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Initial Proposal – draft - 1

Readopt with amendment Alc 301.01, effective 3-13-23 (Document #13518), to read as follows:

Alc 301.01 Definitions.

(a) “AdCare Educational Institute of New England” means a non-profit organization providing education for professionals, volunteers, and the public about issues of alcohol and drug prevention, treatment, and recovery located at P.O. Box 742, Augusta, Maine ~~04432~~ ***04332*** and www.neias.org- newengland.adcare-educational.org.

(b) “Board” means the board of licensing for alcohol and other drug use professionals established pursuant to RSA 330-C:3.

(c) “Certified recovery support worker (CRSW)” means “certified recovery support worker” as defined in RSA 330-C:2, IV.

(d) “Clinical supervision” means “clinical supervision” as defined in RSA 330-C:2, VI.

(e) “Commission on Institutions of Higher Education of the New England Association of Schools and Colleges” means the regional accreditation agency for colleges and universities in the 6 New England states, consisting of faculty and administrators from affiliated institutions and public members.

(f) “Council for Higher Education Accreditation” means that umbrella organization for more than 81 academic accrediting organizations, including the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges.

(g) “Certified recovery support worker (CRSW) supervision” means an ongoing, regularly occurring process of examination, critique, and improvement of a CRSW’ skills by the supervisor designated, and is typically one-to-one or small group in structure, and utilizes the methods of intensive case review and discussion, and direct and indirect observation of practice.

(h) “Core functions and practice dimensions of addiction counseling” as defined in RSA 330-C:2, XI, namely, “the following 12 activities an alcohol and drug counselor performs in the role of counselor: screening, intake, orientation, assessment, treatment planning, counseling (individual, group, and significant others), case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals in regard to client treatment and services.”

(i) “Direct supervision” means supervision during which the supervisor is physically present and observing the activities of the individual being supervised.

(j) “Four domains” means the 4 ***recovery*** performance domains identified in the International Certification & Reciprocity Consortium (IC&RC) peer recovery examination:

- (1) Advocacy;
- (2) Ethical responsibility;
- (3) Mentoring and education; and
- (4) Recovery and wellness support.

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(k) “Indirect supervision” means supervision through telephone conversations between the supervisor and the person supervised, electronic correspondence between the supervisor and the person supervised, or any other form of supervision which is not direct supervision.

(l) “International Certification and Reciprocity Consortium (IC&RC)” means a non-profit membership organization of certifying and licensing agencies which sets standards of practice in addiction counseling, addiction prevention, and clinical supervision of counselors and other recovery professionals through testing and credentialing of addiction professionals.

(m) “Licensed alcohol and drug counselor (LADC)” means “licensed alcohol and drug counselor” as defined in RSA 330-C:2, XIII.

(n) “Licensed clinical supervisor (LCS)” means “licensed clinical supervisor” as defined in RSA 330-C:2, XIV.

(o) “Master licensed alcohol and drug counselor (MLADC)” means “master licensed alcohol and drug counselor” as defined in RSA 330-C:2, XV.

(p) “New Hampshire Alcohol and Drug Abuse Counselors Association (NHADACA)” means the New Hampshire professional membership organization of substance use prevention, treatment, and recovery service providers and other addiction-focused health care professionals located at 130 Pembroke Rd #150, Concord, NH 03301 with a phone number of (603) 225-7060 and website address at website www.nhadaca.org.

(q) “NAADAC: The Association for Addiction Professionals (NAADAC)” means a nationwide professional membership organization of addiction counselors, educators and other addiction-focused health care professionals in the United States located at ~~1001 N. Fairfax St. Suite 201, 44 Canal Center Plaza, Suite 301~~, Alexandria, VA 22314, phone numbers ~~703-741-7686 or 800-548-0497~~, fax ~~703-741-7698 or 800-377-1136~~, and e-mail ~~naadae@naadae.org~~.

(r) “New Hampshire Center for Excellence on Addiction” means a non-profit agency that provides training and technical assistance to providers and others relative to alcohol and other drug services located at Community Health Institute, 501 South Street, ~~2nd Floor~~, Bow, NH 03304, Phone number ~~603-573-3344-3333~~, and e-mail ~~www.nhcenterforexcellence@jsi.com.org~~.

(s) “NHTI – Concord’s Community College (NHTI)” means a college of the New Hampshire community college system located at 31 College Drive, Concord, NH 03301.

(t) “New Hampshire Training Institute on Addictive Disorders” means the branch of NHADACA which provides training to substance use prevention, treatment, and recovery service providers.

(u) “Practice of substance use counseling” means “practice of substance ~~abuse~~ counseling” as defined in RSA 330-C:2, XVIII.

(v) “Small group” means a group of 2-8 people or less.

(w) “Substance use disorder” means “substance use disorder” as defined in RSA 330-C:2, XIX.

(x) “Work experience” means “work experience” as defined in RSA 330-C:2, XXI.

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Readopt with amendment Alc 301.01, effective 3-13-23 (Document #13518), to read as follows:

Alc 302.01 Eligibility.

(a) All applicants for licensure and certification shall:

- (1) Be a person of at least 18 years of age;
- (2) Have the ability to read and write in the English language;
- (3) Have committed none of the following acts;
 - a. Fraud or deceit in procuring or attempting to procure a license, certification, or other authorization to practice substance use counseling or treatment in this or another state or territory of the United States;
 - b. Sexual misconduct including but not limited to, sexual relations with, solicitation of sexual relations with, or sexual abuse of, a client or participant whether past or present;
 - c. Failure ~~inability~~ to remain free from the *misuse* of a controlled substance or alcohol to the extent that use impairs the ability to conduct with safety to the public the practices authorized by RSA 330-C;
 - d. Conviction of a felony unless waived as described in Alc 303.01(b);
 - e. An act or omission causing another state or territory of the United States to revoke or suspend a license, certification, or other authorization to practice substance use counseling or treatment or to discipline the person authorized to practice by placing him or her on probation;
 - f. Failure to maintain confidentiality as described in RSA 330-C:26;
 - g. False or misleading advertising; and
 - h. Engaged in a relationship with a client or former client involving financial or other exchange of resources that is in violation of NAADAC code of ethics; and
- (4) Have no mental disability that currently affects the applicant's professional judgment or ability to offer the services described in RSA 330-C.

(b) An applicant shall not be disqualified for certification or licensure for an act described in Alc 302.01(a)(3) if the board finds that the applicant has made sufficient restitution or has been rehabilitated in accordance with the following criteria:

- (1) Based on the facts of the act or omission that have been determined in an investigation conducted pursuant to RSA ~~310:9~~ 330-C:28, I;
- (2) The applicant is in compliance with disciplinary action taken by the board or by a regulatory or licensing body of another state or territory of the United States;

Commented [CW1]:
+elizabeth.t.eaton@opl.nh.gov FYI ...the board requested the change from "failure" to "inability". RSA 330-C:15, I(e)(3) states "failure".

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- (3) The applicant is in compliance with orders entered by a court of competent jurisdiction in this state, another state, or the United States, including any applicable conditions of probation or parole;
 - (4) The behavior involved in the act or omission does not prevent the applicant from safely providing to the public the services for which certification or licensure is sought;
 - (5) If the act or omission is the result of or related to the applicant’s misuse of substances, that such behavior has been treated and is presently controlled; and
 - (6) The board issues the license or certification on a probationary status and imposes any or all of the controls authorized by RSA ~~310:12-330-C:27, IV(e)~~.
- (c) An applicant shall not be disqualified for certification or licensure based upon a mental disability if the board finds that the following criteria have been met:
- (1) The extent and potential effects of the mental disability upon the public shall be determined in an investigation conducted pursuant to RSA ~~310:9-330-C:28, I~~;
 - (2) The applicant’s disability is controlled to the extent it does not present a current impairment of the ability to conduct with safety to the public the practices authorized by RSA 330-C and for which licensure or certification is sought; and
 - (3) The board issues the license or certification on a probationary status and imposes any or all of the controls authorized by RSA ~~310:12-330-C:27, IV(e)~~.

Readopt with amendment Alc 303.01 through Alc 303.04, effective 3-13-23 (Document #13518), to read as follows:

Alc 303.01 Eligibility Requirements.

- (a) An individual shall be eligible for certification as a recovery support worker if the individual:
- (1) Has a minimum of a high school diploma, ***adult high school diploma***, or its equivalent;
 - (2) Has completed, within the 10 years immediately preceding the completion of an application, at least 500 hours of paid or volunteer work experience as further described in Alc 303.02;
 - (3) Has completed at least 46 hours of education as further described in Alc 303.03;
 - (4) Has complied with the application procedures as set forth in Alc 304;
 - (5) Has passed the examination specified by Alc 305.01; and
 - (6) Has been found competent in peer recovery support work as shown by ratings described in Alc 313.07 ~~06~~ (e) and (f), meeting the following standards based on all “Supervisor Work Experience Report Form” required to cover the individual’s entire work experience:
 - a. No “not acceptable” ratings on all ***recovery*** performance domains or core functions; and

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b. At least one rating per ***recovery*** performance domain which is not a rating of “no opportunity for supervision”;

(7) Is of good moral character, as evidenced by:

a. Information provided on the ~~“Initial Certification Application as a Recovery Support Worker” form described in Ale 304.02~~ ***“Universal Application for Initial License” dated April 2024 and described in Plc 304.03***, or in the additional materials reviewed by the board regarding any criminal convictions, pending criminal charges, and plea agreements;

~~b. Information provided on the “Initial Certification Application as a Recovery Support Worker” form described in or in the additional materials reviewed by the board regarding any restitution made for any acts or omissions described in RSA 330-C:27;~~

e. ~~b.~~ Any misdemeanors involving acts of violence, abuse of a minor or vulnerable person, or substance use related offenses;

~~d.c.~~ Information provided on the ~~“Initial Certification Application as a Recovery Support Worker” form~~ ***“Universal Application for Initial License” dated April 2024*** and described in ~~Ale 304.02~~ ***Plc 304.03***, or in the additional materials reviewed by the board regarding any remedial action taken with respect to mental disability; ***and***

~~e.d.~~ Official letters of verification submitted in accordance with ~~Ale 304.04(e)~~ ***Plc 304.03(c)***, if any. ~~;~~ ***and***

~~f.e.~~ Letters from employers for whom the individual volunteered or worked as further described in Ale 304.04(g).

(b) The board shall ***apply the standards for the waiver of waive an applicant’s felony conviction, if any, if: pursuant to RSA 332-G:10, I. whether an applicant has made sufficient restitution or been rehabilitated.***

(1) The applicant has ***demonstrated*** corrected the deficiency which led to the felonious act or omission; and

(2) The board has considered the following when determining if waiving the criminal act or omission is appropriate:

a. The applicant’s explanation of the offense(s) or omissions;

b. The applicant’s written explanation of the steps taken to make restitution;

c. Compliance with probation or parole, if applicable;

d. Payment of fines or restitution, if applicable; and

e. Compliance with any plea agreement or settlement agreement made with any court, board, or other supervising entity, if applicable;

Ale 303.02 Paid or Volunteer Work Experience. The required paid or volunteer supervised work experience shall consist of at least 500 hours inclusive of the 4 ***recovery performance*** domains that:

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- (a) Involves direct and indirect services including, but not limited to:
 - (1) Clients;
 - (2) Participants; and
 - (3) Mentees;
- (b) Is performed after submission of a supervisory agreement that has been approved by the board as defined in Alc 313.09;
- (c) Is performed in one or more of the following private or public settings:
 - (1) A detoxification program;
 - (2) A substance use counseling program;
 - (3) A substance use treatment program;
 - (4) A recovery community organization; or
 - (5) In the substance use aspect of a healthcare, social service, or other direct service program; and
- (d) Twenty-five hours of the 500 hours required shall be direct supervised work experience in accordance with Alc ***301.01(i)*** ~~404.03(a) and Alc 404.05.~~

Alc 303.03 Education.

- (a) The required education shall consist of at least 46 hours covering the 4 ***recovery performance*** domains ~~areas~~, to include at least:
 - (1) Sixteen hours of education in ethical responsibility inclusive of:
 - a. Substance use recovery services;
 - b. Ethical boundaries; and
 - c. 42 CFR Part 2 and HIPAA confidentiality laws;
 - (2) Ten hours of education in advocacy inclusive of:
 - a. Substance use recovery issues; and
 - b. Six hours of education of suicide prevention training;
 - (3) Ten hours of mentoring and education training inclusive of:
 - a. Substance use recovery issues; and
 - b. Three hours of mental health and co-occurring training; and
 - (4) Ten hours of recovery and wellness training inclusive of:

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- a. Substance use recovery issues; and
 - b. Three hours of HIV and AIDS training.
- (b) At least 50% of the required education shall be provided, sponsored, or approved by:
- (1) The board or the licensing body of any state within the IC&RC;
 - (2) National Association for Alcoholism and Drug Abuse Counselors – The Association for Addiction Professionals (NAADAC);
 - (3) New Hampshire Training Institute on Addictive Disorders;
 - (4) New Hampshire Center for Excellence on Addiction;
 - (5) AdCare Educational Institute of New England;
 - (6) NHTI – Concord Community College;
 - (7) New Hampshire Alcohol and Drug Abuse Counselors Association; or
 - (8) The NH department of health and human services bureau of drug and alcohol services (BDAS).
- (c) No more than 25% of the required education described above shall be obtained by the applicant online. This maximum shall not apply to educational hours obtained as part of an online college program or from an online training that is live and simultaneously interactive.
- (d) One college credit shall be equivalent to 15 contact hours.

