

1 **Counseling Regulations**

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3
4 **PART I.**
5 **GENERAL PROVISIONS**

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7
8 **18 VAC 115-20-20. Fees required by the board**

9
10 A. The board has established the following fees applicable to licensure as a professional
11 counselor:

12		
13	<u>Active a</u> Annual license renewal	\$105
14	<u>Inactive annual license renewal</u>	\$55
15	Initial licensure by examination	\$65
16	Initial licensure by endorsement	\$65
17	Duplicate license	\$5
18	Verification of license to another jurisdiction	\$25
19	Late renewal	\$35
20	Reinstatement of a lapsed license	\$165
21	Replacement of or additional wall certificate	\$15
22	Returned check	\$25
23	Reinstatement following revocation or suspension	\$500
24		

25 B. Fees shall be paid directly to the board or its contractor or both in appropriate amounts as
26 specified in the application instructions. All fees are nonrefundable.

27
28 C. Examination fees shall be determined and made payable as determined by the board.

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31 **PART IV.**
32 **LICENSURE RENEWAL; REINSTATEMENT.**

33
34 **18 VAC 115-20-100. Annual renewal of licensure.**

35
36 A. All licensees shall renew licenses on or before June 30 of each year.

37
38 B. Beginning with the 2005 renewal, eEvery license holder who intends to continue an
39 active ~~to~~ practice shall submit to the board on or before June 30 of each year:

40
41 1. A completed application for renewal of the license on which the licensee attests to
42 compliance with the continuing competency requirements prescribed in this chapter;

43 and

44 2. The renewal fee prescribed in 18 VAC 115-20-20.
45

1 C. A licensee who wishes to place his license in an inactive status may do so upon payment
2 of the inactive renewal fee as established in 18 VAC 115-20-20. No person shall practice
3 counseling in Virginia unless he holds a current active license. A licensee who has placed
4 himself in inactive status may become active by fulfilling the reactivation requirements set
5 forth in 18 VAC 115-20-110.C.

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7 ED. Licensees shall notify the board of change of address within 60 days. Failure to
8 receive a renewal notice from the board shall not relieve the license holder from the renewal
9 requirement.

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11 **18 VAC 115-20-105. Continued competency requirements for renewal of a license.**

12
13 A. After July 1, 2004, licensed professional counselors shall be required to have
14 completed a minimum of 20 hours of continuing competency for each annual licensure
15 renewal. A minimum of two of these hours shall be in courses that emphasize the ethics,
16 standards of practice or laws governing behavioral science professions in Virginia.

17
18 B. The board may grant an extension for good cause of up to one year for the completion
19 of continuing competency requirements upon written request from the licensee prior to
20 the renewal date. Such extension shall not relieve the licensee of the continuing
21 competency requirement.

22
23 C. The board may grant an exemption for all or part of the continuing competency
24 requirements due to circumstances beyond the control of the licensee such as temporary
25 disability, mandatory military service, or officially declared disasters.

26
27 D. Those individuals dually licensed by this board will not be required to obtain
28 continuing competency for each license. Dually licensed individuals will only be
29 required to provide the hours set out in subsection A of this section or subsection A of 18
30 VAC 115-50-95 in the Regulations Governing the Practice of Marriage and Family
31 Therapy, or subsection A of 18 VAC 115-60-115 in the Regulations Governing the
32 Practice of Licensed Substance Abuse Treatment Providers.

33
34 **18 VAC 115-20-106. Continuing competency activity criteria.**

35
36 A. Continuing competency activities must focus on increasing knowledge or skills in one
37 or more of the areas listed below.

- 38
39 1. Ethics, standards of practice or laws governing behavioral science
40 professions
41 2. Counseling theory
42 3. Human growth and development
43 4. Social and cultural foundations
44 5. The helping relationship
45 6. Group dynamics, processing and counseling
46 7. Lifestyle and career development

- 1 8. Appraisal of individuals
- 2 9. Research and evaluation
- 3 10. Professional orientation
- 4 11. Clinical supervision
- 5 12. Marriage and family therapy
- 6 13. Addictions

7

8 B. Approved hours of continuing competency activity shall be one of the following
9 types:

10

11 1. Formally organized learning activities or home study. (Activities may be counted
12 at their full hour value.) Hours shall be obtained from one or a combination of the
13 following board-approved mental health related activities:

14

15 a. Regionally accredited university or college level academic courses in a
16 behavioral health discipline.

