

**Adopt Alc 300, previously effective as Alc 304 – 308 3-14-09 (Document #9421, interim), and expired 9-10-09, to read as follows:**

CHAPTER Alc 300 INITIAL CERTIFICATIONS AND LICENSES

PART Alc 301 DEFINITIONS

Alc 301.01 Definitions.

- (a) “Board” means the board of licensing for alcohol and other drug use professionals established pursuant to RSA 330-C:3.
- (b) “Certified recovery support worker (CRSW)” means “certified recovery support worker” as defined in RSA 330-C:2, IV.
- (c) “Clinical supervision” means “clinical supervision” as defined in RSA 330-C:2, VI.
- (d) “Commission on Institutions of Higher Education of the New England Association of Schools and Colleges” means the regional accreditation agency for colleges and universities in the 6 New England states, consisting of faculty and administrators from affiliated institutions and public members.
- (e) “Council for Higher Education Accreditation” means that umbrella organization for more than 81 academic accrediting organizations, including the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges.
- (f) “Four domains” means the four performance domains identified in the IC&RC peer recovery examination:
  - (1) Advocacy;
  - (2) Ethical responsibility;
  - (3) Mentoring and education; and
  - (4) Recovery and wellness support.
- (g) "International Certification and Reciprocity Consortium (IC&RC)" means a non-profit membership organization of certifying and licensing agencies which sets standards of practice in addiction counseling, addiction prevention, and clinical supervision of counselors and other recovery professionals through testing and credentialing of addiction professionals located at 298 South Progress Ave, Harrisburg, PA 17109; Phone: +1-717-540-4457, and [www.internationalcredentialing.org](http://www.internationalcredentialing.org).
- (h) “Licensed alcohol and drug counselor (LADC)” means “licensed alcohol and drug counselor” as defined in RSA 330-C:2, XIII.
- (i) “Licensed clinical supervisor (LCS)” means “licensed clinical supervisor” as defined in RSA 330-C:2, XIV.
- (j) “Master licensed alcohol and drug counselor (MLADC)” means “master licensed alcohol and drug counselor” as defined in RSA 330-C:2, XV.

- (k) "New Hampshire Alcohol and Drug Abuse Counselors Association (NHADACA)" means the New Hampshire membership organization of addiction counselors, educators and other addiction-focused health care professionals located at 130 Pembroke Rd #100, Concord, NH 03301 with a phone number of (603) 225-7060; website [www.nhadaca.org](http://www.nhadaca.org).
- (l) "NAADAC: The Association for Addiction Professionals (NAADAC)" means a nationwide membership organization of addiction counselors, educators and other addiction-focused health care professionals in the United States located at 1001 N. Fairfax St. Suite 201, Alexandria, VA 22314; Phone 703.741.7686 or 800.548.0497; Fax 703.741.7698 or 800.377.1136; E-mail [naadac@naadac.org](mailto:naadac@naadac.org).
- (m) "New England Institute of Addiction Studies" means a non-profit organization providing education for professionals, volunteers and the public about issues of alcohol and drug prevention and treatment located at P.O. Box 742, Augusta, Maine 04432 and [www.neias.org](http://www.neias.org).
- (n) "New Hampshire Center for Excellence" means a non-profit agency funded in part by the New Hampshire Department of Health and Human Services that provides training and technical assistance to providers and others relative to alcohol and other drug services located at Community Health Institute, 501 South Street, 2nd Floor, Bow, NH 03304; Phone: 603.573.3311 and [www.nhcenterforexcellence.org](http://www.nhcenterforexcellence.org).
- (o) "NHTI – Concord’s Community College (NHTI)" means a college of the New Hampshire community college system located at 31 College Drive, Concord, NH 03301.
- (p) "New Hampshire Training Institute on Addictive Disorders" means the branch of NHADACA which provides training to alcohol and drug use professionals.
- (q) "Practice of substance use counseling" means “practice of substance abuse counseling” as defined in RSA 330-C:2, XVIII.
- (r) "Substance use disorder" means "substance use disorder" as defined in RSA 330-C:2, XIX.
- (s) "Twelve core functions" means “core functions and practice dimensions of addiction counseling” as defined in RSA 330-C:2, XI.
- (t) "Work experience" means "work experience" as defined in RSA 330-C:2, XXI.

## PART Alc 302 REQUIREMENTS FOR ALL APPLICANTS

### Alc 302.01 Eligibility.

- (a) All applicants for licensure and certification shall:
- (1) Be a person of at least 18 years of age;
  - (2) Have the ability to read and write in the English language;
  - (3) Have committed none of the following acts;

- a. Fraud or deceit in procuring or attempting to procure a license, certification, or other authorization to practice substance use counseling or treatment in this or another state or territory of the United States;
  - b. Sexual relations with, solicitation of sexual relations with, or sexual abuse of, a client or past client;
  - c. Failure to remain free from the use of a controlled substance or alcohol to the extent that use impairs the ability to conduct with safety to the public the practices authorized by RSA 330-C;
  - d. Conviction of a felony;
  - e. An act or omission causing another state or territory of the United States to revoke or suspend a license, certification, or other authorization to practice substance use counseling or treatment or to discipline the person authorized to practice by placing him or her on probation;
  - f. Failure to maintain confidentiality as described in RSA 330-C:26; and
  - g. False or misleading advertising.
- (4) Have no mental disability that currently affects the applicant's professional judgment or ability to offer the services described in RSA 330-C.
- (b) An applicant shall not be disqualified for certification or licensure for an act described in Alc 302.01(a)(3) if the board finds that the applicant has made sufficient restitution or has been rehabilitated in accordance with the following criteria:
- (1) The facts of the act or omission have been determined in an investigation conducted pursuant to RSA 330-C:28, I;
  - (2) The applicant is in compliance with disciplinary action taken by the board or by a regulatory or licensing body of another state or territory of the United States;
  - (3) The applicant is in compliance with orders entered by a court of competent jurisdiction in this state, another state, or the United States, including any applicable conditions of probation or parole;
  - (4) The behavior involved in the act or omission does not prevent the applicant from safely providing to the public the services for which certification or licensure is sought;
  - (5) If the act or omission is the result of the applicant's abuse of substances, that such behavior has been treated and is presently controlled; and
  - (6) The board issues the license or certification on a probationary status, and imposes any or all of the controls authorized by RSA 330-C:27, IV(e).
- (c) An applicant shall not be disqualified for certification or licensure based upon a mental disability if the board finds that the following criteria have been met:

- (1) The extent and potential effects of the mental disability upon the public shall be determined in an investigation conducted pursuant to RSA 330-C:28, I;
- (2) The applicant's disability is controlled to the extent it does not present a current impairment of the ability to conduct with safety to the public the practices authorized by RSA 330-C and for which licensure or certification is sought; and
- (3) The board issues the license or certification on a probationary status, and imposes any or all of the controls authorized by RSA 330-C:27, IV(e).

## PART Alc 303 INITIAL CERTIFICATION AS A RECOVERY SUPPORT WORKER

### Alc 303.01 Eligibility Requirements

- (a) An individual shall be eligible for certification as a recovery support worker if the individual:
  - (1) Is at least 18 years of age;
  - (2) Reads and writes in the English language;
  - (3) Has a high school diploma or its equivalent;
  - (4) Has completed, within the 10 years immediately preceding the completion of an application, at least 500 hours of paid or volunteer work experience as further described in Alc 303.02;
  - (5) Has completed at least 46 hours of education as further described in Alc 303.03;
  - (6) Has complied with the application procedures as set forth in Alc 304;
  - (7) Has passed the examination specified by Alc 305.01; and
  - (8) Is of good moral character, as evidenced by:
    - a. Information provided on the application form or in the additional materials reviewed by the board regarding any criminal convictions, pending criminal charges, and plea agreements;
    - b. Information provided on the application form or in the additional materials reviewed by the board regarding any restitution made for any acts or omissions described in RSA 330-C:27, III (b), (c), (d), (e), (f), (g), (h), and (j);
    - c. Information provided on the application form or in the additional materials reviewed by the board regarding any remedial action taken with respect to mental disability;
    - d. Official letters of verification submitted in accordance with Alc 304.04(e), if any; and
    - e. Letters from employers for whom the individual volunteered or worked as further described in Alc 304.04(g).
- (b) The board shall waive an applicant's felony conviction, if any, if:

- (1) The applicant has corrected the deficiency which led to the felonious act or omission; and
- (2) The board has determined, after considering complete information about the conviction, that it does not impair the applicant's ability to conduct with safety to the public the practices for which the applicant seeks certification.

Alc 303.02 Paid or Volunteer Work Experience. The required paid or volunteer work experience shall consist of at least 500 hours of such work experience that:

- (a) Involves direct services to clients;
- (b) Includes at least 25 hours of experience that is performed under supervision of:
  - (1) A person licensed by the board; or
  - (2) A NH CRSW, so long as he or she is employed in a clinical supervisory role per the organizational job description;
- (c) Is performed in one or more of the following private or public settings:
  - (1) A detoxification program;
  - (2) A substance use counseling program;
  - (3) A substance use treatment program; or
  - (4) If working in the substance use aspect of the program or setting:
    - a. A mental health program;
    - b. A hospital program;
    - c. A program of a rehabilitation facility;
    - d. A half-way house or transitional living program;
    - e. A criminal justice system diversion program;
    - f. A correctional facility rehabilitation program;
    - g. A program of a non-governmental social service agency, including tax-exempt non-profit organizations;
    - h. An employee assistance program;
    - i. A program of a private mental health or substance use practice;
    - j. The office of a licensed physician; or
    - k. Any program operated, licensed or otherwise approved by:

1. The federal government;
  2. The government of any state; or
  3. The government of a political subdivision of any state; and
- (d) Includes at least 25 hours of experience in each of the 4 domains.

Alc 303.03 Education.

- (a) The required education shall consist of at least 46 hours covering the 4 domain areas, to include at least:
- (1) 16 hours of education in ethics as related to substance use counseling;
  - (2) 6 hours of education in suicide prevention; and
  - (3) 6 hours in HIV and AIDS education.
- (b) The required education shall be provided, sponsored or approved by:
- (1) The board or the licensing body of any other state within the IC&RC;
  - (2) NAADAC;
  - (3) New Hampshire Training Institute on Addictive Disorders;
  - (4) New Hampshire Center for Excellence;
  - (5) New England Institute of Addition Studies;
  - (6) NHTI;
  - (7) NHADACA;
  - (8) Any educational unit of the New Hampshire community college system; or
  - (9) Any other public or private agency or institution that is recognized by the Council for Higher Education Accreditation and that provides training related to any of the topics listed in (a) above.
- (c) At least 50% of the required education described above shall be provided, sponsored or approved by the board or the licensing body of any other state within the IC&RC.
- (d) No more than 50% of the required education described above shall be obtained by the applicant through online courses.

Alc 303.03 Applicants for Initial Certification as a CRSW from Other Jurisdictions.

- (a) Applicants for initial certification as a CRSW who are currently certified recovery support workers in another jurisdiction within the IC&RC shall be certified by the board upon completion of the application requirements in Alc 304.01 – 304.04.

- (b) Applicants for initial certification as a CRSW who are certified recovery support workers in a jurisdiction outside the IC&RC shall be eligible for certification in New Hampshire, provided that:
  - (3) The requirements for certification in the applicant's home jurisdiction are substantially equivalent to or more stringent than those outlined in this chapter; and
  - (4) The applicant complies with the application requirements described in Alc 304.01 – 304.04.

**PART Alc 304 APPLICATION PROCEDURES AND BOARD PROCEDURES FOR INITIAL CERTIFICATION AS A RECOVERY SUPPORT WORKER**

Alc 304.01 Procedures for Applying for Initial Certification as a Recovery Support Worker. An applicant for certification as a recovery support worker shall mail or otherwise arrange for the board's office to receive:

- (a) A completed, signed, and dated application form provided by the board and further described in Alc 304.02;
- (b) The additional materials described in Alc 304.04;
- (c) Payment in cash or a check or money order payable to "Treasurer, State of New Hampshire" in the amount of the total of the certification fee of \$110.00; and
- (d) Payment in cash or a check or money order payable to "State of NH – Criminal Records" in the amount of the charge made by the division of state police for the issuance of the applicant's certified state and federal criminal history record reports.