Alc 303.04 ~~Criteria for Initial Reciprocity Based Licensure or Certification for Applicants Licensed in Another Jurisdiction with Substantially Similar Requirements.~~ ***For purposes of obtaining a certified recovery support worker license by endorsement, requirements stated in Plc 313.15 shall govern.***

~~(a) Applicants for initial certification as a CRSW who are currently certified recovery support workers in another jurisdiction within the IC&RC shall be certified by the board upon completion of the application requirements in Alc 304.01 – Alc 305.~~

- (a) For a certified recovery support worker license, pass any of the following examinations:
- (1) From the International Certification and Reciprocity Consortium, any of the following:
 - a. Alcohol and Drug Counselor (ADC);
 - b. Advanced Alcohol and Drug Counselor (AADC);
 - c. Prevention Specialist (PS); or
 - d. Peer Recovery (PR);

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- (2) ~~From the NAADAC, any of the following:~~
- ~~a. National Certified Peer Recovery Support Specialist (NCPRSS);~~
 - ~~b. National Certified Addiction Counselor, Level I (NCAC I);~~
 - ~~c. National Certified Addiction Counselor, Level II (NCAC II);~~
 - ~~d. Master Addiction Counselor (MAC); or~~
 - ~~e. National Certified Adolescent Addictions Counselor (NCAAC); or~~
- (3) ~~From the CAADE, any level of the CATC exam; and~~

~~(b) Applicants for initial certification as a CRSW who are certified recovery support workers in a jurisdiction outside the IC&RC shall be eligible for certification in New Hampshire, provided that:~~

- ~~(1) The application requirements are equal to or more stringent than those outlined in this chapter; and~~
- ~~(2) The applicant complies with the application requirements described in Ale 304.01–304.04.~~

Readopt with amendment Alc 304.01, effective 3-13-23 (Document #13518), to read as follows:

Alc 304.01 Procedures for Applying for Initial Certification as a Recovery Support Worker. An applicant for certification as a recovery support worker shall ~~arrange for the board's office to receive~~ ***submit the following:***

(a) ~~A completed, signed, and dated "Initial Certification Application as a Recovery Support Worker" form provided by the board and further described in Ale 304.02~~ ***A completed "Universal Application for Initial License", dated April 2024, that contains the information specified in Plc 304.03 and is signed and attested to as specified in Plc 304.05;***

- (b) The additional materials described in Alc 304.04 and ***Plc 304.04;***
- (c) Payment of the certification fee as described in ~~Ale 317~~ ***Plc 1002.03;*** and

(d) ~~A criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf-C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment. Complete a criminal records check process established by applicable law and the NHDOS for requesting a criminal records check, accessible via the NHDOS website at <https://www.nh.gov/safety/> or directly at <https://services.dos.nh.gov/chri/cpo/>, including paying any required fee and directing that the results be sent to the licensing bureau, provided that proof of the applicant's military security clearance may be provided in lieu of the criminal background check if allowed by applicable law.~~

Repeal Alc 304.02 and Alc 304.03, effective 3-13-23 (Document #13518), and hold said sections in reserve as follows:

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Alc 304.02 ~~Application Form~~. The applicant shall furnish the following information on the application form provided by the board.

- ~~—(a) The applicant’s full legal name;~~
- ~~—(b) Any other names ever used by the applicant;~~
- ~~—(c) The applicant’s date of birth;~~
- ~~—(d) The applicant’s current employer;~~
- ~~—(e) The applicant’s current employers address, business email, and phone number;~~
- (f) Using the “yes” and “no” spaces provided, whether or not the applicant
 - ~~(1) Has any pending criminal charges;~~
 - ~~(2) Has made a plea agreement relative to any criminal charge;~~
 - ~~(3) Has been convicted of a felony or misdemeanor in this or any jurisdiction;~~
 - ~~(4) Has any license or certification under revocation, suspension, or probation in another state or territory of the United States; and~~
 - ~~(5) Is currently on probation or parole in New Hampshire or in any other state or territory of the United States;~~
- ~~(6) Has engaged in work with individuals with substance use or integrated co-occurring disorders in a manner harmful or dangerous to them or the public;~~
 - ~~(7) Has practiced fraud or deceit in procuring or attempting to obtain this certification;~~
 - ~~(8) Has engaged in sexual relations with, solicited sexual relations with, or committed an act of sexual abuse against or sexual misconduct with, a current or past participant or minor;~~
 - ~~(9) Has failed to remain free from the use of any controlled substance or any alcoholic beverage to the extent that the use impairs the applicant’s ability to engage in work with individuals with substance use and integrated co-occurring disorders with safety to the public;~~
 - ~~(10) Has engaged in false or misleading advertising;~~
 - ~~(11) Has disciplinary action(s) pending in another state or territory of the United States;~~
 - ~~(12) Has a mental disability which impairs professional ability or judgment; and~~
 - ~~(13) Is currently or has previously been authorized in another jurisdiction to provided recovery support work;~~
- ~~—(g) If the applicant has answered any of the questions in Alc 304.02(g) in the affirmative provide a detailed written explanation of the circumstances surrounding the “yes” answer and include any restitution(s) or remedial action(s);~~
- ~~—(h) List the private and public settings in which the applicant completed the paid or volunteer work experience required by Alc 303.02;~~
- ~~—(i) List the sources of the education required by Alc 303.03;~~

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- ~~—(j) The applicant’s physical home address;~~
- ~~—(k) The applicant’s home telephone number or cellular phone number;~~
- ~~—(l) The applicant’s home mailing address;~~
- ~~—(m) The applicant’s personal email address;~~
- ~~—(n) Pursuant to RSA 161-B:11 and RSA 330-C:20, I, the applicant’s social security number for the purpose of child support enforcement compliance with RSA 161-B:11; and~~
- ~~—(o) The applicant shall sign and date the “Initial Certification Application as a Recovery Support Worker” below the following statement:~~

~~“The information provided on this application form and in the materials, I have provided to support my application is true, accurate, and complete to the best of my knowledge and belief. I acknowledge that, pursuant to RSA 641:3, the knowing making of a false statement on this application form is punishable as a misdemeanor. I have read and understand the laws, rule, and ethical standards for Recovery Support Workers and if I am certified I will abide by those laws, rules, and ethical standards as defined in Ale 500.”~~

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~~Alc 304.03 ***Meaning of the Applicant’s Signature.*** The applicant’s signature on the “Initial Certification Application as a Recovery Support Worker” form shall mean that:~~

- ~~—(a) The applicant confirms that the information provided on the “Initial Certification Application as a Recovery Support Worker” form and submitted by the applicant to support his or her application is true, accurate, and complete to the best of his or her knowledge and belief; and~~
- ~~—(b) The applicant acknowledges that knowingly making a false statement on the “Initial Certification Application as a Recovery Support Worker” form shall be punishable as a misdemeanor under RSA 641:3.~~

RESERVED

Readopt with amendment Alc 304.04, effective 3-13-23 (Document #13518), to read as follows:

Alc 304.04 ***Additional Materials to be Submitted.*** The additional materials to be submitted by an applicant for initial certification shall be:

- (a) The test scores from the examination described in Alc 305 ***and Plc 304.04(b)*** submitted to the ~~board~~ ***licensing bureau*** directly from the testing institution;
- (b) A photocopy of the applicant’s:
 - (1) High school diploma; ***or***
 - (2) Certificate of general educational development or equivalent credential issued by a state department of education; ***or***
 - (3) Any other certificate showing that the applicant has earned the equivalent of a high school diploma; ***or***

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(4) A transcript showing completion of a college degree program indicating education beyond a high school diploma; ***or***

(5) A certificate of completion of an adult diploma program administered by the NH Bureau of Adult Education.

~~—(c) The completed, signed, and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction reports;~~

~~—(d) On a fingerprint card furnished by the board or live scan document, the set of fingerprints required by the New Hampshire division of state police for the issuance of the applicant's state and federal criminal conviction reports;~~

~~—(e) Unless the information is available only on a secure website, an official letter of verification sent directly to the board from every jurisdiction which has issued a license, certificate, or other authorization to practice recovery support or other work supporting treatment of individuals with substance use and integrated co-occurring disorders stating:~~

~~(1) Whether the license certificate or other authorization is or was, during its period of validity, in good standing; and~~

~~(2) Whether any disciplinary action was taken against the licensee, certificate, or other authorization to practice;~~

~~—(f) A written description of the circumstances if the applicant has checked the “yes” space for any of the “yes-no” questions on the “Initial Certification Application as a Recovery Support Worker” form;~~

(g) (c) Proof of compliance with any current orders described in Alc 302.01(b)(3) dated within 60 days of the date of submission of the “Initial Certification Application as a Recovery Support Worker” form “Universal Application for Initial License”;

(h) (d) The “Supervised Work Experience Report Form” from each of the private and public employer(s) for whom the applicant performed paid or volunteer work evidencing compliance with the work experience required by Alc 303.02 shall require:

(1) Supervised work experience of at least 500 hours in duration;

(2) The supervised work experience shall to be:

a. Be paid or volunteer in nature;

b. Involve direct services to clients;

c. Be performed under the supervision of an individual approved by the board to supervise CRSW's; and

d. Be performed in one or more of the following private or public settings:

1. A detoxification program;

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2. A substance use counseling program;
3. A substance use treatment program; or
4. In the substance use aspect of a healthcare, social service, or other direct service program; and

(3) The supervised work experience to include:

- a. Monitoring by the supervisor of the performance of the person being supervised; and
- b. Record keeping and note taking by the supervisor which is sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the “Supervised Work Experience Report Form” as described in Alc 313.06;

(ie) ~~Photocopies~~ ***Copies*** of all certificates of completion showing compliance with the training requirement in Alc 303.03, attaching additional sheets as necessary to provide the following information if it does not appear on the certificate:

- (1) The name of the applicant;
- (2) The title of the training;
- (3) The name of the training provider;
- (4) The date(s) and number of hours of the training;
- (5) If the training does not meet the requirements set forth in Alc 303.03(b), a description of the topic(s) covered by the training, in the form of a brochure or description issued by the training provider;
- (6) The signature of the training instructor or a representative of the provider or sponsoring or approving organization, together with the title of the person signing the certificate of completion; and
- (7) A list of the ***recovery performance*** domains covered by the training;

(jf) The “Supervision Agreement” further described in Alc 313.09-07; and

(kg) The “Applicant Evaluation Form” described in Alc 313.10-08.

Repeal Alc 304.05, effective 10-13-16 (Document #12001), and hold said section in reserve as follows:

Alc 304.05 ~~Board’s Processing of Applications for Initial Certification as a Recovery Support Worker.~~

~~(a) Pursuant to RSA 330-C:20, III the board’s office shall submit the release form described in Alc 304.04 (e), the fingerprints described in Alc 304.04(d) and the payment described in Alc 304.01(d) to the division of state police for the purpose of obtaining the applicant’s state and federal criminal conviction reports.~~

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- ~~— (b) The application for initial certification shall be considered complete when:~~
- ~~(1) The board's office has received:~~
 - ~~a. A completed, signed, and dated application form;~~
 - ~~b. The additional materials described in Ale 304.04;~~
 - ~~c. The applicant's state and federal criminal conviction reports transmitted to the board by the division of state police; and~~
 - ~~d. Any additional information or documents which the board has requested pursuant to (e) below; and~~
 - ~~(2) The treasurer has transacted the applicant's cash, check, or money order in payment of the total certification fee.~~
- ~~— (c) If the board, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal conviction reports, requires further information or documents to determine the applicant's qualification for certification, the board shall:~~
- ~~(1) So notify the applicant in writing within 60 days; and~~
 - ~~(2) Specify the information or documents it requires.~~
- ~~— (d) The application shall be denied if the application is not complete within 52 weeks of the receipt by the board's office of the completed application form.~~
- ~~— (e) The board shall issue the recovery support worker certification or a written denial of the application within 120 days of the date that the application is complete.~~
- ~~— (f) The board shall refund the certification fee, if:~~
- ~~(1) The applicant withdraws the application;~~
 - ~~(2) The application is not completed within 52 weeks of receipt by the board's office of the completed application form; or~~
 - ~~(3) The board denies the application.~~
- ~~— (g) An applicant wishing to challenge the board's denial of an application for initial certification shall:~~
- ~~(1) Make a written request for a hearing in accordance with Ale 200; and~~
 - ~~(2) Submit this request to the board:~~
 - ~~a. Within 60 days of the board's notification of denial; or~~
 - ~~b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.~~
- RESERVED***

Readopt with amendment Ale 306.01, effective 3-13-23 (Document #13518), to read as follows:

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Alc 306.01 Processing of Applications for Initial Certification ***by Endorsement.***

~~— (a) Pursuant to RSA 330-C:20, III the board's office shall submit the release form described in Alc 304.04 (c), the fingerprints described in Alc 304.04(d), and the payment described in Alc 304.01(d) to the division of state police for the purpose of obtaining the applicant's state and federal criminal conviction reports.~~

~~— (b) The application for initial certification shall be considered complete when:~~

~~(1) The board's office has received:~~

- ~~a. A completed, signed, and dated "Initial Certification Application as a Recovery Support Worker" form pursuant to Alc 304.02;~~
- ~~b. The additional materials described in Alc 304.04;~~
- ~~c. The applicant's state and federal criminal conviction reports transmitted to the board by the division of state police; and~~
- ~~d. Any additional information or documents which the board has requested pursuant to (c) below; and~~

~~(2) The treasurer has transacted the applicant's check, or money order in payment of the total certification fee.~~

~~— (c) If the board, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal conviction reports, requires further information or documents to determine the applicant's qualification for certification, the board shall:~~

- ~~(1) So notify the applicant in writing within 30 days; and~~
- ~~(2) Specify the information or documents it requires.~~

~~— (d) The application shall be denied if the applicant has not submitted all documents required pursuant to Alc 306.01(b) within 120 days of the receipt by the board's office of the completed "Initial Certification Application as a Recovery Support Worker" form.~~

~~— (e) The board shall issue the recovery support worker certification or a written denial of the application within 60 days of the date that the application is complete.~~

~~— (f) An applicant wishing to challenge the board's denial of an application for initial certification shall:~~

- ~~(1) Make a written request for a hearing in accordance with Alc 200; and~~
- ~~(2) Submit this request to the board:
 - ~~a. Within 60 days of the board's notification of denial; or~~
 - ~~b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.~~~~

(a) The licensing bureau shall issue a license as a certified recovery support worker based on reciprocity to an applicant who has been licensed in another with jurisdiction with substantially similar requirements for the profession as described in Plc 313.15(b).

