

## NON-PSYCHOLOGIST PERFORMANCE OF PSYCHOLOGICAL TESTS

**Division's Current Position.** The Division interprets Utah law to allow a mental health therapist (LCSW, LCMHC, LMFT) to conduct a "psychological test" as part of an evaluation of an individual's mental health; however, it is not acceptable for a mental health therapist to title the evaluation as a "Psychological Evaluation" or a "Psychological Assessment." If it is suspected that a mental health therapist is engaged in unprofessional conduct by conducting a psychological test beyond the scope of their competency, abilities, or education, a complaint against the therapist should be filed with the Division and the allegations will be investigated.

**Question for Board to Consider:** Should DOPL draft rules that further define training that mental health therapists must complete before they conduct a psychological test?

### APPLICABLE STATE STATUTES

#### **Psychologist Licensing Act 58-61-102. Definitions.**

(9) (a) "Practice of psychology" includes:

(i) the practice of mental health therapy by means of observation, description, evaluation, interpretation, intervention, and treatment to effect modification of human behavior by the application of generally recognized professional psychological principles, methods, and procedures for the purpose of preventing, treating, or eliminating mental or emotional illness or dysfunction, the symptoms of any of these, or maladaptive behavior;

(ii) the observation, description, evaluation, interpretation, or modification of human behavior by the application of generally recognized professional principles, methods, or procedures requiring the education, training, and clinical experience of a psychologist, for the purpose of assessing, diagnosing, preventing, or eliminating symptomatic, maladaptive, or undesired behavior and of enhancing interpersonal relationships, work and life adjustment, personal effectiveness, behavioral health, and mental health;

(iii) psychological testing and the evaluation or assessment of personal characteristics such as intelligence, personality, abilities, interests, aptitudes, and neuropsychological functioning;

(iv) counseling, marriage and family therapy, psychoanalysis, psychotherapy, hypnosis, and behavior analysis and therapy;

(v) diagnosis and treatment of mental and emotional disorders of disability, alcoholism and substance abuse, disorders of habit or conduct, and the psychological aspects of physical illness, accident, injury, or disability; and

(vi) psychoeducational evaluation, therapy, remediation, and consultation.

(b) An individual practicing psychology may provide services to individuals, couples, families, groups of individuals, members of the public, and individuals or groups within organizations or institutions.

**Mental Health Professional Practice Act**  
**58-60-102. Definitions.**

- (5) **"Mental health therapist"** means an individual who is practicing within the scope of practice defined in the individual's respective licensing act and is licensed under this title as:
- (a) a physician and surgeon, or osteopathic physician engaged in the practice of mental health therapy;
  - (b) an advanced practice registered nurse, specializing in psychiatric mental health nursing;
  - (c) an advanced practice registered nurse intern, specializing in psychiatric mental health nursing;
  - (d) a psychologist qualified to engage in the practice of mental health therapy;
  - (e) a certified psychology resident qualifying to engage in the practice of mental health therapy;
  - (f) a clinical social worker;
  - (g) a certified social worker;
  - (h) a marriage and family therapist;
  - (i) an associate marriage and family therapist;
  - (j) a clinical mental health counselor; or
  - (k) an associate clinical mental health counselor.

(6) **"Mental illness"** means a mental or emotional condition defined in an approved diagnostic and statistical manual for mental disorders generally recognized in the professions of mental health therapy listed under Subsection (5).

(7) **"Practice of mental health therapy"** means treatment or prevention of mental illness, whether in person or remotely, including:

- (a) conducting a professional evaluation of an individual's condition of mental health, mental illness, or emotional disorder consistent with standards generally recognized in the professions of mental health therapy listed under Subsection (5);
- (b) establishing a diagnosis in accordance with established written standards generally recognized in the professions of mental health therapy listed under Subsection (5);
- (c) prescribing a plan for the prevention or treatment of a condition of mental illness or emotional disorder; and
- (d) engaging in the conduct of professional intervention, including psychotherapy by the application of established methods and procedures generally recognized in the professions of mental health therapy listed under Subsection (5).

**Division of Occupational and Professional Licensing Act**  
**58-1-501. Unlawful and unprofessional conduct.**

- (2) "Unprofessional conduct" means conduct, by a licensee or applicant, that is defined as unprofessional conduct under this title or under any rule adopted under this title and includes:
- (i) practicing or attempting to practice an occupation or profession regulated under this title beyond the scope of the licensee's competency, abilities, or education;

## **Social Worker Licensing Act**

### **58-60-202. Definitions.**

(3) "Practice of clinical social work" includes:

(a) the practice of mental health therapy by observation, description, evaluation, interpretation, intervention, and treatment to effect modification of behavior by the application of generally recognized professional social work principles, methods, and procedures for the purpose of preventing, treating, or eliminating mental or emotional illness or dysfunction, the symptoms of any of these, or maladaptive behavior;

(b) the application of generally recognized psychotherapeutic and social work principles and practices requiring the education, training, and clinical experience of a clinical social worker; and

(c) supervision of the practice of a certified social worker or social service worker as the supervision is required under this chapter and as further defined by division rule.

## **Marriage and Family Therapy Practice Act**

### **58-60-302. Definitions.**

In addition to the definitions in Sections 58-1-102 and 58-60-102, as used in this part:

(3) "Practice of marriage and family therapy" includes:

(a) the process of providing professional mental health therapy including psychotherapy to individuals, couples, families, or groups;

(b) utilizing established principles that recognize the interrelated nature of individual problems and dysfunctions in family members to assess, diagnose, and treat mental, emotional, and behavioral disorders;

(c) individual, premarital, relationship, marital, divorce, and family therapy;

(d) specialized modes of treatment for the purpose of diagnosing and treating mental, emotional, and behavioral disorders, modifying interpersonal and intrapersonal dysfunction, and promoting mental health; and

(e) assessment utilized to develop, recommend, and implement appropriate plans of treatment, dispositions, and placement related to the functioning of the individual, couple, family, or group.

## **Clinical Mental Health Counselor Practice Act**

### **58-60-402. Definitions.**

(2) "Practice of clinical mental health counseling" means the practice of mental health therapy by means of observation, description, evaluation, interpretation, intervention, and treatment to effect modification of human behavior by the application of generally recognized clinical mental health counseling principles, methods, and procedures for the purpose of preventing, treating, or eliminating mental or emotional illness or dysfunction, symptoms of any of these, or maladaptive behavior.

# VANGUARD BEHAVIORAL HEALTH

H. GRAY OTIS, PHD, LPC, CCMHC

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October 18, 2011

Kyle Walker  
Program Administrator-Case Services  
Utah State Office of Rehabilitation, Division of Rehabilitation Services  
250 East 500 South  
Salt Lake City, UT 84114-4200

Dear Mr. Walker,

I appreciated your comments in your email on September 30, 2011, sent to Darren Johnson and Richard Peterson in response to an inquiry from Jason King of Life Enhancement Center. Thank you for your consideration to allow Licensed Professional Counselors (LPCs) to conduct psychological testing and also for your offer to engage in a dialogue with the profession at large.

I am the president of the national American Mental Health Counselors Association (AMHCA) and also serve on the board of the Utah Mental Health Counselors Association (UMHCA). UMHCA promotes consistent standards of education training, licensing, practice, advocacy and ethics for the state of Utah in keeping with the national criteria established by AMHCA. For example, DOPL uses the AMHCA Code of Ethics to assess ethical practice for LPCs in the state.

AMHCA ([www.amhca.org](http://www.amhca.org)) represents over 6,000 mental health counselors and is the only organization working exclusively for the mental health counseling profession. Licensed Professional Counselor (LPC) national recognition is evident in the 35-year historical record of AMHCA. This professional organization has championed credentialing, advocating for clinical training, government and third-party insurance reimbursement, national certification and licensure, parity with other mental health disciplines, and focusing on mental health issues and professional identity.

I noted in your response to Mr. King's inquiry about non Licensed Psychologists conducting psychological testing for Vocational Rehabilitation clients dated September 30, 2011:

"USOR has determined that when we are paying for psychological testing, evaluation, assessment, and other activities leading to a DSM diagnosis, we will do so with the highest level of professional credential, education, and training. Our standard is a licensed Ph.D. level psychologist, or licensed medical doctor.

I have reviewed the most current mental health licensing laws on DOPL. I find that the law does not allow LPC's, LCSW's, or Substance Abuse Counselors to conduct psychological testing, evaluation, leading to DSM diagnosis.

If the profession, as a profession, has information otherwise, I would be happy to sit down with their professional organization and discuss and reconsider. Until then our standard is our standard."

