TENTATIVE OPEN SESSION AGENDA
MISSOURI COMMITTEE FOR PROFESSIONAL COUNSELORS
JULY 15, 2016 – 9:00 AM
CANDLEWOOD SUITES
3514 AMAZONAS DRIVE JEFFERSON CITY, MISSOURI

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Missouri Committee for Professional Counselors, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling (573) 751-0018 to ensure available accommodations. The text telephone for the Deaf or Hard of Hearing is 800/735-2966 or 800/735-2466 for Voice Relay Missouri.

Except to the extent disclosure is otherwise required by law, the Missouri Committee for Professional Counselors is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (7), (14), and sections 324.001.8 and 324.001.9 RSMo..

The Committee may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Individuals wanting to participate on the conference call need to contact the committee office at 573/751-0018.

Please see attached agenda for this meeting.
1  Call to Order  Margo Pigg, Chairperson

2  Roll Call  Greg Roeback, Secretary

3  Approval of the Agenda

4  Licensure Rule Review

Convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings.

Adjournment
At 9:06 a.m. on the Missouri Committee for Professional Counselors was called to order by Margo Pigg, Chairperson at the Candlewood Suites located at 3514 Amazonas Drive in Jefferson City, Missouri. The executive director facilitated roll call.

Committee Members Present
Margo Pigg, Chairperson
Greg Roeback, Secretary (via telephone conference at 9:16 a.m. and at meeting site 9:35 a.m.)
Dr. Mark Comensky
Dr. Rhonda Wood
Dr. Regina Staves

Staff Present
Loree Kessler, Executive Director
Jeanette Wilde, Processing Licensure Supervisor
Eric Rusatsi, Processing Technician II
Sarah Ledgerwood, Division Counsel

Visitor
Jan Munro, Missouri Mental Health Counselors Association

Ms. Pigg stated she would be voting in open and closed session.

The committee took a moment of silence in memory of Bob Ahsens, husband of former division director Jane Rackers and to remember the victims and families of the tragedies in Orlando, Florida; Dallas, Texas; Baton Rouge, Louisiana, and Nice, France.

A motion was made by Dr. Staves and seconded by Dr. Wood to approve the open session agenda. Committee members voting aye: Dr. Comensky, Dr. Wood, Dr. Staves and Ms. Pigg. Motion carried unanimously.

Licensure Rule Review
The committee discussed the proposed amendments. A copy of the rules is included with the minutes.

The committee took breaks as follows: 10:26 a.m. to 10:34 a.m.; 11:39 a.m. to 11:54 a.m.; and 12:31 p.m. to 12:55 p.m. (lunch).

A motion was made by Dr. Comensky and seconded by Mr. Roeback to amend the proposed rules and proceed with finalizing the language. Committee members voting aye: Dr. Comensky, Dr. Wood, Dr. Staves Ms. Pigg and Mr. Roeback. Motion carried unanimously.
At 12:56 p.m. a motion was made by Dr. Comensky and seconded by Dr. Wood to adjourn the committee meeting. Committee members voting aye: Dr. Comensky, Dr. Wood, Dr. Staves and Ms. Pigg. Motion carried unanimously.

Executive Director     Approved by Committee on August 26, 2016
20 CSR 2095-2.010 Educational Requirements

PURPOSE: This rule defines the educational requirements for professional counselors.

(1) In order to qualify for supervision, provisional licensure, or licensure as a professional counselor, an applicant shall have received a graduate degree at the master’s, specialist, or doctoral level that consisted of a course of study with a major in counseling from an acceptable educational institution.

(A) An acceptable educational institution shall mean a regionally accredited institution approved by the United States Department of Elementary and Secondary Education.

(B) A master’s degree with a major in counseling shall consist of at least forty-eight (48) semester hours or seventy-two (72) quarter hours.

1. Beginning five (5) years after the effective date of the rule, an applicant for supervision or licensure shall document a master’s degree with a major in counseling as defined in 20 CSR 2095-2.010(2) that shall consist of at least sixty (60) semester hours or ninety (90) quarter hours.

2. An applicant registering supervision, CIT or PLPC approved for supervision prior to the effective date of 20 CSR 2095-2.010(1)(B)1 shall complete the requirements for licensure within five (5) years from the effective date of supervision approved by the committee. An applicant may submit a written request for an extension to comply with licensure requirements for good cause. Such requests shall be submitted in writing to the committee and approved at the discretion of the committee.

3. An applicant for licensure as a professional counselor received prior to the effective date of 20 CSR 2095-2.010(1)(B)1 shall complete the requirements for licensure within one (1) year of receipt of the application for licensure. An applicant may submit a written request for an extension to comply with licensure requirements for good cause. Such requests shall be submitted in writing to the committee and approved at the discretion of the committee.

(C) [Any course offered primarily via correspondence course, Internet (such as a chat room or discussion group), electronic mail (email), or other delivery method or system, or whether by audio or video tape, or any other form of communication that does not allow the participants to interact verbally and visually, shall not be acceptable for course work pursuant to 20 CSR 2095-2.010(4)(A)–(K) even if credit is awarded by the educational institution and the offering appears on the transcript.

