



# DOPL Board Survey 2015

## Bureau 3 Responses

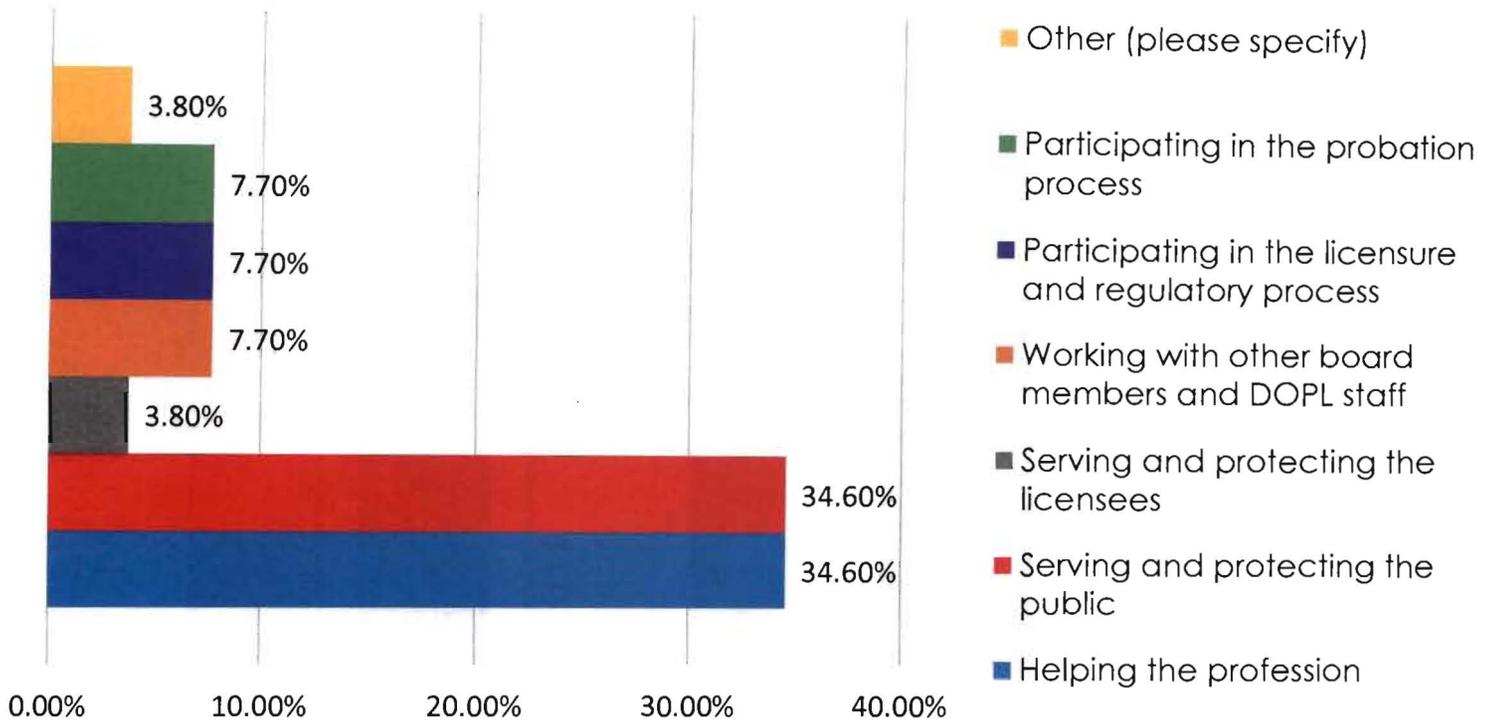
# 26

## Total Responses

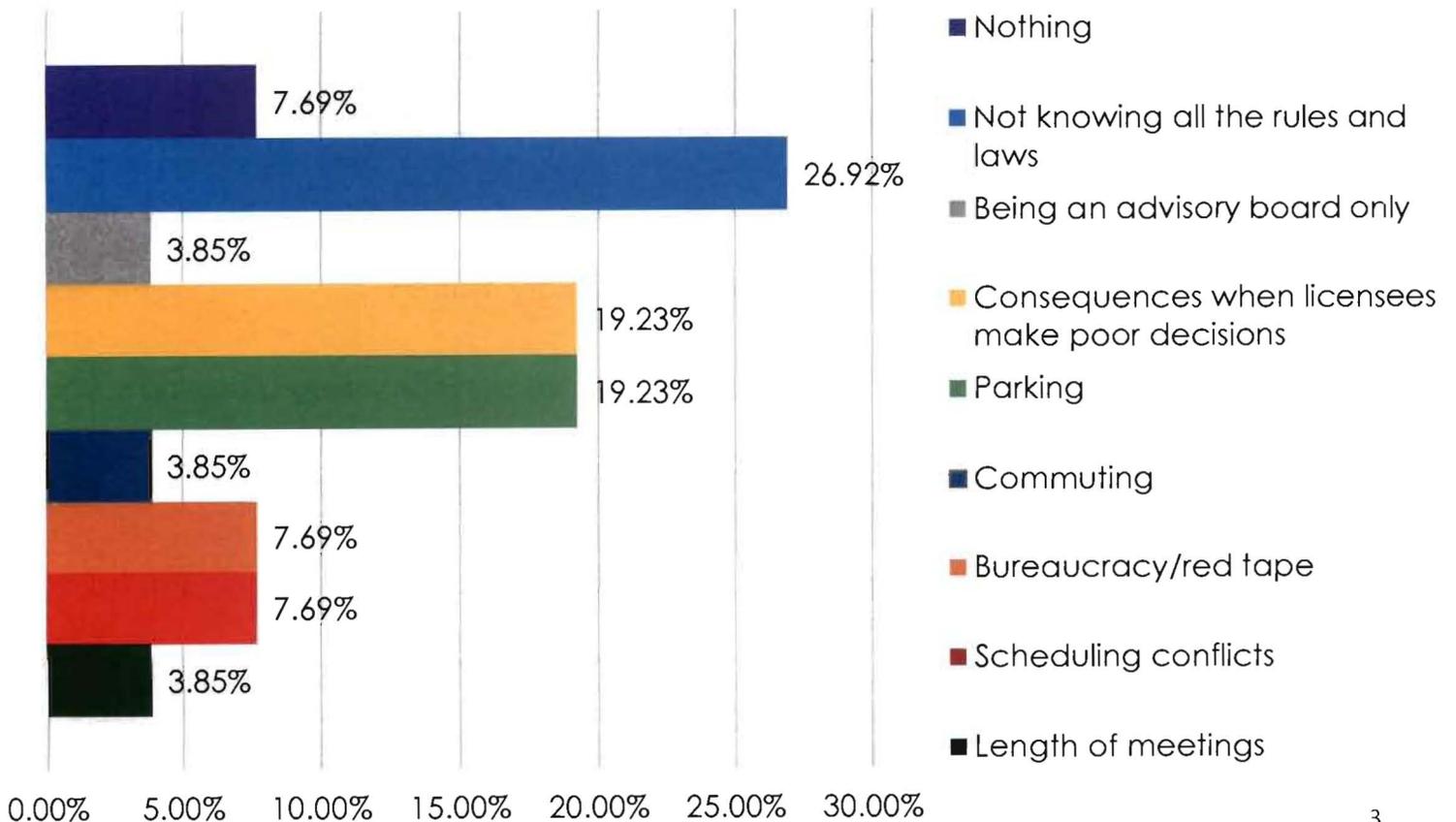
### Bureau 3 Professions *(Current Licensees)* :

- Clinical Mental Health (1,637)
- Genetic Counselor (135)
- Marriage & Family Therapy (796)
- Online Internet Facilitator (2)
- Pharmacy (13,592)
- Psychologist (1,164)
- Recreational Therapy (632)
- Social Work (6,827)
- Substance Use Disorder (429)

