

Recodified from N.J.A.C. 13:34-7.3 by R.2008 d.56, effective March 17, 2008.

See: 39 N.J.R. 840(a), 40 N.J.R. 1674(a).

Former N.J.A.C. 13:34-8.3, Approval of continuing education programs and courses, recodified to N.J.A.C. 13:34-9.3.

SUBCHAPTER 9. CONTINUING EDUCATION

13:34-9.1 Continuing education requirement for license renewal

All licensed marriage and family therapists shall complete 40 contact hours of continuing education for license renewal. The licensed marriage and family therapist shall confirm on the renewal application that the licensee has completed the required continuing professional education programs, courses or articles as specified in this subchapter during the biennial period preceding the application for the renewal.

Recodified from N.J.A.C. 13:34-8.1 by R.2008 d.56, effective March 17, 2008.

See: 39 N.J.R. 840(a), 40 N.J.R. 1674(a).

13:34-9.2 Contact hour requirement for licensed marriage and family therapists

(a) A marriage and family therapist applying for renewal for the first renewal period following October 6, 2003 shall complete a minimum of 40 contact hours of continuing education directly related to the profession of marriage and family therapy during this renewal period.

(b) A licensee shall complete at least five of the 40 contact hours of continuing education as required by N.J.A.C. 13:34-9.1 in ethical and legal standards related to marriage and family therapy, regardless of the number of hours accrued during the biennial period.

(c) If a licensee earns more than 40 contact hours of continuing education during a biennial period, the licensee may carry those extra hours, up to a maximum of 10 contact hours, into the next succeeding biennial period as long as those contact hours were earned within the last six months of the biennial period.

Recodified from N.J.A.C. 13:34-8.2 and amended by R.2008 d.56, effective March 17, 2008.

See: 39 N.J.R. 840(a), 40 N.J.R. 1674(a).

In (b), updated the N.J.A.C. reference.

13:34-9.3 Approval of continuing education programs and courses

(a) The following are acceptable sources of continuing education as long as the course, program, or article is applicable to marriage and family therapy or falls within the content areas set forth in (c) below:

1. Courses and programs approved by the National Board for Certified Counselors (NBCC); the American Counseling Association (ACA); the American Psycho-

logical Association (APA); the American Psychiatric Association (APA); the National Association of Social Workers (NASW); the National Association of Social Workers-New Jersey (NASW-NJ); the American Association for Marriage and Family Therapy (AAMFT); the American Association for Marriage and Family Therapy of New Jersey, Inc. (AAMFT-NJ); the Commission on Rehabilitation Counselors Certification (CRCC); the American Orthopsychiatric Association; the American Medical Association (AMA); the American Nursing Association (ANA); the National Association of Drug Abuse Counselors (NADAC); a member of the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.; the Commission of Accreditation for Marriage and Family Therapy Education (COAMFTE); the American Family Therapy Association (AFTA); or the American Society of Addiction Medicine;

2. Teaching or completing graduate coursework at a regionally accredited institution of higher education;

3. Authoring an article published in a professional refereed journal within the preceding biennial period;

4. Completing and having accepted a doctoral dissertation from a regionally accredited institution of higher education;

5. Presenting a new course, program or workshop approved by one of the organizations listed in (a)1 above; and

6. Developing and completing courses or programs that provide distance learning opportunities approved by one of the organizations listed in (a)1 above or a regionally accredited institution of higher education.

(b) If a licensee seeks approval of continuing education credit from the Board for attending or presenting a course or program that has not been approved by any of the organizations listed in (a)1 above, the licensee shall first apply to and obtain approval from one of the listed organizations prior to seeking approval of continuing education credit from the Board.

(c) The following are acceptable content areas for continuing education:

1. Marriage and family therapy concepts, theory and practice of human behavior and family/social systems which provide basic theories, principles and techniques of therapy and their specific application to marriage and family therapy settings;

2. Personal and professional ethics, ethical and legal practice considerations, contractual agreements with clients (fees, payment plans, third party payers, treatment plans), confidentiality issues, recordkeeping, uses of computers and other technologies, distance and e-therapy, liabilities of practice and basic concepts in family law;

3. The helping relationship which provides broad understanding of philosophical bases of helping processes,

basic and advanced helping skills, consultation theories and their applications, client self-help, self-understanding, and self-development, and facilitation of client change;

