



Mental Health Counselors, Marriage & Family Therapists, and Social Workers Advisory Committee

Regular Meeting Notice

September 6, 2024

Time:	9:00 a.m.
Location:	Washington State Department of Health Town Center East 2 (TC2) Building, Room #153 111 Israel Road SE, Tumwater, WA 98501
Contact Person:	Lana Crawford, Program Manager (564) 669-1455
Board/Committee Members:	Megan Simmons, LMFT, Chair Beda Herbison, LICSW, Vice Chair Kim McBride, LMFT Joel Freedman, LMHC Linda Sattem, Ph.D., Public Member Melissa Denner, LMHC, SUDP Netra Kendle, Ed.S., Public Member Vacant - LASW Vacant - Public Member
Assistant Attorney General:	Luke Eaton, Assistant Attorney General Marie Carp, Assistant Attorney General
Staff:	Lana Crawford, Program Manager Joe Miller, Executive Director Eve Austin, Executive Director James Smartt, Program Support John Simmons, Program Support Melody Casiano, Policy Analyst Brandon Williams, Project Manager
Guest Presenters:	None

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

Open Session:

1. Call to Order – Megan Simmons, LMFT, Chair

- 1.1. Introductions
- 1.2. Approval of the September 6, 2024, agenda
- 1.3. Approval of the May 31, 2024, LC SUDP joint meeting minutes

2. Public Comment – Megan Simmons, LMFT, Chair

The public will have an opportunity to provide comments during this time.

3. Assistant Attorney General Report – Luke Eaton, AAG

The AAG will report on any items relevant to the advisory committee.

4. Program Update – Lana Crawford, Program Manager and Joe Miller, Executive Director

- 4.1. Budget Report
- 4.2. Credentialing Report
- 4.3. Committee member recruitment update

5. Presentation: Robert’s Rules of Order & Parliamentary Procedures - Luke Eaton, AAG

The AAG will give a presentation on Robert’s Rule of Order.

6. Bylaws – Lana Crawford, Program Manager

The committee will review and discuss a draft of the advisory committee bylaws

- 6.1. Bylaws Draft

7. Licensed Counselors Rules Update - Lana Crawford, Program Manager and Brandon Williams, Project Manager

The program and project manager will provide an update regarding the status of the current rules and will review proposed language that affects licensed counselors.

- 7.1. Chapter 246-809 WAC Draft Language

8. Compact Updates – Lana Crawford, Program Manager

The program manager will provide an update on the counseling compact.

- 8.1. [Counseling Compact](#)
- 8.2. [Social Work Compact](#)

9. Roundtable Discussion - Megan Simmons, LMFT, Chair

Open discussion for the advisory committee.

10. Future Business – Megan Simmons, LMFT, Chair

The committee will discuss agenda items for future meetings.

10.1. Mission & Vision Statement

10.2. Credentialing Information

12.3.1. Statistics regarding what percent of the LMHC active licenses are held by individuals who graduated from an MFT/CFT program.

12.3.2. Student resources for the application process (i.e. checklist, tutorial, or workshop).

11. Adjournment - Megan Simmons, LMFT, Chair

Next Scheduled Meeting:

November 15, 2024
9:00 a.m.

Meeting Link:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 257 808 955 805

Passcode: YScAUQ

Dial-in by phone

[+1 564-999-2000,,215391551#](#) United States, Olympia

[\(833\) 322-1218,,215391551#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 215 391 551#

Times and Order:

The meeting will begin at 9:00 a.m. and will continue until all agenda items are complete.

This agenda is subject to change. Comments from the public in attendance will be taken after each agenda item.

This meeting is being recorded.

If anyone objects or does not consent, please let us know.



**Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee and Substance Use Disorder Certification Advisory Committee
Joint Meeting Minutes**

May 31, 2024

Virtual Meeting via Microsoft Teams n person at Washington State Department of Health 111 Israel Road, Room 153, Tumwater, WA 98501

Substance Use Disorder Professional Advisory Committee

Members Present:

Susan Cherry, SUDP, Chair
Bergen Starke, LMHC, SUDP, Vice Chair
Lisa Rudduck, LMHC, SUDP
Gayle Martinsen, STR Treatment Mgr., HCA*
Vacant, SUDP
Vacant, SUDP
Vacant, MD or MHP
**ex-officio member*

Members Absent:

Raymond Gregson, CPC, Public Member

Assistant Attorney General Staff:

Kristi Knieps, AAG

DOH Staff:

Eve Austin, Executive Director
Joe Miller, Executive Director
Claire Wilson, SUD Program Manager
Lana Crawford, LC Program Manager
John Simmons, Program Support
James Smartt, Program Support
Joan Simmons, Program Support
Melody Casiano, Policy Analyst
Jennifer Herbrand, Deputy Credentialing Mgr.
Brandon Williams, Project Manager

Mental Health Counselors, Marriage & Family Therapists, and Social Workers Advisory Committee

Members Present:

Megan Simmons – LMFT, Chair
Beda Herbison, LICSW, Vice Chair
Melissa Denner, LMHC
Linda Sattem, Ph.D., Public Member
Vacant, LMHC
Vacant, LASW
Vacant, Public Member

Members Absent:

Michael Fitzpatrick, LMFT, Chair
Netra Kendle, Public Member

Assistant Attorney General Staff:

Luke Eaton, AAG

Guest Presenters:

Elizabeth Geisler, HELMS Business Deputy Project Director
Kitty Slater, Legal Services Case Manager
Kevin Taylor, Legal Services Case Manager

On May 31, 2024, the Substance Use Disorder Certification Advisory Committee and the Mental Health Counselors, Marriage & Family Therapists, and Social Workers Advisory Committee met online via Microsoft Teams and in person at Washington State Department of Health 111 Israel Road, Room 153, Tumwater, WA 98501. Notice of the meeting was published on the Substance Use Disorder, Mental Health Counselor, Marriage & Family Therapist, and Social Worker profession websites and was sent out through the GovDelivery listserv for each profession.

Open Session:

1. Opening of Public Meeting – Susan Cherry, SUDP, Chair and Megan Simmons, LMFT, Chair
 - 1.1. Call to Order - The meeting was called to order at 9:05 a.m. Committee and agency staff members as well as public attendees introduced themselves and their area of practice.
 - 1.2. Agenda - *Motion to approve the May 31, 2024, agenda, seconded, motion passed (Substance Use Disorder Certification Advisory Committee), motion passed (Mental Health Counselors, Marriage & Family Counselors, and Social Workers Advisory Committee).*
 - 1.3. Minutes - *Motion to approve the June 9, 2023, joint meeting minutes, seconded, motion passed (Substance Use Disorder Certification Advisory Committee), motion passed (Mental Health Counselors, Marriage & Family Counselors, and Social Workers Advisory Committee).*

2. Public Comment

There were no comments from the public.

3. Program Manager Reports – Lana Crawford and Claire Wilson, Program Managers

- 3.1. Mental Health Counselors, Marriage & Family Therapists, and Social Workers Advisory Committee (MHC, MFT, and SW) budget report.

Ms. Crawford presented the current budget numbers. The following is the current fund balance for the three programs:

- Budget Report
 - o Marriage & Family Therapists – (\$7,880).
 - o Mental Health Counselors – (\$464,800).
 - o Social Workers – (\$1,240,000).
- Credentialing Report
 - o Ms. Herbrand presented the current credentialing numbers and trends to the committee.

Credential	Active Status	Pending Apps
LMFT	2,401	256
LMFT assoc.	807	130
LMHC	10,544	610
LMHC assoc.	3,112	480
LASW	141	76
LASW assoc.	453	51

LICSW	7,275	1,219
LICSW assoc.	3,154	240

3.2. Substance Use Disorder Certification Advisory Committee (SUD)

- Budget Report

- o Ms. Wilson presented the current budget numbers. The fund balance for the program is (\$323,700).

- Credentialing Report

- o Ms. Herbrand presented the current credentialing numbers and trends to the committee.

Credential	Active Status	Pending Apps
SUDP	2,994	220
SUDPT	1,408	136

4. HELMS Presentation – Ratna Craig, HELMS Project Director and Elizabeth Geisler, Business HELMS Deputy Project Director

4.1. Ms. Geisler presented an update on the HELMS project implementation.

5. Discipline Enforcement Action – Claire Wilson / Lana Crawford, Program Managers and Kitty Slater, Legal Services Case Manager / Kevin Taylor, Legal Services Case Manager

5.1. Disciplinary Data (Ms. Wilson and Ms. Crawford)

Ms. Wilson & Ms. Crawford presented disciplinary data and trends for Licensed Counselors (MHC, MFT, and SW) and SUDP/Ts. Mr. Eaton & Ms. Knieps added information on which types of cases are more expensive.

5.2. Introduction to Case Management and Investigations (Ms. Slater and Mr. Taylor)

Mr. Taylor and Ms. Slater presented an overview of the process of complaints and investigations.

6. Assistant Attorney General Report – Luke Eaton, AAG & Kristi Knieps, AAG

6.1. MHC, MFT, and SW (Mr. Eaton) – There were no updates.

6.2. SUD (Ms. Knieps) – There were no updates.

7. Legislative Report – Claire Wilson and Lana Crawford, Program Managers

- 7.1. Ms. Wilson presented an update on the implementation status of behavioral health bills that were introduced in the 2024 legislative session, including SB 6228, E2SHB 2247, HB2245, and HB 1939. Ms. Wilson and Ms. Crawford gave an update on current emergency rules and upcoming rulemaking workshops.

8. Overview of Alternate Pathway for SUDP Licensure – Claire Wilson, Program Manager

- 8.1. Ms. Wilson provided an overview of the existing alternate pathways to SUDP licensure.

9. Approval of University of Washington’s Co-Occurring Disorder Enhancement

- 9.1. Ms. Wilson presented the curriculum for University of Washington’s Co-Occurring Disorder Enhancement. The committees discussed and approved the Co-occurring Disorder Enhancement. *Motion to approve the Co-Occurring Disorder Enhancement curriculum, seconded, motion passed (Substance Use Disorder Certification Advisory Committee), motion passed (Mental Health Counselors, Marriage & Family Counselors, and Social Workers Advisory Committee).*

10. Future Agenda Items

- No future agenda items added.

11. Meeting Adjourned

- 11.1. The meeting was adjourned at 11:18 p.m. *Motion to adjourn, seconded, motion passed (Substance Use Disorder Certification Advisory Committee), motion passed (Mental Health Counselors, Marriage & Family Counselors, and Social Workers Advisory Committee).*

Submitted by:

Claire Wilson, Program Manager
Substance Use Disorder Professional Advisory Committee

Approved by:

Susan Cherry, Chair
Substance Use Disorder Professional Advisory Committee

on file
SIGNATURE

on file
SIGNATURE

DATE

DATE

Submitted by:

Lana Crawford, Program Manager
Mental Health Counselors, Marriage & Family
Therapists, and Social Workers Advisory
Committee

Approved by:

Megan Simmons, Chair
Mental Health Counselors, Marriage &
Family Therapists, and Social Workers
Advisory Committee

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Marriage and Family Therapist

FY2024 Starting Fund Balance

(\$11.28K)

Current Fund Balance

\$54.30K

Helms Cost Allocation

\$17.87K

Revenue

\$654.43K

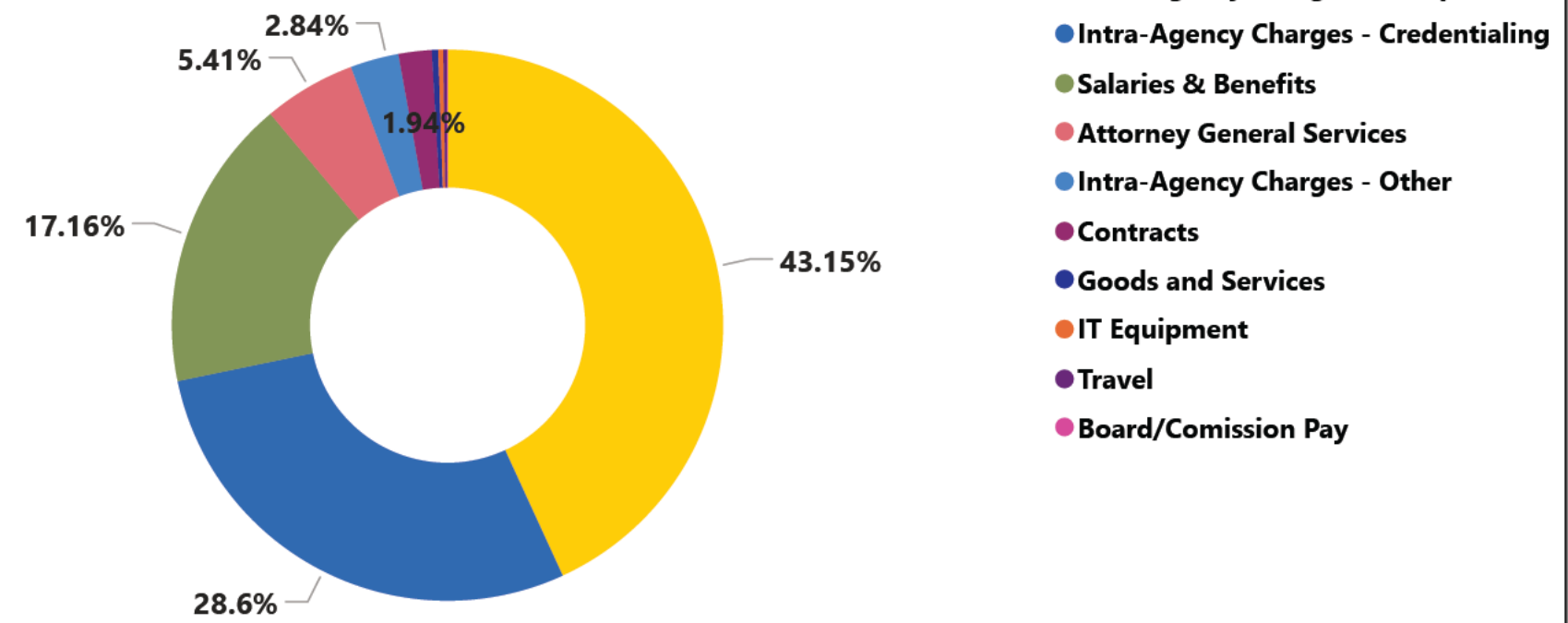
Expenses+Total Indirect+HELMS

\$606.71K

Budget Status by Spending Category

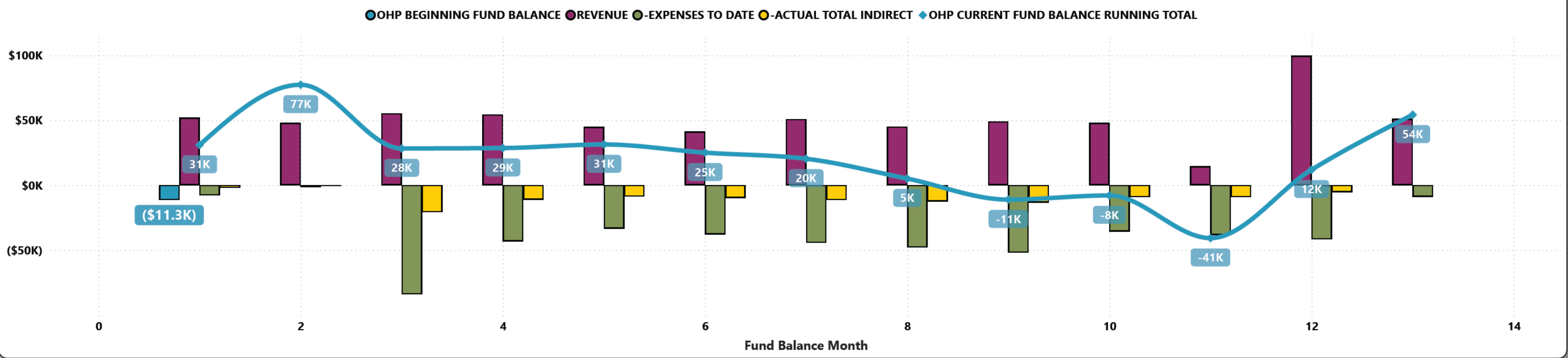
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Marriage & Family Therapist & Assoc	\$537,397	\$474,597	\$62,800
Travel	\$481	\$991	(\$510)
Salaries & Benefits	\$98,108	\$81,616	\$16,492
IT Equipment	\$260	\$1,371	(\$1,111)
Intra-Agency Charges - Other	\$19,382	\$13,507	\$5,875
Intra-Agency Charges - Discipline	\$207,920	\$205,279	\$2,641
Intra-Agency Charges - Credentialing	\$192,714	\$134,902	\$57,812
Goods and Services	\$1,352	\$1,795	(\$443)
Contracts	\$3,738	\$9,225	(\$5,487)
Board/Comission Pay	\$312	\$182	\$131
Attorney General Services	\$13,130	\$25,731	(\$12,601)
Total	\$537,397	\$474,597	\$62,800

Expenses By OHP Spending Category

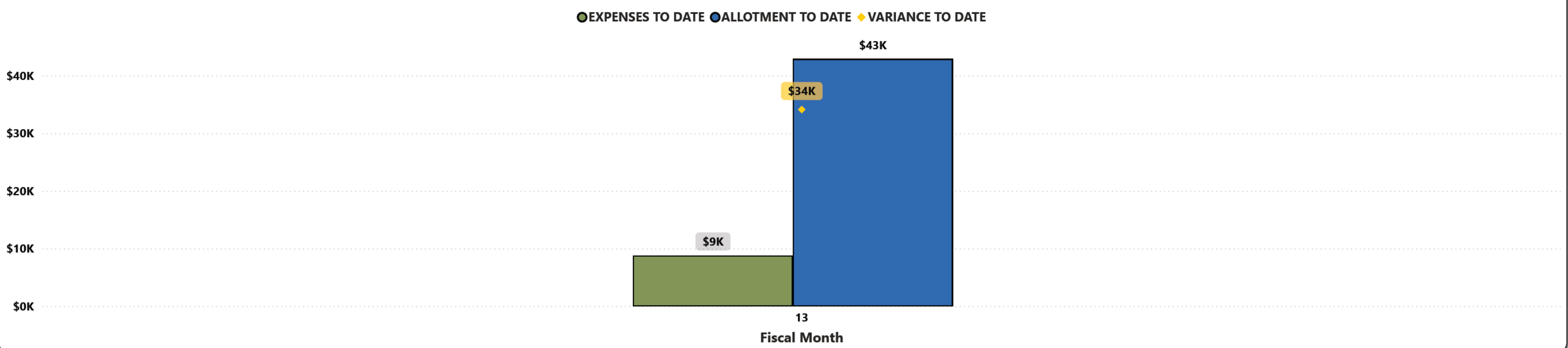


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Marriage & Family Therapist & Assoc	\$644,025.00	\$654,426	\$10,401
Total	\$644,025.00	\$654,426	\$10,401

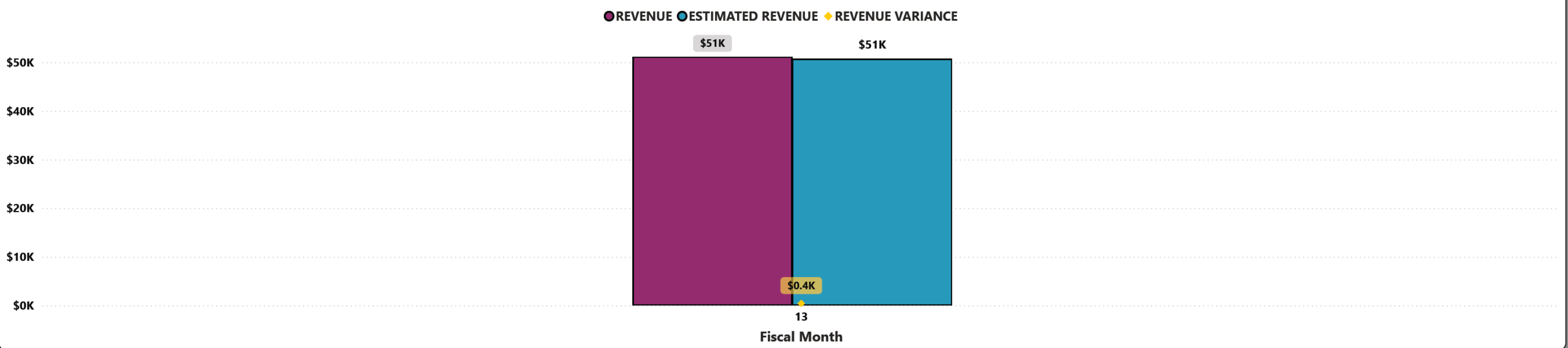
Revenue vs Expenditure - Fund Balance by Fiscal Month



