

Repeal Alc 317 effective 10-13-23 (Document #13518), as follows:

~~[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]

CHAPTER Alc 400 ONGOING REQUIREMENTS

Readopt with amendment Alc 401.01, effective 7-1-18 (Document #12548), to read as follows:

Part Alc 401 DEFINITIONS

Alc 401.01 Definitions.

~~[(a) “Board” means the board of licensing for alcohol and other drug use professionals.~~

~~— (b) “Certified recovery support worker (CRSW)” means “certified recovery support worker” as defined in RSA 330-C:2, namely, “an individual certified by the board to provide recovery support to persons with substance use disorders.”]~~

(a) Certified recovery support worker supervision” means ongoing, regularly occurring process of examination, critique, and improvement of peer recovery support worker’s skills within

the four domains of recovery support work as stated in Alc 301.01(j) directed by the peer support workers board-approved supervisor and is typically one on one or small group in structure and can be either direct or indirect observation of practice.

~~[(e)]~~**(b)** “Clinical supervision” means “clinical supervision” as defined in RSA 330-C:2, VI, namely, “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”.

~~[(d)]~~**(c)** “Inactive status” means a board-approved period of time during which a licensee or certificate holder does not provide substance use counseling services but wishes to preserve their license or certificate until such time as they petition the board for a return to active status.

~~[(e)]~~**(d)** “Independent practice” means the practice of substance use counseling that does not require supervision.

~~[(f)]~~ “~~Licensed alcohol and drug counselor (LADC)~~” means ~~an individual licensed by the board to practice substance use counseling within the scope of practice set forth in RSA 330-C:11.~~

~~— (g) “Licensed clinical supervisor” means “licensed clinical supervisor” as defined in RSA 330-C:2, XIV, namely, “an individual licensed by the board to practice and supervise substance use counseling.”~~

~~— (h) “Master licensed alcohol and drug counselor (MLADC)” means an individual licensed by the board to practice substance use counseling within the scope of practice set forth in RSA 330-C:10.]~~

~~[(i)]~~**(e)** “Peer collaboration” means **“peer collaboration” as defined in RSA 330-C:2, XVII “ongoing regularly occurring clinical consultation with, or small group meetings among, MLADCs, LADCs or licensees of the board of nursing, the board of mental health practice, or the board of medicine, with expertise in substance use and co-occurring disorder counseling, at which clinical issues and/or cases are discussed.”**

~~(1) With an individual or small group of **8 or less** individuals who are MLADCs, LADCs, mental health professionals, nursing professionals or other medical professionals with expertise in alcohol and drug treatment; and~~

~~(2) About clinical issues in substance use counseling or cases involving substance use.]~~

(f) “Practical training” means ideas and methods applied in real situations and events, rather than just ideas theories studied in written word, and obtained through both direct and indirect supervision.

~~[(j)]~~**(g)** “Qualified service organization” means “qualified service organization” as defined by 42 CFR 2.11.

~~[(k)]~~**(h)** “Substance use” means the use of alcohol or other drugs, or both, to the extent or frequency that it impairs or endangers the user's health, social or economic function, or the health and welfare of others.

Readopt with amendment Alc 402, effective 7-1-18 (Document #12548), to read as follows:

Part Alc 402 CERTIFICATION AND LICENSURE RENEWALS

Alc 402.01 Certification and Licensure Expiration Dates and Filing Deadlines for Renewals.

~~[(a) Initial certifications and licenses shall be valid for 2 full years and shall automatically expire after the second full year of licensure or registration.]~~

~~[(b)](a)~~ All ~~[other]~~ certifications and licenses shall automatically expire on ~~[July 1st, 2 years following the last date the license or registration expired]~~ **2 years from the date of issuance.**

~~[(c)](b)~~ Certifications and licenses shall be renewed on or before ~~[June 30th in the year in which]~~ **the date the** certification or license is to expire.

~~[(d) Notwithstanding (a) – (c) above, certification holders and licensees shall have a grace period of 30 days after expiration in which to renew retroactively if the certification holder or licensee:~~

~~(1) Is otherwise entitled to have his or her certification or license renewed and~~

~~(2) Pays the late fee described in Alc 415.01.]~~

Readopt with amendment Alc 403, effective 7-1-18 (Document #12548), to read as follows:

Part Alc 403 REQUIREMENTS FOR RENEWAL

Alc 403.01 CRSWs. CRSWs who wish to renew their certification shall:

(a) Comply with the supervision requirements described in Alc 404;

(b) Comply with the continuing education requirements described in Alc 409.01;

(c) Complete and submit the renewal application described in Alc 411.01(a);

(d) If selected for audit pursuant to Alc 410, submit documentation demonstrating compliance with continuing education **and supervision** requirements; and

(e) Pay the renewal fee **and Professional's Health Program fee** described in ~~[Alc 415.01]~~ **Plc 1002.03 and Plc 1001.08.**

Alc 403.02 LADCs. LADCs who wish to renew their license shall:

(a) Comply with the supervision requirements described in Alc 405 or, if applicable, the peer collaboration requirements described in Alc 408;

(b) Comply with the continuing education requirements described in Alc 409.02;

(c) Complete and submit the renewal application described in Alc 411.01(b);

