



## *Counselor, Social Worker & Marriage and Family Therapist Board*

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50 West Broad Street, Suite 1075  
Columbus, Ohio 43215-5919  
614-466-0912 & Fax 614-728-7790  
<http://cswmft.ohio.gov> & [cswmft.info@cswb.state.oh.us](mailto:cswmft.info@cswb.state.oh.us)

### **STATE OF OHIO**

### **COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD**

**May 16, 2014**

Chairperson, Ms. Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the regular meeting of the Board at 1:00 p.m. on May 16, 2014. Dr. Otha Gilyard, Mr. Timothy Brady, Dr. Christin Jungers, Ms. Margaret Knerr, Dr. Thomas McGloshen, Ms. Stephanie McCloud, Mr. Steve Polovick, Dr. Alan Demmitt, Dr. Terri Hamm, Ms. Jennifer Brunner and Dr. Carl Brun. Absent: Ms. Erin Michel and Ms. Maureen Cooper. Staff present: Mr. James Rough, Mr. William Hegarty, Ms. Patricia Miller, Ms. Tracey Hosom, Ms. Tammy Tingle and Ms. Margaret-Ann Adorjan. Also present: Ms. Yvonne Tertel, AAG

- I.** Discussion and approval of agenda.
- II.** Ms. Knerr moved to accept the March 21, 2014, full Board minutes and the amended Planning Meeting minutes, seconded by Dr. Gilyard. Carried.
- III. Executive Director Report presented by Mr. Rough:**

**Mr. Rough reported:**

1. Copy of the report given to each of the Professional Standard Committees will be attached to the minutes.
2. Reported on the statute change for Board Member appointment recommendations and criteria.
3. Met with the Governor's office about retiring and announcing the Boards Director job opening. Also discussed re-appointments.
4. HB 232 passed, effective July 10, 2014. Discussed with the MFTPSC the rule change process, sending out the rule change for public comment and then holding a public hearing. Rules will be modified regarding the process of approving applications. Two packets of rule changes will be sent out; one packet is the HB232 rule changes and

the other the Five Year Rule review and other rules. Discussed other changes such as a fee for inactive status and renewing without approved continuing education.

5. Discussed the new link for printing the current rules.
6. CE Broker may not be needed with the new computer system, similar features will already be available. Acknowledged the hard work Ms. Adorjan and Mr. Miller have done with the new elicensing system. Went over some of the features of the new system.
7. Reviewed the budget. Funds are available for the support of the OIT system for FY15. Because of document management and security the change back to having state support is needed. The new system will be more costly but not sure of the exact amount at this time. FY16-17 budget is due in September but hope to have it completed in August.
8. Reviewed the licensure report, and a new report of the number of licensees of a certain gender.
9. Mr. Brady asked about the workforce shortage in some areas and if the new system will help this. Mr. Rough stated it is not solely a workforce issue but in part an unwillingness to work in certain areas. Other Boards are dealing with this same issue. The minimum dataset if implemented will track the number of licensees in each area and if they are actually working and using their license.

#### **IV. Investigative Report presented by Mr. Hegarty:**

##### **Mr. Hegarty reported:**

1. Thanked Ms. Hosom, Ms. Adorjan, Ms. Tingle and the Board liaisons.
2. Forty-four new cases, the number of cases has increased.
3. Staff is traveling a lot.
4. Competency is the largest complaint and then failing the CEU audit.
5. Counselor denial hearing is scheduled in July.
6. Mr. Brady asked about the increase in cases, Mr. Hegarty stated the number of licensees goes up about two percent each year so this could also be a reason behind the increase in cases.

#### **V. Legal Update presented by Ms. Tertel:**

1. No cases are on appeal.

#### **VI. Social Work Professional Standards Committee Report was presented by Mr. Polovick:**

##### **Mr. Polovick reported:**

1. SWPSC is requesting to send Mr. Polovick and Mr. Warne to the ASWB meeting in St. Louis, MO, in May of this year. Some topics to be

presented include; cultural competency, investigations, investigations that went wrong and the repercussions.

2. Mr. Polovick moved to send Dr. Brun to the ASWB New Board Member Training in August of this year in Seattle, WA, seconded by Ms. Knerr. Carried.
3. Approved fifty-nine LISW's, forty-two LISW-S, one hundred and fifty-six LSW's and nine SWA's.
4. Reviewed five Goldman hearings, approved three consent agreements, and closed thirteen cases.
5. Ms. Theresa Lampl, The Ohio Council, attended the meeting to request applicants continue to be able to take the LISW exam prior to completing their supervision hours.
6. Dr. Gilyard stated he does not want lines crossed as some professions have differences.
7. A correspondence on reconciliation of medication and if this is crossing the boundaries of nursing roles was discussed.

## **VII. Marriage and Family Therapist Professional Standards Committee Report was presented by Ms. Knerr:**

### **Ms. Knerr reported:**

1. Approved three MFT and five IMFT applications for licensure.
2. Approved two exam requests and denied two exam requests.
3. Ms. Knerr moved to send two additional individuals to the AMFTRB conference in September in New Orleans, one person's attendance would be paid by AMFTRB, seconded by Ms. McCloud. Carried.
4. Reviewed rules.

## **VIII. Counselor Professional Standards Committee Report was presented by Dr. Junger:**

### **Dr. Junger reported:**

1. Approved forty-five PC and sixty-eight PCC applications.
2. Sent out ninety exam packets.
3. Mailed five hundred and seventy-one CT CR letters.
4. Discussed various issues; human trafficking, peer consultation.
5. Reviewed remediation plans.
6. Reviewed correspondence.

## **IX. Committee Reports**

### **Executive Committee – Ms. Knerr**

The Committee discussed the July Planning meeting for this year and a tentative schedule of 9:00 till 12:30 for committee meetings, 1:00 till 5:00 planning meeting and at 5:30 a dinner for Mr. Rough's retirement.

Some of the topics of discussion include; supervision, transition of the new director, e-license, electronic server, pressure of young licensees, private practice.

A Search Committee has been formed to hire the new Director. The Committee includes; Ms. Venrick, Mr. Polovick, Dr. Gilyard, Ms. Cooper, Ms. McCloud and Ms. Knerr.

### **CEU Committee – Dr. Jungers**

Discussed the issue of renewing with unapproved continuing education hours and if appropriate to bank those hours after they are approved.

Discussed the ability of the new licensing system with tracking programs attended, inactive status and what this will entail.

### **Investigations Ad Hoc Committee – Mr. Hegarty**

A rule change is needed for the Diversion program.

Mr. Rough will send out a report to the Board Members and staff of the number of citations over the last year.

## **X. Old Business:**

1. Mr. Rough requested any rule changes from the minutes be submitted to him by next week.
2. Ms. Knerr tabled MFT supervision and social media till more discussion at the July meeting. Requesting to add this to the agenda.
3. The Professional Disclosure statute is sufficient, take out the rule.
4. Discussed inactive status and the fee for this status as well as a fee to return to active status. Also discussed requirements for the status to be active again.
5. Discussed a fifty dollar fee but no discipline for renewing with unapproved hours. The MFTPSC did not discuss this issue so discussion tabled.

**XI. New Business:**

Election of new chairs at the July meeting.

Ms. Venrick thanked everyone and requested they leave quietly.

**XII. Adjourned: 2:10 PM**

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Mary Venrick, PC, Board Chair



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## **STATE OF OHIO**

### **COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD**

#### **Executive Committee Meeting Minutes**

**May 15, 2014**

Chairperson, Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the executive committee meeting of the Board at 8:20 a.m. on May 15, 2014.

Members present were Ms. Margaret (Charlie) Knerr, Mr. Steven Polovick, Ms. Maureen Cooper and Dr. Otha Gilyard. Staff present: Mr. James Rough

#### **Agenda: 5/15/14**

- Approve agenda and minutes -
- Board member appointments: The Governor's office of Boards and Commissions is working on appointees. We have a MFT vacancy to be filled. Once HB-232 goes into effect it will be an IMFT or MFT position.
- HB-232 passed the House and Senate and was signed by the governor and is effective 7/10/2014. We have quite a few rules to file. I sent the first batch out for comment.
- Our new licensing system may be active in August. We are one of four boards being accelerated into operations. This has been a huge commitment of time and effort. The benefits will be enormous, if it can do what they say. Andy Miller and Margaret Ann Adorjan have been tasked and working exceptionally well!
- We have many rules that are being final filed on May 12 for a future effective date of May 22 to June 1.
- Peer consultation issue was discussed as a critical need for independent practitioners. Several ideas were discussed as to how to encourage this practice.
  - All three associations like the idea and are willing to work with the board to sort it out. The OAC provided a possible implementation process.
  - OAC drafted some language and shared it with NASW Ohio Chapter. They plan to have input by May 10.

- The five year rule review items are in my report and should be discussed in CPSC & SWPSC professional standards committee. MFTPSC is completed. We need to have them all reviewed by the end of the May meeting.
- March Board Outreach – We have our minutes for review at the full board meeting. Please ask members to review for any additions or deletions.
- Supervisor-supervisee ethics rule change – only MFTPSC has made inputs. If the draft as changed by MFTPSC is okay, I will send to associations for comment.
- Personnel issue. Mr. Rough announced his decision to retire in August-September timeframe. We had discussion about how to go forward.
- **Executive Director Work Plan:** review the results of the Planning Meeting and issues for future resolution. Below issues are based on the outcome of the 2012 planning meeting. I will review these issues with any new ones with the Executive Committee in September.
  1. Cultural competency/diversity – need for counselors’ and MFTs’ association ethics codes to have citations to become part of our ethics code. – *Track by Jim*
  2. Growth of MFTs - MFT professional standards committee – *in work*
  3. Need for an “S” status for MFTs - MFT professional standards committee – *in work*
  4. Need for Investigator liaison training – CLEAR, AG’s office? – *Bill will track opportunities for training*
  5. Importance for statute bill to pass. – Counselor education programs need to be accredited through CACREP. NASW will lobby for bill passage. – *Jim will track*
  6. Need for effective communication with consumers of services – *NASW Ohio Chapter provided revised language for our online consumer brochure.*
  7. How to encourage peer consultation – *possible CE courses or recognition by providing something to acknowledge the licensee for having a peer consultant.*
  8. How to review CEUs differently in light of the July visits – *each Professional Standards Committee needs to discuss*

Adjourned at 9:12 a.m.

Chairperson, Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the executive committee meeting of the Board at 8:20 a.m. on March 20, 2014.

Members present were Ms. Margaret (Charlie) Knerr, Mr. Steven Polovick, Ms. Maureen Cooper and Dr. Otha Gilyard. Staff present: Mr. James Rough

#### 5/16/2014 Agenda -

- Inactive rules and Fee rule – 4757-7-03 and 4757-1-05 – added discussion of supervision ethics rule and dependent licensees LPC & MFT practice with offsite supervision
- Planning meeting July – discussion of items from the March special meeting to develop issues needing attention in the future. Used that information to determine these issues for discussion:
  - Electronic Delivery of Services
  - Private Practice and other supervision issues
  - Clarifying the Relationship between the CSWMFT Board and Associations
  - The New Licensees in the Field are Pressured under the Productivity Demands - Our Task is to protect the Public – can we get someone from ODMHAS to participate
- Mr. Rough's evaluation – in light of retirement effort turned to the hiring process.
- Hiring committee – Ms. Knerr agreed to chair with Mr. Polovick, Ms. Venrick, Ms. Cooper and Rev. Gilyard participation and open it to other interested board members. Discussion of Mr. Rough's participation.

Adjourned at 9:02 a.m.

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Mary Venrick, LPC Chair



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May 8, 2014

Executive Director's Report

## **Board Meeting Dates and Rooms**

### **Thursday May 15, 2014**

Executive Committee – Executive Director's Office at 8:15 a.m.

CPSC – SWPSC Conference Room – 9:00 a.m.  
SWPSC – CPSC Conference Room – 9:00 a.m.  
MFTPSC – Conference Room – 9:00 a.m.

CPSC Licensure Denial Hearing at 1:00 p.m. in SWPSC Conference Room

CEU Committee – Executive Director's Office – 11:00 p.m.

### **Friday May 16, 2014**

Executive Committee – Executive Director's Office at 8:15 a.m.

CPSC – Conference Room – 9:00 a.m.  
SWPSC – Conference Room – 9:00 a.m.  
MFTPSC – Conference Room – 9:00 a.m.

Board Meeting – LeVeque Tower 15<sup>th</sup> Floor Petroleum Board – 1:00 p.m.

## **Issues to Discuss**

### **Full Board Issues:**

The following Board positions need new appointments: appointment for Tommie Robertson's positions.

Name	Type	Home Town	Expiration	1st or 2nd Appt
<b>Vacant</b>	MFT		10/10/12	

I have been in consistent contact with the Governor's office concerning this appointment. There has been an eligible applicant. HB-232 should make future appointments easier for counselors and MFTs as there is not a LPC or MFT requirement now.

Please remember we elect new committee and board chairpersons at the July Meetings.

### **Reminder of New Processes:**

- Issues that require all or two professional standards committee (PSC) review will be discussed at the executive committee on the Thursday morning meeting with anticipation

of each PSC discussing the issue on that day. The executive committee will meet again on Friday morning to see if the issue is resolved and how to move forward. A good example is the ACA ethics issues around professor-student and supervisor-supervisee relationships.

- We are asking each PSC to have members read the executive director’s report prior to his being present in order to give time for board members to consider the information and ask for clarification.

**Legislation:**

- HB-232 passed/signed and is effective 7/9/2014

We sent out the initial HB-232 rules for comment. We received comments on two counsellor rules that helped improve the drafts of 4757-13-01 & 4757-13-07. After the board meeting, following professional standards committee reviews, we will send out for comment as part of the Common Sense Initiative (CSI) for that process.

- We need feedback on the 4757-1-05 fees for the inactive status and structure of the inactive rule 4757-7-03 in case any committee wants to slow down the rule making process on either rule.

<b>Rule #</b>	<b>Title</b>	<b>Comments</b>	<b>PSC</b>
4757-1-05	License Fees	Delineates fees associated with new inactive status – see rule 4757-7-03	All
4757-3-01	Definitions	Addition of MFT trainee and social functioning definitions	All
4757-7-01	Renewal of license or certificate of registration. In five year rule review - removed	Updates rule for new licensing system changes. Modifies to incorporate changes for active duty members and veterans per statute changes to Section 5903.10 & 5903.12	All
4757-7-03	Inactive status of license; restoration.	Implements new inactive status that allows an individual to maintain a license without CE with process to restore the license to active. Licensees may not work under this status and must renew.	All
4757-11-01	Denial, and disciplinary action for licenses or certificates of registration issued by the counselor, social worker, and marriage and family therapist board.	Adds “licensed” to PC & PCC references and adds MFT trainee. CE Program and CE Provider registrants included by statute change are included in current language.	All
4757-13-01	Education requirements for admission to the examination for licensed professional counselor.	Changes education requirements to automatically accept CACREP clinical mental health, clinical rehabilitation and clinical addiction counseling programs. Removes 20 semester hours of clinical content and requires clinical coursework in each area specified by CPSC statute.	CPSC
4757-13-03	Requirements for	Adds “licensed” to PCC. Refers to changes in	All

	licensure as a licensed professional clinical counselor.	4757-13-01 for educational requirements. Adds requirement for five years of clinical experience for endorsement.	
4757-13-07	Counselor program approval.	Modifies Counselor Program preapproval process in light of CACREP accreditation requirement for Ohio programs by 1/1/2018.	CPSC
4757-13-09	Counselor trainee.	New rule replacing language in 4757-17-01 to institute CT per section 4757.10 of the ORC. No significant change to requirements.	CPSC
4757-17-01	Counseling supervision.	Removes CT paragraphs. Modified paragraph (F)(2) to reflect changes from 6 to 3 supervision hours for PCC-S licensees.	CPSC
4757-19-05	Social worker trainee.	Major re-write to implement clear authority and document current requirements.	SWPSC
4757-25-08	MFT trainee.	Implements MFT trainee for master's level MFT students.	MFTPSC

**Ohio Administrative Code changes ~ Rules:  
Five Year Rule Review – 2014**

The following rules have been approved by the MFTPSC. We need the CPSC & SWPSC so that we can start the filing process. The filing process starts with a request for input from all interested parties. Then filed with Common Sense Initiative (CSI) then filed with the Legislative Service Commission (LSC) online rule filing followed by a public hearing then a Joint Committee for Agency Rule Review (JCARR) hearing. For a full understanding of the rule process read the Board's Guide to Rule Making: <http://cswmft.ohio.gov/pdfs/RulMkgGd.pdf>

<b>Rule #</b>	<b>Title</b>	<b>Date Due</b>	<b>PSC</b>
4757-01-02	Notice of board meetings	9/20/2014	All
4757-01-04	Applications of first licensure	9/20/2014	All
4757-01-05	License fees	9/20/2014	All
4757-01-07	Fines	9/20/2014	All
4757-03-01	Definitions	9/20/2014	All
4757-03-02	Abbreviations and titles	9/20/2014	All
4757-05-10	Standards of ethical practice and professional conduct: reporting unethical actions	6/11/2014	All
4757-05-11	Standards of ethical practice and professional conduct: change of name and/or address	6/11/2014	All
4757-06-01	Reports prepared for court review	9/20/2014	All
4757-06-02	Summary suspension	9/20/2014	All
<del>4757-07-01</del>	<del>Renewal of license or certificate of registration</del> HB-232	<del>9/20/2014</del>	<del>All</del>
4757-07-01	changes added in that rule package	9/20/2014	All
4757-07-02	Practice with expired license or certificate of registration is prohibited	9/20/2014	All
4757-09-01	CE requirements for renewal of a MFT or IMFT license	9/20/2014	MFTPSC
4757-09-05	Approval of CPE programs required for renewal of licenses issued by the board	9/20/2014	All
4757-09-06	Sources of continuing professional education	9/20/2014	All
4757-11-01	Denial and disciplinary action for licenses or certificates	9/20/2014	All

of registration			
4757-11-02	Impaired practitioner rules	9/20/2014	All
4757-25-01	Education requirements for admission to the examination for MFT.	9/20/2014	MFTPSC
4757-25-02	Marriage and family therapist examination policy	9/20/2014	MFTPSC
4757-25-03	Requirements for licensure as a marriage and family therapist	9/20/2014	MFTPSC
4757-25-04	Requirements for licensure as an independent marriage and family therapist	9/20/2014	MFTPSC
4757-25-05	Temporary marriage and family therapist license	9/20/2014	MFTPSC
4757-25-06	Endorsement of a marriage and family therapist license	9/20/2014	MFTPSC
4757-25-07	Approval of applications for marriage and family therapist licenses	9/20/2014	MFTPSC
4757-27-01	Scope of practice of a marriage and family therapist	4/10/2014	MFTPSC
4757-27-02	Scope of practice of an independent marriage and family therapist	4/10/2014	MFTPSC
4757-29-01	Marriage and family therapy supervision	4/10/2014	MFTPSC

We filed with the Legislative Service Commission rule 4757-9-04 from September of 2012, which is the quality standards instead of 10,000 word per hour requirement for primarily text based CE programs. This rule completed JCARR and will be filed to be effective in late May, 2014 along with the other pending JCARR approved rule changes from the March public hearing.

<b>Rule #</b>	<b>Title</b>	<b>Comments</b>	<b>PSC</b>
4757-9-04	Clock hours for continuing professional education.	Modified to incorporate the CE quality standards approved at the November meeting.	All

**Budget:**

The FY 2014 is progressing well as shown in our reports. We will have excess funds in payroll and non-payroll accounts.

We expect FY 2016-2017 budget guidance in July for a mid-September due date.

**ACA Ethics Code Revision for Review**

We have a draft rule attached for new rule: 4757-5-14 Standards of ethical practice and professional conduct: supervisory relationships. I hope to get feedback and send out for comment.

**Peer Consultation:**

We received feedback from OAMFT: OAMFT discussed this briefly at their last meeting and folks were in favor of the plan to offer CEU's for peer consultation.

OCA responded enthusiastically and provided possible implementation ideas. See attached draft from OCA.

**CE Broker Presentation:**

I believe everyone was suitably impressed with the CE Broker presentation. However,

We will need to wait for the eLicense2 setup to be finalized. It looks like licensees will be able to upload documents as they go through the working period prior to renewal.

### **eLicense2:**

We are being fast tracked to get the new licensing system earlier than originally scheduled. This will be crazy workload to implement. We hope we can make it work for us and not vice versa. There are some really cool features that we are looking forward to implementing. The system can be setup to make notification emails without staff intervention like email notice of renewal due next week, setup your own UserID & Password, print your own wallet card, etc. We are going through setup issues now. Margaret Ann and Andy have done a ton of work on it so far, which is greatly appreciated. I wanted to check that each professional standards committee is okay with the print your own wallet card. This will save the Board money in printing and mailing costs and will be available as soon as it is posted, no waiting for the end of the month print job and mail.

I am asking each professional standards committee to consider the following eLicense 2 option and report back by July meeting.

- We have the test environment of the new licensing system set up such that each applicant will have to enter CEU certificate information for each CE course they are using for renewal. This could be a real pain, if they have a bunch of one-hour CE courses.
- It will be a show stopper for the 5-10% of last minute renewing licensees, if they do not have their CEUs together.
- We can make many announcements, etc., but many will not pay attention.
- How should we proceed? We do not have to require them to be listed, but it would make the audits easier.
- There is also the option to upload copies at renewal or pre-or-post renewal.

**Executive Director Work Plan:** review the results of the Planning Meeting and issues for future resolution. Below issues are based on the outcome of the 2013 planning meeting. I will review these issues with any new ones with the Executive Committee in May following this meeting.

1. Cultural competency/diversity – need for counselors' and MFTs' association ethics codes to have citations to become part of our ethics code in paragraph (G) of 4757-5-02.
2. Growth of MFTs
3. Need for an "S" status for MFTs
4. Need for Investigator liaison training – CLEAR, AG's Office
5. Importance for statute bill to pass
6. Need for effective communication with consumers of services
7. How to encourage peer consultation – Associations asked for comments
8. How to review CEUs differently in light of the July visits
9. Issues for planning meeting: add CEU modules on website for eTherapy and other trainings

Sincerely,

James R. Rough  
Executive Director



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## **AGENDA**

**May 16, 2014**

1. Discussion of Agenda
2. Approval of Minutes of March 21, 2014 Board Meeting
3. Executive Director's Report
4. Deputy Director's Report
5. Legal Update
6. Social Work Professional Standards Committee Report
7. Marriage and Family Therapist Professional Standards Committee Report
8. Counselor Professional Standards Committee Report
9. Standing Committee Reports
  - a. Executive Committee
  - b. Continuing Education Committee
10. Old Business
  - a. Board Outreach for March 2014 – review and approve minutes
  - b. Rules – discussion of all of the rules being processed
    - i. Previously processed rules will be effective late May.
    - ii. 5 Year Rule Review ongoing
    - iii. HB-232 rules – initial batch
    - iv. HB-232 remaining rules to file
  - c. CEBroker discussion.
  - d. eLicense2 changes and decisions
    - i. Renewal – inputting CEUs used for renewal
    - ii. All applications online with upload capability
    - iii. Implement Minimum Data Set – basically demographics for Ohio Department of Health and U.S. Health & Human Services (HRSA) in renewals
11. New Business
12. Chairman Comments



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**March 21, 2014**

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Also present: Ms. Yvonne Tertel, AAG, Ms. Amanda Ferguson, CDB, Mr. Clint Stewart, Columbus State, Ms. Chelsea Baker, MSW student, OSU, Mr. Vincent Anseleno, MSW student, OSU, and Ms. Marcia Mann and Mr. Brian Solano from CE Broker.

Ms. Venrick welcomed new board member Dr. Carl Brun, LISW-S, Wright State University, to the Board and the SWPSC.

- I.** Discussion and approval of agenda. Ms. McCloud moved to approve the amended agenda, seconded by Ms. Cooper. Carried.
- II.** Dr. McGloshen moved to accept the January 17, 2014, minutes, seconded by Dr. Jungers. Carried.
- III. Executive Director Report presented by Mr. Rough:**

**Mr. Rough reported:**

1. Copy of the report given to each of the Professional Standard Committees will be attached to the minutes.
2. One appointee is still needed, a MFT, contact has been made with the Governor's office.
3. Outreach meeting went well.

4. HB 232 passed in the House on November 6, 2013, a third Senate Committee hearing took place on March 11, 2014. A Senate Committee vote is needed and then it should be ready for a Senate floor vote.
5. Financial Disclosure Statements are due by April 15, 2014.
6. A public hearing took place on 4757-9-04, no attendees, the JCARR hearing is next. Another hearing was scheduled on various rules and had no attendees. The five year review for September rules is next.
7. A new computer system eLicensing2 will start its transition with four state agencies, CSWMFTB being among those four. All forms will be online. Acknowledged Ms. Adorjan and Mr. Miller for working on this transition.
8. Budget report was reviewed.
9. The bi-annual State Auditor's audit of the Board starts Monday, March 24, 2014.
10. Reviewed licensure number report.

