

**Alabama Board of Examiners In Counseling
Administrative Code**

**Chapter 255-X-1
Organization And Procedural Rules Of The Board**

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255-X-1-.01 Introduction.

(1) The Alabama Board of Examiners in Counseling operates under the authority of Code of Ala. 1975, §§34-8A-1, et seq. The Board interprets the intent of the legislature, which passed Act 423 of 1979 (hereinafter referred to as Code of Ala. 1975, §§34-8A-1, et seq.), and the Governor who signed it into law, to be the protection of the public welfare and in the public interest.

(2) Therefore, the Board of Examiners in Counseling shall in all its deliberations and all its adopted rules and regulations diligently pursue those goals most consistent with the public interest, and shall at all times apply the provisions of Code of Ala. 1975, §§34-8A-1 et seq., and the rules and regulations adopted from time to time in a fair and impartial manner.

Author:

Statutory Authority: Code of Ala. 1975, §§34-8A-1, et seq.

History: Filed September 30, 1982.

255-X-1-.02 Procedure. The Board hereby adopts Robert's Rules of Order governing procedure at Board meetings.

Author:

Statutory Authority: Code of Ala. 1975, §34-8A-5.

History: Filed September 30, 1982.

255-X-1.03 Organization. The Alabama Board of Examiners in Counseling is composed, by law, of seven members appointed by the Governor to staggered terms of five years. The composition of the Board shall include three licensed professional counselors, two counselor educators, and two citizens from the general public. Appointments are made from a list of qualified candidates submitted to the Governor by the Executive Committee of the Alabama Counseling Association, no later than October 1 of each year.

Author:

Statutory Authority: Code of Ala. 1975, §34-8A-4.

History: Filed September 30, 1982. **Amended:** Filed August 12, 1998; effective September 16, 1998; **Amended:** Filed September 22, 2000; effective October 27, 2000.

255-X-1.04 Vacancies.

(1) Expired Terms. No later than October 1 of each year, the Executive Committee of the Alabama Counseling Association shall submit to the Governor the names of two qualified candidates for the position or positions on the Board to be vacated by reason of expiration of term of office. The Governor shall make the appointments from this list, prior to January 1. Said appointments shall be for a term of five years.

(2) Unexpired terms. Any unexpired terms shall be filled by appointment of the Governor from a list of two candidates for each vacancy, submitted within thirty days of such vacancy, by the Executive Committee of the Alabama Counseling Association. The appointments shall be made within thirty (30) days after the candidates' names have been submitted.

Author:

Statutory Authority: Code of Ala. 1975, §§34-81-A *et seq.*

History: Filed September 30, 1982. **Amended:** Filed August 12, 1998; effective September 16, 1998; **Amended:** Filed September 22, 2000; effective October 27, 2000.

255-X-1.05 Election Of Board Officials And Appointment Of Board Employees.

(1) The Board shall elect a chair and a vice chair and such other officers as it deems necessary from its members to serve for terms of one year.

(2) The Board may employ such personnel as necessary to carry out the provisions of Code of Ala. 1975, §§34-8A-1, §§34-8A-4.

Author:

Statutory Authority: Code of Ala. 1975, §§34-8A-1, *et seq.*

History: Filed September 30, 1982; **Amended:** Filed September 22, 2000; effective October 27, 2000.

255-X-1-.06 Meetings.

(1) The Board shall hold at least one meeting each year and four members shall at all times constitute a quorum. Additional meetings may be held at the discretion of the chair or upon written request of any three members of the Board.

(2) Meetings of the Board, formal or informal, shall be open to the public. Dates, times, and places of meetings shall be furnished to anyone requesting the information.

Code of Ala. 1975, §34-8A-1, et seq.

Author:

Statutory Authority: Code of Ala. 1975, §§34-8A-1, et seq.

History: Filed September 30, 1982; **Amended:** Filed September 22, 2000; effective October 27, 2000.

255-X-1-.07 Records. Records of the Board shall be kept, maintained and made available for inspection. The Board shall also submit detailed reports of its proceedings to the Governor or his representative and shall make annual reports in such form as required by the Governor.

Author:

Statutory Authority: Code of Ala. 1975, §§34-8A-1-, et seq.

History: Filed September 30, 1982.

255-X-1-.08 Finances.

(1) The Board shall set fees and no part of any fee shall be refundable under any conditions other than failure of the Board to hold examinations at the time originally announced. The following fee schedule is effective January 1, 2007.

(2) The following fees shall be in effect:

(a)	Application	\$200.00
(b)	Licensed Professional Counselor	\$300.00
(c)	Associate Licensed Counselor	\$300.00
(d)	Renewal	\$300.00
(e)	Application Package Fee	\$ 25.00
(f)	Supervising Counselor Approval Processing Fee	\$150.00
(g)	Examination	\$120.00
(h)	Duplicate or replacement license	\$ 15.00
(i)	Provisional License	\$150.00
(j)	License Reactivation	\$ 50.00 per year not to exceed \$250.00
(k)	Written License Verification	\$ 25.00

(3) All fees collected shall be deposited in the State Treasury, with funds being disbursed in accordance with normal state procedures. In addition to fees collected, the Board is empowered to accept grants from foundations and institutions to carry out its functions.

Author: Alabama State Board of Examiners In Counseling

Statutory Authority: Code of Ala. 1975, §34-8A-5.

History: Filed September 30, 1982; July 30, 1992. **Amended:** Filed March 21, 1995; effective April 25, 1995; **Amended:** Filed January 16, 1996; effective February 20, 1996. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed August 12, 1998; effective September 16, 1998. **Amended:** Filed September 22, 2000; effective October 27, 2000. **Amended:** Filed March 22, 2002; effective August 1, 2002. **Amended:** Filed November 9, 2006; effective December 14, 2006.

255-X-1-.09 Forms And Instructions. The Board has authority to adopt and change forms for use by the Board as the Board deems necessary to conduct its business.

Author:

Statutory Authority: Code of Ala. 1975, §34-8A-7.

History: Filed September 30, 1982