1. For the purpose of this rule, non-interactive communication shall be defined as those courses in which the student has no means of simultaneously interacting with the course instructor visually and verbally during the transmission of course information.] Distance learning includes cyber/distance (electronic) learning/education and must be a formal education process in which instruction occurs when
the student and the instructor are not located in the same place and utilizes technology such as on-line learning tools, email, video conferencing and other related technologies.

(A) Any course or graduate program offered primarily via distance learning shall be evaluated by the committee in the same manner as onsite graduate programs or course work as defined in 20 CSR 2095-2.010.

(D) Continuing education or work experience shall not be considered as a form of graduate course work, even if credit is awarded by the educational institution and the offering appears on the transcript.

(2) Pursuant to sections 337.510.1(1) and 337.520(1)5, RSMo, a course of study with a major in counseling shall consist of at least sixty (60) semester hours or ninety (90) quarter hours pursuant to 20 CSR 2095-2.010(1)(B)1, [shall teach counseling principles, theories, techniques, and counseling interventions] shall include the teaching, training, and supervision of multiple counseling principles, techniques, and interventions, and shall be defined as one (1) of the following:

(A) One of the following graduate degrees as [A graduate degree] accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), or its successor organization. [or the Counseling on Rehabilitation Education, Incorporated (CORE), or its successor organization;]

1. Addiction Counseling;
2. Community/Clinical Mental Health Counseling
3. School Counseling;
4. Career Counseling;
5. Marriage, Couple and Family Counseling;
6. Clinical Rehabilitation Counseling;
7. College Counseling and Student Affairs; and
8. Doctoral degree in Counselor Education and Supervision.

(B) A Counseling on Rehabilitation Education, Incorporated (CORE) accredited master’s degree in rehabilitation counselor education.

[(B)](C) A graduate degree in counseling [or guidance and counseling] mental health counseling, community counseling, guidance and counseling, school counseling, counseling psychology, clinical psychology, or school psychology that includes a three (3)-semester hour graduate course in each core area as defined in 20 CSR 2095-2.010(4)(A) through (J).
(3) An applicant with a master’s degree that is less than forty-eight (48) semester hours or seventy-two (72) quarter hours may submit a written request to the committee to conduct an educational review to determine compliance with 20 CSR 2095-2.010(2)(B) or (C). To be licensed, the applicant shall submit a written plan to the committee to obtain the required graduate course work to meet the forty-eight (48) semester-hour or seventy-two (72) quarter-hour and core course work requirements.

(A) Beginning five (5) years after the effective date of the rule, an applicant for supervision or licensure with less than sixty (60) semester hours or ninety (90) quarter hours may submit a written request and fee to the committee to conduct an educational review of the graduate course work to determine compliance with 20 CSR 2095-2.010(2).

(4) The applicant shall have the burden of demonstrating that the degree consisted of a course of study [with a major in counseling] that included teaching, training, and supervision of multiple counseling principles, techniques, and interventions. If the applicant’s transcript does not clearly delineate that the degree consisted of a course of study with a [major in counseling,] that included teaching, training, and supervision of multiple counseling principles, techniques, and interventions the applicant may be required to obtain a letter from the chair of the department of counseling education, or other appropriate school official, stating that the applicant has a master’s, specialist, or doctoral degree consisting of a course of study with a major in counseling. The letter shall be on official letterhead of the college or university. The applicant may also be required to provide evidence that the degree program included no less than one (1) three (3) semester-hour or one (1) five (5) quarter-hour graduate course in each of the following core areas:

(A) Counseling Theory—Courses acceptable for this area shall cover the various major theories and techniques of counseling; and

(B) Human Growth and Development—Courses acceptable for this area shall cover various stages of the human growth cycle and include information about theories of development or various aspects of development; and

(C) Social and Cultural Diversity—Courses acceptable for this area cover various cultural and social class issues in areas such as race, sexual orientation, aging, disability, socioeconomic, ethnic, gender related, or other issues of diversity that emerge in a pluralistic society; and

(D) [Helping Relationship] Counseling Skills and Interventions —[Courses acceptable for this area cover theoretical foundations pertaining to professional skill training that enable the counselor to understand the client's problems more fully and accurately and to interview effectively] Courses acceptable for this area cover theoretical foundations pertaining to professional skill training, enabling a counselor to better understand a client fully and accurately, interview, and treat effectively; and
(E) Group Counseling—Courses acceptable for this area cover the theories, principles, and techniques of providing counseling or psychotherapy with groups of people including group process components, developmental stage theories, group members’ roles and behaviors, and therapeutic factors of group therapy. For the purpose of this rule, a graduate course in marital and family therapy does not meet the requirement of this core area; and

(F) Career Development Counseling—Courses acceptable for this area cover concepts about how career development unfolds, the lifelong processes, and the influences upon clients or patients that lead to work values, occupational choice, creation of a career pattern, decision-making style, integration of roles, issues concerning identity, and patterns of work adjustment; and

