

MARYLAND REGISTER

## Proposed Action on Regulations

<b>Transmittal Sheet</b>  <b>PROPOSED OR REPROPOSED</b>  <b>Actions on Regulations</b>	<b>Date Filed with AELR Committee</b>	<b>TO BE COMPLETED BY DSD</b>
	09/28/2020	Date Filed with Division of State Documents
		Document Number
		Date of Publication in MD Register

1. Desired date of publication in Maryland Register: 11/6/2020

2. COMAR Codification

**Title Subtitle Chapter Regulation**

10	58	07	02-.16
10	58	13	01-.08
10	58	14	01-.08

3. Name of Promulgating Authority

Department of Health and Mental Hygiene

4. Name of Regulations Coordinator

Jake Whitaker

Telephone Number

410-767-6499

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5. Name of Person to Call About this Document

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6. Check applicable items:

X- New Regulations

X- Amendments to Existing Regulations

Date when existing text was downloaded from COMAR online: July 12, 2019.

- Repeal of Existing Regulations

- Recodification

Incorporation by Reference of Documents Requiring DSD Approval

Reproposal of Substantively Different Text:

: \_\_\_\_\_ Md. R  
(vol.) (issue) (page nos) (date)

Under Maryland Register docket no.: --P.

**7. Is there emergency text which is identical to this proposal:**

Yes - No

**8. Incorporation by Reference**

Check if applicable: Incorporation by Reference (IBR) approval form(s) attached and 18 copies of documents proposed for incorporation submitted to DSD. (Submit 18 paper copies of IBR document to DSD and one copy to AELR.)

**9. Public Body - Open Meeting**

- OPTIONAL - If promulgating authority is a public body, check to include a sentence in the Notice of Proposed Action that proposed action was considered at an open meeting held pursuant to General Provisions Article, §3-302(c), Annotated Code of Maryland.

OPTIONAL - If promulgating authority is a public body, check to include a paragraph that final action will be considered at an open meeting.

**10. Children's Environmental Health and Protection**

Check if the system should send a copy of the proposal to the Children's Environmental Health and Protection Advisory Council.

**11. Certificate of Authorized Officer**

I certify that the attached document is in compliance with the Administrative Procedure Act. I also certify that the attached text has been approved for legality by Rhonda Edwards, Assistant Attorney General, (telephone #410-767-6023) on October 25, 2019. A written copy of the approval is on file at this agency.

**Name of Authorized Officer**

Robert R. Neall

**Title**

Secretary of Health

**Telephone No.**

410-767-6500

**Date**

September 2, 2020

## **Title 10**

### **DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

#### **Subtitle 58 BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS**

**10.58.07 Alcohol and Drug Counselors — Requirements for Certification and Licensure**

**Subtitle 58 BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS  
10.58.13 Supervision Requirements for Licensed Graduate Alcohol and Drug Counselors and Graduate-Level Trainees**

**Subtitle 58 BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS  
10.58.14 Supervision Requirements for Certified Alcohol and Drug Counselors and Trainees Pursuing Certification**

Authority: See Attached.

**Notice of Proposed Action**

□

The Secretary of Health proposes to :

- (1) Amend Regulations .02, .04, .10—.12, adopt new Regulations .03, .13—.16, amend and recodify existing Regulations .03 and .05—.08 to be .05—.09, and repeal existing Regulations .09 and .13, under COMAR 10.58.07 Alcohol and Drug Counselors — Requirements for Certification and Licensure;
- (2) Repeal in its entirety Regulations .01—.08 under COMAR 10.58.13 Supervision Requirements for Licensed Graduate Alcohol and Drug Counselors and Graduate-Level Trainees; and
- (3) Repeal in its entirety Regulations .01—.08 under COMAR 10.58.14 Supervision Requirements for Certified Alcohol and Drug Counselors and Trainees Pursuing Certification.

This action was considered by the Board of Professional Counselors and Therapists at a public meeting on October 18, 2019, notice of which was given by publication on the Board's website at <https://health.maryland.gov/bopc/Pages/index.aspx> pursuant to General Provisions Article, §3-302(c), Annotated Code of Maryland.

**Statement of Purpose**

The purpose of this action is to :

- (1) Reorganize and consolidate language into a single chapter, COMAR 10.58.07, from COMAR 10.58.01, 10.58.13 and 10.58.14 pertaining to all alcohol and drug licensees, certificate holders and trainees;
- (2) Delete or amend obsolete information to more accurately reflect statutory requirements;
- (3) Clarify certain procedures for the administrative processing of applications;
- (4) Provide that alcohol and drug trainees are required to obtain a criminal history records check and are subject to the same disciplinary sanctions that currently apply to other certified or licensed alcohol and drug counselors as set forth in chapters 408 and 409, Acts of 2019; and
- (5) Remove from regulations the requirement that the Board issue paper licenses and certificates.

### **Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

### **Estimate of Economic Impact**

The proposed action has no economic impact.

### **Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

### **Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

### **Opportunity for Public Comment**

Comments may be sent to Jake Whitaker, Acting Director, Office of Regulation and Policy Coordination, Maryland Department of Health, 201 West Preston Street, Room 512, Baltimore, MD 21201, or call 410-767-6499 TTY: 800-735-2258, or email to [mdh.regs@maryland.gov](mailto:mdh.regs@maryland.gov), or fax to 410-767-6483. Comments will be accepted through December 7, 2020. A public hearing has not been scheduled.

### **Economic Impact Statement Part C**

A. Fiscal Year in which regulations will become effective: FY 2021

B. Does the budget for the fiscal year in which regulations become effective contain funds to implement the regulations?

C. If 'yes', state whether general, special (exact name), or federal funds will be used:

D. If 'no', identify the source(s) of funds necessary for implementation of these regulations:

E. If these regulations have no economic impact under Part A, indicate reason briefly: There are no additional fees or expenses related to the licensure, certification or trainee status of clinical and graduate alcohol and drug counselors as a result of this proposal.

F. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.

See E. above.

G. Small Business Worksheet:

## Title 10

# MARYLAND DEPARTMENT OF HEALTH

## Subtitle 58 BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS

### 10.58.07 Alcohol and Drug Counselors — Requirements for Certification and Licensure

Authority: Health Occupations Article, §§17-101, 17-102, 17-205, 17-301, 17-302, 17-305, 17-308, 17-309, 17-401(b), 17-403—17-407, and 17-501—17-509, Annotated Code of Maryland

#### .02 Definitions.

A. (text unchanged)

B. Terms Defined.

(1) "[A regionally] *An accredited educational institution*" means a *Board-approved* college or university that is accredited [through] by a *national or regional accrediting body* recognized by the [U.S. Department of Education and approved by the Board] *Council on Post-Secondary Accreditation or through one of the following bodies recognized by the U.S. Department of Education:*

(a) *The Middle States Association of Colleges and Schools – the Commission on Higher Education;*

(b) *The New England Association of Schools and Colleges;*

(c) *The North Central Association of Schools and Colleges;*

(d) *The Northwest Association of Schools and of Colleges and Universities;*

(e) *The Southern Association of Colleges and Schools;* or

(f) *The Western Association of Colleges and Schools.*

(2) ["Alcohol and drug counseling" means assisting an individual, a family, or a group through the client-counselor relationship to:

(a) Develop an understanding of intrapersonal and interpersonal substance abuse problems;

(b) Define goals relating to substance abuse;

(c) Make decisions relating to substance abuse;

(d) Plan a course of action reflecting the needs, interests, and abilities of the individual, family, or group relating to substance abuse; and

(e) Use informational and community substance abuse resources relating to personal, social, emotional, educational, and vocational development and adjustment] "*Appraisal*" means:

(a) *Selecting, administering, scoring, and interpreting instruments designed to assess an individual's aptitudes, attitudes, abilities, achievements, interests, and personal characteristics; and*

(b) *Using non-standardized methods and techniques for understanding human behavior in relation to coping with, adapting to, or changing life situations.*

(3) "Approved alcohol and drug counselor supervisor" means a *Board-approved:*

(a) [A licensed] *Licensed* clinical alcohol and drug counselor [approved by the Board];

(b) [A health-care] *Health-care* provider:

(i) Licensed under the Health Occupations Article, Annotated Code of Maryland; *and*

(ii) With 3 years of documented experience in alcohol and drug counseling; [and]

[(iii) Approved by the Board;]

(c) [A certified] *Certified* professional counselor — alcohol and drug[, approved by the Board]; [or]

(d) [A certified] *Certified* associate counselor — alcohol and drug with 3 years of documented experience in alcohol and drug counseling[, and approved by the Board.];

(e) *Licensed clinical professional counselor;*

(f) *Licensed clinical marriage and family therapist; or*

(g) *Licensed clinical professional art therapist.*

(4) (text unchanged)

(5) "Case management" means the provision of services which assist participants in gaining access to:

(a) The full range of substance abuse services; *or*

(b) Any additional needed medical, social, financial assistance, counseling, educational, housing[; or

(c) Other support services, as defined in COMAR 10.09.45].

(6)—(9) (text unchanged)

(10) *"Direct clinical counseling services" means the provision of face-to-face clinical professional counseling services to clients and their significant others that includes, but is not limited to the following:*

- (a) *Individual counseling;*
- (b) *Group counseling;*
- (c) *Family counseling;*
- (d) *Couples counseling;*
- (e) *Evaluation;*
- (f) *Intake or Assessment;*
- (g) *Diagnosis;*
- (h) *Treatment planning with a client; and*
- (i) *Crisis management or intervention.*

[(10)] (11) (text unchanged)

[(11)] (12) Face-to-Face.

