

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.01

255-X-1-.01. Introduction.

**Currentness**

(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:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

HISTORY: Filed September 30, 1982.

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Alabama Administrative Code  
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Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.02

255-X-1-.02. Procedure.

[Currentness](#)

The Board hereby adopts Robert's Rules of Order governing procedure at Board meetings.

**Author:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, § 34-8A-5](#).

HISTORY: Filed September 30, 1982.

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Alabama Administrative Code  
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Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.03

255-X-1-.03. Organization.

**Currentness**

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:** Alabama Board of Examiners in Counseling

**Credits**

**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 25, 2000; effective October 30, 2000.

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Alabama Administrative Code  
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Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.04

255-X-1-.04. Vacancies.

Currentness

(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. If the Governor fails to make an appointment by January 1, the Alabama Counseling Association, or its successor organization, shall select a successor member from among the two qualified candidates nominated to fill the vacancy. 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 forty-five (45) days after the candidates' names have been submitted. If the Governor fails to make the appointment within the forty-five (45) day period, the executive director of the Alabama Counseling Association, or its successor organization, shall select a replacement member from among the two qualified candidates nominated to fill the unexpired term of a board member.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed August 12, 1998; effective September 16, 1998. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed September 28, 2009; effective November 2, 2009.

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Alabama Administrative Code  
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Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.05

255-X-1-.05. Election Of Board Officials And Appointment Of Board Employees.

**Currentness**

(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:** Alabama Board of Examiners in Counseling

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000.

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Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.06

255-X-1-.06. Meetings.

Currentness

(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, § 13A-14-2](#).

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000.

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Alabama Administrative Code  
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Ala. Admin. Code r. 255-X-1-.07

255-X-1-.07. Records.

[Currentness](#)

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:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, § 34-8A-4](#).

HISTORY: Filed September 30, 1982.

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Ala. Admin. Code r. 255-X-1-.08

255-X-1-.08. Finances.

Currentness

(1) The Board shall set fees and no part of any fee shall be refundable under any conditions.

(2) The following fees shall be in effect:

(a)	Application	\$200.00
(b)	Licensed Professional Counselor License	\$300.00
(c)	Associate Licensed Counselor License	\$150.00
(d)	Licensed Professional Counselor Renewal	\$300.00
(e)	Associate Licensed Counselor Renewal	\$150.00
(f)	Supervising Counselor Approval Processing Fee	\$150.00
(g)	Duplicate or replacement license	\$ 15.00
(h)	Provisional License	\$150.00
(i)	License Reactivation	\$ 50.00 per year not to exceed \$250.00
(j)	Written License Verification	\$ 25.00
(k)	LPC Reinstatement under 255-X-7-.01(3)(a)	\$500.00
(l)	Bad Check Charge	\$ 30.00
(m)	Mailing Labels	\$ 25.00



- (n) Request of Reduction of Professional Experience Hours \$150.00
- (o) Lapsed License Fee \$100.00

(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

### Credits

**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 25, 2000; effective October 30, 2000. **Amended:** Filed March 22, 2002; effective April 26, 2002. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Amended:** Filed September 25, 2012; effective October 30, 2012. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Filed July 25, 2017; effective September 8, 2017. **Amended:** Published June 30, 2021; effective August 14, 2021. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-1. Organization and Procedural Rules of the Board

Ala. Admin. Code r. 255-X-1-.09

255-X-1-.09. Forms And Instructions.

**Currentness**

The Board has authority to adopt and change forms for use by the Board as the Board deems necessary to conduct its business.

**Author:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, § 34-8A-7](#).

HISTORY: Filed September 30, 1982.

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Ala. Admin. Code r. 255-X-1-.10

255-X-1-.10. Military Exceptions.

**Currentness**

The Board recognizes the unique challenges of obtaining and maintaining licensure for those who are serving on active duty in the military or who are the spouse of a person serving on active duty in the military.

In its review of applications for licensure, licensure renewal, and requests for inactivation or reactivation of licensure status, the board shall exercise authority to examine individual circumstances related to applicants who are serving on active duty in the military or who are the spouse of a person serving on active duty in the military. In such cases, the Board may accept alternative means of verification as well as grant exceptions for educational requirements, supervised experience requirements, and examination requirements. The Board examine each case and determine eligibility for exceptions based on this review but in so doing shall not compromise its mission of public protection.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-5.](#)

**HISTORY: New Rule:** Filed July 25, 2017; effective September 8, 2017.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.01

255-X-2-.01. Practice Of Counseling.

Currentness

(1) Unless specifically exempt by [Code of Ala. 1975, §34-8A-3](#), no person shall engage in the private practice of counseling in the state of Alabama without a valid license issued through due process by the Alabama Board of Examiners in Counseling. The issuance of a license by the Alabama Board of Examiners in Counseling authorizes a licensee to engage in the private practice of counseling in the State of Alabama only.

(2) The private practice of counseling shall mean rendering or offering to render to individuals, groups, organizations or the general public counseling services, in settings of individual or group practice, for a fee, salary, or other compensation, involving the application of principles, methods or procedures of the counseling profession which include, but are not restricted to:

(a) COUNSELING. To render evaluation and therapy that includes, but is not limited to, providing individual counseling, family counseling, marital counseling, group therapy, school counseling, play therapy, rehabilitation counseling, art therapy, human growth and development counseling, couples counseling, chemical abuse or dependency counseling, career counseling, and vocational disability counseling. The use of specific methods, techniques, or modalities within the practice of a Licensed Professional Counselor is restricted to counselors appropriately trained in the use of three methods, techniques, or modalities. A licensed professional counselor or associate licensed counselor may diagnose and develop treatment plans but shall not attempt to diagnose, prescribe for, treat, or advise a client with reference to problems or complaints falling outside the boundaries of counseling services.

(b) APPRAISAL ACTIVITIES. Selecting, administering scoring and interpreting instruments designed to assess an individual's aptitudes, attitudes, abilities, achievements, interests and personal characteristics, but shall not include the use of projective techniques in the assessment of personality.

(c) COUNSELING, GUIDANCE AND PERSONNEL CONSULTING. Interpreting or reporting upon scientific fact or theory in counseling, guidance and personnel services to provide assistance in solving some current or potential problems of individuals, groups or organizations.

(d) REFERRAL ACTIVITIES. The evaluating of data to identify problems and to determine advisability of referral to other specialists.

(e) RESEARCH ACTIVITIES. The designing, conducting and interpreting of research with human subjects.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§34-8A-1, et seq.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed November 9, 2006, effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Amended:** Filed July 14, 2016; effective August 28, 2016.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.02

255-X-2-.02. Licensed Professional Counselor.

**Currentness**

Any person who represents to the public by any title or description of services incorporating the words “licensed professional counselor” or “licensed counselor”; and who offers to render professional counseling services in private practice to individuals, groups, organizations, corporations, institutions, government agencies, or the general public in settings of individual or group practice for a fee, salary or other compensation, implying licensure and training, experience, or expertise in counseling, and who holds a current, valid license to engage in the private practice of counseling, with the exception of those practitioners listed in [Code of Ala. 1975, §34-8A-7](#), and who holds a current, valid license to engage in the private practice of counseling, with the exception of those practitioners listed in [Code of Ala. 1975, §34-8A-3](#).

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-2\(4\)](#).

**HISTORY:** Filed September 30, 1982. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended (Statutory Authority changed only):** Filed July 25, 2017; effective September 8, 2017.

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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.03

255-X-2-.03. Associate Licensed Counselor.

**Currentness**

Any person who meets the qualifications set forth in [Code of Ala. 1975, § 34-8A-8](#), and who has been licensed to offer counseling services while under the supervision of a Board approved supervisor. An ALC license is only available for six (6) continuous years from the original issue date. Any ALC license will permanently expire after six (6) years from the initial date of issue, and the licensee will be required to reapply under the current regulations for initial ALC licensure, with forfeiture of all previous accrued supervision hours.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-2\(1\)](#).

**History:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended (Statutory Authority changed only):** Filed July 25, 2017; effective September 8, 2017. **Amended:** Published August 31, 2022; effective October 15, 2022.

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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.04

255-X-2-.04. Board Approved Supervision.

**Currentness**

This phrase shall mean supervision of an Associate Licensed Counselor by a Licensed Professional Counselor who meets the supervision criteria set out in [section 255-X-3-.03](#) or [255-X-3-.05](#) and whose name appears on the ALC's license.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-8](#).

**HISTORY:** Filed September 30, 1982. **Amended:** March 30, 1993; effective May 4, 1993. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 30, 2003; effective July 4, 2003.

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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.05

255-X-2-.05. Supervising Counselor.

**Currentness**

Supervising counselors shall be Licensed Professional Counselors and shall have adequate training, knowledge and skill to render competent clinical supervision. Supervising counselors shall meet the supervision criteria set out in [section 255-X-3-.03](#).

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

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, § 34-8A-7](#).

HISTORY: Filed September 30, 1982. **Amended:** March 30, 1993; effective May 4, 1993. **Amended:** Filed November 26, 1996; effective December 31, 1996.

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Ala. Admin. Code r. 255-X-2-.06

255-X-2-.06. Privileged Communication.

**Currentness**

This phrase shall mean any communication between client and counselor, given in confidence and not intended to be disclosed to third persons other than those to whom disclosure is made in the furtherance of the rendition of professional services to the client. The confidential relations and communications between the licensed professional counselor or associate licensed counselor and the client are placed on the same basis as those provided by law between attorney and client, and nothing in [Code of Ala. 1975, §§ 34-8A-1, et seq.](#), shall be construed to require any such privileged communication to be disclosed.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-21.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-2-.07. Resident Of The State Of Alabama. (Repealed)

Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.07

255-X-2-.07. Resident Of The State Of Alabama. (Repealed)

Currentness

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-7.](#)

**HISTORY:** Filed September 30, 1982. **Repealed:** Filed November 9, 2006; effective December 14, 2006.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-2-.08. Citizen Of The United States. (Repealed)

Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.08

255-X-2-.08. Citizen Of The United States. (Repealed)

[Currentness](#)

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-7.](#)

**HISTORY:** Filed September 30, 1982. **Repealed:** Filed November 9, 2006; effective December 14, 2006.

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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.09

255-X-2-.09. Good Moral Character.

**Currentness**

This phrase shall mean any individual who is highly regarded in personal character and professional ethics.

(1) Applicants and licensees are required to disclose to the Board any instance of censure, consent agreement, or disciplinary action; refused licensure or certification; voluntary surrender of licensure or certification; or license or certification suspension or revocation by any counseling or mental health related regulatory Board, or any counseling or mental health related professional organization within thirty (30) days of the action or disciplinary event.

(2) Applicants and licensees are required to disclose to the Board any arrests or convictions resulting from the suspected violation of any Federal, State, Municipal, or Local laws and ordinances, including pleas of nolo contendere, within thirty (30) days of the arrest, conviction, or plea agreement.

**Author:** [FN1]

**Credits**

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-7.](#)

**History:** Filed September 30, 1982. **Amended:** Published August 31, 2022; effective October 15, 2022.

[FN1]

So in original.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.10

255-X-2-.10. Supervised Experience In Professional Counseling.

**Currentness**

This phrase shall mean counseling activities which are not part of a practicum, internship or any other academic course work necessary to meet the requirements of 255-X-3-.01(b)(1-11). These activities must be supervised by a Supervising Counselor who assumes responsibility for services rendered by the Associate Licensed Counselor.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-7.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** March 30, 1993. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 16, 2001, effective June 20, 2001. **Amended:** Filed November 9, 2006; effective December 14, 2006.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.11

255-X-2-.11. Relevant Professional Or Continued Educational Experience.

**Currentness**

This phrase shall mean documented training, workshops, institutes, seminars, etc., primarily counseling in content, as set forth in 255-X-7-.03(f)2.

**Author:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975](#), §§ 34-8A-1, et seq.

HISTORY: Filed September 30, 1982. **Amended:** Filed March 30, 1993.

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Ala. Admin. Code r. 255-X-2-.11, AL ADC 255-X-2-.11

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-2-.12. Supervising Associate. REPEALED

Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.12

255-X-2-.12. Supervising Associate. REPEALED

[Currentness](#)

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975](#), §§ 34-8A-7.

**History: New Rule:** Filed September 22, 1997; effective October 27, 1997. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Repealed:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.13

255-X-2-.13. Indirect Counseling Service.

**Currentness**

Activities concerning client care that do not qualify as direct service. In general, the term is used to refer to time spent in management, administration, or other aspects of counseling service ancillary to direct service. The following would be considered indirect service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties (4) clinical and/or administration supervision.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-7.](#)

**History: New Rule:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.14

255-X-2-.14. Direct Counseling Service.

**Currentness**

Interaction with clients that includes supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation on specific client issues.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-7.](#)

**History: New Rule:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.15

255-X-2-.15. Provisional License.

**Currentness**

A one-year, temporary licensure status equal to that of a licensed professional counselor or associate licensed counselor with specified stipulations for establishing substantial equivalency according to subdivision (4) of Section 34-8A-7 and Chapter 255-X-3.01(2)(a) and 255-X-3.01(2)(b)1-11.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-15](#)

**HISTORY: New Rule:** Filed November 9, 2006; effective December 14, 2006.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.16

255-X-2-.16. Contact Clock Hours.

[Currentness](#)

The number of actual clock hours spent in direct interactive participation between learner and instructor or facilitator.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-5](#).

**History: New Rule:** Filed August 4, 2010; effective September 8, 2010. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.17

255-X-2-.17. Continuing Education Unit.

**Currentness**

One (1) continuing education unit (CEU) is equivalent to ten (10) continuing education (CE) clock hours. To use graduate coursework for continuing education, one (1) graduate semester hours is equivalent to 12.5 CE's, and one (1) graduate quarter hour is equivalent to 8.3 CE's.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-5](#).

**History: New Rule:** Filed August 4, 2010; effective September 8, 2010. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.18

255-X-2-.18. Relevant Professional And Continuing Educational Experience.

**Currentness**

A professional program, seminar, workshop, or formal graduate course work in a regionally accredited institution, consisting of at least one (1) contact hour focused on increasing knowledge and use of skills in the private practice of counseling in one or more of the following areas: counseling theory and practice, human growth and development, social and multicultural foundations, helping relationships, group dynamics, lifestyle and career development, appraisal of individuals, research and evaluation, or professional orientation. Formal graduate course work utilized as continuing education for licensure renewal cannot also be utilized as a substitute for supervised experience required to become a Licensed Professional Counselor. Formal graduate course work used as a substitution for supervised experience to become a Licensed Professional Counselor cannot also be utilized as continuing education for licensure renewal.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-5.](#)

**HISTORY: New Rule:** Filed August 4, 2010; effective September 8, 2010. **Amended:** Filed July 14, 2016; effective August 28, 2016.

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Ala. Admin. Code r. 255-X-2-.18, AL ADC 255-X-2-.18

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.19

255-X-2-.19. Concurrent Supervision.

**Currentness**

All supervision of an ALC providing direct service to clients is to be provided by the Supervising Counselor identified on the license of the ALC. Concurrent supervision is supervision of the direct service provided by an ALC by more than one supervisor for the same clients in order to meet licensure or certification requirements of an entity other than the Alabama Board of Examiners in Counseling. Concurrent supervision of an ALC's service to the same clients by more than one supervisor is prohibited by the Alabama Board of Examiners in Counseling.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-5.](#)

**HISTORY: New Rule:** Filed July 14, 2016; effective August 28, 2016.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.20

255-X-2-.20. Practicum.

**Currentness**

Graduate level academic course work that provides for the development of individual and group counseling skills under supervision. The practicum must be taken through a regionally accredited institution, for a total of one hundred (100) clock hours. A minimum of forty (40) clock hours must be direct service work with clients. At least 80% of the direct service work with clients in the practicum must be in counseling sessions with clients. Assessment activities with clients may not account for more than 20% of the direct services in the practicum. A minimum of one (1) clock hours per week must be of individual supervision by program faculty, and a minimum of one and one-half (1 1/2) clock hours per week must be group supervision.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-5.](#)

**HISTORY: New Rule:** Filed July 14, 2016; effective August 28, 2016.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.21

255-X-2-.21. Internship.

**Currentness**

Graduate level academic course work that provides an opportunity for the student to perform all the activities that a regularly employed staff member in the setting would be expected to perform. The internship must be taken through a regionally accredited institution for a total of six hundred (600) clock hours. A minimum of two hundred and forty (240) clock hours must be direct service work with clients. At least 80% of the direct service work with clients in the internship must be in counseling sessions with clients. Assessment activities with clients may not account for more than 20% of the direct services in the internship. A minimum of one (1) clock hours per week must be of individual supervision by program faculty, and a minimum of one and one-half (1 1/2) clock hours per week must be group supervision.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-5.](#)

**HISTORY: New Rule:** Filed July 14, 2016; effective August 28, 2016.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.22

255-X-2-.22. Active Duty Military.

**Currentness**

This phrase shall refer to persons who are in active service in a branch of the armed forces of the United States (Army, Navy, Air Force, Coast Guard, or Marine Corps), a reserve unit for a branch of the armed forces of the United States, or the Alabama military forces. Verification of active duty military status must accompany a request for Military Exceptions related to initial licensure as an Associate Licensed Counselor or Licensed Professional Counselor, licensure endorsement from another state, renewal of an active or lapsed license, or requests for inactivation or reactivation of an inactive license.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-5.](#)

**HISTORY: New Rule:** Filed July 25, 2017; effective September 8, 2017.

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Alabama Administrative Code  
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Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.23

255-X-2-.23. Direct Supervision.

[Currentness](#)

The “Direct Supervision” component for licensure supervision by an ABEC approved LPC-S requires that the supervision occur as an individual, in-person, one-to-one, face-to-face, and physically present (not utilizing virtual formats or methods of interaction).

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975](#), §§ 34-8A-5.

**History: New Rule:** Published August 31, 2022; effective October 15, 2022.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-2. Definitions and Clarification of Terms

Ala. Admin. Code r. 255-X-2-.24

255-X-2-.24. Other Supervision.

[Currentness](#)

“Other Supervision” encompasses all forms of supervision that are not defined as “Direct”, specifically including a virtual presence of the SC with the ALC as well as the modality of group supervision. However, no form of “Other” supervision is allowed without the real-time, synchronous presence of an ALC’s approved SC.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975](#), §§ 34-8A-5.

**History: New Rule:** Published August 31, 2022; effective October 15, 2022.

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Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-3. Qualifications for Lpc and Alc; Supervising Counselor; Exceptions for Supervision by Supervising Counselor; Supervising Associate

Ala. Admin. Code r. 255-X-3-.01

255-X-3-.01. Licensed Professional Counselor (LPC).

Currentness

(1) General. All applicants must meet the qualifications specified in [Code of Ala. 1975, § 34-8A-7\(l\)](#) through (6).

(2) Education.

