



Counselor, Social Worker & Marriage and Family Therapist Board

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<http://cswmft.ohio.gov> & cswmft.info@cswb.state.oh.us

STATE OF OHIO

COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD

November 22, 2013

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 November 22, 2013. Dr. Terri Hamm, Dr. Otha Gilyard, Mr. Timothy Brady, Dr. Christin Jungers, Ms. Margaret Knerr, Dr. Thomas McGloshen, Ms. Stephanie McCloud, Ms. Maureen Cooper, Mr. Steve Polovick, Mr. Alan Demmitt and Ms. Erin Michel. Absent: Ms. Jennifer Brunner. Staff present: Mr. James Rough, Mr. William Hegarty, Ms. Patricia Miller, Ms. Tracey Hosom, Ms. Tammy Tingle and Ms. Margaret-Ann Adorjan.

Also present: Mr. Jim Lockwood, AAG, Ms. Bobbi Kurovfky, Columbus State, Ms. Nina Cof, Columbus State.

- I.** Discussion and approval of agenda. Ms. McCloud approved the agenda with modifications, seconded by Dr. Gilyard. Carried.
- II.** Dr. McGloshen moved to accept the September 20, 2013, 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. Thanked Ms. Knerr for the new way of Mr. Rough giving his report.
2. HB 232 passed on November 6, 2013. An appointment is scheduled with Senator Shannon Jones from the Senate Committee in January 2014.
3. The staff is doing well; Mr. Hegarty and Ms. Tingle continue to present ethics programs but may cut back due to their case load.

IV. Investigative Report presented by Mr. Hegarty:

Mr. Hegarty reported:

1. Thanked liaisons.
2. Sixty-seven new cases, twenty-four are audit issues then competency and then record keeping, majority of the complaints stem from Cincinnati.
3. Two discipline hearings are scheduled, one in December and one in January. One hearing is a social worker and the other a counselor.
4. Ms. McCloud complimented the new diversion program, feels it helps get the licensee back on track. Mr. Hegarty credited Ms. Hosom with the new form.

Ms. Venrick acknowledged fellow board member Mr. Polovick with being honored with the 2013 Barry Mastrine Award from the Alcohol, Drug and Mental Health Board of Franklin County. Mr. Polovick felt honored to receive the award and gave a background on the history of the Barry Mastrine Award.

Mr. Rough announced he was the recipient of the Public Citizens Award from NASW-Ohio Chapter.

V. Legal Update presented by Mr. Lockwood:

1. No legal updates but confirmed a hearing will be held in December and January of next year.

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

Ms. Cooper reported:

1. Approved one-hundred and sixteen PC's, sixty-six PCC's.
2. Closed sixteen cases.
3. Ms. Elliott sent out one-hundred and twenty exam packets.
4. Ms. Cooper moved to send Dr. Jungers and Mr. Rough to attend the AASCB's conference in San Diego in January, seconded by Dr. Gilyard. Carried.

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

Mr. Polovick reported:

1. The SWPSC attended the keynote presentation at the NASW conference Thursday morning. Ms. Alice Skirtz, a forty year veteran of social work presented and was recognized for a life time achievement award. Ms. Skirtz spoke on the homeless shelters and the progression from the past to the future.
2. Approved fifteen-hundred license applications, sixteen-hundred are still pending.
3. Discussed continuing education, a hardship request from an MSW in a unique situation was approved.
4. NASW issues with provider status and continuing problems, appears to be an ongoing process.
5. Dr. Gilyard congratulated Mr. Polovick on receiving his award and the good idea of having the committee attend the NASW conference yesterday.

VIII. Marriage and Family Therapist Professional Standards Committee Report was presented by Ms. Knerr:

Ms. Knerr reported:

1. Approved two IMFT's, eight MFT's, one hardship.
2. Approved two exam requests, denied one request and requested more information on a fourth request.
3. The New Board Member Manual has been completed by Ms. Adorjan and will be mailed to new board members.
4. Discussed workplace supervision and supervision.
5. Appreciated Ms. Hosom and Mr. Hegarty's diversion work.
6. Discussed adding to the Planning Meeting agenda next year the topic of CEU modules on the Board's website and E-therapy.
7. Working on the five year rule review.

IX. Committee Reports

Executive Committee

Reported in Mr. Rough's report.

CEU Committee – Dr. Jungers

Ms. Broom reported the problems found with the audits, discussed the various issues of certificates not having the correct information, and licensees counting hours that were not approved.

Discussed quality control on text based programs.

Investigations Ad Hoc Committee – Mr. Hegarty

Thanked Ms. Adorjan for her work on the monitoring contract.

No meeting in January.

Ms. Venrick also thanked Ms. Adorjan for her work on the monitoring contract.

X. Old Business:

1. Ideas were voiced regarding the off site visits for July 2014; Ms. Knerr added interviewing faculty or staff from universities. Mr. Polovick stated interviewing private, state and community college students. Dr. Gilyard suggested not staying only in Columbus to get a better idea of the entire state.
2. Mr. Rough was invited to attend the OACES meeting in January, Ms. Venrick and Dr. Jungers may also attend.
3. 4757-9-05 was sent out for public comment, a possible public hearing and then to JCARR.
4. The ACA ethics was put in the laws and rules but will need to be worked on.

XI. New Business:

1. Mr. Rough reported an e-mail exchange with Dr. Kress was copied and in the board mailing on the topic of Mindfulness and it's appropriateness for continuing education.
2. Mr. Rough reported on the annual ethics training, the Ethics Commission website lists guidelines. Discussion took place.
3. Reminder to complete financial disclosure statements.

Ms. Venrick welcomed the visitors to the meeting. Wished everyone a Happy Thanksgiving and a Merry Christmas. Reminded everyone to leave quietly.

XII. Adjourned: 2:15 PM

Mary Venrick, PC, Board Chair



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COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD

Executive Committee Meeting Minutes

November 21, 2013

Chairperson, Mary Venrick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the executive committee meeting of the Board at 8:16 a.m. on November 21, 2013.

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

Agenda: 11/21/13

- Approve agenda and minutes - *agenda and minutes approved by committee*
- Board member appointments: The Governor's office of Boards and Commissions is working on appointees. We have a LISW academic and MFT vacancies to be filled. Otha Gilyard, Maureen Cooper and Terri Hamm have been re-appointed. I met with the new Director of Boards & Commissions and discussed the open appointments. Due to the imbalance of males and females on the board the final two appointments need to be males. They had not received an application from a male MFT applicant. The statute change would remove the two IMFT and two MFT requirements and substitute four IMFTs or MFTs.
- New House Bill -HB-232 passed the House and is off to the senate for hearings. I am working on an appointment with the committee chair.
- We are still at a standstill with JCARR, Joint Committee on Agency Rule Review on rule 4757-9-04 paragraph (D) the 10,000 words per hour discussion. The CEU Committee is still working on this issue in the form of requiring quality standards. We have developed some language that may be acceptable for all including the complaining CE provider. If approved, we will have very strong language for quality of CEUs that are primarily text based.
- Peer consultation issue. We need professional standards committee discussion around what way to move this forward. We can encourage CE offerings to provide a

certain amount of peer consultation meetings for CE credit. We have an alternative of acknowledging licensees that enter these relationships through a wall certificate sticker or other acknowledgement. I think we should also ask licensees for their input. What is our focus: private practice and small agency where there is only one licensee, others? Mr. Rough found one other board in Saskatchewan, Canada that has a standing requirement. He has asked for a copy of their requirement.

- The five year rule review items are in my report and should be discussed in each professional standards committee. We need to have them all reviewed by the end of the March meeting.
- The committee discussed some ideas brought forward by Ms. Knerr after discussions with Mr. Rough.
 - The MFT committee had asked Ms. Adorjan to prepare a new board member training, which was provided for other professional standards committees to review;
 - After attending the AMFTRB meeting, she and Ms. Adorjan prepared reports on the meeting as did Mr. Rough from the ASWB meeting he attended. Ms. Knerr proposed requiring these reports from attendees in order to capture potential subjects for our annual planning meeting.
 - The MFT committee at the November meeting had all members read the report and then asked Mr. Rough to come in and asked clarifying questions. Tis approach worked so well that they plan to do so again at this meeting and recommend the other professional standards committees do so as well.
 - The ACA ethics proposal is in the agenda and all committees are asked to read and take a position on the issues proposed.
- **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.
 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*

The meeting adjourned at 9:06 a.m.

The same attendees were present and the meeting was called to order at 8:20 a.m.

11/22/2013 Agenda

- The agenda was approved.
- Rule 4757-9-04 paragraph (E) quality requirements were approved by all professional standards committees.
- New Board Member Training received very positive responses. Mr. Rough was asked to email the training prior to the new board member's first meeting and hopefully review it prior to that meeting. Then review on Friday afternoon to clarify any points needed from the training.
- Conference report ideas for future planning meeting: several ideas were discussed:
 - Create learning modules on our website for key areas. LISW-S training in work now.
 - Attend Counsel on Licensure Enforcement and Regulation (CLEAR) annual meeting, Federation of Association of Regulatory Boards (FARB) conference or other broader view conferences to obtain ideas for future improvement.
 - eTherapy – Electronic Service Delivery, etc. needs to be reviewed in light of recent changes. Ms. Knerr and Ms. Venrick volunteered and Mr. Polovick will discuss with his committee.
- ACA ethics rule change – Mr. Rough provided a draft of potential rule changes and received feedback to modify them for review at January meeting.
- Peer consultation issue was discussed as a critical need for independent practitioners. Several ideas were discussed as to how to encourage this practice.
 - Award 3 CEUs for association membership in state or national associations as that will create a tie and newsletters, etc. on current issues.
 - Request that CEU providers develop CEUs on peer consultation that includes the meeting and discussion of recent issues encountered in practices.
 - Write newsletter articles encouraging the practice with a background discussion of why it is important.
 - Ask Ohio associations to discuss the issue and develop their responses as well.

