

## **RULE**

### **Department of Health and Hospitals Addictive Disorder Regulatory Authority**

Counselor-in-Training (LAC 46:LXXX.707)

The Department of Health and Hospitals, Addictive Disorder Regulatory Authority, has exercised the provisions of R.S. 49:950 et seq., the Administrative Procedure Act, and promulgates LAC 46:LXXX.707, Counselor-in-Training.

The Addictive Disorder Practice Act is found at R.S. 37:3386-3390.6. R.S. 37:3388.4(A)(5) and (12) authorizes the Addictive Disorder Regulatory Authority to promulgate rules for administration and carrying out provisions of the Addictive Disorder Practice Act. These amendments are adopted in accordance therewith.

#### **Title 46**

#### **PROFESSIONAL AND OCCUPATIONAL STANDARDS**

#### **Part LXXX. Substance Abuse Counselors**

#### **Chapter 7. Credentials for License/Certification/ Registration**

#### **§707. Counselor-in-Training (CIT)**

A. The ADRA shall recognize as a CIT each candidate who:

1. documents that they are actively pursuing a career tract to be a licensed, certified, or registered addiction counselor;
2. is at least 18 years of age;
3. is a legal resident of the United States;
4. is not in violation or pending violation of any ethical standards subscribed to by the ADRA or in the case of a credentialed mental health professional, with the appropriate regulatory board;
5. is not now, and has not been, engaged in addictive behaviors for at least a minimum of two years from the date the application is received;
6. has not been convicted of, pleaded guilty, or entered a plea of nolo contendere to a felony, unless the individual has applied for and been granted a waiver by the ADRA;
7. the applicant shall provide the ADRA with an original certified copy of his/her background check and criminal history;
8. reads and signs the ADRA professional and ethical accountability and responsibility form;
9. obtained/completed 180 substance abuse addiction specific educational clock hours;
10. obtain a certified clinical supervisor (CCS);
11. the CIT status is granted for a 12-month period. During the 12-month period the CIT shall comply with the ADRA guidelines for CIT status and, if required, sign an agreement acknowledging and consenting to the provisions of the guidelines;
12. CIT shall be allowed to maintain the CIT status for an aggregate period not to exceed 72 months;
13. provide three letters of recommendation attesting to the individual's fitness to be a counselor in training;
14. the ADRA shall develop counselor-in-training program guidelines and certified clinical supervisor guidelines and shall post the guidelines on the web site maintained by the ADRA. The guidelines shall be considered the minimum standards applicable to all CITs and CCSs. It shall be the obligation of all CITs and CCSs to regularly consult the website and review the guidelines to insure familiarity and compliance with the minimum standards.

B. On the effective date of this Rule change, these eligibility requirements apply to any individual that currently holds the Counselor-in-Training (CIT) status:

1. documents that they are actively pursuing a career tract to be a licensed, certified, or registered addiction counselor;
2. is at least 18 years of age;
3. is a legal resident of the United States;
4. is not in violation or pending violation of any ethical standards subscribed to by the ADRA or in the case of a credentialed mental health professional, with the appropriate regulatory board;
5. is not now, and has not been, engaged in addictive for at least a minimum of two years from the date the application is received

6. has not been convicted of, pleaded guilty, or entered a plea of nolo contendere to a felony, unless the individual has applied for and been granted a waiver by the ADRA; the applicant shall provide the ADRA with a certified copy of his/her background check and criminal history;

7. reads and signs the ADRA professional and ethical accountability and responsibility form;

8. provide documentation verifying the completion of 180 substance abuse addiction specific educational clock hours that are required; if the total 180 hours have not been completed, the CIT must provide documentation verifying the total number of hours that have been completed thus far, after which time, the CIT has 12 months from the renewal date to complete the remaining hours;

9. maintain a certified clinical supervisor (CCS);

10. the CIT status is granted for a 12-month period. During the 12-month period the CIT shall comply with the ADRA guidelines for CIT status and, if required, sign an agreement acknowledging and consenting to the provisions of the guidelines;