Alc 304.02 Application Form. The applicant shall furnish the following information on the application form provided by the board:

- (a) On a page available to the public as a public record:
  - (1) The applicant's full name;
  - (2) Any names which are alternative names or names used by the applicant;
  - (3) The applicant's date of birth;
  - (4) The applicant's current employer;
  - (5) The applicant's business address and business email and phone number;
  - (6) Using the "yes" and "no" spaces provided, whether or not the applicant, if certified, permits the board to include the applicant's name and business address on the list of licensees and certificate holders which the board offers for sale;
  - (7) Using the "yes" and "no" spaces provided, whether or not the applicant:

- a. Has any pending criminal charges;
  - b. Has made a plea agreement relative to any criminal charge; and
  - c. Has any license or certification under revocation, suspension, or probation in another state or territory of the United States;
- (8) A list of the private and public settings in which the applicant completed the paid or volunteer work experience required by Alc 303.02;
- (9) A list of the sources of the education required by Alc 303.03;
- (10) Using the “yes” and “no” spaces provided, whether or not the applicant:
- a. Has engaged in work with individuals with substance use disorders in a manner harmful or dangerous to them or the public;
  - b. Has practiced fraud or deceit in procuring or attempting to obtain the certification;
  - c. Has engaged in sexual relations with, solicited sexual relations with, or committed an act of sexual abuse against or sexual misconduct with, a current or past client;
  - d. Has failed to remain free from the use of any controlled substance or any alcoholic beverage to the extent that the use impairs the applicant’s ability to engage in work with individuals with substance disorders with safety to the public;
  - e. Has failed to remain free from the use of any controlled substance or any alcoholic beverage to the extent that the use impairs the applicant’s ability to engage in work with individuals with substance disorders with safety to the public;
  - f. Has engaged in false or misleading advertising;
  - g. Has a disciplinary action pending in another state or territory of the United States; and
  - h. Has a mental disability which impairs professional ability or judgment;
- (11) If the applicant has answered any of the questions in Alc 304.02(a)(10) in the affirmative, whether the applicant has made any restitution or taken any remedial action, including an explanation of such restitution or remedial action; and
- (12) An indication that the applicant has read and agrees to abide by the ethical standards set forth in Alc 500; and
- (b) On a page not available to the public as a public record:
- (1) The applicant’s full name;
  - (2) The applicant’s home address;
  - (3) The applicant’s home telephone number and cellular phone number;

- (4) The applicant's mailing address;
- (5) The applicant's email address;
- (6) Pursuant to RSA 161-B:11 and RSA 330-C:20, I, the applicant's social security number beneath the following statement preprinted on the application form:

“The Board of Licensing for Alcohol and Other Drug Use Professionals will deny certification if you do not submit your social security number (SSN). Your certificate will not display your SSN. Your SSN will not be made available to the public. The Board is required to obtain your social security number for the purpose of child support enforcement in compliance with RSA 161-B:11 and for the purpose of obtaining a criminal history record in compliance with RSA 330-C:20. This collection of your social security number is mandatory”; and

- (7) The applicant's dated signature below the following statement preprinted on the application form:

“The information provided on this application form and in the materials I have provided to support my application is true, accurate and complete to the best of my knowledge and belief. I acknowledge that, pursuant to RSA 641:3, the knowing making of a false statement on this application form is punishable as a misdemeanor.”

Alc 304.03 Meaning of the Applicant's Signature. The applicant's signature on the application form shall mean that:

- (a) The applicant confirms that the information provided on the application form and submitted by the applicant to support his or her application is true, accurate, and complete to the best of his or her knowledge and belief; and
- (b) The applicant acknowledges that the knowing making of a false statement on the application form is punishable as a misdemeanor under RSA 641-3.

Alc 304.04 Additional Materials to be Submitted. The additional materials to be submitted by an applicant for initial certification shall be:

- (a) A recent 2 inch by 2 inch head-shot photograph of the applicant;
- (b) A photocopy of the applicant's:
  - (1) High school diploma;
  - (2) Certificate of general educational development issued by a state department of education; or
  - (3) Any other certificate showing that the applicant has earned the equivalent of a high school diploma;
- (c) The completed, signed, and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction reports;

- (d) On a fingerprint card furnished by the board, the set of fingerprints required by the New Hampshire division of state police for the issuance of the applicant's state and federal criminal conviction reports;
- (e) Unless the information is available only on a secure website, an official letter of verification sent directly to the board from every jurisdiction which has issued a license, certificate, or other authorization to practice recovery support or other work supporting treatment of individuals with substance use disorders stating:
  - (1) Whether the license certificate or other authorization is or was, during its period of validity, in good standing; and
  - (2) Whether any disciplinary action was taken against the licensee, certificate, or other authorization to practice;
- (f) A written description of the circumstances if the applicant has checked the "yes" space for any of the "yes-no" questions on the application form;
- (g) A letter from each of the private and public employer(s) for whom the applicant performed paid or volunteer work evidencing compliance with the work experience required by Alc 303.02 which:
  - (1) Are written on the employer's letterhead;
  - (2) Are signed by the private employer or the head of the public agency; and
  - (3) Include:
    - a. The name of the applicant;
    - b. A short description of the employee's work as it is relevant to the work experience requirements to be met by the applicant;
    - c. The duties of the applicant during his or her volunteer period or employment as they relate to the CRSW scope of practice as defined in RSA 330-C:13;
    - d. The beginning and ending dates of the applicant's volunteer period or employment;
    - e. An estimate of the total number of hours the applicant was engaged in direct services to clients;
    - f. A description of any action taken against the applicant as a volunteer or employee and the basis for such action; and
    - g. The name(s) of the individuals who supervised the work of the applicant; and
- (h) Photocopies of one or more certificates of completion showing compliance with the training requirement in Alc 303.03, attaching additional sheets as necessary to provide the following information if it does not appear on the certificate:
  - (1) The name of the applicant;

- (2) The title of the training;
- (3) The name of the training provider;
- (4) The date(s) and number of hours of the training;
- (5) If the training has not been approved or provided by the board, a description of the topic(s) covered by the training, in the form of a brochure or description issued by the training provider;
- (6) The signature of the training instructor or a representative of the provider or sponsoring or approving organization, together with the title of the person signing the certificate of completion; and
- (7) A description of the four domains covered by the training.

Alc 304.05 Board's Processing of Applications for Initial Certification as a Recovery Support Worker.

- (a) Pursuant to RSA 330-C:20, III the board's office shall submit the release form described in Alc 304.04 (c), the fingerprints described in Alc 304.04(d) and the payment described in Alc 304.01(d) to the division of state police for the purpose of obtaining the applicant's state and federal criminal conviction reports.
- (b) The application for initial certification shall be considered complete when:
  - (1) The board's office has received:
    - a. A completed, signed, and dated application form;
    - b. The additional materials described in Alc 304.04;
    - c. The applicant's state and federal criminal conviction reports transmitted to the board by the division of state police; and
    - d. Any additional information or documents which the board has requested pursuant to (c) below; and
  - (2) The treasurer has transacted the applicant's cash, check, or money order in payment of the total certification fee.
- (c) If the board, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal conviction reports, requires further information or documents to determine the applicant's qualification for certification, the board shall:
  - (1) So notify the applicant in writing within 60 days; and
  - (2) Specify the information or documents it requires.
- (d) The application shall be denied if the application is not complete within 52 weeks of the receipt by the board's office of the completed application form.

- (e) The board shall issue the recovery support worker certification or a written denial of the application within 120 days of the date that the application is complete.
- (f) The board shall refund the certification fee, if:
  - (1) The applicant withdraws the application;
  - (2) The application is not completed within 52 weeks of receipt by the board's office of the completed application form; or
  - (3) The board denies the application.
- (g) An applicant wishing to challenge the board's denial of an application for initial certification shall:
  - (1) Make a written request for a hearing in accordance with Alc 200; and
  - (2) Submit this request to the board:
    - a. Within 60 days of the board's notification of denial; or
    - b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.

#### PART Alc 305 EXAMINATION FOR CRSW INITIAL CERTIFICATION

##### Alc 305.01 Examination and Examination Procedures.

- (a) The examination to be passed for initial certification as a CRSW shall be the IC&RC international written peer recovery examination developed by the IC&RC in 2008.
- (b) Applicants intending to take the IC&RC international written peer recovery examination shall first:
  - (1) Register to take the examination; and
  - (2) Pay the examination administrative charge of \$115.00 in cash or using a check or money order made payable to "Treasurer, State of New Hampshire".
- (c) Applicants shall not take the IC&RC examination until their checks or money orders have been transacted.
- (d) Applicants failing the examination shall be permitted to retake the examination upon payment of an administrative charge in the amount of \$115.00 in cash or using a check or money order made payable to "Treasurer, State of New Hampshire".

#### PART Alc 306 INITIAL LICENSURE AS A LICENSED ALCOHOL AND DRUG COUNSELOR

Alc 306.01 Scope. The rules in Alc 306, Alc 307 and Alc 308 shall not apply to applicants applying for reciprocity-based LADC licensure under Alc 309 unless otherwise specified in Alc 309.

Alc 306.02 Eligibility Requirements for Initial Licensure as a Licensed Alcohol and Drug Counselor.

- (a) The board shall issue an initial license as a licensed alcohol and drug counselor to an individual who:
- (1) Reads and writes English;
  - (2) Has committed none of the acts or omissions described in RSA 330-C:27, III(b), (c), (e), (f), (g), (h), or (j) for which he or she has not made sufficient restitution as follows:
    - a. Restoration of the person or entity injured by the individual to his, her, or its original condition;
    - b. A restitution acknowledged by the injured person or entity to be sufficient;
    - c. Correction of the deficiency in the individual which led to the act or omission;
    - d. A restitution ordered in disciplinary action taken by the board; or
    - e. Restitution ordered in disciplinary action taken by a regulatory body of another state or territory of the United States;
  - (3) Is of good character, as evidenced by:
    - a. Information provided on the application form or in the additional materials reviewed by the board regarding any criminal convictions, pending criminal charges, and plea agreements;
    - b. Information provided on the application form or in the additional materials reviewed by the board regarding any restitution made for any acts or omissions described in RSA 330-C:27, III (b), (c), (e), (f), (g), (h), and (j);
    - c. Information provided on the application form or in the additional materials reviewed by the board regarding any remedial action taken with respect to mental disability; and
    - d. Official letters of verification and training requirements set forth in Alc 308.04(d), if any;
  - (4) Has met the education requirements set forth in Alc 306.03;
  - (5) Has met the training requirements set forth in Alc 306.04;
  - (6) Has accumulated the supervised work experience specified in Alc 306.05;
  - (7) Has been found competent in substance use counseling as shown by ratings described in Alc 313.07(e)(8), meeting the following standards based on all supervisor work experience report forms required to cover the individual's entire work experience:
    - a. No more than 2 "not acceptable" ratings on all core functions taken together; and
    - b. At least one rating per core function which is not a rating of "no opportunity for supervision";

- (8) Has submitted a written case study approved by the board pursuant to Alc 308.01;
  - (9) Has passed the examination specified by Alc 307.01(a) and otherwise complied with the examination procedures of Alc 307.01; and
  - (10) Has complied with the application procedures set forth in Alc 312.
- (b) The board shall waive an applicant's felony conviction, if any, if the applicant:
- (1) Has corrected the deficiency which led to the felonious act or omission; and
  - (2) The board has determined, after considering complete information about the conviction, that it does not impair the applicant's ability to conduct with safety to the public the practices for which the applicant seeks licensure.

Alc 306.03 Educational Eligibility Requirements.

- (a) Pursuant to RSA 330-C:17, I, eligibility for initial licensing as a licensed alcohol and drug counselor shall require an individual to have:
- (1) Graduated with one of the academic degrees stated in (b) below;
  - (2) Received the required drug and alcohol use education stated in (c) below; and
  - (3) Received the supervised practical training in drug and alcohol counseling stated in (d) below.
- (b) The qualifying academic degrees shall be:
- (1) An associate's degree in substance use counseling or addiction studies; or
  - (2) A bachelor's degree in clinical mental health, social work, psychology, substance use counseling, addiction studies, or human services from a college or university accredited by:
    - a. The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges; or
    - b. Any other accrediting body recognized by the Council for Higher Education Accreditation.
- (c) The required drug and alcohol use education shall:
- (1) Total at least 270 hours, including:
    - a. 6 hours of education in confidentiality;
    - b. 6 hours of education in the 12 core functions;
    - c. 6 hours of education in ethics;
    - d. 6 hours of education in HIV/AIDS; and

- e. The remaining 246 hours covering the 18 categories of competence as described in Alc 313.10(j)(1)-(18); and

(2) Be received:

- a. As part of the academic program; or

- b. In a program given, sponsored or approved by:

1. The board or the licensing body of any other state within the IC&RC;
2. NAADAC;
3. New Hampshire Training Institute on Addictive Disorders;
4. New Hampshire Center for Excellence;
5. New England Institute of Addiction Studies;
6. New Hampshire Technical Institute;
7. The New Hampshire Alcohol and Drug Abuse Counselors Association;
8. Any educational unit of the New Hampshire community college system; or
9. Any other public or private agency or institution providing training in the practice of substance use counseling and recognized by the Council for Higher Education Accreditation.

(d) No more than 25% of the required education shall be obtained online, provided that educational hours received as part of online degree programs shall not count towards this limit.