Meeting adjourned at 9:03 a.m.

Board Chair



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CEU Committee Meeting Minutes

November 21, 2013

Chairperson, Dr. Chrissy Jungers, LPCC, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the CEU committee meeting of the Board at 1:05 p.m. on November 21, 2013.

Members present were Dr. Alan Demmitt, IMFT and Ms. Erin Michel, LSW. Staff present: Mr. James Rough, Executive Director, Ms. Rhonda Franklin, Renewal Coordinator, Ms. Patricia Miller, Continuing Education Coordinator, and Ms. Paula Broome, Audit Coordinator. Visitors present: Ms. Bobbie Boyer, LISW and Ms. Lois Tyler, LISW from Institute for Human Services.

1. Approve agenda and minutes from September –the committee approved minutes and agenda.
2. Ms. Broome's report on CE audits.
AUDIT REPORT NOV 2013 (MAR-NOV)
 - 213 Renewed with non-approved CEU hours
 - 17 no supervision
 - 2 no ethics
 - 19 no CEU
 - 12 outside
 - 104 less than 30
 - 17 completed all of their hours in one day
 - 64 sent to investigation

It may take up to one year before we know if the rule change for 4757-9-05 will go into effect as to certificate requirements. Ms. Broome mentioned a letter from one of the Board's providers that pointed out how much of a hardship it would be for them to print names on their attendance certificates. They have enjoyed passing out blank forms and having the attendees fill in their own name. Mr. Rough had a large response from his mass email to providers about the upcoming rule change.

Ms. Broome will conduct a four month study for Ohio's NASW and The Ohio Counsel where she will track: number of audits completed, late renewals, percentage of licensees audited, certificates without names, times the Board had

to contact a provider to confirm attendance, number of providers that could not verify attendance. She will start with Sept 2013 and end Dec 2013.

Since it may take up to a year before we have a decision on 4757-9-05 printing vs. handwritten names on attendance certificates (along with other issues included in the proposed law/rule change). Until then providers will not be required to have the attendees name electronically printed on certificates. Now as before they cannot pass out blank certificates to their attendees.

While the Board didn't vote on this issue, the CE Guidelines will now be considered policy or suggestion concerning certificate requirements; where it isn't clearly specified in the rules (such as names being printed instead of handwritten). Mr. Rough will work with Ms. Broome on creating a new CE Program Provider Guidelines next week.

3. Mr. Rough was contacted by JCARR during rule filing process and filed rule 4757-9-04 "To-Be-Refiled". Mr. Rough informed JCARR of the agreement to focus on quality of CEU programs rather than volume of minutes. Draft rule will be sent out for comments.
4. Several continuing education issues from Ms. Miller.
 - a. At the September meeting Mr. Polovick requested the Committee review a booklet of home study programs by NetCE, approval was granted by both NASW National and ASWB. Mr. Polovick felt the programs did not meet the Board's standard. Mr. Rough sent an e-mail on October 1, 2013, to NASW National and ASWB asking for their criteria on approving programs, neither organization has sent what their criteria is. Another e-mail will be sent to both organizations.
 - b. Ms. Miller requested the committee review two specific advocacy programs, both were approved.
 - c. Ms. Miller reminded the committee when denying a program or provider a specific reason must be given. In a recent denial of provider status a specific reason was not given making it difficult to write a notice of a hearing.
 - d. Ms. Miller received a letter of appeal from an expired provider who continued to offer programs seven months past their expiration. The agency was requesting to not have to wait one year before re-applying for provider status. The committee denied the request.
 - e. A program from INR was in question because of the presenter's credentials, the committee approved the request.

Committee adjourned at 1:44 p.m.

Dr. Chrissy Jungers, LPCC
CEU Committee Chair



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November 13, 2013

Executive Director's Report

Board Meeting Dates and Rooms

Thursday November 21, 2013

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

CPSC – Conference Room – 9:00 a.m. Hearing at 9:15 a.m.

SWPSC – NASW Convention Key Note Speaker – 9:30 to 11:00 a.m.

Then Conference Room – 11:45 a.m.

MFTPSC – Conference Room – 9:00 a.m.

NASW Convention at Quest Conference Center 8405 Pulsar Place, Columbus

CEU Committee – Executive Director's Office – 1:00 p.m.

Investigative Liaison Committee – Bill's Office – 1:00 p.m.

Friday November 22, 2013

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 15th Floor Petroleum Board – 1:00 p.m.

Issues to Discuss

Full Board Issues:

The following Board positions need new appointments, which have not been made: Two appointments are for Tommie Robertson's and Bob Nelson's positions. Otha is up for re-appointment. Maureen & Terri have been re-appointed.

Name	Type	Home Town	Expiration	1st or 2nd Appt
Vacant	MFT		10/10/12	
Vacant	LISW		10/10/13	

Otha Gilyard	P	Columbus	10/10/13	2nd full term
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I have been in consistent contact with the Governor’s office concerning these appointments.

Site Visits & Planning Meeting:

Mary Venrick, Steve Polovick and Charlie Knerr have agreed to be on the ad hoc committee for the next site visits in March.

Meeting between Charlie Knerr, Margaret Ann and me:

Charlie and Margaret Ann attended the AMFTRB annual meeting and had some issues to discuss. Several will be implemented at this meeting with concurrence of Mary Venrick, chair of the board.

- 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.
- Attached are reports from the AMFTRB and ASWB conventions, which have recently been attended. We agreed that reports for each convention should be made in order to gather ideas for future implementation to approve our processes and goals.

Legislation:

Rep. Sears introduced HB-232 on July 17 and it passed in the House on November 6, 2013. I have a call in to the Senate Committee chair for an appointment.

Budget:

The FY 2013 is almost complete with a few bills yet to be received and/or paid. The FY 2014 is progressing well as shown in our reports.

Ohio Administrative Code changes ~ Rules:

Five Year Rule Review – remaining September 2012

The following rules are being filed as no change rules.

Rule #	Title	Comments	PSC
4757-5-08	Standards of ethical practice and professional conduct: payment for services	No changes recommended	All
4757-19-08	Approval of applications for social worker licenses and registration	No changes recommended	SWPSC
4757-99-01	Independent rules	No changes recommended	All

We are working on filing the following rules and need consensus on some changes prior to filing 4757-9-05. We are discussing the certificate requirements with several CE providers including the Ohio Council.

Rule #	Title	Comments	PSC
4757-07-01	Renewal of license or certificate of registration.	Modified to incorporate changes for active duty members and veterans per statute changes to Section 5903.10 & 5903.12	All
4757-09-02	Continuing education requirements for renewal of a professional counselor or a professional clinical counselor.	Modified to accept administrative continuing education hours in light of coming changes in healthcare and insurance regulations.	CPSC
4757-09-05	Approval of continuing professional education programs required for renewal of licenses and certificates of registration issued by the board.	Clarified requirements for continuing education course certificates. Modified to state the NASW continuing education program approvals to be for NASW national and NASW Ohio Chapter only. Modified to more clearly explain post program approvals for continuing education programs.	All
4757-17-01	Counseling supervision.	Modified paragraph (F)(2) to reflect changes from 6 to 3 supervision hours for PCC-S licensees.	CPSC
4757-19-04	Social Worker examination policy.	Changes added that require all initial LSW applicants to take the bachelor's level exam for licensure; and all initial LISW applicants to be eligible to take the clinical or advanced generalist exam once they have completed three fourths of their two years of supervised practice.	SWPSC
4757-25-01	Education requirements for admission to the examination for marriage and family therapist.	Changes the practicum requirement to be congruent with national standards of AAMFT.	MFTPSC
4757-25-04	Requirements for licensure as an independent marriage and family therapist.	Changes requirements to read better and adds that half of the face-to-face client hours are with couples and/or families present to be consistent with AAMFT national standards	MFTPSC
4757-29-01	Marriage and family therapy supervision.	Requires an interim supervision report for MFTs obtaining their supervised practice for the independent license. Establishes an IMFT supervision designation.	MFTPSC

Five Year Rule Review – September 2014

The following rules need to be reviewed for next year and are attached in detail for the PSCs.

