

**TITLE 38.OKLAHOMA BOARD OF LICENSED ALCOHOL AND DRUG  
COUNSELORS**

**CHAPTER 10. LICENSURE AND CERTIFICATION OF ALCOHOL AND DRUG  
COUNSELORS.**

**38:10-7-2. Requirements for licensure or certification**

**(a) Licensed Alcohol and Drug Counselor.**

- (1) An application for a license to practice as a LADC shall be made to the Oklahoma Board of Licensed Alcohol and Drug Counselors in writing. Such application shall be on a form and in a manner prescribed by the Board. The application shall be accompanied by the fee required by the act, which shall be retained by the Board and not returned to the applicant.
- (2) Each applicant shall:
  - (A) Be of good moral character;
  - (B) Pass an oral and written examination;
  - (C) Be at least twenty-one (21) years of age;
  - (D) Not have engaged in, nor be engaged in, any practice or conduct which would be grounds for denying, revoking or suspending a license pursuant to the provisions of the Act;
  - (E) Otherwise comply with the rules promulgated by the Board pursuant to the provisions of the Act.
- (3) In addition to the requirements in subsection (a) (2), each applicant shall:
  - (A) Have at least a master's degree in alcohol and substance abuse counseling or other clinical counseling field recognized by the Oklahoma Board of Licensed Alcohol and Drug Counselors from a college or university accredited by an accrediting body recognized by the U.S. Department of Education. The degree program must include, at a minimum, the courses and the practicum/internship listed in 59 O.S. § 1876 (D) (1) and;
  - (B) Have successfully completed at least one (1) year of full-time supervised work experience. For the purpose of the Act, "one (1) year of full-time work experience" shall be defined as two thousand (2,000) hours of work experience, of which at least one thousand (1,000) hours shall consist of direct client contact providing behavioral health services to an individual and/or the individual's family. At least five hundred (500) hours of the one thousand (1,000) direct client contact hours must be the provision of alcohol and drug counseling services; or
  - (C) Be a licensed mental health professional as defined in Section 1-103 of Title 43A of the Oklahoma Statutes and have completed a minimum of fifteen (15)

hours of master's level substance abuse specific coursework, including, but not limited to, chemical addiction, counseling, alcohol/drug counseling theory, pharmacology of drugs and abuse, assessment and treatment of alcohol and drug problems, theories in family addiction and family addiction counseling. An applicant who qualifies under this subsection is not required to complete the supervised work experience.

(D) An applicant must complete all requirements for licensure, including passing the exams, within three (3) years of the date the application was accepted.

(E) Persons who meet the requirements in subsection (a) may include the assessment, diagnosis, and treatment of mental health disorders within the LADC/MH scope of practice as defined in 59 O.S. § 1871 (10). The designation LADC/MH (licensed alcohol and drug counselor/mental health) shall be noted on their license and wallet card.

(F) ~~Persons who were licensed as LADC or made application prior to January 1, 2012 and who meet the requirements in subsection (a) may make application applying~~ for the LADC/MH designation. Applicants must submit a completed application on the form prescribed by the Board and pay a the LADC/MH fee of ~~one hundred forty dollars (\$140)~~ which shall be retained by the Board and not returned to the applicant. The application must include:

- (i) An official transcript in a sealed envelope showing that the applicant has obtained the educational requirements;
- (ii) Proof that the applicant holds a valid license in good standing in one of the behavioral health professions listed in 59 O.S. § 1876 (F)(1);
- (iii) For applicants who do not meet the requirements in (a) (3) (A) or (a) (3)(B), proof that the applicant has a valid co-occurring disorders certification from a certification entity approved by the Board.

(G) The scope of practice of a LADC who does not have the MH designation may not include provision of services that focus solely on mental health disorders. The LADC may provide services for a client with no independent substance use disorder if services are focused on the client's exposure to a family member's substance abuse.

