

xii. Failing to terminate the alcohol and drug abuse counseling relationship when it is apparent that the relationship no longer serves the needs of the client or patient;

xiii. Providing counseling services while using alcoholic beverages or illegally using controlled dangerous substances; or

xiv. Altering any records in a manner not authorized pursuant to N.J.A.C. 13:34C-4.1(e);

6. Has been convicted of, or engaged in acts constituting, any crime or offense involving moral turpitude or relating adversely to alcohol and drug counseling. For the purposes of this subsection a judgment of conviction or a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;

7. Has had the authority to engage in alcohol and drug counseling revoked or suspended by any other State agency or authority for reasons consistent with this section;

8. Has violated or failed to comply with the provisions of any act or regulation administered by the Committee;

9. Is incapable for medical or any other good cause, of discharging the functions of a licensee or certificate holder in a manner consistent with the public's health, safety and welfare;

10. Has violated any provision of P.L. 1983, c.320 (C.17:33A-1 et seq.) or any insurance fraud prevention law or act of another jurisdiction or has been adjudicated, in civil or administrative proceedings, of a violation of P.L. 1983, c.320 (C.17:33A-1 et seq.) or has been subject to a final order, entered in civil or administrative proceedings, that imposed civil penalties under that act against the applicant or holder;

11. Is presently engaged in drug or alcohol use that is likely to impair the ability to practice the profession or occupation with reasonable skill and safety. For purposes of this subsection, the term "presently" means at this time or any time within the previous 365 days;

12. Has permitted an unlicensed person or entity to perform an act for which a license or certification is required by the Committee, or aided and abetted an unlicensed person or entity in performing such an act; or

13. Advertised fraudulently in any manner.

13:34C-1.9 Licensure or certification of persons licensed or certified in another jurisdiction

The Board, upon recommendation by the Committee, may grant a license or certification to any person who at the time of application is licensed or certified by a governmental agency or other comparable recognized certifying authority located in another state, territory or jurisdiction, if in the opinion of the Committee, the requirements of that licen-

sure or certification are substantially similar, at the time of initial certification or licensure, to requirements of the Act and this chapter.

13:34C-1.10 Fee schedule

(a) The Committee shall charge the following fees:

1. Application fee	\$ 75.00
2. Initial license fee	
i. If paid during the first year of a biennial renewal period	\$250.00
ii. If paid during the second year of a biennial renewal period	\$125.00
3. Initial certification fee	
i. If paid during the first year of a biennial renewal period	\$180.00
ii. If paid during the second year of a biennial renewal period	\$ 90.00
4. Certification of licensure or certification	\$ 25.00
5. License renewal fee, biennial	\$250.00
6. Certification renewal fee, biennial	\$180.00
7. Reinstatement fee	\$125.00
8. Late renewal fee	\$ 50.00
9. Replacement wall certificate	\$ 40.00
10. Duplicate license or certification fee	\$ 25.00

SUBCHAPTER 2. APPLICATION PROCEDURE; APPLICANT QUALIFICATIONS

13:34C-2.1 Licensure or certification of practicing counselors: "grandfathering"

(a) The 730-day period provided for in N.J.S.A. 45:2D-16 shall begin on March 15, 2004 and end on March 15, 2006.

(b) Upon application to the Board on the form and in the manner prescribed by the Committee, any person certified in New Jersey by the APCBNJ as an alcoholism counselor on January 9, 1998 who provides documentation to the Board that the applicant has successfully completed 30 classroom hours, including formal classroom education, workshops, seminars, institutes, and in-service training, in drug education may be certified as an alcohol and drug counselor without meeting the requirements set forth in N.J.A.C. 13:34C-2.3.

(c) Upon application to the Board on the form and in the manner prescribed by the Committee, any person certified in New Jersey by the APCBNJ as a drug counselor on January 9, 1998 who provides documentation to the Board that the applicant has successfully completed 50 classroom hours, including formal classroom education, workshops, seminars, institutes, and in-service training, in alcohol education may be certified as an alcohol and drug counselor without meeting the requirements set forth in N.J.A.C. 13:34C-2.3.

(d) Upon application to the Board on the form and in the manner prescribed by the Committee, any person who has practiced, as evidenced by utilizing the 12-core functions and/or performing clinical supervision, as an alcohol and drug counselor for at least five years preceding January 9, 1998 and is certified in New Jersey by the APCBNJ as an alcohol and drug counselor on January 9, 1998 may be licensed as a clinical alcohol and drug counselor without meeting the requirements set forth in N.J.A.C. 13:34C-2.2. The 12 core functions include: screening, intake, orientation, assessment, treatment planning, counseling—individual, group and family, case management, crisis intervention, client education, referral, consultation, and recordkeeping. For purposes of this section, five years equals 7,500 hours. Of these 7,500 hours, at least 3,000 hours shall be accrued within the five years immediately preceding the enactment date of the Act, that is, January 9, 1998.