Rule #	Rule Title	Date Due	PSC
4757-1-02	Notice of board meetings	9/20/2014	All
4757-1-04	Applications of first licensure	9/20/2014	All
4757-1-05	License fees	9/20/2014	All
4757-1-07	Fines	9/20/2014	All

4757-3-01	Definitions	9/20/2014	All
4757-3-02	Abbreviations and titles	9/20/2014	All
4757-5-10	Standards of ethical practice and professional conduct: reporting unethical actions	6/11/2014	All
4757-5-11	Standards of ethical practice and professional conduct: change of name and/or address	6/11/2014	All
4757-6-01	Reports prepared for court review	9/20/2014	All
4757-6-02	Summary suspension	9/20/2014	All
4757-7-01	Renewal of license or certificate of registration	9/20/2014	All
4757-7-02	Practice with expired license or certificate of registration is prohibited	9/20/2014	All
4757-9-01	CE requirements for renewal of a MFT or IMFT license	9/20/2014	MFT
4757-9-05	Approval of CPE programs required for renewal of licenses issued by the board	9/20/2014	All
4757-9-06	Sources of continuing professional education	9/20/2014	All
4757-11-01	Denial and disciplinary action for licenses or certificates of registration	9/20/2014	All
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	MFT
4757-25-02	Marriage and family therapist examination policy	9/20/2014	MFT
4757-25-03	Requirements for licensure as a marriage and family therapist	9/20/2014	MFT
4757-25-04	Requirements for licensure as an independent marriage and family therapist	9/20/2014	MFT
4757-25-05	Temporary marriage and family therapist license	9/20/2014	MFT
4757-25-06	Endorsement of a marriage and family therapist license	9/20/2014	MFT
4757-25-07	Approval of applications for marriage and family therapist licenses	9/20/2014	MFT
4757-27-01	Scope of practice of a marriage and family therapist	4/10/2014	MFT
4757-27-02	Scope of practice of an independent marriage and family therapist	4/10/2014	MFT
4757-29-01	Marriage and family therapy supervision	4/10/2014	MFT

SAMHSA-HRSA Center for Integrated Health Solutions

The Center of Integrated Health Solutions has a website with volumes of information. The Care Coordination has this information:

Care coordination is the cornerstone of many healthcare redesign efforts, including primary and behavioral healthcare integration. It involves bringing together various providers and information systems to coordinate health services, patient needs, and information to help better achieve the goals of treatment and care. Research shows that care coordination increases efficiency and improves clinical outcomes and patient satisfaction with care.

The site is a reminder that our licensed disciplines will be working in much more collaborative venues in the future. We need to keep these things in mind when reviewing CE programs for approval. The website has a number of free trainings and webinars (nominal fee for CEUs). Here is the site: <http://www.integration.samhsa.gov/about-us>

Here is one of the trainings:

A 5-hour online course for addiction treatment

professionals: <https://www.thedatabank.com/dpg/423/donate.asp?formid=meetb&c=939837> considering work in primary care settings is available for free. CIHS partnered with the ATTC Network and Morehouse's National Primary Care Center to develop this course to educate

providers about the experience and skills needed to succeed in a primary care environment. (CEUs are available for a nominal fee of \$25.

Mindfulness CEs

In an effort to understand when mindfulness is appropriate in a continuing education program, I emailed with Dr. Victoria Kress and have copied an email exchange and a number of research articles on mindfulness. Attached is the email piece and that with research articles is on the meeting material website.

Think Tank Recommends Changes to Boost Telehealth Use

Policymakers should build telehealth training into health care providers' professional development, centralize data collection and include telehealth services in standard patient consent forms the Health Policy Institute of Ohio (HPIO) recommends in a new brief. See attached document.

HB-123 is working its way through the Senate.

ACA Ethics Code Revision is out for Review

Attached is a written response with several sections noted on pages 2 & 3. There is new language on the following that Bill and I think should be reviewed for addition to our ethics rules. Please see attached document. We would appreciate feedback from each committee.

1. **Supervisee-Supervisor Relationships**
2. **Student-Educator Relationships**

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 September.

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
8. How to review CEUs differently in light of the July visits

Sincerely,

James R. Rough
Executive Director



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AGENDA

November 22, 2013

1. Discussion of Agenda
2. Approval of Minutes of September 20, 2013 Board Meeting
3. Executive Director's Report
4. Deputy Director's Report
5. Legal Update
6. Counselor Professional Standards Committee Report
7. Social Work Professional Standards Committee Report
8. Marriage and Family Therapist Professional Standards Committee Report
9. Standing Committee Reports
 - a. Executive Committee
 - b. Continuing Education Committee
 - c. Investigative Liaison Committee
10. Old Business
 - a. Off-site meeting for March 2014
 - b. Rule 4757-9-04 – CEU quality
 - c. ACA ethics changes
11. New Business
 - a. Mindfulness report on board meeting website
12. Chairman Comments



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Also present: Mr. Jim Lockwood, AAG, Ms. Elizabeth Delano, Columbus State Community College, Ms. Bobbie Boyer, Ohio Human Services Training System, Ms. Myrian Rabaste, PC Supervisee, Ms. Julie Arnold, PC Supervisee, Ms. Della Smith, Columbus State Community College.

- I.** Discussion and approval of agenda. Ms. McCloud approved the agenda with modifications, seconded by Dr. Hamm. Carried.
- II.** Ms. Cooper moved to accept the July 19, 2013, 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. The MFTPSC went through the report and instead of Mr. Rough giving a report only specific questions were asked.
2. A vacancy remains on the SWPSC and the MFTPSC. Three board members on the CPSC are up for re-appointment in November of this year.
3. The July site visit went well.

4. Legislation is progressing well. A meeting is scheduled with Rep. Sears to make some last minute amendments that have been vetted with the affected associations.
5. The budget is in good shape even with the extra expenses.
6. Thanked Ms. Adorjan for her help with the rules, it is good to have someone on the staff knowledgeable of some of Mr. Rough's responsibilities.
7. Regulations regarding e-mailing information were reported.
8. The Insurance Navigator issue was resolved without the need of writing a letter. The individual giving the information is liable for the plan or the information they pass on to others.
9. Adding two items to the work plan; peer consultation, viewing continuing education differently after visiting the different sites and understanding what information is actually needed.
10. Reviewed the number of licensees report, the numbers continue to increase.
11. ASWB will pay the expenses of one attendee at the November conference, Ms. Michel will attend. Mr. Rough is requesting to attend or Mr. Warne.

IV. Investigative Report presented by Mr. Hegarty:

Mr. Hegarty reported:

1. An increase in cases, especially in the number of counselor cases. These are not audit cases.
2. The largest number of complaints includes audits and renewals, and then sexual and non-sexual boundary violations. The largest number of complaints in one area are in Columbus.
3. Thanked Ms. Hosom, Ms. Tingle and Ms. Adorjan for their hard work.
4. Counselor license denial hearing in November.

V. Legal Update presented by Mr. Lockwood:

1. The appeal in the Ms. Jill Pritchitt's case was dropped.
2. A motion to dismiss was filed for the Ms. Stacy Scott case.
3. Mr. Rough thanked Mr. Lockwood and Ms. Brunner for their help with statute changes.
4. Mr. Hegarty clarified some questions regarding his report.

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

Ms. Knerr reported:

1. Approved four MFT and two IMFT license applications. Approved two exam requests. Denied one supervision hardship.
2. Drafted a rule to lower the home study hours to fifteen per renewal.
3. Made changes to the license application changing “arrested” and “charged” to “convicted”.
4. Discussed the supervision form.
5. Ms. Adorjan is working on a new board member training manual.
6. Discussed 4757-5-02 paragraph (G), cultural competency. JCARR stated the reference to NASW cannot be used for counselors and marriage & family therapists. The Board will look at this for future rule changes.
7. Ms. Venrick questioned the change to lower the home study hours to fifteen. Ms. McCloud stated due to more availability of courses for MFT’s and for consistency.

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

Ms. Cooper reported:

1. A hearing was scheduled but the individual did not show.
2. Discussed Peer Consultation and CEU’s being awarded.
3. Approved one consent agreement.
4. Four Goldman Hearing’s, approved three and denied one.
5. Discussed CACREP and changes.
6. Discussion on the wording when denying continuing education.
7. Approved one-hundred and sixteen PC’s, sixty-six PCC’s, six-hundred and eighty-four CT’s and mailed one-hundred and fifty-three exam packets.

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

Mr. Brady reported:

1. Approved one-hundred and thirty-six LISW’s, four-hundred and thirty-five LSW’s. There are currently eight thousand and forty-four LISW’s and sixteen thousand five-hundred LSW’s.
2. Closed cases, approved a hearing officer report and a consent agreement. One Goldman hearing.
3. Reviewed correspondence.
4. Discussed supervision and the law.
5. Ms. Michel added that discussion took place on lowering the number of home study CEU’s that could be completed per renewal. Also discussed NASW National, NASW Ohio Chapter and the Board agreeing on the decision of approving continuing education. The

current issue occurring is NASW approving a program that the Board denies.

6. Ms. Brunner added a license expired for seven years needs to re-take the licensure exam.
7. Mr. Brady moved to send two people to the ASWB conference in November, Ms. Michel and a staff member. Ms. Knerr seconded. Carried.

IX. Committee Reports

Executive Committee

Reported in Mr. Rough's report.

CEU Committee – Dr. Jungers

A report on the number of failed audits and reasons was given by Ms. Broome. The biggest issue is licensees renewing without completing all thirty hours or no approval number on the certificate. Various problems of information not being completed on the certificates.

Discussed the quality of home study programs, peer review, citation being required or referenced. Also discussed lowering the number of CEU's completed through home study.

Investigations Ad Hoc Committee – Mr. Hegarty

Worked on a monitoring contract, Ms. Adorjan worked on getting feedback and creating a template of a contract. An effort is being made to improve the system. Ms. Adorjan will draft a template and e-mail to the liaisons.