17

18 b. Continuing education programs offered by universities or colleges.

19

20 c. Workshops, seminars, conferences, or courses in the behavioral health field
21 offered by federal, state or licensed health facilities and licensed hospitals.

22

23 d. Workshops, seminars conferences or courses in the behavioral health field
24 offered by an individual or organization that has been certified or approved by
25 one of the following:

26

27 (i) The American Association of Marriage and Family Counselors and its
28 state affiliates.

29

30 (ii) The American Association of Marriage and Family Therapists and its
31 state affiliates.

32

33 (iii) The American Association of State Counseling Boards.

34

35 (iv) The American Counseling Association and its state and local
36 affiliates.

37

38 (v) The American Psychological Association and its state affiliates.

39

40 (vi) Commission on Rehabilitation Education.

41

42 (vii) NAADAC, The Association for Addiction Professionals and its state
43 and local affiliates.

44

45 (viii) National Association of Social Workers.

46

1 (ix) National Board for Certified Counselors.

2
3 (x) A national behavioral health organization or certification body.

4
5 (xi) Individuals or organizations that have been approved as continuing
6 competency sponsors by the American Association of State Counseling
7 Boards or a counseling board in another state.

8
9 2. Individual professional activities.

10
11 a. Publication/presentation/new program development

12
13 (i) Publication of articles. (Activity will count for a maximum of eight
14 hours.)

15
16 Publication activities are limited to articles in refereed journals or a
17 chapter in an edited book.

18
19 (ii) Publication of books. (Activity will count for a maximum of 18
20 hours.)

21
22 (iii) Presentations. (Activity will count for a maximum of eight hours.)

23
24 The same presentations may be used only once in a two-year period. Only
25 actual presentation time may be counted.

26
27 (iv) New program development (Activity will count for a maximum of
28 eight hours.)

29
30 New program development includes a new course, seminar, or workshop.
31 New courses shall be graduate or undergraduate level college or university
32 courses.

33
34 b. Dissertation. (Activity will count for a maximum of 18 hours.)

35
36 Dissertation credit may only be counted once.

37
38 c. Clinical supervision/consultation. (Activity will count for a maximum of ten
39 hours.)

40
41 Continuing competency can only be granted for clinical
42 supervision/consultation received on a regular basis with a set agenda.
43 Continuing competency cannot be granted for supervision that you
44 provide to others.

1 d. Leadership. (Activity will count for a maximum of eight hours.)

2
3 The following leadership positions are acceptable for continuing
4 competency credit: Officers of state or national counseling organization;
5 editor and/or reviewer of professional counseling journals; member of
6 state counseling licensure/certification board; member of a national
7 counselor certification board; member of a national ethics disciplinary
8 review committee rendering licenses; active member of a counseling
9 committee producing a substantial written product; chair of a major
10 counseling conference or convention; other leadership positions with
11 justifiable professional learning experiences. The leadership positions
12 must take place for a minimum of one year after the date of first licensure.

13
14 e. Practice related programs. (Activity will count up to a maximum of eight
15 hours.)

16
17 The board may allow up to eight contact hours of continuing competency
18 as long as the regulant submits proof of attendance plus a written
19 justification of how the activity assists him in his direct service of his
20 clients. Examples include: language courses, software training, medical
21 topics, etc.

22
23 **18 VAC 115-20-107. Documenting compliance with continuing competency**
24 **requirements.**

25
26 A. All licensees are required to maintain original documentation for a period of two
27 years following renewal.

28
29 B. After the end of each renewal period, the board may conduct a random audit of
30 licensees to verify compliance with the requirement for that renewal period.

31
32 C. Upon request, a licensee shall provide documentation as follows:

33
34 1. To document completion of formal organized learning activities the licensee
35 shall provide:

36
37 a. Official transcripts showing credit hours earned; or

38
39 b. Certificates of participation.

40
41 2. Documentation of home study shall be made by identification of the source
42 material studied, summary of content, and a signed affidavit attesting to
43 completion of the home study.

1 3. Documentation of individual professional activities shall be by one of the
2 following:

3
4 a. Certificates of participation;

5
6 b. Proof of presentations made;

7
8 c. Reprints of publications;

9
10 d. Letters from educational institutions or agencies approving continuing
11 education programs;

12
13 e. Official notification from the association that sponsored the item
14 writing workshop or continuing education program; or

15
16 f. Documentation of attendance at formal staffing by a signed affidavit on
17 a form provided by the board.