(a) Prior to January 1, 2024, a master's degree in counseling is defined as a single conferred/awarded master's degree in counseling, consisting of a minimum of forty-eight (48) graduate semester hours or seventy-two (72) graduate quarter hours at a regionally accredited college or university (e.g., Southern Association of Colleges and Schools). The master's degree must contain and encompass the academic areas specified in paragraph 2(b). Beginning January 1, 2024, a master's degree in counseling is defined as a single conferred/awarded master's degree in counseling from a CACREP accredited program, consisting of a minimum of sixty (60) graduate semester hours, or ninety (90) graduate quarter hours at a regionally accredited college or university (e.g., Southern Association of Colleges and Schools). The master's degree must contain and encompass the academic areas specified below in paragraph 2(b). No less than these hourly requirements and academic areas in a single program will be accepted.

(b) All applicants shall have a master's degree from a CACREP (Council for Accreditation of Counseling and Related Educational Programs) or CORE (Commission on Rehabilitation and Education) accredited program, or the content equivalent of CACREP or CORE in the hours specified above in paragraph 2(a). Content equivalent is minimally defined as graduate course work in each of the following academic areas (acceptable area content must be based on focal content (primary) rather than ancillary (secondary) emphasis in the courses used to meet each area requirement:

1. Counseling Theory: Includes studies of theories, principles and techniques of clinical mental health counseling and their application to professional counseling settings and treatment of mental health and emotional disorders.

2. Human Growth and Development: Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; psychopathology; personality theory; life-span theory; and learning theory within cultural context.

3. Social and Multicultural Foundations: Includes studies that provide a broad understanding of societal changes and trends; human roles; societal subgroups; social and mores and interaction patterns; multicultural and pluralistic trends; differing lifestyles; and major societal concerns including trauma crisis, stress, person abuse, substance abuse, discrimination and methods for alleviating these concerns.

4. The Helping Relationship: Includes studies that provide a broad understanding of philosophic bases of helping processes; counseling theories and their clinical applications; basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; facilitation of client or consultee change diagnostic process including differential diagnosis; etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders.

5. Group Dynamics, Processing and Counseling: Includes studies that provide a broad understanding of group development, dynamics, and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

6. Lifestyle and Career Development: Includes studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision-making; career development program planning, resources, and effectiveness evaluation.

7. Appraisal of Individuals: Includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal and assessment; data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals; and use of appraisal results in diagnostic and helping processes. Additionally, the specific ability to administer and interpret tests and inventories to assess abilities, behaviors, interests, and identify career options is necessary.

8. Research and Evaluation: Includes studies that provide a broad understanding of types of research and their application and use in clinical mental health counseling practices; basic statistics; research-report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal considerations.

9. Professional Orientation: Includes studies that provide a broad understanding of clinical mental health counseling roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards of clinical mental health counseling; clinical mental health counselor preparation standards; professional licensure and credentialing; and legislation and government policy relevant to clinical mental health counseling.

10. Practicum: Provides for the development of individual and group counseling skills under supervision. The practicum must be taken through a regionally accredited institution, for a total of one hundred (100) clock hours. A minimum of forty (40) clock hours must be direct service work with clients. At least 80% of the direct service work with clients in the practicum must be in counseling sessions with clients. Assessment activities with clients may not account for more than 20% of the direct services in the practicum. A minimum of one (1) clock hour per week must be of individual supervision by program faculty, and a minimum of one and one-half (1 1/2) clock hours per week must be group supervision.

11. Internship: Provides an opportunity for the student to perform all the activities that a regularly employed staff member in the setting would be expected to perform. The internship must be a minimum of six hundred (600) clock hours, to include: a minimum of two hundred and forty (240) hours of direct service work with clients. At least 80% of the direct service work with clients in the internship must be in counseling sessions with clients. Assessment activities with clients may not account for more than 20% of the direct services in the internship. A minimum of (1) clock hour per week must

be of individual supervision by program-by-program faculty, and a minimum of one and one-half (1 ½ [FN1] clock hours per week must be group supervision.

(3) Experience.

(a) The experience requirements for applicants are set out in [Code of Ala. 1975, § 34-8A-7\(5\)](#), and in Section 255-X-3-.02 of the rules and regulations of the board. All educational requirements for licensure must be completed prior to accruing post-master's supervised experience and/or post master's academic work used to substitute for post-master's supervised experience. No accrual of required supervised experience shall occur until the Associate Licensed Counselor license has been issued.

(b) Applicants must have three thousand (3000) hours of supervised experience in professional counseling with Board approved supervision.

1. Three thousand (3000) hours of required supervised experience in professional counseling acceptable to the Board must include the following minimum requirements:

(i) Two thousand, two hundred and fifty (2,250) hours will be direct counseling service with individuals, couples, families or groups;

(ii) Seven hundred and fifty (750) hours will be indirect counseling services to include, but not limited to, documentation, consultation, referral development, etc.

2. An applicant may subtract one thousand hours of the required professional experience for every 15 graduate semester hours of 22.5 quarter hours obtained beyond the master's degree from a regionally accredited college or university, provided that such hours are clearly related to the field of professional counseling, are focused on increasing knowledge and use of skills in the private practice of counseling in one or more of the following areas: counseling theory and practice, human growth and development, social and multicultural foundations, helping relationships, group dynamics, lifestyle and career development, appraisal of individuals, research and evaluation, or professional orientation, and are acceptable to the Board.

However, in no case may the applicant have less than one thousand hours of the required professional experience. Formal graduate course work utilized as continuing education for licensure renewal cannot also be utilized as a substitute for supervised experience required to become a Licensed Professional Counselor. Formal graduate course work used as a substitution for supervised experience to become a Licensed Professional Counselor cannot also be utilized as continuing education for licensure renewal.

If a reduction of supervised experience hours is granted, the 1,000 hours of client hours subtracted from the required professional experience will be applied as follows: 750 hours will be applied to the direct counseling service requirement, and 250 hours will be applied to the indirect counseling service requirement.

3. An applicant who is able to subtract one thousand hours of the required professional experience must have two thousand hours of supervised professional experience.

4. Two thousand hours of the required supervised professional experience must include the following minimum requirements:

(i) Fifteen hundred (1,500) hours will be direct counseling service with individuals, couples, families or groups;

(ii) Five hundred (500) hours will be indirect counseling services to include, but not limited to, documentation, consultation, referral development, etc.

5. An applicant who is able to subtract two thousand hours of the required professional experience must have one thousand hours of supervised professional experience.

6. One thousand hours of the required supervised professional experience must include the following minimum requirements:

(i) Seven hundred and fifty (750) hours will be direct counseling service with individuals, couples, families or groups;

(ii) Two hundred and fifty (250) hours will be indirect counseling services to include, but not limited to, documentation, consultation, referral development, etc.

(4) Examination. All applicants not falling within the provisions of [Code of Ala. 1975, § 34-8A-23](#), must demonstrate professional competence in counseling by passing an examination as provided in [Code of Ala. 1975, § 34-8A-7\(6\)](#).

(5) Character and Professional Integrity. All applicants shall furnish the requisite number of references and endorsements required by the application form adopted by the Board pursuant to [Code of Ala. 1975, § 34-8A-7](#).

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**History:** Filed September 30, 1982. **Amended:** Filed February 5, 1988. **Amended:** Filed March 30, 1993. **Amended:** Filed January 16, 1996; effective February 20, 1996. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 22, 1997; effective October 27, 1997. **Amended:** Filed August 12, 1998; effective September 16, 1998. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed March 22, 2002; effective April 26, 2002. **Amended:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed August 4, 2010; effective September 8, 2010. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published September 30, 2021; effective November 14, 2021. **Amended:** Published August 31, 2022; effective October 15, 2022. **Amended:** Published November 30, 2022; effective January 14, 2023.

[FN1]

So in original.



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Ala. Admin. Code r. 255-X-3-.01, AL ADC 255-X-3-.01

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Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-3. Qualifications for Lpc and Alc; Supervising Counselor; Exceptions for Supervision by Supervising Counselor; Supervising Associate

Ala. Admin. Code r. 255-X-3-.02

255-X-3-.02. Associate Licensed Counselor (ALC).

Currentness

- (1) General. All applicants must meet the qualifications set out in [Code of Ala. 1975, § 34-8A-7\(1\)](#) through (4).
- (2) Education.
  - (a) All applicants must meet the educational requirements set out in [Code of Ala. 1975, § 34-8A-7\(4\)](#).
  - (b) All applicants must meet the educational requirements set forth in [Rule 255-X-3-.01\(2\)](#).
- (3) Character and Professional Integrity. All applicants must supply references and endorsement as required by the application forms adopted by the Board pursuant to [Code of Ala. 1975, § 34-8A-7](#).
- (4) Plan of Supervision.

(a) Applicants for associate licensed counselor must furnish to the Board, on a form approved by the Board, a Proposed Plan of Supervision (PPoS) by a Supervising Counselor. The hours of supervision listed in the plan for supervision are to be provided by the Supervising Counselor whose signature appears on the document. The Supervising Counselor must personally provide to the ALC a minimum of two (2) total hours of supervision averaged weekly over the course of the time of supervision with that supervisor to include a minimum of one (1) hour of one-to-one, face-to-face, personal individual supervision weekly. Supervision provided must be a minimum weekly average of two (2) hours which must include at least fifty percent (50%) of Direct one-to-one, face-to-face in-person individual supervision. Supervision must be provided in accordance with Alabama Law and Code ABEC Codes and Rules.

ALC's must provide these direct and indirect counseling service hours to residents of Alabama.

All supervision of an ALC is to be provided by the Supervising Counselor identified on the license of the ALC. Concurrent supervision is supervision of the direct service provided by an ALC by more than one supervisor for the same clients in order to meet licensure or certification requirements of an entity other than the Alabama Board of Examiners in Counseling. Concurrent supervision of an ALC's service to the same clients by more than one supervisor is prohibited by the Alabama Board of Examiners in Counseling.

Any LPC-S who has received two (2) hours of continuing education training in providing virtual supervision as required by 255-X-3-.03 may provide up to 75% of supervision for licensure as “Other Supervision” and may use real-time, synchronous

technology and/or virtual formats. Of the total supervision time, at least twenty-five percent (25%) of supervision must be direct, individual, in-person, one-to-one, face-to-face, synchronous, and physically present (not utilizing distance/virtual formats or methods of interaction). Supervision must be provided in accordance with Alabama Law and Code, and ABEC Codes and Rules.

(b) Applicants must comply with the following regulations:

1. The supervising ALC must submit the proposed plan of supervision to the Alabama Board of Examiners in Counseling.

2. A supervision progress report, on a form provided by the Board, must be submitted at the end of the supervision, by the Supervising Counselor whose name appears on the plan for supervision required in 255-X-3-.02(4)(a). Final supervision reports must verify a minimum of (an average of) two (2) total hours of supervision each week for the duration of the supervision. At least fifty percent (50%) of those hours must be one-to-one, face-to-face, in-person individual supervision. Any supervision reports representing less than a minimum of the required two (2) hours of total supervision each week for the duration of the supervision shall have the ALC's total client service hours for the supervised time period with that supervisor prorated to match the percentage of the supervision when compared to the required supervision hours. Only counseling experience supervised by the Supervising Counselor whose name appears on the ALC's license may accrue toward meeting the supervised experience requirements in 255-X-3-.01(3)(b).

Final supervision reports shall be submitted to the board no later than thirty (30) days after the termination of supervision. A Supervising Counselor must submit a final supervision progress report to the board upon the termination of supervision of the ALC for any reason. Any disputes concerning the content of supervision progress reports must be resolved by the ALC and Supervising Counselor before the submission of the report.

3. Both the Supervising Counselor and the ALC have responsibility for maintaining ongoing records of supervision sessions and records of direct and indirect counseling service. The records are to be available for review by both parties to verify data contained in supervision progress reports. These records must also be available for examination by the Alabama Board of Examiners in Counseling for a period of three years following termination of the ALC's supervision.

4. The Supervising Counselor has clinical authority concerning the functioning of the ALC in order to maintain ultimate responsibility for the welfare of every client.

5. All Supervising Counselor must establish and exercise oversight of client care with all clients of ALCs whom they supervise to plan effective service delivery procedures. The progress of the practice shall be monitored to ensure that full professional responsibility and liability will be accepted by the supervising LPC for all services rendered. The supervising LPC shall be available for emergency consultation and intervention.

6. The Supervising Counselor shall establish and maintain a level of supervisory contact consistent with the Code of Ethics and Standards of Practice approved by the Alabama Board of Examiners in Counseling and be fully accountable in the event that professional, ethical, or legal issues are raised. The ALC shall have read and shall be bound by the Code of Ethics and Standards of Practice.

7. Associate Licensed Counselors performing counseling services must be under the exclusive supervision of the Supervising Counselor required in 255-X-3-.02(4)(a).

8. The practices of the ALC shall be commensurate with the skills of the ALC and all practice procedures shall be planned in consultation with the Supervising Counselor.

9. Associate Licensed Counselors performing counseling services or announcing such services to the public or professional community shall clarify that they are under the supervision of the Supervising Counselor. In performing or announcing counseling services in which the term, or any derivative of the term, "Associate Licensed Counselor" is employed, such descriptions must be offered in the following manner: "John Doe, M.A., Associate Licensed Counselor under the supervision of Jane Smith, Ph.D., Supervising Counselor." Activities that are not performance or announcement of counseling services (e.g., presentations, etc.) shall not require such a description.

10. The Supervising Counselor is to notify the Board immediately in writing of any change in the status of the ALC's supervision or in the event supervision cannot begin upon the issue of the ALC's license. The Supervising Counselor must submit to the Board a final supervision report, on a form approved by the Board, when the ALC has accrued the required number of supervised experience hours or if the approved plan of supervision is terminated for any reason.

11. After meeting the requirements specified in [subdivisions \(5\) and \(6\) of Section 34-8A-7 of the Code of Ala. 1975](#), the Associate Licensed Counselor must petition the Board in writing to be reviewed for licensure as a licensed professional counselor.

12. Licensees must continue supervision to maintain their ALC license. If a licensee is no longer under LPC-S supervision their ALC license is invalid, and they cannot provide clinical services. They must return their license certificate to the ABEC until that time that they acquire a Supervising Counselor approved as an LPC-S by ABEC, submit a new PPOS, and are issued a new ALC license certificate. This will include the time that the licensee has applied for, and is awaiting the Board review of, their LPC or other applications.

(5) Examination Option. Applicants for associate licensed counselor may opt for examination at the completion of their educational requirement as set out in [Code of Ala. 1975, § 34-8A-7\(4\)](#), or they may defer examination until completion of the experience requirement set out in [Code of Ala. 1975, § 34-8A-7\(5\)](#).

(6) ALC's Applying for LPC Licensure. ALC's who have applied for LPC licensure will be required to provide, at the time of their LPC application, documentation of continuing education for their time as an ALC since their last renewal.

(a) The standard Continuing Education (CE) hourly requirement for ALC's shall be prorated to account for the time since the ALC's last renewal. ALC's must submit documentation to show that they have accrued 0.83 continuing education contact hours for each month, or part thereof, of their ALC since their last renewal. This number will be rounded up to the nearest whole number.

(b) The hours of continuing education required for LPC application must contain a minimum of two (2) CE clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling. In the event the applicant only needs one (1) or two (2) CE hours, then those hours must be in ethics.

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**History:** Filed September 30, 1982. **Amended:** Filed February 5, 1988; Filed March 30, 1993. **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 September 22, 1997; effective October 27, 1997. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed March 22, 2002; effective April 26, 2002. **Amended:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022. **Amended (2 certifications filed for this rule in August):** Published August 31, 2022; effective October 15, 2022.

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Ala. Admin. Code r. 255-X-3-.02, AL ADC 255-X-3-.02

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Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-3. Qualifications for Lpc and Alc; Supervising Counselor; Exceptions for Supervision by Supervising Counselor; Supervising Associate

Ala. Admin. Code r. 255-X-3-.03

255-X-3-.03. Supervising Counselor.

Currentness

(1) General. Supervising Counselors shall be licensed professional counselors and shall have adequate training, knowledge and skill to render competent clinical supervision.

(2) To be able to provide virtual supervision for licensure, the Supervising Counselor must complete, in the Supervising Counselor training or in other independent CE trainings, two (2) continuing education contact hours in the practices and ethics of providing virtual supervision. This two (2) hour training requirement must only be completed ONCE to be able to offer distance/virtual supervision as an LPC-S.

(3) Licensed professional counselors applying for supervising counselor status must comply with the following requirements.

(a) Experience. Document one of the following:

1. A minimum of five (5) years of full time (20+ hours per week) clinical practice as an ABEC approved Licensed Professional Counselor (LPC).

(b) Training. Document successful completion of an ABEC approved supervisory training programs completed not more than three (3) years prior to submitting the application for Supervising Counselor status.

The applicant must complete:

Alabama Board of Examiners in Counseling (ABEC) approved supervisory training event, for a minimum of twenty-four (24) contact hours. This training must include a review of the theoretical approaches to supervision in mental health services, the practical application of such supervision, a review of ABEC licensure requirements and application processes, and a thorough inclusion and focus on the ABEC Codes, Rules and Code of Ethics in supervision for licensure. This training must also include, at least two (2) continuing education contact hours in the practices and ethics of providing virtual supervision.

Board approval for training events by the training provider must be requested ninety (90) or more days prior to the scheduled training event, and must be accompanied by an overall program description, a detailed curriculum outline, and qualifications of the instructor.

(c) Theoretical Foundation. Present a statement satisfactory to the Board, in typed form, discussing the philosophy and models of supervision, and the applicant's strengths and weaknesses as a potential supervisor. This statement should adequately demonstrate familiarity with the significant legal, ethical, and clinical issues relevant to the supervisory relationship.

(d) Peer Recommendations. The applicant must present to the Board peer recommendations from three (3) LPCs who have a current Alabama license, indicating their views on the applicant's strengths and weaknesses as a potential supervisor.

(e) Limitations of Supervision Practice. No Supervising Counselor may exceed a total of five (5) supervisees currently in supervision for ABEC licensure.

(f) Continuing Education Credit. One (1) contact hour of continuing education credit may be earned for each ten (10) clock hours of supervision of an associate licensed counselor. Up to, but no more than, ten (10) contact hours of continuing education credit may be earned by providing one hundred (100) clock hours of supervision of an associate licensed counselor. A Supervising Counselor may earn up to, but no more than, one (1) contact hour of continuing education credit for each ten (10) clock hours of supervision provided to a licensee who requires supervision of counseling practice as a result of a disciplinary action taken by the board. A Supervising Counselor may earn a maximum of ten (10) contact hours of continuing education credit during a two-year period for supervision provided under this regulation.

(g) Fees. There will be a non-refundable \$150.00 fee for the application process for approved supervisors.

(h) Recertification. Recertification/renewal of the LPC-S certification will be a part of the LPC license the LPC-S is based upon. A separate renewal of the LPC-s is not necessary. Maintenance of the Supervisor status shall require that that the LPC-S accrue a minimum of five (5) formal contact clock hours of relevant professional and continued education devoted to supervision during each two-year renewal cycle of the accompanying LPC License. These five (5) hours cannot be from the Continuing Education Credit for LPC-Supervisors. These five (5) hours can count as a part of the required forty (40) hours of continuing education for LPC licensure renewal.

LPC's who fail to renew their LPC license each two-year period with required five (5) hours devoted to supervision content must reapply to the Board of Supervising Counselor status.

Review of LPC-S's compliance for continuing education in supervision will be a part of the LPC audit process.