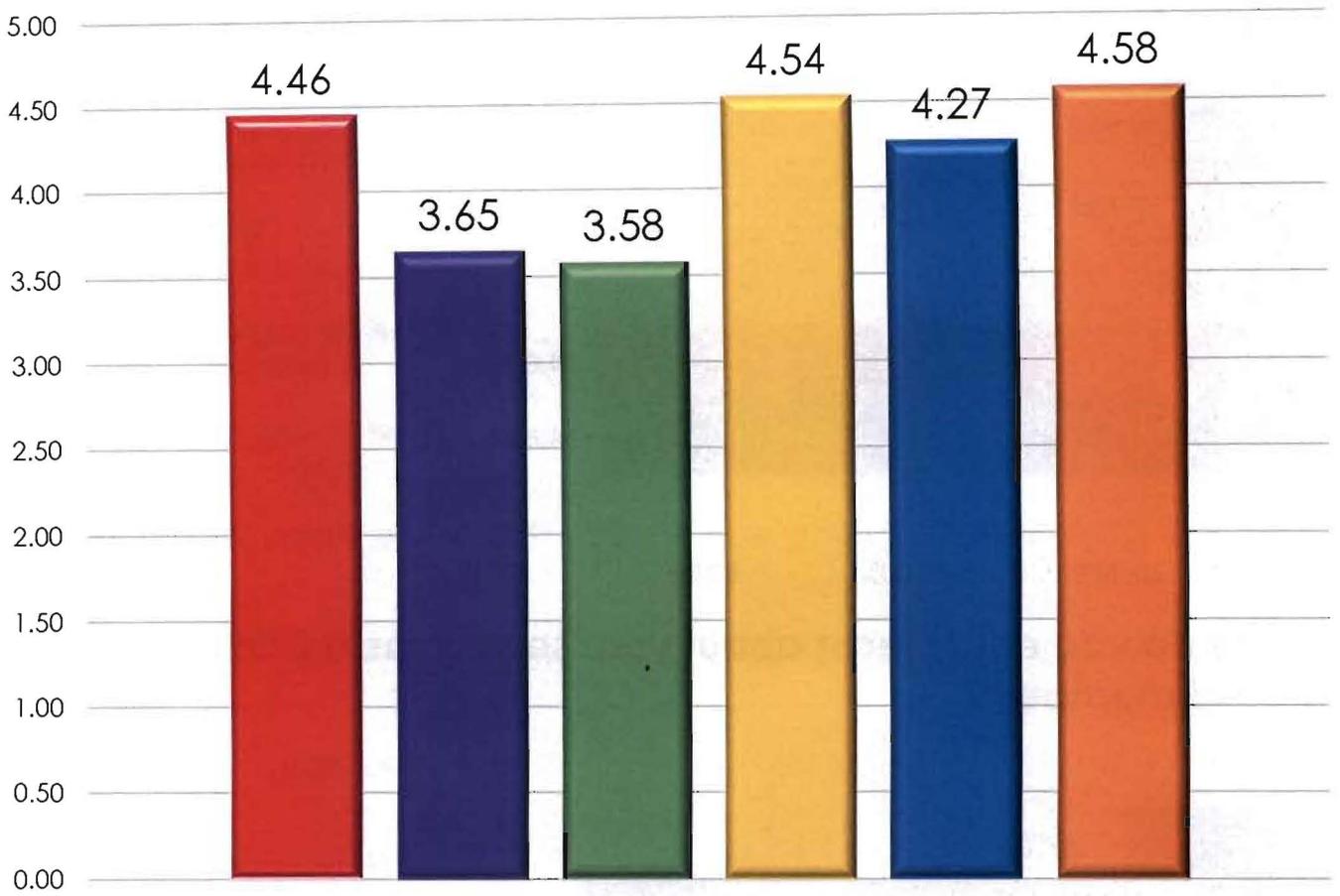
## What do you enjoy most about your service as a DOPL board member?



