

**BEHAVIORAL SCIENCES REGULATORY BOARD  
BOARD MEETING AGENDA  
May 9, 2022**

Due to the COVID-19 pandemic, the Board office is practicing social distancing. The office space does not allow for a meeting while practicing social distancing, therefore, the meeting will be conducted virtually on the Zoom platform.

You may view the meeting here: <https://youtu.be/MIsSV3qAyUA>

To join the meeting by conference call: 877-278-8686  
The pin: 327072

If there are any technical issues during the meeting, you may call the Board office at, 785-296-3240.

The Behavioral Sciences Regulatory Board may take items out of order as necessary to accommodate the time restrictions of Board members and visitors. All times and items are subject to change

**Monday, May 9, 2022**

**9:00 a.m. Call to order and Roll Call**

- I. Opening Remarks, Board Chair
- II. Agenda Approval
- III. Minutes Approval or Previous Board Meetings: March 14, 2022, and April 15, 2022
- IV. Public Comment – Introduction by David Fye, Executive Director for the BSRB; Dr. Tim Davis, Department Chair, Fort Hays State University Department of Social Work; Rhonda Weimer, MSW Program Director; and Kendal Carswell, MSW Field Director
- V. Executive Director’s Report
- VI. Staff Reports
- VII. Complaint Review Committee Report
- VIII. Professions Reports
  - A. Licensed Psychology
  - B. Social Work
  - C. Professional Counseling
  - D. Master’s Level Psychology
  - E. Marriage and Family Therapy
  - F. Addiction Counseling
  - G. Behavior Analysis

## **Scheduled 10-Minute Break**

### **IX. Old Business**

- A. Feedback by Chairs of Advisory Committees on Pre-Approved Continuing Education for Each Profession**

### **X. New Business**

#### **A. Reappointment of Advisory Committee Members**

- i. Addiction Counselor Advisory Committee**
  - 1. Christina Boyd (2<sup>nd</sup> Term)**
  - 2. Jason Hess (4<sup>th</sup> Term)**
  - 3. Dulcinea Rakestraw (3<sup>rd</sup> Term)**
- ii. Licensed Psychology Advisory Committee**
  - 1. Rodney McNeal (4<sup>th</sup> Term)**
- iii. Marriage and Family Therapy Advisory Committee**
  - 1. Jurdene Coleman (4<sup>th</sup> Term)**
  - 2. John Fleeker (4<sup>th</sup> Term)**
  - 3. James Godbey (4<sup>th</sup> Term)**
- iv. Master's Level Psychology**
  - 1. Iris Pauly (2<sup>nd</sup> Term)**
  - 2. Joshua Tanguay (2<sup>nd</sup> Term)**
- v. Social Work Advisory Committee**
  - 1. Mike Gillett (3<sup>rd</sup> Term)**
  - 2. Lee Ann Gingery (3<sup>rd</sup> Term)**
  - 3. Angi Heller-Workman (4<sup>th</sup> Term)**
  - 4. Jane Holzrichter (4<sup>th</sup> Term)**
  - 5. Cristin Stice (3<sup>rd</sup> Term)**
  - 6. Robin Unruh (3<sup>rd</sup> Term)**

#### **B. Recognition of Advisory Committee Members Reaching Maximum Service**

- i. Marriage and Family Therapy Advisory Committee**
  - 1. Joyce Baptist**
  - 2. Rebecca Culver-Turner**
- ii. Professional Counselor Advisory Committee**
  - 1. Kenton Olliff**

#### **C. Board Delegation Motion for Alternate Presiding Officers**

#### **D. Review and Approval of Regulatory Language**

- i. Professional Counselor Fees (K.A.R. 102-3-2), Marriage and Family Therapy Fees (K.A.R. 102-5-2), and Licensed Psychology Fees (K.A.R. 102-1-13)**
- ii. Master's Level Psychology Recommended Changes to Education Requirements for Licensure (K.A.R. 102-4-3a)**
- iii. Marriage and Family Therapy Recommended Changes to Requirements for Board-Approved Clinical Supervisor Regulations (K.A.R. 102-5-7b) and Continuing Education Regulations (K.A.R. 102-5-10)**
- iv. Marriage and Family Therapy Recommended Changes to Education Regulations – K.A.R. 102-5-3**

