

ADDICTION COUNSELOR CERTIFICATION AND LICENSURE RULES
(Revised effective 9-1-10)

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14.100 ADDICTION COUNSELOR CERTIFICATION AND LICENSURE

14.110 AUTHORITY

The Colorado Department of Regulatory Agencies, hereinafter referred to in these rules as DORA, regulates the licensure, registration, and certification of addiction counselors. The Colorado Department of Human Services, hereinafter referred to in these rules as the Department, sets the education, training and supervised work experience standards for the addiction counseling workforce. Certified and licensed addiction counselors possess a body of knowledge, skills, training and work experience in the treatment of addictions that distinguishes the addiction counseling profession from other health care professions. Counselor certification consists of levels I, II and III. Counselor licensure offers a fourth level of credentialing for addiction professionals, requires a master's degree, and is comparable to licensure of other mental health professionals. No counselor shall provide clinical services beyond his/her level of competence.

14.120 SCOPE AND PURPOSE

These rules affect all individuals who apply for addiction counselor certification or licensure and include requirements for education, training, clinically supervised work experience, and clinical supervision. Certification as an addiction counselor can be obtained by those individuals who possess a high school diploma or the equivalent, or a bachelor's, master's or doctorate degree in the behavioral health sciences as determined and approved by the Department. Licensure as an addiction counselor may be obtained by those individuals who possess a master's degree or higher in the behavioral health sciences as determined and approved by the Department. Nothing in these rules shall be construed to prevent members of other professions licensed under the laws of this state from rendering services within their training and experience, so long as they do not represent themselves to be certified addiction counselors (CAC) or licensed addiction counselors (LAC).

14.130 DEFINITIONS

“Accredited institution of higher education” means an institution of higher learning that is accredited by one of the following: The Commission on Institutions of Higher Education of The New England Association of Colleges and Schools; Higher Learning Commission (formerly known as the Commission on Institutions of Higher Education) of the North Central Association of Colleges and Schools; The Commission on Higher Education of the Middle States Association of Colleges and Schools; The Accrediting Commission for Senior Colleges and Universities of the Western Association Schools and Colleges; The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges; The Commission on Colleges of the Northwest Association of Schools and Colleges; The Commission on Colleges of the Southern Association of Colleges and Schools; or as determined and approved by the Department.

“Addiction” means a persistent, compulsive dependence on a substance that may also include mood-altering behaviors or activities called process addictions.

“Administrative supervision” means oversight of treatment agency operations, organization of people and resources, and implementation of policies and procedures in a way that directs activities towards agency goals and objectives.

“Administrative supervisor” means responsibility for the non-clinical functioning of an employee, intern, volunteer or counselor-in-training.

“Assessment” means the phase of evaluation where a systematic approach is used to verify the presence of a substance use disorder or mental health disorder.

“Behavioral health disorder” means, for the purposes of these rules, both a mental health and/or a substance use disorder.

“Behavioral health sciences” means, for the purposes of these rules, any concentration that focuses on health behavior that is impacted by psychological, behavioral, social and cultural factors, and that applies knowledge and tools in behavioral theory, research, assessment, program planning, and counseling.

“Certified Addiction Counselor” (CAC) means a person certified pursuant to Colorado Revised Statutes, Title 12, Article 43.

“Clinical consultation” means a voluntary relationship between professionals of relative equal expertise or status wherein the consultant offers their best advice or information on an individual case or problem for use by the consultee as deemed appropriate based on professional judgment.

“Clinical degree” means:

- a. Master’s degree or Doctoral degree with any of the following designations in the behavioral health sciences: agency counseling, community counseling, guidance and counseling, human services counseling, marriage and family therapy, rehabilitation counseling, psychology, counseling psychology, human psychology, educational PSYCHOLOGY, clinical social work, psychiatric nursing, and behavioral health sciences; or
- B. Master's or Doctoral degree as determined by the Department to be equivalent to an accredited program with a clinical emphasis.

“Clinical supervisor” means a qualified person who is responsible for monitoring the professional development and clinical actions of his/her supervisees. The clinical supervisor provides leadership, models professionalism, promotes development of clinical skills and competencies, provides ongoing evaluation of counselor skill level, promotes accountability, assures adequate training, and monitors client welfare and safety. The clinical supervisor may be held accountable for misconduct by a supervisee when the supervisor knew or should have known of a violation of generally accepted standards of practice or any prohibited activity by the supervisee.