## What do you enjoy least about your service as a DOPL board member?

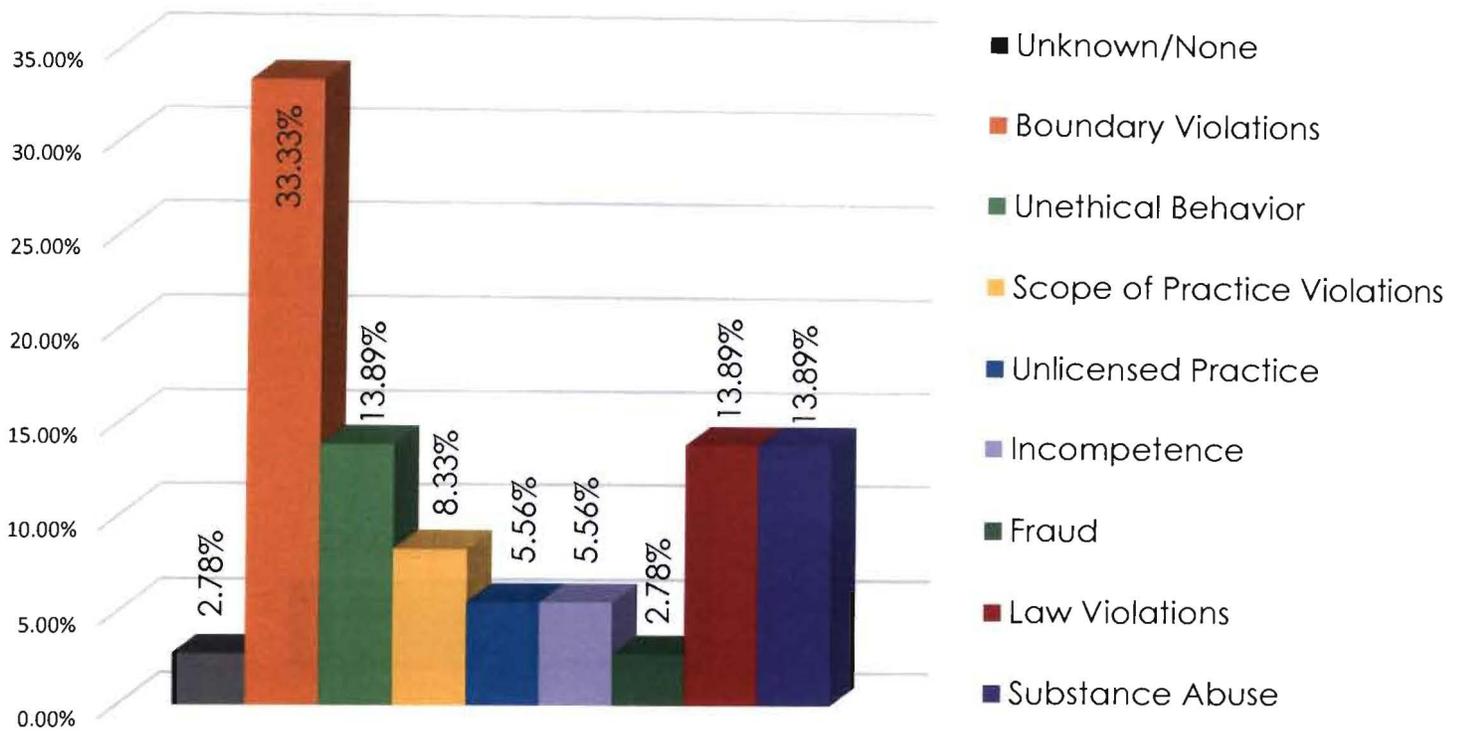


**Please rate the importance of the following board duties.**  
*(1 being least important, 5 being most important)*

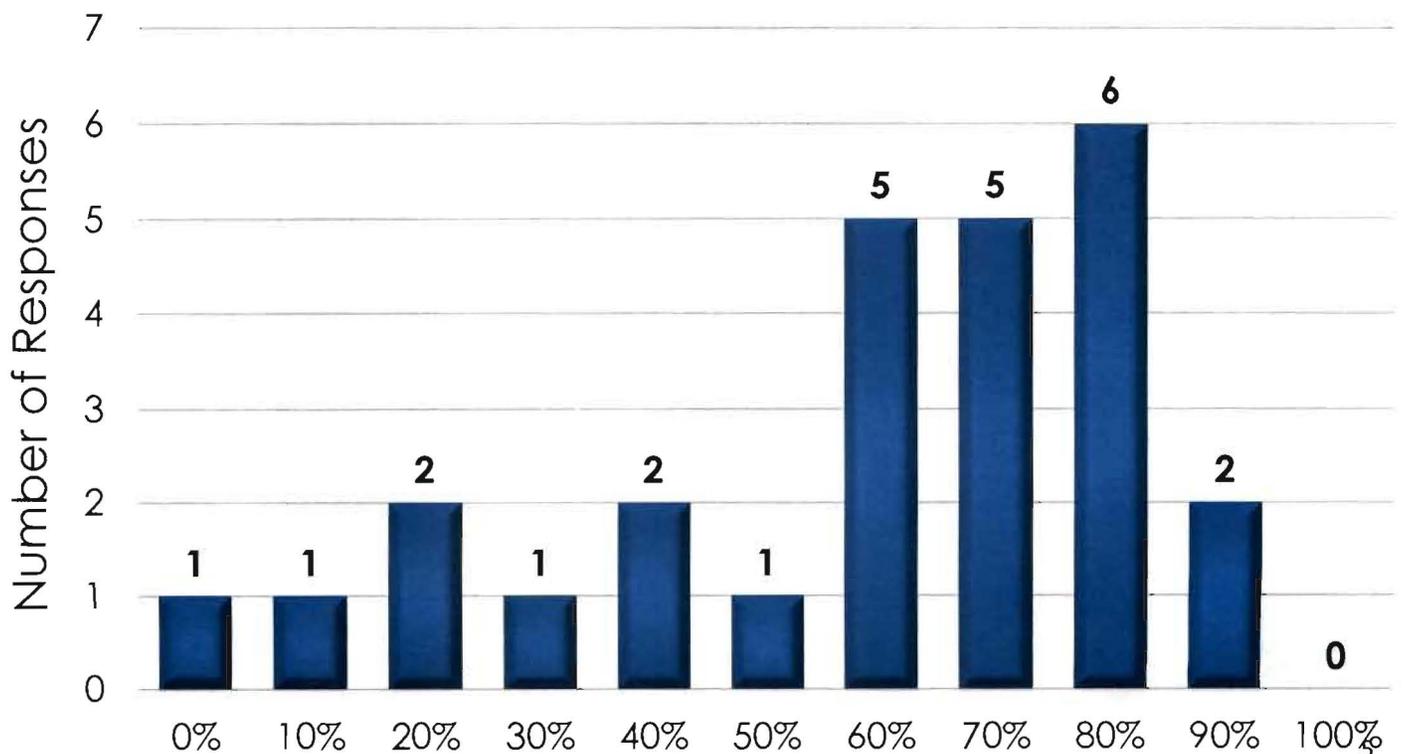


- Rulemaking
- Policy and budgetary matters
- Establishing a passing score for applicant examinations
- Screening applicants for licensure, renewal, or reinstatement
- Establishing training supervision standards
- Presiding over disciplinary hearings

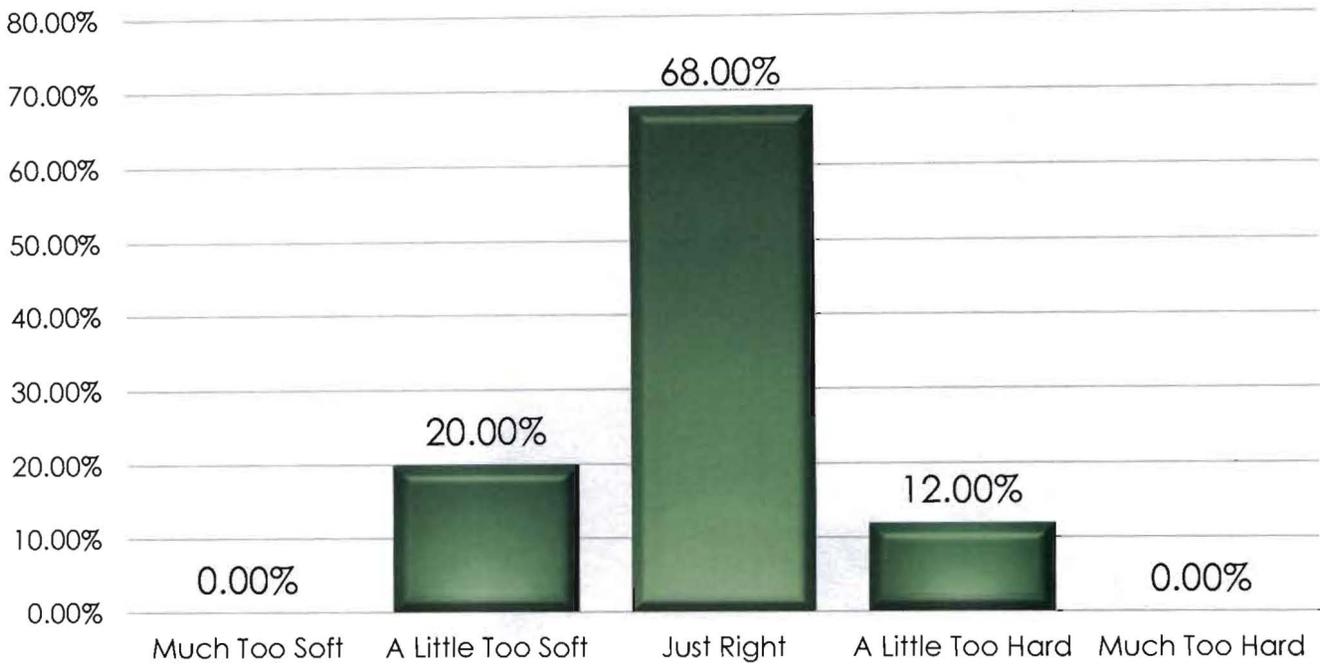
## What behaviors by individuals in your profession are most harmful to the public?



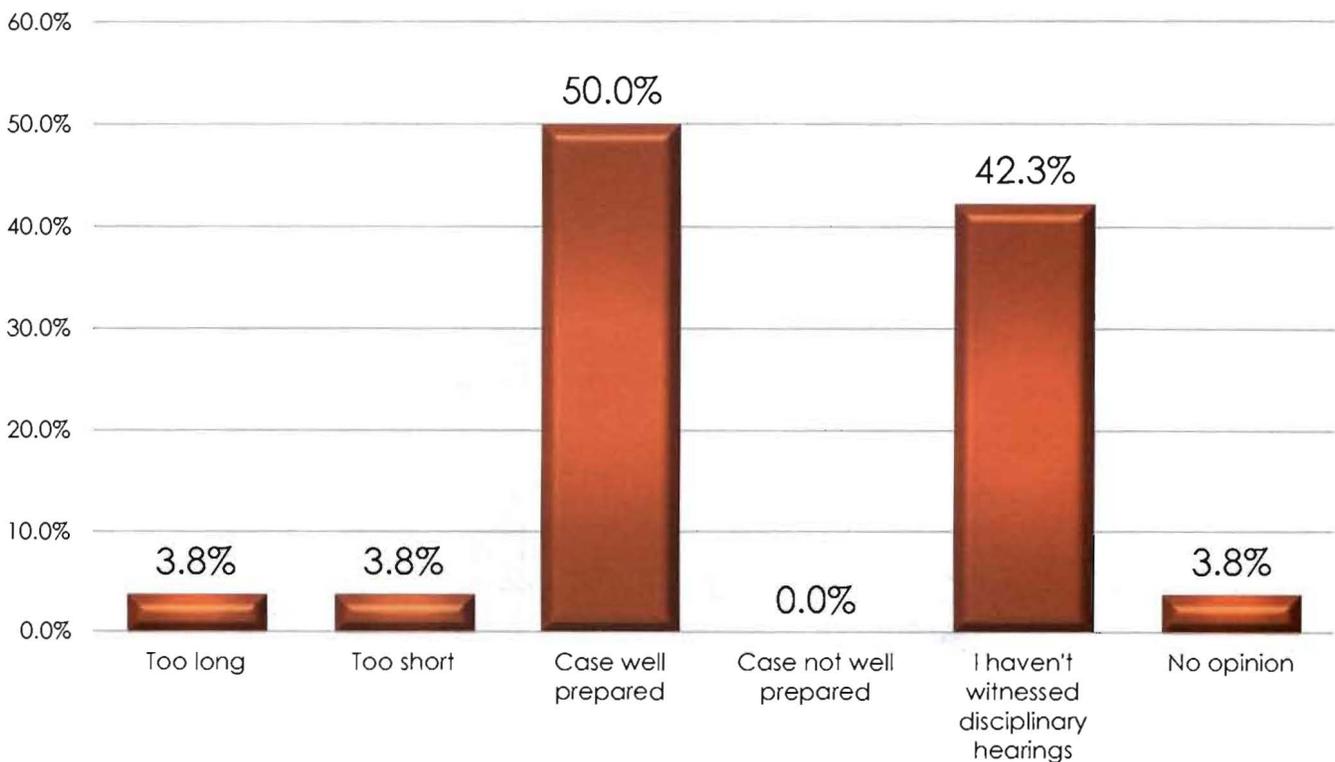
## What percentage of your board's time is focused on the behaviors that are most harmful to the public?