4. Human growth, development and maladaptive behavior which provides a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal behavior, personality theory, life-span theory, and learning theory within cultural contexts;

5. Practice in theories of family systems, treatment approaches, assessment of family function and dysfunction, and specific system treatment options as both science and art;

6. Programs that address anger management, family violence, patterns of behavior and substance addiction;

7. Lifestyles and career development which provide a broad understanding of differing lifestyles, career development theories, occupational and educational information sources and systems, career and leisure counseling, guidance and education, lifestyles and career decision-making, career development program planning, resources, and career option identification;

8. Group dynamics, processes, counseling and consulting which provide a broad understanding of group development dynamics, group counseling theories, group leadership styles, basic and advanced group therapy methods and skills, and other approaches to work with groups;

9. Appraisals of individuals which provides broad understanding of group and individual psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability, psychometric statistics, factors that influence appraisals, use of appraisal results in the helping process and the specific ability to administer and interpret tests and inventories that assess abilities, aptitudes, interest, and identify career options—within the regulations for licensed marriage and family therapist's scope of practice;

10. Research and evaluation which provides a broad understanding of types of research, basic statistics, research and report development, research implementation, program evaluation, needs assessment, efficacy of treatment, publication of research information;

11. Social and cultural foundations which provide a broad understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, social policy, multi cultural and pluralistic trends, differing lifestyles, and major societal concerns including discrimination, domestic violence, person abuse, stress, substance abuse, and methods of alleviating these concerns; and

12. The marriage and family therapy profession which provides a broad understanding of professional roles and

function, business practices including finances, management and recordkeeping, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, professional credentialing, and supervised clinical training.

Recodified from N.J.A.C. 13:34-8.3 by R.2008 d.56, effective March 17, 2008.

See: 39 N.J.R. 840(a), 40 N.J.R. 1674(a).

13:34-9.4 Contact hour calculations

(a) The Board shall grant credit only for continuing education courses or programs that are at least one contact hour long, and are directly related to the practice of marriage, family and individual therapy. For purposes of this subchapter, a contact hour represents a 60-minute clock hour containing no less than 50 minutes of content within the hour. Programs may include one 10-minute break for each contact hour.

(b) A licensee shall complete and be able to verify completion of a continuing education course, program or article as set forth in N.J.A.C. 13:34-9.3 in order to receive continuing education credit. The Board shall grant continuing education credit to a licensee in each biennial renewal period as follows:

1. Completing graduate or post-graduate coursework at a regionally accredited institution of higher education: 15 contact hours of continuing education for each semester course credit awarded beyond the required educational standards which an applicant must complete for licensure as set forth in N.J.S.A. 45:8B-18 and N.J.A.C. 13:34-4.2;

2. Teaching graduate or post-graduate courses or programs offered at a regionally accredited institution of higher education: 15 contact hours of continuing education for each semester course credit awarded for each new course which a licensee teaches. For the purposes of this subsection, "new" means a course that the licensee has not taught previously in any educational setting;

3. Authoring an article published in a professional refereed journal within the preceding biennial period: 15 contact hours of continuing education per article with a maximum of 30 contact hours of continuing education per biennial period;

4. Completion and acceptance of a doctoral dissertation verified by letter of committee chairperson accepting the dissertation for a doctoral degree in marriage and family therapy or a closely related field: 40 contact hours of continuing education per biennial period;

5. Attending conferences, programs, courses or workshops: one contact hour of continuing education for each hour of attendance, or the number of contact hours of continuing education as calculated by the organization, whichever is greater;

13:34-13.3 Supervised professional counseling experience acquired prior to application

(a) An applicant may be granted up to one calendar year of supervised professional counseling experience credit towards fulfillment of the supervised professional counseling experience requirements for licensure as a professional counselor if the supervised experience hours occurred before the granting of the master's degree as part of college or university graduate courses which are practicums or internships, provided the courses labeled practicums or internships are not also used to satisfy the educational requirements.

(b) An applicant may be granted supervised professional counseling experience credit towards the fulfillment of experience requirements for licensure as a professional counselor if the supervised experience occurred after the granting of the master's degree, in a professional counseling setting which is considered exempt as set forth in N.J.S.A. 45:8B-48(b) or (f), and the experience was supervised by a qualified supervisor as defined in N.J.A.C. 13:34-11.1.

