

# Chapter 246-809 WAC

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

### WAC

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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 Repealed by WSR
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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 Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.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 Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.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.

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 Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.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 Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.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 Repealed by WSR 09-15-039, filed 7/8/09, effective 7/8/09.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.

### 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 precicensure 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) "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.

[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, 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 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).

[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 246-809-080 AIDS prevention and information education requirements.** Applicants must complete four clock hours of AIDS education as required in chapter 246-12 WAC, Part 8. Training courses may be taken any time prior to initial licensure as an associate or a licensed counselor.

[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.]

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

**WAC 246-809-100 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.

(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 that 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 co-worker 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. 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 mas-

ter'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 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 famil-

iar 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, neoanalytical (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 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 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 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 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.** The experience requirements for the marriage and family therapist applicant's practice area include successful completion of a supervised experience requirement. The experience requirement consists of a minimum of two calendar years of full-time marriage and family therapy. Total experience requirements include:

(1) A minimum of three thousand hours of experience that includes one thousand hours of direct client contact with at least five hundred hours gained in diagnosing and treating couples and families;

(2) At least two hundred hours of qualified supervision with an approved supervisor.

(a) Of the two hundred hours, one hundred hours must be with a licensed marriage and family therapist with at least five years of clinical experience; the other one hundred hours may be with an equally qualified licensed mental health practitioner;

(b) At least one hundred of the two hundred hours must be one-on-one supervision; and

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

(3) 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 five hundred hours of direct client contact and one hundred hours of qualified supervision with an approved supervisor;

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

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

[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 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.]

(12/18/17)

## LICENSED MENTAL HEALTH COUNSELORS AND LICENSED MENTAL HEALTH COUNSELOR ASSOCIATES

**WAC 246-809-200 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.

(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. 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.

[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. 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 (q) 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. The experience requirement consists of a minimum of thirty-six months full-time counseling or three thousand 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. Of the three thousand hours:

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

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

(2) 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 hours of postgraduate supervision and five hundred hours of postgraduate experience.

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

(4) Licensed mental health counselor associate applicants must declare they are working toward full licensure.

[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 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 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.]

(12/18/17)

**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.

(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 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. 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 or doctoral social work educational program accredited by the Council on Social Work Education.

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

[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.]

**WAC 246-809-321 Education and experience equivalency.** (1)(a) Persons who obtained the 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. The supervised experience requirement consists of a minimum of three thousand two hundred hours with ninety 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:

(a) Eight hundred hours must be in direct client contact;

(b) Ninety hours must be in direct supervision as follows:

(i) Fifty hours must include direct supervision by a licensed advanced social worker or licensed independent clinical social worker; these hours may be in one-to-one supervision or group supervision;

(ii) Forty hours may be with an equally qualified licensed mental health practitioner as defined in WAC 246-809-310(3). These hours must be in one-to-one supervision.

(c) Distance supervision is limited to forty supervision hours.

(2) Licensed independent clinical social worker: The experience requirement consists of a minimum of four thousand hours of experience, over a period of not less than three years. Of those four thousand hours:

(a) One thousand hours must be direct client contact supervised by a licensed independent clinical social worker;

(b) One hundred thirty hours of direct supervision as follows:

(i) Seventy hours must be with an independent clinical social worker;

(ii) Sixty hours may be with an equally qualified licensed mental health practitioner as defined in WAC 246-809-310(3);

(iii) Sixty hours of the one hundred thirty hours of direct supervision must be in one-to-one supervision. The remaining seventy hours may be in one-to-one supervision or group supervision; and

(iv) Distance supervision is limited to sixty supervision hours.

(3) Licensed social worker associate-advanced and licensed social worker associate-independent clinical appli-

cants 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. 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.

(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. Distance learning programs are limited to twenty-six hours per reporting period.

(4) Training programs sponsored by the agency where a licensed counselor or associate is employed are acceptable but are limited to twenty-six 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. 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 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; and

(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.

(2) 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.

(3) A licensed marriage and family therapist, licensed mental health counselor, licensed social worker, or licensed social worker associate who is an employee of a community mental health agency licensed under chapter 71.24 RCW or a chemical dependency program certified under chapter 70.96A 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.

[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 eighteen 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 thirty-six hours of continuing education (CE) every two years.

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

(b) 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, the training must be selected from the department's model list, as required in WAC 246-809-615.

(iii) The hours spent completing training in suicide assessment, treatment, and management count toward the total thirty-six hours of CE.

(iv) 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. 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 eighteen 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 completed anytime within the two-year period before each of these renewals. The six hours may contribute to the total eighteen hours of CE for the year in which the CE was completed.

(3) Suicide assessment, treatment, and management CE only for licensed social worker associate advanced and licensed social worker associate independent clinical. Licensed social worker associate advanced and licensed social worker associate independent clinical must complete 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.

(a) 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.