X. Old Business:

1. The NASW conference conflicts with the November board meeting dates. SWPSC is going to attend the keynote presentation on Thursday November 21, 2013, and extends an invite to everyone to attend.
2. Ms. Knerr suggested going one day in March of next year for the off-site visit, discuss the outcome at the May meeting and then spend one day of the July meeting off site.
3. Mr. Rough suggested one person from each committee get together and make the decisions of where to visit and to make the visit local. That person then needs to start e-mailing the information to the various sites and setting the plans in motion.

4. Mr. Rough stated if one committee wants to make changes to add the change to the agenda for the full board meeting so it can be discussed.
5. 4757-9-04 will be worked on and submitted to JCARR.
6. A discussion took place on the boundaries involving faculty and students, the issue if the faculty member is licensed or not and the authority of the Board. ACA puts the responsibility on the school. Mr. Rough will talk to OACES.

XI. New Business:

1. None

Ms. Cooper commented on the good idea of Mr. Rough cross-training the staff in case he were to retire early due to health concerns. Wished everyone a Good Fall.

XII. Adjourned: 2:15 PM

Mary Venrick, PC, Board Chair

Report from annual AMFTRB meeting in Portland, Oregon:

October 15-16, 2013

Attendees: Charlie Knerr, Board member

Margaret-Ann Adorjan, MFT Coordinator

State Delegate Reports

- 19 states represented: MN, NV, OH, NC, SC, AL, MS, LA, TX, DE, VT, KY, ID, ND, SD, OK, AR, NE, OR
- Violations between the states are similar (boundary violations, many custody cases)
- Several states now require a jurisprudence examination (like our Laws & Rules exam)
- Most southern states including Mississippi, Louisiana, Alabama and Texas received pressure from their state legislatures to create an endorsement rule to ease licensing requirements for military members and their families

Educational programs

- Since last year's meeting, Northcentral University and Capella have become COAMFTE accredited.

Annual Report on Examination by ProExam

- Statistics for the examination show that candidates that prepare less than 50 hours do the best on the examination
- The spring window consistently has the highest volume of candidates
- The exam has witnessed steady annual growth
- The top 4 states with the most candidates testing are: TX, MN, FL, & NC The primary
- The examination will be undergoing changes in the next year including the addition of a Sixth domain which will be rolled out in the 2014 window
- Questions regarding the DSM-5 will not appear on the exam until 2015
- A new score reporting and online application system will be implemented in the near future; state boards will be notified in advance

Continuing Education

- Conscious Competency
 - How does this model inform regulatory practice?
 - Entry level and beyond (continuing education)

- Disciplinary issues
- How do we assess and maintain competency of licensees, especially regarding new and updated info in field, such as social media, DSM-5, etc.?
 - Concept of learning modules was presented
 - *Perhaps every two year renewal period, 1 module is required.*
 - *CEU Committee could decide in what area*
 - *Could include a continually updated version of the laws and rules exam*

Discipline

- Top 5 most common infractions
 - Failure to obtain required CEUs
 - Dual relationship, sexual and non-sexual; documentation
 - Practicing without a license; felony arrest
 - Substance abuse; unprofessional conduct
 - Misrepresentation on license application
- Sanctions imposed range from revocation to suspension to fines and CEUs
- On-going background checks, usually with renewal or a set timeframe, i.e. every 5 years
 - *Is this possible with our Board? And if so, how would we implement this with staffing and online renewal process?*

Presentations/Special Topics in Regulatory Trends

E-Therapy

- Presentation by a Telehealth organization
- Implications regarding web-based therapy services
- Delegates acknowledged that this is happening and/or will be happening more in the future
- Only a handful of states, including Ohio, have rules in place regarding the regulation of e-therapy type services
 - Arkansas has added an e-therapy designation, similar to supervision, whereby a licensee has to be trained in ethics that pertain to e-therapy and only those with the designation may provide these services

Social Media

- With the increase of social media in terms of Facebook, Twitter, websites, texting, etc., regulatory boards are searching for a way to stay abreast of the emerging technologies and their impact on ethical issues concerning licensees.

- Ethical breaches related to social media will most likely fall under boundary violations.
- *Should this Board consider a revision to an existing ethics rule or initiate a new rule that speaks to social media, specifically?*

Board Functioning

- Reminded of board code of conduct
 - Giving 8 hours; starting at 9 am sharp and ending on Thursday at 5 pm; anything sooner is a bonus
- The consensus at this Conference is that it takes 2 years to learn the job of a regulatory board member
 - What are the implications for that?
 - New Board member training
 - The Friday afternoon after their first full board meeting, they can meet with staff to go over training packet and presentation, debrief and clarify any questions
- Conference protocol
 - Anyone attending any meeting paid for by the board should report back to the board at the next meeting
 - This document can serve as a model template to include the following areas:
 - State delegate reports; educational programs; examination; continuing education; discipline; presentations/special topics; board functioning
 - These reports will then fuel our work throughout the year but also our annual planning meeting
 - Certain conferences are worth attending every year, others every other year.
 - In regard to the MFTPSC:
 - The MFT Coordinator should attend AMFTRB every year with a Board member joining her as able.

Respectfully submitted,

Margaret-Ann Adorjan & Charlie Knerr

Report from annual ASWB meeting in Nashville:
November 7-9, 2013
Attendee: Jim Rough

State Delegate Reports: Many issues are the same as we have experienced and many are repeats from prior years.

- Electronic practice is an issue for most – ASWB at the Spring meeting had a presentation with a PPT that I hope to get for sharing with committees on details of electronic therapy issues to address.
- Indiana’s governor has asked all boards to remove barriers to licensure
- Tennessee has an opt-in or opt-out for electronic notification for renewals and other contact.
- Minnesota has had a series of articles about nursing board failure to complete investigations promptly and is printed in Sunday paper above the fold on the first page. Creating stress for all boards due to reactions.
- Many states made change for veterans similar to ours
- Ontario has had the continuing competency requirement for five years now and they are working on evaluating the process.
- Massachusetts is working on quality of CE programs by auditing a number of them. They collect school codes and pictures as part of their application.
- Michigan is adding a clinical content requirement to their CE rules

Educational programs:

- The welcome by the Doctor who is the head of the Health department in Tennessee raised some excellent points.
 1. How can we be pro-active and establish a confidential peer review and assure “right” action
 2. With the changes to a team approach for practice focused on the whole individual how do we integrate that into how we regulate?
 3. How do we know we are doing what we want to do?
- I presented our laws and rules exam live on the website to show the administrative side and users side. I offered the software to the other boards and had some takers.
- The administrators are working on a generic supervision documentation form, which they will share after it is sent out for comment.
- ASWB IT person talked about the HHS National Practitioner Data Bank and changes to the process. We are doing our own now; Tracey enters our data and sends a copy to ASWB. They maintain a database that we check, but only 30 or so boards are entering data. No board represented was using the NPDB to query for applicants.

Annual Report on Examination:

This was limited due to a change to a new contract with a vendor for exam overview from a psychometric point of view. Set a record for number of exams and sales of practice exams and other materials. Their online applications for exams are growing past 80%. Changed their

incoming calls to all be routed through their call center and employees trained to answer most questions raised. DSM-5 will be in exam after 1/1/2015, but they have not figured out how to pre-test questions since they cannot ask DSM-5 questions prior to that.

They presented a detailed report in executive session that provided proof of validity and reliability of the exam. Very few advanced generalist exams are taken.

Continuing Education:

- The ACE Committee at ASWB is working on quality of CE programs that are text based.

ASWB Annual Meeting:

Much of the meeting was consumed by annual reports and elections. ASSWB has a new executive director and many new staff members.

- ASWB has three Big Hairy Aggravating Goals
 1. Achieve licensure mobility for social workers across jurisdictions
 2. Develop processes to verify continued competence across jurisdictions
 3. Increase consistency of regulations across jurisdictions
- Strategic plan was presented, which currently is a well-developed mapping of areas without levels of detail. The strategic initiatives and strategic objectives are laid out. See attached.
- Financial report shows the association is in great economic shape.
- The new executive director is passionate and a forward thinking and acting leader. I think we will continue to see great things from ASWB.
- A report from the CAC meeting, association of public members of licensing boards, was given. The big take away was a push for all licensees to be able to work within their full scope of practice without limitations by other practitioners. They also wanted to see the minimum data sets established in order to have tools to strategize providing care to remote areas of America.

*****DRAFT - NOT FOR FILING*****

4757-9-04 Clock hours for continuing professional education.

A "clock hour" is sixty minutes spent in a program meeting the requirements for renewal of a license or certificate of registration issued by the board. Clock hours exclude refreshment breaks, receptions and other social gatherings, and meals that do not include an acceptable program.

- (A) Fifteen clock hours ~~will~~may be granted for one academic semester hour of qualifying coursework per rule 4757-9-06 of the Administrative Code. Ten clock hours ~~will~~may be granted for one academic quarter hour of qualifying coursework per rule 4757-9-06 of the Administrative Code.
- (B) ~~Ten~~Up to ten clock hours ~~will~~may be granted for a journal article qualifying under rule 4757-9-06 of the Administrative Code. ~~Thirty~~Up to thirty clock hours ~~will~~may be granted for a book qualifying under rule 4757-9-06 of the Administrative Code.
- (C) Credit may be awarded for first time presentations at the rate of one and one-half hours for every hour of the actual, board approved, presentation, up to ten hours per renewal period of qualifying presentations per rule 4757-9-06 of the Administrative Code.
- (D) The number of clock hours granted for a program offered by an approved provider will be determined by the definition of clock hour in this rule.

