

ii. Four hours of supervision, at least two hours of which must be individual face-to-face supervision. The remaining two hours may be individual or group supervision. The ratio shall be one hour of supervision for each five hours of client contact; and

iii. Eleven hours in other work-related activities such as recordkeeping, consultations, report writing, etc.

2. Unsupervised independent practice by the candidate is prohibited. The candidate's clients shall include only those who have been approved in advance by the supervisor(s).

3. No more than three candidates shall be under concurrent supervision by any supervisor.

4. The final professional responsibility for the welfare of the client with respect to the treatment being rendered rests with the supervisor(s).

5. Supervisors are required to attest to compliance with (b)1 and 2 above, using forms provided by the board for that purpose, indicating the dates during which the candidate has been under direct supervision, the nature of the cases assigned, and the proficiency rating earned by the candidate.

6. Supervised experience not completed prior to the filing of an application for licensure, unless conducted in a facility expressly permitted by law (N.J.S.A. 45:8B-6), will require the issuance of a temporary permit (N.J.S.A. 45:8B-6(e)), obtainable by the following procedures:

- i. Filing the application with all supporting materials;
- ii. Submission of request in writing for a temporary permit;
- iii. Arranging for a supervisor to provide the Board with a written statement detailing the planned hours of supervised time, hours of practice required for the candidate to qualify for admission to examination and/or licensure, the nature of the work assignments planned, and evidence that the supervisor meets the requirements of N.J.S.A. 45:8B-18(b); and
- iv. Estimated date of completion of supervised experience.

7. Documentation of supervised experience for holders of temporary permits shall be filed with the Board by both the candidate and the supervisor(s), individually and in confidence, every six months for evaluation of the candidate's progress.

i. The candidate is responsible in this regard for the filing of the report.

8. Under no circumstances are fees for client service to be billed or accepted by the candidate.

i. The supervisor retains full professional responsibility for assessing and collecting fees from clients.

ii. The supervisor may indicate that the services are rendered in association with a supervisee.

9. Any question concerning the implementation of all or any part of this policy shall be directed in writing to the Board of Marriage and Family Therapy Examiners for its consideration and ruling.

Amended by R.1993 d.599, effective December 6, 1993.

See: 25 N.J.R. 3060(a), 25 N.J.R. 5485(a).

Amended by R.1997 d.103, effective March 3, 1997.

See: 28 N.J.R. 4165(a), 29 N.J.R. 783(a).

In (b), substituted "marriage and family therapy" for "marriage counseling" and deleted a reference to counseling; and in (b)9, amended title of the Board.

### 13:34-3.5 Permit without supervision

Pursuant to N.J.S.A. 45:8B-6(d), temporary permits not requiring supervision will only be issued in extraordinary circumstances and will not be renewable.

### 13:34-3.6 Temporary permit requiring supervision

Pursuant to N.J.S.A. 45:8B-6(e) and N.J.S.A. 45:8B-18(b), prior to the Board's approval of a three-year temporary permit the applicant must show that he or she has had a minimum of two years of full-time therapy experience and meets the education requirement for licensure.

Amended by R.1988 d.228, effective May 16, 1988.

See: 20 N.J.R. 501(a), 20 N.J.R. 1095(a).

Deleted text "The temporary permit . . .".

Amended by R.1997 d.103, effective March 3, 1997.

See: 28 N.J.R. 4165(a), 29 N.J.R. 783(a).

Substituted "therapy" for "counseling".

### 13:34-3.7 Advertising by unlicensed persons

Advertising by or on behalf of an unlicensed individual who is authorized to practice marriage or family therapy pursuant to N.J.S.A. 45:8B-6 or N.J.S.A. 45:8B-8, shall disclose the name of the unlicensed individual and the fact of non-licensure.

Amended by R.1997 d.103, effective March 3, 1997.

See: 28 N.J.R. 4165(a), 29 N.J.R. 783(a).

Substituted "therapy" for "counseling".

## SUBCHAPTER 4. APPLICANT QUALIFICATIONS; BOARD-APPROVED EXAMINATION

### 13:34-4.1 General requirements

(a) Pursuant to N.J.S.A. 45:8B-14, a person who desires to obtain a license as a practicing marriage and family therapist shall submit the following to the Board:

1. A completed application form pursuant to N.J.A.C. 13:34-1.5, which requests information concerning the applicant's educational and experiential background;

2. The application fee set forth in N.J.A.C. 13:34-1.1; and

3. An official transcript indicating that the applicant has satisfied the educational requirements set forth in N.J.A.C. 13:34-4.3.