“Clinical supervision” means the supervisee’s clinical practice is evaluated and either modified or approved by the supervisor. Clinical supervision provides a source of knowledge, expertise, and more advanced skills to the person being supervised. Provision of supervision is preferred on site, but may occur on or off the site of service.

“Clinically supervised work experience” means paid or unpaid addiction specific treatment activities that are supervised by a qualified person. It includes those hours that are accumulated as a counselor-in-training, employee, volunteer, student, intern or equivalent status.

“Colorado Mental Health Practice Act, Title 12, C.R.S., Article 43” means the statute that regulates the practice of psychotherapy in Colorado.

“Conflict of interest” means, for the purposes of these rules, that a conflict exists between the private interests and the official or professional responsibilities of a person in a position of trust such that the individual has competing professional or personal interests that may influence the individual’s ability to perform job duties and fulfill job responsibilities such that an independent observer might reasonably question whether the individual’s professional actions or decisions are improperly influenced by personal considerations.

“Counseling” means the application of special knowledge, skills, and abilities in performing the counseling core functions utilized in support of the treatment plan and exercised under clinical supervision to assist individuals, families or groups in achieving objectives through exploration of attitudes and feelings, consideration of alternative solutions and making decisions that support a process of recovery.

“Counselor-in-training” means an individual working toward attainment of certification or licensure as an addiction counselor, but who does not currently hold such a certification or license.

“Department of Regulatory Agencies” (DORA) means the state agency that regulates the mental health professions in Colorado; maintains and establishes fees for the state grievance board database and professional certifications and licensure; evaluates the qualifications of applicants; approves certification and licensure for qualified practitioners; and investigates grievances against mental health professionals.

“Division of Behavioral Health” (the Division) means the organization created by the merger of the Alcohol and Drug Abuse Division and the Division of Mental Health, which is located in the Colorado Department of Human Services (the Department).

“Federal Confidentiality Regulations, 42 CFR Part 2” means the federal law that sets nationally recognized standards for covering the confidentiality of both alcohol and drug abuse patient records and information. this law determines what must be done before a disclosure of confidential information can be made, the manner in which the information may be disclosed, and to whom it may be disclosed. The federal confidentiality regulations are available for viewing by contacting the director at the Colorado Department of Human Services, Division

of Behavioral Health, 3824 W. Princeton Circle, Denver, Colorado 80236; or at any state publication depository library. No amendments or editions are included.

“Group supervision” means the provision of clinical supervision in a group setting, delivered to no more than six individuals at one time.

“Individual supervision” means the provision of supervision to one individual at a time.

“Licensed Addiction Counselor” (LAC) means a person licensed pursuant to Colorado Revised Statutes, Title 12, Article 43.

“Linkage” means aiding a client to access needed services.

“Maintenance treatment” means treatment that follows the completion of primary treatment. As used in the stages of change model, maintenance treatment is the level of care that assists the individual in maintaining behavioral changes over time.

“Primary treatment” means a treatment episode or process that occurs as a result of voluntary or mandated admission to treatment with the goal of stabilization and motivation toward abstinence from the problematic behavior.

“Process addiction” means addiction to a mood-altering activity or process. These mood altering activities or behaviors may include, but are not limited to, gambling, eating, and sexual activity.

“Proration of supervision hours” means that clinical supervision hours may be prorated according to the current credentialing level of the counselor-in-training based on number of hours worked, but no fewer than one hour per month.

“Psychotherapy” is defined in the Colorado Mental Health Practice Act, Section 12-43-201(9), C.R.S.

“Recovery” means a personal process through which an individual is able to change attitudes, emotions, and behaviors in relation to a problematic behavior. Recovery focuses on easing the acute symptoms of withdrawal, stabilization, the development of coping mechanisms to avoid further problematic behavior patterns, and practicing alternative, healthy behaviors that lead to long-term maintenance of recovery.

“Recovery management” means a time-sustained, recovery-focused collaboration between service consumers and service providers toward the goal of stabilizing, and then actively managing behavioral health disorders until full remission has been achieved or until recovery maintenance can be self-managed by the individual.

“Screening” means the first phase of evaluation to determine if the potential client is appropriate for a specific treatment facility and/or treatment program and to determine the possible presence or absence of a substance use disorder or mental health disorder.