(d) If selected for audit pursuant to Alc 410, submit documentation demonstrating compliance with continuing education **and supervision or peer collaboration** requirements; and

(e) Pay the renewal fee **and Professional's Health Program fee** described in ~~[Alc 415.01]~~ **Plc 1002.03 and Plc 1001.08.**

Alc 403.03 MLADCs. MLADCs who wish to renew their license shall:

(a) Comply with the ~~[supervision]~~ **peer collaboration** requirements described in Alc 40~~[6]~~**8** or, if applicable, the ~~[peer collaboration]~~ **supervision** requirements described in Alc 40~~[8]~~**6**;

(b) Comply with the continuing education requirements described in Alc 409.02;

(c) Complete and submit the renewal application described in Alc 411.01~~[(e)]~~**(b)**;

(d) If selected for audit pursuant to Alc 410, documentation demonstrating compliance with continuing education **and supervision or peer collaboration** requirements; and

(e) Pay the renewal fee **and Professional's Health Program** described in ~~[Alc 415.01]~~ **Plc 1002.03 and Plc 1001.08.**

Alc 403.04 Licensed Clinical Supervisors. Licensed clinical supervisors who wish to renew their license shall:

(a) Comply with the continuing education requirements described in Alc 409.03;

(b) Complete and submit the renewal application described in Alc 411.01~~[(d)]~~**(b)**;

(c) If selected for audit pursuant to Alc 410, submit documentation demonstrating compliance with continuing education~~[-supervision-, and peer collaboration requirements; and]~~.

~~[(d) Pay the renewal fee described in Alc 415.01.]~~

Alc 403.05 Workforce Survey.

(a) Pursuant to RSA 126-A:5, XVIII-a (a) and RSA 330-C:9-a, licensees shall complete, as part of their renewal application, the New Hampshire division of public health service's Health Professions Survey, "New Hampshire Alcohol and Drug Counselor Licensure Survey", effective March 2018, issued by the state office of rural health and primary care, department of health and human services.

(b) The board shall provide licensees with the opportunity to opt out of the survey. Written notice of the opt-out opportunity shall be provided with the renewal application. The opt out form will be available on the NH state office of rural health and primary care website and the board's website.

(c) Licensees choosing to opt-out of the survey shall complete, sign and return the "New Hampshire Health Professions Survey Opt-Out Form", effective March 2018, to the state office of rural health and primary care, department of health and human services, via one of the following:

(1) Mail;

(2) Email; or

(3) Fax.

(d) Information contained in the opt-out forms shall be kept confidential in the same accord with the survey form results, pursuant to RSA 126-A:5 XVIII-a(c).

Readopt with amendment Alc 404, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 404 SUPERVISION OF CRSWS

Alc 404.01 Required Supervision of CRSWs. A CRSW shall be supervised:

(a) By one or more supervisors meeting one of the descriptions set forth in Alc 404.02; and

(b) For at least [2] 1 hour[s] per [month a total of in which the certificate holder is] week while actively practicing.

Alc 404.02 Eligibility to Provide Supervision to a CRSW. Individuals eligible to provide supervision to a CRSW shall be:

(a) CRSWs who have been certified for [~~one~~] 2 years in good standing and have taken:

(1) 6 hours of [supervisory training; and] education training in supervision of CRSWs which has been sponsored or approved by the following:

a. The board or the licensing body of any 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;

e. New Hampshire Center for Excellence on Addiction;

f. AdCare Educational Institute of New England;

g. NHTI – Concord's Community College;

h. New Hampshire Alcohol and Drug Abuse Counselors Association; or

i. The NH department of health and human services bureau of drug and alcohol services (BDAS); and

(2) 6 hours of practical training [which has been approved by the board pursuant to Alc 409.02] provided by a board approved CRSW supervisor in the form of:

a. Role playing;

b. Discussion of supervision techniques, strategies and theories; and

c. Direct observation of CRSW supervisee conducting CRSW supervisory sessions;

(b) LADCs and MLADCs who supervise CRSWs shall have:

~~(1) [†]Taken 6 hours of training in the 4 domains. [of recovery which has been approved by the board pursuant to Ale 409.02]~~

~~[(c) MLADCs who have taken 6 hours of training in the 4 domains of recovery which has been approved by the board pursuant to Ale 409.02;~~

~~(d) Licensed clinical supervisors who have taken 6 hours of training in the 4 domains of recovery which has been approved by the board; or~~

~~—(e) Individuals meeting the requirements of Ale 405.03 or Ale 406.02 who have at least 6 hours of training in the 4 recovery performance domains.]~~

Alc 404.03 Supervision Types and Hours For the CRSW.

(a) Supervision of CRSWs shall be:

(1) Individual one-on-one; or

(2) Group supervision in a setting of no more than 8 [CRSWs] supervisees and the supervisor.

(b) The minimum number of hours of supervision shall be at least one hour per week while actively practicing.