13:34C-2.2 Application procedure: licensed clinical alcohol and drug counselor

(a) An applicant for licensure as a clinical alcohol and drug counselor shall submit the following to the Committee:

1. A completed application form, which contains information concerning the applicant's educational and experiential background;
2. The non-refundable application fee set forth in N.J.A.C. 13:34C-1.10;
3. An official transcript(s)/certificate(s) indicating that the applicant has satisfied the educational requirements as set forth in (b) below and N.J.A.C. 13:34C-2.3(b)1 and 4;
4. A supervisor's certification indicating that the applicant has met the supervision requirements for licensure as set forth in N.J.A.C. 13:34C-6; and
5. The original, current certificate of certification as an alcohol and drug counselor issued by the APCBNJ, if applicable.

(b) An applicant shall furnish evidence that the applicant has:

1. Received a master's degree in counseling from an accredited institution of higher education, as defined in N.J.A.C. 13:34C-1.2, or received a master's degree in an addictions or counseling related area which shall include a minimum of 18 graduate semester hours in counseling from an accredited institution of higher education. The required 18 graduate semester hours for the master's degree in an addictions or counseling related area may include pre and post master's graduate semester hours and must be distributed among the following areas:
 - i. Counseling theory and practice, which includes the study of basic theories, principles and techniques of counseling and their application to professional counseling settings;

- ii. The helping relationship, which includes studies that provide a 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;

- iii. Human growth and development and maladaptive behavior, which includes studies that 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;

- iv. Lifestyle and career development, which include studies that provide 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;

- v. Group dynamics, processes, counseling and consulting, which include studies that 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;

- vi. Assessment of individuals, which includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to assessment, data and information gathering methods, validity and reliability, psychometric statistics, factors that influence assessment, use of assessment results in helping process and the specific ability to administer and interpret tests and inventories to assess abilities, interests, and identify career options;

- vii. Social and cultural foundations, which include studies that 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, personal abuse, substance abuse, discrimination and methods of alleviating these concerns;

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

- ix. The counseling profession, which includes studies that provide 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; and

x. Pharmacology and physiology, which includes topics related to physiology of alcohol/drug use, abuse, dependency and addiction; neurophysiology of chemical use; psychopharmacology; therapeutic and appropriate use of pharmaceutical drugs; physical health and the use/abuse of drugs; psychiatric medications in the treatment of mental illness and dual diagnoses; appropriate use of prescribed medications for recovering chemically dependent clients/patients; treatment of chronic pain and clinical testing of body fluids and hair; and

2. Successfully completed all the requirements to be a certified alcohol and drug counselor pursuant to N.J.A.C. 13:34C-2.3(b)2 and 3 and 5 through 7 and N.J.S.A. 42:2D-5.

(c) An application shall be deemed abandoned and closed if:

1. The application has not been completed by the applicant within 12 months after it was received by the Committee; or

2. The applicant fails to sit for or pass the written and/or oral sections of the examination within 12 months or any 12-month period thereafter upon written notification of eligibility to take the examination.

(d) An application submitted subsequent to the abandonment of a prior application shall be treated as a new application and shall comply with the requirements of (a) and (b) above.

(e) After the third attempt or thereafter to pass the written and/or oral sections of the examination, the applicant may not reapply a fourth time or any time thereafter without having first successfully completed and passed a course(s) in the subject matter(s) in which the examination has demonstrated the applicant's deficiencies.

13:34C-2.3 Application procedure: certified alcohol and drug counselor

(a) An applicant for certification as a certified alcohol and drug counselor shall submit the following to the Committee:

1. A completed application form, which contains information concerning the applicant's educational and experiential background;

2. The non-refundable application fee set forth in N.J.A.C. 13:34C-1.10;

3. An official transcript(s)/certificate(s) indicating that the applicant has satisfied the educational requirements set forth in (b)1 and 4 below;

4. The supervisor's certification indicating that the applicant has met the supervision requirements for certification as set forth in N.J.A.C. 13:34C-6; and

5. The original, current certificate of certification as an alcohol and drug counselor issued by the APCBNJ, if applicable.

