

Readopt with amendments Mhp 301.01, effective 6-24-15 (Document #10857), to read as follows:

Mhp 301.01 Definitions. The following terms shall have the meaning indicated when used in this chapter:

(a) “Applicant” means a person who seeks licensure as a mental health practitioner in New Hampshire;

(b) “Candidate for licensure” means a person, not licensed as a mental health practitioner, who is receiving post-graduate supervision in mental health practice in New Hampshire in order to meet the licensing requirements;

(c) “Face-to-face supervision” means being in the physical presence of individuals involved in the supervisory relationship during either individual or group supervision;

(d) “Group supervision” means one supervisor in the physical presence of 2 or more supervisees at the same time;

(e) *“Independent private mental health practice” means a solo private mental health practice.*

(f) [~~e~~] “Individual supervision” means one supervisor in the physical presence of one supervisee; and

(g) [~~f~~] “Mental health practitioner” means mental health practitioner as defined in RSA 330-A:2, VII.

Readopt with amendments Mhp 302.01, effective 6-24-15 (Document #10857), as amended effective 4-19-16 (Document #11076), to read as follows:

Mhp 302.01 Pre-Licensure Supervised Practice.

(a) Prior to beginning supervised practice as required by RSA 330-A:22, all candidates for licensure as a mental health practitioner and each supervisor shall complete, sign and submit the “Candidate for Licensure: Supervision Agreement” form dated 6/19/15.

(b) The candidate shall supply the following:

(1) Name;

(2) Home address;

(3) Email address;

(4) Name of employer;

(5) Employer address;

(6) Place of employment;

(7) Title at place of employment;

(8) Supervisor’s name at place of employment;

(9) Telephone number at home and place of employment;

(10) Name of undergraduate school, type of degree granted, and date of degree;

(11) Name of graduate school, and official transcript certified by a school official showing all coursework, type of degree granted, and date of degree;

(12) A complete explanation of any “Yes” response to the following ~~5~~ 4 questions as set forth on the “Candidate for Licensure: Supervision Agreement” form dated 6/19/2015:

a. “Have you ever had a malpractice claim against you within the previous 6 years, regardless of whether a lawsuit was filed in relation to the claim?;”

b. “Do you have any complaints pending against a license or certificate in any state or jurisdiction, and if so, the details of the complaint?;”

c. “Have you ever been denied a certificate or license you applied for, and if so, the name of the denying board, the date of the denial, and the reasons for denial?;” *and*

d. “As required by RSA 651:5 X, have you ever been convicted of a felony or misdemeanor (that has not been annulled)? If so please state the name of the court, the details of the offense, the date of the conviction, and the sentence imposed.;”~~[and]~~

e. *Do you suffer from an emotional disturbance, mental illness, organic illness, or addictive disorder which presently impairs your ability to serve as a mental health practitioner?* ~~[“Have you ever had, or currently have an emotional disturbance or mental illness, an organic illness, or addictive disorder which impaired your ability to practice mental health counseling, and if so, the treatment received and the outcome of such treatment?”]~~

(13) Certification that:

a. All pertinent information concerning all clients and their care in order to make informed, ethical and efficacious decisions for client care;

b. All clinical activity is authorized by my supervisor;

c. All ethical dilemmas and practice issues will be resolved as directed by my Supervisor to the best of my ability;

d. The candidate for licensure: supervision agreement does not remove any legal or civil responsibilities that I have for my actions related to this role;

e. All of the above statements, and all statements and information contained in this form are true and correct to the best of my knowledge and belief; and

f. Acknowledgement that the provision of false information on this form is a basis for denial of this application.

(14) A written statement as to why there is a change in supervisor if the candidate already has an approved “Candidate for Licensure: Supervision Agreement” on file with the board.

(c) Supervisors of candidates shall supply the following information:

(1) Name;

(2) Business name and address;

(3) Business telephone number;

(4) Business email address;

(5) Title at place of employment;

(6) *The address of the location where the supervision shall take place;*

(7) *Whether the location in (6) above is confidential;*

(8) *Whether the supervisor has supplied to the Board a written agreement with the candidate's employer that allows the supervisor to review records and files;*

(9) ~~(6)~~ A certification that the supervisor has been licensed to practice mental health by the board or by the licensing board in another jurisdiction for a minimum of 2 years prior to the date supervision with the candidate is to commence,; or, for marriage and family therapists as allowed by Mhp 306.02 (a);

(10) ~~(7)~~ A certification that the supervisor holds a mental health practitioner license that is current, in good standing and does not have any restrictions. *If the supervisor is licensed in a state other than New Hampshire, the supervisor shall additionally supply written verification from their state's licensing body that their license is in good standing and that they are authorized by that state, if applicable, for supervision;*

(11) ~~(8)~~ *A certification that the supervisor has the following qualifications:*

a. For supervisors of candidates seeking licensure as either an independent clinical social worker as a licensed clinical mental health counselor, that the supervisor:

1. Is licensed by the board; and

2. Is currently approved as a supervisor by the board;

b. For supervisors of candidates seeking licensure as a Marriage and Family Therapist, that the supervisor:

1. is licensed by the board as a Marriage and Family Therapist; and

2. Has been approved for supervision by either the American Association of Marriage and Family Therapy or the board

c. For supervisors of candidates seeking licensure as a Pastoral Psychotherapist:

1. One supervisor who:

i. Is licensed by the board as a Pastoral Psychotherapist; and

ii. Is currently approved by the board as a supervisor; and

2. One supervisor who:

i. Is licensed by the board in any other profession; and

ii. Is currently approved by the board as a supervisor.