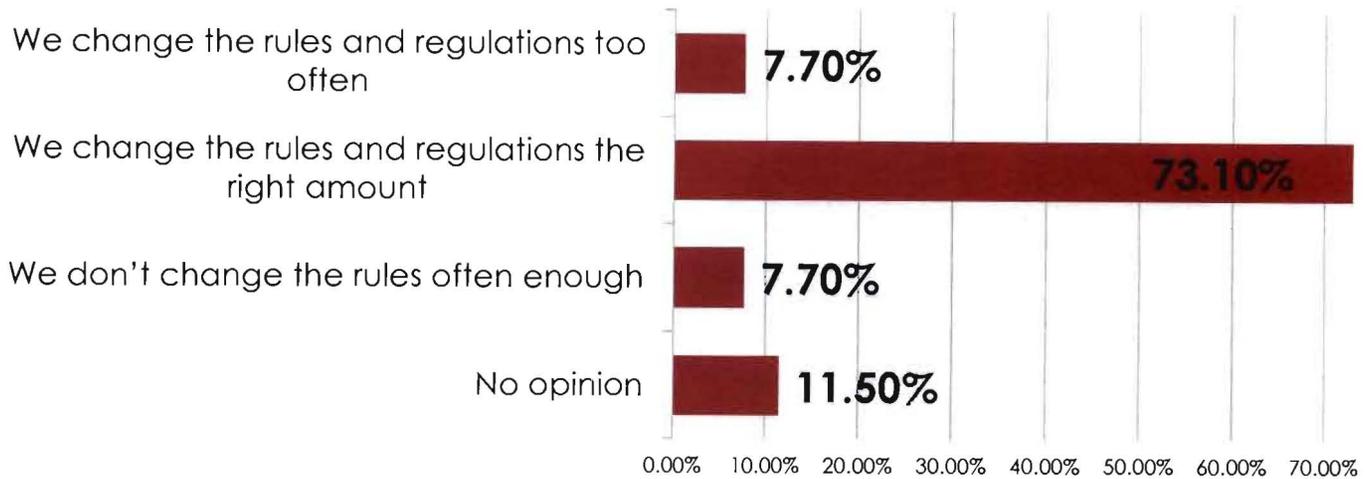
## What is your opinion of Board/DOPL discipline for law violators?



## What is your opinion of the board disciplinary hearings you have witnessed?



## What is your opinion of the frequency of changes to rules and regulations?



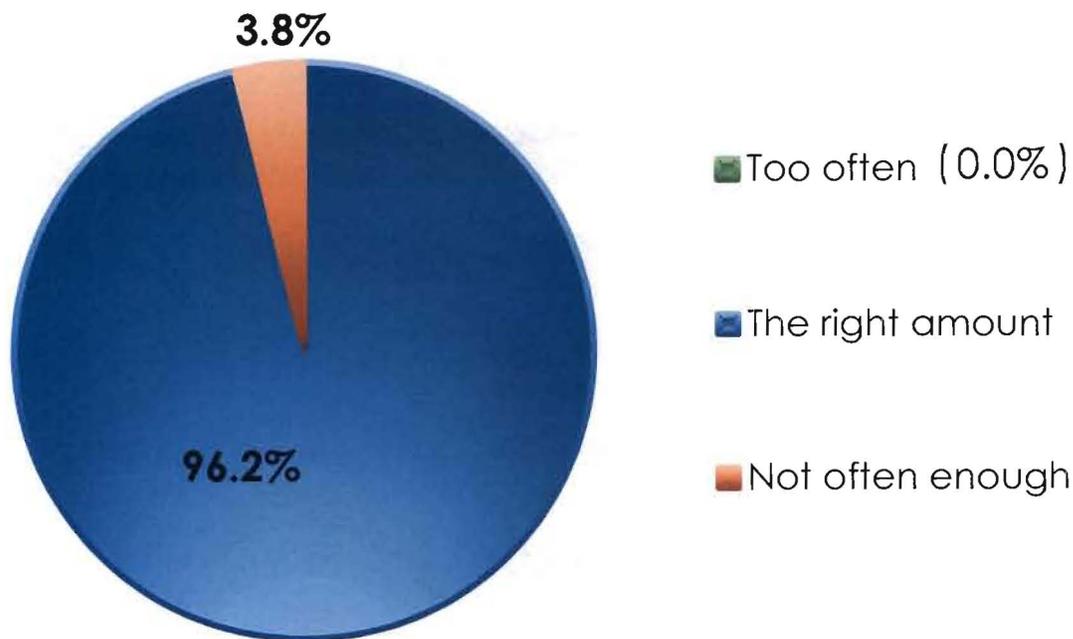
### Please rate the following statements

(1 being "Never", 5 being "Always")

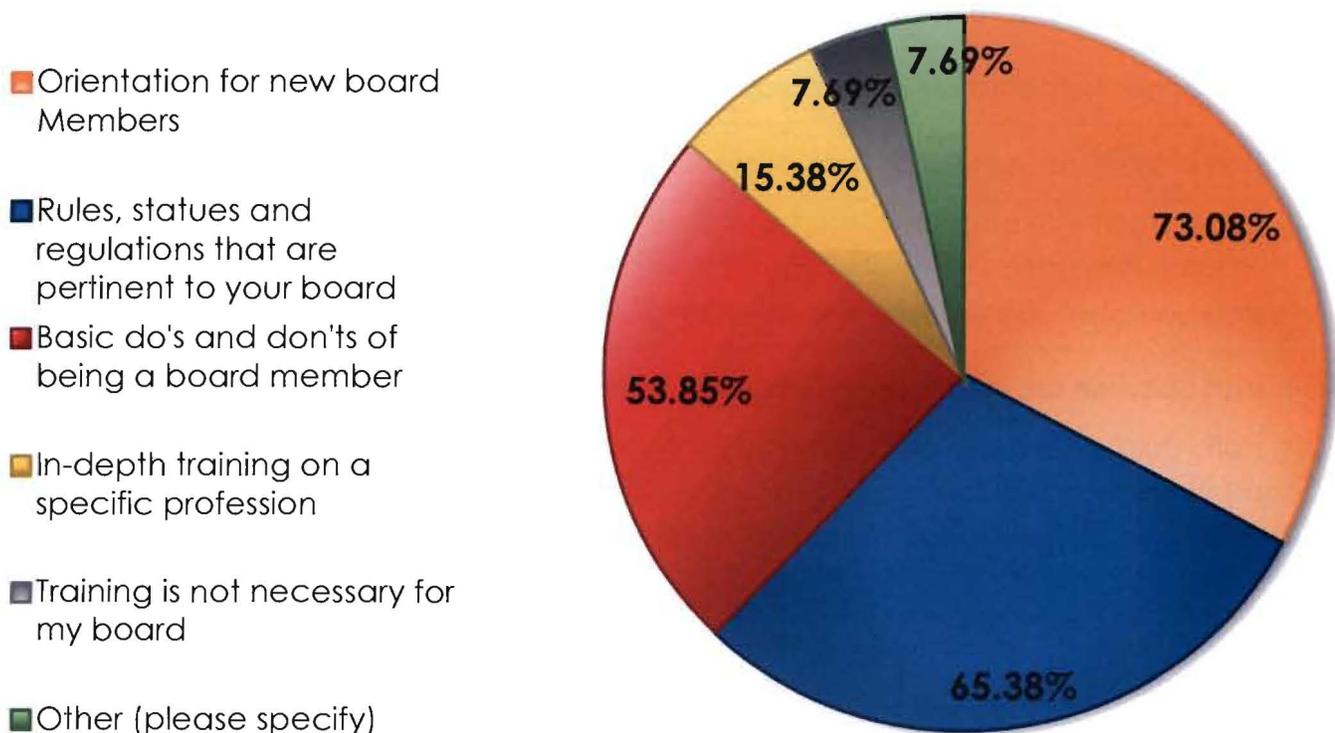
Rating  
Average

DOPL staff help board members to understand their duties	4.58
DOPL staff come prepared for discussion items	4.69
DOPL staff are prepared for probationary interviews	4.68
DOPL staff allow the board chair to run the meeting	4.92
DOPL staff allow the board chair to approve and decide on agenda items	4.32
DOPL staff provide an update on enforcement actions for the board's review	4.58
DOPL staff consult with board members on industry issues that concern the board and work with the board to address the issues, if possible	4.54
DOPL staff and attorneys prepare well for hearings and present their cases well	4.63
DOPL staff become too involved in the board's discussions	2.23
DOPL staff inform board members in a timely manner of any date or time changes to scheduled meetings	4.72
DOPL staff conduct themselves in a professional manner during board meetings	4.92
Board meetings are a good use of time and effort	4.62
DOPL supports the actions and recommendations of the board	4.50

**Complete the following sentence: "In my opinion, my board meets..."**



**If DOPL were to train your board, which subjects would increase your board's effectiveness?**



\*Each board member could select more than one option. Percentages reflect the total number of board members who selected an option.

# Division-Wide Free Response Summary

The free responses from the 2015 DOPL Board Survey revealed five main themes: (1) board training, (2) information provided to boards prior to meetings, (3) meeting scheduling, (4) parking, and (5) increasing board involvement.

