

## **CHAPTER 4.5-02.1-02 CONTINUING EDUCATION**

### Section

- 4.5-02.1-02-01 Licensure Renewal [Repealed]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

#### **4.5-02.1-02-01. Licensure renewal.**

Repealed effective January 1, 2008.

#### **4.5-02.1-02-02. Continuing education.**

1. Continuing education credit is awarded to a participant at a workshop or seminar. To maintain licensure, licensed addiction counselors, licensed clinical addiction counselors, and licensed master addiction counselors are required to complete forty hours of continuing education for the two-year licensing period, at least six hours of which must be on the topic of professional ethics.
  - a. Twenty approved continuing education hours are required if an addiction counselor is initially licensed between January first and June thirtieth of the odd-numbered year.
  - b. No continuing education hours are required if an addiction counselor is initially licensed on or after July first of an odd-numbered year.
  - c. Continuing education hours cannot be earned until after the license effective date and only within the current licensing period.
  - d. Continuing education hours may only be applied to one licensing period.
  - e. Applicants who were previously licensed in North Dakota but whose license lapsed for a period of less than five years shall complete forty continuing education hours, at least six of which must be on the topic of professional ethics, within the two years prior to application.
  - f. Applicants who were previously licensed in North Dakota but whose license lapsed for a period of five years or more shall complete forty continuing education hours, at least six of which must be on the topic of ethics, within the two years prior to application. The board may require such an applicant to take a written examination approved by the board.
2. Any continuing education program to be used for addiction counseling or supervision of clinical practice continuing education units is subject to board approval, except continuing education programs sponsored or approved by the national association for alcoholism and drug abuse counselors, substance abuse and mental health services administration, the addiction technology transfer centers, the North Dakota addiction counselor's association, the American society of addiction medicine, the North Dakota department of human service's division of behavioral health, or the national institute of drug abuse. All other programs shall submit an application on a form provided by the board, and request the board to approve the program.
3. All individuals seeking approval of continuing education credits earned from a person other than those listed in this section shall submit a request to the board for approval of continuing education credits. Continuing education, workshops, webinars, and seminars must:

- a. Be related to the practice of addiction counseling, behavioral mental health, or best practice techniques.
  - b. Have the potential to increase the licensee's proficiency in addiction counseling.
4. At the end of the two-year reporting cycle, each licensee or registrant shall submit a signed statement on a form provided by the board attesting to satisfaction of the continuing education requirement. The licensee or registrant shall list the activities submitted for continuing education credit and the amount of credit claimed for each one and the date for each session.
5. The licensee or registrant may not submit the specific verification of each continuing education experience claimed, but must maintain a file of such verification documentation for two years following the submission of the reporting form.
6. At each reporting period, the board will select a random sample of approximately ten percent of the licensees and require them to provide verification of the continuing education experiences claimed on the reporting form.
7. Any licensed addiction counselor, licensed clinical addiction counselor, or licensed master addiction counselor who is registered as a clinical supervisor shall ensure at least three of the forty continuing education hours contain materials related to clinical supervision techniques and skills, with documentation verifying the content submitted to the board upon request.
8. An approved provider is an entity or an individual approved by the board to provide continuing education without the need for prior board review on a program by program basis. Requirements to obtain and maintain status as an approved provider are as follows:
  - a. Completed application.
  - b. Application fee.
  - c. Provider must ensure all programs offered contain a course outline, learning objectives, and an evaluation of the learning outcome of participants, and provide these documents to the board upon request.
  - d. Provider must provide certificate of completion to participants. Failure to do so may result in the loss of approved provider status.
  - e. Complaints against providers may be investigated by the board and may result in removal of provider approval status.
  - f. Provider must renew the approval annually.
  - g. Provider must create a system of monitoring participants' attendance at educational sessions for which the approved provider is awarding continuing education credits. The approved provider must provide documentation of attendance to the board upon request.
9. An approved program is one specific program, with defined continuing education contact hours, approved by the board. Requirements to obtain and maintain program approval status are as follows:
  - a. Completed application.
  - b. Application fee.
  - c. Program must ensure the program offered contains a course outline, learning objectives, and an evaluation of the learning outcome of participants and provide these documents to the board upon request.

d. Program approval must be approved annually.

**History:** Effective January 1, 2002; amended effective January 1, 2008; July 1, 2014; July 1, 2018.

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

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

**4.5-02.1-02-03. Address and name changes.**

Any licensee must report a change of physical address, professional address for electronic mail, preferred telephone number, or name to the board in writing within thirty days of change.

**History:** Effective January 1, 2002; amended effective July 1, 2014; July 1, 2018.

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

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