The Counseling profession recognizes the USOR's's need to provide high quality services to Vocational Rehabilitation clients and hope to find ways to expand client access to needed services. With this in mind,

please consider the following DOPL standards in the Mental Health Professional Practice Act dated May 10, 2011 and retrieved September 30, 2011 from <http://www.dopl.utah.gov/laws/58-60.pdf>

1. LPC 's are allowed to make formal assessment of clients and to formulate a DSM diagnosis:

*8-60-102. Definitions. – PAGES 1-2*

(7) "Practice of mental health therapy" means treatment or prevention of mental illness, including:

(a) Conducting a professional evaluation of an individual's condition of mental health, mental illness, or emotional disorder consistent with standards generally recognized in the professions of mental health therapy listed under Subsection (5);

(b) Establishing a diagnosis in accordance with established written standards generally recognized in the professions of mental health therapy listed under Subsection (5);

*R156-60-102. Definitions. – PAGE 1*

In addition to the definitions in Title 58, Chapters 1 and 60, as used in Title 58, Chapters 1 and 60, or this rule:

(1) "Approved diagnostic and statistical manual for mental disorders" means the current edition of the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association, or the ICD-10-CM published by Medicode, the American Psychiatric Association, or Practice Management Information Corporation in conjunction with the World Health Organization.

A Utah License is required to practice mental health therapy (as define above):

*58-60-103. Licensure required. – PAGE 2*

(1) An individual shall be licensed under this chapter; Chapter 67, Utah Medical Practice Act, or Chapter 68, Utah Osteopathic Medical Practice Act; Chapter 31b, Nurse Practice Act; Chapter 61, Psychologist Licensing Act; or exempted from licensure under this chapter in order to:

(a) engage in or represent he will engage in the practice of mental health therapy, clinical social work, certified social work, marriage and family therapy, or professional counseling

*Part 4 - Professional Counselor Licensing Act – PAGE 14*

(2) "Practice of professional counseling" means the practice of mental health therapy by means of observation, description, evaluation, interpretation, intervention, and treatment to effect modification of human behavior by the application of generally recognized professional counseling principles, methods, and procedures for the purpose of preventing, treating, or eliminating mental or emotional illness or dysfunction, symptoms of any of these, or maladaptive behavior.

*58-60-407. Scope of practice – Limitations – PAGE 16*

(1) A licensed professional counselor may engage in all acts and practices defined as the practice of professional counseling without supervision, in private and independent practice, or as an employee of another person, limited only by the licensee's education, training, and competence.

The following comes from the LPC Rules issued February 24, 2011 and retrieved September 30, 2011 from <http://www.dopl.utah.gov/laws/R156-60c.pdf>:

*R156-60c-302a. Qualifications for Licensure – Education Requirements.*

(1) Pursuant to Subsection 58-60-405(1)(d)(i), the degree and educational program which prepares one to competently engage in mental health therapy is established and clarified to be a masters or doctorate degree in Mental Health Counseling or an equivalent degree from an institution accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)

CACREP (2009, pages 33-35) education knowledge and skill training standards specifically for clinical mental health counseling degrees indicate the following (retrieved September 30, 2011 from <http://cacrep.org/doc/2009%20Standards%20with%20cover.pdf>):

## CACREP ASSESSMENT

### G. Knowledge

1. Knows the principles and models of assessment, case conceptualization, theories of human development, and concepts of normalcy and psychopathology leading to diagnoses and appropriate counseling treatment plans.
2. Understands various models and approaches to clinical evaluation and their appropriate uses, including diagnostic interviews, mental status examinations, symptom inventories, and psychoeducational and personality assessments.
3. Understands basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications so that appropriate referrals can be made for medication evaluations and so that the side effects of such medications can be identified.
4. Identifies standard screening and assessment instruments for substance use disorders and process addictions.

### H. Skills and Practices

1. Selects appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation and interpretation of assessment protocols.
2. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management.

## CACREP DIAGNOSIS

### K. Knowledge

1. Knows the principles of the diagnostic process, including differential diagnosis, and the use of current diagnostic tools, such as the current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*.
2. Understands the established diagnostic criteria for mental and emotional disorders, and describes treatment modalities and placement criteria within the continuum of care.
3. Knows the impact of co-occurring substance use disorders on medical and psychological disorders.
4. Understands the relevance and potential biases of commonly used diagnostic tools with multicultural populations.
5. Understands appropriate use of diagnosis during a crisis, disaster, or other trauma causing event.

### L. Skills and Practices

1. Demonstrates appropriate use of diagnostic tools, including the current edition of the *DSM*, to describe the symptoms and clinical presentation of clients with mental and emotional impairments.
2. Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.
3. Differentiates between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events.

It might be helpful to consider the core curricular standards for all CACREP degrees – including mental health counseling:

7. ASSESSMENT—studies that provide an understanding of individual and group approaches to assessment and evaluation in a multicultural society, including all of the following:
  - a. historical perspectives concerning the nature and meaning of assessment;
  - b. basic concepts of standardized and non-standardized testing and other assessment techniques, including norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, psychological testing, and behavioral observations;
  - c. statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations;
  - d. reliability (i.e., theory of measurement error, models of reliability, and the use of reliability information);
  - e. validity (i.e., evidence of validity, types of validity, and the relationship between reliability and validity);
  - f. social and cultural factors related to the assessment and evaluation of individuals, groups, and specific populations; and
  - g. ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments and techniques in counseling.

Additionally, it would be appropriate to review DOPL LPC rules regarding educational requirements (page 1):

- (2) The core curriculum in Subsection 58-60-405(1)(d) shall consist of the following courses:
  - (f) a minimum of three semester or four quarter hours shall be in career development;
  - (i) a minimum of two semester or three quarter hours shall be in psychopathology and multi-axial diagnosis DSM classification;
  - (j) a minimum of two semester or three quarter hours shall be in dysfunctional behaviors.
  - (k) a minimum of two semester or three quarter hours shall be in a foundation course in test and measurement theory including the theory of test development, variety of test types and introduction to several tests used in mental health assessment;
  - (l) a minimum of two semester or three quarter hours shall be in an advanced course in assessment of mental status including the assessment of DSM personality diagnosis;

The Utah LPC rule of examination also provides for the following requirements for licensure (pages 3-4):

*R156-60c-302c. Qualifications for Licensure - Examination Requirements.*

(1) Under Subsection 58-60-405(1)(g), an applicant for licensure as a professional counselor must pass the following examinations:

(a) The National Counseling Examination [NCE] of the National Board for Certified Counselors; and

(b) The National Clinical Mental Health Counseling Examination [NCMHCE] of the National Board of Certified Counselors.

The NCE *Appraisal* section scope of knowledge related to psychological testing:

- theoretical and historical bases for assessment techniques
- validity – evidence for establishing content, construct, and empirical validity
- reliability – methods for establishing stability, internal, and equivalence reliability
- appraisal methods – environmental assessment, performance assessment, individual and group test inventory methods, behavioral observations, and computer-assisted methods
- psychometric statistics – types of assessment scores, measures of central tendency, indices of variability, standard errors, and correlations
- age, gender, ethnicity, language, disability, and culture factors related to assessment and evaluation of individuals and groups
- strategies for selecting, administering, interpreting, and using assessment and evaluation instruments and techniques in counseling
- ethical considerations

The NCMHCE *formal testing and DSM diagnosis* aspects including specific reference to various intelligence and personality tests (<http://www.nbcc.org/NCMHCE/Topics>):

The National Clinical Mental Health Counseling Examination (NCMHCE) is an examination managed by NBCC. The examination consists of 10 simulated clinical mental health counseling cases that are designed to sample a broad area of competencies, not merely the recall of isolated facts. The cases assess clinical problem-solving ability, including identifying, analyzing, diagnosing and treating clinical issues. Each case is divided into approximately five to eight sections that are classified as either information gathering or decision-making.

*Content Areas for the NCMHCE*

1. Evaluation & Assessment(including but not limited to):
  - Identify precipitating problems or symptoms
  - Conduct mental status exam
  - Conduct comprehensive biopsychosocial assessment histories
  - Identify individual and relationship functioning
2. Diagnosis & Treatment Planning:
  - Integrate client assessment and observational data with clinical judgment to formulate a differential diagnosis
  - Develop a treatment plan in collaboration with the client
  - Coordinate treatment plan with other service providers
  - Monitor client progress toward goal attainment



### 3. Clinical Practice:

- Determine if services meet client needs
- Discuss ethical and legal issues
- Understand scope of practice parameters

Regarding unprofessional conduct we should consider unprofessional conduct contained in the DOPL LPC rule (page 6):

#### *R156-60c-502. Unprofessional Conduct.*

(19) failing to abide by the provision of the American Mental Health Counselors Association Code of Ethics, last amended March 2010, which is adopted and incorporated by reference.

This standard clearly indicates that LPC's are to adhere to the 2010 AMHCA Code of Ethics. Consider the following contained on pages 10-12 (retrieved 9/30/11 from [https://www.amhca.org/assets/news/AMHCA\\_Code\\_of\\_Ethics\\_2010\\_w\\_pagination\\_cxd\\_51110.pdf](https://www.amhca.org/assets/news/AMHCA_Code_of_Ethics_2010_w_pagination_cxd_51110.pdf)):

#### D. Assessment and Diagnosis

##### 1. Selection and Administration

Mental health counselors utilize tests (herein references educational, psychological, and career assessment instruments), interviews, and other assessment techniques and diagnostic tools in the counseling process for the purpose of determining the client's particular needs in the context of his/her situation.

