

TRANSMITTAL SHEET FOR  
NOTICE OF INTENDED ACTION

Control Department or Agency Alabama Board of Examiners in Counseling  
Rule No. 255-X-4

Rule Title: Application Procedures

         New   X   Amend          Repeal          Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety?         Yes        

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare?         Yes        

Is there another, less restrictive method of regulation available that could adequately protect the public?         No        

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree?         No        

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule?         No        

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public?         No        

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule?         No        

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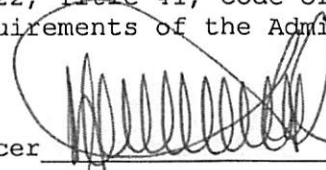
Does the proposed rule have an economic impact?         No        

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

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Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer 

Date: November 18, 2021

REC'D & FILED  
(DATE FILED) **NOV 18 2021**  
LEGISLATIVE SVC AGENCY

Alabama Board of Examiners in Counseling

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Board of Examiners in Counseling

RULE NO. & TITLE: 255-X-4 Application Procedures

INTENDED ACTION: Amend

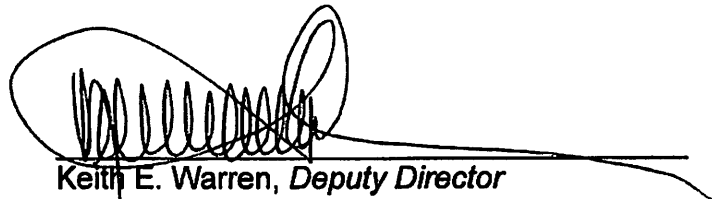
SUBSTANCE OF PROPOSED ACTION: The Board proposes to update application and licensure procedures.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Written comments will be received by the Board until 4:00 p.m. on Tuesday, January 4, 2022. Comments should be directed to Keith E. Warren, *Deputy Director*, 2777 Zelda Road, Montgomery, AL 36106 or via electronic mail at [keith@alstateboard.com](mailto:keith@alstateboard.com) or via telephone at 334-420-7229.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:  
Tuesday, January 4, 2022.

CONTACT PERSON AT AGENCY:

Keith E. Warren  
*Deputy Director*  
2777 Zelda Road  
Montgomery, AL 36106  
(334) 420-7229



Keith E. Warren, *Deputy Director*  
Alabama Board of Examiners in Counseling

**ALABAMA BOARD OF EXAMINERS IN COUNSELING  
ADMINISTRATIVE CODE**

**CHAPTER 255-X-4  
APPLICATION PROCEDURES**

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

**Author:****Statutory Authority:** Code of Ala. 1975, §34-8A-5.**History:** Filed September 30, 1982.

**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** Other Training Credentials. (Repealed)

**Author:** Alabama Board of Examiners in Counseling**Statutory Authority:** Code of Ala. 1975, §34-8A-5.**History:** Filed September 30, 1982. **Repealed:** Filed September 25, 2000; effective October 30, 2000.

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

**Author:** Alabama Board of Examiners in Counseling

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

**History:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 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).~~

(e) Granting of the license to a Licensed Professional Counselor.

~~(d) Approval of supervisory plan for the Associate Licensed Counselor.~~

(eb) Granting of the license to the Associate Licensed Counselor.

(fc) Granting of the provisional licensure.

(gd) Granting Supervising Counselor ~~Certificate~~ status.

(he) Granting inactive status, or reactivation 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 25, 2000; effective October 30, 2000. **Amended:** Filed May 30, 2003; July 4, 2003. **Amended:** November 18, 2021;

**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 qualification 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 30, 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:** **New Rule:** Filed March 22, 2002; effective April 26, 2002.