

States may apply to the Committee for a license by endorsement as a licensed professional counselor. Applicants shall have been engaged in active licensed practice for a period of three years immediately preceding the date of application and shall satisfy the requirements of this section.

(b) Applicants for licensure by endorsement shall register with the National Credentials Registry or its successor, approved by the American Association of State Counseling Boards (AASCB).

(c) An applicant for licensure by endorsement shall hold a master's degree or doctorate in counseling from a counseling program accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The word "Counseling" or the word "Counselor" shall appear in the title of the graduate degree awarded and the institution offering the degree shall state in the catalog or in another format acceptable to the Committee that the purpose of the graduate degree is to prepare students for the professional practice of counseling. The degree shall consist of at least 60 semester hours or 80 quarter hours of clinical and didactic instruction, including a course in human sexuality and a course in substance abuse.

(d) If an applicant for licensure by endorsement has a master's degree or doctorate in counseling from a regionally accredited program related to the practice of counseling that is not accredited by CACREP, the word "Counseling" or the word "Counselor" shall appear in the title of the graduate degree awarded and the institution offering the degree shall state in the catalog or in another format acceptable to the Committee that the purpose of the graduate degree is to prepare students for the professional practice of counseling. The applicant shall establish that the coursework and practicum, internship, and/or fieldwork for the program consists of at least 60 semester hours or 80 quarter hours, and is consistent with the following minimum requirements:

- i. Thirty-three semester hours or 44 quarter hours of graduate coursework, which shall include a minimum of three semester hours or four quarter hours of graduate-level coursework in each of the following 11 content areas: counseling theories and practice; human growth and development; diagnosis and treatment of psychopathology; human sexuality; group theories and practice; individual evaluation and assessment; career and lifestyle assessment; research and program evaluation; social and cultural foundations; counseling in community settings; and substance abuse. Courses in research, thesis or dissertation work, practicums, internships or fieldwork may not be applied toward this requirement; and

- ii. Three semester hours or four quarter hours of graduate-level coursework in legal, ethical and professional standards in the practice of mental health counseling, which includes goals, objectives and practices of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certifications and

licensing and the role identity and professional obligations of mental health counselors. Courses in research, thesis or dissertation work, practicums, internships or fieldwork may not be applied toward this requirement; and

(e) An applicant for licensure by endorsement shall have 4,500 hours of work experience obtained over a period of time between three and six years.

(f) An applicant for licensure by endorsement shall have passed either the National Counselor Examination (NCE) or the Clinical Mental Health Counseling Examination (CMHCE).

## SUBCHAPTER 13. ASSOCIATE COUNSELORS: SUPERVISION

### 13:34-13.1 Supervisor qualifications; supervisor responsibilities

(a) A qualified supervisor, as defined in N.J.A.C. 13:34-10.2, shall meet the following requirements prior to supervising the provision of professional counseling services:

1. The individual shall have obtained 3,000 hours of work experience subsequent to holding a clinical license to provide mental health counseling services. The 3,000 hours shall have been obtained over a minimum of two years, but no more than six years; and

2. On or after October 5, 2011, the individual shall hold an approved clinical supervisor credential from the Center for Credentialing and Education of the National Board for Certified Counselors (NBCC) or an equivalent clinical supervisor credential recognized by the individual's respective professional healthcare licensing board, if applicable, or shall have completed a minimum of three graduate credits in clinical supervision from a regionally accredited institution of higher education.

(b) A qualified supervisor shall be responsible for creating a written supervision plan with the licensed associate counselor. The supervision plan shall outline the work setting, the licensed associate counselor's job description, including the nature of his or her duties and his or her qualifications and the supervisor's responsibilities and qualifications. Supervision may be provided through live observation or through the review of videotapes, audiotapes and/or self-reporting of sessions with clients, consistent with the requirements of (d) below.

(c) The written supervision plan shall be approved by the Committee prior to the performance of counseling by the licensed associate counselor.