- a) Mental health counselors choose assessment methods that are reliable, valid and appropriate based on the age, gender, race, ability and other client characteristics. If tests must be used in the absence of information regarding the aforementioned factors, the limitations of generalizability should be duly noted
- b) In selecting assessment tools, mental health counselors justify the logic of their choices in relation to the client's needs and the clinical context in which the assessment occurs.
- c) Mental health counselors avoid using outdated or obsolete tests, and remain current regarding test publication and revision.
- d) Mental health counselors use assessments only in the context of professional, academic, or training relationships.
- e) Mental health counselors provide the client with appropriate information regarding the reason for assessment, the approximate length of time required, and to whom the report will be distributed.
- f) Mental health counselors provide an appropriate assessment environment with regard to temperature, privacy, comfort, and freedom from distractions.

##### 2. Interpretation and Reporting

Mental health counselors respects the rights and dignity of the client in assessment, interpretation, and diagnosis of mental disorders and makes every effort to assure that the client receives the appropriate treatment.

- a) Mental health counselors base diagnoses and other assessment summaries on multiple sources of data whenever possible.

- b) Mental health counselors are careful not to draw conclusions unless empirical evidence is present.
- c) Mental health counselors consider multicultural factors (including but not limited to gender, race, religion, age, ability, culture, class, ethnicity, sexual orientation) in test interpretation, in diagnosis, and in the formulation of prognosis and treatment recommendations.
- d) Mental health counselors are responsible for evaluating the quality of computer software interpretations of test data. Mental health counselors should obtain information regarding validity of computerized test interpretation before utilizing such an approach.
- e) Mental health counselors clearly explain computerized test results in their summaries and reports.
- f) Mental health counselors write reports in a style that is clear, concise and easily accessible to the lay reader.
- g) To the extent possible mental health counselors provide test results in a neutral and nonjudgmental manner.
- h) Mental health counselors are responsible for ensuring the confidentiality and security of assessment reports, test data, and test materials regardless of how the material is maintained or transmitted.
- i) Mental health counselors train their staff to respect the confidentiality of test reports in the context of typing, filing, or mailing them.
- j) Mental health counselors (or their staff members) do not release an assessment or evaluation report by request unless accompanied by a specific release of information or a valid court order. A subpoena is insufficient to release a report. In such a case, the counselor must inform his or her client of the situation. If the client refuses release, the mental health counselor coordinates between the client's attorney and the requesting attorney to protect client confidentiality and the counselor's legal welfare.

### 3. Competence

Mental health counselors employ only those diagnostic tools and assessment instruments they are trained to use by education, or supervised training and clinical experience.

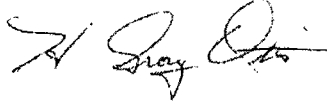
- a) Mental health counselors seek appropriate workshops, supervision and training to familiarize themselves with assessment techniques and the use of specific assessment instruments.
- b) Mental health counselor supervisors ensure that their supervisees have adequate training in interpretation before allowing them to evaluate tests independently.

Thank you for considering the extensive documentation I have presented in the previous pages. It is apparent that counselors licensed in the state of Utah are trained, educated, tested, licensed, and held accountable in accordance with law and rules to use assessment techniques and tools in diagnosis and in order to provide psychotherapy services.

To the degree that there are clients who need assessment and a DSM diagnosis to get access to treatment services, I am sure that an increased in qualified LPCs could make a real contribution to your agency and to welfare of the clients. Operating within the scope of practice, LPCs have repeatedly demonstrated their ability to provide comprehensive services to many individuals who might otherwise not be assisted.

I would be happy to discuss any questions you might have. If you feel that it would be helpful, we could set up a meeting with the current UMHCA President, Paul Carver, LPC, and members of the board. Please let me know of how we might be of assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read "H. Gray Otis".

H. Gray Otis, PhD, LPC, CCMHC  
President, American Mental Health Counselors Association  
Board Member, Utah Mental Health Counselors Association



**R156-60c-302c. Qualifications for Licensure - Examination Requirements.**

(1) Under Subsection 58-60-405(1)(g), an applicant for licensure as a clinical mental health counselor must pass the [following examinations:

(a) ~~the National Counseling Examination of the National Board for Certified Counselors; and~~

(b) ~~]~~the National Clinical Mental Health Counseling Examination of the National Board for Certified Counselors.

5

State Name	Exam(s) used
ALABAMA	NCE
ALASKA	NCE or NCMHCE
ARIZONA	NCE or NCMHCE
ARKANSAS	NCE / NCMHCE
CALIFORNIA BBS	<del>NCMHCE</del>
COLORADO	NCE
CONNECTICUT	NCE or NCMHCE
DISTRICT OF COLUMBIA	NCE
FLORIDA	<del>NCMHCE</del>
GEORGIA	NCE or NCMHCE
HAWAII	NCE
IDAHO	NCE / NCMHCE
ILLINOIS	NCE / NCMHCE
INDIANA	NCE or NCMHCE
IOWA	NCE or NCMHCE
KANSAS	NCE / NCMHCE
KENTUCKY	NCE or NCMHCE
LOUISIANA	NCE or NCMHCE
MAINE	NCE / NCMHCE
MARYLAND	NCE
MASSACHUSETTS	<del>NCMHCE</del>
MICHIGAN	NCE
MINNESOTA	NCE or NCMHCE
MISSISSIPPI	NCE or NCMHCE
MISSOURI	NCE
MONTANA	NCE or NCMHCE
NEBRASKA	NCE or NCMHCE
NEVADA MFT/CPC	NCE or NCMHCE
NEVADA ADGC	<del>NCMHCE</del>
NEW HAMPSHIRE	<del>NCMHCE</del>
NEW JERSEY	NCE
NEW MEXICO	NCE / NCMHCE

NCE : 13

NCMHCE : 8

NCMHCE or NCE : 18

BOTH : 11, including UT

PASSING RATES

NCE: 82%.

NCMHCE: 57%.

\$195 exam fee

State Name	Exam(s) used
NEW YORK	<del>NCMHCE</del>
NORTH CAROLINA	NCE or NCMHCE
NORTH DAKOTA	NCE / NCMHCE
OHIO	NCE / NCMHCE
OKLAHOMA	NCE
OREGON	NCE or NCMHCE
PENNSYLVANIA	NCE
RHODE ISLAND	<del>NCMHCE</del>
SOUTH CAROLINA	NCE or NCMHCE
SOUTH DAKOTA	NCE / NCMHCE
TENNESSEE	NCE / NCMHCE
TEXAS	NCE
UTAH	NCE / NCMHCE
VERMONT	NCE / NCMHCE
VIRGINIA	<del>NCMHCE</del>
WASHINGTON	NCE or NCMHCE
WEST VIRGINIA	NCE
WISCONSIN	NCE or NCMHCE
WYOMING	NCE

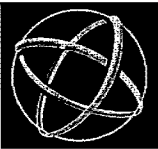


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# Candidate Handbook for State Credentialing

for the  
National Counselor Examination for Licensure and Certification and  
National Clinical Mental Health Counseling Examination

**(NCE and NCMHCE)**



NATIONAL BOARD FOR  
**CERTIFIED COUNSELORS®**

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The National Board for Certified Counselors, Inc. (NBCC) values diversity.  
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

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revised 2-2013

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## FOR MORE INFORMATION

All questions and requests for information about state licensure requirements should be directed to the state credentialing board to which you are applying. (Refer to insert for state specific information.)

All questions and requests for information about the **NBCC examination program** should be directed to

National Board for Certified Counselors, Inc.  
 3 Terrace Way  
 Greensboro, NC 27403  
 Voice: 336-547-0607  
 Fax: 336-547-0017  
 Web site: [www.nbcc.org](http://www.nbcc.org)

All questions and requests for information about **examination scheduling** should be directed to

Applied Measurement Professionals, Inc.  
 18000 W. 105th Street  
 Olathe, KS 66061-7543  
 Voice: 913-895-4600  
 Fax: 913-895-4650  
 Web site: [www.goAMP.com](http://www.goAMP.com)

# INTRODUCTION

This handbook provides information about the examination and registration process for the National Counselor Examination for Licensure and Certification (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE). It outlines the design and content of the examination and guides candidates through the examination process from registration through test taking. For your convenience, this handbook may be downloaded from the NBCC Web site, located at [www.nbcc.org](http://www.nbcc.org).

## ABOUT NBCC

The National Board for Certified Counselors (NBCC) is internationally recognized as a leading provider of counselor credentialing examinations. Forty-nine states, Puerto Rico and the District of Columbia administer NBCC examinations as part of their counselor credentialing requirements. Based on its reputation for excellence in the field of examinations, NBCC has provided consultation services for examination and credential development to many other organizations in the United States and abroad.

## INDEPENDENT TESTING AGENCY

NBCC has contracted with Applied Measurement Professionals, Inc. (AMP) to assist in the administration and scoring of the NCE and NCMHCE examinations. AMP, located in the greater Kansas City area, is a leading provider of licensing and certification examinations for professional organizations.

## NONDISCRIMINATION POLICY

NBCC and AMP do not discriminate among candidates on the basis of gender, race, creed, age, sexual orientation or national origin.

## ELIGIBILITY REQUIREMENTS

Please check with your state board for specific information about application procedures and any additional requirements. If you have previously achieved a passing score on an NBCC examination, contact your state board to

determine if you are exam-exempt. You may be required to apply to your state board prior to sitting for the NCE and NCMHCE. (Please refer to insert for state specific information.) Candidates may not schedule an examination until they have registered with NBCC.