“Substance use disorder” (SUD) means a complex behavioral disorder of continual psychoactive substance use characterized by preoccupation with using alcohol or other drugs, increased consumption and loss of control.

“Supervisee” means a person who is receiving appropriate supervision from a qualified supervisor.

“Unlicensed psychotherapist” is defined in the Colorado Mental Health Practice Act, Section 12-43-201(10), C.R.S.

“Vicarious liability” means the legal principle that holds one person liable for the actions of another when engaged in some form of joint or collective activity or when he/she has a particular legal relationship to the person who acted negligently.

“Work experience” means the same as clinically supervised work experience.

“Work Verification Form” (WVF) means the form that is used to document clinically supervised work experience hours.

14.140

ADDICTION COUNSELING COMPETENCIES

Addiction counseling competencies are determined by the following:

- a. Professional addiction counseling consists of the application of general counseling theories and treatment methods adapted specifically for working with addictive disorders. Addiction counseling focuses on four sets of competencies:
 1. Understanding addiction;
 2. Treatment knowledge;
 3. Application to practice;
 4. Professional readiness.
- B. The ten primary practice dimensions or critical work functions of addiction counseling are:
 1. Clinical evaluation
 - a. Screening;
 - b. Assessment.
 2. Clinical intake, discharge planning, and discharge
 3. Treatment planning
 - a. Creation of initial treatment plan;
 - b. Implementation of treatment plan;

- c. Treatment plan review and update.
- 4. Service coordination
 - a. Ongoing evaluation, assessment, and treatment;
 - b. Consultation with other professionals;
 - c. Referral;
 - d. Client advocacy;
 - e. Continuing care planning.
- 5. Counseling
 - a. Individuals, groups, families, couples, significant others;
 - b. Crisis intervention and management;
 - c. Relapse prevention;
 - D. Recovery management.
- 6. Case management
- 7. Client, family, and community education
- 8. Documentation required for the clinical record
- 9. Professional and ethical responsibilities
 - a. Code of ethics;
 - b. Knowledge of the law that regulates the practice of psychotherapy;
 - c. Ongoing professional development;
 - d. Ethical therapeutic and business practices.
- 10. Clinical supervision

14.150

LEVELS OF CERTIFICATION AND LICENSURE

Addiction counselors may be certified at one of three levels (CAC I, CAC II, or CAC III) or licensed (LAC) and identified as one of the following:

- A. Certified Addiction Counselor Level I, hereinafter referred to in these rules as a CAC I, is defined as an entry-level certification. Persons with this certification shall not conduct individual and group counseling services independently. A CAC I may co-facilitate individual or group counseling services or assume other therapeutic co-facilitation duties with supervisory oversight from a CAC II, CAC III, or LAC present in the room. A CAC I may write treatment chart notations, conduct DUI Level I education groups and Minor In Possession (MIP) groups when cosigned by a CAC II, CAC III, or LAC.
- B. Certified Addiction Counselor Level II, hereinafter referred to in these rules as a CAC II, is defined as a counselor who may conduct addiction treatment services independently for individuals and groups. A CAC II may perform the complete range of duties associated with addiction treatment, with the exception of clinical supervision.

- C. Certified Addiction Counselor Level III, hereinafter referred to in these rules as a CAC III, has the authority to practice independently, assume clinical supervision duties, and shall have successfully completed the required clinical supervision training.
- D. Licensed Addiction Counselor, hereinafter referred to in these rules as a LAC, has the authority to practice independently, assume clinical supervision duties, and shall have successfully completed the required clinical supervision training. A LAC may also supervise other licensed and unlicensed mental health professionals with the approval of the appropriate board regulated by DORA.

14.160 COUNSELOR AGE REQUIREMENT

No person shall be certified or licensed as an addiction counselor unless s/he is eighteen (18) years of age or older on the date of application.

14.200 CERTIFICATION BY CLINICALLY SUPERVISED WORK EXPERIENCE, EDUCATION, TRAINING, AND EXAMINATION

All applicants shall demonstrate proficiency in addiction counseling skills and competencies as referenced in section 14.140. This shall be accomplished by successfully completing an academic degree and Department approved training and examinations. Courses in the behavioral health sciences obtained from accredited institutions of higher education may be equivalent to the Department required training.