(d) A qualified supervisor shall perform and document the following activities with the licensed associate counselor:

1. The supervisor shall perform at least one of the following activities with the licensed associate counselor:

- i. Work as a co-counselor with the licensed associate counselor;
  - ii. Observe the licensed associate counselor's sessions with clients;
  - iii. View videotapes of the licensed associate counselor's session with clients; or
  - iv. Listen to audiotapes of the licensed associate counselor's session with clients;
2. The supervisor shall perform at least one of the following activities with the licensed associate counselor:
- i. React to case presentations given by the licensed associate counselor; or
  - ii. Conduct role-playing sessions with the licensed associate counselor; and
3. The supervisor shall perform all of the following activities:
- i. Engage in problem-solving discussions with the licensed associate counselor concerning individual clients;
  - ii. Enter into problem-solving discussions concerning the licensed associate counselor's own problems that affect the licensed associate counselor's work with clients;
  - iii. Offer feedback to the licensed associate counselor concerning specific interventions utilized with clients;
  - iv. Offer feedback to the licensed associate counselor concerning the licensed associate counselor's personal qualities as they affect work with clients; and
  - v. Offer feedback to the licensed associate counselor concerning the supervision experience.

(e) A qualified supervisor shall maintain all documentation with respect to the supervision provided to licensed associate counselors for a minimum of three years. A qualified supervisor shall attest to compliance with the supervision requirements of this section by completing all forms provided by the Committee.

(f) A qualified supervisor shall not supervise more than a total of six mental health counselors at any one time.

(g) Prior to a licensed associate counselor's commencement of client treatment, the supervisor shall obtain a written disclosure, which shall be signed by the client and retained as part of the client record, acknowledging that the client has been informed that services are to be rendered by an associate counselor under the supervision of a professional counselor or a qualified supervisor as defined in N.J.A.C. 13:34-10.2. If the written disclosure is included as part of another document provided for the client's information, the disclosure shall be set forth in a conspicuous manner, so that it shall be easily

readable, clearly understood, signed by the client and retained as part of the client record.

(h) A qualified supervisor shall retain full professional responsibility for collecting fees from clients.

(i) A qualified supervisor shall be responsible for knowing the name and either the diagnosis or the nature of the problem of each client being treated by the licensed associate counselor. A supervisor shall be ultimately responsible for the welfare of the client with respect to the treatment being rendered by the licensed associate counselor.

(j) A qualified supervisor shall ensure that the licensed associate counselor maintains, on an annual basis until the licensed associate counselor is licensed as a professional counselor, documentation of supervised experience, using forms provided by the Committee for that purpose. The supervisor shall attest to compliance with the standards set forth in this section and shall indicate the hours and dates during which the licensed associate counselor has been under supervision, the nature of the cases assigned and the proficiency rating earned by the licensed associate counselor.

(k) A qualified supervisor shall supervise only in areas for which he or she possesses the requisite skills, training and experience.

(l) A qualified supervisor shall not supervise an individual with whom the supervisor has a relationship that may compromise the objectivity of the supervisor or impair the professional judgment of the supervisor. Examples of inappropriate supervisory relationships include, but are not limited to, current and former clients, current employers, relatives of the supervisor, immediate relatives of current clients, current students or close friends.

Recodified from N.J.A.C. 13:34-13.2 and amended by R.2004 d.158, effective April 19, 2004.

See: 35 N.J.R. 5228(a), 36 N.J.R. 1943(a).

Former N.J.A.C. 13:34-13.1, Definitions; supervised experience required for licensure, repealed. Deleted (a) and (b); recodified former (c) through (h) as (a) through (f); in (a), amended the N.J.A.C. reference; in (f), deleted "current and former employees" preceding "or close friends", in the last sentence.

Amended by R.2009 d.301, effective October 5, 2009.

See: 41 N.J.R. 1946(a), 41 N.J.R. 3813(a).

Section was "Responsibilities of supervisor". Rewrote the section.

### **13:34-13.2 Responsibilities of licensed associate counselors**

(a) The licensed associate counselor shall maintain documentation of supervised experience for each 52 week period of supervised experience until the licensed associate counselor is licensed as a professional counselor.

(b) A licensed associate counselor shall not engage in practice under supervision in any area for which the licensed associate counselor has not had appropriate education and training.