#### **IV. Investigative Report presented by Mr. Hegarty:**

##### **Mr. Hegarty reported:**

1. Thanked Mr. Polovick, Ms. Cooper, Ms. Venrick and especially Mr. Brady for their work with cases. Also thanked staff; Ms. Hosom, Ms. Adorjan and Ms. Tingle.
2. Fifty-eight new cases, mostly social workers. Audits and then competency are the biggest violations.
3. The most cases investigated were found in Cincinnati.
4. A counselor licensure denial hearing is scheduled for May 15, 2014.

#### **V. Legal Update presented by Ms. Tertel:**

1. Introduced herself as the AAG for the Board.
2. Has worked with the AAG's office since 1995, the last seven years worked with enforcement of the Health Care Regulatory. Ms. Tertel covers two main Boards and fills in where needed. Currently working for our Board and the OTPTAT Board.

#### **CE Broker Presentation**

Mr. Solano and Ms. Mann from CE Broker presented how their company offers several different options to licensees to track their continuing education and can provide the list of approved programs for licensees. The company primarily works in Florida, only one board in Ohio, the Speech-Language Pathology and Audiology Board is currently using their system. Other options online include: compliance and reminders if the licensee is short hours for their renewal. The plans available range from free to a monthly fee. CE Broker would take about

three weeks to install their program and offer a custom video of how to report ceu's. The system is completely secure and is PCI and HIPPA compliant.

**VI. Marriage & Family Therapist Professional Standards Committee Report was presented by Ms. Knerr:**

**Ms. Knerr reported:**

1. Thanked Ms. Adorjan, Mr. Rough and staff who worked on the survey.
2. Discussed Peer Consultation and will be working with the CPSC and SWPSC on this topic.
3. Will work with the CPSC on a work supervision definition.
4. Approved three exam requests and requested additional information on one exam request.
5. Approved eleven MFT applications and two IMFT applications.
6. Discussed the rule review.
7. Denied one hardship request.

**VII. Counselor Professional Standards Committee Report was presented by Ms. Cooper:**

**Ms. Cooper reported:**

1. Approved one-hundred and seven PC and one-hundred and fourteen PCC applications.
2. Processed four-hundred and fifty-six CT applications.
3. Mailed two-hundred and forty-nine exam packets, a new exam form including DSM-5 will be in place April 7, 2014, so there appears to be a rush to take the current exam.
4. Discussed correspondence on medication plans and exceptions to some of the rules.
5. Ms. Cooper moved to send Dr. Gilyard and Mr. Rough to the NBCC conference, seconded by Dr. Jungers. Carried.

**VIII. Social Work Professional Standards Committee Report was presented by Mr. Polovick:**

**Mr. Polovick reported:**

1. Approved one-hundred and twenty-five LISW, one-hundred and ninety-two LSW and thirteen SWA applications.
2. One Goldman Hearing, and closed a number of cases.
3. Several licenses were revoked as a result of their audit.
4. Training Supervision is a work in progress.
5. Reviewed correspondence, and will review the current hardship policy.
6. Discussed bartering.

7. NASW report.
8. Ms. Knerr moved to send Mr. Polovick and Mr. Warne to the ASWB conference in St. Louis, seconded by Ms. Cooper. Carried.
9. ASWB appointed Mr. Polovick to a Committee so he will be returning to ASWB later in the year.

## **IX. Committee Reports**

### **Executive Committee**

Reported in Mr. Rough's report.

### **CEU Committee – Dr. Jungers**

1. Audit report was given by Ms. Broome.
2. Discussed adding language to add a non-discipline fee for licensees and what the next step would include.
3. Adding language for accepting teaching as continuing education.

### **Investigations Ad Hoc Committee – Mr. Hegarty**

A meeting is planned for May.

## **X. Old Business:**

1. Mr. Rough reported the outreach survey went well and the discussion afterwards was beneficial.
2. Discussed the extended July meeting for new board members and a few possible topics to be on the agenda.
3. The Common Sense Initiative was discussed and about setting up a course on the laws and rules and how changes are made and how often.
4. Mr. Rough talked about filing the non-substantial changed rules at one time and the substantially changed rules at a different time.
5. Mr. Polovick suggested addressing the new computer system on the website so licensees are aware of the upcoming changes. Mr. Rough will work on this after he returns from vacation but will also need to wait until a few stages are known before this can be addressed.
6. ACA ethics continues to be reviewed.
7. Dr. Gilyard stated the Outreach Meeting went well. Also spoke with an OCA representative and suggested awarding ceu's to board members for serving on the board. Tabled this discussion.

## **XI. New Business:**

None

Ms. Venrick thanked everyone.

**XII. Adjourned: 2:10 PM**

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Mary Venrick, PC, Board Chair

DRAFT



## *Counselor, Social Worker & Marriage and Family Therapist Board*

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50 West Broad Street, Suite 1075  
Columbus, Ohio 43215-5919  
614-466-0912 & Fax 614-728-7790  
<http://cswmft.ohio.gov> & [cswmft.info@cswb.state.oh.us](mailto:cswmft.info@cswb.state.oh.us)

### **STATE OF OHIO**

### **COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD**

#### **Minutes from Thursday, March 20, 2014, Special Board Meeting**

Board Members Present: Tim Brady, Maureen Cooper, Dr. Carl Brun, Dr. Otha Gilyard, Erin Michels, Dr. Christin Jungers, Dr. Thomas McGloshen, Steven Polovick, Mary Venrick, Jennifer Brunner, Dr. Alan Demmitt, and Charlie Knerr  
Staff Present: Jim Rough, Bill Hegarty, Doug Warne, and Margaret-Ann Adorjan  
Convened at 9:45 a.m.

Board Chair Mary Venrick introduced Dr. Brun as a new Board member on the Social Work Professional Standards Committee. Everyone went around and introduced themselves.

- I. Charlie Knerr gave the background on the survey that was sent to college/university professors, staff, and site supervisors. This survey was done in lieu of site visits. The survey was sent to individuals affiliated with the three license types in the Board's jurisdiction. The data was reviewed and summarized.
- II. A discussion of Question 7 took place on What Issues related to ethics do people struggle with the most. The respondents stated that personal, cultural, and religious beliefs provide differing values. The struggle in this area is part of the process of making a licensee effective. The infusion of the body, mind, and spirit approach is the norm in today's practice. An individual's behavior is the issue and the concern is whether the behavior is against the Code of Conduct/Ethics. The question was posed as what does it look like to help someone versus enabling the person. New licensees are still getting experience – are they trying to prevent a client from making mistakes or processing life choices? Differences in professional identity versus a person's individual identity come into play. Are things really black or white, or is there flexibility? Maturity provides personal and professional growth and life experiences bring a certain degree of wisdom/knowledge. There is the need to be able to professionally tolerate ambiguities and differences.

III. There was a discussion that today's community mental health systems overwhelm licensed staff. There is stress on productivity and paperwork as opposed to client care.

How can the Board help?

The Board has no jurisdiction over agencies. There is the need to ensure that what the Board can provide is quality. Should we let ODMH know of our productivity versus client care concerns? Should there be a limit on the number of clients a licensee can competently treat? Any outreach to ODMH should be data driven.

The Board understands that pressure from senior management "requesting" lower level licensed individuals do allegedly unethical things. The licensee sees the ethical dilemma but is pressured to act accordingly per agency philosophy.

Does increased productivity really lead to better care? Need to insure funders are aware of situation. Again needs to be data driven. Should the Board include community mental health representatives if the Board invites representatives from ODMH for a meeting?

IV. Off-site supervision

A problem exists with training supervision taken off-site. What does off-site supervision look like? Clinical supervision versus professional mentoring

People want to do the right thing but may not have the knowledge or experience to know what to do. Individuals in private practice who have off-site training and/or work supervision are a concern. Should the Board create rules for outside supervision expectations for private practitioners?

Supervision

Should the Board require that licensees who are under supervision specifically be required to state to their clients that they are under supervision and who that supervisor is?

V. Long term licensees in private practice

There seems to be a lack of peer review for these practitioners. The use of interns does help keep a private practitioner focused and up to date on new rules and issues. Networking also helps keep licensees up with issues, concerns, etc. The active reading of professional journals also helps keep licensees current. The Board members stated that the importance of peer consultation needs to be stressed. Should we make it a requirement in our CEU obligations?

The new licensing system will assist the Board in gathering data. We can ask about peer review on our renewals. We could also provide new licensees with

a survey on their initial licensing experience. Should this be done immediately after licensure or at time of first renewal?

VI. Electronic Delivery of Services

There was a discussion on updating the website to be more user friendly. Therapy overlapping state lines is growing concern. This also ties into increased social media usage. Do online services isolate a practitioner?

With regard to online education, it is hard to “weed-out” problematic individuals. Personal accountability may require one to weed their self out but is that really going to happen after monies have been spent toward the education? Accreditation does improve the quality of education received/provided.

**Adjourned: 11:10 a.m.**

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Mary Venrick, LPC, Board Chair



## *Counselor, Social Worker & Marriage and Family Therapist Board*

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50 West Broad Street, Suite 1075  
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House Bill 232 passed the Senate and the senate amendment passed the House on April 2, 2014. It was signed by the governor on April 10, 2014 and becomes law on July 9, 2014.

The following rules are a few of the more important changes and ones we want to get into effect immediately. We would appreciate your feedback by May 10, 2014. If you cannot make that date please submit your feedback as soon as it is ready.

<b>Rule #</b>	<b>Title</b>	<b>Comments</b>	<b>PSC</b>
4757-1-05	License Fees	Delineates fees associated with new inactive status – see rule 4757-7-03	All
4757-3-01	Definitions	Addition of MFT trainee and social functioning definitions	All
4757-7-01	Renewal of license or certificate of registration. In five year rule review - removed	Updates rule for new licensing system changes. Modifies to incorporate changes for active duty members and veterans per statute changes to Section 5903.10 & 5903.12	All
4757-7-03	Inactive status of license; restoration.	Implements new inactive status that allows an individual to maintain a license without CE with process to restore the license to active. Licensees may not work under this status and must renew.	All
4757-11-01	Denial, and disciplinary action for licenses or certificates of registration issued by the counselor, social worker, and marriage and family therapist board.	Adds “licensed” to PC & PCC references and adds MFT trainee. CE Program and CE Provider registrants included by statute change are included in current language.	All
4757-13-01	Education requirements for admission to the examination for licensed professional counselor.	Changes education requirements to automatically accept CACREP clinical mental health, clinical rehabilitation and clinical addiction counseling programs. Removes 20 semester hours of clinical content and requires clinical coursework in each area specified by CPSC statute.	CPSC
4757-13-03	Requirements for licensure as a licensed professional clinical counselor.	Adds “licensed” to PCC. Refers to changes in 4757-13-01 for educational requirements. Adds requirement for five years of clinical experience for endorsement.	All
4757-13-07	Counselor program approval.	Modifies Counselor Program preapproval process in light of CACREP accreditation requirement for Ohio programs by 1/1/2018.	CPSC
4757-13-09	Counselor trainee.	New rule replacing language in 4757-17-01	CPSC

to institute CT per section 4757.10 of the ORC. No significant change to requirements.

4757-17-01	Counseling supervision.	Removes CT paragraphs. Modified paragraph (F)(2) to reflect changes from 6 to 3 supervision hours for PCC-S licensees.	CPSC
4757-19-05	Social worker trainee.	Major re-write to implement clear authority and document current requirements.	SWPSC
4757-25-08	MFT trainee.	Implements MFT trainee for master's level MFT students.	MFTPSC

#### **4757-1-05 License fees.**

License fees shall be established by the board in amounts not to exceed the maximum allowable under section 4757.31 of the Revised Code. Fees are subject to change by action of the board, the controlling board, and/or the general assembly.

(A) Fees shall be paid by credit card, certified check or money order made payable to "Treasurer, State of Ohio."

(B) Fees shall be submitted to the board office at the time of the initial application. Renewal fees shall be the same as initial licensure or registration fees.

(C) Fees are not refundable.

(D) Fees for a two-year license or registration of title are as follows. Late renewal shall incur an additional fee of forty-dollars except social worker assistant late renewal shall be twenty-dollars.

(1) For professional clinical counselor the fee is seventy-five dollars;

(2) For professional counselor the fee is sixty-dollars;

(3) For independent social worker the fee is seventy-five dollars;

(4) For social worker the fee is sixty dollars;

(5) For social worker assistant the fee is forty dollars.

(6) For social work temporary license the fee is twenty dollars.

(7) For independent marriage and family therapist the fee is seventy-five dollars;

(8) For marriage and family therapist the fee is sixty dollars;

(9) For marriage and family therapist temporary license the fee is twenty dollars.

(E) Fees for a two-year license or registration of title in an inactive status per rule 4757-7-03 are as follows. Late renewal shall incur an additional fee of twenty dollars except social worker assistant late renewal shall be ten dollars. Reinstatement of the Inactive license shall be at the fees specified in paragraph (D) of this rule.

(1) For professional clinical counselor the fee is fifty dollars;

(2) For professional counselor the fee is forty dollars;

(3) For independent social worker the fee is fifty dollars;

(4) For social worker the fee is forty dollars;

(5) For social worker assistant the fee is twenty dollars.

(6) For independent marriage and family therapist the fee is fifty dollars;

(7) For marriage and family therapist the fee is forty dollars;

~~(E)~~(F) Board provided continuing education program fees shall be ten-dollars per continuing education hour. The board laws and rules examination for initial licensure shall be ten-dollars.

~~(F)~~(G) Licensees requesting written board certification of their licensure to other states or entities shall pay a twenty-five dollar fee for that verification.

~~(G)~~(H) Licensees requesting replacement wall certificates for name changes or any other reason shall pay a fifteen dollar fee for that wall certificate.

~~(H)~~(I) Applicants per rule 4757-9-05 of the Administrative Code for continuing education program approval shall pay a thirty dollar fee for each application.

~~(I)~~(J) Applicants per rule 4757-9-05 of the Administrative Code for continuing education provider approval shall pay a one hundred and twenty-five dollar fee for each application.

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#### 4757-3-01 Definitions.

The following meanings shall apply to all rules promulgated by the counselor, social worker, and marriage and family therapy board, unless in a specific paragraph under one of the counselor, social worker, and marriage and family therapist board rules, the word or term is explicitly defined or used in different manner.

(A) The terms "practice of professional counseling", "clinical counseling principles, methods, or procedures", "social work", "accredited educational institution", and "mental and emotional disorders" shall for the purposes of these rule have the same meanings as set forth in section 4757.01 of the Revised Code.

(B) The terms "renewal," "renewed," "license," and "licensee" shall for the purposes of these rules have the same meanings as are set forth in section 4757.01 of the Revised Code.

(C) "Agency" means an organization which has a clearly defined mission statement with goals and objectives that include the provision of counseling, social work, and/or marriage and family therapy services, and which is recognized by a unit of government or others authorized to legitimize its functions. In addition, it shall have clearly defined lines of authority, a formal decision-making process, and differentiated staff roles with written job descriptions. Agency settings include private non-profit organizations, public organizations, and others approved by the board that are engaged in the practice of social work, counseling, and/or marriage and family therapy. Settings in which social work, counseling, and/or marriage and family therapy is practiced in as a private practitioner, as a member of a partnership, or as a member of a group practice are not included.

(D) "Applicant" means an individual who has:

- (1) Filed with the executive director of the board a completed application for licensure as a [licensed](#) professional clinical counselor, [licensed](#) professional counselor, independent marriage and family therapist, marriage and family therapist, independent social worker, social worker, or for registration of title as a social work assistant, on forms prescribed by the board; and
- (2) Signed the application form and had it notarized or submitted via the online application process; and,
- (3) Paid the appropriate fee, if applicable.

(E) "Application" means an online application or a written application, on forms prescribed by the board, filed with the executive director of the board, wherein the applicant has provided all the information required for the license the applicant desires.

(F) "Board" means the counselor, social worker, and marriage and family therapist board. When the board is cited that may be the full board or one of the appropriate professional standards committees.

(G) "Board office" means the business office of the counselor, social worker, and marriage and family therapist board.

(H) "Civil service employee" means an individual employed by the state, the counties, cities, city health districts, general health districts, and city school districts thereof, as defined in division (A) of section 124.01 the Revised Code.

(I) "Counseling" means the practice of professional counseling as defined in division (A) of section 4757.01 of the Revised Code for a fee salary, or other consideration.

(J) "Coursework" means a college or university course at an accredited educational institution in which the applicant was enrolled for credit.

(1) "Graduate coursework" for counselor and marriage and family therapist applicants means any coursework taken for a grade that meets the requirements of a post-baccalaureate degree and in which the applicant was enrolled after receiving their baccalaureate degree and in which the applicant received a grade of "B-" or higher.

(2) "Graduate coursework" for social worker applicants means any coursework taken for a grade that meets the requirements of a post-baccalaureate degree and in which the applicant was enrolled and received credit after receiving their baccalaureate degree.

(3) "Undergraduate coursework" means any coursework taken for a grade which is recognized by the granting institution as undergraduate coursework in which the applicant received a grade of "C-" or higher.

(K) "Employee," "employed," "employment," and "experience" all refer to work for a fee or salary, not including practicum and/or internship experiences taken as part of an educational program, ~~that~~ **which** falls within the scope of practice of the license for which the applicant is applying.

(L) "License fee" means the fee(s) established by the board for the processing of applications and/or the issuance of licenses.

(M) "Master's degree or Ph.D. degree in social work" means a degree granted from programs accredited or in candidate status by the "Council on Social Work Education."

(N) "Private practice" and "private practitioner" mean an individual who independently, in partnership, or in corporation practices counseling, social work, or marriage and family therapy as defined in section 4757.01 of the Revised Code and sets up his/her own condition of exchange with those clients, and identifies himself/herself in any manner as a counselor, social worker, or marriage and family therapist in offering such services. [Licensed professional](#) ~~Professional~~ counselors and marriage and family therapists shall do so under supervision as required by sections 4757.21 and 4757.30 of the Revised Code. Social workers may not engage in private practice per division (C) of section 4757.26 of the Revised Code.

(O) "Scope of practice" means the services, methods, and techniques, in which and the areas for which, an individual is licensed or registered under Chapter **4757.** of the Revised Code and under agency 4757 of the Administrative Code (agency number 4757 of the Administrative Code is reserved for the counselor, social worker and marriage and family therapist board).

(P) "Social work" means the application of specialized knowledge of human development and behavior and social, economic, and cultural systems in directly assisting individuals, families, and groups to improve or restore their capacity for social functioning, including counseling, the use of psychosocial interventions, and social psychotherapy for a fee, salary, or other consideration.

(1) "Psychosocial interventions" means the application of social work that involves individual, dyadic, family, or group interventions that utilize treatment modalities such as a family systems therapy, client centered advocacy, environmental modifications, community organization and/or organizational change. These modalities are implemented in crisis, short-term, and long-term therapeutic interventions directed at reducing, increasing, enhancing, maintaining, or changing target behaviors, areas of functioning, or environmental structures or processes.

(2) "Social psychotherapy" means the application of social work toward the goal of enhancement and maintenance of psychosocial functioning of individuals, families, and small groups. It includes interventions directed to interpersonal interactions, intra-psychic dynamics, and life-support and management issues. It also includes the professional

application of social work theory and methods to the treatment and prevention of psychosocial dysfunction, disability, or impairment, including mental and emotional disorders. Social psychotherapy consists of assessment; diagnosis; treatment, including psychotherapy and counseling; consultation; and evaluation.

(3) "Social services" means those activities which improve and maintain an individual's functioning in institutions, at home, or in the community and which do not require the specialized knowledge of social work, counseling, psychosocial interventions, or social psychotherapy. For individuals performing only social services licensure is not required pursuant to Chapter 4757. of the Revised Code.

(4) "Social Functioning" means living up to the expectations that are made of an individual by that person's own self, by the immediate social environment, and by society at large. These expectations, or functions, include meeting one's own basic needs and the needs of one's dependents and making positive contributions to society. Human needs include physical aspects (food, shelter, safety, health care, and protection), personal fulfillment (education, recreation, values, aesthetics, religion, and accomplishment), emotional needs (a sense of belonging, mutual caring, and companionship), and an adequate self-concept (self-confidence, self-esteem, and identity).

(Q) For the purpose of the counselor, social worker, and marriage and family therapist board rules and the licenses granted under them, the board adopts the following titles and meanings:

(1) "Licensed Professional Counselor" means a counselor licensed by the board to practice professional counseling as defined in division (A) of section 4757.01 of the Revised Code.

(2) "Licensed Professional Clinical Counselor" means a counselor licensed by the board to practice professional counseling and the unsupervised diagnosis and treatment of mental and emotional disorders and conditions as defined in division (A) of section 4757.01 of the Revised Code.

(3) "Independent Social Worker" means a social worker licensed by the board to practice social work as defined in division (C) of section 4757.01 of the Revised Code.

(4) "Social Worker" means a social worker licensed by the board to practice social work as defined in division (C) of section 4757.01 of the Revised Code.

(5) "Registered Social Work Assistant" means an individual issued a certificate of registration by the board in accordance with division (C) of section 4757.29 of the Revised Code.

(6) "Independent Marriage and Family Therapist" means a marriage and family therapist licensed by the board to practice marriage and family therapy as defined in division (G) of section 4757.01 of the Revised Code.

(7) "Marriage and Family Therapist" means a marriage and family therapist licensed by the board to practice marriage and family therapy as defined in division (G) of section 4757.01 of the Revised Code.

(8) "Supervising Licensed Professional Counselor" means a counselor who has been licensed by the board to practice professional counseling as defined in division (A) of section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (F) of rule 4757-17-01 of the Administrative Code.

(9) "Supervising Licensed Professional Clinical Counselor" means a counselor licensed by the board to practice professional counseling and the unsupervised diagnosis and treatment of mental and emotional disorders and conditions as defined in division (A) of

section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (F) of rule 4757-17-01 of the Administrative Code.

(10) "Supervising Independent Social Worker" means a social worker licensed by the board to practice social work as defined in division (C) of section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (E) of rule 4757-23-01 of the Administrative Code.

(R) "Counseling experience" means the applicant's primary employment responsibility was in counseling, supervision of a counseling program, or direct involvement in the administration or policy division of a counseling program.

(S) "Clinical resident means a licensed professional counselor engaged in training supervision while seeking licensure as a licensed professional clinical counselor. The title to be used for this designation shall be "licensed professional counselor/clinical resident". A person may use this title until they have completed the three thousand hours required for the licensed professional clinical counselor license.

(T) "Counselor trainee" means an individual who is seeking licensure as a licensed professional counselor and has filed a training agreement with the board per paragraph (E) of rule 4757-17-01 of the Administrative Code and who is currently enrolled in either a practicum or internship in a counselor education program as defined in paragraph (A)(4) of rule 4757-13-01 of the Administrative Code.

(U) "Marriage and Family Therapist trainee" means an individual who is seeking licensure as a marriage and family therapist and has filed a training agreement with the board per paragraph (G) of rule 4757-29-01 of the Administrative Code and who is currently enrolled in either a practicum or internship in a marriage and family therapy education program as defined in paragraph(A) of rule 4757-25-01 of the Administrative Code.

~~(U)~~ (V) "Doctoral internship" means a doctoral internship which is taken in a counselor education program which is approved by the counselor professional standards committee or at a counselor education program which meets the criteria of a committee approved program.

~~(V)~~ (W) "Impaired or impairment" means the presence of the disorder of alcoholism, substance abuse, mental illness or other debilitating conditions.

~~(W)~~ (X) "Impaired treatment program" means a plan of care and rehabilitation services provided by organizations or persons authorized by the board to provide such services.

~~(X)~~ (Y) "Impairment program" means a program for the prevention, detection, intervention, rehabilitation, and monitoring of impaired counselors, social workers or marriage and family therapists-therapists.

~~(Y)~~ (Z) "Practice of marriage and family therapy" means the practice of marriage and family therapy as defined in division (H) of section 4757.01 of the Revised Code, for a fee, salary or other consideration.

~~(Z)~~ (AA) "Client" as used in agency 4757 of the Administrative Code, means a patient or consumer of services or that person's legal guardian, or any other receiver of mental health services.

~~(AA)~~ (BB) "Social worker trainee" is an individual who is a graduate student seeking licensure as a social worker who is currently enrolled in a practicum, internship or fieldwork course in a social work education program accredited by the "Council on Social Work Education" (CSWE).

~~(BB)~~ (CC) "Independent Contractor" means an individual who meets the internal revenue service (IRS) definition as an independent contractor in (IRS) publication 15-A, which can be found at <http://www.irs.gov/pub/irs-pdf/p15a.pdf>.

~~(CC)~~ (DD) "Peer Supervision" means the joint or mutual discussion of issues in supervision by supervising counselors for the purpose of improving the quality of supervision.

~~(DD)~~ (EE) "First-hand knowledge" means the direct knowledge of a supervisee's work through audio tape and/or video tape and/or live supervision.

~~(EE)~~ (FF) "Electronic service delivery" (electronic therapy, cyber therapy, e-therapy, etc.) means counseling, social work or marriage and family therapy in any form offered or rendered primarily by electronic or technology-assisted approaches when the counselor, social worker or marriage and family therapist and the client are not located in the same place during delivery of services.