Alc 404.04 Administrative Obligations of Supervised CRSWs. ~~[CRSWs shall be:]~~ The administrative obligation of the supervised CRSW during supervision shall be:

~~[(b)](a)~~ Maintain records of the dates and hours they receive supervision and the name(s) of the supervisor(s); and

~~[(c)](b)~~ On the basis of such records, prepare a cumulative statement containing the following:

(1) For each week identified by calendar date, the number of hours of individual supervision received, ~~[and]~~ the number of hours of group supervision received, and topics covered in each supervision session;

(2) The credentials, printed name(s), ~~[and]~~ signature(s) of the supervisor(s) providing the supervision, and the date the statement was signed by the supervisor; and

(3) The printed name and signature(s) of the CRSW preparing the statement and the date of the signature.

(c) Maintain records of supervision for a period no less than 7 years after the termination of the supervision.

Alc 404.05 Obligations of Supervisors. The on going administrative obligation of the supervisor of the CRSW shall be:

~~[(a) Supervisors for CRSWs shall:]~~

~~[(1) Become familiar with Alc 404 before beginning to provide supervision; and]~~

~~[(2)](a) To ensure that [I]f temporarily unable to perform supervision, [ensure that] a substitute supervisor is available who meets the eligibility standards of Alc 404.02 [is available] to continue supervision.~~

(b) To maintain records of the dates and hours they provide supervision and the name(s) of the supervisee(s); and

(c) On the basis of the records described in (4) above, prepare a cumulative statement containing the following:

(1) For each month identified by calendar date, the number of hours of individual supervision received, the number of hours of group supervision received, and topics covered in each supervision session;

(2) The credentials, printed name(s), signature(s) of the supervisor(s) providing the supervision, and the date the statement was signed; and

(3) The printed name and signature of the CRSW and the date of signature.

(d) Maintain records of supervision for a period no less than 7 years after the termination of the supervision.

(e) Assume professional and ethical responsibility for the candidate, have access to the supervisee's work records, and review those work records.

(f) Reviewed with the CRSW Alc 404.04 and Alc 404.05

~~[(b)](g) [Supervisors licensed or certified by the board shall b] Be subject to disciplinary action if they fail to meet their responsibilities under RSA 330-C and the board's administrative rules.~~

Readopt with amendment Alc 405, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 405 CLINICAL SUPERVISION OF LADCs

Alc 405.01 Scope. The clinical supervision requirements set forth in Alc 405 shall apply to LADCs other than those LADCs who were in independent practice before July 1, 2008 and continue in independent practice.

Alc 405.02 Required Clinical Supervision for a LADC. A LADC subject to clinical [supervision requirements shall be clinically supervised] supervision shall be supervised:

(a) By one or more supervisors meeting one of the descriptions set forth in Alc 405.03; and

(b) [On a] At least [one occasion during each] one hour a week [that the licensee is engaged in practice] while actively practicing.[; and]

~~[(c) In the setting, and for the number of hours each week, specified by Alc 405.04.]~~

Alc 405.03 Eligibility to Provide Clinical Supervision to a LADC. Individuals eligible to provide clinical supervision to LADCs shall be:

(a) MLADCs **who have had at least 1 year of post-licensure experience in the active practice of substance use counseling**;

(b) LADCs who have had at least 2 years of **post-licensure** experience in the active practice of substance use counseling;

(c) Licensed clinical supervisors;

(d) Psychiatric advanced practice registered nurses who have had at least 2 years of experience in the active practice **of counseling** of substance use [~~counseling~~] and who have passed the [~~International Certification and Reciprocity Consortium (IC&RC)~~] [~~international~~] written [~~advanced~~] alcohol and other drug [~~abuse~~] counselor examination [~~developed in 2008~~];

(e) Licensees of the board of mental health practice or board of psychology with 2 years of **post-licensure** experience in substance use disorder counseling who:

(1) Have passed the [~~current~~]IC&RC [~~international~~] written [~~advanced~~] alcohol and [~~other~~] drug counselor examination; or

(2) Hold **active** professional certification in their respective disciplines in substance use disorder; and

(f) Individuals approved for supervision pursuant to Alc 407.

Alc 405.04 Supervision Types and Hours.

(a) Clinical supervision of LADCs shall be:

(1) Individual one-on-one; or

(2) Group supervision in a setting of no more than 8 [~~licensees~~] **supervisees** and the supervisor.

(b) The minimum number of hours of clinical supervision per week shall be at least one hour per week[, for at least 48 weeks of the calendar year] while [~~engaged in practice~~] **actively practicing**.

Alc 405.05 Administrative Obligations of Supervised LADCs. LADCs shall:

(a) Give a copy of Alc 405 to their clinical supervisors;

(b) Maintain records of the dates and hours they receive clinical supervision and the name(s) of the supervisor(s); and

(c) On the basis of such records, prepare a cumulative statement containing the following:

(1) For each week identified by calendar date, the number of hours of individual supervision received, ~~and~~ the number of hours of group supervision received;

(2) The credentials, printed name(s), ~~[and]~~ signature(s) of the supervisor(s) providing the clinical supervision, **and the date the statement was signed by the supervisor(s); ~~[and]~~**

(3) The printed name and signature of the ~~[counselor]~~ **supervisee** preparing the statement and the date of the signature~~[-]; and~~

(4) Maintain records of supervision for a period no less than 7 years after the termination of the supervision.

Alc 405.06 Obligations of Supervisors.