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-1, et seq.](#)

**History: New Rule:** Filed March 21, 1995; effective April 25, 1995. **Amended:** Filed September 22, 1997; effective October 27, 1997. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed March 22, 2002; effective April 26, 2002. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 25, 2012; effective October 30, 2012. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022. **Amended (2 certifications filed for this rule in August):** Published August 31, 2022; effective October 15, 2022.

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Ala. Admin. Code r. 255-X-3-.03, AL ADC 255-X-3-.03

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-3-.04. Exceptions For Supervision By Supervising Counselor. (REPEALED)

Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-3. Qualifications for Lpc and Alc; Supervising Counselor; Exceptions for Supervision by Supervising Counselor; Supervising Associate

Ala. Admin. Code r. 255-X-3-.04

255-X-3-.04. Exceptions For Supervision By Supervising Counselor. (REPEALED)

Currentness

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-1, et seq.](#)

**HISTORY: New Rule:** Filed September 22, 1997; effective October 27, 1997; operative January 1, 1998. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Repealed:** Filed July 14, 2016; effective August 28, 2016.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-3-.05. Supervising Associate. (REPEALED)

Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-3. Qualifications for Lpc and Alc; Supervising Counselor; Exceptions for Supervision by Supervising Counselor; Supervising Associate

Ala. Admin. Code r. 255-X-3-.05

255-X-3-.05. Supervising Associate. (REPEALED)

Currentness

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-1, et seq.](#)

**HISTORY: New Rule:** Filed September 22, 1997; effective October 27, 1997. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Repealed:** Filed July 14, 2016; effective August 28, 2016.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.01

255-X-4-.01. General.

[Currentness](#)

Applications and forms are to be obtained from, completed and returned to the Chairman of the Board, or designate.

**Author:**

**Credits**

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-5.](#)

**History:** Filed September 30, 1982. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.02

255-X-4-.02. Transcripts.

[Currentness](#)

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:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, § 34-8A-5](#).

HISTORY: Filed September 30, 1982.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-4-.03. Other Training Credentials. (Repealed)

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.03

255-X-4-.03. Other Training Credentials. (Repealed)

Currentness

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-5](#).

**HISTORY:** Filed September 30, 1982. **Repealed:** Filed September 25, 2000; effective October 30, 2000.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.04

255-X-4-.04. References.

[Currentness](#)

The applicant will have a minimum of three references on a form supplied by the Board.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-5.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.05

255-X-4-.05. Board Decisions Relative To Application.

Currentness

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) Granting of the license to a Licensed Professional Counselor.
- (b) Granting of the license to the Associate Licensed Counselor.
- (c) Granting of the provisional licensure.
- (d) Granting Supervising Counselor status.
- (e) Granting inactive status, or reactivation status.

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

**Credits**

**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:** Published February 28, 2022; effective April 14, 2022.

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Ala. Admin. Code r. 255-X-4-.05, AL ADC 255-X-4-.05

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.06

255-X-4-.06. Unresolved Questions Concerning Application.

**Currentness**

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:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975, § 34-8A-5](#).

HISTORY: Filed September 30, 1982.

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Ala. Admin. Code r. 255-X-4-.06, AL ADC 255-X-4-.06



Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.07

255-X-4-.07. Denial Of Application.

[Currentness](#)

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:**

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975](#), § 34-8A-9.

HISTORY: Filed September 30, 1982.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-4. Application Procedures

Ala. Admin. Code r. 255-X-4-.08

255-X-4-.08. Application Retention.

**Currentness**

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-5](#).

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

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-5. Examination of Applicants

Ala. Admin. Code r. 255-X-5-.01

255-X-5-.01. General.

Currentness

An applicant who has met the requirements of [Code of Ala. 1975, §34-8A-7\(l\)](#) through (4) and Chapter 255-X-3-.01(2)(a) through (2)(b)1-11, will be granted permission to take the written examination.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-7\(6\)](#).

**HISTORY:** Filed September 30, 1982. **Amended:** Filed: January 16, 1996; effective February 20, 1996. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended (Statutory Authority changed only):** Filed July 25, 2017; effective September 8, 2017.

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Ala. Admin. Code r. 255-X-5-.01, AL ADC 255-X-5-.01

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-5. Examination of Applicants

Ala. Admin. Code r. 255-X-5-.02

255-X-5-.02. Written Examination.

**Currentness**

(1) The Board has adopted a prepared standardized test covering the specialized knowledge common to a variety of counseling practices. The Board may contract with test design specialists to prepare and provide materials for such testing and to revise the examination as deemed necessary. Passing and failing scores will be determined by the Board utilizing the normative data associated with each administration of the examination. A passing score on the examination is one of the requirements for licensure as a licensed professional counselor.

(2) Application for Examination and Fee. Following notification of eligibility for examination, the applicant shall receive and complete an application for examination and submit the required fee to the Board, or their designated examination agency, with their application for examination.

(3) Notification by Board of Examination. Upon receipt of the applicant's application for examination the Board shall notify the applicant of the date, time and location of the examination. Said notification shall be accompanied by an admission letter which will entitle the applicant to admission to the examination.

(4) Authority to Set Location and Frequency of Examination. The Board shall have authority pursuant to [Code of Ala. 1975, § 34-8A-10](#), to designate the location of examinations and the frequency with which these examinations shall be given.

(5) Notification of Results. As soon as the results of the examination have been completed, the Board shall notify each applicant by mail of his or her examination score.

(6) Re-examination. In the event an applicant fails to receive a passing grade on the examination, the applicant may register and shall be allowed to take a subsequent examination.

(7) Preservation of Examination. Pursuant to [Code of Ala. 1975, § 34-8A-13](#), the Board shall preserve the examination score of each candidate as part of its records for a period of two years following the date of examination.

(8) Examination Option. Applicants for associate licensed counselor may opt for examination at the completion of their education requirement as set out in [Code of Ala. 1975, § 34-8A-7\(4\)](#) and Chapter 255-X-3-.01, or they may defer examination until completion of the experience requirement set out in [Code of Ala. 1975, § 34-8A-7\(5\)](#).

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

**Credits**

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

**History:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Ala. Admin. Code r. 255-X-5-.02, AL ADC 255-X-5-.02

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-5. Examination of Applicants

Ala. Admin. Code r. 255-X-5-.03

255-X-5-.03. Electronic Examination.

**Currentness**

(1) Beginning June 1, 2007, the Board has the option to accept an electronically administered and scored examination as an alternative that would conform to the stipulations specified in Chapter 255-X-5-.02(1).

(2) The electronic examination option would eliminate the application of procedures noted in Chapter 255-X-5-.02(2) through (6).

(3) Upon meeting the prerequisite academic requirements for licensure specified in Chapter 255-X-3-.01(2)(a) and 255-X-3-.01(2)(b)1 through 11, the Board will assist applicants in identifying and pursuing an electronic administration of the examination.

(4) Should the Board elect to implement the option of utilizing an electronic examination administered and scored by an external agency, written examinations shall not be scheduled or administered by the Board.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§34-8A-1 et seq.](#)

**HISTORY: New Rule:** Filed May 22, 2007; effective June 26, 2007.

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Ala. Admin. Code r. 255-X-5-.03, AL ADC 255-X-5-.03

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-6. Licensure

Ala. Admin. Code r. 255-X-6-.01

255-X-6-.01. Licensure.

**Currentness**

- (1) The Board shall issue a license to practice as a professional counselor to all persons who meet the qualifications and who pass the required examination and meet the required experience qualifications. For all initial licenses, the licensure term may be less than or greater than two (2) years depending on the date of issuance of the license and will expire July 31 of the renewal year.
- (2) The Board shall issue a license to practice as an associate licensed counselor to all persons who meet the qualifications set out in [Code of Ala. 1975, § 34-8A-7\(1\), \(2\), \(3\), and \(4\)](#). The associate licensed counselor license will be issued for a period of one year and will expire twelve (12) months from the date of issue.
- (3) Licensure shall be documented by the issuance of a license document approved by the Board, carrying the approval seal of the board, and bearing the signature of the Chair of the Board. The issuance of a license by the Alabama Board of Examiners in Counseling authorizes a licensee to engage in the private practice of counseling in the State of Alabama only.
- (4) Each licensed professional counselor and associate licensed counselor shall be required to display his or her license for inspection by the general public.
- (5) Valid Licensure. All ALC's are required to maintain valid licensure (defined as current supervision by an ABEC approved LPC-S, current PPOS [particularly in the case of a change in LPC-S or work site], proper renewals with appropriate CE documentation, appropriate fee payments, adherence to the Codes and Rules of ABEC in order to provide clinical services. ALC's will become invalid due to unapproved changes in supervision or supervisor, or unapproved changes in site where supervised client services are acquired.
- (6) Notwithstanding the exemptions provided in [Code of Ala. 1975, § 34-8A-3](#), those persons who file an application with the Board or who are licensed professional counselors or associate licensed counselors shall comply with the codes and regulations of the Board and be subject to the disciplinary provisions of the Board.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**History:** Filed September 30, 1982. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Amended:** July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Ala. Admin. Code r. 255-X-6-.01, AL ADC 255-X-6-.01

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-6. Licensure

Ala. Admin. Code r. 255-X-6-.02

255-X-6-.02. Inactive License.

#### Currentness

An LPC or ALC may seek inactive status of their licensure through written request to the Board prior to the ending valid date of the license. The Board shall inform the licensee in writing of the inactivation decision. Once the Board renders the license inactive, the licensee shall have all privileges associated with licensure revoked until the license is reactivated. Otherwise, the licensee will be subject to Section 255-X-7 of the regulation regarding licensure renewal, since the Board will not consider retroactive inactivation of a lapsed or expired license.

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-6.](#)

**History: New Rule:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-6. Licensure

Ala. Admin. Code r. 255-X-6-.03

255-X-6-.03. Reactivation Of License.

**Currentness**

An LPC or ALC with an inactive license may request reactivation of licensure through a written request to the Board. An LPC must submit documentation acceptable to the Board of continuing education activities of no less than forty (40) contact clock hours accrued within the twenty-four (24) months immediately preceding the reactivation request. The forty (40) hours of continuing education must contain a minimum of six (6) clock hours devoted to ethical concerns for practice, assessment, supervision, or research in counseling. An ALC must submit documentation acceptable to the Board of continuing education activities of no less than twenty (20) contact clock hours accrued within the twenty-four (24) months immediately preceding the reactivation request. The twenty (20) hours of continuing education must contain a minimum of three (3) clock hours devoted to ethical concerns for practice, assessment, supervision, or research in counseling. Additionally, the applicant must pay the reactivation fee as well as the renewal fee noted under 255-X-1-.08 of the regulations.

An ALC must submit documentation acceptable to the Board of continuing education activities of no less than ten (10) contact clock hours accrued within the twelve (12) months immediately preceding the reactivation request. The ten (10) hours of continuing education must contain a minimum of two (2) clock hours devoted to ethical concerns for practice, assessment, supervision, or research in counseling. A proposed plan of supervision must also be submitted by the ALC for Board approval. Additionally, the applicant must pay the reactivation fee as well as the renewal fee noted under 255-X-1-.08 of the regulations.

Inactivation of LPC or ALC licenses shall not exceed six (6) years from the date of inactivation by the Board. After six (6) years of inactivation has passed, any licensure applicant must reapply under the current regulations for initial ALC licensure with forfeiture of all accrued supervision, and all client experience hours.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, §§ 34-8A-6.](#)

**History: New Rule:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed March 22, 2002; effective April 26, 2002. **Amended:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.01

255-X-7-.01. Licensed Professional Counselor (LPC) Renewal.

**Currentness**

(1) General. All Licensed Professional Counselor licenses expire biennially and on July 31 of the renewal year. For all expired LPC licenses renewed after July 31 of a renewal year, the date of issuance shall correspond to the date of the approved renewal and the renewed licensure term shall not exceed twenty-four (24) months from the expiration date of the previous licensure term.

(2) Renewal Notice and Application. Renewal applications will be made available through the Board's website. The LPC must submit the renewal application and renewal fee to the Board office by August 1 of the renewal year.

(3) Renewal Fee. A renewal fee, approved by the Board, is required for any LPC license renewal. Checks should be payable to the Alabama Board of Examiners in Counseling. Failure to pay the biennial renewal fee by August 1 of the renewal year shall automatically suspend the right of any LPC to practice while delinquent. Such lapsed license may be renewed upon payment of a renewal fee and lapsed license fee to be determined by the Board. Any LPC whose license has lapsed beyond six (6) years must reapply under the current regulations for Initial ALC licensure with forfeiture of all accrued supervision, and all client experience hours.

(a) The license of any person licensed as a professional counselor who has allowed their license to lapse for fifteen (15) years or less, and who has been in a profession for at least eight (8) years where counseling is a part of the daily routine of the profession including, but not limited to, service as a school principal, school vice principal, school psychometrist, or school psychologist, shall be reinstated upon the payment of a fee of five hundred dollars (\$500) and evidence satisfactory to the board of the completion of forty (40) hours of relevant professional and continuing education earned in the twenty-four (24) month period prior to requesting the reinstatement. Of the forty (40) hours of continuing education required, six (6) hours must be devoted to ethical concerns for practice, assessment, supervision, or research in counseling. The forty (40) hours of continuing education must also meet the requirement for real-time participation as specified in 255-X-7-.01(4)(e). The applicant for reinstatement must also provide written documentation verifying that he/she has been in a profession for at least eight (8) years where counseling as defined in 255-X-2-.01(2)(a) is a part of the daily routine.

(4) Continuing Education. No license will be renewed unless the renewal request is accompanied by evidence satisfactory to the Board of the completion of relevant professional and continued education experience meeting the definition in [section 255-X-2-.18](#) completed during the term of the current license.

(a) A minimum of forty (40) formal contact clock hours of relevant professional and continued education experience shall be required for renewal of LPC license. The forty (40) hours of continuing education required for licensure renewal must contain a minimum of six (6) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling.

(b) All formal contact clock hours of relevant professional and continued educational experience shall meet the ABEC Continuing Education Guidelines; or shall be formal graduate academic course work, excluding thesis or dissertation credit. Academic courses taken as “audits” must be verified with an official transcript and letter from the instructor confirming attendance.

(c) The LPC is responsible for maintaining documentation to verify completion of all continuing activities listed on the renewal application. This documentation must be available for review by the Board upon request for a period of three (3) years following the renewal period in which the continuing education activities were used for licensure renewal.

(d) Of the forty (40) formal contact clock hours required for renewal of LPC, ten (10) hours may be obtained by supplying documentation of two (2) of the activities listed below:

1. Services as a presenter for a seminar, workshop, or training conference that is primarily counseling in nature
2. Publication of Peer reviewed material that is primarily counseling in nature.
3. Services on boards, commissions, and holding office in professional organizations, specifically related to counseling, and in which at least thirty (30) hours annually are devoted to such service.

(e) Real-Time Participation in Continuing Education Activities. A minimum of seventy-five percent (75%) of the continuing education activities required for any licensure renewal period must consist of real-time interactive participation in seminars, classes, workshops, presentations, training programs, or similar activities. Such real-time interactive participation must involve licensee presence in the location of the activity as it occurs or use of interactive technology by the licensee for the activity as it occurs. Self-contained or asynchronous activities (e.g., recorded presentations, reading, online study) that do not feature opportunities for dialogue and interaction for the licensee as the activity occurs do not qualify as real-time interactive participation in continuing education.

(f) Documentation of Continuing Education Activities. All certificates of completion/verification of attendance must contain: licensee's name, name of workshop/seminar/training, name of sponsoring entity, dates of the activity, CE provider number or documentation of the provider, and number of contact hours granted.

(5) Audit of LPC Renewals. The Board will conduct a mandatory random audit of 10 percent (10%) of LPC renewal applications for the most recent renewal period. The audit is to ensure that the continuing education requirement is being met.

(a) An LPC whose renewal is selected for audit is required to send verification of his/her continuing education to the Board office within thirty (30) days of the date of the audit notice. The Board will review the records and respond to the individuals with a statement of compliance or non-compliance.

(b) Non-compliance. In the case of non-compliance with continuing education requirements, the audited LPC will have a one (1) month compliance period to meet continuing education requirements. During the one (1) month compliance period, the Board may initiate a complaint citing the licensee with failure to meet continuing education requirements for renewal.

During the one (1) month compliance period, the licensee may request an immediate hearing before the board concerning the continuing education requirements in question. Failure to meet continuing education requirements within the one (1) month compliance period may result in formal disciplinary action by the Board.

(c) LPCs audited for licensure renewal will be subject to random audit selections in subsequent renewal periods. Successful selection for audit review will not remove an LPC from audit review in any subsequent renewal period.

(6) Lapsed License. A lapsed LPC license cannot be used as the basis for applications for advanced licensure or LPC-S certification. Applicants who seek to renew a lapsed LPC license must pay the published renewal fee and lapsed license fee. The period of licensure renewal shall not extend beyond the next July 31. The renewal application must be accompanied by documentation acceptable to the Board of continuing education activities of no less than forty (40) contact clock hours accrued within the twenty (24) months immediately preceding the request for renewal. The forty (40) hours of continuing education must contain a minimum of six (6) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling. Continuing education documentation associated with the renewal of a lapsed license must be submitted to the Board for review but will not be subject to the audit procedure. Any LPC license that has lapsed beyond six years is considered to be expired and the applicant must reapply under the current regulations for ALC licensure with forfeiture of all accrued supervision and all client experience hours.

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-5](#).

**History:** Filed September 30, 1982. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed September 28, 2009; effective November 2, 2009. **New Rule:** Filed August 4, 2010; effective September 8, 2010. **Repealed:** Filed August 27, 2010; effective October 1, 2010. **Amended:** Filed September 25, 2012; effective October 30, 2012. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Ala. Admin. Code r. 255-X-7-.01, AL ADC 255-X-7-.01

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.02

255-X-7-.02. Associate Licensed Counselor (ALC) Renewal.

Currentness

(1) General. An Associate Licensed Counselor is required to pay annually to the board by the anniversary of their license issuance date a renewal fee as set out in [section 255-X-1-.08](#). A lapsed license may be renewed within a period of six (6) years after lapse upon payment of fees in arrears or thereafter upon payment of a renewal fee and lapsed license fee as determined by the board.

(2) Renewal Notice and Application. Renewal applications will be made available through the Board's website. The ALC must submit the renewal application and renewal fee to the Board office by their renewal date.

(3) Continuing Education. No license will be renewed unless the renewal request is accompanied by evidence satisfactory to the Board of the completion of relevant professional and continued educational experience meeting the definition in [section 255-X-2-.18](#) completed during the term of the current license.

(a) A minimum of ten (10) formal contact clock hours of relevant professional and continued education experience shall be required for renewal of an ALC license. The ten (10) hours of continuing education required for ALC licensure renewal must contain a minimum of two (2) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling.

(b) All formal contact clock hours of relevant professional and continued education experience shall be approved in advance by the Board, or shall be formal graduate academic course work, excluding thesis or dissertation credit. Academic courses taken as “audits” must be verified with an official transcript and letter from instructor confirming attendance. Formal graduate course work utilized as continuing education for licensure renewal cannot also be utilized as a substitute for supervised experience required to become a Licensed Professional Counselor. Formal graduate course work used as a substitution for supervised experience to become a Licensed Professional Counselor cannot also be utilized as continuing education for licensure renewal.

