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2.01: Preface

To qualify for licensure as a mental health counselor, pursuant to the requirements of M.G.L. c. 112, § 165, an applicant must provide evidence satisfactory to the Board that the education and clinical field experience requirements listed in 262 CMR ~~2.01(2)-2.04 – 2.08~~ have been met by the applicant.

All ~~licensed mental health counselors~~ [Licensed Mental Health Counselors](#) are charged with having knowledge of ~~the existence of~~ 262 CMR and are required to practice ~~mental health counseling~~ [Mental Health Counseling](#) in accordance with its provisions.

2.02: Definitions

Approved Supervisor. ~~An approved supervisor is a mental health practitioner who meets the qualifications listed under 262 CMR 2.02: Approved Supervisor(a), (b), (c), (d) or (e); all of these a~~ A practitioner with approved supervisors must have five ~~three~~ years of full ~~Full time~~ Time or the equivalent part time ~~Part Time~~ postgraduate ~~post-licensure~~ clinical mental health counseling ~~Mental Health Counseling~~ experience who is also; ~~262 CMR 2.02: Approved Supervisor(f) refers only to college supervision of students in practica and internships; site supervisors for practical internships must meet one of the 262 CMR 2.02: Approved Supervisor(a), (b), (c), (d) or (e). Currently approved supervisors who do not meet the standards must meet these requirements by July 1, 2004.~~

(a) ~~An LMHC~~ a Massachusetts Licensed Mental Health Counselor; ~~a currently licensed mental health counselor.~~

(b) ~~A CCMHC;~~ a Certified Clinical Mental Health Counselor who holds a currently valid certificate; ~~a Massachusetts licensed independent clinical social worker;~~

(c) a Massachusetts licensed marriage and family therapist;

(d) a Massachusetts licensed psychologist with Health Services Provider Certification;

(e) a Massachusetts licensed physician with a sub-specialization in psychiatry;

(f) a Massachusetts licensed nurse practitioner with a sub-specialization in psychiatry; or

~~(c) a licensed mental health practitioner who:~~

- ~~1. — has a master's degree in social work and is licensed for independent clinical practice;~~
- ~~2. — has a master's degree in marriage and family therapy;~~
- ~~3. — has a doctoral degree in clinical, counseling or developmental psychology or a medical degree with a sub-specialization in psychiatry.~~

~~(d) A licensed mental health practitioner who has:~~

- ~~1. — a master's or doctoral degree in rehabilitation counseling, pastoral counseling, psychiatric nursing, developmental or educational psychology, or other related fields (see 262 CMR 2.02: Related Field);~~
- ~~2. — successfully completed a Supervised Clinical Experience; and~~
- ~~3. — achieved a passing score on the NCCMHC licensure examination.~~

~~(eg) An where practice and supervision occur outside of the Commonwealth, an out-of-state supervisor/individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed under 262 CMR 2.02(a) - (f), is a licensed mental health practitioner (in states that have licensure in their discipline) and who meets the qualifications for licensure for independent clinical practice in Massachusetts in his/her respective discipline.~~

~~(f) For the specific purpose of the college supervision of students in a practicum or internship, an approved supervisor may be a mental health practitioner who:~~

- ~~1. ——— holds a teaching or supervisory position in a recognized educational institution which trains clinical mental counselors; and~~
- ~~2. ——— holds a graduate degree in mental health counseling or a related field.~~
- ~~3. ——— Site supervisors for practica and internships must meet the qualifications for 262 CMR 2.02: Approved Supervisor(a), (b), (c), (d) or (e).~~

~~**Board.** The Board of Registration of Allied Mental Health Counselors and Human Services Professions established under M.G.L. c. 13, § 88. The Board at the Division of Professional Licensure that regulates and governs the licensing of Mental Health Counselors, Marriage and Family Therapists, Rehabilitation Counselors and Educational Psychologists.~~

~~**CCMHC.** Certified Clinical Mental Health Counselor credential issued by the National Board for Certified Counselors, Inc.~~

~~**Board Examination.** The National Clinical Mental Health Examination administered by the National Board for Certified Counselors, Inc.~~

~~**Clinical Field Experience Sites.** A site Clinical field experience sites for providing pre and post- masters-Master's clinical field experience training include that is a public and/or private Recognized Educational Institution or health and/or mental health institutions regulated by the state, or other appropriate entity regulated by the state or otherwise exempt from regulation, that have-has integrated programs for the delivery of clinical mental health counselingMental Health Counseling, and have-has established provisions for appropriate supervision. A Clinical Field Experience Site does not include individual private practice or group private practice.~~

~~If the clinical field experience is an internship see also 262 CMR 2.02: Internship Sites.~~

~~NOTE: Neither individual nor group private practice experience will be accepted as a qualifying clinical field experience.~~

Contact Hours. The unit of measurement of ~~organized learning~~Direct Client Contact Experience, Individual Supervision, Group supervision, Supervision, or Supervised Clinical Field Experience lasting a minimum of between 50-45 and 50 consecutive minutes, consistent with usual and customary practice.

~~**Contract Supervision/Contract Supervisor.** Individuals or sites offering clinical mental health counseling services may contract with a supervisor to provide supervision for a fee or pro bono. The contact supervisor must have a minimum of five post-graduate years of experience in clinical mental health counseling and must be either a licensed mental health counselor (LMHC), A license mental health counselor with three years of Full Time or the equivalent Part Time post-licensure clinical Mental Health Counseling experience or a CCMHC. A contract supervisor must have who has a written agreement with the individual receiving supervision and the clinical field experience site where supervision is occurring regarding the supervision to be provided. Written notice of the agreements with a contract supervisor must be provided to and maintained on file by appropriate personnel at the site. Quarterly evaluations of the supervisee must be completed by the contact supervisor and reviewed and maintained on file by appropriate personnel at the site.~~

Direct Client Contact Experience. Direct, ~~face-to-face,~~ clinical Mental Health counseling Counseling experience with a range of individuals, groups, couples, ~~and or~~ families ~~in at~~ clinical Clinical field-Field experience-Experience sites Sites that conforms to the Mental Health Counseling scope of practice as defined in this section. Such experience does not include vocational guidance services, academic school guidance counseling, industrial or organizational consulting services, teaching or conducting research.

Emergency Contact ~~(on-site)~~. In school settings where individuals are working as school adjustment counselors, the school principal, a guidance counselor or a licensed educational psychologist ~~may who~~ serve as the ~~emergency~~ contact in the temporary absence of an approved supervisor. In certain health care facilities where ~~mental health counseling~~Mental Health Counseling is provided, a licensed rehabilitation counselor, a licensed psychologist, a psychiatric nurse practitioner or a designated clinical administrator ~~may who~~ serve as the ~~emergency~~ contact in the temporary absence of an approved supervisor. ~~The emergency contact does not replace the need for a clinical supervisor.~~

Full Time. 35 hours per week, 48 weeks per year. The full time practice of clinical ~~mental health counseling~~Mental Health Counseling ~~includes-must include~~ at least ten ~~Contact hours~~Hours per week (~~28.5%~~) of ~~d~~Direct/face to face client ~~Client~~ ~~contact~~Contact ~~experience~~Experience ~~clinical work with individuals, groups, couples or families.~~

Graduate Level Course. A course consisting of graduate level academic work. For required courses, a ~~graduate~~Graduate level ~~Level~~ ~~course~~Course is a minimum of three semester credits or four quarter credits. For electives, courses, a Graduate Level Course may be one or more semester/quarter credits.

Group Supervision. A regularly scheduled meeting of not more than ten mental health ~~practitioners~~supervisees under the direction of an ~~approved~~Approved supervisor ~~Supervisor or~~ Contract Supervisor for a period of at least one ~~contact~~Contact hourHour. "Peer" supervision groups ~~will not be considered to be qualifying~~do not constitute Group s~~Supervision for these purposes.~~

Individual Supervision. A meeting of ~~not more than two mental health practitioners~~one ~~supervisee~~ with an ~~approved~~Approved supervisor ~~Supervisor or~~ Contract Supervisor for at least one ~~contact~~Contact hourHour.

Internship. A distinctly defined, post-~~practicum~~Practicum, supervised curricular experience that totals a minimum of 600 clock hours. An internship ~~is intended to~~ enables the ~~individual~~supervisee to enhance clinical ~~mental health counseling~~Mental Health Counseling skills; and integrate professional knowledge and skills appropriate to the ~~individual's~~ supervisee's initial professional placement. An internship provides an opportunity for the individual to perform all the activities that a regularly employed staff member in the setting would be expected to perform.

Internship Sites. ~~Appropriate internship sites are described in the 262CMR 2.02: Clinical Field Experience Sites; in addition internship sites must provide an emergency contact on-site. This does not take the place of the required clinical supervision by an approved supervisor on-site or a contract supervisor. In the case where the internship is conducted in the intern's place of employment, the internship site must provide additional activities and supervision clearly delineated from the intern's usual work activities.~~

Licensed Mental Health Counselor. A person licensed as a mental health counselor ~~or eligible for licensure~~ under M.G.L. c. 112, § 165.

~~**Licensure Examination.** The examination for licensure as a mental health counselor shall be the National Clinical Mental Health Examination (NCMHCE) administered by the National Board for Certified Counselors, Inc. (NBCC).~~

Mental Health Counseling. The rendering of professional services to individuals, families or groups for compensation, monetary or otherwise. These professional services include: applying the principles, methods, and theories of counseling, human development, learning theory, group and family dynamics, the etiology of mental illness and dysfunctional behavior and psychotherapeutic techniques to define goals and develop a treatment plan of action aimed toward the prevention, treatment and resolution of mental and emotional dysfunction and intra or interpersonal disorders to all persons irrespective of diagnosis. The practice of ~~mental health counseling~~Mental Health Counseling includes, but is not limited to, assessment, diagnosis and treatment, counseling and psychotherapy, of a nonmedical nature of mental and emotional disorders, psychoeducational techniques aimed at prevention of such disorders, and consultation to individuals, couples, families, groups, organizations and communities.

~~NCMHCE. National Clinical Mental Health Counselor Examination.~~

~~NCCMHCE. National Certified Clinical Mental Health Counseling Examination.~~

Part Time. ~~Experience gained in less than 35 hours per week For for~~ the purpose of meeting the post-graduate clinical field experience requirement, ~~part time practice of mental health counseling must complete the number of required hours (3360) within a six year period. 50% of part time work must be direct/face to face client contact experience and there must be bi-weekly case consultation or supervision.~~

Practicum. A distinctly defined, pre-~~internship~~Internship, supervised curricular experience that totals a minimum of 100 clock hours ~~over a minimum of a full academic term~~. A practicum provides for the development of clinical ~~mental health counseling~~Mental Health Counseling and group work skills under supervision. A practicum may take place on the academic campus or in a ~~field setting~~Clinical Field Experience Site.

Recognized Educational Institution. An educational institution licensed or accredited by the state regional accrediting body in which it is located which meets national-regional standards for the granting of a master's ~~Master's~~ or doctoral ~~Doctoral~~ degree. ~~"National standards" shall be deemed to include, but not limited to, approval by the United States Department of Education.~~

Related Field. ~~An accredited degree in Counseling,~~ counselor education, ~~creative arts therapy,~~ ~~community mental health,~~ adjustment counseling, ~~rehabilitation counseling,~~ educational or ~~developmental counseling~~ psychology, ~~psychoanalysis,~~ clinical psychology, or ~~other field another~~ Mental Health Counseling field determined by the Board to be a ~~related field~~ Related Field.

Supervised Clinical Field Experience. Supervision by an approved supervisor while in the practice of clinical ~~mental health counseling~~ Mental Health Counseling services.