(E) Effective 1/1/2015, distance learning courses, that are text based reading courses, shall meet the following requirements:

(1) Content of courses shall meet the following:

(a) Published research in peer-reviewed journals or from academic publishing houses (e.g., Sage, Guilford, Springer) with citations to support the theories and treatments discussed;

(b) Appropriate government published documents or which includes, but is not limited to, center for disease control, national institute for health, and substance abuse and mental health services administration; or

(c) Training that is practice-informed rather than research-informed, based on individual practice experience as long as the presenter clearly states that content is based on his or her experience and includes references to published research in peer-reviewed journals and/or from academic publishing houses (e.g., Sage, Guilford, Springer) and/or government documents with citations to support the theories and treatments discussed.

(2) Courses need to be updated at least every five years to reflect current research and treatment practices and/or newer government document sources. Sources from seminal works or works of historical importance to the profession are clearly still valid, but newer research may broaden and/or deepen the material.

(3) The board shall have a random selection of courses audited by experienced licensed professionals, who are not board members, to review the content as to the referenced material and hours awarded for those programs.

(a) Results of those audits may result in discussions with the individual or company as to changes of future offerings and how to treat existing offerings that do not meet the standards as noted in the reviews.

*****DRAFT - NOT FOR FILING*****

(b) If the audit reveals changes that should be made in course content or hours awarded, the provider shall be given a copy of the resulting audit;

(c) If the provider does not agree with the audit, a notice for hearing per Chapter 119 of the Revised Code shall be issued by the Board;

(d) If the provider agrees with the audit results or the board prevails following a hearing, the provider shall be allowed to continue offering the course or courses until the end of the two-year cycle anticipated by the publisher, which shall be stated on the publisher's information page of their course documents; and

(e) Should the final results of an audit be presented to a provider that operates on a two year publishing cycle that publisher shall make corrections on the next published continuing education documents. If the publisher is within a six (6) months period prior to the beginning of a new two (2) year publishing cycle, for which the provider is approved to offer continuing education, the changes in course content or credit hours awarded will not be effective until the end of the next full two (2) year publishing cycle.

~~(E)~~(F) Counselors and marriage and family therapists may earn up to fifteen hours of continuing professional education per renewal period in distance learning credit as defined in paragraph (A)(11) of rule 4757-9-06 of the Administrative Code. Social workers ~~and marriage and family therapists~~ may earn all hours of continuing professional education per renewal period in distance learning credit as defined in paragraph (A)(11) of rule 4757-9-06 of the Administrative Code.

~~(F)~~(G) Counselors, social workers and marriage and family therapists may use up to twelve hours from the prior renewal period for their current renewal, only if they had an excess of hours over thirty hours from the immediate prior renewal. This practice is known as "banking" continuing education hours (CEUs). For example, a licensee earned forty-two hours of CEUs from May 20, 2007 to May 20, 2009. That licensee may use up to twelve hours of CEUs from the May 20, 2009 renewal toward the renewal due in May 20, 2011. If audited, the licensee shall provide proof of at least sixty total hours: forty-two hours of CEUs (or thirty plus whatever number are being banked) from May 20, 2007 to May 20, 2009; and at least eighteen CEUs (or the remainder needed to equal a total of thirty hours) from May 20, 2009 through May 20, 2011.

- (1) Hours earned as a professional counselor may not be banked to renew a professional clinical counselor license.
- (2) Hours earned as a social worker assistant may not be banked to renew a social worker license.
- (3) Hours earned as a social worker may not be banked to renew an independent social worker license.
- (4) Hours earned as a marriage and family therapist may not be banked to renew an independent marriage and family therapist license.

Five Year Rule Review – 9/20/2014

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. Also added text boxes next to items needing input from professional standards committees.

Rule	Rule Title	Date Due	PSC
4757-1-02	Notice of board meetings	9/20/2014	All
4757-1-04	Applications of first licensure	9/20/2014	All
4757-1-05	License fees	9/20/2014	All
4757-1-07	Fines	9/20/2014	All
4757-3-01	Definitions	9/20/2014	All
4757-3-02	Abbreviations and titles	9/20/2014	All
4757-5-10	Standards of ethical practice and professional conduct: reporting unethical actions	6/11/2014	All
4757-5-11	Standards of ethical practice and professional conduct: change of name and/or address	6/11/2014	All
4757-6-01	Reports prepared for court review	9/20/2014	All
4757-6-02	Summary suspension	9/20/2014	All
4757-7-01	Renewal of license or certificate of registration	9/20/2014	All
4757-7-02	Practice with expired license or certificate of registration is prohibited	9/20/2014	All
4757-9-01	CE requirements for renewal of a MFT or IMFT license	9/20/2014	MFT
4757-9-05	Approval of CPE programs required for renewal of licenses issued by the board	9/20/2014	All
4757-9-06	Sources of continuing professional education	9/20/2014	All
4757-11-01	Denial and disciplinary action for licenses or certificates of registration	9/20/2014	All
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	MFT
4757-25-02	Marriage and family therapist examination policy	9/20/2014	MFT
4757-25-03	Requirements for licensure as a marriage and family therapist	9/20/2014	MFT
4757-25-04	Requirements for licensure as an independent marriage and family therapist	9/20/2014	MFT
4757-25-05	Temporary marriage and family therapist license	9/20/2014	MFT
4757-25-06	Endorsement of a marriage and family therapist license	9/20/2014	MFT
4757-25-07	Approval of applications for marriage and family therapist licenses	9/20/2014	MFT
4757-27-01	Scope of practice of a marriage and family therapist	4/10/2014	MFT
4757-27-02	Scope of practice of an independent marriage and family therapist	4/10/2014	MFT
4757-29-01	Marriage and family therapy supervision	4/10/2014	MFT

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.

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- (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 web site <http://cswmft.ohio.gov>.

(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

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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.
- (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

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 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 [per rule 4757-1-05 of the Administrative Code](#).

(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.

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- (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.
 - (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 arrested, charged or convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for 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 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 one year prior to [the date of](#) 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~~ [Criminal Records Checks - BCII & FBI](#)".

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- (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 required forms for submission of ink rolled fingerprints. The bureau of criminal identification and investigation has suggested using [corn huskers](#) ~~cornhuskers~~ 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. [This process will be quicker and more convenient, if the applicant can wait 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. [Should the board receive the result from the bureau of criminal identification and](#)

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[investigation via server download, individual reports shall be sent to an applicant with the results on board letterhead stating the results received. Should the applicant need a bureau of criminal identification and investigation letterhead report, they will have to apply to that bureau for a copy.](#)

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](#), [4757.16](#)

Prior Effective Dates: Eff 6/11/85 (Emer.), 9/19/85 (Emer.), 12/19/85, 7/3/97, 9/20/02, 4/10/04, 9/20/07, 11/2/08

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.

Perhaps we should change this to **\$5**, we have few CEUs for our online laws & rules exam.

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(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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Prior Effective Dates: 6/11/85 (Emer.), 9/19/85 (Emer.), 12/19/85, 7/3/97, 9/20/02, 4/10/04, 1/1/06, 10/18/09

We have not used this rule and need to rethink how it may be applied in the future

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.~~

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~~(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;~~
 - ~~(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)~~(A) 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 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)~~(B) Failure to respond to the continuing education audit standard consent agreement terms are:

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- (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)~~(C) 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.

- (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.

Effective: 04/01/2011

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

Promulgated Under: [119.03](#)

Five Year Rule Review – 9/20/2014

Statutory Authority: [4757.10](#), [4757.31](#)

Rule Amplifies: [4757.10](#), [4757.31](#)

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 set forth in section [4745.01](#) ~~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 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, [social work Trainee or counselor trainee](#) 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.

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(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 [field education](#), practicum and/or internship experiences taken as part of an educational program; that 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 [as delineated in rule 4757-1-05 of the Administrative Code](#).

(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

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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-psycho 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.

(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.

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- (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.
 - (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 [\(F\)](#) ~~(E)~~ 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 [\(F\)](#) ~~(E)~~ 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 [\(E\)](#) ~~(D)~~ 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 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

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completed the three thousand hours and two calendar years required for the professional clinical counselor license.

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

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

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

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

(EE) "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

Should this be peer consultation or add a separate definition for that?

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

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Rule Amplifies: [4757.10](#), [4757.22](#), [4757.23](#), [4757.27](#), [4757.28](#), [4757.29](#), [4757.30](#)

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

(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.

Should we delete the periods?

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(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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Rule Amplifies: [4757.01](#), [4757.10](#)

Prior Effective Dates: 12/19/85, 7/3/97, 9/20/02, 4/10/04, 11/4/06, 11/8/07

[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."

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

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Statute 5123.61 still uses the term
mental retardation.

[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 [contact](#) 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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Prior Effective Dates: 9/19/85 (Emer.), 12/19/85, 5/22/86, 6/11/95 (Emer.), 7/3/97, 8/2/01, 9/20/02, 4/10/04, 1/1/06, 11/8/07

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 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 a ~~either the~~ counselor, social worker, marriage and/or 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.

(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's, social worker's, or marriage and family therapist's objectivity. This should not preclude a counselor, social worker, or marriage and

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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~~ shall 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~~ shall adhere to the requirements regarding confidentiality as outlined in paragraph (B)(4) of rule [4757-5-02](#) ~~4757-5-01~~ of the Administrative Code.