(a) "Face-to-face" means [supervision provided by a supervisor] in the physical presence of [the individuals involved in the supervisory relationship during either:

- (i) Individual or group supervision; or
- (ii) Using video conferencing that allows individuals to hear and see each other] *an individual or using video conferencing which allows individuals to hear and see each other in [actual] synchronous points of time.*

(b) "Face-to-face" does not include:

- (i) (text unchanged)
- (ii) Internet communication [such as email and social networking websites; or
- (iii) Instant messaging] that does not involve [real-time] *synchronous* video conferencing, *such as instant messaging services and social networking sites.*

[(12)] (13) (text unchanged)

[(13)] (14) "Immediately available supervision" means supervision provided by a supervisor who is instantly available[.];

(a)—(c) (text unchanged)

(15) *"Indirect clinical counseling services" means all case management and professional development activities related to the provision of clinical professional counseling services to a client that include but are not limited to the following:*

- (a) *Referral;*
- (b) *Intake or assessment by telephone or other means when client is not face-to-face;*
- (c) *Receiving individual and group supervision at site or at the university;*
- (d) *Consultation with other professionals;*
- (e) *Treatment planning with other professionals;*
- (f) *Case staffing;*
- (g) *Staff meetings;*
- (h) *Related trainings and seminars;*
- (i) *Record keeping;*
- (j) *Report writing;*
- (k) *Case notes;*
- (l) *Providing clinical training;*
- (m) *Telephone triage;*
- (n) *Case management;*
- (o) *Program development; and*
- (p) *Other clinical professional counselor administrative duties as required by the setting in which the clinical hours are accrued.*

[(14)] (16) "Licensed graduate alcohol and drug counselor" means an individual approved by the Board to practice graduate alcohol and drug counseling under the supervision of an approved alcohol and drug counselor supervisor while fulfilling the supervised clinical experience for licensure under:

- (a) (text unchanged)
- (b) Regulation [.03] .04 of this chapter.

[(15)] (17) (text unchanged)

[(16)] (18) Ongoing Process of Supervision.

(a) (text unchanged)

(b) "Ongoing process of supervision" includes[, but is not limited to, direct and face-to-face] *close, moderate, or clinical* supervision of an individual or a group.

[(17)] (19)—[(19)] (21) (text unchanged)

(22) *"Psychotherapy" means providing clinical services which involve:*

(a) *The professional application of psychotherapy and counseling theories and methods including but not limited to, psychodynamic, cognitive, behavioral, humanistic, systems theories, or trauma informed care to assist the client in:*

- (i) *Improving functioning;*
  - (ii) *Obtaining symptom relief;*
  - (iii) *Preventing psychosocial dysfunction;*
  - (iv) *Changing personality; or*
  - (v) *Maintaining improved functioning; and*
- (b) *Situations in which the principle discourse involves, but is not limited to:*
- (i) *Diagnosis of psychopathology based on standard diagnostic criteria;*
  - (ii) *Psychotherapeutic treatment of mental disorders, emotional disorders, and adjustment reactions utilizing clinically appropriate treatment modalities;*
  - (iii) *Childhood trauma and abuse;*
  - (iv) *Identifying and changing self-defeating patterns of behaving, thinking, feeling, believing, or interacting with others in systems;*
  - (v) *Developmental issues;*
  - (vi) *Personality development; or*
  - (vii) *Problems related to disorders of thinking, emotional suffering, addictions, behavior, or interpersonal dysfunctions.*

(23) *"Relative" means an individual connected to another by:*

- (a) *Blood;*
- (b) *Marriage;*
- (c) *Guardianship; or*
- (d) *Domestic partnership.*

[(20)] (24) (text unchanged)

(25) *"Scope of competence" means that area within which the individual is proficient to practice based on:*

- (a) *Education;*
- (b) *Training;*
- (c) *Supervised clinical experience; and*
- (d) *Professional credentials.*

[(21)] (26) "Substance use disorders (SUDs)" means any problematic pattern of substance use leading to clinically significant impairment or distress, which is diagnosed using specified terms and criteria identified in the current editions of the:

- (a) *Diagnostic and Statistical Manual of Mental Disorders (DSM); or [the]*
- (b) *International Classification of Diseases and Related Health Problems (ICD).*

[(22)] "Substantially equivalent" means a degree in a program of studies approved by the Board to include, but not be limited to, the following for:

- (a) *Licensure purposes:*
  - (i) *A doctoral degree with a minimum of 90 graduate semester credit hours or 135 graduate quarter hours or a master's degree with a minimum of 60 graduate semester credit hours or 90 graduate quarter credit hours; and*
  - (ii) *A minimum of 51 credits in counseling, containing the required alcohol and drug coursework for the license, as specified in Regulation .03B(4) and (6) of this chapter;*
- (b) *Certification at the bachelor's level:*
  - (i) *A bachelor's degree from a regionally accredited educational institution; and*
  - (ii) *A minimum of 45 credits in counseling, including the required alcohol and drug coursework for the level of certification sought, as specified in Regulations .06C(4) and .07D(4), of this chapter;*
- (c) *Certification at the associate's level:*
  - (i) *An associate's degree from a regionally accredited educational institution; and*
  - (ii) *A minimum of 30 credits in counseling, including the required alcohol and drug coursework for the level of certification sought, as specified in Regulations .06C(4) and .07D(4) of this chapter.]*

[(23)] (27) "Supervised *clinical* experience in alcohol and drug counseling" means alcohol and drug counseling services provided under the close or moderate supervision of an approved licensed or certified alcohol and drug counselor supervisor.

(28) *"Supervisee" means the following who obtains the supervised clinical experience required by Health Occupations Article, §17-302, Annotated Code of Maryland:*

- (a) *A licensed graduate alcohol and drug counselor;*
- (b) *A certified associate counselor — alcohol and drug;*
- (c) *A certified supervised counselor — alcohol and drug; or*
- (d) *An alcohol and drug trainee.*

[(24)] (29) Supervision.

- (a) (text unchanged)

(b) "Supervision" includes an acceptance of direct responsibility for the patient services rendered by the supervisee, including continuous availability to the supervisee:

(i)—(iii) (text unchanged)

(iv) By designation of one or more supervisors in the absence of the supervisor of record as defined in [COMAR 10.58.13] *Regulations .13—.16 of this chapter.*

[(25)] (30) "Trauma informed care" means including in treatment an approach that:

(a) (text unchanged)

(b) Addresses the vulnerabilities or triggers for these individuals [without causing the trauma to re-occur] *while minimizing any harm.*

[(26)] (31) "Under the supervision of an approved alcohol and drug counselor supervisor" means:

(a) Engaging in an ongoing process that includes direct, on-site, face-to-face individual or group meetings focused on quality of delivery of alcohol and drug counseling services; [and]

(b) *Monitoring the performance of a:*

(i) *Licensed graduate alcohol and drug counselor*

(ii) *Certified associate counselor — alcohol and drug;*

(iii) *Certified supervised counselor — alcohol and drug; or*

(iv) *Alcohol and drug trainee;*

(c) *Providing documented and direct consultation, guidance, and instruction with respect to clinical skill and competency; and*

[(b)] (d) (text unchanged)

[(27)] "Workshop" means a meeting or meetings of general sessions and face-to-face groups with a leader who:

(a) Is an expert in the defined content area; and

(b) Imparts information to participants who have an ample opportunity to interact.]

(32) "*Written contract for supervision*" means a Board-approved agreement between the supervisee and approved supervisor that is initiated before beginning supervision and that details the scope of supervision and includes at a minimum the following:

(a) *Name and credentials of the supervisor and the supervisee;*

(b) *Primary purpose, goals, and objectives of the supervision process;*

(c) *Details of provisions, including frequency, format, and case or chart review;*

(d) *Methods of documentation;*

(e) *Duties and responsibilities of the supervisor and the supervisee;*

(f) *Procedural considerations in the case of the supervisor's absence; and*

(g) *Information regarding the supervisor's scope of competence.*

### **.03 Application Process for Certification, Licensure and Trainee Status.**

A. *In order to obtain a certificate or license or to be eligible for trainee status, an applicant shall:*

(1) *Complete and return the Board-approved application;*

(2) *Submit an official transcript from an accredited educational institution indicating the:*

(a) *Completion of the highest degree attained; and*

(b) *Coursework required for:*

(i) *Licensure;*

(ii) *Certification; or*

(iii) *Trainee status;*

(3) *Pay all applicable fees set forth in COMAR 10.58.02;*

(4) *Submit to a criminal history background check in accordance with Health Occupations Article, §17-501.1, Annotated Code of Maryland;*

(5) *Be of good moral character; and*

(6) *Be at least 18 years old.*

B. *The Board shall act upon applications as follows:*

(1) *Within 30 days after receipt of an application, the Board shall determine whether the application is complete;*

(2) *If the Board determines that the application is not complete, the Board shall send a notice of deficiency to the applicant;*

(3) *Upon receipt of the notice, the applicant shall correct the deficiency within 90 days, or other period specified in the notice;*

(4) *If the applicant fails to correct the deficiency within the required period, the application may lapse and the applicant shall be required to:*

(a) *Submit a new application; and*

(b) *Pay the non-refundable fee set forth in COMAR 10.58.02;*

(5) *If the Board determines that an applicant is eligible to take the required examinations, the Board shall send a notice of approval to the applicant;*

(6) *Upon receipt of the approval notice, the applicant shall have 1 year from the date of the notice to take the examinations; and*

(7) If the applicant fails to take the examinations within 1 year from the date of the approval notice, the requirements set forth under §B(4) of this regulation shall apply.