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(b) Applicants for licensure by endorsement shall submit the following to the licensing bureau using the portal available via www.oplc.nh.gov or, if the portal is not yet available or if submitting the application via the portal is not practicable for the applicant, by mailing a paper application to the address specified in Plc 102.03:

(1) A completed “Universal Application for Initial License”, dated April 2024, that provides the information required by Plc 304.03 and is signed and attested to as specified in Plc 304.05;

(2) The documentation specified in Plc 304.04 and Plc 313.05;

(3) Payment of the applicable application processing and licensing fee specified in Plc 1002.23, unless Plc 304.02(a) relative to exempting active military and military spouses from paying application processing and licensing fees applies;

(4) Complete a criminal records check process established by applicable law and the NHDOS for requesting a criminal records check, accessible via the NHDOS website at <https://www.nh.gov/safety/> or directly at <https://services.dos.nh.gov/chri/cpo/>, including paying any required fee and directing that the results be sent to the licensing bureau, provided that proof of the applicant’s military security clearance may be provided in lieu of the criminal background check if allowed by applicable law.

(5) The applicant shall identify the profession for which the application is being filed and then provide the information specified in Plc 303.04 for individuals and all applicants.

(6) At the time an applicant for a license by endorsement submits a completed license application, the applicant shall submit, or arrange for the licensing bureau to receive:

a. Primary source verification from the jurisdiction identified pursuant to Plc 304.03(d), such as a print-out or screen capture of the licensing board’s portal showing that the individual is licensed to practice and that the license is in good standing;

b. If the applicant is seeking licensure as active military or as a military spouse, proof of service status and, if applicable, proof of marriage as specified in Plc 304.04(e) and (f).

Readopt with amendment Alc 307.01 and Alc 307.05, effective 3-13-23 (Document #13518), to read as follows:

Alc 307.01 Scope. The rules in ~~Alc 306~~, Alc 307, and Alc 308 shall not apply to applicants applying for reciprocity-based LADC licensure under Alc 309 unless otherwise specified in Alc 309.

Alc 307.02 Eligibility Requirements for Initial Licensure as a Licensed Alcohol and Drug Counselor.

(a) The ~~board~~***licensing bureau*** shall issue an initial license as a licensed alcohol and drug counselor to an ~~individual~~***applicant*** who:

(1) Has committed none of the acts or omissions described in RSA 330-C:27, III for which the applicant has not made sufficient restitution as follows:

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- a. Restoration of the person or entity injured by the individual to ~~his, her, or its~~ **the** original condition;
 - b. A restitution acknowledged by the injured person or entity to be sufficient;
 - c. Correction of the deficiency in the individual which led to the act or omission;
 - d. A restitution ordered in disciplinary action taken by the board; or
 - e. Restitution ordered in disciplinary action taken by a regulatory body of another state or territory of the United States;
- (2) Is of good character, as evidenced by:
- a. Information provided on the ~~“Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form pursuant to Alc 313.02~~ **“Universal Application for Initial Licensure”** or in the additional materials ~~reviewed by the board~~ **submitted with the application** regarding any criminal convictions, pending criminal charges, and plea agreements;
 - b. Information provided on the ~~“Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form pursuant to Alc 313.02~~ **“Universal Application for Initial Licensure”** or in the additional materials ~~reviewed by the board~~ **submitted with the application** regarding any restitution made for any acts or omissions described in RSA 330-C:27, III;
 - c. Information provided on the ~~“Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form~~ **“Universal Application for Initial Licensure”** or in the additional materials ~~reviewed by the board~~ **submitted with the application** regarding any remedial action taken with respect to mental disability; and
 - d. Official letters of verification and training requirements set forth in Alc ~~308 307.04(d)~~, if any;
- (3) Has met the education requirements set forth in Alc 307.03;
- (4) Has met the training requirements set forth in Alc 307.04;
- (5) Has accumulated the supervised work experience specified in Alc 307.05;
- (6) Has been found competent in substance use counseling as shown by ratings described in Alc 313.06(e)(9), meeting the following standards based on all “Supervised Work Experience Report Form” required to cover the individual’s entire work experience:
- a. No “not acceptable” ratings on any of the core functions; and
 - b. At least one rating per core function which is not a rating of “no opportunity for supervision”; **and**
- (7) Has passed the examination specified by Alc 308.01(a) and otherwise complied with the examination procedures of Alc 308.01; ~~and.~~
- (8) ~~Has complied with the application procedures set forth in Alc 312.~~

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(b) ~~The board shall waive~~ an applicant's felony conviction, if any, ***shall be waived*** if the applicant has corrected the deficiency which led to the felonious act or omission.

(c) The board shall consider the following when determining if waiving the criminal act or omission shall be appropriate:

- (1) The applicant's explanation of the offense(s) or omissions;
- (2) The applicant's written explanation of the steps taken to make restitution;
- (3) Compliance with probation or parole, if applicable;
- (4) Payment of fines or restitution, if applicable; and
- (5) Compliance with any plea agreement or settlement agreement made with any court, board, or other supervising entity, if applicable;

(d) If the board determines, after considering all the information about the conviction or omission, that it does not impair the applicant's ability to conduct, safety, the practices for which the applicant seeks licensure the board shall issue the waiver.

Alc 307.03 Educational Eligibility Requirements.

(a) Pursuant to RSA 330-C:17, I, eligibility for initial licensing as a licensed alcohol and drug counselor shall require an individual to have:

(1) Graduated with ~~one of the academic degrees stated in (b) below;~~ ***an associate's degree in substance use counseling, addiction studies, or other equivalent behavioral sciences program including, but not limited to: mental health counseling, psychology, human services, child and family studies, and marriage and family therapy.***

(2) Received the required drug and alcohol use education stated in (c) below; and

(3) Received the supervised practical training in drug and alcohol counseling stated in (d) below.

(b) The qualifying academic degrees shall be:

(1) An associate's degree in substance use counseling, addiction studies, or equivalent program; or

(2) A bachelor's degree in clinical mental health, social work, psychology, substance use counseling, addiction studies, or human services from a college or university accredited by:

- a. The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges; or
- b. Any other accrediting body recognized by the Council for Higher Education Accreditation.

(c) The required drug and alcohol use education shall:

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+elizabeth.t.eaton@oplc.nh.gov - updated lanugage as requested.

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- (1) Total at least 300 hours, including:
 - a. Six hours of education in confidentiality;
 - b. Six hours of education in the 12 core functions;
 - c. Six hours of education in ethics;
 - d. Six hours of education in HIV and AIDS;
 - e. Six hours of education in suicide prevention; and
 - f. The remaining 270 hours covering the 18 categories of competence as described in Alc 313.10(j)(1)-(18); and
- (2) Be received:
 - a. As part of the academic program; or
 - b. In a program given, sponsored or approved by:
 1. The board or the licensing body of any other state within the IC&RC;
 2. National Association for Alcoholism and Drug Abuse Counselors – The Association for Addiction Professionals (NAADAC);
 3. New Hampshire Training Institute on Addictive Disorders;
 4. New Hampshire Center for Excellence on Addiction;
 5. AdCare Educational Institute of New England;
 6. NHTI – Concord Community College;
 7. New Hampshire Alcohol and Drug Abuse Counselors Association;
 8. The NH department of health and human services bureau of drug and alcohol services (BDAS); or
 9. Any public or private agency or institution providing training in the practice of substance use counseling and recognized by the Council for Higher Education Accreditation.

(d) No more than 25% of the required education shall be obtained by the applicant online. This maximum shall not apply to educational hours obtained as part of an online college program or from an online training that is live and simultaneously interactive.

Alc 307.04 ***Supervised Training Eligibility Requirements***. The required supervised practical training in alcohol and drug use counseling shall:

- (a) Total at least 300 hours;

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- (b) Cover training in the 12 core functions, with a minimum of 10 hours of supervised practical training received in each of the 12 core functions;
- (c) Supervised practical training that includes direct and indirect supervision; and
- (d) Be received:
 - (1) In an internship or practicum; or
 - (2) At the site of, and as part of, the supervised work experience as ~~described~~***defined*** in Alc 301.01(~~kf~~) and as described in Alc 307.05.

Alc 307.05 Supervised Work Experience Requirement.

- (a) The required supervised work experience shall be of the following duration:
 - (1) For an individual holding an associate's degree, an accumulated 6,000 hours; and
 - (2) For an individual holding a bachelor's degree, an accumulated 4,000 hours.
- (b) The supervised work experience shall:
 - (1) Be paid or volunteer in nature;
 - (2) Involve direct services to clients;
 - (3) Be performed under the supervision of an individual licensed by the board ***in this state*** or authorized by the regulatory board of another state ***or jurisdiction*** to practice substance use counseling; and
 - (4) Be performed in one or more of the following private or public settings:
 - a. A detoxification program;
 - b. A substance use counseling program;
 - c. A substance use treatment program; or
 - d. In the substance use aspect of a healthcare, social service, or other direct service program.
- (c) The supervised work experience shall include:
 - (1) Monitoring by the supervisor of the performance of the person being supervised; and
 - (2) Record keeping and note taking by the supervisor which is sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the "Supervised Work Experience Report Form" as described in Alc 313.06.

Readopt with amendment Alc 308.01, effective 3-13-23 (Document #13518), to read as follows:

Alc 308.01 Examination and Examination Procedures.

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(a) The examination to be passed for initial licensure as a LADC shall be the IC&RC written alcohol and drug counselor (ADC) examination.

(b) Applicants intending to take the IC&RC written alcohol and drug counselor examination shall apply to and take the examination with the IC&RC.

(c) Applicants for licensure shall request that the IC&RC submit proof they have received a passing score on the IC&RC International examination directly to the board ***licensing bureau***.

Readopt with amendment Alc 309.01, effective 3-13-23 (Document #13518), to read as follows:

Alc 309.01 Eligibility Requirements for Reciprocity-Based Initial Licensure as a Licensed Alcohol and Drug Counselor.

~~(a) The board shall issue an initial license as a LADC based on reciprocity to an individual who has been licensed in another state for less than 5 years and who:~~

~~(1) Meets the requirements set forth in Alc 306 307.02 (a)(1) through (a)(3);~~

~~(2) Has not been the subject of disciplinary action with the immediately preceding 5 years in any state or jurisdiction; and~~

~~(3) Has complied with the application requirements set forth in Alc 313.01.~~

~~—(b) An applicant for reciprocity-based initial licensure as a LADC who has been licensed in another state for 5 years or more shall submit or arrange for the board's office to receive:~~

~~(2) A reciprocity approval notification sent directly to the board's office by IC&RC, if applicable;~~

~~(3) Proof of practice as a LADC or at an equivalent level of licensure and scope of practice in another state or territory of the United States for a period of 5 years or more, with the applicant's license being active and in good standing as verified by the licensing body in the state or territory of licensing, if applicable;~~

~~(4) An official transcript showing the applicant's academic degree sent directly to the board's office by the degree-granting educational institution;~~

~~(5) Payment of the applicable license fee as described in Alc 317;~~

~~(6) A criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment.~~

~~(7) Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use and integrated co-occurring disorders stating:~~

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~~a. Whether the license, certificate, or other authorization is or was, during its period of validity, in good standing; and~~

~~b. Whether any disciplinary action was taken against the license, certificate, or other authorization to practice; and~~

~~(8) A written description of the circumstances if the applicant has indicated "yes" to any of the "yes-no" questions on the "Application for Initial Licensure for Alcohol and Drug Counselor or Master Alcohol and Drug Counselor" form.~~

~~(c) Notwithstanding (a)-(b) above, applicants seeking licensure pursuant to this section with less than a 60-hour master's degree shall be eligible for licensure prior to completing the requirements of Ale 310.02, so long as:~~

~~(1) Such individuals comply with Ale 310.02(b) within 5 years of initial licensure; and~~

~~(2) Such individuals notify the board, in writing, upon completion of the required education.~~

~~(d) Applicants under (c) above who do not satisfy the educational requirements within 5 years of licensure shall not be eligible for MLADC license renewal but shall be licensed as a LADC if the board determines that the requirements of Ale 306 have been met.~~

~~(e) The board shall waive the requirements of supervised practical training described in Ale 310.04 and supervised work experience found in Ale 310.05 for applicants applying for licensure under this section, provided that applicants present proof of active licensed practice in another jurisdiction for a period of 5 years or more.~~

(a) The licensing bureau shall issue a license as a LADC based on reciprocity to an applicant licensed in another with jurisdiction with substantially similar requirements as described in Plc 313.15(c).