14.210 CLINICALLY SUPERVISED WORK EXPERIENCE

Clinically supervised work experience is defined as paid or unpaid addiction specific counseling. Addiction counseling work experience does not have to be acquired in a Division licensed substance use disorder treatment program, but it shall meet the criteria as stated in Sections 14.300, 14.400, and 14.500.

- A. Clinical supervision of work experience hours shall be provided by a CAC III or LAC in accordance with Section 14.700. Supervision for a CAC II or CAC III may also be provided by a qualified individual with education, training, and work experience in addiction counseling as determined by the Department.
- B. Counselors-in-training who are accumulating the first 1,000 clinically supervised work experience hours towards a CAC I shall be observed a minimum of one time per month by their clinical supervisor of record and shall be documented by the supervisor.
- C. A counselor-in-training or the holder of a CAC I who is accumulating 2,000 clinically supervised work experience hours towards a CAC II shall be observed a minimum of one time every three months by their clinical supervisor of record and shall be documented by the supervisor.

- D. Clinically supervised work experience hours may only be accumulated when an individual is working in the addiction treatment field and is at least eighteen (18) years of age.
- E. Individuals may accumulate clinically supervised work experience hours while receiving maintenance treatment for a substance use disorder or process addiction provided all other requirements of these rules are met.
- F. Individuals may not accumulate clinically supervised work experience hours while at the same time receiving primary treatment for substance use disorders or process addictions as this is considered to be a conflict of interest.
- G. Clinically supervised work experience hours may be accumulated while an individual is on probation or parole provided all other requirements of these rules are met. However, no applications for a CAC I, CAC II, CAC III or LAC shall be submitted to DORA while the applicant is on probation or parole as this is considered to be a conflict of interest.
- H. The Work Verification Form (WVF) shall be used to document clinically supervised work experience hours. The WVF is part of the application and shall be completed by the applicant and the clinical supervisor for all work experience credit. The Work Verification Form (WVF) shall document information ensuring that the applicant meets the necessary requirements of this rule. The applicant shall submit a job description if requested by DORA. The clinical supervisor shall submit clinical supervision records if requested by DORA.
- I. If the clinically supervised work experience occurred outside of the State of Colorado or outside of a licensed substance use disorder treatment program in Colorado, the work experience shall meet all requirements in sections 14.300, 14.400, and 14.500. Clinical supervision shall have been provided according to supervision requirements equivalent to the State of Colorado.

14.220

EDUCATION, TRAINING, AND EXAMINATION REQUIREMENTS

- A. Education requirements shall be met as referenced in Sections 14.300, 14.400, 14.500, and 14.600.
- B. Department approved college courses and training classes shall be delivered by a Department approved trainer or instructor. Training classes shall be at least seven (7) clock hours in length.
- C. Required training classes shall include an examination and shall be verified by a certificate of completion as determined and approved by the Division.

- D. Required training classes shall be completed within five (5) years prior to the application received date by DORA.
- E. Academic degrees obtained in the behavioral health sciences as determined and approved by the Department shall have no expiration date.
- F. Courses in the behavioral health sciences obtained from accredited institutions of higher education equivalent to the Department required training shall be demonstrated through official transcripts and syllabi and/or course descriptions. In addition, upon proof satisfactory to the Division, other accrediting bodies may be approved on a case-by-case basis. A grade of C or above shall be required on the transcript to receive training credit toward counselor certification. Course credit hours shall be calculated as follows: fifteen (15) clock hours for each semester hour and eight and one-half (8.5) clock hours for each quarter hour.
- G. Passage of a national examination as determined and approved by the Department shall be required for certification as a CAC II or CAC III and for licensure as a LAC.

14.300 CERTIFICATION REQUIREMENTS FOR A CAC I

All of the following requirements must be met prior to application for certification as a CAC I:

- A. Documentation and/or proof of high school diploma or its equivalent.
- B. Documentation of all required training for a CAC I shall be completed within five (5) years prior to the application received date by DORA.
- C. Documentation of 1,000 hours of clinically supervised work experience that shall not be completed in fewer than six (6) months and shall consist of at least three (3) of the following client care functions:
 - 1. Orientation;
 - 2. Administrative intake;
 - 3. Administrative discharge and discharge planning;
 - 4. Service coordination;
 - 5. Record keeping;
 - 6. Client, family, and community education.
- D. Documentation of clinical supervision at a minimum of three (3) hours per month by a CAC III or LAC for full-time work experience credit being sought, or pro-rated for part time work experience but no less than one (1) hour per month.