(a) Clinical supervisors for ~~[LADCs]~~ **candidates for initial licensure as LADC** shall:

(1) Have a copy of the board approval letter for the supervisory agreement;

~~[(+)]~~**(2)** Become familiar with Alc 405 before beginning to provide clinical supervision; and

~~[(2)]~~**(3)** If temporarily unable to perform supervision, ensure that a substitute supervisor who meets the eligibility standards of Alc 405.0~~[2]~~**3** is available to continue supervision.

(b) Maintain records of the dates and hours they provided supervision and the name(s) of the supervisee(s); and

(c) On the basis of such records, prepare a cumulative statement containing the following:

(1) For each week identified by calendar date, the number of hours of individual supervision received, the number of hours of group supervision received, and topics covered in each supervision session;

(2) The credentials, printed name(s), signature(s) of the supervisor(s) providing the supervision, and the date the statement was signed; and

(3) The printed name and signature of the LADC and the date of the signature.

~~[(b)]~~**(c)** Clinical supervisors licensed by the board shall be subject to disciplinary action if they fail to meet their responsibilities under RSA 330-C and the board's administrative rules.

(d) Supervisors shall maintain records of supervision for a period no less than 7 years after the termination of the supervision.

Readopt with amendment Alc 406, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 406 CLINICAL SUPERVISION OF MLOADCs

Alc 406.01 Clinical Supervision of MLADCs. A MLADC who chooses to engage in clinical supervision requirements shall be clinically supervised:

(a) By one or more supervisors meeting the description set forth in Alc 406.02; and

(b) In the setting, and for the number of hours each week, specified in Alc 406.03.

Alc 406.02 Eligibility to Provide Clinical Supervision to a~~(a)~~ MLADC.

(a) Individuals eligible to provide clinical supervision to a MLADC shall be MLADCs who have had at least 2 years of **post-licensure** experience in the active practice of substance use and co-occurring disorders counseling.

(b) **Psychiatric advanced practice registered nurses who have had at least 2 years of experience in the active practice of counseling of substance use and co-occurring disorders and who have passed the IC&RC written advanced alcohol and other drug counselor examination;**

(c) **Licensees of the board of mental health practice or board of psychology with 2 years of post-licensure experience in substance use disorder counseling who:**

(1) **Have passed the IC&RC written advanced alcohol and other drug counselor examination; or**

(2) **Hold professional certification in their respective disciplines in substance use disorder.**

Alc 406.03 Supervision Type and Hours. Master licensed alcohol and drug counselors who choose to engage in clinical supervision shall obtain a total of at least 26 hours per 12-month period of:

(a) Clinical supervision per year in an individual or small group setting **of no more than 8 people;**
or

(b) Peer collaboration pursuant to Alc 408.

Alc 406.04 Administrative Obligations of Supervised MLADCs. MLADCs shall:

(a) **Submit, to the board, a “Supervision Agreement” described in Alc 313.09 that is with a supervisor approved by the board;**

~~[(a)]~~**(b)** Provide a copy of Alc 406.04 and Alc 406.05 to their clinical supervisors;

~~[(b)]~~**(c)** Maintain records of the dates and hours they receive clinical supervision and the name(s) of the supervisor(s); and

~~[(c)]~~**(d)** On the basis of such records, prepare a cumulative statement containing the following:

(1) For each week identified by calendar date, the number of hours of individual supervision received, ~~[and]~~ the number of hours of group supervision received, **and topics covered in each supervision session;**

(2) The credentials, printed name(s), ~~[and]~~ signature(s) of the supervisor(s) providing the clinical supervision, **and the date the statement was signed by the supervisor(s);** and

(3) The signature of the counselor preparing the statement and the date of the signature.

Alc 406.05 Obligations of Supervisors. Clinical supervisors of MLADCs shall:

(a) Ensure the “Supervision Agreement” described in Alc313.09 has been submitted to the board;

(b) Obtain a copy of the board approval letter for the supervisory agreement from the LADC before beginning supervision;

~~[(a)]~~**(c)** Become familiar with Alc 406 before beginning to provide clinical supervision;

~~[(b)]~~**(d)** If temporarily unable to perform supervision, ensure that a substitute supervisor who meets the eligibility standards of Alc 405.02 is available to continue supervision; and

~~[(c)] Review for accuracy the statements called for by Alc 406.04 and sign them if they are accurate.]~~

(e) Supervisors shall maintain records of supervision for a period no less than 7 years after the termination of the supervision.

Readopt with amendment Alc 407, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 407 APPROVAL OF SUPERVISORS

Alc 407.01 Scope. This part shall apply to individuals seeking to provide supervision pursuant to **Alc 404, Alc 405, and Alc 406** who are not otherwise licensed by the board.

Alc 407.02 Approval Required.

(a) Individuals seeking to provide supervision pursuant to Alc 405.**03 (d) and (e) and Alc 406.02 (b) and (c)** shall submit the “Approved Supervisor Application” form, effective February 2017, to the board prior to providing such supervision.

(b) The board shall approve any supervisor application that demonstrates the applicant meets the eligibility requirements found in Alc 405.03 (d) and (e).

(c) An approved supervisor seeking to retain ~~[his or her]~~ **their** approval status shall submit to the board a copy of ~~[his or her]~~ **their** valid, active professional license each time such license is renewed with any other agency through which the supervisor is licensed.