## EXAMINATION ADMINISTRATION

The examination is delivered by computer at more than 191 AMP Assessment Centers located throughout the United States. Generally, there are no application deadlines and a candidate may submit a registration form and fee at any time. Testing is normally the first two full weeks of each month. Please refer to insert for state specific information on both application deadlines and examination scheduling. The examination is administered by appointment only, Monday through Friday at 9:00 a.m. and 1:30 p.m. on dates authorized by NBCC. Certain sites offer Saturday testing; candidates should contact AMP for particular locations and details. Candidates are allowed four hours to take the exam. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis. Therefore, candidates are advised to submit registration material approximately 60 days prior to desired exam period.

## HOLIDAYS

Examinations are not offered on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

## **REGISTERING FOR AN EXAMINATION**

Candidates should ensure that the NBCC Examination Registration Form has been properly completed and that the information provided is accurate. Careful attention will enable prompt and efficient processing. Candidates cannot schedule an examination appointment with AMP until the NBCC registration form has been processed. NBCC will then send written and e-mail notification (if e-mail address is provided on registration form) to registered candidates with examination scheduling procedures.

### **REGISTRATION FORM EXPIRATION**

A candidate who fails to test six months after registering with NBCC forfeits the registration form and all fees paid to take the examination.

### **EXAMINATION REAPPLICATION**

If you were unsuccessful in your examination attempt, you may retest again three months from your test date by completing another NBCC Examination Registration Form. The actual retest date will depend on the monthly testing schedule and site availability. Your state credentialing board may limit the number of times that you may retest. Please refer to insert for state specific information. Another examination fee is required.

### **FEES AND REFUND POLICY**

Candidates must submit the appropriate fee with the NBCC Examination Registration Form. Payment may be made by credit card (VISA®, MasterCard®, or American Express®), cashier's check, money order, or personal check made payable to NBCC. Examination fees are not refundable or transferable and expire in six months. Please refer to your Registration Form or state specific insert for the examination cost.

Checks for nonsufficient funds (NSF) will not be redeposited. If your check does not clear the

bank for any reason, you will incur a fee of \$30. Credit card transactions that are declined are also subject to a \$20 handling fee. You must send a certified check or money order for the amount due, including the NSF fee, to NBCC to cover returned checks or declined credit card transactions. Postdated checks are not an acceptable form of payment.

## **SCHEDULING AN EXAMINATION**

After the candidate has received written or e-mail confirmation from NBCC, there are two ways to schedule an appointment for the examination:

1. Online Scheduling: The candidate may schedule an examination appointment online by using AMP's online scheduling service. To use this service, follow these easy steps:
  - Go to [www.goAMP.com](http://www.goAMP.com) and select "Candidates."
  - Follow the simple, step-by-step instructions to select your examination program and register for an examination.

**OR**

2. Telephone Scheduling: Call AMP at 888-519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 7:00 p.m. (Central time) Monday through Thursday, 7:00 a.m. to 5:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

When scheduling an examination, be prepared to confirm a location, a preferred date and time for testing, and to provide your Social Security number as a unique identification number. AMP will use your Social Security number only as an identification number in maintaining your record. When you contact AMP to schedule an examination appointment, you will be notified of the time to report to the Assessment Center. Please make a note of it because you will NOT receive an admission letter.

If you call AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled as early as...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

## ASSESSMENT CENTER LOCATIONS

AMP Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. AMP Assessment Centers are typically located in H&R Block offices. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's Web site ([www.goAMP.com](http://www.goAMP.com)). Specific address information will be provided when a candidate schedules an examination appointment.

## SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

NBCC and AMP comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. NBCC and AMP will provide reasonable accommodations for candidates with disabilities.

Wheelchair access is available at all Assessment Centers. Candidates with visual, sensory, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. Please refer to insert for state specific information on special accommodations. Candidates testing with approved special accommodations should schedule their examination via AMP's toll-free number to ensure their accommodations are confirmed. Be sure to inform AMP of your need for special accommodations when calling to schedule your examination.

Candidates approved for extra time due to English as a second language must pay an additional fee of \$60 to receive this accommodation.

## TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central time) Monday-Friday at 913-495-4437. This TDD phone option is for individuals equipped with compatible TDD machinery.

## EXAMINATION APPOINTMENT CHANGES

A candidate may reschedule an examination appointment at no charge one time by calling AMP at 888-519-9901 at least two business days prior to the scheduled testing session (See table below.)

If the Examination is scheduled on...	AMP must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

## MISSED APPOINTMENTS AND CANCELLATIONS

A candidate forfeits the examination registration and all fees paid to take the examination when he/she:

- Wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled examination session;
- Reschedules for a second time;
- Appears more than 15 minutes late for an examination;
- Fails to report for an examination due to illness; or
- Fails to report for an examination appointment.

A complete NBCC Examination Registration Form and examination fee are required to reregister for the examination.

## **INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY**

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to an Assessment Center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 800-380-5416 (24 hours a day) to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be cancelled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

## **PREPARING FOR THE EXAMINATION**

Your primary objective in preparing for the examination is to pass. Other objectives such as learning new material and reviewing old material are critical toward this objective. Begin your study by developing your strategy for success.

A good study strategy includes preparation. To prepare, determine first what you need to learn, choose your study materials, and select a quiet, comfortable place that allows you to focus. Before you begin, check to make sure you have everything you need. Try to avoid interruptions.

Developing a study plan will allow you to learn the most as you study. Include setting goals in your study plan. Review what you have studied as often as possible. The more you review, the more you will retain.

## **TAKING THE EXAMINATION**

Your examination will be given by computer at an AMP Assessment Center. You do not need computer experience or typing skills to take the examination. On the day of your examination appointment, report to the Assessment Center at your scheduled test-taking time. Look for the signs indicating AMP Assessment Center Check-in. **A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.**

## **IDENTIFICATION**

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

## **SECURITY**

NBCC and AMP maintain examination administration and security standards so that all candidates have the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- No cameras, notes, tape recorders, personal digital assistants (PDAs), pagers or cellphones are allowed in the testing room.
- No calculators are permitted.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- No personal items, valuables or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room. AMP is not responsible for items left in the reception areas.

## **EXAMINATION RESTRICTIONS**

- No personal belongings are allowed in the Assessment Center. Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination. You must return the scratch paper to the proctor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking, or smoking is not permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be given additional time to test.

## **MISCONDUCT**

Individuals who engage in any of the following conduct may be dismissed from the examination and will forfeit their scores and fees:

- Creating a disturbance, being abusive, or otherwise uncooperative;
- Displaying and/or using electronic communications equipment such as pagers, cellphones, PDAs;
- Giving or receiving help or being suspected of doing so;
- Attempting to record examination questions or make notes

- Attempting to take the examination for someone else; or
- Being observed with notes, books, or other aids.

## **COPYRIGHTED EXAMINATION QUESTIONS**

All examination questions are the copyrighted property of NBCC. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Those who do so may be subject to severe civil and criminal penalties.

## **PRACTICE EXAMINATION**

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on-screen throughout your examination session. This photograph will also print on your score report.

Before beginning the timed examination, you will be given the opportunity to practice taking an exam on the computer. The time you use for this practice session is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

## **SCORES CANCELLED BY NBCC OR AMP**

NBCC and AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NBCC and AMP reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered.

## **FOLLOWING THE EXAMINATION**

After completing the examination, candidates are asked to complete a short evaluation of their examination experience. Then, candidates are instructed to report to the examination proctor to receive their score report. Scores are reported in written form only and are not reported over the telephone, by electronic mail, or by facsimile.

Your score report will indicate a "pass" or "fail."



### **IF YOU PASS THE EXAMINATION**

Candidates who pass the examination should follow their state board requirements for licensure. Please refer to insert for state specific information.

### **IF YOU DO NOT PASS THE EXAMINATION**

Candidates may take the examination once every three months. The candidate must reregister by submitting a new NBCC Examination Registration Form with the appropriate fee. Please refer to insert for state specific information.

### **FAILING TO REPORT FOR AN EXAMINATION**

A candidate who fails to report for an examination forfeits the registration and all fees paid to take the examination. A completed NBCC Examination Registration Form and examination fee are required to reapply for examination.

### **CONFIDENTIALITY**

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no personally identifiable information unless authorized by the candidate.

## **SCORE VERIFICATION**

Candidates may request a score verification for themselves or a third party at a cost of \$20 per verification by submitting a completed Score Verification Request Form along with their payment. This form is available in the document library at [www.nbcc.org](http://www.nbcc.org).

**The following pertains only to the NCE**

## **EXAMINATION CONTENT NATIONAL COUNSELOR EXAMINATION (NCE)**

The National Counselor Examination for Licensure and Certification (NCE) is a 200-question, multiple-choice, non-sectioned examination representing each of the original eight CACREP (Council for Accreditation of Counseling and Related Educational Programs) content areas, with question content also emerging from the five job analysis factors. Thus, the NCE is not only anchored in the content validity of the eight original CACREP areas, but is also representative of the empirically determined five clusters of professional counselor work behaviors.