**4757-7-01 Renewal of license or certificate of registration.**

Any license or certificate of registration issued by the board expires two years from the date it is issued or renewed. The provisions of section 4757.32 of the Revised Code shall apply to all applications for renewal of licenses and certificates of registration.

(A) The renewal applicant shall file the required renewal forms in a manner prescribed by the board and shall pay the appropriate renewal fee. For the purposes of renewing online, ~~the board shall supply the applicant~~ shall establish with a user identification and password within the elicensing system. The use of the user identification and password ~~provided by the board~~ is solely the responsibility of the licensee to whom it is issued and shall ~~be limited to filing~~ be used for all applications within the elicensing system including, but not limited to, a renewal application or updating the address, requesting a wall certificate or license verification to another state or entity. The user identification and password shall constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed or shared with any other person. Any person who knowingly makes a false statement on a renewal application or electronic application may be found guilty of falsification under section 2921.13 of the Revised Code, a misdemeanor of the first degree.

(B) The renewal applicant shall demonstrate in a manner prescribed by the board that the applicant has met the continuing professional education requirements for any license or certificate of registration completed under rules 4757-9-01, 4757-9-02 and/or 4757-9-03 ~~that the applicant holds.~~

(1) The continuing professional education required for renewal shall have been acquired subsequent to the issue of, or the last renewal of, the license or certificate of registration.

(2) Renewal applicants who hold two or more licenses issued by this board shall satisfy the continuing professional education requirements for each license they wish to renew. Continuing professional education used to renew one license or certificate of registration issued by this board may be used to renew another license or certificate of registration if it is approved for that license or certificate of registration.

(3) The board may waive the continuing professional education requirements for persons unable to meet them because of disability, residence abroad, military service, or other reasonable cause. Such requests for waiver shall be accompanied by documentation acceptable to the board per paragraph (D) of this rule.

(C) Except as stated in paragraph (B)(3) of this rule, the licenses or certificates of registration of persons who do not meet their continuing professional requirements shall expire two years from the date of issuance. The board shall restore any license or certificate of registration that has been lapsed for two years or less upon application by the former licensee or registrant, documentation that the continuing professional education requirement for renewal has been met, and payment of the renewal fee. That restoration shall be for the remainder of the two years from the expiration date of that license. Any licensee eligible to restore their license may not apply for a new license. Many licensees may be confused by the term 'restoration' or 'restore', which is often thought of as a late renewal, but is actually a restoration of their license from that day forward for the remainder of the two year original month and day of licensure expiration.

(1) Thirty hours of continuing professional education shall be required to restore a license or certificate of registration that has been lapsed, unless it is the first renewal of an individual who was licensed as a social worker with a related degree. Those individuals shall be required to complete the social work coursework requirement.

(2) For all restorations, licensees and registrants shall complete three hours of the thirty required hours in the area of social work, counseling, or marriage and family therapy ethics, whichever applies.

(3) Licensees who fail to restore within two years following the expiration date of their license are not eligible to restore their license per the third paragraph of section 4757.32 of the Revised Code. These

expired licensees in order to be licensed shall apply as if never licensed. They shall comply with the current education, examination, supervision and other requirements as applicable for the license desired and meet all requirements of rule 4757-1-04 of the Administrative Code. This paragraph does not apply for licensees and registrants who meet paragraph (C) (4) of this rule.

(4) Per Section 5903.10 of the Revised Code, a licensee or registrant shall be granted a renewal of the license or certificate by the board at the usual fee without a late fee as required by rule 4757-1-05 of the Administrative Code, if not otherwise disqualified because of mental or physical disability, and if either (a) or (b) of this paragraph applies:

- (a) The license or registration was not renewed because of the holder's service in the armed forces of the United States or a reserve component of the armed forces of the United States, including the Ohio National Guard.
- (b) The license or certificate was not renewed because the holder's spouse served in the armed forces of the United States or a reserve component of the armed forces of the United States, including the Ohio National Guard, and the service resulted in the holder's absence from this state.
- (c) A renewal shall not be granted under this paragraph unless the holder or the holder's spouse, whichever is applicable, has presented satisfactory evidence of the service member's discharge under honorable conditions or release under honorable conditions from active duty or National Guard duty within six months after the discharge or release.

(D) Waiver of continuing education requirements shall be processed as delineated in this rule. Waivers shall be requested using forms delineated by the board. Waiver of continuing education may be for the full thirty hours or any part thereof or a partial waiver of any or all of the hours that shall be completed by a future date per a consent agreement. Waivers should be requested with at least thirty days lead-time to allow processing prior to the expiration of a license for those licensees practicing in Ohio. A licensee whose license renewal date has passed shall not practice until they have renewed or they shall be in violation of section 4757.02 of the Revised Code and subject to administrative action up to and including revocation of their license.

(1) Licensees who are disabled during a renewal period may receive a full waiver for renewal following disability. Proof of inability to work shall be provided for this waiver. A waiver shall be required for each subsequent renewal. Once the licensee is practicing, he/she shall be required to complete the continuing education requirements unless they are granted another waiver.

~~(2) Licensees residing abroad may take appropriate continuing education courses in that country and submit post approval requests per paragraph (C) of rule 4757-9-05 of the Administrative Code. Should appropriate courses not be available they may apply for a complete or partial waiver of continuing education hours needed for renewal. Once he/she returns to the United States the licensee shall complete the required continuing education hours for the next renewal.~~

~~(3)~~ (2) Military members on active duty outside of Ohio may receive a complete or partial waiver of all continuing education hours upon providing proof of orders outside of Ohio. Military members in Ohio may provide proof that they are unable to complete continuing education in order to receive a full or partial waiver of continuing education hours required.

~~(4)~~ (3) Per Section 5903.12 of the Revised Code, a licensee or registrant upon application that is accompanied by proper documentation certifying that the licensee has been called to active duty as described in subparagraph (a) and/or (b) of this section during the current or a prior reporting period and certifying the length of that active duty, shall have the continuing education response time extended for the current reporting period by an amount of time equal to the total number of months that the licensee spent on active duty during the current reporting period. For purposes of this division, any portion of a month served on active duty shall be considered one full month.

- (a) The person is a member of the Ohio National Guard, the Ohio military reserve, the Ohio naval militia, or a reserve component of the armed forces of the United States.
- (b) The person has been called to active duty, whether inside or outside the United States, because of an executive order issued by the President of the United States or an act of Congress, or upon the order of the governor, for a period in excess of thirty-one days.

~~(5)~~ (4) Other reasonable causes may be submitted in writing requesting full or partial waiver of continuing education or future completion of continuing education hours needed to complete the thirty hours required.

~~(6)~~ (5) If a waiver is granted, the licensee shall renew immediately, and their file annotated as to the status of their waiver and any due date for completion of additional continuing education hours. Any licensee required to complete future continuing education hours shall complete a consent agreement prior to renewing their license.

~~(7) If a licensee is not practicing, a waiver shall not be granted unless the licensee is a military member or disabled and unable to work.~~

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DRAFT

**Implementation rules for Inactive status.**

**4757-7-03 Inactive status of license; restoration.**

(A) A counselor, social worker, or marriage and family therapist licensed or registered with the board may, at the time of biennial renewal, apply for inactive status of his/her license. The application for inactive status shall be accompanied by the fee prescribed by rule 4757-1-05 of the Administrative Code and by a signed statement that the licensee will not engage in the active practice of counseling, social work, or marriage and family therapy, as defined respectively by divisions (A), (C) and (H) of section 4757.01 of the Revised Code, while the license is inactive.

(B) A licensee in an inactive status may request a return to active status at any time by submitting a restoration application to the board. Applications shall be:

- (1) Typewritten or printed in ink or submitted electronically via the Ohio e-license system;
- (2) Signed by the applicant or electronically signed if applying electronically via the Ohio e-license system;
- (3) Accompanied by the fee prescribed by rule 4757-1-05 of the Administrative Code;
- (4) Accompanied by such evidence, statements, or documents as specified on the form; and
- (5) Contain proof that the applicant completed at least thirty contact hours of continuing education per rules 4757-9-01, 4757-9-02 or 4757-9-03 of the Administrative Code as applicable within the two year period immediately preceding the application for restoration. Contact hours used to meet the requirements of this paragraph shall not be used to renew the restored license.
  - (a) A license in inactive status for less than twelve months shall be restored to active status when the licensee demonstrates proof he or she completed a total of forty-five contact hours of continuing education at least fifteen of which were earned during the time the license was in inactive status.
  - (b) A license in inactive status for twelve months to twenty-four months shall be restored to active status when the licensee demonstrates proof he or she completed sixty contact hours of continuing education at least thirty of which were earned during the time the license was in inactive status.
  - (c) A license in inactive status for twenty-five months to forty-eight months shall be restored to active status when the licensee demonstrates proof he or she completed seventy contact hours of continuing education at least forty of which were earned during the time the license was in inactive status.
  - (d) A license in inactive status for forty-nine months to sixty months shall be restored to active status when the licensee demonstrates proof he or she completed eighty contact hours of continuing education at least fifty of which were earned during the time the license was in inactive status.
- (6) Inactive licenses restored shall be for two years as of the date the applicant has completed all requirements of the restoral process. In most cases that date will not be the same as the original license first issuance date.

## Draft Rules for Implementation of Inactive Licenses & Registrations

(C) In addition to the requirements contained in paragraphs (A) and (B) of this rule, applicants for restoration of an inactive license who have not engaged in the practice of counseling, social work, or marriage and family therapy for more than five years prior to the date the individual applies to the board for restoration may be subject to additional requirements outlined by the board. The board may consider, but is not limited to, the following additional requirements:

- (1) Competency based performance appraisals;
- (2) Mentorship;
- (3) Additional continuing education;
- (4) Extended coursework; and
- (5) Professional development plan.

(D) For the purposes of filing an electronic application via the board's online licensing system, the individual applicant will establish a "UserID" and password. The use of the "UserID" and password is solely the responsibility of the individual to whom it is issued and shall be limited to filing electronic applications for licensing functions including restoration. The "UserID" and password shall constitute the legally recognized signature for the purposes of this rule and may not be transferred, distributed, or shared with any other person.

### **4757-1-05 License fees.**

License fees shall be established by the board in amounts not to exceed the maximum allowable under section 4757.31 of the Revised Code. Fees are subject to change by action of the board, the controlling board, and/or the general assembly.

(A) Fees shall be paid by credit card, certified check or money order made payable to "Treasurer, State of Ohio."

(B) Fees shall be submitted to the board office at the time of the initial application. Renewal fees shall be the same as initial licensure or registration fees.

(C) Fees are not refundable.

(D) Fees for a two-year license or registration of title are as follows. Late renewal shall incur an additional fee of forty-dollars except social worker assistant late renewal shall be twenty-dollars.

- (1) For professional clinical counselor the fee is seventy-five dollars;
- (2) For professional counselor the fee is sixty-dollars;
- (3) For independent social worker the fee is seventy-five dollars;
- (4) For social worker the fee is sixty dollars;
- (5) For social worker assistant the fee is forty dollars.
- (6) For social work temporary license the fee is twenty dollars.
- (7) For independent marriage and family therapist the fee is seventy-five dollars;
- (8) For marriage and family therapist the fee is sixty dollars;
- (9) For marriage and family therapist temporary license the fee is twenty dollars.

Draft Rules for Implementation of Inactive Licenses & Registrations

(E) Fees for a two-year license or registration of title in an inactive status per rule 4757-7-03 are as follows. Late renewal shall incur an additional fee of twenty dollars except social worker assistant late renewal shall be ten dollars. Reinstatement of the Inactive license shall be at the fees specified in paragraph (D) of this rule.

(1) For professional clinical counselor the fee is fifty dollars;

(2) For professional counselor the fee is forty dollars;

(3) For independent social worker the fee is fifty dollars;

(4) For social worker the fee is forty dollars;

(5) For social worker assistant the fee is twenty dollars.

(6) For independent marriage and family therapist the fee is fifty dollars;

(7) For marriage and family therapist the fee is forty dollars;

~~(E)~~(F) Board provided continuing education program fees shall be ten-dollars per continuing education hour. The board laws and rules examination for initial licensure shall be ten-dollars.

~~(F)~~(G) Licensees requesting written board certification of their licensure to other states or entities shall pay a twenty-five dollar fee for that verification.

~~(G)~~(H) Licensees requesting replacement wall certificates for name changes or any other reason shall pay a fifteen dollar fee for that wall certificate.

~~(H)~~(I) Applicants per rule 4757-9-05 of the Administrative Code for continuing education program approval shall pay a thirty dollar fee for each application.

~~(I)~~(J) Applicants per rule 4757-9-05 of the Administrative Code for continuing education provider approval shall pay a one hundred and twenty-five dollar fee for each application.

**4757-13-01 Education requirements for admission to the examination for licensed professional counselor.**

The requirements for licensure as a licensed professional counselor are ~~generally~~ set forth in ~~sections 4757.22 and~~ section 4757.23 of the Revised Code. Master's degrees from a clinical mental health counseling program, clinical rehabilitation counseling program, or addiction counseling program accredited by the council for accreditation of counseling and related educational programs "CACREP" shall be deemed to meet the requirements of this rule per division (B)(2) of section 4757.23 of the Revised Code. Applicants from other accredited programs shall meet the following standards.

(A) Pertaining to the educational requirements, a "graduate degree in counseling" means a degree that meets all of the following criteria:

- (1) The degree and/or the official transcript of course work shall clearly indicate that the degree awarded is a degree in counseling. Graduate degrees in other human service areas such as psychology, social work and marriage and family therapy are not considered degrees in counseling.
- (2) The program shall be clearly identified as a counseling program. Such a program shall specify in pertinent institutional catalogues and brochures its intent to educate and train professional counselors.
- (3) The counseling program shall stand as a recognizable organizational entity within the institution and have a counseling faculty who identify with the counseling profession.
- (4) The counseling program shall be an organized sequence of study that includes at least one graduate course in each of the following eleven areas of counselor training.

- (a) Counseling theory: Includes a study of basic theories, principles of counseling and philosophical bases of the helping relationship;
- (b) Counseling techniques: Includes individual counseling practices, methods, facilitative skills, and the application of these skills;
- (c) Practicum: includes a supervised training experience, acceptable to the board, consisting of the provision of counseling to bona fide clients, and/or groups seeking services from counselors.
  - (i) A practicum consists no less than one hundred hours of which forty hours are direct service that conforms to current "Council for Accreditation of Counseling and Related Educational Programs" "CACREP" 2009 standards for the required number of practicum hours, if those standards exceed one hundred hours.
  - (ii) Students, who have not completed their master's degree requirements prior to September 30, 1997, and have been enrolled in a practicum of less than one hundred hours prior to September 30, 1997, may use that course to fulfill the practicum requirement.
- (d) Internship: Includes an on-the-job experience in professional counseling acceptable to the board.
  - (i) The supervised internship shall be no less than six hundred hours of which two hundred forty hours shall be in direct services, which include the diagnosis and treatment of mental and emotional disorders and conditions.
  - (ii) Students who have not completed their master's degree requirements by September, 30, 1997, who have begun an internship of less than six hundred

hours prior to September 30, 1997, may use that internship experience to fulfill the internship requirement. Any internship begun after September 30, 1997, shall comply with the requirements in paragraph (A)(4)(d)(i) of this rule.

- (iii) First time applicants who are intending to use the internship experience to meet the educational requirements of the board shall document their internship experience on a form prescribed by the board. The form shall be completed by the supervisor or supervisors and shall document the student's competency in all areas designated on the form. The form shall be completed and submitted by the student within thirty days of the successful completion of the internship.
  - (e) Human growth and development: Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on psychological, sociological, and physiological approaches, human behavior, (normal and abnormal), personality theory, and learning theory.
  - (f) Social and cultural foundations: Includes studies of change, ethnic groups, subcultures, changing roles of women, sexism, racism, ethnocentrism, urban and rural societies, population patterns, cultural mores, use of leisure time, and differing life patterns.
  - (g) Group dynamics, processing and counseling: includes the study of group dynamics, group processes, practices and methods of group counseling, supervised practice, supervised facilitative skills, and theory and types of groups.
  - (h) Life-style and career development: includes vocational-choice theory, relationship of career choice to life-style, sources of occupational and educational information, approaches to career decision-making processes, and career development exploration techniques.
  - (i) Appraisal of the individual through: testing includes the development of a framework for understanding the individual, methods of data-gathering and interpretation, case study approaches, individual and group psychological and educational testing and the study of individual differences with consideration of ethnic, cultural and gender factors.
  - (j) Research and evaluation: Includes statistics, research design, the development of research and demonstration proposals, as well as the development and evaluation of program objectives.
  - (k) Professional, legal, and ethical: includes the study of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensure including the Ohio licensure law, and the professional role identity of counselors.
- (5) In addition, either as a part of the applicant's master degree or after the award of the degree, ~~a minimum of thirty quarter hours, or twenty semester hours,~~ [coursework shall include training in the following areas](#) of instruction acceptable to the board and represented by at least one graduate course in each of the following areas:
- (a) Clinical psychopathology, personality, and abnormal behavior: includes the study of abnormal behavior, personality disorders, and psychopathological conditions specific to developmental phases throughout the life span, and their application to counseling practice.

- (b) Evaluation of mental and emotional status: includes the use of assessment procedures in diagnosis and treatment planning. Focuses on the administering and interpreting individual and group standardized tests of mental ability, and personality and measurement.
  - (c) Diagnosis of mental and emotional disorders: includes the appropriate use of the current edition of the "Diagnostic and Statistical Manual for Mental Disorders", and an understanding of the "International Classification of Diseases". Focuses on conducting mental status examinations, and on the development and recognition of a framework for identifying symptomology, etiology and psychodynamics of mental and emotional disorders.
  - (d) Methods of intervention and prevention of mental and emotional disorders: includes studies of the:
    - (i) Psychological and educational methods of intervention, such as client-centered, psychoanalytic, hypnotherapy, rational-emotive therapy, and reality therapy.
    - (ii) Culturally sensitive intervention techniques used with diverse populations such as minorities, children, substance abusers, gay and lesbian individuals and individuals who are physically or mentally challenged.
    - (iii) Intervention strategies used in different situations such as marriage and family problems, crisis situations, bereavement, sex therapy, rehabilitation, child abuse and multicultural counseling.
  - (e) Treatment of mental and emotional disorders: includes developing and implementing a treatment plan, reporting and assessing progress of treatment, appropriate referral procedures, formulation of timelines for treatment and knowing the effect on client behavior and the interaction of psychotropic medications and mood altering chemicals in the treatment of mental and emotional disorders.
- (B) Applicants who are denied admission to the examination shall be afforded an opportunity for a hearing pursuant to Chapter 119. of the Revised Code.
- (C) Program requirements for counseling programs are defined in rule 4757-13-07 of the Administrative Code. Applicants from approved programs shall be considered to have met the educational requirements of this rule.

**4757-13-03 Requirements for licensure as a licensed professional clinical counselor.**

(A) In addition to meeting educational and other requirements as established in rules 4757-13-01 and 4757-13-02 of the Administrative Code, applicants for licensed professional clinical counselor shall meet the following experience and examination requirements as a professional counselor:

- (1) An applicant with a qualifying master's or other graduate degree, which is not a doctorate in counseling, shall have completed two years of post-licensed professional counselor licensure supervised experience in clinical counseling, which includes the diagnosis and treatment of mental and emotional disorders.
- (2) An applicant with a doctorate in counseling shall have completed two years of supervised experience in clinical counseling, which includes the diagnosis and treatment of mental and emotional disorders. At least one year and a minimum of fifteen hundred hours of supervised experience shall be completed after the award of the doctoral degree and as a licensed professional counselor and one year and a maximum of fifteen hundred hours of supervised experience may be completed as a part of a doctoral internship at a board approved counselor education program.
- (3) An applicant licensed as a licensed professional counselor by this board prior to the requirement of sixty semester hours and the clinical coursework in paragraph (A)(5) of rule 4757-13-01 of the Administrative Code, shall use supervised experience as a professional counselor to meet this requirement.
- (4) A minimum of two years of supervised practice by the applicants shall be in a clinical setting, which shall have a primary focus on the diagnosis and treatment of mental and emotional disorders. Each year of supervised experience in clinical counseling required under section 4757.22 of the Revised Code and under this rule shall meet paragraphs (A)(4)(a), (A)(4)(b) and (B) of this rule unless the committee approves experience under paragraphs (A)(4)(c) or (A)(4)(d) of this rule.
  - (a) At least fifteen hundred hours of work, by the applicant, of which a minimum of fifty per cent of the work consists of face-to-face client contact involving the delivery of clinical counseling services, which include the diagnosis and treatment of mental and emotional disorders. Not more than fifteen hundred hours of experience may be accrued in any twelve month period. If the supervised experience totaled less than the fifteen hundred hours, in a twelve month period, credit will be granted for the fraction of a year's experience represented by the number of hours worked; and
  - (b) The experience was under the direct supervision of a licensed professional clinical counselor, psychologist, psychiatrist, independent social worker with a clinical area of competence, or other independently licensed mental health professional acceptable to the counselor professional standards committee. All supervision obtained in Ohio shall be provided by a licensed professional clinical counselor with supervision designation. Exceptions to this rule, due to hardship, shall be made in writing to the committee.
  - (c) Supervised counseling experience obtained out of state may count toward the supervised experience requirement. Applicants shall request this consideration in writing from the counselor professional standards committee. If licensed in another state with more than five years clinical experience, applicants shall apply under rule 4757-13-06 of the Administrative Code.
  - (d) Elementary or secondary schools and college or university academic advising, admissions, and placement centers are not clinical settings where diagnosis and treatment of mental and emotional disorders are routinely within the scope of practice. Applicants who believe that they are conducting diagnosis and treatment of mental and emotional disorders have the burden of proving to the counselor professional standards committee that their experience meets the requirements as defined in paragraphs (A)(4)(a) to (A)(4)(c) of rule 4757-13-03 of the Administrative Code.

(B) An applicant for licensed professional clinical counselor shall pass a field evaluation prescribed by the board to evaluate the applicant's competence in diagnosing and treating mental and emotional disorders. The applicant shall further provide supervision evaluations within thirty days following the completion of the first fifteen hundred hours of supervised experience required under paragraph (A) of this rule, and again, at the completion of the full three thousand hours of supervised experience on forms provided by the board.

- (1) The field evaluation shall contain documented evidence of the quality, scope and nature of the applicant's field experience and competence in diagnosis and treating mental and emotional disorders and be submitted on a form prescribed by the counselor professional standards committee.
- (2) The field evaluation shall be completed by the individuals registered with the board as the applicant's supervising counselors.
- (3) The supervision evaluations shall be completed by the registered supervising counselor for the applicant within thirty days of the accumulation of fifteen hundred and three thousand total hours of supervised experience. The applicant is responsible for providing the form to the supervisor.

(C) An applicant for [licensed](#) professional clinical counselor shall successfully complete the licensure examination prescribed by the counselor professional standards committee within two years of application. All Ohio professional counselors who were licensed as professional counselors by taking the single tier Texas-Ohio examination from January 1, 1999 to December 31, 2004 or Ohio professional counselor licensure examination from January 1, 2004 through February 28, 2006 are exempt from taking the prescribed examination for [licensed](#) professional clinical counselor.

#### **4757-13-07 Counselor program approval.**

(A) This rule establishes the requirements for an Ohio college or university counselor program accredited by the Ohio board of regents seeking pre-approval that its program meets the requirements of rule 4757-13-01 of the Administrative Code. All Ohio programs are required to be council for accreditation of counseling and related programs "CACREP" clinical mental health program, clinical rehabilitation counseling program, or addiction counseling program accredited by January 1, 2018; and if so accredited are deemed to be approved programs per division (B)(2) of section 4757.23 of the Revised Code. University or college counseling programs prior to January 1, 2018 applying for preapproval shall meet the following criteria.

- (1) Programs that are council for accreditation of counseling and related educational programs, "CACREP", accredited in community or mental health counseling shall submit documentation that they are in the process of obtaining a clinical mental health accreditation from CACREP and submit course numbers and descriptions showing which courses meet the requirements of paragraphs (A)(4) and (A)(5) of rule 4757-13-01 of the Administrative Code; or
- (2) Programs that are not "CACREP" accredited in community or mental health counseling shall provide documentation that they are in the process of obtaining CACREP accreditation and submit course numbers and descriptions showing which courses meet the requirements of paragraphs (A)(4) and (A)(5) of rule 4757-13-01 of the Administrative Code. ~~document how they address the items in the remainder of the Board's approval application.~~

(B) Programs that are CACREP accredited in clinical mental health, clinical rehabilitation counseling program, or addiction counseling program are deemed to have met the requirements and shall be verified by the CACREP website or copy of the approval letter from CACREP sent to the board by the program. Programs not CACREP accredited shall apply on forms provided by the board to document meeting the conditions specified in paragraph (A) of this rule and paragraph (A) of rule 4757-13-01 of the Administrative Code.