Alc 306.04 Training Eligibility Requirements. The required supervised practical training in alcohol and drug use counseling shall:

- (a) Total at least 300 hours;

- (b) Cover training in the 12 core functions, with a minimum of 10 hours of training received in each; and

- (c) Be received:

- (1) In an internship or practicum; or

- (2) At the site of, and as part of, the supervised work experience as described in Alc 306.05.

Alc 306.05 Supervised Work Experience Requirement.

- (a) The required supervised work experience shall be of the following duration:

- (1) For an individual holding an associate's degree, an accumulated 6,000 hours; and
  - (2) For an individual holding a bachelor's degree, an accumulated 4,000 hours.
- (b) The supervised work experience shall:
- (1) Be paid or volunteer in nature;
  - (2) Involve direct services to clients;
  - (3) Be performed under the supervision of an individual licensed by the board or authorized by the regulatory board of another state to practice substance use counseling; and
  - (4) Be performed in one or more of the following private or public settings:
    - a. A detoxification program;
    - b. A substance use counseling program;
    - c. A substance use treatment program; or
    - d. If working in the substance use aspect of the program or setting:
      1. A mental health program;
      2. A hospital program;
      3. A program of a rehabilitation facility;
      4. A half-way house or transitional living program;
      5. A criminal justice system diversion program;
      6. A correctional facility rehabilitation program;
      7. A program of a non-governmental social service agency;
      8. An employee assistance program;
      9. A program of a private mental health practice;
      10. The office of a licensed physician; or
      11. Any program operated, licensed or otherwise approved by:
        - (i) The federal government;
        - (ii) The government of any state; or
        - (iii) The government of a political subdivision of any state.

- (c) The supervised work experience shall include:
  - (1) Monitoring by the supervisor of the performance of the person being supervised; and
  - (2) Record keeping and note taking by the supervisor which is sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the forms described in Alc 313.07.

#### PART Alc 307 EXAMINATION FOR LADC INITIAL LICENSURE

##### Alc 307.01 Examination and Examination Procedures.

- (a) The examination to be passed for initial licensure as a licensed alcohol and drug counselor shall be the IC&RC international written alcohol and other drug abuse counselor examination developed by the IC&RC in June 2008.
- (b) Applicants intending to take the IC&RC international written alcohol and other drug abuse counselor examination shall first:
  - (1) Register to take the examination; and
  - (2) Pay the examination administrative charge of \$115.00 in cash or using a check or money order made payable to Treasurer, State of New Hampshire.
- (c) Applicants shall not take the IC&RC examination until their checks or money orders have been transacted.
- (d) Applicants failing the examination shall be permitted to retake the examination upon payment of an administrative charge in the amount of \$115.00 in cash or using a check or money order made payable to Treasurer, State of New Hampshire.
- (e) An applicant shall be entitled to use a passing score on the examination as part of his or her application until such time as a revised exam is released by the IC&RC and incorporated into these rules.

#### PART Alc 308 WRITTEN CASE STUDY

##### Alc 308.01 Submission and Approval of Written Case Study.

- (a) An applicant for initial licensure as a licensed alcohol and drug counselor shall submit as part of his or her application a written case study to be approved by the board.
- (b) The board shall approve an applicant's written case study if the case study meets the contents requirements and the formal requirements set forth in Alc 308.02.
- (c) If the board does not approve the written case study as it is first submitted:
  - (1) It shall return the case study to the applicant along with suggestions for improvement; and
  - (2) The applicant may revise and resubmit the case study.

- (d) If the board does not approve a revised and resubmitted case study, the applicant may submit a new written case study which has as its subject a client different from the client who was the subject of the case study rejected by the board, so long as the applicant does so within 30 days.
- (e) If the board does not approve the new written case study:
  - (1) The board shall close the application for initial licensure without taking further action on it; and
  - (2) The applicant may submit a new application for initial licensure, but not before 52 weeks have elapsed from the date that the board closed the previous one.
- (f) Any applicant submitting a new application for initial licensure shall comply with all application procedures and fee requirements set forth in this chapter, except that the applicant shall not pay the license fee if the original payment of the license fee was not refunded by the board.

Part Alc 308.02 Contents and Formal Requirements of Written Case Study.

- (a) The contents and requirements for the case study shall be:
  - (1) Inclusion of all of the contents called for by Alc 308.03; and
  - (2) The demonstration through the case study of the applicant's mastery of the 12 core functions.
- (b) The formal requirements for the case study shall be:
  - (1) The case study is that of an actual and typical client of the applicant who:
    - a. Is no longer the applicant's client; and
    - b. Is identified by a fictitious name assigned by the applicant;
  - (2) The case study is accompanied by the applicant's name and signed and dated statement that:
    - a. The case study was written by the applicant; and
    - b. The person described in it was an actual and typical client of the applicant; and
  - (3) The case study is accompanied by a signed and dated statement by the individual who was the applicant's supervisor at the time the person described was the applicant's client:
    - a. Identifying the supervisor by name, title, current employer, and employer at the time the person described was the applicant's client; and
    - b. Including the following statements:
      - 1. The supervisor's statement that he or she has reviewed the case study;
      - 2. The supervisor's statement that the person described in the case study was an actual client of the applicant; and

3. The supervisor's opinion that the case study fairly describes the applicant's services to the person described in the case study.
- (c) The meaning of the signature required by (b)(2) above shall be the licensure applicant's certification that:
- (1) The applicant wrote the case study; and
  - (2) The person described in it was an actual and typical client of the applicant.
- (d) The meaning of the signature required by (b)(3) above shall be:
- (1) The supervisor's certification that:
    - a. He or she has reviewed the case study; and
    - b. The person described in the case study was an actual client of the applicant during the time that he or she supervised the applicant; and
  - (2) The supervisor's opinion that the case study fairly describes the applicant's services to the person described in the case study.

Alc 308.03 Contents of the Written Case Study.

- (a) The written case study shall include on a form provided by the board the following demographic information about the client:
- (1) His or her fictitious name;
  - (2) His or her age when he or she became the applicant's client;
  - (3) One or more racial categories of the client, selected from the following categories:
    - a. American Indian or Alaska Native;
    - b. Asian;
    - c. Black or African American;
    - d. Native Hawaiian or other Pacific Islander;
    - e. White; and
    - f. Other.
  - (4) The gender of the client;
  - (5) The client's relationship status; and

- (6) The client's occupation.
- (b) The written case study shall also include on a form provided by the board the following information about the client's treatment by the applicant:
- (1) The reason for the client's treatment or referral for treatment;
  - (2) The source of the client's referral, if any;
  - (3) The date the applicant's services to the client began and the date they ended; and
  - (4) The treatment setting, whether:
    - a. Residential;
    - b. Intensive outpatient;
    - c. Outpatient;
    - d. Detoxification maintenance;
    - e. Opioid Replacement Therapy (ORT); or
    - f. Specified other.
- (c) Using as many pages as necessary, the written case study shall:
- (1) Provide in detail the information about the client called for by Alc 308.04; and
  - (2) Organize that information under the designated headings.

Alc 308.04 Required Information and Headings for Information. The required information and the headings under which it should be organized shall be:

- (a) Under the heading substance use history of the client, the following information about the client:
- (1) A list of the substances used;
  - (2) The frequency of substance use;
  - (3) The progression in the use of substances;
  - (4) The severity of substance use or the amount of each substance used;
  - (5) The approximate date or age when substance use began;
  - (6) The primary substance used;
  - (7) The method of substance administration; and

- (8) The effect(s) on the client of substance use stated in terms of one or more of the following:
  - a. Blackouts;
  - b. Tremors;
  - c. Tolerance;
  - d. Seizures;
  - e. Medical complications; and
  - f. Other described effects;
- (b) Under the heading psychological functioning, the following information:
  - (1) The client's past mental status stated in terms of one or more of the following:
    - a. Oriented;
    - b. Hallucinating;
    - c. Having delusions;
    - d. Suicidal;
    - e. Homicidal; and
    - f. Mental status of other specific description;
  - (2) The client's mental status at the time of treatment, stated in the terms listed in (1) above;
  - (3) The quality of the client's judgment; and
  - (4) The quality of the client's insight into the client's problems;
- (c) Under the heading educational, vocational and financial history, the following information:
  - (1) The client's educational level and history;
  - (2) The client's work history;
  - (3) Any disciplinary action taken against the client at school;
  - (4) Any disciplinary action taken against the client at work;
  - (5) Reasons for the client's termination of education, if the client terminated education;
  - (6) Reasons for the client's termination of work, if the client terminated work;
  - (7) The client's financial status, as indicated by:

- a. The client's living arrangements;
  - b. The way the client supports herself or himself financially; and
  - c. Other indicators of financial standing specific to the client; and
- (8) The financial status of the client's family of origin, as indicated by:
- a. The living arrangements of the family;
  - b. The way the family supported itself financially in the past and currently supports itself financially; and
  - c. Other indicators of financial standing specific to the family;
- (d) Under the heading legal history, any of the following experiences reported by the client or appearing in records made available to the applicant, whether or not associated with substance use:
- (1) Past charges and those pending at the time of treatment;
  - (2) Arrests;
  - (3) Findings of juvenile delinquency; and
  - (4) Criminal convictions;
- (e) Under the heading social history, the following information:
- (1) The influence on the client of his or her parents;
  - (2) The number, gender and rank order of the client's siblings;
  - (3) The influence on the client of his or her siblings;
  - (4) The influence on the client of his or her children;
  - (5) The psychological health of the client's family with respect to any mental health, psychiatric or emotional problems;
  - (6) A description of any substance use by members of the client's family;
  - (7) The history of the client's level(s) of mental health and actual behavior, both adaptive and maladaptive, in social settings; and
  - (8) The client's history of relationships, including the number, type and relative level of normality, within family, intimate and other social relationships;
- (f) Under the heading physical history, the following information:

- (1) The client's past major medical problems and major medical problems at time of treatment, whether related to or not related to substance use;
  - (2) The client's past disabilities and disabilities at time of treatment, whether related to or not related to substance use;
  - (3) The client's past pregnancies and pregnancies at time of treatment;
- (g) Under the heading treatment history, a summary of:
- (1) The client's history of treatment, if any, for:
    - a. Psychological conditions; and
    - b. Substance use disorders; and
  - (2) The client's participation in self-help group(s);
- (h) Under the heading assessment:
- (1) Identification and evaluation of:
    - a. The client's personal strengths; and
    - b. The client's personal limitations; and
  - (2) Formulation of diagnosis using the most current version of the Diagnostic and Statistical Manual of Psychiatric Disorders (DSM);
- (i) Under the heading treatment plan, the following components of the plan:
- (1) Identification and ranking, according to severity, of the problems requiring resolution;
  - (2) The immediate goals and the long-term goals agreed to by the client; and
  - (3) An identification of each goal's corresponding objectives, including:
    - a. The frequency of the treatment;
    - b. The duration of the treatment;
    - c. The objectives of the treatment;
    - d. The interventions utilized; and
    - e. Any required adjunct support, such as self-help, community resources, family members and significant others;
- (j) Under the heading course of treatment, the following information about the work of the applicant for licensure:

- (1) The counseling theory or theories used with the client;
  - (2) The applicant's rationale for using such theory or theories; and
  - (3) Any revisions in the counseling theory or theories made by the applicant in response to the client's specific problems and responses to treatment; and
- (k) Under the heading discharge summary:
- (1) A concise description of the client's overall response to treatment, including the client's substance use status at the end of the applicant's treatment of the client; and
  - (2) A continuing care plan.

#### PART Alc 309 INITIAL RECIPROCITY-BASED LADC LICENSURE

##### Alc 309.01 Eligibility Requirements for Reciprocity-Based Initial Licensure as a Licensed Alcohol and Drug Counselor.

- (a) The board shall issue an initial license as a licensed alcohol and drug counselor on the basis of reciprocity to an individual who:
- (1) Meets the requirements set forth in Alc 306.02 (a)(1) through (a)(3);
  - (2) Holds one of the following academic degrees:
    - a. An associate's degree in substance use counseling or addiction studies; or
    - b. A bachelor's degree in clinical mental health, social work, psychology, substance use counseling, addiction studies or human services from a college or university accredited by:
      1. The Commission on Institutions of Higher Education of the New England Association of Schools and Colleges; or
      2. Any other accrediting body recognized by the Council for Higher Education Accreditation;
  - (3) Has had any felony conviction waived by the board pursuant to Alc 306.02(b); and
  - (4) Has complied with the application procedures set forth in (b) below.
- (b) An applicant for reciprocity-based initial licensure as a licensed alcohol and drug counselor shall submit or arrange for the board's office to receive:
- (1) A completed initial licensure application form provided by the board and further described in Alc 313.02;
  - (2) A recent 2 inch by 2 inch head-shot photograph of the applicant;
  - (3) A reciprocity approval notification sent directly to the board's office by IC&RC;

- (4) An official transcript showing the applicant's academic degree sent directly to the board's office by the degree-granting educational institution;
- (5) Payment of the applicable license fee shown in Alc 317.01 in the form of:
  - a. Cash; or
  - b. A check or money order made payable to "Treasurer, State of New Hampshire";
- (6) Payment of the charge made by the division of state police for the issuance of the applicant's state and federal criminal conviction reports in the form of cash, or a check or money order made payable to "State of New Hampshire-Criminal Records";
- (7) The completed, signed and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction record reports;
- (8) On an official division of state police fingerprint card provided to the applicant by the board, the set of fingerprints required by the division of state police for the issuance of the applicant's state and federal criminal conviction reports;
- (9) Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use disorders stating:
  - a. Whether the license, certificate, or other authorization is or was, during its period of validity, in good standing, and
  - b. Whether any disciplinary action was taken against the license, certificate, or other authorization to practice;
- (10) A written description of the circumstances if the applicant has indicated "yes" to any of the "yes-no" questions on the initial licensure application form; and
- (11) If the requirements for supervised work experience in the jurisdiction from which the applicant is applying are less than those described in Alc 306.05, as many board-provided supervisor report forms, further described in Alc 309.02, as are necessary to demonstrate that the applicant has met the minimum requirements outlined in Alc 306.05 at the time of his or her application.