~~[A certification that the supervisor is licensed in the same profession for which the candidate seeks licensure;]~~

(12) ~~[(9)]~~ A certification that the supervisor has successfully completed one of the following:

- a. A graduate level course in clinical supervision;
- b. A clinical supervision certificate approved by one of the following:
 - ~~1. American Association of Pastoral Counselors;~~
 1. ~~[2.]~~ National Association of Social Workers;
 2. ~~[3.]~~ American Mental Health Counselors Association; ~~[or]~~
 3. ~~[4.]~~ American Association for Marriage and Family Therapy; *or*
 4. *Association for Counselor Education and Supervision.*
- c. Twelve continuing educations *hours* ~~(units (CEU's))~~ in clinical supervision prior to entering the supervision relationship meeting the requirement set forth in Mhp 402.02 (a)(1);

(13) ~~[(10)]~~ A response of “yes” or “no” to the question: “are you an employee of your supervisee’s clinical site?”

(14) ~~[(11)]~~ If the answer is “no” to the question in (10) attach a written statement to the Candidate for Licensure: Supervision Agreement which addresses the following:

- a. Your relationship to the candidate’s employer/clinical site;
- b. A statement acknowledging you will provide supervision at the candidate’s place of employment/clinical site;
- c. A copy of a written agreement with the candidate’s employer that allows you to review records, files etc. at the supervisee’s place of employment/clinical site;
- d. A statement that you have knowledge of a candidate’s employer’s policies; and
- e. How any disagreements between the contracted supervisor and the agency supervisor will be resolved.

(15) ~~[(12)]~~ *The number of clinical staff under supervision agreements with proposed supervisors.*

(d) The candidate and supervisor shall jointly supply the following information:

(1) *A statement of when the supervision shall begin and end, with the understanding that the supervision is null and void after that date;* ~~The proposed starting date of supervision;~~

~~(2) The proposed completion date of supervision;~~

(2) ~~[(3)]~~ The frequency of individual face to face supervision;

(3) ~~[(4)]~~ The length of face to face supervision expressed in 60 minute hours; and

- (4) [(5)] A statement describing the goals of the supervised practice in the areas of:
- a. *Code of Ethics* specific to the profession;
 - b. Diagnosis and assessment of mental health issues;
 - c. Theoretical applications of treatment methods;
 - d. Community resources available to the patient;
 - e. Specific competence of the candidate to effect treatment; and
 - f. Cross cultural issues.
- (e) Each “Candidate for Licensure: Supervision Agreement” shall be accompanied by the applicable fee as set forth in Mhp 307.01 (f).
- (f) The “Candidate for Licensure: Supervision Agreement” form shall:
- (1) Be typewritten or legibly printed;
 - (2) Have all subsections complete or designated as not applicable to the applicant; and
 - (3) Be signed by the applicant.
- (g) Any “Candidate for Licensure: Supervision Agreement” form shall be returned to the applicant as incomplete if:
- (1) Any portion of the form is illegible;
 - (2) Any section of the form is incomplete; or
 - (3) The form is not signed where required by the applicant or other person who has completed that section.
- (h) A “Candidate for Licensure: Supervision Agreement” shall be considered to be on file with the board as of the date the board has received:
- (1) A fully completed application form;
 - (2) An official graduate school transcript in a signed, sealed envelope; and
 - (3) Proof that the applicant’s check has been deposited and cleared, if applicable.
- (i) Within 60 days of the date the “Candidate for Licensure: Supervision Agreement” is on file with the board, the board shall request the applicant to provide additional information or documentation determined to be needed to clarify the application or any materials related to the application.
- (j) The board shall approve or deny the proposed “Candidate for Licensure: Supervision Agreement” within a reasonable time, not to exceed 120 days from:
- (1) The date the application is on file with the board; or
 - (2) The date of the response to a request pursuant to Mhp 302.01 (i).
- (k) The “Candidate for Licensure: Supervision Agreement” shall be denied if:

- (1) The supervisor does not meet the requirements set forth in Mhp 302.01 (c)(6-10);
- (2) The candidate does not meet the educational requirements of:
 - a. Mhp 303.01 for pastoral psychotherapists;
 - b. Mhp 304.01 for independent clinical social workers;
 - c. Mhp 305.01 and Mhp 305.02 for clinical mental health counselors; or
 - d. Mhp 306.01 for marriage and family therapists; or
- (3) The supervised practice takes place in *an independent private mental health practice* [~~private practice setting~~].

(l) If the application is denied, the applicant shall be provided an opportunity to request a hearing for reconsideration pursuant to Mhp 208.16 on the deficiency issues identified by the board.

(m) Any such request for a hearing shall be submitted to the board within 30 days from the date of the board's notification of denial, failing which the denial shall be deemed final.

(n) Pursuant to RSA 330-A:22, IV, no hours of supervised practice shall be credited to the candidate until the "Candidate for Licensure Supervision Agreement" has been approved by the board.