A different form (version) of the NCE is compiled for each administration of the examination. Each form's questions, which are drawn from the item pool for the NCE, have undergone extensive review and field-testing.

Although each form of the NCE contains different questions, the content area and the respective numbers of questions representing those areas are consistent. Within the set of 200 questions on each form of the NCE, 160 of the questions are counted for the purpose of determining whether you surpass the minimum criterion (i.e., "passing") score for that form. Thus, the maximum possible score a respondent can achieve is 160. The remaining 40 questions in each form of the NCE are being field tested to determine their appropriateness for future use.



The following is an outline showing the eight CACREP domains on which the examination questions are based:

**Human Growth and Development**—Studies that provide an understanding of the nature and needs of individuals at all developmental levels.

**Social and Cultural Diversity**—Studies that provide an understanding of issues and trends in a multicultural and diverse society.

**Helping Relationships**—Studies that provide an understanding of counseling and consultation processes.

**Group Work**—Studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.

**Career Development**—Studies that provide an understanding of career development.

**Assessment**—Studies that provide an understanding of individual and group approaches to assessment and evaluation.

**Research and Program Evaluation**—Studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.

**Professional Orientation and Ethical Practice**—Studies that provide an understanding of all aspects of professional functioning, including history, roles, organizational structures, ethics, standards and credentialing.

The following is an outline of the five work behavior domains:

#### **Fundamental Counseling Issues**

Theory and application of counseling clients with issues related to the following:

- Abuse;
- Adjustment;
- Anxiety;
- Bereavement;

- Caregiving;
- Crisis;
- Culture;
- Delirium; and
- Dementia disorders or mood, etc.

#### **Counseling Process**

Example work behaviors include:

- Assessing one's appropriateness for working with a specific client;
- Assessing the course of development;
- Conducting a diagnostic interview;
- Conducting distance counseling (e.g., online, telephone); and
- Conducting school/community outreach.

#### **Diagnostic and Assessment Services**

Example work behaviors include:

- Assessing client's educational preparation;
- Assessing potential for harm to self and others;
- Conducting a biopsychosocial interview;
- Conducting an initial assessment; and
- Conducting custody evaluations.

#### **Professional Practice**

Example work behaviors include:

- Advocating for client needs;
- Advocating for the profession of counseling;
- Applying career counseling interventions;
- Applying current counseling research; and
- Applying multicultural counseling models.

#### **Professional Development, Supervision and Consultation**

Example work behaviors include:

- Communicating with credentialing boards;
- Consulting with justice system;
- Consulting with peers or other professionals;
- Consulting with prescribers about medications; and
- Consulting with professional organizations.

## NCE SAMPLE EXAMINATION QUESTIONS

Following are sample questions in the same style and similar content as will be on your examination. Use the sample questions to verify your understanding of the topics in the examination. Answers are provided for the sample questions.

- In attempting to understand the life perspectives and characteristics of their clients, some counselors use Kohlberg's theory of moral development as a theoretical framework. These counselors know that Kohlberg's theory includes three progressive levels culminating in
  - self-actualization, wherein the individual is fully humanistic.
  - principled thought, wherein the individual adopts a self-accepted set of standards of behavior.
  - androgyny, wherein the individual exhibits both male and female stereotypic behaviors.
  - personhood, wherein the individual is free from moral dilemmas.
- A professional counselor determines fees for monthly consultation services on a job-by-job basis. This is an example of which of the following types of reinforcement schedules?
  - variable interval
  - fixed interval
  - variable ratio
  - fixed ratio
- Research on the development of a person in a so-called "humanistic life outlook" has shown that it is facilitated by
  - formal educational experiences.
  - observational learning experiences.
  - diverse interpersonal interactions.
  - all of the above.
- When persons who are characteristically shy and withdrawn participate in "assertiveness training," initially they experience uncertainty and self-doubt. Counselors refer to this social psychological concept as
  - cognitive dissonance.
  - dissociation.
  - individuation.
  - acculturation.
- "Men (used here to mean all people) are disturbed not by things, but by the view which they take of them." This quote, attributable to Epictetus, most closely describes the counseling theory developed by
  - Rogers.
  - Carkhuff.
  - Freud.
  - Ellis.
- The counseling technique in which the counselor intensifies the client's emotional state in order to help the client understand the irrationality of the emotional reaction is known as
  - confrontation.
  - paradoxical intention.
  - systematic desensitization.
  - reconfiguration.
- Counselors know that groups are formed for different purposes. For example, in some groups the primary goal is to yield some specified outcome, or "product," while in others the primary goal is to focus on the "process" of interaction within the group. Which of the following types of groups is more product than process oriented?
  - Behavioral
  - Transactional-analysis
  - Adlerian
  - Client-centered
- In the context of group counseling, members that are high in conformity also tend to be high in
  - independence.
  - authoritarianism.
  - intelligence.
  - superiority.
- A counselor who structures a career counseling group to help group members understand a "fields and levels" approach to careers is following the theory of
  - Super.
  - Roe.
  - Holland.
  - Tiedeman.

10. The concept of "career maturity" has been described and researched most extensively by
- Crites.
  - Hoyt.
  - Tiedeman.
  - Ginzberg.
11. Person A and Person B both took the same test. Person A got a score of 100 while Person B got a score of 75. In order for a counselor to determine whether the difference between their scores was because of "chance," the counselor would need to know which of the following characteristics of the test?
- mean
  - standard deviation
  - standard error of measurement
  - standard error of the mean
12. A counselor conducted a study intended to evaluate the effectiveness of on-going group career counseling on the vocational maturity of high school sophomores. The study was begun in September and continued until June. This study is particularly susceptible to which of the following threats to the validity of an experiment?
- regression
  - maturation
  - reactive effects of experimentation
  - multiple treatment interference
13. A counselor designs a study where two experimental groups and one control group complete pre- and post-experiment measures of self-concept. The subjects were not randomly assigned to the groups because of scheduling problems. Which of the following techniques is MOST appropriate for analyzing the resultant data?
- analysis of covariance
  - correlated t-tests
  - analysis of variance
  - Wilcoxon matched-pairs signed-ranks test
14. You have been providing career counseling to a client who is seeking employment. Concurrent with the counseling, and with your knowledge, the client has made application for employment with several employers. A potential employer calls you and asks for your opinion as to your client's suitability for the employer's job opening. Under which of the following conditions are you free (i.e., not in violation of professional ethics), to provide the information requested?
- When it is clear that the client will not get the job unless the information is given
  - When you are certain that the information you would provide would assure that the client would get the job.
  - When in your best judgment you believe the information would enhance the client's chances for getting the job.
  - None of the above.
15. As applied to professional licensure of counselors, the term "reciprocity" means that
- one licensing agency agrees to accept the licensing standards of another as sufficient for its own.
  - a licensed counselor may legally perform the functions of a licensed psychologist.
  - certification is synonymous with licensure.
  - graduation from a fully accredited counselor education program automatically constitutes eligibility for licensure.

**Sample Answer Key**

- |      |       |       |
|------|-------|-------|
| 1. B | 6. B  | 11. C |
| 2. C | 7. A  | 12. B |
| 3. D | 8. B  | 13. A |
| 4. A | 9. B  | 14. D |
| 5. D | 10. A | 15. A |

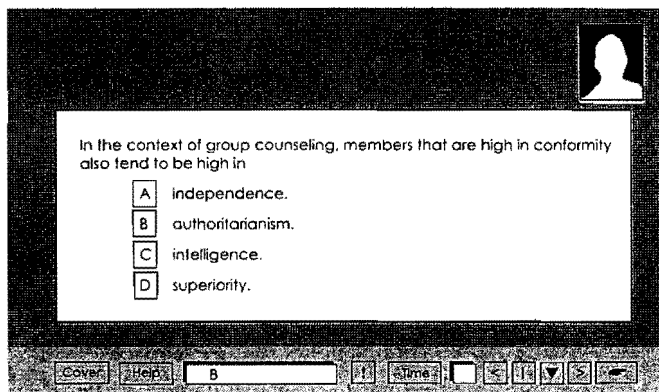
The National Board for Certified Counselors, Inc. (NBCC) has developed a preparation guide for the NCE that includes general information about the exam, a practice test, tips and strategies for test taking, and additional references. This guide can be purchased for \$34.95. An order form can be printed from the Web site: [www.nbcc.org](http://www.nbcc.org).

Address: NBCC,  
3 Terrace Way,  
Greensboro, NC 27403-3660  
Telephone: 336-547-0607  
Fax: 336-547-0017  
Web site: [www.nbcc.org](http://www.nbcc.org)

## TIMED EXAMINATION

### Multiple-choice software

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right-hand corner of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices

of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked questions. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## CANDIDATE COMMENTS

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

## PASS/FAIL SCORE DETERMINATION

The methodology used to set the minimum passing score is the Angoff method, applied

during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates.

Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meets the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each question selected for each version of the examination, attempting to match the difficulty level of each version as closely as possible. To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

**The following pertains only to the NCMHCE**

## **EXAMINATION CONTENT NATIONAL CLINICAL MENTAL HEALTH COUNSELING EXAMINATION (NCMHCE)**

The simulations on the National Clinical Mental Health Counseling Examination (NCMHCE) are designed to sample a broad area of competencies, not the recall of isolated facts. Therefore, the simulations assess clinical problem-solving ability, including identifying, analyzing, diagnosing, and treating clinical problems.