(G) Assessment—Courses acceptable for this area cover structured and unstructured assessment of the mental health functions and psychopathology of a person; and

(H) Research Methods—Courses acceptable for this area cover principles, methods, techniques, and tools used in performing research in counseling; and

(I) Professional Orientation and Ethics—Courses acceptable for this area cover such areas as professionalism, legal issues and responsibilities, ethics, fields of training, and practice specialization; and

(J) Diagnosis—Courses acceptable for this area provide an understanding and a working knowledge of psychodiagnostic systems with an emphasis on the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM). Course content regarding the DSM must include understanding the organizational structure, professional terminology used in the manual, and competence in its application as it is used in the assessment process and subsequent treatment planning; and

(K) At least six (6) semester hours or nine (9) quarter hours of graduate level supervised practicum, internship, or field experience in the practice of counseling applying counseling principles, techniques, assessment, diagnosis and interventions in the practice setting.

1. Any practicum, internship and/or field experience shall consist of the application of major theories and techniques in the development of counseling skills as defined in section 337.500(6) and (7) RSMo. The practicum or internship shall be a field experience and shall span at least two (2) academic semesters or three academic quarters and shall consist of at least 600 clock hours and include a minimum of 240 clock hours providing face to face counseling to individuals or to individuals and groups, in addition to weekly on site face to face individual, triadic, or group supervision.

[1.] (2) Any practicum, internship, or field experience shall be clearly delineated on the transcript with graduate level credit and a passing grade.
(5) In determining whether a degree program included no less than one (1) three (3) semester-hour or a five (5) quarter-hour graduate course in a core area, the following shall apply:

(A) It shall be the applicant’s responsibility to document that the course was an in-depth study of a particular core area through course descriptions from official school catalogues, course syllabi, bulletins, or with written documentation from an appropriate school official;

(B) A seminar course shall be acceptable if the applicant is awarded a passing grade and graduate credit is clearly delineated on the transcript;

(C) Reading courses or independent study shall be submitted to the committee for review;

(D) Undergraduate course work shall not be in compliance with core requirements unless graduate credit is clearly delineated on the transcript;

(E) When evaluating transcripts based upon a quarter-hour system, the committee shall consider a quarter hour of graduate credit as two-thirds (2/3) of a semester hour. A partial semester hour shall not count as a full semester hour. A semester hour of graduate credit shall be defined as fifteen (15) clock hours of regularly scheduled classroom study; and

(F) No more than six (6) semester hours or nine (9) quarter hours in seminar course work or independent study shall be applicable to the total number of hours of graduate study [comprising a course of study with a major in counseling] in compliance with 20 CSR 2095-2.010 (2).

(6) Upon receipt of official educational transcripts from the college or university and/or information relating to the program, and upon payment of the fee for an educational review as defined in 20 CSR 2095-1.040(1), the committee will review education credentials or a proposed plan for obtaining the appropriate education in compliance with these rules. All information shall be submitted to the committee no later than thirty (30) days prior to the next regularly scheduled committee meeting. Information received fewer than thirty (30) days before a committee meeting may be reviewed at the committee’s discretion.

(7) Graduate course work consisting of a course of study with a major in counseling as defined in 20 CSR 2095-2.010(2) and from a school, college, university, or other institution of higher learning outside of the United States, may be considered in compliance with these rules if, at the time the school, college, university, or other institution of higher learning where the applicant was enrolled or graduated, maintained a standard of training substantially equivalent to the standards of training of those institutions accredited by one of the regional accredited commissions recognized by the United States Department of Elementary and Secondary Education. The committee shall determine if the standard of training was substantially the same as those institutions accredited by one (1) of the regional accrediting commissions recognized by the United States Department of Elementary and Secondary Education.
(A) It shall be the applicant’s responsibility to document that the course work consisted of a course of study with a major in counseling, as defined in 20 CSR 2095-2.010(2), is substantially the same as those institutions accredited by one (1) of the regional accrediting commissions recognized by the United States Department of Elementary and Secondary Education through course descriptions from official school catalogues, course syllabi, bulletins, or with written documentation from an appropriate school official explaining how the course was an in-depth study of a particular core area as defined in subsections (4)(A)–(K).


20 CSR 2095-2.010 Supervised Counseling Experience

PURPOSE: This rule defines the requirements for supervised counseling experience.

(1) As applied to periods of supervision beginning on or after January 1, 1989, the phrase “acceptable supervised counseling experience,” as used in section 337.510(1), RSMo, shall mean training in counseling as defined in section 337.500(6) and (7), RSMo, [registered with and] approved by the committee and beginning after the graduate degree consisting of a course of study with a major in counseling, as defined in 20 CSR 2095-2.010(2), has been conferred. All educational requirements as defined in sections (1) and (3) shall have been met before any supervised counseling experience commences.