(c) An applicant may be granted credit towards the fulfillment of the supervised professional counseling experience requirement for licensure as a professional counselor if the experience hours occur as part of a planned post-master's degree program in counseling in an accredited college or university designed to meet the requirements for licensure as a professional counselor.

(d) An applicant may purchase the services of a qualified supervisor if the supervision occurs in a professional counseling setting and the supervisor fulfills the activities and responsibilities of a supervisor as set forth in N.J.A.C. 13:34-13.1.

New Rule, 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. 13:34-13.3, Responsibilities of supervisee, recodified to N.J.A.C. 13:34-13.2.

13:34-13.4 (Reserved)

Repealed by R.2004 d.158, effective April 19, 2004.

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

Section was "Permissible supervisor".

SUBCHAPTER 14. PROFESSIONAL COUNSELOR SPECIALTY DESIGNATIONS**13:34-14.1 Specialty designations**

(a) A licensed professional counselor may utilize a professional specialty designation provided that the licensee:

1. Is certified in one of the following specialties by the NBCC or any successor:
 - i. Clinical mental health counselor pursuant to the requirements set forth in N.J.A.C. 13:34-14.2;

- ii. Career counselor;
- iii. Gerontological counselor;
- iv. School counselor; or
- v. Master addictions counselor; and

2. Has satisfied the Committee that he or she has met the recognized minimum standards of the NBCC.

(b) A qualified professional counselor who the Committee determines satisfies the requirements of (a) above may claim or advertise that specialty by using only the specific specialty designation assigned to the specialty by the NBCC.

(c) A professional counselor shall post the NBCC certificate in a conspicuous place in a waiting room or other area where it will be visible to the professional counselor's clients.

(d) The Committee may approve other specialty designations through the rulemaking process. Consistent with the requirements for use of the designations outlined above in this subchapter, any additional approved specialty designations must meet nationally accepted standards as established by the NBCC.

Amended by R.2002 d.235, effective July 15, 2002.

See: 33 N.J.R. 2596(a), 34 N.J.R. 2459(b).

In (a)1, inserted "or any successor" after "NBCC"; in (a)1i, inserted "pursuant to the requirements set forth in N.J.A.C. 13:34-14.2" after "counselor".

13:34-14.2 Clinical mental health counselor

(a) A licensed professional counselor may utilize the specialty designation of clinical mental health counselor and be issued a specialty permit provided that the licensed professional counselor submits the following to the Committee:

1. A certificate that the applicant is a certified clinical mental health counselor from NBCC or any successor;
2. Proof of passing the comprehensive qualifying examination prepared by NBCC or any successor;
3. An official transcript clearly indicating that the applicant has completed a minimum of 60 graduate semester hours in a mental health field at an accredited institution of higher education; and
4. Proof that the applicant has completed two years of post-master's degree field experience, which includes at least 3,000 hours of supervised clinical experience and 100 hours of face-to-face supervision of which no more than 20 hours may be group supervision.

(b) Upon biennial renewal of the specialty permit for a clinical mental health counselor, an applicant shall submit the following to the Committee:

1. Proof that the applicant is currently certified as a clinical mental health counselor from NBCC or any successor; and
2. Proof that the applicant has completed at least 40 hours of continuing education in courses or programs directly related to the mental health field.

New Rule, R.2002 d.235, effective July 15, 2002.
See: 33 N.J.R. 2596(a), 34 N.J.R. 2459(b).

SUBCHAPTER 15. CONTINUING EDUCATION

13:34-15.1 License renewal and continuing education requirement

All licensed professional counselors shall complete 40 contact hours of continuing education for license renewal. The licensed professional counselor shall confirm on the renewal application that the licensee has completed all continuing education requirements pursuant to N.J.A.C. 13:34-15.1 and 15.2 during the biennial period preceding application for renewal. Except as set forth in N.J.A.C. 13:34-15.2, a professional counselor applying for renewal for the first renewal period following May 5, 2003 shall complete a minimum of 40 contact hours during this renewal period.

13:34-15.2 Contact-hour requirements for licensed professional counselors

(a) A professional counselor shall not be required to obtain continuing education contact hours during the period of initial licensure prior to the professional counselor's first biennial renewal period, but shall be subject to the requirements of N.J.A.C. 13:34-15.1 for all subsequent biennial renewal periods.

