

Chapter 7: CONTINUING PROFESSIONAL EDUCATION FOR ALCOHOL AND DRUG COUNSELORS, ALCOHOL AND DRUG COUNSELING AIDES AND CERTIFIED CLINICAL SUPERVISORS

Summary: This chapter describes the continuing education required for renewal of licenses, registrations and certificates.

1. Generally

1. Continuing Professional Education Required For Renewal

Except as set forth in Sections 4 and 5 of this chapter, no license, registration or certificate to practice as an alcohol and drug counselor, alcohol and drug counseling aide or certified clinical supervisor will be renewed in an odd-numbered year unless the licensee certifies to the completion of continuing professional education during the 2 years preceding renewal as required by this chapter. The licensee's certification is subject to audit pursuant to Chapter 13 of the rules of the Office of License and Registration, "Uniform Rule for the Substantiation of Continuing Education Requirements."

2. Hours Required

Alcohol and drug counselors, alcohol and drug counseling aides and certified clinical supervisors shall complete continuing professional education every 2 years, as measured from the license renewal date in an odd-numbered year to the license renewal date in the next odd-numbered year, as follows:

Alcohol and drug counseling aide	12 contact hours
Certified alcohol and drug counselor	18 contact hours
Licensed alcohol and drug counselor	25 contact hours
Certified clinical supervisor	12 contact hours

LADCs who are also certified clinical supervisors need to complete 37 contact hours in total.

3. Nature of Continuing Professional Education

Continuing professional education contact hours must directly relate to the practice of alcohol and drug counseling or, in the case of certified clinical supervisors, to the clinical supervision of alcohol and drug counselors and counseling aides. Continuing professional education may be earned by completion of activities described in Section 2 of this chapter only. All licensees other than those licensed solely as certified clinical supervisors by the board must complete a minimum of 4 contact hours in the area of professional ethics.

2. **Permissible Continuing Professional Education Activities**

The board recognizes the following as qualifying continuing education activities:

1. **Seminars, Workshops and Institutes**

2. **College Level Courses**

Contact hours may be earned for successful completion of college level courses for academic degree credit offered by accredited institutions of higher education, whether attended on site or taken via distance learning.

3. **In-Service Training Sessions**

A maximum of 10 contact hours may be earned through in-service training sessions.

4. **Teaching, Writing, Audiotapes/disks, Videotapes/disks, Independent Study, Certain Distance Learning**

A maximum of 10 contact hours total may be earned in the following 3 categories:

- A. **Teaching.** A licensed alcohol and drug counselor or certified clinical supervisor may claim continuing professional education credit for preparation and presentation of a course, workshop or seminar for the first time it is presented, only. An outline or syllabus will serve as documentation.
- B. **Writing.** A licensed alcohol and drug counselor or certified clinical supervisor may claim continuing professional education credit for writing articles and books for publication, as well as for the review and editing process for articles and books.
- C. **Audiotapes/disks, Videotapes/disks, and Independent Study.** A licensed alcohol and drug counselor or certified clinical supervisor may claim continuing professional education credit only once for a particular audiotape/disk, videotape/disk or course of independent study. Credit may not be claimed for a course of independent study that is substantially similar to a course that the licensee or registrant has previously taken for continuing professional education credit.

5. **Distance Learning**

A maximum of 20 hours may be earned through distance learning.

3. **Approval of Continuing Professional Educational Activities**

All continuing professional education activities other than academic courses and in-service training sessions must be offered by a recognized sponsor or approved by the board as set forth in this section. Only continuing professional education activities that are offered by a recognized sponsor or approved by the board will be recognized for purposes of Section 1 of this chapter. Approval may be sought by the course sponsor or by a licensee.

1. **Recognized Sponsors**

Sponsors recognized by the board are:

- A. AdCare Educational Institute, Inc.;
- B. The board, a licensing board for another jurisdiction, or a certification board for another jurisdiction that is a member of ICRC/AODA;
- C. Department of Behavioral and Developmental Services, Office of Substance Abuse;
- D. ICRC/AODA;
- E. Maine Association of Alcohol and Drug Abuse Counselors;
- F. National Association of Alcohol and Drug Abuse Counselors;
- G. New England Institute of Addiction Studies; and
- H. Rutgers University School of Alcohol and Drug Studies.

2. **Approval by the Board**

A. Continuing professional education activities for which approval is required that are not offered by a recognized sponsor must be individually approved by the board. The activity will be evaluated for eligibility based on content and relevance to the 12 core functions and professional ethics or, in the case of certified clinical supervisors, to the clinical supervision of alcohol and drug counselors and counseling aides. Requests for approval shall be made on a form supplied by the board and shall include the following information:

- (i) Name, address and telephone number of sponsor;
- (ii) Name of program, specific subject matter to be covered, and learning objectives of the activity;
- (iii) The announcement materials for the activity;
- (iv) Credentials of presenter(s);
- (v) Date(s) and location of the program;
- (vi) Exact start and end times of each session for which credit is requested; and
- (vii) Such other information as may be required by the board.