(A) For the purpose of provisional licensure or licensure as a professional counselor, supervision shall be obtained from a currently licensed professional counselor, licensed psychologist, or psychiatrist approved by the committee pursuant to 20 CSR 2095-2.021(1). [For the purpose of this regulation an inactive, provisional, expired, temporary, retired, probated, or suspended license shall not meet this requirement.] The [registered] approved supervisor shall not be a relative of the applicant or have engaged in the activities described in 20 CSR 2095-3.010(12)(A)–(F) during the supervised counseling experience.

(B) For the purpose of this rule, a relative of the applicant for supervision shall include but not be limited to a spouse, parent, child, sibling, of the whole or half-blood, adopted sibling, grandparent, aunt, uncle, or cousin, or one who is or has been related in the first degree by marriage.

(2) The applicant shall obtain the appropriate form for filing the application for registration of supervision and provisional licensure (supervision application) by writing to the Committee for Professional Counselors, PO Box 1335, Jefferson City, MO 65102-1335, downloading the application and instructions from pr.mo.gov/counselors, calling (573) 751-0018, sending a fax to (573) 751-0735, or sending an email to profcounselors@pr.mo.gov. The TDD number is (800) 735-2996. The applicant shall submit to a background check and pay all applicable fees pursuant to 20 CSR 2095-1.040.

(A) For the purpose of conducting a background check, the applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol’s approved vendor(s) for both a Missouri State Highway Patrol and Federal Bureau of Investigation background check. Proof shall consist of any documentation acceptable to the committee. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s).

(B) All proposed supervision arrangements beginning on or after July 1, 1989, shall be approved by the committee. [An application for supervision or change of supervision shall not be considered as officially filed with the committee unless it is typewritten or printed in black ink, signed, accompanied by all documents required by...]

Committee for Professional Counselors
Open Session Minutes
July 15, 2016
Page 9
the committee and the applicant pays the required application fee. The effective or starting date of supervision shall be the date the application is received in the committee’s office and contingent upon the committee’s approval. Following the review of the application for supervision by the committee, the applicant shall be informed in writing of the committee’s decision.] The effective date of the supervision application or change of supervision application shall be determined by the committee. The following documentation must be on file with the committee for an application for supervision or change of supervision application to be reviewed by the committee:

1. A supervision application or change of supervision application provided by the committee. The application shall be legible and printed in black or blue ink and signed in all areas designated on the application form;

2. Application for supervision or change of supervision application fee;

3. Official graduate transcript(s) sent to the committee by the educational institution(s); and

4. When applicable, a written agreement, affiliating the licensure supervisor to the setting where the counselor-in-training or provisional licensed professional counselor will provide counseling.

(C) A supervision application or change of supervision application shall not be scheduled for review if the application form is received via facsimile or email.

[(C) (D) The [completed] supervision application for supervision or change of supervision application including all [supporting material required by the committee] required documentation pursuant to 20 CSR 2005-2.020 (B) shall be received at least thirty (30) days before the meeting of the committee to be considered for review by the committee. Applications received less than thirty (30) days before the next regularly scheduled committee meeting may be [reviewed] considered for review at the committee’s discretion.

(E) Following the review of the supervision application or change of supervision application by the committee, the applicant shall be informed, in writing, of the committee’s decision.

(3) To begin supervised counseling experience, the applicant shall have a master’s, specialist, or doctoral degree in counseling or another mental health discipline as defined in 20 CSR 2095-2.010(2) and have received graduate credit for at least three (3) semester hours or five (5) quarter hours in counseling theory as defined in 20 CSR 2095-2.010(4)(A) and at least two (2) semester hours or four (4) quarter hours in supervised practicum as defined in 20 CSR 2095-2.010(3)(B)1. The committee may approve the applicant for supervision while the applicant completes core course deficiencies. All core course deficiencies shall be completed prior to being eligible for provisional licensure or licensure as a professional counselor.
(A) An applicant for supervision may submit a request for supervision by electronic methods to meet the face-to-face supervision requirements of this rule. When using electronic methods for supervision, the supervisor and counselor-in-training or provisional licensed professional counselor shall ensure that the system utilized for communications is a secure, real-time system that provides for visual and audio interaction between the counselor-in-training or provisional licensed professional counselor and supervisor and all data storage and communications is confidential and secure consistent with all applicable laws and rules.

(4) An applicant approved for supervision or provisional licensure based upon a master’s degree pursuant to section 337.510.1(c), RSMo, shall obtain, in no more than sixty (60) calendar months and no less than twenty-four (24) calendar months the following:

[(A) A minimum of three thousand (3,000) total hours of supervised counseling experience. Hours may be obtained on a part-time or full-time basis and the counselor-in-training or provisional licensed professional counselor may receive reimbursement from the employer or supervisor or provide therapeutic services on a voluntary basis; and

(B) A minimum of twenty-four (24) calendar months of continuous supervised counseling experience.

The counselor-in-training or provisional licensed professional counselor shall obtain an average of at least fifteen (15) hours of supervised counseling experience per week in order for the experience to be considered by the committee. If a counselor-in-training or provisional licensed professional counselor is unable to obtain at least an average of fifteen (15) hours per week, he/she must advise the committee in writing regarding the reason that such hours cannot be obtained. The committee shall determine if such hours can be acceptable for licensure.