(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 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.

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(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 (1) of rule 4757-5-09~~ ~~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

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 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 [4757.36](#) ~~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

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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

[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 [for social worker assistant](#).

(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 with an user identification and password. 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 a renewal application or updating the address. 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 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 [except for those hours being banked under paragraph \(F\) of rule 4757-9-04 of the Administrative Code](#).
- (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,

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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 [per paragraph \(B\) of rule 4757-9-03 of the Administrative Code](#).
- (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.

(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 [\(G\) ~~\(C\)~~](#) 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) 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) 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.

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- (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.
- (6) 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.

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: 5/22/86, 7/3/97, 2/9/98, 9/20/02, 4/10/04, 1/10/08, 11/2/08

[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

[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.

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.

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 day's ~~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 abilities ~~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 accredited educational institution;
- (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,

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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.

(13) "Webinar" means a presentation, lecture, workshop or seminar that is transmitted over the internet. Webinars must be live and offer full participation between audience and the presenter to count as live hours not as distance learning.

(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 ~~(G)(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, a college course, 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 ~~(G)(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:

- (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.

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- (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 ~~(G)(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 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 ~~(G)(E)~~ 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 ~~(G)(F)~~ of rule [4757-9-05](#) of the Administrative Code.

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

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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

[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.](#)

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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 [provide professional disclosure statements to clients in order 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, [social worker trainee](#), 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~~ [When](#) 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~~ When 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~~ When a 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.
- (21) Failure to adhere to any conditions set forth in a board approved adjudication order or consent agreement.

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(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

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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

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

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(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.

Effective: 10/18/2009

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

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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

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

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- include but are not limited to: human development, 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) Minimum of two semesters or three quarters, twelve months, supervised clinical practicum with ~~three~~ five hundred hours of direct contact with individuals, couples, and families and one hundred hours of supervision.
- (ii) ~~Fifty per cent of the three hundred hours~~ Two hundred fifty hours of the five hundred hours of direct client contact shall be with couples and/or families present.
- (iii) The clinical practicum experience must be under the supervision of an independently licensed marriage and family therapist with supervision designation, an AAMFT approved supervisor, or an AAMFT supervisor candidate. If one is unavailable, a request for exception due to hardship shall be made in writing to the board. Said supervisor 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 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.
- ~~(iii)~~(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) 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 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) ~~shall have met all of the conditions specified in paragraphs (A)(1) to (A)(4) of this rule~~ are recognized as meeting the requirements for a graduate degree in marriage and family therapy.

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(6) Programs not accredited by the "Commission On Accreditation Of Marriage And Family Therapy Education" (COAMFTE) listed in paragraph (A)(5) of this rule shall be submitted to this board for approval as meeting the educational requirements for admission to the examination for the marriage and family therapy license. Program approval may be obtained by 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

[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 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.

(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.

[\(3\) Possible language regarding length of time applicant has to take exam once approved before eligibility expires and applicant has to re-apply, etc.?? Or possible language that](#)

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sets a length of time before an exam score expires when the applicant has not gotten licensed? (social worker exam scores never expire; counselor exam scores expire after 2 years if the applicant doesn't get licensed)

(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

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

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

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

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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 applicant shall meet the following requirements:

(1) ~~The experience shall include a minimum of one thousand hours of documented client contact in~~ Complete at least two calendar years of supervised training while engaged in the practice of marriage and family therapy.

(2) The two years of supervised training must include two hundred hours of face-to-face supervision while completing a minimum of one thousand hours of documented client contact in marriage and family therapy. ~~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.

(4) Of the required one thousand hours of client contact, a minimum of five hundred hours shall be with couples and/or families present.

(5) The training supervision shall be performed by a supervisor whose training and experience meet the standards established in paragraph (C) of rule [4757-29-01](#) of the Administrative Code.

(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

[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 after the temporary license has been issued.

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(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

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 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 accredited institution. And the applicant has earned substantially equivalent marriage and family therapy coursework from an appropriately accredited institution subsequent to that 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;

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- (3) 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) 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) Whether the applicant has passed a state marriage and family therapist exam that is substantially similar to Ohio's examination;
- (6) Whether the applicant's license is currently in good standing in another jurisdiction and whether applicant has been disciplined in another jurisdiction; and
- (7) 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

[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 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 supervised by a supervisor that meets paragraph (C)(1) of rule [4757-29-01](#) of the Administrative Code.
 - (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.

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- (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 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](#)

[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, 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:

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- (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](#)

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 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](#)

Five Year Rule Review – 9/20/2014

Statutory Authority: [4757.10](#)

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

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 rule [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 the 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. 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) 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;
- (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~~

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- professional clinical counselor with supervision designation, an independent social worker with supervision designation, psychologist or psychiatrist;
- (b) A An Ohio licensed independent marriage and family therapist with supervision designation. ~~three years post degree experience in the field of marriage and family therapy;~~
- (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 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.~~
- (5) ~~Individuals in the process of completing the supervised experience required for independent 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 as a marriage and family therapist or hold a temporary license as a marriage and family therapist.~~
- (6)(4) Supervised marriage and family therapist experience obtained out of state may count toward the supervised experience requirement. Applicants shall request this 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 paragraph (C)(1)(a) or (C)(1)(b) of this rule and 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.
- (7)(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 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.
- (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).

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(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 shall 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 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 each license renewal period.

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

I asked Vicki Kress for some help to understand mindfulness and when it is appropriate and when it is not for CEUs. Attached is an email and a number of research articles. Note she mentions 100s if not 1000s of research articles on mindfulness exist. See second page email for discussion of appropriate use of mindfulness.

Rough, Jim

Use
Bookmarks to
find articles by
title

Attachments:

Victoria Kress <victoriaekress@gmail.com>
Thursday, October 31, 2013 7:49 AM
Rough, Jim
BINGO!
44921246.pdf; 78296866.pdf; 78296868.pdf; 78296869.pdf; 78296870.pdf;
78296871.pdf; 84696464.pdf

So you got me thinking a lot about mindfulness and I thought, "hmmm, I'd like to do an overview article for JCD on this." It is needed. So I went to the literature and found this- already been done! Rats?! also, JMHC (I used to be an associate editor for the, v. practitioner oriented journal) did an entire ISSUE on it last year! One of the articles even talks about competencies counselors need related to the subject. I also found a counseling psychology overview article on it. There are 102 articles that came up when I put in counseling and mindfulness. Over 1 K with just mindfulness. :0)

Vicki

On Thu, Oct 31, 2013 at 7:16 AM, Rough, Jim <Jim.Rough@cswb.state.oh.us> wrote:

Thanks Vicki!

James R. Rough

Executive Director

Counselor, Social Worker & Marriage and Family Therapist Board

50 West Broad Street, Suite 1075

Columbus, Ohio 43215-5919

[614-752-5161](tel:6147525161)

The Board is always interested in customer service comments; please email me or go to http://www.surveymonkey.com/s.aspx?sm=I5sl_2bfBZOYrW84FjUBR87A_3d_3d

If you have received this email in error please notify me at jim.rough@cswb.state.oh.us or the board's general email at cswmft.info@cswb.state.oh.us. Please note that any views or opinions presented in this email represent those of the Board to the best of the sender's knowledge unless otherwise stated as a personal opinion.

Rough, Jim

From: Victoria Kress <victoriaekress@gmail.com>
Sent: Thursday, October 31, 2013 12:35 PM
To: Rough, Jim
Subject: Re: TR - BINGO!
Attachments: Traumatic Grief Kids MS.pdf

Let me know if you ever need anything else specific to mindfulness and treating a certain disorder! I am after all a researcher :0) This is kind of what I do all day! :0)

Oh, too, I forgot to mention I did a search of dance/movement and art therapy in treating trauma/PTSD and while some anecdotal/case studies came up, there is no research to support the use of those approaches per se in treating trauma.

That supports what I was saying about how they can't be used as standalone therapies- e.g., "Dance/Movement Therapy to Treat Trauma". I would argue that it would be unethical- not up to standards of care/practice- to do so.. but, a big BUT, they can be used as vehicles for applying the treatment principles of EBPs.

I am attaching an article I co-wrote with a student in which we apply an EBP- TFCBT- to working with children who have experienced traumatic grief. You will see that the whole article focuses on using creative/expressive arts interventions. BUT they are all grounded in the EBP. So the case conceptualization, treatment plan, and the integrated application of interventions are based on an TFCBT, and the creative interventions are used as vehicles or modalities for achieving the treatment goals.. Does that make sense?

On Thu, Oct 31, 2013 at 12:06 PM, Rough, Jim <Jim.Rough@cswb.state.oh.us> wrote:

Wow, Just what I needed!

James R. Rough

Executive Director

Counselor, Social Worker & Marriage and Family Therapist Board

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[614-752-5161](tel:6147525161)

Think Tank Recommends Changes to Boost Telehealth Use

Policymakers should build telehealth training into health care providers' professional development, centralize data collection and include telehealth services in standard patient consent forms, the Health Policy Institute of Ohio (HPIO) recommends in a new brief.

The think tank drew those and other recommendations from discussions at a summer summit it convened to address barriers to greater use of telehealth. HPIO sees promise in telehealth for increasing access to care, particularly specialty services, and improving care coordination.