11. CIT shall be allowed to maintain the CIT status for an aggregate period not to exceed 72 months;

12. assess with the CCS which of the 123 competencies that have been demonstrated thus far and at the time of the renewal provide documentation verifying such completion;

13. the ADRA shall develop counselor-in-training program guidelines and certified clinical supervisor guidelines and shall post the guidelines on the website maintained by the ADRA. The guidelines shall be considered the minimum standards applicable to all CITs and CCSs. It shall be the obligation of all CITs and CCSs to regularly consult the website and review the guidelines to insure familiarity and compliance with the minimum standards.

C. Once the counselor-in-training (CIT) status is issued, the individual must meet the following criteria to maintain the status:

1. maintain good standing with the ADRA Board per the code of ethical responsibility and accountability;

2. gain hours 300 of direct clinical supervision under a certified clinical supervisor (CCS);

3. depending on the credential working towards, gain 2000, 4000, or 6000 hours of supervised work experience under the supervision of any credentialed addiction professional or under the supervision of an agency;

4. accumulate a minimum of 20 hours of continuing education hours specific or related to substance abuse each year and provide documentation with annual renewal;

5. keep letters of reference, background checks and contact/demographic information current with the ADRA office. Any changes in supervision and/or contact information must be reported to the ADRA as soon as the changes become effective;

6. maintained supervision under a certified clinical supervisor (CCS) and/or credentialed addiction professional approved of by the ADRA. This supervision is described as taking two distinct forms:

a. direct clinical supervision (face-to-face) that may be accumulated at a rate of a minimum of 1 hour per week;

b. supervised work experience that may be accumulated at a maximum of 2000 hours in any calendar year (total required varies by credential);

7. in coordination with the CCS, develop a learning plan that incorporates acquiring the competences outlined in the Substance Abuse and Mental Health Services Administration (SAMHSA) Technical Assistance Publication Series for Addiction Counseling Competencies (TAP 21) (2006). This progressive process must be documented in the learning plan annually as a requirement of the renewal of the status;

8. all 123 competencies must be verified by the CCS prior to the CIT process being deemed complete.

#### D. Scope of Work

1. The CIT status is granted for a 12-month period.

2. The CIT shall be allowed to maintain the CIT status for no more than 72 months (6 years).

3. CIT shall not practice independently before acquiring the 300 hours of direct clinical supervision.

4. After the CIT has completed the 300 hours of direct clinical supervision, he/she may work independently in the following four core functions only if a credentialed addiction professional is in the building or available by phone for consultation and supervision:

a. screening;

b. intake;

c. orientation;

d. client education.

5. After the CIT has completed the 300 hours of direct clinical supervision, he/she may continue to work in the remaining eight core functions under the direct supervision of a credentialed addiction professional as long as a CCS or a credentialed addiction professional is in the building or available by phone for consultation and supervision, and only after the current CCS on file with the ADRA has documented and verified with the ADRA that

the CIT is capable of performing that core function AND has completed, with documentation and verification of, the TAP 21 competencies for that specific practice dimension. All 123 competencies must be signed-off-on by the CCS on file with the ADRA prior to the CIT testing:

- a. assessment;
- b. treatment planning;
- c. counseling;
- d. referral;
- e. crisis intervention;
- f. report and record keeping;
- g. consultation;
- h. case management.

6. In coordination with the CCS, develop a learning plan that incorporates acquiring the competences outlined in TAP 21, attached for reference. This progressive process must be documented in the learning plan at least annually as a requirement of the renewal of the status.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 37:3388.4.

**HISTORICAL NOTE:** Promulgated by the Department of Health and Hospitals, Office for Addictive Disorders, Addictive Disorder Regulatory Authority, LR 31:651 (March 2005), amended by the Department of Health and Hospitals, Addictive Disorder Regulatory Authority, LR 39:2275 (August 2013).