18
19 D. Continuing competency hours required by a disciplinary order shall not be used to
20 satisfy renewal requirements.

21
22 **18 VAC 115-20-110. Late renewal; reinstatement.**

23
24 A. A person whose license has expired may renew it within one year after its expiration
25 date by paying the late fee prescribed in 18 VAC 115-20-20 as well as the license renewal
26 fee prescribed for the year the license was not renewed, and provide evidence of having met
27 all applicable continuing competency requirements.

28
29 B. A person who fails to renew a license after one year or more and wishes to resume
30 practice shall apply for reinstatement, pay the reinstatement fee for a lapsed license, ~~and~~
31 submit evidence regarding the continued ability to perform the functions within the scope
32 of practice of the license, and provide evidence of having met all applicable continuing
33 competency requirements not to exceed a maximum of 80 hours.

34
35 C. A person wishing to reactivate an inactive license shall submit the renewal fee for active
36 licensure minus any fee already paid for inactive licensure renewal, and documentation of
37 continued competency hours equal to the number of years the license has been inactive not
38 to exceed a maximum of 80 hours.

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40
41 **PART VI.**
42 **STANDARDS OF PRACTICE**
43 **UNPROFESSIONAL CONDUCT, DISCIPLINARY ACTIONS;**
44 **REINSTATEMENT**
45

1 **18 VAC 115-20-140. Grounds for revocation, suspension, probation, reprimand,**
2 **censure, or denial of renewal of license.**

3
4 A. Action by the board to revoke, suspend or decline to renew a license may be taken in
5 accord with the following:

- 6
7 1. Conviction of a felony, or of a misdemeanor involving moral turpitude, or violation
8 of or aid to another in violating any provision of Chapter 35 (§ 54.1-3500 et seq.) of
9 Title 54.1 of the Code of Virginia, any other statute applicable to the practice of
10 professional counseling, or any provision of this chapter.
11
12 2. Procuring of license by fraud or misrepresentation.
13
14 3. Conducting one's practice in such a manner as to make it a danger to the health and
15 welfare of one's clients or to the public, or if one is unable to practice counseling with
16 reasonable skill and safety to clients by reason of illness, abusive use of alcohol, drugs,
17 narcotics, chemicals, or other type of material or result of any mental or physical condi-
18 tion.
19
20 4. Negligence in professional conduct or nonconformance with the Standards of
21 Practice (18 VAC 115-20-130 B).
22
23 5. Performance of functions outside the demonstrable areas of competency.
24
25 6. Failure to comply with the continued competency requirements set forth in
26 this chapter.
27

28 B. Following the revocation or suspension of a license, the licensee may petition the board
29 for reinstatement upon good cause shown or as a result of substantial new evidence having
30 been obtained that would alter the determination reached.
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33
34 **Marriage and Family Therapy Regulations**

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37 **PART I**
38 **GENERAL PROVISIONS**
39

40 **18 VAC 115-50-20. Fees.**

41
42 A. The board has established fees for the following:

43 **Registration of supervision \$50**

44 **Add or change supervisor \$25**

45 Initial licensure by examination: Processing and initial licensure.....\$140

1	Initial licensure by endorsement: processing and initial licensure	\$140
2	<u>Active</u> Annual license renewal.....	\$105
3	<u>Inactive annual license renewal</u>	\$55
4	Penalty for late renewal	\$35
5	Reinstatement of a lapsed license	\$165
6	Verification of license to another jurisdiction	\$25
7	Additional or replacement licenses.....	\$5
8	Additional or replacement wall certificates	\$15
9	Returned check.....	\$25

10 **Reinstatement following revocation or suspension \$500**

11
12 B. Fees shall be paid to the board or its contractor or both in appropriate amounts as
13 specified in the application instructions. All fees are non-refundable.

14
15 C. Examination fees shall be determined and made payable as determined by the board.

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17
18 **PART IV**
19 **RENEWAL AND REINSTATEMENT OF LICENSE**

20
21 **18 VAC 115-50-90. Annual renewal of license.**

22
23 A. All licensees shall renew licenses on or before June 30 of each year.