CERTIFICATION REQUIREMENTS FOR A CAC II

All of the following requirements must be met prior to application for certification as a CAC II:

- A. Documentation and/or proof of a high school diploma or its equivalent.
- B. Documented completion of all CAC I requirements or copy of CAC I certification already awarded.
- C. Documentation of all Department required training for a CAC II shall be completed within five (5) years prior to the application received date by DORA.
- D. Documentation of 2,000 additional hours of clinically supervised work experience beyond the CAC I requirement, that shall not be completed in fewer than twelve (12) months and shall consist of at least six (6) of the following addiction treatment functions:
 - 1. Clinical evaluation to include screening and assessment;
 - 2. Clinical intake, discharge planning, and discharge;
 - 3. Treatment planning;
 - 4. Care coordination, including linkage and referral;
 - 5. Co-facilitation of individual, family or group counseling with a CAC II, CAC III, or LAC present;
 - 6. Case management;
 - 7. Client, family, and community education;
 - 8. Documentation required for a clinical record.
- E. Documentation of clinical supervision of a minimum of three (3) hours per month by a CAC III OR LAC for full time work experience credit or pro-rated for part-time work experience but no less than one (1) hour per month.
- F. Documentation of passage of a national examination as determined by the Department. Completion of a national examination for the purposes of these rules does not constitute national certification.
- G. For individuals who hold a clinical master's or clinical doctorate degree, documentation shall be provided showing successful completion of certain required training classes or their equivalent as determined and approved by the Department. All Department required classes must be completed within five (5) years prior to the application received date by DORA.

Requirements for work experience hours, clinical supervision and college/education class equivalency shall be determined by the Department.

14.500 CERTIFICATION REQUIREMENTS FOR A CAC III

All of the following requirements must be met prior to application for certification as a CAC III:

- A. Documentation of a bachelor's degree or above in the behavioral health sciences. Individuals who hold an active CAC III prior to the effective date of these rules shall be grandfathered.
- B. Documentation of an active CAC II certification already awarded. For those holding a clinical master's or clinical doctoral degree as determined and approved by the Department, this requirement shall be waived.
- C. Documentation of required training as determined and approved by the Department that must be completed within five (5) years prior to the application received date by DORA.
- D. Documentation of 2,000 additional hours beyond the CAC II requirements of clinically supervised work experience hours that shall not be completed in fewer than twelve (12) months and must consist of all of the following addiction treatment functions:
 - 1. Clinical evaluation to include screening and assessment;
 - 2. Clinical intake, discharge planning, and discharge;
 - 3. Treatment planning;
 - 4. Care coordination, including linkage and referral;
 - 5. Individual and/or family and/or group counseling;
 - 6. Case management;
 - 7. Client, family, and community education;
 - 8. Documentation required for a clinical record.
- E. Documentation of clinical supervision of a minimum of two (2) hours per month by a CAC III or LAC for full time work experience credit or prorated for part time work experience, but no less than one (1) hour per month. a clinical supervisor other than a CAC III or LAC must meet requirements as determined and approved by the Department.
- F. Documentation of successfully passing a national examination as determined and approved by the Department. Completion of a national

examination for the purposes of these rules does not constitute national certification.

- G. For individuals who hold a clinical master's or clinical doctorate degree, documentation shall be provided showing successful completion of certain required training classes or their equivalent as determined and approved by the Department. All such classes shall be completed within five (5) years prior to the application received date by DORA. Requirements for work experience hours, clinical supervision and college/education class equivalency shall be determined by the Department.
- H. Those individuals who currently hold a CAC III shall engage in one hour per month of documented clinical consultation with a CAC III, LAC or other qualified clinical professional that may be obtained face-to-face or by the use of telephone or other electronic means.