The examination consists of 10 clinical mental health counseling cases. Each case is divided into five to eight sections classified as either Information Gathering (IG) or Decision Making

(DM). The examination covers the following areas:

### **Assessment and Diagnosis**

Example work behaviors include the following:

- Integrate client assessment and observational data;
- Identify precipitating problems or symptoms;
- Identify individual and/or relationship functioning; and
- Identify relevant family issues.

### **Counseling and Psychotherapy**

Example work behaviors include the following:

- Inform client about ethical standards and practice;
- Clarify counselor/client roles;
- Implement individual counseling in relation to a plan of treatment; and
- Evaluate referral information.

### **Administration, Consultation and Supervision**

Example work behaviors include the following:

- Maintain case notes, records and/or files;
- Determine if services meet client's needs;
- Communicate orally with others to maintain professional communications; and
- Assist clients with obtaining social services.

The National Board for Certified Counselors, Inc. (NBCC) has developed a preparation guide for the NCMHCE that includes five-problem sample examination with directions for scoring, explanations for each choice, latent image pen, and additional references. This guide can be purchased for \$44.95. An order form can be printed from the Web site: [www.nbcc.org](http://www.nbcc.org).

## **EXAMINATION FORMAT**

A clinical mental health counselor is required to make important clinical decisions regarding the well-being of clients. Therefore, a clinical simulation examination is used to more realistically assess knowledge in such decision making.

The NCMHCE is a clinical simulation examination. Each problem will consist of

three components: Scenario, Information Gathering (IG) sections, and Decision Making (DM) sections. Each problem begins with a scenario. The scenario provides the setting and introductory client information (e.g., age, gender, presenting problem(s)).

In Information Gathering (IG) sections, you are expected to gather all relevant information for answering the questions. This might include family background, status of physical health, previous experience in counseling, etc. Read all responses before choosing the responses that you consider necessary for responding to the question about the client. You should select all options that are appropriate at that time. If you select more or fewer options than are appropriate, this will adversely impact your information gathering score.

Decision Making (DM) sections provide opportunities for making clinical judgments or decisions. These sections may be formatted in one of two ways:

1. **Single Best Option**—There may be more than one acceptable option, but one option is generally regarded as most acceptable.
2. **Multiple Options**—Several options are considered appropriate. These sections address decisions in which a combination of actions is required.

In the Decision Making section described as "Single Best Option," the instructions are to "CHOOSE ONLY ONE" option. You should not assume that your response is incorrect if you are directed to make another selection. The simulation examination format sometimes uses this direction. The multiple option type of decision making described as "Multiple Options" will have instructions to "SELECT AS MANY."

The procedure for taking the National Clinical Mental Health Counseling Examination (NCMHCE) is different from that of the more common multiple-choice examinations. Each simulation problem is identified by a number and the client's name and each section is identified by a letter.

## **PASS/FAIL SCORE DETERMINATION**

The passing point for each form of the NCMHCE was set by the examination committee using a criterion-referenced method. The exact passing point may vary from one form of the examination to another, depending on the scored problems included on the version you attempted. The examination committee follows strict guidelines in selecting the problems for each examination form to ensure the versions of the examination are parallel in difficulty.

Each section, Information Gathering (IG) or Decision Making (DM), in a simulation was evaluated by content experts when the problem was developed, and a minimum pass level (MPL) was established for the section using the scoring weights assigned to the options in that section. The MPL for an individual problem on the examination (IG or DM) is the sum of the MPL for all of the IG and DM sections contained in the problem; the MPL for the total examination is determined by summing the MPLs for all IG and DM problems on the examination form.

To assist candidates in evaluating their performance on the Simulation Examination, scores are provided for both IG and DM sections. It is the TOTAL RAW SCORE for IG and DM on the entire examination that determines whether you pass or fail the Simulation Examination. Candidates must achieve TOTAL RAW passing scores in both IG and DM to successfully complete this examination. The total raw score is based on the nine scored simulations on your examination. The examination you will take includes one unscored simulation that is being pretested for future examinations.

## SAMPLE CLINICAL SIMULATION PROBLEM

The following is an example of an IG and DM section as it might appear in a problem on the National Clinical Mental Health Counseling Examination (NCMHCE). Remember that in an actual problem, there will be five to eight sections and four to 14 selections per section (depending on the nature of the section). The responses in the shaded right-hand column are covered here. In the actual examination you will not be able to see the response unless you select it.

Simulation 1- Ms. Wagner: You are a clinical mental health counselor in a small group private practice. Ms. Wagner is a 37-year-old female who has scheduled an appointment with you. She states, "My primary care physician said you probably could help me." For the past 3 months, Ms. Wagner has been feeling stressed, had problems sleeping, and has not been able to focus on her work.

### Section A- Ms. Wagner

During the first session, which of the following would be most important to assess in order to formulate a provisional DSM-IV diagnosis? (**SELECT AS MANY** as you consider indicated in this section.)

A-1.	Mental status	A-1.	Unremarkable **	
A-2.	Stressors	A-2.	Single parent of a 10-year-old girl, elementary teacher at a new school, and father had a heart attack 3 months ago**	
A-3.	Previous counseling	A-3.	None**	
A-4.	Recreation activities	A-4.	Not relevant at this time**	
A-5.	Family history of mental illness	A-5.	None**	

**7-9 more choices would appear here on a complete problem.**

When you have completed your selections in this section, **UNCOVER RESPONSE A-13**

A-13.	Go to section D**	
-------	-------------------	--

**Section D- Ms. Wagner**

Based on the information obtained about Ms. Wagner, what is the provisional DSM-IV diagnosis?

**(CHOOSE ONLY ONE** unless you are directed to "Make another selection in this Section.")

D-1.	Generalized Anxiety Disorder	D-1.	Not indicated. Make another selection in this section.**
D-2.	Major Depressive Disorder, Single Episode	D-2.	Not indicated. Make another selection in this section.**
D-3	Adjustment Disorder with Depressed Mood	D-3.	Go to Section ____.**
D-4.	Dysthymic Disorder	D-4.	Not indicated. Make another selection in this section.**

***This section might have 1-2 more alternatives on a complete problem.***

**SELECTED REFERENCES**

NBCC does not endorse any particular study materials for the NCMHCE. The following references are presented as possible helpful options in preparing for the NCMHCE. NCMHCE performance enhancement is neither implied nor expressed.

American Counseling Association, (2005). *ACA Code of Ethics*. Alexandria, VA: American Counseling Association.

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.) Washington, DC: American Psychiatric Press.

Corey, G. (1996). *Theory and practice of counseling and psychotherapy* (5th ed.). Pacific Grove, CA: Brooks/Cole Publishing Company.

Hood, A.B., & Johnson, R.W. (1997). *Assessment in counseling: A guide to the use*

*of psychological assessment procedures* (2nd ed.). Alexandria, VA: American Counseling Association.

Wiger, D. E. (2012). *The Psychotherapy Documentation Primer* (3rd ed.). Hoboken, NJ : Wiley & Sons.

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# Computer-Based Testing Special Accommodations Request for State Licensure Candidates

Use this form if you are requesting special accommodations for the examination(s). All requests are reviewed individually and are subject to NBCC approval.

Applicant's Name: \_\_\_\_\_

## Candidates With Disabilities

Please identify briefly the nature of your disability. (Attach letterhead documentation to include diagnosis and recommended accommodations by a qualified professional.) Specify the special accommodations and/or arrangements you will need to complete the National Counselor Examination for Licensure and Certification (NCE) and/or the National Clinical Mental Health Counseling Examination (NCMHCE). Documentation may not be more than five years old.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that this information is correct. I have attached the required documentation.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Candidates for Whom English Is a Second Language

*I am requesting two additional hours of exam time and/or permission to bring a nonelectronic, word-to-word translation dictionary due to English as a second language (ESL). I have attached documentation from my graduate program showing that I received special accommodations due to ESL while in school.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: If you studied in another language, we will verify the international degree equivalency evaluation you submitted as part of this application.**

## Request for Special Exam Date

*I have attached a letter from my clergyperson verifying that I cannot participate in the examination on Saturday for religious reasons. Please contact me to arrange a special administration of the NCE on the Friday immediately preceding or the Monday immediately following the scheduled administration date.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Request for International Exam Location (Only for active military personnel testing for state licensure.)

*Please contact me to arrange for testing at an international location.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Cancellations of special exam accommodations must be made at least seven business days before the exam date.**



**MENTAL HEALTH PROFESSIONAL PRACTICE ACT  
AMENDMENTS**

2014 GENERAL SESSION  
STATE OF UTAH

**Chief Sponsor: Michael S. Kennedy**  
Senate Sponsor: Deidre M. Henderson

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**LONG TITLE**

**General Description:**

This bill amends provisions for externship licenses issued by the Division of Occupational and Professional Licensing.

**Highlighted Provisions:**

This bill:

- amends provisions for an externship license issued under the Social Worker Licensing Act, the Marriage and Family Therapist Licensing Act, or the Clinical Mental Health Counselor Licensing Act.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

None

**Utah Code Sections Affected:**

AMENDS:

58-60-117, as last amended by Laws of Utah 2012, Chapter 179

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*Be it enacted by the Legislature of the state of Utah:*

Section 1. Section 58-60-117 is amended to read:

58-60-117. Externship licenses.