**(b) Certified Alcohol and Drug Counselor.**

- (1) An application for certification as a CADC shall be made to the Oklahoma Board of Licensed Alcohol and Drug Counselors in writing. Such application shall be on a form and in a manner prescribed by the Board. The application shall be accompanied by the fee required by the Act, which shall be retained by the Board and not returned to the applicant.
- (2) Each applicant for certification shall:

- (A) Be of good moral character;
- (B) Pass an oral and written examination;
- (C) Be at least twenty-one (21) years of age;
- (D) Not have engaged in, nor be engaged in, any practice or conduct which would be grounds for denying, revoking or suspending a license pursuant to the provisions of the Act;
- (E) Otherwise comply with the rules promulgated by the Board pursuant to the provisions of the Act.
- (F) At a minimum, a bachelor's degree in a behavioral science field that is recognized by the Oklahoma Board of Licensed Alcohol and Drug Counselors as appropriate to practice as a certified drug and alcohol counselor in this state;
- (G) Have successfully completed at least two (2) years of full-time supervised work experience. For the purpose of the Act, "two years of full-time work experience" shall be defined as four thousand (4,000) hours of work experience of which at least two thousand (2,000) hours shall consist of direct client contact providing alcohol and drug counseling services to an individual and/or the individual's family;
- (H) Have successfully completed at least two hundred seventy (270) clock hours of education related to alcohol and drug counseling subjects, theory, practice or research;
- (I) Successfully completed, as a part of or in addition to the education requirements established in paragraph three of this subsection, a minimum of forty-five (45) clock hours of specialized training approved by the Board in identifying co-occurring disorders and making appropriate referrals for treatment of co-occurring disorders; and
- (J) Successfully completed at least three hundred (300) hours of supervised practicum experience in the field of drug and alcohol counseling.
- (K) complete all requirements for certification, including passing the examinations, within five (5) years of the date the application was accepted.

(c) Direct client contact hours, as referenced above in (a) and (b), are defined as activities in which a counselor provides services to a client or group of clients. These must be activities within the scope of the alcohol and drug counselor, such as assessment, intervention, screening, counseling, education. This does not include observation of others providing these services. Direct client contact also includes activities in which services are provided to the client's family members/caregiver/guardian, with or without the client physically present, such as family education and/or family counseling. This includes review of assessment and treatment results with these stakeholders, either individually or during group meetings. Direct client contact also includes communication with the client and/or family members/caregiver/guardian via email or

telephone. Activities that DO NOT count as direct contact include speaking or consulting with other professionals regarding the client, without the client and/or family member/caregiver/guardian present; collaborating with other professionals without the client and/or family member/caregiver/guardian present; time spent preparing materials, writing reports, planning for assessment or intervention, and so forth. Administrative duties without the client and/or family member/caregiver/guardian present, while important, are NOT direct contact. Observation of treatment or assessment sessions are NOT considered direct contact, if the counselor is only observing others providing services.

(d) **Post-Military Service Applicants.** The Board shall consider the equivalent education, training and experience completed by an applicant for certification or licensure while the applicant was a member of the United States Armed Forces or Reserves, National Guard of any state, the Military Reserves of any state, or the Naval militias of any state, and apply it in the manner most favorable toward satisfying the qualifications for certification or licensure. To determine whether education, training and experience completed by an applicant for certification or licensure while the applicant was a member of the military as described in the preceding paragraph, the Board may consider, but is not limited to, determinations made by institutions of higher education based on the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