#### **E. Board Consideration of Clinical License and Training Plan Questions**

#### **F. Review of Possible Changes to BSRB Investigation Policy**

#### **G. Statutory Review for Delegation Consideration (KSA 74-7501 to KSA 74-7511)**

- H. Request for Unprofessional Conduct Subcommittee for Professional Counselor Advisory Committee**
- I. Request for Clinical Supervision Manual Subcommittee for Marriage and Family Therapy Advisory Committee**

**XI. Preview of Topics for Future Meetings**

- A. Impaired Provider Programs**
- B. Telehealth Standards**
- C. Appointments/Reappointments of Board Members to Complaint Review Committee**
- D. Nominations and Voting on Board Chair and Board Vice-Chair**
- E. Delegation Motions to BSRB, Executive Director of the BSRB, Etc.**

**XII. Adjournment**

**BEHAVIORAL SCIENCES REGULATORY BOARD  
BOARD MEETING DRAFT MINUTES  
MARCH 14, 2022**

- I. Call to Order and Roll Call.** The meeting was called to order by Chair Leslie Sewester at 10:00 am.

**Board Members.** Board Members present by Zoom: Leslie Sewester, David Anderson, Mary Jones, Jacqueline Lightcap, Bruce Nystrom, Andrea Perdomo-Morales, Deb Stidham, and Carolyn Szafran.

**Staff.** BSRB Staff present by Zoom: David Fye, Leslie Allen, and Cindy D'Ercole. Assistant Attorney General Laine Barnard was present by Zoom.

**Guests.** No Guests

- II. Agenda Approval.** David Anderson moved to approve the agenda as written. Mary Jones seconded. The motion passed.
- III. Minutes Approval:** Bruce Nystrom moved to approve the minutes from the Board meeting on January 10, 2022. Mary Jones seconded. The motion passed. Carolyn Szafran moved to approve the minutes from the Board meeting on February 17, 2022. Deb Stidham seconded the motion. The motion passed.
- IV. Executive Director's Report.** David Fye, Executive Director for the BSRB, reported on the following topics:
- A. BSRB YouTube Channel.** Currently, the BSRB has streamed or uploaded 50 videos of Board and Advisory Committee meetings that have been viewed 1,093 times
- B. BSRB Staff.** The Governor directed most state agencies to have staff return to work in state offices full-time, unless the agencies utilized an approved telework plan. As of January 3, 2022, all licensing staff are back in the office full-time. In June 2021, the BSRB developed a telework plan that was approved by the Department of Administration. The two investigators for the BSRB are utilizing this plan to telework two days each week. The Governor has lifted the requirement for masks in state offices. We are still following the direction to continue having meetings remotely. The Executive Director noted he implemented monthly staff meetings and has invited guest speakers for staff development. The Executive Director noted the Department of Administration asks agencies to conduct yearly performance reviews for all staff members, including a beginning of the year planning meeting and a mid-year check-in meeting with each staff member. The BSRB will complete the planning meetings by the end of March, the mid-year meetings by the end of June, and the end-of-the-year performance reviews by the end of December.. The Performance Management System has changed from a paper-based system to an electronic system, so the agency will be using the new system for these reviews.