(c) The ALC is responsible for maintaining documentation to verify completion of all continuing activities listed on the renewal application. This documentation must be available for review by the Board upon request for a period of three (3) years following the renewal period in which the continuing education activities were used for licensure renewal.

(d) Of the twenty (20) formal contact clock hours required for renewal of ALC initially issued prior to January 1, 2010 and expiring July 31, 2011, five (5) hours may be obtained by supplying documentation of one (1) of the following activities.

(d) [FN1] Of the ten (10) formal contact clock hours required for renewal of ALC, three (3) hours may be obtained by supplying documentation of one (1) of the following activities:

1. Services as a presenter for a seminar, workshop, or training conference that is primarily counseling in nature.
2. Publication of peer-reviewed material that is primarily counseling in nature.
3. Services on boards, commissions, and holding office in professional organizations, specifically related to counseling, and in which at least thirty (30) hours annually are devoted to such service.

(e) Real-Time Participation in Continuing Education Activities. A minimum of seventy-five (75) percent of the continuing education activities required for any licensure renewal period must consist of real-time interactive participation in seminars, classes, workshops, presentations, training programs, or similar activities. Such real-time inactive participation must involve licensee presence in the location of the activity as it occurs or use of interactive technology by the licensee for the activity as it occurs. Self-contained or asynchronous activities (e.g., recorded presentations, reading, online study) that do not feature opportunities for dialogue and interaction for the licensee as the activity occurs do not qualify as real-time participation in continuing education.

(f) Documentation of Continuing Education Activities. All certificates or completion/verification of attendance must contain: licensee's name, name of workshop/seminar/training, name of sponsoring entity, dates of the activity, CE provider number or documentation of the provider, and number of contact hours granted.

(4) Lapsed License. A lapsed ALC license cannot be authorized for licensure examinations, used as the basis for applications for advanced licensure, or used as the basis for applications for reduction of supervised experience. Applicants who seek to renew a lapsed ALC license must pay the published renewal fee and lapsed license fee. The renewed license shall bear an issuance date corresponding to the approval date of the renewal and shall expire twelve (12) months from the date of issue. The renewal application must be accompanied by documentation acceptable to the Board of continuing education activities of no less than ten (10) clock hours accrued within the twelve (12) months immediately preceding the request for renewal. The ten (10) hours of continuing education must contain a minimum of two (2) clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling. An ALC must also submit a proposed plan of supervision for approval by the Board. Any ALC license that has lapsed beyond six (6) years is considered to be expired and the applicant must reapply under the current regulations for initial ALC licensure with forfeiture of all accrued supervision, and all client experience hours.

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-5](#).

**History:** Filed September 30, 1982; July 30, 1992. **Amended:** Filed May 16, 2001; effective June 20, 2001. **New Rule:** Filed August 4, 2010; effective September 8, 2010. **Repealed:** Filed August 27, 2010; effective October 1, 2010. **Amended:** Filed September 25, 2012; effective October 30, 2012. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022.

[FN1]

So in original.



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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.03

255-X-7-.03. Licensed Professional Counselor -- Supervisor (LPC-S) Renewal.

Currentness

(1) General. All Licensed Professional Counselor-Supervisor certifications expire biennially and on July 31st of the renewal year with the LPC license they are attached to.

(2) Recertification/renewal of the LPC-S certification will be a part of the LPC license the LPC-S is based upon. A separate renewal of the LPC-S is not necessary.

(3) Continuing Education. Maintenance of the Supervisor status shall require that the LPC-S accrue a minimum of five (5) formal contact hours of relevant professional and continued education devoted to supervision, and meeting the definition in [Section 255-X-2-.18](#), during each two-year renewal cycle of the accompanying LPC license.

(a) A minimum of five (5) formal contact hours of relevant professional and continued education devoted to supervision during each two-year renewal cycle of the accompanying LPC license. These five (5) hours cannot be from the Continuing Education Credit for LPC-Supervisor. These five (5) hours can count as part of the required forty (40) hours or continuing education for LPC licensure renewal.

(b) All formal contact hours of relevant professional and continued educational experience shall meet the ABEC Continuing Education Guidelines, or shall be formal graduate academic course work, excluding thesis or dissertation credit. Academic courses taken as “audits” must be verified with an official transcript and letter from instructor confirming attendance.

(c) The LPC-S is responsible for maintaining documentation to verify completion of all continuing activities listed on the renewal application. This documentation must be available for review by the Board upon request for a period of three (3) years following the renewal period in which the continuing education activities were used for licensure renewal.

(d) Real-Time Participation in Continuing Education Activities. A minimum of seventy-five percent (75%) of the continuing education activities required for any licensure renewal period must consist of real-time interactive participation in seminars, classes, workshops, presentations, training programs, or similar activities. Such real-time interactive participation must involve licensee presence in the location of the activity as it occurs or use of interactive technology by the licensee for the activity as it occurs. Self-contained or asynchronous activities (e.g., recorded presentations, reading, online study) that do not feature opportunities for dialogue and interaction for the licensee as the activity occurs do not qualify as real-time participation in continuing education.

(e) Documentation of Continuing Education Activities. All certificates of completion/verification of attendance must contain: licensee's name, name of workshop/seminar/training, name of sponsoring entity, dates of the activity, CE privier number or documentation of the provider, and number of contact hours granted.

(f) Review of LPC-S's compliance for continuing education in supervision will be a part of the LPC audit process.

(g) Non-Compliance. In the case of non-compliance with continuing education requirements, the audited LPC-S will have a three (3) month compliance period to meet continuing education requirements. During the three (3) month compliance period, the Board may initiate a complaint citing the licensee with failure to meet continuing education requirements for renewal. During the three (3) month compliance period, the licensee may request an immediate hearing before the board concerning the continuing education requirements in question. Failure to meet continuing education requirements within the three month compliance period may result in formal disciplinary action by the board.

(4) Lapsed License. A lapsed LPC license will invalidate any attached LPC-S certification and will require the LPC to reapply for LPC-S certification.

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-14](#).

**History:** Filed September 30, 1982. **Amended:** Filed February 5, 1988. **Amended:** Filed March 30, 1993. **Amended:** Filed March 21, 1995; effective April 25, 1995. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed March 1, 2000; effective April 5, 2000. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010. **New Rule:** Published February 28, 2022; effective April 14, 2022.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-7-.04. Renewal Applications. (Repealed)

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.04

255-X-7-.04. Renewal Applications. (Repealed)

Currentness

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-14.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed May 30, 2003; effective July 4, 2003. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-7-.05. Renewal Application Deadline. (Repealed)

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.05

255-X-7-.05. Renewal Application Deadline. (Repealed)

[Currentness](#)

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-14.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed December 1, 1997; effective January 5, 1998. **Amended::** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-7-.06. Failure To Pay Renewal Fee. (Repealed)

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.06

255-X-7-.06. Failure To Pay Renewal Fee. (Repealed)

[Currentness](#)

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-6](#).

**HISTORY:** Filed September 30, 1982. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-7-.07. Expired License. (Repealed)

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-7. License Renewal

Ala. Admin. Code r. 255-X-7-.07

255-X-7-.07. Expired License. (Repealed)

[Currentness](#)

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-6](#).

**HISTORY: New Rule:** Filed May 16, 2001; effective June 20, 2001. **Amended:** Filed May 30, 2003; effective July 4, 2003.

**Amended:** Filed September 28, 2009; effective November 2, 2009. **Repealed:** Filed August 27, 2010; effective October 1, 2010.

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Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-8. Contested Cases Involving Refusal, Revocation or Suspension of License or Certificate; Initiation of Proceedings; Complaint Procedure; Appeal and Judicial Review; Emergencies

Ala. Admin. Code r. 255-X-8-.01

255-X-8-.01. Contested Cases.

Currentness

- (1) An applicant, licensed professional counselor (LPC) or associate licensed counselor (ALC) is entitled to an evidentiary hearing before the Board when any action is brought against that person.
- (2) In a contested case, all parties shall be afforded an opportunity for hearing after reasonable notice in writing delivered either by personal service as in civil actions or by certified mail, return receipt requested, or by registered mail. Delivery of the notice of the hearing shall constitute commencement of the contested case proceeding.
- (3) The notice shall include:
  - (a) A statement of the time, place, and nature of the hearing which must be not less than thirty (30) days nor more than sixty (60) days from the date of mailing or service of the notice.
  - (b) A statement of the legal authority and jurisdiction under which the hearing is to be held.
  - (c) A reference to the particular sections of the statutes and rules involved.
  - (d) A short and plain statement of the matters asserted. If the Board is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application, a more definite and detailed statement shall be furnished.
- (4) In a contested case, on motion of a party, the presiding officer conducting the hearing may issue subpoenas, discovery orders related to relevant matters, and protective orders in accordance with the rules of civil procedure.
- (5) Nonappearance of the person against whom action is taken shall not prevent a hearing from being conducted by the Board on the charges brought provided proof of service of the notice of Board action is shown. The presiding officer may, if no adjournment is granted, proceed with the hearing and make a decision in the absence of the party.
- (6) Parties shall have the right to be represented by counsel and to conduct cross-examination of witnesses.



(7) The Board shall have the authority to administer oaths, to issue subpoenas, and to summon witnesses to take testimony in all matters relating to its duties.

(8) The Board shall have the authority to enter into settlement negotiations with the party against whom action is taken.

(9) The record of proceedings before the Board shall include:

(a) All pleadings, motions, and intermediate rulings.

(b) All evidence received or considered and all other submissions; provided, in the event that evidence in any proceeding may contain proprietary and confidential information, steps shall be taken to prevent public disclosure of that information.

(c) A statement of all matters officially noticed.

(d) All questions and offers of proof, objections, and rulings thereon.

(e) All proposed findings and exceptions.

(f) Any decision, opinion, or report by the hearing officer at the hearing.

(g) All staff memoranda or data submitted to the hearing officer or members of the Board in connection with their consideration or privilege; provided, if such memoranda or data contain information of a proprietary and confidential nature, it shall be protected by the Board from public disclosure.

(10) The proceedings before the Board shall be open to the public. Oral proceedings shall be recorded either by mechanized means or by qualified shorthand reporters. The records or stenographic notes of oral proceedings or the transcription thereof shall be filed with and maintained by the Board for at least five years from the date of decision and shall be made available for inspection by the public, except in those cases where private hearings are authorized by law, or where the proceedings shall be ordered sealed by order of court, or are required to be sealed by statute.

(11) On the basis of any hearing or upon default of applicant, LPC or ALC, the Board shall make a determination specifying its findings of fact, based solely on the evidence in the record and on matters officially noticed in the record, and conclusions of law.

(12) The board may withhold, deny, revoke, or suspend any license upon proof by proper hearing that the applicant or licensee has violated the [Code of Ala. 1975, § 34-8A-16\(a\)](#)1 through (a)9. In addition to any other disciplinary action, the board may levy and collect administrative fines in an amount not to exceed one thousand dollars (\$1,000) for each violation. The board may also assess all legal costs for the preparation and execution of a disciplinary action.

(13) Results of the proceeding shall be mailed to the applicant, LPC or ALC by registered mail, or certified mail, return receipt requested, or by personal service.

(14) Every order and judgment of the Board shall take effect immediately on its promulgation unless the Board in such order or judgment fixes a probationary period for the applicant, LPC or ALC. Such order and judgment shall continue in effect unless upon appeal the courts by proper order or decree terminate it earlier.

(15) The Board may make public its orders and judgments in such manner and form as it deems proper, and for such periods as it may direct.

(16) The results of the Board action shall become final in thirty (30) days following their entry unless appealed. After thirty (30) days, a party's right of appeal is waived unless extended under the provisions of, § 41-22-20(d), [Code of Ala. 1975](#).

(17) The Board shall have the authority to reinstate suspended or revoked licenses.

(18) The Board shall have the authority to furnish evidence to assist prosecutors in the prosecution of violations of the act and to investigate complaints regarding possible violations of the act.

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975](#), §§ 34-8A-1, et seq.

**HISTORY:** Filed September 30, 1982. **Amended:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed November 9, 2006; effective December 14, 2006.

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Ala. Admin. Code r. 255-X-8-.01, AL ADC 255-X-8-.01

Alabama Administrative Code

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Chapter 255-X-8. Contested Cases Involving Refusal, Revocation or Suspension of License or Certificate; Initiation of Proceedings; Complaint Procedure; Appeal and Judicial Review; Emergencies

Ala. Admin. Code r. 255-X-8-.02

255-X-8-.02. Initiation Of Proceedings.

Currentness

(1) The Board may initiate such action as it deems appropriate to investigate and determine the applicants', associate licensed counselors' (ALC) and licensed professional counselors' (LPC) compliance with the provisions of the Act or the Board's regulations.

(2) Unless the Board initiates proceedings on its own motion, it shall take action only upon receipt of a complaint made in writing, stating in detail the activities that the party complained of is alleged to have engaged in, and presenting the evidence of when, where and how a violation occurred. The complaint, which must be signed, shall be filed with the Executive Officer of the Board.

(3) Any person submitting a complaint may be required to support it by personal appearance before the board.

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

**Credits**

**STATUTORY AUTHORITY:** Code of Ala. 1975, §§ 34-8A-1, et seq.; §§ 41-22-1, et seq.

**HISTORY: New Rule:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 25, 2000; effective October 30, 2000.

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Ala. Admin. Code r. 255-X-8-.03

255-X-8-.03. Complaint Procedure.

Currentness

(1) In the event a complaint is filed against an applicant, ALC, or LPC, or the Board determines from other information that an investigation is necessary, the procedure for investigation of complaint shall be as follows:

(a) An investigative committee consisting of no less than three (3) members, two (2) of which may be the Executive Director and a member of the Board. A third member of the investigative committee may be another member of the board, a contract employee of the board (e.g., consultant), or another person appointed by the Executive Director and acceptable to legal counsel to the board. The committee shall investigate said information or complaint to determine whether there is probable cause for disciplinary proceedings.

(b) The investigative committee may exercise subpoena power in investigating any complaint or information obtained regarding an applicant, ALC, or LPC.

(c) The investigative committee may enter into informal settlements with the applicant, ALC, or LPC under investigation provided said settlement is ratified by the Board.

(d) Upon completion of the investigation, the investigative committee, in consultation with Board's legal counsel, shall determine whether probable cause exists for the Board to issue a summons and complaint and initiate a formal disciplinary proceeding. If the investigative committee determines at this time that no probable cause exists, the proceedings will terminate at that point.

(2) In the event the investigative committee determines that probable cause exists for the filing of a summons and complaint, the Board's attorney shall prepare the summons and complaint.

(3) The notice of proposed Board action, summons and complaint shall be mailed by registered or certified mail, return receipt requested, to the most recent address of the respondent on file with the Board. The notice, summons and complaint may also be sent by personal service as in civil actions, and shall be mailed or served not less than thirty (30) days nor more than sixty (60) days from the date of the hearing.

(4) The Board may, and in its discretion, appoint some impartial person to act as a Hearing Officer at disciplinary hearings. In the event a Hearing Officer is appointed, the Hearing Officer shall assist the Board in presiding at the disciplinary proceeding, and in ruling on all questions of evidence and procedure, notwithstanding any other provisions of these rules to the contrary.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§34-8A-1, et seq.](#); [§§41-22-1, et seq.](#)

**HISTORY: New Rule:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed May 30, 2003; effective July 4, 2003. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed July 14, 2016; effective August 28, 2016.

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Ala. Admin. Code r. 255-X-8-.04

255-X-8-.04. Appeal And Judicial Review.

Currentness

(1) Appeals of the final action or order of the Board shall be made in accordance with the provisions of the Alabama Administrative Procedures Act governing judicial review of final decisions in contested cases.

(2) All proceedings for appeal may be instituted by filing a notice of appeal and a cost bond with the Board to cover the reasonable costs of preparing the transcript of the proceeding under review.

(3) The notice of appeal shall be filed within thirty (30) days after the receipt of the decision of the Board denying, revoking or suspending a license.

(4) No such appeal, while pending appropriate court action, shall stay or supersede the Board's denial, revocation or suspension of a license.

(5) The petition for judicial review shall be filed in the circuit court of Montgomery County within thirty (30) days after the filing of the notice of appeal. Copies of the petition shall be served upon the Board and all parties of record.

(6) Within thirty (30) days after receipt of the notice of appeal or within such additional time as the court may allow, the Board shall transmit to the reviewing court the original or a certified copy of the entire record and transcript of the proceedings under review.

(7) The petition for judicial review shall name the Board as respondent and shall comply with the provisions of the Alabama Administrative Procedures Act, [Section 41-22-20](#), [Code of Ala. 1975](#).

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975](#), §§ 34-8A-1, et seq.; 41-22-20.

**HISTORY: New Rule:** Filed November 26, 1996; effective December 31, 1996. **Amended:** Filed September 25, 2000; effective October 30, 2000.

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Ala. Admin. Code r. 255-X-8-.05

255-X-8-.05. Emergencies.

Currentness

(1) The Board may suspend a license in an emergency situation, without a hearing or upon an abbreviated hearing, if it finds that danger to the public health, safety, or welfare requires an emergency suspension. The Board shall state in writing its reasons for that finding. The suspension shall become effective immediately, unless otherwise stated therein, and may be effective for a period of not more than one hundred twenty (120) days.

(2) When a summary suspension is ordered by the Board, a formal hearing shall be promptly instituted, in compliance with the provisions of the Alabama Administrative Procedures Act and this chapter.

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

**Credits**

STATUTORY AUTHORITY: [Code of Ala. 1975](#), §§ 34-8A-1 et seq.; 41-22-19.

HISTORY: **New Rule:** Filed November 26, 1996; effective December 31, 1996.

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Ala. Admin. Code r. 255-X-8-.06

255-X-8-.06. Reprimand.

Currentness

(1) The Board may issue written reprimands to licensees as an alternative to a formal hearing before the board. The Board shall determine the procedures for a written reprimand that shall authorize the investigative committee and members of the board to deliberate and issue written reprimands. No less than two members of the Board, one of whom must be a practitioner, along with the investigative committee shall participate in deliberations leading to a written reprimand. All other members of the board shall remain available for possible appeal. The written reprimand shall not be published by the board, unless required by law, though a copy of the reprimand will be entered into the permanent file of the license for a period of time determined by the investigative committee and the members of the board issuing the reprimand.

(2) Licensees wishing to appeal the written reprimand may demand a formal hearing before the board members who were not involved in the original reprimand decision. The result of such an appeal may lead to withdrawal of the reprimand, retention of the reprimand, or imposition of additional penalties on the licensee by the board.

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

**Credits**

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

**HISTORY: New Rule:** Filed September 25, 2000; effective October 30, 2000. **Amended:** Filed November 9, 2006; effective December 14, 2006.

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Ala. Admin. Code r. 255-X-8-.07

255-X-8-.07. Disciplinary Oversight.