"Ohio has potential to be a national leader in telehealth adoption. However, a number of policy, regulatory and practice challenges have hampered implementation of telehealth across the state. Efforts to navigate these challenges have been fragmented and slow moving," the brief states, explaining the motivation to call a summit to "educate, mobilize and unify stakeholders."

As in many health policy discussions, reimbursement drew significant focus at the summit, HPIO notes. The brief says that issue should eventually become moot with the move away from fee-for-service health care delivery, but in the short term payment policies are necessary within the fee-for-service system to sustain current efforts and encourage further innovation. For that reason, summit discussions focused on communicating the value derived from telehealth versus its upfront costs, and the need for payers and providers to directly communicate.

For establishing the value of telehealth, the brief also urges projects to explore when and how telehealth works best. "Stakeholders were clear that telehealth is not a 'one size fits all' solution. Technology applied in one area may not work in another, and further research needs to be conducted on how different delivery models can be applied to different services," the brief states.

Among the recommendations from the summit are the following:

- Include telehealth in education and training of providers and increase the number of continuing education classes on telehealth.
- Explore requiring certain training for telehealth providers.
- Explore the feasibility of collecting telehealth outcome data in one place, with data available to payers, purchasers and policymakers.
- Seek guidance from provider licensing agencies on their licensees' roles in telehealth.
- Explore standardizing patient consent forms to include telehealth consent.
- Encourage communication among providers, payers and purchasers on paying for telehealth and conducting pilot projects, to encourage common goals.
- Ensure documentation of telehealth visits at both the patient and provider sites.
- Develop a statewide tool to identify providers engaged in telehealth.

HPIO's telehealth brief is available at <http://www.healthpolicyohio.org/resources/tools/telehealth-resources.php> .

CSW - # of Cred by Prefix and Status		
Report generated on 11/1/2013 at 9:05:03 AM		
Prefix	Credential Status	Count
C	ACTIVE	5750
C	ACTIVE IN RENEWAL	141
C	ACTIVE IN RENEWAL - CE PENDING	2
C	ACTIVE IN RENEWAL - PAID	19
C	Application Incomplete	88
C	DECEASED	21
C	DENIED	121
C	EXAM PENDING	892
C	EXPIRED	9201
C	FAILED TO RENEW	401
C	FAILED TO RENEW - PAID	4
C	LAPSED	8
C	NEVER LICENSED	422
C	PENDING	521
C	REVOKED	8
C	SURRENDERED	1
C	Surrendered in Lieu of Discipline	10
C	SUSPENDED	5
C	UPGRADE	7074
Credential Prefix Totals		24689
E	ACTIVE	4733
E	ACTIVE IN RENEWAL	209
E	ACTIVE IN RENEWAL - PAID	29
E	Application Incomplete	70
E	DECEASED	34
E	DENIED	9
E	EXAM PENDING	597
E	EXPIRED	1365
E	FAILED TO RENEW	218
E	FAILED TO RENEW - PAID	1
E	NEVER LICENSED	40
E	PENDING	31
E	REVOKED	14
E	Surrendered in Lieu of Discipline	9
E	SUSPENDED	6
E	UPGRADE	930
Credential Prefix Totals		8295
F	ACTIVE	201
F	ACTIVE IN RENEWAL	3
F	ACTIVE IN RENEWAL - PAID	1
F	Application Incomplete	10
F	DECEASED	4
F	DENIED	1
F	EXAM PENDING	4
F	EXPIRED	36
F	FAILED TO RENEW	18
F	NEVER LICENSED	5
F	PENDING	11
Credential Prefix Totals		294
I	ACTIVE	7738
I	ACTIVE IN RENEWAL	283
I	ACTIVE IN RENEWAL - PAID	53
I	DECEASED	59
I	DENIED	3
I	EXPIRED	4013
I	FAILED TO RENEW	429
I	FAILED TO RENEW - PAID	3
I	NEVER LICENSED	206
I	PENDING	213
I	REVOKED	14
I	SURRENDERED	1
I	Surrendered in Lieu of Discipline	6
I	SUSPENDED	4

11/1/2013

CSW - # of Active Cred by Prefix and Stat			
Report generated on 11/1/2013 at 9:06:23 AM			
Prefix	Subcat	Credential Status	Count
C		ACTIVE	3564
C		ACTIVE IN RENEWAL	135
C		ACTIVE IN RENEWAL - PAID	19
C		FAILED TO RENEW - PAID	3
C	CR	ACTIVE	1070
C	PROV	ACTIVE	5
C	SUPV	ACTIVE	269
C	SUPV	ACTIVE IN RENEWAL	6
C	TRNE	ACTIVE	591
PC (no CR or CT)			4001
E		ACTIVE	1991
E		ACTIVE IN RENEWAL	111
E		ACTIVE IN RENEWAL - PAID	15
E		FAILED TO RENEW - PAID	1
E	SUPV	ACTIVE	2736
E	SUPV	ACTIVE IN RENEWAL	98
E	SUPV	ACTIVE IN RENEWAL - PAID	14
PCC			4966
F		ACTIVE	201
F		ACTIVE IN RENEWAL	3
F		ACTIVE IN RENEWAL - PAID	1
IMFT			205
I		ACTIVE	2649
I		ACTIVE IN RENEWAL	97
I		ACTIVE IN RENEWAL - PAID	19
I		FAILED TO RENEW - PAID	1
I	SUPV	ACTIVE	5086
I	SUPV	ACTIVE IN RENEWAL	186
I	SUPV	ACTIVE IN RENEWAL - PAID	34
I	SUPV	FAILED TO RENEW - PAID	2
LISW			8074
M		ACTIVE	121
M		ACTIVE IN RENEWAL	9
M		ACTIVE IN RENEWAL - PAID	1
M	TEMP	ACTIVE	1
MFT			132
S		ACTIVE	15300
S		ACTIVE IN RENEWAL	707
S		ACTIVE IN RENEWAL - PAID	126
S		FAILED TO RENEW - PAID	3
S	TEMP	ACTIVE	2
S	TRNE	ACTIVE	486
LSW (no SWT)			16138
W		ACTIVE	543
W		ACTIVE IN RENEWAL	31
W		ACTIVE IN RENEWAL - PAID	3
W		FAILED TO RENEW - PAID	1
SWA			578
Total			34094

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	UPGRADE	5829
Credential Prefix Totals		18854
M	ACTIVE	123
M	ACTIVE IN RENEWAL	9
M	ACTIVE IN RENEWAL - PAID	1
M	Application Incomplete	38
M	DECEASED	2
M	DENIED	12
M	EXAM PENDING	57
M	EXPIRED	21
M	FAILED TO RENEW	6
M	NEVER LICENSED	30
M	PENDING	18
M	UPGRADE	43
Credential Prefix Totals		360
R	EXPIRED	523
R	REVOKED	2
Credential Prefix Totals		525
S	ACTIVE	15811
S	ACTIVE IN RENEWAL	709
S	ACTIVE IN RENEWAL - CE PENDING	1
S	ACTIVE IN RENEWAL - INCOMPLETE	1
S	ACTIVE IN RENEWAL - PAID	126
S	DECEASED	69
S	DENIED	77
S	EXPIRED	20887
S	FAILED TO RENEW	1266
S	FAILED TO RENEW - PAID	5
S	LAPSED	1
S	NEVER LICENSED	1832
S	PENDING	1241
S	REVOKED	88
S	SURRENDERED	3
S	Surrendered in Lieu of Discipline	28
S	SUSPENDED	10
S	UPGRADE	4342
Credential Prefix Totals		46497
W	ACTIVE	543
W	ACTIVE IN RENEWAL	32
W	ACTIVE IN RENEWAL - PAID	3
W	DECEASED	3
W	DENIED	31
W	EXPIRED	1896
W	FAILED TO RENEW	156
W	FAILED TO RENEW - PAID	1
W	NEVER LICENSED	135
W	PENDING	89
W	REVOKED	16
W	Surrendered in Lieu of Discipline	3
W	SUSPENDED	1
W	UPGRADE	177
Credential Prefix Totals		3086
Grand Totals		102600