2.03: Licensure ~~Eligibility Categories~~ Application Requirements

~~(1) A candidate for licensure as a mental health counselor must meet the requirements of 262 CMR 2.03(1) or (2) provide to the Board the following:~~

~~(a) a complete application for licensure as prescribed by the Board;~~

~~(b) a final transcript which demonstrates that the applicable degree and education requirements under 262 CMR 2.04 and 2.05 have been met;~~

~~(c) evidence which demonstrates that the applicant has completed the clinical field experience requirements under 262 CMR 2.06, 2.07, and 2.08; and~~

~~(d) evidence of a passing score on the Board Examination. Passing scores remain valid for a period of five years from the date the examination was taken.~~

~~(1) CCMHC (Certified Clinical Mental Health Counselor). A candidate applying under this category must provide satisfactory evidence that the candidate is currently a CCMHC in good standing with the NBCC (National Board for Certified Counselors);~~

~~(2) Non-CCMHC. A candidate who does not have current CCMHC certification must:~~

~~(a) meet the education/degree completion requirements described in 262 CMR 2.04, 2.05, and 2.06;~~

~~(b) meet the Post Master's clinical mental health field experience and supervision requirements described in 262 CMR 2.07; and~~

~~(c) achieve a passing score on the NCMHCE (National Clinical Mental Health Counselor Examination). Scores on the examination remain valid for a period of five years from the date the examination was taken.~~

2.04: Education and Degree Requirements: Pre-~~July 1, 1998~~November 1, 2016

~~A candidate must meet all of the following requirements prior to July 1, 1998 in order to be eligible for licensing;~~

~~(1) Degree Requirements. A master's degree in mental health counseling or a related field. The degree must be from a recognized, accredited educational institution.~~

~~(2) Educational Requirements. In addition to the master's degree, or as components of that degree, candidates must met the following requirements:~~

~~(a) 48 graduate semester hours~~

~~(b) A practicum (a minimum of 100 hours)~~

~~(c) An internship (a minimum of 600 hours)~~

~~(d) Required Courses. Total required courses = three. Successful completion of one graduate level course (three semester hours or four quarter hours) in each of the following content areas listed in 262 CMR 2.04(2)(d)1. through 3.:~~

- ~~1. Counseling Theory, Practice and Techniques~~
- ~~2. Human Psychology, Development, Behavior and Learning, and Personality Theory~~
- ~~3. Psychopathology, Abnormal Psychology, Abnormal Behavior, Etiology Dynamics and Treatment of Abnormal Behavior~~

~~(e) Elective Courses. Total elective courses = Six. Successful completion of a minimum of six graduate level courses in the content areas listed in 262 CMR 2.04(2)(e)1. through 10.:~~

- ~~1. Social and Cultural Foundations, Populations and Cultures~~
- ~~2. Group Dynamics and Development~~
- ~~3. Appraisal/Assessment/Crisis Intervention, DSM-111R or DSM-1V~~
- ~~4. Research and Evaluation~~

5. ~~Professional Orientation Ethics/Legal Issues~~
6. ~~Psychopharmacology for non-medical professionals~~
7. ~~Addiction Disorders~~
8. ~~Marriage and Family/Human Sexuality and Lifestyle Choices~~
9. ~~Psychotherapeutic Techniques, Treatment and Modalities~~
10. ~~School counseling/Career and Lifestyle Choices~~

~~⇨(f) 25 hours supervision by an LMHC, or by a Certified Clinical Mental Health Counselor (CCMHC).~~

(1) Eligible applicants who received their degree pre-November 1, 2016 must demonstrate the completion of a minimum of 60 semester credit hours of Graduate Level Courses in Mental Health Counseling or a Related Field; this includes a minimum 48 semester credit Master's degree.

(2) If the candidate does not have a minimum 48 semester credit Master's degree, the candidate must have:

(a) a Master's degree with an advanced certificate;

(b) a second Master's degree; or

(c) a Doctoral degree.

All degrees and certifications must be from Recognized Educational Institutions.

(3) As components of the 48 semester credit Master's degree and the degrees and certificates listed in 262 CMR 2.04(2) candidates must meet the following requirements:

(a) Required course areas. A minimum three semester hour or four quarter hour course must be taken in each of the ten content areas listed in 262 CMR 2.04(3)(a)(1) – (10). Candidates must successfully complete a minimum of ten Graduate Level Courses, covering the specific content area as each course can be used to fill only one requirement. All courses must focus on Mental Health Counseling. The ten content areas are as follows:

1. Counseling Theory:

Examination of the major theories, principles and techniques of Mental Health Counseling

and their application to professional counseling settings. Understanding and applying theoretical perspectives with clients.

2. Human Growth and Development:

Understanding the nature and needs of individuals at all developmental stages of life. Understanding major theories of physical, cognitive, affective and social development and their application to Mental Health Counseling practice.

3. Psychopathology:

Identification and diagnosis and mental health treatment planning for abnormal, deviant, or psychopathological behavior, includes assessments and treatment procedures.

4. Social and Cultural Foundations:

Theories of multicultural counseling, issues and trends of a multicultural and diverse society. Foundational knowledge and skills needed to provide Mental Health Counseling services to diverse populations in a culturally competent manner.

5. Clinical Skills:

Understanding of the theoretical bases of the counseling processes, Mental Health Counseling techniques, and their therapeutic applications. Understanding and practice of counseling skills necessary for the mental health counselor.

6. Group Work:

Theoretical and experiential understandings of group development, purpose, dynamics, group counseling methods and skills, as well as leadership styles. Understanding of the dynamics and processes of Mental Health (therapeutic, psychosocial, psycho-educational) groups.

7. Special Treatment Issues:

Areas relevant to the practice of Mental Health Counseling, i.e. psychopharmacology, substance abuse, school or career issues, marriage and family treatment, sexuality and lifestyle choices, treating special populations.

8. Appraisal:

Individual and group educational and psychometric theories and approaches to appraisal. Examination of the various instruments and methods of psychological appraisal and assessment including, but not limited to, cognitive, affective, and personality assessment utilized by the mental health counselor. The function of measurement and evaluation, purposes of testing, reliability and validity.

9. Research and Evaluation:

Understanding social science research, and evaluative methodologies and strategies, types of research, program evaluation, needs assessments, ethical and legal considerations.

10. Professional Orientation:

Understanding of professional roles and functions of Mental Health Counselors, with particular emphasis on legal and ethical standards. Ethical case conceptualization, analysis and decision making as it relates to clinical practice. Knowledge and understanding of the standards set by the code of ethics of the American Counseling Association and the American Mental Health Counselors Association. Understanding of licensure and regulatory practices.

(b) Electives areas. Courses other than required courses must be elective courses which include knowledge and skills in the practice of Mental Health Counseling to afford students with an opportunity to understand scope of practice and to learn the responsibilities in the clinical practice of Mental Health Counseling. Appropriate courses may include but are not limited to, any of the content areas listed under 262 CMR 2.04(3)(a)(1) – (10), as well as:

1. best practices for maintaining and terminating counseling and psychotherapy;
2. consultation skills;
3. outreach and prevention strategies;
4. diagnosis and treatment issues;
5. working with special populations;
6. professional identity and practice issues, including historical perspectives;
7. mental health regulations and policy; and
8. management of community mental health programs.

(c) a Practicum; and

(d) an Internship.

2.05: Education and Degree Requirements: Post-~~July 1, 1998~~November 1, 2016

(1) Eligible Applicants who received their degree on or after November 1, 2016 must meet the following ~~D~~egree ~~R~~requirements:

(a) ~~A~~ a Master's degree in Mental Health Counseling or a Related Field with a minimum of 60 semester ~~credit~~ hours ~~of~~ or 80 quarter credit hours from an integrated, planned and comprehensive program from a Recognized Educational Institution; or

(b) a Doctoral ~~degree~~ graduate-level academic courses in counselingMental Health Counseling or a ~~related~~Related fieldField from an integrated, planned and comprehensive program from a Recognized Educational Institution.; this includes a minimum ~~48~~ semester credit Master's degree. If the candidate does not have a minimum 48 semester credit Master's degree, other options are:

(a) a Master's degree with an advanced certificate (e.g. CAS, CAGS); or

(b) a second Master's degree; or

~~(c) a Doctoral degree.~~

~~All degrees/certifications must be from integrated, planned and comprehensive programs; and must be from regionally accredited institutions of higher education.~~

~~(2) Education Requirements.~~ As components of the degrees/certificates listed in 262 CMR 2.05(1) ~~or in addition to them~~, candidates must meet the following requirements:

~~(a) 60 graduate semester hours; if the candidate has the minimum 48 semester credit master's degree, they need 12 credits in addition; if the candidate does not have a 48 semester credit master's degree, see 262 CMR 2.05(1), degree requirements.~~

~~(b) A practicum (a minimum of 100 hours)~~

~~(c) An internship (a minimum of 600 hours)~~

~~(d) Required Course Course Areasareas;-. The successful completion of Aa minimum three semester hour or four quarter hour Graduate Level courseCourse must be taken in each of the ten content areas listed in 262 CMR 2.05(2)(a)(1) – (10). Candidates must successfully complete a minimum of ten graduate Graduate level Level coursesCourses, covering the specified content areas as each course may be used to fill only one requirement listed in 262 CMR 2.05(2)(d)1- through 10. Each course can be used to fill only one requirement. All courses must focus specifically on Mental Health Counseling. The ten content areas are as follows:~~

- ~~1.—— Counseling Theory. The theories of psychotherapy and counseling, theories of personality, treatment and prevention modalities.~~
- ~~2.—— Human Growth and Development. Understanding the nature of human development.~~
- ~~3.—— Psychopathology Identification, diagnosis of and treatment planning for abnormal, deviant or psychopathological behavior.~~
- ~~4.—— Social Cultural Foundations. (e.g.) Issues and trends of a multicultural and diverse society; working with minority populations.~~
- ~~5.—— Helping Relationships. Counseling techniques, skills and procedures.~~
- ~~6.—— Group Work. Dynamics and processes~~
- ~~7.—— Special Treatment Issues. (e.g.) Psychopharmacology, substance abuse, school, career issues, marriage and family treatment, sexuality and lifestyle choices, treating special populations.~~
- ~~8.—— Appraisal. Appraisal and psychological assessment and techniques.~~
- ~~9.—— Research and Evaluation.~~

~~10. Professional Orientation, ethical and legal issues in counseling.~~

1. Counseling Theory:

Examination of the major theories, principles and techniques of Mental Health Counseling and their application to professional counseling settings. Understanding and applying theoretical perspectives with clients.

2. Human Growth and Development:

Understanding the nature and needs of individuals at all developmental stages of life. Understanding major theories of physical, cognitive, affective and social development and their application to Mental Health Counseling practice.

3. Psychopathology:

Identification and diagnosis and mental health treatment planning for abnormal, deviant, or psychopathological behavior, includes assessments and treatment procedures.

4. Social and Cultural Foundations:

Theories of multicultural counseling, issues and trends of a multicultural and diverse society. Foundational knowledge and skills needed to provide Mental Health Counseling services to diverse populations in a culturally competent manner.

5. Clinical Skills:

Understanding of the theoretical bases of the counseling processes, Mental Health Counseling techniques, and their therapeutic applications. Understanding and practice of counseling skills necessary for the mental health counselor.

6. Group Work:

Theoretical and experiential understandings of group development, purpose, dynamics, group counseling methods and skills, as well as leadership styles. Understanding of the dynamics and processes of Mental Health (therapeutic, psychosocial, psycho-educational) groups.

7. Special Treatment Issues:

Areas relevant to the practice of Mental Health Counseling, i.e. psychopharmacology, substance abuse, school or career issues, marriage and family treatment, sexuality and lifestyle choices, treating special populations.

8. Appraisal:

Individual and group educational and psychometric theories and approaches to appraisal. Examination of the various instruments and methods of psychological appraisal and assessment including, but not limited to, cognitive, affective, and personality assessment utilized by the mental health counselor. The function of measurement and evaluation, purposes of testing, reliability and validity.

9. Research and Evaluation:

Understanding social science research, evaluative methodologies and strategies, types of research, program evaluation, needs assessments, ethical and legal considerations.

10. Professional Orientation:

Understanding of professional roles and functions of Mental Health Counselors, with

particular emphasis on legal and ethical standards. Ethical case conceptualization, analysis and decision making as it relates to clinical practice. Knowledge and understanding of the standards set by the code of ethics of the American Counseling Association and the American Mental Health Counselors Association. Understanding of licensure and regulatory practices.

(eb) Electives Areasareas; Courses other than required courses must be elective courses which Elective courses must include knowledge and skills in the practice of mental health counselingMental Health Counseling. Students should understand the scope of practice and learn the responsibilities in the clinical practice of mental health counseling. Appropriate courses could may include, but are not limited to, any of the Special Treatment Issues listed abovecontent areas listed under 262 CMR 2.05(2)(a)(1) – (10), as well as:

1. modalities-best practices for maintaining and terminating counseling and psychotherapy;
2. consultation skills;
3. outreach and prevention strategies;
4. diagnosis and treatment issues;
5. working with special populations;
6. professional identity and practice issues, including historical perspectives;
7. mental health regulations and policy;
8. management of community mental health problemsprograms.

Similar related courses focused on issues related to the practice of mental health counseling are also appropriate.

(c) a Practicum; and

(d) an Internship.