**Currentness**

The Board shall exercise its jurisdiction for disciplinary oversight of licensees during the period of their licensure. The Board shall not accept voluntary surrender of a license on the part of a licensee to avoid possible disciplinary actions by the Board. Securing inactive status of a licensee to avoid possible disciplinary actions by the Board. Securing inactive status of a license shall not negate jurisdiction of the board for a licensee's actions during any period of active licensure. If a former licensee or a licensee with inactive status is found to be in violation of the relevant state law or regulations, a public announcement of the decision of the Board shall be proffered in a manner to be determined by the Board.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-18](#)

**HISTORY: New Rule:** Filed November 9, 2006; effective December 14, 2006.

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Ala. Admin. Code r. 255-X-8-.08

255-X-8-.08. Legal Counsel.

Currentness

The Attorney General or representative of the Attorney General shall be the attorney of the Board, but the Board may in its discretion employ other counsel.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-18.](#)

**HISTORY: New Rule:** Filed November 9, 2006; effective December 14, 2006.

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Ala. Admin. Code r. 255-X-8-.09

255-X-8-.09. Complaint And Investigation Files.

#### Currentness

Except as provided in [Code of Ala. 1975](#), §§ 34-8A-16(b)(2) and 34-8A-16(e)(3) and (4), all records, reports, documents, photographs, and information contained in a complaint and investigation files shall be confidential, shall not be public records, and shall not be available for court subpoena or for discovery in civil proceedings.

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

#### Credits

**STATUTORY AUTHORITY:** [Code of Ala. 1975](#), § 34-8A-16.

**HISTORY: New Rule:** Filed September 28, 2009; effective November 2, 2009.

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Ala. Admin. Code r. 255-X-8-.10

255-X-8-.10. Public Records.

Currentness

(1) The board shall release the following information to the public regarding complaint files and disciplinary action proceedings.

(a) A settlement agreement adopted and ratified by the board that closes a complaint file and represents the board's final decision in the disciplinary action proceedings.

(b) The formal charges or orders to show cause against an associate licensed counselor or a licensed professional counselor filed by the board's executive director and may amendments thereto.

(c) The board's final decision in disciplinary action proceedings entered after a formal disciplinary action hearing.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-16](#).

**HISTORY:****New Rule:** Filed September 28, 2009; effective November 2, 2009.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-9. Private Practice of Counseling by Unlicensed Persons Prohibited

Ala. Admin. Code r. 255-X-9-.01

255-X-9-.01. Notice And Prosecution.

Currentness

(1) When the Board is made aware of a violation, or a possible violation, of [Code of Ala. 1975, § 34-8A-18](#), notice by registered letter with return receipt, or personal service, shall be sent to the last known address of the person in question. The letter will direct attention to pertinent aspects of the law and the rules and regulations of the law.

(2) The Board may issue an order assessing a civil penalty not less than five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) against any person who holds himself or herself out to the public as a licensed professional counselor or associate licensed counselor or associated licensed counselor or who uses any title or description as prescribed in subdivisions (1) and (4) of [Code of Ala. 1975, § 34-8A-2](#), or who shall engage in the private practice of counseling and does not then possess in full force and virtue a valid license to engage in private practice as a professional counselor or associate licensed counselor. In determining the amount of penalty, the Board shall consider the seriousness of the violation, including any threat to the health, safety, or welfare of the public, the unlawful gain or economic benefit gained by the violation, the person's history of previous violations, and the person's efforts to mitigate and comply with [Code of Ala. 1975, § 34-8A-1 et seq.](#) Each violation and conviction shall be deemed a separate offense.

(3) Civil penalties assessed in an order under this section and not paid within 60 days from the effective date of the order may be recovered in a civil action brought by the board in the Circuit Court of Montgomery County or the county in which the defendant does business.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**HISTORY:** Filed September 30, 1982. **Amended:** Filed November 9, 2006; effective December 14, 2006.

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Ala. Admin. Code r. 255-X-9-.01, AL ADC 255-X-9-.01



KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-9-.02. Conviction. (Repealed).

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-9. Private Practice of Counseling by Unlicensed Persons Prohibited

Ala. Admin. Code r. 255-X-9-.02

255-X-9-.02. Conviction. (Repealed).

Currentness

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §§ 34-8A-1, et seq.](#)

**HISTORY:** Filed September 30, 1982. **Repealed:** Filed November 9, 2006; effective December 14, 2006.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-9. Private Practice of Counseling by Unlicensed Persons Prohibited

Ala. Admin. Code r. 255-X-9-.03

255-X-9-.03. Judicial Review.

**Currentness**

A judicial review of an order entered by the Board shall be conducted in accordance with the pertinent provisions for the judicial review of contested cases as provided under the Alabama Administrative Procedure Act.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, § 34-8A-18](#).

**HISTORY: New Rule:** Filed November 9, 2006; effective December 14, 2006.

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KeyCite Red Flag - Severe Negative Treatment

KeyCite Red Flag Negative Treatment 255-X-10-.01. Waiver Of Requirements For Prior Practitioners (Grandfather Clause). (REPEALED)

Alabama Administrative Code

Alabama Board of Examiners in Counseling

Chapter 255-X-10. Licensing Under Special Conditions

Ala. Admin. Code r. 255-X-10-.01

255-X-10-.01. Waiver Of Requirements For Prior Practitioners (Grandfather Clause). (REPEALED)

Currentness

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

#### Credits

**Statutory Authority:** [Code of Ala. 1975](#), §§ 34-8A-1, [et seq.](#)

**History:** Filed September 30, 1982. **Repealed:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-10. Licensing Under Special Conditions

Ala. Admin. Code r. 255-X-10-.02

255-X-10-.02. Endorsement Of Out-Of-State License.

**Currentness**

Applicants who hold a current license in good standing to practice counseling issued by a counseling licensure authority in another state, territorial possession of the United States, District of Columbia, or Commonwealth of Puerto Rico may apply for endorsement of that license by:

- (1) Applicant must submit an application on a form approved by the Board.
- (2) The license that the LPC by Endorsement application is based upon must be a license that the applicant directly qualified for and not one acquired by endorsement or reciprocity in another state.
- (3) Applicants must supply a copy of the educational and supervised experience requirements in effect on the date of their application to the state of current licensure.
- (4) The Board may, at its discretion, waive the formal examination requirements of an applicant, provided that the applicant has a passing score on a written counseling examination that, in the opinion of the Board, is substantially equivalent to the examination established by the Alabama Board.
- (5) Applicants must meet the Alabama educational and supervised experience requirements that were in effect on the date of their application to the state of current licensure.

**Author:** Board of Examiners in Counseling

**Credits**

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-15](#).

**History:** Filed September 30, 1982. **Repealed and Replaced:** Filed August 12, 1998; effective September 16, 1998. **Amended:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Filed July 14, 2016; effective August 28, 2016. **Amended:** Published February 28, 2022; effective April 14, 2022.

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Alabama Administrative Code  
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Chapter 255-X-10. Licensing Under Special Conditions

Ala. Admin. Code r. 255-X-10-.03

255-X-10-.03. Provisional Licensure.

**Currentness**

(1) A provisional license may be issued to an applicant who is currently licensed by a counseling licensure board in another state and who has been found to be deficient in meeting academic, supervised experience or examination requirements of this Board.

(2) An applicant seeking provisional licensure must provide to the Board a written proposal for addressing areas of deficiency. The proposal will be reviewed at a regularly scheduled meeting of the Board.

(3) If the proposal for addressing areas of deficiency is unacceptable, the Board will identify areas of concern and may offer recommendations. The board will inform the applicant in writing regarding the reasons for denial of the proposal.

(4) If the proposal is acceptable, the Board will approve the proposal and inform the applicant in writing.

(5) The provisional license will be issued upon receipt of the licensure fee.

(6) Any provisional license will only be valid for one (1) year from the date of issuance. To renew a professional license requires a request to, and approach by, the Board.

(7) Reduction of Supervised Experience Hours requests cannot be applied to Provisional ALC or LPC's to reduce the required remaining supervised experience hours for licensure.

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

**Credits**

**Statutory Authority:** [Code of Ala. 1975, § 34-8A-15.](#)

**History: New Rule:** Filed November 9, 2006; effective December 14, 2006. **Amended:** Published February 28, 2022; effective April 14, 2022. **Amended:** Published August 31, 2022; effective October 15, 2022.

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Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-11. Ethical Standards

Ala. Admin. Code r. 255-X-11-.01

255-X-11-.01. Ethical Standards.

**Currentness**

The Board has adopted the Code of Ethics and Standards of Practice for licensed professional counselors, associate licensed counselors and applicants. All entries in the Code of Ethics and Standards of Practice are applicable regardless of whether licensed professional counselors, associate licensed counselors, or applicants are providing client care in real-time in-person practice settings as well as synchronous or asynchronous virtual practice settings. All arrangements and management regardless of practice setting must assure client welfare and protection, client consent, client confidentiality, and client autonomy to the extent required by law as well as required in this chapter. The unique nature of the practice setting cannot serve as a basis for variance from the entries in this chapter.

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

**Credits**

**STATUTORY AUTHORITY:** [Code of Ala. 1975, §34-8A-22.](#)

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Ala. Admin. Code r. 255-X-11-.01, AL ADC 255-X-11-.01

Alabama Administrative Code  
Alabama Board of Examiners in Counseling  
Chapter 255-X-11. Ethical Standards

Ala. Admin. Code r. 255-X-11-.01 Attach. 1

Attachment 1. Code of Ethics and Standards of Practice

Currentness

## CODE OF ETHICS AND STANDARDS OF PRACTICE [FN1]

### CODE OF ETHICS

#### SECTION A: THE COUNSELING RELATIONSHIP

##### A.1. CLIENT WELFARE

a. **Primary Responsibility.** The primary responsibility of licensed professional counselors is to respect the dignity and to promote the welfare of clients. Licensed professional counselors act with deliberation to avoid foreseeable harm to clients and to minimize or remedy unanticipated harm.

b. **Positive Growth and Development.** Licensed professional counselors encourage client growth and development in ways that foster the clients' interest and welfare: licensed professional counselors avoid fostering dependent counseling relationships.

c. **Counseling Plans.** Licensed professional counselors and their clients work jointly in devising integrated, individual counseling plans that offer reasonable promise of success and are consistent with abilities and circumstances of clients. Licensed professional counselors and clients regularly review counseling plans to ensure their continued viability and effectiveness, respecting clients' freedom of choice. (See A.3.b).

d. **Family Involvement.** Licensed professional counselors recognize that families are usually important to clients' lives and strive to enlist family understanding and involvement as a positive resource, when appropriate.

e. **Career and Employment Needs.** Licensed professional counselors work with their clients in considering employment in jobs and circumstances that are consistent with the clients' overall abilities, vocational limitations, physical restrictions, general temperament, interest and aptitude patterns, social skills, education, general qualifications, and other relevant characteristics and needs. Licensed professional counselors neither place nor participate in placing clients in positions that will result in damaging the interest and the welfare of clients, employers, or the public.

##### A.2. RESPECTING DIVERSITY

a. **Nondiscrimination.** Licensed professional counselors do not condone or engage in discrimination based on age, race, culture, disability, ethnic group, gender, gender identity, religion, sexual orientation, marital/partnership status, immigration or socioeconomic status or any other form of discrimination. (See C.5.a., C.5.b., and D.1.i.).

b. **Respecting Differences.** Licensed professional counselors will actively attempt to understand the diverse cultural backgrounds of the clients with whom they work. This includes, but is not limited to, learning how the counselor's own cultural/ethnic/racial identity impacts her/his values and beliefs about the counseling process. (See E.8.).

### **A.3. CLIENT RIGHTS**

a. **Informed Consent and Disclosure to Clients.** When counseling is initiated, and throughout the counseling process as necessary, licensed professional counselors inform clients of the purposes, goals, techniques, procedures, limitations, potential risks and benefits of services to be performed, and other pertinent information. Such disclosures to clients are mandatory and must be provided in both verbal and written form to insure clients are fully informed and consent to the terms of the counseling relationship. Licensed professional counselors take steps to ensure that clients understand the implications of diagnosis, the intended use of tests and reports, fees, and billing arrangements including collection procedures to be employed in circumstances of nonpayment of fees. Clients have the right to expect confidentiality and to be provided with an explanation of its limitations, including supervision, consultations, and/or treatment team professionals; to obtain clear information about their case records, including their retention and destruction; to participate in the ongoing counseling plans; and to refuse any recommended services and be advised of the consequences of such refusal. Informed consent is an ongoing collaborative process throughout the counseling relationship. (See B.4.f., E.5.a. and G.2).

b. **Freedom of Choice.** Licensed professional counselors offer clients the freedom to choose whether to enter into a counseling relationship and to determine which professional(s) will provide counseling. Restrictions that limit choices of clients are fully explained. (See A.1.c.).

c. **Inability to Give Consent.** When counseling minors or persons unable to give voluntary informed consent, licensed professional counselors act in these clients' best interests. In addressing clients' best interests, licensed professional counselors balance the ethical rights of client choice and autonomy, client capacity to give consent, parental or familial rights, and legal obligations in instances of client inability to give voluntary informed consent. (See B.3.).

### **A.4. CLIENTS SERVED BY OTHERS**

If a client is receiving services from another mental health professional, licensed professional counselors, with client consent, inform the professional persons already involved and develop clear agreements to avoid confusion and conflict for the client. (See C.6.c.).

### **A.5. PERSONAL NEEDS AND VALUES**

a. **Personal Needs.** In the counseling relationship, licensed professional counselors are aware of the intimacy and responsibilities inherent in the counseling relationship, maintain respect for clients, and avoid actions that seek to meet their personal needs at the expense of clients.



b. **Personal Values.** Licensed professional counselors are aware of their own values, attitudes, beliefs, and behaviors and how these apply in a diverse society, and avoid imposing their values on clients. (See C.5.a.).

#### A.6. DUAL RELATIONSHIPS

a. **Avoid When Possible.** Licensed professional counselors are aware of their influential positions with respect to clients, and they avoid exploiting the trust and dependency of clients. Licensed professional counselors make every effort to avoid dual relationships with clients, clients' family members, or intimate partners of clients that could impair professional judgment or increase the risk of harm to clients. (Examples of such relationships include, but are not limited to familial, social, financial, business, or close personal relationships with clients). When a dual relationship cannot be avoided, licensed professional counselors take appropriate professional precautions such as informed consent, consultation, supervision, and documentation to ensure that judgment is not impaired and no exploitation occurs. (See F.1.b.).

b. **Superior/Subordinate Relationships.** Licensed professional counselors do not accept as clients those who are in supervisee or subordinate status with whom they have administrative, supervisory, or evaluative relationships.

c. **Personal Virtual Relationship with Current Clients.** Licensed professional counselors are prohibited from knowingly engaging in a personal virtual relationship with a client, immediate family members of a client, or the intimate partners of a client (e.g. through social and other media).

#### A.7. SEXUAL INTIMACIES WITH CLIENTS AND OTHERS

a. **Current Clients, Family Members of Current Clients, or Intimate Partners of Current Clients.** Licensed professional counselors do not have any type of sexual intimacies with current clients, family members of current clients, or intimate partners of current clients and do not counsel persons with whom they have had a sexual relationship.

b. **Former Clients, Family Members of Former Clients, or Intimate Partners of Former Clients.** Licensed professional counselors do not engage in sexual intimacies with former clients, family members of former clients, or intimate partners of former clients within a minimum of five years after terminating the counseling relationship. Licensed professional counselors who engage in such relationship after five years following termination have the responsibility to thoroughly examine and document that such relations did not have an exploitative nature, based on factors such as duration of counseling, amount of time since counseling, termination circumstances, client's personal history and mental status, adverse impact on the client, and action by the counselor suggesting a plan to initiate a sexual relationship with the client after termination.

#### A.8. MULTIPLE CLIENTS

When licensed professional counselors agree to provide counseling services to two or more persons who have a relationship (such as husband and wife, or parents and children), counselors clarify with all parties at the outset which person or persons are clients and the nature of the relationships they will have with each involved person. If it becomes apparent that licensed professional counselors may be called upon to perform potentially conflicting roles, they clarify, adjust, or withdraw from roles appropriately. (See B.2. and B.4.d.).

## A.9. GROUP WORK

a. **Screening.** Licensed professional counselors screen prospective group counseling/therapy participants. To the extent possible, counselors select members whose needs and goals are compatible with goals of the group, who will not impede the group process, and whose well-being will not be jeopardized by the group experience. (See B.2.a.)

b. **Protecting Clients.** In a group setting, licensed professional counselors take reasonable precautions to protect clients from physical or psychological trauma.

## A.10. FEES AND BARTERING--(See D.3.a. and D.3.b.)

a. **Advance Understanding.** Licensed professional counselors clearly explain to clients, prior to entering the counseling relationship, all financial arrangements related to professional services including the use of collection agencies or legal measures for nonpayment. (See A.11.c., and A.3.a.).

b. **Establishing Fees.** In establishing fees for professional counseling services, licensed professional counselors consider the financial status of clients and locality. In the event that the established fee structure is inappropriate for a client, assistance is provided in attempting to find comparable services of acceptable cost. (See A.10.d., D.3.a., and D.3.b.).

c. **Nonpayment of Fees.** If licensed professional counselors intend to use collection agencies or legal means to address nonpayment of client fees for counseling services, such actions must follow the process established in the informed consent disclosures to clients. Prior to initiating such procedures, clients must be informed of the intended action and allowed an opportunity to make payments. (See A.3.a.).

d. **Bartering Discouraged.** Licensed professional counselors ordinarily refrain from accepting goods or services from clients in return for counseling services because such arrangements create inherent potential for conflicts, exploitation, and distortion of the professional relationship. Licensed professional counselors may participate in bartering only if the relationship is not exploitative, if the client requests it, if a clear written contract is established and if such arrangements are an accepted practice among professionals in the community. (See A.6.a., and C.5.e.)

e. **Pro Bono Service.** Licensed professional counselors contribute to society by devoting a portion of their professional activity to services for which there is little or no financial return (pro bono).

## A.11. TERMINATION, REFERRAL, AND INTERRUPTION OF SERVICES

a. **Abandonment Prohibited.** Licensed professional counselors do not abandon or neglect clients in counseling.

b. **Inability to Assist Clients.** If licensed professional counselors determine an inability to be of professional assistance to clients, they avoid entering or continuing the counseling relationship and immediately terminate with appropriate referral a counseling relationship once this inability is determined. Licensed professional counselors are knowledgeable about referral

resources and suggest appropriate alternatives. If clients decline the suggested referral, licensed professional counselors should discontinue the relationship.

c. **Appropriate Termination.** Licensed professional counselors terminate a counseling relationship, securing client agreement when possible, when it is reasonably clear that the client is no longer benefiting, when services are no longer required, when counseling no longer serves the client's needs or interests, when clients do not pay fees charged, or when agency or institution limits do not allow provision of further counseling services. Clients are considered to be abandoned by a licensed professional counselor if their termination is without notice and referral when termination is based solely on nonpayment of fees for counseling services. (See A.10.a., A.10.b., A.10.c., and C.2.h).

d. **Interruption of Services.** Licensed professional counselors assist in making appropriate arrangements for the continuation of treatment for clients, when necessary, during interruptions such as vacations and extended absences. Such arrangements must be made with reasonable precautions, including recommendations for emergency services, written authorization to consult with other professionals, and the option for termination and referral should the client prefer such arrangements.

