

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

**Chapter 255-X-4
Application Procedures**

Table Of Contents

255-X-4-.01 General
255-X-4-.02 Transcripts
255-X-4-.03 (Repealed)
255-X-4-.04 References
255-X-4-.05 Board Decisions Relative To Application
255-X-4-.06 Unresolved Questions Concerning Application
255-X-4-.07 Denial of Application
255-X-4-.08 Application Retention

255-X-4-.01 General. Applications and forms are to be obtained from, completed and returned to the Chair of the Board, or his or her designate.

Author:

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

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

255-X-4-.02 Transcripts. The applicant must have official transcripts sent from institutions where credit was earned. If the transcript course titles are ambiguous or do not adequately convey the pertinent content of the courses, clarifying documents may be requested.

Author:

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

History: Filed September 30, 1982

255-X-4-.03 Repealed.

255-X-4-.04 References. The applicant will have a minimum of three references on a form supplied by the Board.

Author:

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

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

255-X-4-.05 Board Decisions Relative To Application. An affirmative vote of a majority of those Board members present and voting will be held as evidence that the applicant has qualified for the next step in the procedure or qualified for licensure:

- (a) Admission to the written examination.
- (b) Repealed (See 255-X-5-.03)
- (c) Granting of the license to a Licensed Professional Counselor.

- (d) Approval of supervisory plan for the Associate Licensed Counselor.
- (e) Granting of the license to the Associate Licensed Counselor.
- (f) Granting of the provisional license.
- (g) Granting Supervising Counselor Certificate.
- (h) Granting inactive status.

Author: Alabama Board of Examiners in Counseling

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

History: Filed September 30, 1982. **Amended:** Filed January 16, 1996; effective February 20, 1996. **Amended:** Filed September 22, 2000; effective October 27, 2000. **Amended:** Filed May 30, 2003; effective July 4, 2003.

255-X-4-.06 Unresolved Questions Concerning Application. Should the Board have unresolved questions of competence based upon any part of the screening procedure, it may require any one or all of the following:

- (a) Additional academic work;
- (b) Additional supervised experience;
- (c) Additional references or recommendations;
- (d) Clarifications of intent of practice;
- (e) Other evidence deemed necessary to satisfy the Board as to the qualifications and/or fitness and competence of the applicant to practice as a counselor.

Author:

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

History: Filed September 20, 1982

255-X-4-.07 Denial of Application. If the Board votes to deny the application, the applicant will be so notified by certified mail. Specific reasons for denial will be stated, such as incomplete information, unofficial records, failure on examination, and other matters judged insufficient for licensure.

Author:

Statutory Authority: Code of Ala. 1975, §34-8A-9

History: Filed September 30, 1982

255-X-4-.08 Application Retention. Active pursuit of application for licensure is expected. Applications not resulting in licensure are deemed to be temporary Board records. These records are retained three (3) years after the end of the fiscal year in which the records were created. The creation date of the file will be the initial date of receipt of the application.

Author: Alabama Board of Examiners in Counseling

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

History: Filed March 22, 2002; effective April 26, 2002.