(C) A minimum of twelve hundred (1,200) hours of the three thousand (3,000) hours of supervised counseling experience shall be direct client contact.

1. For the purpose of these regulations, direct client contact shall be defined as face-to-face interaction between the client/patient or group and the counselor-in-training or provisional licensed professional counselor in the same room.]

(A) A minimum of three thousand (3,000) total hours of supervised counseling comprised of counseling related and direct client contact hours.

1. Counseling related hours shall be defined as time spent in management, administration, professional development, research or other aspects of counseling that are ancillary to direct client contact hour and subject to approval by the licensure supervisor.
(B) A minimum of twelve hundred (1,200) hours of direct client contact. Direct client contact hours shall be defined as face to face counseling of individuals and/or groups for the purpose of facilitation social, cognitive, behavioral, and/or affective change. Direct client contact includes client assessment, counseling, crisis response, and psychoeducation. Direct client contact does not include shadowing or observing others providing counseling or related activities, consultation, record keeping, administrative activities, clinical and/or administrative supervision.

(5) An applicant approved for supervised counseling experience based upon a specialist or doctoral degree in counseling or other mental health discipline as defined in 20 CSR 2095-2.010(2) or based upon thirty (30) hours of post master’s course work in counseling or other mental health discipline as defined in 20 CSR 2095-2.010(2) shall obtain, in no more than thirty-six (36) calendar months and no less than one (1) year:

[(A) A minimum of fifteen hundred (1,500) hours of supervised counseling experience. Hours may be obtained on a part-time or full-time basis and the counselor-in-training or provisional licensed professional counselor may receive reimbursement from the employer or supervisor or provide therapeutic services on a voluntary basis.

(B) A minimum of twelve (12) calendar months of supervised counseling experience. The counselor-in-training or provisional licensed professional counselor must obtain an average of at least fifteen (15) hours of supervised counseling experience per week in order for the experience to be considered by the committee. If a counselor-in-training or provisional licensed professional counselor is unable to obtain at least fifteen (15) hours per week, s/he must advise the committee in writing regarding the reason that such hours cannot be obtained. The committee shall determine if such hours can be acceptable for licensure.

(C) A minimum of six hundred (600) hours of supervised counseling experience shall be direct client contact.]

A. A minimum of fifteen hundred (1,500) total hours of supervised counseling comprised of counseling related and direct client contact hours.

1. Counseling related hours shall be defined as time spent in management, administration, professional development, research or other aspects of counseling that are ancillary to direct client contact hour and subject to approval by the licensure supervisor.
B. A minimum of six hundred (600) hours of direct client contact. Direct client contact hours shall be defined as face to face counseling of individuals and/or groups for the purpose of facilitation social, cognitive, behavioral, and/or affective change. Direct client contact includes client assessment, counseling, crisis, response and psychoeducation. Direct client contact does not include shadowing or observing others providing counseling or related activities, consultation, record keeping, administrative activities, clinical and/or administrative supervision.

(6) The counselor-in-training or provisional licensed professional counselor must obtain at least fifteen (15) hours of supervised counseling experience per week in order for the experience to be considered by the committee. Such hours are comprised of counseling related activities and/or direct client contact. If a counselor-in-training or provisional licensed professional counselor is unable to obtain at least fifteen (15) hours per week, the counselor-in-training or provisional licensed professional counselor must advise the committee in writing regarding the reason that the minimum required hours cannot be met. The committee shall determine if such hours are applicable to the licensure requirements.

[(6)] 7. The counselor-in-training, provisional licensed professional counselor, and registered supervisor shall either be employed at the same counseling setting or affiliated to the setting by contract. A counselor-in-training or provisional licensed professional counselor shall not operate a private practice. An applicant may register multiple counseling settings and register more than one (1) supervisor in compliance with 20 CSR 2095-2.020 by submitting an application for registering or changing supervision and paying the applicable fee as defined in 20 CSR 2095-1.020. A counselor-in-training or provisional licensed professional counselor receiving licensure supervision from more than one supervisor approved by the committee, shall meet with each supervisor, face to face, pursuant to 20 CSR 2095-2.020(?)

[(A) A counselor-in-training or provisional licensed professional counselor may be employed at a licensee’s private practice. The counselor-in-training or provisional licensed professional counselor shall solicit therapeutic services according to the full order, control, oversight, and guidance of the registered supervisor.]

[(B)] A. Payment for counseling services provided by a counselor-in-training or provisional licensed professional counselor shall be [made to] processed by the supervisor [registered and] approved by the committee or organization employing or affiliated with the counselor-in-training or provisional licensed professional counselor.

[(7)] 8. A counselor-in-training or provisional licensed professional counselor shall receive [at least one (1) hour of] face-to-face supervision [per week from the registered] approved supervisor. All face-to-face supervision shall be included in the total number of supervised experience hours required in this rule.
[(A) A minimum of two (2) weeks of each month shall consist of one (1) hour of face-to-face per week supervision by the registered supervisor with the counselor-in-training or provisional licensed professional counselor; and

(B) A maximum of two (2) weeks each month may consist of one (1) hour per week of group face-to-face supervision facilitated by the registered supervisor and counselors-in-training or provisional licensed professional counselors.