(b) In addition to (a) above, the applicant shall furnish to the Board evidence that the applicant satisfies the following criteria:

1. The applicant is at least 21 years of age;
2. The applicant is of good moral character;
3. The applicant is not engaged in any practice or conduct upon which the Board shall have grounds to refuse to issue, suspend or revoke a license which it issues; and
4. The applicant qualifies for licensing by an examination of credentials pursuant to N.J.S.A. 45:8B-21, or for admission to an assembled examination to be conducted by the Board.

New Rule, R.1997 d.103, effective March 3, 1997.

See: 28 N.J.R. 4165(a), 29 N.J.R. 783(a).

Former section recodified to N.J.A.C. 13:34-4.2.

#### 13:34-4.2 Experiential requirements

(a) Pursuant to N.J.S.A. 45:8B-18(b), the processing of a candidate's application is dependent upon successful completion and documentation of a minimum of five years of full-time counseling and therapy experience, or its equivalent, of a character which the Board has approved, two years of which shall be in marriage and family therapy. The candidate shall have completed two of the five required years in marriage and family therapy under the supervision of a person holding a degree specified in N.J.S.A. 45:8B-18(a) who has had no less than five years of full-time professional experience or the equivalent.

1. "Supervised experience" for a period of one year is defined as:

- i. A minimum of 20 hours per week of actual marriage and family therapy client contact, with a minimum of one hour of supervision for every five hours of client contact; and
- ii. A minimum of 1,000 hours of therapy with couples and families and a minimum of 200 hours of supervision is required.

2. Individuals may prorate the experience requirements on a part-time basis so long as the two-year experience requirement is satisfied within the permit period of three years.

Amended by R.1993 d.599, effective December 6, 1993.

See: 25 N.J.R. 3060(a), 25 N.J.R. 5485(a).

Recodified from 13:34-4.1 and amended by R.1997 d.103, effective March 3, 1997.

See: 28 N.J.R. 4165(a), 29 N.J.R. 783(a).

In (a), substituted "full-time counseling" for "supervised counseling", inserted references to equivalent experience and therapy experience, and inserted provision requiring experience under the supervision of a person holding a degree; and in (a)1i and (a)1ii, substituted "therapy" for "counseling". Former section recodified to N.J.A.C. 13:34-4.3.

### SUBCHAPTER 15. CONTINUING EDUCATION

#### 13:34-4.3 Educational requirements

(a) Pursuant to N.J.S.A. 45:8B-18(a), any person applying to the Board after January 1, 1970 shall be admitted to an examination if he or she meets the qualifications set forth in subsections (a), (b) and (c) of Section 14 of P.L. 1968, c.401 (45:8B-14) and provides evidence that he or she has met the following educational requirements, unless the person appears for examination in an obviously diminished state of mental faculty or otherwise demonstrates behavior which is inappropriate and offensive to the test-taking environment and to other examinees.

1. An applicant shall have a minimum of a master's degree in marriage and family therapy, a master's degree in social work or a graduate degree in a related field. All applicants shall have obtained their degrees from regionally accredited institutions so recognized at the time of the granting of the degrees. If the applicant has a graduate degree in a related field, the applicant shall demonstrate to the Board that he or she has completed substantial equivalents to the course work at the required levels as set out in (b) below. An applicant with a graduate degree in a related field which does not provide the training and course work substantially equivalent in content to those set out in (b) below shall be deemed to meet the educational requirements set forth in this section upon satisfactory completion of either a post graduate degree recognized by the Board which includes the course work at the required levels as stated in (b) below, or a program of training and course work at an institute or training program accredited by the Commission on Accreditation for Marriage and Family Therapy Education.

(b) To satisfy the basic educational requirements for admission to an examination, an applicant shall complete a minimum of:

1. Eight courses from Areas I, II and III as specified in (c) below;
2. One course from Area IV as specified in (c) below;
3. One course from Area V as specified in (c) below; and
4. One course taken in one semester from Area VI as specified in (c) below.

(c) The following are the required areas of course work prior to admission to an examination:

1. Area I: Theoretical Foundations (a minimum of two, three semester hour or equivalent quarter hour, courses.) Course work in this area shall include topics which deal with the historical development, theoretical foundations and contemporary conceptual directions of the field of marriage and family therapy. Course work in this area shall enable students to conceptualize and distinguish the critical epistemological issues in marriage and family therapy. Course work shall be related conceptually to clinical concerns.

2. Area II: Clinical Practice (a minimum of four, three semester hour or equivalent quarter hour, courses.) Course work in this area shall provide a comprehensive survey and substantive understanding of the major models of marriage and family therapy. Courses shall address marriage and family therapy practice and be related conceptually to theory. Course work in this area shall address a wide variety of presenting clinical problems and include assessment, marriage and family therapy methods and major mental health assessment methods and instruments.

