**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**384 BOARD OF ALCOHOL AND DRUG COUNSELORS**

**Chapter 7: CONTINUING PROFESSIONAL EDUCATION FOR ALCOHOL AND DRUG COUNSELORS, ALCOHOL AND DRUG COUNSELING AIDES AND CERTIFIED CLINICAL SUPERVISORS**

**Summary:** This chapter describes the continuing education required for renewal of licenses, registrations and certificates.

**1. Generally**

1. **Continuing Professional Education Required for Renewal**

Except as set forth in Sections 4 and 5 of this chapter, no license, registration or certificate to practice as an alcohol and drug counselor, alcohol and drug counseling aide or certified clinical supervisor will be renewed in an odd-numbered year unless the licensee certifies to the completion of continuing professional education during the 2 years preceding renewal as required by this chapter. The licensee's certification is subject to audit pursuant to Chapter 13 of the rules of the Office of License and Registration, "Uniform Rule for the Substantiation of Continuing Education Requirements."

2. **Hours Required**

Alcohol and drug counselors, alcohol and drug counseling aides and certified clinical supervisors shall complete continuing professional education every 2 years, as measured from the license renewal date in an odd-numbered year to the license renewal date in the next odd-numbered year, as follows:

Alcohol and drug counseling aide 12 contact hours

Certified alcohol and drug counselor 18 contact hours

Licensed alcohol and drug counselor 25 contact hours

Certified clinical supervisor 12 contact hours

LADCs who are also certified clinical supervisors need to complete 37 contact hours in total.

3. **Nature of Continuing Professional Education**

Continuing professional education contact hours must directly relate to the practice of alcohol and drug counseling or, in the case of certified clinical supervisors, to the clinical supervision of alcohol and drug counselors and counseling aides. Continuing professional education may be earned by completion of activities described in Section 2 of this chapter only. All licensees other than those licensed solely as certified clinical supervisors by the board must complete a minimum of 4 contact hours in the area of professional ethics.

**2. Permissible Continuing Professional Education Activities**

The board recognizes the following as qualifying continuing education activities:

1. **Seminars, Workshops and Institutes**

2. **College Level Courses**

Contact hours may be earned for successful completion of college level courses for academic degree credit offered by accredited institutions of higher education, whether attended on site or taken via distance learning.

3. **In-Service Training Sessions**

A maximum of 10 contact hours may be earned through in-service training sessions.

4. **Teaching, Writing, Audiotapes/disks, Videotapes/disks, Independent Study, Certain Distance Learning**

A maximum of 10 contact hours total may be earned in the following 3 categories:

A. **Teaching.** A licensed alcohol and drug counselor or certified clinical supervisor may claim continuing professional education credit for preparation and presentation of a course, workshop or seminar for the first time it is presented, only. An outline or syllabus will serve as documentation.

B. **Writing.** A licensed alcohol and drug counselor or certified clinical supervisor may claim continuing professional education credit for writing articles and books for publication, as well as for the review and editing process for articles and books.

C. **Audiotapes/disks, Videotapes/disks, and Independent Study.** A licensed alcohol and drug counselor or certified clinical supervisor may claim continuing professional education credit only once for a particular audiotape/disk, videotape/ disk or course of independent study. Credit may not be claimed for a course of independent study that is substantially similar to a course that the licensee or registrant has previously taken for continuing professional education credit.

5. **Distance Learning**

A maximum of 20 hours may be earned through distance learning.

**3. Approval of Continuing Professional Educational Activities**

All continuing professional education activities other than academic courses and in-service training sessions must be offered by a recognized sponsor or approved by the board as set forth in this section. Only continuing professional education activities that are offered by a recognized sponsor or approved by the board will be recognized for purposes of Section 1 of this chapter. Approval may be sought by the course sponsor or by a licensee.

1. **Recognized Sponsors**

Sponsors recognized by the board are:

A. AdCare Educational Institute, Inc.;

B. The board, a licensing board for another jurisdiction, or a certification board for another jurisdiction that is a member of ICRC/AODA;

C. Department of Behavioral and Developmental Services, Office of Substance Abuse;

D. ICRC/AODA;

E. Maine Association of Alcohol and Drug Abuse Counselors;

F. National Association of Alcohol and Drug Abuse Counselors;

G. New England Institute of Addiction Studies; and

H. Rutgers University School of Alcohol and Drug Studies.

2. **Approval by the Board**

A. Continuing professional education activities for which approval is required that are not offered by a recognized sponsor must be individually approved by the board. The activity will be evaluated for eligibility based on content and relevance to the 12 core functions and professional ethics or, in the case of certified clinical supervisors, to the clinical supervision of alcohol and drug counselors and counseling aides. Requests for approval shall be made on a form supplied by the board and shall include the following information:

(i) Name, address and telephone number of sponsor;

(ii) Name of program, specific subject matter to be covered, and learning objectives of the activity;

(iii) The announcement materials for the activity;

(iv) Credentials of presenter(s);

(v) Date(s) and location of the program;

(vi) Exact start and end times of each session for which credit is requested; and

(vii) Such other information as may be required by the board.

B. The board strongly encourages sponsors and licensees to file requests for approval well in advance of the activity for which approval is sought. In any event, the request must be filed no more than 60 days following completion of the activity. A request for approval filed by a licensee must also be filed no less than 60 days prior to the end of the licensing year during which the activity took place.

C. The request must be accompanied by the fee prescribed in Chapter 10, Section 4(32) of the rules of the Department of Professional and Financial Regulation, Office of Licensing and Registration, entitled "Establishment of License Fees."

**4. Initial Continuing Education Reporting Period**

Alcohol and drug counselors, alcohol and drug counseling aides and certified clinical supervisors need not complete continuing professional education during their initial license term.

**5. Continuing Professional Education Required For Reinstatement to Active Status**

An alcohol and drug counselor, alcohol and drug counseling aide or certified clinical supervisor applying for reinstatement to active status pursuant to 32 M.R.S.A. §6219-B(2) must submit with the application proof that the applicant completed continuing professional education contact hours in the minimum amount set forth in Section 1(2) of this chapter within the year preceding application.

STATUTORY AUTHORITY: 32 M.R.S.A. §§ 6212, 6219, 6219-A, 6219-B

EFFECTIVE DATE:

February 4, 1991 - as Chapter 2, "Continuing Professional Education", filing 91-38

AMENDED:

February 1, 1993 – filing 93-23

EFFECTIVE DATE (ELECTRONIC CONVERSION):

November 13, 1996 – filing 96-491

REPEALED AND REPLACED:

November 1, 2004 - as Chapter 7, "Continuing Professional Education for Alcohol and Drug Counselors, Alcohol and Drug Counseling Aides and Certified Clinical Supervisors" – filing 2004-232. (Chapter 2 became "Advisory Rulings".)

AMENDED:

July 7, 2018 – filing 2018-118