- Board training:

The comments indicated that new board members and seasoned board members need training. Popular training topics included statutes, rules, purpose of boards and DOPL, board responsibilities and authority, and hearings. It was suggested that trainings could occur in training meetings, at the beginning of each board meeting, or using online training modules.

- Information provided prior to meetings:

The survey results revealed that many board members feel unprepared for board meetings. Board members would like to know what will be discussed and receive relevant readings prior to board meetings. Suggestions for information that should be shared prior to board meetings included relevant statutes and rules, third-party research, potential statute or rule changes, and a summary of disciplinary actions, complaints, or investigations since the past meeting.

- Meeting schedule:

Many survey respondents indicated that we are not providing sufficient notice of meeting dates. It was also suggested that we are not offering enough flexibility to board members in choosing meeting dates and times. One suggested way to improve scheduling conflicts is to regularly provide the option of teleconferencing.

- Parking:

There appears to be confusion about where board members should park and whether board members are being reimbursed for parking costs. Board members would like to use the north parking lot because of its convenient location. They also do not want to pay for parking.

- Increasing board Involvement:

Many board members feel their role is limited due to insufficient information, such as a lack of information about disciplinary actions or hearings. Some board members suggested that DOPL decision makers are underutilizing the board's expertise.

**CMHC**

**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);

(10) "Supervision contract" means a written contract between the qualified supervisor and the supervisee working towards obtaining the required experience to become licensed that includes at a minimum the following:

- (a) the responsibilities of the supervisor and supervisee;
- (b) plan to ensure accessibility of the supervisor to the supervisee;
- (c) frequency, duration, reason for, and objectives of meetings between the supervisor and supervisee;
- (d) the objective and measurable circumstances under which the supervisor will sign the supervision form;

and

(e) the consequences should the parties not adhere to their responsibilities, including proper termination of the contract: and

(f) the following are required if any of the supervision is conducted remotely via real-time as defined in R156-30-102:

- (i) a plan to address potential conflicts between clinical recommendations of the supervisor and the representatives of the agency employing the supervisee;
- (ii) a plan to inform a supervisee's client or patient and employer regarding the supervisee's use of remote supervision; and
- (iii) a plan for the supervisor to physically visit the location where the supervisee practices on at least a quarterly basis during the period of supervision.

(11) "Supervision form" means a form to document ongoing supervision that includes at a minimum the following:

- (a) the date of each supervisory meeting;
- (b) the duration of each supervisory meeting;
- (c) the format of meeting (i.e. individual, small group, face-to-face, or remotely);
- (d) an evaluation of supervisee performance; and
- (e) signature and date lines for supervisor and supervisee indicating when the form was completed and

signed.

**R156-\*\*-\*\*\*. Unprofessional Conduct.**

(3) acting as a qualified supervisor or supervisee working towards obtaining the required experience to become licensed without first entering into a supervision contract as defined in Subsection .....

(4) accepting supervision from a qualified supervisor without first entering into a supervision contract as defined in Subsection .....

(5) acting as a qualified supervisor and failing to maintain supervision forms as defined in Subsection .....; and

**R156-60c-304. Continuing Education.**

(1) There is hereby established a continuing education requirement for all individuals licensed under Title 58, Chapter 60, Part 4, as a clinical mental health counselor and associate clinical mental health counselor.

(2) During each two year period commencing October 1st of each even numbered year, a clinical mental health counselor or licensed associate clinical mental health counselor shall complete at least 40 hours of continuing education directly related to the licensee's professional practice of which at least six hours shall be in ethics/law.

(3) The required number of hours of continuing education for an individual who first becomes licensed during the two year period shall be decreased proportionally, according to the date of licensure.

(4) Continuing education under this section shall:

(a) be relevant to the licensee's professional practice;

(b) be prepared and presented by individuals who are qualified by education, training and experience to provide continuing education regarding clinical mental health counseling; and

(c) document and verify attendance and completion.

(5) Credit for continuing education shall be recognized in accordance with the following:

(a) unlimited hours shall be recognized for continuing education completed in blocks of time of at least one hour in formally established classroom courses, seminars, or conferences;

(b) a maximum of 10 hours per two year period may be recognized for teaching in a college or university, teaching qualified continuing education courses in the field of clinical mental health counseling, or supervising of an individual completing the experience requirement for licensure in a mental health therapist license classification; and

(c) a maximum of 10 hours per two year period may be recognized for distance learning, clinical readings, or internet-based courses directly related to practice as a clinical mental health counselor or as otherwise approved by the Division.

(6) A licensee shall be responsible for maintaining competent records of completed continuing education for at least four years after close of the two year period to which the records pertain. It is the responsibility of the licensee to maintain such information with respect to continuing education to demonstrate it meets the requirements under this section.

(7) A licensee who documents having engaged in full-time activities or is subjected to circumstances that prevent the licensee from meeting the continuing education requirements established under this Section may be excused from the requirement for a period of up to three years. However, it is the responsibility of the licensee to document the reasons and justify why the requirement could not be met.

(8) If a licensee completes more than the required number of continuing education hours during a two-year renewal cycle specified in Subsection (2), up to ten hours of the excess may be carried over to the next two-year renewal cycle.

(9) No education received prior to licensure in Utah may be used towards the continuing education requirements of Subsection (2).

**R156-60\*-304. Continuing Education.**

- (1) Required Hours. In accordance with Subsection 58-60-105(1) and Section 58-60-205.5, during each two year renewal cycle commencing on October 1 of each even numbered year:
  - (a) An \*\*\*\*\* shall be required to complete a minimum of 40 hours of continuing education. Within the required 40 hours the following are required:
    - (i) two hours of suicide prevention as described in Subsection R156-60-105;
    - (ii) three hours of ethics and/or law education ; and
  - (b) An \*\*\*\*\* shall be required to complete a minimum 20 hours of continuing education. Within the required 20 hours the following are required:
    - (i) two hours of suicide prevention as described in Subsection R156-60-105;
    - (ii) three hours of ethics and/or law education; and
  - (c) The required number of hours of continuing education for an individual who first becomes licensed during the two year renewal cycle shall be decreased in a pro-rata amount.
  - (d) The Division may defer or waive the continuing education requirements as provided in Section R156-1-308d.
- (2) Continuing education under this section shall:
  - (a) be relevant to the practice of mental health therapy;
  - (b) be relevant to the licensee's professional practice;
  - (c) have a method of verification of attendance and completion;
  - (d) be prepared and presented by individuals who are qualified by education, training, and experience to provide continuing education; and
  - (e) be approved by, conducted by, or under the sponsorship of one of the following:
    - (i) a recognized accredited college or university;
    - (ii) a community mental health agency or a public agency that provides mental health services;
    - (iii) a professional association or society involved in the practice mental health therapy; or
    - (iv) the Division of Occupational and Professional Licensing;
- (3) Credit for continuing education shall be recognized in accordance with the following:
  - (a) Each hour of continuing education course credit shall consist of not fewer than 50 minutes of education. ;
  - (b) course work shall be recognized if completed in any of the following forms:
    - (i) lectures;
    - (ii) seminars;
    - (iii) conferences;
    - (iv) training session;
    - (v) specialty certification;
    - (vi) lecturing or instructing of a continuing education course under this section; and
    - (vii) distance learning.
  - (c) Licensees shall receive two hours of continuing education for one hour of time spent lecturing or instructing a continuing education courses and a maximum of 10 of hours per two year period may be recognized for teaching courses.
  - (d) a maximum of 15 hours for distance learning courses that are not real-time and interactive.
  - (f) No education may be used towards the continuing education requirements that were:
    - (i) received prior to licensure in Utah
    - (ii) courses taken for college or university credit.
- (4) Each licensee shall maintain adequate documentation as proof of compliance with this Section. The licensee shall retain this proof for a period of four years after the end of the renewal cycle for which the continuing education is due. At a minimum, the documentation shall contain the following:
  - (i) date of the course;
  - (ii) name of the course provider;
  - (iii) name of the instructor;
  - (iv) course title;
  - (v) number of hours of continuing education credit; and
  - (vi) course objectives.
- (4) Extra Hours of Continuing Education. If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle.
- (5) If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to five hours of the excess over the required number may be carried over to the next two year renewal cycle.