(o) The supervisor and the candidate for licensure shall notify the board, in writing, if any requirements contained in an approved "Candidate for Licensure Supervision Agreement" cannot be met, and may request the board:

- (1) To approve a new supervisor for the candidate, which shall be granted so long as the new proposed supervisor qualifies under the provision of this rule;
- (2) To terminate the agreement, which shall require the candidate to reinstitute the process of pre-licensure supervised practice from the beginning; or
- (3) Otherwise change a provision of the Agreement, which shall be granted so long as no proposed change results in a violation of RSA 330-A:22.

(p) A request to terminate or modify an approved "Candidate for Licensure Supervision Agreement" shall be approved or denied within a reasonable time, not to exceed 60 days from the date the request has been filed with the board. If denied, the candidate may seek reconsideration or appeal as in (k) and (l) above.

(q) Approval of a "Candidate for Licensure: Supervision Agreement shall not guarantee licensure.

Readopt with amendments Mhp 302.02 and Mhp 302.03, effective 6-24-15 (Document #10857), to read as follows:

Mhp 302.02 Character Qualifications.

(a) No application for licensure as a mental health practitioner *or supervisor* shall be approved if the applicant *or supervisor* is not of good character.

(b) For the purpose of this subdivision a lack of good character shall be shown by one or more of the following:

- (1) A finding by the board that the applicant, or someone acting on the applicant's behalf, has submitted materially false information to the board in connection with the applicant;
- (2) The presence of any complaints pending against a license or certificate issued by another licensing body or professional association, indicating that the applicant cannot be relied upon to practice competently, safely and honestly, or adhere to the ethical standards required by Mhp 501.02;
- (3) Receipt of evidence of denial of a requested license or certificate by another licensing body or professional association; ***or that the applicant is under active investigation by this board;***
- (4) Receipt of evidence that the applicant cannot be relied upon to practice competently, safely and honestly or adhere to the ethical standards required by Mhp 501.02 due to:
 - a. Conviction of a felony or misdemeanor crime; or
 - b. Any charge of felony or misdemeanor criminal conduct which has been filed with a court, but has not yet been finally resolved by a dismissal or judgment of "not guilty";
- (5) Receipt of evidence of past or pending civil suits alleging malpractice, professional incompetence, or negligence, indicating that the applicant cannot be relied upon to practice competently, safely, and honestly; and.
- (6) Receipt of evidence of ***an*** emotional disturbance, mental illness, organic illness, or addictive disorder which ~~impaired or~~ presently impairs the ability of the candidate to serve as a mental health practitioner. ~~provided that evidence of a positive outcome of treatment for a past disorder shall be considered to determine whether the applicant is presently of good character.~~

Mhp 302.03 Application Process.

- (a) Persons wishing to obtain licensure as a mental health practitioner in New Hampshire shall apply to the board by submitting the following:
 - (1) An application on a form provided by the board, which contains the information: specified by Mhp 302.03 (b);
 - (2) Supporting documents required of the applicant, as specified in Mhp 302.03 (c);
 - (3) ***The documents required for the criminal history records check required under RSA 330-A:15-a, II-IV, which include:***
 - a. ***A criminal history record release form, also known as form DSSP from the department of safety, available at WEBSITE LINK;***
 - b. ***A completed fingerprint card or submission of Live Scan documentation. A fingerprint card may be obtained by contacting the board offices. Livescan site locations are listed on the department of safety's website at <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/index.html>; and***
 - c. ***The fee, as required by the department of safety.***

~~An original, not a photocopy, of a criminal offender record report that is issued by each state where the applicant has resided or been licensed within the past 5 years:~~

~~a. Covering the applicant under his or her current legal name and any other names used during the reporting period; and~~

~~b. Dated within the 6 months preceding the application for licensure.~~

(4) A 2 inch by 2 inch passport quality photograph taken within 90 days of the date of the application;

(5) The results of the examination required to achieve licensure, namely:

a. ~~*The New Hampshire Pastoral Psychotherapist Examination;*The National Pastoral Counselor Exam;~~

b. The American Association of State Social Work Boards, Clinical Level Exam;

c. The National Clinical Mental Health Counselor Exam; or

d. The National Exam of the Association for Marriage and Family Regulatory Boards; and

(6) The application review fee as required by Mhp 307.01 (a).

(b) The applicant shall supply the following information on or with the application form:

(1) Name, as it should appear on the license;

(2) Any other name used, if different from (1) above;

(3) Street and mailing address;

(4) Place of current employment, with business address;

(5) Personally identifying information of the applicant, to include:

a. Height;

b. Weight;

c. Hair color;

d. Eye color;

e. Birthplace;

f. Date of birth;

g. Sex;

h. Social security number, pursuant to RSA 161-B:11, VII-a; and

i. Personal email address;

(6) All places in residence for the 5 years prior to the date of the application;