- (1) Initial applications for non CACREP accredited programs shall be approved through January 1, 2018 for five years.
- ~~(2) Renewals shall be approved for five years and renewed each five years.~~
- ~~(3)~~ (2) Application forms shall require the following additional detail.
  - (a) Title of degrees offered;
  - (b) Sample transcripts that show degree titles and major;
  - (c) Copy of catalogs and brochures for the programs offered;
  - (d) Number of semester or quarter hours in their program for each degree listed;
  - (e) Listing of each course that meets the required coursework in paragraphs (A)(4) and (A)(5) of rule 4757-13-01 of the Administrative Code;
  - (f) Non "CACREP" accredited programs shall complete all application questions on the board's form; and
  - (g) Other minor information required by the board approved form.
- ~~(4) Applicants from approved programs shall be considered to have met all requirements of paragraph (A) of rule 4757-13-01 of the Administrative Code.~~
- ~~(5) Applicants with graduate degrees in counseling from programs not approved by this board shall submit written evidence that their degree program and any additional coursework meet all the criteria for a graduate degree in counseling set forth in paragraph (A) of rule 4757-13-01 of the Administrative Code.~~

(6)(3) Programs resident outside of Ohio are not eligible for pre-approval under this rule.

(C) Supervision of students shall meet the requirements established in "CACREP" accreditation standards for ~~community or mental health~~ clinical mental health counseling programs, clinical rehabilitation counseling programs, or addiction counseling programs. Students registered as counselor trainees with the board shall further meet supervision requirements per rule 4757-17-01 of the Administrative Code. The accreditation standards require face-to-face individual or triadic supervision of students. "Triadic" means one supervisor and two supervisees.

New rule for Counselor Trainee status per division (G) of section 4757.10

4757-13-09 Counselor Trainee.

(A) Counseling students enrolled in a practicum or internship prior to receiving their counseling degree are eligible to register as a "counselor trainee" as authorized in section 4757.10 of the Revised Code and defined in paragraph (T) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have counselor trainee status to complete their practicum or internship requirements, including the provision of supervised counseling services, but may be required to obtain registration as a counselor trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a counselor trainee. Applicants for counselor trainee status shall:

- (1) Be of good moral character;
- (2) Provide criminal records checks per paragraph (E) of rule 4757-1-04 of the Administrative Code;
- (3) Apply on a form specified by the board and comply with rule 4757-1-04 of the Administrative Code;
- (4) Provide proof of enrollment in a master's or doctoral-level level practicum or internship course. A copy of the university's online enrollment document shall be acceptable; or a letter, email or facsimile from the professor, counseling office or registrar stating the applicant is enrolled;
- (5) Document proof of counselor trainee status using the board's online license verification system at <https://license.ohio.gov>. Trainee status shall be active only within the dates displayed on that system. The dates of that registration shall be up to two months past the end of the term enrolled;
- (6) Provide proof of enrollment as specified in paragraph (A)(4) of this rule for their existing registration to be extended through the dates of that course. A separate application may be required for practicum and internship;
- (7) Have the same scope of practice as a licensed professional counselor in rule 4757-15-01 of the Administrative Code, but require much closer supervision during the training process;
- (8) Shall be supervised by a licensed professional clinical counselor and in internships have duties that include the diagnosis and treatment of mental and emotional disorders. Supervision shall be per rule 4757-17-01.

(B) Counselor trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement, and through the dates listed on the board's online license verification system.

(C) Ensuring the counselor trainee is properly registered and listed on the licensure web site <https://license.ohio.gov> is primarily the responsibility of the counselor trainee, but shall be monitored by the work place supervisor or agency at time of placement and subsequent extensions of counselor trainee status.

## **4757-17-01 Counseling supervision.**

This rule applies to all professional counselors registered as clinical residents who are working toward licensure as professional clinical counselors and counselor trainees seeking licensure under rules 4757-13-01 and 4757-13-03 of the Administrative Code. This rule also applies to professional counselors who are diagnosing and treating mental and emotional disorders under the work supervision of an independently licensed mental health professional.

### (A) Definition of supervision:

- (1) "Training supervision" is supervision of all individuals who are gaining the experience required for a license as a professional clinical counselor, or a license as a professional counselor under rule 4757-13-01 of the Administrative Code, or a counselor trainee registered with the board and enrolled in a practicum or internship class under paragraph (E) of this rule. This type of supervision requires extensive time and involvement on the part of the supervisor in order to help supervisees improve their skills and/or learn new skills. Training supervision shall include an average of one hour of face-to-face contact between the supervisor and supervisee for every twenty hours of work by the supervisee. Training supervision shall be face-to-face individual and/or triadic for counselor trainees. Training supervision shall be face-to-face individual or group supervision for professional counselors.
- (2) "Work supervision" is supervision required of professional counselors who are engaging in the diagnosis and treatment of mental and emotional disorders and who are not registered with the board for training purposes. Professional counselors shall disclose to their clients in writing that they are engaging in the diagnosis and treatment of mental and emotional disorders under the supervision of an appropriately licensed mental health professional. The supervisee shall also disclose to their clients in writing the name(s) of the said professional(s).
- (3) "Group supervision" is board approved supervision that consists of not more than six supervisees for one supervisor.
- (4) "Triadic supervision" is composed of a supervisor and two counselor trainees.

### (B) Purposes of training supervision:

- (1) To provide for the protection of consumer and client welfare;
- (2) To provide that supervisees function within the limits of their competence; and
- (3) To provide training in activities relevant to the supervisee's position and academic background.

### (C) Requirements pertaining to training supervision:

- (1) A professional clinical counselor or professional counselor providing supervision shall:
  - (a) Have demonstrated competence in the area in which they are supervising;
  - (b) Have training in supervision theory and practice;

- (c) Have training in legal and ethical issues relevant to counseling;
  - (d) Have training in multicultural counseling competencies as defined by the board;
  - (e) Have a board issued supervision designation; and
  - (f) Complete and forward to the board all supervision evaluation forms required by the board within thirty days of receipt of the form from a supervisee.
- (2) Training supervisees may not choose a supervisor who is a family member or who is related to them in any way.
  - (3) Professional counselors who are registered with the board for training supervision and engaging in the supervised diagnosis and treatment of mental and emotional disorders shall not collect fees in their own names. All billings shall be in the name of the employing agency or the licensed supervisor.
  - (4) The professional clinical counselor with supervision designation is responsible for all diagnoses, change in diagnoses, individualized services plans, and correspondence to any third party outside of the agency.
  - (5) Professional counselors who engage in the diagnosis and treatment of mental and emotional disorders shall do so under the work supervision of a professional clinical counselor, a psychologist, a psychiatrist, or an independent social worker with a clinical area of competence. All clinical residents engaging in training supervision for licensure as professional clinical counselors shall be under the supervision of a professional clinical counselor with supervision designation. All counselor trainees engaging in training supervision for licensure as professional counselors shall be under the supervision of a professional counselor with supervision designation or professional clinical counselor with supervision designation except that a professional clinical counselors with supervision designation shall supervise the counselor trainee when diagnosing and treating mental and emotional disorders. Requests for exceptions to this rule for training supervision, due to hardship, shall be made in writing to the board. A board approved supervisor shall not supervise more than six supervisees who are registered at one time with this board. Training supervision provided under paragraph (E)(1) of this rule shall count toward the six supervisee limit.
  - (6) Individuals in the process of completing the supervised experience required for licensure may be employed on a paid basis as long as they are practicing within the scope of practice of the license for which they are applying, and are properly licensed or registered with the board.
  - (7) Supervisees presenting supervision experience from another state shall provide the vita of their supervisors to demonstrate that their supervisors are licensed to supervise the diagnosis and treatment of mental and emotional disorders and thus are acceptable to the board.
  - (8) In the event that a supervisee is practicing under work supervision while registered for training supervision, the rules for training supervision shall supersede the rules for work supervision.
  - (9) Nothing in this rule shall prevent professional counselors from practicing independently within their scope of practice.

(D) Registration of training supervision for those seeking professional clinical counselor licensure:

- (1) A written training supervision agreement, on a form designated by the board, shall be filed with the board at the beginning the training experience. All applications for clinical resident shall be made per procedures established by the counselor professional standards committee. Changes per paragraph (D)(4) of this rule to the clinical resident status shall be made in the manner required by the counselor professional standards committee. The status of these applications shall not be "active" until the supervision documentation is complete in its entirety and shall be verified from the board online license verification system.
- (2) This form shall be used to obtain "clinical resident" status as defined in paragraph (S) of rule 4757-3-01 of the Administrative Code to enable the clinical resident to accumulate and document hours toward professional clinical counselor licensure.
- (3) Filing of the written training supervision agreement with the board shall be the sole responsibility of the licensee or registrant.
- (4) Records of training supervision shall be maintained by the supervisee and made available to the board upon request. The supervision records shall contain information concerning the dates/times of supervision (e.g. "8-19-08 from 2:00-3:00 p.m."), content and goals of supervision and shall be signed by the supervisor at least quarterly.
- (5) In the event that it is necessary for the supervisee to change or add supervisors, sites or duties the supervisee shall be responsible to contact the board within thirty days of such a change and provide the following information:
  - (a) Notification of a change or addition to supervisors, sites, duties, licensure, or registration renewal status of either supervisor, clinical resident or professional counselor license of the clinical resident; and
  - (b) Clinical residents shall partially complete a "supervision evaluation and verification" form with data elements required from supervisee within thirty days of changing supervisors and provide that form for final completion by their former supervisor to document hours accrued. The supervisor shall complete that form and submit it to the board within thirty days of receipt from the supervisee.

~~(E) Registration of training supervision for practicum or internship for counselor trainee status:~~

~~(1) Students enrolled in a practicum or internship prior to receiving their counseling degree are eligible for "counselor trainee" status as defined in paragraph (T) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have counselor trainee status to complete their practicum or internship requirements, including the provision of supervised counseling services, but may be required to obtain registration as a counselor trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a counselor trainee. Applicants for counselor trainee status shall:~~

~~(a) Be of good moral character;~~

~~(b) Provide criminal records checks per paragraph (E) of rule 4757-1-04 of the Administrative Code;~~

~~(c) Apply on a form specified by the board and comply with rule 4757-4-01 of the Administrative Code;~~

~~(d) Provide proof of enrollment in a master's or doctoral level level practicum or internship course. A copy of the university's online enrollment document shall be acceptable; or a letter, email or facsimile from the professor, counseling office or registrar stating the applicant is enrolled;~~

~~(e) Applicants shall document proof of counselor trainee status using the board's online license verification system at <https://license.ohio.gov>. Trainee status shall be active only within the dates displayed on that system. The dates of that registration shall be up to two months past the end of the term enrolled;~~

~~(f) Provide proof of enrollment as specified in paragraph (E)(1)(c) of this rule for their existing registration to be extended through the dates of that course. A separate application may be required for practicum and internship;~~

~~(g) Have the same scope of practice as a professional counselor in rule 4757-15-01 of the Administrative Code, but require much closer supervision during the training process; and~~

~~(h) Counselor trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement, and through the dates listed on the board's online license verification system.~~

~~(2) Ensuring the counselor trainee is properly registered and listed on the licensure web site <https://license.ohio.gov> is primarily the responsibility of the counselor trainee, but shall be monitored by the work place supervisor or agency at time of placement and subsequent extensions of counselor trainee status.~~

~~(F)~~(E) Requirements for applying for a supervising counselor designation.

(1) Professional clinical counselors applying for supervising counselor status shall meet the following minimum requirements-. Professional counselors who hold [the supervision](#) ~~th~~ ~~esupervision~~ designation prior to January 1, 2013 may continue to hold that designation as long as they maintain it in good standing.

(a) Document a minimum of twenty-four hours of academic preparation or board approved continuing education coursework in counselor supervision training including training six hours in each area as follows:

(i) Assessment, evaluation and remediation which includes initial, formative and summative assessment of supervisee knowledge, skills and self-awareness; components of evaluation e.g. evaluation criteria and expectations, supervisory procedures, methods for monitoring (both direct and indirect observation) supervisee performance, formal and informal feedback mechanisms, and evaluation processes (both summative and formative), and processes and procedures for remediation of supervisee skills, knowledge, and personal effectiveness and self-awareness;

(ii) Counselor development which includes models of supervision, learning models, stages of development and transitions in supervisee/supervisor development, knowledge and skills related to supervision intervention options, awareness of individual differences and learning styles of supervisor and supervisee, awareness

and acknowledgement of cultural differences and multicultural competencies needed by supervisors, recognition of relational dynamics in the supervisory relationship, and awareness of the developmental process of the supervisory relationship itself;

- (iii) Management and administration which includes organizational processes and procedures for recordkeeping, reporting, monitoring of supervisee's cases, collaboration, research and evaluation; agency or institutional policies and procedures for handling emergencies, case assignment and case management, roles and responsibilities of supervisors and supervisees, and expectations of supervisory process within the institution or agency; institutional processes for managing multiple roles of supervisors, and summative and formative evaluation processes; and
  - (iv) Professional responsibilities which includes ethical and legal issues in supervision includes dual relationships, competence, due process in evaluation, informed consent, types of supervisor liability, privileged communication, consultation, etc.; regulatory issues include Ohio laws governing the practice of counseling and counseling supervision, professional standards and credentialing processes in counseling, reimbursement eligibility and procedures, and related institutional or agency procedures.
- (b) Each professional clinical counselor shall obtain a minimum of one year and fifteen hundred hours of clinical experience, post professional clinical counselor licensure, which shall include the diagnosis and treatment of mental and emotional disorders.
  - (c) The fifteen hundred hours shall include at least one supervision of supervision experience. The professional clinical counselor in training shall work with the same supervisor for at least five hours learning the skills to become a supervisor. The professional clinical counselor in training shall work (as a supervisor-in-training) with the same supervisee (licensee who needs supervision) for a minimum of ten hours while learning from and working with a professional clinical counselor who has a supervising counselor designation. All supervision, and supervision of supervision addressed in this rule shall be face-to-face.
  - (d) Comply with the 2005 American counseling association "ACA" ethical standards pertaining to the supervisory relationship.
  - (e) Document applicant's familiarity with significant legal, ethical, and clinical issues relevant to the supervisory relationship on a form prescribed by the board.
- (2) All supervising counselors shall maintain supervising counselor status by obtaining six hours of counselor professional standards committee approved continuing professional education in supervision. Three of the required six hours may be met through a minimum of six hours of peer supervision, which shall address one or more core supervision content requirements and shall be with other licensed mental health providers, and shall be documented as such, including participants' names, topics discussed and dates met.
  - (3) Professional clinical counselors engaged in training supervision shall be called "supervising counselors" per paragraph (Q)(9) of rule 4757-3-01 of the Administrative Code. They shall have adequate training, knowledge, and skill to render competent clinical supervision and shall meet the criteria for work and training supervision as defined in paragraphs (A)(1) and (A)(2) of this rule. Professional counselors engaged in training supervision shall be called "supervising counselors" per paragraph (Q)(8) of rule

4757-3-01 of the Administrative Code. They shall have adequate training, knowledge, and skill to render competent non-clinical supervision and shall not supervise the diagnosis and treatment of mental and emotional disorders.

Effective: 01/01/2013

R.C. [119.032](#) review dates: 10/12/2012 and 12/17/2017

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#) , [4757.22](#) , [4757.23](#)

Rule Amplifies: [4757.22](#) , [4757.23](#)

Prior Effective Dates: 2-24-86 (Emer.); 5-22-86; 12-18-88; 7-3-97; 2-9-98; 8-2-01; 9-20-02; 1-10-08; 11-2-08; 10-18-09; 9-1-11

#### 4757-19-05 Social worker trainee applications.

Registration of training supervision shall be only for master's level students from council on social work education "CSWE" accredited programs who are not licensed as social workers. The purpose of social worker trainee status is to aid non-licensed master's level social work students to acquire field placement at an agency. Per section 4757.10 of the Revised Code, students are not required to have social worker trainee status to complete their field placement requirements, including the provision of supervised psychosocial interventions, but may be required to obtain registration as a social worker trainee by the supervising agency as a condition of acceptance for field placement. A student may also voluntarily choose to obtain registration. Applicants shall: ~~Applicants for trainee status shall complete the board online application or request form. In order to be approved one of the following documents shall be required.~~

(A) Be of good moral character.

(B) Complete the Board's online application.

(C) Complete a criminal records check per paragraph (E) of rule 4757-1-04 of the Administrative Code.

~~(A)~~ (D) Provide proof of enrollment in a master's level field education course (practicum/internship/field work). A copy of the university's online enrollment document shall be acceptable; or a letter, email or facsimile from the professor, social work office or registrar stating the applicant is enrolled.

~~(B)~~ (E) Applicants shall document ~~Document~~ proof of enrollment registration as a social worker trainee using the board's online license verification system at <https://license.ohio.gov>. Trainee status shall be active only within the dates displayed on that system. The dates of that registration shall be up to one month ~~four weeks~~ past the end of the term enrolled.

~~(C)~~ (F) Applicants enrolling for a subsequent field education course need not re-apply, but shall provide ~~Provide~~ proof of enrollment as specified in paragraph (D) of this rule for their existing registration to be extended through the next quarter or semester of their field education course.

(G) Have the same scope of practice as a licensed social worker in rule 4757-21-02 of the Administrative Code.

(H) Be supervised at a field placement by a licensed social worker with a master's degree in social work, a licensed independent social worker or a licensed independent social worker with a supervision designation. Only a licensed independent social worker with a supervision designation may provide the supervision to a social worker trainee who is engaged in the practice of social psychotherapy, which includes the diagnosis and treatment of mental and emotional disorders.

(I) Social worker trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement through the dates listed on the board's online license verification system.

New rule for MFT Trainee status per division (G) of section 4757.10

4757-25-08 Marriage and family therapist trainee registration.

(A) Students enrolled in a practicum or internship prior to receiving their marriage and family therapy degree are eligible to register as a “marriage and family therapist trainee” as authorized in section 4757.10 of the Revised Code and defined in paragraph (U) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have marriage and family therapist trainee status to complete their practicum or internship requirements, including the provision of supervised marriage and family therapy services, but may be required to obtain registration as a marriage and family therapist trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a marriage and family therapist trainee. Applicants for marriage and family therapist trainee status shall:

- (1) Be of good moral character;
- (2) Provide criminal records checks per paragraph (E) of rule 4757-1-04 of the Administrative Code;
- (3) Apply on a form specified by the board and comply with rule 4757-1-04 of the Administrative Code;
- (4) Provide proof of enrollment in a master's or doctoral level practicum or internship course. A copy of the university's online enrollment document shall be acceptable; or a letter, email or facsimile from the professor or registrar stating the applicant is enrolled;
- (5) Document proof of marriage and family therapist trainee status using the board's online license verification system at <https://license.ohio.gov>. Trainee status shall be active only within the dates displayed on that system. The dates of that registration shall be up to two months past the end of the term enrolled;
- (6) Provide proof of enrollment as specified in paragraph (A)(4) of this rule for their existing registration to be extended through the dates of that course. A separate application may be required for practicum and internship;
- (7) Have the same scope of practice as a marriage and family therapist in rule 4757-27-01 of the Administrative Code, but require much closer supervision during the training process;

(B) Marriage and family therapist trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement, and through the dates listed on the board's online license verification system.

(C) Ensuring the marriage and family therapist trainee is properly registered and listed on the licensure web site <https://license.ohio.gov> is primarily the responsibility of the marriage and family therapist trainee, but shall be monitored by the work place supervisor or agency at time of placement and subsequent extensions of marriage and family therapist trainee status.

## Five Year Rule Review – 9/20/2014 as of April 2014

The following rules require a five year rule review filing by 4/10/2014, 6/11/2014 or 9/20/2014. Any [proposed changes by staff are noted in blue font with underlining, deletions are noted through use of line through font.

4757-01-02	Notice of board meetings	9/20/2014
4757-01-04	Applications of first licensure	9/20/2014
4757-01-05	License fees	9/20/2014
4757-01-07	Fines	9/20/2014
4757-03-01	Definitions	9/20/2014
4757-03-02	Abbreviations and titles	9/20/2014
4757-05-10	Standards of ethical practice and professional conduct: reporting unethical actions	6/11/2014
4757-05-11	Standards of ethical practice and professional conduct: change of name and/or address	6/11/2014
4757-06-01	Reports prepared for court review	9/20/2014
4757-06-02	Summary suspension	9/20/2014
4757-07-04	<del>Renewal of license or certificate of registration</del> Now in HB-232 rules	9/20/2014
4757-07-02	Practice with expired license or certificate of registration is prohibited	9/20/2014
4757-09-01	CE requirements for renewal of a MFT or IMFT license	9/20/2014
4757-09-05	Approval of CPE programs required for renewal of licenses issued by the board	9/20/2014
4757-09-06	Sources of continuing professional education	9/20/2014
4757-11-01	Denial and disciplinary action for licenses or certificates of registration	9/20/2014
4757-11-02	Impaired practitioner rules	9/20/2014
4757-25-01	Education requirements for admission to the examination for MFTt	9/20/2014
4757-25-02	Marriage and family therapist examination policy	9/20/2014
4757-25-03	Requirements for licensure as a marriage and family therapist	9/20/2014
4757-25-04	Requirements for licensure as an independent marriage and family therapist	9/20/2014
4757-25-05	Temporary marriage and family therapist license	9/20/2014
4757-25-06	Endorsement of a marriage and family therapist license	9/20/2014
4757-25-07	Approval of applications for marriage and family therapist licenses	9/20/2014
4757-27-01	Scope of practice of a marriage and family therapist	4/10/2014
4757-27-02	Scope of practice of an independent marriage and family therapist	4/10/2014
4757-29-01	Marriage and family therapy supervision	4/10/2014

### **4757-1-02 Notice of board meetings.**

(A) Any person may ascertain the time and place of all regularly scheduled meetings of the counselor, social worker, and marriage and family therapist board, and its professional standards committees and the time, place, and purpose of all special meetings of the board or its professional standards committees by any one of the following methods:

- (1) Calling the board office by telephone during normal business hours.
- (2) Contacting the board office in person during normal business hours.
- (3) Any person or organization that makes a written request for such notification and provides the board with a self-addressed business-size envelope.
- (4) The meetings are listed on the [board's](http://cswmft.ohio.gov) web site <http://cswmft.ohio.gov>.

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(B) Any person or organization who makes written request for routine notification of all regularly scheduled and special meetings of the counselor, social worker, and marriage and family therapist board and its professional standards committees and that provides the board with self-addressed business sized envelopes, shall receive notice of all such board meetings for a twelve-month period. After twelve months, such notification shall cease, unless the request is renewed in the manner set forth in this paragraph.

- (1) Notices shall be mailed at least seven calendar days prior to any regularly scheduled meeting, and at least four calendar days prior to any special meeting, unless the meeting is an emergency meeting. Notices of special meetings shall include the type of business to be discussed.
- (2) The person requesting notification is responsible to keep the board informed in writing of changes in his/her current mailing address.
- (3) The obligation of the board under paragraph (B) of this rule to each person or organization fully complying with said requirements shall be deemed fully discharged with the mailing of notification to the most current mailing address and name on file with the board for this purpose, as of seven days prior to the particular regularly scheduled meeting.

(C) A representative of a news media organization, or of the business office of a professional organization of counselors, social workers, or marriage and family therapists may receive notification of board meetings by making a written request to the board office. The board shall compile a mailing list and shall mail notification of all regularly scheduled and special meetings to these representatives at their business addresses, in accordance with the schedule in paragraph (B)(1) of this rule.

- (1) Not more than one representative of a radio or television station, newspaper, or other publication, or of a professional organization of counselors, social workers, or marriage and family therapists may receive such notification.
- (2) The news media organization, or professional organization of counselors, social workers, or marriage and family therapists is responsible to notify the board in writing of changes in the name or mailing address of the recipient of such notification.
- (3) Notification under paragraph (C) of this rule shall remain in effect for one year from the date of the written request, after which time the name of the organization shall be removed from the mailing list unless the request is renewed in writing.
- (4) The obligation of the board under paragraph (C) of this rule to each organization shall be deemed fully discharged with the mailing of notification to the most current address and name on file with the board for this purpose.

(D) A representative of a news media organization may obtain telephone notification of emergency board meetings by making a written request to the board, including the name of the individual to be contacted, his/her mailing address, and a maximum of two telephone numbers where he/she can be reached. The board shall maintain a list of all representatives of the news media who request telephone notice of emergency meetings.

- (1) In the event of an emergency meeting, the board shall immediately notify by telephone all representatives on the list of such meeting.

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- (2) Such telephone notice shall be complete if a message has been left for the media representative or if, after a reasonable effort, the board has been unable to provide such telephone notice.
- (3) The media representative's name shall remain on the telephone notification list for one year from the date of the written request, after which time the name shall be removed unless the request is renewed in writing.
- (4) The media representative or the organization is responsible to inform the board of any changes in telephone numbers or in the name of the person to be notified.

(E) The failure of any individual, organization, or organization representative to comply with the above requirements shall relieve the board of any obligation to provide advance notice of any kind of any public meeting to that individual, organization representative.