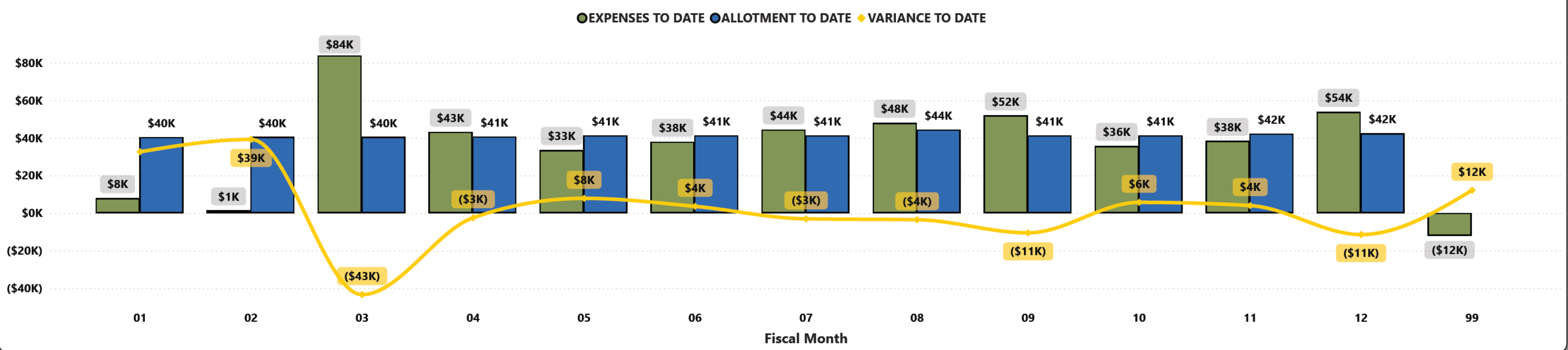
FY25 Estimated and Actual Expenditure Variance



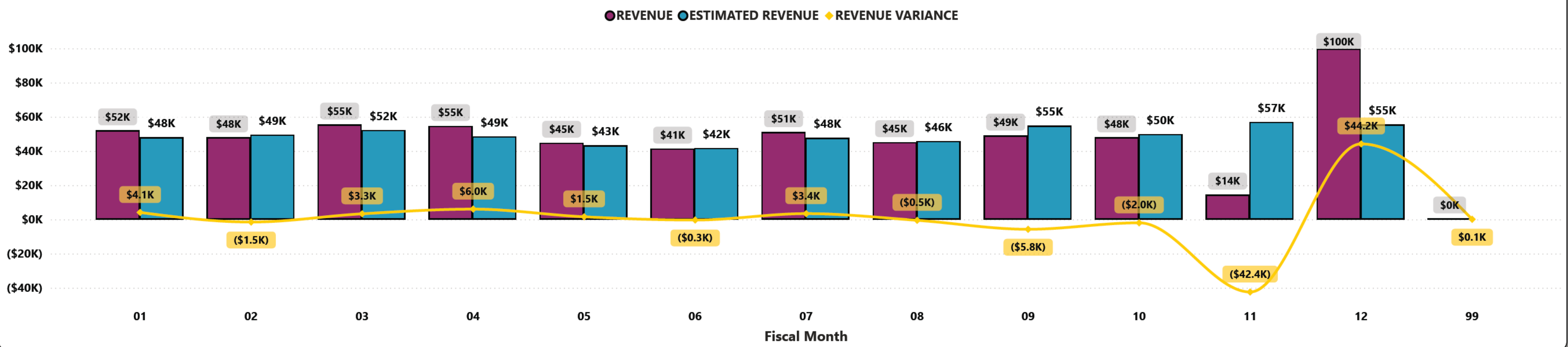
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



FY24 Estimated and Actual Revenue Variance



Mental Health Counselor

FY2024 Starting Fund Balance

(\$505.3K)

Current Fund Balance

(\$309K)

Helms Cost Allocation

\$73.87K

Revenue

\$1.82M

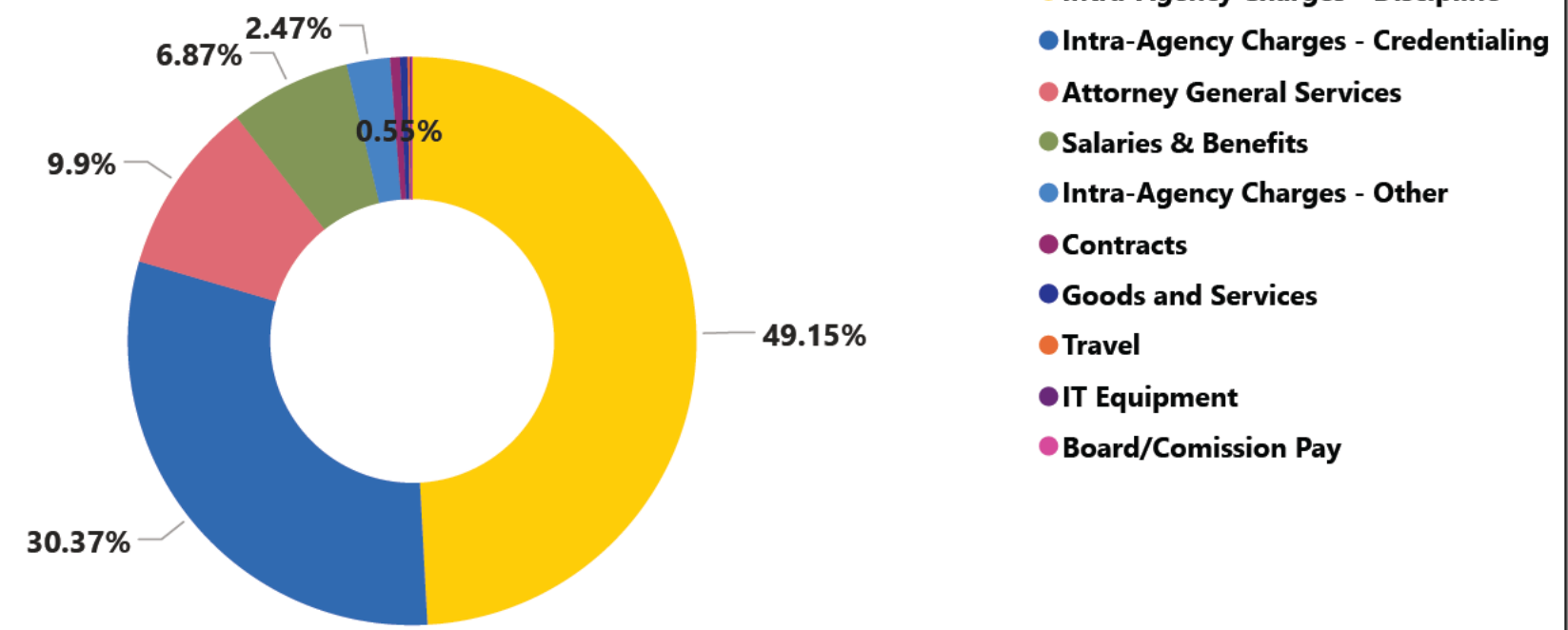
Expenses+Total Indirect+HELMS

\$1.70M

Budget Status by Spending Category

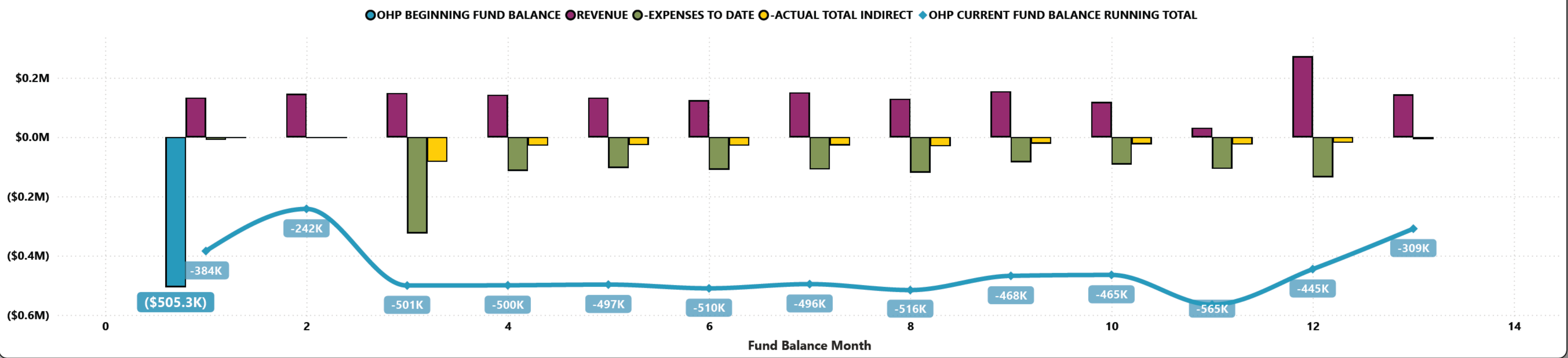
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Mental Health Counselor & Assoc	\$1,637,296	\$1,294,731	\$342,565
Travel	\$637	\$1,839	(\$1,202)
Salaries & Benefits	\$115,873	\$76,905	\$38,968
IT Equipment	\$715	\$1,371	(\$656)
Intra-Agency Charges - Other	\$48,073	\$31,864	\$16,209
Intra-Agency Charges - Discipline	\$813,681	\$644,148	\$169,533
Intra-Agency Charges - Credentialing	\$528,122	\$395,884	\$132,238
Goods and Services	\$2,392	\$5,501	(\$3,109)
Contracts	\$14,729	\$7,238	\$7,492
Board/Comission Pay	\$195	\$232	(\$37)
Attorney General Services	\$112,879	\$129,751	(\$16,872)
Total	\$1,637,296	\$1,294,731	\$342,565

Expenses By OHP Spending Category

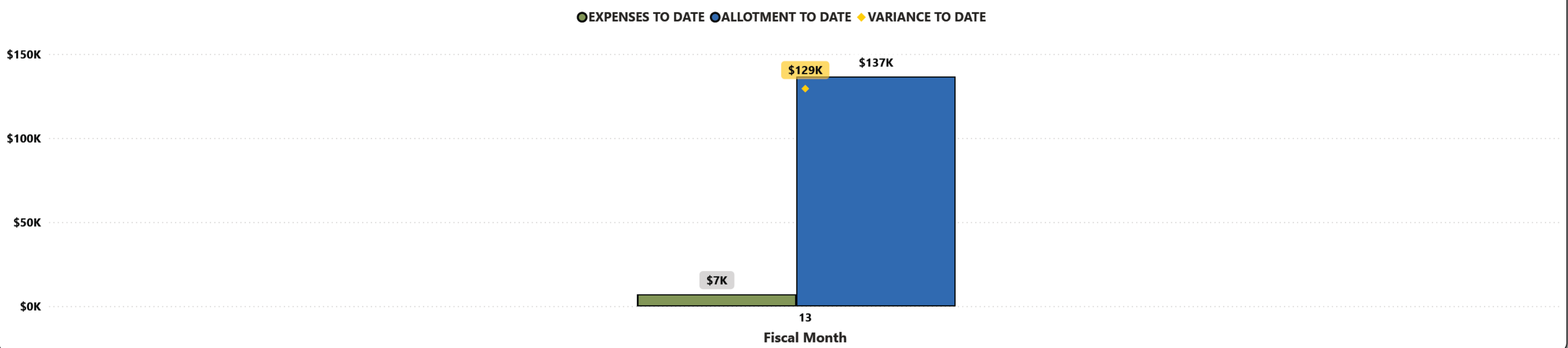


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Mental Health Counselor & Assoc	\$1,890,841.00	\$1,822,460	(\$68,381)
Total	\$1,890,841.00	\$1,822,460	(\$68,381)

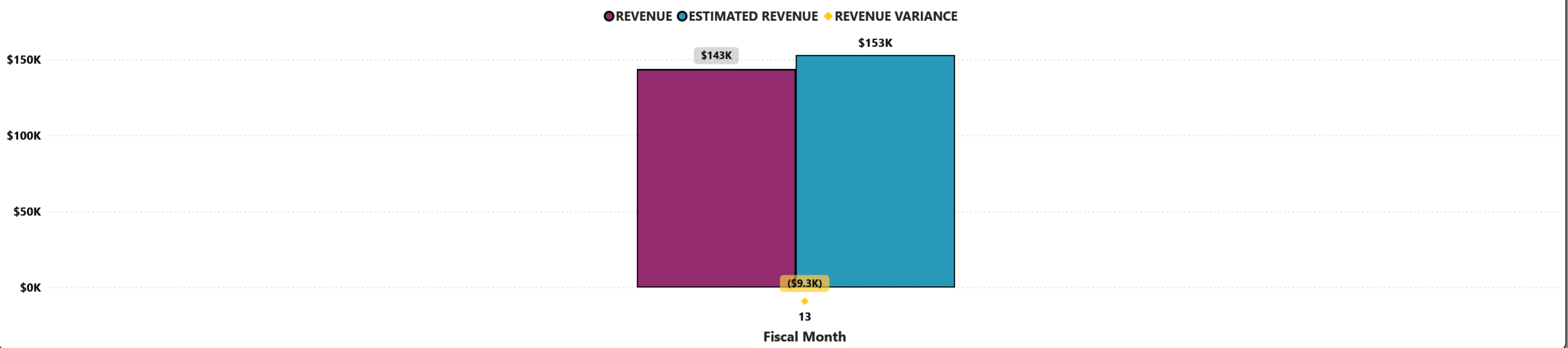
Revenue vs Expenditure - Fund Balance by Fiscal Month



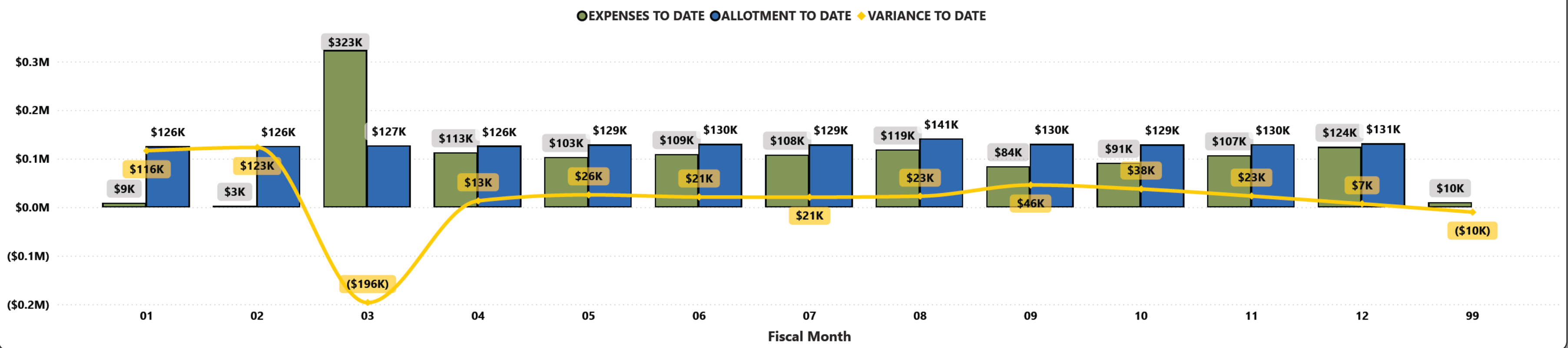
FY25 Estimated and Actual Expenditure Variance



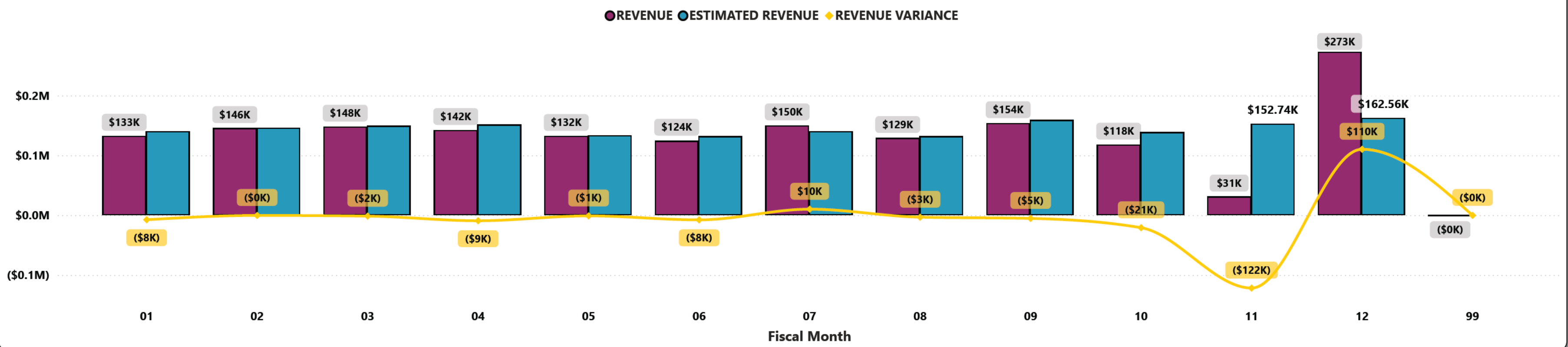
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



FY24 Estimated and Actual Revenue Variance



Social Worker

FY2024 Starting Fund Balance

\$1.31M

Current Fund Balance

\$1.31M

Helms Cost Allocation

\$59.68K

Revenue

\$991.65K

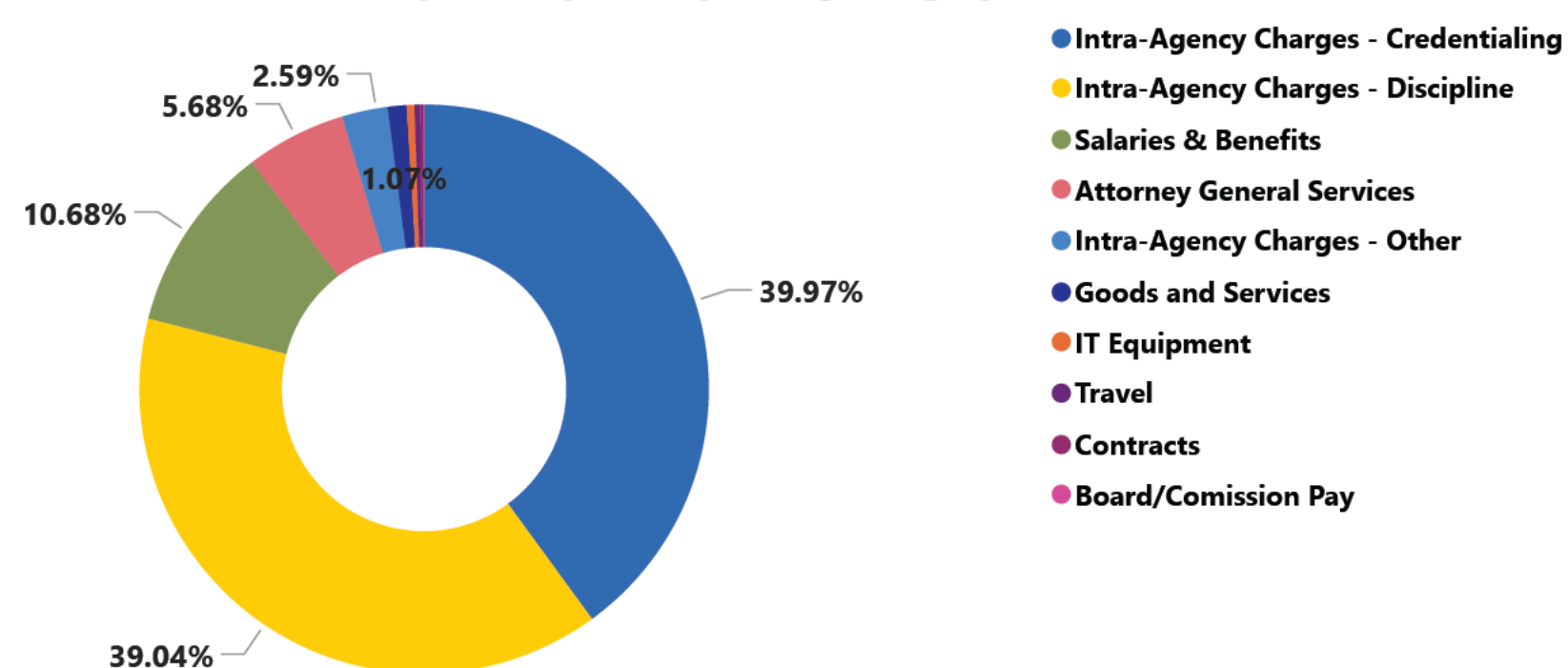
Expenses+Total Indirect+HELMS

\$1.06M

Budget Status by Spending Category

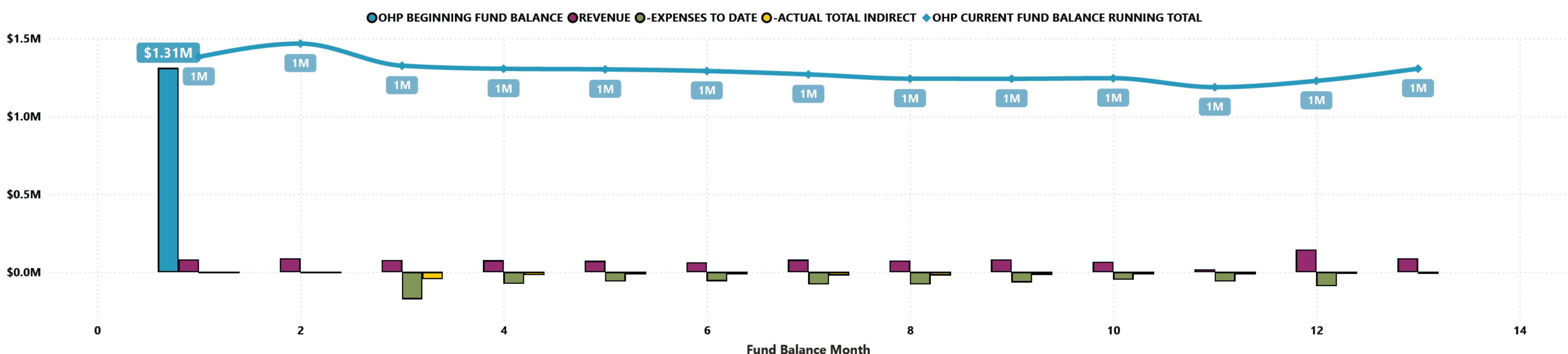
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Social Worker & Social Worker Assoc	\$904,561	\$802,765	\$101,796
Travel	\$2,067	\$2,608	(\$541)
Salaries & Benefits	\$98,082	\$85,931	\$12,151
IT Equipment	\$2,093	\$3,514	(\$1,421)
Intra-Agency Charges - Other	\$31,761	\$20,861	\$10,900
Intra-Agency Charges - Discipline	\$311,166	\$314,142	(\$2,976)
Intra-Agency Charges - Credentialing	\$429,583	\$319,676	\$109,907
Goods and Services	\$6,955	\$8,618	(\$1,663)
Contracts	\$2,171	\$1,530	\$641
Board/Comission Pay	\$195	\$187	\$8
Attorney General Services	\$20,488	\$45,699	(\$25,211)
Total	\$904,561	\$802,765	\$101,796