2.06 Pre-mMaster's Degree Clinical Field Experience Requirements

(See 262 CMR2.02: Definitions: Practicum and Internship for further clarification; 262 CMR2.02: Definitions: Clinical Field Experience Sites and Internship Sites are also guides for internship placements)

(1) Eligible applicants must demonstrate the completion of a Practicum Hours Requirement. Applicants must complete a minimum of 100 hours of pre-master's Master's degree Practicum that includes supervised clinical experienceSupervised Clinical Field Experience in mental

~~health counseling providing and direct~~ Direct client-Client contact-Contact Experience(e.g.) individuals, groups, couples, families). The Practicum must take place over a minimum period of at least seven weeks ~~A practicum may take place~~ on the academic campus or in a clinical Clinical field-Field experience-Experience siteSite. ~~A~~The Practicum must include:

(a) ~~40~~ Contact hours-Hours of ~~direct/face-to-face-client-Direct Client contact-Contact~~ Experience ~~with clientele appropriate to the program-agency emphasis area;~~ in Clinical Field Experience Sites conforming to the Mental Health Counseling scope of practice as defined under 262 CMR 2.02 or peer role plays and laboratory experience in individual, group, couple and family interactions.;

(b) ~~25~~ Contact hours-Hours of supervision; ~~of which, over a minimum period of one-half to one full academic term, of which:~~

1. a minimum of ten Contact hours-Hours must be ~~individual supervision~~ Individual Supervision; ~~—using direct observation or contemporary audio and/or visual recording techniques;~~
2. a minimum of five Contact hours-Hours must be ~~group-Group supervision-Supervision~~ with no more than ten ~~students superviseses in a group;~~
3. the remaining ten Contact hours-Hours may be ~~individual-Individual~~ or ~~group-Group supervision-Supervision.~~

1. ~~— a minimum of ten hours must be individual supervision using direct observation or contemporary audio and/or visual recording techniques;~~
2. ~~— a minimum of five hours must be group supervision with no more than ten students;~~
3. ~~— the remaining ten hours may be individual or group supervision.~~

~~(c) College and Site Supervisors:~~

1. ~~— For practicum and/or internship college supervision, an approved supervisor may be a person who holds a graduate degree in mental health counseling or a related field and has a teaching or supervisory position in a recognized educational institution which trains clinical mental health counselors.~~
2. ~~— Site supervisors must be approved supervisors or contract supervisors as listed in 262 CMR 2.02: Definitions.~~
3. ~~— Practicum students in a clinical field experience site may only see Clients when there's a clinical supervisor or emergency contact on-site as listed in 262 CMR 2.02: Definitions.~~

4. ~~_____ (d) Regular evaluations of the student's performance throughout the practicum, including a formal evaluation at the completion of the practicum.~~

~~(22) Internship Hours Requirement. Applicants~~ Eligible applicants must demonstrate the completion of a complete a minimum of 600 hours of pre-master's Master's degree Internship which includes supervised experience Supervised Clinical Field Experience in clinical mental health counseling providing and direct Direct face-to-face client Client contact Contact Experience (e.g. individuals, groups, couples and families). Where the Internship is conducted in the intern's place of employment, the Internship site must provide additional activities and supervision clearly delineated from the intern's usual work activities. An internship The Internship must include:

~~(a) 240 Contact hours Hours of direct Direct client Client contact Contact experience Experience with clientele appropriate to the program emphasis area and in the context of activities that in Clinical Field Experience Sites conforming to the Mental Health Counseling scope of practice defined under 262 CMR 2.02; enable the intern to enhance clinical mental health counseling skills.~~

~~(b) 45 Contact hours Hours of supervision; of which:~~

- ~~1. a minimum of 15 Contact hours Hours must be individual supervision Individual Supervision by an approved supervisor, or a contract supervisor;~~
- ~~2. a minimum of 15 Contact hours Hours must be group Group supervision Supervision, with no more than ten supervisees in a group, by an approved supervisor or contract supervisor;~~
- ~~3. the remaining 15 Contact hours Hours may be either individual Individual Supervision or group Group supervision Supervision.~~

~~_____ (e) College and Site Supervisors:~~

~~(3) Practicum and Internship supervisees in a Clinical Field Experience Site may see clients only when there is an Approved Supervisor or Contract Supervisor on site. In the temporary absence of either, a supervisee may see clients so long as an Emergency Contact is on site.~~

~~(4) Supervisors must conduct regular evaluations of the Practicum and Internship supervisee's performance throughout the experience including a formal evaluation upon completion of the experience. Such evaluations shall include but not be limited to direct observation and review of process notes.~~

1. ~~For practicum and/or internship college supervision, an approved supervisor may be a person who holds a graduate degree in mental health counseling or a related field and has a teaching or supervisory position in a recognized educational institution which trains clinical mental health counselor.~~
2. ~~site supervisors must be approved supervisors or contract supervisors as listed in 262 CMR 2.02: Definitions.~~

~~Interns may only see clients when there is a clinical supervisor or emergency contact on site as listed in 262 CMR 2.02: Definitions.~~

~~(d) Degree Completion:~~

1. ~~Pre July 1, 1998. Post master's internship; Applicants who perform an internship after the award of a qualifying 48 semester hour graduate degree may credit post-degree internship experience toward the post-master's clinical field experience requirement. Such an internship must include a clearly defined educational program and schedule of services and duties to be performed the intern. A written evaluation of the performance of the intern plus an evaluation of the internship experience by the intern must be provided.~~
2. ~~Post July 1, 1998. Internships must be part of an applicant's educational program.~~

2.07 ~~Post-master's-~~Master's Degree Clinical Field Experience Requirements

(1) ~~Post-master's Hours Requirements: Eligible Applicants-applicants~~ must complete, in no less than two and no more than eight years, a minimum of two years of full-time or equivalent part-time, ~~post-master's-Master's degree supervised clinical field experience~~Supervised Clinical Field Experience in mental health counseling, providing direct/face to face client contact with individuals, groups, or familiesand Direct Client Contact Experience. ~~Post-master's work experience may not begin until an individual has earned 60 credits, including all requirements:~~

(2) Eligible applicants must demonstrate the completion of the following post-Master's experience requirements:

~~(a) Total Hours Required = 3,360 total hours; and which includes~~

~~(b) Direct Client Contact Hours Required = 960 Contact Hours of Direct Client Contact Experience, of which; a maximum of 250 hours of the required 960 direct/face-to-face client contact hours may be group client contact experience.~~

~~1. a minimum of 610 Direct Client Contact Experience Contact Hours are in individual, couples, or family counseling; and~~

~~2. a maximum of 350 Direct Client Contact Experience Contact Hours may be in group counseling.~~

~~(32) Post-master's Degree Supervision Requirements Eligible applicants must demonstrate the completion of the following supervision hour requirements during post-Master's experience:~~

~~(a) Total Supervision Hours Required = minimum of at least 130 total hours of supervision of which at least 75 hours must be in Individual Supervision;~~

~~(b) Individual Supervision Hours Required = minimum of 75~~

~~(e) Supervision must include a minimum of one Contact hour Hour of supervision for every 16 Contact hours of Direct client Client contact Contact Experience hours; and~~

~~(d) Supervision must be by an approved supervisor.~~

~~(c) if working Part Time, supervision that is pro-rated no less than one Contact Hour bi-weekly.~~

~~(34) On-site Supervision Requirements: Eligible applicants must demonstrate the following on-site supervision conditions:~~

~~(a) The applicant must have a formal relationship with the work-site Clinical Field Experience Site and must be supervised a minimum of one hour for every 16 hours of direct/face-to-face client contact experience.;~~

~~(b) The supervisor must be a staff member of the Clinical Field Experience site-Site who is an approved Approved supervisor-Supervisor or a contract-Contract supervisorSupervisor so long as written notice of agreements with a contract supervisor are provided to and maintained on file by appropriate personnel at the Clinical Field Experience Site who has entered into a written agreement with the individual and the site to provide supervision either on or off site, in accordance with the requirements of contract supervision and supervision as defined by 262 CMR 2.02.;~~

(c) annual evaluations of the supervisee must be completed by the Approved Supervisor or Contract Supervisor and reviewed and maintained on file by appropriate personnel at the site; and

(45) On-site Emergency Contact For Supervision: The provision of an Emergency Contact must be in place for all Clinical Field Experience Sites. The Emergency Contact individual shall not replace the requirement for an Approved Supervisor or Contract Supervisor.

~~(a) In school settings where individuals are working as school adjustment counselors, the school principal, a guidance counselor or a licensed educational psychologist may serve as the emergency contact.~~

~~(b) In certain health care facilities where mental health counseling is provided, a licensed rehabilitation counselor, a licensed educational psychologist, a psychiatric nurse practitioner or a designated clinical administrator may serve as the emergency contact.~~

~~Emergency contact provision must be in place for all work placement settings. The emergency contact individual DOES NOT replace the requirement for an approved supervisor.~~

2.08: Supervision by Licensed Mental Health Counselors Hour Requirements

~~Total supervision hours required, pre and post master's combined = 200 hours~~

~~(1) Pre-master's Degree Supervision. A minimum of 70 hours of supervision, both individual and group;~~

~~(2) Post-master's Degree Supervision. A minimum of 130 hours of supervision, of which a minimum of 75 hours must be in individual supervision;~~

~~(31) Of the 200 total hours, a For supervision received before November 1, 2016, a minimum of 25-50 Contact hours Hours of the 200 total Contact Hours of supervision required (pre- and/or post-master's Master's degree) must be supervision (individual or group) by a licensed mental health counselor Licensed Mental Health Counselor (LMHC), a Certified Clinical Mental Health Counselor (CCMHC) or an equivalently Licensed Mental Health Counselor from another state or jurisdiction. All the above supervisors must have at least five years post master's clinical mental health counseling experience. Applications filed after July 1, 2004 must document 50 hours.~~

(2) For Supervision received after November 1, 2016, a minimum of 75 Contact Hours of the 200 total Contact Hours of supervision required (pre- or post-Master's degree) must be supervision by a Licensed Mental Health Counselor or an equivalently licensed mental health counselor from another state or jurisdiction.

262 CMR 3.00: Requirements For Licensure As a Marriage and Family Therapist

- 3.01: Preface
 - 3.02: Definitions
 - 3.03: Licensure Eligibility Requirements
 - 3.04: Reciprocity
-

3.01: Preface

To qualify for licensure as a marriage and family therapist, pursuant to M.G.L. c. 112, § 165, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements of one of the Licensure Eligibility Requirements described in 262 CMR 3.03 have been met by the applicant.

All licensed marriage and family therapists are charged with having knowledge of the existence of 262 CMR and are required to practice marriage and family therapy in accordance with them.

3.02 Definitions

AAMFT. The American Association for Marriage and Family Therapy

Approved Supervisor.

(a) A marriage and family therapist designated as an " Approved Supervisor" by the AAMFT to supervise the clinical practice of marriage and family therapists, or

(b) a licensed marriage and family therapist, rehabilitation counselor, educational psychologist, mental health counselor, psychologist, psychiatrist, all of whom holds a masters degree in either social work, marriage and family therapy, rehabilitation counseling, educational psychology, counseling or an equivalent field, or holds a doctorate degree in psychology, or a medical degree with a sub-specialization in psychiatry, and who:

1. has had primary supervisory responsibility for two practitioners providing marriage and family therapy for a period of two years or the equivalent; or
2. holds either a teaching or supervisory position in a recognized educational institution, institute or agency which trains marriage and family therapists, provides clinical services to individuals, couples and families on a regular basis, or offers graduate degrees in marriage and family therapy or a related field.

Board. Board of Allied Mental Health and Human Service Professions.

Clinical Internship or Practicum. A supervised internship or practicum in marriage and family therapy shall be included in the masters or doctoral program of study. The internship or practicum shall include a minimum of 300 hours of direct/face to face client contact with individuals, family groups, couples, groups or organizations (public or private) under the direction of an approved supervisor. The supervision shall consist of 100 face-to-face hours, of which 50 must be individual supervision. In addition, of the 100 hours of supervision, 25 hours must be supervision of direct observation or audio or videotape supervision.

Full-Time. 35 hours per week/48 weeks per year. The full-time practice of marriage and family therapy includes at least ten hours per week of clinical work with individuals, family groups, couples, groups or organizations (public or private).

Graduate Level Course. Three semester credit or four-quarter credit graduate credits from a Recognized Educational Institution.

Group Supervision. A regularly scheduled meeting of marriage and family therapy supervision of not more than six practitioners, plus an approved supervisor, for a period of at least 1½ hours "Peer" supervision will not be considered to be qualifying supervision for these purposes.

Individual Supervision. A regularly scheduled meeting of marriage and family therapy supervision of not more than two practitioners with an approved supervisor for a period of at least one hour.

Licensure Examination. The examination for licensure as a marriage and family therapist shall be the "Examination in Marital and Family Therapy" developed by the Association of Marital and Family Therapy Regulatory Boards. The licensure examination is administered by the Board or its agent. For information on sites, dates, examination, and fees, contact the Board.

Marriage and Family Therapy. The rendering of professional mental health services to individuals, family groups, couples, groups or organizations (public or private) for compensation, monetary or otherwise. Said professional services shall include applying principles, methods and therapeutic techniques to individuals, family groups, couples, groups or organizations (public or private) for the purpose of resolving emotional conflict, modifying perceptions and behavior, enhancing communication and understanding among family members and the prevention of family and individual crises. Marriage and family therapists may also engage in psychotherapy of a non-medical nature with appropriate referrals to psychiatric resources and other mental health professionals and organizations.

Psychotherapy of a Non-medical Nature. The utilization of psychological and interpersonal theories and related practice methodologies to assess, diagnose, treat and interpret to modify conscious and unconscious processes of behavior.

Recognized Educational Institution. An educational institution licensed or accredited by the state in which it is located which meets national standards for the granting of a master's or doctoral degree. " National Standards" shall be deemed to include, but not be limited to, approval by the United States Department of Education.

Related Field. Psychology, social work, counselor education, counseling psychology, theology, law, medicine, nursing, community mental health, education with a concentration in counseling or psychology, or other field determined by the Board to be a related field.

Supervised Clinical Experience (Post-degree). A minimum of 200 hours of supervision in the clinical practice of marriage and family therapy by an approved supervisor. A minimum of 100 hours of the required minimum 200 hours of supervision must be individual supervision.

3.03 Licensure Eligibility Requirements

A candidate for licensure as a marriage and family therapist must meet the minimum requirements of 262 CMR 3.03.