Alc 309.02 Supervised Work Experience Report Form.

- (a) A board-provided supervisor report form shall be completed by:
  - (1) Each supervisor who supervised some or all of the work experience of an applicant for reciprocity-based licensure; or
  - (2) An individual responsible for the work of the applicant's original supervisor, if the original supervisor is no longer with the entity providing the applicant's experience.

- (b) The supervisor report form(s) shall be completed with the information specified in Alc 313.07(e)(1) through (8).
- (c) The completed supervisor report form(s) shall include, the opinion described in Alc 313.07(e)(9).
- (d) The supervisor report form shall be:
  - (1) Signed and dated by the individual completing the report form below the following statement pre-printed on the form:
 

"I certify that I, or the supervisor whom I am replacing, observed and supervised the work of the individual named at the head of this form. I further certify that the information I have provided on this form is true to the best of my knowledge and belief. I acknowledge that, pursuant to RSA 641:3, the knowing making of a false statement on this form is punishable as a misdemeanor"; and
  - (2) Submitted directly to the board by the individual completing the report form.
- (e) The meaning of the signature shall be the signer's:
  - (1) Certification that the applicant's supervisor observed and supervised the work of the individual named at the head of the form;
  - (2) Certification that the information provided is true to the best of the signer's knowledge and belief; and
  - (3) Acknowledgement that, pursuant to RSA 641:3, the knowing making of a false statement on the form is punishable as a misdemeanor.

#### PART Alc 310 INITIAL LICENSURE AS A MASTER LICENSED ALCOHOL AND DRUG COUNSELOR

Alc 310.01 Eligibility Requirements for Initial Licensure as a Master Licensed Alcohol and Drug Counselor. The board shall issue an initial license as a master licensed alcohol and drug counselor to an individual who:

- (a) Meets the requirements set forth in Alc 306.02 (a)(1) through (a)(4);
- (b) Holds a master's degree as further described in Alc 310.02;
- (c) Meets one of the following eligibility requirements:
  - (1) Holding a currently valid LADC license issued by the board; or
  - (2) Having:
    - a. Complied with the examination procedures described in Alc 311.01 and passed the examinations described in Alc 311.01(a); and
    - b. Submitted a written case study approved by the board pursuant to Alc 308.01;

- (d) Has received at least 270 hours of alcohol and drug use education as further described in Alc 310.03;
- (e) Has received at least 300 hours of supervised practical training as further described in Alc 310.04;
- (f) If not holding a currently valid license issued by the board of mental health practice, has accumulated at least 3,000 hours of post-master's clinically supervised direct counseling experience in treating substance use disorders as further described in Alc 310.05;
- (g) If holding a currently valid license issued by the board of mental health practice, has accumulated at least 3,000 hours of post-master's clinically supervised direct counseling experience in treating substance use disorders as further described in Alc 310.05;
- (h) Has been found competent in substance use counseling as shown by ratings described in Alc 313.07(e)(9) meeting the following standards based on the number of supervisor report forms required to cover the individual's entire clinically supervised experience in treating substance use disorders:
  - (1) No more than 2 "not acceptable" ratings on all core functions taken together; and
  - (2) At least one rating per core function which is not a rating of "no opportunity for supervision";
- (i) Has had any felony conviction waived by the board pursuant to Alc 306.02(b); and
- (j) Has complied with the application procedures set forth in Alc 313.

Alc 310.02 Master's Degree Requirement. Applicants for initial licensure as a master licensed alcohol and drug counselor shall have a master's degree that is either:

- (a) A 60 hour degree, awarded by a college or university accredited by an academic body which is a member of the Council for Higher Education Accreditation, in one of the following fields:
  - (1) Clinical mental health;
  - (2) Clinical psychology;
  - (3) Substance use treatment;
  - (4) Social work; or
  - (5) Human services; or
- (b) A master's degree that is less than 60 hours in one of the fields described in (a)(1) – (5) above, provided that applicants seeking to qualify for licensure with such a degree shall obtain additional educational hours as described in Alc 310.03 to bring the total number of educational hours to 60.

Alc 310.03 Required Drug and Alcohol Use Education. Required drug and alcohol use education shall:

- (a) Total at least 270 hours, of which:

- (1) A minimum of 24 hours shall have been obtained within the 12 months immediately preceding the date the applicant completes his or her application;
  - (2) A minimum of 6 hours shall be required in ethics as related to substance abuse;
  - (3) A minimum of 6 hours shall be required in HIV/Aids as related to substance abuse;
  - (4) A minimum of 6 hours shall be required in confidentiality as related to substance abuse counseling;
  - (5) A minimum of 6 hours shall be required in the 12 core functions; and
  - (6) A maximum of 25% of the required educational hours shall be from online training, provided that educational hours obtained as part of an online degree program do not count towards the maximum threshold; and
- (b) Be received:
- (1) As part of the academic program;
  - (2) As part of the supervised work experience; or
  - (3) In a program given, sponsored or approved by:
    - a. The board or the licensing body of any other state within the IC&RC;
    - b. NAADAC;
    - c. New Hampshire Training Institute on Addictive Disorders;
    - d. New Hampshire Center for Excellence;
    - e. New England Institute of Addiction Studies;
    - f. NHTI – Concord’s Community College;
    - g. The New Hampshire Alcohol and Drug Abuse Counselors Association;
    - h. Any educational unit of the New Hampshire community college system; or
    - i. Any other public or private agency or institution, recognized by the Council for Higher Education Accreditation, providing training in the practice of substance use counseling.

Alc 310.04 Required Supervised Practical Training in Alcohol and Drug Use Counseling. The required supervised practical training in alcohol and drug use counseling shall:

- (a) Total at least 300 hours;
- (b) Cover training in the 12 core functions, with a minimum of 10 hours of training received in each; and

(c) Be received:

- (1) In an internship or practicum; or
- (2) At the site of, and as part of, the clinically supervised experience in treating substance use disorders described in Alc 310.05.

Alc 310.05 Clinically Supervised Direct Counseling Experience in Treating Substance Use Disorders.

(a) The clinically supervised direct counseling experience in treating substance use disorders shall:

- (1) Be paid or volunteer in nature;
- (2) Be performed in one or more of the private or public settings listed in (c) below; and
- (3) Consist in direct counseling services to clients, whether in the form of individual, couple or group counseling or intervention, under the clinical supervision described in (b) below.

(b) Such experience shall be clinically supervised as follows:

- (1) Directly and in person by an individual licensed by the board or authorized by the regulatory board of another state to practice substance use counseling;
- (2) On a schedule of at least 4 hours of clinical supervision during each month that the person being supervised provides services to clients; and
- (3) By a method which:
  - a. Complies with the definition in Alc 301.01(c); and
  - b. Includes the supervisor's keeping records and making notes which are sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the form described in Alc 313.07.

(c) The settings for the clinically supervised direct counseling experience in treating substance use disorders shall be one or more of the following:

- (1) A detoxification program;
- (2) A substance use counseling program;
- (3) A substance use treatment program; or
- (4) If working in the substance use aspect of the program:
  - a. A mental health program;
  - b. A hospital program;
  - c. A program of a rehabilitation facility;

- d. A half-way house or transitional living program;
  - e. A criminal justice system diversion program;
  - f. A correctional facility rehabilitation program;
  - g. A program of a non-governmental social service agency, including tax-exempt non-profit organizations;
  - h. An employee assistance program;
  - i. A program of a private mental health or substance abuse practice;
  - j. The office of a licensed physician; or
  - k. Any program operated, licensed or otherwise approved by:
    - 1. The federal government;
    - 2. The government of any state; or
    - 3. The government of a political subdivision of any state.
- (d) The applicant shall, pursuant to RSA 330-C:16, III, be permitted to substitute up to 1500 hours of the required total hours of clinically supervised post-masters direct counseling experience in treating substance use disorders required by Alc 310.01(f) and Alc 310.01(g) for a current license issued by the board of mental health.
- (e) The applicant shall, pursuant to RSA 330-C:16, III, be permitted to accumulate up to 1500 hours of the required total hours of clinically supervised post-masters direct counseling experience in treating substance use disorders required by Alc 310.01 (f) and Alc 310.01(g) in the course of his or her practice as a licensed alcohol and drug counselor.

#### PART Alc 311 EXAMINATION FOR MLADC INITIAL LICENSURE

##### Alc 311.01 Examination and Examination Procedures.

- (a) The examination to be passed for initial licensure as a master licensed alcohol and drug counselor shall be:
- (1) For applicants licensed by the New Hampshire board of mental health practice, the IC&RC international written advanced alcohol and other drug abuse counselor examination developed in 2008; and
  - (2) For applicants not currently licensed by the New Hampshire board of mental health practice, both the IC&RC international written advanced alcohol and other drug abuse counselor examination developed in 2008 and the IC& RC co-occurring disorder examination developed in 2008.

- (b) Applicants intending to take the IC&RC international written advanced alcohol and other drug abuse counselor examination shall first:
  - (1) Register to take the examination; and
  - (2) Pay the examination administrative charge in the amount of \$115.00 in cash or by using a check or money order made payable to “Treasurer; State of New Hampshire.”
- (c) Applicants shall not take the IC&RC examination until their checks or money orders have been transacted.
- (d) Applicants failing the IC&RC examination shall be permitted to retake the examination upon payment of an examination administrative charge in the amount of \$115.00.

#### PART Alc 312 INITIAL RECIPROCITY BASED MLADC LICENSURE

##### Alc 312.01 Eligibility Requirements for Reciprocity-Based Initial Licensure as a Master Licensed Alcohol and Drug Counselor.

- (a) The board shall issue an initial license as a master licensed alcohol and drug counselor on the basis of reciprocity to an individual who:
  - (1) Meets the requirements set forth in Alc 310.01; and
  - (1) Has complied with the application requirements set forth in (b) below.
- (b) An applicant for reciprocity-based initial licensure as a master licensed alcohol and drug counselor shall submit or arrange for the board’s office to receive:
  - (1) A completed initial licensure application form provided by the board and further described in Alc 313.02;
  - (2) A recent 2 inch by 2 inch head shot photograph of the applicant;
  - (3) A reciprocity approval notification sent directly to the board’s office by the IC&RC;
  - (4) An official transcript showing the applicant’s academic degree sent directly to the board’s office by the degree-granting educational institution;
  - (5) Payment of the applicable license fee shown in Alc 317.01 in the form of:
    - a. Cash; or
    - b. A check or money order made payable to “Treasurer, State of New Hampshire;
  - (6) Payment of the charge made by the division of state police for the issuance of the applicant's state and federal criminal conviction reports in the form of cash, or a check or money order made payable to "State of New Hampshire-Criminal Records";

- (7) The completed, signed and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction record reports;
  - (8) On an official division of state police fingerprint card provided to the applicant by the board, the set of fingerprints required by the division of state police for the issuance of the applicant's state and federal criminal conviction reports;
  - (9) Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use disorders stating:
    - a. Whether the license, certificate, or other authorization is or was, during its period of validity, in good standing, and
    - b. Whether any disciplinary action was taken against the license, certificate, or other authorization to practice; and
  - (10) A written description of the circumstances if the applicant has indicated "yes" to any of the "yes-no" questions on the initial licensure application form.
- (c) Notwithstanding (a)-(b) above, applicants seeking licensure pursuant to this section with less than a 60-hour master's degree shall be eligible for licensure prior to completing the requirements of Alc 310.02(b), so long as:
- (1) Such individuals comply with Alc 310.02(b) within 5 years of initial licensure; and
  - (2) Such individuals notify the board, in writing, upon completion of the required education.
- (d) Applicants under (c) above who do not satisfy the educational requirements within 5 years of licensure shall not be eligible for MLADC license renewal, but shall be licensed as a LADC if the board determines that the requirements of Alc 306 have been met.
- (e) The board shall waive the requirements of supervised practical training described in Alc 310.04 and supervised work experience found in Alc 310.05 for applicants applying for licensure under this section, provided that applicants present proof of active licensed practice in another jurisdiction for a period of 10 years or more.