- C. Revenue and Expenditures.** The agency's revised budget estimate was submitted in the fall on September 15, 2021. The revised budget matches the same amounts approved by the 2021 Legislature for FY 2022 and FY 2023, with internal adjustments mostly attributable to savings related to the pandemic and increased costs for certain services. The Executive Director provided an update on yearly revenue, expenditures, and balance in the BSRB Fee Fund.
- D. Advisory Committee Update.** Most Advisory Committees received annual training from the Executive Director at their meetings in February. Advisory Committees were asked to review their profession's unique unprofessional conduct regulations for edits to review at their next meetings. The Executive Director noted some Advisory Committees will be reviewing accreditation standards at future meetings. The Behavioral Analyst Advisory Committee will be examining the substantial equivalency requirement for qualifications for licensure. Advisory Committee members are appointed to two-year terms; currently, 16 members are up for reappointment. The Executive Director has reached out to the individuals that are up for reappointment to determine whether those members wish to be reappointed to another term on their respective Advisory Committees. The Executive Director noted that he has reached most members that are up for reappointment and all of those members have requested to be reappointed to another term. The Board previously asked for the number of Behavioral Analysts that hold another license under the BSRB. There are 305 combined Behavior Analysts and Assistant Behavior Analysts. Currently, only 8 hold another license under the BSRB. The Executive Director noted he submitted a request to the Kansas Legislative Research Department, seeking whether a statute exists which specifies a ratio of professional members to public members on agency boards. The Executive Director will provide an update to the Board if he has received this information by the next full Board meeting. The Executive Director noted the Social Work Advisory Committee requested a survey be sent to all licensed social workers regarding supervision and other topics relevant to the profession. The Executive Director distributed this survey in December 2021, over 1,000 social workers provided information to the survey, and a 25-page report summarizing the responses was drafted and posted to the BSRB website. The Executive Director provided a brief overview of the results of the survey.
- E. BSRB Investigation Policy.** The Executive Director noted that the Investigation Policy for the BSRB has not been updated since 2009, so he will be drafting a report with recommended changes and other items for Board discussion, and presenting this report to the Board at the next full Board meeting in May 2022. The Executive Director asked Board members to review the Policy and asked Board members to send him any suggested changes to incorporate into his report. The Executive Director noted the Investigation Policy states that terms on the Complaint Review Committee (CRC) last two years and several Board members terms on the CRC will be finishing in June 2022, so he will be contacting members of the CRC to see if those Board members would like to be reappointed for another term on the CRC.

- F. Licensing Update.** The BSRB is seeing an increase in applicants who received their education from programs that were not accredited by the recognized national accrediting body or previously approved by the BSRB. These applications are difficult to process and require assistance to determine if the program and coursework for these applicants meet the requirements for licensure. Last year, the BSRB designed an expert review process and is now contracting with four experts for the review of applicant materials. Due to the increase in applicants, the agency is seeking to contract with more experts. The Executive Director asked Board members for assistance identifying additional experts, especially in the areas of professional counseling and addiction counseling, to contract with the BSRB for this purpose. The Executive Director noted that there has been a recent delay in score reporting from certain examination companies. The agency is working with those companies to correct these issues.
- G. SPARK Taskforce.** The SPARK Taskforce received federal funding related to pandemic relief. Recently, an opportunity was advertised for agencies and other entities to submit requests for funding in the area of modernization. The Executive Director submitted a request for funding to convert the agency's paper records to electronic records. The Executive Director noted he would provide updates if the agency receives any funding.
- G. 2022 Legislative Session.** The Executive Director noted the House and Senate may run the main appropriations bills for all agencies on each chamber's floor sometime this week. SB 387 was requested by the BSRB to include three recommendations by the Board: (1) allowing Master's level practitioners to test for Licensed Addiction Counselor licenses; (2) adding clean up language to correct the unintended consequences of an amendment added to 2021 House Bill 2208 that limited the types of practicums for applicants seeking a clinical level social work license, and (3) a new requirement adding three continuing education hours in Diversity, Equity, and Inclusion (DEI) for Licensed Psychologists each license renewal period. Senate Bill 387 was heard by the Senate Public Health and Welfare Committee, and the section of the bill requiring continuing education hours for Licensed Psychologists in the area of DEI was removed when the bill was amended. The amended version of SB 387 was passed out of the Senate Committee. Senate Bill 387 was not worked on the Senate floor prior to Legislative Turnaround and died. A new House Bill was introduced as House Bill 2734, including the amended components of Senate Bill 387 that were passed out of the Senate Committee. HB 2734 is scheduled to be heard following the Board's meeting on March 14, 2022, at 1:30pm. The Executive Director noted he will be providing proponent testimony on HB 2734 and he has received communication from other groups that plan to speak in favor of the bill as well. The Executive Director provided updates on other bills having a connection with the BSRB, including Sub. for SB 34, SB 497, HB 2672, HB 2552. The Executive Director provided neutral testimony on Sub. for SB 34, noting his testimony stated the agency was supportive of agencies reviewing their statutes and regulations, but requested the BSRB be exempt from the bill and the bill's comprehensive reporting requirement as fulfilling that requirement is expected to cause operational delays.