3. Area III: Individual Development and Family Relations (a minimum of two, three semester hour or equivalent quarter hour, courses.) Course work in this area shall include:

- i. Material on individual development, family development and family relationships;
- ii. Material on issues of sexuality as they relate to marriage and family therapy theory and practice, including sexual dysfunctions and difficulties;
- iii. Issues of gender and sexual orientation as they relate to marriage and family therapy theory and practice; and
- iv. Material on issues of ethnicity, race, socioeconomic status and culture as they relate to marriage and family therapy theory and practice.

4. Area IV: Professional Identity and Ethics (a minimum of one, three semester hour or equivalent quarter hour, course.) Course work in this area shall include material on professional identity, including professional socialization, professional organizations, licensure, certification and ethical issues related to the practice and profession of marriage and family therapy. Generic courses in ethics shall not meet this requirement. Such course work shall inform applicants about legal responsibilities and liabilities of clinical practice and research, family law, confidentiality issues, ethics and the interface between therapist responsibility and the professional, social and political context of treatment.

5. Area V: Research (a minimum of one, three semester hour or equivalent quarter hour, course.) Course work in this area shall include significant material on quantitative and qualitative research in marriage and family ther-

apy. Course work in this area shall focus on research methodology, data analysis and the evaluation of research.

6. Area VI: Additional Learning (a minimum of one, three semester hour or equivalent quarter hour, course.) Course work in this area shall be elective and chosen from a variety of disciplines. This area shall seek to augment an applicant's individual interest and background in marriage and family therapy. The applicant may choose courses from a variety of disciplines.

(d) The Board shall not base its determination as to whether it will recognize an educational institution's program solely on the failure of any professional organization of marriage and family therapists to accredit the program.

Amended by R.1993 d.599, effective December 6, 1993.

See: 25 N.J.R. 3060(a), 25 N.J.R. 5485(a).

Recodified from 13:34-4.2 and amended by R.1997 d.103, effective March 3, 1997.

See: 28 N.J.R. 4165(a), 29 N.J.R. 783(a).

Rewrote (a); inserted new (b); inserted (c); and recodified former (b) to (d).

Amended by R.2002 d.219, effective July 15, 2002.

See: 33 N.J.R. 2404(a), 34 N.J.R. 2459(a).

Rewrote section.

## SUBCHAPTER 5. GENERAL OBLIGATIONS OF A LICENSEE

### 13:34-5.1 Financial arrangements with clients

(a) Fees for marriage and family therapy services shall be reasonable and commensurate with the status and experience of a licensee consistent with the provisions of N.J.A.C. 13:34-5.7 prohibiting excessive fees.

(b) When an appropriate fee schedule cannot be arranged, or the payment of the usual fee would be a hardship, a licensee shall refer the client to other sources for the provision of needed services.

(c) A licensee providing marriage and family therapy services shall provide and maintain a written list of current fees for standard services and shall provide the list to a client prior to the commencement of services.

(d) Before engaging in a clinical relationship, a licensee shall assist a client to understand financial arrangements. The information provided to the client shall include at least the following:

1. The fee for services or the basis for determining the fee to be charged;
2. Whether the licensee will accept installment payments or assignments from a third party payor;

3. That insurance coverage may not be available in all circumstances; and

4. The financial consequences, if any, of missed appointments.

#### **13:34-5.2 Conflicts of interest**

(a) A licensee providing marriage and family therapy services shall not enter into any relationship that would be expected to limit objectivity and impair professional judgment or increase the risk of exploitation. Examples of such relationships include, but are not limited to, the following: professional treatment of employees, tenants, students, supervisees, close friends, spouses, or relatives.

(b) A licensee who has identified a conflict of interest shall notify the parties involved and shall take action to eliminate the conflict.

(c) A licensee providing marriage and family therapy services shall not provide those services in circumstances that would be expected to limit the licensee's objectivity and impair professional judgment or increase the risk of exploitation.

#### **13:34-5.3 Termination of service**

(a) A licensee shall terminate services to a client when the services are no longer required or no longer meet the client's needs or interests.

(b) A licensee shall not abandon or neglect a client in need of professional services without making reasonable arrangements for the continuation of such care or offering to help the client find alternative sources of assistance.

(c) A licensee who anticipates the termination or interruption of services to a client shall notify the client promptly and shall provide for the transfer, referral, or continuation of services in relation to the client's needs and preferences.

**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).

#### **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;