(1) Clinical Member of the AAMFT. A candidate applying under this category must provide satisfactory evidence that:

(a) the applicant is currently a clinical member in good standing of the AAMFT;

(b) The applicant has achieved a passing score on the national licensing examination, or its equivalent; or

(2) The following requirements:

(a) A master's or doctoral degree in marriage and family therapy or related field from a recognized educational institution.

1. Degree Completion Prior to July 1, 1999. The graduate program of study must be a minimum of 45 credit hours. If an applicant's degree was less than 45 hours, a further degree or CAGS (Certificate of Advanced Graduate Study) or its equivalent is required, which shall meet the 60 semester hour requirement.
2. Completion after July 1, 1999. The graduate program of study required must be a minimum of 60 semester hours. If an applicant's master's or doctoral degree program of study consisted of less than 60 semester hours, evidence of completion of graduate level courses outside of the degree program in the content areas listed in 262 CMR 3.03(2)(b) sufficient to meet the 60 semester hour degree, required courses, and internship or practicum requirements must be submitted to the Board for review and approval.

(b) Successful completion of:

1. Three graduate level courses in each of the following content areas (Total courses required = nine):
 - a. Marital and Family Studies. Family life cycle; sociology of the family; families under stress; the contemporary family; family in a social context; the cross-cultural family; and youth/adult/aging and the family; family subsystems; individual, interpersonal relationships (marital, parental, sibling).
 - b. Marital and Family Therapy. Family therapy methodology; family assessment; treatment and intervention methods; overview of major clinical theories of marital and family therapy.
 - c. Human Development. Human development; personality theory; human sexuality; psychopathology; behavior-pathology. One course in this category must be in psychopathology or its equivalent.
2. One graduate level course in each of the following content areas (Total courses required = 2):

- a. Professional Studies. Professional socialization and the role of the professional organization; legal responsibilities and liabilities; independent practice and interprofessional cooperation; ethics; family law.
- b. Research. Research design; methods; statistics; research in marital and family studies and therapy;
3. Clinical internship or practicum.

(3) Two Year Experience Requirement. A minimum of two years full-time, or equivalent part-time (3360 hours), post masters supervised clinical experience with individuals, family groups, couples, groups or organizations (public or private) for the purpose of assessment and intervention in a clinic or hospital licensed by the Commonwealth of Massachusetts Department of Mental Health accredited by the Joint Commission on Accreditation of Health Care Organizations or an equivalent center or institute, or under the direction of an approved supervisor. Private practice settings are not considered acceptable settings for this post-masters supervised clinical experience. 200 hours of supervision are required, of which 100 hours must be individual supervision. The required two years full-time, or equivalent part-time, supervised clinical experience in marriage and family therapy must include a minimum of 1000 hours of post-master's degree face-to-face contact hours of clinical experience with individuals, family groups, couples, groups or organizations (public or private) under the direction of an approved supervisor; a minimum 500 hours of which must be face-to-face contact hours of clinical experience with couples and families under the direction of an approved supervisor.

(4) Achievement of a passing score on the licensure examination.

3.04: Reciprocity

The Board shall issue a license without examination to an applicant licensed as a professional in a comparable field in another state whose requirements for the license are determined by the Board to be equivalent to or exceed the requirements of the Commonwealth.

262 CMR 4.00: Requirements For Licensure As a Rehabilitation Counselor

4.01: Licensure Requirements

(1) **Preface.** To qualify for licensure as a rehabilitation counselor, pursuant to the requirements of M.G.L. c. 112, § 165, as amended, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements described in 262 CMR 4.01(3) have been met by the applicant.

All licensed rehabilitation counselors are charged with having knowledge of the existence of 262 CMR and required to practice rehabilitation counseling in accordance with them.

(2) **Definitions.**

Approved Supervisor.

- (a) A rehabilitation counselor currently certified as a CRC by the CRCC;
- (b) a currently licensed rehabilitation counselor, or an individual who meets the qualifications for licensure as a rehabilitation counselor by the Board; or
- (c) a person who has a minimum of five years of clinical experience in rehabilitation counseling and either:
 - 1. a master's degree in rehabilitation counseling or a related field;
 - 2. a doctorate in psychology; or
 - 3. a medical degree with a subspecialization in psychiatry.

Board. Board of Allied Mental Health and Human Services Professions.

CRCC. The Commission on Rehabilitation Counselor Certification.

CRC. Certified Rehabilitation Counselor credential issued by the CRCC.

Full Time. 35 hours per week/48 weeks per year.

Graduate Level Course. Three credit semester or four credit quarter graduate level course.

Group Supervision. A regularly scheduled meeting of not more than six rehabilitation professionals with an approved supervisor for a period of at least one hour. "Peer" supervision will not be considered to be qualifying supervision for these purposes.

Individual Supervision. A meeting of not more than one or two rehabilitation professionals with an approved supervisor for a period of at least one hour.

Internship.

(a) A distinctly defined, post-practicum, supervised curricular experience intended to enable the rehabilitation counselor to refine and enhance basic rehabilitation counseling skills, develop more advanced rehabilitation counseling skills, and integrate professional knowledge and skills pertinent to the initial post-graduate professional experience.

(b) An internship completed after the award of a qualifying graduate degree must include a clearly defined program and schedule of services and duties to be performed by the intern. Written evaluations of the performance of the interns, as well as an evaluation of the internship experiences by the intern, must be included in post-graduate internships.

Licensure Examination. The examination for licensure as a rehabilitation counselor shall be the CRCC Certification Examination. The CRC credential/certification is not required for licensure. The licensure examination is administered two times per year by the CRCC. For information on sites, dates of administration, and fees, contact the CRCC.

Recognized Educational Institution. An educational institution licensed by the state in which it is located which meets national standards for the granting of a master's or doctoral degree. "National Standards" shall be deemed to include, but not be limited to, approval by the United States Department of Education.

Related Field. Counselor education, psychology, counseling psychology, education with a concentration in counseling or psychology, or other field determined by the Board to be a related field.

Supervised Clinical Experience. A minimum total of 200 hours of group and individual supervision in the clinical practice of rehabilitation counseling by an approved supervisor. A minimum of 100 hours of the required minimum 200 hours of supervision must be individual supervision.

(3) **Licensure Eligibility.** A candidate for licensure as a rehabilitation counselor must meet the requirements set forth in 262 CMR 4.01(3)(a) through (e).

(a) **A Master's or Doctoral Degree in Rehabilitation Counseling or a Related Field from a Recognized Educational Institution.** The graduate degree program of study must have included an internship. If an applicant's master's or doctoral degree program of study consisted of less than 48 semester hours, or, if the applicant's master's or doctoral degree program of study did not include the courses listed in 262 CMR 4.01(3)(b) and/or an internship, evidence of completion of graduate level courses and/or an internship outside of the degree program sufficient to meet the 48 semester hour, course and internship requirements, must be submitted to the Board for review and approval. An applicant who was awarded a graduate degree from a combined professional graduate program must submit the program of study for such combined program for review and approval of such program by the Board;

(b) Successful completion of one graduate level course in each of the following content areas (Total courses required = 5):

- Job Placement/Development/Vocational Analysis/Transferable Skill Development
- Vocational Assessment and Evaluation
- Vocational and Affective Counseling
- Rehabilitation Plan Development
- Medical Aspects of Disabilities

(c) A minimum of two years full-time, post-master's degree supervised clinical experience or equivalent part-time, work experience in rehabilitation counseling in a clinic or hospital licensed by the Department of Mental Health or accredited by the Joint Commission on Accreditation of Hospitals or in an equivalent center or institute, or under the direction of an approved supervisor. Applicants who have completed a qualifying master's degree consisting of a 48 semester hour program of study which included an internship may be credited a maximum of ½ of the total number of hours of the internship experience toward the clinical experience requirement;

(d) Successful completion of a Supervised Clinical Experience; and

(e) Achievement of a passing score on the licensure examination. If an applicant is currently a CRC in good standing, a copy of the applicant's CRCC membership certificate may be submitted with the licensure application in lieu of an examination score report from the CRCC.

262 CMR 5.00: Requirements For Licensure As an Educational Psychologist

5.01: Licensure Requirements

(1) **Preface.** To qualify for licensure as an educational psychologist, pursuant to the requirements of M.G.L. c. 112, § 165, as amended, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements described in 262 CMR 5.01(3) have been met by the applicant.

All licensed educational psychologists are charged with having knowledge of the existence of 262 CMR and required to practice educational psychology in accordance with them.

(2) **Definitions.**

Approved Supervisor. A school psychologist who:

- (a) is licensed as an educational psychologist, or meets the qualifications for licensure as an educational psychologist by the Board; and
- (b) has a minimum of five full-time academic years, or equivalent part-time, experience as a certified school psychologist.

Board. Board of Allied Mental Health and Human Services Professions.

CAGS. Certificate of Advanced Graduate Study.

Full-Time Academic Year. A full-time academic year consists of a minimum of 180 days. Two full-time academic years consist of a minimum of 360 days.

Licensure Examination. The examination for licensure as an educational psychologist shall be the National School Psychology Examination (ETS/NTE #40) of the National Association of School Psychologists (NASP) administered by Education Testing Service (ETS). NASP Certification as an NCSP is not required for licensure. The licensure examination is administered three times per year by ETS. For information on sites, dates of administration, and fees, contact ETS.

School Psychological Services. Consists of employment by a public school system or private school or agency as a Department of Education certified school psychologist engaged in the role and performing the duties of a school psychologist. Private practice/self-employment as a school psychologist is not acceptable in fulfillment of the post-master's degree work experience in school psychological services requirement.

Supervised Clinical Experience. A minimum of 60 hours of post-master's degree supervision in the practice of school psychological services by an approved supervisor.

Supervision. A regularly scheduled meeting of not more than six school psychologists with an approved supervisor for period of at least one hour. "Peer" supervision will not be considered to be qualifying supervision for these purposes.

(3) **Licensure Eligibility Categories.** A candidate for licensure as an educational psychologist must meet the requirements set forth in 262 CMR 5.01(3)(a) through (e):

(a) **A Master's Degree, CAGS, or Doctoral Degree in School Psychology from an Educational Institution Licensed or Accredited by the State in which it is Located.** The applicant's graduate degree must consist of:

1. a minimum of 60 credits of approved graduate course work: If an applicant's graduate degree program of study consisted of less than 60 credits of approved graduate course work, evidence of completion of graduate level courses outside of the degree program sufficient to meet the 60 credit approved courses requirement must be submitted to the Board for review and approval;
2. a Practicum/Internship experience consisting of a minimum of 1200 clock hours of supervised field placement. If an applicant's graduate degree program of study did not include a minimum of 1200 clock hours of supervised field placement, evidence of completion of additional hours of supervised field placement outside of the graduate degree program sufficient to meet the 1200 clock hour requirement must be submitted to the Board for review and approval;

(b) Current certification (copy of certificate) as a school psychologist by the Department of Education of the Commonwealth of Massachusetts or comparable certification from another state;

(c) A minimum of two full-time academic years, or equivalent part-time, post-master's degree experience in school psychological services;

- (d) Successful completion of a Supervised Clinical Experience; and
- (e) Achievement of a passing score on the licensure examination.

262 CMR 6.00: Disciplinary ~~Proceedings~~Action

- 6.01: Preface
 - 6.02: Definitions
 - 6.03: General Provisions
 - ~~6.04: Dispositions of Complaints~~
 - ~~6.05: Adjudicatory Hearing~~
 - ~~6.06: Final Decision and Order and Miscellaneous Provisions~~
-

6.01: Preface

~~262 CMR 6.00 governs the disposition of matters relating to the practice of any person holding or having held a license issued by the Board of Allied Mental Health and Human Services Professions under M.G.L. c. 112, §§ 163 through 172, and the establishes~~ conduct of adjudicatory hearings by the Board. ~~262 CMR 6.00 is based on the principle of fundamental fairness to licensees and clients and shall be construed to secure a speedy and just disposition~~which warrants disciplinary action by the Board against a licensee.

6.02: Definitions

~~**Adjudicatory hearing.** A formal administrative hearing conducted pursuant to M.G.L. c. 30A.~~

Board. The Board of Allied Mental Health and Human Services Professions.

~~**Complaint.** A communication filed with the Board which charges a licensee with misconduct.~~

~~**Informal.** Not subject to strict procedural or evidentiary rules.~~

Licensee. A person holding ~~or having held~~ a license issued pursuant to M.G.L. c. 112, §§ 163 through 172.