**H. PSYPACT.** On January 1, 2022, Kansas officially became a member-state in a multi-state compact for Licensed Psychologists titled PSYPACT. Information has been posted to the BSRB site concerning the way licensees may apply to practice under PSYPACT, general information on the compact, and a link to all licensees practicing under PSYPACT. BSRB will be working with PSYPACT for verification of licensure and disciplinary matters. The Executive Director noted that as of March 1, 2022, there are 26 Licensed Psychologists practicing telehealth services under PSYPACT who identify Kansas as their homestate and there are three Licensed Psychologists practicing in-person services in compact states under PSYPACT authority.

**I. Updates on Special Meetings.** The 2021 Legislature passed legislation creating the Kansas Fights Addiction Review Board (KFARB), and the Kansas Fights Addiction Grant Fund for a share of the proceeds of federal legislation concerning opioids. The KFARB is organized under the Attorney General's office. The Executive Director has been in contact with that office, but no meetings have been scheduled. The Executive Director will continue to track this. The Overdose Fatality Review Board was proposed in legislation during the 2021 Legislative session, but the legislation did not pass. The Kansas Department of Health and Environment (KDHE) received a grant from the Centers for Disease Control and Prevention (CDC), and KDHE have used part of this funding to commence meetings of this Board. The Executive Director and Bruce Nystrom attended an organizational meeting in 2021, at which time the group indicated it would renew efforts for a bill to pass during the 2022 Legislative session. The Executive Director was invited to speak at a Federation of Associations of Regulatory Boards (FARB) conference at the end of January 2022 on the topic of "Protecting the Public through Creative Access to Information." The Executive Director reported the presentation was well received and he was contacted by several groups asking questions about the work of the Board. The Executive Director and Leslie Allen, Assistant Director and Licensing Manager for the BSRB, have been speaking with groups of students about licensure and disciplinary matters. The Executive Director recently spoke at a K-State Salina social work conference on the Art of Policies. The Executive Director reported on other meetings attended and noted there are training opportunities for Board members through ASWB, including a Training for New Board Members virtual training on June 2 and 3, 2022.

**V. Staff Report.** The Executive Director highlighted an updated chart of total permanent licenses under the BSRB.

**VI. Complaint Review Committee Report.** Cindy D'Ercole, Lead Investigator for the BSRB, highlighted a report of the number of Report of Alleged Violation (RAV) that had been received by the BSRB. The Lead Investigator discussed the number of open cases stands at 81, which has decreased from over 100 at different times last year. It was noted that the processing of complaints is improving.

**VII. Professions Reports**

- A. Licensed Psychology.** The Advisory Committee met in February and completed the annual training. The Advisory Committee will meet again on April 12.
- B. Social Work.** The Advisory Committee met February 15, introduced new members, and received the annual training. Members reviewed the results from the BSRB social worker survey and the Advisory Committee members will be reviewing the unprofessional conduct regulations for discussion at the next meeting on April 19.
- C. Professional Counseling.** The Advisory Committee met in February for training. The Advisory Committee will discuss possible edits to the unprofessional conduct regulations at the next meeting on April 4.
- D. Master's Level Psychology.** The Advisory Committee met on February 10, spent most of the meeting on training, and continued the discussCEUs and “in residence” requirements. The Advisory Committee’s next meeting is April 20.
- E. Marriage and Family Therapy.** The Advisory Committee met on February 11 and discussed regulatory language for supervision of supervision and residence requirements for education programs. The Advisory Committee plans to have training at the next meeting and will be discussing recruitment of new members on April 8.
- F. Addiction Counseling.** The Advisory Committee did not meet and will meet on March 18.
- G. Behavior Analyst.** The Advisory Committee met on February 9 to introduce new members and discussed the Advisory Committee’s recommendation for a Behavior Analyst to be added to the. The Advisory Committee also discussed standards for education and the Advisory Committee will meet again on April 13.