24
25 B. Beginning with the 2005 renewal ~~a~~All licensees who intend to continue an active to
26 practice shall submit to the board on or before June 30 of each year ~~on or before the~~
27 ~~expiration date of the license~~ submit to the board:

- 28
29 1. A license renewal application supplied by the board completed application for
30 renewal of the license on which the licensee attests to compliance with the
31 continuing competency requirements prescribed in this chapter; and
32

33 The renewal fee prescribed in 18 VAC 115-50-20.

34
35 C. A licensee who wishes to place his license in an inactive status may do so upon payment
36 of the inactive renewal fee as established in 18 VAC 115-50-20. No person shall practice
37 marriage and family therapy in Virginia unless he holds a current active license. A licensee
38 who has placed himself in inactive status may become active by fulfilling the reactivation
39 requirements set forth in 18 VAC 115-50-100.C.

40
41 D. Licensees shall notify the board of change of address within 60 days. Failure to
42 receive a renewal notice from the board shall not relieve the license holder from the
43 renewal requirement.
44

1 ~~D. Licensees shall provide the board with official documentation of a legal name change~~
2 ~~and written notification of address changes within 90 days of such change.~~

3
4 **18 VAC 115-50-95. Continued competency requirements for renewal of a license.**

5
6 A. After July 1, 2004, marriage & family therapists shall be required to have completed
7 a minimum of 20 hours of continuing competency for each annual licensure renewal. A
8 minimum of two of these hours shall be in courses that emphasize the ethics, standards of
9 practice or laws governing behavioral science professions in Virginia.

10
11 B. The board may grant an extension for good cause of up to one year for the completion
12 of continuing competency requirements upon written request from the licensee prior to
13 the renewal date. Such extension shall not relieve the licensee of the continuing
14 competency requirement.

15
16 C. The board may grant an exemption for all or part of the continuing competency
17 requirements due to circumstances beyond the control of the licensee such as temporary
18 disability, mandatory military service, or officially declared disasters.

19
20 D. Those individuals dually licensed by this board will not be required to obtain
21 continuing competency for each license. Dually licensed individual will only be required
22 to provide the hours set out in subsection A of this section or subsection A of 18 VAC
23 115-20-105 in the Regulations Governing the Practice of Licensed Professional
24 Counselors, or subsection A of 18 VAC 115-60-115 in the Regulations Governing the
25 Practice of Licensed Substance Abuse Treatment Providers.

26
27 **18 VAC 115-50-96 Continuing competency activity criteria.**

28
29 A. Continuing competency activities must focus on increasing knowledge or skills in one
30 or more of the areas listed below.

- 31
32 1. Ethics, standards of practice or laws governing behavioral science professions
33 2. Counseling theory
34 3. Human growth and development
35 4. Social and cultural foundations
36 5. The helping relationship
37 6. Group dynamics, processing and counseling
38 7. Lifestyle and career development
39 8. Appraisal of individuals
40 9. Research and evaluation
41 10. Professional orientation
42 11. Clinical supervision
43 12. Marriage and family therapy
44 13. Addictions

45
46 B. Approved hours of continuing competency activity shall be one of the following types:

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- 1. Formally organized learning activities or home study. (Activities may be counted at their full hour value.) Hours shall be obtained from one or a combination of the following board-approved mental health related activities:
 - a. Regionally accredited university or college level academic courses in a behavioral health discipline.
 - b. Continuing education programs offered by universities or colleges.
 - c. Workshops, seminars, conferences, or courses in the behavioral health field offered by federal, state or local licensed health facilities and licensed hospitals.
 - d. Workshops, seminars conferences or courses in the behavioral health field offered by an individual or organization that has been certified or approved by one of the following:
 - (i) The American Association of Marriage and Family Counselors and its state affiliates.
 - (ii) The American Association of Marriage and Family Therapists and its state affiliates.
 - (iii) The American Association of State Counseling Boards.
 - (iv) The American Counseling Association and its state and local affiliates.
 - (v) The American Psychological Association and its state affiliates.
 - (vi) Commission on Rehabilitation Education.
 - (vii) NAADAC, The Association for Addiction Professionals and its state and local affiliates.
 - (viii) National Association of Social Workers.
 - (ix) National Board for Certified Counselors.
 - (x) A national behavioral health organization or certification body.
 - (xi) Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.