- (7) An original certified transcript, signed and sealed by the school, of both the undergraduate and graduate courses taken by the applicant,; showing dates of attendance, courses taken, grades and class hours earned, programs completed and degrees awarded by colleges and universities attended;
- (8) The status of any current or former license or certificate to engage in mental health practice in New Hampshire, any other state, or any other jurisdiction based upon the answers to questions on:
- a. The withdrawal or failure to proceed with an application;
 - b. A denial, revocation, suspension, surrender, reduction, probationary limitation, or non-renewal of such license or certificate;
 - c. Claims of violation of ethical standards, professional misconduct, incompetence, or negligence in such practice; or
 - d. Entry of a consent decree regarding a license or certificate which results in any limitation on the scope of mental health practice in that jurisdiction;
- (9) Information provided by the applicant regarding:
- a. Any privileges to practice with any provider group, hospital, health maintenance organization, or any other medical or clinical staff; or
 - b. Whether the applicant has been the subject of an individual focused review by a professional review organization, or a similar agency.
- (10) Information provided by the applicant regarding:
- a. Any conviction for any felony or misdemeanor level criminal offense in any jurisdiction;
 - b. Any finding or entry of judgment for a violation level offense regarding controlled substances or alcohol; or
 - c. The entry of a judgment, whether after trial or by entry of a settlement agreement, involving claims or professional liability for mental health practice.
- (c) Each application form shall be accompanied by the following supporting documentation:
- (1) A “Summary of Supervised Clinical Experience” form, in which the applicant shall report:
- a. The start and end date of post graduate supervision;
 - b. The name of the facility where clinical work was performed;
 - c. The name of the supervisor;
 - d. The total hours of face to face supervision received;
 - e. The total hours of clinical experience obtained;
 - f. The total hours of supervised clinical experience;

- (2) The “Supervisor’s Confirmation of Clinical Experience Form” in which the supervisor shall report:
 - a. The dates of supervised clinical experience;
 - b. Hours of face to face supervision;
 - c. A description of the supervisory methods used, and the types of issues dealt with during supervision;
 - d. A description of the type of work performed by the applicant; and
 - e. A description of the quality of work performed by the applicant;
- (3) Three separate and distinct “Professional Reference Forms”, each signed by a person providing a reference, at least one of which is from a supervisor and the form shall:
 - a. Contain the signature of the applicant, providing a release to the reference to release all pertinent information concerning the applicant to the board;
 - b. Contain the name and address and signature of the reference;
 - c. Contain the professional relationship to the applicant, including the licensed status and license number of the reference;
 - d. Contain the length of time the reference has known the applicant;
 - e. Contain a description of the reference’s knowledge of the applicant’s professional and ethical behavior;
 - f. Contain the name of organization and title of the applicant’s position when the reference worked with the applicant;
 - g. Contain a description of the applicant’s duties and responsibilities;
 - h. Specify any area where the applicant has a specialty;
 - i. Specify whether the reference will attest and certify that the applicant is of good moral character, as defined in Mhp 302.02, and if not, the reasons supporting that conclusion; and
 - j. Specify whether the reference will make no recommendation of licensure, or will recommend licensure “without reservation”, or “with reservation”. If “with reservation”, the applicant shall have the opportunity to set forth in writing the reasons behind that conclusion.
- (d) The application form and supporting documentation shall:
 - (1) Be typewritten or legibly printed;
 - (2) Have all sections complete or designated as not applicable to the applicant; and
 - (3) Be signed by the applicant.
- (e) Any application form, shall be returned to the applicant as incomplete if:
 - (1) Any portion of the form is illegible;

- (2) Any section of the form is incomplete; or
- (3) The form is not signed where required by the applicant or other person who has completed that section.

(f) An application shall be considered to be ***completed and*** on file with the board as of the date the board has received:

- (1) A fully completed application form;
- (2) All required supporting documentation specified in 302.03; and
- (3) Proof that the applicant's check has been deposited and cleared, if applicable.

(g) Upon receipt of an application, the Board shall either:

- (1) Within 15 days, request additional information or documentation; or***
- (2) Within 30 days, act on the completed application for licensure.***

~~Within 60 days of the date the application is on file with the board, the board shall request the applicant to provide additional information or documentation determined to be needed to clarify the application or any materials related to the application.~~

~~(h) The board shall approve or deny the application within a reasonable time, not to exceed 120 days from:~~

- ~~(1) The date the application is on file with the board; or~~
- ~~(2) The date of the response to a request pursuant to Mhp 302.02 (e).~~

(h) The Board shall deny an application if:

- (1) The applicant has not passed the examinations as required by Psyc 303.05;***
- (2) The educational attainment of the applicant does not meet the standards set forth in Psyc 302.01 and Psyc 302.05;***
- (3) The prelicensure supervised practice of the applicant does not meet the requirements of Psyc 302.03, Psyc 302.04, and Psyc 302.05;***
- (4) The applicant does not meet the character qualifications of Psyc 303.01; or***
- (5) The applicant has not paid the fee required by 310-A:1(e)***

(i) If the application is denied, the applicant shall be provided an opportunity to request a hearing for reconsideration pursuant to Mhp 208.16 on the deficiency issues identified by the board.

(j) Any such request for a hearing shall be submitted to the board within 30 days from the date of the board's notification of denial, failing which the denial shall be deemed final.

Readopt with amendments Mhp 302.04, effective 6-24-15 (Document #10857), as amended effective 7-4-18 (Document #12571), to read as follows:

Mhp 302.04 Application Process for Those Licensed in Another State.