(b) Applicants for licensure by endorsement shall submit the following to the licensing bureau using the portal available via www.oplc.nh.gov or, if submitting the application via the portal is not practicable for the applicant, by mailing a paper application to the address specified in Plc 102.03:

(1) A completed "Universal Application for Initial License", dated April 2024, that provides the information required by Plc 304.03 and is signed and attested to as specified in Plc 304.05;

(2) The documentation specified in Plc 304.04 and Plc 313.05;

(3) Payment of the applicable application processing and licensing fee specified in Plc 1002.23, unless Plc 304.02(a) relative to exempting active military and military spouses from paying application processing and licensing fees applies;

(4) Complete a criminal records check process established by applicable law and the NHDOS for requesting a criminal records check, accessible via the NHDOS website at <https://www.nh.gov/safety/> or directly at <https://services.dos.nh.gov/chri/cpo/>, including paying any required fee and directing that the results be sent to the licensing bureau, provided that proof of the applicant's military security clearance may be provided in lieu of the criminal background check if allowed by applicable law.

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(5) The applicant shall identify the profession for which the application is being filed and then provide the information specified in Plc 303.04 for individuals and all applicants.

(6) At the time an applicant for a license by endorsement submits a completed license application, the applicant shall submit, or arrange for the licensing bureau to receive:

a. Primary source verification from the jurisdiction identified pursuant to Plc 304.03(d), such as a print-out or screen capture of the licensing board's portal showing that the individual is licensed to practice and that the license is in good standing; and

b. If the applicant is seeking licensure as active military or as a military spouse, proof of service status and, if applicable, proof of marriage as specified in Plc 304.04(e) and (f).

Readopt with amendment Alc 310.01 through Alc 310.03, effective 3-13-23 (Document #13518), to read as follows:

Alc 310.01 Eligibility Requirements for Initial Licensure as a Master Licensed Alcohol and Drug Counselor. The board shall issue an initial license as a MLADC to an individual who:

- (a) Meets the requirements set forth in Alc 307.02 (a)(1) through (a)(2);
- (b) Holds a master's degree as further described in Alc 310.02;
- (c) Has complied with the examination procedures and passed the examination described in Alc 311.01;
- (d) Has received at least 300 hours of substance use education and integrated co-occurring disorders education as further described in Alc 310.03;
- (e) Has received at least 300 hours of supervised practical training as further described in Alc 310.04;
- (f) Has accumulated at least 3,000 hours of post-master's clinically supervised direct counseling experience in treating substance use and integrated co-occurring disorders as further described in Alc 310.05;
- (g) Has been found competent in substance use and integrated co-occurring disorders counseling as shown by ratings described in Alc 313.06(e)(9) meeting the following standards based on the number of "Supervised Work Experience Report Form" to cover the individual's entire clinically supervised experience in treating substance use and integrated co-occurring disorders:
 - (1) No more than 2 "not acceptable" ratings on all core functions taken together; and
 - (2) At least one rating per core function which is not a rating of "no opportunity for supervision";
- (h) Has had any felony conviction waived by the board pursuant to Alc ~~303.01(b)~~ 307.02(a)(2); and
- (i) Has complied with the application procedures set forth in Alc 313.

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Alc 310.02 Master's Degree Requirement. Applicants for initial licensure as a MLADC shall have a master's degree that is:

(a) A 60 hour degree-awarded by a college or university accredited by an academic body which is a member of the Council for Higher Education Accreditation, in one of the following fields:

- (1) Clinical mental health;
- (2) Clinical psychology;
- (3) Substance use treatment; ***or***
- (4) Social work; or
- (5) ~~Human services; or~~

(b) A master's degree that is less than 60 credits in one of the fields described in Alc 310.02(a)(1) through ~~(5)~~ ***(4)*** above provided that the applicant seeking to qualify for licensure with such a degree obtains additional credits in substance use and co-occurring disorders received through graduate level courses to bring the total number of credits to 60.

Alc 310.03 Required Drug and Alcohol Use Education.

(a) Required drug and alcohol use and integrated co-occurring disorders education shall:

- (1) Total at least 300 hours, of which:
 - a. A minimum of 24 hours shall have been obtained within the 12 months immediately preceding the date the applicant completes the application;
 - b. A minimum of 6 hours shall be required in ethics as related to substance use;
 - c. A minimum of 6 hours shall be required in HIV and Aids as related to substance use;
 - d. A minimum of 6 hours shall be required in confidentiality as related to substance use counseling;
 - e. A minimum of 6 hours shall be required on the 12 core functions;
 - f. A minimum of 6 hours shall be required in suicide prevention;
 - g. The remaining 270 hours shall cover the 18 categories of competence as described in Alc 313.~~1008~~(j)(1) through (18); and
 - h. No more than 25% of the required educational hours shall be from online training, provided that educational hours obtained as part of an online degree program or an on-line training that is live and simultaneously interactive shall not count towards the maximum threshold; and

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(2) Be received:

- a. As part of the academic program; or
- b. In a program given, sponsored, or approved by:
 1. The board or the licensing body of any other state within the IC&RC;
 2. National Association for Alcoholism and Drug Abuse Counselors – The Association for Addiction Professionals (NAADAC);
 3. NHTI on Addictive Disorders;
 4. New Hampshire Center for Excellence on Addiction;
 5. AdCare Educational Institute of New England;
 6. New Hampshire Technical Institute – Concord Community College;
 7. New Hampshire Alcohol and Drug Abuse Counselors Association;
 8. New Hampshire department of health and human services bureau of drug and alcohol services; or
 9. Any public or private agency or institution, recognized by the Council for Higher Education Accreditation, providing training in the practice of substance use counseling;

(b) One college credit shall be equivalent to 15 contact hours.

Alc 310.04 Required Supervised Practical Training in Substance Use Counseling. The required supervised practical training in alcohol, drug use, and integrated co-occurring disorders counseling shall:

- (a) Total at least 300 hours;
- (b) Cover training in the 12 core functions, with a minimum of 10 hours of supervised practical training received in each; and
- (c) Be received post-graduate as part of, the clinically supervised experience in treating substance use and integrated co-occurring disorders described in Alc 310.05.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Alc 310.05 Clinically Supervised Direct Counseling Experience in Treating Substance Use and Integrated Co-Occurring Disorders.

(a) The clinically supervised direct counseling experience in treating substance use and integrated co-occurring disorders shall:

- (1) Be paid or volunteer in nature;

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- (2) Be performed in one or more of the private or public settings listed in (c) below; and
 - (3) Consist of direct counseling services to clients provided in person, through telehealth, or by audio, whether in the form of individual, couple, or group counseling as described in (d) below;
 - (4) Consist of interventions inclusive of assessment and treatment planning, under the clinical supervision described in (b) below.
- (b) Such experience shall be clinically supervised as follows:
- (1) Directly and indirectly by an individual licensed or authorized by the board to practice substance use and co-occurring mental health counseling pursuant to Alc 406.02;
 - (2) On a schedule of at least 4 hours of clinical supervision during each month that the person being supervised provides services to clients; and
 - (3) By a method which:
 - a. Complies with the definition in Alc 301.01(d); and
 - b. Includes the supervisor(s) keeping records and making notes which are sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the “Supervised Work Experience Report Form[s]” described in Alc 313.06.
- (c) The settings for the clinically supervised direct counseling experience in treating substance use and integrated co-occurring disorders shall be one or more of the following:
- (1) A detoxification program;
 - (2) A substance use counseling program;
 - (3) A substance use treatment program; or
 - (4) Within the substance use aspect of a healthcare, social service, or other direct service program.
- (d) The applicant shall, pursuant to RSA 330-C:16, III, be permitted to substitute up to 1500 hours of the required total hours of clinically supervised post-masters direct counseling experience in treating substance use and integrated co-occurring disorders required by Alc 310.01 if holding a current license issued by the board of mental health or a current license as a LADC.
- (e) The applicant who wishes to substitute the hours described in (d) above shall do so by submitting a written request describing the number of hours the application wishes to substitute and providing a copy of their currently active license at the time the application is submitted to the board’s office.
- (f) If the board, after receiving and reviewing the request described in (f) above, requires further information to determine if the substitution meets the requirements described in Alc 310.01(f), the board shall:

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- (1) So notify the applicant in writing within 30 days; and
- (2) Specify the information or documents it requires.

(g) The board shall issue written approval or denial request within 60 days of the date that the application is completed.

(h) Any applicant wishing to challenge the board's denial of a request for substitution shall:

- (1) Make a written request for a hearing of the applicant's challenge; and
- (2) Submit this request to the board:
 - a. Within 60 days of the board's notification of the denial; or
 - b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

PART Alc 311 EXAMINATION FOR MLADC INITIAL LICENSURE

Alc 311.01 Examination and Examination Procedures.

(a) The examination to be passed for initial licensure as a MLADC shall be the IC&RC written advanced alcohol and other drug counselor (AADC) examination.

(b) Applicants intending to take the IC&RC written advanced alcohol and drug counselor examination shall apply to and take the examination with the IC&RC.

(c) Applicants for licensure shall request the IC&RC submit proof they have received a passing score on the “Advanced Alcohol and Drug Counselor” examination directly to the board.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Readopt Alc 312, effective 3-13-23 (Document #13518), to read as follows:

Alc 312.01 Eligibility Requirements for Reciprocity-Endorsement Based Initial Licensure as a Master Licensed Alcohol and Drug Counselor. *For purposes of obtaining a license by endorsement as a master alcohol and other drug use professional, the requirements of the licensing jurisdiction shall be as stated in Plc 313.15(a).*

(a) ~~The board shall issue an initial license as a MLADC based on reciprocity to an individual who has been licensed in another state for less than 5 years and who:~~

- ~~(1) Meets the requirements set forth in Alc 310.01;~~
- ~~(2) Has not been the subject of disciplinary action with the immediately preceding 5 years in any state or jurisdiction; and~~

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~~(3) Has complied with the application requirements set forth in Ale 313.01~~

~~–(b) An applicant for reciprocity-based initial licensure as a MLADC who has been licensed in another state for 5 years or more shall submit or arrange for the board’s office to receive:~~

~~(1) A completed “Application for Initial Licensure for Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form provided by the board and further described in Ale 313.02;~~

~~(2) A reciprocity approval notification sent directly to the board’s office by the IC&RC;~~

~~(3) Proof of practice as a LADC or at an equivalent level of licensure and scope of practice in another state or territory of the United States for a period of 5 years or more, with the applicant’s license being active and in good standing as verified by the licensing body in the state or territory of licensing, if applicable;~~

~~(4) An official transcript showing the applicant’s academic degree sent directly to the board’s office by the degree-granting educational institution;~~

~~(5) Payment of the applicable license fee described in Ale 317;~~

~~(6) A criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment;~~

~~(7) Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use and integrated co-occurring disorders stating:~~

~~a. Whether the license, certificate, or other authorization is or was, during its period of validity, in good standing, and~~

~~b. Whether any disciplinary action was taken against the license, certificate, or other authorization to practice; and~~

~~(8) A written description of the circumstances if the applicant has indicated “yes” to any of the “yes-no” questions on the “Application for Initial Licensure for Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form.~~

~~–(c) Notwithstanding (a) (b) above, applicants seeking licensure pursuant to this section with less than a 60-hour master’s degree shall be eligible for licensure prior to completing the requirements of Ale 310.02, so long as:~~

~~(1) Such individuals comply with Ale 310.02(b) within 5 years of initial licensure; and~~

~~(2) Such individuals notify the board, in writing, upon completion of the required education.~~

~~(d) Applicants under (c) above who do not satisfy the educational requirements within 5 years of licensure shall not be eligible for MLADC license renewal but shall be licensed as a LADC if the board determines that the requirements of Ale 306 have been met.~~

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~~— (e) The board shall waive the requirements of supervised practical training described in Alc 310.04 and supervised work experience found in Alc 310.05 for applicants applying for licensure under this section, provided that applicants present proof of active licensed practice in another jurisdiction for a period of 5 years or more.~~

(a) The licensing bureau shall issue a license as a MLADC based on reciprocity to an applicant who has been licensed in another jurisdiction with substantially similar requirements as described in Plc 313.15(a).