Effective: 10/18/2009

R.C. [119.032](#) review dates: 06/12/2009 and 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.05](#)

Prior Effective Dates: Eff 6/11/85 (Emer.); 9/19/85 (Emer.); 12/19/85; 7/3/97; 9/20/02; 4/10/04

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### **4757-1-04 Applications of first licensure.**

(A) All applicants for first licensure as a professional counselor, social worker, professional clinical counselor, independent social worker, marriage and family therapist, independent marriage and family therapist, or for registration of title as a social work assistant, counselor trainee, [marriage and family therapist trainee](#) or social worker trainee, shall file with the executive director of the board an online application; or a written application, signed and duly notarized, on a form prescribed by the board. Any person who knowingly makes a false statement on a written application or electronic application may be found guilty of falsification under section [2921.13](#) of the Revised Code, a misdemeanor of the first degree. Applications shall be maintained for two years from the date of receipt by the board. Applications which remain incomplete after two years shall be considered abandoned. The license application and fee shall be forfeit and individuals seeking licensure shall be required to re-apply.

(B) The appropriate non-refundable fee, shall accompany the application for licensure or registration.

(C) All applicants for licensure or registration shall provide:

- (1) Grade transcripts showing all coursework and/or academic degrees necessary to meet the education requirements for the license or registration for which the applicant is applying.
  - (a) Such transcripts shall bear the official seal of the college or university and the signature of the registrar. Transcripts shall be sent directly to the board office by the college or university. The applicant shall bear sole responsibility for transcripts sent directly from the college or university to the board office.

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- (b) If an applicant's transcript does not clearly indicate that he/she meets the education requirements for the license for which they are applying, the applicant shall provide additional information about their coursework in a manner prescribed by the board.
- (2) Notarized statements, on a form prescribed by the board, to document all professional employment experience required by any rule under this chapter, or for licensure or registration by the board. Notarized statements, if required, shall be completed by the person(s) who supervised the required professional employment experience, or who are judged by the board to be in a position to make a professional judgment about the nature of the applicant's duties and the quality of their work, and who meet the criteria established for such respondents by the board in any rules under this chapter.
- (D) Applicants for any license or certificate of registration issued by the board shall be of good moral character. The board may, in its discretion, deny any application for licensure or certification if the board finds that the applicant was convicted of, pled guilty to, or pled no contest to a felony or misdemeanor involving moral turpitude or for acts committed, which would constitute a felony or misdemeanor involving moral turpitude, if committed in Ohio. The board shall consider the number and timing of any convictions and the relationship those convictions may have to the practice for which the applicant has made application for licensure or certification. The board shall consider an applicant's fitness to practice a part of the good moral character requirements. The board at its discretion may request any of the following to help determine good moral character and fitness to practice: a criminal records check, a criminal background check or a psychological evaluation.
- (E) All applicants for an initial license or registration shall submit a request to the bureau of criminal identification and investigation for a criminal records check of the applicant per sections [4776.02](#) and [4776.03](#) of the Revised Code and shall include a federal bureau of identification criminal records check request. This requirement applies to all initial applications for professional counselor, social worker, professional clinical counselor, independent social worker, marriage and family therapist, independent marriage and family therapist, or for registration of title as a social work assistant, counselor trainee, [marriage and family therapist trainee](#) or social worker trainee. The applications for criminal records check shall comply with section [109.572](#) of the Revised Code. The criminal records check shall be received ~~at least~~ [within](#) one year prior to licensure or a new criminal records check shall be required. Section [4776.02](#) of the Revised Code requires that all fingerprint reports be sent directly to the board office from the bureau of criminal identification and investigation. Any fingerprint results mailed to or from some other source shall not be accepted.
- (1) Applicants in the state of Ohio shall go to a county sheriff's office or other agency approved by Ohio's attorney general to request an electronic criminal records check and submit fingerprints to the bureau of criminal identification and investigation. A link to electronic fingerprint sites is available on the board's web page under "forms".
- (a) Each applicant shall pay the fee to the agency scanning their fingerprints and provide the bureau of criminal identification and investigation with the applicant's name and address and with the board's name and address as the results addressee. The agency code fingerprint card shall be "1AB002".
- (b) An applicant who has poor fingerprint quality on the electronic scanning shall be notified by the board to request a waiver from electronic scanning and mailed the

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- required forms for submission of ink rolled fingerprints. The bureau of criminal identification and investigation has suggested using corn huskers lotion when having difficulties getting a good electronic scan.
- (c) The applicant shall ask the superintendent of the bureau of criminal identification and investigation in the criminal records check request to obtain from the federal bureau of investigation any information it has pertaining to the applicant.
- (2) Applicants outside the state of Ohio shall go to a police agency in their state and complete the blank criminal records check cards provided to them by the board and submit fingerprints by mailing the completed forms directly to the bureau of criminal identification and investigation. Note, this process may be quicker and more convenient, if the applicant waits until she or he is in Ohio, to complete an electronic scan.
- (a) Each applicant shall pay the fee to the agency completing the fingerprinting and to the bureau of criminal identification and investigation for both the Ohio and federal bureau of investigation records checks. Applicants shall follow the directions provided with the fingerprint cards. The applicant shall ask the superintendent of the bureau of criminal identification and investigation in the request to obtain from the federal bureau of investigation any information it has pertaining to the applicant. Part of that application requires a waiver from electronic submission form citing out-of-state as the reason.
  - (b) An applicant requesting a criminal records check shall provide the bureau of criminal identification and investigation with the applicant's name and address and with the board's name and address as the results addressee. The agency code on the fingerprint card shall be "1AB002".
- (3) The board shall not issue a license or registration until receipt of the criminal records check and any follow-up actions are completed.
- (4) The results of any criminal records check conducted pursuant to a request made under this chapter and any report containing those results, including any information the federal bureau of investigation provides, are not public records for purposes of section [149.43](#) of the Revised Code and shall not be made available to any person or for any purpose other than as follows:
- (a) The superintendent of the bureau of criminal identification and investigation shall make the results available to the board for use in determining, under Chapter 4757. of the Revised Code, whether the applicant who is the subject of the criminal records check should be granted a license under that chapter.
  - (b) The board shall make the results available to the applicant who is the subject of the criminal records check or to the applicant's representative upon their written request.

Effective: 10/18/2009

R.C. [119.032](#) review dates: 06/12/2009 and 09/20/2014

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### **4757-1-05 License fees.**

License fees shall be established by the board in amounts not to exceed the maximum allowable under section [4757.31](#) of the Revised Code. Fees are subject to change by action of the board, the controlling board, and/or the general assembly.

(A) Fees shall be paid by credit card, certified check or money order made payable to "Treasurer, State of Ohio."

(B) Fees shall be submitted to the board office at the time of the initial application. Renewal fees shall be the same as initial licensure or registration fees.

(C) Fees are not refundable.

(D) Fees for a two-year license or registration of title are as follows. Late renewal shall incur an additional fee of forty dollars except social worker assistant late renewal shall be twenty dollars.

(1) For professional clinical counselor the fee is seventy-five dollars;

(2) For professional counselor the fee is sixty dollars;

(3) For independent social worker the fee is seventy-five dollars;

(4) For social worker the fee is sixty dollars;

(5) For social worker assistant the fee is forty dollars.

(6) For social work temporary license the fee is twenty dollars.

(7) For independent marriage and family therapist the fee is seventy-five dollars;

(8) For marriage and family therapist the fee is sixty dollars;

(9) For marriage and family therapist temporary license the fee is twenty dollars.

(E) Board provided continuing education program fees shall be ten dollars per continuing education hour. The board laws and rules examination for initial licensure shall be ten dollars.

(F) Licensees requesting written board certification of their licensure to other states or entities shall pay a twenty-five dollar fee for that verification.

(G) Licensees requesting replacement wall certificates for name changes or any other reason shall pay a fifteen dollar fee for that wall certificate.

(H) Applicants per rule [4757-9-05](#) of the Administrative Code for continuing education program approval shall pay a thirty dollar fee for each application.

(I) Applicants per rule [4757-9-05](#) of the Administrative Code for continuing education provider approval shall pay a one hundred and twenty-five dollar fee for each application.

Effective: 04/01/2012

R.C. [119.032](#) review dates: 09/20/2014

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## Five Year Rule Review – 9/20/2014 as of April 2014

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### **4757-1-07 Discipline actions that may include fines.**

The professional standards committees established under section [4757.04](#) of the Revised Code may utilize fines at the discretion of each committee. Per division (E) of section [4757.10](#) of the Revised Code the following fines are enumerated.

(A) Practicing without a valid license, which includes practice prior to license and continuing to practice with an expired license.

(1) Worked as a licensee for sixty days or less without a valid license standard consent agreement terms:

(a) Written reprimand;

(b) Standard fine two hundred dollars for independent practitioner licensee and one hundred dollars for all others; and

(c) Fine to be paid within sixty days of the effective date of the agreement.

(2) Worked for sixty-one to one hundred twenty days without a valid license standard consent agreement terms:

(a) Suspension of fourteen days, plus an additional day for each day he/she engaged in unlicensed practice;

(b) Standard fine of two hundred dollars for independent practitioner licensee and one hundred dollars for other licensees plus one hundred dollars per week after the first three weeks. Fine amount up to five hundred dollars; and

(c) Fine to be paid within sixty days of the effective date of the agreement.

(3) Worked for more than one hundred twenty days without a valid license standard consent agreement terms:

(a) Suspension of four months, plus an additional month for each month or part thereof he/she engaged in unlicensed practice;

(b) Standard fine of five hundred dollars for all licensees; and

(c) Fine to be paid within sixty days of the effective date of the agreement.

(B) Fines may be levied in other discipline cases where the professional standards committee believes the fine will be more productive in correcting the issue than other discipline actions. Fine amounts up to five hundred dollars per violation may be made using the aggravating and mitigating factors in paragraph (G) of this rule in determining the proposed fine amount.

(C) Failure to complete the continuing education required for renewal, which is typically discovered during a continuing education audit, which includes failure to provide documentation of thirty hours of continuing education that meet the requirements of rule [4757-7-01](#) of the Administrative Code. The standard consent agreement terms are:

(1) Written reprimand;

(2) Fine to be paid within sixty days of the effective date of the agreement;

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- (a) Deficient number of hours for a first offense fine per hour:
  - (i) Deficient up to ten hours fine of one hundred dollars; or
  - (ii) Deficient eleven to twenty hours fine of two hundred fifty dollars; or
  - (iii) Deficient twenty-one to thirty hours fine of five hundred dollars.
- (b) Deficient number of hours for a subsequent offense fine per hour:
  - (i) Deficient three to ten hours fine of two hundred dollars
  - (ii) Deficient eleven to twenty hours fine of three hundred fifty dollars
  - (iii) Deficient twenty-one to thirty hours fine of five hundred dollars
- (3) Complete the number of continuing education hours he/she was deficient within thirty days of the consent agreement effective date and submit proof of completion within forty-five days of the consent agreement effective date. These hours shall not be counted toward his/her next renewal.
- (4) Agrees to audit for continuing education the next time he/she renews his/her license.
- (D) Do not discipline if licensee is deficient two hours or less of continuing education. Require that they make up the continuing education hour(s) and place a copy of a caution letter in their licensure file. Add them to the audit list for their next renewal.
- (E) Applying for or renewing a license by means of fraud/deceit. Includes failure to report discipline by another jurisdiction, conviction, etc. the standard consent agreement terms are:
  - (1) Written reprimand;
  - (2) Fine up to five hundred dollars with a standard fine of two hundred fifty dollars;
  - (3) Fine to be paid within sixty (60) days of the effective date of the agreement; and
  - (4) Attend four hours of ethics training. Course(s) must be at least a two semester hour or three quarter hour college level or thirty hour continuing education course, no on-line courses. Verification of completion shall be submitted to the investigation division within thirty days of attendance. These hours will not count toward the continuing education requirement for license renewal.
- (F) Failure to respond to the continuing education audit standard consent agreement terms are:
  - (1) Fine up to five hundred dollars with a standard fine of two hundred fifty dollars;
  - (2) Fine to be paid within sixty days of the effective date of the agreement;
  - (3) Submit proof of thirty hours of continuing education for the audit renewal period within thirty days of the ratification of the agreement; and
  - (4) Agrees to audit for continuing education the next time he/she renews his/her license.
- (G) Aggravating and mitigating factors to consider in levying fines. After a violation has been established, the professional standards committee may consider aggravating and mitigating factors/circumstances in determining the penalty to be imposed. If the professional standards committee deems such circumstances to be sufficient to justify a departure from the disciplinary guidelines, the reasons shall be specified by the professional standards committee.

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- (1) Aggravating factors/circumstances are any considerations or factors, which might justify an increase in the degree of discipline to be imposed. Aggravating factors may include, but are not limited to:
  - (a) Prior disciplinary actions;
  - (b) A pattern of misconduct;
  - (c) Multiple violations;
  - (d) Submission of false statements, false evidence or other deceptive practices during the disciplinary process;
  - (e) Refusal to acknowledge wrongful nature of conduct;
  - (f) Adverse impact of misconduct on others;
  - (g) Vulnerability of the victim; and
  - (h) Willful or reckless misconduct.
- (2) Mitigating factors/circumstances are any considerations, which might justify a reduction in the degree of discipline to be imposed. Mitigating factors may include, but are not limited to:
  - (a) Absence of a prior disciplinary record;
  - (b) Isolated incident, unlikely to recur;
  - (c) Full and free disclosure to the board;
  - (d) Interim rehabilitation or remedial measures;
  - (e) Absence of adverse impact of misconduct on others;
  - (f) Remorse; and/or
  - (g) Absence of willful or reckless misconduct.

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### **4757-3-01 Definitions.**

The following meanings shall apply to all rules promulgated by the counselor, social worker, and marriage and family therapy board, unless in a specific paragraph under one of the counselor, social worker, and marriage and family therapist board rules, the word or term is explicitly defined or used in different manner.

(A) The terms "practice of professional counseling", "clinical counseling principles, methods, or procedures", "social work", "accredited educational institution", and "mental and emotional disorders" shall for the purposes of these rule have the same meanings as set forth in section 4757.01 of the Revised Code.

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(B) The terms "renewal," "renewed," "license," and "licensee" shall for the purposes of these rules have the same meanings as are set forth in section 4757.01 of the Revised Code.

(C) "Agency" means an organization which has a clearly defined mission statement with goals and objectives that include the provision of counseling, social work, and/or marriage and family therapy services, and which is recognized by a unit of government or others authorized to legitimize its functions. In addition, it shall have clearly defined lines of authority, a formal decision-making process, and differentiated staff roles with written job descriptions. Agency settings include private non-profit organizations, public organizations, and others approved by the board that are engaged in the practice of social work, counseling, and/or marriage and family therapy. Settings in which social work, counseling, and/or marriage and family therapy is practiced in as a private practitioner, as a member of a partnership, or as a member of a group practice are not included.

(D) "Applicant" means an individual who has:

(1) Filed with the executive director of the board a completed application for licensure as a professional clinical counselor, professional counselor, independent marriage and family therapist, marriage and family therapist, independent social worker, social worker, or for registration of title as a social work assistant, on forms prescribed by the board; and

(2) Signed the application form and had it notarized or submitted via the online application process; and,

(3) Paid the appropriate fee, if applicable.

(E) "Application" means an online application or a written application, on forms prescribed by the board, filed with the executive director of the board, wherein the applicant has provided all the information required for the license the applicant desires.

(F) "Board" means the counselor, social worker, and marriage and family therapist board. When the board is cited that may be the full board or one of the appropriate professional standards committees.

(G) "Board office" means the business office of the counselor, social worker, and marriage and family therapist board.

(H) "Civil service employee" means an individual employed by the state, the counties, cities, city health districts, general health districts, and city school districts thereof, as defined in division (A) of section 124.01 the Revised Code.

(I) "Counseling" means the practice of professional counseling as defined in division (A) of section 4757.01 of the Revised Code for a fee salary, or other consideration.

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(J) "Coursework" means a college or university course at an accredited educational institution in which the applicant was enrolled for credit.

(1) "Graduate coursework" for counselor ~~and marriage and family therapist~~ applicants means any coursework taken for a grade that meets the requirements of a post-baccalaureate degree and in which the applicant was enrolled after receiving their baccalaureate degree and in which the applicant received a grade of "B-" or higher.

(2) "Graduate coursework" for social worker applicants means any coursework taken for a grade that meets the requirements of a post-baccalaureate degree and in which the applicant was enrolled and received credit after receiving their baccalaureate degree.

(3) "Undergraduate coursework" means any coursework taken for a grade which is recognized by the granting institution as undergraduate coursework in which the applicant received a grade of "C-" or higher.

(K) "Employee," "employed," "employment," and "experience" all refer to work for a fee or salary, not including practicum and/or internship experiences taken as part of an educational program, ~~that~~ which falls within the scope of practice of the license for which the applicant is applying.

(L) "License fee" means the fee(s) established by the board for the processing of applications and/or the issuance of licenses.

(M) "Master's degree or Ph.D. degree in social work" means a degree granted from programs accredited or in candidate status by the "Council on Social Work Education."

(N) "Private practice" and "private practitioner" mean an individual who independently, in partnership, or in corporation practices counseling, social work, or marriage and family therapy as defined in section 4757.01 of the Revised Code and sets up his/her own condition of exchange with those clients, and identifies himself/herself in any manner as a counselor, social worker, or marriage and family therapist in offering such services. Professional counselors and marriage and family therapists shall do so under supervision as required by sections 4757.21 and 4757.30 of the Revised Code. Social workers may not engage in private practice per division (C) of section 4757.26 of the Revised Code.

(O) "Scope of practice" means the services, methods, and techniques, in which and the areas for which, an individual is licensed or registered under Chapter 4757. Is this supposed to have a number after the period? of the Revised Code and under agency 4757 of the Administrative Code (agency number 4757 of the Administrative Code is reserved for the counselor, social worker and marriage and family therapist board).

(P) "Social work" means the application of specialized knowledge of human development and behavior and social, economic, and cultural systems in directly assisting individuals, families, and groups to improve or restore their capacity for social functioning, including counseling, the

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use of psychosocial interventions, and social psychotherapy for a fee, salary, or other consideration.

(1) "Psychosocial interventions" means the application of social work that involves individual, dyadic, family, or group interventions that utilize treatment modalities such as a family systems therapy, client centered advocacy, environmental modifications, community organization and/or organizational change. These modalities are implemented in crisis, short-term, and long-term therapeutic interventions directed at reducing, increasing, enhancing, maintaining, or changing target behaviors, areas of functioning, or environmental structures or processes.

(2) "Social psychotherapy" means the application of social work toward the goal of enhancement and maintenance of psychosocial functioning of individuals, families, and small groups. It includes interventions directed to interpersonal interactions, intra-psychic dynamics, and life-support and management issues. It also includes the professional application of social work theory and methods to the treatment and prevention of psychosocial dysfunction, disability, or impairment, including mental and emotional disorders. Social psychotherapy consists of assessment; diagnosis; treatment, including psychotherapy and counseling; consultation; and evaluation.

(3) "Social services" means those activities which improve and maintain an individual's functioning in institutions, at home, or in the community and which do not require the specialized knowledge of social work, counseling, psychosocial interventions, or social psychotherapy. For individuals performing only social services licensure is not required pursuant to Chapter **4757**. of the Revised Code.

(4) "Social functioning" means living up to the expectations that are made of an individual by the individual's own self, the immediate social environment, and by society at large. "Social functioning" includes meeting basic needs of the individual and the individual's dependents, including physical aspects, personal fulfillment, emotional needs, and an adequate self-concept.

(Q) For the purpose of the counselor, social worker, and marriage and family therapist board rules and the licenses granted under them, the board adopts the following titles and meanings:

(1) "Professional Counselor" means a counselor licensed by the board to practice professional counseling as defined in division (A) of section 4757.01 of the Revised Code.

(2) "Professional Clinical Counselor" means a counselor licensed by the board to practice professional counseling and the unsupervised diagnosis and treatment of mental and emotional disorders and conditions as defined in division (A) of section 4757.01 of the Revised Code.

(3) "Independent Social Worker" means a social worker licensed by the board to practice social work as defined in division (C) of section 4757.01 of the Revised Code.

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(4) "Social Worker" means a social worker licensed by the board to practice social work as defined in division (C) of section 4757.01 of the Revised Code.

(5) "Registered Social Work Assistant" means an individual issued a certificate of registration by the board in accordance with division (C) of section 4757.29 of the Revised Code.

(6) "Independent Marriage and Family Therapist" means a marriage and family therapist licensed by the board to practice marriage and family therapy as defined in division (G) of section 4757.01 of the Revised Code.

(7) "Marriage and Family Therapist" means a marriage and family therapist licensed by the board to practice marriage and family therapy as defined in division (G) of section 4757.01 of the Revised Code.

(8) "Supervising Professional Counselor" means a counselor who has been licensed by the board to practice professional counseling as defined in division (A) of section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (F) of rule 4757-17-01 of the Administrative Code.

(9) "Supervising Professional Clinical Counselor" means a counselor licensed by the board to practice professional counseling and the unsupervised diagnosis and treatment of mental and emotional disorders and conditions as defined in division (A) of section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (F) of rule 4757-17-01 of the Administrative Code.

(10) "Supervising Independent Social Worker" means a social worker licensed by the board to practice social work as defined in division (C) of section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (E) of rule 4757-23-01 of the Administrative Code.

(11) "Supervising Independent Marriage and Family Therapist" means a marriage and family therapist licensed by the board to practice marriage and family therapy as defined in division (H) of section 4757.01 of the Revised Code and been awarded supervisory designation per paragraph (F) of rule 4757-29-01 of the Administrative Code.

(R) "Counseling experience" means the applicant's primary employment responsibility was in counseling, supervision of a counseling program, or direct involvement in the administration or policy division of a counseling program.

(S) "Clinical resident means a professional counselor engaged in training supervision while seeking licensure as a professional clinical counselor. The title to be used for this designation shall be "professional counselor/clinical resident". A person may use this title until they have completed the three thousand hours required for the professional clinical counselor license.

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(T) "Counselor trainee" means an individual who is seeking licensure as a professional counselor and has filed a training agreement with the board per paragraph (E) of rule 4757-17-01 of the Administrative Code and who is currently enrolled in either a practicum or internship in a counselor education program as defined in paragraph (A)(4) of rule 4757-13-01 of the Administrative Code.

(U) "Marriage and Family Therapist trainee" means an individual who is seeking licensure as a marriage and family therapist and has filed a training agreement with the board per paragraph (G) of rule 4757-29-01 of the Administrative Code and who is currently enrolled in either a practicum or internship in a marriage and family therapy education program as defined in paragraph(A) of rule 4757-25-01 of the Administrative Code.

~~(U)~~ (V) "Doctoral internship" means a doctoral internship which is taken in a counselor education program which is approved by the counselor professional standards committee or at a counselor education program which meets the criteria of a committee approved program.

~~(V)~~ (W) "Impaired or impairment" means the presence of the disorder of alcoholism, substance abuse, mental illness or other debilitating conditions.

~~(W)~~ (X) "Impaired treatment program" means a plan of care and rehabilitation services provided by organizations or persons authorized by the board to provide such services.

~~(X)~~ (Y) "Impairment program" means a program for the prevention, detection, intervention, rehabilitation, and monitoring of impaired counselors, social workers or marriage and family therapists-therapists.

~~(Y)~~ (Z) "Practice of marriage and family therapy" means the practice of marriage and family therapy as defined in division (H) of section 4757.01 of the Revised Code, for a fee, salary or other consideration.

~~(Z)~~ (AA) "Client" as used in agency 4757 of the Administrative Code, means a patient or consumer of services or that person's legal guardian, or any other receiver of mental health services.

~~(AA)~~ (BB) "Social worker trainee" is an individual who is a graduate student seeking licensure as a social worker who is currently enrolled in a practicum, internship or fieldwork course in a social work education program accredited by the "Council on Social Work Education" (CSWE).

~~(BB)~~ (CC) "Independent Contractor" means an individual who meets the internal revenue service (IRS) definition as an independent contractor in (IRS) publication 15-A, which can be found at <http://www.irs.gov/pub/irs-pdf/p15a.pdf>.

~~(CC)~~ (DD) "Peer Supervision" means the joint or mutual discussion of issues in supervision by supervising counselors for the purpose of improving the quality of supervision.

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~~(DD)~~ [\(EE\)](#) "First-hand knowledge" means the direct knowledge of a supervisee's work through [any of the following](#): audio [recording](#) ~~tape~~ and/or ~~video~~ ~~tape~~ and/or [online video conferencing](#) and/or [in-person](#) live supervision.

~~(EE)~~ [\(FF\)](#) "Electronic service delivery" (electronic therapy, cyber therapy, e-therapy, etc.) means counseling, social work or marriage and family therapy in any form offered or rendered primarily by electronic or technology-assisted approaches when the counselor, social worker or marriage and family therapist and the client are not located in the same place during delivery of services.