1 Individual professional activities.

2
3 a. Publication/presentation/new program development

4
5 (i) Publication of articles. (Activity will count for a maximum of eight
6 hours.)

7
8 Publication activities are limited to articles in refereed journals or a
9 chapter in an edited book.

10
11 (ii) Publication of books. (Activity will count for a maximum of 18
12 hours.)

13
14 (iii) Presentations. (Activity will count for a maximum of eight hours.)

15
16 The same presentations may be used only once in a two-year period. Only
17 actual presentation time may be counted.

18
19 (iv) New program development (Activity will count for a maximum of
20 eight hours.)

21
22 New program development includes a new course, seminar, or workshop.
23 New courses shall be graduate or undergraduate level college or university
24 courses.

25
26 b. Dissertation. (Activity will count for a maximum of 18 hours.)

27
28 Dissertation credit may only be counted once.

29
30 c. Clinical supervision/consultation. (Activity will count for a maximum of ten
31 hours.)

32
33 Continuing competency can only be granted for clinical
34 supervision/consultation received on a regular basis with a set agenda.
35 Continuing competency cannot be granted for supervision that you
36 provide to others.

37
38 d. Leadership. (Activity will count for a maximum of eight hours.)

39
40 The following leadership positions are acceptable for continuing
41 competency credit: Officers of state or national counseling organization;
42 editor and/or reviewer of professional counseling journals; member of
43 state counseling licensure/certification board; member of a national
44 counselor certification board; member of a national ethics disciplinary
45 review committee rendering licenses; active member of a counseling
46 committee producing a substantial written product; chair of a major

1 counseling conference or convention; other leadership positions with
2 justifiable professional learning experiences. The leadership positions
3 must take place for a minimum of one year after the date of first licensure.
4

5 e. Practice related programs. (Activity will count up to a maximum of eight
6 hours.)
7

8 The board may allow up to eight contact hours of continuing competency
9 as long as the regulant submits proof of attendance plus a written
10 justification of how the activity assists him in his direct service of his
11 clients. Examples include: language courses, software training, medical
12 topics, etc.
13

14 **VAC 115-50-97. Documenting compliance with continuing competency**
15 **requirements.**

16
17 A. All licensees are required to maintain original documentation for a period of two
18 years following renewal.
19

20 B. After the end of each renewal period, the board may conduct a random audit of
21 licensees to verify compliance with the requirement for that renewal period.
22

23 C. Upon request, a licensee shall provide documentation as follows:
24

25 1. To document completion of formal organized learning activities licensee shall
26 provide:
27

28 a. Official transcripts showing credit hours earned; or
29

30 b. Certificates of participation.
31

32 2. Documentation of home study shall be made by identification of the source
33 material studied, summary of content, and a signed affidavit attesting to
34 completion of the home study.
35

36 3. Documentation of individual professional activities shall be by one of the
37 following:
38

39 a. Certificates of participation;
40

41 b. Proof of presentations made;
42

43 c. Reprints of publications;
44

1 d. Letters from educational institutions or agencies approving continuing
2 education programs;

3
4 e. Official notification from the association that sponsored the item
5 writing workshop or continuing education program; or

6
7 f. Documentation of attendance at formal staffing shall be by signed
8 affidavit on a form provided by the board.

9
10 D. Continuing competency hours required by a disciplinary order shall not be used to
11 satisfy renewal requirements.

12
13 **18 VAC 115-50-100. Late renewal, reinstatement.**

14
15 A. An individual person whose license has expired may renew it within one year after its
16 expiration date by paying the penalty fee prescribed in 18 VAC 115-50-20 as well as the
17 license fee prescribed for the period the license was not renewed, and provide evidence of
18 having met all applicable continuing competency requirements.

19
20 B. An individual person seeking reinstatement of a license one year or more after its
21 expiration date must apply for reinstatement, pay the reinstatement fee and submit
22 evidence regarding the continued ability to perform the functions within the scope of
23 practice of the license, and provide evidence of having met all applicable continuing
24 competency requirements not to exceed a maximum of 80 hours.

25
26 C. A person wishing to reactivate an inactive license shall submit the renewal fee for active
27 licensure minus any fee already paid for inactive licensure renewal, and documentation of
28 continued competency hours equal to the number of years the license has been inactive, not
29 to exceed a maximum of 80 hours.