#### **.04 Licensed Graduate Alcohol and Drug Counselors.**

A. Scope of Practice. The scope of practice for a licensed graduate alcohol and drug counselor includes the following activities to be performed under the clinical supervision of [a Board-approved] *an approved* alcohol and drug counselor supervisor:

(1)—(8) (text unchanged)

B. Licensure. To qualify for licensure as a graduate alcohol and drug counselor, an applicant shall *have*:

[(1) Submit a completed Board-approved application and include documentation of post-graduate experience;

(2) Pay all applicable fees set forth in COMAR 10.58.02;]

[(3)] (1) [Complete] *Completed* one of the following from [a regionally] *an* accredited educational institution:

(a) A master's degree in a health and human services counseling field [approved by the Board or in a program of studies determined by the Board to be substantially equivalent] with:

(i) A minimum of [48] *60* graduate semester credit hours; or

(ii) [72] *90* graduate quarter credit hours; [or]

(b) A doctoral degree in a health and human services counseling field [approved by the Board or in a program of studies determined by the Board to be substantially equivalent] with:

(i) (text unchanged)

(ii) 135 graduate quarter credit hours; *or*

(c) *A master's degree and have completed a program of studies determined by the Board to be substantially equivalent in subject matter with a minimum of 60 credit hours in counseling, including the required alcohol and drug coursework for the license, as specified in §B(2) and (4) of this regulation;*

[(4)] (2) [Complete] *Completed* a minimum of 39 semester credit hours or 65 quarter credit hours in alcohol and drug counselor training from [a regionally] *an* accredited educational institution including:

(a) [A] 3 semester credit [hour] *hours* or 5 quarter credit [hour course] *hours of coursework* [taken at a regionally accredited educational institution] in each of the following *course content areas*:

(i) [Medical aspects of chemical dependency] *Pharmacology*;

[(ii)] (iv) (text unchanged)

[(iii)] (v) Ethics that [includes] *include* alcohol and drug counseling issues; *and*

[(iv)] (vi) Abnormal psychology; *and*

[(v)] (ii) Group counseling; [and]

[(vi)] (iii) Individual counseling; [and]

(b) Any three of the following 3 semester credit [hour] *hours* or 5 quarter credit [hour courses taken at a regionally accredited educational institution] *hours of coursework in each of the following course content areas*:

[(i)] (v) (text unchanged)

(ii) (text unchanged)

[(iii)] (i) (text unchanged)

(iv) (text unchanged)

[(v)] (iii) (text unchanged)

[(5)] (3) [Complete] *Completed* one of the following:

(a) (text unchanged)

(b) A minimum of 1,000 hours of alcohol and drug counseling work completed *as a certified associate counselor – alcohol and drug, a certified supervised counselor – alcohol and drug, or an alcohol and drug trainee* under and verified by [a Board-approved] *an approved* alcohol and drug counselor supervisor;

[(6)] (4) [Complete] *Completed* a minimum of 3 graduate semester credit hours or 5 quarter *credit* hours in each of the following *course content areas*:

[(a) Personality development;]

[(b)] (a)—[(c)] (b) (text unchanged)

[(7)] (5) [Achieve] *Achieved* a passing score on:

(a)—(b) (text unchanged)

[(8) Submit to a criminal background check;

(9) Be of good moral character; and]

(6) *Met all of the requirements set forth under Regulation .03 of this chapter; and*

[(10)] (7) [Comply] *Complied* with:

(a)—(b) (text unchanged)

C. Licensed graduate alcohol and drug counselors shall [conspicuously display their license or certificate and a] *have available for inspection* a professional disclosure statement, as [set forth in Regulation .03C of this chapter] *described in Health Occupations Article, §17-507, Annotated Code of Maryland, that*:

(1) *Clearly states that the counseling services are provided under supervision; and*

(2) *Provides the name, title, and credentials of the supervisor of record, including the supervisor's address and contact information.*

D. *Reexamination. An applicant who fails an examination for licensure:*

(1) *May retake the exam if:*

(a) *It is within the time frame set by the applicable testing authority; or*

(b) *A waiver is approved by the Board to extend the testing deadline upon proof of exceptional circumstances;*

or

(2) *Shall be required to:*

(a) *Submit a new application; and*

(b) *Pay the non-refundable fee set forth in COMAR 10.58.02.*

[D.] E. The Board shall act upon applications [within a 6 month period] as set forth under Regulation [.03D] .03B of this chapter.

[E. A licensed graduate alcohol and drug counselor shall practice alcohol and drug counseling under the supervision of a Board-approved alcohol and drug counselor supervisor who is:

(1) A licensed clinical alcohol and drug counselor;

(2) A licensed clinical professional counselor;

(3) A licensed clinical marriage and family therapist;

(4) A licensed clinical professional art therapist; or

(5) An approved clinical alcohol and drug supervisor as defined in COMAR 10.58.13.02.]

F. (text unchanged)

G. Expiration and [Renewal] *Extension.*

(1) (text unchanged)

[(2)] (3) [The] *For the graduate alcohol and drug counselor [shall comply with the renewal requirements as provided in Health Occupations Article, §17-504, Annotated Code of Maryland, and COMAR 10.58.05.03—.06] who has been granted a 2-year extension, CEUs are not required for the first 2-year extension. Subsequent extensions approved by the Board shall be subject to the continuing education requirements in COMAR 10.58.05.*

[(3)] (2) *If the graduate alcohol and drug counselor licensee is unable to accumulate the required clinical hours for licensure as a clinical alcohol and drug counselor in 2 years, the graduate alcohol and drug counselor may apply on a Board-approved form for a 2-year [renewal of a] extension before the current license as a graduate alcohol and drug counselor expires, up to a maximum of 6 years, except as provided in §G(4) of this regulation.*

(4) *[If a licensed graduate alcohol and drug counselor licensee notifies the Board in writing, the Board may consider a license extension beyond the 6-year maximum as set forth in §G(3) of this regulation] A graduate alcohol and drug counselor shall submit a written request for an extension beyond the 6-year maximum, which the Board may grant in certain circumstances.*

[(5) To renew licensure as a graduate alcohol and drug counselor, the applicant shall:

(a) Complete a Board-approved renewal application;

(b) Pay all applicable fees set forth in COMAR 10.58.02; and

(c) Attest to completion of continuing education activities as specified in COMAR 10.58.05.05 and .06.]

H. *Reinstatement.* [The Board may reinstate the license of a licensed graduate alcohol and drug counselor as set forth under Regulation .03F of this chapter.]

(1) *Within 5 calendar years after the license renewal date, the Board may reinstate the license of a licensed graduate alcohol and drug counselor otherwise entitled to reinstatement under Health Occupations Article, §17-505(b), Annotated Code of Maryland, whose license was not renewed for any reason, if the licensee:*

(a) *Completes the required CEUs as set forth under COMAR 10.58.05;*

(b) *Meets the current licensure requirements; and*

(c) *Pays the reinstatement fee as set forth under COMAR 10.58.02.*

(2) *CEUs which are acquired in order to reinstate under COMAR 10.58.05.05 and .06 may be credited only once and may not be credited for any future renewals.*

(3) *For any licensed graduate alcohol and drug counselor whose license has expired more than 5 calendar years before the request for reinstatement, a new application for licensure shall be completed and the current licensure requirements shall be met.*

(4) *An individual who fails to reinstate licensure is not authorized to and may not practice clinical alcohol and drug counseling.*

I. *Inactive Status.* [The guidelines for inactive status are set forth under Regulation .03G of this chapter.] *A licensed graduate alcohol and drug counselor may request inactive status:*

(1) *In accordance with Health Occupations Article, §17-505, Annotated Code of Maryland, a request to transfer a license to inactive status shall be granted upon receipt of the:*

(a) *Completed Board-approved application; and*

(b) *Payment of all applicable fees set forth in COMAR 10.58.02.*

(2) *An individual may apply for inactive status only if the individual's license is still active at the time application for inactive status is made.*

(3) *An individual on inactive status is not authorized to practice graduate alcohol and drug counseling.*

(4) Within 5 calendar years after being placed on inactive status, an individual on inactive status seeking to be reinstated to active status shall be required, as a condition of reinstatement, to submit proof of having completed the CEU requirements as set forth under COMAR 10.58.05.

(5) If an individual on inactive status seeks to be reinstated beyond the required 5-year period and the conditions set forth under §I(4) of this regulation, the individual shall be required to:

- (a) Submit a new application; and
- (b) Meet the current licensure requirements; and
- (c) Pay the non-refundable fee set forth in COMAR 10.58.02.

### **[.03].05 Licensed Clinical Alcohol and Drug Counselors.**

A. Scope of Practice. The scope of practice of a licensed clinical alcohol and drug counselor includes the following activities:

- (1) (text unchanged)
- (2) Treatment planning for mental health *and substance use* disorders, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention;
- (3)—(9) (text unchanged)

B. Licensure. To qualify for licensure as a clinical alcohol and drug counselor, the applicant shall *have*:

- [(1)] Submit a completed Board-approved application and include documentation of post-graduate experience;
- (2) Pay all applicable fees set forth in COMAR 10.58.02.;

[(3)] (1) [Complete] *Completed* one of the following from [a regionally] *an* accredited educational institution:

(a) A master's degree in a health and human services counseling field [approved by the Board or in a program of studies determined by the Board to be substantially equivalent] with:

- (i) (text unchanged)
- (ii) 90 quarter credit hours; [or]

(b) A doctoral degree in a health and human services counseling field [approved by the Board or in a program of studies determined by the Board to be substantially equivalent] with:

- (i) (text unchanged)
- (ii) 135 graduate quarter credit hours[.]; *or*

(c) *A master's degree and have completed a program of studies determined by the Board to be substantially equivalent in subject matter with a minimum of 60 credit hours in counseling, including the required alcohol and drug coursework for the license, as specified in §B(2) and (4) of this regulation;*

[(4)] (2) [Complete] *Completed* a minimum of 39 semester credit hours or 65 quarter credit hours in alcohol and drug counselor training from [a regionally] *an* accredited educational institution with at least [one] 3 semester credit [hour] *hours* or 5 quarter credit [hour course] *hours of coursework in each of the following course content areas:*