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### **4757-3-02 Abbreviations and titles.**

(A) Counselors, social workers, and marriage and family therapists licensed or registered by the board shall use the following abbreviations to designate their titles as defined in paragraphs (Q)(1) to (Q)(7), (S), (T) and (AA) of rule [4757-3-01](#) of the Administrative Code:

- (1) "L.P.C.C." or "P.C.C." means a "Professional Clinical Counselor";
- (2) "L.P.C.C.-S." or "P.C.C.-S" means a "Supervising Professional Clinical Counselor";
- (3) "L.I.S.W." or "I.S.W." means an "Independent Social Worker";
- (4) "L.I.S.W.-S." means a "Supervising Independent Social Worker";
- (5) "L.P.C." or "P.C." means a "Professional Counselor";
- (6) "L.P.C.-S." or "P.C.-S." means a "Supervising Professional Counselor";
- (7) "L.S.W." or "S.W." means a "Social Worker";
- (8) "S.W.A." means a "Registered Social Work Assistant";
- (9) "C.T." means a ~~registered~~ ["Counselor Trainee"](#);
- (10) "C.R." means a ~~registered~~ ["Clinical Resident"](#);
- (11) "I.M.F.T." means an "Independent Marriage and Family Therapist";
- (12) "M.F.T." means a "Marriage and Family Therapist";
- (13) "S.W.T." means a registered "Social Worker Trainee".
- (14) "P.C.-PROV" or "L.P.C.-PROV" means a Professional Counselor with a provisional license.
- (15) "L.S.W.-TEMP" or "S.W.-TEMP" means a Social Worker with a temporary license.

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(16) "M.F.T.-TEMP" means a Marriage and Family Therapist with a temporary license.

(17) "M.F.T.T." means a registered "Marriage and Family Therapist Trainee".

(B) Licensees shall indicate after their name on official documents the appropriate abbreviations of the current active license, or licenses, issued to them by this board.

(C) No person licensed by this board shall use after their name the title of abbreviation for any license, certification, or registration that they do not hold at the time of the use of said title or abbreviation.

(D) A person whose license has been suspended or revoked by the board or its professional standards committee shall not use with their name the abbreviation or title of that license while it is under suspension or revocation, nor shall any person whose license has expired use its abbreviation or title.

(E) The use of any abbreviation or title contained in this rule by persons unlicensed by this board shall be considered a violation of divisions (A) to (C) of section [4757.02](#) of the Revised Code.

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### **4757-5-10 Standards of ethical practice and professional conduct: reporting unethical actions.**

(A) Mandatory reporting: All licensees, registrants, supervisors and trainees have a responsibility to report any alleged violations of this act or rules adopted under it to the counselor, social worker, and marriage and family therapist board. Also, if they have knowledge or reason to suspect that a licensed colleague or other licensee is acting in an unethical way or is incompetent or impaired they shall report that practitioner to the board. All mandatory reporting shall be in writing and bear the name and license number or registration of the reporter. When client confidentiality limits the licensee's ability to provide details the licensee is still mandated to report the allegations against another licensee without breaching client confidentiality.

(B) Counselors, social workers, and marriage and family therapists are required to comply with all mandatory reporting requirements set forth in the Revised Code to include, but not limited to:

(1) Section [2305.51](#) of the Revised Code - Immunity of mental health professional for reporting violent behavior by a client or patient;

(2) Section [2151.421](#) of the Revised Code - Duty to report child abuse or neglect;

(3) Section [5101.61](#) of the Revised Code - Duty to report abuse, neglect or exploitation of an adult;

(4) Section [2317.02](#) of the Revised Code - Privileged communications; and

(5) Section [5123.61](#) of the Revised Code - Mandatory "duty to report abuse, neglect and other major incidents for a person with mental retardation or a developmental disability."

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### **4757-5-11 Standards of ethical practice and professional conduct: change of name and/or address.**

All licensees or registrants are required to notify the board of any changes of name or information to ensure that the board has their current name and mailing address within ninety days of those events. Failure to do so may result in disciplinary action by the board.

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### **4757-6-01 Reports prepared for court review including custody, visitation and guardianship concerns.**

(A) The role of the counselor, social worker, or marriage and family therapist is that of a professional expert who strives to maintain an objective, impartial stance. A counselor, social worker or marriage and family therapist does not act as a judge who makes the ultimate decision applying the law to all relevant evidence. Neither does a counselor, social worker or marriage and family therapist act as an advocating attorney who strives to present his or her client's best possible case. A counselor, social worker, or marriage and family therapist in a balanced, impartial manner informs and advises the court and the ~~prospective~~ respective parties of the relevant mental health factors pertaining to the issue. A counselor, social worker, or marriage and family therapist should be impartial regardless of whether he or she is retained by the court or by a party to the proceedings. If either the counselor, social worker, marriage and family therapist, or the client cannot accept this neutral role, the counselor, social worker, or marriage and family therapist shall withdraw from the case. If not permitted to withdraw, the counselor, social worker, or marriage and family therapist acknowledges past roles and other factors that could affect impartiality.

(B) A counselor, social worker, or marriage and family therapist contemplating performing court reports, including child custody reports, is aware that special competencies and knowledge are required for the undertaking of such evaluations. Competence in performing psychological assessments of children, adults and families is necessary but not sufficient. Education, training, experience and/or supervision in the areas to be evaluated are essential in preparing a report.

(C) A counselor, social worker, or marriage and family therapist uses current knowledge of scientific and professional developments consistent with accepted clinical and scientific standards in selecting data collection methods and procedures.

(D) In the course of preparing a report, allegations of other issues may occur that are not necessarily within the scope of a particular evaluator's expertise. If this is so, the counselor, social worker, or marriage and family therapist seeks additional consultation, supervision, and/or specialized knowledge or training to address these issues.

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(E) A counselor, social worker, or marriage and family therapist engaging in preparing reports that will likely be used in court is aware of how biases regarding age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, culture, and socioeconomic status may interfere with an objective evaluation and recommendations. A counselor, social worker, or marriage and family therapist recognizes and strives to overcome any such biases or withdraws from the evaluation.

(F) A counselor, social worker, or marriage and family therapist shall not conduct a court evaluation in a case in which that counselor, social worker, or marriage and family therapist served in a therapeutic role for the client or his or her immediate family or has had other involvement that may compromise the counselor, social worker, or marriage and family therapist's objectivity. This should not preclude a counselor, social worker, or marriage and family therapist from testifying in the case as a fact witness concerning treatment. In addition, during the course of a court evaluation, a counselor, social worker, or marriage and family therapist shall not accept any of the involved participants in the evaluation as a therapy client. Therapeutic contact with the participants following the court evaluation is undertaken with caution. A counselor, social worker, or marriage and family therapist asked to testify in court is aware of the limitations and possible biases inherent in such a role and the possible impact on the ongoing therapeutic relationship. Although the court may require the counselor, social worker, or marriage and family therapist to testify as a fact witness regarding factual information he or she became aware of in a professional relationship with a client, that counselor, social worker, or marriage and family therapist shall decline the role of expert witness who gives a professional opinion regarding the custody, visitation and/or guardianship issues .

(1) Licensees with a client involved in a custody, visitation and/or guardianship case, if asked by a client and/or their lawyer or the guardian ad litem to make a recommendation as to custody, visitation and/or guardianship, shall cite their role as the primary therapist for their client. This section does not apply to a licensee hired to make a custody, visitation and/or guardianship recommendation for the court. Licensees shall inform the requestor that they have not performed a custody, visitation and/or guardianship evaluation and it would be unethical for them to make any recommendation outside of their role as a treating therapist.

(2) Licensees asked by a judge to make a recommendation in a custody, visitation and/or guardianship hearing, not hired by the court to do so, shall cite their role as a client's therapist and note that any testimony would be an ethics violation of their license and they can only testify to facts that they know. Any recommendation would be based on limited facts and not within their role as this client's therapist. However, if ordered by the court to make a recommendation after stating these limitations, the licensee shall follow the court's order in order to avoid being found in contempt of court

(G) The scope of the court evaluation is determined by the nature of the question or issue raised by the referring person or court, or is inherent in the situation. A counselor, social worker, or marriage and family therapist may be asked to critique the assumptions and methodology of the assessment of another mental health professional. A counselor, social worker, or marriage and family therapist also might serve as an expert witness providing expertise to the court without relating it specifically to the parties involved in a case.

(H) A counselor, social worker, or marriage and family therapist will adhere to the requirements regarding informed consent as outlined in paragraph (B)(2) of rule [4757-5-01](#) of the Administrative Code.

(I) A counselor, social worker, or marriage and family therapist will adhere to the requirements regarding confidentiality as outlined in paragraph (B)(4) of rule [4757-5-01](#) of the Administrative Code.

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(J) A counselor, social worker, or marriage and family therapist strives to use the most appropriate methods available for addressing the questions raised in a specific evaluation and generally uses multiple methods of data gathering, including but not limited to clinical interviews, observation, and/or testing and assessment instruments. Important facts and opinions are documented from at least two sources whenever ~~their~~ [those methods'](#) reliability is questionable. A counselor, social worker, or marriage and family therapist may also interview extended family, friends, and other individuals on occasions when the information is likely to be useful. If information is gathered from third parties that is significant and may be used as a basis for conclusions, licensees corroborate it by at least one other source wherever possible and appropriate and document this in the report.

(K) A counselor, social worker, or marriage and family therapist refrains from drawing conclusions not adequately supported by data. The counselor, social worker, or marriage and family therapist interprets any data from interviews or tests, as well as any questions of data reliability and validity cautiously and conservatively seeking convergent validity. A counselor, social worker, or marriage and family therapist strives to acknowledge to the court any limitations in methods or data used.

(L) A counselor, social worker, or marriage and family therapist does not give a professional opinion regarding the mental health functioning of any individual who has not been personally evaluated other than in addressing theoretical issues of hypothetical questions, so long as the limited basis of the information is noted.

(M) If a counselor, social worker, or marriage and family therapist chooses to make recommendations, these recommendations should be derived from sound data and shall be based on the best interests of the client involved. Recommendations are based on articulated assumptions, data, interpretations, and inferences based upon established professional and scientific standards. A counselor, social worker, or marriage and family therapist guards against relying on their own biases or unsupported beliefs in rendering opinions in particular cases.

(N) A counselor, social worker, or marriage and family therapist shall adhere to the requirements regarding record keeping as outlined in paragraph (I) of rule [4757-5-01](#) of the Administrative Code.

Effective: 04/01/2011

R.C. [119.032](#) review dates: 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.11](#)

Prior Effective Dates: 4/10/04; 9/20/07; 10/18/09

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### **[4757-6-02 Summary suspension.](#)**

(A) If the counselor, social worker, and marriage and family therapist board determines that there is clear and convincing evidence that a person who has been granted a license or registration under this chapter has committed an act that subjects the person's license or registration with the board to action under section [4757.36](#) of the Revised Code and that the person's continued practice presents a danger of immediate and serious harm to the public, the board, or one of its professional standards committees, may suspend the license without a prior hearing.

(B) The board shall issue a written order of suspension by certified mail or in person in accordance with section [119.07](#) of the Revised Code. The order is not subject to suspension by the court during pendency of any appeal filed under section [119.12](#) of the Revised Code. If the

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person subject to the suspension requests an adjudication by the board, the date set for the adjudication shall be within fifteen business days, but not earlier than seven business days, after the request, unless otherwise agreed to by both the board and the person subject to the suspension.

(C) Any summary suspension imposed under this section shall remain in effect, unless reversed on appeal, until a final adjudication order issued by the board pursuant to section [4734.36](#) and Chapter 119. of the Revised Code becomes effective. The board shall issue its final adjunctive order within sixty days after completion of its adjudication. A failure to issue the order within sixty days shall result in dissolution of the summary suspension order but shall not invalidate any subsequent, final adjudicative order.

Effective: 10/18/2009

R.C. [119.032](#) review dates: 06/12/2009 and 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.361](#)

Prior Effective Dates: 4/10/04, 1/1/06

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### **[4757-7-02 Practice with expired license or certificate of registration is prohibited.](#)**

Persons whose licenses or certificates or registration have lapsed or expired and who continue to hold themselves out as counselors, social workers, or marriage and family therapists, or who engage in counseling, social work, or marriage and family therapy without a license or certificate of registration, shall be in violation of Chapter 4757. of the Revised Code. Persons who practice counseling, social work, or marriage and family therapy while their licenses or certificates of registration are under suspension or revocation shall be in violation of Chapter 4757. of the Revised Code.

R.C. [119.032](#) review dates: 06/12/2009 and 06/11/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.02](#) & [4757.32](#)

Prior Effective Dates: 5/22/86; 7/3/97; 2/9/98; 4/10/04

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### **[4757-9-01 Continuing education requirements for renewal of a marriage and family therapist or independent marriage and family therapist license.](#)**

(A) Marriage and family therapists and independent marriage and family therapists require thirty hours of approved continuing professional education for licensure renewal in any combination of the following program areas listed in section [4757.30](#) of the Revised Code: research, professional ethics, marriage and family studies, marriage and family therapy, human development, appraisal of individuals and families, systems theory, and supervision.

(B) Three of the thirty hours shall ~~must~~ be taken in the area of professional ethics for marriage and family therapists.

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(C) For those independent marriage and family therapists with supervising marriage and family therapist status, five hours shall be in supervision, taken every five years.

Effective: 10/18/2009

R.C. 119.032 review dates: 06/12/2009 and 09/20/2014

Promulgated Under: 119.03

Statutory Authority: 4757.10

Rule Amplifies: 4757.32, 4757.33

Prior Effective Dates: 4-10-04

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### **4757-9-05 Approval of continuing professional education programs required for renewal of licenses and certificates of registration issued by the board.**

Being final filed from December 2012 filing will add when completed with NASW changes in place.

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### **4757-9-06 Sources of continuing professional education.**

(A) Sources of continuing professional education shall be formally organized learning experiences with education as their explicit principal intent and which are oriented toward the enhancement of counselor, social worker, and marriage and family therapy practice. The following are examples of appropriate formats for such learning experiences:

- (1) "Institute" means a formal offering, usually in a series of meetings, for instruction and information in a particular area of counselor, social worker and/or marriage and family practice;
- (2) "Seminar" means a small group of counselors, social workers, or marriage and family therapists who meet under expert leadership or resource persons. Participants prepare reports on some aspect of a problem, which is discussed and analyzed;
- (3) "Conference" means sessions of one or more days duration designed to serve a varying number of persons to hear different points of view on a central theme;
- (4) "Staff development" means an educational program planned by an agency to assist its employees in becoming increasingly knowledgeable and competent in fulfilling role expectations within that agency. Although often used interchangeably with in service education, staff development frequently includes out-of-agency educational activities;
- (5) "Symposium" means two or more specialists presenting information on a particular subject. A moderator introduces the subject and each speaker then summarizes and presides during a question and answer period;
- (6) "Workshop" means a program designed to bring together individuals with a common interest and background to solve similar problems and to gain new knowledge, skills, and attitudes;
- (7) "Plenary session" means an assembly designed for all participants;
- (8) "Course" means a series of learning experiences with a specific content and offered for credit, non-credit, or audit by an regionally accredited educational institution;

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(9) "Short-term course" means an intensive sequence of learning activities offered regularly over a short period of time.

(10) "Teleconference" means the transmission of video information where there is an on-site moderator to lead a post-conference discussion and question and answer session.

(11) "Distance learning" means a formal education process, in which instruction occurs when the students and instructor(s) are not located in the same place. Distance learning adds technology to the learning environment by a variety of means. As this form of education has evolved with technology, it may be referred to as cyber learning, electronic learning, distance learning. For the purposes of agency 4757 rules, the term distance learning refers to all non-traditional methods of presentation except video-conferencing.

(12) "Video conferencing" means conducting a conference between two or more participants at different sites using computer networks to transmit audio and video data. For example, a video conferencing system works much like a video telephone. Each location has a video camera, microphone, and speakers with which to interact. As the two or more participants speak to each other, their voices are carried over the network and delivered to the other's speakers, and whatever images appear in front of the video camera appear on the other participants' monitor. Video conferencing allows two or more locations to sit in a virtual conference room and communicate as if they were sitting right next to each other.

(B) The board shall grant continuing professional education credit to licensees who author journal articles or books on subjects related to counseling, social work, or marriage and family therapy, and which meet the following requirements:

(1) Journal articles shall be published in refereed journals.

(2) Chapters authored by licensees in books acceptable under this rule shall be treated as journal articles.

(3) Reprints or republications of previously published materials either in name or substantive content are not acceptable as continuing professional education.

(4) Continuing professional education for publications having joint authorship shall be divided equally among the authors.

(5) Licensees wishing to use a journal article or book shall submit a post program approval per paragraph (F) of rule [4757-9-05](#) of the Administrative Code.

(C) The board shall grant continuing education credit to individuals who conduct presentations on subjects related to counseling, social work, or marriage and family therapy. Credit shall be granted for first time preparation and presentation of an in-service training workshop, a seminar or a conference presentation which is related to the enhancement of counseling, social work, or marriage and family therapy practice, values, skills, or knowledge. Licensees wishing to use a presentation shall submit a post program approval per paragraph (F) of rule [4757-9-05](#) of the Administrative Code.

(D) The board may grant continuing education credit to individuals wishing to explore and develop independent learning opportunities which are related to counseling, social work, or marriage and family therapy and which meet the following requirements:

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(1) All independent options shall be pre-approved by the board. In order to receive approval, individuals shall submit an approval form to the board at least sixty days prior to beginning the study.

(2) The approval form shall be accompanied by the actual study materials, a statement of the goals and objectives of the study, an overview of the study methodology, and copies of the evaluation tool that will be used at the completion of the study.

(E) The board may grant continuing education credit for approved home study programs when the distance learning program's sponsor can demonstrate to the board that:

(1) The program meets all of the requirements established in rule [4757-9-05](#) of the Administrative Code for approved programs and providers.

(2) The program sponsors shall have adequate security in place to assure that the individual who receives credit for the course is the individual who completed the program.

(3) The program sponsor shall include post tests of at least five questions per hour of continuing education for home-study courses.

(4) Licensees wishing to use a home study or distance learning program not having board approval for continuing education hours shall submit a post program approval per paragraph (F) of rule [4757-9-05](#) of the Administrative Code.

(F) The board may grant continuing education credit for appropriate college courses that are documented by passing grades of "C-" or above on undergraduate courses and "B-" or above for graduate courses from [regionally](#) accredited educational institutions; audited courses require documentation by a letter from the professor noting the hours attended.

(1) Appropriate college courses are those that are at the level of the license for which CEUs are sought. Graduate level licensees shall generally be approved for graduate level courses directly related to their license type. Bachelor level licensees shall generally be approved for bachelor or graduate level courses directly related to their license type. Associate level registrants shall generally be approved for associate, bachelor or graduate level courses directly related to their license type. College courses taken at a lower level than qualifying degree may be submitted for post program approval per paragraph (C) of rule [4757-9-05](#) of the Administrative Code; applicants shall delineate how that course work is relevant to their practice.

(2) Appropriate courses are ones not previously taken unless updated due to passage of five years or more.

(3) Licensees wishing to use a college course for continuing education hours shall submit a post program approval per paragraph (F) of rule [4757-9-05](#) of the Administrative Code.

Effective: 01/01/2013

R.C. [119.032](#) review dates: 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.33](#)

Rule Amplifies: [4757.33](#)

Prior Effective Dates: 5/22/86; 7/3/97; 7/10/00; 4/10/04; 9/20/07; 10/18/09

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### **4757-11-01 Denial, and disciplinary action for licenses or certificates of registration issued by the counselor, social worker, and marriage and family therapist board.**

The board may refuse to admit for examination, issue, renew, or may suspend, revoke, reprimand or place restrictions on any license or certificate of registration applied for or issued under Chapter 4757. of the Revised Code, or may take other disciplinary action against any licensee or registrant, if that person has:

- (A) Failed to meet the education, experience, examination, good moral character or other requirements set forth in Chapter 4757. of the Revised Code; and/or,
- (B) Violated any provision of the code of ethical practice or professional conduct or committed any other violation of professional behavior contained in the rules; and/or,
- (C) Committed a violation of any provision of Chapter 4757. of the Revised Code, or of rules adopted under it, including the provisions of section [4757.36](#) of the Revised Code; to include any of the following:
  - (1) Knowingly made a false statement in an application for licensure or registration, or in renewal of a license or certificate of registration;
  - (2) Accepted a commission or rebate for referring persons to any professionals licensed, certified, or registered by any court or board, commission, department, division, or other agency of the state, including, but not limited to, professionals in counseling, social work, or marriage and family therapy or in fields related to counseling, social work, or marriage and family therapy;
  - (3) Failed to comply with section [4757.12](#) of the Revised Code;
  - (4) Been denied, revoked, suspended or had restrictions placed on any license including, but not limited, to licensure to practice counseling, social work, or marriage and family therapy for any reason other than failure to renew in another state or jurisdiction;
  - (5) Used a controlled substance or alcoholic beverage to the extent that it impaired their ability to perform properly as a professional counselor, professional clinical counselor, counselor trainee, social work assistant, social worker, independent social worker, marriage and family therapist, or independent marriage and family therapist;
  - (6) Been convicted of, pled guilty to, pled no contest to, or had a judicial finding of guilt imposed in this state or in any other state of a misdemeanor committed in the course of practice as a professional counselor, professional clinical counselor, counselor trainee, social work assistant, social worker, independent social worker, marriage and family therapist, or independent marriage and family therapist;
  - (7) Been convicted of, pled guilty to, pled no contest to, or had a judicial finding of guilt imposed in this state or any other state or jurisdiction of a felony or any crime involving moral turpitude;
  - (8) Committed any act that could be considered a crime in the state of Ohio. The board will refer this information to local law enforcement;
  - (9) In the case of a professional counselor professional clinical counselor, or counselor trainee practiced professional counseling outside of their scope of practice;

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- (10) In the case of a social worker trainee, social worker or independent social worker, practiced social work outside their scope of practice, or a social work assistant who practices social work or practices outside their scope of practice;
- (11) In the case of a [marriage and family therapist trainee](#), marriage and family therapist, or independent marriage and family therapist, practiced marriage and family therapy outside their scope of practice;
- (12) Sold, given away, diverted, or administered drugs for other than legal purposes; or been convicted of, pled guilty to, pled no contest to, or had a judicial finding of guilt imposed for violating any municipal, state, county or federal drug law;
- (13) Been professionally diagnosed as having an impairment of the ability to practice according to acceptable and prevailing standards of professional counseling, social work, and marriage and family therapy because of a physical or mental disability or drug or alcohol addiction;
- (14) Been adjudged by a probate court that the applicant for licensure, licensee, or registrant is mentally ill or mentally incompetent. The board may restore the license or registration or review the application for licensure or registration upon the adjudication by a probate court of the person's restoration to competency or upon submission to the board of other proof of competency;
- (15) Engaging or aiding and abetting an individual to engage in the practice of professional counseling, social work, or marriage and family therapy without a license, or falsely using the title of counselor, social worker, or marriage and family therapist;
- (16) Failure to submit any records or documents, written statements or explanations that have been requested or subpoenaed by the board;
- (17) Failure to report any relevant information to the board concerning a counselor, marriage and family therapist, social worker, social work assistant, applicant, or trainee who is incapable of engaging in the practice of counseling, marriage and family therapy, or social work with reasonable skill, competence, and safety to the public, or failure to report any alleged violations of this act or rules adopted under it;
- (18) Failure to cooperate in any investigation concerning allegations to their or another licensee's or registrant's license or registration;
- (19) Failure to maintain appropriate standards of care. Standards of care shall be defined as what an ordinary, reasonable professional with similar training would have done in a similar circumstance;
- (20) The counselor, social worker, and marriage and family therapist board, under the provisions of the license or registration renewal requirements set forth in rule [4757-7-01](#) of the Administrative Code, has the authority to discipline a licensee or registrant who:
  - (a) Falsifies the renewal form by stating they have completed the required thirty hours of continuing education at the time they signed the renewal, if it is proven they have not completed the continuing education at that time.
  - (b) When audited, cannot present proof of thirty hours of approved continuing education.

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(21) Failure to adhere to any conditions set forth in a board approved adjudication order or consent agreement.

(D) One year or more after the suspension or revocation of a license or certificate or registration under this rule, the former licensee may apply and application for reinstatement may be made to the board. The board may accept or deny an application for reinstatement. If a license has been suspended or revoked, the board may require an examination for reinstatement.

(E) The board shall investigate evidence that appears to show that any person has violated any provision of this chapter or any rule of the board. In the absence of bad faith, any person who reports such information or who testifies before the board in any adjudication conducted under Chapter 119. of the Revised Code shall not be liable for civil damages as a result of the report or testimony.

(F) Information received by the board pursuant to an investigation is confidential in accordance with section [4757.38](#) of the Revised Code and shall not be subject to discovery in any civil action. If the investigation requires a review of client records, the investigation and proceedings shall be conducted in such a manner as to protect client confidentiality.

Effective: 10/18/2009

R.C. [119.032](#) review dates: 06/12/2009 and 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.36](#)

Prior Effective Dates: 2/24/86 (Emer), 5/22/86, 12/18/88, 7/3/97, 9/20/02, 4/10/04; 10/4/04; 1/1/06, 11/2/08

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### **[4757-11-02 Impaired practitioner rules.](#)**

(A) For purposes of the rule, an individual licensee who accepts the privilege of practicing counseling, social work, or marriage and family therapy in this state is subject to the supervision by the board. The act of filing an application for licensure or being licensed or registered by the board, the individual has given consent to submit to a mental or physical examination, at the individual's expense when ordered to do so by the board in writing, and to have waived all objections to the admissibility of testimony or examination of reports that constitute privileged communications.