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

**Table 1**

**Continuing Education Requirements by Licensure Renewal Dates**

<b>License Type</b>	<ul style="list-style-type: none"> <li>• Marriage and Family Therapist Associate</li> <li>• Mental Health Counselor Associate</li> </ul>	<ul style="list-style-type: none"> <li>• Social Worker Associate Advanced</li> <li>• Social Worker Associate Independent Clinical</li> </ul>
<b>At Initial Licensure</b>	Not applicable for initial licensure	Not applicable for initial licensure
<b>Between Initial Licensure and First Renewal</b>	18 Hours Total	18 Hours Total <ul style="list-style-type: none"> <li>• 6 hours in suicide assessment, treatment, and management unless obtained 6 years prior to initial licensure</li> </ul>
<b>Between First and Second Renewal</b>	18 Hours Total <ul style="list-style-type: none"> <li>• 6 of which must be in professional ethics and law which may be obtained anytime within 2 years before the CE due date</li> </ul>	18 Hours Total <ul style="list-style-type: none"> <li>• 6 of which must be in professional ethics and law which may be obtained anytime within 2 years before the CE due date</li> </ul>

<b>Between Second and Third Renewal</b>	18 Hours Total	18 Hours Total
<b>Between Third and Fourth Renewal</b>	18 Hours Total • 6 of which must be in professional ethics and law which may be obtained anytime within 2 years before the CE due date	18 Hours Total • 6 of which must be in professional ethics and law which may be obtained anytime within 2 years before the CE due date
<b>Between Fourth and Fifth Renewal</b>	18 Hours Total	18 Hours Total
<b>Between Fifth and Sixth Renewal</b>	18 Hours Total • 6 of which must be in professional ethics and law which may be obtained anytime within 2 years before the CE due date	18 Hours Total • 6 of which must be in professional ethics and law which may be obtained anytime within 2 years before the CE due date

[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 How do I document my courses?** Acceptable documentation shall include transcripts, letters from course instructors, certificate of completion, or other formal certification, as required in chapter 246-12 WAC, Part 7.

[Statutory Authority: Chapter 18.19 RCW. WSR 02-11-108, § 246-809-650, filed 5/20/02, effective 6/20/02.]

**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 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.]

**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;

(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, Part 5.

(2) A licensed counselor with a retired active license may practice no more than ninety 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 birthday, and must report eighteen 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. 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.]

**WAC 246-809-990 Licensed counselor, and associate—Fees and renewal cycle.** (1) Licenses must be renewed every year on the practitioner's birthday as provided in chapter 246-12 WAC, Part 2.

(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.

(3) The following nonrefundable fees will be charged:

Title	Fee
<b>Licensed marriage and family therapist</b>	
<b>Original application</b>	
Application and initial license	\$290.00
UW online access fee (HEAL-WA)	16.00
<b>Active license renewal</b>	
Renewal	180.00
Late renewal penalty	90.00
Expired license reissuance	85.00
UW online access fee (HEAL-WA)	16.00
<b>Retired active license renewal</b>	
Renewal	70.00
Late renewal penalty	35.00
UW online access fee (HEAL-WA)	16.00
<b>Duplicate license</b>	10.00
<b>Verification of license</b>	25.00
<b>Licensed marriage and family therapy associate</b>	
<b>Original application</b>	
Application	65.00

Title	Fee
UW online access fee (HEAL-WA)	16.00
<b>Renewal</b>	
Renewal	50.00
UW online access fee (HEAL-WA)	16.00
Late renewal penalty	50.00
Expired license reissuance	40.00
<b>Duplicate license</b>	10.00
<b>Verification of license</b>	25.00
<b>Licensed mental health counselor</b>	
<b>Original application</b>	
Application	95.00
Initial license	80.00
UW online access fee (HEAL-WA)	16.00
<b>Active license renewal</b>	
Renewal	90.00
Late renewal penalty	50.00
Expired license reissuance	65.00
UW online access fee (HEAL-WA)	16.00
<b>Retired active license renewal</b>	
Renewal retired active	70.00
Late renewal penalty	35.00
UW online access fee (HEAL-WA)	16.00
<b>Duplicate license</b>	10.00
<b>Verification of license</b>	25.00
<b>Licensed mental health counselor associate</b>	
<b>Original application</b>	
Application	35.00
<b>Renewal</b>	
Renewal	25.00
Late renewal penalty	25.00
Expired license reissuance	40.00
<b>Duplicate license</b>	10.00
<b>Verification of license</b>	25.00
<b>Licensed advanced social worker and licensed independent clinical social worker</b>	
<b>Original application</b>	
Application	100.00
Initial license	100.00
UW online access fee (HEAL-WA)	16.00
<b>Active license renewal</b>	
Renewal	100.00
Late renewal penalty	50.00
Expired license reissuance	72.50
UW online access fee (HEAL-WA)	16.00

Title	Fee
<b>Retired active license renewal</b>	
Renewal retired active	65.00
Late renewal penalty	30.00
UW online access fee (HEAL-WA)	16.00
<b>Duplicate license</b>	10.00
<b>Verification of license</b>	25.00
<b>Licensed advanced social worker associate and licensed independent clinical social worker associate</b>	
<b>Original application</b>	
Application	35.00
UW online access fee (HEAL-WA)*	16.00
<b>Renewal</b>	
Renewal	25.00
Late renewal penalty	25.00
UW online access fee (HEAL-WA)*	16.00
Expired license reissuance	40.00
<b>Duplicate license</b>	10.00
<b>Verification of license</b>	25.00

\* Surcharge applies to independent clinical social worker associate only.

[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 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.]