

DEPARTMENT OF REGULATORY AGENCIES

Colorado State Board of Licensed Professional Counselor Examiners

4 CCR 737-1

RULE 12

RENEWAL OF LICENSE (CRS 12-43-204(3))

- (a) Failure to Receive Renewal Notice. Failure to receive notice for renewal of license from the Board does not excuse a certified or licensee from the requirement for renewal under the Act and this Rule.
- (b) Grace period. Licensees shall have a sixty-day grace period after the expiration of her or his license to renew such license without the imposition of a disciplinary sanction for practicing on an expired license. During this grace period a delinquency fee will be charged for late renewals. A licensee who does not renew her or his license within the sixty-day grace period shall be treated as having an expired license and shall be ineligible to practice until such license is reinstated.
- (c) Continuing Professional Competence. Pursuant to §12-43-605, C.R.S., and Board Rule 19, effective January 1, 2011, Licensed Professional Counselors and shall demonstrate continuing professional competence in order to renew.

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RULE 15

REINSTATEMENT OF LICENSE (CRS 12-43-204)

- (a) General. A license that has expired is subject to the following reinstatement provisions.
- (b) Application requirements. To be considered for license reinstatement, an applicant must submit a completed reinstatement application form, and the reinstatement fee.
- (c) Required statements.
 - (1) Each applicant for reinstatement shall certify the following:
 - (A) Every license, certificate, or registration to practice professional counseling held by the applicant is in good standing;
 - (B) Applicant has no knowledge of any injunction or disciplinary action completed or pending against her/his license, certificate, registration, or listing to practice psychotherapy or professional counseling;
 - (C) Applicant has no knowledge of any malpractice judgment against her/him, has no knowledge of any settlement of a malpractice action or claim against her/him, and has no knowledge of any malpractice action or claim pending against her/him, where the malpractice alleged relates to her/his practice of psychotherapy or professional counseling;

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(D) Applicant ~~has no knowledge of any~~ complaint pending before, investigation being conducted by, or disciplinary proceeding pending before the licensing, grievance, or disciplinary board of any jurisdiction in which ~~she/he~~ is licensed, certified, or registered to practice psychotherapy or professional counseling where the complaint, investigation, or proceeding concerns her/his practice of psychotherapy or professional counseling.

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(2) The Board may ~~decline to~~ issue a license to an applicant for reinstatement if disciplinary action is pending or if there is an unresolved complaint.

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~~(d) Continuing Professional Competence. Pursuant to §12-43-605, C.R.S., effective January 1, 2011, Licensed Professional Counselors shall demonstrate continuing professional competence in order to reinstate.~~

~~(1) An applicant for reinstatement must comply with all Continuing Professional Development requirements pursuant to Board Rule 19 having completed forty (40) Professional Development Hours within the two (2) years immediately preceding the application receipt date.~~

~~Deleted:~~ (d) Criteria. The Board has established the following criteria for determining whether an applicant for reinstatement has demonstrated her/his continued professional competence as required by CRS 12-43-204(3). An applicant must meet all applicable criteria to establish her/his continued professional competence.¶

~~(1) License expired more than two years.~~ An applicant whose license has been expired more than two years shall pass a Board developed jurisprudence examination and demonstrate her/his continued professional competency by either:¶

~~(e) Licenses expired more than two (2) years criteria. The Board has established the following criteria for determining whether an applicant for reinstatement has demonstrated their competency to practice as required by §24-34-102(8)(d)(II), C.R.S.~~

~~(1) An applicant whose license has been expired more than two years shall pass a Board approved jurisprudence examination and demonstrate her/his competency to practice by either:~~

~~(A) A written statement detailing work experience related to practice of professional counseling or psychotherapy during the time the license has been expired. If work experience was in other jurisdiction(s), verification of licensure from each jurisdiction(s) is required; or¶~~

~~(A) A written statement detailing work experience related to the practice of professional counseling or psychotherapy during the time the license has been expired. If work experience was in another jurisdiction(s), verification of licensure from each jurisdiction(s) is required; or~~

~~(B) Documenting that applicant has 10 hours of continuing education acceptable to the Board for each year or portion thereof the license has been expired; or¶~~

~~(B) Retaking and passing the National Board for Certified Counselors, Inc. Examination (NBCC); or~~

~~(C) Retaking and passing the National Board for Certified Counselors, Inc. Examination (NBCC).¶~~

~~(C) Completion of an additional 10 Professional Development Hours as defined in Board Rule 19 for each year or portion thereof the license has been expired; or~~

~~(D) Other means determined by the Board.~~

RULE 19

CONTINUING PROFESSIONAL COMPETENCE (CRS 12-43-605)

Pursuant to §12-43-605, C.R.S., effective January 1, 2011, Licensed Professional Counselors shall demonstrate continuing professional competence through participation and compliance with the Continuing Professional Development program in order to renew, reinstate or reactivate a license to practice professional counseling in the State of Colorado.