- (a) [Medical aspects of chemical dependency] *Pharmacology*;
- (b)—(d) (text unchanged)
- (e) Ethics that [includes] *include* alcohol and drug counseling issues;
- (f)—(j) (text unchanged)
- (k) Family counseling;

[(5)] (3) [Complete] *Completed* one of the following:

- (a) (text unchanged)
- (b) A minimum of 1,000 hours of alcohol and drug counseling work completed as a licensed graduate alcohol and drug counselor, a certified associate counselor — alcohol and drug, *a certified supervised counselor – alcohol and drug, or an alcohol and drug trainee* under and verified by [a Board-approved] *an approved* alcohol and drug counselor supervisor;

[(6)] (4) [Complete] *Completed* a minimum of 3 graduate semester credit hours or 5 quarter *credit* hours in each of the following content areas:

- [(a)] Personality development;
- [(b)] (a)—[(c)] (b) (text unchanged)

[(7)] (5) [Complete not less than] *Completed a minimum of 2 years [with a minimum of] and 2,000 hours of supervised clinical experience in alcohol and drug counseling [obtained]:*

(a) *Obtained* [under the supervision of an approved licensed clinical alcohol and drug counselor supervisor acquired] after the awarding of a master's or doctoral degree[, of which];

(b) *As a supervisee, as defined under Regulation .02B(28) of this chapter, under an approved alcohol and drug counselor supervisor; and*

(c) *Of which, a minimum of 1,500 hours shall be [face-to-face client contact hours] direct clinical counseling services, including 100 hours [face-to-face] of clinical supervision [hours,] of which:*

- [(a)] (i) [At least] *A minimum of 50 hours shall be individual face-to-face clinical supervision; and*
- [(b)] (ii) (text unchanged)

[(8)] (6) [Achieve] *Achieved* a passing score on:

- (a)—(b) (text unchanged)

(7) *Met all of the requirements set forth under Regulation .03 of this chapter; and*

[(9) Submit to a criminal background check;

(10) Be of good moral character; and]

[(11)] (8) [Comply] *Complied* with:

(a)—(b) (text unchanged)

[C. Licensed alcohol and drug counselors shall conspicuously display:

(1) Their license or certificate in accordance with Health Occupations Article, §17-506, Annotated Code of Maryland; and

(2) A professional disclosure statement, as described in Health Occupations Article, §17-507, Annotated Code of Maryland, that:

(a) Except for licensees, clearly states that the counseling services are provided under supervision; and

(b) Provides the name, title, and credentials of the supervisor of record, including the supervisor's address and contact information.

D. The Board shall act upon applications within a 6 month period as follows:

(1) Within 90 days after receipt of an application, the Board shall determine whether the application is complete;

(2) If the Board determines that the application is not complete, the Board or the Board's designee shall send a notice of deficiency to the applicant;

(3) Upon receipt of a notice, the applicant shall correct the deficiency within 90 days, or other period specified in the notice; and

(4) If the applicant fails to correct the deficiency within the required period, the application may lapse and the applicant shall be required to submit a new application and pay the required non-refundable fee set forth in COMAR 10.58.02.]

[E.] C. Renewal.

(1) To renew clinical alcohol and drug counselor licensure, the applicant, *before the current license expiration*, shall:

(a)—(c) (text unchanged)

(2) *A licensed clinical alcohol and drug counselor shall comply with the renewal requirements as provided in Health Occupations Article, §17-504, Annotated Code of Maryland.*

[(2)] (3) (text unchanged)

[F.] D. Reinstatement. *The Board may reinstate the license of a licensed clinical alcohol and drug counselor as set forth under Regulation .04H of this chapter.*

[(1) Within 5 calendar years after the certificate renewal date, the Board may reinstate the license of a licensed clinical alcohol and drug counselor otherwise entitled to reinstatement under Health Occupations Article, §17-505(b), Annotated Code of Maryland, whose certificate was not renewed for any reason, if the certificate holder:

(a) Completes within that 5-year period the minimum of 20 CEUs required for each year; and

(b) Pays the reinstatement fee set by the Board in COMAR 10.58.02.

(2) CEUs which are acquired in order to reinstate under COMAR 10.58.05.05 and.06 may be credited only once and may not be credited for any future renewals.

(3) For any licensed clinical alcohol and drug counselor whose license has expired more than 5 calendar years before the request for reinstatement, a new application for certification shall be completed and the current licensure requirements shall be met.

(4) An individual who fails to reinstate licensure is not authorized to and may not practice clinical alcohol and drug counseling.]

[G.] E. Inactive Status. *A licensed clinical alcohol and drug counselor may request inactive status as set forth under Regulation .04I of this chapter.*

[(1) In accordance with Health Occupations Article, §17-505, Annotated Code of Maryland, a request to transfer a certificate or license to inactive status shall be granted upon receipt of the:

(a) Completed Board-approved application; and

(b) Payment of all applicable fees set forth in COMAR 10.58.02.

(2) An individual may apply for inactive status only if the individual's license is still active at the time application for inactive status is made.

(3) An individual on inactive status is not authorized to practice clinical alcohol and drug counseling.

(4) An individual on inactive status seeking to be reinstated to active status shall be required, as a condition of reinstatement, to submit proof of having completed 20 CEU's for each year of inactive status, at least 40 of which shall have been obtained within the 2-year period immediately preceding the application for reinstatement.]

**[.05] .06 [Certification:] Certified Professional Counselor — Alcohol and Drug.**

A. *The scope of practice for a certified professional counselor — alcohol and drug consists of the following activities:*

(1) *Biopsychosocial evaluation, including screening, assessment, and participating in the development of diagnostic impressions for SUDs and CODs;*

(2) *Treatment planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention;*

- (3) *Referral;*
- (4) *Service coordination and case management in the areas of SUDs and CODs;*
- (5) *Counseling, therapy, and trauma-informed care with individuals, families and groups in the areas of SUDs and CODs;*
- (6) *Client, family, and community education;*
- (7) *Documentation;*
- (8) *Professional and ethical responsibilities; and*
- (9) *Supervisory responsibilities for all categories of certified alcohol and drug counselors or trainees in the certification track.*

[A.] B. Renewal.

(1) To renew certified professional counselor—alcohol and drug certification, the applicant, *before the current certificate expiration*, shall:

(a)—(c) (text unchanged)

(2) The Board may not renew the certification of any certified professional counselor — alcohol and drug who fails to complete all requirements for renewal before [to] the expiration date of the current certification.

[B.] C. The Board may not reinstate the certification of a [Certified Professional Counselor — Alcohol and Drug (CPC-AD)] *certified professional counselor — alcohol and drug* who has failed to renew for any reason.

**[.06].07 Certified Associate Counselor — Alcohol and Drug.**

A. (text unchanged)

B. [As required by Health Occupations Article, §17-403(a)(4), Annotated Code of Maryland, a] A certified associate counselor — alcohol and drug [shall]:

(1) [Practice under the moderate supervision of a Board-approved alcohol and drug counselor supervisor who is:

- (a) A licensed clinical alcohol and drug counselor;
- (b) A certified professional counselor — alcohol and drug; or
- (c) Another health care provider:
  - (i) Licensed or certified under the Health Occupations Article, Title 17, Annotated Code of Maryland; and
  - (ii) Approved by the Board; and

(2) Provide alcohol and drug counseling as an employee of an agency or facility that is certified or licensed by the State] *Shall provide alcohol and drug counseling:*

- (a) *As an employee of an agency or facility that is certified or licensed by the State; and*
- (b) *Under the moderate supervision of an approved alcohol and drug counselor supervisor as specified in Health Occupations Article, §17-403, Annotated Code of Maryland;*
- (2) *May provide supervision with approval by the Board; and*
- (3) *May not practice independently.*

C. To qualify for certification as a certified associate counselor — alcohol and drug (CAC—AD) an applicant shall have:

- [(1) Complete a Board-approved application;
- (2) Pay all applicable fees set forth in COMAR 10.58.02;]

(1) *At a minimum:*

[(3)] (a) [Hold a] A bachelor's degree from [a regionally] *an accredited educational institution in a*:

- (a) [Health] *health and human services counseling field; or*
- (b) [Program] *A bachelor's degree and have completed a program of studies determined by the Board to be substantially equivalent in subject matter with[;] a minimum of 45 credit hours in counseling, including the required alcohol and drug coursework for the level of certification sought, as specified in §C(2) of this regulation;*

[(4)] (2) [Complete] *Completed a minimum of 33 semester credit hours or 50 quarter credit hours in alcohol and drug counselor training from [a regionally] an accredited educational institution including:*

(a) [A] 3 semester credit [hour] *hours or 5 quarter credit [hour course] hours of coursework [taken at a regionally accredited educational institution] in each of the following course content areas:*

- (i) [Medical aspects of chemical dependency:] *Pharmacology;*
- [(ii)] (iv) (text unchanged)
- [(iii)] (ii) (text unchanged)
- [(iv)] (iii) (text unchanged)
- (v)—(vi) (text unchanged)

(b) Any three of the following 3 semester credit [hour] *hours or 5 quarter credit [hour courses] hours of coursework [taken at a regionally accredited educational institution] in each of the following course content areas:*

- [(i)] (v) *Family counseling; and*
- (ii) (text unchanged)
- [(iii)] (i) (text unchanged)
- (iv) (text unchanged)
- [(v)] (iii) *Treatment of co-occurring disorders; [and]*

[(5)] (3) [Complete] *Completed one of the following:*

(a) (text unchanged)

(b) A minimum of 1,000 hours of alcohol and drug counseling work completed *as a certified associate counselor – alcohol and drug, a certified supervised counselor – alcohol and drug, or an alcohol and drug trainee* under and verified by [a Board-approved] *an approved* alcohol and drug counselor supervisor;