## **VIII. Old Business**

- A. Pre-Approved Continuing Education.** The Executive Director stated the BSRB is able to pre-approve continuing education providers so long as a social worker is connected to the program. The Board discussed whether to allow other professions to serve in that role instead of requiring participation by a social worker. Board members expressed support for changing the regulation to allow all professions to serve in the required licensee role. Mary Jones moved to approve the language allowing other licensees to serve in this capacity. David Anderson seconded the motion. The motion passed. Advisory Committees were asked to discuss whether their professions would like to have pre-approved continuing education providers and pre-approved continuing education courses. The Advisory Committees were asked to report back on these discussions at the next full Board meeting



**IX. Executive Session-Format for Executive Director Annual Evaluation.** Carolyn Szafran moved for the Board to enter into executive session by making the following motion: *“Pursuant to K.S.A. 75-4319, the Board will recess into executive session for 20 minutes and reconvene the open meeting at noon. The meeting will be reconvened remotely by conference call at 1-877-278-8686, PIN 327072, and by Zoom as directed in the notice of meeting that was sent to individuals who requested notice and is published on the Board’s website: ksbsrb.kansas.gov. The justification for closure is to discuss personnel matters of non-elected personnel. The Board’s legal counsel, Assistant Attorney General Laine Barnard is to be included in the executive session. The subject to be discussed in the executive session is personnel evaluations.”* Mary Jones Seconded. The motion passed.

Upon returning from the executive session, Leslie Sewester moved to accept the position description that was used when the Executive Director was hired; to have Board members rank the performance of the Executive Director’s performance on a scale from poor to excellent; for that feedback to be provided to the Chair of the Board; the Chair of the Board would tabulate those results and any comments from Board members; the Chair would discuss the feedback with the Executive Director; then the Board would have further discussion in Executive Session at the next full Board meeting in May 2022. Deb Stidham seconded the motion. The motion passed.

**X. New Business**

**A. Terms for Behavioral Analyst Advisory Committee Members.** The Executive Director noted Advisory Committee members serve a maximum of 8 years. The Behavior Analyst Advisory Committee began meeting in September 2015 and met infrequently until the fall of 2021. Though the Advisory Committee did not meet regularly, if the terms of service continued to run from the time of the original appointment, then the original members will be completing their final terms in June 2023. Four Advisory Committee members have been added recently, but there will be a need for new Advisory Committee members at the end of FY 2023. The Board requested creation of a spreadsheet with the names of all Advisory Committee members and the terms of service. The Executive Director noted he would provide that document to the Board at the next full Board meeting.

**B. Board-Approved Trainings for Clinical Supervisors.** Board members discussed workforce concerns and the lack of Board-approved clinical training opportunities. Additional resources for existing supervisors was noted as a need. Board members also noted there is a need for a clearer standard definition of what supervision includes. Board members discussed whether the BSRB could offer training for supervisors. The Assistant Director and Licensing Manager for the BSRB noted that she believed any potential trainings by the BSRB for supervisors would need to be provided by professional Board members and the agency would need to ensure the training would be free to attendees. The Board did not reach a recommendation, but stated a desire to revisit this topic in the future..

- C. Executive Director Serving on Committees.** The Executive Director noted he recently received an invitation to serve on a committee for one of the association the BSRB partners with and discussed what process the Board would prefer if he receives additional invitations to serve on other committees. Board members recommended the Executive Director make those decisions independently. Board members noted the value of serving on those committees, but also wanted the Executive Director to be mindful of how those roles might affect time on work for the BSRB.
- D. Board Meeting Format.** The Board agreed to move the Board meeting time to 9am to noon and to add the 10-minute break, so long as the Board meetings are being held remotely.

**XI. Preview of Topics for Next Board Meeting.**

- A. Discussion Of Impaired Provider Programs.** The Executive Director noted the Board will plan to discuss Impaired Provider Programs at a future meeting. These programs assists providers who are struggling with addiction or mental health matters, who have disciplinary issues. These programs provide treatment and care and can serve as an alternative to traditional discipline.
- B. Approach to Telehealth Standards.** The Executive Director noted there is a prevalence of telehealth now with the pandemic, requiring standard guidance for telehealth for providers.
- C. Delegation of Statutory Duties.** The Executive Director noted the statutes and regulations for the BSRB include many references to “The Board” Some of these references mean the full Board and some are delegated to the BSRB, the Executive Director, the Complaint Review Committee, etc. The Executive Director noted he will review these statutes and regulations with the Board and for instances where a delegation is appropriate, the agency will bring updated delegation motions to the Board to have a clear record of delegation of authority.

- XII. Adjournment.** Carolyn Szafran moved to adjourn the meeting. Deb Stidham seconded the motion. The motion passed.