(b) Submit the following to the licensing bureau using the portal available via www.oplc.nh.gov or, if the portal is not yet available or if submitting the application via the portal is not practicable for the applicant, by mailing a paper application to the address specified in Plc 1002.03:

(1) A completed “Universal Application for Initial License”, dated April 2024, that provides the information required by Plc 304.03 and is signed and attested to as specified in Plc 304.05;

(2) The documentation specified in Plc 304.04 and Plc 313.05;

(3) The applicable application processing and licensing fee specified in Plc 1002.03, unless Plc 304.02(a) relative to exempting active military and military spouses from paying application processing and licensing fees applies; and

(4) Complete a criminal records check process established by applicable law and the NHDOS for requesting a criminal records check, accessible via the NHDOS website at <https://www.nh.gov/safety/> or directly at <https://services.dos.nh.gov/chri/cpo/>, including paying any required fee and directing that the results be sent to the licensing bureau, provided that proof of the applicant’s military security clearance may be provided in lieu of the criminal background check if allowed by applicable law.

(5) The applicant shall identify the profession for which the application is being filed and then provide the information specified in Plc 303.04 for individuals and all applicants.

(6) At the time an applicant for a license by endorsement submits a completed license application, the applicant shall submit, or arrange for the licensing bureau to receive:

a. Primary source verification from the jurisdiction identified pursuant to Plc 304.03(d), such as a print-out or screen capture of the licensing board’s portal showing that the individual is licensed to practice and that the license is in good standing;

b. If the applicant is seeking licensure as active military or as a military spouse, proof of service status and, if applicable, proof of marriage as specified in Plc 304.04(e) and (f); and

c. If applicable, the evaluation of foreign credentials required by Plc 313.12.

Readopt with amendment Alc 313.01 through Alc 313.04, effective 3-13-23 (Document #13518), to read as follows:

Alc 313.01 Procedures for Applying for ***Initial Application*** for Licensure as a Licensed Alcohol and Drug Counselor or a Master Licensed Alcohol and Drug Counselor. An applicant for initial licensure as a

Text added to existing rules shown in ***bold italics***
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LADC or a MLADC shall submit to the ~~board's office or otherwise arrange for the board's office to receive~~ ***licensing bureau***:

(a) A completed ~~“Application for Initial Licensure for Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form provided by the board and further described in Alc 313.02~~ ***“Universal Application for Initial License”, dated April 2024, that provides the information required by Plc 304.03 and is signed and attested to as specified in Plc 304.05;***

(b) The additional materials described in Alc 313.04;

(c) Payment of the applicable license fee described in ~~Alc 317~~ ***Plc 1002.03***; and

(d) A criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf-C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment.

Alc 313.02 ~~Application Form. On the board provided “Application for Initial Licensure for Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form t~~ The applicant shall provide the following information ***a completed “Universal Application for Initial License”, dated April 2024, that provides the information required by Plc 304.03 and is signed and attested to as specified in Plc 304.05.***

~~— (a) Whether the applicant is applying for initial licensure as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor;~~

~~— (b) The applicant’s full legal name;~~

~~— (c) Any other names ever used by the applicant;~~

~~— (d) The applicant’s date of birth;~~

~~— (e) The applicant’s current employer;~~

~~— (f) The applicant’s current employer’s mailing address;~~

~~— (g) The applicant’s business e-mail address;~~

~~— (h) The applicant’s business phone number;~~

~~— (i) Using the “yes” and “no” spaces provided, whether or not the applicant:~~

~~(1) Has any pending criminal charges and, if so, an explanation of such charges;~~

~~(2) Has made a plea agreement relative to any criminal charges and, if so, an explanation of such plea agreement;~~

~~(3) Has a license or certification under revocation, suspension or probation in another state or territory of the United States;~~

~~(4) Has practiced fraud or deceit in procuring or attempting to obtain this license;~~

~~(5) Has engaged in sexual relations with, solicited sexual relations with, or committed an act of sexual abuse against or sexual misconduct with, a current or past client;~~

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~~(6) Has failed to remain free from the use of any controlled substance or any alcoholic beverage to the extent that its use impaired the applicant's ability to engage in work with individuals with substance and integrated co-occurring disorders;~~

~~(7) Has engaged in false or misleading advertising;~~

~~(8) Has any disciplinary action pending in another state or territory of the United States; and~~

~~(9) Has a mental disability that impairs his or her professional ability or judgment;~~

~~— (j) If the applicant has answered any of the questions in Ale 313.02(i) above in the affirmative provide a detailed written explanation of the circumstances surrounding the "yes" answer and include any restitution(s) or remedial action(s);~~

~~— (k) Whether the applicant is currently or has been previously authorized by another jurisdiction to counsel individuals with substance use and integrated co-occurring disorders and, if "yes", by what jurisdiction(s);~~

~~— (l) The applicant's academic degree and degree granting institution;~~

~~— (m) List of the providers of the applicant's required drug and alcohol use education, supervised practical training, and clinical supervision;~~

~~— (n) List of the sites of applicant's required supervised work experience;~~

~~— (o) The applicant's physical home address;~~

~~— (p) The applicant's home mailing address;~~

~~— (q) The applicant's home phone number or cell phone number;~~

~~— (r) The applicant's personal email address;~~

~~— (s) Pursuant to RSA 161-B:11 and RSA 330-C:20, I, the applicant's social security number for the purpose of child support enforcement compliance with RSA 161-B:11;~~

~~— (t) The applicant shall sign and date the "Initial Application for Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor" below the following pre-printed statement:~~

~~"The information provided on this application form and in the materials, I have provided to support my application is true, accurate, and complete to the best of my knowledge and belief. I acknowledge that, pursuant to RSA 641:3, the knowing making of a false statement on this application form is punishable as a misdemeanor". I have read and understand the laws, rule, and ethical standards for an Alcohol and Drug Counselor or for a Master Alcohol and Drug Counselor and if I am licensed I will abide by those laws, rules and ethical standards."~~

~~Ale 313.03 ***The Meaning of the Applicant's Signature.*** The applicant's signature on the "Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor" form described in Ale 313.02. ***The "Universal Application for Initial License shall mean that be signed and attested to as specified in Plc 304.05.***~~

~~— (a) The applicant confirms that the information provided on the "Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor" form and that has been personally~~

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submitted to support the application is true, accurate, and complete to the best of their knowledge and belief; and

~~—(b) The applicant acknowledges that the knowing making of a false statement on the “Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form is punishable as a misdemeanor under RSA 641:3.~~

Alc 313.04 Additional Materials to be Submitted by an Applicant for Initial Licensure as a Licensed Alcohol and Drug Counselor or as a Master Licensed Alcohol and Drug Counselor. An applicant for initial licensure as a LADC or a MLADC shall ~~submit to the board, or arrange for the submission of, the following additional materials:~~

~~(a) The completed, signed, and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction record reports ***Complete a criminal records check process established by applicable law and the NHDOS for requesting a criminal records check, accessible via the NHDOS website at <https://www.nh.gov/safety/> or directly at <https://services.dos.nh.gov/chri/cpo/>, including paying any required fee and directing that the results be sent to the licensing bureau, provided that proof of the applicant's military security clearance may be provided in lieu of the criminal background check if allowed by applicable law;***~~

~~—(b) A criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment.~~

~~(c) Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use and integrated co-occurring disorders stating:~~

~~(1) Whether the license, certificate, or other authorization is or was, during its period of validity, in good standing, and~~

~~(2) Whether any disciplinary action was taken against the license, certificate, or other authorization to practice;~~

~~(d) ***Submit a*** A written description of the circumstances if the applicant has indicated “yes” to any of the “yes-no” ***background and character*** questions on the “Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor” form ***“Universal Application for Initial License”, dated April 2024***, or has been convicted of a felony;~~

~~(e) An official transcript:~~

~~(1) Sent directly to the board's office ***licensing bureau*** by the degree-granting educational institution; and~~

~~(2) Showing, for the LADC applicant, the award of one of the academic degrees required by Alc 307.03(b) and, for the MLADC applicant, the award of the master's degree required by Alc 310.02;~~

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(f) Proof directly from the IC&RC that they have received a passing score on the IC&RC examination;

(g) For the purpose of documenting receipt of the required hours of drug and alcohol use education, as many of any of the following 3 kinds of documents as needed to document all of the applicant's hours:

(1) An official academic transcript showing the hours of drug and alcohol use education included in the academic program;

(2) One or more certificates signed by a representative of a program listed in Alc 307.03(c)(2)b. and Alc 310.03~~(b)(3)~~**(a)(2)**:

a. Showing the receipt by the applicant of drug and alcohol use education; and

b. Including the following:

1. Whether the program is pre-approved and, if so, by whom;
2. The name of the applicant;
3. The number of hours of drug and alcohol use education received by the applicant;
4. The title of the drug and alcohol use education;
5. The category or categories of competence covered;
6. The name and location of the program;
7. The name of the program director or programs representative;
8. The signature of the program representative;
9. The date of the signature; and
10. If the program is not pre-approved, a description or outline of the training which contains the information described in 2. – 9. above including a syllabus or brochure of for the program and a description of the category or categories of competence covered by the training;

(h) For the purpose of documenting receipt of the required hours of supervised practical training in alcohol and drug counseling, as many completed board-provided “Supervised Practical Training Report Form” further described in Alc 313.05 as are necessary to document all of the applicant's hours;

(i) For the purpose of documenting the applicant's accumulation of the supervised experience required by Alc 307.05 or Alc 310.05, as applicable, the following forms:

(1) A single board-provided applicant “Supervised Work Experience Report Form” further described in Alc 313.06; and

(2) As many board-provided “Supervised Work Experience Report Form”, further described in Alc 313.06, as necessary for the supervisor(s) at each individual agency, program, or other

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entity separately to report the applicant's work experience supervised by such supervisor(s) at his, her, or their own site(s);

(j) For each employer listed in the applicant's "Supervised Work Experience Report Form" described in Alc 313.06, an "Verification of Employment Form", further described in Alc 313.08;

(k) A "Supervision Agreement", further described in Alc 313.~~09~~ ***07***;

(l) A "Applicant Evaluation Form", further described in Alc 313.~~40~~ ***08***; and

(m) An "Education and Training Summary Form", further described in Alc 313.~~44~~ ***09***.

Alc 313.05 Report Form Documenting Hours of Supervised Practical Training in Alcohol and Drug Counseling. The report form "Supervised Practical Training Report Form" documenting receipt of hours of supervised practical training in alcohol and drug counseling shall require:

(a) The information detailed in (b) below to be reported separately for each site of internship, academic program, supervision site, or supervised experience where the applicant received supervised practical training; and

(b) The following information shall be provided on the "Supervised Practical Training Report Form":

(1) The name of the internship, academic program, or work site where the applicant received supervised practical training in alcohol and drug counseling;

(2) The number of hours of supervised practical training received by the applicant in each of the following 12 core functions:

a. Screening;

b. Intake;

c. Orientation;

d. Assessment;

e. Treatment planning;

f. Counseling;

g. Case management;

h. Crisis intervention;

i. Client education;

j. Referral;

k. Reporting and record keeping; and

l. Consultation;

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- (3) The total hours of supervised practical training in alcohol and drug use counseling;
- (4) A certification that the total number of hours of supervised practical training included a minimum of 10 hours of supervised practical training in each of the 12 core functions;
- (5) The name(s) and title(s) of the individual(s) providing the supervised practical training or their replacements if the supervisors are no longer available;
- (6) The signature(s) of such individual(s) or, if such individual is no longer employed at the same location, of an individual who can attest that the supervised practical training was completed; and
- (7) The date of signing.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Alc 313.06 Submission of “Supervised Work Experience Report Form”.

(a) The applicant for initial certification as a CRSW shall submit the “Supervised Work Experience Report Form” described in Alc 304.0402(h) completed for each individual who has supervised the applicant at any agency, program, or other entity providing some or all of the applicant's supervised work experience as described in Alc 303.02 with the ~~initial application “Initial Certification Application As a Recovery Support Worker”~~ ***“Universal Application for Initial License”, dated April 2024.***

(b) The applicant for initial licensure as a MLADC or LADC shall submit the “Supervised Work Experience Report Form” completed for each individual who has clinically supervised the applicant at any agency, program, or other entity providing some or all of the applicant's clinically supervised direct counseling experience in treating substance use and integrated co-occurring disorders for MLADC as described in Alc 310.05 or for LADC as described in 307.05 with the ~~“Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor”~~ ***“Universal Application for Initial License”, dated April 2024.***

(c) Enough “Supervised Work Experience Report Form” shall be submitted to the board to cover all of the applicant's experience required by Alc ~~306-307.05~~, Alc 310.05, or Alc ~~302.02~~ ***304.02***, as applicable.