(a) Definitions.

Continuing Professional Competence: Continuing Professional Competence (CPC) means the ongoing ability of a Licensed Professional Counselor to learn, integrate and apply the knowledge.

skill, and judgment to practice according to generally accepted industry standards and professional ethical standards in a designated role and setting.

Continuing Professional Development: Continuing Professional Development (CPD) is the program through which a Licensed Professional Counselor satisfies the Continuing Professional Competence requirements set forth in §12-43-605, C.R.S. to renew, reinstate or reactivate a license.

Continuing Professional Development Portfolio: The Continuing Professional Development Portfolio (CPD Portfolio) is an instructional guide and workbook for the CPD program.

Professional Development Hours: Professional Development Hours (PDH) are the units of measurement of active learning used to accrue credit in the CPD program. PDH are equivalent to clock hours.

Professional Development Activities: Professional Development Activities (PDA) are Board approved learning activities undertaken for the purpose of continuing professional development.

Professional Practice Survey: The Professional Practice Survey ("Survey") is a reflective practice tool that identifies the foundational knowledge areas of the profession by one's professional role.

Personal Learning Plan: The Personal Learning Plan ("Learning Plan") is a document used to plan and record learning for each renewal cycle in the CPD program.

(b) Requirements.

(1) Licensed Professional Counselors shall demonstrate continuing professional competence through participation and compliance with the Continuing Professional Development program in order to renew, reinstate or reactivate a license to practice professional counseling in the State of Colorado.

(2) Licensed Professional Counselors must complete the following requirements in accordance with the current CPD Portfolio:

(A) Professional Practice Survey

(B) Learning Plan

(C) Documentation of their PDA and PDH.

(c) Professional Practice Survey. The Professional Practice Survey should be completed prior to renewing, reinstating or reactivating a license.

(d) Learning Plan. Licensed professional counselors shall draft a Personal Learning Plan based upon the Professional Practice Survey. The Learning Plan shall consist of PDA approved by the Board as set forth in Director Rule 19(f). Licensees shall execute their Learning Plan by completing all PDAs and PDHs before the date upon which they renew their license. Changes to the Learning Plan shall not be allowed after renewing, reinstating or reactivating a license.

(e) Professional Development Hours. Licensed Professional Counselors shall complete forty (40) PDH each renewal cycle in order to renew their license.

(1) Licensed Professional Counselors shall document their completion of their PDAs and PDHs according to the guidelines set forth in the current CPD Portfolio. Licensed Professional

Counselors should be prepared to submit documentation of their CPD compliance upon request by the Board.

- (2) No more than twenty (20) PDH in a single Professional Development Activity shall be credited and recognized each renewal cycle.
- (3) Licensed Professional Counselors receiving an original, reinstated or reactivated license during the renewal cycle must accrue one point sixty six (1.66) PDH for each month or portion thereof they are licensed during the current renewal cycle.
- (4) A maximum of five (5) PDH may be carried from the last renewal cycle to the next renewal cycle if the PDH were earned within six (6) months of license expiration and are in excess of the forty (40) PDH required for the current renewal cycle.
- (5) Licensed Professional Counselors shall retain documentation of their CPD compliance for a minimum of five (5) years from the license expiration date for the renewal cycle during which PDH were accrued.

(f) Professional Development Activities. To qualify for PDH credit, Licensed Professional Counselors must select PDAs that have been approved by the Board.

(1) The Board approves the following PDAs:

- (A) Volunteer Service
- (B) Mentor/Supervision
- (C) Presenting
- (D) Coursework
- (E) Independent Learning
- (F) Group Learning

(2) Professional Development Activities should develop the licensee's professional skills, must be directly relevant to her/his competence as a Professional Counselor and should contribute to achieving her/his SMART Goal. It is the licensee's responsibility to demonstrate how the particular activity accomplishes the above. Professional Development Hours cannot be accrued for activities that fulfill duties for the licensee's primary role or job description.

(3) It is within the discretion of the Board to deny credit for any PDH that does not meet the criteria set forth in the current CPD Portfolio or the definition of Continuing Professional Competence contained in §12-43-605(3), C.R.S.

(4) Unacceptable Professional Development Activities. The following types of activities are ineligible for credit: serving on a federal, state or municipal board or commission.

(g) Deem Status.

(1) To be eligible for Deem Status pursuant to §12-43-605(1)(c), C.R.S., a State Department CPC program must satisfy the definition of Continuing Professional Competence pursuant to §12-43-605(3), C.R.S. Employees and contractors of qualifying programs in State Departments shall be deemed to have met the CPC requirements.