B. The board strongly encourages sponsors and licensees to file requests for approval well in advance of the activity for which approval is sought. In any event, the request must be filed no more than 60 days following completion of

the activity. A request for approval filed by a licensee must also be filed no less than 60 days prior to the end of the licensing year during which the activity took place.

- C. The request must be accompanied by the fee prescribed in Chapter 10, Section 4(32) of the rules of the Department of Professional and Financial Regulation, Office of Licensing and Registration, entitled "Establishment of License Fees."

4. Initial Continuing Education Reporting Period

Alcohol and drug counselors, alcohol and drug counseling aides and certified clinical supervisors need not complete continuing professional education during their initial license term.

5. Continuing Professional Education Required For Reinstatement to Active Status

An alcohol and drug counselor, alcohol and drug counseling aide or certified clinical supervisor applying for reinstatement to active status pursuant to 32 M.R.S.A. §6219-B(2) must submit with the application proof that the applicant completed continuing professional education contact hours in the minimum amount set forth in Section 1(2) of this chapter within the year preceding application.

STATUTORY AUTHORITY: 32 M.R.S.A. §§6212, 6219, 6219-A, 6219-B

EFFECTIVE DATE:

February 4, 1991 - as Chapter 2, "Continuing Professional Education"

AMENDED:

February 1, 1993

EFFECTIVE DATE (ELECTRONIC CONVERSION):

November 13, 1996

REPEALED AND REPLACED:

November 1, 2004 - as Chapter 7, "Continuing Professional Education for Alcohol and Drug Counselors, Alcohol and Drug Counseling Aides and Certified Clinical Supervisors." Chapter 2 became "Advisory Rulings."

Notice of Agency Rule-making Proposal

AGENCY: Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation, Board of Alcohol and Drug Counselors.

CHAPTER NUMBER AND TITLE: 02-384 CMR, Chapter 7, "Continuing Professional Education for Alcohol and Drug Counselors, Alcohol and Drug Counseling Aides and Certified Clinical Supervisors".

PROPOSED RULE NUMBER (*leave blank; to be assigned by Secretary of State*):

BRIEF SUMMARY: These amendments to Chapter 7 are proposed in response to P.L. 2017, Chapter 265, "An Act To Remove Barriers to Workforce Development in Alcohol and Drug Counseling", which became effective on November 1, 2017. The proposed amendments:

- Reduce the number of required hours of continuing professional education for certified alcohol and drug counselors from 24 contact hours every 2 years to 18 contact hours every 2 years;
- Reduce the hours for continuing professional education for licensed alcohol and drug counselors from 36 contact hours every 2 years to 25 contact hours every 2 years;
- Reduce the hours for continuing professional education for licensed alcohol and drug counselors who are also certified clinical supervisors from a total of 48 contact hours every 2 years to a total of 37 contact hours every 2 years;
- Increase the maximum hours allowed for distance learning as a permissible continuing education activity from 10 hours to 20 hours;
- Remove references to "registered" alcohol and drug counselors in Section 2, Sub-section 4; and
- Make minor spelling, punctuation and numbering changes for housekeeping purposes.

These are routine technical rules as defined in the Maine Revised Statutes, Title 5, chapter 375, subchapter 2-A.

Date, time and location of PUBLIC HEARING (*if any*): No public hearing is planned.

COMMENT DEADLINE: Monday, April 16, 2018 at 5:00 p.m.

CONTACT PERSON FOR THIS FILING (*include name, mailing address, telephone, fax, TTY, e-mail*): Kristina Halvorsen, Office of Professional and Occupational Regulation, 35 State House Station, Augusta, ME 04333, Board Administrator, (207) 624-8500, Kristina.M.Halvorsen@maine.gov

CONTACT PERSON FOR SMALL BUSINESS IMPACT STATEMENT (*if different*): Same.

FINANCIAL IMPACT ON MUNICIPALITIES OR COUNTIES (*if any*): None

STATUTORY AUTHORITY FOR THIS RULE: 10 MRS § 8003 (2-A) (E); 32 MRS § 6212; and P.L. 2017, Ch.265, "An Act to Remove Barriers to Workforce Development in Alcohol and Drug Counseling".

SUBSTANTIVE STATE OR FEDERAL LAW BEING IMPLEMENTED (*if different*): Same.

AGENCY WEBSITE: <http://www.maine.gov/pfr>

E-MAIL FOR OVERALL AGENCY RULE-MAKING LIAISON: karissa.davan@maine.gov

** Check one of the following two boxes.*

The summary provided above is for publication in both the newspaper and website notices.

The summary provided above is for the newspaper notice only. Title 5 §8053, sub-§5 & sub-§7, ¶D. A more detailed summary is attached for inclusion in the rule-making notice posted on the Secretary of State's website. Title 5 §8053, sub-§3, ¶D & sub-§6.