#### 38:10-9-5. Supervisor Requirements

- (a) Qualifications. To be eligible for Board approval to supervise LADC or CADC candidates, a Licensed Alcohol and Drug Counselor must be licensed and in good standing and:
- (1) If originally licensed in Oklahoma, must have practiced alcohol and drug counseling for at least two years after licensure; or
  - (2) If licensed by endorsement from another state, must have practiced alcohol and drug counseling for at least one year beyond Oklahoma licensure; or
  - (3) Also hold a license in good standing with supervision privileges in another behavioral health field as determined by the Board; or
  - (4) Hold a current valid IC&RC Certified Clinical supervisor credential, and
  - (5) Successfully complete the Board approved alcohol and drug counselor supervision training course, and
  - (6) Pass the Oklahoma LADC Supervisor Examination(s)
    - (A) Examination Part A shall consist of a NAADAC clinical supervision exam, or the IC&RC Certified Clinical Supervisor exam, or other clinical supervision exam approved by the Board.
    - (B) Examination Part B shall consist of Oklahoma State Laws, Rules, and procedures.
- (b) Application Process.
- (1) Complete an application form provided by the Board.

- (2) Submit two letters of reference. At least one letter must be from a current Board approved LADC supervisor. The other shall be from another professional holding a current Oklahoma behavioral health license.
  - (3) Sign a supervision agreement and supervisor code of ethics.
  - (4) Pay an application processing fee.
- (c) Supervision Training course and Supervisor Examination.
- (1) The Supervision course shall consist of a fifteen hour Board approved workshop on counseling supervision in combination with thirty hours of directed individual study of Board approved counseling supervision literature for a total of forty-five contact hours. The workshop or class must have a minimum of four enrolled supervisor candidates.
  - (2) For persons who meet the qualifications in subsection (a)(3) or (4), or the supervision course shall consist of a seven and one-half hour Board approved advanced LADC supervisor training workshop and exam Part B-Oklahoma State Laws, Rules and procedures only.
- (d) Renewal of Supervisor Status. To maintain Board approved supervisor status, LADC supervisors must complete , prior to June 30 of each year,
- (1) Three (3) clock hours of continuing education in counseling supervision, and
  - (2) These hours are included in the twenty (20) continuing education hours required for licensure renewal.
  - (3) With the exception of the twenty hour requirements in 38:10-13-2(a), the Rules in subchapter 13 regarding continuing education requirements for licensure renewal shall also apply to continuing education requirements for supervision status.
  - (4) Approved supervisor designation will not be renewed until renewal fee has been paid and
  - (5) Continuing education requirements have been met.
- (e) Supervisor Responsibilities.
- (1) The supervisor is responsible for having and maintaining knowledge about the supervisee's practice whether in a private or agency setting.
  - (2) The supervisor is responsible for providing professional consultation and monitoring the supervisee's ethical and professional practices.
  - (3) The supervisor must provide an average of one hour per week of live, interactive and visual supervision until the candidate becomes licensed or certified. Group supervision is acceptable if such supervision does not exceed at least one half of the total supervisory time per evaluation period. Group size is limited to a maximum of six (6) supervisees.
    - (A) The phrase 'an average of one hour per week of live, interactive and visual supervision' means one continuous hour in one day of each week of face-to-face or interactive video supervision relating to the supervisee's skills, knowledge and practices in providing alcohol and drug counseling to clients.
      - (i) ~~(Video supervision shall not exceed 1/8 of the total supervision time., 6 sessions for LADC or 12 sessions for CADAC). Video supervision must meet all Federal and State~~

Laws of confidentiality unless approved by the Board as described in (ii).

(ii) Candidates and supervisors may apply for an exception to these video supervision limits on the basis of hardship. Any requests for such an exception will be reviewed on a case by case basis. In the case an exception is granted and approved by the Board, the maximum video supervision shall not exceed ¾ of the total supervision time (39 sessions for LADC and 78 for CADC.) Video supervision must meet all Federal and State laws of confidentiality.

(B) The supervisor must provide four hours of face-to-face supervision per calendar month, at the rate of one hour per week, or two hours per week, every other week.

(C) When unforeseen circumstances arise that result in a supervisor providing less than four hours per month, or less than two hours every other week of face-to-face contact, the supervisor and supervisee shall provide notice of such circumstances to the board, and shall submit a plan to make up the missed hours to the Board for approval. The plan may include designation of a back-up or alternate supervisor, providing that the supervisee has entered into a supervision contract with the alternate supervisor and such contract has been approved by the Board.