~~**Order to Show Cause.** A paper issued by the Board ordering a licensee to appear before the Board for an adjudicatory proceeding and show cause why the licensee should not be disciplined.~~

~~**Party.** A respondent, prosecutor representing the Board, or intervenor in an adjudicatory proceeding pursuant to 801 CMR 1.01(9).~~

~~**Quorum.** A majority of the Board excluding vacancies.~~

~~**Respondent.** The licensee named in an Order to Show Cause.~~

6.03: General Provisions

(1) The Board may, by majority vote after a hearing conducted in accordance with M.G.L. c. 30A and 801 CMR 1.00, et seq., take disciplinary action against any individual who holds a license issued by the Board. Grounds for such disciplinary action shall include, but shall not be limited to:

(a) engaging in, authorizing, or aiding or abetting fraud, deceit, misrepresentation of material facts, the provision of false or forged evidence, or bribery in connection with any application for any license which may be issued by the Board or in connection with any application for reinstatement of a license issued by the Board;

(b) violation of any provision of 262 CMR or any provision of M.G.L. c. 112, §§ 61 through 65A or 163 through 172A;

(c) engaging in practice which is fraudulent or beyond the authorized scope of practice for the license issued by the Board;

(d) incompetence, negligence, or malpractice, where such incompetence, negligence, or malpractice results in injury to a client or creates an unreasonable risk that a client may be harmed;

(e) permitting, aiding or abetting an unlicensed person to perform activities requiring a license;

(f) continuing to practice while the Licensee's license is lapsed, suspended, or revoked;

(g) suspension, revocation, or restriction of the Licensee's license to practice any other licensed profession by a competent authority in any state, federal, or foreign jurisdiction;

(h) failure to cooperate with the Board in any investigation of the Board or its agent or otherwise interfering with the actions of the Board or its agent in such an investigation, whether or not the Licensee is the subject of the investigation;

(i) failure to comply with an order issued by the Board or a consent agreement entered into with Board;

(j) misrepresentation or fraud in any aspect of the conduct of the business or practice of the Licensee's profession;

(k) advertising that is fraudulent, false, deceptive or misleading;

(l) failure to comply with the continuing education requirements under 262 CMR 7.00.

(2) For purposes of 262 CMR 6.03(1), the term "disciplinary action" shall include, but shall not be limited to:

(a) denial, revocation or suspension of any license or certification which may lawfully be issued by the Board;

(b) refusal to renew any such license or certification; issuance of a letter of censure;

(c) issuance of a written reprimand;

(d) placement of a Licensee on probation; or

(e) other such sanctions as provided for under M.G.L. c. 112, §§ 163 through 172A or M.G.L. c. 112, § 61.

~~(1) **Communications.** all written correspondence should be addressed to and filed with the Board of Allied Mental Health and Human Services Professions, 100 Cambridge Street, 15th Floor, Boston, Massachusetts 02202.~~

~~(2) (a) **Service.** The Board shall provide notice of its actions in accordance with the Standard Adjudicatory Rules of Practice and Procedure (801 CMR 1.01(4)(b) and (5)(f)) or otherwise with reasonable attempts at in-hand service, unless the respondent otherwise has actual notice of the board's action. Where 262 CMR 6.00 provides that the Board must notify parties, service may be made by first class mail. A notice of appearance on behalf of a respondent shall be deemed an agreement to accept service of any document on behalf of the respondent, including a Final Decision and Order of the Board. When a Hearing Officer has jurisdiction over an adjudicatory proceeding, proper service by the respondent includes filing copies of all papers and exhibits with: (1) the Board, care of its counsel; (2) the Hearing Officer assigned to the adjudicatory proceeding; and (3) the Prosecutor assigned to the adjudicatory proceeding. All papers served must be accompanied by a certificate of service.~~

~~(b) **Notice to Board Members.** A respondent (or his/her representative) and other persons shall not engage in ex parte communications with individual Board members regarding a disciplinary proceeding. Communications to the Board regarding disciplinary proceedings shall be in writing and directed to Board members as follows: One copy to the Chair of the Board, one copy to the Board Counsel, and one copy to the Prosecutor assigned to the adjudicatory proceeding.~~

~~(3) **Date of Receipt.** Communications are deemed received on the date of actual receipt by the Board.~~

~~(4) **Computation of Time.** The Board shall compute time in accordance with 801 CMR 1.01(4)(c).~~

~~(5) **Extension of Time.** The Board in its discretion may extend any time limit prescribed or allowed by 262 CMR 6.00.~~

~~(6) **Identification and Signature; Paper Size.** All papers filed with the Board in the course of a disciplinary proceeding must contain the name, address, and telephone number of the party making the filing and must be signed by either the party or an authorized representative. Paper size shall be 8 1/2" by 11".~~

~~(7) **Decisions by the Board; Quorum.** Unless 262 CMR 6.00 provides otherwise, a majority of members present and voting at a Board meeting shall make all decisions and the Board shall record its decisions in the minutes of its meetings. A quorum is six members of the Board, provided one member is a public member.~~

~~(8) **Public Nature of Board Meetings Under 262 CMR 6.00.**~~

~~(a) All meetings of the Board are open to the public to the extent required by M.G.L. c. 30A, § 11A.~~

~~(b) As provided by M.G.L. c. 30A, § 11A, a Board meeting held for the purpose of making a decision required in an adjudicatory proceeding is not open to the public. Evidentiary hearings before individual hearing officers are generally open to the public, but the Board may carry out its functions under 262 CMR 6.00 in closed session if these functions affect an individual licensee or client, the licensee or client requests that the Board function in closed session, and the Board or hearing officer determines that functioning in closed session would be consistent with law and in the public interest.~~

6.04: Disposition of Complaints

~~(1) **Initiation.** Any person, organization, or members of the Board may make a complaint to the Board which charges a licensee with misconduct. The Board, in its discretion, may investigate anonymous complaints.~~

~~(2) **Complaint Committee.** The Board may establish one or more Complaint Committees to review complaints charging a licensee with misconduct. If the Board or a Complaint Committee determines that a communication does not relate to any of the matters set forth in M.G.L. c. 112, § 169 and/or 262 CMR 6.00, the Board or the Complaint Committee may refer the communication to the proper authority or regulatory agency.~~

~~(3) **Investigations.**~~

~~(a) **Preliminary Investigation.** A Board investigator shall conduct such preliminary investigation, which may include a request for an answer from the licensee, as is necessary to allow the Board or a Complaint Committee to determine whether a complaint is frivolous or lacking in either merit or factual basis.~~

~~(b) **Subsequent Inquiry, Investigation.** After receipt and review of a complaint, if the Board or a Complaint Committee determines that the complaint is frivolous or lacking in either legal merit or factual basis, it may dismiss or close the complaint. As to the other complaints, the Board or a Complaint Committee shall conduct, or cause to be conducted, any reasonable inquiry or investigation it deems necessary to determine the truth and validity of the allegations set forth in the complaint.~~

~~(4) **Investigative Conference.** To facilitate disposition, the Board or a Complaint Committee may request any person to attend an investigative conference at any time prior to the commencement of an adjudicatory proceeding. The Board or Complaint Committee shall give timely notice of the conference with reference to the complaint or a statement of the nature of the issues to be discussed.~~

~~(5) **Grounds for Complaint.**~~

~~(a) **Specific Grounds for Complaints Against Licensees.** A complaint against a licensee may be based on any of the following: Fraudulent or deceptive procurement, or attempt at fraudulent or deceptive procurement, of a license or its renewal; commitment of an offense against any provision of the laws of the Commonwealth relating to the practice of the profession, or any rule~~

~~or regulation adopted thereunder; conduct which places into question the licensee's competence to practice the profession, including but not limited to gross misconduct in the practice of the professions or practicing the profession fraudulently or deceitfully, or beyond its authorized scope, or with gross incompetence, or with gross negligence on a particular occasion or negligence on repeated occasions; violation of any regulation of the Board; failure, without cause, to cooperate with any request by the Board or its investigator to appear before it or provide it with information; practicing the profession while the ability to practice is impaired by alcohol, drugs, physical disability or mental instability; knowingly permitting, aiding or abetting an unlicensed person to perform activities requiring a license; conviction of a felony or of a crime involving moral turpitude; continuing to practice while a license is lapsed, suspended, or revoked; having been disciplined in another jurisdiction in any way by the proper licensing authority, institution, society, credentialing board, agency, or court for reasons substantially the same as those set forth in M.G.L. c. 112, §§ 61 and/or 169 and 262 CMR 6.00; cheating on or attempting to compromise the integrity of any licensing examination; or having acted in a manner which is professionally unethical according to ethical standards of the profession.~~

~~(b) **Other Grounds for Complaints Against Licensees.** Nothing herein shall limit the Board's adoption of policies and grounds for discipline through adjudication as well as through rule-making.~~

~~(6) **Order for Answering and Answer.** The Board or a Complaint Committee may order that the licensee, who is the subject of a complaint, respond to a complaint or order. A licensee shall respond to an order or complaint either personally or through his attorney, in compliance with 262 CMR 6.03(6). An answer must address the substantive allegations set forth in the complaint or order.~~

~~(7) **Dismissal by Board or Complaint Committee.** Upon receipt of a licensee's answer or at any point during the course of investigation or inquiry into a complaint, the Board or Complaint Committee may determine that there is not and will not be sufficient evidence to warrant further proceedings or that the complaint fails to allege misconduct for which a licensee may be sanctioned by the Board. In such event, the Board or Complaint Committee may close or dismiss the complaint and otherwise communicate with the licensee as deemed appropriate by the Board.~~

~~(8) **Board Action Required.** If a licensee fails to answer as requested by the Board or Complaint Committee or if the Board or Complaint Committee determines that there is reason to believe that the acts alleged occurred and constitute a violation for which a licensee may be sanctioned by the Board, the Board may vote to issue an Order to Show Cause.~~

~~(9) **Disposition by the Board.** The Board may require an adjudicatory hearing if it determines that there is reason to believe that the acts alleged occurred constitute a violation of any provision of 262 CMR 6.04(5) or M.G.L. c. 112, § 169. The Board may take such information action as it deems a complaint warrants. If the Board requires an adjudicatory hearing, it may appoint a Hearing Officer to preside at the adjudicatory proceeding, including referral to the Division of Administrative Law Appeals.~~

6.05: Adjudicatory Hearing

~~After the Board issues an Order to Show Cause, the Board shall conduct all hearings in accordance with the Standard Adjudicatory Rules of Practice and Procedure (801 CMR 1.00).~~

6.06: Final Decision and Order and Miscellaneous Provisions

~~(1) **In General.** Every Final Decision and Order of the Board requires the concurrence of a majority of the Board.~~

~~(2) **Sanctions.** In disposition of disciplinary charges brought by the Board, the Board may revoke, suspend, cancel the license, or place on probation, reprimand, censure, require the performance of public service in a manner and at a time and place to be determined by the Board, require a course of education or training, or otherwise discipline or limit the practice of a licensee.~~

~~(3) **Resignation.**~~

~~(a) A licensee who is named in a complaint or who is the subject to an investigation by the Board or who is the respondent in a disciplinary action may submit his resignation to the Board in writing stating that: he desires to resign; his resignation is tendered voluntarily; he realizes that resignation is a final act which deprives a person of all privileges of registration and is not subject to reconsideration or judicial review; and that he is not currently licensed to practice in any other state or jurisdiction, will make no attempt to gain licensure elsewhere, or will resign any other licenses contemporaneously with his resignation in the Commonwealth. The Board shall have the discretion to accept or reject a resignation submitted pursuant to 262 CMR 6.03.~~

~~(b) If a complaint, investigation, or Order to Show Cause arises solely out of a disciplinary action in another jurisdiction, within the meaning of 262 CMR 6.04(5)(a), the licensee may submit a resignation pursuant to 262 CMR 6.06(3)(a), but need not make any representation regarding licensure status in other jurisdictions, is permitted to gain licensure elsewhere, and need not resign any other licenses contemporaneously with the resignation.~~

~~(4) **Unauthorized Practice.** The Board may refer to the appropriate District Attorney or other appropriate law enforcement agency any incidents of unauthorized practice which comes to its attention.~~

~~(5) **Imposition of Restrictions.** Consistent with 262 CMR 6.00 and M.G.L. c. 30A or otherwise by agreement with the licensee, the Board may impose restrictions to prohibit a licensee from providing particular services except under certain conditions, if the Board determines that:~~

~~(a) the licensee has engaged in a pattern or practice which calls into question his competence to provide certain services without restrictions; or~~

~~(b) the restrictions are otherwise warranted by the public health, safety and welfare.~~

262 CMR 7.00: Continuing Education

- 7.01: Scope, Purpose and Regulatory Authority
 - 7.02: Definitions
 - 7.03: Continuing Education Requirements
 - 7.04: Verification of Continuing Education Activities
-

7.01: Scope, Purpose and Regulatory Authority

(1) The purpose of continuing education is to ~~assure~~ maintain high standards for the practice of mental health counseling, marriage and family therapy, rehabilitation counseling, ~~and~~ educational psychology, and applied behavior analysis by requiring licensees to participate in on-going educational activities. Through these ~~experiences~~ activities, licensees increase their competence and enhance their ir knowledge ~~obtained during prior education and training~~.

(2) The Board promulgates 262 CMR 7.00 pursuant to M.G.L. c. 13, § 90.

7.02: Definitions

Board: The Board of Registration of Allied Mental Health and Human Services Professions established under M.G.L. c. 13, §88.

Board-~~r~~Recognized Entities: Entities that the Board has designated as appropriate to approve sponsors of continuing education activities. Entities may define ~~CE~~ (Ccontinuing Eeducation) content areas appropriate for the specific license. Designated d entities may define procedures for the sponsors to follow in the delivery of ~~CE~~ continuing education activities.