1. No more than three (3) counselors-in-training or provisional licensed professional counselors may participate in a group supervision session.

2. When there are more than three (3) counselors-in-training, provisional licensed professional counselors, or other professionals present the hour shall count toward the three thousand (3,000) hours of supervision and shall not qualify for one (1) hour face-to-face individual or group supervision.]

(A) A minimum of two (2) hours every two (2) weeks or one (1) hour every week of individual face to face supervision with the supervisor approved by the committee. For the purpose of this rule, an hour of individual face to face supervision shall be defined as fifty (50) continuous minutes with the supervisor approved by the committee and counselor-in training or provisional licensed professional counselor.

1. At least half of the supervision shall be individual face to face supervision which may consist of no more than two (2) counselors-in-training or provisional licensed professional counselors meeting with the supervisor approved by the committee,

2. The remaining supervision may be group supervision. For the purpose of this rule, group supervision may consist of at least three (3) and no more than (6) counselors-in-training or provisional licensed professional counselors or a combination thereof.

3. The counselor-in-training or provisional licensed professional counselor must complete a minimum of two hundred (200) hours of supervision. At least one hundred (100) hours must be individual a face to face supervision as defined in 20 CSR 2095-2.020(7)(A).

(C) The use of electronic communication, to include a cellular telephone or Internet, is [not] acceptable for meeting the supervisory requirement of this rule [unless] when the communication is contemporaneously or simultaneously visually and verbally interactive between the [registered] supervisor approved by the committee and counselor-in-training or provisional licensed professional counselor.

(8) The supervised counseling experience shall encompass those activities as defined within the scope of practice as defined in section 337.500(6) and (7), RSMo.
(A) The counselor-in-training or provisional licensed professional counselor shall provide services subject to the approved supervisor’s oversight and guidance of all applicable areas of counseling as defined in 20 CSR 2095-2.021(3)(B).

(B) The counselor-in-training or provisional licensed professional counselor shall continue to receive supervision until licensed as a professional counselor.

(9) A counselor-in-training or provisional licensed professional counselor shall not engage in marketing or advertising without including the name and license number of the registered supervisor approved by the committee.

(10) A counselor-in-training or provisional licensed professional counselor shall document all treatment records or reports by listing the name of the counselor-in-training or provisional licensed professional counselor and the applicable credentials; the name of the registered supervisor and the license number of the registered supervisor.

(A) A counselor-in-training may use the acronym CIT for counselor-in-training and a provisional licensed professional counselor may use PLPC. No other acronyms shall be acceptable for the counselor-in-training or provisional licensed professional counselor.

(B) An example format to be used in documenting treatment records and plans is as follows, Counselor Name, CIT, PLPC, under the supervision of Supervisor Name, license number 000000.

(C) If the registered supervisor is unable to sign the treatment records or reports, it shall be acceptable to provide a brief, written memorandum or note to the file that is signed by the registered supervisor indicating the information regarding the client has been discussed with the counselor-in-training or the provisional licensed professional counselor.

[(11) A counselor-in-training or provisional licensed professional counselor shall comply with all laws and rules relating to the practice of counseling and shall apply for licensure within thirty (30) days of completing the supervised counseling experience. Any counselor-in-training or provisional licensed professional counselor who fails to apply within the thirty (30)-day time period is prohibited from practicing counseling. If additional time is required to submit an application, the applicant shall send a letter to the committee regarding the reason for additional time and the committee shall advise the counselor-in-training or provisional licensed professional counselor whether additional time is approved.]
(A) [A counselor-in-training or provisional licensed professional counselors may submit an application for licensure up to thirty (30) days in advance of completing the required hours and months of supervision. Applications received more than sixty (60) days in advance of completion of the required hours and months of supervision shall be rejected by the committee as untimely.] An application received prior to the completion of the licensure requirements shall not be considered by the committee and shall be rejected as untimely.

(12) A counselor-in-training or provisional licensed professional counselor shall request and return a change of supervision form within fifteen (15) working days of changing a counseling setting or registered supervisor previously approved by the committee. The change of supervision form shall be accompanied by the required fee as outlined in 20 CSR 2095-1.020(1)(C) and shall be considered effective [upon receipt of the application in the committee office and contingent upon approval by the committee] pursuant to 20 CSR 2095-2.020(2)(B). If the application for a change in supervision is denied, the applicant shall be informed, in writing, of the reason(s) for the denial within thirty (30) days of the denial.

(13) An applicant may submit supervised experience obtained out of state from a licensed professional counselor, licensed psychologist, or psychiatrist for review by the committee. For the purpose of this regulation, an inactive, provisional, expired, temporary, retired, probated, or suspended license shall not meet this requirement.

(14) An applicant may submit supervised experience obtained in a state that does not have a counselor licensing law or from a state whose licensing laws are not substantially the same as those of this state for review by the committee.