(b) A licensed professional counselor shall complete at least five of the 40 contact hours required by N.J.A.C. 13:34-15.1 in ethical and legal standards in the counseling profession regardless of the number of contact hours accrued during the biennial period.

(c) If the licensed professional counselor earns more than 40 contact hours during a biennial period, the professional counselor may carry a maximum of 10 contact hours into the next succeeding biennial period.

13:34-15.3 Contact-hour requirements for licensed professional counselors with a specialty permit

A holder of a specialty permit shall satisfy the specialty permit continuing education requirements of the National Board of Certified Counselors (NBCC). The required continuing education contact hours for the specialty permit may be used to satisfy the Committee's 40 contact hours of continuing education requirements for the licensed professional counselor set forth in this subchapter.

13:34-15.4 Approval of courses or programs

(a) The following are acceptable sources of continuing education courses, programs and articles as long as the courses, programs or articles fall within the content areas set forth in (c) below or are directly related to professional counseling:

1. Courses and programs approved by the National Board for Certified Counselors; the American Counseling Association; the American Psychological Association; the American Psychiatric Association; the National Association of Social Workers; the American Association for Marriage and Family Therapy; the Commission on Rehabilitation Counselors Certification; the American Orthopsychiatric Association; the American Medical Association; the American Nursing Association; the National Association of Alcoholism and Drug Abuse Counselors; or the member boards of the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.;

2. Teaching or completing graduate coursework at a regionally accredited institution of higher education;

3. Authoring a refereed article published in a professional journal within the preceding biennial period; and

4. Presentation of a course or program approved by one of the organizations listed at N.J.A.C. 13:34-15.4(a)1.

(b) Prior to seeking approval of continuing education credit from the Committee for attending or presenting a course or program that has not been approved by any of the organizations listed in (a)1 above, the professional counselor shall first apply to and obtain approval from one of the listed organizations.

(c) The following are acceptable content areas for continuing education:

1. Counseling theory and practice which provide basic theories, principles and techniques of counseling and their application to professional counseling settings;

2. The helping relationship which provides broad understanding of philosophic bases of helping processes, basic and advanced helping skills, consultation theories and their applications, client and helper self-understanding and self-development, and facilitation or consultee change;

3. Human growth and development and maladaptive behavior which provide a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal behavior, personality theory, life-span theory, and learning theory within cultural contexts;

4. Lifestyle and career development which provides a broad understanding of career development theories, occupational and educational information sources and systems, career and leisure counseling, guidance and education, lifestyle and career decision-making, career development program planning, resources, and career option identification;

5. Group dynamics, processes, counseling and consulting which provide a broad understanding of group development dynamics, group counseling theories, group leadership styles, basic and advanced group counseling methods and skills, and other group approaches;

6. Appraisal of individuals which provides a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability, psychometric statistics, factors that influence appraisals, use of appraisal results in helping process and the specific ability to administer and interpret tests and inventories to assess abilities, interests, and identify career options;

7. Social and cultural foundations which provide a broad understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, multicultural and pluralistic trends, differing lifestyles, and major societal concerns including stress, person abuse, substance abuse, discrimination and methods of alleviating these concerns;

8. Research and evaluation which provide a broad understanding of types of research, basic statistics, research and report development, research implementation, program evaluation, needs assessment, publication of research information and ethical and legal considerations; and

9. The counseling profession which provides a broad understanding of professional roles and functions, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards and professional credentialing.

13:34-15.5 Continuing education credits and contact-hour calculation

(a) The Committee shall grant credit only for continuing education courses and programs that are at least one contact hour long and are directly related to professional counseling practice. For purposes of this subchapter, a "contact hour" means a 60-minute clock hour with no less than 50 minutes of content within the hour. Courses and programs may include one 10-minute break for each contact hour.