Contact Hour: The unit of measurement for an organized learning experience lasting 50 consecutive minutes.

Entity-~~r~~Approved Sponsors: Continuing Education Providers that have been approved by Board-~~r~~Recognized eEntities to sponsor continuing education activities. Sponsors may include,

but are not limited to, colleges and universities, professional institutes, other workshop providers, and other professional training organizations.

7.03: Continuing Education Requirements

(1) All licensees are required, as a condition of license renewal, to complete a minimum of 30 ~~contact hours~~ Contact Hours of continuing education activities per licensure/renewal period (every two years). These ~~contact hours~~ Contact Hours must be ~~in compliance with~~ obtained from Board-approved-Recognized eEntities' requirements.

(2) Failure to comply with the continuing education requirements of 262 CMR 7.00 is grounds for disciplinary action pursuant to 262 CMR 6.03(1) and will may result in the non-renewal of the license.

7.04: Verification of Continuing Education Activities

(1) Effective for each licensure/renewal period commencing January 1996, each licensee will be required to submit a statement on the license renewal form provided by the Board attesting to satisfaction of the continuing education requirements of 262 CMR 7.00.

(2) For each contact hour earned by participation in continuing education activities offered by Entity-~~a~~Approved Sponsors, the licensee must ~~be able to~~ provide documentation of the following information upon request of the Board::

(a) the title of the program;

(b) the number of program hours completed;

(c) the name of the Entity-Approved Sponsors of the program;

(d) the name of the Board-Recognized Entities approving the programs;

(e) the date of the program; and

(f) official verification of attendance at such program.

(3) The Board may ~~randomly~~ audit licensees for ~~satisfaction of~~compliance with the continuing education requirements of 262 CMR 7.00.

(4) The Board may request each licensee to provide the Board with the information described in 262 CMR 7.04(2) for two prior licensure/renewal periods.

(5) Entity-approved sponsors of continuing education activities will be expected to maintain records of the names of all program attendees and the number of hours awarded for attendance at each program for a minimum period of five years from the date of the program.

262 CMR 8.00: Ethical Codes and Standards of Conduct

- 8.01: Ethical Codes
 - 8.02: Standards of Conduct Applicable to all Allied Mental Health Practitioners Licensed by the Board of Registration of Allied Mental Health and Human Services Professions
 - 8.03: Standards of Conduct Applicable to Licensed Mental Health Counselors
 - 8.04: Standards of Conduct Applicable to Licensed Applied Behavior Analysts and Licensed Assistant Applied Behavior Analysts
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8.01: Ethical Codes

The Board of Allied Mental Health and Human Services Professions adopts as its official guides the ethical codes and standards of conduct listed in 262 CMR 8.01(1) through (7), except as such codes deviate in any way from the provisions of 262 CMR or M.G.L. c. 112 §§ 163 through 172:

(1) For Licensed Mental Health Counselors:

(a) Ethical Standards of the American Counseling Association; and

(b) Ethical Standards and Code of Ethics of the American Mental Health Counselors Association;

(2) For Marriage and Family Therapists: ~~Model Code of Ethics for Marriage and Family Therapists of the Association of Marital and Family Therapy Regulations Boards~~ Code of Ethics of the American Association for Marriage and Family Therapists;

(3) For Rehabilitation Counselors:

(a) Code of Professional Ethics for Rehabilitation Counselors of the Commission on Rehabilitation Counselor Certification; and

(b) Code of Professional Ethics of the Certification of Disability Management Specialists Commission; and

(4) For Educational Psychologists: Professional Conduct Manual Principles for Professional Ethics of the National Association of School Psychologists;

(5) For applied behavior analysts and assistant applied behavior analysts: The Behavior Analyst Certification Board Guidelines for Responsible Conduct for Behavior Analysts; and

(6) Other ethical standards as approved by the Board.

8.02: Standards of Conduct Applicable to all Allied Mental Health Practitioners Licensed by the Board of Allied Mental Health and Human Services Professions

(1) Patient Treatment Records;

(a) ~~An Allied Mental Health and Human Services Professional~~ A licensee shall maintain a shall create and maintain a treatment record for each client which meets the standards of usual and customary practice, ~~and which is adequate to enable the licensee to provide proper diagnosis and treatment.~~

(b) The licensee must maintain a client's treatment record for a minimum period of ~~five~~ seven years from the date of the client's last professional ~~encounter~~ contact with the licensee and in a manner which permits the former client or a successor licensee access to the record within the terms of 262 CMR. In the event that the client is a minor, the licensee must maintain the client's record for at least one year after the client has reached the age of majority as defined in M.G.L. c. 4, § 7, but in no event shall the record be retained for less than ~~five~~ seven years.

(c) Upon commencing services, licensees shall notify clients in writing that treatment records will be maintained and the manner in which clients or authorized representatives may inspect treatment records. Licensees shall adhere to the following practices:

1. upon written request and within a reasonable period of time, licensees shall provide the client or authorized representative of the client a copy of such client's treatment record, pursuant to M.G.L. c. 112, § 12CC;

2. licensees may decline to permit a client or the client's authorized representative to inspect or obtain a copy of his or her treatment record if the licensee, in the reasonable exercise of his or her professional judgment, believes that allowing that client or the client's authorized representative to inspect or copy his or her treatment record would adversely affect the physical or mental well-being of that client; and

3. if a licensee declines to provide a copy of a client's treatment record to that client or the client's authorized representative pursuant to 262 CMR 8.02(c)(ii), the licensee shall provide that client with a treatment summary in lieu of the full treatment record. If after receiving the treatment summary the client continues to request a copy of the full treatment record, the licensee shall provide a copy of the full treatment record to either an attorney designated by the client or a psychotherapist, as defined in M.G.L. c. 112, § 12CC designated by that client.

~~Except as otherwise provided by law, a licensee shall permit inspection of records maintained for a client by such client or the authorized representative of the client, and upon request, and within a reasonable period of time, shall make a copy of such client's records available to such client or representative.~~

~~(ed) A licensee may charge a reasonable fee for the expense of providing the client's records to the client or authorized representative as provided for in 262 CMR 8.02(1)(b); however, the A licensee may not require payment of any balance due for prior professional services rendered to the client as a pre-condition for making the treatment records available. A licensee may charge a reasonable fee for copying of treatment records and postage where applicable.~~

(e) Licensees shall protect confidentiality, in accordance with applicable regulations and laws, in the creation, maintenance, storage, transfer and disposal of client records and in the event of withdrawal from practice or death of the licensee.

(f) Licensees shall comply with all state and federal laws regarding the creation, maintenance, storage, transfer, and disposal of treatment records.

(2) Client Relationships. In matters pertaining to boundaries, ~~or to~~ dual, personal or sexual relationships, ~~an Allied Mental Health and Human Services Professionals'~~ a licensee's relationship with a client shall be presumed to extend to a minimum of ~~two~~ five years from the date of the rendering of the last professional service within the definitions of the licensees practice pursuant to M.G.L. c. 112, § 163. Licensees shall engage in relationships that maintain appropriate boundaries, avoid dual relationship, and uphold the following standards:

(a) licensees shall not knowingly accept as clients, individuals or family members of individuals with whom the licensee has a familial, romantic, social, supervisory or professional relationship;

(b) licensees shall not engage in romantic or sexual relationships or behaviors with clients, family members of their clients, or partners of their clients;

(c) licensees shall refrain from entering into or promising a personal, professional, financial, or other relationship with any client, family members of their client, or partners of their client, provided however that this section shall not prohibit a licensee from having a future professional relationship with an agency under which the client is served; and

(d) when working with multiple clients, licensees shall respect individual client rights and maintain objectivity. When a licensee agrees to provide services to two or more persons who have a relationship with each other the licensee shall disclose in writing upon commencing services the nature of the relationship the licensee will have with each person. Should conflicting roles arise, the licensee shall identify and document adjustments in roles and make referrals as necessary.

(3) Confidential Communications.

(a) Except as otherwise provided by law, all communications, including electronic communications, between any Allied Mental Health and Human Services Professional licensee and the individual client(s) to whom the licensee has rendered professional services shall be deemed to be ~~and~~ treated as confidential information in perpetuity.

(b) For purposes of supervision or consultation regarding the licensee's work with a client, Notwithstanding the provisions of M.G.L. c. 112, § 172 (d), information which is acquired by a licensee pursuant to the professional practice, whether directly or indirectly, may be disclosed, ~~without client consent, written or otherwise,~~ to another appropriate licensee as part of a consultation which is designed to enhance the services provided to a client or clients.

(c) Licensees must, in their statements of confidentiality and informed consent to clients, inform clients that the licensee may seek supervision or consultation. In disclosing ~~such client~~ information, licensees shall use their best efforts to safeguard the client's privacy by not disclosing the client's name or other identifying demographic information, or any other information by which the client might be identified by the consultant, ~~unless such information is, in the licensee's professional judgment, necessary for the consultation to be successful.~~

(4) Fees and Billing. All licensees shall bill accurately and truthfully, consistent with law, and shall not misrepresent their fees. Licensees shall not bill for services that were not provided.

(5) Compliance with Other Laws. All licensees shall comply with applicable state and federal law governing their respective practice as an Allied Mental Health and Human Services Professional, including M.G.L. c. 119, § 51A.

8.03: Standards of Conduct Applicable to Licensed Mental Health Counselors

(1) Licensed Mental Health Counselor treatment records shall include, but not be limited to, at a minimum:

(a) a signed informed consent document;

(b) an intake summary;

(c) an assessment or diagnosis;

(d) a treatment plan;

(e) dates and progress notes for each treatment session;

(f) communications with collateral entities;

(g) communications with clients relating to treatment, including electronic communications; and

(h) a termination summary.

(2) Licensed Mental Health Counselors must inform clients, in writing, of policies regarding confidentiality of information and the legal limits and exceptions to confidentiality. Licensed Mental Health Counselors shall not communicate either verbally or in writing with others about a client without the client's express written consent, including any legal proceedings, except when the limits of confidentiality may legally be invoked, such as, but not limited to, cases of potential harm to the client or significant or deadly harm to others by the client, and legal proceedings under M.G.L. c. 112, § 172(a). Licensed Mental Health Counselors shall ensure the accuracy of client information shared with other parties, including any third party payers.

(3) Informed Consent and Performance of Services without Consent.

(a) A Licensed Mental Health Counselor shall not perform nor attempt to perform any mental health services or function without the written and signed informed consent of the client or prospective client who is to receive that service or function.

(b) Where the client or prospective client who is to receive the mental health counseling service is not mentally competent to give legally valid consent for the performance or provision of that service or function, the Licensed Mental Health Counselor shall not perform nor attempt to perform that service or function without the prior written consent of an individual who is legally authorized to give consent on behalf of that client or prospective client, or of a guardian appointed by a court of competent jurisdiction to act on behalf of that client or prospective client.

(c) Where the client or prospective client who is to receive the mental health service or function is a minor, the LMHC shall make and document reasonable attempts to obtain informed consent

from both parents when custody is held jointly, or from the minor's legal guardian(s) unless the minor:

1. is emancipated by court petition and decree;

2. is married, widowed or divorced;

3. is a parent of a child himself or herself;

4. is a member of any of the armed forces of the United States of America;

5. is living separate and apart from his or her parent(s) or legal guardian and is managing his or her own financial affairs;

6. reasonably believes that he or she is suffering from, or has come in contact with, a disease defined as dangerous to the public health pursuant to M.G.L. c. 111, s. 6, and the service(s) or function(s) to be performed pertain to the diagnosis or treatment of that disease;

7. will be served by not notifying his or her parent(s) or legal guardian of the performance of the proposed service(s) or function(s), and the Licensed Mental Health Counselor reasonably believes and documents in the treatment record that the minor fully understands the nature of the proposed service(s) or function(s) and the risks and benefits of those service(s) or function(s); or

8. would suffer a detrimental effect as a result of contact with one or more of the custodial parents. Such clinical opinion shall be documented in the treatment record.

(d) Licensed Mental Health Counselors shall not knowingly withhold any information that would inhibit a client or prospective client from making an informed choice when selecting a provider of mental health services.

(e) Written and signed Informed consent shall include but is not limited to:

1. the Licensed Mental Health Counselor's credentials;

2. a statement regarding Confidentiality and its limits;

3. information regarding the use of tests and inventories;

4. information regarding accurate and appropriate billing procedures;

5. an explanation of services provided and of the risks and benefits of counseling services; and

6. a client bill of rights which includes but is not limited to information concerning informed consent, the licensee's grievance process, client respect, and the client's right to terminate treatment;

(4) Supervision.

(a) In providing supervision services to graduate students, post-graduate individuals seeking licensure, and other clinicians, Licensed Mental Health Counselors shall:

1. have an informed consent agreement with the supervisee, including an agreement for supervision that includes rights and responsibilities of both supervisor and supervisee;

2. have a process for resolving differences;

3. keep accurate and appropriate records of the supervision sessions;

4. have a responsibility to know the current CMR 262 Regulations governing licensure as a Licensed Mental Health Counselor;

5. regularly attend continuing education and participate in activities regarding topics and skills for both counseling and supervision;

6. maintain appropriate boundaries with supervisees;

7. make supervisees aware of professional and ethical standards and legal responsibilities of licensure; and

8. address the role of multiculturalism and diversity in the supervisory relationship.