14.600 REQUIREMENTS FOR LICENSED ADDICTION COUNSELORS

A person applying for licensure as an addiction counselor must meet the following requirements:

- A. Hold an active, valid certificate in good standing of a CAC III or meet all requirements of a CAC III; and,
- B. Possess a master's or doctoral degree in the behavioral health sciences or an equivalent program from a regionally accredited institution of higher education (see Section 14.600, B, 2). The applicant who has been trained in addiction counseling or earned a clinical degree outside the United States has the responsibility of presenting evidence to the Department to prove equivalency to an advanced degree awarded in the United States from a regionally accredited institution of higher education; and,
- C. Pass a national examination as determined and approved by the Department. The examination must have been taken after the master's degree used for licensure has been conferred. Completion of a national examination for the purposes of these rules does not constitute national certification.

14.700 REQUIREMENTS FOR CLINICAL SUPERVISION PROVIDED BY A CAC III AND LAC

Those individuals holding an active CAC III or LAC are designated providers of clinical supervision in the addiction counseling field. Clinical supervision shall be delivered in either a group or individual setting. The preferred method of delivery is face-to-face. Group clinical supervision is limited to no more than six supervisees.

The following qualifications, competencies, and duties are required for the clinical supervisor designation. A description of dual relationships that are to be avoided by the clinical supervisor is included in this section.

14.710

QUALIFICATIONS OF THE CLINICAL SUPERVISOR

- A. The supervisor shall have clinical experience and competence adequate to perform and direct the services provided by the supervisee including knowledge of legal, ethical, and professional standards.
- B. The clinical supervisor shall be able to identify the learning needs of the supervisee and use methods that are appropriate to the supervisee's level of development, training, and experience.
- C. The supervisor shall hold an active CAC III or LAC in good standing. A clinical supervisor other than a CAC III or LAC must meet all training and work experience requirements as determined and approved by the Department.

14.720

CORE COMPETENCIES OF THE CLINICAL SUPERVISOR

- A. Clinical supervisors shall assist supervisees to develop knowledge and skills in providing client care, treatment collaboration, continued learning, and job management.
- b. Clinical supervisors shall exercise supervisory responsibility for the clinical work performed by their supervisees including, but not limited to, counselor skill development and assessment, counselor performance evaluations, and professional responsibility.
- C. Clinical supervisors shall be responsible for the supervised activities of their designated supervisees. They shall communicate to a supervisee an understanding of legal and regulatory requirements and their impact on the profession including, but not limited to, certification, licensure, duty to warn of danger to self or others, client confidentiality, and client rights. They shall communicate to the supervisee an understanding of ethical considerations that pertain to the supervisory process including, but not limited to, dual relationships, due process, informed consent and vicarious liability.
- D. Clinical supervisors shall be available for emergency consultation with supervisees.
- E. Clinical supervisors shall be able to interrupt or stop the supervisee from practicing counseling for cause and to terminate the supervisory relationship as indicated.
- F. Clinical supervisors shall document the dates supervision sessions occurred, length of the session, description of the supervision topics and any recommendations made, the name of the presiding supervisor and credentials, and the names of attending supervisees. Clinical supervisors shall assure that supervisees receive duplicate copies of supervisory records.

- G. Clinical supervisors shall document and maintain the following as part of the supervisory record:
1. Supervisor evaluation of supervisee work performance at least once every six months;
 2. Supervisee evaluation of supervision received at least once every six months;
 3. Clinically supervised work experience hours shall be documented on work verification forms (wvf) or the equivalent;
 4. Termination of supervision with reasons for such termination.

14.730 DUTIES OF THE CLINICAL SUPERVISOR

Supervision shall include, but is not limited to, the following activities:

- A. Documented observation of the supervisee's clinical practice by the supervisor that may include, but not be limited to, audio, video, two-way mirror, co-facilitation and/or direct observation.
- B. Monitoring of the supervisee's clinical practice to verify that services are being provided to clients that meet generally accepted standards of practice for addiction counselors.
- C. Review of client charts maintained by the supervisee for accuracy, completeness, and timeliness.
- D. Verification of provision of mandatory disclosure form by the supervisee pursuant to section 12-43-214, C.R.S.
- E. Verification that clients are informed as to any changes in the supervisory relationship.
- F. Keeping and maintaining records documenting supervision that meets the generally accepted standards of practice pursuant to section 12-43-222(1)(n), C.R.S.