(d) The board shall maintain an updated list of supervisors who are currently approved to provide supervision to individuals certified or licensed by the board.

Readopt with amendment Alc 408, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 408 PEER COLLABORATION

Alc 408.01 Scope. The peer collaboration requirements set forth in this part shall apply to:

(a) Licensed LADCs in independent practice before July 1, 2008 and continuing in independent practice; and

(b) MLADCs.

Alc 408.02 Peer Collaboration.

(a) Licensees shall complete 26 hours of peer collaboration each 12-month period that begins on the date of the issuance of the license or renewal license.

(b) Peer collaboration shall:

- (1) Conform to the definition in Alc 401.01[~~(e)~~](i).
- (2) Be in person or by teleconference; and
- (3) Take place:
 - a. In a small-group setting of 8 or fewer individuals; or
 - b. Between 2 or more individuals related as peers.

(c) Unless the peers are within the same organization or agency, licensees shall exclude personally identifiable information about clients in all peer collaboration discussions and consultations except when the clients have given written and signed authorizations for the inclusion of such information.

Alc 408.03 Documentation of Peer Collaboration.

(a) Licensees shall document each instance of peer collaboration with a photocopy of a written statement:

- (1) Including:
 - a. The date of the peer collaboration;
 - b. The printed names and license held by each participant; [~~and~~]
 - c. The duration of the peer collaboration stated in hours and minutes; and
 - d. Topics discussed and covered; and**

(2) Signed by the other participant(s) in the peer collaboration.

(b) Licensees shall retain such documents until they are required to submit them to the board:

- (1) As part of their applications for renewal of licensure; or
- (2) At any other time on the request of the board.

Readopt with amendment Alc 409, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 409 CONTINUING EDUCATION

Alc 409.01 Requirements for CRSWs.

(a) As a condition of renewal, CRSWs shall complete ~~[42]~~ **24** hours of continuing education during each 2 year certification period.

(b) At least ~~[6]~~ **12** of the required ~~[42]~~ **24** hours shall be pre-approved by the board.

(c) No more than ~~[3]~~ **6** hours shall be received in online continuing education courses **an on-line training that is live and simultaneously interactive shall not apply.**

(d) At least 6 of the required hours shall cover ethics, and at least ~~[3]~~ **6** of the required hours shall cover suicide prevention.

Alc 409.02 Requirements for LADC and MLADCs.

(a) As a condition of renewal, LADCs and MLADCs shall have completed 48 hours of continuing education in substance use disorder training during the immediately preceding 24 month period.

(b) At least 24 of the required 48 hours shall be pre-approved by the board.

(c) No more than 12 of the 48 hours shall be received in online continuing education courses~~[.]~~. **The following course types taken on-line shall not count towards this maximum:**

(1) ~~[provided that]~~ **Online** courses taken as part of an online degree program ~~[shall not be counted towards this 12-hour maximum.]~~; **and**

(2) **Online training that is live and simultaneously interactive.**

(d) At least 12 hours shall be specific to the following categories of competence:

- (1) Data collection;
- (2) Diagnosis of substance use disorder;
- (3) Knowledge of alcohol and drugs;
- (4) Knowledge of sociological factors;
- (5) Knowledge of physiological factors;
- (6) Knowledge of psychiatric factors; and
- (7) Knowledge of treatment issues.

(e) Licensees shall obtain at least 6 hours in ethics and 6 hours in suicide prevention.

(f) Licensees shall be permitted to substitute up to 10 hours of continuing education for an equivalent amount of time as a presenter of continuing education courses.

Alc 409.03 Requirements for Licensed Clinical Supervisors. As a condition of renewal, licensed clinical supervisors shall complete at least 6 hours of training in clinical supervision during each 2 year

license period, provided that licensees shall be permitted to incorporate these 6 hours into the hours needed for licensure renewal under Alc 409.02.

Alc 409.04 Pre-Approval of Continuing Education Courses.

(a) Organizations or providers of continuing education in substance use counseling that seek pre-approval of continuing education courses shall submit a completed the “Request for Continuing Education Pre-Approval of Continuing Education Event” form, [effective March 2018] described in (b) below [and available on the board’s website], [to the board] at least 6 weeks prior to the anticipated date on which the continuing education program will be offered. [Included with the completed form shall be a blank copy of the evaluation form used to rate instructors/ presenters.]

(b) The “Request for Continuing Education Pre-Approval of Continuing Education Event” form shall require the applicant to provide the following information:

(1) Name of event sponsor or applicant;

(2) Name of agency or organization sponsoring the event;

(3) Event contact person and title;

(4) E-mail address and mailing address of contact person;

(5) Contact persons direct telephone number;

(6) Event title;

(7) Event location;

(8) Whether the event is a workshop, academic course, or in-service;

(9) A description of the event;

(10) The time of each session of the event, number of days of each session of the event, and the total number of instruction hours for the event;

(11) What categories of competence listed in Alc 313.10(j) (1) through (18) are covered in the event;

(12) Which of the 4 domains listed in Alc 301.01(j) (1) through (4) are covered in the event;

(13) Goals and objectives of the event; and

(14) The instructor or presenters name and an explanation of the professional experience which qualifies the instructor or presenter to present the subject matter.