Expenses By OHP Spending Category

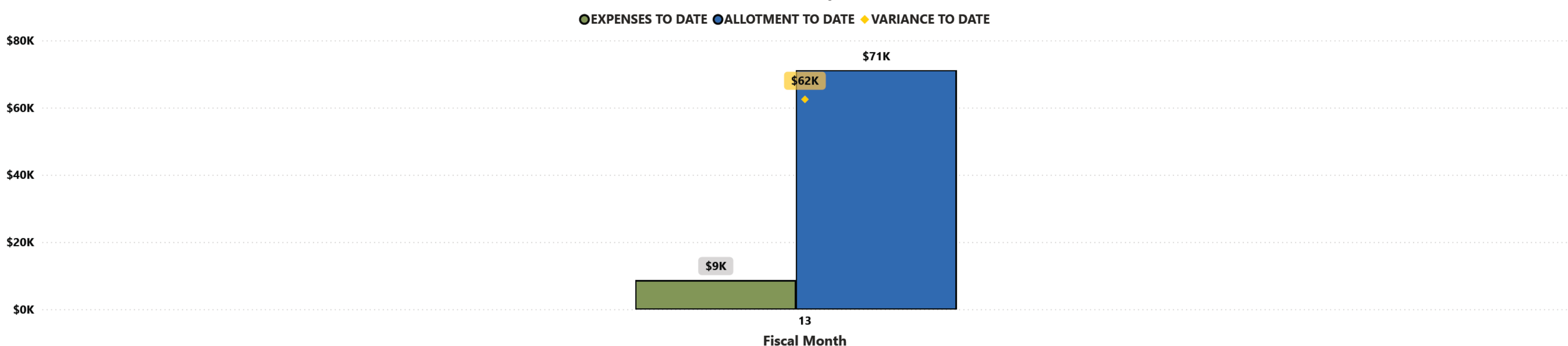


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Social Worker & Social Worker Assoc	\$1,020,341.00	\$991,645	(\$28,696)
Total	\$1,020,341.00	\$991,645	(\$28,696)

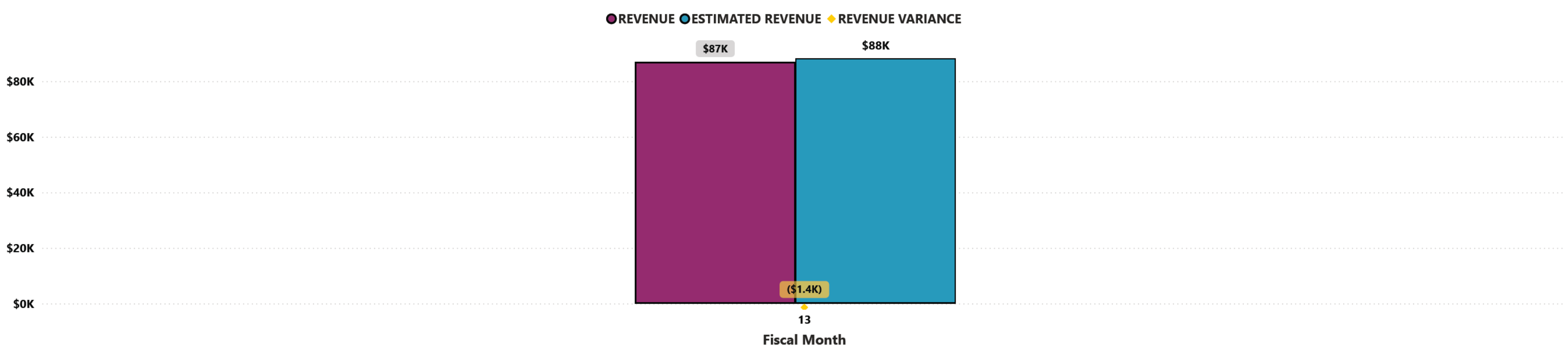
Revenue vs Expenditure - Fund Balance by Fiscal Month



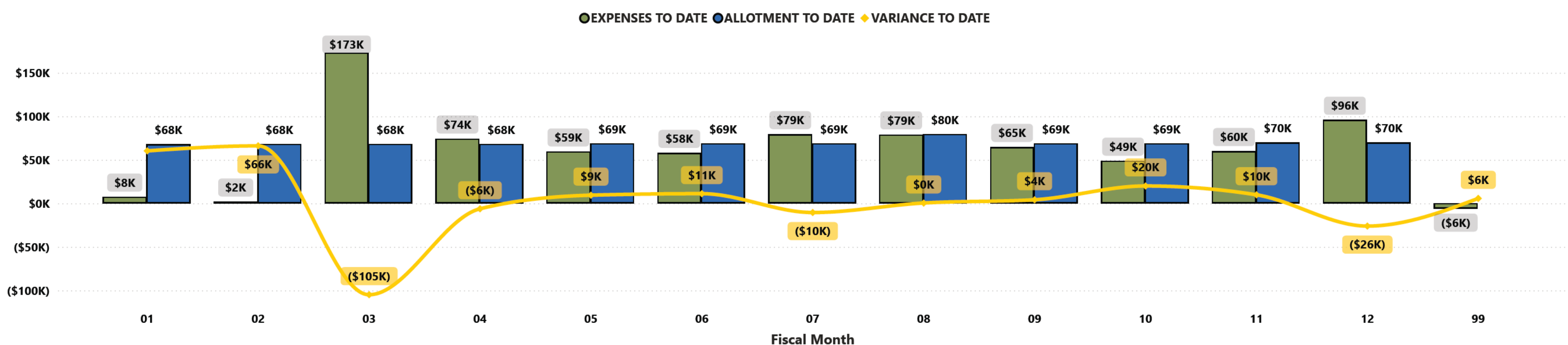
FY25 Estimated and Actual Expenditure Variance



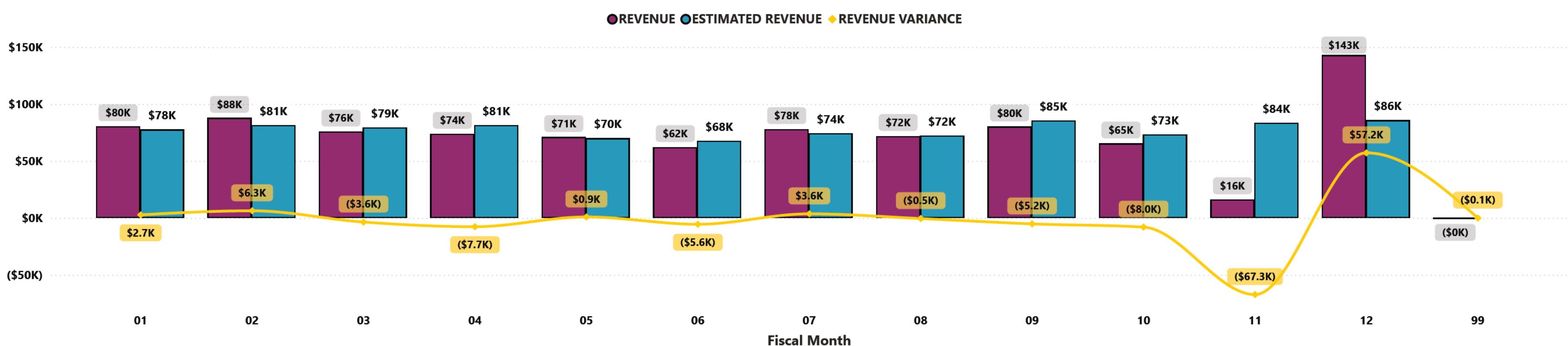
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



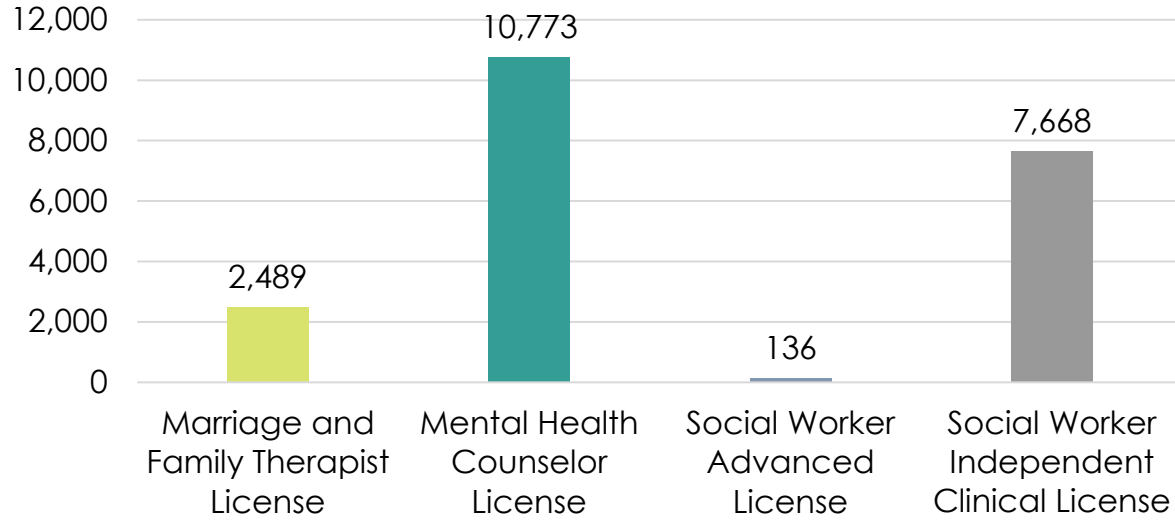
FY24 Estimated and Actual Revenue Variance