**MFT**

**R156-60b-302d. Qualifications to be a Marriage and Family Therapist Training Supervisor.**

Pursuant to the provisions of Subsection 58-60-307(1), to be qualified as a marriage and family therapist supervisor for training required under Subsections 58-60-305(1)(e) and (f), an individual shall:

- (1) be licensed as a marriage and family therapist in good standing for not less than two years;
- (2) be currently licensed as a marriage and family therapist in the state in which the training is being performed; and
- (3) meet one of the following three options:
  - (a) be currently approved by AAMFT as a marriage and family therapist supervisor;
  - (b) have successfully completed a supervision course in a Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) accredited marriage and family therapy (MFT) program at an accredited university; or
  - (c)(i) have successfully completed 20 clock hours of instruction sponsored by AAMFT or the Utah Association for Marriage and Family Therapy (UAMFT).
  - (ii) The instruction under Subsection (3)(c)(i) shall include the following:
    - (A) four hours of review of models of MFT and supervision;
    - (B) eight hours of MFT supervision processes and practice;
    - (C) four hours of research on effective outcomes and processes of supervision; and
    - (D) four hours of AAMFT Code of Ethics, state rules and case studies related to MFT supervision.

**R156-60b-302e. Duties and Responsibilities of a Supervisor of Marriage and Family Therapist and Mental Health Therapy Training.**

The duties and responsibilities of a marriage and family therapist supervisor are further defined, clarified or established to provide the supervisor shall:

- (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 marriage and family therapy 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 marriage and family therapist training and mental health therapist training, including the supervisor's evaluation of the supervisee's competence in the practice of marriage and family therapy and mental health therapy;
- (9) complete four hours of the required 40 hours of continuing professional education directly related to marriage and family therapy supervisor training in each two year continuing professional education period established;
- (10) supervise not more than three supervisees at any given time unless approved by the Board and Division;
- (11) provide at least one hour of face to face supervision for each ten hours of client contact by the supervisee.

**R156-60b-502. Unprofessional Conduct.**

"Unprofessional conduct" includes:

- (1) acting as a supervisor or accepting supervision of a supervisor without complying with or ensuring the compliance with the requirements of Sections R156-60b-302d and R156-60b-302e;
- (2) engaging in the supervised practice of mental health therapy when not in compliance with Subsections R156-60b-302b;
- (3) engaging in and aiding or abetting conduct or practices which are dishonest, deceptive or fraudulent;

(10) "Supervision contract" means a written contract between the qualified supervisor and the supervisee working towards obtaining the required experience to become licensed that includes at a minimum the following:

- (a) the responsibilities of the supervisor and supervisee;
- (b) plan to ensure accessibility of the supervisor to the supervisee;
- (c) frequency, duration, reason for, and objectives of meetings between the supervisor and supervisee;
- (d) the objective and measurable circumstances under which the supervisor will sign the supervision form;

and

- (e) the consequences should the parties not adhere to their responsibilities, including proper termination of the contract; and
- (f) the following are required if any of the supervision is conducted remotely via real-time as defined in R156-30-102:
  - (i) a plan to address potential conflicts between clinical recommendations of the supervisor and the representatives of the agency employing the supervisee;
  - (ii) a plan to inform a supervisee's client or patient and employer regarding the supervisee's use of remote supervision; and
  - (iii) a plan for the supervisor to physically visit the location where the supervisee practices on at least a quarterly basis during the period of supervision.

(11) "Supervision form" means a form to document ongoing supervision that includes at a minimum the following:

- (a) the date of each supervisory meeting;
- (b) the duration of each supervisory meeting;
- (c) the format of meeting (i.e. individual, small group, face-to-face, or remotely);
- (d) an evaluation of supervisee performance; and
- (e) signature and date lines for supervisor and supervisee indicating when the form was completed and signed.

**R156-\*\*-\*\*\*. Unprofessional Conduct.**

- (3) acting as a qualified supervisor or supervisee working towards obtaining the required experience to become licensed without first entering into a supervision contract as defined in Subsection .....
- (4) accepting supervision from a qualified supervisor without first entering into a supervision contract as defined in Subsection .....
- (5) acting as a qualified supervisor and failing to maintain supervision forms as defined in Subsection .....

.....; and

**R156-60b-304. Continuing Education.**

(1) In accordance with Section 58-60-105, there is hereby established a continuing education requirement for all individuals licensed under Title 58, Chapter 60, Part 3, as a marriage and family therapist.

(2) During each two year period commencing October 1st of each even numbered year, a marriage and family therapist shall be required to complete not fewer than 40 hours of continuing education directly related to the licensee's professional practice of which:

(a) at least 15 hours must be directly related to marriage and family therapy; and

(b) at least six hours must be in ethics/law, of which at least three hours must be directly related to marriage and family therapy.

(3) The required number of hours of continuing education for an individual who first becomes licensed during the two year period shall be decreased in a pro-rata amount equal to any part of that two year period preceding the date on which that individual first became licensed.

(4) Continuing education under this section shall:

(a) be relevant to the licensee's professional practice;

(b) be prepared and presented by individuals who are qualified by education, training, and experience to provide continuing education relevant to the practice of a mental health therapist; and

(c) have a method of verification of attendance and completion.

(5) Credit for continuing education shall be recognized in accordance with the following:

(a) unlimited hours shall be recognized for continuing education completed in blocks of time of not less than one hour in formally established classroom courses, seminars, or conferences which meet the criteria listed in Subsection (4) above, and which are approved by, conducted by, or under the sponsorship of universities, colleges or professional associations, societies and organizations representing a licensed profession whose program objectives relate to the practice of mental health therapy;

(b) a maximum of 14 hours per two year period may be recognized for:

(i) teaching courses under Subsection (5)(a); or

(ii) supervision of an individual completing the experience requirement for licensure as a mental health therapist;

(c) a maximum of 15 hours per two year period may be recognized for clinical readings, internet or distance learning courses directly related to practice as a mental health therapist; and

(d) a maximum of two hours per two year period may be for continuing education from the Division of Occupational and Professional Licensing.

(6) A licensee shall be responsible for maintaining competent records of completed continuing education for a period of four years.

(7) A licensee requesting a waiver of the continuing education requirement must comply with requirements as established by rule in R156-1-308d.

(8) If a licensee completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (2), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle. No education received prior to a license being granted may be carried forward to apply towards the continuing education required after the license is granted.

**R156-60\*-304. Continuing Education.**

- (1) Required Hours. In accordance with Subsection 58-60-105(1) and Section 58-60-205.5, during each two year renewal cycle commencing on October 1 of each even numbered year:
  - (a) An \*\*\*\*\*shall be required to complete a minimum of 40 hours of continuing education. Within the required 40 hours the following are required:
    - (i) two hours of suicide prevention as described in Subsection R156-60-105;
    - (ii) three hours of ethics and/or law education ; and
  - (b) An \*\*\*\*\* shall be required to complete a minimum 20 hours of continuing education. Within the required 20 hours the following are required:
    - (i) two hours of suicide prevention as described in Subsection R156-60-105;
    - (ii) three hours of ethics and/or law education; and
  - (c) The required number of hours of continuing education for an individual who first becomes licensed during the two year renewal cycle shall be decreased in a pro-rata amount.
  - (d) The Division may defer or waive the continuing education requirements as provided in Section R156-1-308d.
- (2) Continuing education under this section shall:
  - (a) be relevant to the practice of mental health therapy;
  - (b) be relevant to the licensee's professional practice;
  - (c) have a method of verification of attendance and completion;
  - (d) be prepared and presented by individuals who are qualified by education, training, and experience to provide continuing education; and
  - (e) be approved by, conducted by, or under the sponsorship of one of the following:
    - (i) a recognized accredited college or university;
    - (ii) a community mental health agency or a public agency that provides mental health services;
    - (iii) a professional association or society involved in the practice mental health therapy; or
    - (iv) the Division of Occupational and Professional Licensing;
- (3) Credit for continuing education shall be recognized in accordance with the following:
  - (a) Each hour of continuing education course credit shall consist of not fewer than 50 minutes of education. ;
  - (b) course work shall be recognized if completed in any of the following forms:
    - (i) lectures;
    - (ii) seminars;
    - (iii) conferences;
    - (iv) training session;
    - (v) specialty certification;
    - (vi) lecturing or instructing of a continuing education course under this section; and
    - (vii) distance learning.
  - (c) Licensees shall receive two hours of continuing education for one hour of time spent lecturing or instructing a continuing education courses and a maximum of 10 of hours per two year period may be recognized for teaching courses.
  - (d) a maximum of 15 hours for distance learning courses that are not real-time and interactive.
  - (f) No education may be used towards the continuing education requirements that were:
    - (i) received prior to licensure in Utah
    - (ii) courses taken for college or university credit.
- (4) Each licensee shall maintain adequate documentation as proof of compliance with this Section. The licensee shall retain this proof for a period of four years after the end of the renewal cycle for which the continuing education is due. At a minimum, the documentation shall contain the following:
  - (i) date of the course;
  - (ii) name of the course provider;
  - (iii) name of the instructor;
  - (iv) course title;
  - (v) number of hours of continuing education credit; and
  - (vi) course objectives.
- (4) Extra Hours of Continuing Education. If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle.
- (5) If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to five hours of the excess over the required number may be carried over to the next two year renewal cycle.