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31
32 **PART VI**
33 **DISCIPLINARY ACTION**

34
35 **18 VAC 115-50-120. Disciplinary Action.**

36
37 A. In accordance with §54.1-2400 of the *Code of Virginia*, the board may, after a
38 hearing, revoke, suspend or decline to issue or renew a license or impose a fine in
39 accordance with the following:

- 40
41 1. Conviction of a felony or of a misdemeanor involving moral turpitude;
42
43 2. Procurement of a license, certificate or registration by fraud or misrepresentation;
44
45 3. Conducting one's practice in such a manner as to make it a danger to the health
46 and welfare of one's clients or the general public;

4. Practicing marriage and family therapy without reasonable skill and safety to clients by virtue of physical or emotional illness, abusive use of alcohol, drugs, narcotics, chemicals or any other hazardous substance or material;
5. Providing or offering services outside the demonstrable areas of competency; ~~or~~
6. Violating or abetting another person in the violation of any provision of any statute applicable to the practice of marriage and family therapy, or any part or portion of this chapter; or
7. Failure to comply with the continued competency requirements set forth in this chapter.

Substance Abuse Treatment Practitioner Regulations

PART I

GENERAL PROVISIONS

18 VAC 115-60-20. Fees required by the board.

A. The board has established the following fees applicable to licensure as a substance abuse treatment practitioner:

Registration of supervision (initial).....	\$50
Add/Change supervisor.....	\$25
Initial licensure by examination: Processing and initial licensure.....	\$140
Initial licensure by endorsement: Processing and initial licensure.....	\$140
<u>Active a</u> Annual license renewal.....	\$105
<u>Inactive annual license renewal.....</u>	\$55
Duplicate license.....	\$5
Verification of license to another jurisdiction.....	\$25
Late renewal.....	\$35
Reinstatement of a lapsed license.....	\$165
Replacement of or additional wall certificate.....	\$15
Returned check.....	\$25
Reinstatement following revocation or suspension.....	\$500

B. Fees shall be paid directly to the board or its contractor, or both, in appropriate amounts as specified in the application instructions. All fees are non-refundable.

C. Examination fees shall be determined and made payable as determined by the board.

1
2
3 **PART IV.**
4 **LICENSE RENEWAL; REINSTATEMENT**
5

6 **18 VAC 115-60-110. Renewal of licensure**

7
8 A. All licensees shall renew licenses on or before June 30 of each year.

9
10 B. Beginning with the 2005 renewal, eEvery license holder who intends to continue an
11 active ~~to~~ practice shall submit to the board on or before June 30 of each year:

- 12
13 1. A completed application for renewal of the license on which the licensee attests
14 to compliance with the continuing competency requirements prescribed in this
15 chapter; ~~and~~
16 2. The renewal fee prescribed in 18 VAC 115-60-20.

17
18 C. A licensee who wishes to place his license in an inactive status may do so upon
19 payment of the inactive renewal fee as established in 18 VAC 115-60-20. No person
20 shall practice substance abuse treatment in Virginia unless he holds a current active
21 license. A licensee who has placed himself in inactive status may become active by
22 fulfilling the reactivation requirements set forth in 18 VAC 115-60-120.C.

23
24 D. Licensees shall notify the board of change of address within 60 days. Failure to
25 receive a renewal notice from the board shall not relieve the license holder from the renewal
26 requirement.

27
28 **18 VAC 115-60-115. Continued competency requirements for renewal of a**
29 **license.**

30
31 A. After July 1, 2004, licensed substance abuse treatment practitioners shall be required
32 to have completed a minimum of 20 hours of continuing competency for each annual
33 licensure renewal. A minimum of two of these hours shall be in courses that emphasize
34 the ethics, standard of practice or laws governing behavioral science professions in
35 Virginia.

36
37 B. The board may grant an extension for good cause of up to one year for the completion
38 of continuing competency requirements upon written request from the licensee prior to
39 the renewal date. Such extension shall not relieve the licensee of the continuing
40 competency requirement.

41
42 C. The board may grant an exemption for all or part of the continuing competency
43 requirements due to circumstances beyond the control of the licensee such as temporary
44 disability, mandatory military service, or officially declared disasters.
45

1 D. Those individuals dually licensed by this board will not be required to obtain
2 continuing competency for each license. Dually licensed individuals will only be
3 required to provide the hours set out in subsection A of this Chapter or subsection A of
4 18 VAC 115-50-95 in the Regulations Governing the Practice of Marriage and Family
5 Therapy, or subsection A of 18 VAC 115-60-115 in the Regulations Governing the
6 Practice of Licensed Professional Counselors.