**PART Alc 313 APPLICATION PROCEDURES FOR INITIAL LICENSURE AS A LICENSED ALCOHOL AND DRUG COUNSELOR OR A MASTER LICENSED ALCOHOL AND DRUG COUNSELOR**

Alc 313.01 Procedures for Applying for Initial Licensure as a Licensed Alcohol and Drug Counselor or a Master Licensed Alcohol and Drug Counselor. An applicant for initial licensure as a licensed alcohol and drug counselor or a master licensed alcohol and drug counselor shall submit to the board's office or otherwise arrange for the board's office to receive:

- (a) A completed initial licensure application form provided by the board and further described in Alc 313.02;
- (b) The additional materials described in Alc 313.04;

- (c) Payment of the applicable license fee shown in Alc 317.01 in the form of:
- (1) Cash; or
  - (2) A check or money order made payable to "Treasurer, State of New Hampshire"; and
- (d) Payment of the charge made by the division of state police for the issuance of the applicant's certified state and federal criminal conviction reports in the form of a check or money order made payable to "State of New Hampshire-Criminal Records".

Alc 313.02 Application Form. On the board-provided initial licensure application form the applicant shall:

- (a) On a page available to the public, furnish the following information:
- (1) Whether the applicant is applying for initial licensure as a licensed alcohol and drug abuse counselor or master licensed alcohol and drug abuse counselor;
  - (2) The applicant's full name;
  - (3) Any other names used by the applicant;
  - (4) The applicant's date of birth;
  - (5) The applicant's current employer;
  - (6) The applicant's business mailing address;
  - (7) The applicant's business e-mail address;
  - (8) The applicant's business phone number;
  - (9) Using the "yes" and "no" spaces provided, whether the applicant permits the board to include his or her name, business address, and business email address on the list of licenses the board offers for sale to the public;
  - (10) Using the "yes" and "no" spaces provided, whether the applicant has any pending criminal charges and, if so, an explanation of such charges;
  - (11) Using the "yes" and "no" spaces provided, whether the applicant has made a plea agreement relative to any criminal charges and, if so, an explanation of such plea agreement;
  - (12) Using the "yes" and "no" spaces provided, whether the applicant has a license or certification under revocation, suspension or probation in another state or territory of the United States;
  - (13) Whether the applicant is currently or has been previously authorized by another jurisdiction to counsel individuals with substance use disorders and, if so, by what jurisdiction;
  - (14) Using the "yes" and "no" spaces provided:

- a. Whether the applicant has practiced fraud or deceit in procuring or attempting to obtain the license;
  - b. Whether the applicant has engaged in sexual relations with, solicited sexual relations with, or committed an act of sexual abuse against or sexual misconduct with, a current or past client;
  - c. Whether the applicant has failed to remain free from the use of any controlled substance or any alcoholic beverage to the extent that its use impaired the applicant's ability to engage in work with individuals with substance disorders;
  - d. Whether the applicant has engaged in false or misleading advertising;
  - e. Whether the applicant has any disciplinary action pending in another state or territory of the United States; and
  - f. Whether the applicant has a mental disability that impairs his or her professional ability or judgment;
- (15) If the applicant answered "yes" to any of the questions in (a)(14) of this section, whether the applicant has, in accordance with Alc 302.01(b), paid restitution or taken remedial action to address these circumstances;
- (16) Identification of the applicant's academic degree and degree granting institution;
- (17) Attaching additional sheets if necessary, the providers of the applicant's required drug and alcohol use education;
- (18) Attaching additional sheets if necessary, the providers of the applicant's required supervised practical training and clinical supervision;
- (19) Attaching additional sheets if necessary, the sites of applicant's required supervised work experience;
- (20) An indication that the applicant has read and agrees to comply with the ethical requirements found in Alc 500; and
- (21) The applicant's dated signature in the space provided below the following pre-printed statement:

"The information provided on this application form and in the materials I have personally submitted to support my application is true, accurate and complete to the best of my knowledge and belief. I acknowledge that, pursuant to RSA 641:3, the knowing making of a false statement on this application form is punishable as a misdemeanor"; and

(b) On a confidential page that shall not be made available to the public:

- (1) The applicant's full name;
- (2) The applicant's physical home address;

- (3) The applicant's mailing address;
- (4) The applicant's home phone number;
- (5) The applicant's cellular phone number;
- (6) The applicant's personal email address; and
- (7) Pursuant to RSA 161-B:11 and RSA 330-C:20, I, furnish his or her social security number in the space provided beneath the following statement preprinted on the form;

"The Board of Licensing for Alcohol and Other Drug Use Professionals will deny licensure if you do not submit your social security number (SSN). Your license will not display your SSN. Your SSN will not be made available to the public.

The Board is required to obtain your social security number for the purpose of child support enforcement in compliance with RSA 161-B:11 and for the purpose of obtaining a criminal history record in compliance with RSA 330-C:20. This collection of your social security number is mandatory."

Alc 313.03 The Meaning of the Applicant's Signature. The applicant's signature on the initial licensure application form shall mean that:

- (a) The applicant confirms that the information he or she has provided on the application form and has personally submitted to support his or her application is true, accurate, and complete to the best of his or her knowledge and belief; and
- (b) The applicant acknowledges that the knowing making of a false statement on the application form is punishable as a misdemeanor under RSA 641:3.

Alc 313.04 Additional Materials to be Submitted by an Applicant for Initial Licensure as a Licensed Alcohol and Drug Counselor or as a Master Licensed Alcohol and Drug Counselor. An applicant for initial licensure as a licensed alcohol and drug counselor or a master licensed alcohol and drug counselor shall submit to the board, or arrange for the submission of, the following additional materials:

- (a) A recent 2 inch by 2 inch head-shot photograph of the applicant;
- (b) The completed, signed, and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction record reports;
- (c) On an official division of state police fingerprint card provided to the applicant by the board, the set of fingerprints required by the division of state police for the issuance of the applicant's state and federal criminal conviction reports;
- (d) Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use disorders stating:

- (1) Whether the license, certificate, or other authorization is or was, during its period of validity, in good standing, and
  - (2) Whether any disciplinary action was taken against the license, certificate, or other authorization to practice;
- (e) A written description of the circumstances if the applicant has indicated "yes" to any of the "yes-no" questions on the initial licensure application form or has been convicted of a felony;
- (f) An official transcript:
- (1) Sent directly to the board's office by the degree-granting educational institution; and
  - (2) Showing, for the LADC applicant, the award of one of the academic degrees required by Alc 306.03(b) and, for the MLADC applicant, the award of the master's degree required by Alc 310.02;
- (g) For the purpose of documenting receipt of the required hours of drug and alcohol use education, as many of any of the following 3 kinds of documents as needed to document all of the applicant's hours:
- (1) An official academic transcript showing the hours of drug and alcohol use education included in the academic program;
  - (2) One or more certificates signed by a representative of a program listed in Alc 306.03(c)(2)b. and Alc 310.03(b)(3):
    - a. Showing the receipt by the applicant of drug and alcohol use education; and
    - b. Including the following:
      1. Whether the program is pre-approved and, if so, by whom;
      2. The name of the applicant;
      3. The number of hours of drug and alcohol use education received by the applicant;
      4. The title of the drug and alcohol use education;
      5. The category or categories of competence covered;
      6. The name and location of the program;
      7. The name of the program director or their representative;
      8. The signature of the program representative;
      9. The date of the signature; and
    - c. If the program is not pre-approved, a course syllabus or other similar documentation which contains the information described in 2. – 9. above;

- (h) For the purpose of documenting receipt of the required hours of supervised practical training in alcohol and drug counseling, as many completed board-provided practical training report forms further described in Alc 313.05 as are necessary to document all of the applicant's hours;
- (i) For the purpose of documenting the applicant's accumulation of the supervised experience required by Alc 306.05 or Alc 310.05, as applicable, the following forms:
  - (1) A single board-provided applicant experience report form further described in Alc 313.06; and
  - (2) As many board-provided supervisor report forms, further described in Alc 313.07, as necessary for the supervisor(s) at each individual agency, program, or other entity separately to report the applicant's work experience supervised by such supervisor(s) at his, her, or their own site(s);
- (j) For each employer listed in the applicant experience report form described in Alc 313.06, an employment verification form, further described in Alc 313.08;
- (k) A supervision agreement, further described in Alc 313.09;
- (l) A counselor evaluation form, further described in Alc 313.10;
- (m) 3 professional reference forms, further described in Alc 313.11; and
- (n) An educational and training summary form, further described in Alc 313.12.

Alc 313.05 Report Form Documenting Hours of Supervised Practical Training in Alcohol and Drug Counseling. The report form documenting receipt of hours of supervised practical training in alcohol and drug counseling shall require:

- (a) The information detailed in (b) below to be reported separately for each site of internship, academic program, or supervised experience where the applicant received supervised practical training; and
- (b) The provision of the following information:
  - (1) The name of the internship, academic program, or work site where the applicant received supervised practical training in alcohol and drug counseling;
  - (2) The number of hours of supervised practical training received by the applicant in each of the following 12 core functions:
    - a. Screening;
    - b. Intake;
    - c. Orientation;
    - d. Assessment;
    - e. Treatment planning;

- f. Counseling;
  - g. Case management;
  - h. Crisis intervention;
  - i. Client education;
  - j. Referral;
  - k. Reporting and record keeping; and
  - l. Consultation;
- (3) The total hours of supervised practical training in alcohol and drug use counseling;
  - (4) A certification that the total number of hours of supervised practical training included a minimum of 10 hours of training in each of the 12 core functions;
  - (5) The name(s) and title(s) of the individual(s) providing the supervised practical training or their replacements if the supervisors are no longer available;
  - (6) The signature(s) of such individual(s) or, if such individual is no longer employed at the same location, of an individual who can attest that the supervised practical training was completed; and
  - (7) The date of signing.

Alc 313.06 Applicant Work Experience Report Form Documenting Experience. The applicant himself or herself shall submit a single work experience report form:

- (a) Provided by the board;
- (b) Completed, in the case of an applicant for LADC licensure, for the purpose of reporting the applicant's total supervised work experience;
- (c) Completed, in the case of an applicant for MLADC licensure, for the purpose of reporting the applicant's total clinically supervised direct counseling experience in treating substance use disorders; and
- (d) In the case of both LADC and MLADC applicants, showing the following information:
  - (1) The name of the applicant;
  - (2) The name of each agency, program, or other entity providing some or all of the applicant's experience;
  - (3) The address and telephone number of each such agency, program, or other entity;

- (4) The name(s) of the applicant's clinical supervisor(s) at each such agency, program, or other entity;
- (5) The credential(s) of such clinical supervisor(s); and
- (6) The total number of hours of clinically supervised experience in each of the 12 core functions received by the applicant.

Alc 313.07 Supervised Work Experience Report Forms.

- (a) A component of the application for initial licensure as a licensed alcohol and drug counselor shall be a supervised work experience report form completed for each individual who has supervised the applicant at any agency, program, or other entity providing some or all of the applicant's supervised work experience as described in Alc 306.05.
- (b) A component of the application for initial licensure as a master licensed alcohol and drug counselor shall be a supervised work experience report form completed for each individual who has clinically supervised the applicant at any agency, program, or other entity providing some or all of the applicant's clinically supervised direct counseling experience in treating substance use disorders as described in Alc 310.05.
- (c) Enough supervised work experience report forms shall be submitted to the board to cover all of the applicant's experience required by Alc 306.05 or Alc 310.05, as applicable.
- (d) Each supervised work experience report form required by (a) and (b) above shall be:
  - (1) Completed by:
    - a. As applicable, a supervisor who supervised some or all of the LADC applicant's work experience or a supervisor who clinically supervised some or all of the MLADC applicant's experience in direct counseling treating substance use disorders; or
    - b. An individual responsible for the work of the applicant's original supervisor, if the original supervisor is no longer with the entity providing the applicant's experience; and
  - (2) Completed with the following:
    - a. The information required by (e)(1) through (e)(8) below; and
    - b. The opinion required by (e)(9) below;
  - (3) Signed and dated by the individual completing the report form; and
  - (4) Submitted directly to the board by the individual completing the report form.
- (e) The supervised work experience report form shall contain:
  - (1) At the head of the form, the name of the applicant;
  - (2) The name of the agency, program, or other entity providing the clinically supervised experience;

- (3) The address and telephone number of such agency, program, or other entity;
  - (4) The name and title of the supervisor completing and signing the form or the name and title of the replacement in accordance with (d)(1)b. above;
  - (5) Using the “yes” and “no” spaces provided, an indication of whether the supervisor completing the form personally supervised and documented the applicant’s work experience;
  - (6) The state(s) in which the supervisor was authorized to practice substance use counseling at the time he or she supervised the applicant;
  - (7) The number(s) of the supervisor's license(s) or other authorization(s) to practice substance use counseling at the time he or she supervised the applicant;
  - (8) The approximate total number of hours the supervisor supervised the applicant; and
  - (9) That supervisor's opinion of the applicant's competence in the performance of each of the 12 core functions, reported by checking off one of the following rating choices pre-printed on the form:
    - a. Acceptable;
    - b. Not acceptable; or
    - c. No opportunity for supervision.
- (f) The supervisor report form shall also contain the supervisor's dated signature below the following statement preprinted on the form:

"I certify that I am aware that the statutory definition of ‘clinical supervision’ is ‘an ongoing regularly occurring process of examination, critique, and improvement of a counselor’s skills, directed by the counselor’s designated clinical supervisor, and is typically one to one or small group in structure, and utilizes the methods of intensive case review and discussion, and direct and indirect observation of clinical practice. I certify that I, or a supervisor responsible to me, observed and supervised the work of the individual named at the head of this form, and further certify that the information I have provided on this form is true to the best of my knowledge and belief.’”