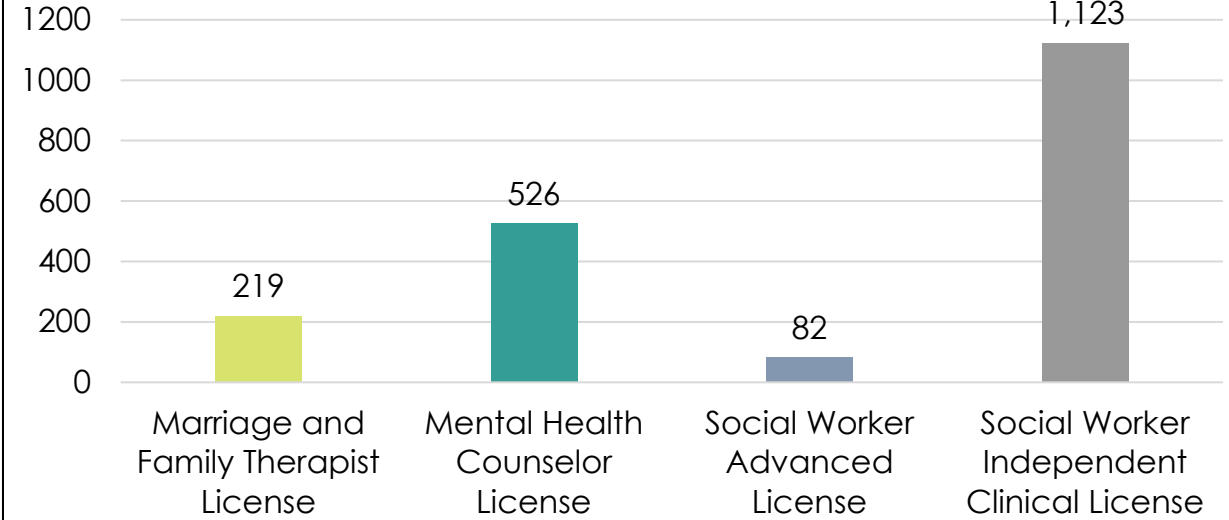


**MENTAL HEALTH COUNSELORS, MARRIAGE & FAMILY
THERAPISTS, SOCIAL WORKERS ADVISORY COMMITTEE**
September 6, 2024

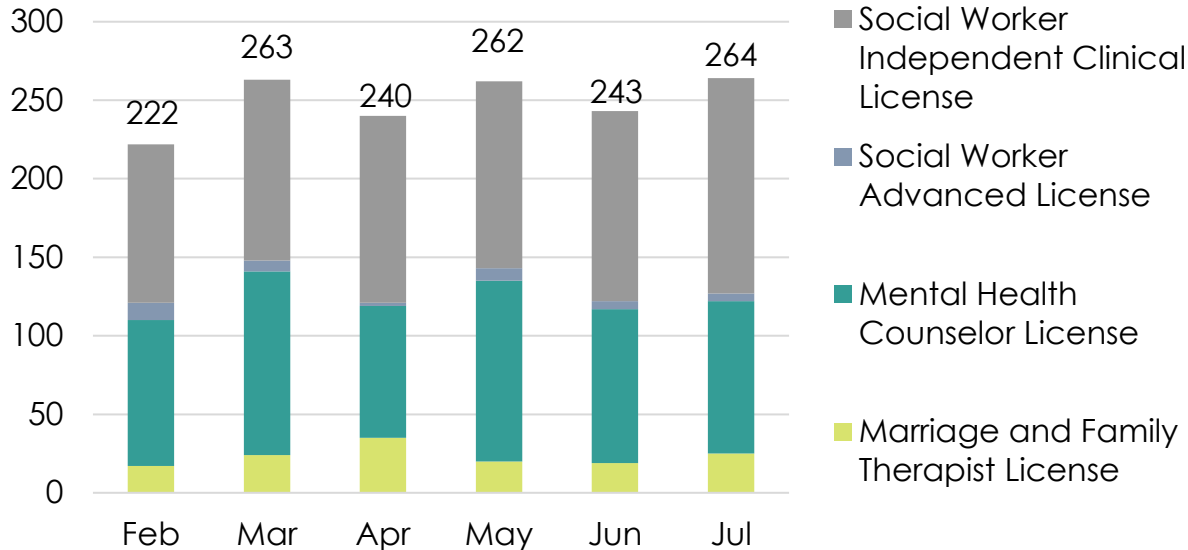
Active Status Counts



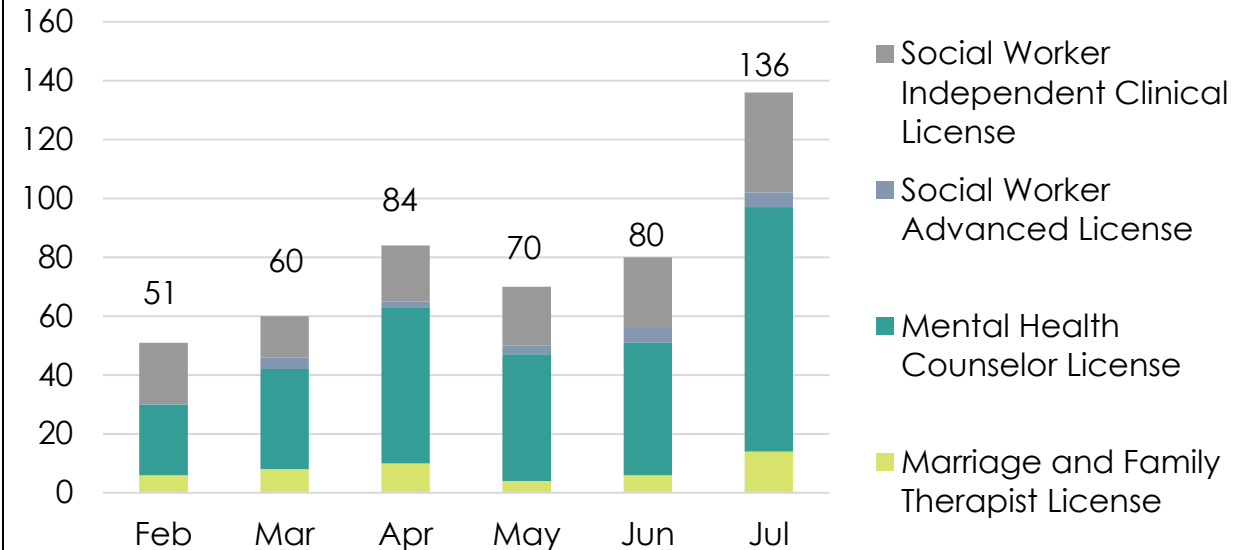
Pending Status Counts



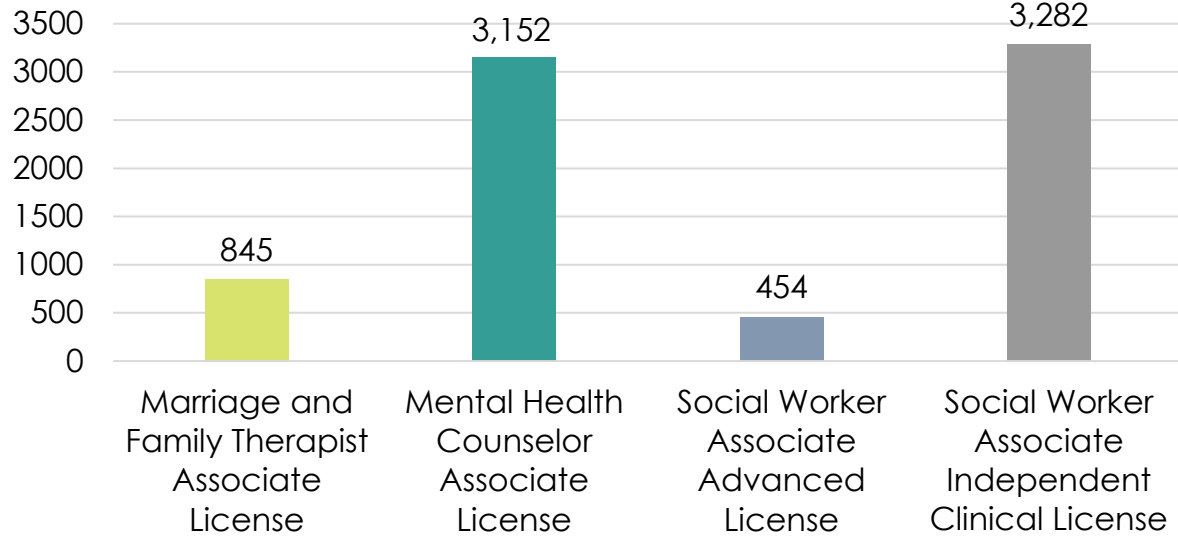
Applications Received



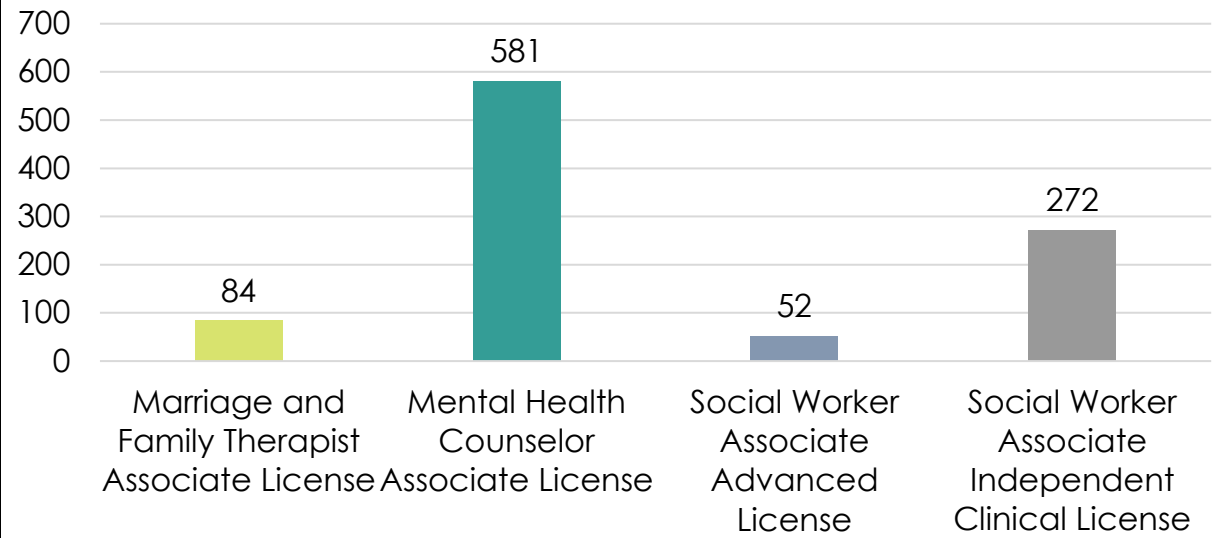
Credentials Expiring by Month



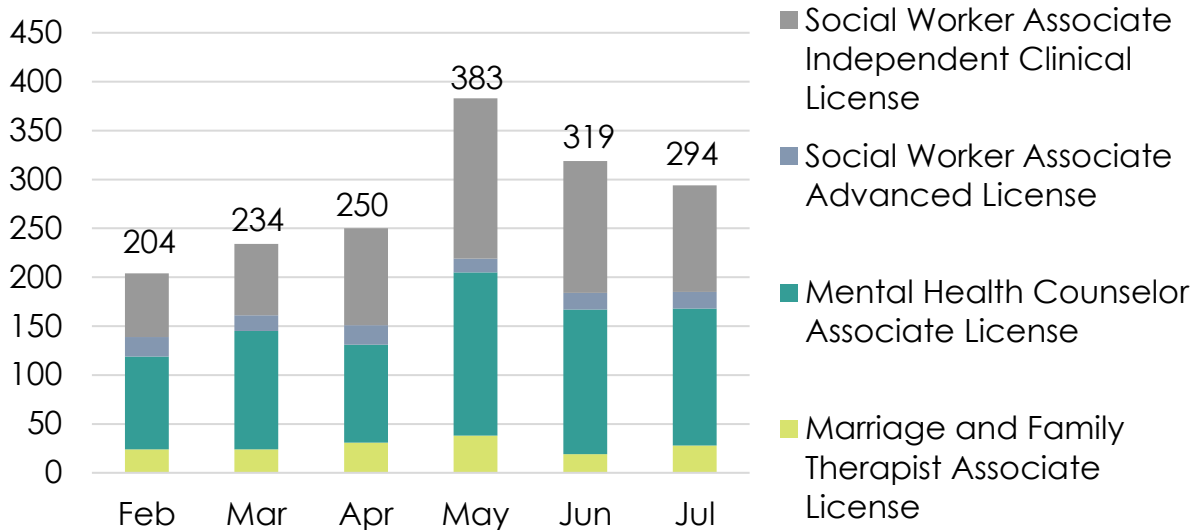
Active Status Counts



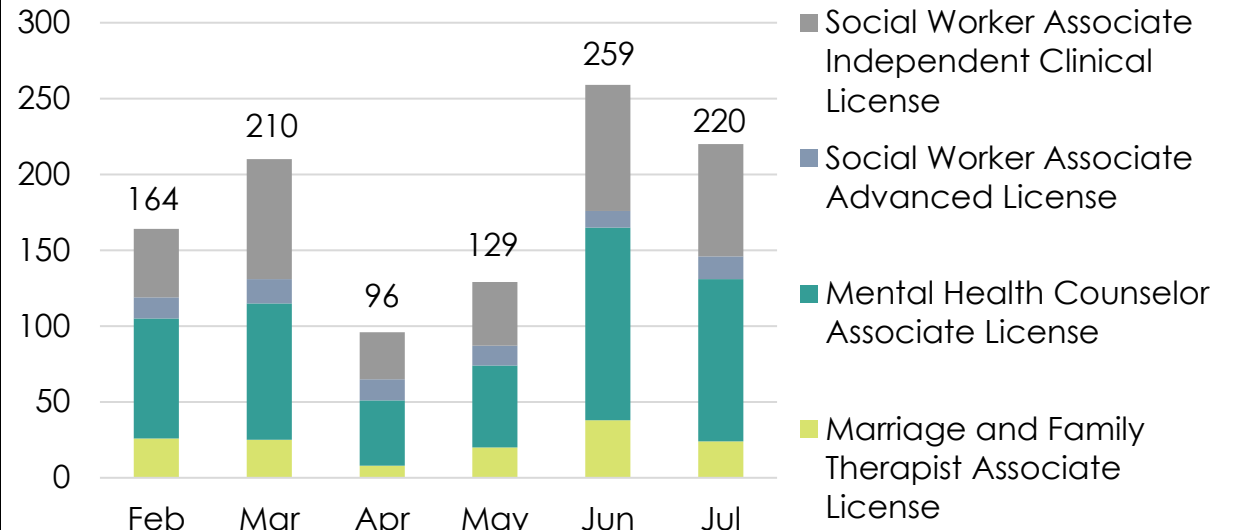
Pending Status Counts



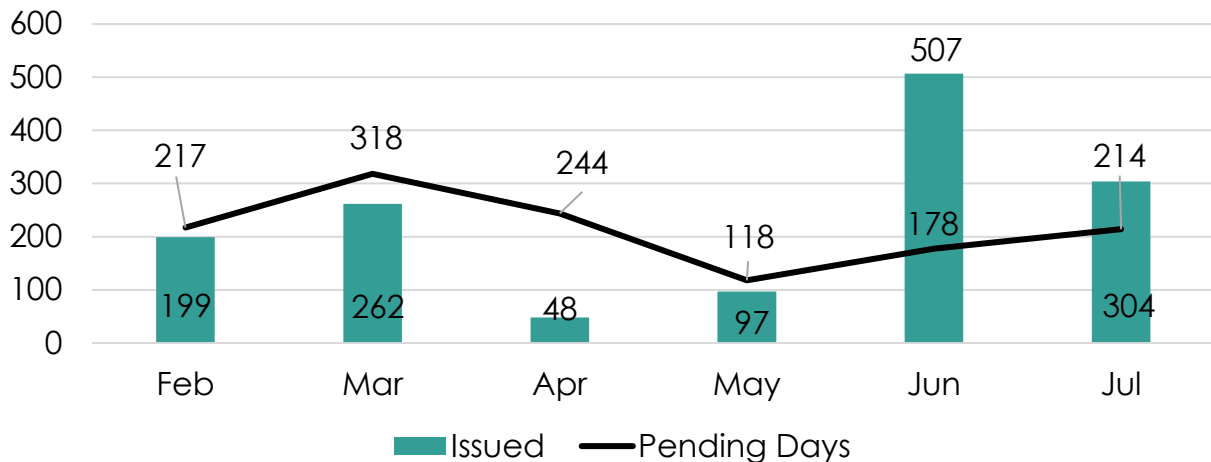
Applications Received



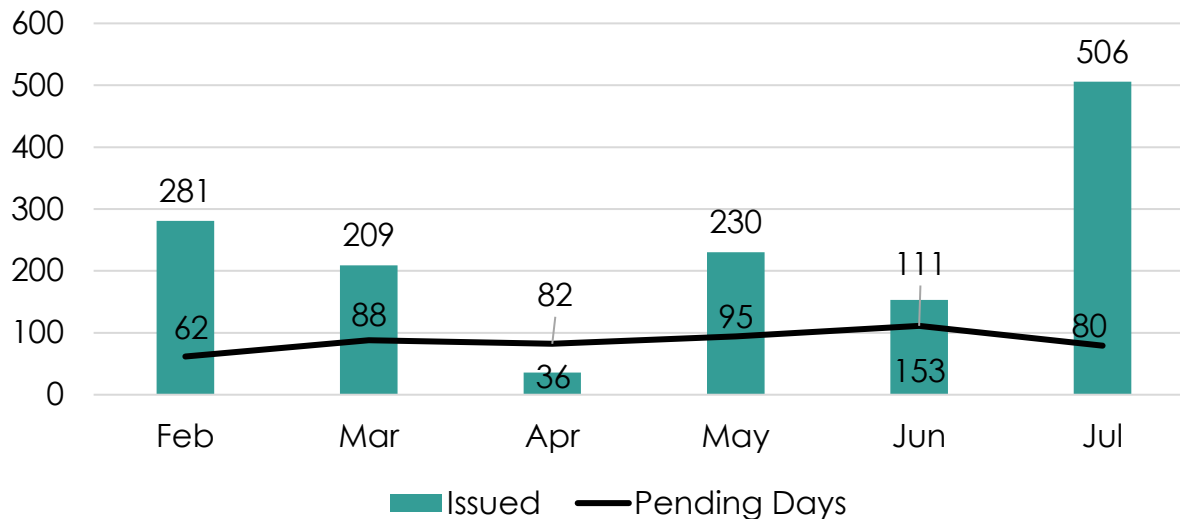
Credentials Expiring by Month



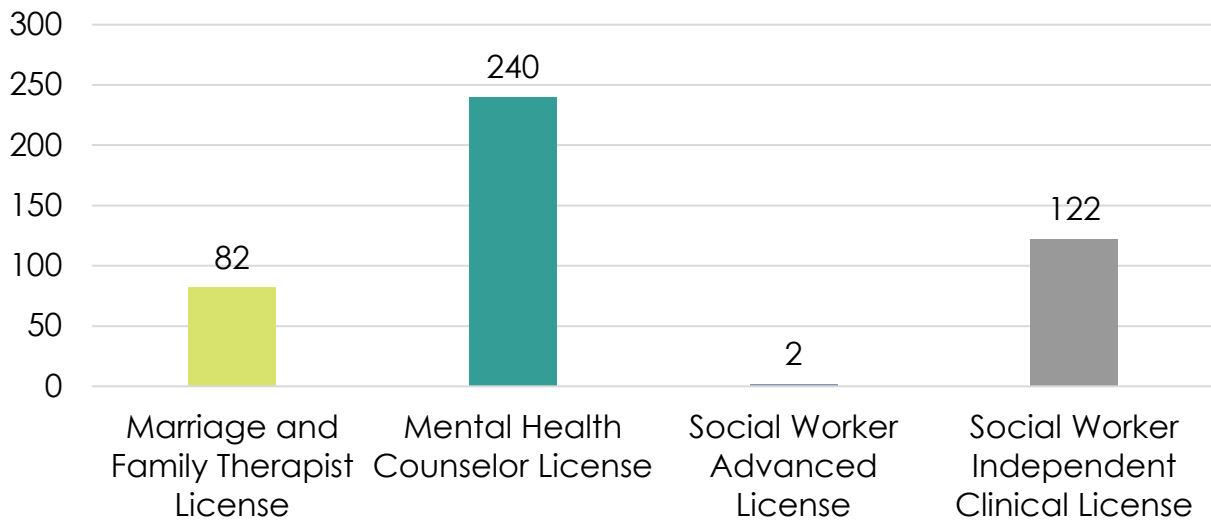
Overall Application Processing Time - Full Licences



Overall Processing Time - Associates



Retired Active Status Counts



Updates:

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

QA/CQI Administrator:

Zach Patnode zachary.patnode@doh.wa.gov

Health Professions Executive Director:

Joseph Miller Joseph.miller@doh.wa.gov

Deputy Credentialing Manager:

Jennifer Herbrand jennifer.herbrand@doh.wa.gov 360-236-4828

Health Professions Supervisor

Tiffany Drake tiffany.drake@doh.wa.gov 360-236-4933



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ROBERT'S RULES OF ORDER & PARLIAMENTARY PROCEDURE

**LUKE EATON
ASSISTANT ATTORNEY GENERAL
AGRICULTURE & HEALTH DIVISION**



PARLIAMENTARY PROCEDURE- AN INTRODUCTION

- Parliamentary procedure is the rules and precedence governing the proceedings of deliberative assemblies and other organizations
- Most commonly thought of the as the process for proposing, amending, approving, and defeating legislative motions
- Based on a set of customs, rules, and guidelines that have evolved over the last 500 years to govern the conduct of meetings



STATUTORY FRAMEWORK & BYLAWS

- RCW 18.225.220 – Mental Health Counselors, Marriage & Family Therapists, Social Workers – Generally
- RCW 18.225.060 discusses the composition of the Committee
 - Does not directly address the framework for running meetings
- Bylaws often formally adopt Roberts Rules, or “Modified” Roberts Rules; however this advisory committee has not adopted them in by-laws
 - See Article VI- Meeting Procedures



Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee Bylaws

Adopted/Revised Effective _____
Date

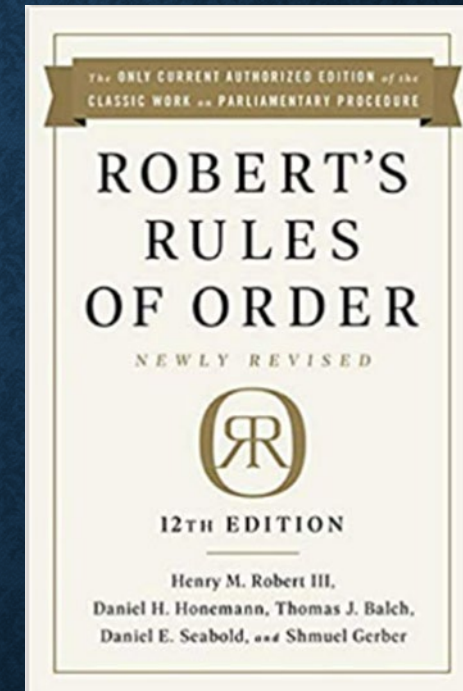
Article I.	Name and Statutory Authority
Article II.	Mission and Purpose
Article III.	Membership
Article IV.	Officers
Article V.	Meetings
Article VI.	Meeting Procedures
Article VII.	Committees
Article VIII.	Administrative Responsibilities of Members
Article IX.	Adoption and Amendment of Bylaws

Article I – Name and Statutory Authority

1. The full name of the advisory committee is the Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee; for brevity, these bylaws will refer to it as “the Committee.”
2. The Committee derives its authority from the Washington State Legislature. The Committee’s authority is codified in Chapter 18.225 RCW.

ROBERT'S RULES

- First edition published in February 1876 – “Pocket Manual of Rules of Order for Deliberative Assemblies”
- Most current editions are:
 - Robert’s Rules of Order Newly Revised (Twelfth Edition) in September 2020.
 - *In Brief* (Third Edition) in September 2020.
- The Rules are “Based, in its general principles, upon rules and practices of Congress, and adapted in its details of the use of ordinary societies”



BASIC OVERARCHING PRINCIPLES

Only One Subject

“Negative
Motions” Should
be Avoided

Only One Person
to Speak

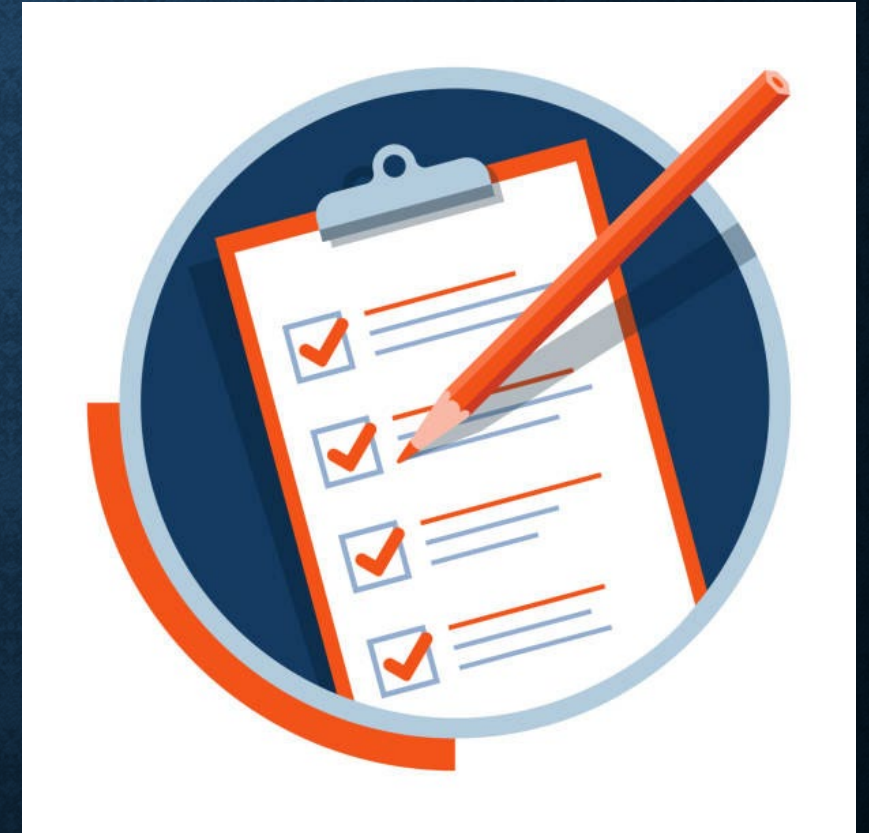
All Members are
Equal

Each Item Entitled
to Full and Free
Debate

Rights of Minority
Must be Protected
but Majority
Prevails

MEETING ORGANIZATION UNDER ROBERTS RULES

- Follows an agenda, which is a plan of action on how to efficiently and effectively run the meeting
- Agenda generally includes:
 - A call to order,
 - Adoption of the Agenda
 - Introduction, public comment, etc.
- Discussion/work done by motion
- Two types of motions:
 - Main motions
 - Secondary Motions



CHARACTERISTICS OF A MOTION

- Motions are:
 - Debatable
 - The pros and cons can be discussed
 - Amendable
 - The motion can be changed
 - Adoptable
 - If a majority votes (i.e., more than half the vote) it can be adopted



TYPES OF MOTIONS

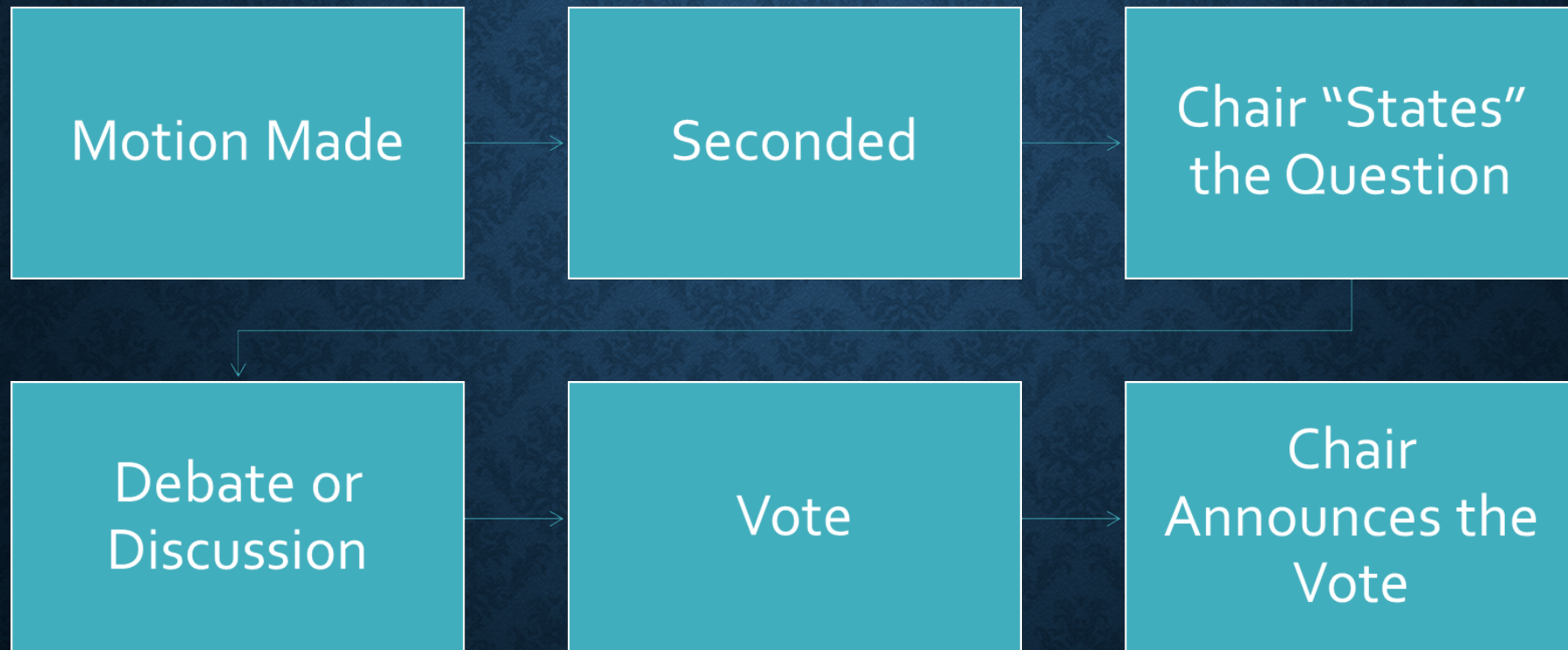
Main Motions

- A proposal that certain action be taken or an opinion be expressed by the group
- Allows the group to do work
- “I move...”
- Main motions cannot be made when any other motions are before the group.