20 CSR 2095-2.021 Supervisors and Supervisory Responsibilities

PURPOSE: This rule provides guidelines to licensed practitioners concerning supervising a counselor-in-training or a provisional licensed professional counselor.

(1) For the purpose of these rules, to be eligible for consideration by the committee, a [registered] supervisor for a counselor-in-training or provisional licensed professional counselor in Missouri shall be currently licensed either as a professional counselor, psychologist, or psychiatrist. An inactive, provisional, expired, temporary, retired, probated, or suspended license shall not meet this requirement.

(A) An applicant for licensure or supervision may submit postgraduate supervised experience from another state for consideration by the committee. The supervisor must have been currently licensed during the time of supervision in the state where supervised experience occurred as a professional counselor, psychologist, or psychiatrist and the license was not subject to discipline. An inactive, provisional, expired, temporary, retired, probated, or suspended license shall not meet this requirement. Credit will not be given if postgraduate supervised experience fails to comply with 20 CSR 2095-2.020.

(2) In order to provide supervision for a counselor-in-training or a provisional licensed professional counselor, a [registered] licensure supervisor shall document the following:

(A) Licensure as a professional counselor, psychologist, or psychiatrist. For the purpose of this regulation, an inactive, provisional, expired, temporary, retired, probated, or suspended license shall not meet this requirement;

(B) A minimum of two (2) years experience as a licensed professional counselor, licensed psychologist, or psychiatrist in providing counseling pursuant to section 337.500(6) and (7), RSMo; and

(C) Documentation of training and experience in counseling and in supervisory activities involving counseling with a resume or vitae detailing course work, workshops, supervision training, and experience as a supervisor of professional counselors or other mental health disciplines. Documentation of training as a supervisor shall consist of one of the following:

1. Official documentation of being certified as a clinical supervisor, or as the committee determines as its equivalent, by the Center for Credentialing Education (CCE) or its successor organization;

2. Transcript(s) documenting a course of study in licensure supervision of counselors or other mental health practitioners totaling a minimum of one (1) graduate semester hour or fifteen (15) hours of continuing education in an organized and integrated series of seminars, workshops, and supervised study presented by an organization or individual approved by the committee.
(D) A licensed professional counselor that is a licensure supervisor shall complete at least six (6) hours of continuing education in supervision to include ethical, legal, and professional issues during the biennial licensure period that the licensee provides licensure supervision. Such hours can apply to the forty (40) hours of continuing education as required by section 337.501.5 RSMo.

(3) The [registered] licensure supervisor shall evaluate and provide feedback to the counselor-in-training or provisional licensed professional counselor relating to 20 CSR 2095-2.020.

(A) The licensure supervisor shall be able to provide counseling services in the event the counselor-in-training or provisional licensed professional counselor is unable, for any reason including lack of competence, to do so. If, for any reason, a counselor-in-training or provisional licensed professional counselor is unable to provide counseling services, including incompetence, the supervisor shall be able to provide counseling services or assist in maintaining such services for the client.

B. The licensure supervisor shall be responsible for oversight, guidance, and evaluation of counseling as defined in 337.500 (6) and (7) RSMo and provided by the counselor-in-training or provisional license professional counselor. Supervision for licensure shall include the following:

1. Substantive knowledge of the law and rules regarding licensure and supervision requirements;

2. Knowledge of counselor-in-training or provisional licensed professional counselor job responsibilities, to include assessments, diagnosis and interventions; and

3. Review of counselor-in-training or provisional licensed professional counselor documentation to include assessments, interventions, treatment plans, and case notes. If an approved supervisor is unable to cosign documentation of the counselor-in-training or provisional licensed professional counselor, it shall be acceptable to provide a brief written memorandum or note to the file, signed by the registered supervisor documenting that the approve supervisor has reviewed the information.

(4) An [registered] approved supervisor may employ a counselor-in-training or provisional licensed professional counselor at the [registered] approved supervisor’s private practice and shall [receive] be responsible for processing payment for therapeutic services provided by the counselor-in-training or provisional licensed professional counselor.

(5) The registered supervisor shall review and cosign all reports of the counselor-in-training or provisional licensed professional counselor including the registered supervisor’s license number with the signature. If the registered supervisor is unable to cosign the reports of the counselor-in-training or provisional licensed professional counselor, it shall be acceptable to provide a brief written memorandum or note to the file, signed by the registered supervisor documenting that the registered supervisor has reviewed the information.]

Committee for Professional Counselors
Open Session Minutes
July 15, 2016
Page 18
(6) [The registered] Upon completion of licensure supervision the licensure supervisor shall certify that the counselor-in-training or provisional licensed professional counselor has complied with the requirements of supervised counseling experience on a verification of post degree supervised experience form provided by the committee. A form for each approved licensure supervision site shall be submitted within thirty (30) days of completion of the supervisor hours and/or months.