## A.12. TECHNOLOGY APPLICATIONS

a. **Use of Technology.** When technology applications are used in counseling services, licensed professional counselors must ensure that: (1) the client is intellectually, emotionally, and physically capable of using the technology application; (2) the technology application is appropriate for the needs of the client; (3) the client understands the purpose and operation of the technology applications; and (4) a follow-up of client use of a technology application is provided to correct possible misconceptions, discover inappropriate use, and assess subsequent needs.

b. **Explanation of Limitations.** Licensed professional counselors ensure that clients are provided information as a part of the counseling relationship that adequately explains the limitations of technology applications.

c. **Access to Technology Applications.** Licensed professional counselors provide for equal access to technology applications in counseling services. (See A.2.a.).

d. **Distance Technology Counseling Services.** Licensed professional counselors who employ distance technology for counseling services must observe and demonstrate all aspects of client rights and welfare, client confidentiality, professional responsibility (including relationships with other professionals), procedures for assessment, and resolution of ethical issues reflected in the *Code of Ethics and Standards of Practice* adopted by the Alabama Board of Examiners in Counseling. Addressing and resolving any disparities between ethical or legally-mandated practices required in face-to-face counseling services versus distance technology counseling services is the ethical duty of the licensed professional counselor. Ethical standards for a licensed professional counselor who employs distance technology counseling services shall apply to client care and public protection regardless of the destination point of such counseling services, unless otherwise prohibited by law. (See A.3.a.).

## A.13. ROLE CHANGES IN THE COUNSELING RELATIONSHIP

Licensed professional counselors who seek to modify their existing counseling roles with a client, the family members of a client, or the intimate partners of a client must do so only after obtaining formal written consent from the client. Licensed professional counselors will be in violation of this standard if they fail to secure written formal consent to modify the existing

counseling role with a client, the family members of a client, or the intimate partners of a client. Modifications of existing roles with a client, the family members of a client, or the intimate partners of a client include (but are not limited to) the following: (1) changing from individual to family/relationship counseling or vice versa, (2) changing to an evaluative role, (3) changing to a researcher role, or (4) changing to a mediator role. The wishes of clients who do not consent to such role changes must be respected by licensed professional counselors and modifications to the original counseling role are to be avoided. (See A.3.)

## **SECTION B: CONFIDENTIALITY**

### **B.1. RIGHT TO PRIVACY**

a. **Respect for Privacy.** Licensed professional counselors respect their clients' right to privacy and avoid illegal and unwarranted disclosures of confidential information. Licensed professional counselors respect the cultural differences of their clients regarding disclosures of information but are not required to depart from legal requirements in so doing. (See A.3.a. and B.6.a.).

b. **Client Waiver.** The right to privacy may be waived by the client or their legally recognized representative. (See A.3.a.).

c. **Exceptions.** The general requirements that licensed professional counselors keep information confidential does not apply when disclosure is required to prevent clear and imminent danger to the client or others or when legal requirements demand that confidential information be revealed. Licensed professional counselors consult with other professionals when in doubt as to the validity of an exception.

d. **Contagious, Fatal Diseases.** A licensed professional counselor who receives information confirming that a client has a disease commonly known to be both communicable and fatal is justified in disclosing information to an identifiable third party, who by his or her relationship with the client is at a high risk of contracting the disease. Prior to making a disclosure the licensed professional counselor should ascertain that the client has not already informed the third party about his or her disease and that the client is not intending to inform the third party in the immediate future. (See B.1.c. and B.1.f.).

e. **Court Ordered Disclosure.** When court ordered to release confidential information without a client's permission, licensed professional counselors request to the court that the disclosure not be required due to potential harm to the client or counseling relationship. (See B.1.c.).

f. **Minimal Disclosure.** When circumstances require the disclosure of confidential information, only essential information is revealed. To the extent possible, clients are informed before confidential information is disclosed.

g. **Explanation of Limitations.** When counseling is initiated and throughout the counseling process as necessary, licensed professional counselors inform clients of the limitations of confidentiality and identify foreseeable situations in which confidentiality must be breached. (See G.2.a., and A.3.a.).

h. **Subordiantes.** Licensed professional counselors make every effort to ensure that privacy and confidentiality of clients are maintained by subordinates including employees, supervisees, clerical assistants, and volunteers. (See B.1.a.).

i. **Treatment Teams.** If client treatment will involve a continued review by a treatment team, the client will be informed of the team's existence and composition.

j. **Electronic Transmission and Dispersal of Confidential Information.** In the electronic transmission and dispersal of confidential client information, licensed professional counselors take precautions to insure that such information remains confidential. Electronic transmission and dispersal of confidential client information includes the use of computers, telephones, voicemail, electronic mail, facsimile machines, answering machines, or other forms of technology.

## **B.2. GROUPS AND FAMILIES**

a. **Group Work.** In group work, licensed professional counselors clearly define confidentiality and the parameters for the specific group being entered, explain its importance, and discuss the difficulties related to confidentiality involved in group work. The fact that confidentiality cannot be guaranteed is clearly communicated to group members. (See A.9.a.).

b. **Family Relationship Counseling.** In family relationship counseling, information about one family member or partner cannot be disclosed to another member or partner without permission. Licensed professional counselors protect the privacy rights of each family member or client partner. Licensed professional counselors clearly define “the client” in instances where family members or other multiple parties are involved in counseling services. Licensed professional counselors secure written agreements concerning the identity of “the client” as well as to clarify the rights, limitations, and expectations associated with the status of “the client.” (See A.8., B.3., and B.4.d.).

## **B.3. MINOR OR INCOMPETENT CLIENTS**

When counseling clients who are minors or individuals who are unable to give voluntary, informed consent, parents or guardians may be included in the counseling process as appropriate. Licensed professional counselors act in the best interests of clients and take measures to safeguard confidentiality. Such measures include (but are not limited to); (1) clarifying the limits of confidentiality with the client, (2) demonstrating sensitivity to cultural differences for clients, parents, and guardians, and (3) clarifying legal mandates affecting client, parental, or guardian preferences concerning confidentiality. (See A.3.c., and A.3.a.).

## **B.4. RECORDS**

a. **Requirement of Records.** Licensed professional counselors maintain records necessary for rendering professional services to their clients and as required by laws, regulations, or agency or institution procedures.

b. **Confidentiality of Records.** Licensed professional counselors are responsible for securing the safety and confidentiality of any counseling records they create, maintain, transfer, or destroy, whether the records are developed and stored in written or electronic methods. (See B.1.a., B.4.f., and G.2.j.).

c. **Permission to Record or Observe.** Licensed professional counselors obtain permission from clients prior to electronically recording or observing sessions. Such permission should specify in writing the types of recording to be employed, the identity and qualifications of those observing sessions, how recorded data are to be used, the length of time recorded data will be retained, the methods by which data will be destroyed/ erased and related aspects of record management. (See A.3.a.).

d. **Client Access.** Licensed professional counselors recognize that counseling records are kept for the benefit of clients, and therefore provide access to records and copies of records when requested by competent clients, unless the records contain information that may be misleading and detrimental to the client. In situations involving multiple clients, access to records is limited to those parts of records that do not include confidential information related to another client. (See A.8., B.1.a., and B.2.b.).

e. **Disclosure or Transfer.** Licensed professional counselors obtain written permission from clients to disclose or transfer records to legitimate third parties unless exceptions to confidentiality exist as listed in Section B.1. Steps are taken to ensure that receivers of counseling records are sensitive to their confidential nature.

f. **Retention and Destruction of Records.** When records are destroyed, the licensed professional counselor ensures that the information is rendered unidentifiable and that the destruction is as discussed in their informed consent procedures. (See A.3.a.).

g. **Recommended Planning for Records Management in Death.** Licensed professional counselors are strongly encouraged to identify a custodian of record for client information in case of unexpected death. In the absence of an identified custodian-of-record, professional peers acting on behalf of the clients of a deceased licensee are encouraged to exercise care and collaborative oversight in the management of client records.

## **B.5. RESEARCH AND TRAINING**

a. **Data Disguise Required.** Use of data derived from counseling relationships for purposes of training, research, or publication is confined to content that is disguised to ensure the anonymity of the individuals involved. (See B.1.g. and G.3.d.).

b. **Agreement for Identification.** Identification of a client in a presentation or publication is permissible only when the client has reviewed the material and has agreed in writing to its presentation or publication. (See G.3.d.).

## **B.6. CONSULTATION**

a. **Respect for Privacy.** Information obtained in a consulting relationship is discussed for professional purposes only with persons clearly concerned with the case. Written and oral reports present data germane to the purposes of the consultation, and every effort is made to protect client identity and avoid undue invasion of privacy.

b. **Cooperating Agencies.** Before sharing information, licensed professional counselors make efforts to ensure that there are defined policies in other agencies serving the licensed professional counselor's clients that effectively protect the confidentiality of information.

## **SECTION C: PROFESSIONAL RESPONSIBILITY**

### **C.1. STANDARDS KNOWLEDGE**

Licensed professional counselors have a responsibility to read, understand, and follow the Code of Ethics and Standards of Practice.

## C.2. PROFESSIONAL COMPETENCE

a. **Boundaries of Competence.** Licensed professional counselors practice only within the boundaries of their competence, based on their education, training, supervised experience, state and national professional credentials, and appropriate professional experience. Licensed professional counselors will demonstrate a commitment to gain knowledge, personal awareness, sensitivity, and skills pertinent to working with a diverse client population.

b. **Theoretical, Empirical, or Scientific Bases for Treatment Approaches.** Licensed professional counselors use techniques, procedures, and modalities that are grounded in established theory or have an empirical or scientific foundation. Licensed professional counselors use techniques, procedures, and modalities that do not have an established theoretical, empirical or scientific foundation only after disclosing the experimental nature of the treatment to their clients (including potential risks) and securing approval as discussed with clients in their informed consent procedures. (See A.3.a.).

c. **New Specialty Areas of Practice.** Licensed professional counselors practice in specialty areas new to them only after appropriate education, training, and supervised experience. While developing skills in new specialty areas, licensed professional counselors take steps to ensure the competence of their work and to protect others from possible harm.

d. **Qualified for Employment.** Licensed professional counselors accept employment only for positions for which they are qualified by education, training, supervised experience, state and national professional credentials, and appropriate professional experience. Licensed professional counselors hire for professional counseling positions only individuals who are qualified and competent.

e. **Monitor Effectiveness.** Licensed professional counselors continually monitor their effectiveness as professionals and take steps to improve when necessary. Licensed professional counselors in private practice take reasonable steps to seek out peer supervision to evaluate their efficacy as counselors.

f. **Ethical Issues Consultation.** Licensed professional counselors take reasonable steps to consult with other licensed professional counselors or related professionals when they have questions regarding their ethical obligations or professional practice. (See H.1.).

g. **Continuing Education.** Licensed professional counselors recognize the need for continuing education to maintain a reasonable level of awareness of current scientific and professional information in their fields of activity. They take steps to maintain competence in the skills they use, are open to new procedures, and keep current with the diverse and/or special populations with whom they work.

h. **Impairment or Incapacitation.** Licensed professional counselors refrain from offering professional counseling services to clients or supervision of counselors-in-training when their physical, mental or emotional problems are likely to harm a client or others. Licensed professional counselors are alert to the signs of impairment, seek assistance for problems, and, if necessary, limit, suspend, or terminate their professional responsibilities until they can resume their duties. Should a licensed professional



counselor be incapacitated, temporary care and continuity for clients may be undertaken by competent professional peers acting in the best interests of those clients. (See A.11.c.).

i. **Departure From or Termination of a Practice.** Licensed professional counselors who depart from a practice must act with due diligence to notify active and former clients of their pending departure from that practice. Such information should include (but not be limited to): (1) information for future professional contacts with the licensee, (2) clarification concerning client record availability, storage, and retrieval from a designated custodian of records, (3) contact information for other local professionals who may assist in the absence of the licensee, (4) appropriate referrals, and (5) other appropriate managerial or administrative duties to insure client care after the departure of the licensee. When possible, such information should also be provided to staff and peer professionals remaining at the practice from which the licensee is departing. Licensed professional counselors who are terminating their practice must act with similar notice and due diligence as described in this standard.

j. **Counselor Incapacitation, Death, Retirement, or Termination of Practice.** Counselors prepare a plan for the transfer of clients and the dissemination of records to an identified colleague or records custodian in the case of the counselor's incapacitation, death, retirement, or termination of practice.

### C.3. ADVERTISING AND SOLICITING CLIENTS

a. **Accurate Advertising.** There are no restrictions on advertising by licensed professional counselors except those that can be specifically justified to protect the public from deceptive practices. Licensed professional counselors advertise or represent their services to the public by identifying their credentials in an accurate manner that is not false, misleading, deceptive, or fraudulent. Licensed professional counselors may only advertise the highest degree earned which is in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council on Recognition of Postsecondary Accreditations.

b. **Testimonials.** Licensed professional counselors who use testimonials do not solicit them from clients or other persons who, because of their particular circumstances, may be vulnerable to undue influence. (See C.5.e.).

c. **Statements by Others.** Licensed professional counselors make reasonable efforts to ensure that statements made by others about them or the profession of counseling are accurate.

d. **Recruiting Through Employment.** Licensed professional counselors do not use their places of employment or institutional affiliation to recruit or gain clients, supervisees, or consultees for their private practices. (See C.5.e.).

e. **Products and Training Advertisements.** Licensed professional counselors who develop products related to their profession or conduct workshops or training events, ensure that the advertisements concerning these products or events are accurate and disclose adequate information for consumers to make informed choices.

f. **Promoting to Those Served.** Licensed professional counselors do not use counseling, teaching, training, or supervisory relationships to promote their products or training events in a manner that is deceptive or would exert undue influence on individuals who may be vulnerable. Licensed professional counselors may adopt textbooks they have authored for instruction purposes.



g. **Professional Association Involvement.** Licensed professional counselors actively participate in local, state, and national associations that foster the development and improvement of counseling.

#### C.4. CREDENTIALS

a. **Accurate Representation of Credentials.** Licensed professional counselors claim or imply only professional credentials possessed and are responsible for correcting any known misrepresentations of their credentials by others. Professional credentials include graduate degrees in counseling or closely related mental health fields, accreditation of graduate programs, national voluntary certifications, government-issued certifications or licenses, American Counseling Association (ACA) professional membership, or any other credential that might indicate to the public specialized knowledge or expertise in counseling. Licensed professional counselors clearly distinguish to clients, professional peers, and the public any degrees that are honorary rather than earned.

b. **Professional Membership.** Licensed professional counselors may announce to the public their professional membership status. Licensed professional counselors may not announce membership in professional associations in a manner that might imply they are credentialed counselors.

c. **Credential Guidelines.** Licensed professional counselors follow the guidelines for use of credentials that have been established by the entities that issue the credentials.

d. **Misrepresentation of Credentials.** Licensed professional counselors do not attribute more to their credentials than the credentials represent, and do not imply that other licensed professional counselors are not qualified because they do not possess certain credentials.

e. **Doctoral Degrees From Other Fields.** Licensed professional counselors who hold a master's degree in counseling or a closely related mental health field, but hold a doctoral degree from other than counseling or a closely related field do not use the title, "Dr." in their practices and do not announce to the public in relation to their practice or status as a counselor that they hold a doctorate.

#### C.5. PUBLIC RESPONSIBILITY

a. **Nondiscrimination.** Licensed professional counselors do not discriminate against clients, students, or supervisees in a manner that has a negative impact based on their age, race, culture, disability, ethnic group, gender, gender identity, religion, sexual orientation, marital/partnership status, immigration, socioeconomic status, or for any other reason. (See A.2.a.).

b. **Sexual Harassment.** Licensed professional counselors do not engage in sexual harassment. Sexual harassment is defined as sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, that occurs in connection with professional activities or roles, and that either (1) is unwelcome, is offensive, or creates a hostile work place environment, and licensed professional counselors know or are told this; or (2) is sufficiently severe or intense to be perceived as harassment to a reasonable person in the context. Sexual harassment can consist of a single intense or severe act or multiple persistent or pervasive acts.

c. **Reports to Third Parties.** Licensed professional counselors are accurate, honest, and unbiased in reporting their professional activities and judgments to appropriate third parties including courts, health insurance companies, those who are the recipients of evaluation reports, and others. Licensed professional counselors will be in violation of this standard if they provide written or verbal statements about persons they have not met, or about whom they do not have documentation from another professional from whom such statements have originated, in their communications with any third parties. (See B.1.g.).

d. **Media Presentations.** When licensed professional counselors provide advice or comment by means of public lectures, demonstrations, radio or television programs, prerecorded tapes, printed articles, mailed material, or other media, they take reasonable precautions to ensure that (1) the statements are based on appropriate professional counseling literature and practice; (2) the statements are otherwise consistent with the Code of Ethics and Standards of Practice; and (3) the recipients of the information are not encouraged to infer that a professional counseling relationship has been established. (See C.6.b.).

e. **Social Media Exchanges.** Licensed professional counselors who engage in social media exchanges that include references to their status as a licensed counselor or their role as a professional counselor are to adhere to the ethical code for all media precautions featured in C.5.d. The use of social media as a forum for professional care with clients or the public is prohibited.

f. **Exploitation.** Licensed professional counselors do not use their professional positions to seek or receive unjustified personal gains, sexual favors, unfair advantage, or unearned goods or services. (See C.3.d.)

## **C.6. RESPONSIBILITY TO OTHER PROFESSIONALS**

a. **Different Approaches.** Licensed professional counselors are respectful of approaches to professional counseling that differ from their own. Licensed professional counselors know and take into account the traditions and practices of other professional groups with which they work.

b. **Personal Public Statements.** When making personal statements in a public context, licensed professional counselors clarify that they are speaking from their personal perspectives and that they are not speaking on behalf of all counselors or the profession. (See C.5.d.).

c. **Clients Served by Others.** When licensed professional counselors learn that their clients are in a professional relationship with another mental health professional, they request release from clients to inform the other professionals and strive to establish positive and collaborative professional relationships. (See A.4.).