28 (1) The division shall issue a temporary license under Part 2, Social Worker Licensing  
29 Act, Part 3, Marriage and Family Therapist Licensing Act, or Part 4, Clinical Mental Health  
30 Counselor Licensing Act, of this chapter to a person who:

31 (a) submits an application for licensure under Part 2, Social Worker Licensing Act,  
32 Part 3, Marriage and Family Therapist Licensing Act, or Part 4, Clinical Mental Health  
33 Counselor Licensing Act;

34 (b) pays a fee determined by the department under Section 63J-1-504;

35 (c) holds an earned doctoral degree or master's degree in a discipline that is a  
36 prerequisite for practice as a mental health therapist;

37 (d) has [~~one or more deficiencies~~] a deficiency, as defined by division rule, in course  
38 work[~~, experience, or training~~];

39 (e) provides mental health therapy as an employee of a public or private organization,  
40 which provides mental health therapy, while under the supervision of a person licensed under  
41 this chapter; and

42 (f) is of good moral character and has no disciplinary action pending or in effect  
43 against the applicant in connection with the practice of mental health therapy, in any  
44 jurisdiction.

45 (2) A temporary license issued under this section shall expire upon the earlier of:

46 (a) issuance of the license applied for; or

47 (b) three years from the date the temporary license was issued.

48 (3) The temporary license issued under this section is an externship license.

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**Legislative Review Note**

**as of 2-13-14 12:07 PM**

**Office of Legislative Research and General Counsel**

**R156-60c-401. Requirements to be Qualified as a Clinical Mental Health Counselor Training Supervisor.**

In accordance with Subsections 58-60-405(1)(e) and (f), in order for an individual to be qualified as a clinical mental health counselor training supervisor, the individual shall have the following qualifications:

- (1) be currently licensed in good standing in a profession set forth for a supervisor under Subsection 58-60-405(1)(e) in the state in which the supervised training is being performed;
- (2) have engaged in lawful practice of mental health therapy as a physician, clinical mental health counselor, psychiatrist, psychologist, clinical social worker, registered psychiatric mental health nurse specialist, or marriage and family therapist for not fewer than 4,000 hours in a period of not less than two years prior to beginning supervision activities; and
- (3) be employed by or have a contract with the mental health agency that employs the supervisee but not be employed by the supervisee, nor be employed by an agency owned in total or in part by the supervisee, or in which the supervisee has any controlling interest.

**R156-60c-402. Duties and Responsibilities of a Supervisor of Clinical Mental Health Counselor.**

The duties and responsibilities of a licensee providing supervision to an individual completing supervised clinical mental health counselor training requirements for licensure as a clinical mental health counselor are to:

- (1) be professionally responsible for the acts and practices of the supervisee which are a part of the required supervised training;
- (2) be engaged in a relationship with the supervisee in which the supervisor is independent from control by the supervisee and in which the ability of the supervisor to supervise and direct the practice of the supervisee is not compromised;
- (3) be available for advice, consultation, and direction consistent with the standards and ethics of the profession and the requirements suggested by the total circumstances including the supervisee's level of training, diagnosis of patients, and other factors known to the supervisee and supervisor;
- (4) provide periodic review of the client records assigned to the supervisee;
- (5) comply with the confidentiality requirements of Section 58-60-114;
- (6) monitor the performance of the supervisee for compliance with laws, standards, and ethics applicable to the practice of clinical mental health counseling and report violations to the Division;
- (7) supervise only a supervisee who is an employee of a public or private mental health agency;

(8) submit appropriate documentation to the Division with respect to all work completed by the supervisee evidencing the performance of the supervisee during the period of supervised clinical mental health counselor training, including the supervisor's evaluation of the supervisee's competence in the practice of clinical mental health counseling;

(9) supervise not more than three supervisees at any given time unless approved by the Board and Division; and

(10) assure each supervisee is licensed as a licensed associate clinical mental health counselor or licensed associate clinical mental health counselor extern prior to beginning the supervised training of the supervisee as required under Subsection 58-60-405(1)(e) and (f).

#### **R156-60c-502. Unprofessional Conduct.**

"Unprofessional conduct" includes:

(1) acting as a supervisor or accepting supervision duties of a supervisor without complying with or ensuring the compliance with the requirements of Sections R156-60c-401 and R156-60c-402;

(2) engaging in the supervised practice of mental health therapy when not in compliance with Subsections R156-60c-401(3) and R156-60c-402(7);

(3) engaging in and aiding or abetting conduct or practices which are dishonest, deceptive or fraudulent;

(4) engaging in or aiding or abetting deceptive or fraudulent billing practices;

(5) failing to establish and maintain appropriate professional boundaries with a client or former client;

(6) engaging in dual or multiple relationships with a client or former client in which there is a risk of exploitation or potential harm to the client;

(7) engaging in sexual activities or sexual contact with a client with or without client consent;

(8) engaging in sexual activities or sexual contact with a former client within two years of documented termination of services;

(9) engaging in sexual activities or sexual contact at any time with a former client who is especially vulnerable or susceptible to being disadvantaged because of the client's personal history, current mental status, or any condition which could reasonably be expected to place the client at a disadvantage recognizing the power imbalance which exists or may exist between the counselor and the client;

(10) engaging in sexual activities or sexual contact with client's relatives or other individuals with whom the client maintains a relationship when that individual is especially vulnerable or susceptible to being disadvantaged because of his personal history, current mental status, or any condition which could reasonably be expected to place that individual at a disadvantage recognizing the power imbalance which exists or may exist between the counselor and that individual;

(11) engaging in physical contact with a client when there is a risk of exploitation or potential harm to the client resulting from the contact;

(12) engaging in or aiding or abetting sexual harassment or any conduct which is exploitive or abusive with respect to a student, trainee, employee, or colleague with whom the licensee has supervisory or management responsibility;

(13) failing to render impartial, objective, and informed services, recommendations or opinions with respect to custodial or parental rights, divorce, domestic relationships, adoptions, sanity, competency, mental health or any other determination concerning an individual's civil or legal rights;

- (14) exploiting a client for personal gain;
- (15) using a professional client relationship to exploit a person that is known to have a personal relationship with a client for personal gain;
- (16) failing to maintain appropriate client records for a period of not less than ten years from the documented termination of services to the client;
- (17) failing to obtain informed consent from the client or legal guardian before taping, recording or permitting third party observations of client care or records;
- (18) failing to cooperate with the Division during an investigation; and
- (19) failing to abide by the provision of the American Mental Health Counselors Association Code of Ethics, last amended March 2010, which is adopted and incorporated by reference.

State of Utah  
Administrative Rule Analysis

## NOTICE OF PROPOSED RULE

- \* The agency identified below in box 1 provides notice of proposed rule change pursuant to Utah Code Section 63G-3-301.
- \* Please address questions regarding information on this notice to the agency.
- \* The full text of all rule filings is published in the Utah State Bulletin unless excluded because of space constraints.
- \* The full text of all rule filings may also be inspected at the Division of Administrative Rules.

DAR file no:

78999

Date filed:

11-29-2014

State Admin Rule Filing Id:

Time filed:

	Agency No.	Rule No.	Section No.
Utah Admin. Code Ref (R no.):	R 156	- 60a	-
Changed to Admin. Code Ref. (R no.):	R		

1. Agency: Commerce/Division of Occupational and Professional Licensing  
Room no.:  
Building: Heber M. Wells Building  
Street address 1: 160 East 300 South  
Street address 2:  
City, state, zip: Salt Lake City UT 84111-2316  
Mailing address 1: PO Box 146741  
Mailing address 2:  
City, state, zip: Salt Lake City UT 84114-6741  
Contact person(s):  
Name: Rich Oborn Phone: 801-530-6767 Fax: 801-530-6511 E-mail: roborn@utah.gov

(Interested persons may inspect this filing at the above address or at the Division of Administrative Rules during business hours)

2. Title of rule or section (catchline):

Social Worker Licensing Act Rule

3. Type of notice:

New \_\_\_; Amendment XXX; Repeal \_\_\_; Repeal and Reenact \_\_\_

4. Purpose of the rule or reason for the change:

The Division and the Social Worker Licensing Board reviewed the rule and determined it was necessary to modify the social worker examination and licensed clinical social worker (LCSW) training requirements.

5. This change is a response to comments from the Administrative Rules Review Committee.

No XXX; Yes \_\_\_

6. Summary of the rule or change:



Section 302c: The current rule requires applicants for the LCSW license to hold a certified social worker (CSW) license while they gather 4,000 hours of training. The proposed amendment creates two exceptions to this requirement. The first exception is for an individual who is not licensed as a CSW in Utah because the individual is under an exemption established in Subsection 58-1-307(1)(a) for an individual who works at a federal agency and who is licensed in another state. The second exception is for an individual who gathers training hours outside Utah in a jurisdiction where the individual holds either a license equivalent to the CSW or is trained without a license under the laws of that jurisdiction. Section 302d: Paragraph (4) is removed because the Division is removing itself from the exam pre-approval process. Under the new process, the Association of Social Work Boards (ASWB) determines who takes the ASWB exam. The new process will dramatically decrease the number of days that a social worker license application is pending with the Division.