Secondary Motions

- May be used while the main motion is on the floor
- Various types
 - Subsidiary motions
 - Incidental Motions
 - Renewal Motions

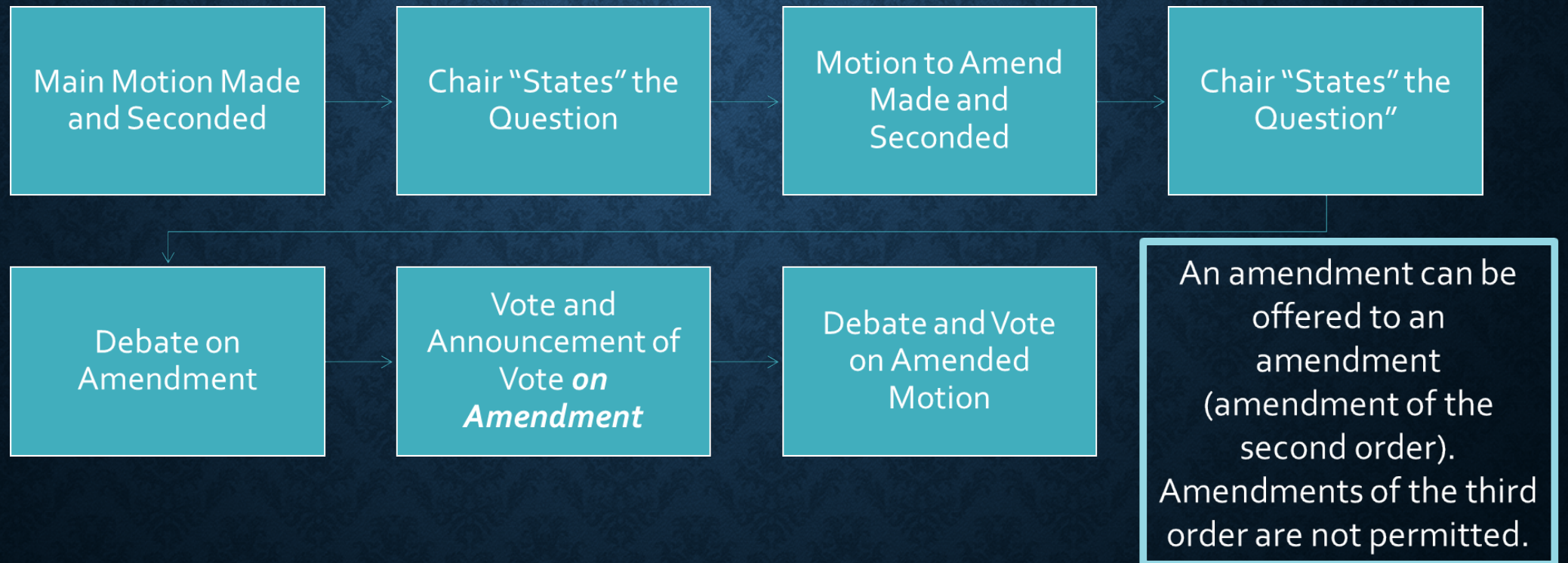
MAIN MOTIONS



SUBSIDIARY MOTIONS

- These motions direct or change how a main motion is handled.
- Examples include
 - Amendment
 - Used to “fine tune” a motion to make it more acceptable to the group
 - Tabling
 - Used to postpone discussion until the group decides by majority vote to resume discussion.
 - Refer to Committee
 - Directs that some other body will study the matter and report back.

SUBSIDIARY MOTION IN ACTION-AMENDMENT



OTHER SUBSIDIARY MOTIONS

Tabling

Previous
Question or
Close Debate

Limit/Extend
Debate

Postpone to a
Definite Time

Refer to
Committee

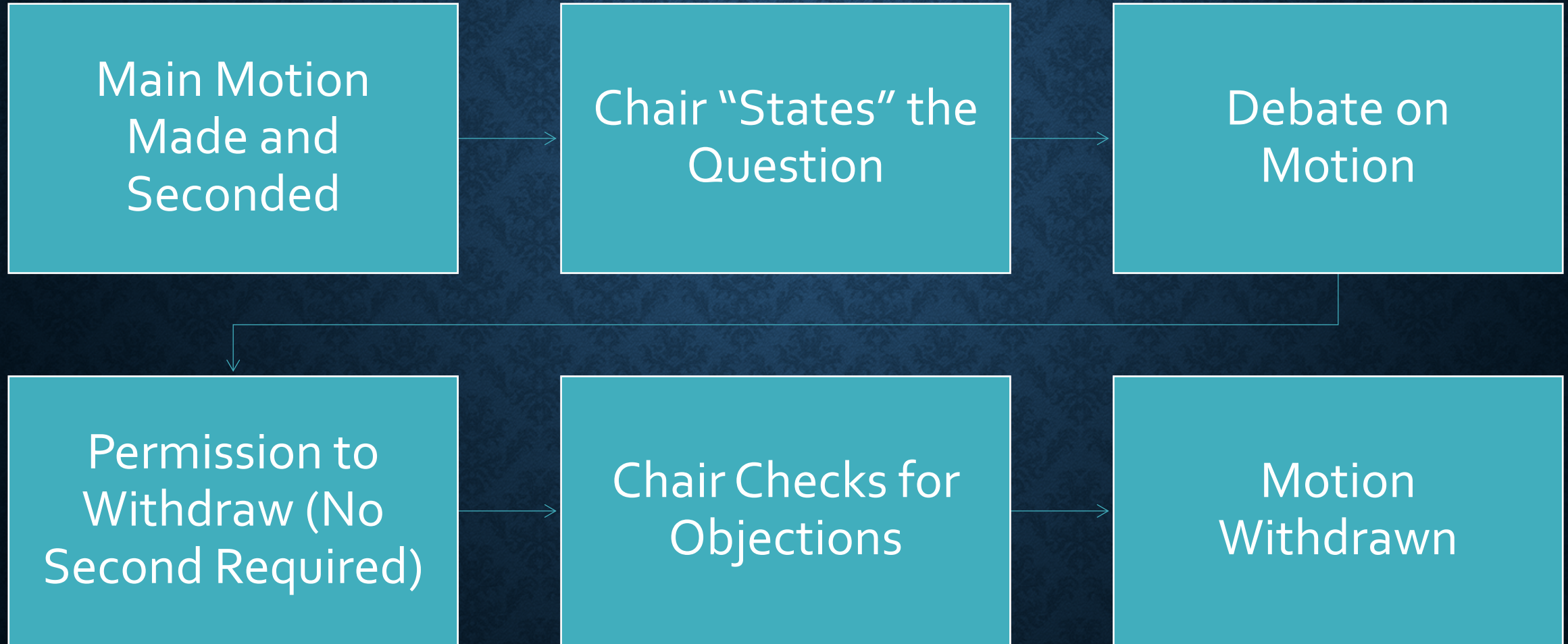
Postpone
Indefinitely

INCIDENTAL MOTIONS

- Incidental Motions are questions of procedure that arise out of other motions and must be considered before the other motion.
- These are “housekeeping” motions
 - Example: Withdrawal of a motion



INCIDENTAL MOTIONS- WITHDRAWAL



OTHER INCIDENTAL MOTIONS

Point Of
Order

Point of
Information

Division of a
Question

Division of
the Assembly

RENEWAL MOTIONS

Take From the
Table

Reconsider

Rescind

Amend Something
Previously
Adopted

WHEN A MEETING IS OUT OF ORDER

- Individual members making personal remarks
- Members bringing up the same motion or essentially one like it
- Putting a debatable issue to vote before the full debate is complete
- Debates are not directed to motions but to motives, principles and personalities.
- Members yelling out in opposition
- Members not being in recognized by the Chair



ANY
questions?



THANK YOU



Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee Bylaws

Adopted/Revised Effective _____
Date

- Article I. [Name and Statutory Authority](#)
- Article II. [Mission and Purpose](#)
- Article III. [Membership](#)
- Article IV. [Officers](#)
- Article V. [Meetings](#)
- Article VI. [Meeting Procedures](#)
- Article VII. [Committees](#)
- Article VIII. [Administrative Responsibilities of Members](#)
- Article IX. [Adoption and Amendment of Bylaws](#)

Article I – Name and Statutory Authority

1. The full name of the advisory committee is the Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee; for brevity, these bylaws will refer to it as “the Committee.”
2. The Committee derives its authority from the Washington State Legislature. The Committee’s authority is codified in Chapter 18.225 RCW.

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Article II – Mission and Purpose

The mission and purpose of the Committee is to advise and assist the Secretary of the Department of Health (Secretary) on issues including, but not limited to, the educational requirements, continuing education, and discipline of mental health counselors, marriage and family therapists and social workers. The Committee may also make recommendations to the Secretary regarding the enhancement of consumer education.

Article III - Membership

1. Committee membership composition. The committee shall be comprised of nine members: two licensed mental health counselors; two licensed marriage and family therapists; one licensed independent clinical social worker; and one licensed advanced social worker. Three members must be consumers representing the public at large and may not be licensed mental health care providers. Committee members are appointed by the Secretary.
2. Duration of Terms. Appointments are made for three-year terms. No person may serve as a member of the committee for more than two consecutive terms.
3. Resignation. Any committee member may resign at any time by providing written notice to the Secretary's office, with a copy to the committee chair and the program.
4. Vacancies. As vacancies occur on the committee by resignation, death, incapacity, etc., the vacancy shall be filled by appointment by the Secretary for the remainder of the term.

Article IV - Officers

1. Officer Positions. The committee designates the officer positions of Chair and Vice Chair to provide leadership to the committee. The duties of each officer are as follows:
 - A. Chair. The Chair of the committee provides overall leadership to the work of the committee. This may include, but is not limited to:
 - i. Presiding over business meetings
 - ii. Regulating comment by members of the public at meetings
 - iii. Representing the committee, at public events, with the media as needed, etc.
 - iv. Assigning tasks to other members of the committee
 - v. Counseling other members on proper attendance and participation in committee work.
 - B. Vice Chair. In the absence of the Committee Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair may be delegated duties, on a standing basis, by the Chair.

2. Terms of office. The terms of office for all officer positions for the committee shall be one year in length. Allowances in the terms of office will be made to accommodate the differences in calendaring committee meetings from year to year.
3. Elections.
 - A. Date(s) for Election. Elections will be held during the last committee meeting of each year for the following year.

Procedure. As with other forms of action taken by the committee (See Article VI, Section 4), elections of officers shall be public. Secret ballots are not allowed. Members of the committee can volunteer or be nominated by another committee member for a position. Voting shall be a majority vote of the committee at any regular or special meeting of the committee at which a quorum is present

4. Vacancies in Officer Positions.
 - A. In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the office of Chair in the interim until an election can be scheduled to permanently fill the position for the unexpired portion of the term.
 - B. In the event that office of Vice Chair becomes vacant, the Chair shall appoint an interim officer(s) to fill the vacant office until an election can be scheduled to permanently fill the position for the unexpired portion of the term.
5. Removal/replacement of Officer Positions.:

An officer of the committee may be removed by a majority vote of the committee at any regular or special meeting of the committee at which a quorum is present, or by the Secretary.

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Article V - Meetings

1. Type and frequency of meetings. The committee may, at the end of each calendar year, set a schedule of regular meetings¹ for the upcoming year. This schedule shall be filed in accordance with the Open Public Meeting Act (OPMA), RCW 42.30.075. Cancellation of any regular meetings must also be done in accordance with the OPMA.

¹ According to RCW 42.30.075, "state agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date. For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule."

2. Should the committee wish to change or add to its meeting schedule for the year, it may schedule special meetings². At a special meeting, final disposition by the committee is limited to the matters identified as the business to be conducted in the notice. The publication of the meeting includes the agenda, and the committee must stick to that agenda.
3. Use of conference calls, videoconferencing and other media. The committee may make use of electronic media, such as conference calls, videoconferences, and webinars to conduct regular meetings, and special meetings. Such meetings will provide public access in at least one location as is required by subsection 5A below.
4. Adherence to the Open Public Meetings Act.
 - A. The committee will provide public notice and conduct its meetings in adherence with the OPMA. The committee will limit its use of executive session to the circumstances outlined in RCW 42.30.110.
 - B. The committee will afford members of the public with disabilities an equal opportunity to participate in meeting by holding meetings in facilities which are accessible to persons with disabilities.
5. What about cancellations? How notified, who is responsible, who reschedules?
Cancellation- the Chair may cancel meetings. Regularly scheduled meetings will be cancelled in accordance with the OPMA. Quorum:
 - A. A quorum is the number of members who must be present to conduct official business. A majority of the committee members currently serving constitutes a quorum for committee meetings, and a majority vote of those present decides any issue.
 - B. At meetings where a quorum is not present, the only actions that may be legally taken by the committee members present are to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum (such as contacting absent members). If a quorum is not present, any official business conducted is null and void.

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² According to RCW 42.30.080, "a special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body; and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body a written request to be notified of such special meeting or of all special meetings...such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice."

Article VI - Meeting Procedures

1. Leadership.
 - A. Meetings shall typically be led by the committee Chair. At any point during the meeting, the Chair may designate the Vice Chair or another committee member to lead the meeting on a pro-tem basis.
 - B. In the event that the Chair will not be present at a meeting, the Vice Chair shall lead the meeting in the Chair's absence.
 - C. If neither the Chair nor the Vice Chair are expected to be present at a meeting, the Chair may designate another committee member to lead the meeting on a pro-tem basis. If, due to unforeseen circumstances, neither the Chair nor the Vice Chair are present at the meeting, the remaining committee members shall elect a pro-tem leader for the meeting until either the Chair or Vice Chair is available.
2. Agenda/Order of Business. The first task of the committee at each meeting will be to approve an agenda or order of business. For regular meetings, the committee may amend or change the order of the agenda. For special meetings, the committee must adhere to the agenda as publicly posted.
3. Decisions by Consensus. Minor administrative or procedural decisions may be made by a consensus of the committee. An example of a consensus decision would be when the committee chooses to take breaks during a meeting.
4. Actions Requiring Motion and Vote. Any committee transaction of official business is defined as an action and requires a motion and vote.
5. Voting.
 - A. The committee chair may vote on any action as would any other member. The chair has only one vote and may not vote both as a member and as a presiding officer (that is, for example, to break a tie or to attain a two-thirds majority).
 - B. Voting by secret ballot is prohibited by the OPMA.
 - C. If the Committee meeting is convened by conference call, the voting shall be by rollcall.
6. Public Participation. The Chair will recognize members of the audience if/when public comment is part of the agenda or at the discretion of the Chair.

7. Disruptions. In the event that a committee meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chair, Vice-Chair, or other pro-tem presiding member may:
 - A. Order the meeting room cleared and continue in session or
 - B. May adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda.
 - C. The committee shall allow individuals not responsible for disturbing the orderly conduct of the meeting to be readmitted to the reconvened meeting.
 - D. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to continue to attend the meeting.

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Article VII - Committees

1. Standing sub-committees.
 - A. The Committee may establish standing committees to help execute its mission. Standing committees will be comprised of Committee members.
 - B. The Committee Chair may designate a committee member to serve as the standing sub-committee Chair.
2. All committee meetings must conform to the requirements of the OPMA.

Article VIII – Administrative Responsibilities for Committee Members

1. Attendance. All committee members shall attend and participate in meetings and other official business events of the committee. If any member fails to attend two or more consecutive meetings without a good and valid cause, that person may be subject to counseling by the Chair and/or the Secretary. Additional attendance problems may be cause for the committee to notify the Secretary's Office in writing about concerns of malfeasance and request that appropriate action(s) be taken.

2. Commitment to Participation in the Full Range of committee Activities. All committee members, in volunteering to serve, must commit to actively participating in the full range of committee activities, including business meetings, conference calls, and administrative hearings. This may also include attending professional organization meetings, interacting with schools and training programs, and other forms of outreach.
3. Conflict of Interest and Ethics.
 - A. All committee members are responsible to uphold a high ethical standard and to avoid conflicts of interest or even the appearance of conflicts of interest. Using a public position for private gain is improper and illegal, as is taking or facilitating actions that benefit friends or close relatives.
 - B. Examples of conflicts of interest include:
 - i. Directing state contracts to a business in which a member has a financial interest.
 - ii. Using confidential information for private investments.
 - iii. Accepting gifts or favors in exchange for certain regulatory rulings.
 - iv. Accepting gifts or favors in exchange for making certain purchases.
 - v. Obtaining personal favors from employees.
 - vi. Accepting favors for disclosure of confidential information.
 - vii. Engaging in outside employment which assists non-governmental entities in their quests for state business.
 - C. All committee members are responsible for knowing and must adhere to the Ethics in Public Service Act, Chapter 42.52 RCW while serving on the committee. The committee members may incur penalties for violations of state ethics statutes.
4. Lobbying and Political Activity.
 - A. Committee members are in a unique position that allows them to provide information and recommendations on issues. However, a committee member becomes a lobbyist when he or she attempts to influence the passage or defeat of any legislation by the Legislature³, or the adoption or rejection of any rule, standard, rate or other legislative enactment or any state agency action under the Administrative Procedure Act, Chapter 34.05 RCW.

³ Lobbying also includes trying to influence the Governor's actions on legislation that has passed both houses.

- B. Any committee member that undertakes lobbying must submit quarterly reports to the Program that detail all lobbying expenditures, regardless of source, made or incurred by the committee member during the calendar quarter. Lobbying that must be reported includes in-person contacts with legislators or staff to influence action or inaction on legislation.
 - C. Providing legislative testimony is not a form of lobbying if it is done on behalf of the committee and at the request of the committee. However, testimony provided by individuals outside of their official committee activities and for personal interest may be considered lobbying.
 - D. As committee members, it is inappropriate to assist in a campaign or election of any person to any office or the promotion or opposition to any ballot proposition, per Chapter 42.17A RCW.
- 5. Preserving Confidentiality. All committee members are required to safeguard information provided to them in their roles on the committee. Especially important is that they preserve the confidentiality of protected information, such as attorney-client opinions from the committee's advising assistant attorney general.
 - 6. Proper Communication and Ex-parte Contact. As representatives of the committee and, by extension, the Department of Health, all members should refrain from inappropriate communications, including e-mail communications, including those that may represent ex-parte contact. This may include, but is not limited to, unauthorized communication with the media on behalf of the committee.
 - 7. Public Disclosure. All committee members are responsible for knowing and must adhere to state requirements for public disclosure of documents. These requirements are set forth in Chapter 42.56 RCW. Records relating to the conduct of official business of the committee, including e-mail, are subject to disclosure, even if they are the personal computer of the committee member.

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Article IX - Adoption and Amendment of Bylaws

- 1. These bylaws will be initially adopted by the committee by a majority vote of the committee. The bylaws will take effect immediately upon adoption.
 - A. These bylaws may be altered, amended or repealed by a majority of the committee members at any committee meeting. A majority vote of the entire committee is required for approval.
 - B. Amendments to these bylaws may be proposed from any committee member at a committee meeting.

- C. Proposed amendments to these bylaws will be circulated to the entire committee between meetings and voted upon at a future committee meeting as stipulated in ***Article VI - Meeting Procedures.***

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These bylaws adopted on the above date and signed/attested to below, hereby nullify and replace any prior committee bylaws.