(a) Persons who wish to apply for a license as a pastoral psychotherapist and are already licensed in another state shall:

- (1) Submit an application as required in Mhp 302.03;
- (2) Pass the written examination required in Mhp 303.05;
- ~~(3) Pass the oral examination required in Mhp 303.06;~~
- (3) [~~4~~] Meet the educational requirements in Mhp 303.02;
- (4) [~~5~~] Meet the coursework requirements in Mhp 303.03;
- (5) [~~6~~] Meet the supervision requirements in Mhp 303.04; and
- (6) [~~7~~] Pay the fee required in Mhp 307.01 (a).

(b) Persons who wish to apply for a license as an independent clinical social worker and are already licensed in another state shall:

- (1) Submit an application as required in Mhp 302.03;
- (2) Pass the Association of Social Work Boards clinical level examination;
- (3) Meet the educational requirements in Mhp 304.01 (a);
- (4) Meet the coursework requirements in Mhp 304.01 (b);
- (5) Meet the supervision requirements in Mhp 304.02; and
- (6) Pay the fee required in Mhp 307.01 (a).

(c) Persons who wish to apply for a license as a clinical mental health counselor and are already licensed in another state shall:

- (1) Submit an application as required in Mhp 302.03;
- (2) Pass the National Clinical Mental Health Counselor Examination;
- (3) Meet the educational requirements in Mhp 305.01;
- (4) Meet the course requirements in Mhp 305.02;
- (5) Meet the supervision requirements in Mhp 305.03; and
- (6) Pay the fee required in Mhp 307.01 (a).

(d) Persons who wish to apply for a license as a marriage and family therapist and are already licensed in another state shall:

- (1) Submit an application as required in Mhp 302.03;
- (2) Pass the exam required in Mhp 306.03;
- (3) Meet the educational requirements required in Mhp 306.01;

- (4) Meet the coursework required in Mhp 306.01 (b);
- (5) Meet the supervision required in Mhp 306.02; and
- (6) Pay the fee required in Mhp 307.01 (a).

(e) Complete applications that are submitted pursuant to (a)-(d) above and received by the board at least 10 business days prior to a regularly scheduled meeting shall be reviewed by the board at that meeting.

(f) The board shall review applications submitted under (a)-(d) above in accordance with Mhp 302.03 (g) – (j).

(g) Notwithstanding (f) above, pursuant to RSA 330-A:26, II any applicant seeking licensure under this section shall be **allowed** ~~deemed able~~ to practice in New Hampshire not more than ~~60-30~~ days after the completed application is received by the board ***pending final approval or denial of the license for other reason by the board.*** ~~and while final approval or denial by the board is pending.~~

Adopt Mhp 302.05 to read as follows:

Mhp 302.05 Application Process for Those Actively Licensed in Another State for a Period of 5 Years or More In Good Standing.

(a) Persons who have been actively licensed as a mental health professional in another state for 5 or more years in good standing who wish to apply for a license in the same discipline as a clinical social worker, clinical mental health counselor, marriage and family therapist, or pastoral psychotherapist shall:

- (1) Submit an application as required in Mhp 302.03(a)(1), checking the box marked “Fast Track Application”;
- (2) Submit the documents required for a criminal records check, pursuant to RSA 330-A:15-a, II-IV, as required in Mhp 302.03(a)(3);
- (3) Submit a passport quality photograph meeting the specifications in Mhp 302.03(a)(4);
- (4) Submit either:
 - a. Proof that the state the applicant is applying from accepts the same exam listed in Mhp 302.03(a)(5) for the relevant profession; or
 - b. the results of the examination to achieve licensure listed in Mhp 302.03(a)(5);
- (5) Submit the application review fee as required by Mhp 307.01(a); and
- (6) Submit three separate and distinct “Professional Reference Forms”, each signed by a person providing a reference, and the form shall:
 - a. Contain the signature of the applicant, providing a release to the reference to release all pertinent information concerning the applicant to the board;
 - b. Contain the name and address and signature of the reference;
 - c. Contain the professional relationship to the applicant, including the licensed status and license number of the reference;
 - d. Contain the length of time the reference has known the applicant;

- e. Contain a description of the reference’s knowledge of the applicant’s professional and ethical behavior;
- f. Contain the name of organization and title of the applicant’s position when the reference worked with the applicant;
- g. Contain a description of the applicant’s duties and responsibilities;
- h. Specify any area where the applicant has a specialty;
- i. Specify whether the reference will attest and certify that the applicant is of good moral character, as defined in Mhp 302.02, and if not, the reasons supporting that conclusion; and
- j. Specify whether the reference will make no recommendation of licensure, or will recommend licensure “without reservation”, or “with reservation”. If “with reservation”, the applicant shall have the opportunity to set forth in writing the reasons behind that conclusion;

(7) [(8)] The name of the graduate school attended, and official transcript certified by a school official showing all coursework, type of degree granted, and date of degree;

(b) Complete applications that are submitted pursuant to (a) above and received by the board at least 10 business days prior to a regularly scheduled meeting shall be reviewed by the board at that meeting.

(c) The board shall review applications submitted under (a) above in accordance with Mhp 302.03 (g) – (j).

(d) Notwithstanding (c) above, pursuant to RSA 330-A:26, II any applicant seeking licensure under this section shall be allowed to practice in New Hampshire not more than 30 days after the completed application is received by the board, pending final approval or denial of the license for other reason by the board.