**BEHAVIORAL SCIENCES REGULATORY BOARD  
BOARD MEETING MINUTES  
APRIL 15, 2022**

- I. Call to Order and Roll Call.** The meeting was called to order by Chair Leslie Sewester at 10:00 am.

**Board Members.** Board Members present by Zoom: Leslie Sewester, David Anderson, Donna Hoener-Queal, Mary Jones, Jacqueline Lightcap, Johnna Norton, Bruce Nystrom, Andrea Perdomo-Morales, Ric Steele, Deb Stidham, and Carolyn Szafran.

**Staff.** BSRB Staff present by Zoom: David Fye and Leslie Allen. Assistant Attorney General Laine Barnard was present by Zoom.

**Guests.** No Guests

- II. Agenda Approval.**
- III. Update on the BSRB Education Licensing Requirements, Online Programs, and Accreditation.** David Fye, Executive Director for the BSRB, stated that in 2019 and early 2020, Fort Hays University started an online Master's-level social work program and began a process to seek accreditation with the national accrediting body, the Council for Social Work Education (CSWE). The timeframe for the accreditation process varies, but may take about three years to three and a half years to complete. During the accreditation stages, CSWE admits schools into a process called "candidacy." When a program reaches accreditation, CSWE will backdate the accreditation date to the day the program entered candidacy.

The Executive Director received communications from representatives from Fort Hays State University stating they believed they had received assurances from the BSRB that graduates from their online master's of social work program would be able to be licensed while their program was in candidacy for accreditation. The Executive Director stated that he had not provided those assurances to Fort Hays State University. He received a communication from the previous Executive Director for the BSRB, who stated that he does not recall providing this assurance to representatives from Fort Hays State University and he believes that if he would have been asked the question on licensure, he believes he would have taken that question to the Board or the Social Work Advisory Committee. The Executive Director noted that he has researched the e-mails and letters of the BSRB for any documentation of a licensure assurance and he has not found any documents where this assurance was provided. Additionally, he asked the representatives from Fort Hays State University to review their records and to provide any documents which include these assurances. To date, he has received not received record from representatives from Fort Hays State University with these assurances from the BSRB.

The Executive Director noted that when the BSRB receives an application for licensure, the agency must follow the statutes and regulations for approving applications. KAR 102-

2-6(b), Program Approval, states that social work graduates must have graduated from a CSWE-accredited school or be in compliance with a list of alternate standards. One of the alternate standards is for no less than 50.0 percent of the required program's coursework be completed "in residence," meaning physically at the school in face-to-face contact with core faculty members. When students from the online master's of social work program at Fort Hays State University began to graduate, they applied for licensure. Originally, BSRB licensing specialists checked the CSWE accreditation website and saw the Fort Hays State University program listed, so they believed the program was accredited and began allowing students to sit for the license examination. When those licensing specialists were made aware that the website shows the program as in "candidacy" for accreditation, and not yet accredited, the BSRB began holding those applicants while the agency collected information and researched this issue further.

Based on documentation from CSWE, the Fort Hays State University online master's of social work program is on pace to be accredited in February of 2023. Seeking to ensure that their students could be licensed, representatives from Fort Hays State University contacted the Legislature to request statutory language be added to a bill, to ensure their students could sit for the licensing examination even though their program is in candidacy for accreditation. Representatives from the Legislature contacted the Executive Director about the potential of adding language to a bill for this purpose. The Executive Director informed the Legislature that the Board could not take a position on this language, as the Board had not met to discuss this issue. However, it was noted that the potential language would not match the current licensure requirements for the BSRB in statute and regulation. The Legislature added language to Senate Bill 453 directing the BSRB to treat graduates from the Fort Hays State University online master's of social work program as if it was CSWE accredited for the purpose of licensure, retroactively and through the end of FY 2023. SB 453 was passed by the Legislature and the bill is awaiting approval from the Governor. Once signed by the Governor, the implementation date will be "upon publication date in the *Kansas Register*," which is a weekly publication by the Secretary of State's office. Therefore, if the Governor signs the bill, the BSRB must hold applicants from the Fort Hays State University online master's of social work program until the bill is published.

The Executive Director noted that another school, St. Mary's, is starting an online master's of social work program that has recently been accepted into candidacy by CSWE and has expressed interest in the Legislature adding similar statutory language so their graduates may be eligible for licensure when they graduate while the program is in candidacy.