(c) The following shall be submitted with the “Request for Pre-Approval of Continuing Education Event” form described in (b) above:

(1) The presenter or instructor’s resume; and

(2) A blank copy of the evaluation form developed by the organization or provider to be used for the presentation.

~~[(b)](d)~~ Completed applications shall be reviewed by the peer review committee and recommended for pre-approval, before being passed to the board.

~~[(e)](e)~~ Continuing education offered by the following organizations shall be automatically approved by the board if such courses relate to one of the 18 categories of competence as outlined in Alc 313.10(j):

- (1) An IC&RC member board;
- (2) NAADAC;
- (3) New Hampshire Training Institute on Addictive Disorders;
- (4) New Hampshire Center for Excellence;
- (5) AdCare Educational Institute of New England;
- (6) ~~[NHADACA]~~ **The New Hampshire Alcohol and Drug Abuse Counselors Association;**

~~[(7) Any educational unit of the New Hampshire community college system;]~~

(7) NHTI – Concord Community College;

(8) The **New Hampshire** department of health and human services bureau of drug and alcohol services **(BDAS) or a training entity designated by the BDAS;** or

(9) The Addiction Technology Transfer Center.

~~[(d)](f)~~ A course, seminar, or other event conducted or sponsored by any other college, university, or school permitted to grant degrees in the disciplines of life science, biological science, sociology, psychology, or public health shall be considered to be approved for purposes of these rules if the content of the event is in any of the performance domains of assessment, counseling, case management, education, or professional responsibility.

~~[(e)](g)~~ Clinical supervision and staff meetings shall not be approved as continuing education.

(h) Continuing education courses pre-approved by the board shall only be valid for 1 year from the date of the approval.

Alc 409.05 Documentation of Continuing Education.

(a) For each pre-approved continuing education program attended, licensees and certification holders shall retain, for no less than 6 years, a certificate of completion containing the information described in (b) below.

(b) Certificates of completion shall contain the following information:

- (1) Identification of the categories of competence covered by the training;

- (2) Identification of whether the education was pre-approved;
- (3) A description of the performance domains covered by the training;
- (4) The qualifications of the presenter;
- (5) The number of hours the training provided; and
- (6) A certification that the training was specific to the field of substance use counseling.

(c) For each continuing education program attended that has not been pre-approved, licensees and certification holders shall retain, for no less than 6 years, supporting documentation as described in (d) below that demonstrates the program complies with Alc 409.01 through Alc 409.03.

(d) Documentation sufficient to demonstrate an unapproved course's compliance with the continuing education requirements of this section shall include a course syllabus or other similar documentation which contains the information described in (b)(1) – (5) above.

Readopt with amendment Alc 410, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 410 AUDIT PROCEDURE FOR CONTINUING EDUCATION, SUPERVISION, AND PEER COLLABORATION

Alc 410.01 Audit Procedure.

(a) In each renewal cycle, the board shall randomly select 10% of certified recovery support workers, 10% of LADCs, 10% of MLADCs, and 10% of licensed clinical supervisors for audit of compliance with:

- (1) Continuing education requirements; and
- (2) As applicable, supervision or peer collaboration requirements.

(b) Those licensees or certification holders selected for audit shall submit documentation demonstrating compliance with the continuing education requirements outlined in Alc 409.01 – Alc 409.05.

(c) Those licensees or certification holders selected for audit shall **complete the “Continuing Education Audit Worksheet” described in (d) below and include** ~~submit~~ the following documentation to demonstrate compliance with the supervision and, as applicable, peer collaboration requirements outlined in Alc 405 and Alc 406:

- (1) For CRSWs, the statement called for by Alc 404.04[(c)]**(b)(2)**;
- (2) For licensed drug and alcohol counselors:
 - a. If engaged in supervision, the statement called for by Alc 405.05(c); or
 - b. If engaged in peer collaboration pursuant to Alc 408, documentation which meets the requirements of Alc 408.03; and

(3) For MLADCs:

- a. If engaging in supervision, the statement called for by Alc 406.04(c); or
- b. If engaged in peer collaboration pursuant to Alc 408, documentation which meets the requirements of Alc 408.03.

(d) The licensee or certificate holder shall provide the following information on the “Continuing Education Audit Worksheet”:

(1) The profession of the person providing the information by circling one of the following:

- a. CRSW;**
- b. LADC;**
- c. MLADC; or**
- d. LCS;**

(2) The name as it appears on the license of the individual being audited and their license number;

(3) The date the form is completed;

(4) The e-mail address of the individual being audited;

(5) For each continuing education experience being claimed the following information:

- a. Name of continuing education sponsor;**
- b. How many event hours, that you attended, were presented by a board approved sponsor listed in Alc 409.04(e) which are automatically approved events;**
- c. If ethical hours how many;**
- d. If suicide hours how many;**
- e. If supervision hours how many hours;**
- f. If peer collaboration or presenter hours how many;**
- g. For the LADC and MLADC, how many how many hours obtained from the list of categories described in Alc 409.02(d); and**
- g. The total number of continuing education hours for the experience;**

(6) The total number of continuing education hours claimed on the form; and

(7) If the continuing education submission is lacking and requirements indicate what is missing.