Readopt with amendments Mhp 303.02, effective 3-25-17 (Document #12153), to read as follows:

Mhp 303.02 Practical Experience for Pastoral Psychotherapists.

- (a) Applicants shall have completed 2 years of supervised experience in pastoral psychotherapy.
- (b) A year of experience shall be not less than 1500 hours.
- (c) Of the 3000 hours, at least 1375 shall be clinical counseling hours, with at least 250 hours of individual face-to-face supervision.
- (d) The applicant shall give evidence of satisfactory completion of one unit of CPE accredited by the Association of Clinical Pastoral Education or a unit of training approved by the New Hampshire Pastoral Psychotherapists Association.
- (e) Supervision shall be done by at least 2 different New Hampshire state approved supervisors, at least one of whom shall be a licensed pastoral psychotherapist, *pursuant to the requirements set forth in Mhp 302.01(c)(11)* .

(f) The supervised experience shall begin following the completion of the academic/coursework portion of the postgraduate studies in pastoral counseling.

(g) The supervised experience shall be adequately divided to assure competence in intake and referral consultation, as well as individual, group, marriage, divorce, and family therapy.

(h) Supervised experience shall not include class work, practicum experience, or other course-related experiences.

(i) Supervisors shall not have a personal relationship with the supervisee such as a spouse/civil union partner, close relative, or therapist.

(j) Independent private *mental health* practice shall not be considered supervised professional experience.

(k) Additional supervision may be purchased by a supervisee in order to meet the requirements of Mhp 303.02 (e).

Repeal Mhp 303.04, effective 6-24-15 (Document #10857) as follows:

~~Mhp 303.04 Oral Examination Requirements for Pastoral Psychotherapists.~~

~~—(a) Once the applicant has passed the written New Hampshire Pastoral Psychotherapist Examination, he or she shall sit for the oral examination. The time and place for the oral examination shall be arranged by mutual consent of the applicant and the examiners. A passing grade shall be based on the applicant's ability to clearly articulate by way of case presentation the items detailed in (c) below.~~

~~—(b) Applicants shall be examined orally by the pastoral psychotherapist board member, 2 additional licensed pastoral psychotherapists, and any NH licensed mental health professional all of which have been selected by the board for the purpose and function to inquire extensively into areas of professional competency specified in (c) below.~~

~~—(c) Through an oral exam an applicant shall be able to:~~

~~(1) State the conceptual model from which he or she understands the dynamics of personality and interpersonal relationships and show familiarity with at least some of the other principal models, which he/she does not use;~~

~~(2) Demonstrate familiarity with the major contributions to the literature in this professional field, and be able to discuss the writings of several of the leading authors in the field;~~

~~(3) Describe the therapeutic methodology he/she may employ with various representative types of cases;~~

~~(4) Give evidence of insight into his/her own psychological dynamics by being able to articulate how and when such dynamics are at work;~~

~~(5) Give evidence of being able to articulate religious and spiritual issues as they apply to the psychotherapeutic process; and~~

~~(6) Present a plan for how and when she or he will use peer relationships to gain ongoing insight into the work of pastoral psychotherapy and to insure that she or he does not practice in isolation.~~

~~(d) The examining committee shall submit a written recommendation to the full board for its determination as to whether the applicant meets the requirements of Mhp 303.06 (c) (1-6).~~

Readopt with amendments Mhp 304.02, Mhp 304.04, Mhp 305.03, Mhp 306.01, and Mhp 306.02, effective 6-24-15 (Document #10857), to read as follows:

Mhp 304.02 Practical Experience Requirements for Social Workers.

(a) Applicants shall have completed 2 years of post-masters supervised clinical work experience as follows:

- (1) A year of supervised clinical work experience shall be at least 1500 clock hours to have been completed within not less than 12 months and not more than 24 months, for a total of 3000 hours of work experience; and
- (2) The supervision shall have included a minimum of one hour per week of individual face-to-face supervision between the supervisor and the applicant for a total of 100 hours.

(b) Notwithstanding (a) above, an applicant holding a current master licensed alcohol and drug counselor (MLADC) license issued by the board of licensing for alcohol and other drug use professionals under RSA 330-A may substitute their experience as an MLADC for up to 1500 hours of the work experience requirement under (a)(1) above and shall be required to obtain only 50 face-to-face supervision hours under (a)(2) above.

(c) ~~(b)~~ Acceptable clinical supervised experience shall require direct, formal contact with a supervisor who is responsible for the clinical development and guidance of the supervisee and is familiar with the supervisee's work and organized setting.

(d) ~~(c)~~ Acceptable clinical supervised experience shall comply with the following:

- (1) The supervision shall be from *an individual meeting the specification set forth in Mhp 302.01(c)(11)* ~~a licensed independent clinical social worker;~~
- ~~(2) If the supervision occurred prior to certification or licensing of clinical social workers, the supervisor shall be certified by the Academy of Clinical Social Workers;~~
- (2) ~~(3)~~ The supervisor shall be licensed in the state where the supervision takes place;
- ~~(4) The supervision shall occur on site where the applicant delivers services and be provided by someone who is familiar with the applicant's work;~~
- (3) ~~(5)~~ Supervised experience shall not include class work, practicum experience, or other course-related experiences;
- (4) ~~(6)~~ The supervisee shall not utilize his or her own independent private *mental health* practice as an acceptable setting for supervised ~~paid~~ clinical work experience; and
- (5) ~~(7)~~ The supervisor shall not have a dual relationship with the supervisee such as a spouse/~~civil union partner~~, close relative, ~~and~~ *or* therapist.