(b) In addition, Licensed Mental Health Counselors providing supervision as an Approved Supervisor to graduate students or post-graduate individuals seeking licensure, shall:

1. understand and accept their responsibilities to monitor the welfare of clients treated by their supervisees;

2. provide supervisees with ongoing performance appraisal and evaluation feedback, as well as formal evaluations; and

3. refrain from endorsing supervisees who fail to meet professional standards of practice.

(5) Termination, Absences and Referral.

(a) Licensed Mental Health Counselors shall not abandon or neglect their clients in counseling.

(b) Licensed Mental Health Counselors shall make appropriate arrangements for any necessary treatment of their client if the Licensed Mental Health Counselor is on vacation or is ill for an extended period of time.

(c) Licensed Mental Health Counselors shall make arrangements for emergency backup to cover expected and unexpected absences;

(d) Licensed Mental Health Counselors shall make reasonable efforts to assess treatment goals and outcomes with the client and terminate a relationship when it is reasonably clear that the treatment no longer serves the needs of the client;

(e) Licensed Mental Health Counselors may terminate counseling when:

1. he or she reasonably believes to be in jeopardy of harm by the client or by another person with whom the client has a relationship;

2. the client does not pay the fees charged; or

3. insurance denies such treatment and the Licensed Mental Health Counselor recommends other service providers.

(f) When transferring or referring clients to other practitioners, Licensed Mental Health Counselors shall ensure and document that appropriate clinical and administrative processes are completed for an appropriate transition.

(6) Professional Responsibilities and Conduct.

(a) Licensed Mental Health Counselors shall provide services within the scope of practice for the profession and within the bounds of their particular competencies and the limitations of their expertise. When practicing new specialty areas, Licensed Mental Health Counselors shall obtain proper education, training, or supervision.

(b) Licensed Mental Health Counselors shall obtain consultation and supervision when needed as clinically indicated, including but not limited to when practicing outside of an area of expertise or when treating at-risk clients.

(c) Licensed Mental Health Counselors shall not practice if they are impaired and unable to practice competently. Licensed Mental Health Counselors shall seek professional assistance to determine whether to limit, suspend or terminate their professional responsibilities until such time as it is determined that they may safely resume their work.

8.04: Standards of Conduct Applicable to Applied Behavior Analysts and Assistant Applied Behavior Analysts

(1) Licensed applied behavior analysts and assistant applied behavior analysts may engage only in evidence-based practice. For purposes of this section, the term “evidence-based practice” shall mean the integration of best peer-reviewed research evidence with clinical expertise and patient characteristics.

(2) Licensed applied behavior analysts and assistant applied behavior analysts may provide behavioral diagnostic, therapeutic, teaching, research, supervisory, consultative, or other behavior analytic service delivery only in the context of a defined remunerated professional role. Provided, however, that this section shall not prohibit the provision of pro-bono services when performed in the context of a defined professional role.

(3) Licensed applied behavior analysts and assistant applied behavior analysts shall not abandon clients but may terminate a professional relationship when it becomes reasonably clear that the client no longer needs the service, is not benefiting, or is being harmed by continued service. Licensed applied behavior analysts and assistant applied behavior analysts may terminate a professional relationship with a client where a conflict arises which the licensee cannot resolve or where the client or responsible payer(s) fails to pay for services or determines services are no longer eligible for coverage.

(4) Prior to termination for whatever reason, except where precluded by the client’s conduct or where the client or responsible payer(s) fails to pay for services or determines services are no longer eligible for coverage, licensed applied behavior analysts and assistant applied behavior analysts shall provide clients with 30 days written notice of the termination, discuss the client’s views and needs, provide appropriate pre-termination services, suggest alternative service

providers as appropriate, or take other reasonable steps to facilitate transfer of responsibility to another provider if the client needs one immediately. Licensed applied behavior analysts and licensed assistant applied behavior analysts shall document all steps taken during termination.

(5) Supervision Requirements.

(a) Licensed assistant applied behavior analysts shall:

1. when engaged in the practice of applied behavior analysis, receive a minimum of one hour per month of individual face-to-face supervision in the treatment setting from a licensed applied behavior analyst;

2. prior to providing treatment, obtain approval from a licensed applied behavior analyst for all treatment plans; and

3. on a form acceptable to the Board, maintain documentation of their supervision.

(b) When acting as a supervisor of licensed assistant applied behavior analysts, licensed applied behavior analysts shall:

1. provide the licensed assistant applied behavior analyst with the type, frequency, and duration of supervision that is consistent with the needs of the client and that is consistent with acceptable clinical standards and any state or federal law and includes a minimum of one hour per month of individual face-to-face supervision in the treatment setting;

2. approve treatment plans used by the assistant applied behavior analyst;

3. be responsible for the clinical oversight of all clients receiving services from the licensed assistant applied behavior analyst; and

4. On a form acceptable to the Board, maintain documentation of supervision.

(c) When acting as a supervisor of any non-licensed paraprofessionals, licensed applied behavior analysts shall:

1. if the employer of the paraprofessional, conduct a criminal offender record information check prior to hiring;

2. be responsible for the clinical oversight of all clients receiving services from the paraprofessionals;

3. provide the paraprofessional with the type, frequency, and duration of supervision that is consistent with the needs of the client and that is consistent with acceptable clinical standards and any state or federal law; and

4. on a form acceptable to the Board, maintain documentation of supervision.

(d) For purposes of 262 CMR 8.04(5), documentation of supervision shall include but is not limited to:

1. the date of each supervisory meeting;
2. the duration of each supervisory meeting;
3. the format of each supervisory meeting;
4. an evaluation of supervisee performance by the supervisor;
5. the total experience hours obtained during the supervisory period;
6. the total individual and small-group supervision hours obtained during the supervisory period;
and
7. the signature for supervisor and supervisee.

(6) Where the demands of a public agency or school district with which a licensed applied behavior analyst or licensed assistant applied behavior analyst is contracted conflict with 262 CMR 8.04(1) or 262 CMR 8.04(5)(a)(1), (b)(1), (c)(2) or (c)(3), the licensed applied behavior analyst or licensed assistant applied behavior analyst shall seek to resolve the workplace conflict in a way that permits adherence to the regulations and shall document such efforts.

262 CMR 9.00: License Renewal Procedures

9.01: Procedures For Renewal of a Lapsed/Expired License

(1) A license which has lapsed for one renewal cycle or less may be reinstated upon:

- (a) payment of the back license fee, a late fee and the current license fee;
- (b) presentation of evidence satisfactory to the Board of having completed all required continuing professional education credits, as provided in 262 CMR 7.00; and
- (c) completion of any other Board requirements.

(2) A license which has lapsed for more than one renewal cycle may be reinstated upon:

(a) If practicing in Massachusetts during the period the license was expired:

- 1. payment of all back license fees, a late fee and the current license fee;
- 2. presentation of evidence, satisfactory to the Board, of having completed all required continuing education credits, as provided in 262 CMR 7.00; and
- 3. completion of any other Board requirements, including re-examination and acknowledgement of practice during the period the license was expired.

(b) If not practicing during the period the license was expired:

- 1. payment of the current license renewal fee and a late fee;
- 2. presentation of evidence, satisfactory to the Board of having completed all required continuing professional education credits, as provided in 262 CMR 7.00;
- 3. completion of any other Board requirements, including re-examination; and
- 4. submission of an affidavit signed under the pains and penalties of perjury that the individual has not been practicing during the period the license was expired.

(c) If practicing in another state during the period the Massachusetts license was expired:

- 1. payment of the current license renewal fee and a late fee;
- 2. submission of an official record of good standing or certified statement from other licensing authority indicating the license is in good standing in the state of current licensure; and

3. presentation of evidence, satisfactory to the Board, of having completed all required continuing professional education credits, as provided in 262 CMR 7.00.

(3) Notwithstanding the provisions of 262 CMR 9.01, the Board may refer cases of unlicensed practice to appropriate law enforcement authorities for prosecution.

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262 CMR 10.00: Requirements for Licensure as an Applied Behavior Analyst and Assistant Applied Behavior Analyst

10.01: Preface

10.02: Definitions

10.03: Applied Behavior Analyst Application and Licensure

10.04: Assistant Applied Behavior Analyst Application and Licensure

10.01: Preface

To qualify for licensure as an applied behavior analyst or assistant applied behavior analyst, pursuant to the requirements of M.G.L. c. 112, § 165, an applicant must provide evidence satisfactory to the Board that the education and experience requirements under 262 CMR 10.00 have been met by the applicant.

All licensed applied behavior analysts and licensed assistant applied behavior analysts are charged with having knowledge of 262 CMR and are required to practice applied behavior analysis in accordance with its provisions.

10.02: Definitions

For the purpose of 262 CMR 10.01 through 10.04, the following terms shall have the following meanings. No attempt is made to define ordinary words that are used in accordance with their established dictionary meaning except where it is necessary to define their meaning to avoid misunderstanding. Definitions in M.G.L. c. 112, § 163 are not repeated here unless further clarity is required.

BACB. The Behavior Analyst Certification Board, a private non-profit organization based in Littleton, Colorado.

Bachelor's Degree Program. A bachelor program at a Recognized Educational Institution which includes a minimum of nine credit hours of instruction specifically in behavior analysis or a bachelor degree program with the successful completion of a board-approved course sequence or course work which otherwise meets professional standards, as determined by the board.

BCaBA. A Board Certified Assistant Behavior Analyst certified by the BACB.

BCBA. A Board Certified Behavior Analyst certified by the BACB.

Board. The Board of Registration of Allied Mental Health and Human Services Professions established under M.G.L. c. 13, § 88.

Doctoral Degree Program. A doctoral program at a Recognized Educational Institution which includes a minimum of 60 graduate credit hours in courses related to the study of behavior analysis.

Master's Degree Program. A master's program at a Recognized Educational Institution which includes a minimum of 30 graduate credit hours in courses related to the study of behavior analysis.

Practicum. A distinctly defined, supervised clinical experience, providing for the development of applied behavior analysis skills under supervision. A Practicum may take place on the academic campus or in a field setting.

Recognized Educational Institution. An educational institution that is accredited by an organization or entity which has been recognized by the United States Department of Education, or any like institution approved by the Board, as an appropriate accrediting body for the degree program in question, or an institution outside of the United States if in the discretion of the Board the foreign institution's academic program is substantially equivalent to that provided at an educational institution accredited by an organization or entity which has been recognized the United States Department of Education or the Board.

Supervised Experience. Applied behavior analysis services rendered under the supervision of a supervisor for the purposes of enabling the supervisee to enhance applied behavior analysis skills and integrate professional knowledge and skills appropriate to the supervisee's initial professional placement.

Supervised Independent Fieldwork. Supervised Experience, not for course credit, commencing upon or after participation in courses required to meet the applied behavior analysis licensure coursework requirements as an applied behavior analyst or assistant applied behavior analyst under 262 CMR 10.03(3) or 262 CMR 10.04(3), respectively.

10.03: Applied Behavior Analyst Application and Licensure

(1) Application.

- (a) Application for licensure must be made in the manner prescribed by the Board and/or on forms furnished by the Board.
- (b) No application shall be reviewed by the Board unless said application is made on forms which are furnished by the Board, and unless said application is completely and properly filled out in the manner prescribed by the Board, signed under the penalties of perjury, and accompanied by the prescribed application fee and such other information that the Board may require.

(2) Licensure as an applied behavioral analyst. Pursuant to M.G.L. c. 112, § 165, in order to be licensed as an applied behavior analyst, an applicant for original license must demonstrate that he or she:

(a) is of good moral character;

(b) has not engaged or is not engaging in any practice or conduct which would be grounds for refusing to issue a license under M.G.L. 112, § 169;

(c) has successfully completed a Doctoral Degree Program or Master's Degree Program which meets the requirements under 262 CMR 10.03(3) or holds a doctoral or masters degree in another field of human services and meets the requirements under 262 CMR 10.03(4);

(d) has successfully completed a Practicum or Supervised Experience in the practice of behavior analysis which meets the requirements under 262 CMR 10.03(5); and

(e) has successfully completed the Board-approved examination(s).

(3) Acceptability of Doctoral and Master's Degree Programs.

(a) The Board will accept the following Doctoral Degree Programs:

1. For applicants who received their degree prior to January 1, 2015, a Doctoral Degree Program as defined under 262 CMR 10.02 which includes 60 graduate credit hours in the following content areas and for the number of graduate credit hours specified:

(i) one graduate credit hour of ethical considerations;

(ii) three graduate credit hours of definition and characteristics and principles, processes, and concepts;

(iii) two graduate credit hours of behavioral assessment and selecting intervention outcomes and strategies;

(iv) one graduate credit hour of evaluation of interventions;

(v) one graduate credit hour of measurement of behavior and displaying and interpreting behavior data;

(vi) three graduate credit hours of behavioral change procedures and systems support; and

(vii) 49 graduate credit hours of discretionary coursework related to the study of applied behavior analysis acceptable to the Board.