APPROVED:
Mental Health Counselors, Marriage and Family
Therapists, and Social Workers Advisory Committee

By: _____
Megan Simmons, LMFT
Chair

Attest: _____
Lana Crawford
Program Manager

Chapter 246-809 WAC

LICENSURE FOR MENTAL HEALTH COUNSELORS, MARRIAGE AND FAMILY
THERAPISTS, AND SOCIAL WORKERS

Last Update: 11/20/23

WAC

LICENSED COUNSELORS AND ASSOCIATE COUNSELORS—GENERAL
REQUIREMENTS

- 246-809-010 Definitions.
- 246-809-035 Recordkeeping and retention.
- 246-809-040 Reporting of suspected abuse or neglect of a child
or vulnerable adult.
- 246-809-049 Sexual misconduct.
- 246-809-060 Mandatory reporting.
- 246-809-090 Co-occurring disorder enhancement specialist
eligibility.
- 246-809-095 Probationary license.

[246-809-XXX Application](#)

LICENSED MARRIAGE AND FAMILY THERAPISTS AND LICENSED
MARRIAGE AND FAMILY THERAPY ASSOCIATES

- 246-809-100 ~~One-year~~One-year exemption option.
- 246-809-110 Definitions.
- 246-809-120 Education requirements—Degree equivalents.
- 246-809-121 Program equivalency.
- 246-809-130 Supervised postgraduate experience.
- 246-809-134 Approved supervisor.
- 246-809-140 Examination.

LICENSED MENTAL HEALTH COUNSELORS AND LICENSED MENTAL
HEALTH COUNSELOR ASSOCIATES

- 246-809-200 ~~One-year~~One-year exemption option.
- 246-809-210 Definitions.
- 246-809-220 Education requirements.
- 246-809-221 Behavioral sciences—Program equivalency.
- 246-809-230 Supervised postgraduate experience.
- 246-809-234 Approved supervisor.

246-809-240 Examination for licensed mental health counselors.

LICENSED SOCIAL WORKERS AND LICENSED SOCIAL WORKER

ASSOCIATES

246-809-300 ~~One-year~~One-year exemption option.

246-809-310 Definitions.

246-809-320 Education requirements.

246-809-321 Education and experience equivalency.

246-809-330 Supervised postgraduate experience requirements.

246-809-334 Approved supervisor standards and responsibilities.

246-809-340 Examination required.

CONTINUING EDUCATION

246-809-600 Professions required to complete continuing
education.

246-809-610 Eligible continuing education activities.

246-809-615 Training standards for suicide assessment,
treatment, and management.

246-809-620 Industry-recognized local, state, national,
international organizations or institutions of
higher learning.

246-809-630 Continuing education requirements.

246-809-632 Licensed associate continuing education.

246-809-640 Credit hours for preparation and presentation of a
lecture or educational course.

246-809-650 Coursework documentation.

PROFESSIONAL STANDARDS

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246-809-700 Client disclosure information.

246-809-710 Required disclosure information.

246-809-720 Failure to provide client disclosure information.

246-809-730 Retired active credential.

FEES

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246-809-990 Licensed counselor, and associate—Fees and renewal
cycle.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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246-809-061 Health care institutions. [Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-061, filed 4/12/06, effective 5/13/06.] Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.

Statutory Authority: Chapter 18.225 RCW.

246-809-062 Licensed counselor associations or societies. [Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-062, filed 4/12/06, effective 5/13/06.] Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09. Statutory Authority: Chapter 18.225 RCW.

246-809-063 Health care service contractors and disability insurance carriers. [Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-063, filed 4/12/06, effective 5/13/06.] Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.

Statutory Authority: Chapter 18.225 RCW.

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246-809-064 Professional liability carriers. [Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-064, filed 4/12/06, effective 5/13/06.] Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09. Statutory Authority: Chapter 18.225 RCW.

246-809-065 Courts. [Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-065, filed 4/12/06, effective 5/13/06.] Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09. Statutory Authority: Chapter 18.225 RCW.

246-809-066 State and federal agencies. [Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-066, filed 4/12/06, effective 5/13/06.] Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09. Statutory Authority: Chapter 18.225 RCW.

246-809-080 AIDS prevention and information education requirements. [Statutory Authority: RCW 18.225.040.

WSR 17-13-082, § 246-809-080, filed 6/16/17,
effective 7/17/17. Statutory Authority: 2001 c 251,
RCW 43.70.250. WSR 01-17-113, § 246-809-080, filed
8/22/01, effective 9/22/01.] Repealed by WSR 21-09-
037, filed 4/13/21, effective 5/14/21. Statutory
Authority: RCW 18.225.040, 2020 c 229 and 2020 c 76.

**LICENSED COUNSELORS AND ASSOCIATE COUNSELORS—GENERAL
REQUIREMENTS**

WAC 246-809-010 Definitions. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Associate" means a prelicensure candidate who is working towards full licensure in their profession, has a graduate degree in a mental health field under RCW 18.225.090 and is gaining the supervision and supervised experience necessary to become a licensed independent clinical social worker, a licensed advanced social worker, a licensed mental health counselor, or a licensed marriage and family therapist.

Associates may not independently provide social work, mental health counseling, or marriage and family therapy for a fee, monetary or otherwise. Associates must work under the supervision of an approved supervisor.

(2) "Independent social work, mental health counseling, or marriage and family therapy" means the practice of these disciplines without being under the supervision of an approved supervisor.

(3) "Department" means the department of health.

(4) "Licensed counselor" means a licensed marriage and family therapist, licensed mental health counselor, licensed advanced social worker, or licensed independent clinical social worker regulated under chapter 18.225 RCW. Licensed counselor does not mean an associate-level credential.

(5) "Out-of-state" means any state, the District of Columbia, or territory of the United States.

(6) "Probationary license" means a temporary license issued to out-of-state applicants qualifying for licensure reciprocity in Washington state under the restrictions and conditions of RCW 18.225.140 and this chapter.

(7) "Reciprocity" means licensure of out-of-state licensed counselors based on substantial equivalence between Washington state scope of practice and the scope of practice of the other state, the District of Columbia, or territory, subject to a probationary licensure period to complete outstanding Washington state licensure requirements as determined necessary by the secretary to gain full licensure.

(8) "Secretary" means the secretary of the department of health.

[Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-010, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-010, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-010, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-010, filed 4/12/06, effective 5/13/06.]

WAC 246-809-035 Recordkeeping and retention. (1) The licensed counselor or associate providing professional services to a client or providing services billed to a third-party payor,

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must document services, except as provided in subsection (2) of this section. The documentation includes:

(a) The following business information:

(i) Client name;

(ii) The fee arrangement and record of payments;

(iii) Dates counseling was received;

(iv) Disclosure statement, signed and dated by licensed counselor and client or associate and client on or before the initial session.

(b) The following treatment information:

(i) The presenting problem(s), purpose or diagnosis;

(ii) Notation and results of formal consults, including information obtained from other persons or agencies through a release of information;

(iii) Progress notes sufficient to support responsible clinical practice for the type of theoretical orientation/therapy the licensed counselor or associate uses; and

(iv) The associate must also provide all relevant information about their clinical work to the approved

supervisor. This includes session notes, case discussions/analysis, or reports from collaborating professionals. The approved supervisor must have a thorough understanding of the clinical work that the associate is doing.

(2) If a client being treated by the licensed counselor requests in writing that no treatment records be kept, and the licensed counselor agrees to the request, then the licensed counselor must retain only the following documentation:

(a) The following business information:

(i) Client name;

(ii) The fee arrangement and record of payments;

(iii) Dates counseling was received; and

(iv) Disclosure statement, signed and dated by licensed counselor or associate and client.

(b) The client's written request that no treatment records be kept.

(3) The licensed counselor shall not agree to the request if maintaining client records is required by other state or federal law.

(4) The licensed counselor or associate or the associate's supervisor must keep all client records for a period of five years following the last visit. Within this five-year period, all records must be maintained safely, with properly limited access.

(5) The licensed counselor or associate or the associate's supervisor shall make provisions for retaining or transferring records in the event of going out of business, death or incapacitation. These provisions may be made in the practitioner's will, an office policy, or by ensuring another licensed counselor is available to review records with a client and recommend a course of action; or other appropriate means as determined by the licensed counselor or associate.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-035, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-035, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-035, filed 4/12/06, effective 5/13/06.]

WAC 246-809-040 Reporting of suspected abuse or neglect of a child or vulnerable adult. As required by chapter 26.44 RCW,

all licensed counselors and associates shall immediately report abuse or neglect of a child if the counselor has reasonable cause to believe that an incident has occurred.

As required by chapter 74.34 RCW, all licensed counselors and associates must report suspected abandonment, abuse, neglect, or financial exploitation of a vulnerable adult, when there is reasonable cause to believe that abandonment, abuse, financial exploitation, or neglect has occurred.

The associate will inform their approved supervisor of their filing of any report made pursuant to this section. [Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-040, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-040, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-040, filed 4/12/06, effective 5/13/06.]

WAC 246-809-049 Sexual misconduct. ~~The definitions and prohibitions on sexual misconduct described in WAC 246-16-100 apply to licensed counselors and associates, except a licensed counselor or associate shall never engage, or attempt to engage, in the activities listed in WAC 246-16-100 (1) and (2).~~ (1) The

definitions and prohibitions on sexual misconduct described in WAC 246-16-100 apply to licensed counselors and associates, except a licensed counselor or associate shall never engage, or attempt to engage, in the activities listed in WAC 246-16-100 (1) and (2) with a current or former patient, client, or key party, inside or outside the health care setting.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-049, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-049, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.155.040, 18.19.050, 18.225.040, 18.205.060, 18.130.050. WSR 08-07-090, § 246-809-049, filed 3/19/08, effective 4/19/08. Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-049, filed 4/12/06, effective 5/13/06.]

WAC 246-809-060 Mandatory reporting. All reports required by this chapter shall be submitted to the department as required by chapter 246-16 WAC, but no later than twenty days after a determination is made.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-060, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW 18.225.040, 18.130.050. WSR 06-09-032, § 246-809-060, filed 4/12/06, effective 5/13/06.]

WAC 246-809-090 Co-occurring disorder enhancement

specialist eligibility. Licensed counselors licensed under chapter 18.225 RCW and this chapter are eligible to apply for a co-occurring disorder specialist enhancement to their existing license according to the conditions of RCW 18.205.105 and chapter 246-804 WAC.

[Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-090, filed 6/1/20, effective 7/2/20.]

WAC 246-809-095 Probationary license. (1) The department shall issue a probationary license to out-of-state applicants seeking licensure in Washington state for an advanced social worker, independent clinical social worker, mental health counselor, or marriage and family therapist according to the conditions and restrictions of the reciprocity program established in RCW 18.225.140 and this chapter.

(2) The out-of-state license must be from a state or territory identified on a list published by the department as eligible for reciprocity for the purposes of a probationary license for the particular behavioral health profession.

(3) An initial probationary license is valid for one year. To receive an initial probationary license, the applicant must submit to the department a completed application to include:

- (a) Verification of their out-of-state license; and
- (b) The fee according to WAC 246-809-990.

(4) A probationary license may be renewed a single time and is valid for one year after the date of renewal. To renew the probationary license, an applicant must submit to the department a completed application to include:

- (a) Completion of suicide assessment, treatment, and management according to WAC 246-809-615(1); and
- (b) The fee according to WAC 246-809-990.

(5) Continuing education. With the exception of the requirements of subsection (4) this section, continuing education requirements will apply once a probationary licensee transitions to a full license.

(6) Approved supervision. If the department determines a probationary licensee must complete supervised hours of experience as a condition for full licensure, the licensee must

complete the stated hours under an approved supervisor according to the conditions of this chapter.

WAC 246-809-XXX Application. (1) An applicant for licensure as a mental health counselor, marriage and family therapist, or social worker or associate licensure for one of these professions shall submit to the department:

(a) A completed application on forms provided by the department;

(b) Official transcripts, sent directly to the department, to verify completion of education requirements for the applicant's practice area;

(c) Unless applying for an associate license, verification of supervised experience on forms provided by the department;

(d) Official verification, sent directly to the department, of passing the examination for the applicant's practice area;

(e) The fee(s) required under WAC 246-809-990.

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(2) (a) For degree(s) obtained outside the United States, and its territories, the applicant must have the transcript translated and evaluated by:

(i) An organization that is a current member of the National Association of Credential Evaluation Services (NACES);

(ii) An organization that is a current member of the Association of International Credential Evaluators, Inc. (AICE);

or

(iii) An organization that reviews foreign transcripts and is recognized by a Washington state department of health board or program.

(b) The evaluating organization must validate the degree to determine its equivalence to an academic program approved by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDOE).

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[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-095, filed 11/20/23, effective 1/1/24. Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-095, filed 6/1/20, effective 7/2/20.]

LICENSED MARRIAGE AND FAMILY THERAPISTS AND LICENSED
MARRIAGE AND FAMILY THERAPY ASSOCIATES

WAC 246-809-100 ~~One-year~~One-year exemption option.

Persons who submit an application for licensure as a marriage and family therapist by July 1, 2010, and who have held a registered counselor credential issued under chapter 18.19 RCW in good standing for five consecutive years since obtaining their master's degree in an approved field, are deemed to have met the supervised postgraduate experience requirements of WAC 246-809-130. Applicants must meet the education requirements in WAC 246-809-120 and the examination requirements of WAC 246-809-140.

[Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-100, filed 7/8/09, effective 7/8/09.]

WAC 246-809-110 Definitions. The following terms apply to the licensure of marriage and family therapists and marriage and family therapist associates, in WAC 246-809-100 through 246-809-140.

(1) "Approved educational program" means:

(a) Any college or university accredited by a national or regional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation or its successor; or

(b) A program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), at the time the applicant completed the required education.

(2) "Approved supervisor" means a licensed marriage and family therapist, or an equally qualified licensed mental health practitioner.

(3) "Equally qualified licensed mental health practitioner" means a licensed mental health counselor, licensed clinical social worker, licensed psychologist, licensed physician practicing as a psychiatrist, or licensed psychiatric nurse practitioner, ~~who has completed:~~

~~(a) Three hundred clock hours in graduate or postgraduate marriage and family education, or continuing education in marriage and family therapy or supervision by an approved marriage and family therapist supervisor in marriage and family therapy or any combination of these; and~~

~~(b) Five years of clinical practice that includes the equivalent of one year of clinical practice working with couples and families.~~

(4) "Group supervision" means face-to-face supervision with an approved supervisor, involving one supervisor and no more than six licensure candidates.

(5) "Licensure candidate" means an individual who is accruing supervised clinical experience required for licensure.

(6) "One-on-one supervision" means face-to-face supervision with an approved supervisor, involving one supervisor and no more than two licensure candidates.

(7) "Peer" means a coworker who is not the licensure candidate's employer or supervisor.

(8) "Supervised experience requirement" means experience that is obtained under an approved supervisor who meets the requirements described in WAC 246-809-134.

(9) "Supervision of supervision" means supervision by an approved supervisor for the purpose of training and qualifying a license holder to act as an approved supervisor for purposes of chapter 18.225 RCW and WAC 246-809-134.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-110, filed 11/20/23, effective 1/1/24. Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-110, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-110, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-110, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-110, filed 8/30/06, effective 9/30/06.]

WAC 246-809-120 Education requirements—Degree equivalents.

(1) To meet the education requirement for full licensure or associate licensure an applicant must have a master's or doctoral degree in marriage and family therapy or a behavioral science master's or doctoral degree with equivalent course work from an approved school. An official transcript must be provided as evidence of fulfillment of the course work required.

(2) The following are considered to be equivalent to a master's or doctoral degree in marriage and family therapy from an approved school:

(a) A doctoral or master's degree from an approved school in any of the behavioral sciences that shows evidence of

fulfillment of the course work requirements set out in WAC 246-809-121; or

(b) A doctoral or master's degree in any of the behavioral sciences from an approved school that shows evidence of partial fulfillment of the equivalent course work requirements set out in WAC 246-809-121, plus supplemental course work from an approved school to satisfy the remaining equivalent course work requirements set out in WAC 246-809-121.

(3) Applicants who held a behavioral science master's or doctoral degree and are completing supplemental course work through an approved school to satisfy any missing program equivalencies may count any postgraduate experience hours acquired concurrently with the additional course work.

(4) Anyone who has obtained American Association for Marriage and Family Therapy (AAMFT) clinical membership status is considered to have met the education requirements of this chapter. Verification must be sent directly to the department from the AAMFT.

[Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-120, filed 7/8/09, effective 7/8/09. Statutory Authority:

2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-120, filed 8/22/01, effective 9/22/01.]

WAC 246-809-121 Program equivalency. (1) To meet the program equivalency requirement, an applicant must have course work equivalent to a master's or doctoral degree in each area of study described in subsection (2) of this section.

(2) A total of forty-five semester credits or sixty quarter credits are required in the nine areas of study as described in this subsection. A minimum of twenty-seven semester credits or thirty-six quarter credits are required in the first five areas of study: Marital and family systems, marital and family therapy, individual development psychopathology, human sexuality, and research. Distribution of the course work is as follows:

(a) Marital and family systems. An applicant must have taken a minimum of six semester or eight quarter credits in marital and family systems. Marital and family systems is a fundamental introduction to the systems approach to intervention. The student should learn to think in systems terms on a number of levels across a wide variety of family

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structures, and regarding a diverse range of presenting problems. While the most intense focus may be on the nuclear family (in both its traditional and alternative forms), models should be taught which integrate information regarding the marital, sibling, and individual subsystems, as well as the family of origin and external societal influences. Developmental aspects of family functioning should also be considered of the family system; it also provides a theoretical basis for treatment strategy. Some material may be drawn from familiar sources such as family sociology, but it should be integrated with recent clinically oriented systems concepts. Supplemental studies may include family simulation, the observation of well families, and study of the student's family of origin.

(b) Marital and family therapy. An applicant must have taken a minimum of six semester or eight quarter credits in marital and family therapy. Marital and family therapy is intended to provide a substantive understanding of the major theories of systems change and the applied practices evolving from each orientation. Major theoretical approaches to be surveyed might include strategic, structural, experiential,

neanalytical (e.g., object relations), communications, and behavioral. Applied studies should consider the range of technique associated with each orientation, as well as a variety of treatment structures, including individual, concurrent, collaborative, conjoint marital, marital group, transgenerational, and network therapies.

(c) Individual development. An applicant must have taken a minimum of two semester credits or ~~three-quarter~~three-quarter credits in individual development. A course in this area is intended to provide a knowledge of individual personality development and its normal and abnormal manifestations. The student should have relevant course work in human development across the life span, and in personality theory. An attempt should be made to integrate this material with systems concepts. Several of the courses in this category may be required as prerequisites for some degree programs.

(d) Psychopathology. An applicant must have taken at least one course in psychopathology. Course work required is a minimum of two semester credits or ~~three-quarter~~three-quarter credits.

Psychopathology is the assessment and diagnosis including familiarity with current diagnostic nomenclature, diagnostic categories and the development of treatment strategies.

(e) Human sexuality. An applicant must have taken at least one course in human sexuality. Course work required is a minimum of two semester credits or ~~three-quarter~~three-quarter credits.

Human sexuality includes normal psycho-sexual development, sexual functioning, physiological aspects, sexual dysfunction and its treatment.

(f) Research. An applicant must have taken at least one course in research methods. Course work required is a minimum of three semester credits or four quarter credits.

The research area is intended to ~~provide assistance to~~aid students in becoming informed consumers of research in the marital and family therapy field. Familiarity with substantive findings, together with the ability to make critical judgments as to the adequacy of research reports, is expected.

(g) Professional ethics and law. An applicant must have taken at least one course in professional ethics and law. Course

work required is a minimum of three semester credits or four quarter credits.

This area is intended to contribute to the development of a professional attitude and identity. Areas of study will include professional socialization, the role of the professional organization, licensure or certification legislation, legal responsibilities, legal liabilities, ethics and family law, confidentiality, independent practice and interprofessional cooperation.

(h) Electives. An individual must take one course in an elective area. Course work required is a minimum of three semester credits or four quarter credits.

This area will vary with different institutions but is intended to provide supplemental and/or specialized supporting areas.

(i) Supervised clinical practice. An applicant may acquire up to nine semester credits or twelve quarter credits through supervised clinical practice in marriage and family therapy under the supervision of a qualified marriage and family therapist as determined by the school.

Applicants who completed a master's or doctoral degree program in marriage and family therapy, or a behavioral science master's or doctoral degree with equivalent course work, before January 1, 1997, may substitute the supervised clinical practice educational component by documenting a minimum of three years of postgraduate experience in marriage and family therapy. These hours are in addition to the two years supervised postgraduate experience required under RCW 18.225.090.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-121, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-121, filed 7/8/09, effective 7/8/09. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-121, filed 8/22/01, effective 9/22/01.]

WAC 246-809-130 Supervised postgraduate experience. (1)

The experience requirements for the marriage and family therapist applicant's practice area include successful completion of a supervised experience requirement. Applicants who have held an active marriage and family therapy license for the past ~~five consecutive years or more year~~ in another state, the District of Columbia, or territory, without a disciplinary

record or disqualifying criminal history, are deemed to have met the supervised experience requirements for Washington state licensure in subsection (3) of this section.