Mhp 304.03 Examination for Social Workers.

(a) All applicants for licensure shall pass the clinical level exam distributed by the Association of Social Work Boards (ASWB).

(b) The following shall be submitted as evidence of a passing score on the ASWB clinical level examination:

(1) Written verification from ASWB sent to the board office; or

(2) A “request for results of examination score form” completed by another jurisdiction and sent to the board office.

(c) Applicants wishing to take the clinical level exam shall complete and file a “Request To Sit For ASWB Clinical Exam Form” dated 6/10/14.

(d) Applicants for social work licensure shall meet the requirements for supervised clinical experience under Mhp 304.02(a) or (b) above prior to taking the examination.

Mhp 305.03 Practical Experience for Mental Health Counselors.

(a) Applicants shall have completed at least 2 years of post-master’s or doctoral supervised clinical work experience in a mental health setting.

(b) A year of supervised clinical work experience shall not be less than 1500 clock hours, which have been completed within not less than 12 months and not more than 24 consecutive months.

(c) Notwithstanding (a) and (b) above, an applicant holding a current master licensed alcohol and drug counselor (MLADC) license issued by the board of licensing for alcohol and other drug use professionals under RSA 330-A may substitute their experience as an MLADC for up to 1500 hours of the work experience requirement under (a) and (b) above. Those applying under this provision shall only be required to obtain 50 of the face-to-face supervision hours under (d) below.

~~(d) (e)~~ The supervision shall have provided for a minimum of one hour per week of individual face-to-face supervision between the supervisor and the applicant for a total of 100 hours.

~~(e) (f)~~ Acceptable clinical supervised experience shall require direct, formal contact with a supervisor who is responsible for the clinical development and guidance of the supervisee and is familiar with the supervisee’s work and organizational setting.

~~(f) (g)~~ Supervision shall be provided ***pursuant to Mhp 302.01(b)(11)*** ~~by a licensed clinical mental health counselor.~~

~~(g) (h)~~ The supervisor shall be licensed in the state where the supervision takes place.

~~(h) (i)~~ Supervision shall occur on site where the applicant delivers services ***or at a mutually convenient site*** and be provided by someone who is familiar with the applicant’s work.

~~(i) (j)~~ Supervised experience shall not include class work, practicum experience or other course related experiences.

~~(j) (k)~~ Supervisors shall not have a dual relationship with the supervisee such as a spouse/civil union partner, close relative, or therapist.

~~(k) (l)~~ Independent private ***mental health*** practice shall not be considered acceptable supervised professional experience.

Mhp 306.01 Educational Requirements for Marriage and Family Therapists.

(a) Applicants for licensure shall:

- (1) Have a 2 year master's degree or a doctoral degree in marriage and family therapy from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education;
- (2) Have a 2 year master's degree or a doctoral degree in a mental health field from a regionally accredited institution and have completed a post-graduate training program accredited by the Commission on Accreditation for Marriage and Family Therapy education; or
- (3) Have a 2 year master's degree or a doctoral degree with a concentration in marriage and family therapy from a regionally accredited institution.

(b) Applicants that have a degree with a concentration in marriage and family therapy as noted in Mhp 306.01 (a)(3) shall complete the following coursework:

- (1) At least 3 courses in marital and family studies, family development and family interaction patterns across the life cycle of the individual as well as the family chosen from the following subject areas:
 - a. Family life cycle;
 - b. Theories of family development;
 - c. Marriage and/or family sociology of the family;
 - d. Families under stress;
 - e. The contemporary family;
 - f. Family in a social context;
 - g. The cross/cultural family;
 - h. Youth, adult, aging and the family;
 - i. Family subsystems; and
 - j. Individual, interpersonal relationships, such as marital, parental, sibling;
- (2) The completion of at least 3 courses in marital and family therapy chosen from the following subject areas:
 - a. Family therapy methodology;
 - b. Family assessment;
 - c. Treatment and intervention methods; and
 - d. Overview of major clinical theories of marital and family therapy such as communications theory, contextual theory, experiential theory, object relations theory, strategic theory, structural theory, systemic theory, and transgenerational theory;

- (3) The completion of one course in diagnosis;
- (4) The completion of at least 3 courses in human development chosen from the following subject areas:
 - a. Human development;
 - b. Personality theory;
 - c. Human sexuality;
 - d. Psychopathology; and
 - e. Behavior-pathology;
- (5) The completion of at least one course in professional studies chosen from the following subject areas:
 - a. Professional socialization and the role of the professional organization;
 - b. Legal responsibilities and liabilities;
 - c. Independent practice and interprofessional cooperation;
 - d. Ethics; and
 - e. Family law; and
- (6) The completion of at least one course in research chosen from the following subject areas:
 - a. Research design;
 - b. Methods;
 - c. Statistics; and
 - d. Research in marital and family studies and therapy.