(b) A professional counselor shall complete and be able to verify the completion of a continuing education course, program or article as set forth in N.J.A.C. 13:34-15.4 in

order to receive continuing education credit. The Committee shall grant a professional counselor continuing education credit for each biennial renewal period as follows:

1. Completing graduate coursework at a regionally accredited institution of higher education: 15 continuing education contact hours for each semester course credit awarded beyond the required educational standards which the professional counselor must complete for licensure as set forth in N.J.A.C. 13:34-11.3;

2. Teaching graduate courses offered at a regionally accredited institution of higher education: 15 continuing education contact hours for each semester course credit awarded for each new course which a professional counselor teaches. For the purposes of this subsection, "new" means a course that the professional counselor has not taught previously in any educational setting;

3. A refereed article published in a professional journal within the preceding biennial period: four continuing education contact hours per article with a maximum of eight contact hours per biennial period; and

4. Course or program presentation: one and one-half continuing education contact hours for each hour of a new offering up to a maximum of nine continuing education contact hours. For the purposes of this subsection, "new" means a course or program that the professional counselor has not previously presented.

13:34-15.6 Documentation of continuing education credit

(a) A professional counselor shall retain documentation of the continuing education hours which the professional counselor completes in order to verify program attendance or activity completion. Each professional counselor shall submit such documentation to the Committee upon its request. The Committee may periodically audit the records of professional counselors, on a random basis, to determine compliance with continuing education requirements of this subchapter.

(b) A professional counselor shall verify attendance at continuing education courses or programs by a certificate of attendance or by a statement from the course or program instructor. The verification shall include the name of the licensee, the name of the sponsor, the title, location and date of the course or program, the signature of a program official and the number of continuing education hours awarded.

(c) A professional counselor shall verify continuing education activities by retaining the following:

1. For publications, a copy of the published article;
2. For course or program presentations, copies of the program, syllabus, outlines and bibliographies;
3. For teaching, copies of the syllabus, bibliography, course outline and verification from the academic institu-

tion that the course was "new" as defined by N.J.A.C. 13:34-15.5(b)2; and

4. For graduate coursework, an official transcript.

(d) A professional counselor shall maintain verification documentation for five years following the renewal period for which the Committee has granted the professional counselor continuing education credit.

(e) Falsification of any information submitted with the renewal application or failure to meet the continuing education requirements may result in the Committee taking appropriate disciplinary measures, including suspension of license, pursuant to N.J.S.A. 45:1-21.

(f) The Committee may reject any continuing education contact hours claimed for continuing education credit that are not relevant to the practice of professional counseling in the State of New Jersey.

13:34-15.7 Waiver of continuing education requirements

(a) The Committee may waive continuing education requirements on an individual basis for reasons of hardship such as illness, disability, active service in the military or other good cause as established by the professional counselor.

(b) A professional counselor who seeks a waiver of the continuing education requirements shall provide to the Committee, in writing, the specific reasons for requesting the waiver and such additional documentation as the Committee may request in support of the waiver.

SUBCHAPTER 16. (RESERVED)

SUBCHAPTER 17. FEES

13:34-17.1 Fees

(a) The State Board of Marriage and Family Therapy Examiners shall charge the following fees in connection with the licensure of professional counselors and associate counselors:

- 1. Application fee \$75.00
- 2. Initial license fee:
 - i. Professional counselor:
 - (1) During the first year of a biennial renewal period \$250.00
 - (2) During the second year of a biennial renewal period \$125.00
 - ii. Associate counselor:
 - (1) During the first year of a biennial renewal period \$180.00

- (2) During the second year of a biennial renewal period \$ 90.00
- 3. Biennial renewal:
 - i. Professional counselor \$250.00
 - ii. Associate counselor \$180.00
- 4. Late fee \$100.00
- 5. Reinstatement Fee \$150.00
- 6. Duplicate wall certificate \$40.00
- 7. Change of address \$25.00
- 8. Certification of licensure \$40.00
- 9. Certification of specialty designation \$40.00
- 10. Initial specialty designation permit:
 - i. During the first year of a biennial period \$50.00
 - ii. During the second year of a biennial period \$25.00
- 11. Biennial renewal, specialty designation permit \$50.00

Amended by R.1998 d.272, effective June 1, 1998.
 See: 30 N.J.R. 794(a), 30 N.J.R. 2050(a).
 In (a), substituted dollar amounts for reserved fees in 2 and 3.
 Amended by R.2002 d.216, effective July 1, 2002.
 See: 34 N.J.R. 210(a), 34 N.J.R. 2318(a).
 In (a), decreased fees in 2 and 3.
 Amended by R.2002 d.235, effective July 15, 2002.
 See: 33 N.J.R. 2596(a), 34 N.J.R. 2459(b).
 In (a), added 10 and 11.
 Amended by R.2004 d.158, effective April 19, 2004.
 See: 35 N.J.R. 5228(a), 36 N.J.R. 1943(a).
 In (a), substituted "Certification" for "Verification" in 8 and 9.