- (g) The meaning of the signature beneath the statement in (f) above shall be the signer's:
- (1) Certification that the applicant's supervisor observed and supervised the work of the individual named at the head of the form;
  - (2) Certification that the signer is aware of the quoted statutory definition of "clinical supervision";
  - (3) Certification that the information provided is true to the best of the signer's knowledge and belief; and
  - (4) Acknowledgement that, pursuant to RSA 641:3, the knowing making of a false statement on the form is punishable as a misdemeanor.

- (a) Applicants for initial licensure as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor shall provide a verification of employment form to each worksite listed on the applicant work experience form described in Alc 313.06.
- (b) The verification of employment form shall be completed by the applicant's worksite and shall be submitted directly to the board.
- (c) The verification of employment form shall contain the following information:
  - (1) The applicant's name;
  - (2) The agency or institution name;
  - (3) The applicant's title while working at the agency or institution;
  - (4) The dates the applicant was so employed;
  - (5) An indication of whether the applicant was full time or part time;
  - (6) The number of days per week the applicant worked;
  - (7) The number of hours per day the applicant worked;
  - (8) The total number of hours the applicant worked at the work site; and
  - (9) The dated signature and title of the verifying authority.
- (d) The verifying authority shall include a copy of the applicant's job description with the completed verification of employment form.

Alc 313.09 Supervision Agreement.

- (a) Prospective applicants for initial licensure as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor shall submit a supervision agreement once they are ready to start accruing supervised work hours, even if they have not submitted the completed application form described in Alc 313.02.
- (b) The supervision agreement shall contain the following information:
  - (1) On a page to be completed by the applicant:
    - a. An indication of whether the applicant is applying for initial licensure as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor;
    - b. The applicant's name;
    - c. The applicant's home address;
    - d. The applicant's email address;

- e. The applicant's telephone number;
  - f. The name of the applicant's employer;
  - g. The employer's address;
  - h. The employer's telephone number; and
  - i. The applicant's position at the place of employment;
- (2) On a page to be completed by the applicant's supervisor;
- a. The supervisor's name;
  - b. The business name;
  - c. The business address;
  - d. The business email address;
  - e. The business telephone;
  - f. The supervisor's position;
  - g. The supervisor's credentials and license number(s); and
  - h. If the supervisor is not an employee of the applicant's clinical site, an attached statement which addresses the following:
    - 1. The supervisor's relationship to the candidate's work site;
    - 2. A statement acknowledging the supervisor will provide supervision at the applicant's work site;
    - 3. A copy of a written agreement with the applicant's employer that allows the supervisor to review records and files at the applicant's work site;
    - 4. A statement that the supervisor has knowledge of the applicant's work site policies; and
    - 5. A statement describing how any disagreements between the supervisor and the agency supervisor will be resolved;
- (3) The applicant's dated signature below the following certification:

“As the candidate, I agree to provide my supervisor with any and all pertinent information concerning all clients and their care in order to make informed, ethical and efficacious decisions for client care. I will inform my supervisor if I engage in any clinical activities outside of this agreement. My supervisor must authorize all of my clinical activity. I will resolve all ethical dilemmas and practice issues as directed by

my supervisor to the best of my ability. This supervision agreement does not remove any legal or civil responsibilities that I have for my actions related to this role”; and

(4) The supervisor’s dated signature below the following certification:

“As the supervisor, I agree to provide the candidate with appropriate and efficacious training, guidance and direction to assure a valuable training experience to meet the requirements for licensure as a LADC or MLADC. I specifically acknowledge that I will assume professional and legal responsibility for the candidate and that I will review and have access to the candidate’s clinical records. If I cease to supervise the candidate, if my license becomes invalid, restricted, or sanctioned, or if I wish to terminate my legal and professional responsibility for the candidate’s acts or omissions, it is my responsibility to so notify the Board and the candidate in writing, and that until I do, I remain responsible.”

Alc 313.10 Counselor Evaluation Form. The applicant shall provide a counselor evaluation form to his or her clinical supervisor, to be completed and returned to the board by his or her clinical supervisor, which shall contain the following information:

- (a) The applicant’s name;
- (b) The clinical supervisor’s name;
- (c) The clinical supervisor’s title;
- (d) The agency or institution at which the clinical supervisor works;
- (e) The clinical supervisor’s business address;
- (f) The clinical supervisor’s phone number;
- (g) The clinical supervisors credentials;
- (h) The length of time the clinical supervisor has been at their current work place;
- (i) The length of time the clinical supervisor has supervised the applicant;
- (j) On the basis of the clinical supervisor’s knowledge of the applicant, a rating of the applicant’s competency in the following areas:
  - (1) Data collection, including:
    - a. Knowledge of the elements to be included in a complete client history;
    - b. Asking appropriate questions which will generate information; and
    - c. Analyzing data presented relative to accuracy and relevancy;
  - (2) Diagnosis of alcohol/drug dependence, including:
    - a. Knowledge of diagnostic indicators of alcohol/drug dependence;

- b. Differentiating between substance abuse dependency and alcohol/drug dependency as a primary diagnosis and other social/psychosocial categories;
- c. Determining appropriateness of admission or referral;
- d. Observing and recording behavior not indicated in primary diagnosis;
- e. Formulating client's personal and diagnostic data into meaningful information in order to ensure proper treatment; and
- f. Integrating the diagnosis of alcohol/drug dependency with case history;

(3) Initiation of treatment, including:

- a. Assessing the motivational level of the client;
- b. Determining the type and frequency of treatment necessary;
- c. Obtaining a treatment commitment from the client;
- d. Setting realistic goals for treatment;
- e. Prioritizing goals and objectives;
- f. Obtaining mutual understanding between counselor and client of roles, responsibilities, and potential limitations of the treatment process; and
- g. Formulating and assisting the client to utilize the treatment plan;

(4) Crisis response, including:

- a. Identifying a crisis;
- b. Determining its severity;
- c. Formulating appropriate crisis response procedures; and
- d. Recognizing medical emergencies;

(5) Knowledge of human growth and development, including:

- a. Physical, social, emotional and intellectual development;
- b. Deficient developmental patterns;
- c. Relating life crisis situations to substance abuse potential;
- d. Recognizing the positive and negative influences of the home and family environment on individual development; and
- e. Utilizing this knowledge in a systematic and realistic counseling strategy;

(6) Counseling, including:

- a. Knowledge of counseling approaches and their underlying theories;
- b. Formulating one's own style of counseling based on these approaches;
- c. Implementing one's approach;
- d. Knowledge of functional and dysfunctional dynamics within the counseling situation;
- e. Identifying these dynamics within counseling situations;
- f. Applying specific counseling approaches in substance abuse counseling; and
- g. Coordinating and synthesizing counseling approaches in order to update and individualize treatment plan;

(7) Client/counselor therapeutic relationship, including:

- a. Interacting in a manner consistent with the client's needs;
- b. Knowledge of how the physical environment relates to the counseling process;
- c. Establishing and maintaining rapport;
- d. Assisting the client in gaining insight into unrecognized problems;
- e. The ability to empathize;
- f. Facilitating the client's use of problem solving techniques;
- g. Interpreting non-verbal behavior; and
- h. Accurately communicating information regarding the use of mood altering substances;

(8) Evaluation, including:

- a. Receiving and responding to supervisory feedback;
- b. Measuring client progress in behavioral terms;
- c. Identifying factors responsible for treatment outcome; and
- d. Modifying one's own behavior as agreed upon in supervision;

(9) Termination and follow-up, including:

- a. Determining when termination is appropriate;
- b. Formulating a discharge plan with the client; and

- c. Assisting the client in implementing the discharge plan;

(10) Record keeping, including:

- a. Taking notes accurately and compiling information;
- b. Documenting client's progress or lack of the same;
- c. Writing a treatment plan;
- d. Communicating case information in written form; and
- e. Writing a discharge summary;

(11) Verbal communication, including:

- a. Communicating a sense of knowledge, confidence, and leadership;
- b. Summarizing the treatment process; and
- c. Communicating a clear description of client behavior and its relevance to client issues;

(12) Knowledge of regulatory issues, including:

- a. Relevant New Hampshire state laws pertaining to substance abuse, intervention, treatment, and counseling;
- b. Relevant federal laws; and
- c. Regulations governing client confidentiality and client's rights;

(13) Community utilization, including:

- a. Cultural and environmental influences affecting client behavior;
- b. Ancillary services offered in the community;
- c. Limitations of own and other treatment facilities;
- d. Applicable professional literature in the field of substance abuse from state, federal, and private resources;
- e. Basic methodology of Alcoholics Anonymous, Alanon, and Alateen;
- f. Basic methodology of other alcohol and drug treatment programs;
- g. Intervention systems relating to early identification and treatment of substance abuse;
- h. The ability to refer to other community resources when appropriate;

- i. Incorporating other treatment resources such as consultation, supervision, and education;
- j. Contacting and incorporating the family in the treatment process when appropriate;
- k. Coordinating the above factors in order to assure systematic treatment; and
- l. Demonstrating the use of professional literature in the field of substance abuse;

(14) Knowledge of alcohol and drugs, including:

- a. Major classifications of mood altering substances;
- b. Most common drugs within each classification;
- c. Effects of most common drugs on the human body;
- d. Quantitative levels of alcohol and their effects;
- e. Drug interaction, synergism, and potentiation; and
- f. Resources to identify unknown drugs;

(15) Knowledge of sociological factors, including:

- a. Various cultural influences, both past and present;
- b. Effects of client's addictive lifestyle on the family, peer group, and employment situation;
- c. Alcohol and drug subculture's effect involved in supporting the client in the addictive lifestyle;
- d. Relationship of substance abuse to other sociological variables such as abuse and neglect, other types of victimization, divorce, and crime; and
- e. Sociological factors relating to substance abuse particular to special populations of race, age, sex, occupation, and geographic location;

(16) Knowledge of physiological factors, including:

- a. Long and short term physical effects of substance abuse;
- b. Long and short term effects of withdrawal;
- c. Tolerance, addiction tolerance, and cross tolerance;
- d. Neurological effects and body processes involved in recovery;
- e. Nutritional effects and body processes involved in recovery;
- f. Effect of use and abuse of drugs on prenatal development;

- g. Genetic research relating to substance abuse;
- h. Physiological and medical factors relating to substance abuse particular to special populations based on race, age, sex, occupation, and geographic location; and
- i. The ability to recognize a medical emergency relating to substance abuse;

(17) Knowledge of psychiatric factors, including:

- a. Short and long term psychological effects of substance abuse;
- b. Psychological factors relating to substance abuse particular to special populations based on race, age, sex, occupation, and geographic location;
- c. Recognizing the mentally ill substance abusers;
- d. Psychological defense mechanisms; and
- e. Psychological effects of withdrawal; and

(18) Knowledge of treatment issues, including:

- a. Various treatment components of the continuum of care, including outpatient services, individual, group, and family counseling, inpatient rehabilitation, halfway and quarterway houses, medical detoxification, social setting detoxification, crisis intervention, and aftercare and follow-up;
- b. Progression of addiction;
- c. Progression of recovery;
- d. Appropriate and inappropriate use of psychoactive drugs; and
- e. The ability to recognize and verbalize sexual issues as part of treatment;

- (k) Completion of the following evaluator's statement by inserting the applicant's name and the name of the agency or institution, respectively:

“I hereby certify that I have been in a position to observe and have firsthand knowledge of \_\_\_\_\_ work at \_\_\_\_\_”;

- (l) A description of the procedures that the clinical supervisor used to supervise and evaluate the applicant; and

- (m) The clinical supervisor's dated signature and title below the following certification:

“I hereby certify that all of the above information is, to the best of my knowledge, true.”