14.740 DUAL RELATIONSHIPS IN CLINICAL SUPERVISION

- A. Conflictual dual relationships in clinical supervision to be avoided include, but are not limited to, the following:
 1. Blood relatives;
 2. Spousal relationships or significant others, either current or former;
 3. Students/interns, therapists and/or clients either current or former;

4. Any other relationship that might compromise therapist/client, supervisor/supervisee or supervisor/client relationship.
- B. DORA may grant an exception to the above upon showing that:
1. The client was fully informed of the dual relationship and the possibilities for conflicts of interest;
 2. The client's access to quality care has not been compromised;
 3. The supervisor and the supervisee have not benefited from the relationship over and above a reasonable fee for service (i.e., that the power in the relationship has not been used to influence the relationship for personal gain);
 4. The client and supervisory relationships have not been compromised and the best interests of the client are served by the relationship.

14.800 APPLICATIONS

14.810 Application for Initial Certification for CAC I, II, III, or LAC

An application for initial certification and licensure shall include a completed DORA application, applicable fee, DORA developed jurisprudence examination, and official documentation of passing a national exam as applicable.

14.820 Application for Reinstatement of Certification or Licensure

An applicant whose certification or license has expired for more than two (2) years shall complete the DORA reinstatement application, pass a DORA developed jurisprudence examination, and demonstrate continued professional competence by documenting one of the following:

- A. Completion of required training as determined and approved by the Department which must be taken and passed within the past two (2) years prior to the application received date by DORA.
- B. A national examination as determined and approved by the Department taken and passed within the past two (2) years prior to the application received date by DORA.

14.830 Application by Endorsement for certification or licensure

These rules establish criteria for consideration of certification or licensure by endorsement. An applicant has the responsibility for establishing that their credentials, work experience, and qualifications are substantially equivalent to the level of endorsement being sought.

- A. Complete the DORA endorsement application, pass a DORA developed jurisprudence examination, and provide documentation of holding, in good standing, a current, active and verifiable international, national or state certification or license or its equivalent as determined by the Department.
- B. The applicant shall submit documentation to DORA demonstrating that the addiction counseling clinical training, clinically supervised work experience hours, and clinical supervision received for their existing certification, license or similar credential is substantially equivalent to that required for the CAC I, CAC II, CAC III or LAC as defined in sections 14.300, 14.400, 14.500, and 14.600 of these rules. DORA may request additional information from the applicant as applicable.
- C. DORA may decline to issue a certificate or license by endorsement to an applicant against whom disciplinary action has been taken or is pending related to his/her practice, against whom an investigation is being conducted in connection with his/her practice, or who is the subject of an unresolved complaint related to his/her practice.

14.900 INFORMATION REQUIRED TO BE REPORTED TO DORA

14.910 Reporting Violations

Addiction counselors are required to report violations of section 12-43-222, C.R.S., to DORA once they have direct knowledge that a licensee, certified addiction counselor, or unlicensed psychotherapist has violated a provision of section 12-43-222, C.R.S. Addiction counselors are not required to report when reporting would violate client/therapist confidentiality (see Section 12-43-218, C.R.S.).

- A. Direct knowledge means having seen, heard, or participated in the alleged violation; having been informed by the client/victim of a violation and obtained informed consent to release information as to the client's name and the event; having been informed of a violation by the violator; having been informed by a guardian of a minor and obtained informed consent from the guardian to release information; and/or having been informed by a professional organization, agency, or any other entity, that an alleged violation occurred.
- B. If direct knowledge of a violation of Section 12-43-222, C.R.S., is obtained from a client, the addiction counselor shall:
 - 1. Inform the client a violation may have occurred;
 - 2. Encourage the client to report the violation to DORA;
 - 3. Provide the client with information regarding filing a complaint with DORA;
 - 4. Obtain the client's informed consent before reporting the alleged violation.

- C. The report shall be in writing and shall include the specifics of the violation, to the degree known, and any and all relevant information and supporting documentation.

14.920

REQUIREMENT TO UPDATE PERSONAL INFORMATION

- A. DORA maintains only one contact address for each licensed or certified addiction counselor.
- B. All licensed or certified addiction counselors shall inform DORA in writing of any name, address, telephone, or email change within thirty (30) calendar days of the change. DORA will not change the information without this written notification.
- C. DORA requires one of the following forms of documentation in order to change a regulated addiction counselor's name or social security number:
 - 1. Marriage license;
 - 2. Divorce decree;
 - 3. Court order; or,
 - 4. Driver's license or social security card with a second form of identification may be acceptable at the discretion of DORA.