SUBCHAPTER 18. PROFESSIONAL COUNSELORS AND ASSOCIATE COUNSELORS: CLIENT RECORDS; CONFIDENTIALITY

13:34-18.1 Preparation and maintenance of client records

(a) A licensee shall prepare a permanent client record for each client which accurately reflects the client contact with the licensee whether in an office, hospital, agency or other treatment, evaluation or consultation setting.

(b) A licensee shall make entries in the client record contemporaneously with the services provided. A licensee may dictate an entry for later transcription, provided the transcription is dated and identified as "preliminary" until the licensee reviews the transcription and finalizes the entry in the client record.

(c) The licensee shall include in the client record material pertinent to the nature and extent of the professional interaction, for example:

- 1. The client name, address and telephone number;
- 2. The client complaint on intake;
- 3. Medical history recognized as of potential significance;
- 4. Past and current medications;

(c) If the licensed rehabilitation counselor earns more than 40 contact hours during a biennial period, the rehabilitation counselor may carry a maximum of 10 contact hours into the next succeeding biennial period.

13:34-24.3 Approval of courses or programs

(a) The following are acceptable sources of continuing education courses, programs and articles as long as the courses, programs or articles fall within the content areas set forth in (c) below or are directly related to rehabilitation counseling:

1. Courses or programs approved by the National Board for Certified Counselors; the American Counseling Association; the American Psychological Association; the American Psychiatric Association; the National Association of Social Workers; the American Association for Marriage and Family Therapy; the Commission on Rehabilitation Counselors Certification; the American Orthopsychiatric Association; the American Medical Association; the American Nursing Association; the National Association of Alcoholism and Drug Abuse Counselors; and the member boards of the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc.; or the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists;
2. Teaching or completing graduate coursework at a regionally accredited institution of higher education;
3. Authoring a refereed article published in a professional journal within the preceding biennial period; and
4. Presentation of a course or program approved by one of the organizations listed at N.J.A.C. 13:34-24.3(a)1.

(b) Prior to seeking approval of continuing education credit from the Committee for attending or presenting a course or program that has not been approved by any of the organizations listed in (a)1 above, the rehabilitation counselor shall first apply to and obtain approval from one of the listed organizations.

(c) The following are acceptable content areas for continuing education:

1. Counseling practices, theories and techniques;
2. Personality theories;
3. Psychosocial aspects of disability;
4. Medical aspects of disability;
5. Evaluation and assessment;
6. Vocational aspects of disability;
7. Rehabilitation case management;
8. Research methods;
9. Practicums or internships; or
10. Ethical and legal standards in the rehabilitation counseling profession.

13:34-24.4 Continuing education credits and contact-hour calculation

(a) The Committee shall grant credit only for continuing education courses and programs that are at least one contact hour long and are directly related to rehabilitation counseling practice. For purposes of this subchapter, a "contact hour" means a 60-minute clock hour with no less than 50 minutes of content within the hour. Courses and programs may include one 10-minute break for each contact hour.

(b) A rehabilitation counselor shall complete and be able to verify the completion of a continuing education course, program or article as set forth in N.J.A.C. 13:34-24.3 in order to receive continuing education credit. The Committee shall grant a rehabilitation counselor continuing education credit for each biennial renewal period as follows:

1. Completing graduate coursework at a regionally accredited institution of higher education: 15 continuing education contact hours for each semester course credit awarded beyond the required educational standards which the rehabilitation counselor must complete for licensure as set forth in N.J.A.C. 13:34-21.2;
2. Teaching graduate courses offered at a regionally accredited institution of higher education: 15 continuing education contact hours for each semester course credit awarded for each new course which a rehabilitation counselor teaches. For the purposes of this subsection, "new" means a course that the rehabilitation counselor has not taught previously in any educational setting;
3. A refereed article published in a professional journal within the preceding biennial period: four continuing education contact hours per article with a maximum of eight contact hours per biennial period; and
4. Course or program presentation: one and one-half continuing education contact hours for each hour of a new offering up to a maximum of nine continuing education contact hours. For the purposes of this subsection, "new" means a course or program that the rehabilitation counselor has not previously presented.