**7. Aggregate anticipated cost or savings to:**

**A) State budget:**

**Affected:** No ; Yes

Administering the pre-approval process for the ASWB exams distracts Division staff from their primary responsibility of processing social worker license applications. As a result, the Division will experience savings impact due to removing itself from the exam pre-approval processes under amendments to Section 302c. The Division is unable to estimate the extent of savings impact caused by this amendment. The Division will incur minimal costs of approximately \$100.00 to print and distribute the rule once the proposed amendments are made effective. Any costs incurred will be absorbed in the Division's current budget. No other cost impact to the Division is anticipated.

**B) Local government:**

**Affected:** No ; Yes

The proposed amendments apply only to social worker license applicants. As a result, the proposed amendments do not apply to local governments.

**C) Small businesses ("small business" means a business employing fewer than 50 persons):**

**Affected:** No ; Yes

The proposed amendments impact social worker license applicants, who may own a small business. Removing the Division from the ASWB exam pre-approval process has cost impact on applicants in Utah seeking to register for the ASWB exam. ASWB charges candidates a \$60.00 fee to perform services related to the exam pre-approval process. The Division is unable to determine an aggregate cost to social worker applicants since the Division does not know how many new applicants will be applying to take the ASWB exam and will thus be subject to the \$60.00 fee. Creation of the two exceptions to the requirement for individuals to hold a CSW license while they fulfill the LCSW training requirement will have savings impact on individuals who fall under the exceptions. The Division is unable to estimate the extent of savings impact caused by this amendment.

**D) Persons other than small businesses, businesses, or local government entities ("person" means any individual, partnership, corporation, association, governmental entity, or public or private organization of any character other than an agency):**

**Affected:** No ; Yes

The proposed amendments impact social worker license applicants. Removing the Division from the ASWB exam pre-approval process has cost impact on applicants in Utah seeking to register for the ASWB exam. ASWB charges candidates a \$60.00 fee to perform services related to the exam pre-approval process. The Division is unable to determine an aggregate cost to social worker applicants since the Division does not know how many new applicants will be applying to take the ASWB exam and will thus be subject to the \$60.00 fee. Creation of the two exceptions to the requirement for individuals to hold a CSW license while they fulfill the LCSW training requirement will have savings impact on individuals who fall under the exceptions. The Division is unable to estimate the extent of savings impact caused by this amendment.

**8. Compliance costs for affected persons:**

The proposed amendments impact social worker license applicants. Removing the Division from the ASWB exam pre-approval process has cost impact on applicants in Utah seeking to register for the ASWB exam. ASWB charges candidates a \$60.00 fee to perform services related to the exam pre-approval process. Creation of the two exceptions to the requirement for individuals to hold a CSW license while they fulfill the LCSW training requirement will have savings impact on individuals who fall under the exceptions. The Division is unable to estimate the extent of savings impact caused by this amendment.

**9. A) Comments by the department head on the fiscal impact the rule may have on businesses:**

This filing eliminates existing examination requirements that the Division will no longer seek to enforce. In addition, it allows individuals who have not obtained a Utah certified social worker license to submit an application for a clinical social worker license if they have been approved by another state to work as a certified social worker. It is anticipated that these amendments will affect individuals seeking licensure, with no fiscal impact to businesses.

**B) Name and title of department head commenting on the fiscal impacts:**

Francine A. Giani, Executive Director

**10 This rule change is authorized or mandated by state law, and implements or interprets the following state and federal laws.**

**State code or constitution citations (required)** (e.g., Section 63G-3-402; Subsection 63G-3-601(3); Article IV) :

Section 58-60-201

Subsection 58-1-106(1)(a)

Subsection 58-1-202(1)(a)

**11 This rule adds, updates, or removes the following title of materials incorporated by references (a copy of materials incorporated by reference must be submitted to the Division of Administrative Rules; if none, leave blank):**

**First Incorporation**

**Second Incorporation**

**Official Title of Materials  
Incorporated (from title page)**

**Publisher**

**Date Issued**

**Issue, or version**

**ISBN Number (optional)**

**ISSN Number (optional)**

**Cost of Incorporated Reference**

**Action: Adds, updates, or removes**

(If this rule incorporates more than two items by reference, please attach additional pages)

**12 The public may submit written or oral comments to the agency identified in box I. (The public may also request a hearing by submitting a written request to the agency. The agency is required to hold a hearing if it receives requests from ten interested persons or from an association having not fewer than ten members. Additionally, the request must be received by the agency not more than 15 days after the publication of this rule in the Utah State Bulletin. See Section 63G-3-302 and Rule R15-1 for more information.)**

**A) Comments will be accepted until 5:00 p.m. on (mm/dd/yyyy):**

01/14/2015

**B) A public hearing (optional) will be held:**

**On (mm/dd/yyyy):**

01/07/2015

**At (hh:mm AM/PM):**

8:30 AM

**At (place):**

160 East 300 South, Hearing Room 403  
(4th floor), Salt Lake City, Utah

13 This rule change may become effective on (mm/dd/yyyy): 01/21/2015

NOTE: The date above is the date on which this rule MAY become effective. It is NOT the effective date. After the date designated in Box 12(A) above, the agency must submit a Notice of Effective Date to the Division of Administrative Rules to make this rule effective. Failure to submit a Notice of Effective Date will result in this rule lapsing and will require the agency to start the rulemaking process over.

14 Indexing information -- keywords (maximum of four, in lower case, except for acronyms (e.g., "GRAMA") or proper nouns (e.g., "Medicaid"); may not include the name of the agency:

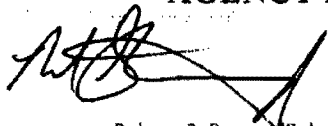
licensing social workers

15 Attach an RTF document containing the text of this rule change (filename): R156-60a.pro

To the agency: Information requested on this form is required by Sections 63G-3-301, 302, 303, and 402. Incomplete forms will be returned to the agency for completion, possibly delaying publication in the *Utah State Bulletin*, and delaying the first possible effective date.

**AGENCY AUTHORIZATION**

Agency head or designee, and title:



Date (mm/dd/yyyy): 11/25/2014

**R156. Commerce, Occupational and Professional Licensing.**

**R156-60a. Social Worker Licensing Act Rule.**

**R156-60a-302c. Training Requirements for Licensure as an LCSW.**

(1) In accordance with Subsections 58-60-205(1)(e), (f) and (g), and 58-60-202(4)(a), the 4,000 hours of clinical social work and mental health therapy training qualifying an applicant for licensure as an LCSW shall:

(~~1~~) a) be obtained after completion of the education requirement set forth in Subsections 58-60-205(1)(d) and (g) and shall not include any clinical practicum hours obtained as part of the education program;

(~~2~~) b) be completed over a ~~[duration]~~ period of not less than two years;

(~~3~~) c) unless this Subsection (2) applies, be completed while the applicant is licensed as a CSW;

(~~4~~) d) be completed while the ~~[CSW is an employee of]~~ applicant is employed by a public or private agency engaged in mental health therapy;

(~~5~~) e) be completed under a program of general supervision by an LCSW meeting the requirements of Sections R156-60a-302e and R156-60a-601; and

(~~6~~) f) include the following training requirements:

(~~a~~) i) individual, family, and group therapy;

(~~b~~) ii) crisis intervention;

(~~c~~) iii) intermediate treatment; and

(~~d~~) iv) long term treatment.

(2) An applicant may apply to the Division for an LCSW license without complying with this Subsection (1)(c) if:

(a) the applicant qualifies for a license exemption under Subsection 58-1-307(1)(a); or

(b) the applicant completed training in another jurisdiction, which training is completed:

(i) while the applicant is licensed as the equivalent of a CSW; or

(ii) while the applicant is not required to be licensed while engaged in the practice of certified social work.

**R156-60a-302d. Examination Requirements.**

(1) In accordance with Subsection 58-60-205(1)(h), the examination requirements for licensure as an LCSW include passing the Clinical Examination of the ASWB or the Clinical Social Workers Examination of the State of California.

(2) In accordance with Subsection 58-60-205(2)(e), the examination requirements for licensure as a CSW shall include passing the Masters, Advanced Generalist, or Clinical Examination of the ASWB.

(3) In accordance with Subsection 58-60-205(4)(e), the examination requirements for licensure as an SSW shall include passing the Bachelors Examination of the ASWB.

(4) ~~[Applicants for any ASWB exam must pass the exam within one year from date of the Division's approval for the applicant to take the exam. If the applicant does not pass the required exam within one year, the pending license application shall be denied.]~~

~~(5)~~] Applicants requesting additional time to complete any ASWB exam in accordance with Subsection 58-60-205(5) shall complete an ASWB application for special arrangements approved by the Division.

KEY: licensing, social workers

Date of Enactment or Last Substantive Amendment: [~~July 9, 2012~~] 2015

Notice of Continuation: August 4, 2014

Authorizing, and Implemented or Interpreted Law: 58-60-201; 58-1-106(1)(a); 58-1-202(1)(a)