(B) If the professional standards committee receives information by the filing of a verified complaint with the board office or upon its own information that a licensee or registrant, be it either a counselor's, a social worker's, or a marriage and family therapist's ability to practice has fallen below the acceptable and prevailing standards of care because of habitual or excessive use or abuse of drugs, alcohol, or other substances or other physical or mental impairments that impair their ability to practice, the professional standards committee may order the licensee to submit to a mental or physical examination at the licensee's expense conducted by a designee of the board for the purpose of determining if there is an impairment that is posing a threat to the licensee's well-being or the treatment of a client whom the licensee or registrant serves.

(C) Failure of the individual licensee or registrant to submit to a mental or physical examination order by the professional standards committee constitutes an admission of the allegations against

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the individual licensee or registrant unless the failure is due to circumstances beyond the individual's control.

(D) If the professional standards committee determines that the individual's ability to practice is impaired the following actions shall be taken:

- (1) The professional standards committee shall suspend or place restrictions on the individual's license or registration to practice; or
- (2) Deny the individual's application for licensure or registration and require the individual to submit to treatment; or
- (3) Other requirements as a condition for initial, continued, reinstated or renewed licensure or registration to practice.

(E) The professional standards committee at its discretion shall:

- (1) Contract with providers of impaired treatment programs.
- (2) Receive and evaluate reports of suspected impairment from any source.
- (3) Intervene in cases of verified impairment.
- (4) Monitor treatment and rehabilitation of the impairment.
- (5) Provide post-treatment monitoring and support.
- (6) Provide other functions as necessary to carry out the provisions of this rule.
- (7) Make amendments, if necessary, to the treatment program's findings.

(F) The professional standards committee approved treatment program shall:

- (1) Receive relevant information from the board office and other sources regarding the potential impairment.
- (2) Report in a timely fashion any impaired counselor, social worker, or marriage and family therapist:
  - (a) Who refuses to cooperate with an evaluation or investigation.
  - (b) Who refuses to submit to treatment/rehabilitation.
  - (c) Whose impairment is not substantially alleviated through treatment.
  - (d) Who in the opinion of the evaluators is unable to practice counseling, social work, or marriage and family therapy with reasonable skill and safety.
- (3) Provide confidentiality of non-public information of the review process.
- (4) Provide an initial report of the nature, severity, and progress of the impairment.
- (5) Provide periodic reports, at a rate determined by the board concerning the counselor's, social worker's, or marriage and family therapist's progress.
- (6) Provide a final report including the treatment outcome and a finding as to the counselor's, social worker's, or marriage and family therapist's fitness to practice.
- (7) Follow any requirements outlined in a formal agreement the licensee, registrant or applicant for licensure has entered into with the board.

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Effective: 10/18/2009

R.C. [119.032](#) review dates: 06/12/2009 and 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.10](#)

Prior Effective Dates: 7/3/97, 9/20/02, 4/10/04; 10/1/04

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### **4757-25-01 Education requirements for admission to the examination for marriage and family therapist.**

The requirements for licensure are generally set forth in section 4757.30 of the Revised Code.

(A) Pertaining to the educational requirements, the board further prescribes that a "graduate degree in marriage and family therapy" is defined as a degree that meets all of the following criteria:

(1) The program or concentration shall clearly be identified as marriage and family therapy. Such a program shall specify in pertinent institutional catalogues and brochures its intent to educate and train marriage and family therapists.

(2) The marriage and family therapy curriculum shall stand as a recognized entity within the institution and have a marriage and family therapy faculty.

(3) The marriage and family therapy coursework completed shall be an organized course of study that includes at least one graduate course in each of these seven areas of marriage and family therapy:

(a) Marriage and family studies: Courses in this area should present a fundamental introduction to marriage and family studies. The student should learn to recognize across a wide variety of family structures and a diverse range of issues (e.g. gender, culture, and substance abuse). Topic areas may include but not limited to: family development, subsystems, blended families, gender issues in families, cultural issues in families.

(b) Systems theory: Courses in this area should address the historical development, theoretical and empirical foundations, and contemporary conceptual directions of the field of marriage and family therapy.

(c) Research: Courses in this area should assist the student in understanding and performing research. Topic areas may include: research methodology, qualitative and quantitative methods, and statistics.

(d) Professional ethics: Courses in this area shall include the "American Association for Marriage and Family Therapy"(AAMFT) code of ethics, confidentiality and liabilities of clinical practice and research, professional ethics as a marriage and family therapist, professional socialization, and the role of the professional organization, licensure or certification legislation, independent practice and inter professional cooperation. Religious ethics courses and moral theology courses do not meet this requirement.

(e) Human development: Courses in this area should provide knowledge of personality development and its normal and abnormal manifestations. The student should have relevant coursework in human development across the lifespan, which includes special issues that should be integrated with systems concepts. Topic areas may include but are not limited to: human development,

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psychopathology, personality theory, human sexuality. Test and measurement courses do not meet this requirement.

(f) Appraisal of individuals and families: Courses in this area shall include the framework for understanding the individual, couple and family group, psychological and educational testing, and the study of ethnic, cultural and gender factors. Course content shall address from a relational/systemic perspective, psychopharmacology, physical health and illness, traditional psycho diagnostic categories, and the assessment and treatment of major mental and emotional disorders.

(g) Practicum: Includes a supervised training experience taken during the completion of a degree program consisting of the provision of marriage and family therapy to clients and is acceptable to the board.

(i) Applicants, who begin their program after January 2015, shall have a minimum of two semesters or three quarters of **qualified supervised clinical practicum and/or qualified internship** with five hundred hours of direct contact with individuals, couples, and families and one hundred hours of supervision. Applicants, who begin their program before January 2015, shall have a minimum of two semesters or three quarters of **qualified supervised clinical practicum and/or qualified internship** with three hundred hours of direct contact with individuals, couples, and families and sixty hours of supervision.

(ii) Applicants, who begin their program after January 2015, shall have two hundred fifty hours of the five hundred hours of direct client contact with couples and/or families present. Applicants, who begin their program before January 2015, shall have one hundred fifty hours of the three hundred hours of direct client contact with couples and/or families present.

(iii) The clinical practicum **and internship** experience must be under the supervision of an independently licensed marriage and family therapist with supervision designation, an AAMFT approved supervisor, an AAMFT supervisor candidate, **or an independently licensed mental health practitioner who shall have demonstrated competence in the area in which he/she is supervising and have training in legal and ethical issues relevant to marriage and family therapy.**

(iv) Applicants shall document their **practicum and internship** experience on a form prescribed by the board. The form shall be completed by the supervisor or supervisors and shall document the student's competency, client contact hours, and supervision hours in all areas designated on the form. The form shall be completed and submitted by the student at the time of examination request.

(v) Prior to the beginning of the ~~acceptable~~ practicum, the student shall have completed a course in marriage and family therapy. ~~and marriage and family studies.~~

(4) In addition to the coursework listed under paragraph (A) (3), ~~The~~ marriage and family therapy coursework completed must include four courses in marriage and family therapy. Courses in this area should have a major focus on advanced marital or family systems and systemic therapeutic interventions. This area is intended to provide a

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substantive understanding of the major theories of systems change and the applied practices evolving from each theoretical orientation. Major theoretical approaches include but are not limited to: strategic, structural, object relations, behavioral, intergenerational, and systemic sex therapy.

(5) Programs ~~that are~~ accredited by the "Commission On Accreditation Of Marriage And Family Therapy Education"(COAMFTE) at the time of applicant's degree conferral ~~shall have met all of the conditions specified in paragraphs (A)(1) to (A)(4) of this rule and~~ are recognized as meeting the requirements for a graduate degree in marriage and family therapy.

(6) Applicants who possess a degree from a program ~~Programs~~ not accredited by the "Commission On Accreditation Of Marriage And Family Therapy Education" (COAMFTE) ~~listed in paragraph (A)(5) of this rule~~ shall submit a request ~~be submitted~~ to this board for approval as in meeting the educational requirements for admission to the examination for the marriage and family therapy license. Program approval may be obtained by the applicant submitting to the board written evidence that the degree meets the requirements set forth in paragraphs (A)(1) to (A)(4) of this rule.

(B) Applicants with other graduate degrees in a mental health field that contain sixty semester hours or ninety quarter hours shall submit written evidence that the degree program and any additional coursework meet standards that are equivalent to a graduate degree in marriage and family therapy set forth in paragraphs (A)(3) and (A)(4) of this rule.

(C) Applicants who are denied admission to the examination shall be afforded an opportunity for a hearing pursuant to Chapter 119. of the Revised Code.

Effective: 10/18/2009

R.C. 119.032 review dates: 06/12/2009 and 09/20/2014

Promulgated Under: 119.03

Statutory Authority: 4757.10

Rule Amplifies: 4757.30

Prior Effective Dates: 4/10/04; 1/10/08

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### 4757-25-02 Marriage and family therapist examination policy.

(A) The examination required for licensure as a marriage and family therapist or an independent marriage and family therapist is the "Examination In Marital and Family Therapy" offered by the "Association of Marital and Family Therapy Regulatory Boards" (AMFTRB).

(B) The examination shall be offered at least twice each year.

(C) Only applicants who are approved by the board may sit for the examination. Approval to sit for the examination shall be granted if a review of the applicant's educational records establishes that the educational requirements for licensure are met.

- (1) Applicants who have a master or doctoral degree from an regionally accredited educational institution may provide a student copy of their transcript(s) via mail, email or facsimile in order for the board to make an examination approval or disapproval decision.
- (2) Applicants in the last term prior to receiving their master or doctoral degree from a program that is accredited by COAMFTE may provide a letter, facsimile or email from a professor or registrar that states the student is on track to graduate at the end of that term in order for the board to make an examination approval or disapproval decision.

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(D) An applicant who is approved for the examination shall be sent an approval letter from the board.

(1) The letter is effective only for the next examination given after the date of issuance.

(2) An applicant who fails to take the examination during the effectiveness of the letter shall request another approval letter.

(3) An applicant who neglects to take the examination within twelve (12) months after being deemed eligible by the board shall re-apply for approval to sit for the examination. The applicant shall meet the requirements in effect at the time of the new request for approval.

(E) The minimum score for passage of the examination for marriage and family therapists is determined by the "Association of Marriage and Family Therapists Regulatory Boards" (AMFTRB) and the marriage and family therapist professional standards committee.

(F) A marriage and family therapist or independent marriage and family therapist who has an expired license and requests to apply for a new license will be required to do one of the following:

(1) Re-take and achieve a passing score on the national "Examination In Marital and Family Therapy" offered by the "Association of Marital and Family Therapy Regulatory Boards" (AMFTRB);

(2) Complete thirty clock hours of approved continuing professional education; three of the thirty hours must be taken in the area of professional ethics for marriage and family therapists.

Effective: 04/01/2011

R.C. [119.032](#) review dates: 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#)

Prior Effective Dates: 4-10-04; 10-18-09

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### **4757-25-03 General requirements for licensure as a marriage and family therapist.**

All applicants for licensure as a marriage and family therapist shall:

(A) Meet the educational requirements as established in paragraph (A) of rule [4757-25-01](#) of the Administrative Code.

(B) Successfully complete the licensure examination prescribed by the marriage and family therapist professional standards committee, if applicable.

(C) Be of good moral character.

(D) Have met all of the initial application requirements established in rule [4757-1-04](#) of the Administrative Code. These requirements include the criminal records check, application with fee, transcript requirements, and defines good moral character.

Replaces: 4757-25-03

## Five Year Rule Review – 9/20/2014 as of April 2014

Effective: 10/18/2009

R.C. [119.032](#) review dates: 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#)

Prior Effective Dates: 4/10/04; 9/20/07

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### **4757-25-04 Requirements for licensure as an independent marriage and family therapist.**

All applicants for licensure as an independent marriage and family therapist shall:

(A) After completion of the required education set forth in paragraph (A) of rule [4757-25-01](#) of the Administrative Code, complete at least two calendar years of work experience in marriage and family therapy that meets all of the following requirements:

(1) The experience shall include a minimum of one thousand hours of documented client contact in marriage and family therapy.

(2) During the thousand hours of client contact, the applicant shall receive a minimum of two hundred hours face-to-face supervision by a supervisor whose training and experience meet the standards established in paragraph (C) of rule [4757-29-01](#) of the Administrative Code.

(3) Of the required two hundred hours of face-to-face supervision a minimum of one hundred hours shall be individual supervision.

(B) Meet all the requirements established in rule [4757-25-03](#) of the Administrative Code.

Replaces: 4757-25-04

Effective: 10/18/2009

R.C. [119.032](#) review dates: 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#)

Prior Effective Dates: 4/10/04, 9/20/07

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### **4757-25-05 Temporary marriage and family therapist license.**

(A) The temporary license allows the holder to practice as a marriage and family therapist or an independent marriage and family therapist, while awaiting the next board meeting.

(B) A temporary license may be issued only if it is determined that, the applicant qualifies under division (A) of section [4757.30](#) of the Revised Code for licensure as a marriage and family therapist.

(C) Applicants who wish to obtain a temporary license shall submit a properly completed application, as prescribed by the board.

(D) A temporary license is valid from the date of issuance until the earliest of one of the following:

(1) The date the applicant's license is issued under section [4757.30](#) of the Revised Code;

(2) ~~Ninety days~~ [One year](#) after the temporary license has been issued;

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(3) The date the applicant withdraws from taking the examination;

(4) The date the applicant is notified that the applicant failed the examination.

(E) A temporary license may not be renewed. ~~A new temporary license shall be issued only in the event of documented substantial hardship as determined by the board.~~

Effective: 10/18/2009

R.C. 119.032 review dates: 06/12/2009 and 09/20/2014

Promulgated Under: 119.03

Statutory Authority: 4757.10

Rule Amplifies: 4757.30, 4757.301

Prior Effective Dates: 4/10/04

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### **4757-25-06 Endorsement of a marriage and family therapist license.**

(A) An applicant requesting licensure as a marriage and family therapist or independent marriage and family therapist via endorsement shall submit to the board all of the following:

- (1) A completed licensure application for the level of licensure for which the applicant is seeking licensure;
- (2) The required fee established by the board under paragraph (B) of rule 4757-1-05 of the Administrative Code;
- (3) An official statement, which indicates applicant is currently licensed, certified, registered, or otherwise authorized to practice as a marriage and family therapist or independent marriage and family therapist in another jurisdiction;
- (4) An official statement from any and all jurisdictions where the applicant is currently or has been previously licensed, certified, registered, or otherwise authorized to practice as a marriage and family therapist or independent marriage and family therapist indicating whether the applicant is in good standing and whether disciplinary action has been taken or is pending against the applicant;
- (5) All transcripts of graduate education;
- (6) If the applicant has taken another jurisdiction's marriage and family therapist exam, documentation of whether the applicant passed that exam; and
- (7) Any additional documentation requested by the board that would assist the board in making a determination based on paragraphs (B)(1) to (B)(7) of this rule.

(B) The marriage and family therapist professional standards committee may consider the following factors to determine whether to grant the applicant a license via endorsement:

- (1) Whether the applicant possesses a master's and/or doctor's degree in marriage and family therapy awarded by an ~~appropriately~~ regionally accredited institution;
- (2) Whether the applicant possesses a master's and/or doctor's degree in a related mental health field awarded by an ~~appropriately~~ regionally accredited institution.
- (3) And The applicant has earned substantially equivalent marriage and family therapy coursework from an ~~appropriately~~ regionally accredited institution subsequent to that

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degree that meets the requirements of division (A)(3)(b) of section [4757.30](#) of the Revised Code and paragraph (A)(3) of rule [4757-25-01](#) of the Administrative Code;

- ~~(3)~~(4) Whether the applicant's coursework is substantially similar to the requirements in paragraph (A)(3) of rule [4757-25-01](#) of the Administrative Code;
- ~~(4)~~(5) Whether the applicant for independent marriage and family therapist has substantially equivalent supervised experience required by division (C) of section [4757.30](#) of the Revised Code and paragraph (C)(3) of rule [4757-25-04](#) of the Administrative Code;
- ~~(5)~~(6) Whether the applicant has passed a state marriage and family therapist exam that is substantially similar to Ohio's examination;
- ~~(6)~~(7) Whether the applicant's license is currently in good standing in another jurisdiction and whether applicant has been disciplined in another jurisdiction; and
- ~~(7)~~(8) The number of years the applicant has practiced as a marriage and family therapist or independent marriage and family therapist worker in another jurisdiction.

Effective: 10/18/2009

R.C. [119.032](#) review dates: 06/12/2009 and 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.18](#), [4757.30](#)

Prior Effective Dates: 4/10/04, 1/10/08

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### **[4757-25-07 Approval of applications for marriage and family therapist licenses.](#)**

Applications for marriage and family therapist licenses shall be approved per section [4757.30](#) of the Revised Code and this rule. The staff of the board shall review all applications and process as follows:

(A) Applications that meet the basic requirements as detailed below shall be approved upon receipt of all applicable parts. All applications approved by staff shall be reviewed by the marriage and family therapist professional standards committee at the following meeting for quality control purposes.

- (1) Applications for independent marriage and family therapist license that meet the basic requirements for licensure in section [4757.30](#) of the Revised Code and rule [4757-25-04](#) of the Administrative Code shall be approved if the following conditions are met:
  - (a) Process application for independent marriage and family therapist received with no questions requiring review by the board such as felony convictions, loss of license in another state, etc.
  - (b) Transcript provided directly from an regionally accredited educational institution of a master's or doctoral degree in marriage and family therapy or related degree that meets paragraph (B) of rule [4757-25-01](#) of the Administrative Code.
  - (c) Proof of completion of at least two years of post-master's degree marriage and family therapist experience that meets paragraph (A) of rule 4757-25-04 supervised by a supervisor that meets paragraph (C)(1) of rule [4757-29-01](#) of the Administrative Code.

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- (d) Proof of passing an examination acceptable to the board for the purpose of determining ability to practice as an independent marriage and family therapist.
- (2) Applications for marriage and family therapist license that meet the basic requirements for licensure in section [4757.30](#) of the Revised Code and rule [4757-25-03](#) of the Administrative Code shall be approved if the following conditions are met:
  - (a) Process application for marriage and family therapist received with no questions requiring review by the board such as felony convictions, loss of license in another state, etc.
  - (b) Transcript provided directly from an accredited educational institution of a master's or doctoral degree in marriage and family therapy or related degree that meets paragraph (B) of rule [4757-25-01](#) of the Administrative Code.
  - (c) Proof of passing an examination acceptable to the board for the purpose of determining ability to practice as an marriage and family therapist.
- (B) Complete applications that meet the following conditions shall be held for the marriage and family therapist professional standards committee review at the next regularly scheduled meeting, if received at least ten days prior to the meeting.
  - (1) All applications that have answered questions requiring review by the board such as felony convictions, loss of license in another state, etc.
  - (2) All applications with related degrees.
  - (3) All applications which staff, at its discretion, determines requires further scrutiny by is ~~not comfortable approving without~~ the marriage and family therapist professional standards committee's review.

Effective: 10/18/2009

R.C. [119.032](#) review dates: 09/20/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#)

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### **[4757-27-01 Scope of practice of a marriage and family therapist.](#)**

- (A) A marriage and family therapist may for a fee, salary, or other consideration engage in the practice of marriage and family therapy through any of the following:
  - (1) As an individual private practitioner or as a member of a partnership or group practice;
  - (2) As an employee of a public or private organization.
- (B) The "practice of marriage and family therapy" means the diagnosis, treatment, evaluation, assessment, counseling, and management, of mental and emotional disorders, whether cognitive, affective or behavioral, within the context of marriage and family systems, to individuals, couples, and families, singly or in groups, whether those services are offered directly to the general public or through public or private organizations, for a fee, salary or other consideration through the professional application of marriage and family theories, therapies, and techniques,

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including, but not limited to psychotherapeutic theories, therapies and techniques that marriage and family therapists are educated and trained to perform.

(C) A marriage and family therapist may diagnose and treat mental and emotional disorders under the supervision of one of the following:

- (1) An independent marriage and family therapist;
- (2) A professional clinical counselor;
- (3) An independent social worker;
- (4) A psychologist;
- (5) A psychiatrist.

(D) A marriage and family therapist may not diagnose, treat, or advise on conditions outside the recognized boundaries of the marriage and family therapist's competency. A marriage and family therapist shall make appropriate and timely referrals when a client's needs exceed the marriage and family therapist's competence level.

Effective: 04/18/2009

R.C. [119.032](#) review dates: 04/10/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#), [4757.01](#)

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### **4757-27-02 Scope of practice of an independent marriage and family therapist.**

(A) An independent marriage and family therapist may for a fee, salary, or other consideration engage in the practice of marriage and family therapy through any of the following:

- (1) As an individual private practitioner or as a member of a partnership or group practice.
- (2) As an employee of a public or private organization.

(B) The "practice of marriage and family therapy" means the diagnosis, treatment, evaluation, assessment, counseling, and management, of mental and emotional disorders, whether cognitive, affective or behavioral, within the context of marriage and family systems, to individuals, couples, and families, singly or in groups, whether those services are offered directly to the general public or through public or private organizations, for a fee, salary or other consideration through the professional application of marriage and family theories, therapies, and techniques, including, but not limited to psychotherapeutic theories, therapies and techniques that marriage and family therapists are educated and trained to perform.

(C) An independent marriage and family therapist may diagnose and treat mental and emotional disorders and may provide supervision to other mental health professionals including marriage and family therapists, professional counselors, licensed social workers and social worker assistants.

(D) An independent marriage and family therapist may not diagnose, treat, or advise on conditions outside the recognized boundaries of the independent marriage and family therapist's competency. An independent marriage and family therapist shall make appropriate and timely

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referrals when a client's needs exceed the independent marriage and family therapist's competence level.

Effective: 04/18/2009

R.C. [119.032](#) review dates: 04/10/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#), [4757.01](#)

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### **4757-29-01 Marriage and family therapy supervision.**

This rule applies to all supervisees who are working toward licensure as independent marriage and family therapists and marriage and family therapists who are applying under rule 4757-25-04 of the Administrative Code. It also applies to marriage and family therapists who are diagnosing and treating mental and emotional disorders under the supervision of an independently licensed mental health professional.

#### (A) Definition of supervision:

(1) "Training supervision" is individual or group supervision applied to all individuals who are gaining the experience required for a license as an independent marriage and family therapist or under 4757-25-04 of the Administrative Code for a license as a marriage and family therapist. This type of supervision requires extensive time and involvement on the part of the supervisor in order to help supervisees improve their skills and/or learn new skills, and promote their professional development as a marriage and family therapist.

(2) "Work supervision" is supervision required of marriage and family therapists whose practice includes the diagnosis and treatment of mental and emotional disorders. This supervision requires the evaluation of the supervisee's performance; professional guidance to the supervisee; approval of the supervisee's intervention plans and their implementation; the assumption of responsibility for the welfare of the supervisee's clients; and assurance that the supervisee functions within the limits of his/her license. The assessment, diagnosis, treatment plan, revisions to the treatment plan, correspondence and transfer or termination of the client(s) shall be approved by the supervisor and shall be made available to the board upon request. Marriage and family therapists shall disclose to their clients in writing that they are under the supervision of an appropriately licensed mental health professional when diagnosing and treating mental and emotional disorders. The supervisee shall also disclose to their clients in writing the name(s) of the said professional(s).

(3) "Group supervision" is board approved supervision that consists of a case-related interactive face-to-face meeting with one supervisor and no more than six supervisees, ~~which is different from psychotherapy or teaching.~~

(4) "Individual supervision" is board approved supervision that consists of a case-related interactive face-to-face meeting between one supervisor meeting with no more than two supervisees, ~~which is different from psychotherapy or teaching.~~

#### (B) Training supervision purposes:

- (1) To provide for the protection of consumer and client welfare;
- (2) To provide that supervisees function within the limits of their competence;
- (3) To enhance professional development of a marriage and family therapist;

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(4) To provide training in activities relevant to the supervisee's position and academic background.

### (C) Requirements for training:

(1) All supervisees engaging in training supervision for licensure as independent marriage and family therapists shall be under supervision of one of the following:

(a) An "American Association for Marriage and Family Therapy (AAMFT) Approved Supervisor or Supervisor Candidate" who is also licensed in Ohio as one of the following: holds an Ohio license as an independent marriage and family therapist, a professional clinical counselor with supervision designation, an independent social worker with supervision designation, psychologist or psychiatrist; or

(b) An Ohio licensed independent marriage and family therapist with supervision designation.

(2) Request for exceptions due to hardship shall be made in writing to the board. The supervisor shall have demonstrated competence in the area in which ~~they are~~ he/she is supervising and have training in legal and ethical issues relevant to marriage and family therapy.

~~(3) A training supervisee shall choose a training supervisor who has the academic training, experience and areas of competence to supervise trainees. Training supervisees may not choose a supervisor who is a family member.~~

~~(4) Marriage and family therapists who are registered with the board for training supervision shall not collect fees in their own names when being supervised in the diagnosis and treatment of mental and emotional disorders. All billings shall be done by the employing agency or the licensed supervisor.~~

~~(4) Individuals in the process of completing the supervised experience required for independent licensure may be employed on a paid basis do so for a fee, salary or other consideration as long as they are practicing within the scope of practice of the license for which they are applying, and are properly licensed as a marriage and family therapist or hold a temporary license as a marriage and family therapist.~~

(4) Supervised marriage and family therapist experience obtained out of state may count toward the supervised experience requirement. Applicants shall request ~~this~~ such consideration in writing from the marriage and family therapist professional standards committee. Supervisees presenting supervision experience from another state shall provide documentation that the supervisor is equivalent to the requirements of (C)(1)(a) or (b) of this rule and shall provide the vita/resume of their supervisors to demonstrate that their supervisors are licensed to supervise the diagnosis and treatment of mental and emotional disorders and thus are acceptable to the board.