# **SOCIAL WORK**

**R156-60a-302e. Requirements to Become an LCSW Supervisor.**

In accordance with Subsections 58-60-202(3)(c) and 58-60-205(1)(e) and (f), in order for an LCSW to supervise a CSW, the LCSW shall:

- (1) be currently licensed in good standing as an LCSW; and
- (2) have engaged in active practice as an LCSW, including mental health therapy, for a period of not less than two years prior to supervising a CSW.

**R156-60a-601. Duties and Responsibilities of an LCSW Supervisor.**

The duties and responsibilities of an LCSW supervisor are further established as follows:

- (1) be professionally responsible for the acts and practices of the supervisee;
- (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 or is not compromised;
- (3) be available for advice, consultation, and direction consistent with the standards and ethics of the profession;
- (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, rules, standards and ethics applicable to the practice of social work;
- (7) supervise only a supervisee who is an employee of a public or private mental health agency;
- (8) supervise not more than three individuals who are lawfully engaged in mental health therapy training, unless otherwise approved by the Division in collaboration with the Board;
- (9) not begin supervision of a CSW until having met the requirements of Section R156-60a-302e; and
- (10) in accordance with Subsections 58-60-205(1)(e) and (f), submit to the Division on forms made available by the Division:
  - (a) documentation of the training hours completed by the CSW; and
  - (b) an evaluation of the CSW, with respect to the quality of the work performed and the competency of the CSW to practice clinical social work and mental health therapy.

**R156-60a-502. Unprofessional Conduct.**

"Unprofessional conduct" includes:

- (4) acting as a supervisor or accepting supervision of a supervisor without complying with or ensuring the compliance with the requirements of Sections R156-60a-302c and R156-60a-601.
- (5) engaging in the supervised practice of mental health therapy as a licensed CSW unless:
  - (a) the licensee has completed a clinical practicum as part of the Council on Social Work Education (CSWE) accredited master's degree program; and
  - (b) the scope of practice is otherwise within the licensee's competency, abilities and education;
- (6) engaging in the supervised practice of mental health therapy when not in compliance with Section R156-60a-302c and Subsection R156-60a-601(7);

(10) "Supervision contract" means a written contract between the qualified supervisor and the supervisee working towards obtaining the required experience to become licensed that includes at a minimum the following:

- (a) the responsibilities of the supervisor and supervisee;
- (b) plan to ensure accessibility of the supervisor to the supervisee;
- (c) frequency, duration, reason for, and objectives of meetings between the supervisor and supervisee;
- (d) the objective and measurable circumstances under which the supervisor will sign the supervision form;

and

- (e) the consequences should the parties not adhere to their responsibilities, including proper termination of the contract: and
- (f) the following are required if any of the supervision is conducted remotely via real-time as defined in R156-30-102:
  - (i) a plan to address potential conflicts between clinical recommendations of the supervisor and the representatives of the agency employing the supervisee;
  - (ii) a plan to inform a supervisee's client or patient and employer regarding the supervisee's use of remote supervision; and
  - (iii) a plan for the supervisor to physically visit the location where the supervisee practices on at least a quarterly basis during the period of supervision.

(11) "Supervision form" means a form to document ongoing supervision that includes at a minimum the following:

- (a) the date of each supervisory meeting;
- (b) the duration of each supervisory meeting;
- (c) the format of meeting (i.e. individual, small group, face-to-face, or remotely);
- (d) an evaluation of supervisee performance; and
- (e) signature and date lines for supervisor and supervisee indicating when the form was completed and signed.

**R156-\*\*-\*\*\*. Unprofessional Conduct.**

- (3) acting as a qualified supervisor or supervisee working towards obtaining the required experience to become licensed without first entering into a supervision contract as defined in Subsection .....
  - (4) accepting supervision from a qualified supervisor without first entering into a supervision contract as defined in Subsection .....
  - (5) acting as a qualified supervisor and failing to maintain supervision forms as defined in Subsection .....
- .....; and

**R156-60a-304. Continuing Education.**

(1) Required Hours. In accordance with Subsection 58-60-105(1) and Section 58-60-205.5, during each two year renewal cycle commencing on October 1 of each even numbered year:

(a) An LCSW shall be required to complete not fewer than 40 hours of continuing education. A minimum of three of the 40 hours shall be completed in ethics and/or law.

(b) An SSW shall be required to complete not fewer than 20 hours of continuing education of which a minimum of three contact hours shall be completed in ethics and/or law.

(c) The required number of hours of continuing education for an individual who first becomes licensed during the two year renewal cycle shall be decreased in a pro-rata amount.

(d) The Division may defer or waive the continuing education requirements as provided in Section R156-1-308d.

(2) A continuing education course shall meet the following standards:

(a) Time. Each hour of continuing education course credit shall consist of not fewer than 50 minutes of education.

Licenses shall only receive credit for lecturing or instructing the same course up to two times. Licenses shall receive one hour of continuing education for every one hour of time spent lecturing or instructing a continuing education course;

(b) Course Content and Type. A course shall be presented in a competent, well organized and sequential manner consistent with the stated purpose and objective of the course;

(i) The content of the course shall be relevant to the practice of social work and shall be completed in the form of any of the following course types:

(A) seminar;

(B) lecture;

(C) conference;

(D) training session;

(E) webinar;

(F) internet course;

(G) distance learning course;

(H) specialty certification; or

(I) lecturing or instructing of a continuing education course;

(ii) The following limits apply to the number of hours recognized in the following course types during a two year license renewal cycle:

(A) a maximum of ten hours for lecturing or instructing of continuing education courses meeting these requirements; and

(B) a maximum of 15 hours for online, distance learning, or home study courses that include examination and issuance of a completion certificate;

(c) Course Provider or Sponsor. The course shall be approved by, conducted by, or under the sponsorship of one of the following:

(i) a recognized accredited college or university;

(ii) a community mental health agency or a public agency that provides mental health services;

(iii) a professional association or society involved in the practice of social work; or

(iv) the Division of Occupational and Professional Licensing;

(d) Objectives. The learning objectives of the course shall be clearly stated in course material;

(e) Faculty. The course shall be prepared and presented by individuals who are qualified by education, training and experience;

(f) Documentation. Each licensee shall maintain adequate documentation as proof of compliance with this Section, such as a certificate of completion, school transcript, course description, or other course materials. The licensee shall retain this proof for a period of three years after the end of the renewal cycle for which the continuing education is due; and

(i) At a minimum, the documentation shall contain the following:

(A) date of the course;

(B) name of the course provider;

(C) name of the instructor;

(D) course title;

(E) number of hours of continuing education credit; and

(F) course objectives.

(3) Extra Hours of Continuing Education. If a licensee completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle. No education received prior to a license being granted may be carried forward to apply towards the continuing education required after the license is granted.

**R156-60\*-304. Continuing Education.**

(1) Required Hours. In accordance with Subsection 58-60-105(1) and Section 58-60-205.5, during each two year renewal cycle commencing on October 1 of each even numbered year:

(a) An \*\*\*\*\* shall be required to complete a minimum of 40 hours of continuing education. Within the required 40 hours the following are required:

- (i) two hours of suicide prevention as described in Subsection R156-60-105;
- (ii) three hours of ethics and/or law education ; and

(b) An \*\*\*\*\* shall be required to complete a minimum 20 hours of continuing education. Within the required 20 hours the following are required:

- (i) two hours of suicide prevention as described in Subsection R156-60-105;
- (ii) three hours of ethics and/or law education; and

(c) The required number of hours of continuing education for an individual who first becomes licensed during the two year renewal cycle shall be decreased in a pro-rata amount.

(d) The Division may defer or waive the continuing education requirements as provided in Section R156-1-308d.