[(6)] (4) [Complete] *Completed* not less than 1 year with a minimum of 1,000 hours of *clinically supervised* experience in alcohol and drug counseling [work] completed *as a certified supervised counselor – alcohol and drug or an alcohol and drug trainee* under and verified by [a Board-approved] *an approved* alcohol and drug counselor supervisor;

[(7)] (5) [Achieve] *Achieved* a passing score on:

(a) (text unchanged)

(b) An examination of:

(i) (text unchanged)

(ii) COMAR 10.58[.];

[(8)] Submit to a criminal background check;

[(9)] Be of good moral character; and]

[(6)] *Met all of the requirements set forth under Regulation .03 of this chapter; and*

[(10)] (7) [Comply] *Complied* with:

(a)—(b) (text unchanged)

D. *Certified associate counselors — alcohol and drug shall have available for inspection a professional disclosure statement, as described in Health Occupations Article, §17-507, Annotated Code of Maryland, that:*

(1) *Clearly states that the counseling services are provided under supervision; and*

(2) *Provides the name, title, and credentials of the supervisor of record, including the supervisor's address and contact information.*

E. *Reexamination. An applicant who fails an examination for certification:*

(1) *May retake the exam if:*

(a) *It is within the time frame set by the applicable testing authority; or*

(b) *A waiver is approved by the Board to extend the testing deadline upon proof of exceptional circumstances;*

*or*

(2) *Shall be required to submit a new application and pay the non-refundable fee set forth in COMAR 10.58.02.*

[D.] F. The Board shall act upon applications [within a 6 month period] as set forth under Regulation [.03D] .03B of this chapter.

[E.] A certified associate counselor — alcohol and drug:

(1) May provide alcohol and drug counseling:

(a) As an employee of an agency or facility that is certified or licensed by the State; and

(b) Under the moderate supervision of a Board-approved supervisor as specified in Health Occupations Article, §17-404, Annotated Code of Maryland; and

(c) Supervision with approval by the Board; and

(2) May not practice independently.]

[F.] G. Renewal.

(1) To renew *the certification of a certified associate counselor — alcohol and drug [certification]*, the applicant, *before the current certificate expiration*, shall:

(a)—(c) (text unchanged)

(2)—(3) (text unchanged)

[G.] H. Reinstatement. [The Board may reinstate the certificate of a certified associate counselor — alcohol and drug set forth under Regulation .03F of this chapter.]

(1) *Within 5 calendar years after the certificate renewal date, the Board may reinstate the certificate of a certified associate counselor — alcohol and drug otherwise entitled to reinstatement under Health Occupations Article, §17-505(b), Annotated Code of Maryland, whose certificate was not renewed for any reason, if the certificate holder:*

(a) *Completes the required CEUs as set forth under COMAR 10.58.05;*

(b) *Meets the current certification requirements; and*

(c) *Pays the reinstatement fee as set forth under COMAR 10.58.02.*

(2) *CEUs which are acquired in order to reinstate under COMAR 10.58.05.05 and.06 may be credited only once and may not be credited for any future renewals.*

(3) *For any certified associate counselor — alcohol and drug whose certificate has expired more than 5 calendar years before the request for reinstatement, a new application for certification shall be completed and the current certification requirements shall be met.*

[H.] I. Inactive Status. [The guidelines for inactive status are set forth under Regulation .03G of this chapter.]

(1) *In accordance with Health Occupations Article, §17-505, Annotated Code of Maryland, a request to transfer a certificate to inactive status shall be granted upon receipt of the:*

(a) *Completed Board-approved application; and*

(b) *Payment of all applicable fees set forth in COMAR 10.58.02.*

(2) An individual may apply for inactive status only if the individual's certificate is active at the time application for inactive status is made.

(3) An individual on inactive status is not authorized to practice alcohol and drug counseling.

(4) Within 5 calendar years after being placed on inactive status, an individual on inactive status seeking to be reinstated to active status shall be required, as a condition of reinstatement, to submit proof of having completed the CEU requirements as set forth under COMAR 10.58.05.

(5) If an individual on inactive status seeks to be reinstated beyond the required 5-year period and conditions set forth under §I(4) of this regulation, the individual shall be required to:

(a) Submit a new application;

(b) Meet the current certification requirements; and

(c) Pay the non-refundable fee set forth in COMAR 10.58.02.

#### **[.07].08 Certified Supervised Counselor — Alcohol and Drug.**

A. Scope of Practice. The scope of practice for a certified supervised counselor — alcohol and drug consists of the following activities, performed in accordance with [§C] §B of this regulation:

(1) Participating in the development of diagnostic impressions for SUDs and CODs, as:

(a) Confirmed by [a Board approved] *an approved alcohol and drug counselor* supervisor; and

(b) (text unchanged)

(2)—(3) (text unchanged)

(4) Treatment planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention, as confirmed by:

(a) [The Board-approved] *An approved alcohol and drug counselor* supervisor; and

(b) (text unchanged)

(5) (text unchanged)

(6) Participating in service coordination, *case coordination*, and case management for SUDs and CODs;

(7)—(10) (text unchanged)

B. A certified supervised counselor — alcohol and drug [may not perform supervision.]:

(1) *Shall practice under the close supervision of an approved alcohol and drug counselor supervisor; and*

(2) *Shall provide alcohol and drug counseling as an employee of an agency or facility that is certified or licensed by the State; and*

(3) *May not:*

(a) *Provide supervision; or*

(b) *Practice independently.*

[C. As required by Health Occupations Article, §17-404(a)(4), Annotated Code of Maryland, a certified supervised counselor — alcohol and drug shall:

(1) Practice under the close supervision of a Board-approved alcohol and drug counselor supervisor; and

(2) Provide alcohol and drug counseling as an employee of an agency or facility that is certified or licensed by the State.]

[D.] C. To qualify for certification as a supervised counselor — alcohol and drug, an applicant shall *have:*

[(1) Submit a completed Board-approved application;

(2) Pay all applicable fees set forth in COMAR 10.58.02;]

(1) *At a minimum:*

[(3)] (a) [Hold an] *An associate's degree from [a regionally] an accredited educational institution in a[*

(a) Health or] *health and human services counseling field; or*

(b) [Program] *An associate's degree and have completed a program of studies determined by the Board to be substantially equivalent in subject matter with[;] a minimum of 30 credit hours in counseling, including the required alcohol and drug coursework for the level of certification sought, as specified in §C of this regulation;*

[(4)] (2) [Complete] *Completed a minimum of 24 semester credit hours or 37 quarter credit hours in alcohol and drug counselor training from [a regionally] an accredited educational institution including:*

(a) [A] 3 semester credit [hour] *hours or 5 quarter credit [hour course] hours of coursework [taken at a*

regionally accredited educational institution] in each of the following [courses] *course content areas:*

(i) [Medical aspects of chemical dependency] *Pharmacology;*

(ii)—(iii) (text unchanged)

(b) Any three of the following 3 semester credit [hour] *hours or 5 quarter credit [hour courses] hours of coursework [taken at a regionally accredited educational institution] in each of the following course content areas:*

[(i)] (vi) (text unchanged)

[(ii)] (v) (text unchanged)

[(iii)] (iv) (text unchanged)

[(iv)] (ii) (text unchanged)

[(v)] (i) (text unchanged)

[(vi)] (vii) *Abnormal psychology; and*

[(vii)] (viii) *Topics in substance-related and addictive disorders; [and]*

[(viii)] (iii) (text unchanged)

[(5)] (3) [Complete] *Completed* one of the following:

(a) (text unchanged)

(b) A minimum of 1,000 hours of alcohol and drug counseling work completed *as an alcohol and drug trainee* under and verified by [a Board-approved] *an approved* alcohol and drug counselor supervisor;

[(6)] (4) [Achieve] *Achieved* a passing score on:

(a) (text unchanged)

(b) An examination of:

(i) (text unchanged)

(ii) COMAR 10.58[.];

[(7)] Submit to a criminal background check;

(8) Be of good moral character; and]

(5) *Met all of the requirements set forth under Regulation .03 of this chapter; and*

[(9)] (6) [Comply] *Complied* with:

(a)—(b) (text unchanged)

D. *Certified supervised counselors — alcohol and drug shall have available for inspection a professional disclosure statement, as described in Health Occupations Article, §17-507, Annotated Code of Maryland, that:*

(1) *Clearly states that the counseling services are provided under supervision; and*

(2) *Provides the name, title, and credentials of the supervisor of record, including the supervisor's address and contact information.*

E. *Reexamination. An applicant who fails an examination for certification:*

(1) *May retake the exam if:*

(a) *It is within the time frame set by the applicable testing authority; or*

(b) *A waiver is approved by the Board to extend the testing deadline upon proof of exceptional circumstances;*

*or*

(2) *Shall be required to:*

(a) *Submit a new application; and*

(b) *Pay the non-refundable fee set forth in COMAR 10.58.02.*

[E.] F. The Board shall act upon applications [within a 6-month period] as set forth under Regulation [.03D] *.03B* of this chapter.

[F. A certified supervised counselor — alcohol and drug:

(1) May provide alcohol and drug counseling:

(a) As an employee of an agency or facility that is certified or licensed by the State; and

(b) Under the close supervision of a Board-approved supervisor as specified in Health Occupations Article, §17-404, Annotated Code of Maryland; and

(2) May not:

(a) Provide supervision; or

(b) Practice independently.

G. A certified supervised counselor — alcohol and drug shall practice alcohol and drug counseling under the close supervision of a Board-approved alcohol and drug counselor supervisor.]

[H.] G. *Renewal.* The Board may renew the certificate of a certified supervised counselor — alcohol and drug as set forth under Regulation [.06F] *.07G* in this chapter.

[I.] H. *Reinstatement.* The Board may reinstate the certificate of a certified supervised counselor — alcohol and drug as set forth under Regulation [.03F] *.07H* in this chapter.