7
8 **18 VAC 115-60-116. Continuing competency activity criteria.**

9
10 A. Continuing competency activities must focus on increasing knowledge or skills in one
11 or more of the areas listed below.

- 12
- 13 1. Ethics, standards of practice or laws governing behavioral science professions
- 14 2. Counseling theory
- 15 3. Human growth and development
- 16 4. Social and cultural foundations
- 17 5. The helping relationship
- 18 6. Group dynamics, processing and counseling
- 19 7. Lifestyle and career development
- 20 8. Appraisal of individuals
- 21 9. Research and evaluation
- 22 10. Professional orientation
- 23 11. Clinical supervision
- 24 12. Marriage and family therapy
- 25 13. Addictions
- 26

27 B. Approved hours of continuing competency activity shall be one of the following
28 types:

- 29
- 30 1. Formally organized learning activities or home study. (Activities may be
31 counted at their full hour value.) Hours shall be obtained from one or a
32 combination of the following board-approved mental health related activities:
33
 - 34 a. Regionally accredited university or college level academic courses in a
35 behavioral health discipline.
 - 36
 - 37 b. Continuing education programs offered by universities or colleges.
 - 38
 - 39 c. Workshops, seminars, conferences, or courses in the behavioral health field
40 offered by federal, state or licensed health facilities and licensed hospitals.
 - 41
 - 42 d. Workshops, seminars conferences or courses in the behavioral health field
43 offered by an individual or organization that has been certified or
44 approved by one of the following:
 - 45

1 (i) The American Association of Marriage and Family Counselors and its
2 state affiliates.

3
4 (ii) The American Association of Marriage and Family Therapists and its
5 state affiliates.

6
7 (iii) The American Association of State Counseling Boards.

8
9 (iv) The American Counseling Association and its state and local affiliates.

10
11 (v) The American Psychological Association and its state affiliates.

12
13 (vi) Commission on Rehabilitation Education.

14
15 (vii) NAADAC, The Association for Addiction Professionals and its state
16 and local affiliates.

17
18 (viii) National Association of Social Workers.

19
20 (ix) The National Board for Certified Counselors.

21
22 (x) A national behavioral health organization or certification body.

23
24 (xi) Individuals or organizations that have been approved as continuing
25 competency sponsors by the American Association of State
26 Counseling Boards or a counseling board in another state.

27
28 2. Individual professional activities.

29
30 **a. Publication/presentation/new program development**

31
32 (i) Publication of articles. (Activity will count for a maximum of eight
33 hours.)

34
35 Publication activities are limited to articles in refereed journals or a
36 chapter in an edited book.

37
38 (ii) Publication of books. (Activity will count for a maximum of 18 hours.)

39
40 (iii) Presentations. (Activity will count for a maximum of eight hours.)

41
42 The same presentations may be used only once in a two-year period. Only
43 actual presentation time may be counted.

1 (iv) New program development (Activity will count for a maximum of
2 eight hours.)

3
4 New program development includes a new course, seminar, or
5 workshop. New courses shall be graduate or undergraduate level
6 college or university courses.

7
8 b. Dissertation (Activity will count for a maximum of 18 hours)

9
10 Dissertation credit may only be counted once.

11
12 c. Clinical supervision/consultation. (Activity will count for a maximum of ten
13 hours.)

14
15 Continuing competency can only be granted for clinical
16 supervision/consultation received on a regular basis with a set agenda.
17 Continuing competency cannot be granted for supervision that you
18 provide to others.

19
20 d. Leadership. (Activity will count for a maximum of eight hours.)

21
22 The following leadership positions are acceptable for continuing
23 competency credit: Officers of state or national counseling organization;
24 editor and/or reviewer of professional counseling journals; member of
25 state counseling licensure/certification board; member of a national
26 counselor certification board; member of a national ethics disciplinary
27 review committee rendering licenses; active member of a counseling
28 committee producing a substantial written product; chair of a major
29 counseling conference or convention; other leadership positions with
30 justifiable professional learning experiences. The leadership positions
31 must take place for a minimum of one year after the date of first licensure.