~~(5) In the event that a supervisee is practicing under work supervision, the rules for training supervision will supersede the rules for work supervision.~~

### (D) Documentation of training supervision:

(1) It is the responsibility of the supervisee to ensure that the supervisor and the experience meet the requirements of this rule.

(2) Records of training supervision shall be maintained by the supervisee and supervisor and made available to the board upon request. The supervision records shall contain information concerning the dates of supervision, content and goals of supervision, and shall be signed off on by a supervisor at least quarterly.

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(3) The applicant shall further provide supervision evaluations within thirty days following the completion of the first 50 hours of supervision required under paragraph (A)(2) of rule 4757-25-04 and again, at the completion of the full 200 hours of supervised experience on forms provided by the board. The applicant is responsible for providing the form to the supervisor(s).

(E) Work supervision of marriage and family therapists practicing in a clinical setting shall be under the supervision of an independent marriage and family therapist, a professional clinical counselor, an independent social worker with a clinical area of competence, a psychologist, or psychiatrist.

(F) Requirements for marriage and family therapy professional training in supervision to qualify for a supervisory designation:

(1) After January 1, 2015, only independent marriage and family therapists who have obtained a supervisory designation **may** provide training supervision.

(2) Applicants for supervisory designation after January 1, 2015 shall apply on forms required by the board and shall meet at least one of the following:

(a) An applicant who is an AAMFT approved supervisor who holds an Ohio Independent Marriage and Family Therapist license in good standing; or

(b) An applicant who holds an Ohio Independent Marriage and Family Therapist license in good standing and can document at least the following requirements:

(i) Two years post-licensure clinical experience as an independent marriage and family therapist; and

(ii) Completion of the AAMFT 30 hour supervision course.

(3) The board shall waive the requirements in paragraph (2) (a) and (b) of this rule for existing licensed independent marriage and family therapists in good standing who can demonstrate proof to the Board that they are currently providing training supervision to an MFT or student(s) enrolled in an MFT internship or practicum, or have provided training supervision to an MFT in 2013-2014 and who apply prior to January 1, 2015 for the supervisory designation.

(4) All supervising independent marriage and family therapists shall maintain supervisory status by obtaining five hours in an AAMFT approved supervision refresher course or equivalent supervision course every five years.

(G) Registration of training supervision for practicum or internship for marriage and family therapist trainee status:

(1) Students enrolled in a practicum or internship prior to receiving their marriage and family therapy degree are eligible for “marriage and family therapist trainee” status as defined in paragraph (U) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have marriage and family therapist trainee status to complete their practicum or internship requirements, including the provision of supervised marriage and family therapy services, but may be required to obtain registration as a marriage and family therapist trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a marriage and family therapist trainee. Applicants for marriage and family therapist trainee status shall:

(a) Be of good moral character;

(b) Provide criminal records checks per paragraph (E) of rule 4757-1-04 of the Administrative Code;

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(c) Apply on a form specified by the board and comply with rule 4757-4-01 of the Administrative Code;

(d) Provide proof of enrollment in a master’s level or doctoral level practicum or internship course. A copy of the university’s online enrollment document shall be acceptable; or a letter, email or facsimile from the professor or registrar stating the applicant is enrolled;

(e) **Provide** proof of marriage and family therapist trainee status **by** using the board’s online license verification system at <https://license.ohio.gov>. Trainee status shall be active only within the dates displayed on that system. The dates of that registration shall be up to two months past the end of the term enrolled;

(f) Provide proof of enrollment as specified in paragraph (G)(1)(c) of this rule for their existing registration to be extended through the dates of that course;

(g) Have the same scope of practice as a marriage and family therapist in rule 4757-27-01 of the Administrative Code, but require much closer supervision during the training process.

(2) Marriage and family therapist trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement, and through the dates listed on the board’s online license verification system.

(3) Ensuring the marriage and family therapist trainee is properly registered and listed on the board’s online license verification system is primarily the responsibility of the marriage and family therapist trainee, but shall be monitored by the work place supervisor or agency at time of placement and subsequent extensions of marriage and family therapist trainee status.

Effective: 04/18/2009

R.C. [119.032](#) review dates: 01/30/2009 and 04/10/2014

Promulgated Under: [119.03](#)

Statutory Authority: [4757.10](#)

Rule Amplifies: [4757.30](#)

Prior Effective Dates: 4-10-04; 9-20-07

## 4757-5-14 DRAFT of 5-7-2014

4757-5-14 Standards of ethical practice and professional conduct: supervisory relationships.

(A) Licensed independent social workers, professional clinical counselors, and independent marriage and family therapists shall provide appropriate supervision to licensees who do not hold an independent license. This shall include ensuring all training supervision documentation is provided to the board in a timely fashion and meeting with the supervisee on a regular basis to discuss the specific issues in the dependent licensee's practice. Supervisors shall be accurate with all supervision reporting issues. Supervisors shall not sign as the training supervisor, if they did not provide direct supervision.

(B) Supervising licensees shall be aware of the power differential in their relationships with supervisees. If supervisors believe nonprofessional relationships with a supervisee may be potentially beneficial to the supervisee, they take precautions similar to those taken by licensees when working with clients and document those precautions in the supervisory records.

(C) Examples of potentially beneficial interactions or relationships include attending a formal ceremony; hospital visits; providing support during a stressful event; or mutual membership in a professional association, organization, or community.

(D) Board supervisors engage in open discussions with supervisees when they consider entering into relationships with them outside of their roles as clinical and/or administrative supervisors.

(E) Before engaging in nonprofessional relationships, supervisors discuss with supervisees and document the rationale for such interactions, potential benefits or drawbacks, and anticipated consequences for the supervisee. Supervisors clarify the specific nature and limitations of the additional role(s) they will have with the supervisee.

(F) Supervisors shall not enter into a romantic or sexual relationship with a supervisee while the supervision dynamic exists and until after all reports to the board are completed.

(G) Licensed independent social workers, professional clinical counselors, and independent marriage and family therapists shall not engage in a personal virtual (social media driven) relationship with training supervisees.

Changes made from SWPSC minutes from March:

SWPSC minutes: "Mr. Brady stated that term "Board supervisor" doesn't make any sense, it's not a term that exists elsewhere in any rules. Also, the pronoun "they" in the second sentence doesn't seem to be clear who it's referring to; the term "romantic" relationships is fine. Social media also needs to be addressed. Mr. Warne asked if, in C, Training Supervisors should be included. Dr. Brun asked if section B meant they couldn't both be in NASW or other professional organizations, and Mr. Polovick clarified this was not the intention."

<b>CSW - # of Cred by Prefix and Status</b>		
Report generated on 5/5/2014 at 8:47:18 AM		
Prefix	Credential Status	Count
C	ACTIVE	5047
C	ACTIVE IN RENEWAL	871
C	ACTIVE IN RENEWAL - CE PENDING	7
C	ACTIVE IN RENEWAL - PAID	104
C	APPLICATION INCOMPLETE	81
C	DECEASED	22
C	DENIED	127
C	EXAM PENDING	501
C	EXPIRED	9256
C	FAILED TO RENEW	415
C	FAILED TO RENEW - PAID	9
C	INACTIVE	1
C	LAPSED	6
C	NEVER LICENSED	1095
C	PENDING	404
C	REVOKED	10
C	SURRENDERED	1
C	Surrendered in Lieu of Discipline	14
C	SUSPENDED	5
C	UPGRADE	7719
<b>Credential Prefix Totals</b>		<b>25695</b>
E	ACTIVE	4030
E	ACTIVE IN RENEWAL	930
E	ACTIVE IN RENEWAL - CE PENDING	2
E	ACTIVE IN RENEWAL - PAID	141
E	APPLICATION INCOMPLETE	53
E	DECEASED	41
E	DENIED	10
E	EXAM PENDING	510
E	EXPIRED	1419
E	FAILED TO RENEW	235
E	FAILED TO RENEW - PAID	5
E	NEVER LICENSED	223
E	PENDING	25
E	REVOKED	15
E	Surrendered in Lieu of Discipline	10
E	SUSPENDED	5
E	UPGRADE	1011
<b>Credential Prefix Totals</b>		<b>8665</b>
F	ACTIVE	144
F	ACTIVE IN RENEWAL	46
F	ACTIVE IN RENEWAL - PAID	20
F	APPLICATION INCOMPLETE	2
F	DECEASED	5
F	DENIED	2
F	EXAM PENDING	1
F	EXPIRED	37
F	FAILED TO RENEW	21
F	NEVER LICENSED	21
F	PENDING	6
<b>Credential Prefix Totals</b>		<b>305</b>
I	ACTIVE	5794
I	ACTIVE IN RENEWAL	1990
I	ACTIVE IN RENEWAL - PAID	354
I	DECEASED	62
I	DENIED	3
I	EXPIRED	4123
I	FAILED TO RENEW	442
I	FAILED TO RENEW - PAID	16
I	INACTIVE	1
I	NEVER LICENSED	241
I	PENDING	208

<b>CSW - # of Active Cred by Prefix and Stat</b>			
Report generated on 5/5/2014 at 8:48:55 AM			
Prefix	Subcat	Credential Status	Count
C		ACTIVE	2791
C		ACTIVE IN RENEWAL	793
C		ACTIVE IN RENEWAL - PAID	100
C		FAILED TO RENEW - PAID	8
C	CR	ACTIVE	1135
C	PROV	ACTIVE	1
C	SUPV	ACTIVE	185
C	SUPV	ACTIVE IN RENEWAL	78
C	SUPV	ACTIVE IN RENEWAL - PAID	4
C	SUPV	FAILED TO RENEW - PAID	1
C	TRNE	ACTIVE	716
<b>PC (no CR or CT)</b>			<b>3961</b>
E		ACTIVE	1808
E		ACTIVE IN RENEWAL	352
E		ACTIVE IN RENEWAL - PAID	51
E		FAILED TO RENEW - PAID	2
E	SUPV	ACTIVE	2222
E	SUPV	ACTIVE IN RENEWAL	578
E	SUPV	ACTIVE IN RENEWAL - PAID	90
E	SUPV	FAILED TO RENEW - PAID	3
<b>PCC</b>			<b>5106</b>
F		ACTIVE	144
F		ACTIVE IN RENEWAL	46
F		ACTIVE IN RENEWAL - PAID	20
<b>IMFT</b>			<b>210</b>
I		ACTIVE	2066
I		ACTIVE IN RENEWAL	604
I		ACTIVE IN RENEWAL - PAID	113
I		FAILED TO RENEW - PAID	6
I	SUPV	ACTIVE	3728
I	SUPV	ACTIVE IN RENEWAL	1386
I	SUPV	ACTIVE IN RENEWAL - PAID	241
I	SUPV	FAILED TO RENEW - PAID	9
<b>LISW</b>			<b>8153</b>
M		ACTIVE	106
M		ACTIVE IN RENEWAL	26
M		ACTIVE IN RENEWAL - PAID	2
M	TEMP	ACTIVE	2
<b>MFT</b>			<b>136</b>
S		ACTIVE	12193
S		ACTIVE IN RENEWAL	3554
S		ACTIVE IN RENEWAL - PAID	389
S		FAILED TO RENEW - PAID	30
S	TEMP	ACTIVE	4
S	TRNE	ACTIVE	519
<b>LSW (no SWT)</b>			<b>16170</b>
W		ACTIVE	418
W		ACTIVE IN RENEWAL	124
W		ACTIVE IN RENEWAL - PAID	13
W		FAILED TO RENEW - PAID	2
<b>SWA</b>			<b>557</b>
<b>Total</b>			<b>34293</b>

Active totals include Active, Active-In-Renewal, Active in Renewal-Paid and Failed to Renew-PAID  
For all licenses totals come from totals in right hand column. Those totals include all from right columns except CRs, SWTs & TRNEs.  
Credential Prefixes  
**C= PC M= MFT**  
**E= PCC R= counselor assistant**  
**F= IMFT S= LSW**  
**I= LISW W= SWA**

I	REVOKED	16
I	SURRENDERED	1
I	Surrendered in Lieu of Discipline	8
I	SUSPENDED	4
I	UPGRADE	5966
<b>Credential Prefix Totals</b>		19229
M	ACTIVE	108
M	ACTIVE IN RENEWAL	26
M	ACTIVE IN RENEWAL - PAID	2
M	APPLICATION INCOMPLETE	6
M	DECEASED	2
M	DENIED	14
M	EXAM PENDING	27
M	EXPIRED	20
M	FAILED TO RENEW	15
M	NEVER LICENSED	106
M	PENDING	12
M	UPGRADE	49
<b>Credential Prefix Totals</b>		387
S	ACTIVE	12718
S	ACTIVE IN RENEWAL	3554
S	ACTIVE IN RENEWAL - INCOMPLETE	1
S	ACTIVE IN RENEWAL - PAID	390
S	DECEASED	70
S	DENIED	77
S	EXPIRED	21083
S	FAILED TO RENEW	1244
S	FAILED TO RENEW - PAID	30
S	LAPSED	1
S	NEVER LICENSED	2026
S	PENDING	1654
S	REVOKED	97
S	SURRENDERED	3
S	Surrendered in Lieu of Discipline	29
S	SUSPENDED	7
S	UPGRADE	4581
<b>Credential Prefix Totals</b>		47565
W	ACTIVE	418
W	ACTIVE IN RENEWAL	124
W	ACTIVE IN RENEWAL - PAID	13
W	DECEASED	3
W	DENIED	31
W	EXPIRED	1916
W	FAILED TO RENEW	166
W	FAILED TO RENEW - PAID	2
W	NEVER LICENSED	161
W	PENDING	84
W	REVOKED	16
W	Surrendered in Lieu of Discipline	3
W	SUSPENDED	1
W	UPGRADE	185
<b>Credential Prefix Totals</b>		3123
<b>Grand Totals</b>		104969

## CSW - Gender (Contact)

### Report Parameters

Board = CSW

Credential status = ACTIVE , ACTIVE IN RENEWAL , ACTIVE IN RENEWAL - PAID , FAILED TO RENEW - PAID

Report generated on 4/21/2014 at 10:17:10 AM

credentialtypeprefix	gender			
C	F	4170		80.4%
C	M	1014	5184	19.6%
E	F	3823		76.0%
E	M	1204	5027	24.0%
F	F	125		61.0%
F	M	80	205	39.0%
I	F	6627		82.3%
I	M	1425	8052	17.7%
M	F	114		84.4%
M	M	21	135	15.6%
S	F	14314		87.7%
S	M	2011	16325	12.3%
W	F	424		86.2%
W	M	68	492	13.8%
		35420		
	F	29597		83.6%
	M	5823		16.4%

C= LPC - double counts LPC with CR & includes CTs  
 E = LPCC  
 F= IMFT  
 I = LISW  
 M = MFT  
 S = LSW and includes SWTs  
 W = SWA

**CSWMFT Board Budget Report FY 2014**

**as of 4/30/2014**

Fund Code	Account	ALI	Department	Budget Period	Budget	Expense	Encumbrance	Available Budget*	Percent Available
4K90	500	899609	CSW	2014Q1	263,624.68	263,624.68	0	0	0
4K90	500	899609	CSW	2014Q2	223,844.46	223,844.46	0	0	0
4K90	500	899609	CSW	2014Q3	281,480.86	264,957.77	0	16,523.09	5.87
4K90	500	899609	CSW	2014Q4	230,687.00	73,522.44	0	157,164.56	68.13
4K90	510	899609	CSW	2014	15,000.00	4,990.94	9,389.60	619.46	4.13
4K90	520	899609	CSW	2014	248,719.00	157,875.04	1,657.95	89,186.01	35.86
4K90	530	899609	CSW	2014	2,000.00	1,287.50	0	712.5	35.63
4K90	595	899609	CSW	2014	500	60	0	440	88

**\$ 1,265,856.00    \$ 990,162.83    \$ 11,047.55    \$ 264,645.62**  
**Payroll            \$     999,637    \$     825,949**  
**Non-Payrol       \$     266,219    \$     164,213**

We completed ten months of FY 2014 and everything is tracking within our budget plan. Payroll projects a \$19,700 excess out of \$999,637. These are the main issues:

- Board Member appointments
- Insurance costs not as high as projected.

Non-Payroll is good without the extra costs from FY2013 of:

- FY13 - New phones, new scanner and monitors
- We have the same amount in non-payroll in FY2014 as in FY-2013
- We had excess Non-Payroll funds of \$30,603.91 in FY2013.
- We project having excess Non-Payroll funds of \$39,305 in FY2014.
  - Biennial Audit this year projected cost \$11,000
  - Phone costs lower than projected
  - IT expenses lower - no significant PC or server issues
  - Hearing expenses hard to project - less than average
  - Printing not charged for first half of year
  - DAS charges less due to shortage of board members

FY 2014 Revenues CSWMFT Board

as of 4/30/2013

Account Title	Renewals & Applications	Late Fees	L&R-CE-Ver	Total Revenues
HOLD - CREDIT CARDS	\$62,040.00			\$ 62,040.00
CE PROGRAM FEES	\$29,490.00			\$ 29,490.00
CE PROVIDER FEES	\$26,500.00			\$ 26,500.00
WALL CERTIFICATE FEES	\$6,480.00			\$ 6,480.00
MISCELLANEOUS then VERIFICATION FEES	\$168.82		\$9,425.00	\$ 9,593.82
<b>Board Miscellaneous</b>	<b>\$ 124,678.82</b>			<b>\$ 134,103.82</b>
LICENSED SOCIAL WORKER RENEW	\$333,000.00	\$17,160.00	L&R-SWapps	\$ 350,160.00
LICENSED SOCIAL WORKER APP	\$70,260.00		\$13,610.00	\$ 83,870.00
LIC INDEP SOCIAL WORKER RENEW	\$216,375.00	\$4,800.00	SW-CEs	\$ 221,175.00
LIC INDEP SOCIAL WORKER APP	\$28,650.00		\$900.00	\$ 29,550.00
SOCIAL WORKER ASSIST RENEW	\$6,200.00	\$500.00		\$ 6,700.00
SOCIAL WORKER ASSIST APP	\$2,840.00			\$ 2,840.00
LICENSED SOCIAL WORKER TEMP	\$180.00			\$ 180.00
<b>SWPSC Total</b>	<b>\$ 657,505.00</b>	<b>\$ 22,460.00</b>	<b>\$ 14,510.00</b>	<b>\$ 694,475.00</b>
PROFESSIONAL COUNSELOR RENEW	\$76,200.00	\$5,600.00	L&R-PCapps	\$ 81,800.00
PROFESSIONAL COUNSELOR APP	\$31,860.00		\$8,280.00	\$ 40,140.00
PROF CLINICAL COUNSELOR RENEW	\$139,425.00	\$4,000.00	CE-PCs	\$ 143,425.00
PROF CLINICAL COUNSELOR APP	\$26,700.00		\$2,100.00	\$ 28,800.00
<b>CPSC Total</b>	<b>\$274,185.00</b>	<b>\$ 9,600.00</b>	<b>\$ 10,380.00</b>	<b>\$ 294,165.00</b>
MAR & FAMILY THERAPIST RENEW	\$1,680.00	\$320.00	L&R-MFTapps	\$ 2,000.00
MAR & FAMILY THERAPIST APP	\$1,860.00		\$470.00	\$ 2,330.00
MAR & FAMILY THERAPIST TEMP	\$40.00			\$40.00
INDEP MAR & FAM THERAPST RENEW	\$5,025.00	\$160.00	CE-MFT	\$ 5,185.00
INDEP MAR & FAM THERAPIST APP	\$1,050.00		\$ 60.00	\$ 1,110.00
<b>MFTPSC Total</b>	<b>\$ 9,655.00</b>	<b>\$ 480.00</b>	<b>\$ 530.00</b>	<b>\$ 10,665.00</b>
<b>Board Total</b>	<b>\$ 1,066,023.82</b>	<b>\$ 32,540.00</b>	<b>\$ 34,845.00</b>	<b>\$ 1,133,408.82</b>

Revenue for FY 2013 same period \$1,085,030.90

Increase of \$48,377.92

L&R is laws and rules exam

CE is laws and rules CEU online

VER is license verification

CSWMFT Board Disbursements in FY 2014		as of 4/30/2014		
Account	CSWMFT Projected & Actual Expenses Expense Title	FY 2014 Projected	FY 2014 Actual	FY 2013 Pd in FY14
513500	UNEMPLOYMENT COMPENSATION	\$ 164.44	\$ 164.44	
513602	AMFTRB & AASCB & ASWB CONFERENCES	\$ 4,700.00	\$ 3,517.40	
514900	AASCB, ASWB & AMFTRB MEMBERSHIP	\$ 3,300.00	\$ 3,300.00	
514903	COLLEGE ACCREDITATION PUBLICATION	\$ 75.00	\$ 75.00	
514905	SURVEY MONKEY & HANNAH SUBSCRIPTION	\$ 1,300.00	\$ 200.00	
515502	HEARING OFFICERS RC 119	\$ 800.00	\$ 160.00	\$ 720.00
515503	COURT REPORTER	\$ 400.00	\$ 204.00	
515509	SUBPEANA DELIVERY	\$ 50.00	\$ 37.50	
517001	PC & SERVER MAINTENANCE CONTRACT	\$ -		
521101	OFFICE SUPPLIES & EQUIPMENT	\$ 4,200.00	\$ 2,672.32	\$ 2,000.00
521105	DATA PROCESSING SUPPLIES & EQUIP	\$ 1,947.80	\$ 1,050.33	
521106	SOFTWARE PURCHASES	\$ 600.00	\$ 205.72	
522402	PARKING CONTRACT - JIM	\$ 540.00	\$ 270.00	
523600	OAKS TRAVEL - BOARD MEMBERS	\$ 18,000.00	\$ 13,186.13	
523600	OAKS TRAVEL - STAFF	\$ 14,000.00	\$ 11,161.06	
524201	CABLE INTERNET & VoIP SERVICE	\$ 7,000.00	\$ 5,354.52	\$ 331.50
526103	FORTIS & SCANNER MAINT	\$ 3,000.00		
526105	SHREDDING SERVICE	\$ 750.00	\$ 547.60	\$ 100.00
526121	COPYING MACHINE SERVICE	\$ 2,150.00	\$ 1,543.17	\$ 124.75
526701	PRINTER MAINTENANCE	\$ 1,166.07	\$ 1,166.07	\$ 942.00
527202	ITEMS IN STORAGE RENTAL	\$ 725.00	\$ 579.88	
527301	OFFICE RENT	\$ 45,204.00	\$ 45,204.00	
529201	AUDITOR OF STATE	\$ 11,000.00	\$ 63.69	
529201	OBM - SHARED SVCS - TRAVEL PROCESSING	\$ 2,082.50	\$ 1,102.50	\$ 575.75
529201	IT SERVICES - EMAIL- ROUTER- ETC	\$ 207.69	\$ 144.00	\$ 14.61
	Insurance for Office	\$ 206.34	\$ 206.34	
	Real Estate Fee	\$ 519.85	\$ 519.85	
	Telephones	\$ 284.22	\$ 284.22	\$ 475.17
	Printing	\$ 14,900.00	\$ 11,341.74	\$ 4,714.68
529201	CENTRAL SERVICES AGENCY - FINANCE & HR	\$ 36,500.00	\$ 26,283.99	
529201	PRESORT MAIL POSTAGE	\$ 5,200.00	\$ 2,474.23	\$ 2,251.02
529201	DAS COMPUTER USAGE			
	eLicensing Support	\$ 4,000.00	\$ 2,320.00	\$ 464.00
	Router - Internet access	\$ 2,400.00	\$ 1,592.56	\$ 448.90
	eLicensing Cost	\$ 11,069.83	\$ 11,069.38	
	Computer Usage & Email	\$ 4,825.00	\$ 2,218.58	\$ 573.79
529214	ETHICS COMMISSION & JLEC (Lobby) FEES	\$ 1,640.00	\$ 1,640.00	
537500	BANK CHARGES CREDIT CARD	\$ 17,000.00	\$ 11,038.29	\$ 4,046.67
	ELICENSE2 IMPLEMENTATION	\$ 5,000.00	\$ 1,287.50	
	MISCELLANEOUS EXPENSES	\$ 50.00	\$ 32.46	
531103	VoIP INFRASTRUCTURE & PHONES	\$ -		\$ 4,834.10
595602	OTHER REFUNDS	\$ 120.00	\$ 60.00	
	<b>Total Projected to Spend FY 2014</b>	\$ 226,913.30	\$ 164,278.47	\$ 22,616.94
	<b>*Total Non-Payroll Appropriation</b>	\$ 266,219.00		
	<b>Projected excess (-\$) or deficit (+\$)</b>	<b>\$ (39,305.70)</b>		
	<b>Total spent FY14 w/ FY13 encumbrances</b>	\$ 186,895.41		\$ 22,616.94