



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
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**BOARD OF LICENSED ALCOHOL AND OTHER DRUG USE PROFESSIONALS**

**ELIGIBILITY AND APPLICANT CHECKLIST FOR INITIAL CLINICAL SUPERVISOR APPLICATION**

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

- (a) Holds a current license in good standing, showing no disciplinary actions taken against the applicant as a MLADC or LADC in the State of New Hampshire
- (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 a licensed alcohol and drug counselor or master licensed alcohol and drug counselor; and
- (b) Have at least 4,000 hours of experience as a clinical supervisor, supervising professionals providing alcohol, substance use, and co-occurring disorders counseling, provided that these hours may be accumulated by the applicant as part of the experience requirements in Alc 314.02(a) and provided that these hours were supervised by an individual licensed by the board to provide clinical supervision as described in Alc 405.03 for LADC or Alc 406.02 for MLADC.

**Alc 314.03 Supervision Requirements.**

- (a) Applicants for initial licensure as a clinical supervisor shall have provided 200 hours of clinical supervision that occurred after New Hampshire licensure as a MLADC or LADC.
- (b) The clinically supervised direct and indirect supervision 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
  - (3) Consist in clinical supervision services to counselors in compliance with RSA 330-C:2, VI under the clinical supervision described in (c) below.

- (c) Such experience shall be clinically supervised as follows:
- (1) Directly and indirectly by an individual licensed by the board or authorized by the regulatory board of another state to practice substance use and integrated co-occurring disorders counseling
  - (2) On a schedule of at least 2 hours of clinical supervision during each month that the person being supervised provides services to counselors
  - (3) By a method which:
    - a. Complies with the definition in Alc 301.01(d); 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 "Supervised Work Experience Report Form" described in Alc 313.06.
- (d) The settings for the clinically supervised direct and indirect supervision experience in treating substance use and integrated co-occurring 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
  - (4) In the substance use aspect of a healthcare, social services, or other direct services program.

**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 includes training in each of the following areas:
- (1) Assessment
  - (2) Evaluation
  - (3) Counselor development
  - (4) Management
  - (5) Administration
  - (6) Professional responsibility; and
  - (7) Theories and models of supervision.
- (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. National Association for Alcoholism and Drug Abuse Counselors – The Association for Addiction Professionals (NAADAC)

- c. New Hampshire Training Institute on Addictive Disorders
- d. New Hampshire Center for Excellence on Addiction
- e. AdCare Educational Institute of New England
- f. NHTI – Concord’s Community College
- g. New Hampshire Alcohol and Drug Abuse Counselors Association
- h. The NH department of health and human services bureau of drug and alcohol services
- i. Any 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, or an on-line training shall be live and simultaneously or at the same time interactive shall not count towards the 25% maximum.

**Alc 316.01 Procedures for Applying for Initial Licensure as a Licensed Clinical Supervisor.**

- Submit a completed Initial Licensed Clinical Supervisor Application Form as described in Alc 316.02
- Payment of the fee as described in Alc 317
- Submit the criminal history record requirements as defined in [oplc-criminal-background-check.pdf \(nh.gov\)](https://www.oplc-criminal-background-check.pdf(nh.gov))
- Letter of Verification as described in Alc 316.04 (c)
- Work Experience Report Form as described in Alc 316.05
- Confirmation of passing the IC & RC examination, sent directly to the Board’s office.
- Clinical Supervisory Training Form as described in Alc 316.06
- Photocopies of Certifications showing proof completion of training as listed in Alc 314.04 (a)-(c)