(D) Clinical staff meetings attended by supervisees or meetings with supervisees that consist of discussion of issues other than supervisee's skills, knowledge, and practices in providing alcohol and drug counseling to clients shall not be counted as group supervision.

(4) When the licensure supervisor is not a staff member of the supervisee's employer, the licensure supervisor will ensure that the employer, or its representative, is in accord with the arrangements for supervision. This is essential whether these arrangements are made by the agency or the supervisee and regardless of whether the agency contributes to the financial compensation of the supervisor. The supervisor is responsible for securing agreement from the agency administration as to the purpose and content of the desired supervision and the supervisor's specific role responsibilities and limitations. The supervisor is also responsible for learning agency functions and policies so that any supervisory suggestions are constructive and realistic within agency purposes and resources.

(5) The Supervisor must be available to the supervisee for consultation 'on call' 24 hours a day, seven days a week, and arrange for alternate 'on call' supervisor to provide consultation when the primary supervisor is unavailable.

(6) The supervisor must immediately notify the Board of any ethical or professional violations by supervisee.

(7) A supervisor for an applicant who provides community or home-based services shall, in addition to other supervision requirements, conduct at least six (6) direct observations of the supervisee conducting counseling sessions in the client's home, school, or other remote location outside of the applicant's employer's

office. The observations must be made periodically throughout the applicant's supervised work experience at least once every other month. Direct observation may be conducted via interactive live audio/video conferencing and shall be documented in a form approved by the Board. No more than three (3) of the direct observations per year may be conducted via interactive live audio/visual conferencing. Both the supervisor and the supervisee are responsible for ensuring that the interactive live audio-video conferencing complies with all applicable federal and state confidentiality laws and regulations.

- (8) The supervisor must notify the Board in writing within three (3) business days of the date supervision is terminated. The supervisor must submit an evaluation of the supervisee within ten business days of the date of termination.
- (9) A supervisor may not supervise more than a total of twenty (20) persons, including candidates and CADCs who are engaging in private or independent practice. A supervisor who wants to supervise more than twenty (20) persons must petition the Board for approval for each person above the maximum number. The petitions will be determined on a case-by-case basis depending on the circumstances of the request.

#### 38:10-11-1. Schedule of fees

Fees are non-refundable and include:

- (1) Application fee. One-hundred and seventy-five (\$175.00) dollars and shall be submitted with the application form.
- (2) Examination fee. The fee shall be the amount set by the examination provider, and is paid by the applicant directly to the examination provider.
- (3) Initial license or certification fee. One-hundred and twenty-five (\$125.00) dollars shall be submitted prior to the receipt of license or certificate. The initial license or certification notices shall invoice the licensed or certified person for the interim period between the original license or certification date and the following June 30 so that subsequent renewals shall be on a July 1 annual basis.
- (4) Renewal fee. One-hundred and twenty-five dollars (\$125.00). Shall be submitted upon notification by the Board on or before June 30, and validates the license or certification for twelve (12) months.
- (5) Late renewal fee. Twenty-five dollars (\$25.00) will be charged each month, if the license or certification is not renewed by June 30. This fee combined with the renewal fee shall not exceed \$200.00. The licensed or certified person must submit this fee as well as the renewal fee on or before the following June 30 to avoid revocation.