(2) Continuing education under this section shall:

- (a) be relevant to the practice of mental health therapy;
- (b) be relevant to the licensee's professional practice;
- (c) have a method of verification of attendance and completion;
- (d) be prepared and presented by individuals who are qualified by education, training, and experience to provide continuing

education; and

(e) be approved by, conducted by, or under the sponsorship of one of the following:

- (i) a recognized accredited college or university;
- (ii) a community mental health agency or a public agency that provides mental health services;
- (iii) a professional association or society involved in the practice mental health therapy; or
- (iv) the Division of Occupational and Professional Licensing;

(3) Credit for continuing education shall be recognized in accordance with the following:

(a) Each hour of continuing education course credit shall consist of not fewer than 50 minutes of education. ;

(b) course work shall be recognized if completed in any of the following forms:

- (i) lectures;
- (ii) seminars;
- (iii) conferences;
- (iv) training session;
- (v) specialty certification;
- (vi) lecturing or instructing of a continuing education course under this section; and
- (vii) distance learning.

(c) Licensees shall receive two hours of continuing education for one hour of time spent lecturing or instructing a continuing education courses and a maximum of 10 of hours per two year period may be recognized for teaching courses.

(d) a maximum of 15 hours for distance learning courses that are not real-time and interactive.

(f) No education may be used towards the continuing education requirements that were:

- (i) received prior to licensure in Utah
- (ii) courses taken for college or university credit.

(4) Each licensee shall maintain adequate documentation as proof of compliance with this Section. The licensee shall retain this proof for a period of four years after the end of the renewal cycle for which the continuing education is due. At a minimum, the documentation shall contain the following:

- (i) date of the course;
- (ii) name of the course provider;
- (iii) name of the instructor;
- (iv) course title;
- (v) number of hours of continuing education credit; and
- (vi) course objectives.

(4) Extra Hours of Continuing Education. If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle.

(5) If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to five hours of the excess over the required number may be carried over to the next two year renewal cycle.

**SUDC**

(10) "Supervision contract" means a written contract between the qualified supervisor and the supervisee working towards obtaining the required experience to become licensed that includes at a minimum the following:

- (a) the responsibilities of the supervisor and supervisee;
- (b) plan to ensure accessibility of the supervisor to the supervisee;
- (c) frequency, duration, reason for, and objectives of meetings between the supervisor and supervisee;
- (d) the objective and measurable circumstances under which the supervisor will sign the supervision form;

and

- (e) the consequences should the parties not adhere to their responsibilities, including proper termination of the contract: and
- (f) the following are required if any of the supervision is conducted remotely via real-time as defined in R156-30-102:
  - (i) a plan to address potential conflicts between clinical recommendations of the supervisor and the representatives of the agency employing the supervisee;
  - (ii) a plan to inform a supervisee's client or patient and employer regarding the supervisee's use of remote supervision; and
  - (iii) a plan for the supervisor to physically visit the location where the supervisee practices on at least a quarterly basis during the period of supervision.

(11) "Supervision form" means a form to document ongoing supervision that includes at a minimum the following:

- (a) the date of each supervisory meeting;
- (b) the duration of each supervisory meeting;
- (c) the format of meeting (i.e. individual, small group, face-to-face, or remotely);
- (d) an evaluation of supervisee performance; and
- (e) signature and date lines for supervisor and supervisee indicating when the form was completed and signed.

**R156-\*\*-\*\*\*. Unprofessional Conduct.**

- (3) acting as a qualified supervisor or supervisee working towards obtaining the required experience to become licensed without first entering into a supervision contract as defined in Subsection .....
  - (4) accepting supervision from a qualified supervisor without first entering into a supervision contract as defined in Subsection .....
  - (5) acting as a qualified supervisor and failing to maintain supervision forms as defined in Subsection .....
- .....; and

**R156-60d-304. Continuing Education.**

(1) In accordance with Section 58-60-105, there is created a continuing education requirement as a condition for renewal or reinstatement of a licensed advanced substance use disorder counselor, certified advanced substance use disorder counselor, licensed substance use disorder counselor, or a certified substance use disorder counselor issued under Title 58, Chapter 60, Part 5.

(2) Continuing education shall consist of 40 hours of education directly related to the licensee's professional practice. A licensed advanced substance use disorder counselor and licensed substance use disorder counselor shall complete the requirement during each two year license renewal cycle. A certified advanced substance use disorder counselor and a certified substance use disorder counselor shall complete the requirement during each two year period following the date of initial licensure. At least six of the 40 required hours must be in the area of professional ethics and responsibilities.

(3) The required number of hours of continuing education for a licensed advanced substance use disorder counselor or a licensed substance use disorder counselor who first becomes licensed during the two year renewal cycle shall be decreased in a pro rata amount equal to any part of that two year renewal cycle preceding the date on which that individual first became licensed.

(4) The standards for continuing education shall include:

- (a) a clear statement of purpose and defined objective for the educational program directly related to the practice of a substance use disorder counselor;
- (b) documented relevance to the licensee's professional practice;
- (c) a competent, well-organized, and sequential presentation consistent with the stated purpose and objective of the program;
- (d) preparation and presentation by individuals who are qualified by education, training, and experience; and
- (e) a competent method of registration of individuals who actually completed the continuing education program and records of that registration completion available for review.

(5) Credit for continuing education shall be recognized in accordance with the following:

- (a) unlimited hours shall be recognized for continuing education completed in blocks of time of not less than 50 minutes in formally established classroom courses, seminars, conferences, workshops, institutes, or in services;
- (b) a maximum of ten hours per two year period may be recognized for teaching in a college or university, or teaching continuing education courses in the field of substance use disorder counseling; and
- (c) a maximum of 15 hours per two year period may be recognized for distance learning, clinical readings or internet-based courses directly related to practice as a substance use disorder counselor.

(6) A licensee shall be responsible for maintaining competent records of completed continuing education for a period of four years after close of the two year period to which the records pertain. It is the responsibility of the licensee to maintain such information with respect to continuing education to demonstrate it meets the requirements under this section.

(7) A licensee who documents he is engaged in full time activities or is subjected to circumstances which prevent that licensee from meeting the continuing education requirements established under this section may be excused from the requirement for a period of up to five years. However, it is the responsibility of the licensee to document the reasons and justify why the requirement could not be met.

**R156-60\*-304. Continuing Education.**

(1) Required Hours. In accordance with Subsection 58-60-105(1) and Section 58-60-205.5, during each two year renewal cycle commencing on October 1 of each even numbered year:

(a) An \*\*\*\*\* shall be required to complete a minimum of 40 hours of continuing education. Within the required 40 hours the following are required:

(i) two hours of suicide prevention as described in Subsection R156-60-105;

(ii) three hours of ethics and/or law education ; and

(b) An \*\*\*\*\* shall be required to complete a minimum 20 hours of continuing education. Within the required 20 hours the following are required:

(i) two hours of suicide prevention as described in Subsection R156-60-105;

(ii) three hours of ethics and/or law education; and

(c) The required number of hours of continuing education for an individual who first becomes licensed during the two year renewal cycle shall be decreased in a pro-rata amount.

(d) The Division may defer or waive the continuing education requirements as provided in Section R156-1-308d.

(2) Continuing education under this section shall:

(a) be relevant to the practice of mental health therapy;

(b) be relevant to the licensee's professional practice;

(c) have a method of verification of attendance and completion;

(d) be prepared and presented by individuals who are qualified by education, training, and experience to provide continuing education; and

(e) be approved by, conducted by, or under the sponsorship of one of the following:

(i) a recognized accredited college or university;

(ii) a community mental health agency or a public agency that provides mental health services;

(iii) a professional association or society involved in the practice mental health therapy; or

(iv) the Division of Occupational and Professional Licensing;

(3) Credit for continuing education shall be recognized in accordance with the following:

(a) Each hour of continuing education course credit shall consist of not fewer than 50 minutes of education. ;

(b) course work shall be recognized if completed in any of the following forms:

(i) lectures;

(ii) seminars;

(iii) conferences;

(iv) training session;

(v) specialty certification;

(vi) lecturing or instructing of a continuing education course under this section; and

(vii) distance learning.

(c) Licensees shall receive two hours of continuing education for one hour of time spent lecturing or instructing a continuing education courses and a maximum of 10 of hours per two year period may be recognized for teaching courses.

(d) a maximum of 15 hours for distance learning courses that are not real-time and interactive.

(f) No education may be used towards the continuing education requirements that were:

(i) received prior to licensure in Utah

(ii) courses taken for college or university credit.

(4) Each licensee shall maintain adequate documentation as proof of compliance with this Section. The licensee shall retain this proof for a period of four years after the end of the renewal cycle for which the continuing education is due. At a minimum, the documentation shall contain the following:

(i) date of the course;

(ii) name of the course provider;

(iii) name of the instructor;

(iv) course title;

(v) number of hours of continuing education credit; and

(vi) course objectives.

(4) Extra Hours of Continuing Education. If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle.

(5) If a \*\*\*\*\* completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to five hours of the excess over the required number may be carried over to the next two year renewal cycle.