(d) Each “Supervised Work Experience Report Form” required by (a) and (b) above shall be:

(1) Completed by:

- a. As applicable, a board approved supervisor who supervised some or all of the CRSW experience, LADC applicant's work experience, or a board approved supervisor who clinically supervised some or all of the MLADC applicant's experience in direct counseling treating substance use and integrated co-occurring disorders; or
- b. An individual responsible for the work of the applicant's original supervisor, if the original supervisor is no longer with the entity providing the applicant's experience;

(2) Completed with the following:

- a. The information required by (e)(1) through (e)(8) below; and

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b. The opinion required by (e)(9) below;

(3) Signed and dated by the individual completing the “Supervised Work Experience Report Form”; and

(4) Submitted directly to the board by the individual completing the “Supervised Work Experience Report Form”.

(e) The “Supervised Work Experience Report Form” shall contain:

(1) At the head of the form, the name of the applicant;

(2) The name of the agency, program, or other entity providing the supervised work experience;

(3) The address and telephone number of such agency, program, or other entity;

(4) The name and title of the supervisor completing and signing the form or the name and title of the replacement in accordance with (d)(1)b. above;

(5) Using the “yes” and “no” spaces provided, an indication of whether the supervisor completing the form personally supervised and documented the applicant’s work experience;

(6) The state(s) in which the supervisor was authorized to practice substance use counseling, integrated co-occurring mental health counseling, or recovery support work at the time they supervised the applicant;

(7) The number(s) of the supervisor’s license(s) or other authorization(s) to practice substance use counseling or recovery support work at the time they supervised the applicant;

(8) The approximate total number of hours the supervisor supervised the applicant; and

(9) That supervisor’s opinion of the applicant’s competence in the performance of each of the 12 core functions or 4 ***recovery performance*** domains, reported by checking off one of the following rating choices pre-printed on the form:

a. Acceptable;

b. Not acceptable; or

c. No opportunity for supervision.

(f) The “Supervised Work Experience Report Form” shall also contain the supervisor’s dated signature below the following statement preprinted on the form:

“I certify that I am aware that the statutory definition of ‘supervision’ is ‘an ongoing regularly occurring process of examination, critique, and improvement of a counselor’s skills, directed by the counselor’s designated clinical supervisor, and is typically one to one or small group in structure, and utilizes the methods of intensive case review and discussion, and direct and indirect observation of clinical practice and the administrative rule definition of CRSW supervision. I certify that I, or a supervisor responsible to me, observed and supervised the

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work of the individual named at the head of this form, and further certify that the information I have provided on this form is true to the best of my knowledge and belief.”

(g) The meaning of the signature beneath the statement in (f) above shall be the signer's:

(1) Certification that the applicant's supervisor observed and supervised the work of the individual named at the head of the form;

(2) Certification that the signer is aware of the quoted statutory definition of "clinical supervision" and the administrative rule definition of "CRSW supervision";

(3) Certification that the information provided is true to the best of the signer's knowledge and belief; and

(4) Acknowledgement that, pursuant to RSA 641:3, the knowing making of a false statement on the form is punishable as a misdemeanor.

(h) The "Supervised Work Experience Report Form" shall be completed by the supervisor and be submitted directly to the board.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Readopt with amendment, Alc 313.07, effective 10-13-16 (Document #12001), to read as follows:

Alc 313.07 Supervision Agreement.

(a) Prospective applicants for initial CRSW certification, LADC, or MLADC shall submit a supervision agreement once they are ready to start accruing supervised work hours, even if they have not submitted the completed application form described in Alc 304.02 for CRSW or Alc 313.02 for LADC or MLADC ***"Universal Application for Initial License", dated April 2024.***

(b) The "Supervision Agreement" shall contain the following information:

(1) On a page to be completed by the applicant:

a. An indication of whether the applicant is applying for initial licensure as a CRSW, LADC, or MLADC;

b. The applicant's name;

c. The applicant's home address;

d. The applicant's email address;

e. The applicant's telephone number;

f. The name of the applicant's employer;

g. The employer's address;

h. The employer's telephone number; and

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- i. The applicant’s position at the place of employment;
- (2) On a page to be completed by the applicant’s supervisor;
- a. The supervisor’s name;
 - b. The business name;
 - c. The business address;
 - d. The business email address;
 - e. The business telephone;
 - f. The supervisor’s position;
 - g. The supervisor’s credentials and license number(s);
 - h. Whether the supervisor meets requirements to provide supervision as described in Alc 405.03 for LADC, Alc 406.02 for MLADC, or Alc 404.03 ~~02~~ for CRSW; and
 - i. If the supervisor is not an employee of the applicant’s work site, an attached statement which addresses the following:
 1. The supervisor’s relationship to the candidate’s work site;
 2. A statement acknowledging the supervisor will provide supervision at a location convenient to both the supervisor and supervisee;
 3. A copy of a written agreement with the applicant’s employer that allows the supervisor to review records and files at the applicant’s work site;
 4. A statement that the supervisor has knowledge of the applicant’s work site policies; and
 5. A statement describing how any disagreements between the supervisor and the agency supervisor will be resolved;
- (3) The applicant’s dated signature below the following certification:

“As the candidate, I agree to provide my supervisor with any and all pertinent information concerning all clients and their care in order to make informed, ethical and efficacious decisions for client care. I will inform my supervisor if I engage in any work activities outside of this agreement. My supervisor must authorize all of my work activity. I will resolve all ethical dilemmas and practice issues as directed by my supervisor to the best of my ability. This supervision agreement does not remove any legal or civil responsibilities that I have for my actions related to this role”; and

- (4) The supervisor’s dated signature below the following certification:

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“As the supervisor, I agree to provide the candidate with appropriate and efficacious training, guidance and direction to assure a valuable training experience to meet the requirements for licensure as a LADC, MLADC, or certified as CRSW. I specifically acknowledge that I will assume professional and legal responsibility for the candidate and that I will review and have access to the candidate’s clinical records. If I cease to supervise the candidate, if my license becomes invalid, restricted, or sanctioned, or if I wish to terminate my legal and professional responsibility for the candidate’s acts or omissions, it is my responsibility to so notify the Board and the candidate in writing, and that until I do, I remain responsible.”

(c) If the proposed supervisor does not meet the criteria of Alc 404.02(a) for CRSW, Alc 405.03(a)-(e) for LADC, or Alc 406.02 for MLADC, the applicant shall not begin accruing supervised practical training hours until the board has verified that the proposed supervisor is qualified to supervise LADC or MLADC and has notified the applicant of approval of the supervision agreement.

Alc 313.08 Applicant Evaluation Form. The applicant shall provide a “Applicant Evaluation Form” to their supervisor, to be completed and returned to the board by the supervisor, which contains the following information:

- (a) The applicant’s name;
- (b) The supervisor’s name;
- (c) The supervisor’s title;
- (d) The agency or institution at which the supervisor works;
- (e) The supervisor’s business address;
- (f) The supervisor’s phone number;
- (g) The supervisors credentials;
- (h) The beginning and ending date that the CRSW supervisor supervised the applicant;
- (i) On the basis of the supervisor’s knowledge of the CRSW applicant, a rating of the applicant’s competency in the following 4 *recovery* performance domains:
 - (1) Advocacy;
 - (2) Ethical responsibility;
 - (3) Mentoring and education; and
 - (4) Recovery and wellness support;
- (j) On the basis of the clinical supervisor’s knowledge of the LADC or MLADC applicant, a rating of the applicant’s 18 categories of competency as follows:
 - (1) Data collection, including:

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- a. Knowledge of the elements to be included in a complete client history;
 - b. Asking appropriate questions which will generate information; and
 - c. Analyzing data presented relative to accuracy and relevancy;
- (2) Diagnosis of alcohol or drug dependence, including:
- a. Knowledge of diagnostic indicators of alcohol or drug dependence;
 - b. Differentiating between substance abuse dependency and alcohol or drug dependency as a primary diagnosis and other social or psychosocial categories
 - c. Determining appropriateness of admission or referral;
 - d. Observing and recording behavior not indicated in primary diagnosis;
 - e. Formulating client's personal and diagnostic data into meaningful information in order to ensure proper treatment; and
 - f. Integrating the diagnosis of alcohol or drug dependency with case history;
- (3) Initiation of treatment, including:
- a. Assessing the motivational level of the client;
 - b. Determining the type and frequency of treatment necessary;
 - c. Obtaining a treatment commitment from the client;
 - d. Setting realistic goals for treatment;
 - e. Prioritizing goals and objectives;
 - f. Obtaining mutual understanding between counselor and client of roles, responsibilities, and potential limitations of the treatment process; and
 - g. Formulating and assisting the client to utilize the treatment plan;
- (4) Crisis response, including:
- a. Identifying a crisis;
 - b. Determining its severity;
 - c. Formulating appropriate crisis response procedures; and
 - d. Recognizing medical emergencies;
- (5) Knowledge of human growth and development, including:
- a. Physical, social, emotional, and intellectual development;
 - b. Deficient developmental patterns;

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- c. Relating life crisis situations to substance abuse potential;
 - d. Recognizing the positive and negative influences of the home and family environment on individual development; and
 - e. Utilizing this knowledge in a systematic and realistic counseling strategy;
- (6) Counseling, including:
- a. Knowledge of counseling approaches and their underlying theories;
 - b. Formulating one's own style of counseling based on these approaches;
 - c. Implementing one's approach;
 - d. Knowledge of functional and dysfunctional dynamics within the counseling situation;
 - e. Identifying these dynamics within counseling situations;
 - f. Applying specific counseling approaches in substance abuse counseling; and
 - g. Coordinating and synthesizing counseling approaches in order to update and individualize treatment plan;
- (7) Client and counselor therapeutic relationship, including:
- a. Interacting in a manner consistent with the client's needs;
 - b. Knowledge of how the physical environment relates to the counseling process;
 - c. Establishing and maintaining rapport;
 - d. Assisting the client in gaining insight into unrecognized problems;
 - e. The ability to empathize;
 - f. Facilitating the client's use of problem solving techniques;
 - g. Interpreting non-verbal behavior; and
 - h. Accurately communicating information regarding the use of mood altering substances;
- (8) Evaluation, including:
- a. Receiving and responding to supervisory feedback;
 - b. Measuring client progress in behavioral terms;
 - c. Identifying factors responsible for treatment outcome; and
 - d. Modifying one's own behavior as agreed upon in supervision;

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- (9) Termination and follow-up, including:
 - a. Determining when termination is appropriate;
 - b. Formulating a discharge plan with the client; and
 - c. Assisting the client in implementing the discharge plan;
- (10) Record keeping, including:
 - a. Taking notes accurately and compiling information;
 - b. Documenting client’s progress or lack of the same;
 - c. Writing a treatment plan;
 - d. Communicating case information in written form; and
 - e. Writing a discharge summary;
- (11) Verbal communication, including:
 - a. Communicating a sense of knowledge, confidence, and leadership;
 - b. Summarizing the treatment process; and
 - c. Communicating a clear description of client behavior and its relevance to client issues;
- (12) Knowledge of regulatory issues, including:
 - a. Relevant New Hampshire state laws pertaining to substance abuse, intervention, treatment, and counseling;
 - b. Relevant federal laws; and
 - c. Regulations governing client confidentiality and client’s rights;
- (13) Community utilization, including:
 - a. Cultural and environmental influences affecting client behavior;
 - b. Ancillary services offered in the community;
 - c. Limitations of own and other treatment facilities;
 - d. Applicable professional literature in the field of substance abuse from state, federal, and private resources;
 - e. Basic methodology of Alcoholics Anonymous, Alanon, and Alateen;
 - f. Basic methodology of other alcohol and drug treatment programs;
 - g. Intervention systems relating to early identification and treatment of substance abuse;

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- h. The ability to refer to other community resources when appropriate;
 - i. Incorporating other treatment resources such as consultation, supervision, and education;
 - j. Contacting and incorporating the family in the treatment process when appropriate;
 - k. Coordinating the above factors in order to assure systematic treatment; and
 - l. Demonstrating the use of professional literature in the field of substance abuse;
- (14) Knowledge of alcohol and drugs, including:
- a. Major classifications of mood altering substances;
 - b. Most common drugs within each classification;
 - c. Effects of most common drugs on the human body;
 - d. Quantitative levels of alcohol and their effects;
 - e. Drug interaction, synergism, and potentiation; and
 - f. Resources to identify unknown drugs;
- (15) Knowledge of sociological factors, including:
- a. Various cultural influences, both past and present;
 - b. Effects of client's addictive lifestyle on the family, peer group, and employment situation;
 - c. Alcohol and drug subculture's effect involved in supporting the client in the addictive lifestyle;
 - d. Relationship of substance abuse to other sociological variables such as abuse and neglect, other types of victimization, divorce, and crime; and
 - e. Sociological factors relating to substance abuse particular to special populations of race, age, sex, occupation, and geographic location;
- (16) Knowledge of physiological factors, including:
- a. Long and short term physical effects of substance abuse;
 - b. Long and short term effects of withdrawal;
 - c. Tolerance, addiction tolerance, and cross tolerance;
 - d. Neurological effects and body processes involved in recovery;
 - e. Nutritional effects and body processes involved in recovery;

Text added to existing rules shown in ***bold italics***
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- f. Effect of use and abuse of drugs on prenatal development;
- g. Genetic research relating to substance abuse;
- h. Physiological and medical factors relating to substance abuse particular to special populations based on race, age, sex, occupation, and geographic location; and
- i. The ability to recognize a medical emergency relating to substance abuse;

(17) Knowledge of psychiatric factors, including:

- a. Short and long term psychological effects of substance abuse;
- b. Psychological factors relating to substance abuse particular to special populations based on race, age, sex, occupation, and geographic location;
- c. Recognizing the mentally ill substance abusers;
- d. Psychological defense mechanisms; and
- e. Psychological effects of withdrawal; and

(18) Knowledge of treatment issues, including:

- a. Various treatment components of the continuum of care, including outpatient services, individual, group, and family counseling, inpatient rehabilitation, halfway and quarterway houses, medical detoxification, social setting detoxification, crisis intervention, and aftercare and follow-up;
- b. Progression of addiction;
- c. Progression of recovery;
- d. Appropriate and inappropriate use of psychoactive drugs; and
- e. The ability to recognize and verbalize sexual issues as part of treatment;

(k) Completion of the following evaluator's statement by inserting the applicant's name and the name of the agency or institution, respectively:

"I hereby certify that I have been in a position to observe and have firsthand knowledge of _____ work at _____";

(l) A description of the procedures that the clinical or CRSW supervisor used to supervise and evaluate the applicant; and

(m) The clinical or CRSW supervisor's dated signature and title below the following certification:

"I hereby certify that all of the above information is, to the best of my knowledge, true."