## **SECTION D: RELATIONSHIPS WITH OTHER PROFESSIONALS**

### **D.1. RELATIONSHIPS WITH EMPLOYERS AND EMPLOYEES**

a. **Role Definition.** Licensed professional counselors define and describe for their employers and employees the parameters and levels of their professional roles.

b. **Agreements.** Licensed professional counselors establish working agreements with supervisors, colleagues, and subordinates regarding counseling or clinical relationships, confidentiality, adherence to professional standards, distinction between public and private material, maintenance and dissemination of recorded information, workload, and accountability. Working agreements in each instance are specified and made known to those concerned.

c. **Negative Conditions.** Licensed professional counselors alert their employers to conditions that may be potentially disruptive or damaging to the licensed professional counselor's professional responsibilities or that may limit their effectiveness.

d. **Evaluations.** Licensed professional counselors submit regularly to professional review and evaluation by their supervisor or the appropriate representative of the employer.

e. **In-Service.** Licensed professional counselors are responsible for in-service development of self and staff.

f. **Goals.** Licensed professional counselors inform their staff of goals and programs.

g. **Practices.** Licensed professional counselors provide personnel and agency practices that respect and enhance the rights and welfare of each employee and recipient of agency services. Licensed professional counselors strive to maintain the highest level of professional services.

h. **Personnel Selection and Assignment.** Licensed professional counselors select competent staff and assign responsibilities compatible with their skills and experiences.

i. **Discrimination.** Counselors, as either employers or employees, do not engage in or condone practices that are inhumane, illegal, or unjustifiable (such as considerations based on age, race, culture, disability, ethnic group, gender, gender identity, religion, sexual orientation, marital/partnership status, immigration, socioeconomic status, or any other form of discrimination) in hiring, promotion, or training. (See A.2.a. and C.5.b.).

j. **Professional Conduct.** Licensed professional counselors have responsibility both to clients and to the agency or institution within which services are performed to maintain high standards of professional conduct.

k. **Exploitative Relationships.** Licensed professional counselors do not engage in exploitative relationships with individuals over whom they have supervisory, evaluative, or instructional control or authority.

l. **Employer Policies.** The acceptance of employment in an agency or institution implies that licensed professional counselors are in agreement with its general policies and principles. Licensed professional counselors strive to reach agreement with employers as to acceptable standards of conduct that allow for changes in institutional policy conducive to the growth and development of clients.

## D.2. CONSULTATION (SEE B.6)

a. **Consultation as an Option.** Licensed professional counselors may choose to consult with any other professionally competent persons about their clients. In choosing consultants, licensed professional counselors avoid placing the consultant in a conflict of interest situation that would preclude the consultant being a proper party to the licensed professional counselor's efforts to help the client. Should licensed professional counselors be engaged in a work setting that compromises this consultation standard, they consult with other professionals whenever possible to consider justifiable alternatives.

b. **Consultant Competency.** Licensed professional counselors are reasonably certain that they have or the organization represented has the necessary competences and resources for giving the kind of consulting services needed and that appropriate referral resources are available.

c. **Understanding with Clients.** When seeking consultation, licensed professional counselors attempt to develop with their clients a clear understanding of problem definition, goals for change, and predicted consequences of interventions selected.

d. **Consultant Goals.** The counseling relationship is one in which client adaptability and growth toward self-direction are consistently encouraged and cultivated. (See A.1.b.).

e. **Informed Consent in Consultation.** When providing consultation, licensed professional counselors have an obligation to review, in writing and verbally, the rights and responsibilities of both the consultant and consultee. Licensed professional counselors serving as consultants use clear and understandable language to inform all parties involved about the purpose of the services to be provided, relevant costs, potential risks and benefits, and the limits of confidentiality.

### **D.3. FEES FOR REFERRAL**

a. **Accepting Fees from Agency Clients.** Licensed professional counselors refuse a private fee or other remuneration for rendering services to persons who are entitled to such services through the licensed professional counselor's employing agency or institution. The policies of a particular agency may make explicit provisions for agency clients to receive counseling services from members of its staff in private practice. In such instances, the clients must be informed of other options open to them should they seek private counseling services. (See A.10.a., A.11.b., and C.3.d.).

b. **Referral Fees.** Licensed professional counselors do not accept a referral fee from other professionals.

### **D.4. SUBCONTRACTOR ARRANGEMENTS**

When licensed professional counselors work as subcontractors for counseling services for a third party, they have a duty to inform clients of the limitations of confidentiality that the organization may place on licensed professional counselors in providing counseling services to clients. The limits of such confidentiality ordinarily are discussed as part of the intake session. (See A.3.a., B.1.c., B.1.e. and B.1.f.).

## **SECTION E: EVALUATION, ASSESSMENT, AND INTERPRETATION**

### **E.1. GENERAL**

a. **Appraisal Techniques.** The primary purpose of educational and psychological assessment is to provide measures that are objective and interpretable in either comparative or absolute terms. Licensed professional counselors recognize the need to interpret the statements in this section as applying to the whole range of appraisal techniques, including test and nontest data.

b. **Client Welfare.** Licensed professional counselors promote the welfare and best interests of the client in the development, publication, and utilization of educational and psychological assessment techniques. They do not misuse assessment results and interpretations and take reasonable steps to prevent others from misusing the information these techniques provide. They respect the client's right to know the results, the interpretations made, and the bases for their conclusions and recommendations.

## E.2. COMPETENCE TO USE AND INTERPRET TESTS

a. **Limits of Competence.** Licensed professional counselors recognize the limits of their competence and perform only those testing and assessment services for which they have been trained. They are familiar with reliability, validity, related standardization, error of measurement, and proper application of any technique utilized. Licensed professional counselors using technology-based test interpretations are trained in the construct being measured and the specific instrument being used prior to using this type of technology application. Licensed professional counselors take reasonable measures to ensure the proper use of psychological assessment techniques by persons under their supervision.

b. **Appropriate Use.** Licensed professional counselors are responsible for the appropriate application, scoring, interpretation, and use of assessment instruments, whether they score and interpret such tests themselves or use technology-based applications or other services.

c. **Decisions Based on Results.** Licensed professional counselors responsible for decisions involving individuals or policies that are based on assessment results have a thorough understanding of educational and psychological measurement, including validation criteria, test research, and guidelines for test development and use.

d. **Accurate Information.** Licensed professional counselors provide accurate information and avoid false claims or misconceptions when making statements about assessment instruments or techniques. Special efforts are made to avoid unwarranted connotations of such terms as IQ and grade equivalent scores. (See C.5.c.).

## E.3. INFORMED CONSENT

a. **Explanation to Clients.** Prior to assessment, licensed professional counselors explain the nature and purposes of assessment and the specific use of results in language the client (or other legally authorized person on behalf of the client) can understand, unless an explicit exception to this right has been agreed upon in advance. Regardless of whether scoring and interpretation are completed by licensed professional counselors, by assistants, or by computer or other outside services, licensed professional counselors take reasonable steps to ensure that appropriate explanations are given to the client. (See A.3.a.).

b. **Recipients of Results.** The examinee's welfare, explicit understanding and prior agreement determine the recipients of test results. Licensed professional counselors include accurate and appropriate interpretations with any release of individual or group test results. (See B.1.a. and C.5.c.).

#### E.4. RELEASE OF INFORMATION TO COMPETENT PROFESSIONALS

a. **Misuse of Results.** Licensed professional counselors do not misuse assessment results, including test results, and interpretations, and take reasonable steps to prevent the misuse of such by others. (See C.5.c.)

b. **Release of Raw Data.** Licensed professional counselors ordinarily release data (e.g., protocols, counseling or interview notes, or questionnaires) in which the client is identified only with the consent of the client or the client's legal representative. Such data are usually released only to persons recognized by licensed professional counselors as competent to interpret the data. (See B.1.a.).

#### E.5. PROPER DIAGNOSIS OF MENTAL DISORDERS

a. **Proper Diagnosis.** Licensed professional counselors take special care to provide proper diagnosis of mental disorders. Assessment techniques (including personal interview) used to determine client care (e.g., locus of treatment, type of treatment, or recommended follow-up) are carefully selected and appropriately used. (See A.3.a. and C.5.c.).

b. **Cultural Sensitivity.** Licensed professional counselors recognize that culture affects the manner in which clients' problems are defined. Clients' socioeconomic and cultural experience is considered when diagnosing mental disorders.

#### E.6. TEST SELECTION

a. **Appropriateness of Instruments.** Licensed professional counselors carefully consider the validity, reliability, psychometric limitations, and appropriateness of instruments when selecting tests for use in a given situation or with a particular client.

b. **Cultural Diverse Populations.** Licensed professional counselors are cautious when selecting tests for culturally diverse populations to avoid inappropriateness of testing that may be outside of socialized behavioral or cognitive patterns.

#### E.7. CONDITIONS OF TEST ADMINISTRATION

a. **Administration Conditions.** Licensed professional counselors administer tests under the same conditions that were established in their standardization. When tests are not administered under standard conditions or when unusual behavior or irregularities occur during the testing session, those conditions are noted in interpretation, and the results may be designated as invalid or of questionable validity.

b. **Electronic Administration.** Licensed professional counselors are responsible for ensuring that administration programs function properly to provide clients with accurate results when a computer or other electronic methods are used for test administration. (See A.12.b.).

c. **Unsupervised Test-Taking.** Licensed professional counselors do not permit unsupervised or inadequately supervised use of tests or assessments unless the tests or assessments are designed, intended, and validated for self-administration and/or scoring.

d. **Disclosure of Favorable Conditions.** Prior to test administration, conditions that produce most favorable test results are made known to the examinee.

## **E.8. DIVERSITY IN TESTING**

Licensed professional counselors are cautious in using assessment techniques, making evaluations, and interpreting the performance of populations not represented in the norm group on which an instrument was standardized. They recognize the effects of age, race, culture, disability, ethnic group, gender, gender identity, religion, sexual orientation, marital/partnership status, immigration, and socioeconomic status on test administration and interpretation and place test result in proper perspective with other relevant factors. (See A.2.a.).

## **E.9. TEST SCORING AND INTERPRETATION**

a. **Reporting Reservations.** In reporting assessment results, licensed professional counselors indicate any reservations that exist regarding validity or reliability because of the circumstances of the assessment or the inappropriateness of the norms for the person tested.

b. **Research Instruments.** Licensed professional counselors exercise caution when interpreting the results of research instruments possessing insufficient technical data to support respondent results. The specific purposes for the use of such instruments are stated explicitly to the examinee.

c. **Testing Services.** Licensed professional counselors who provide test scoring and test interpretation services to support the assessment process confirm the validity of such interpretations. They accurately describe the purpose, norms, validity, reliability, and applications of the procedures and any special qualifications applicable to their use. The public offering of an automated test interpretations service is considered a professional-to-professional consultation. The formal responsibility of the consultant is to the consultee, but the ultimate and overriding responsibility is to the client.

## **E.10. TEST SECURITY**

Licensed professional counselors maintain the integrity and security of tests and other assessment techniques consistent with legal and contractual obligations. Licensed professional counselors do not appropriate, reproduce, or modify published tests or parts thereof without acknowledgement and permission from the publisher.

## **E.11. OBSOLETE TESTS AND OUTDATED TEST RESULTS**

Licensed professional counselors do not use data or test results that are obsolete or outdated for the current purpose. Licensed professional counselors make every effort to prevent the misuse of obsolete measures and test data by others.

## **E.12. TEST CONSTRUCTION**

Licensed professional counselors use established scientific procedures, relevant standards, and current professional knowledge for test design in the development, publication, and utilization of educational and psychological assessment techniques.

## SECTION F: TRAINING AND SUPERVISION

### F.1. COUNSELOR EDUCATORS

a. **Counselor Educators.** Licensed professional counselors who are associated with counselor education and training programs act in an ethical manner and serve as role models for professional behavior. Such behavior is founded on sensitivity to and respect for multicultural/diversity factors affecting the learning and supervisory environment of students and supervisees.

b. **Relationship Boundaries with Students and Supervisees.** Licensed professional counselors clearly define and maintain ethical, professional, and social relationship boundaries with their students and supervisees. They are aware of the differential in power that exists and the student's or supervisee's possible incomprehension of that power differential. Licensed professional counselors explain to students and supervisees the potential for the relationship to become exploitive. (See A.6.a., and A.6.b.).

c. **Informed Consent in Supervision.** When providing supervision, licensed professional counselors have an obligation to review, in writing and verbally, the rights and responsibilities of supervisors and supervisees. Licensed professional counselors serving as supervisors use clear and understandable language to inform supervisees about the purpose of the services to be provided, relevant costs, potential risks and benefits, and the limits of confidentiality.

d. **Sexual Relationships.** Licensed professional counselors do not engage in sexual relationships with students or supervisees and do not subject them to sexual harassment. (See A.6. and C.5.b.).

e. **Close Relatives, Friends, and Intimate Partners as Supervisees.** Licensed professional counselors do not accept close relatives, friends, or intimate partners as supervisees.

f. **Supervision Preparation.** Licensed professional counselors who offer clinical supervision services are adequately prepared in supervision methods and techniques. Counselors who are doctoral students serving as practicum or internship supervisors to master's level students are adequately prepared and supervised by the training program.

g. **Responsibility for Services to Clients.** Licensed professional counselors who supervise the counseling services of others take reasonable measures to ensure that counseling services provided to clients are professional and reflect the ethical duties of licensees.

h. **Endorsement.** Licensed professional counselors do not endorse students or supervisees for certification, licensure, employment, or completion of an academic or training program if they believe students or supervisees are not qualified for the endorsement. Licensed professional counselors take reasonable steps to assist students or supervisees who are not qualified for endorsement to become qualified.

i. **Evaluation.** Licensed professional counselors clearly state to students and supervisees, in advance of training and supervision, the levels of competency expected, appraisal methods, and timing of evaluation. Licensed professional counselors provide students and supervisees with periodic performance appraisal and evaluation feedback throughout the training program.



j. **Dual Relationships as Supervisors.** Licensed professional counselors avoid dual relationships such as performing the role of licensure supervisor and training program supervisor in the student's or supervisee's training program.

k. **Limitations.** Licensed professional counselors, through ongoing evaluation and appraisal, should be aware of limitations or obstacles of students and supervisees that might impede performance. Licensed professional counselors assist students and supervisees in securing remedial assistance when needed and discontinue supervision with supervisees who are unable to provide competent service.

l. **Counseling for Students and Supervisees.** If students or supervisees request counseling, supervisors or counselor educators provide then with acceptable referrals. Licensed professional counselors serving as supervisors or counselor educators do not serve as counselor to students or supervisees over whom they hold administrative, teaching, or evaluative roles unless this is a brief role associated with a training experience. (See A.6.b.).

m. **Clients of Students and Supervisees.** Licensed professional counselors make every effort to ensure that the clients of students in field placements or post-graduate supervisees are aware of the services rendered and the qualifications of the students and supervisees rendering those services. Clients receive professional disclosure information and are informed of the limits of confidentiality. Client permission is obtained in order for the students and supervisees to use any information concerning the counseling relationship in the training and supervisory process. (See A.3.a., and B.1.g.).

n. **Interruption of Supervision through Emergency or Absence.** Licensed professional counselors are responsible for clarifying with supervisees those procedures to follow in instances of supervision interruption through either emergency or absence. Such procedures should include options for contacting the supervisor, or on-call or back-up supervisors/consultants in cases of emergency, referral of the supervisees' clients, if necessary, and if necessary, no new clients for the supervisee until the return of the supervisor or a new permanent arrangement can be made for supervisee oversight.

## SECTION G: RESEARCH AND FINDINGS

### G.1. RESEARCH RESPONSIBILITIES

a. **Use of Human Subjects.** Licensed professional counselors plan, design, conduct, and report research in a manner consistent with pertinent ethical principles, federal and state laws, host institutional regulations, and scientific standards governing research with human subjects. Licensed professional counselors design and conduct research that reflects cultural sensitivity appropriateness.

b. **Deviation from Standard Practices.** Licensed professional counselors seek consultation and observe stringent safeguards to protect the rights of research participants when a research problem suggests a deviation from standard acceptable practices. (See B.6.).

c. **Precautions to Avoid Injury.** Licensed professional counselors who conduct research with human subjects are responsible for the subjects' welfare throughout the experiment and take reasonable precautions to avoid causing injurious psychological, physical, or social effects to their subjects.

d. **Principal Researcher Responsibility.** The ultimate responsibility for ethical research practice lies with the principal researcher. All others involved in the research activities share ethical obligations and full responsibility for their own actions.

e. **Minimal Interference.** Licensed professional counselors take reasonable precautions to avoid causing disruptions in subjects' lives due to participation in research.

f. **Diversity.** Licensed professional counselors are sensitive to diversity and research issues with special populations. They seek consultation when appropriate. (See A.2.a. and B.6.).

## **G.2. INFORMED CONSENT**

a. **Topics Disclosed.** In obtaining informed consent for research, licensed professional counselors use language that is understandable to research participants and that: (1) accurately explains the purpose and procedures to be followed; (2) identifies any procedures that are experimental or relatively untried; (3) describes the attendant discomforts and risks; (4) describes the benefits or changes in individuals or organizations that might be reasonably expected; (5) discloses appropriate alternative procedures that would be advantageous for subjects; (6) offers to answer any inquiries concerning the procedures, including the retention and destruction of data in the research; (7) describes any limitations on confidentiality; and (8) instructs that subjects are free to withdraw their consent and to discontinue participation in the project at any time. (See B.1.f.).

b. **Deception.** Licensed professional counselors do not conduct research involving deception unless alternative procedures are not feasible and the prospective value of the research justifies the deception. When the methodological requirements of a study necessitate concealment or deception, the investigator is required to explain clearly the reasons for this action as soon as possible.

c. **Voluntary Participation.** Participation in research is typically voluntary and without any penalty for refusal to participate. Involuntary participation is appropriate only when it can be demonstrated that participation will have no harmful effects on subjects and is essential to the investigation.

d. **Confidentiality of Information.** Information obtained about research participants during the course of an investigation is confidential. When the possibility exists that others may obtain access to such information, ethical research practice requires that the possibility, together with the plans for protecting confidentiality, be explained to participants as a part of the procedure for obtaining informed consent.

e. **Persons Incapable of Giving Informed Consent.** When a person is incapable of giving informed consent, licensed professional counselors provide an appropriate explanation, obtain agreement for participation and obtain appropriate consent from a legally authorized person.

f. **Commitments to Participants.** Licensed professional counselors take reasonable measures to honor all commitments to research participants.

g. **Explanations After Data Collection.** After data are collected, licensed professional counselors provide participants with full clarification of the nature of the study to remove any misconceptions. When scientific or human values justify delaying or withholding information, licensed professional counselors take reasonable measures to avoid causing harm.

h. **Agreements to Cooperate.** Licensed professional counselors who agree to cooperate with another individual in research or publication incur an obligation to cooperate as promised in terms of punctuality of performance and with regard to the completeness and accuracy of the information required.

i. **Informed Consent for Sponsors.** In the pursuit of research, licensed professional counselors give sponsors, institutions, and publication channels the same respect and opportunity for giving informed consent that they accord to individual research participants. Licensed professional counselors are aware of their obligations to future research workers and ensure that host institutions are given feedback information and proper acknowledgement.

j. **Retention of Research Materials.** Licensed professional counselors retain research data until such time they determine that the data are no longer relevant to the original research or any extension of the original research. When data are destroyed, the licensed professional counselor insures that the data are rendered unidentifiable and that their destruction is as discussed with participants in their informed consent procedures.

### G.3. REPORTING FINDINGS

a. **Information Affecting Outcome.** When reporting research results, licensed professional counselors explicitly mention all variables and conditions known to the investigator that may have affected the outcome of a study or the interpretation of data.

b. **Accurate Results.** Licensed professional counselors plan, conduct, and report research accurately and in a manner that minimizes the possibility that results will be misleading. They provide thorough discussions of the limitations of their data and alternative hypotheses. Licensed professional counselors do not engage in fraudulent research, distort data, misrepresent data, or deliberately bias their results.

c. **Obligation to Report Unfavorable Results.** Licensed professional counselors communicate to other counselors the results of any research judged to be of professional value. Results that reflect unfavorably on institutions, programs, services, prevailing opinions, or vested interests are not withheld.

d. **Identity of Subjects.** Licensed professional counselors who supply data, aid in the research of another person, report research results, or make original data available take due care to disguise the identity of respective subjects in the absence of specific authorization from the subjects to do otherwise. (See B.1.g. and B.5.a.)

e. **Replication Studies.** Licensed professional counselors are obligated to make available sufficient original research data to qualified professionals who may wish to replicate the study.