(7) [A licensee providing supervision to a counselor-in-training or provisional licensed professional counselor] An approved supervisor shall not supervise more than [three (3)] six (6) counselors-in-training or provisional licensed professional counselors at [one (1)] a time. Supervisors desiring to provide supervision for more than [three (3)] six (6) counselors-in-training or provisional licensed professional counselors at [one (1)] a time shall provide a written request to the committee explaining the reason for providing supervision to more than [three (3)] six (6) counselors-in-training or provisional licensed professional counselors. Approval of the request shall be at the discretion of the committee.

(8) A supervisor shall avoid conditions and multiple relationships with a counselor-in-training or provisional licensed professional counselor that impair the professional objectivity or increase the risk of exploitation.

(A) The supervisor of a counselor-in-training or provisional licensed professional counselor shall not engage in sexual intimacies with the counselor-in-training or provisional licensed professional counselor during the time of supervision for licensure.


20 CSR 2095-2.030 Examinations

PURPOSE: This rule outlines the requirements and procedures for obtaining a professional counselor license by examination.

(1) An applicant for provisional licensure or licensure as a professional counselor shall pass the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE) or [its] the successor examination as administered by the National Board for Certified Counselors (NBCC) or its successor organization. The committee adopts the minimum criterion score established by the NBCC as the passing score for both examinations. The candidate shall submit the examination fee and required documentation to the NBCC.

(2) An applicant for provisional licensure or licensure as a professional counselor shall comply with NBCC test administration rules and requirements related to applicant conduct during the administration of the NCE.

(3) The committee shall maintain the applicant’s examination answer sheet for one (1) year from the date the examination results were reported to the committee. After one (1) year, the answer sheet will be destroyed.


20 CSR 2095-2.065 Application for Licensure

PURPOSE: This rule outlines the procedure for application for licensure as a professional counselor.

(1) An application for licensure shall be made on a form(s) provided by the Committee for Professional Counselors, PO Box 1335, Jefferson City, MO 65102–1335, downloading the application and instructions from pr.mo.gov/counselors, and may be obtained by calling (573) 751-0018, sending a fax to (573) 751-0735, or sending an email to profcounselors@pr.mo.gov. The TDD number is (800) 735-2996.

(2) An application shall not be considered as officially filed with the committee unless it is typewritten or printed in black ink, signed, notarized, accompanied by all documents required by the committee to include a background check, and all applicable fees pursuant to 20 CSR 2095-1.040(1)(A) and (F). The fee shall be in the form of a cashier’s check, personal check, or money order.

(A) For the purpose of conducting a background check, the applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol’s approved vendor(s) for both a Missouri State Highway Patrol and Federal Bureau of Investigation background check. Proof shall consist of any documentation acceptable to the committee. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s).

(B) A counselor-in-training or provisional licensed professional counselor may submit an application for licensure up to thirty (30) days in advance of completing the required hours and months of supervision. Applications received more than sixty (60) days in advance of completion of the required hours and months of supervision shall be rejected by the committee as untimely.

The following documentation must be on file with the committee for an application for licensure to be reviewed by the committee:

(A) A licensure application provided by the committee. The application shall be legible and printed in black or blue ink and signed in all areas designated on the application form;

(B) Verification of post degree experience form completed by the licensure supervisor(s) for each supervision site approved by the committee;

(C) Application for licensure fee;

(D) Official graduate transcript(s) sent to the committee by the educational institution(s);

(E) Examination scores from the National Board for Certified Counselors (NBCC) or its successor organization;

(F) Proof of submission of fingerprints to the Missouri State Highway Patrol’s approved vendor(s) for both a Missouri State Highway Patrol and Federal Bureau of Investigation background check. Proof
shall consist of any documentation acceptable to the committee. Any fees due for the background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s).

(3) A supervision application or change of supervision application shall not be scheduled for review if the application form is received via facsimile or email.

(4) An application received prior to the completion of the licensure requirements shall not be considered by the committee and shall be rejected as untimely.

[(3)] (5) The completed application, including all supporting material required by the committee shall be received at least thirty (30) days before the next regularly scheduled meeting of the committee. Applications received less than thirty (30) days before the next regularly scheduled committee meeting may be reviewed at the committee’s discretion.

[ (4) ](6) The applicant shall be informed in writing of the committee’s decision regarding the application for licensure.


20 CSR 2095-2.030 Examinations

PURPOSE: This rule outlines the requirements and procedures for obtaining a professional counselor license by examination.

(1) An applicant for provisional licensure or licensure as a professional counselor shall pass the National Counselor Examination (NCE) or the National Clinical Mental Health Examination (NCMHCE) or its successor examinations as administered by the National Board for Certified Counselors (NBCC) or its successor organization. The committee adopts the minimum criterion score established by the NBCC as the passing score for both examinations. The candidate shall submit the examination fee and required documentation to the NBCC.

(2) An applicant for provisional licensure or licensure as a professional counselor shall comply with NBCC test administration rules and requirements related to applicant conduct during the administration of the NCE or NCMHCE.

(3) The committee shall maintain the applicant’s examination answer sheet for one (1) year from the date the examination results were reported to the committee. After one (1) year, the answer sheet will be destroyed.