(2) In accordance with RCW 18.225.090 and 18.225.095, for applicants who can demonstrate they have practiced as a substance use disorder professional for at least three years within 10 years from the date their application for a marriage and family therapist license is submitted to the department, the department shall reduce the total required supervised hours from 3,000 hours to 2,700 hours. The requirements in subsection (3) (a) through (e) of this section shall apply regardless of the reduction of total required hours.

(3) Total experience requirements include a minimum of 3,000 hours to include the following:

(a) One thousand hours of direct client contact with at least 500 hours gained in diagnosing and treating couples and families;

(b) At least 200 hours of qualified supervision with an approved supervisor.

(i) Of the 200 hours, 100 hours must be with a licensed marriage and family therapist with at least ~~five~~-years of clinical experience; the other 100 hours may be with an equally qualified licensed mental health practitioner;

(ii) At least 100 of the 200 hours must be one-on-one supervision; and

(iii) The remaining hours may be in one-on-one or group supervision.

(c) Applicants who have completed a master's program accredited by the Commission on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy boards will be credited with 500 hours of direct client contact and 100 hours of qualified supervision with an approved supervisor;

(d) Licensed marriage and family therapist associate applicants are not required to have supervised postgraduate experience prior to becoming an associate; and

(e) Licensed marriage and family therapist associate applicants must declare they are working towards full licensure.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-130, filed 11/20/23, effective 1/1/24. Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-130, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-130, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-130, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-130, filed 8/30/06, effective 9/30/06. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-130, filed 8/22/01, effective 9/22/01.]

WAC 246-809-134 Approved supervisor. (1) The approved supervisor must hold a license as defined per WAC 246-809-110. The license must be without restrictions and have been in good standing for the previous two years.

(2) The approved supervisor must not be a blood or legal relative or cohabitant of the licensure candidate, licensure candidate's peer, or someone who has provided psychological services to the licensure candidate within the past two years.

(3) Before beginning supervision, the approved supervisor must provide the licensure candidate with a declaration stating

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that the supervisor has met the requirements of this section and qualifies as an approved supervisor. The declaration will be on a form provided by the department.

(4) The approved supervisor must have completed the following:

(a) A minimum of fifteen clock hours of training in clinical supervision obtained through:

- (i) A supervision course; or
- (ii) Continuing education credits on supervision; or
- (iii) Supervision of supervision; or
- (iv) Any combination of these; and

(b) Twenty-five hours of experience in supervision of clinical practice; or

(c) An American Association for Marriage and Family Therapy (AAMFT) approved supervisor meets the qualifications of this subsection.

(5) The approved supervisor must attest to having thorough knowledge of the licensure candidate's practice activities including:

- (a) Practice setting;

(b) Recordkeeping, as outlined in WAC 246-809-035;

(c) Financial management;

(d) Ethics of clinical practice; and

(e) The licensure candidate's backup plan for coverage in times when the licensure candidate is not available to their clients.

(6) Applicants whose supervised postgraduate experience began before September 30, 2006, are exempt from the requirements of subsection (4) of this section.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-134, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-134, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-134, filed 8/30/06, effective 9/30/06.]

WAC 246-809-140 Examination. Applicants for full licensure must take and pass the Association of Marital and Family Therapy Regulatory Boards (AMFTRB) examination. The passing score on the examination is established by the testing company in conjunction with the AMFTRB.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-140, filed 6/16/17, effective 7/17/17. Statutory Authority:

Chapter 18.225 RCW. WSR 09-15-039, § 246-809-140, filed 7/8/09, effective 7/8/09. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-140, filed 8/22/01, effective 9/22/01.]

**LICENSED MENTAL HEALTH COUNSELORS AND LICENSED MENTAL
HEALTH COUNSELOR ASSOCIATES**

WAC 246-809-200 ~~One-year~~One-year exemption option.

Persons who submit an application for licensure as a mental health counselor by July 1, 2010, and who have held a registered counselor credential issued under chapter 18.19 RCW in good standing for five consecutive years since obtaining their master's degree in an approved field, are deemed to have met the supervised postgraduate experience requirements of WAC 246-809-230. Applicants must meet the education requirements in WAC 246-809-220 and the examination requirements of WAC 246-809-240. [Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-200, filed 7/8/09, effective 7/8/09.]

WAC 246-809-210 Definitions. The following definitions apply to the licensure of mental health counselors and mental health counselor associates, in WAC 246-809-200 through 246-809-240.

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(1) "Approved educational program" means any college or university accredited by an accreditation body recognized by the Council for Higher Education Accreditation (CHEA) or United States Department of Education.

(2) "Approved setting" includes facilities, agencies or private practice where an applicant works with individuals, families, couples or groups under the supervision of an approved supervisor.

(3) "Approved supervisor" means a qualified licensed mental health counselor or equally qualified licensed mental health practitioner who has been licensed without restrictions for at least two years.

(4) "Equally qualified licensed mental health practitioner" means a licensed marriage and family therapist, licensed clinical social worker, licensed psychologist, licensed physician practicing as a psychiatrist, or licensed psychiatric nurse practitioner.

(5) "Group supervision" means face-to-face supervision with an approved supervisor, involving one supervisor and no more than six licensure candidates.

(6) "Immediate supervision" means a meeting with an approved supervisor, involving one supervisor and no more than two licensure candidates.

(7) "Licensure candidate" means an individual that is accruing supervised clinical experience required for licensure.

(8) "Peer" means a co-worker who is not the licensure candidate's employer or supervisor.

(9) "Supervision of supervision" means supervision by an approved supervisor for the purpose of training and qualifying a licensee to act as an approved supervisor for purposes of chapter 18.225 RCW and WAC 246-809-234.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-210, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-210, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW 18.225.040 and 18.225.090. WSR 17-02-005, § 246-809-210, filed 12/22/16, effective 1/22/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-210, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-210, filed 8/30/06, effective 9/30/06.]

WAC 246-809-220 Education requirements. (1) To meet the education requirement for licensure as a mental health counselor or mental health counselor associate, an applicant must have a master's or doctoral degree in mental health counseling or a master's or doctoral degree in a behavioral science field relating to mental health counseling from an approved school. Fields recognized as relating to mental health counseling include counseling, psychology, social work, nursing, education, pastoral counseling, rehabilitation counseling, or social sciences. Any field of study qualifying as related to mental health counseling must satisfy course work equivalency requirements included in WAC 246-809-221. An official transcript must be provided as evidence of fulfillment of the course work required.

(2) Any supplemental course work must be from an approved school.

(3) Applicants who hold a behavioral science master's or doctoral degree in a related field may complete supplemental course work through an approved educational program to satisfy any missing program equivalencies. Postgraduate experience hours

acquired concurrently with the additional course work counts toward the supervised postgraduate experience under WAC 246-809-230.

(4) A person who is a Nationally Certified Counselor (NCC) or a Certified Clinical Mental Health Counselor (CCMHC) through the National Board of Certified Counselors (NBCC) is considered to have met the education requirements of this chapter. Verification must be received by the department directly from NBCC.

(6) An applicant is considered to have met the counseling practicum component of the educational requirements if they:

(a) Have held an agency affiliated counselor credential for the past year in good standing; and

(b) Demonstrate 600 hours of clinical experience under the supervision of a mental health professional. Experience must include demonstrated competence in the application of the principles of human development, learning theory, psychotherapy, group dynamics, or dysfunctional behavior in the delivery of direct clinical care.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-220, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-220, filed 7/8/09, effective 7/8/09. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-220, filed 8/22/01, effective 9/22/01.]

WAC 246-809-221 Behavioral sciences—Program equivalency.

(1) Behavioral science in a field relating to mental health counseling includes a core of study relating to counseling theory and counseling philosophy.

(2) Either a counseling practicum, or a counseling internship, or both, must be included in the core of study unless otherwise permitted in WAC 246-809-220(5). Exclusive use of an internship or practicum used for qualification must have incorporated supervised direct client contact.

(3) This core of study must include seven of the content areas listed in (a) through (g) of this subsection. Five of the content areas must be from (a) through (h) of this subsection:

- (a) Assessment/diagnosis.
- (b) Ethics/law.
- (c) Counseling individuals.

- (d) Counseling groups.
- (e) Counseling couples and families.
- (f) Developmental psychology (may be child, adolescent, adult or life span).
- (g) Psychopathology/abnormal psychology.
- (h) Research and evaluation.
- (i) Career development counseling.
- (j) Multicultural concerns.
- (k) Substance/chemical abuse.
- (l) Physiological psychology.
- (m) Organizational psychology.
- (n) Mental health consultation.
- (o) Developmentally disabled persons.
- (p) Abusive relationships.
- (q) Chronically mentally ill.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-221, filed 6/16/17, effective 7/17/17. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-221, filed 8/22/01, effective 9/22/01.]

WAC 246-809-230 Supervised postgraduate experience. (1)

The experience requirements for the mental health counselor

applicant's practice area include successful completion of a supervised experience requirement. Applicants who have held an active mental health counselor license for the ~~past five consecutive years or more year~~ in another state, the District of Columbia, or territory, without a disciplinary record or disqualifying criminal history, are deemed to have met the supervised experience requirements for Washington state licensure in subsection (3) of this section.

(2) In accordance with RCW 18.225.090 and 18.225.095, for applicants who can demonstrate they have practiced as a substance use disorder professional for at least three years within ~~ten~~ 10 years from the date their application for mental health counselor license is submitted to the department, the department shall reduce the minimum total required supervised hours from ~~three thousand hours to two thousand seven hundred~~ 3,000 hours to 2,700 hours. The requirements in subsection (3)(b)(i) and (ii) of this section shall apply regardless of the reduction of total required hours.

(3)(a) The experience requirement consists of a minimum of ~~thirty-six~~ 36 months full-time counseling or ~~three thousand~~

3,000 hours of postgraduate mental health counseling under the supervision of a qualified licensed mental health counselor or equally qualified licensed mental health practitioner in an approved setting.

(b) Of the ~~three thousand~~ 3,000 hours:

(i) ~~One hundred~~ 100 hours spent in immediate supervision with the qualified licensed mental health counselor or equally qualified licensed mental health practitioner; and

(ii) At least ~~one thousand two hundred~~ 1,200 hours must be direct counseling with individuals, couples, families, or groups.

(4) Applicants who have completed a master's or doctoral program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) will be credited with ~~fifty~~ 50 hours of postgraduate supervision and ~~five hundred~~ 500 hours of postgraduate experience.

(5) Applicants for licensed mental health counselor associate are not required to have supervised postgraduate experience prior to becoming an associate.

(6) Licensed mental health counselor associate applicants must declare they are working toward full licensure. [Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-230, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-230, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-230, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-230, filed 8/30/06, effective 9/30/06. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-230, filed 8/22/01, effective 9/22/01.]

WAC 246-809-234 Approved supervisor. (1) The approved supervisor must hold a license as defined in WAC 246-809-210. The supervisor must be licensed without restrictions and have been in good standing for the previous two years.

(2) The approved supervisor must not be a blood or legal relative or cohabitant of the licensure candidate, licensure candidate's peer, or someone who has provided psychological services to the licensure candidate within the past two years.

(3) Before beginning supervision, the approved supervisor must provide the licensure candidate a declaration stating that

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the supervisor has met the requirements of WAC 246-809-234 and qualifies as an approved supervisor. The declaration must be on a form provided by the department.

(4) The approved supervisor must have completed the following:

(a) A minimum of fifteen clock hours of training in clinical supervision obtained through:

- (i) A supervision course; or
- (ii) Continuing education credits on supervision; or
- (iii) Supervision of supervision; and

(b) Twenty-five hours of experience in supervision of clinical practice.

(5) The approved supervisor shall attest to having thorough knowledge of the licensure candidate's practice activities including:

- (a) Recordkeeping, as outlined in WAC 246-809-035;
- (b) Financial management;
- (c) Ethics of clinical practice;
- (d) Practice setting; and

(e) The licensure candidate's backup plan for coverage in times when the licensure candidate is not available to their clients.

(6) Applicants whose supervised postgraduate experience began before September 30, 2006, are exempt from the requirements of subsection (4) of this section.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-234, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-234, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-234, filed 8/30/06, effective 9/30/06.]

WAC 246-809-240 Examination for licensed mental health counselors. (1) Applicants for licensure as a mental health counselor must pass an examination administered by the National Board of Certified Counselors (NBCC). Applicants who pass the National Certification Examination (NCE) or the National Clinical Mental Health Counselor Examination (NCMHCE), as administered by the NBCC, meet the examination requirements to be licensed as mental health counselors. The department of

health must receive passing exam results directly from NBCC before licensure can be granted.

(2) The department of health shall accept the passing score established by the NBCC for licensed mental health counselor examinations.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-240, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-240, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and 18.225.090. WSR 08-08-092, § 246-809-240, filed 4/1/08, effective 5/2/08. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-240, filed 8/22/01, effective 9/22/01.]

**LICENSED SOCIAL WORKERS AND LICENSED SOCIAL WORKER
ASSOCIATES**

WAC 246-809-300 ~~One-year~~One-year exemption option.

Persons who submit an application for licensure as an advanced social worker or independent clinical social worker by July 1, 2010, and who have held a registered counselor credential issued under chapter 18.19 RCW in good standing for five consecutive years since obtaining their master's degree in an approved

field, are deemed to have met the supervised postgraduate experience requirements of WAC 246-809-320. Applicants must meet the education requirements in WAC 246-809-320 and the examination requirements of WAC 246-809-340.

[Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-300, filed 7/8/09, effective 7/8/09.]

WAC 246-809-310 Definitions. The following definitions apply to the licensure of independent clinical and advanced social workers and independent clinical and advanced social work associates, in WAC 246-809-300 through 246-809-340.

(1) "Approved educational program" means a master's or doctoral educational program in social work accredited by the Council on Social Work Education.

(2) "Approved supervisor" means a licensed independent clinical social worker (LICSW), licensed advanced social worker (LASW) (for LASWs only), or an equally qualified licensed mental health practitioner.

(3) "Equally qualified licensed mental health practitioner" means a licensed mental health counselor, licensed marriage and family therapist, licensed psychologist, licensed physician

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practicing as a psychiatrist, or licensed psychiatric nurse practitioner.

(4) "Group supervision" means face-to-face supervision with an approved supervisor, involving one supervisor and no more than six licensure candidates.

(5) "Licensure candidate" means an individual that is accruing supervised clinical experience required for licensure.

(6) "Nationally recognized standards" means the *Educational Policy and Accreditation Standards*, revised October 2004 published by the Council on Social Work Education revised October 2004 or any future revisions.

(7) "One-on-one supervision" means face-to-face supervision with an approved supervisor, involving one supervisor and one licensure candidate.

(8) "Peer" means a co-worker who is not the licensure candidate's employer or supervisor.

(9) "Supervision of supervision" means supervision by an approved supervisor for the purpose of training and qualifying a licensee to become an approved supervisor for purposes of chapter 18.225 RCW and WAC 246-809-334.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-310, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-310, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-310, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-310, filed 8/30/06, effective 9/30/06.]

WAC 246-809-320 Education requirements. The following are the education requirements for the social worker applicant's practice area:

(1) Licensed advanced social worker or licensed social worker associate-advanced must have graduated from a master's social work educational program accredited by the Council on Social Work Education or a social work doctorate program at a university accredited by a recognized accrediting organization.

(2) Licensed independent clinical social worker or licensed social worker associate-independent clinical must have graduated from a master's level social work educational program accredited by the Council on Social Work Education or a social work doctorate program at a university accredited by a recognized accrediting organization.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-320, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-320, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-320, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-320, filed 8/30/06, effective 9/30/06. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-320, filed 8/22/01, effective 9/22/01.]

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WAC 246-809-321 Education and experience equivalency.

(1) (a) Persons who obtained the ~~Board-Certified~~Board-Certified Diplomate in Clinical Social Work from the American Board of Examiners in Clinical Social Work (ABECSW) shall be considered to have met the education and postgraduate experience requirements to be eligible for Washington state licensure examination.

(b) Documentation of ABECSW Board Certified Diplomate in Clinical Social Work must be sent directly to the department from the ABECSW.

(2) (a) Persons who obtained the Diplomate in Clinical Social Work (DCSW) or Qualified Clinical Social Work (QCSW) from the National Association of Social Workers (NASW) shall be considered to have met the education and postgraduate experience requirements to be eligible for Washington state licensure examination.

(b) Documentation of DCSW or QCSW must be sent directly to the department from NASW.

[Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-321, filed 8/22/01, effective 9/22/01.]

WAC 246-809-330 Supervised postgraduate experience requirements. (1) Licensed advanced social worker.

(a) Applicants who have held an active advanced social worker license for the past ~~five consecutive years or more year~~ in another state, the District of Columbia, or territory, without a disciplinary record or disqualifying criminal history, are deemed to have met the supervised experience requirements for Washington state licensure in subsection (1) (c) of this section.

(b) In accordance with RCW 18.225.090 and 18.225.095, for applicants who can demonstrate they have practiced as a substance use disorder professional for at least three years within 10 years from the date their application for an advanced social worker license is submitted to the department, the department shall reduce the total required supervised hours from 3,200 hours to 2,880 hours. The requirements in subsection (3)(c)(i) through (iii) of this section shall apply regardless of the reduction of total required hours.

(c) The supervised experience requirement consists of a minimum of 3,000 hours with 90 hours of supervision by a licensed independent clinical social worker or a licensed advanced social worker who has been licensed or certified for at least two years. Of those hours:

(i) ~~Eight hundred~~ 800 hours must be in direct client contact; and

(ii) ~~Ninety~~ 90 hours must be in direct supervision under the supervision of a licensed independent clinical social worker, a licensed advanced social worker, or an equally

qualified licensed mental health professional. Of those hours of direct supervised experience at least:

(A) ~~Forty~~40 hours must be in one-to-one supervision; and

(B) ~~Fifty~~50 hours may be in one-to-one or group supervision.

(2) Licensed independent clinical social worker.

(a) Applicants who have held an active independent clinical social worker license for the past ~~five consecutive years or more year~~ in another state, the District of Columbia, or territory, without a disciplinary record or disqualifying criminal history, are deemed to have met the supervised experience requirements for Washington state licensure in (c) of this subsection.

(b) In accordance with RCW 18.225.090 and 18.225.095, for applicants who can demonstrate they have practiced as a substance use disorder professional for at least three years within 10 years from the date their application for an independent clinical social worker license is submitted to the department, the department shall reduce the total required supervised hours from 3,000 hours to 2,600 hours. The

requirements in subsection (2)(c)(i) and (ii) of this section shall apply regardless of the reduction of total required hours.

(c) The experience requirement consists of a minimum of 3,000 hours of experience, over a period of not less than two years. Of those 3,000 hours:

(i) ~~One thousand~~ 1,000 hours must be direct client contact supervised by a licensed independent clinical social worker;

(ii) ~~One hundred~~ 100 hours of direct supervision as follows:

(A) ~~Seventy~~ 70 hours must be with an independent clinical social worker;

(B) The remaining hours may be with an equally qualified licensed mental health practitioner as defined in WAC 246-809-310(3); and

(C) ~~Sixty~~ 60 hours of the 100 hours of direct supervision must be in one-to-one supervision. The remaining hours may be in one-to-one supervision or group supervision.

(3) Licensed social worker associate-advanced and licensed social worker associate-independent clinical applicants are not

required to have supervised postgraduate experience prior to becoming an associate.

(4) Licensed social worker associate-advanced and licensed social worker associate-independent clinical applicants must declare they are working toward full licensure.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-330, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040 and 2021 c 21; RCW 18.225.090. WSR 21-20-028, § 246-809-330, filed 9/24/21, effective 10/25/21. Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-330, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-330, filed 6/16/17, effective 7/17/17.]

WAC 246-809-334 Approved supervisor standards and responsibilities. (1) The approved supervisor must hold a license as defined in WAC 246-809-310. The license is without restrictions and has been active and in good standing for the previous two years.

(2) The approved supervisor must not be a blood or legal relative or cohabitant of the licensure candidate, licensure

candidate's peer, or someone who has acted as the licensure candidate's therapist within the past two years.

(3) Before beginning supervision, the approved supervisor must provide the licensure candidate with a declaration that the supervisor has met the requirements of WAC 246-809-334 and qualifies as an approved supervisor. The declaration must be on a form provided by the department.

(4) The approved supervisor must have completed the following:

(a) A minimum of fifteen clock hours of training in clinical supervision obtained through:

- (i) A supervision course; or
- (ii) Continuing education credits on supervision;
- (iii) Supervision of supervision; and

(b) Twenty-five hours of experience in supervision of clinical practice; and

(c) Has had two years of clinical experience

~~postlicensure~~post licensure.