32
33 e. Practice related programs. (Activity will count up to a maximum of eight
34 hours.)

35
36 The board may allow up to eight contact hours of continuing competency
37 as long as the regulant submits proof of attendance plus a written
38 justification of how the activity assists him in his direct service of his
39 clients. Examples include: language courses, software training, medical
40 topics, etc.

41
42 **VAC 115-60-117. Documenting compliance with continuing competency**
43 **requirements.**

44
45 A. All licensees are required to maintain original documentation for a period of two
46 years following renewal.

1
2 B. After the end of each renewal period, the board may conduct a random audit of
3 licensees to verify compliance with the requirement for that renewal period.

4
5 C. Upon request, a licensee shall provide documentation as follows:

6
7 1. To document completion of formal organized learning activities licensee shall
8 provide:

9
10 a. Official transcripts showing credit hours earned; or

11
12 b. Certificates of participation.

13
14 2. Documentation of home study shall be made by identification of the source
15 material studied, summary of content, and a signed affidavit attesting to
16 completion of the home study.

17
18 3. Documentation of individual professional activities shall be by one of the
19 following:

20
21 a. Certificates of participation;

22
23 b. Proof of presentations made;

24
25 c. Reprints of publications;

26
27 d. Letters from educational institutions or agencies approving continuing
28 education programs;

29
30 e. Official notification from the association that sponsored the item
31 writing workshop or continuing education program; or

32
33 f. Documentation of attendance at formal staffing shall be by signed
34 affidavit on a form provided by the board.

35
36 D. Continuing competency hours required by a disciplinary order shall not be used to
37 satisfy renewal requirements.

38
39 **18 VAC 115-60-120. Late renewal; reinstatement.**

40
41 A. A person whose license has expired may renew it within one year after its expiration
42 date by paying the late renewal fee prescribed in 18 VAC 115-60-20, as well as the license
43 fee prescribed for the year the license was not renewed, and provide evidence of having met
44 all applicable continuing competency requirements.

1 B. A person who fails to renew a license after one year or more and wishes to resume
2 practice ~~must~~ shall apply for reinstatement, pay the reinstatement fee for a lapsed license,
3 ~~and~~ submit evidence regarding the continued ability to perform the functions within the
4 scope of practice of the license, and provide evidence of having met all applicable
5 continuing competency requirements not to exceed a maximum of 80 hours.
6

7 C. A person wishing to reactivate an inactive license shall submit the renewal fee for
8 active licensure minus any fee already paid for inactive licensure renewal, and
9 documentation of continued competency hours equal to the number of years the license
10 has been inactive not to exceed a maximum of 80 hours.
11

12
13 **PART V.**
14 **STANDARDS OF PRACTICE**
15 **UNPROFESSIONAL CONDUCT; DISCIPLINARY ACTIONS;**
16 **REINSTATEMENT**
17

18 **18 VAC 115-60-140. Grounds for revocation, suspension, probation, reprimand,**
19 **censure, or denial of renewal of license.**
20

21 A. Action by the board to revoke, suspend or decline to renew a license may be taken in
22 accord with the following:
23

24 1. Conviction of a felony, of a misdemeanor involving moral turpitude, or
25 violation of or aid to another in violating any provision of Chapter 35 of Title 54.1
26 (§ 54.1-3500 et seq.) of the Code of Virginia, any other statute applicable to the
27 practice of substance abuse treatment, or any provision of this chapter.
28

29 2. Procuring of license by fraud or misrepresentation.
30

31 3. Conducting one's practice in such a manner as to make it a danger to the health
32 and welfare of one's clients or to the public, or if one is unable to practice
33 substance abuse treatment with reasonable skill and safety to clients by reason of
34 illness, abusive use of alcohol, drugs, narcotics, chemicals, or other type of
35 material or result of any mental or physical condition.
36

37 4. Negligence in professional conduct or nonconformance with the Standards of
38 Practice (18 VAC 115-60-130).
39

40 5. Performance of functions outside the demonstrable areas of competency.
41

42 6. Failure to comply with the continued competency requirements set forth in this
43 chapter.
44

45 B. Petition for rehearing. Following the revocation or suspension of a license the
46 licensee may petition the board for rehearing upon good cause shown or as a result of

1 substantial new evidence having been obtained that would alter the determination
2 reached.
3
4