[J.] I. *Inactive Status.* [The guidelines for inactive status are] *A certified supervised counselor — alcohol and drug may request inactive status as set forth under Regulation [.03G] .07I* of this chapter.

#### **[.08] .09 Alcohol and Drug Trainees.**

A. *Scope of Practice.* The scope of practice of an alcohol and drug trainee shall be limited to the following activities *under an approved alcohol and drug counselor supervisor:*

(1)—(5) (text unchanged)

(6) Client, family, *group*, and community education;

(7)—(8) (text unchanged)

B. (text unchanged)

C. *Qualifications.* *To qualify as an alcohol and drug trainee an applicant shall meet one of the following requirements:*

(1) *Hold an associate's degree or higher from an accredited educational institution:*

(a) *In a health and human services counseling field; or*

(b) *Hold an associate's degree and a completed program of studies determined by the Board to be substantially equivalent in subject matter, which includes 1 semester credit hour or 2 quarter credit hours in the ethics of alcohol and drug counseling; or*

(2) *Have completed 15 semester credit hours or 25 quarter credit hours from among the topic areas specified in Regulation .05B of this chapter including:*

(a) *15 continuing education units (CEU's) in the ethics of alcohol and drug counseling; or*

(b) *1 semester credit hour or 2 quarter credit hours in the ethics of alcohol and drug counseling from an accredited educational institution.*

*D. An alcohol and drug trainee shall:*

(1) *Practice under the supervision of a Board-approved alcohol and drug supervisor as specified under §§E—H of this regulation; and*

(2) *Have available for inspection a professional disclosure statement, as described in Health Occupations Article, §17-507, Annotated Code of Maryland, that:*

(a) *Clearly states that the counseling services are provided under supervision; and*

(b) *Provides the name, title, and credentials of the supervisor of record, including the supervisor's address and contact information.*

[C.] *E. A trainee holding a master's degree shall:*

(1) *Practice under the clinical supervision of an approved [licensed clinical] alcohol and drug counselor supervisor as defined under Regulation .02B(3) of this chapter;*

(2) [Hold approved trainee status with the Board] *Provide alcohol and drug counseling as an employee of an agency or facility that is certified or licensed by the State; and*

(3) (text unchanged)

[D.] *F. A trainee holding a bachelor's degree shall:*

(1) *Practice under the moderate supervision of [a Board-approved] an approved alcohol and drug counselor supervisor;*

(2) [Hold approved trainee status with the Board] *Provide alcohol and drug counseling as an employee of an agency or facility that is certified or licensed by the State; and*

(3) *Provide documentation satisfactory to the Board every 2 years of progress towards the fulfillment of the experiential [or] and course of study requirements under Health Occupations Article, §17-403 or 17-404, Annotated Code of Maryland.*

[E.] *G. A trainee holding an associate's degree shall:*

(1) *Practice under the close supervision of [a Board-approved] an approved alcohol and drug counselor supervisor;*

[(2) Hold approved trainee status with the Board;]

[(3)] (2)—[(4)] (3) (text unchanged)

[F.] *H. A trainee holding a high school diploma shall meet all guidelines set forth under [§E] §G of this regulation.*

[G.] *I. Application Process.*

(1) [In order to practice as an alcohol and drug trainee, an individual] *To qualify for alcohol and drug trainee status, an applicant shall:*

(a) (text unchanged)

(b) [Pay all applicable fees set forth in COMAR 10.58.02; and] *Meet all of the requirements set forth under Regulation .03 of this chapter;*

(c) *Provide the name and credentials of the applicant's prospective supervisor before beginning practice[.]; and*

(d) *Comply with:*

(i) *Health Occupations Article, Title 17, Annotated Code of Maryland; and*

(ii) *The code of ethics as set forth in COMAR 10.58.03.*

[(2) The Board shall issue a letter to the individual authorizing the individual to practice alcohol and drug counseling as a trainee for 2 years, renewable in 2-year increments to a total of 6 years.

(3) *In each 2-year renewal application, the trainee shall:*

(a) *Document progress made during the current 2-year period towards the stated educational and supervised experience required for the licensure or certification sought at the end of the trainee period, including:*

(i) *A verification from the approved supervisor documenting the number of hours of supervised experience obtained during the 2-year period; and*

(ii) *A copy of an official transcript from an educational institution approved by the Board documenting progress made in completing the required education; and*

(b) *Pay the required renewal fee set forth in COMAR 10.58.02.*

(4) *The Board may deny renewal if the applicant fails to document sufficient progress as determined by the Board.*

(5) *A trainee who fails to renew their trainee status is not authorized to practice alcohol and drug counseling.]*

[(6)] (2) *The trainee shall notify the Board in writing within 30 days of any changes in employment and supervision.*

[(7)] (3) (text unchanged)

[H.] *J. Trainee Practice of Alcohol and Drug Counseling.*

(1) (text unchanged)

(2) After fulfilling the experiential and course of study requirements under Regulations [.03,] .04, [.06, or] .05, .07, or .08 of this chapter, the alcohol and drug trainee, may be eligible to apply for:

(a)—(d) (text unchanged)

[I. Qualifications. To qualify as an alcohol and drug trainee an applicant shall meet one of the following requirements:

(1) Hold an associate's degree or higher in a:

(a) Health and human services counseling field from a regionally accredited educational institution, or an associate's degree and which includes 1 semester credit hour or 2 quarter credit hours in the ethics of alcohol and drug counseling; or

(b) Program of studies determined by the Board to be substantially equivalent, which includes 1 semester credit hour or 2 quarter credit hours in the ethics of alcohol and drug counseling; or

(2) Have completed 15 semester credits or 25 quarter credits from among the topic areas specified in Regulation .03B of this chapter including:

(a) 15 continuing education units (CEU's) in the ethics of alcohol and drug counseling; or

(b) 1 semester credit hour or 2 quarter credit hours in the ethics of alcohol and drug counseling from an accredited educational institution.

J. An alcohol and drug trainee shall practice under the supervision of a Board-approved alcohol and drug supervisor.]

K. Renewal.

[(1) Individuals applying for renewal of trainee status after the effective date of this regulation shall:

(a) Complete a trainee renewal application on a Board-approved form;

(b) Pay all applicable fees set forth in COMAR 10.58.02; and

(c) Provide documentation, satisfactory to the Board, of the applicant's progress during the current 2 year period towards fulfilling the experiential and course of study requirements under Health Occupations Article, §§17-302, 17-309, 17-403, or 17-404, Annotated Code of Maryland.

(2) Trainees currently in the process of completing the trainee requirements before the effective date of this regulation may continue to complete the requirements as previously agreed to with their supervisor, provided they fulfill the experiential or course of study requirements under Health Occupations Article, §§17-302, 17-309, 17-403, or 17-404, Annotated Code of Maryland.]

*(1) The Board shall issue a letter to the individual authorizing the individual to practice alcohol and drug counseling as a trainee for 2 years, renewable in 2-year increments up to a total of 6 years.*

*(2) In each 2-year renewal application, before the expiration of the current trainee period, the trainee shall:*

*(a) Document progress made during the current 2-year period towards the stated educational and supervised clinical experience required for the licensure or certification sought at the end of the trainee period, including:*

*(i) A verification from the approved alcohol and drug supervisor documenting the number of hours of supervised clinical experience obtained during the 2-year period; and*

*(ii) A copy of an official transcript from an educational institution approved by the Board documenting progress made in completing the required education;*

*(b) Submit a completed Board-approved trainee renewal application; and*

*(c) Pay the required renewal fee set forth in COMAR 10.58.02; and*

*(d) Provide documentation, satisfactory to the Board, every 2 years of the applicant's progress towards fulfilling the experiential and course of study requirements under Health Occupations Article, §§17-403 or 17-404, Annotated Code of Maryland. The Board may deny renewal if the applicant fails to document sufficient progress as determined by the Board.*

*(3) A trainee who fails to renew their trainee status is not authorized to practice alcohol and drug counseling.*

#### **.10 Licensure Eligibility: Out-of-State Applicants.**

A. An applicant licensed [or certified] as a clinical alcohol and drug counselor *or its equivalent, as established by the Board*, in another state, territory, or jurisdiction, is eligible for licensure if the applicant:

(1) [Files a] *Provides:*

(a) A completed Board-approved application [accompanied by the required fees specified in COMAR 10.58.02.02];

[(2) Provides verification] *(e) Verification* that the applicant has:

[(a)] *(i) No history of disciplinary action past or pending, in a state, territory, or jurisdiction in which the applicant holds a license to practice clinical alcohol and drug counseling; and*

[(b)] *(ii) (text unchanged)*

[(3) Provides:]

[(a)] *(c) A copy of a current license [or certification] from each state, territory, or jurisdiction in which the applicant [is] has been licensed, registered, or otherwise authorized to practice alcohol and drug counseling;*

[(b)] *(d) Documentation, satisfactory to the Board, that the applicant is currently licensed [or certified] in good standing to practice alcohol and drug counseling in another state, territory, or jurisdiction;*

[(c)] (b) Documentation or transcripts confirming completion of *one of the following from an accredited educational institution:*

(i) [a] A master's or doctoral degree in a health [or] and human services counseling field [from a:

(i) Regionally accredited educational institution]; or

(ii) [Program] *A master's degree and confirmation of the completion of a program of studies determined by the Board to be substantially equivalent in subject matter with a minimum of 60 credit hours in counseling, including the required alcohol and drug coursework for the license, as specified in Regulation .04B of this chapter;*

[(d) Verification, on a Board-approved form, from employers, supervisors, or colleagues that the applicant has practiced alcohol and drug counseling for the length of time specified as follows:

(i) If the applicant has a master's degree and has a minimum of 60 graduate credit hours, documentation, satisfactory to the Board, of not less than 3 years, with a minimum of 2,000 hours of supervised clinical experience in alcohol and drug counseling, 2 years of which shall have been completed after the awarding of a master's degree;

(ii) If the applicant has a master's degree consisting of less than 60 graduate credit hours, documentation, satisfactory to the Board, of not less than 3 years experience practicing as a clinical alcohol and drug counselor, with a minimum of 2,000 hours of clinical alcohol and drug counseling experience; or

(iii) If the applicant has a doctoral degree, documentation, satisfactory to the Board, of not less than 2 years practicing as a clinical alcohol and drug counselor, with a minimum of 2,000 hours of clinical alcohol and drug counseling experience; and]

(2) *Pays the application fee set forth in the COMAR 10.58.02;*

[(4)] (3) [Achieves] *Has achieved a passing score on:*

(a) (text unchanged)

(b) An examination of:

(i) (text unchanged)

(ii) COMAR 10.58[.];

(4) *Meets all of the requirements set forth under Regulation .03 of this chapter; and*

(5) *Complies with:*

(a) *Health Occupations Article, Title 17, Annotated Code of Maryland; and*

(b) *The code of ethics as set forth in COMAR 10.58.03.*

**B. Waiver of Examination.** *The Board may waive any examination requirements for an applicant who satisfies the Board that the applicant:*

(1) *Obtained licensure in a state or country that grants a similar endorsement to license holders of this State;*

(2) *Became licensed in another state or country after passing an examination approved by the Board;*

(3) *Meets the qualifications otherwise required by Health Occupations Article, Title 17, Annotated Code of Maryland, and this chapter.*

**C. Educational Requirements.** *The educational requirements for licensure in this State as a clinical alcohol and drug counselor shall be met:*

(1) *As established in Regulation .05 of this chapter; or*

(2) *By providing documentation of the substitute educational and experience requirements outlined in §§D and E of this regulation.*

[B.] **D. Waiver of Course Requirements.** *The Board [shall] may waive [the] one or more course requirements specified in Regulation [.03B] .04B of this chapter, except for documentation or transcripts showing completion of:*

(1) *3 graduate semester credit hours or 5 graduate quarter credit hours covering the following primary topics or content areas:*

[(a) Personality development;]

[(b)] (a) [Diagnosis] *Psychotherapy and treatment of mental and emotional disorders, as described in Regulation .02B(22) of this chapter; [and]*

[(c)] (b) *Diagnosis and [Psychopathology] psychopathology; and*

(c) *Professional, legal, and ethical responsibilities; and*

(2) *3 undergraduate semester credit hours or 5 undergraduate quarter credit hours in:*

(a) (text unchanged)

(b) [Medical aspects of chemical dependency] *Pharmacology.*

**E. Equivalent Experience Requirements.**

(1) *The applicant shall provide documentation, satisfactory to the Board, of one of the following for an applicant with:*

(a) *A master's degree consisting of:*

(i) *A minimum of 60 graduate credit hours; and*

(ii) *Not less than 3 years, with a minimum of 2,000 hours, of supervised clinical experience in alcohol and drug counseling, 2 years of which shall be completed after the award of the master's degree;*

(b) *A master's degree consisting of:*

(i) *Less than 60 graduate credit hours; and*

(ii) *Not less than 3 years' experience practicing as a clinical alcohol and drug counselor, with a minimum of 2,000 hours of clinical alcohol and drug counseling experience; or*

- (c) *A doctoral degree consisting of:*
  - (i) *Not less than 2 years practicing as a clinical alcohol and drug counselor; or*
  - (ii) *A minimum of 2,000 hours of clinical alcohol and drug counseling experience.*
- (2) *The applicant shall provide verification, on a Board-approved form, from employers, supervisors, or colleagues that the applicant has practiced clinical alcohol and drug counseling for the length of time stated in §E(1) of this regulation.*

**.11 Certification Eligibility — CAC-AD — Out-of-State Applicants.**

A. An applicant certified as a certified associate counselor — alcohol and drug *or its equivalent, as established by the Board*, in another state territory, or jurisdiction, is eligible for certification if the applicant:

- (1) [Files a] *Provides:*
  - (a) A completed Board-approved application [accompanied by the required fees specified in COMAR 10.58.02.02];
  - [(2) Provides verification] (e) *Verification* that the applicant has:
    - [(a)] (i)—[(b)] (ii) (text unchanged)
  - [(3) Provides:]
    - [(a)] (c) A copy of a current certification from each state, territory, or jurisdiction, in which the applicant [is] *has been certified or otherwise authorized to practice alcohol and drug counseling;*
    - [(b)] (d) (text unchanged)
    - [(c)] (b) Documentation or transcripts confirming completion of *one of the following from an accredited educational institution:*
      - (i) [a] A bachelor's degree in a health [or] *and* human services counseling field [from a:
        - (i) Regionally accredited educational institution]; or
        - (ii) [Program] *A bachelor's degree and confirmation of the completion of a program of studies determined by the Board to be substantially equivalent in subject matter with a minimum of 45 credit hours in counseling, including the required alcohol and drug coursework for the certificate, as specified in Regulations .07 and .08 of this chapter;*
      - [(d) Documentation, satisfactory to the Board, of not less than 3 years of supervised experience in alcohol and drug counseling with a minimum of 2,000 hours experience; and
      - (e) Verification, on a Board-approved form, from employers, supervisors, or colleagues that the applicant has practiced alcohol and drug counseling for the length of time stated in §A(3)(d) of this regulation; and]
  - (2) *Pays the application fee set forth in the COMAR 10.58.02;*
  - [(4)] (3) [Achieves] *Has achieved a passing score on:*
    - (a) (text unchanged)
    - (b) An examination of:
      - (i) (text unchanged)
      - (ii) COMAR 10.58[.];
  - (4) *Meets all of the requirements set forth under Regulation .03 of this chapter; and*
  - (5) *Complies with:*
    - (a) *Health Occupations Article, Title 17, Annotated Code of Maryland; and*
    - (b) *The code of ethics as set forth in COMAR 10.58.03.*

C. *Waiver of Examination. The Board may waive any examination requirements for an applicant who satisfies the Board that the applicant:*

- (1) *Obtained certification in a state or country that grants a similar endorsement to certificate holders of this State;*
- (2) *Became certified in another state or country after passing an examination approved by the Board;*
- (3) *Meets the qualifications otherwise required by Health Occupations Article, Title 17, Annotated Code of Maryland, and this chapter.*

D. *Educational Requirements. The educational requirements for certification in this State as a certified associate counselor – alcohol and drug shall be met:*

- (1) *As established in Regulation .07 of this chapter; or*
- (2) *By providing documentation of the substitute educational and experience requirements outlined in §§E and F of this regulation.*

[B.] E. *Waiver of Course Requirements. The Board [shall] may waive [the] one or more course requirements specified in Regulations [.03B] .04B and [.04B] .05B of this chapter, except for documentation showing completion of:*

- (1) 12 [educational workshop hours] *continuing education units (CEUs)* in the ethics of alcohol and drug counseling; or
- (2) 1 semester credit hour or 2 quarter *credit* hours in the ethics of alcohol and drug counseling.

F. *Equivalent Experience Requirements. The applicant shall provide:*

- (1) *Documentation, satisfactory to the Board, of not less than 2 years of supervised clinical experience in alcohol and drug counseling with a minimum of 2,000 hours experience; and*

(2) *Verification, on a Board-approved form, from employers, supervisors, or colleagues that the applicant has practiced alcohol and drug counseling for the length of time stated in §F(1) of this regulation.*

**.12 Certification Eligibility — CSC-AD — Out-of-State Applicants.**

A. An applicant certified as a certified supervised counselor — alcohol and drug *or its equivalent, as established by the Board*, in another state, territory, or jurisdiction is eligible for certification if the applicant:

(1) [Files a] *Provides:*

(a) A completed Board-approved application [accompanied by the required fees specified in COMAR 10.58.02.02];

[(2) Provides verification] (e) *Verification* that the applicant has:

[(a)] (i)—[(b)] (ii) (text unchanged)

[(3) Provides:]

[(a)] (c) A copy of a current certification from each state, territory, or jurisdiction in which the applicant [is] *has been certified or otherwise authorized to practice alcohol and drug counseling;*

[(b)] (d) (text unchanged)

[(c)] (b) Documentation or transcripts confirming completion of *one of the following from an accredited educational institution:*

(i) [an] *An associate's degree in a health [or] and human services counseling field [from a:*

(i) Regionally accredited educational institution]; *or*

(ii) [Program] *An associate's degree and confirmation of the completion of a program of studies determined by the Board to be substantially equivalent in subject matter with a minimum of 30 credit hours in counseling, including the required alcohol and drug coursework for the certificate, as specified in Regulations .07 and .08 of this chapter;*

[(d) Documentation, satisfactory to the Board, of not less than 2 years, with a minimum of 2,000 hours, of supervised experience in alcohol and drug counseling; and

(e) *Verification, on a Board-approved form, from employers, supervisors, or colleagues that the applicant has practiced alcohol and drug counseling for the length of time stated in §A(3) of this regulation; and]*

(2) *Pays the application fee set forth in the COMAR 10.58.02;*

[(4)] (3) [Achieves] *Has achieved* a passing score on:

(a) (text unchanged)

(b) An examination of:

(i) (text unchanged)

(ii) COMAR 10.58[.]; *and*

(4) *Meets all of the requirements set forth under Regulation .03 of this chapter; and*

(5) *Complies with:*

(a) *Health Occupations Article, Title 17, Annotated Code of Maryland; and*

(b) *The code of ethics as set forth in COMAR 10.58.03.*

C. *Waiver of Examination. The Board may waive any examination requirements for an applicant as set forth under Regulation .11C of this chapter.*

D. *Educational Requirements. The educational requirements for certification in this State as a certified supervised counselor – alcohol and drug shall be met:*

(1) *As established in Regulation .08 of this chapter; or*

(2) *By providing documentation of the substitute educational and experience requirements outlined in §§E and F of this regulation.*

[B.] E. *Waiver of Course Requirements. The Board [shall] may waive [the] one or more course requirements specified in Regulations [.03B] .07C and [.04B] .08C of this chapter, except for documentation from [a regionally] an accredited educational institution showing completion of:*

(1) 12 [educational workshop hours] *continuing education units (CEUs) in the ethics of alcohol and drug counseling; or*

(2) 1 semester credit hour or 2 quarter *credit* hours in the ethics of alcohol and drug counseling.