Readopt with amendment Alc 411, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 411 RENEWAL APPLICATION

Alc 411.01 Renewal Applications. Certification holders and licensees seeking renewal shall submit the following board provided renewal applications:

(a) For CRSWs, the “CRSW [~~Recertification~~] **Renewal of Certification** Application”~~], effective March 2018;~~ **requiring the following:**

(1) The information described in Plc 308.06 affixing a signature as described in Plc 308.08; and

(2) The following additional information:

a. List all names you have ever been known by;

(b) For LADCs and MLADCs, the “LADC[~~/~~] **and** MLADC Renewal Application”~~], effective March 2018;~~ **requiring the submission of the following information:**

(1) The information described in Plc 308.06 affixing a signature as described in Plc 308.08; and

(2) The following additional information:

a. List all names you have ever been known by;

(c) For [~~LADCs who are~~] licensed clinical supervisors **who are LADCs or MLADCs**, the “Licensed Alcohol and Drug Counselor and Licensed Clinical Supervisor Application”~~], effective March 2018; and~~ **requiring the submission of the following information:**

(1) The information described in Plc 308.06 affixing a signature as described in Plc 308.08; and

(2) The following additional information:

a. List all names you have ever been known by;

~~[(d) For MLADCs who are licensed clinical supervisors, the “Master Licensed Alcohol and Drug Counselor and Licensed Clinical Supervisor Application”, effective March 2018.]~~

Readopt with amendment Alc 412, effective 7-1-18 (Document #12548), to read as follows:

PART Alc 412 INACTIVE STATUS

Alc 412.01 Inactive Status.

(a) Inactive status may be obtained by a licensee or certificate holder who:

- (1) Holds a current license or certificate with the board;
- (2) Has no disciplinary action or pending disciplinary action;
- (3) No longer **actively** engage[s] in [~~substance use counseling~~] **practice** in New Hampshire;
- (4) Completes and submits [~~the “Request for Inactive Status” form, effective January 2017; and~~] **a letter of request containing the following information:**

a. The licensee's name as it appears on the license;

b. The licensee's license number;

c. A statement requesting the active license be placed on inactive status; and

d. The licensee's signature and date of signing; and

- (5) Pays the fee designated in [~~Ale 415.01~~] **Plc 1002.03 and Plc 1001.08** biennially.

(b) A licensee or certificate holder granted inactive status shall renew or reinstate their inactive license **and pay the fee described in Plc 1002.03 and Plc 1001.08** on or before the [~~biennial~~] date [~~his or her~~] **their** license would otherwise lapse.

(c) Licensees or certificate holders wishing to maintain inactive status shall complete and submit the “Renewal of Inactive Status[?] **Form**” [~~dated January 2017, and pay the required fee designated in Ale 413.01.~~] **requiring the submission of the following information:**

(1) The information described in Plc 308.06 affixing a signature as described in Plc 308.08; and

(2) The following additional information:

a. List all names you have ever been known by;

(d) Licensees or certificate holders in any reserve component of the armed forces of the United States or the National Guard called to active duty, may request inactive license status. Such licensees or certificate holders shall not be required to pay the fee outlined in [~~Ale 415.01~~] **Plc 1002.03 and Plc 1001.08**.

(e) Licensees or certificate holders wishing to reactivate [~~his or her~~] **their** inactive license or certificate shall:

(1) Complete and submit the “Reactivation **of an Inactive License** Application[?] **Form**” [~~dated January 2017, as supplied by the board;~~] **requiring the submission of the following information:**

(2) Submit documentation of compliance [~~with his or her~~] **of** continuing education [~~requirements~~] **earned** within **the immediately preceding** 2 years prior to the date [~~of~~] the application **was submitted**; and

(3) Pay the fee specified by ~~[Alc 415.01]~~ **Plc 1002.03 and Plc 1001.08.**

Readopt with amendment Alc 414, effective 7-1-18 (Document #12548), cited and to read as follows:

PART Alc 414 REINSTATEMENT

Alc 414.01 Reinstatement of Certificate or License After Lapse. A certificate holder or licensee wishing to reinstate ~~[his or her]~~ **their** certificate or license **when the certificate or license has lapsed for non-renewal between 30 days and 5 years** shall:

(a) Complete and submit the “Renewal Application” form~~[-, effective March 2018, no later than 12 months after the date of credential expiration]~~ **requiring submission of the following information;**

(1) The information described in Plc 308.06 affixing a signature as described in Plc 308.08; and

(2) The following additional information:

a. List all names you have ever been known by;

(b) Attach documentation of the applicable continuing education requirements described in Alc 409.01 – Alc 409.03, taken within **the immediate** 2 years prior to the date of reinstatement application and one and one half hours of continuing education per month lapsed for CRSWs and 2 hours per month lapsed for LADCs and MLADCs; ~~[and]~~

(c) A written statement that the reinstatement applicant has not practiced in the profession in New Hampshire on a volunteer or paid basis since the date their license ceased to be valid;

(d) Not have demonstrated poor moral character as evidenced by:

(1) The answers to the "yes-no" questions on the reinstatement application form; and

(2) Any documents giving detailed reports of the relevant circumstances related to answers to such starred questions;

(e) The criminal back ground check described in Plc 304.01(b); and

~~[(e)]~~**(e) Pay the fee and health program fee specified in [Alc 415.01] Plc 1002.03 and Plc 1001.08.**

Adopt Alc 414.02, to read as follows:

Alc 414.02 Reinstatement of Certificate or License After Lapse. A certificate holder or licensee wishing to reinstate their certificate or license when the certificate or license has lapsed for non-renewal for more than 5 years and has not been actively practicing in another state shall:

(a) Meet all the requirements set forth in Alc 414.01; and

(b) Provide documentation directly from the IC&RC that the applicant has taken and pass the appropriate IC&RC examination.