### SECTION H: RESOLVING ETHICAL ISSUES

## H.1. KNOWLEDGE OF STANDARDS

Licensed professional counselors are familiar with the Code of Ethics and Standards of Practice and other applicable ethics codes from other professional organizations of which they are members, or from certification and licensure bodies. Lack of knowledge or misunderstanding of an ethical responsibility is not a defense against a charge of unethical conduct.

## H.2. SUSPECTED VIOLATIONS

a. **Ethical Behavior Expected.** Licensed professional counselors expect professional associates to adhere to the Code of Ethics and Standards of Practice.

b. **Consultation.** When uncertain as to whether a particular situation or course of action may be in violation of the Code of Ethics and Standards of Practice, licensed professional counselors consult with other licensed professional counselors who are knowledgeable about ethics, with colleagues, or with appropriate authorities.

c. **Conflicts Between Ethics and Law.** If licensed professional counselors encounter conflicts between the Code of Ethics and Standards of Practice of the Board and legal requirements in state or federal law that cannot be reconciled, they may adhere to legal requirements. No penalty or disciplinary action will be taken against the licensed professional counselor by the Board so long as the conflict can be verified as irreconcilable.

d. **Organization Conflicts.** If the demands of an organization with which licensed professional counselors are affiliated pose a conflict with the Code of Ethics and Standards of Practice, licensed professional counselors specify the nature of such conflicts and express to their supervisors or other responsible officials their commitment to the Code of Ethics and Standards of Practice. When possible, licensed professional counselors work toward change within the organization to allow full adherence to the Code of Ethics and Standards of Practice.

e. **Reporting Suspected Violations.** Licensed professional counselors, based upon reasonable suspicion and cause, take action such as reporting the suspected ethical violation of other licensees to the office of the Alabama Board of Examiners in Counseling as well as to state or national ethics committees, unless this action conflicts with confidentiality rights or existing legal codes.

f. **Good-Faith Complaints.** Licensed professional counselors do not initiate, participate in, or encourage the filing of ethics complaints that are not in good faith or intended to harm a licensed professional counselor rather than to protect clients or the public.

## H.3. COOPERATION WITH INVESTIGATIVE COMMITTEES

Licensed professional counselors assist in the process of enforcing the Code of Ethics and Standards of Practice. Licensed professional counselors cooperate with investigations, proceedings, and requirements of the Alabama Board of Examiners in Counseling, and its jurisdiction over those charged with ethical violations. Licensed professional counselors are familiar with the rules and regulations of the Alabama Board of Examiners in Counseling and use them as a reference in assisting the enforcement of the Code of Ethics and Standards of Practice.

## STANDARDS OF PRACTICE

All licensed professional counselors are required to adhere to the Standards of Practice and the Code of Ethics. The Standards of Practice represent minimal behavioral statements of the Code of Ethics. Licensed professional counselors should refer to the applicable section of the Code of Ethics for further interpretation and amplification of the applicable Standards of Practice.

## **SECTION A: THE COUNSELING RELATIONSHIP**

### **Standard of Practice One (SP-1) Avoiding Harm to Clients**

Licensed professional counselors must act with deliberation to avoid foreseeable harm to clients and must act to minimize or remedy unanticipated harm to clients. (See A.1.a., and C.2.b.).

### **Standard of Practice Two (SP-2) Nondiscrimination**

Licensed professional counselors respect diversity and must not discriminate against clients because of age, race, culture, disability, ethnic group, gender, gender identity, religion, sexual orientation, marital/partnership status, immigration, socioeconomic status or any other form of discrimination. (See A.2.a.).

### **Standard of Practice Three (SP-3) Disclosure to Clients**

Licensed professional counselors must adequately inform clients, verbally and in writing, regarding the counseling process and counseling relationship at or before the time it begins and throughout the relationship. (See A.3.a.)

### **Standard of Practice Four (SP-4) Dual Relationships**

Licensed professional counselors must make every effort to avoid dual relationships with clients, family members of clients, and intimate partners of clients that could impair their professional judgment or increase the risk of harm to clients. When a dual relationship cannot be avoided, licensed professional counselors must take appropriate steps to ensure that judgment is not impaired and that no exploitation occurs. Licensed professional counselors must not engage in any personal virtual relationships with clients, family members of clients, or the intimate partners of a client through social media or other media. (See A.6.a., A.6.b., and A.6c.).

### **Standard of Practice Five (SP-5) Sexual Intimacies With Clients**

Licensed professional counselors must not engage in any type of sexual intimacies with current clients, family members of current clients, or intimate partners of current clients and must not engage in sexual intimacies with former clients, family members of former clients, or intimate partners of former clients within a minimum of five years after terminating the counseling relationship. Licensed professional counselors who engage in such relationship after five years following termination have the responsibility to thoroughly examine and document that such relations did not have an exploitative nature. (See A.7.a. and A.7.b.).

### **Standard of Practice Six (SP-6) Protecting Clients During Group Work**

Licensed professional counselors must take steps to protect clients from physical or psychological trauma resulting from interaction during group work. (See A.9.b.).

### **Standard of Practice Seven (SP-7) Advance Understanding of Fees**

Licensed professional counselors must explain to clients, prior to their entering the counseling relationship, financial arrangements related to professional services. If licensed professional counselors intend to use collection agencies or legal means to address nonpayment of client fees for counseling services, such actions must follow the process established in the informed consent disclosures to clients. Prior to initiating such procedures, clients must be informed of the intended action and allowed an opportunity to make payments. (See A.10.a-d. and A.11.c.)

#### **Standard of Practice Eight (SP-8) Abandonment and Termination**

Licensed professional counselors must not abandon clients but must assist in making appropriate arrangements for the continuation of treatment of clients, when necessary, following termination of counseling relationships. Clients are considered to be abandoned by a licensed professional counselor if their termination is without notice and referral. (See A.11.a. and A.11.c.).

#### **Standard of Practice Nine (SP-9) Inability to Assist Clients**

Licensed professional counselors must avoid entering or continuing a counseling relationship and immediately terminate, with appropriate referral if it is determined that they are unable to be of professional assistance to a client. (See A.11.b.).

#### **Standard of Practice Ten (SP-10) Distance Technology Counseling Services**

Licensed professional counselors must ensure all aspects of ethical duty contained in the Alabama Board of Examiners in Counseling Code of Ethics and Standards of Practice in the provision of distance technology counseling services. Addressing and resolving any disparities between ethical or legally mandated practices required in face-to-face counseling services versus distance technology counseling services is the ethical duty of the licensed professional counselor and must be accomplished by the licensee. (See A.12.d.).

#### **Standard of Practice Eleven (SP-11) Role Changes in the Counseling Relationship**

Licensed professional counselors who seek to modify their existing counseling roles with a client, the family members of a client, or the intimate partners of a client must do so only after obtaining formal written consent from the client. Modifications of existing roles with a client, the family members of a client, or the intimate partners of a client include (but are not limited to) the following: (1) changing from individual to family/relationship counseling or vice versa, (2) changing to an evaluative role, (3) changing to a researcher role, or (4) changing to a mediator role. The wishes of clients who do not consent to such role changes must be respected by licensed professional counselors and modifications to the original counseling role are not to be entered. (See A.3. and A.13).

### **SECTION B: CONFIDENTIALITY**

#### **Standard of Practice Twelve (SP-12) Confidentiality Requirement**

Licensed professional counselors must keep information related to counseling services confidential unless disclosure is in the best interest of clients, is required for the welfare of others, or is required by law. When disclosure is required, only information that is essential is revealed and the client is informed of such disclosure. (See B.1.a.-f.).

#### **Standard of Practice Thirteen (SP-13) Confidentiality Requirements for Subordinates**

Licensed professional counselors must take measures to ensure that privacy and confidentiality of clients are maintained by subordinates. (See B.1.h.).

#### **Standard of Practice Fourteen (SP-14) Confidentiality in Group Work**

Licensed professional counselors must clearly communicate to group members that confidentiality cannot be guaranteed in group work. (See B.2.a.)

**Standard of Practice Fifteen (SP-15) Confidentiality in Family Counseling**

Licensed professional counselors must not disclose information about one family member in counseling to another family member without prior consent. In instances of family/relationship counseling that features one member/partner as “the client”, licensed professional counselors must secure written verification of this status as well as all limitations associated with the status of “the client.” (See B.2.b.).

**Standard of Practice Sixteen (SP-16) Confidentiality of Records**

Licensed professional counselors must maintain appropriate confidentiality in creating, storing, accessing, transferring, and disposing of counseling records. (See B.4.b.).

**Standard of Practice Seventeen (SP-17) Permission to Record or Observe**

Licensed professional counselors must obtain prior consent from clients in order to electronically record or observe sessions. (See B.4.c.)

**Standard of Practice Eighteen (SP-18) Disclosure or Transfer of Records**

Licensed professional counselors must obtain client consent to disclose or transfer records to third parties, unless exceptions listed in SP-12 exist. (See B.4.e.).

**Standard of Practice Nineteen (SP-19) Destruction of Client Records**

Licensed professional counselors must inform clients at intake about their policies concerning destruction of client records. When client records are destroyed, licensed professional counselors must render confidential information unidentifiable. (See B.4.f. and A.3.a.).

**Standard of Practice Twenty (SP-20) Data Disguise Required**

Licensed professional counselors must disguise the identity of the client when using data for training, research, or publication. (See B.5.a.).

**SECTION C: PROFESSIONAL RESPONSIBILITY**

**Standard of Practice Twenty-One (SP-21) Boundaries of Competence**

Licensed professional counselors must practice only within the boundaries of their competence. (See C.2.a.)

**Standard of Practice Twenty-Two (SP-22) Treatment Approaches**

Licensed professional counselors must employ techniques, procedures and modalities that are grounded in an established theoretical, empirical, or scientific foundation unless such a foundation has not been established for the specific client needs. When employing techniques, procedures, and modalities that do not have an established theoretical, empirical, or scientific

foundation, licensed professional counselors must disclose to clients the experimental nature of such approaches, including potential risks, and secure informed consent from clients for their implementation. (See C.2.b. A.1.a., and A.3.a.).

**Standard of Practice Twenty-Three (SP-23) Continuing Education**

Licensed professional counselors must engage in continuing education to maintain their professional competence. (See C.2.g.).

**Standard of Practice Twenty-Four (SP-24) Impairment of Professionals**

Licensed professional counselors must refrain from offering professional services when their personal problems or conflicts may cause harm to a client or others. (See C.2.h.).

**Standard of Practice Twenty-Five (SP-25) Departure From or Termination of a Practice**

Licensed professional counselors who depart from a practice must act with due diligence to notify active and former clients of their pending departure from that practice. Licensed professional counselors who are terminating their practice must act with similar notice and due diligence as described in this standard. (See C.2.i.).

**Standard of Practice Twenty-Six (SP-26) Custodian of Records**

Licensed professional counselors must identify a custodian of records in their departure from or termination of a practice. (See C.2.i. and B.4.g.).

**Standard of Practice Twenty-Seven (SP-27) Accurate Advertising**

Licensed professional counselors must accurately represent their credentials and services when advertising. (See C.3.a.).

**Standard of Practice Twenty-Eight (SP-28) Recruiting Through Employment**

Licensed professional counselors must not use their place of employment or institutional affiliation to recruit clients for their private practices. (See C.3.d.).

**Standard of Practice Twenty-Nine (SP-29) Accurate Representation of Credentials**

Licensed professional counselors must claim or imply only professional credentials possessed and must correct any known misrepresentations of their credentials by others. (See C.4.a.).

**Standard of Practice Thirty (SP-30) Sexual Harassment**

Licensed professional counselors must not engage in sexual harassment of any type with any person. (See C.5.b.).

**Standard of Practice Thirty-One (SP-31) Exploitation**

Licensed professional counselors must not use their professional positions to seek or receive unjustified personal gains, sexual favors, unfair advantage, or unearned goods or services. (See C.5.e.f.).

**Standard of Practice Thirty-Two (SP-32) Clients Served by Others**



With the consent of the client, licensed professional counselors must inform other mental health professionals serving the same client that a counseling relationship between the counselor and client exists. (See C.6.c.).

**Standard of Practice Thirty-Three (SP-33) Negative Employment Conditions**

Licensed professional counselors must alert their employers to institutional policy or conditions that may be potentially disruptive or damaging to the counselor's professional responsibilities, or that may limit their effectiveness or deny clients' rights. (See D.1.c.).

**Standard of Practice Thirty-Four (SP-34) Personal Selective Assignment**

Licensed professional counselors must select competent staff and must assign responsibilities compatible with staff skills and experiences. (See D.1.h.)

**Standard of Practice Thirty-Five (SP-35) Exploitative Relationships with Subordinates**

Licensed professional counselors must not engage in exploitative relationships with individuals over whom they have supervisory, evaluative, or instructional control or authority. (See D.1.k.).

**SECTION D: RELATIONSHIP WITH OTHER PROFESSIONALS**

**Standard of Practice Thirty-Six (SP-36) Informed Consent in Consultation**

When providing consultation, licensed professional counselors must review in writing and verbally the rights and responsibilities of both the consultant and the consultee, including but not limited to, the nature of services, relevant costs, potential risks and benefits, and the limits of confidentiality regarding consultation. (See D.2.e.).

**Standard of Practice Thirty-Seven (SP-37) Accepting Fees From Agency Clients**

Licensed professional counselors must not accept fees or other remuneration for consultation with persons entitled to such services through the counselor's employing agency or institution. (See D.3.a.)

**Standard of Practice Thirty-Eight (SP-38) Referral Fees**

Licensed professional counselors must not accept referral fees. (See D.3.b.).

**SECTION E: EVALUATION, ASSESSMENT, AND INTERPRETATION**

**Standard of Practice Thirty-Nine (SP-39) Limits of Competence**

Licensed professional counselors must perform only testing and assessment services for which they are competent. Licensed professional counselors must not allow the use of psychological assessment techniques by unqualified persons under their supervision. (See E.2.a.).

**Standard of Practice Forty (SP-40) Appropriate Use of Assessment**

Licensed professional counselors must use assessment instruments in the manner for which they were intended. (See E.2.b.)

**Standard of Practice Forty-One (SP-41) Assessment Explanations to Clients**

Licensed professional counselors must provide explanations to clients prior to assessment about the nature and purposes of assessment and the specific use of results. (See E.3.a.).

**Standard of Practice Forty-Two (SP-42) Recipients of Test Results**

Licensed professional counselors must ensure that accurate and appropriate interpretations accompany any release of testing and assessment information. (See E.3.b.).

**Standard of Practice Forty-Three (SP-43) Obsolete Tests and Outdated Test Results**

Licensed professional counselors must not base their assessment or intervention decisions or recommendations on data or test results that are obsolete or outdated for the current purpose. (See E.11.)

**SECTION F: TRAINING AND SUPERVISION**

**Standard of Practice Forty-Four (SP-44) Sexual Relationships With Students or Supervisees**

Licensed professional counselors must not engage in sexual relationships with their students or supervisees. (See F.1.d.).

**Standard of Practice Forty-Five (SP-45) Informed Consent in Supervision**

When providing supervision, licensed professional counselors must review in writing and verbally the rights and responsibilities of both the supervisor and the supervisee, including but not limited to, the nature of services, relevant costs, potential risks and benefits, and the limits of confidentiality regarding supervision. (See F.1.c.).

**Standard of Practice Forty-Six (SP-46) Supervision Preparation**

Licensed professional counselors who offer clinical supervision services must be trained and prepared in supervision methods and techniques. (See F.1.f.).

**Standard of Practice Forty-Seven (SP-47) Evaluation Information**

Licensed professional counselors must clearly state to students and supervisees in advance of training, the levels of competency expected, appraisal methods, and timing of evaluations. Licensed professional counselors must provide students and supervisees with periodic performance appraisal and evaluation feedback throughout the training program. (See F.1.i.).

**SECTION G: RESEARCH AND FINDINGS**

**Standard of Practice Forty-Eight (SP-48) Precautions to Avoid Injury in Research**

Licensed professional counselors must avoid causing physical, social, or psychological harm or injury to subjects in research. (See G.1.c.).

**Standard of Practice Forty-Nine (SP-49) Confidentiality of Research Information**

Licensed professional counselors must keep confidential information obtained about research participants. (See G.2.d.).

**Standard of Practice Fifty (SP-50) Retention and Destruction of Research Materials**

When conducting research, licensed professional counselors must retain research materials until such time that the materials are no longer relevant for the original research or an extension of the original research. Licensed professional counselors must inform research participants at the time of data collection about their policies concerning destruction of research materials. When research materials are destroyed, licensed professional counselors must render confidential information unidentifiable. (See G.2.j.)

**Standard of Practice Fifty-One (SP-51) Information Affecting Research Outcome**

Licensed professional counselors must report all variables and conditions known to the investigator that may have affected research data or outcome. (See G.3.a.).

**Standard of Practice Fifty-Two (SP-52) Accurate Research Results**

Licensed professional counselors must not distort or misrepresent research data, nor fabricate or intentionally bias research results. (See G.3.b.).

**SECTION H: RESOLVING ETHICAL ISSUES**

**Standard of Practice Fifty-Three (SP-53) Ethical Behavior Expected**

Licensed professional counselors must adhere to the Code of Ethics and Standards of Practice. (See H.2.a.).

**Standard of Practice Fifty-Four (SP-54) Reporting Suspected Violations**

Licensed professional counselors who suspect ethical violations by other licensees must report the suspected violations to the office of the Alabama Board of Examiners in Counseling unless this action conflicts with confidentiality rights or existing legal codes. (See H.2.e.).

**Standard of Practice Fifty-Five (SP-55) Good-Faith Complaints**

Licensed professional counselors must not initiate, participate in, or encourage the filing of ethics complaints that are unwarranted or intended to harm a mental health professional rather than to protect clients or the public. (See H.2.f.).

**Standard of Practice Fifty-Six (SP-56) Cooperation With Investigative Committee**

Licensed professional counselors must cooperate with investigations, proceedings, and requirements of the Alabama Board of Examiners in Counseling and its jurisdiction over those charged with a violation. (See H.3.).

[FN1]

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Ala. Admin. Code r. 255-X-11-.01 Attach. 1, AL ADC 255-X-11-.01 Attach. 1

Alabama Administrative Code  
Alabama Board of Examiners in Counseling

Ala. Admin. Code r. 255 App. A

Appendix A. Forms

Currentness

**APPLICATION**

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**RECOMMENDATION FORM**

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**PROPOSED PLAN FOR SUPERVISION FOR CERTIFIED COUNSELOR ASSOCIATE**

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**NATIONAL COUNSELOR EXAMINATION REGISTRATION FORM**

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**LICENSURE INFORMATION SHEET**

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**CERTIFICATION INFORMATION SHEET**

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**RENEWAL APPLICATION**

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