Text added to existing rules shown in ***bold italics***
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Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(formerly Alc 313.10) (see Revision Note for chapter
heading for Alc 300)

Alc 313.09 Education and Training Summary Form. For the purpose of documenting education requirements described in Alc 307.03 for LADC and Alc 310.03 for MLADC, applicants shall submit an “Education and Training Summary Form” which contains the following information:

(a) For the required minimum 6 hours of training in ethics, suicide prevention, confidentiality, the 12 core functions, and HIV and AIDS, the following information:

- (1) The date(s) the applicant attended the training(s);
- (2) The agency or agencies which sponsored the training(s);
- (3) The categories of competence, outlined in Alc 313.10(j), covered by the training; and
- (4) The total number of hours of training accumulated in each related training; and

(b) For each training undertaken to satisfy the remaining 270 hours of required education:

- (1) The title of the course or training;
- (2) The dates of attendance;
- (3) The sponsoring agency;
- (4) The categories of competence, outlined in Alc 313.10(j), covered by the training; and
- (5) The total number of training contact hours;

(c) For each training described in Alc 313.11(b), a copy of the certificate of attendance, to which the applicant shall:

- (1) Assign an item number that corresponds to the respective title of course on the “Education and Training Summary Report Form”; and
- (2) Attach to the “Education and Training Summary Form” in numerical order; and

(d) For each training described in Alc 313.11(c) that has not been pre-approved by the board, a description or outline of the training to accompany the certificate described in part (d) of this section, including a syllabus or brochure for the program and a description of the category or categories of competence covered by the training.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(formerly Alc 313.11) (see Revision Note for chapter
heading for Alc 300)

Readopt with amendment, Alc 313.10, effective 3-13-23 (Document #13518), to read as follows:

Text added to existing rules shown in **bold italics**
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Alc 313.10 ~~The Board's Processing of Applications for Initial Licensure as a Licensed Alcohol and Drug Counselor or a Master Licensed Alcohol and Drug Counselor.~~

(a) Pursuant to RSA 330-C:20, III, ~~the board's office~~ **licensing agency** shall submit to the division of state police the materials and payment required to obtain an applicant's state and federal criminal conviction reports.

(b) An application for initial licensure as a LADC or a MLADC shall be considered to be complete when:

(1) The ~~board's office~~ **licensing bureau** has received:

a. A completed, signed, and dated "Application for Initial Licensure as an Alcohol and Drug Counselor or Master Alcohol and Drug Counselor" form **The "Universal Application for Initial License shall mean that be signed and attested to as specified in Plc 304.05.;**

b. The applicant's examination scores sent directly to the ~~board~~ **licensing bureau** from the IC & RC;

c. The required additional materials;

d. The applicant's state and federal criminal conviction reports transmitted to the ~~board~~ **licensing bureau** by the division of state police; and

e. Any additional information or documents which the ~~board~~ **licensing bureau** has requested pursuant to (c) below; and

2) The ~~treasurer has transacted the applicant's check or money order in payment of the total of the license fee~~ **is confirmed.**

(c) If the ~~board~~ **licensing bureau**, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal history record reports, requires further information or documents to determine the applicant's qualification for initial licensure, the ~~board~~ **licensing bureau** shall:

(1) So notify the applicant in writing within 30 days; and

(2) Specify the information or documents it requires.

(d) The application shall be denied if the applicant has not submitted all documents as required by ~~Alc 313.12(b)~~ within ~~120~~ **60** days of the date the application is received by the ~~board's office~~ **licensing bureau**.

(e) The ~~board~~ **licensing bureau** shall issue the license or a written denial of the application within 60 days of the date that the application is complete.

(f) An applicant wishing to challenge the ~~board's~~ denial of an application for initial licensure shall:

(1) Make a written request for a hearing in accordance with ~~Alc-Plc~~ 200; and

(2) Submit this request to the ~~board~~ **licensing bureau**:

a. Within ~~60~~ **30** days of the ~~board's~~ notification of denial; or

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b. If the applicant is on active military duty, ~~outside the United States, within 60 days of~~ ***the applicant may request the hearing to be deferred until the applicant's return to the United States or release from duty, whichever occurs later is no longer on active duty.***

PART Alc 314 INITIAL LICENSURE AS A LICENSED CLINICAL SUPERVISOR

Alc 314.01 Eligibility Requirements. An individual shall be eligible for licensure as a clinical supervisor if the individual:

- (a) Holds a current license in good standing, showing no disciplinary actions taken against the applicant as a MLADC or LADC in the State of New Hampshire;
- (b) Has met the experience requirements set forth in Alc 314.02;
- (c) Has met the supervision requirements as set forth in Alc 314.03;
- (d) Has met the training requirements as set forth in Alc 314.04;
- (e) Has passed the examination specified by Alc 315 and otherwise complied with the examination procedures of Alc 315; and
- (f) Has complied with the application procedures set forth in Alc 316.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Alc 314.02 Experience Eligibility Requirements. Applicants for initial licensure as a licensed clinical supervisor shall:

- (a) Have at least 10,000 hours of experience as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor; and
- (b) Have at least 4,000 hours of experience as a clinical supervisor, supervising professionals providing alcohol, substance use, and co-occurring disorders counseling, provided that these hours may be accumulated by the applicant as part of the experience requirements in Alc 314.02(a) and provided that these hours were supervised by an individual licensed by the board to provide clinical supervision as described in Alc 405.03 for LADC or Alc 406.02 for MLADC.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Alc 314.03 Supervision Requirements.

(a) Applicants for initial licensure as a clinical supervisor shall have provided 200 hours of clinical supervision that occurred after New Hampshire licensure as a MLADC or LADC.

- (b) The clinically supervised direct and indirect supervision experience shall:
 - (1) Be paid or volunteer in nature;
 - (2) Be performed in one or more of the private or public settings listed in (d) below; and

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(3) Consist in clinical supervision services to counselors in compliance with RSA 330-C:2, VI under the clinical supervision described in (c) below.

(c) Such experience shall be clinically supervised as follows:

(1) Directly and indirectly by an individual licensed by the board or authorized by the regulatory board of another state to practice substance use and integrated co-occurring disorders counseling;

(2) On a schedule of at least 2 hours of clinical supervision during each month that the person being supervised provides services to counselors; and

(3) By a method which:

a. Complies with the definition in Alc 301.01(d); and

b. Includes the supervisor's keeping records and making notes which are sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the "Supervised Work Experience Report Form" described in Alc 313.06.

(d) The settings for the clinically supervised direct and indirect supervision experience in treating substance use and integrated co-occurring disorders shall be one or more of the following:

(1) A detoxification program;

(2) A substance use counseling program;

(3) A substance use treatment program; or

(4) In the substance use aspect of a healthcare, social services, or other direct services program.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Alc 314.04 Training Requirements.

(a) Applicants for initial licensure as a clinical supervisor shall have completed 30 hours of training in clinical supervision, which includes training in each of the following areas:

(1) Assessment;

(2) Evaluation;

(3) Counselor development;

(4) Management;

(5) Administration;

(6) Professional responsibility; and

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(7) Theories and models of supervision.

(b) Such training shall be received:

(1) As part of the academic program;

(2) In a program provided, sponsored, or approved by:

- a. The board or the licensing body of any other state within the IC&RC;
- b. National Association for Alcoholism and Drug Abuse Counselors – The Association for Addiction Professionals (NAADAC);
- c. New Hampshire Training Institute on Addictive Disorders;
- d. New Hampshire Center for Excellence on Addiction;
- e. AdCare Educational Institute of New England;
- f. NHTI – Concord’s Community College;
- g. New Hampshire Alcohol and Drug Abuse Counselors Association;
- h. The NH department of health and human services bureau of drug and alcohol services;
or
- i. Any public or private agency or institution, recognized by the Council for Higher Education Accreditation, providing training in the practice of substance use counseling.

(c) No more than 25% of required training shall be obtained online, provided that training received as part of an online degree program or an on-line training shall be live and simultaneously or at the same time interactive shall not count towards the 25% maximum.

Source. #12001, eff 10-13-16; ss by #13518, eff 3-13-23
(see Revision Note for chapter heading for Alc 300)

Readopt with amendment, Alc 315.01, effective 3-13-23 (Document #13518), to read as follows:

Alc 315.01 Examination and Examination Procedures.

(a) The examination to be passed for initial licensure as a licensed clinical supervisor shall be the IC&RC clinical supervisor (CS) written examination.

(b) Applicants intending to take the IC&RC certified clinical supervisor exam shall apply to and take the exam with the IC&RC.

(c) Applicants for licensure shall request the IC&RC submit proof they have received a passing score on the IC&RC examination directly to the ***licensing bureau***.

Readopt with amendment, Alc 316.01, effective 3-13-23 (Document #13518), to read as follows:

Text added to existing rules shown in ***bold italics***
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Alc 316.01 Procedures for Applying for Initial Licensure as a Licensed Clinical Supervisor. An applicant for initial licensure as a licensed clinical supervisor shall submit to the ~~board's office or otherwise arrange for the board's office to receive~~ ***licensing bureau the following***:

(a) A completed ~~“Initial Licensed Clinical Supervisor Application Form”~~ provided by the board and further described in Alc 316.02 ***“Universal Application for Initial License” dated April 2024*** ~~mean that~~ ***that is signed and attested to as specified in Plc 304.05***;

(b) The additional materials described in Alc 316.04;

(c) Payment of the of the applicable license fee described in ~~Alc 317~~ ***Plc 1002.03***; and

(d) A criminal history records check form and fingerprint card or live scan document, seeking both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf-C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment.

Alc 316.02 Initial Licensed Clinical Supervisor Application Form. The applicant shall furnish the following information required ***in Plc 304.03*** on the ~~“Initial Licensed Clinical Supervisor Application Form”~~ provided by the board ***“Universal Application for Initial License” dated April 2024*** ~~mean that~~ ***that is signed and attested to as specified in Plc 304.05***.

- (a) The applicant's full legal name;
- (b) The applicant's work address;
- (c) The applicant's work telephone number;
- (d) The applicant's current license type and license number;
- (e) The month and year the applicant was originally granted a MLADC or LADC license; and
- (f) The applicant's physical home address;
- (g) The applicant's home telephone number or personal cell phone number;
- (h) The applicant's home e-mail address; and
- (i) The applicant's dated signature below the following statement preprinted on the “Initial Licensed Clinical Supervisor Application Form”:

~~“I certify that at least 2 years (4,000 hours) of my work experience has been clinical supervisory experience in the substance use and integrated co-occurring disorders field and includes a minimum of 200 contact hours of face-to-face clinical supervision that I have provided to others I supervise. I acknowledge that, pursuant to RSA 641:3, the knowing making of a false statement on this application form is punishable as a misdemeanor. I have read Alc 500 and if I am licensed as a clinical supervisor, I promise to abide by them.”~~

Readopt with amendment, Alc 316.03, effective 10-13-16 (Document #12002), to read as follows:

Text added to existing rules shown in ***bold italics***
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Alc 316.03 Meaning of the Applicant's Signature. The applicant's signature on the application form shall mean that:

(a) The applicant confirms that the information provided on the application form and submitted by the applicant to support ~~his or her~~ ***their*** application is true, accurate and complete to the best of ~~his or her~~ ***their*** knowledge and belief; ~~and~~

(b) The applicant acknowledges that the knowing making of a false statement on the application form is punishable as a misdemeanor under RSA 641:3; ~~and~~

(c) The applicant certifies the following:

(1) At least 2 years (4,000 hours) of their work experience have been clinical supervisory experience in the substance use and integrated co-occurring disorders field and includes a minimum of 200 contact hours of face-to-face clinical supervision that they have provided to others supervisees;

(2) Pursuant to RSA 641:3, the applicant understands that knowingly making false statements on this application form constitutes a misdemeanor; and

(3) The applicant has read Alc 500 and promises to abide by them.