(b) An applicant shall furnish evidence that the applicant has:

1. Received a bachelor's degree or an associate's degree or a higher school diploma or a certificate of high school equivalency;

2. Completed 300 hours of supervised practical training in alcohol and drug counseling distributed among all of the following 12 core functions: screening, intake, orientation, assessment, treatment planning, counseling—individual, group and family, case management, crisis intervention, client education, referral, consultation and recordkeeping;

3. Completed two years of supervised work experience within five consecutive years immediately preceding the date of submission of the application. The two years of supervised work experience may be paid or voluntary time working directly with alcohol or other drug clients. Paid or voluntary time shall be directly related to the 12-core functions as set forth at (b)2 above;

i. A one year full-time equivalent shall be 1,500 hours over a 50-week period. Any hours over the required 1,500 hours per year may not be carried over into the succeeding year. The practical training required by (b)2 above may be part of the work experience set forth in this paragraph and may be completed under more than one agency or supervisor;

ii. The work experience requirement may be satisfied by work performed on a part-time basis, so long as the two year experience requirement is satisfied by completion of at least 3,000 hours within five consecutive years immediately preceding the date of submission of the application;

iii. Formal education, except for supervised practical training; continuing education courses, workshops, seminars or unsupervised work experience may not be substituted for the required work experience;

4. Completed 270 hours of alcohol and drug education, approved by member boards of the International Certification Reciprocity Consortium of Alcohol and Other Drug Abuse, Inc. (ICRC), the NADAAC, the Association for Addiction Professionals or a regionally accredited college or university, which shall be related to the knowledge and skill associated with the functions of an alcohol and drug counselor, including formal classroom education, workshops, seminars, institutes, in-service training or a maximum of 54 course hours in distance learning programs as follows:

i. Fifty-four course hours of assessment, with a minimum of six hours each of the topics and distributed among all of the following:

- (1) Initial interviewing process;
 - (2) Biopsychosocial assessment;
 - (3) Differential diagnosis;
 - (4) Diagnostic summaries and compulsive gambling; and
 - (5) Psychopharmacology/physiology of addiction;
- ii. Fifty-four course hours of counseling, with a minimum of six hours in each of the topics and distributed among all of the following:
- (1) Introduction to counseling;
 - (2) Introduction to techniques and approaches;
 - (3) Crisis intervention;
 - (4) Individual counseling focused on addiction;
 - (5) Group counseling; and
 - (6) Family counseling;
- iii. Fifty-four course hours of case management, with a minimum of six hours in each of the topics and distributed among all of the following:
- (1) Community resources;
 - (2) Consultation;
 - (3) Documentation; and
 - (4) HIV positive resources;
- iv. Fifty-four course hours of client education, with a minimum of six hours in each of the topics and distributed among all of the following:
- (1) Addiction recovery;
 - (2) Psychological client education;
 - (3) Biochemical/medical client education;
 - (4) Sociocultural client education;
 - (5) Addiction recovery and psychological family education;
 - (6) Biomedical and sociocultural family education; and
 - (7) Community and professional education; and
- v. Fifty-four course hours of professional responsibility, with a minimum of six hours in each of the topics and distributed among all of the following:
- (1) Ethical standards;
 - (2) Legal aspects;
 - (3) Cultural competency;
 - (4) Professional growth;
 - (5) Personal growth;
 - (6) Dimensions of recovery;
 - (7) Supervision;
 - (8) Consultation; and
 - (9) Community involvement;
5. Attended 30 alcohol and drug abuse self-help group meetings of which a minimum of five meetings shall be in Alcoholics Anonymous; a minimum of five meetings shall be in Narcotics Anonymous; and a minimum of five meetings shall be in Alanon;
6. Successfully completed a written examination developed and prepared by the ICRC; and
7. Successfully completed an oral examination developed and prepared by the ICRC, on the applicant's written case presentation.
- (c) An application shall be deemed abandoned and closed if:
1. The application has not been completed by the applicant within 12 months after it was received by the Committee; or
 2. The applicant fails to sit for or pass the written and/or oral sections of the examination within 12 months or any 12-month period thereafter upon written notification of eligibility to take the examination.
- (d) An application submitted subsequent to the abandonment of a prior application shall be treated as a new application and shall comply with the requirements of (a) and (b) above.
- (e) After the third attempt or thereafter to pass the written and/or oral sections of the examination, the applicant may not reapply a fourth time or any time thereafter without having first successfully completed and passed a course(s) in the subject matter(s) in which the examination has demonstrated the applicant's deficiencies.

13:34C-2.4 Licensure: health care provider licensed by the State

(a) In accordance with N.J.S.A. 45:2D-4(b), the Committee shall recommend that the Board issue a license as a licensed clinical alcohol and drug counselor to any health care provider licensed by the State of New Jersey, who is in good standing and diagnoses and/or treats drug or alcohol related disorders within the health care provider's scope of practice.

(b) The health care provider shall also demonstrate to the Committee, which will then recommend to the Board, that the health care provider has equivalent education as required pursuant to N.J.A.C. 13:34C-2.2(b) and training and comparable years of experience as required pursuant to N.J.A.C. 13:34C-2.3(b)2 through 5, except that the health care provider shall be exempt from taking the oral and written examinations as required pursuant to N.J.A.C. 13:34C-2.3(b)6 and 7.