Board members expressed an interest in receiving more information on the candidacy process and expressed opposition to the Legislature directing the BSRB to consider a program accredited that is not accredited by a national accrediting body. Board members also commented on workforce issues and whether the current requirements for licensure are necessary or are unnecessarily strict. Board members expressed concern that they did not have more of an opportunity to discuss this matter prior to the Legislature acting.

The Executive Director provided several options for Board members to consider, including maintaining the status quo, expanding the definition of “accredited” to consider candidacy, creating a new type of provisional license for students who graduate from a school while the school is in candidacy then offering a permanent license once the school attains accreditation, or changing the standard in regulation from “CSWE accredited” to the professional counselor model of “not below the standard for accreditation” and using accreditation progress reports to show that the school is not below the accreditation standard while it is in candidacy for accreditation. The Executive Director also noted that he contacted the national accrediting bodies for four other professions and while the terminology for those bodies differs regarding the candidacy process, he believes the “in residence” requirement currently used by the different professions under the BSRB will lead to similar problems for future online programs for those professions.

Board members discussed the value of ensuring that graduates of programs are able to be licensed, but also noted public protection concerns if the BSRB provided the same type of license to both students from accredited programs and students who graduated from programs not accredited. Board members noted that students have a choice in what program to attend, though it was noted that certain areas of the state have limited options on available programs.

Concerning input on future legislative matters, Board members stated opposition to additional programs having language added to statute to deem their programs accredited prior to those programs being accredited by national accrediting bodies. The Board recommended creation of a new type of provisional license for students who graduate from schools that are in candidacy for accreditation and for that process to be submitted in a bill for the 2023 Legislature. Board members also stated their intent to re-examine current “in resident” licensure requirements.

- IV. Adjournment.** The Chair moved to adjourn the meeting. Deb Stidham seconded the motion. The motion passed.

## Executive Director's Report

### Agency Updates

- **Update on BSRB YouTube Channel**
- **Governor's Direction on State Offices and In-Person Meetings**
- **Update on Revenues and Expenditures**
- **Advisory Committee Updates**
- **Update on Behavior Analyst Request to Add Members to Board**
- **Update on Expert Review Process**
- **Strengthening People and Revitalizing Kansas (SPARK) SPARK Taskforce Funding Request**

### Legislative Updates

- **Update on BSRB Budget Approval.**
- **Update on BSRB Bills - SB 387, HB 2734, and SB 453**
- **Update on Other Bills Relevant to the BSRB**

### Other Updates

- **Update on PSYPACT**
- **Update on the Kansas Fights Addiction Grant Review Board**
- **Update on the Overdose Fatality Review Board**
- **Opportunity for Board Members Training**

### Advisory Committees / Other Meetings Facilitated

- March 18 – Addiction Counselor Advisory Committee Meeting
- March 22 – Licensure Application Review Meeting Under the Kansas Administrative Procedure Act (KAPA)
- March 29 – BSRB Staff Meeting
- March 30 – Small Agency Head Meeting
- April 4 – Professional Counselor Advisory Committee Meeting
- April 8 – Marriage and Family Therapy Advisory Committee Meeting
- April 11 – Complaint Review Committee Meeting
- April 12 – Presentation to Avila Master's in Counseling Psychology Program Students
- April 12 – Licensed Psychology Advisory Committee Meeting
- April 13 – Behavior Analyst Advisory Committee Meeting
- April 14 – ASWB Monthly Meeting for Members
- April 15 – Special Board Meeting
- April 19 – Social Work Advisory Committee Meeting
- April 20 – Master's Level Psychology Advisory Committee Meeting
- **April 21 to April 24 – ASPPB Mid-Year Meeting**
- April 25 – BSRB Staff Meeting
- April 26 - Licensure Application Review Meeting Under KAPA
- **April 27 to May 1 – ASWB Education Meeting**

## Advisory Committee Members for the Behavioral Sciences Regulatory Board As of May 9, 2022

<b>Addiction Counselor Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Christina Boyd	June 2022			
Lisa Carter	June 2021	June 2023		
Jason Hess	June 2018	June 2020	June 2022	
Shane Hudson	June 2019	June 2021	June 2023	
Chad Jacobs	June 2023			
Michael James	June 2021	June 2023		
Charity Kossin	June 2023			
Dulcinea Rakestraw	June 2020	June 2022		
Sohna Shook	June 2022			