(2) Licensed Professional Counselors deemed to have met the CPC requirements are subject to an audit. The audit shall review the program for which the Licensed Professional Counselor has justified their Deem Status to ensure that it meets the definition of CPC outlined in §12-43-605(3), C.R.S and shall verify the Licensed Professional Counselor's successful completion of the program.

(3) Licensed Professional Counselors found to have falsified their Deem Status or who attested their fulfillment of CPC requirements for an unqualified State Department program, are subject to discipline by the Board.

(h) Exemptions.

(1) Military Service. The Board may grant exemptions from the CPD program requirements for reasons of military service. A Licensed Professional Counselor shall not be eligible for an exemption under this section for two (2) consecutive renewal periods. In the event a Licensed Professional Counselor cannot complete the CPD requirements following an exemption, the Licensed Professional Counselor's license will remain expired until she/he is able to meet all CPD requirements. Request for exemptions must be submitted in writing and provide evidence that the Licensed Professional Counselor was absent from Colorado because of military service for a period of one (1) year or longer during the renewal period, preventing completion of the CPD requirements.

(2) Dual Licensure. The Board may grant an exemption from the CPD requirement if the Licensed Professional Counselor has fulfilled the CPD requirements set forth in: §12-43-411, C.R.S.; §12-43-805, C.R.S.; or §12-43-506, C.R.S.

RULE 20

INACTIVE LICENSE STATUS AND REACTIVATION OF LICENSE (CRS 12-70-101)

(a) Inactive status. Pursuant to §12-70-101, C.R.S., any Licensed Professional Counselor may apply to the Board to be transferred to an inactive status. Such application shall be in the form and manner designated by the Board. The holder of an inactive license shall not be required to comply with the continuing competency requirements for renewal so long as they remain inactive.

(1) During such time as a Licensed Professional Counselor remains in an inactive status, they shall not perform those acts restricted to active Licensed Professional Counselors pursuant to §12-43-601(5), C.R.S. The Board shall retain jurisdiction over inactive Licensed Professional Counselors for the purposes of disciplinary action pursuant to §12-43-221(1)(d), C.R.S.

(2) Practicing with an inactive license shall constitute unlicensed practice and, therefore, may be grounds for disciplinary or injunctive action, up to and including revocation.

(b) Reactivation requirements. To be considered for license reactivation, an applicant must submit a completed reactivation application and the reactivation fee.

(c) Required statements.

(1) Each applicant for reactivation shall certify the following:

(A) Every license, certificate, or registration to practice professional counseling held by the applicant is in good standing;

(B) Applicant has no knowledge of any injunction or disciplinary action completed or pending against her/his license, certificate, registration, or listing to practice psychotherapy or professional counseling;

(C) Applicant has no knowledge of any malpractice judgment against her/him, has no knowledge of any settlement of a malpractice action or claim against them, and has no knowledge of any malpractice action or claim pending against her/him, where the malpractice alleged relates to her/his practice of psychotherapy or professional counseling;

(D) Applicant has no knowledge of any complaint pending, investigation being conducted by, or disciplinary proceeding pending before the licensing, grievance, or disciplinary board of any jurisdiction in which she/he is licensed, certified, registered, or listed to practice psychotherapy or professional counseling where the complaint, investigation, or proceeding concerns her/his practice of psychotherapy or professional counseling.

(2) The Board may not issue a license to an applicant for reactivation if disciplinary action is pending or if there is an unresolved complaint.

(d) Continuing Professional Competence. Pursuant to §12-43-605, C.R.S., effective January 1, 2011, Licensed Professional Counselors shall demonstrate continuing professional competence in order to reactivate.

(1) An applicant for reactivation must comply with all Continuing Professional Development reactivation requirements pursuant to Board Rule 19 having completed forty (40) Professional Development Hours within the two (2) years immediately preceding the application receipt date.

(e) Licenses inactive more than two (2) years. The Board has established the following criteria for determining whether an applicant for reactivation has demonstrated competency to practice as required by §12-43-204(3), C.R.S.

(1) An applicant whose license has been inactive more than two (2) years shall pass a Director of the Division of Registrations approved jurisprudence examination and demonstrate her/his competency to practice by either:

(A) A written statement detailing work experience related to the practice of professional counseling or psychotherapy during the time the license has been expired. If work experience was in another jurisdiction(s), verification of licensure from each jurisdiction(s) is required; or

(B) Retaking and passing the National Board for Certified Counselors, Inc. Examination (NBCC); or

(C) Completion of an additional 10 Professional Development Hours as defined in Board Rule 19 for each year or portion thereof the license has been expired; or

(D) Other means determined by the Board.