(5) The approved supervisor must attest to having thorough knowledge of the licensure candidate's practice activities including:

- (a) Specific practice setting;
- (b) Recordkeeping, as outlined in WAC 246-809-035;
- (c) Financial management;
- (d) Ethics of clinical practice; and
- (e) The licensure candidate's backup plan for coverage in

times when the licensure candidate is not available to their clients.

(6) Licensure candidates whose supervised postgraduate experience began before September 30, 2006, are exempt from the requirements of subsection (4) of this section.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-334, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-334, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040 and [18.225.]090. WSR 06-18-043, § 246-809-334, filed 8/30/06, effective 9/30/06.]

WAC 246-809-340 Examination required. (1) Either the American Association of State Social Work Board's advanced or

clinical examination is approved for use as the state examination for licensure of social workers.

(2) The department accepts the passing scores established by the testing company.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-340, filed 6/16/17, effective 7/17/17. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-340, filed 8/22/01, effective 9/22/01.]

CONTINUING EDUCATION

WAC 246-809-600 Professions required to complete continuing education. Licensed counselors must complete continuing education as required in WAC 246-809-630 and 246-809-632.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-600, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW 43.70.442(7). WSR 14-09-102, § 246-809-600, filed 4/22/14, effective 4/22/14. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-600, filed 7/8/09, effective 7/8/09. Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-600, filed 5/20/02, effective 6/20/02.]

WAC 246-809-610 Eligible continuing education activities.

(1) The continuing education (CE) program or course for licensed counselors and associates must:

(a) Be relevant to the profession; and

(b) Contribute to the advancement, extension and enhancement of their professional competence.

(2) Courses or workshops primarily designed to increase practice income or office efficiency are not eligible for CE credit.

(3) Acceptable CE courses (including distance learning), seminars, workshops and postgraduate institutes are those which are:

(a) Programs having a featured instructor, speaker(s) or panel approved by an industry-recognized local, state, national, international organization or institution of higher learning; or

(b) Distance learning programs, approved by an industry-recognized local, state, national or international organization or institution of higher learning. These programs must require tests of comprehension upon completion.

(4) Training programs sponsored by the agency where a licensed counselor or associate is employed are acceptable but are limited to 26 hours per reporting period.

(5) Other learning experience, such as serving on a panel, board or council, community service, research, peer consultation, or publishing articles for professional publications are acceptable but are limited to six hours per reporting period.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-610, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-610, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW 43.70.442(7). WSR 14-09-102, § 246-809-610, filed 4/22/14, effective 4/22/14. Statutory Authority: RCW 18.225.040. WSR 04-06-010, § 246-809-610, filed 2/20/04, effective 3/22/04. Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-610, filed 5/20/02, effective 6/20/02.]

WAC 246-809-615 Training standards for suicide assessment, treatment, and management. (1) A licensed counselor must, at least once every six years, complete training in suicide assessment, treatment, and management.

(2) A licensed counselor must complete training in suicide assessment, treatment, and management. The training must be provided by a single provider and must be at least six hours in length, which may be provided in one or more sessions.

(a) Until July 1, 2017, the training must be approved by an industry-recognized local, state, national, international organizations or institutions of higher learning listed in WAC 246-809-620 or an equivalent organization, educational institution or association which approves training based on observation and experience or best available practices;

(b) Beginning July 1, 2017, the training must be on the department's model list of training programs in suicide assessment, treatment and management. The model list is developed in accordance with rules adopted by the department that establish minimum standards for training programs. The establishment of the model list does not affect the validity of training completed prior to July 1, 2017;

(c) An associate applying for initial licensure may delay completion of the first training required by this section for six years after initial licensure if he or she can demonstrate

successful completion of the training required in (a) or (b) of this subsection no more than six years prior to the application for initial licensure;

(d) A licensed marriage and family therapist, licensed mental health counselor, licensed social worker, or licensed social worker associate who is a state or local government employee is exempt from the requirements of this section if he or she receives a total of at least six hours of training in suicide assessment, treatment, and management from his or her employer every six years. For purposes of this subsection, the training may be provided in one six-hour block or may be spread among shorter training sessions at the employer's discretion; and

(e) A licensed marriage and family therapist, licensed mental health counselor, licensed social worker, or licensed social worker associate who is an employee of a licensed or certified behavioral health agency licensed under chapter 71.05 or 71.24 RCW is exempt from the requirements of this section if he or she receives a total of at least six hours of training in suicide assessment, treatment, and management from his or her

employer every six years. For purposes of this subsection, the training may be provided in one six-hour block or may be spread among shorter training sessions at the employer's discretion.

(3) Beginning July 1, 2021, a licensed counselor's second training must include advanced training or training in treatment modalities shown to be effective in working with people who are suicidal. The training required by this subsection must be on the department's model list.

(a) If a licensed counselor has already completed the counselor's second training prior to July 1, 2021, the counselor's next training must comply with this subsection.

(b) The requirements listed in this subsection do not apply if the licensee demonstrates that the training required is not reasonably available.

[Statutory Authority: RCW 18.225.040, 2020 c 229 and 2020 c 76. WSR 21-09-037, § 246-809-615, filed 4/13/21, effective 5/14/21. Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-615, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-615, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW

43.70.442(7). WSR 14-09-102, § 246-809-615, filed 4/22/14, effective 4/22/14.]

WAC 246-809-620 Industry-recognized local, state, national, international organizations or institutions of higher learning. Local, state, national, and international organizations that are industry-recognized and institutions of higher learning include, but are not limited to, the following:

- (1) Washington Association for Marriage and Family Therapy;
- (2) Washington State Society for Clinical Social Work;
- (3) Washington Chapter of the National Association of Social Work;
- (4) American Mental Health Counselors Association;
- (5) American Association for Marriage and Family Therapy;
- (6) Clinical Social Work Association;
- (7) National Association of Social Workers;
- (8) Washington Mental Health Counselors Association;
- (9) National Board for Certified Counselors;
- (10) Society for Social Work Leadership in Health Care; and

(11) Institutions of higher learning that are accredited by a national or regional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation. [Statutory Authority: RCW 43.70.442(7). WSR 14-09-102, § 246-809-620, filed 4/22/14, effective 4/22/14. Statutory Authority: RCW 18.225.040. WSR 04-06-010, § 246-809-620, filed 2/20/04, effective 3/22/04. Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-620, filed 5/20/02, effective 6/20/02.]

WAC 246-809-630 Continuing education requirements. (1) An associate must complete ~~186~~ hours of continuing education as required in WAC 246-809-632.

(2) Licensed social worker associate advanced and licensed social worker associate independent clinical must complete six hours of suicide assessment, treatment, and management CE as required in WAC 246-809-632.

(3) A licensed counselor must complete 36 hours of continuing education (CE) every two years.

(a) At least six of the ~~362~~ hours must be in professional ethics and law, which may include topics under RCW 18.130.180.

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(b) All licensed counselors must complete a minimum of two hours in health equity continuing education training every four

years. The training content must be consistent with requirements established in WAC 246-12-830.

(c) Beginning January 1, 2014, at least once every six years a licensed marriage and family therapist, licensed mental health counselor, and licensed social worker must complete at least six hours of training in suicide assessment, treatment, and management.

(i) The first training must be completed during the first full CE reporting period after January 1, 2014, or the first full CE period after initial licensure, whichever occurs later.

(ii) Beginning July 1, 2017, a qualifying suicide prevention training must be selected from the department's model list, as required in WAC 246-809-615.

(iii) Beginning July 1, 2021, a subsequent qualifying training must be selected from the department's model list, as required in WAC 246-809-615.

(iv) The hours spent completing training in suicide assessment, treatment, and management count toward the total 36 hours of CE.

(v) An individual applying for initial licensure as a licensed marriage and family therapist, licensed mental health counselor, or licensed social worker on or after January 1, 2014, may delay completion of the first training required for six years after initial licensure if he or she can demonstrate completion of six hours of training in suicide assessment, treatment, and management that:

(A) Was completed no more than six years prior to the application for initial licensure; and

(B) Meets the qualifications listed in WAC 246-809-615. [Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-630, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040, 2020 c 229 and 2020 c 76. WSR 21-09-037, § 246-809-630, filed 4/13/21, effective 5/14/21. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-630, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW 43.70.442(7). WSR 14-09-102, § 246-809-630, filed 4/22/14, effective 4/22/14. Statutory Authority: RCW 18.225.040. WSR 04-06-010, § 246-809-630, filed 2/20/04, effective 3/22/04. Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-630, filed 5/20/02, effective 6/20/02.]

WAC 246-809-632 Licensed associate continuing education.

(1) All licensed associates must complete a total of 18 hours of

continuing education (CE) every year ~~in order~~ to renew their license. The CEs must be completed in accordance with this chapter. An associate must attest to completing the CE every year during the renewal.

(2) Professional ethics and law CE for all licensed associates. All licensed associates must include six hours of CE in professional ethics and law every two years. The associates must attest to completing the CE during the second renewal, fourth renewal, and sixth renewal. These six CE hours ~~may be~~ be completed anytime within the two-year period before each of these renewals. The six hours may contribute to the total 18 hours of CE for the year in which the CE was completed.

(3) All licensed associates must complete a minimum of two hours in health equity continuing education training every four years. The training content must be consistent with requirements established in WAC 246-12-830.

(4) Suicide assessment, treatment, and management CE only for licensed social worker associate advanced and licensed social worker associate independent clinical.

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(a) Licensed social worker associate advanced and licensed social worker associate independent clinical must complete:

(i) Six hours of suicide assessment, treatment, and management CE after initial licensure and before the first renewal in accordance with WAC 246-809-615 and 246-809-630; and

(ii) Six hours of subsequent training per WAC 246-809-615 and 246-809-630 in the following six-year period.

(b) The licensed social worker associate advanced and licensed social worker associate independent clinical may delay completing the first training if he or she can demonstrate completion of the training no more than six years before gaining their initial license.

(c) The hours spent completing training in suicide assessment, treatment, and management count toward the total 18 hours of CE.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-632, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040, 2020 c 229 and 2020 c 76. WSR 21-09-037, § 246-809-632, filed 4/13/21, effective 5/14/21. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-632, filed 6/16/17, effective 7/17/17.]

WAC 246-809-640 Credit hours for preparation and presentation of a lecture or educational course. A licensed counselor who presents at an eligible continuing education (CE) activity under WAC 246-809-630 may receive the same CE credit hours as a licensee who attends the presentation. The hours for preparing and presenting a specific topic lecture or education may only be used for CE credit once during each reporting period.

[Statutory Authority: RCW 43.70.442(7). WSR 14-09-102, § 246-809-640, filed 4/22/14, effective 4/22/14. Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-640, filed 5/20/02, effective 6/20/02.]

WAC 246-809-650 Coursework documentation. Acceptable documentation for all licenses under this chapter shall include transcripts, letters from course instructors, certificate of completion, or other formal certification, as required in chapter 246-12 WAC.

[Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-650, filed 11/20/23, effective 1/1/24. Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-650, filed 5/20/02, effective 6/20/02.]

PROFESSIONAL STANDARDS

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WAC 246-809-700 Client disclosure information. Licensees must provide disclosure information to each client in accordance with chapter 18.225 RCW prior to implementation of a treatment plan. The disclosure information must be specific to the type of treatment service offered; in a language that can be easily understood by the client; and contain sufficient detail to enable the client to make an informed decision whether ~~or not~~ to accept treatment from the disclosing licensee.

Firms, agencies, or businesses having more than one licensee involved in a client's treatment, may provide disclosure information general to that agency. In these cases, the licensee would not be required to duplicate the information disclosed by the agency.

The disclosure information may be printed in a format of the licensee's ~~choosing, but~~ choosing but must include all required disclosure information per WAC 246-809-710.

[Statutory Authority: RCW 18.225.040. WSR 04-06-011, § 246-809-700, filed 2/20/04, effective 3/22/04.]

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WAC 246-809-710 Required disclosure information. (1) The following information shall be provided to each client or patient at the commencement of any program of treatment:

- (a) Name of firm, agency, business, or licensee's practice;
- (b) Licensee's business address and telephone number;
- (c) Washington state license number;
- (d) The licensee's name;
- (e) The methods or treatment modality and therapeutic orientation the licensee uses;
- (f) The licensee's education, and training;
- (g) The course of treatment, when known;
- (h) Billing information, including:
 - (i) Client's cost per each treatment session; and
 - (ii) Billing practices, including any advance payments and refunds;
- (i) Clients are to be informed that they as individuals have the right to refuse treatment and the right to choose a practitioner and treatment modality which best suits their needs;

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(j) This subsection does not grant (clients) new rights and is not intended to supersede state or federal laws and regulations, or professional standards;

(k) The licensee must provide department of health contact information to the client so the client may obtain a list of or copy of the acts of unprofessional conduct listed under RCW 18.130.180. Department of health contact information must include the name, address, and telephone number for the health professions complaint process.

(2) Associates must provide each client or patient, during the first professional contact, with a disclosure form disclosing that he or she is an associate under the supervision of an approved supervisor. Associates may not independently provide clinical social work, mental health counseling, or marriage and family therapy for a fee, monetary or otherwise.

(3) Signatures are required of both the licensee providing the disclosure and the client following a statement that the client has been provided a copy of the required disclosure information and that the client has read and understands the

information provided. The date of signature by each party is to be included at the time of signing.

[Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-710, filed 6/16/17, effective 7/17/17. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-710, filed 7/8/09, effective 7/8/09. Statutory Authority: RCW 18.225.040. WSR 04-06-011, § 246-809-710, filed 2/20/04, effective 3/22/04.]

WAC 246-809-720 Failure to provide client disclosure

information. Failure to provide the client disclosure information required under WAC 246-809-700 and 246-809-710, and required under RCW 18.225.100, constitutes an act of unprofessional conduct as defined in RCW 18.130.180(7).

[Statutory Authority: RCW 18.225.040. WSR 04-06-011, § 246-809-720, filed 2/20/04, effective 3/22/04.]

WAC 246-809-730 Retired active credential. (1) To obtain

a retired active license a licensed counselor must comply with chapter 246-12 WAC.

(2) A licensed counselor with a retired active license may practice no more than 90 days each year in Washington, or practice only in emergency circumstances such as earthquakes, floods, time of declared war or other states of emergency; and

(3) A licensed counselor with a retired active license must renew yearly on their birthday⁷ and must report 18 hours of continuing education including six hours in professional ethics and law as required under WAC 246-809-630 every two years. [Statutory Authority: RCW 18.225.040, 2021 c 276, 2020 c 76, and 2023 c 425. WSR 23-23-150, § 246-809-730, filed 11/20/23, effective 1/1/24. Statutory Authority: RCW 18.225.040. WSR 17-13-082, § 246-809-730, filed 6/16/17, effective 7/17/17. Statutory Authority: RCW 18.130.250, chapter 18.225 RCW, and 2012 c 58. WSR 13-16-034, § 246-809-730, filed 7/29/13, effective 8/29/13.]

FEES

WAC 246-809-990 Licensed counselor, and associate—Fees and renewal cycle. (1) Except for a probationary license as described in WAC 246-809-095, a license must be renewed every year on the practitioner's birthday as provided in chapter 246-12 WAC.

(2) Associate licenses are valid for one year and must be renewed every year on the date of issuance. ~~The associate license may be renewed no more than six times, except as provided in RCW 18.225.145.~~

(3) The following nonrefundable fees will be charged:

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Title	Fee
Licensed marriage and family therapist	
Original application	
Application and initial license	\$290.00
UW online access fee (HEAL-WA)	16.00
Active license renewal	
Renewal	180.00
Late renewal penalty	90.00
Expired license reissuance	85.00
UW online access fee (HEAL-WA)	16.00
Retired active license renewal	
Renewal	70.00
Late renewal penalty	35.00
UW online access fee (HEAL-WA)	16.00
Duplicate license	
	10.00
Verification of license	
	25.00
Licensed marriage and family therapy associate	
Original application	
Application	65.00
UW online access fee (HEAL-WA)	16.00
Renewal	
Renewal	50.00
UW online access fee (HEAL-WA)	16.00
Late renewal penalty	50.00
Expired license reissuance	40.00
Duplicate license	
	10.00
Verification of license	
	25.00
Licensed mental health counselor	
Original application	
Application	95.00
Initial license	80.00
UW online access fee (HEAL-WA)	16.00
Active license renewal	
Renewal	125.00
Late renewal penalty	65.00
Expired license reissuance	65.00

Title	Fee
UW online access fee (HEAL-WA)	16.00
Retired active license renewal	
Renewal retired active	70.00
Late renewal penalty	35.00
UW online access fee (HEAL-WA)	16.00
Duplicate license	10.00
Verification of license	25.00
Licensed mental health counselor associate	
Original application	
Application	35.00
Renewal	
Renewal	25.00
Late renewal penalty	25.00
Expired license reissuance	40.00
Duplicate license	10.00
Verification of license	25.00
Licensed advanced social worker and licensed independent clinical social worker	
Original application	
Application and initial license	170.00
UW online access fee (HEAL-WA)	16.00
Active license renewal	
Renewal	70.00
Late renewal penalty	50.00
Expired license reissuance	72.50
UW online access fee (HEAL-WA)	16.00
Retired active license renewal	
Renewal retired active	65.00
Late renewal penalty	30.00
UW online access fee (HEAL-WA)	16.00
Duplicate license	10.00
Verification of license	25.00
Licensed advanced social worker associate and licensed independent clinical social worker associate	
Original application	
Application	35.00

Title	Fee
UW online access fee (HEAL-WA)*	16.00
Renewal	
Renewal	25.00
Late renewal penalty	25.00
UW online access fee (HEAL-WA)*	16.00
Expired license reissuance	40.00
Duplicate license	10.00
Verification of license	25.00

* Surcharge applies to independent clinical social worker associate only.

(4) For a probationary license as described under WAC 246-809-095, the following nonrefundable fees will be charged:

Title	Fee
Licensed marriage and family therapist	
Original application	
Application and initial license	\$290.00
Active license renewal	
Renewal	180.00
Late renewal penalty	90.00
Expired license reissuance	85.00
Duplicate license	10.00
Verification of license	25.00
Licensed mental health counselor	
Original application	
Application and initial license	175.00
Active license renewal	
Renewal	90.00
Late renewal penalty	50.00
Expired license reissuance	65.00
Duplicate license	10.00
Verification of license	25.00
Licensed advanced social worker and licensed independent clinical social worker	
Original application	
Application and initial license	200.00

Title	Fee
Active license renewal	
Renewal	100.00
Late renewal penalty	50.00
Expired license reissuance	72.50
Duplicate license	10.00
Verification of license	25.00

[Statutory Authority: RCW 43.70.110, 43.70.250, and 43.70.280. WSR 23-07-057, § 246-809-990, filed 3/9/23, effective 6/1/23. Statutory Authority: RCW 18.225.040, 18.205.060, and 2021 c 57; RCW 18.225.145, 18.205.095. WSR 21-20-030, § 246-809-990, filed 9/24/21, effective 10/25/21. Statutory Authority: 2019 c 444, 2019 c 446, 2019 c 351, and RCW 18.19.050, 18.205.060, 18.225.040, 43.70.110, and 43.70.250. WSR 20-12-074, § 246-809-990, filed 6/1/20, effective 7/2/20. Statutory Authority: RCW 43.70.250 and 43.70.280. WSR 18-01-098, § 246-809-990, filed 12/18/17, effective 4/1/18. Statutory Authority: RCW 43.70.110, 43.70.280 and 18.225.145. WSR 15-19-149, § 246-809-990, filed 9/22/15, effective 1/1/16. Statutory Authority: RCW 18.130.250, 18.225.170, 43.70.110, and 43.70.250. WSR 13-24-097, § 246-809-990, filed 12/3/13, effective 2/1/14. Statutory Authority: RCW 43.70.110 (3)(c) and 43.70.250. WSR 12-19-088, § 246-809-990, filed 9/18/12, effective 11/1/12. Statutory Authority: RCW 43.70.110 and 43.70.112. WSR 11-19-098, § 246-809-990, filed 9/20/11, effective 1/1/12. Statutory Authority: RCW 43.70.110, 43.70.250, and 2010 c 37. WSR 10-19-071, § 246-809-990, filed 9/16/10, effective 10/15/10. Statutory Authority: Chapter 18.225 RCW. WSR 09-15-039, § 246-809-990, filed 7/8/09, effective

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7/8/09. Statutory Authority: RCW 43.70.110, 43.70.250 and 2008 c 329. WSR 08-16-008, § 246-809-990, filed 7/24/08, effective 7/25/08. Statutory Authority: RCW 43.70.250, [43.70.]280 and 43.70.110. WSR 05-12-012, § 246-809-990, filed 5/20/05, effective 7/1/05. Statutory Authority: 2001 c 251, RCW 43.70.250. WSR 01-17-113, § 246-809-990, filed 8/22/01, effective 9/22/01.]

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