13:34-24.5 Documentation of continuing education credit

(a) A rehabilitation counselor shall retain documentation of the continuing education hours which the rehabilitation counselor completes in order to verify program attendance or activity completion. Each rehabilitation counselor shall submit such documentation to the Committee upon its request. The Committee may periodically audit the records of rehabilitation counselors, on a random basis, to determine compliance with continuing education requirements of this subchapter.

(b) A rehabilitation counselor shall verify attendance at continuing education courses or programs by a certificate of attendance or by a statement from the course or program instructor. The verification shall include the name of the licensee, the name of the sponsor, the title, location and date of the course or program, the signature of a program official and the number of continuing education hours awarded.

(c) A rehabilitation counselor shall verify continuing education activities by retaining the following:

1. For publications, a copy of the published article;
2. For course or program presentations, copies of the program, syllabus, outlines and bibliographies;
3. For teaching, copies of the syllabus, bibliography, course outline and verification from the academic institution that the course was "new" as defined by N.J.A.C. 13:34-24.4(b)2; and
4. For graduate coursework, an official transcript.

(d) A rehabilitation counselor shall maintain verification documentation for five years following the renewal period for which the Committee has granted the rehabilitation counselor continuing education credit.

(e) Falsification of any information submitted with the renewal application or failure to meet the continuing education requirements may result in the Committee taking appropriate disciplinary measures, including suspension of license, pursuant to N.J.S.A. 45:1-21.

(f) The Committee may reject any continuing education contact hours claimed for continuing education credit that are not relevant to the practice of rehabilitation counseling in the State of New Jersey.

13:34-24.6 Waiver of continuing education requirements

(a) The Committee may waive continuing education requirements on an individual basis for reasons of hardship such as illness, disability, active service in the military or other good cause as established by the rehabilitation counselor.

(b) A rehabilitation counselor who seeks a waiver of the continuing education requirements shall provide to the Committee, in writing, the specific reasons for requesting the waiver and such additional documentation as the Committee may request in support of the waiver.

SUBCHAPTER 25. (RESERVED)

SUBCHAPTER 26. FEES

13:34-26.1 Fees

(a) The State Board of Marriage and Family Therapy Examiners shall charge the following fees in connection with the licensure of rehabilitation counselors:

1. Application fee \$75.00
2. Initial license fee:
 - i. Rehabilitation counselor:
 - (1) During the first year of a biennial renewal period \$250.00
 - (2) During the second year of a biennial renewal period \$125.00
3. Biennial renewal:
 - i. Rehabilitation counselor \$250.00
4. Late fee \$100.00
5. Reinstatement Fee \$150.00
6. Duplicate wall certificate \$40.00
7. Change of address \$25.00
8. Certification of licensure \$40.00

Amended by R.1998 d.272, effective June 1, 1998.
See: 30 N.J.R. 794(a), 30 N.J.R. 2050(a).
In (a), substituted dollar amounts for reserved fees in 2 and 3.
Amended by R.2002 d.216, effective July 1, 2002.
See: 34 N.J.R. 210(a), 34 N.J.R. 2318(a).
In (a)2, decreased fees in 2 and 3.
Amended by R.2004 d.158, effective April 19, 2004.
See: 35 N.J.R. 5228(a), 36 N.J.R. 1943(a).
In (a)8, substituted "Certification" for "Verification".

SUBCHAPTER 27. REHABILITATION COUNSELORS: CLIENT RECORDS; CONFIDENTIALITY

13:34-27.1 Preparation and maintenance of client records

(a) A licensee shall prepare a permanent client record for each client which accurately reflects the client contact with the licensee whether in an office, hospital, agency or other treatment, evaluation or consultation setting.

(b) A licensee shall make entries in the client record contemporaneously with the services provided. A licensee may dictate an entry for later transcription, provided the transcription is dated and identified as "preliminary" until the licensee reviews the transcription and finalizes the entry in the client record.

(c) The licensee shall include in the client record material pertinent to the nature and extent of the professional interaction, for example:

1. The client name, address and telephone number;
2. The client complaint on intake;
3. Medical history recognized as of potential significance;
4. Past and current medications;
5. Significant social history;
6. Findings on appropriate examination;
7. Raw data and interpretation of tests administered;
8. Current functional impairments and rating levels thereof;