

NORTH DAKOTA BOARD OF COUNSELOR EXAMINERS

Continuing Education Guidelines

North Dakota Licensed Professional Counselors are required to provide documentation and verification of thirty (30) hours of continuing education every two years. Licensed Professional Clinical Counselors must document an additional ten (10) clinical education hours. Counselors must show a minimum of three (3) hours of CE with primary focus on ethics.

Supervision: Any LPC or LPCC receiving qualifying supervision can use 15 hours of supervision per two years for CE. The supervision has to be documented by the supervisor and must be in one hour increments.

In-service training records can be kept as one document by the counselor. Each entry must briefly describe: the title, content, presenter credentials and hours earned. At the end of the two-year licensure period, this document can be verified by a supervisor's signature and kept for the purpose of an audit. Each event must be at least 30 minutes in length.

Continuing education events where the counselor is the presenter may also be credited. A counselor can submit a request for continuing education hours for three times the hours of one presentation per topic per two-year period. No credit is given for prep time or multiple presentations of the same topic or event. For audit purposes, the counselor will need to provide information on the type and size of the group, the sponsoring agency, the content of the event, and an evaluation, if available.

If **coursework** is being submitted for continuing education credit, the transcript serves as the certificate of participation. However, further information describing course content and presenter credentials is required.

The Board no longer keeps CE records or a database file of counselors CE information. At renewal time the counselor will list all CE attended on page two and sign that the document is accurate.

Should the counselor be tagged by the audit program, the counselor must, at that time, produce all supporting documentation and verification that reflects all CE information listed on the renewal application is accurate. During an audit the submission of each continuing education event must include:

- Presenter credentials
- Clock hours requested
- The certificate of participation
- Content description

The Board suggests keeping a copy of page two and all supporting documentation and verification for each event listed in a file or scanned to the computer. Keep these records for a minimum of three years.