F. *Equivalent Experience Requirements. The applicant shall provide:*

(1) *Documentation, satisfactory to the Board, of not less than 2 years of supervised clinical experience in alcohol and drug counseling with a minimum of 2,000 hours experience; and*

(2) *Verification, on a Board-approved form, from employers, supervisors, or colleagues that the applicant has practiced alcohol and drug counseling for the length of time stated in §F(1) of this regulation.*

**.13 Standards for Supervision.**

A. *Except as otherwise specified in this chapter, this chapter does not apply to personnel or management practices associated with contractual relationships or employment.*

B. A supervisor shall:

(1) *Supervise only in those areas within the supervisor's competence, as determined by:*

(a) *Education;*

(b) *Training; and*

- (c) *Experience;*
  - (2) *Provide supervision appropriate to the particular level of licensure or certification being applied for or maintained;*
  - (3) *Provide supervision in the general content areas established in Health Occupations Article, §§17-302, 17-403, 17-404, and 17-406, Annotated Code of Maryland; and*
  - (4) *Ensure that a supervisee has read and is knowledgeable about:*
    - (a) *Health Occupations Article, Title 17, Annotated Code of Maryland, and*
    - (b) *COMAR 10.58, with special emphasis on the code of ethics chapter, COMAR 10.58.03.*
- C. In addition to the requirements of §B of this regulation, the supervisor shall specifically instruct and provide guidance relating to:*
- (1) *The supervisee's scope of practice of:*
    - (a) *Clinical alcohol and drug counseling under Health Occupations Article, §17-101(s), Annotated Code of Maryland; or*
    - (b) *Alcohol and drug counseling under Health Occupations Article, §17-101(p), Annotated Code of Maryland;*
    - (2) *Activities specified under Regulations .04A, .07A, .08A and .09A, of this chapter;*
    - (3) *Appropriate billing practices if applicable to the practice site, including:*
      - (a) *Financial record keeping and disclosure; and*
      - (b) *Establishment and disclosure to clients of:*
        - (i) *Fees for services;*
        - (ii) *Payment arrangements;*
        - (iii) *Payment plans;*
        - (iv) *Financial services; and*
        - (v) *Terms and conditions of service;*
    - (4) *Professional and ethical responsibilities, including a working knowledge of the Board's code of ethics, as set forth in COMAR 10.58.03;*
    - (5) *The provision of services involving the application of counseling principles and methods in the diagnosis, prevention, treatment, and amelioration of psychological problems, emotional conditions, or mental conditions of individuals or groups, as required by Health Occupations Article, §17-308, Annotated Code of Maryland; and*
    - (6) *Appropriate maintenance and destruction of clinical and financial records.*
- C. The following supervisees shall practice alcohol and drug counseling under the supervision of an approved alcohol and drug counselor supervisor as defined under Regulation .02B(3) of this chapter:*
- (1) *A licensed graduate alcohol and drug counselor;*
  - (2) *A certified associate counselor – alcohol and drug;*
  - (3) *A certified supervised counselor – alcohol and drug; or*
  - (4) *An alcohol and drug trainee.*

**.14 Supervisor Qualifications.**

- A. An individual providing supervision shall be Board-approved and:*
  - (1) *Licensed by the Board as a clinical alcohol and drug counselor;*
  - (2) *Licensed by the Board as:*
    - (a) *A clinical professional counselor;*
    - (b) *A clinical marriage and family therapist; or*
    - (c) *A clinical professional art therapist;*
  - (3) *A licensed mental health care provider as defined in Regulation .02B(3)(b) of this chapter;*
  - (4) *Certified by the Board as a certified professional counselor-alcohol and drug; or*
  - (5) *Certified by the Board as a certified associate counselor-alcohol and drug for at least 2 years.*
- B. Experience, Education, and Training.*
  - (1) *A supervisor licensed or certified by the Board, or any Board-approved mental health care provider licensed under Health Occupations Article, Annotated Code of Maryland, with 3 years of documented experience in alcohol and drug counseling, including 3,000 hours of direct client contact, shall complete any of the following options:*
    - (a) *For a certified professional counselor-alcohol and drug or a certified associate counselor-alcohol and drug, at least 3 semester credit hours or 5 quarter-credit hours of undergraduate or graduate-level academic course work that includes counseling supervision;*
    - (b) *For a licensed clinical alcohol and drug counselor or other board-approved mental health care provider, at least 3 semester credit hours or 5 quarter-credit hours of graduate-level academic course work that includes counseling supervision;*
    - (c) *A Board-approved continuing education program in counseling supervision, that includes a minimum of 18 CEUs with a sponsor approved by the Board to provide Category A CEUs as defined under COMAR 10.58.05.05;*  
*or*
    - (d) *Hold the:*
      - (i) *National Association of Alcohol and Drug Abuse Counselors Approved Clinical Supervisor credential;*

(ii) *International Certification and Reciprocity Consortium Clinical Supervisor credential.*

(2) *Supervision training required by §B(1) of this regulation may be obtained in a graduate or undergraduate course as provided in §B(1)(a) or (b) of this regulation, or continuing education as listed in §B(1)(c) of this regulation, and may include, but is not limited to, training in:*

- (a) *The role and responsibilities of the supervisor;*
- (b) *The needs of the supervisee, the supervisor, and the agency setting while:*
  - (i) *Maintaining a clear ethical perspective, including appropriate boundaries; and*
  - (ii) *Making clinically appropriate diagnoses;*
- (c) *The role of the supervisor as gatekeeper to the profession;*
- (d) *Methods for building effective and appropriate relationships with clients;*
- (e) *Methods for group supervision; and*
- (f) *Models and modalities for practice intervention.*

*C. Pre-Supervision Responsibilities of a Supervisor. In addition to meeting the requirements of this regulation, the supervisor shall:*

- (1) *File with the Board the approved alcohol and drug supervisor application form;*
- (2) *Provide each supervisee with a copy of the Board's authorization of approved alcohol and drug supervisor status;*
- (3) *Have a license or certification that is in good standing; and*
- (4) *Be an approved supervisor as defined under Regulation .02B(3) of this chapter.*

#### **.15 Supervisor Responsibilities.**

*A supervisor shall:*

- A. Agree to and sign a written contract for supervision before initiating supervision;*
- B. Ensure that the supervisee is practicing within the scope of the supervisee's credentialing;*
- C. Determine the skill level at which the supervisee may practice;*
- D. Focus on primary data from the supervisee's practice;*
- E. Maintain documentation for at least 7 years of supervisory sessions, including:*
  - (1) *Dates;*
  - (2) *Duration; and*
  - (3) *Focus of the supervisory sessions;*
- F. Ensure that a supervisee has read and is knowledgeable about:*
  - (1) *Health Occupations Article, Title 17, Annotated Code of Maryland; and*
  - (2) *COMAR 10.58, with special emphasis on the code of ethics chapter, COMAR 10.58.03;*
- G. Within a reasonable period of time before termination of supervision, provide the supervisee and employer with a written notice of termination to avoid or minimize any harmful effect on the supervisee's clients or patients;*
- H. Be responsible for the professional practices of supervisees;*
- I. Provide:*
  - (1) *For emergency supervision and direction to a supervisee by a Board-approved supervisor;*
  - (2) *A written evaluation of progress to the supervisee on a regular basis or as needed; and*
  - (3) *A copy of the documentation required by §E of this regulation on request by the:*
    - (a) *Supervisee; or*
    - (b) *Board or its authorized agent; and*
- J. Comply with a Board audit of a supervisor's compliance with regard to the supervisory requirements and responsibilities.*

#### **.16 Supervisee Responsibilities.**

*A. A supervisee shall:*

- (1) *Verify that the supervisor has been approved by the Board;*
- (2) *Agree to and sign a Board-approved contract before initiating supervision;*
- (3) *Attend and participate in supervision as agreed to in the supervision contract;*
- (4) *Prepare for supervision using case materials related to the supervisee's alcohol and drug counseling practice; and*
- (5) *Maintain documentation of supervisory sessions for at least 7 years, to be available for verification to the Board or its authorized agent, including:*
  - (a) *Dates;*
  - (b) *Duration; and*
  - (c) *Focus of the supervision; and*
  - (6) *Follow all terms of the written contract for supervision.*
- B. A supervisee may not engage in the practice of alcohol and drug counseling independently.*
- C. A supervisee shall provide each client with a copy of the supervisee's professional disclosure statement, as required by Health Occupations Article, §17-507, Annotated Code of Maryland, stating:*
  - (1) *That the supervisee's alcohol and drug counseling services are provided under supervision; and*
  - (2) *The name of the supervisor, including the supervisor's address and contact information.*

*D. A supervisee shall obtain from each client a signed informed consent for treatment form which indicates that the client:*

*(1) Is aware that counseling services are being provided under supervision; and  
(2) Consents to the recording of counseling sessions, and the sharing of client information, acknowledging that all of these materials may be shared with:*

- (a) The approved supervisor of record; or*
- (b) The instructor supervising an education-related practicum.*

**ROBERT R. NEALL**

**Secretary of Health**