Counselor Association of GA (LPCA of GA) is another very useful site for all things related to Professional Counselors and their clinical supervisors. You can access this website at: www.lpcaga.org**
5. **LPCA of GA approves and maintains the Certified Professional Counselor Supervisor credential. There are many resources available on this site to assist a clinical supervisor is providing supervisees with timely, clear, and accurate information for teaching and guiding the supervisees through the process of LPC licensure.**

EXAM INSTRUCTIONS

► **It is strongly encouraged that you read through the Composite Board rules before taking the Exam.**

1. ***This exam consists of ,,,, items that are either multiple choice or true/false items.***
2. ***You will have..... Minutes to complete the exam.***
3. ***Read each item completely before you respond.***
4. ***If you choose an incorrect response, go to the Board rule noted in the item in order to find the correct response.***
5. ***There are direct links to each of the Board rules in the exam or you can go to the Board website (See next slide).***
6. ***You must score a 75 in order to pass this exam.***
7. ***If you do not pass, you can retake the exam as many times as is needed to get a passing score.***
8. ***There are three (3) different exams, so you might not get the same exam twice if you must retake it.***

WEBSITE FOR THE COMPOSITE BOARD RULES

www.sos.ga.gov/plb/counselors

- 1. Click on the “Laws, Policies, and Rules” tab**
- 2. Click on “Board Rules”**
- 3. Double click on the Board rule you want to read.**