Readopt with amendment, Alc 316.04, effective 3-13-23 (Document #13518), to read as follows:

Alc 316.04 Additional Materials to be Submitted. The additional materials to be submitted by an applicant for initial licensure as a licensed clinical supervisor shall be:

(a) The completed, signed, and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction reports;

(b) A criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety at Saf-C 5700, Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment;

(c) Unless the information is available only on a secure website, an official letter of verification sent directly to the ~~board~~ ***licensing bureau*** from every jurisdiction which has issued a license, certificate, or other authorization to practice clinical supervision stating:

(1) Whether the license certificate or other authorization is or was, during its period of validity, in good standing; and

(2) Whether any disciplinary action was taken against the licensee, certificate, or other authorization to practice;

(d) For the purpose of documenting receipt of the required hours of experience in substance use and co-occurring disorder clinical supervision, as many completed board-provided "Work Experience Report Form" further described in Alc 316.05 as are necessary to document all of the applicant's hours of experience;

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(e) Applicants for licensure shall request the IC&RC submit proof they have received a passing score on the IC&RC examination directly to the ~~board~~ ***licensing bureau***;

(f) For the purpose of documenting receipt of the required hours of training in clinical supervision, as many completed “Clinical Supervisor Training Form” described in Alc 316.06 as are necessary to document all of the applicant’s hours of training in clinical supervision; and

(g) Original or photocopied certificates indicating the applicant has completed any training listed in Alc 314.04~~(a)-(e)~~***(d)***.

Alc 316.05 Report Form Documenting Hours of Experience as an Alcohol and Drug Counselor. The report form documenting hours of experience as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor shall require:

(a) The applicant’s full name;

(b) The date the form was completed;

(c) The information detailed in (d) below to be reported separately for each site of the applicant’s paid work experience for the previous 10 years, listed in sequential order;

(d) The provision of the following information:

(1) The applicant’s job title;

(2) The dates of employment;

(3) The duties performed by the applicant;

(4) The percentage of the applicant’s time spent in alcohol or drug abuse counseling;

(5) Whether the job was full time, part time or, if neither, an explanation of the structure of employment;

(6) The hours worked per week;

(7) The employer’s name;

(8) The employer’s address;

(9) The employer’s telephone;

(10) The applicant’s supervisor’s name; and

(11) The total number of hours of experience earned at this job site.

Alc 316.06 Clinical Supervision Training Form. The report form documenting hours of training in clinical supervision shall require:

(a) The date of the training;

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- (b) The title of the training;
- (c) A description of the training course and goals;
- (d) The sponsor and presenter of the training;
- (e) The number of contact hours included in the training;
- (f) From the list outlined in Alc ~~316~~ ***314.04(a)***, the topic area addressed by the training; and
- (g) Attached as extra sheets, copies of certificates and other supporting documentation verifying that such training has been completed.

Readopt with amendment, Alc 314.03, effective 3-13-23 (Document #13518), to read as follows:

Alc 316.07 ~~The Board's Processing of Applications for Initial Licensure as a Licensed Clinical Supervisor.~~

(a) Pursuant to RSA 330-C:20, III, ~~the board's office~~ ***licensing bureau*** shall submit to the division of state police the materials and payment required to obtain an applicant's state and federal criminal conviction reports.

(b) An application for initial licensure as a licensed clinical supervisor shall be considered complete when:

- (1) The ~~board's office~~ ***licensing bureau*** has received:
 - a. A completed, signed, and dated ~~"Initial Licensed Clinical Supervisor Application Form "Universal Application for Initial License" dated April 2024~~ ***mean that that is signed and attested to as specified in Plc 304.05;***
 - b. The required additional materials ***described in Alc 316.04;***
 - c. The applicant's state and federal criminal conviction reports transmitted to the ~~board~~ ***licensing bureau*** by the division of state police; and
 - d. Any additional information or documents which the ~~board~~ ***licensing bureau*** has requested pursuant to (c) below; and

(2) ~~The treasurer has transacted the applicant's check or money order in payment of the total of the license fee~~ ***Payment of the of the applicable license fee described in Alc 317 Plc 1002.03.***

(c) If the ~~board~~ ***licensing bureau***, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal history record reports, requires further information or documents to determine the applicant's qualification for initial licensure, the ~~board~~ ***licensing bureau*** shall:

- (1) So notify the applicant in writing within 30 days; and
- (2) Specify the information or documents it requires.

Commented [CW3]:

+elizabeth.t.eaton@opl.nh.gov RSA 330-C:20 was amended this year, effective 6-30-2025. Can we change the "board" to "licensing bureau" before 6-30-2025?

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(d) The application shall be denied if the application and supporting documents have not been complete by the applicant within ~~420-~~ ***60*** days of the receipt by the ~~board's office~~ ***licensing bureau*** of the completed ~~“Initial Licensed Clinical Supervisor Application Form.”~~ ***“Universal Application for Initial License” dated April 2024.***

(e) The ~~board-~~ ***licensing bureau*** shall issue the license or a written denial of the application within ~~60-~~ ***30*** days of the date that the application is complete.

(f) An applicant wishing to challenge the ~~board's~~ ***licensing bureau's*** denial of an application for initial licensure shall:

- (1) Make a written request for a hearing in accordance with Alc 200; and
- (2) Submit this request to the ~~board~~ ***licensing bureau***:
 - a. Within ~~60-~~ ***30*** days of the board's notification of denial; or
 - b. If the applicant is on active military duty ~~outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later~~ ***may request the hearing to be deferred until the applicant is not longer on active duty.***

APPENDIX A

Rule	Statute Implemented
Alc 301	RSA 541-A:7
Alc 302.01(a)(1)	RSA 330-C:9, I; RSA 330-C:15, I(h)
Alc 302.01(a)(2)	RSA 330-C:9, I; RSA 330-C:15, I(b)
Alc 302.01(a)(3)a	RSA 330-C:9, I; RSA 330-C:15, I(e)(1)
Alc 302.01(a)(3)b	RSA 330-C:9, I; RSA 330-C:15, I(e)(2)
Alc 302.01(a)(3)c	RSA 330-C:9, I; RSA 330-C:15, I(e)(3)
Alc 302.01(a)(3)d	RSA 330-C:9, I; RSA 330-C:15, I(e)(4)
Alc 302.01(a)(3)e	RSA 330-C:9, I; RSA 330-C:15, I(e)(5)
Alc 302.01(a)(3)f	RSA 330-C:9, I; RSA 330-C:15, I(e)(6)
Alc 302.01(a)(3)g	RSA 330-C:9, I; RSA 330-C:15, I(e)(7)
Alc 302.01(a)(3)h	RSA 330-C:9, I; RSA 330-C:15, I(h)
Alc 302.01(a)(4)	RSA 330-C:9, I; RSA 330-C:15, I(f)
Alc 302.01(b)-(c)	RSA 330-C:9, I; RSA 330-C:15, I(e)
Alc 303.01(a)(1)	RSA 330-C:9, III; RSA 330-C:19, III
Alc 303.01(a)(2)-(3)	RSA 330-C:9, III; RSA 330-C:19, IV, V
Alc 303.01(a)(4)	RSA 330-C:9, III; RSA 330-C:19, I
Alc 303.01(a)(5)-(6)	RSA 330-C:9, III; RSA 330-C:19, V
Alc 303.01(a)(7)	RSA 330-C:9, III; RSA 330-C:19, V
Alc 303.01(b)	RSA 330-C:9, III, XII; RSA 330-C:15, I(e)(4); RSA 330-C:19, V
Alc 303.02 – Alc 303.03	RSA 330-C:9, III; RSA 330-C:19, IV, V
Alc 303.04	RSA 310:17
Alc 304.01	RSA 330-C:9, III; RSA 330-C:19, I, RSA 310:5, I, RSA 330-C:20

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Alc 304.02 – Alc 304.03 (repeal)	RSA 310:4, II(c)
Alc 304.04	RSA 330-C:9, III; RSA 330-C:19, V
Alc 304.05 (repeal)	RSA 310:4, II(c)
Alc 306.01	RSA 310:5, I; RSA 330-C:9, III; RSA 310:17
Alc 307.01	RSA 330-C:9, I
Alc 307.02(a)(1)-(2)	RSA 330-C:9, I; RSA 330-C:15, I(e); RSA 330-C:17, III
Alc 307.02(a)(3)	RSA 330-C:9, I; RSA 330-C:15, I(f); RSA 330-C:17, III
Alc 307.02(a)(4)	RSA 330-C:9, I; RSA 330-C:17, III
Alc 307.02(a)(5)-(6)	RSA 330-C:9, I; RSA 330-C:17, I
Alc 307.02(a)(7)	RSA 330-C:9, I; RSA 330-C:17, III
Alc 307.02(b)-(c)	RSA 330-C:9, I, XII; RSA 330-C:17, III
Alc 307.03-Alc 307.05	RSA 330-C:9, I; RSA 330-C:17, I(a)-(b), III
Alc 308	RSA 330-C:9, I, X; RSA 330-C:17, II
Alc 309	RSA 310:17
<i>Alc 310.01(a)</i>	RSA 330-C:9, I(b); RSA 330-C:16, IV
Alc 310.01(b)	RSA 330-C:9, I(b); RSA 330-C:16, I(a)
Alc 310.01(c)	RSA 330-C:9, I(b); RSA 330-C:16, II
Alc 310.01(d)	RSA 330-C:9, I(b); RSA 330-C:16, I(a), IV
Alc 310.01(e)	RSA 330-C:9, I(b); RSA 330-C:16, I(a)
Alc 310.01(f)-(g)	RSA 330-C:9, I(b); RSA 330-C:16, III
Alc 310.01(h)	RSA 330-C:9, I(b); RSA 330-C:16, IV
Alc 310.01(i)	RSA 330-C:9, I(b), XIV; RSA 330-C:17, III
Alc 310.02 – Alc 310.03	RSA 330-C:9, I(b); RSA 330-C:16, I
Alc 310.04	RSA 330-C:9, I(b); RSA 330-C:16, III
Alc 310.05	RSA 330-C:9, I(b); RSA 330-C:16, III
Alc 311	RSA 330-C:9, I(b), RSA 330-C:16, IV
Alc 312	RSA 330-C:9, I; RSA 330-C:20
Alc 313.01, intro., (a), (b)	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV
Alc 313.01(c)	RSA 330-C:9, I(a)-(b); RSA 310:5, I
Alc 313.01(d)	RSA 330-C:20
Alc 313.02-Alc 313.04, intro. and (a)	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:20
Alc 313.04(d) – Alc 313.10	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III
Alc 314.01, intro. and (a)	RSA 330-C:9, V; RSA 330-C:18, I
Alc 314.01(b)	RSA 330-C:9, V; RSA 330-C:18, II, III
Alc 314.01(c)	RSA 330-C:9, V; RSA 330-C:18, IV
Alc 314.01(d)	RSA 330-C:9, V; RSA 330-C:18, V
Alc 314.01(e)	RSA 330-C:9, X; RSA 330-C:18, VI
Alc 314.02	RSA 330-C:9, V; RSA 330-C:18, II, III
Alc 314.03	RSA 330-C:9, V; RSA 330-C:18, IV
Alc 314.04	RSA 330-C:9, V; RSA 330-C:18, V
Alc 315.01	RSA 310.05, I; RSA 330-C:9, X; RSA 330-C:18, VI
Alc 316.01, intro., (a), (b)	RSA 330-C:9, IV, V; RSA 330-C:18, VII; RSA 330-C:20
Alc 316.01(c)	RSA 310:5, I
Alc 316.01(d)	RSA 330-C:18, VII; RSA 330-C:20
Alc 316.02 – Alc 316.03	RSA 330-C:9, VI; RSA 330-C:18, VII

Commented [CW4]: note to self - start cross reference here

Text added to existing rules shown in ***bold italics***
 Text deleted from existing rules shown ~~struck through~~

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Alc 316.04 intro. and (a)	RSA 330-C:9, VI; RSA 330-C:18, VII; RSA 330-C:20, I
Alc 316.04(b)	RSA 330-C:9, VI; RSA 330-C:18, VII; RSA 330-C:20, II
Alc 316.04(c)	RSA 330-C:9, VI; RSA 330-C:18, VII
Alc 316.04(d)	RSA 330-C:9, VI; RSA 330-C:18, II, III, VII
Alc 316.04(e)-(f)	RSA 330-C:9, VI; RSA 330-C:18, V, VII
Alc 316.07	RSA 330-C:9, VI; RSA 330-C:18, VII; RSA 541-A:29

APPENDIX B

Rule	Title	Obtain at:
Alc 502.01(b) intro.	NAADAC Code of Ethics, as updated December 8, 2016	Obtain for no cost online at: https://www.naadac.org/assets/2416/naadac-code-of-ethics-033117.pdf
Alc 502.01 (e)	“Code of Ethics for Clinical Supervisors” (eff. 1998)	Obtain online to members of the International Certification & Reciprocity Consortium at: www.internationalcredentialing.org

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