2. For applicants who received their degree on or after January 1, 2015, a Doctoral Degree Program as defined under 262 CMR 10.02 which includes 60 graduate credit hours in the following content areas and for the number of graduate credit hours specified:

- (i) three graduate credit hours of ethical and professional conduct;
- (ii) three graduate credit hours of concepts and principles of behavior analysis;
- (iii) three graduate credit hours of research methods in behavior analysis;
- (iv) seven graduate credit hours of applied behavior analysis including:
 - (1) three graduate credit hours of fundamental elements of behavior change and specific behavior change procedures;
 - (2) two graduate credit hours of Identification of the problem and assessment;
 - (3) two graduate credit hours consisting of intervention and behavior change considerations, behavior change systems, and implementation, management and supervision; and
- (v) 44 graduate credit hours of discretionary coursework related to the study of applied behavior analysis acceptable to the Board.

(b) The Board will accept the following Master's Degree Programs:

1. For applicants who received their degree prior to January 1, 2015, a Master's Degree Program as defined under 262 CMR 10.02 which includes 30 graduate credit hours in the following content areas and for the number of graduate credit hours specified:

- (i) one graduate credit hour of ethical considerations;
- (ii) three graduate credit hours of definition and characteristics and principles, processes, and concepts;
- (iii) two graduate credit hours of behavioral assessment and selecting intervention outcomes and strategies;
- (iv) one graduate credit hour of evaluation of interventions;

- (v) one graduate credit hour of measurement of behavior and displaying and interpreting behavior data;
- (vi) three graduate credit hours of behavioral change procedures and systems support; and
- (vii) 19 graduate credit hours of discretionary coursework related to the study of applied behavior analysis acceptable to the Board.

2. For applicants who received their degree on or after to January 1, 2015, a Master's Degree Program as defined under 262 CMR 10.02 which includes 30 graduate credit hours in the following content areas and for the number of graduate credit hours specified:

- (i) three graduate credit hours of ethical and professional conduct
- (ii) three graduate credit hours of concepts and principles of behavior Analysis;
- (iii) three graduate credit hours of research methods in behavior analysis;
- (iv) seven graduate credit hours of applied behavior analysis including:
 - (1) three graduate credit hours of fundamental elements of behavior change and specific behavior change procedures;
 - (2) two graduate credit hours of identification of the problem and assessment;
 - (3) two graduate credit hours consisting of intervention and behavior change considerations, behavior change systems, and implementation, management and supervision; and
- (v) 14 graduate credit hours of discretionary coursework related to the study of behavior analysis acceptable to the Board.

(4) Acceptability of doctoral or master's degree in another field of human services.

(a) For applicants with a doctoral degree that does not meet the requirements of a Doctoral Degree Program under 262 CMR 10.03(3), the Board will accept applicants who can demonstrate the successful completion of:

- 1. a doctoral degree in another field of human services; and
- 2. the successful completion of a board-approved certificate program in behavior analysis with an approved course sequence formally approved by the Board.

(b) For applicants with a master's degree that does not meet the requirements of a Master's Degree Program under 262 CMR 10.03(3), the Board will accept applicants who can demonstrate the successful completion of:

1. a master's degree in another field of human services; and
2. the successful completion of a board-approved certificate program in behavior analysis with an approved course sequence formally approved by the Board.

(5) Acceptability of Practicum and Supervised Experience.

(a) The Board will accept as satisfying the requirements of 262 CMR 10.03(2)(d), the successful completion of one or a combination of one or more of the following:- experience categories:

1. Independent Fieldwork; Supervisees must:

- (i) complete 1500 hours of independent fieldwork in behavior analysis, at least 75 hours of which must be supervised;
- (ii) accrue no fewer than ten hours but no more than 30 hours per week of independent fieldwork experience; and
- (iii) be supervised at least once during two week periods for no less than 5% of the total hours spent in independent fieldwork experience during each two week period.

2. Practicum; Supervisees must:

- (i) complete, with a passing grade, 1000 hours of Practicum experience in behavior analysis within a Recognized Educational Institution Practicum program taken for graduate academic credit, at least 75 hours of which must be supervised;
- (ii) accrue no fewer than ten hours but no more than 30 hours per week of Practicum experience; and
- (iii) be supervised at least once during each week for no less than 7.5% of the total hours spent in Practicum for each week.

3. Intensive Practicum; Supervisees must:

- (i) complete, with a passing grade, 750 hours of intensive Practicum experience in behavior analysis within a Recognized Educational Institution Practicum program taken for graduate academic credit, at least

75 hours of which must be supervised;

(ii) accrue no fewer than ten hours but no more than 30 hours per week of intensive Practicum experience; and

(iii) be supervised at least once during each week for no less than 10% of the total hours spent in intensive Practicum for each week.

(b) Combined Experience. Supervisees may elect to combine any of the three experience categories listed under 262 CMR 10.03(5)(a).

(c) Supervisees may accrue experience in only one of the three experience categories at a time.

(d) Supervisees may not begin accumulating Supervised Independent Fieldwork, Practicum, or Intensive Practicum hours until they have started attending courses required to meet the applied behavior analysis licensure coursework requirements.

(e) Supervision received in Massachusetts:

1. prior to January 1, 2015 must be provided by a licensed applied behavior analyst or BCBA;

2. after January 1, 2015 but prior to January 1, 2018 must be provided by a licensed applied behavior analyst or a BCBA qualified to supervise by the BACB; and

3. after January 1, 2018 must be provided only by a licensed applied behavior analyst who is qualified to supervise by the BACB.

(f) Supervision received outside of Massachusetts:

1. prior to January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA; and

2. after January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA qualified to supervise by the BACB.

(g) The supervisor may not be related to, subordinate to, or employed by the supervisee during the Supervised Experience period. Provided however that this provision shall not prohibit compensation paid to the supervisor from the supervisee for supervision services.

(6) Notwithstanding 262 CMR 10.03(2), applicants for licensure as an applied behavior analyst whose applications are received prior to [INSERT DATE 24 MONTHS AFTER THE EFFECTIVE DATE OF THE REGULATIONS] as provided for by Chapter 429 of

the Acts of 2012, may qualify for licensure if the applicant is of good moral character and:

(a) is a BCBA; or

(b) completed a Doctoral Degree Program as defined under 262 CMR 10.02; or

(c) completed a Master's Degree Program as defined under 262 CMR 10.02; or

(d) completed a masters or doctoral degree in another field of human services and has successfully completed a certificate program in behavior analysis from a recognized educational institution, and can demonstrate that the applicant has practiced as an applied behavior analyst full-time or equivalent part-time for a minimum of five years.

(7) Licensure by Reciprocal Recognition. The Board, upon receipt of the required fee, as established by the Secretary of Administration and Finance pursuant to M.G.L. c. 7, § 3B, and a completed application on a form provided by the Board, may issue a license without examination and by reciprocal recognition to any person who holds a license, certification or registration as an applied behavior analyst, or the equivalent thereof as determined by the Board, issued by another state or jurisdiction, provided that the applicant is of good moral character and:

(a) the requirements and standards for that license, certificate or registration are substantially equivalent to or exceeds the standards of the Commonwealth as determined by the Board; and

(b) the applicant holds a current license in good standing with the licensing authority from the other state or jurisdiction.

10.04: Assistant Applied Behavior Analyst Application and Licensure

(1) Application.

(a) Application for licensure shall be made in the manner prescribed by the Board and/or on forms approved by the Board.

(b) No application shall be reviewed by the Board unless said application is made on forms which are approved by the Board, and unless said application is completely and properly filled out in the manner prescribed by the Board, signed under the penalties of perjury, and accompanied by the prescribed application fee and such other information that the Board may require.

(2) Licensure as an assistant applied behavior analyst. Pursuant to M.G.L. c. 112, § 165, in order to be licensed as an assistant applied behavior analyst, an applicant for original license must demonstrate that he or she:

(a) is of good moral character;

(b) has not engaged or is not engaging in any practice or conduct which would be grounds for refusing to issue a license under M.G.L. 112, § 169;

(c) has successfully completed a bachelor's degree program which meets the requirements under 262 CMR 10.04(3);

(d) has successfully completed a Practicum or Supervised Experience in the practice of behavior analysis; and

(e) has successfully completed the Board-approved examination(s).

(3) Acceptability of Bachelor's Degree Program.

(a) The Board will accept the following Bachelor's Degree Programs:

1. a Bachelor's Degree Program as defined under 262 CMR 10.02 which includes a minimum of nine credit hours in the following content areas and for the number of credit hours specified:

(i) one half of a credit hour of ethical considerations;

(ii) two credit hours of definition and characteristics and principles, processes, and concepts;

(iii) one credit hour of behavioral assessment and selecting intervention outcomes and strategies;

(iv) one credit hour of experimental evaluation of interventions, and measurement of behavior and displaying and interpreting behavioral data;

(v) two credit hours of behavioral change procedures and systems support; and

(vi) two credit hours discretionary coursework related to the study of behavior analysis.

2. a Bachelor's Degree Program as defined under 262 CMR 10.02 which includes a minimum of 12 credit hours of instruction in the following content areas and for the number of credit hours specified:

- (i) one credit hour in ethical and professional conduct;
- (ii) three credit hours in concepts and principles of behavior analysis;
- (iii) one credit hour in research methods in behavior analysis;
- (iv) seven credit hours in applied behavior analysis which includes:
 - 1. three credit hours in fundamental elements of behavior change & specific behavior change procedures;
 - 2. two credit hours in identification of the problem and assessment;
 - 3. one credit hour consisting of intervention & behavior change considerations, behavior change systems, and implementation, management and supervision; and

(4) Acceptability of Practicum and Supervised Experience.

(a) The Board will accept as satisfying the requirements of 262 CMR 10.04(2)(d), the successful completion of one or a combination of one or more of the following experience categories when completed following enrollment and commencement of coursework in a bachelor's degree program:

1. Independent Fieldwork; Supervisees must:

- (i) complete 1000 hours of independent fieldwork in behavior analysis, at least 50 hours of which must be supervised;
- (ii) accrue no fewer than ten hours but no more than 30 hours per week of independent fieldwork experience; and
- (iii) be supervised at least once during two week periods for no less than 5% of the total hours spent in independent fieldwork experience during each two week period.

2. Practicum; Supervisees must:

- (i) complete, with a passing grade, 670 hours of Practicum experience in behavior analysis within a Recognized Educational Institution Practicum program taken for graduate academic credit, at least 50 hours of which must be supervised;

(ii) accrue no fewer than ten hours but no more than 30 hours per week of Practicum experience; and

(iii) be supervised at least once during each week for no less than 7.5% of the total hours spent in Practicum for each week.

3. Intensive Practicum; Supervisees must:

(i) complete, with a passing grade, 500 hours of intensive Practicum experience in behavior analysis within a Recognized Educational Institution Practicum program taken for graduate academic credit, at least 50 hours of which must be supervised;

(ii) accrue no fewer than ten hours but no more than 30 hours per week of intensive Practicum experience; and

(iii) be supervised at least once during each week for no less than 10% of the total hours spent in intensive Practicum for each week.

(b) Combined Experience. Supervisees may elect to combine any of the three experience categories listed under 262 CMR 10.04(4)(a).

(c) Supervisees may accrue experience in only one of three experience categories at a time.

(d) Supervisees may not begin accumulating Supervised Independent Fieldwork, Practicum, or intensive Practicum hours until they have started attending courses required to meet the assistant applied behavior analysis licensure coursework requirements.

(e) Supervision received in Massachusetts:

1. prior to January 1, 2015 must be provided by a licensed applied behavior analyst or BCBA;

2. after January 1, 2015 but prior to January 1, 2018 must be provided by a licensed applied behavior analyst or a BCBA qualified to supervise by the BACB; and

3. after January 1, 2018 must be provided only by a licensed applied behavior analyst who is qualified to supervise by the BACB.

(f) Supervision received outside of Massachusetts:

1. prior to January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA; and

2. after January 1, 2015 must be provided by an applied behavior analyst licensed in the state where the supervision occurs or, if the state does not provide licensure for applied behavior analysts, a BCBA who is qualified to supervise by the BACB.

(d) The supervisor may not be related to, subordinate to, or employed by the supervisee during the Supervised Experience period. Provided however that this provision shall not prohibit compensation paid to the supervisor from the supervisee for supervision services.

(5) Notwithstanding 262 CMR 10.04(2), applicants for licensure as an assistant applied behavior analyst whose applications are received prior to [INSERT DATE 24 MONTHS AFTER THE EFFECTIVE DATE OF THE REGULATIONS] as provided for by Chapter 429 of the Acts of 2012 may qualify for licensure if the applicant is of good moral character and a BCaBA.

(6) Licensure by Reciprocal Recognition. The Board, upon receipt of the required fee and a completed application on a form provided by the Board, may issue a license without examination and by reciprocal recognition to any person who holds a license, certification or registration as an assistant applied behavior analyst, or the equivalent thereof as determined by the Board, issued by another state or jurisdiction, provided that the applicant is of good moral character and:

(a) the requirements and standards for that license, certificate or registration are substantially equivalent to or exceed the standards of the Commonwealth as determined by the Board; and

~~(a)~~(b) the applicant holds a current license in good standing with the licensing authority from the other state or jurisdiction.