Budget CSWMFT Board

FY 2013 & FY 2014

11/1/2013

Fund Code	Account	ALI	Dept	Period	Budget	Expense	Encumber	Available Budget*	% Available	Appropriation FY2013
4K90	500	899609	CSW	2013Q1	\$ 256,889.51	\$ 256,889.51	\$ -	\$ -	0	\$ 256,889.51
4K90	500	899609	CSW	2013Q2	\$ 220,445.24	\$ 220,445.24	\$ -	\$ -	0	\$ 220,445.24
4K90	500	899609	CSW	2013Q3	\$ 256,784.15	\$ 256,784.15	\$ -	\$ -	0	\$ 256,784.15
4K90	500	899609	CSW	2013Q4	\$ 214,204.31	\$ 214,203.31	\$ -	\$ 1.00	0	\$ 234,418.10
4K90	510	899609	CSW	2013	\$ 10,032.68	\$ 9,101.68	\$ -	\$ 931.00	9.28	\$ 15,000.00
4K90	520	899609	CSW	2013	\$ 242,982.83	\$ 223,805.81	\$ -	\$ 19,177.02	1.11	\$ 248,719.00
4K90	530	899609	CSW	2013	\$ 2,552.60	\$ 2,552.60	\$ -	\$ -	0	\$ 2,000.00
4K90	595	899609	CSW	2013	\$ 156.00	\$ 155.00	\$ -	\$ 1.00	0.64	\$ 500.00
					\$ 1,204,047.32	\$ 1,183,937.30	\$ -	\$ 20,110.02		\$ 1,234,756.00
				Payroll	\$ 948,323.21	\$ 948,322.21		\$ 20,213.79		\$ 968,537.00
				Non-Payroll	\$ 255,724.11	\$ 235,615.09		\$ 30,603.91		\$ 266,219.00
					No Encumbrances Remaining		Total Excess	\$ 50,817.70		
4K90	500	899609	CSW	2014Q1	\$ 269,132.00	\$ 263,624.68	\$ -	\$ 5,507.32	2.05	
4K90	500	899609	CSW	2014Q2	\$ 230,685.00	\$ 73,253.69	\$ -	\$ 157,431.31	68.25	
4K90	500	899609	CSW	2014Q3	\$ 269,133.00	\$ -	\$ -	\$ 269,133.00	100	
4K90	500	899609	CSW	2014Q4	\$ 230,687.00	\$ -	\$ -	\$ 230,687.00	100	
4K90	510	899609	CSW	2014	\$ 15,000.00	\$ 1,384.44	\$ 4,920.00	\$ 8,695.56	57.97	
4K90	520	899609	CSW	2014	\$ 248,719.00	\$ 60,558.90	\$ 24,329.02	\$ 163,831.08	65.87	
4K90	530	899609	CSW	2014	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100	
4K90	595	899609	CSW	2014	\$ 500.00	\$ 30.00	\$ -	\$ 470.00	94	
					\$ 1,265,856.00	\$ 398,851.71	\$ 29,249.02	\$ 837,755.27		
				Payroll	\$ 999,637.00					
				Non-Payroll	\$ 266,219.00					

We are early in FY 2014, but everything is tracking within our budget plan.

Payroll projects a \$20,433 excess out of \$999,637, but is dependent on Board Member appointments actually happening. Insurance costs not as high as projected. Non-Payroll should be good without the extra costs from FY2013 of: New phones, new scanner and monitors

We have the same amount in non-payroll in FY2014 as in FY-2013

We had excess funds of \$30,603.91 in FY2013.

CSWMFT Board Disbursements in FY 2014		as of 10/31/2013		
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	\$ 2,103.10	\$ 1,381.20	
514900	AASCB, ASWB & AMFTRB MEMBERSHIP	\$ 3,300.00	\$ 800.00	
514903	COLLEGE ACCREDITATION PUBLICATION	\$ 83.00		
514905	SURVEY MONKEY & HANNAH SUBSCRIPTION	\$ 1,300.00	\$ 200.00	
515503	COURT REPORTER	\$ 750.00	\$ 128.00	
515502	HEARING OFFICERS RC 119	\$ 2,500.00	\$ 80.00	\$ 720.00
515509	SUBPEANA DELIVERY	\$ 50.00	\$ 12.00	
517001	PC & SERVER MAINTENANCE CONTRACT	\$ 3,500.00		
521101	OFFICE SUPPLIES & EQUIPMENT	\$ 5,089.73	\$ 1,363.81	\$ 2,000.00
521105	DATA PROCESSING SUPPLIES&EQUIP	\$ 1,947.80	\$ 501.27	
523600	OAKS TRAVEL - BOARD MEMBERS	\$ 16,000.00	\$ 4,651.97	
523600	OAKS TRAVEL - STAFF	\$ 13,000.00	\$ 4,160.00	
524201	T-1 LINE, CABLE INTERNET & VoIP SERVICE	\$ 7,300.00	\$ 1,853.89	\$ 331.50
526103	FORTIS, PRINTER & SCANNER MAINT	\$ 4,046.25		
526105	SHREDDING SERVICE	\$ 750.00	\$ 113.60	\$ 100.00
526121	COPYING MACHINE SERVICE	\$ 2,700.00	\$ 664.89	\$ 124.75
526701	PRINTER MAINTENANCE	\$ 900.00		\$ 942.00
527202	ITEMS IN STORAGE RENTAL	\$ 700.00	\$ 342.11	
527301	OFFICE RENT	\$ 45,204.00	\$ 22,602.00	
529201	AUDITOR OF STATE	\$ 14,000.00		
529201	OBM - SHARED SVCS - TRAVEL PROCESSING	\$ 2,082.50		\$ 575.75
529201	IT SERVICES - EMAIL- ROUTER- ETC	\$ 150.00	\$ 136.00	\$ 14.61
	Insurance for Office	\$ 273.28		
	Real Estate Fee	\$ 596.69		
	Telephones	\$ 284.22	\$ 284.22	\$ 475.17
	Printing	\$ 10,000.00		\$ 4,714.68
529201	CENTRAL SERVICES AGENCY - FINANCE & HR	\$ 39,500.00	\$ 16,723.36	
529201	PRESORT MAIL POSTAGE	\$ 25,000.00		\$ 2,251.02
529201	DAS COMPUTER USAGE			
	eLicensing Support	\$ 2,450.00	\$ 696.00	\$ 464.00
	Router - Internet access	\$ 5,900.00	\$ 398.14	\$ 448.90
	eLicensing Cost	\$ 9,098.60		
	Computer Usage & Email	\$ 1,740.00	\$ 583.12	\$ 573.79
529214	ETHICS COMMISSION & JLEC (Lobby) FEES	\$ 1,515.00	\$ 620.00	
529929	BANK CHARGES CREDIT CARD	\$ 20,000.00	\$ 3,483.23	\$ 4,046.67
	MISCELLANEOUS EXPENSES	\$ 500.00	\$ 63.33	
531103	VoIP INFRASTRUCTURE & PHONES			\$ 4,834.10
595602	OTHER REFUNDS	\$ 500.00	\$ 30.00	
	Total Projected to Spend FY 2014	\$ 244,814.17	\$ 62,036.58	\$ 22,616.94
	*Total Non-Payroll Appropriation	\$ 266,219.00		
	Projected excess (-\$) or deficit (+\$)	\$ (21,404.83)		
	Total spent FY14 w/ FY13 encumbrances	\$ 84,653.52	\$ 62,036.58	\$ 22,616.94

FY 2013 Revenues CSWMT Board

as of 10/31/2012

Account Title	Renewals & Applications	Late Fees	L&R-CE-Ver	Total Revenues
HOLD - Credit Cards	(\$10,515.00)			\$ (10,515.00)
CE Program Fees	(\$8,940.00)			\$ (8,940.00)
CE Provider Fees	(\$9,000.00)			\$ (9,000.00)
WALL CERTIFICATES	(\$3,225.00)			\$ (3,225.00)
MISCELLANEOUS then Verification Fees	(\$3.90)		(\$4,327.00)	\$ (4,330.90)
Board Miscellaneous	\$ (31,683.90)		(\$4,327.00)	\$ (36,010.90)
LICENSED SOCIAL WORKER RENEW	(\$163,500.00)	(\$7,120.00)	L&R-SWapps	\$ (170,620.00)
LICENSED SOCIAL WORKER APP	(\$25,440.00)		(\$5,420.00)	\$ (30,860.00)
LIC INDEP SOCIAL WORKER RENEW	(\$102,600.00)	(\$3,080.00)	SW-CUs	\$ (105,680.00)
LIC INDEP SOCIAL WORKER APP	(\$12,000.00)		(\$360.00)	\$ (12,360.00)
SOCIAL WORKER ASSIST RENEW	(\$3,160.00)	(\$220.00)		\$ (3,380.00)
SOCIAL WORKER ASSIST APP	(\$1,730.00)			\$ (1,730.00)
LICENSED SOCIAL WORKER TEMP	(\$100.00)			\$ (100.00)
SWPSC Total	\$ (308,530.00)	\$ (10,420.00)	\$ (5,780.00)	\$ (324,730.00)
PROFESSIONAL COUNSELOR RENEW	(\$34,500.00)	(\$2,600.00)	L&R-PCapps	\$ (37,100.00)
PROFESSIONAL COUNSELOR APP	(\$12,540.00)		(\$2,690.00)	\$ (15,230.00)
PROF CLINICAL COUNSELOR RENEW	(\$53,175.00)	(\$1,400.00)	CE-PCs	\$ (54,575.00)
PROF CLINICAL COUNSELOR APP	(\$9,375.00)		(\$600.00)	\$ (9,975.00)
CPSC Total	\$ (109,590.00)	\$ (4,000.00)	\$ (3,290.00)	\$ (116,880.00)
MAR & FAMILY THERAPIST RENEW	(\$1,720.00)	(\$40.00)	L&R-MFTapps	\$ (1,760.00)
MAR & FAMILY THERAPIST APP	(\$140.00)		(\$270.00)	\$ (410.00)
INDEP MAR & FAM THERAPST RENEW	(\$1,500.00)	(\$80.00)	CE-MFT	\$ (1,580.00)
INDEP MAR & FAM THERAPIST APP	(\$525.00)		\$ -	\$ (525.00)
MFTPSC Total	\$ (3,885.00)	\$ (120.00)	\$ (270.00)	\$ (4,275.00)
Board Total	\$ (453,688.90)	\$ (14,540.00)	\$ (13,667.00)	\$ (481,895.90)

L&R is laws and rules exam

CE is laws and rules CEU online

VER is license verification

Revenue for FY 2012 same period \$228,295.00

Hold transfer from 8/24/12 delayed