- (a) Applicants for initial licensure as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor shall give a board-provided professional reference form to 3 individuals in the human services field who can attest to the applicant's professional skills.
- (b) Applicants shall request that the individuals completing the professional reference form return the form directly to the board.
- (c) The professional reference form shall contain the following information:
  - (1) The name of the applicant;
  - (2) The name of the person providing the reference;
  - (3) The telephone number of the person providing the reference;
  - (4) The address of the person providing the reference;
  - (5) The relationship between the applicant and the person providing the reference;
  - (6) The number of years the applicant has known the person providing the reference;
  - (7) On the basis of the person providing the reference's knowledge of the applicant, a rating of the applicant's skill in each of the following areas:
    - a. Common sense;
    - b. Poise;
    - c. Enthusiasm;
    - d. Reliability;
    - e. Personal and Professional Honesty;
    - f. Empathy;
    - g. Ability to work with others;
    - h. Ethics;
    - i. Knowledge of alcohol abuse field;
    - j. Knowledge of drug field;
    - k. Effectiveness of counseling techniques;
    - l. Appropriateness of counseling approach; and
    - m. Communication skills; and
  - (8) The person providing the reference's dated signature and title below the following certification:

“I hereby certify that all of the above information is, to the best of my knowledge, true.”

Alc 313.12 Educational and Training Summary Form. For the purpose of documenting education requirements described in Alc 310.03, applicants shall submit an educational and training summary form which shall contain the following information:

- (a) For the required minimum 6 hours of training in HIV/AIDS, the following information:
  - (1) The date(s) the applicant attended the training(s);
  - (2) The agency or agencies which sponsored the training(s);
  - (3) The categories of competence, outlined in Alc 313.10(j), covered by the training; and
  - (4) The total number of hours of training accumulated in HIV/AIDS related training;
- (b) For the required minimum 6 hours of training in ethics, the following information:
  - (1) The date(s) the applicant attended the training(s);
  - (2) The agency or agencies which sponsored the training(s);
  - (3) The categories of competence, outlined in Alc 313.10(j), covered by the training; and
  - (4) The total number of hours of training accumulated in ethics related training; and
- (c) For each training undertaken to satisfy the remaining 258 hours of required education:
  - (1) The title of the course or training;
  - (2) The dates of attendance;
  - (3) The sponsoring agency;
  - (4) The categories of competence, outlined in Alc 313.10(j), covered by the training; and
  - (5) The total number of training contact hours;
- (d) For each training described in Alc 313.12(c), a copy of the certificate of attendance, to which the applicant shall:
  - (1) Assign an item number that corresponds to the respective title of course on the education and training summary report form; and
  - (2) Attach to the education and training summary report form in numerical order;
- (e) For each training described in Alc 313.12(c) that has not been pre-approved by the board, a description or outline of the training to accompany the certificate described in part (d) of this section, including a

syllabus or brochure for the program and a description of the category or categories of competence covered by the training.

Alc 313.13 The Board's Processing of Applications for Initial Licensure as a Licensed Alcohol and Drug Counselor or a Master Licensed Alcohol and Drug Counselor.

- (a) Pursuant to RSA 330-C:20, III the board's office shall submit to the division of state police the materials and payment required to obtain an applicant's state and federal criminal conviction reports.
- (b) An application for initial licensure as a licensed alcohol and drug counselor or a master licensed alcohol and drug counselor shall be considered to be complete when:
  - (1) The board's office has received:
    - a. A completed, signed, and dated application form;
    - b. The required additional materials;
    - c. The applicant's state and federal criminal conviction reports transmitted to the board by the division of state police; and
    - d. Any additional information or documents which the board has requested pursuant to (c) below; and
  - (2) The treasurer has transacted the applicant's check or money order in payment of the total of the license fee.
- (c) If the board, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal history record reports, requires further information or documents to determine the applicant's qualification for initial licensure, the board shall:
  - (1) So notify the applicant in writing within 60 days; and
  - (2) Specify the information or documents it requires.
- (d) The application shall be denied if the application is not complete within 52 weeks of the receipt by the board's office of the completed application form.
- (e) The board shall issue the license or a written denial of the application within 120 days of the date that the application is complete.
- (f) The board shall refund the license fee if:
  - (1) The applicant withdraws the application;
  - (2) The application is not completed within 52 weeks of receipt by the board's office of the application form; or
  - (3) The board denies the application.

(g) An applicant wishing to challenge the board's denial of an application for initial licensure shall:

- (1) Make a written request for a hearing in accordance with Alc 200; and
- (2) Submit this request to the board:
  - a. Within 60 days of the board's notification of denial; or
  - b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.

#### PART 314 INITIAL CERTIFICATION AS A LICENSED CLINICAL SUPERVISOR

Alc 314.01 Eligibility Requirements. An individual shall be eligible for certification as a clinical supervisor if the individual:

- (a) Holds a current license as a MLADC or LADC;
- (b) Has met the experience requirements set forth in Alc 314.02;
- (c) Has met the supervision requirements as set forth in Alc 314.03;
- (d) Has met the training requirements as set forth in Alc 314.04;
- (e) Has passed the examination specified by Alc 315 and otherwise complied with the examination procedures of Alc 315; and
- (f) Has complied with the application procedures set forth in Alc 316.

Alc 314.02 Experience Eligibility Requirements. Applicants for initial licensure as a licensed clinical supervisor shall:

- (a) Have at least 10,000 hours of experience as an alcohol and drug counselor; and
- (b) Have at least 4,000 hours of experience as a clinical supervisor, supervising professionals providing alcohol and drug counseling, provided that these hours may be accumulated by the applicant as part of the experience requirements in Alc 314.02(a).

Alc 314.03 Supervision Requirements.

- (a) Applicants for initial licensure as a clinical supervisor shall have received 200 hours of face-to-face clinical supervision.
- (b) The clinically supervised direct counseling experience shall:
  - (1) Be paid or volunteer in nature;
  - (2) Be performed in one or more of the private or public settings listed in (d) below; and

- (3) Consist in direct counseling services to clients, whether in the form of individual, couple or group counseling or intervention, under the clinical supervision described in (c) below.
- (c) Such experience shall be clinically supervised as follows:
- (1) Directly and in person by an individual licensed by the board or authorized by the regulatory board of another state to practice substance use counseling;
  - (2) On a schedule of at least 4 hours of clinical supervision during each month that the person being supervised provides services to clients; and
  - (3) By a method which:
    - a. Complies with the definition in Alc 301.01(c); and
    - b. Includes the supervisor's keeping records and making notes which are sufficiently detailed to permit accurate later assessment of the work of the individual being supervised and accurate completion of the form described in Alc 313.07.
- (d) The settings for the clinically supervised direct counseling experience in treating substance use disorders shall be one or more of the following:
- (1) A detoxification program;
  - (2) A substance use counseling program;
  - (3) A substance use treatment program; or
  - (4) If working in the substance use aspect of the program:
    - a. A mental health program;
    - b. A hospital program;
    - c. A program of a rehabilitation facility;
    - d. A half-way house or transitional living program;
    - e. A criminal justice system diversion program;
    - f. A correctional facility rehabilitation program;
    - g. A program of a non-governmental social service agency, including tax-exempt non-profit organizations;
    - h. An employee assistance program;
    - i. A program of a private mental health or substance abuse practice;
    - j. The office of a licensed physician; or

k. Any program operated, licensed or otherwise approved by:

1. The federal government;
2. The government of any state; or
3. The government of a political subdivision of any state.

Alc 314.04 Training Requirements.

(a) Applicants for initial licensure as a clinical supervisor shall have completed 30 hours of training in clinical supervision, which must include training in each of the following areas:

- (1) Assessment;
- (2) Evaluation;
- (3) Counselor development;
- (4) Management;
- (5) Administration; and
- (6) Professional responsibility.

(b) Such training shall be received:

- (1) As part of the academic program;
- (2) In a program provided, sponsored or approved by:
  - a. The board or the licensing body of any other state within the IC&RC;
  - b. NAADAC;
  - c. New Hampshire Training Institute on Addictive Disorders;
  - d. New Hampshire Center for Excellence;
  - e. New England Institute of Addiction Studies;
  - f. NHTI – Concord’s Community College;
  - g. The New Hampshire Alcohol and Drug Abuse Counselors Association;
  - h. Any educational unit of the New Hampshire community college system; or
  - i. Any other public or private agency or institution, recognized by the Council for Higher Education Accreditation, providing training in the practice of substance use counseling.

- (c) No more than 25% of required training shall be obtained online, provided that training received as part of an online degree program shall not count towards the 25% maximum.

#### PART Alc 315 EXAMINATION FOR LCS INITIAL LICENSURE

##### Alc 315.01 Examination and Examination Procedures.

- (a) The examination to be passed for initial licensure as a licensed clinical supervisor shall be the IC&RC certified clinical supervisor written examination.
- (b) Applicants intending to take the IC&RC certified clinical supervisor exam shall first:
  - (1) Register to take the examination; and
  - (2) Pay the examination administrative charge in the amount of \$115.00 in cash or by using a check or money order made payable to "Treasurer, State of New Hampshire".
- (c) Applicants shall not take the IC&RC examination until their checks or money orders have been transacted.
- (d) Applicants failing the IC&RC examination shall be permitted to retake the examination upon payment of an examination administrative charge as described in part (b)(3) of this section.

#### PART Alc 316 APPLICATION PROCEDURES FOR INITIAL LICENSURE AS A LICENSED CLINICAL SUPERVISOR

Alc 316.01 Procedures for Applying for Initial Licensure as a Licensed Clinical Supervisor. An applicant for initial licensure as a licensed clinical supervisor shall submit to the board's office or otherwise arrange for the board's office to receive:

- (a) A completed initial licensure application form provided by the board and further described in Alc 316.02;
- (b) The additional materials described in Alc 316.04;
- (c) Payment of the total of the applicable license fee shown in Alc 317.01 in the form of:
  - a. Cash; or
  - b. A check or money order made payable to "Treasurer, State of New Hampshire"; and
- (d) Payment of the charge made by the division of state police for the issuance of the applicant's certified state and federal criminal conviction reports in the form of a check or money order made payable to "State of New Hampshire-Criminal Records".

Alc 316.02 Application Form. The applicant shall furnish the following information on the application form provided by the board:

(a) On a page available to the public as a public record:

- (1) The applicant's full name;
- (2) The applicant's work address;
- (3) The applicant's work telephone number;
- (4) The applicant's current license and number;
- (5) The month and year the applicant was originally granted a MLADC or LDAC license; and
- (6) An indication that the applicant has read and agrees to abide by the ethical requirements found in Alc 500.

(b) On a page not available to the public as a public record:

- (1) The applicant's full name;
- (2) The applicant's home address;
- (3) The applicant's home telephone number;
- (4) The applicant's dated signature below the following statement preprinted on the application form:

"I certify that at least 2 years (4,000 hours) of my work experience has been clinical supervisory experience in the AODA field and includes a minimum of 200 contact hours of face-to-face clinical supervision that I have provided to others I supervise."

Alc 316.03 Meaning of the Applicant's Signature. The applicant's signature on the application form shall mean that:

- (a) The applicant confirms that the information provided on the application form and submitted by the applicant to support his or her application is true, accurate and complete to the best of his or her knowledge and belief; and
- (b) The applicant acknowledges that the knowing making of a false statement on the application form is punishable as a misdemeanor under RSA 641:3.

Alc 316.04 Additional Materials to be Submitted. The additional materials to be submitted by an applicant for initial licensure as a licensed clinical supervisor shall be:

- (a) The completed, signed and notarized form required by the New Hampshire division of state police for the issuance and transmission to the board of the applicant's state and federal criminal conviction reports;
- (b) On a fingerprint card furnished by the board, the set of fingerprints required by the New Hampshire division of state police for the issuance of the applicant's state and federal criminal conviction reports;

- (c) Unless the information is available only on a secure website, an official letter of verification sent directly to the board from every jurisdiction which has issued a license, certificate or other authorization to practice clinical supervision stating:
  - (1) Whether the license certificate or other authorization is or was, during its period of validity, in good standing; and
  - (2) Whether any disciplinary action was taken against the licensee, certificate, or other authorization to practice;
- (d) For the purpose of documenting receipt of the required hours of experience in alcohol and drug counseling, as many completed board-provided paid work experience report forms further described in Alc 316.05 as are necessary to document all of the applicant's hours of experience;
- (e) For the purpose of documenting receipt of the required hours of training in clinical supervision, as many completed board-provided forms further described in Alc 316.06 as are necessary to document all of the applicant's hours of training in clinical supervision; and
- (f) Original or photocopied certificates indicating the applicant has completed any training listed on the form described in part (e) of this section.