(c) The applicant shall have completed at least a one-year practicum/internship supervised by an AAMFT approved supervisor prior to the completion of the master's degree. This experience shall total a minimum of 300 hours of face-to-face client contact hours with individuals, couples, and families for the purpose of assessment, diagnosis and treatment. At least half of these client contact hours shall have been completed with couples and families.

(d) A minimum of one academic year of full-time academic graduate study in marriage and family therapy shall be completed in residence at the institution granting the degree, ***unless the program is accredited through COAMFTE.***

(e) Whether graduate study was completed in residence shall be determined based on criteria which include the following:

- (1) Predominant modality shall be face-to-face instruction;
- (2) Advising and evaluation shall be done face-to-face;
- (3) Students shall have face-to-face access to a core of marriage and family counseling faculty whose primary time and employment responsibilities are to the institution; and

(4) Students shall have face-to-face access to other students matriculated in the program.

Mhp 306.02 Post-Graduate Practical Experience for Marriage and Family Therapists.

(a) All applicants shall have completed at least 2 years of supervised experience in the practice of marriage and family therapy with a minimum of one hour per week of individual face-to-face supervision by a psychologist, clinical mental health counselor, independent clinical social worker, pastoral psychotherapist or marriage and family therapist licensed in the state where the supervision takes place.

(b) A year of experience shall not be less than 1500 hours, to have been completed within not less than 12 and not more than 24 consecutive calendar months. The post-graduate experience shall total 3000 hours of experience.

(c) Notwithstanding (a) and (b) above, an applicant holding a current master licensed alcohol and drug counselor (MLADC) license issued by the board of licensing for alcohol and other drug use professionals under RSA 330-A may substitute their experience as an MLADC for up to 1500 hours of the work experience requirement under (a) and (b) above.

(d) [(e)] As part of the 3000 hours, all applicants shall have completed 1000 hours of supervised face-to-face clinical client contact hours with individuals, couples and families.

(d) For the 1000 hours of face-to-face contact hours required by Mhp 306.02 (c), all applicants shall have 200 hours of face-to-face supervision from an American Association for Marriage and Family Therapy approved supervisor or American Association of Marriage for Family Therapy approved alternate supervisor.

(e) Applicants who do not work under the supervision of an AAMFT approved supervisor or approved alternate supervisor may contract for outside supervision in order to meet the requirements in Mhp 306.02 (d) as follows:

(1) The outside supervisor and the supervisee's place of employment shall complete a contract stating:

- a. The nature of their relationship;
- b. The outside supervisor's regular access to case documentation;
- c. Communication procedures and frequency between the outside supervisor and the on-site supervisor;
- d. Steps to be taken by the supervisee and each supervisor during client emergency situations;
- e. Decision-making authority of supervisors; and
- f. The approved AAMFT supervisor or approved alternate supervisor shall visit the candidate's worksite at least twice annually;

(2) This contract, in "(1)" above, shall be filed with the Supervisory Agreement; and

(3) Both individual and group supervision hours shall be acceptable as follows:

- a. Individual supervision shall be face-to-face contact between one supervisor and up to 2 supervisees; and.

b. Group supervision shall be face-to-face contact between one supervisor and up to 6 supervisees.

(f) Graduates of master's and doctoral programs accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) may use up to 100 hours of their pre-degree supervision towards the requirement in Mhp 306.02 (d). Graduates of COAMFTE programs may also use up to a total of 500 face-to-face client contact hours earned during their graduate program towards the requirement in Mhp 306.02 (d). Students in MFT doctoral programs who have a qualifying master's degree may use practicum and internship experience and supervision in the doctoral program toward these requirements.

(g) Independent private *mental health* practice shall not be considered supervised professional experience.

(h) Supervisors shall not have a dual relationship with the supervisee such as a spouse/~~civil union partner~~, close relative, or therapist.

(i) Alternative supervisors for both pre-graduation and post-graduate experience shall meet the following requirements:

- (1) Have a graduate degree in couple/marriage and family therapy or related mental health discipline;
- (2) Hold a NH license in a mental health profession;
- (3) Have taken 5 graduate courses or taught couple/marital and family therapy within or after the mental health professional degree used to qualify for licensure in NH as follows:
 - a. Four of the 5 graduate courses shall be clinical couples/marriage and family therapy theory courses or courses applying family therapy to a population or problem type;
 - b. One course in ethics; and
 - c. A course is a 3-credit semester system or a 4-credit quarter system course or 100 continuing education units post graduate degree taken or taught in marital and family therapy workshops or seminars;
- (4) Two years of full-time clinical experience post-licensure; and
- (5) The 30-hour full AAMFT Approved Supervisor Training Course.

APPENDIX

Rule	Statute Implemented
Mhp 301.01	RSA 330-A:9, XIII
Mhp 302.01	RSA 330-A:22
Mhp 302.02 and Mph 302.03	RSA 330-A:17 - 21
Mhp 302.04	RSA 330-A:26
Mhp 302.05	RSA 330-A:26
Mhp 303.02	RSA 330-A:17 I-XI
Mhp 303.04 (repeal)	RSA 330-A:17, I-XI
Mhp 304.02 and Mhp 304.03	RSA 330-A:18, I-IV
Mhp 305.03	RSA 330-A:19, I-III
Mhp 306.01	RSA 330-A:21; RSA 330-A:10, II
Mhp 306.02	RSA 330-A:21; RSA 330-A:10, II