- (6) Replacement fee. Twenty-five dollars (\$25.00). Shall be submitted for the issuance of a license or certification to replace a license which has been lost, damaged, or is in need of revision.
- (7) Inactive license or certification fee. Twenty-five dollars (\$25.00). Payment of this fee renders the license or certification inactive and suspends all rights and privileges granted by the license or certification for a period of no more than two (2) years. If not renewed within the two (2) year period, license or certification is considered lapsed.
- (8) Mailing list of licensed and certified counselors. Thirty-five dollars (\$35.00).
- (9) Written verification of licensure or certification. Five dollars (\$5.00).
- (10) Duplication of public records. Twenty-five cents (\$.25) per page for un-certified copies; one dollar per page (\$1) for certified copies.
- (11) Search fee for public records. \$25 per hour.
- (12) Investigation or prosecution. At cost incurred.
- (13) Returned check processing fee, or denied or non-payment of credit card fees. Fifty Dollars (\$50.00).
- (14) Probation. Twenty-five dollars (\$25.00) per month.
- (15) Board approved supervisor status designation. Thirty-five Dollars (\$35.00) for initial application fee.
- (16) Supervisor status designation annual renewal fee. Twenty-five Dollars (\$25.00).
- (17) ~~Co-occurring disorders Certification~~ LADC/MH application fee. One Hundred Forty ~~Seventy-Five Dollars (\$140.00)~~ (\$175.00).
- (18) Co-occurring disorders Certification renewal fee. Fifty Dollars (\$50.00).
- (19) **Application maintenance fee.** A candidate for certification or licensure shall pay an annual application maintenance fee of twenty-five dollars (\$25.00). The purpose of the fee is to defray the cost of monitoring the application for compliance with the supervision requirements. The fee shall be due and payable on or before December 31 of each year until the license is issued. The fee shall not be imposed until the following year for applications accepted by the Board from December 1 to December 31. An additional twenty-five dollar (\$25.00) late fee will be charged for each month the maintenance fee is past due for up to three months. If the maintenance fee and late fees are not paid in full on or before April 1, the application shall be void. Persons whose applications are void must submit a new application, pay the application fee, and shall be subject to the licensure and certification requirements currently in effect. The following requirements may carry over to the new application: (1) supervised work experience hours and continuing education hours completed within 2 years prior to the application void date; (2) practicum. This fee shall apply to all applications on file with the Board as of the effective date of the rule.



(20) Continuing education provider application fee - \$200

(21) Licensee application fee for approval of continuing education program - \$25

### 38:10-13-2. Continuing education standards

(a) Continuing education hours required. As a requirement for license or certification renewal, twenty (20) clock hours of continuing education units shall be required for each license or certification held. These hours must have been obtained during the previous renewal period (July through June) and approved by the Board. At least three (3) hours must be categorized as ethics training as defined by the Board. At least ten (10) hours must be alcohol and drug specific as defined by the Board and only half or 10 hours can be done through online sources. For LADC/MH, the twenty (20) hours of continuing education hours must be on topics categorized by the Board as Co-Occurring, or consist of (10) hours on Mental Health topics and ten (10) hours on alcohol and drug specific topics as defined by the Board.

(b) Candidates who have been in the licensure process for more than one year must have at least three hours of continuing education in ethics each successive year until licensed. For each year of candidacy after the first year, the candidate must also obtain three hours of continuing education in addition to the three hours of ethics.

~~(b)~~(c) Continuing education approval. Approval of continuing education shall be at the discretion of the Oklahoma Board of Licensed Alcohol and Drug Counselors and shall be in accordance with standards acceptable to the profession of alcohol and drug counseling. Requirements for the providers of continuing education are addressed in OAC 38:10-13-7.

~~(e)~~(d) Armed services. A licensed or certified person called to active duty in the armed forces of the United States for a period of time exceeding one hundred and twenty (120) days during a calendar year shall be exempt from obtaining the continuing education required during that calendar year.

~~(d)~~(e) Exemption. A licensed or certified person experiencing physical disability, illness or other extenuating circumstances may request partial or complete exemption from the continuing education requirements. The licensee or certified person shall provide supporting documentation for the Board's review. Such hardship cases will be considered by the Board on an individual basis.

~~(e)~~(f) Prorating. Licensees or certified persons upon initial certification will have their CEU hours prorated according to the date of their initial certification.