Alc 316.05 Report Form Documenting Hours of Experience as an Alcohol and Drug Counselor. The report form documenting hours of experience as a licensed alcohol and drug counselor or master licensed alcohol and drug counselor shall require:

- (a) The applicant's full name;
- (b) The date the form was completed;
- (c) The information detailed in (d) below to be reported separately for each site of the applicant's paid work experience for the previous 10 years, listed in sequential order;
- (d) The provision of the following information:
  - (1) The applicant's job title;
  - (2) The dates of employment;
  - (3) The duties performed by the applicant;
  - (4) The percentage of the applicant's time spent in alcohol or drug abuse counseling;
  - (5) Whether the job was full time, part time or, if neither, an explanation of the structure of employment;
  - (6) The hours worked per week;
  - (7) The employer's name;

- (8) The employer's address;
- (9) The employer's telephone;
- (10) The applicant's supervisor's name; and
- (11) The total number of hours of experience earned at this job site.

Alc 316.06 Clinical Supervision Training Form. The report form documenting hours of training in clinical supervision shall require:

- (a) The date of the training;
- (b) The title of the training;
- (c) A description of the training course and goals;
- (d) The sponsor and presenter of the training;
- (e) The number of contact hours included in the training;
- (f) From the list outlined in Alc 316.04(a), the topic area addressed by the training; and
- (g) Attached as extra sheets, copies of certificates and other supporting documentation verifying that such training has been completed.

Alc 316.07 The Board's Processing of Applications for Initial Licensure as a Licensed Clinical Supervisor.

- (a) Pursuant to RSA 330-C:20, III, the board's office shall submit to the division of state police the materials and payment required to obtain an applicant's state and federal criminal conviction reports.
- (b) An application for initial licensure as a licensed clinical supervisor shall be considered complete when:
  - (1) The board's office has received:
    - a. A completed, signed and dated application form;
    - b. The required additional materials;
    - c. The applicant's state and federal criminal conviction reports transmitted to the board by the division of state police; and
    - d. Any additional information or documents which the board has requested pursuant to (c) below; and
  - (2) The treasurer has transacted the applicant's check or money order in payment of the total of the license fee.

- (c) If the board, after receiving and reviewing the application materials submitted by the applicant and the applicant's state and federal criminal history record reports, requires further information or documents to determine the applicant's qualification for initial licensure, the board shall:
  - (1) So notify the applicant in writing within 60 days; and
  - (1) Specify the information or documents it requires.
- (d) The application shall be denied if the application is not complete within 52 weeks of the receipt by the board's office of the completed application form.
- (e) The board shall issue the license or a written denial of the application within 120 days of the date that the application is complete.
- (f) The board shall refund the license fee if:
  - (1) The applicant withdraws the application;
  - (2) The application is not completed within 52 weeks of receipt by the board's office of the application form; or
  - (3) The board denies the application.
- (g) An applicant wishing to challenge the board's denial of an application for initial licensure shall:
  - (1) Make a written request for a hearing in accordance with Alc 200; and
  - (2) Submit this request to the board:
    - a. Within 60 days of the board's notification of denial; or
    - b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.

PART Alc 317 FEES

Alc 317.01 Fee Schedule. The board's fees shall be the fees on the schedule set forth in Table 300-1.

Table 300-1 Fees Charged by the Board of Licensing for Alcohol and Other Drug Use Professionals

Type of Fee	Fee
Examination administrative charge	115.00
LADC initial license	110.00
MLADC initial license	240.00
LCS initial license	110.00
CRSW initial certification	110.00
LADC renewed license	110.00

MLADC renewed license	240.00
LCS renewed license	110.00
CRSW renewed certification	110.00
Reinstatement of certification	100.00
Reinstatement of license	100.00
Transcribing and copying records	.10 per page
Sale of list of licensees and certification holders (updated monthly)	50.00
Verification of license or certification status, or of educational credentials	no charge

**APPENDIX**

<b>Rule</b>	<b>Statute Implemented</b>
Alc 301	RSA 541-A:7
Alc 302.01(a)(1)	RSA 330-C:9, I; RSA 330-C:15, I(h)
Alc 302.01(a)(2)	RSA 330-C:9, I; RSA 330-C:15, I(b)
Alc 302.01(a)(3)a	RSA 330-C:9, I; RSA 330-C:15, I(e)(1)
Alc 302.01(a)(3)b	RSA 330-C:9, I; RSA 330-C:15, I(e)(2)
Alc 302.01(a)(3)c	RSA 330-C:9, I; RSA 330-C:15, I(e)(3)
Alc 302.01(a)(3)d	RSA 330-C:9, I; RSA 330-C:15, I(e)(4)
Alc 302.01(a)(3)e	RSA 330-C:9, I; RSA 330-C:15, I(e)(5)
Alc 302.01(a)(3)f	RSA 330-C:9, I; RSA 330-C:15, I(e)(6)
Alc 302.01(a)(3)g	RSA 330-C:9, I; RSA 330-C:15, I(e)(7)
Alc 302.01(a)(4)	RSA 330-C:9, I; RSA 330-C:15, I(f)
Alc 302.01(b)-(c)	RSA 330-C:9, I; RSA 330-C:15, I(e)
Alc 303.01(a)(1)	RSA 330-C:9, III; RSA 330-C:19, V
Alc 303.01(a)(2)	RSA 330-C:9, III; RSA 330-C:19, II
Alc 303.01(a)(3)	RSA 330-C:9, III; RSA 330-C:19, III
Alc 303.01(a)(4)-(5)	RSA 330-C:9, III; RSA 330-C:19, IV
Alc 303.01(a)(6)	RSA 330-C:9, III; RSA 330-C:19, I
Alc 303.01(a)(7)	RSA 330-C:9, III, XI; RSA 330-C:19, V
Alc 303.01(a)(8)-(10)	RSA 330-C:9, III; RSA 330-C:19, V
Alc 303.01(b)	RSA 330-C:9, III, XIV; RSA 330-C:15, I(e)(4); RSA 330-C:19, V
Alc 303.02 – Alc 303.03	RSA 330-C:9, III; RSA 330-C:19, IV
Alc 304.01	RSA 330-C:9, III; RSA 330-C:19, I
Alc 304.02	RSA 330-C:9, III; RSA 330-C:19, I, V
Alc 304.03 – Alc 304.04(b)	RSA 330-C:9, III; RSA 330-C:19, V
Alc 304.04 (c)-(d)	RSA 330-C:9, III; RSA 330-C:19, V; RSA 330-C:20, I, II
Alc 304.04 (e)-(h)	RSA 330-C:9, III; RSA 330-C:19, V
Alc 304.05	RSA 330-C:9, III; RSA 330-C:19, V; RSA 541-A:29
Alc 305.01	RSA 330-C:8, II(a); RSA 330-C:9, III, XI
Alc 306.01	RSA 330-C:9, I
Alc 306.02(a)(1)	RSA 330-C:9, I; RSA 330-C:17, III
Alc 306.02(a)(2)	RSA 330-C:9, I; RSA 330-C:15, I(e); RSA 330-C:17, III
Alc 306.02(a)(3)	RSA 330-C:9, I; RSA 330-C:15, I(f); RSA 330-C:17, III
Alc 306.02(a)(4)	RSA 330-C:9, I; RSA 330-C:17, III
Alc 306.02(a)(5)-(6)	RSA 330-C:9, I; RSA 330-C:17, I
Alc 306.02(a)(7)-(8)	RSA 330-C:9, I; RSA 330-C:17, III
Alc 306.02(a)(9)	RSA 330-C:9, I, XI; RSA 330-C:17, II
Alc 306.02(a)(10)	RSA 330-C:9, I; RSA 330-C:17, III
Alc 306.02(b)	RSA 330-C:9, I, XIV; RSA 330-C:17, III
Alc 306.03-Alc 306.05	RSA 330-C:9, I; RSA 330-C:17, I(a)-(b), III
Alc 307	RSA 330-C:8, II(a); RSA 330-C:9, I, XI; RSA 330-C:17, III
Alc 308	RSA 330-C:9, I; RSA 330-C:17, III
Alc 309.01(a)-(b)(4)	RSA 330-C:9, I(a); RSA 330-C:17, I, III
Alc 309.01(b)(5)	RSA 330-C:8, I
Alc 309.01(b)(6)-(8)	RSA 330-C:9, I; RSA 330-C:17, III; RSA 330-C:20
Alc 309.01(b)(9) – Alc 309.02	RSA 330-C:9, I; RSA 330-C:17, III

Alc 310.01(a)	RSA 330-C:9, I(b), (d); RSA 330-C:16, IV
Alc 310.01(b)	RSA 330-C:9, I(b); RSA 330-C:16, I(a)
Alc 310.01(c)	RSA 330-C:9, I(b); RSA 330-C:16, II
Alc 310.01(d)	RSA 330-C:9, I(b); RSA 330-C:16, I(a), IV
Alc 310.01(e)	RSA 330-C:9, I(b); RSA 330-C:16, I(a)
Alc 310.01(f)-(g)	RSA 330-C:9, I(b); RSA 330-C:16, III
Alc 310.01(h)	RSA 330-C:9, I(b); RSA 330-C:16, IV
Alc 310.01(i)	RSA 330-C:9, I(b), XIV; RSA 330-C:17, III
Alc 310.01(j)	RSA 330-C:9, I(b); RSA 330-C:16, IV
Alc 310.02 – Alc 310.03	RSA 330-C:9, I(b); RSA 330-C:16, I, IV
Alc 310.04	RSA 330-C:9, I(b); RSA 330-C:16, I(a)
Alc 310.05	RSA 330-C:9, I(b); RSA 330-C:16, III
Alc 311.01(a)-(b)(2)	RSA 330-C:9, I(b), (d), XI; RSA 330-C:16, IV
Alc 311.01(b)(3)	RSA 330-C:8, II(a); RSA 330-C:9, I(b), XI
Alc 311.01(c)	RSA 330-C:9, I(b), (d), XI; RSA 330-C:16, IV
Alc 311.01(d)	RSA 330-C:8, II(a); RSA 330-C:9, I(b), XI
Alc 312	RSA 330-C:9, I; RSA 330-C:21
Alc 313.01, intro., (a), (b)	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III
Alc 313.01(c)	RSA 330-C:8, IV; RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III
Alc 313.01(d)	RSA 330-C:8, II(c); RSA 330-C:9, IV; RSA 330-C:20, I
Alc 313.02-Alc 313.04, intro. and (a)	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III
Alc 313.04(b)-(c)	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III; RSA 330-C:20, I
Alc 313.04(d) – Alc 313.12	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III
Alc 313.13	RSA 330-C:9, I(a)-(b); RSA 330-C:16, IV; RSA 330-C:17, III; RSA 541-A:29
Alc 314.01, intro. and (a)	RSA 330-C:9, V-a; RSA 330-C:18, I
Alc 314.01(b)	RSA 330-C:9, V-a; RSA 330-C:18, II, III
Alc 314.01(c)	RSA 330-C:9, V-b; RSA 330-C:18, IV
Alc 314.01(d)	RSA 330-C:9, V-a; RSA 330-C:18, V
Alc 314.01(e)	RSA 330-C:9, XI; RSA 330-C:18, VI
Alc 314.01(f)	RSA 330-C:9, V-a; RSA 330-C:18, VII
Alc 314.02	RSA 330-C:9, V-a; RSA 330-C:18, II, III
Alc 314.03	RSA 330-C:9, V-b; RSA 330-C:18, IV
Alc 314.04	RSA 330-C:9, V-a; RSA 330-C:18, V
Alc 315.01	RSA 330-C:8, II(a); RSA 330-C:9, VI, XI; RSA 330-C:18, VI
Alc 316.01, intro., (a), (b)	RSA 330-C:9, V-a; RSA 330-C:18, VII
Alc 316.01(c)	RSA 330-C:8, I; RSA 330-C:18, VII
Alc 316.01(d)	RSA 330-C:8, II(c); RSA 330-C:18, VII; RSA 330-C:20, I
Alc 316.02 – Alc 316.03	RSA 330-C:9, V-a; RSA 330-C:18, VII
Alc 316.04 intro. and (a)	RSA 330-C:9, V-a; RSA 330-C:18, VII; RSA 330-C:20, I
Alc 316.04(b)	RSA 330-C:9, V-a; RSA 330-C:18, VII; RSA 330-C:20, II
Alc 316.04(c)	RSA 330-C:9, V-a; RSA 330-C:18, VII
Alc 316.04(d)	RSA 330-C:9, V-a; RSA 330-C:18, II, III, VII
Alc 316.04(e)-(f)	RSA 330-C:9, V-a; RSA 330-C:18, V, VII
Alc 316.05	RSA 330-C:9, V-a; RSA 330-C:18, II-III, VII
Alc 316.06	RSA 330-C:9, V-a, V-b; RSA 330-C:18, V, VII

Alc 316.07	RSA 330-C:9, V-a; RSA 330-C:18, VII; RSA 541-A:29
Alc 317	RSA 330-C:8; RSA 330-C:9, IV