Readopt with amendment Alc 414.02, effective 7-1-18 (Document #12548), and renumber as Alc 414.03, to read as follows:

Alc 414.0[2]3 Reinstatement of Certificate or License After Suspension or Revocation.

(a) Any certificate or license holder wishing to reinstate ~~[his or her]~~ **their** certificate or license after suspension shall:

(1) Complete and submit a “Reinstatement Application” form, ~~[effective March 2018]~~ **described in Alc 414.01(a)** to the board for review; and

(2) Pay the fee **and health program fee** described in ~~[Alc 415.01]~~ **Plc 1002.03 and Plc 1001.08.**

(b) After conducting a hearing held pursuant to RSA 541-A, the board shall reinstate the certificate or license if it determines that doing so would be in the public interest.

(c) For purposes of this section, a reinstatement shall be considered to be in the public interest if the suspended license or certificate holder demonstrates that ~~[he or she has]~~ **they have** satisfied all the requirements of any disciplinary order, settlement agreement, or consent decree.

(d) Certificate holders and licensees seeking reinstatement after revocation shall comply with the initial application requirements and procedures as outlined in Alc 300.

Repeal Alc 415, effective 7-1-18 (Document #12548), as follows:

~~[PART Alc 415 FEES~~

~~— Alc 415.01 Fees. The schedule of fees for renewal, inactive status, and reinstatement shall be [as follows:~~

~~Table 400-1 Fees~~

Fee	Amount
Renewal fee for CRSW, LADC, or LCS	\$110.00
Renewal Fee for MLADC	\$240.00
Late Renewal Fee	\$100.00
Inactive Status Fee	\$100.00
Inactive Status Renewal Fee	\$100.00
Reinstatement Fee	\$100.00]

Appendix

Rule	Statute Implemented
Alc 317.01 (repeal)	RSA 541-A:7
Alc 401.01	RSA 541-A:7
Alc 402.01	RSA 330-C:9, I, III; RSA 330-C:22
Alc 403.01	RSA 330-C:9, I, III; RSA 330-C:22

Alc 403.02	RSA 330-C:9, I, III; RSA 330-C:22
Alc 403.03	RSA 330-C:9, I, III; RSA 330-C:22
Alc 403.04	RSA 330-C:9, I, III; RSA 330-C:22
Alc 403.05	RSA 330-C:9-a
Alc 404.01	RSA 330-C:9, V-b
Alc 404.02	RSA 330-C:9, V-a
Alc 404.03	RSA 330-C:9, V-b
Alc 404.04	RSA 330-C:9, V-b
Alc 404.05	RSA 330-C:9, V-b
Alc 405.01	RSA 330-C:9, V-b; RSA 330-C:11, II
Alc 405.02	RSA 330-C:9, V-b
Alc 405.03	RSA 330-C:9, V-a
Alc 405.04	RSA 330-C:9, V-b
Alc 405.05	RSA 330-C:9, V-b
Alc 405.06	RSA 330-C:9, V-b
Alc 406.01	RSA 330-C:9, V-b; RSA 330-C:10, II
Alc 406.02	RSA 330-C:9, V-a
Alc 406.03	RSA 330-C:9, V-b
Alc 406.04	RSA 330-C:9, V-b
Alc 406.05	RSA 330-C:9, V-b
Alc 407.01	RSA 330-C:9, V-a
Alc 407.02 (Repealed)	RSA 330-C:9, V-a
Alc 408.01	RSA 330-C:9, XIII; RSA 330-C:10, II; RSA 330-C:11, II
Alc 408.02	RSA 330-C:9, XIII; RSA 330-C:10, II; RSA 330-C:11, II
Alc 408.03	RSA 330-C:9, XIII; RSA 330-C:10, II; RSA 330-C:11, II
Alc 409.01	RSA 330-C:9, VIII; RSA 330-C:24
Alc 409.02	RSA 330-C:9, VIII; RSA 330-C:24
Alc 409.03	RSA 330-C:9, VIII; RSA 330-C:24
Alc 409.04	RSA 330-C:9, V; RSA 330-C:24
Alc 409.05	RSA 330-C:9, III; RSA 330-C:24
Alc 410.01	RSA 541-A:16, I (b) intro.; RSA 330-C:24
Alc 411.01	RSA 330-C:9, I, III
Alc 412.01	RSA 541-A:16, I(b) intro.; RSA 330-C:22, V
Alc 414.01	RSA 330-C:9, II; RSA 330-C:23
Alc 414.02	RSA 330-C:9, II; RSA 330-C:23
Alc 414.03.03 (formerly Alc 414.02)	RSA 330-C:9, II; RSA 330-C:23
Alc 415.01	RSA 330-C:8; RSA 330-C:9, IV