<b>Behavior Analyst Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Kimberly Becker	June 2017	June 2019	June 2021	June 2023
Allyson Bell	June 2023			
Claudia Dozier	June 2017	June 2019	June 2021	June 2023
Linda Heitzman-Powell	June 2017	June 2019	June 2021	June 2023
Emily Kessler	June 2023			
Pete Peterson	June 2017	June 2019	June 2021	June 2023
Christine Marie Stiehl	June 2023			
Mike Wasmer	June 2017	June 2019	June 2021	June 2023
Alice Zhang	June 2023			

<b>Marriage and Family Therapy Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Joyce Baptist	June 2016	June 2018	June 2020	June 2022
Jurdene Coleman	June 2018	June 2020	June 2022	
Rebecca Culver-Turner	June 2016	June 2018	June 2020	June 2022
John Fleeker	June 2018	June 2020	June 2022	
James Godbey	June 2018	June 2020	June 2022	

<b>Master's Level Psychology Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Rebecca Jabara	June 2023			
Lauren Lucht	June 2023			
Iris Pauly	June 2022			
Joshua Tanguay	June 2022			
Kari Wold	June 2023			

## Advisory Committee Members for the Behavioral Sciences Regulatory Board As of May 9, 2022

<b>Professional Counselor Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Jessica Allison	June 2023			
Harriet Bachner	June 2023			
Michelle Fairbank	June 2023			
Bob Kircher	June 2019	June 2021	June 2023	
Kenton Olliff	June 2016	June 2018	June 2020	June 2022
Andrew Secor	June 2019	June 2021	June 2023	
Edil Torres-Rivera	June 2023			

<b>Licensed Psychology Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Abby Callis	June 2019	June 2021	June 2023	
Carol Crane	June 2019	June 2021	June 2023	
Jessica Hamilton	June 2023			
Tiffany Johnson	June 2023			
Janine Kesterson	June 2019	June 2021	June 2023	
Rodney McNeal	June 2018	June 2020	June 2022	
Zachary Parrett	June 2023			
Doug Wright	June 2019	June 2021	June 2023	

<b>Social Work Advisory Committee</b>	<b>1st Term Ends</b>	<b>2nd Term Ends</b>	<b>3rd Term Ends</b>	<b>4th Term Ends</b>
Sarah Berens	June 2023			
Mary Gill	June 2023			
Mike Gillett	June 2020	June 2022		
Lee Ann Gingery	June 2020	June 2022		
Angi Heller-Workman	June 2018	June 2020	June 2022	
Jane Holzrichter	June 2018	June 2020	June 2022	
Catherine Rech	June 2023			
Eric Schoenecker	June 2023			
Cristin Stice	June 2020	June 2022		
Robin Unruh	June 2020	June 2022		



<b>Board</b>	<b>Statute</b>	<b>Total Membership</b>	<b>Public Membership</b>
Banking Board	KSA 74-3004	9	3
Behavioral Sciences Regulatory Board	KSA 74-7501	12	4
Board of Barbering	KSA 74-1805a	5	1
Board of Cosmetology	KSA 74-2701	8	2
Board of Examiners in Optometry	KSA 74-1501	5	1
Board of Hearing Aid Examiners	KSA 74-5802	5	2
Board of Mortuary Arts	KSA 74-1701a	5	2
Board of Nursing	KSA 74-1106	11	3
Board of Pharmacy	KSA 74-1603	7	1
Board of Technical Professions	KSA 74-7005	13	2
Coordinating Council on Early Childhood Developmental Services	KSA 74-7801	Between 16 and 25 members	Between 8 and 17 (disabled persons, parents/guardians)
Council on Developmental Disabilities Services	KSA 74-5501	21	13 (disabled persons, parents/guardians)
Dental Board	KSA 74-1404	9	1
Development Finance Authority-Board of Directors	KSA 74-8903	5	3
Law Enforcement Training Commission	KSA 74-5606	12	1 (chairperson)
Postsecondary Technical Authority	KSA 74-32,401	12	2
Public Finance Transparency Board	KSA 72,124	15	4
Real Estate Commission	KSA 74-4201	5	1 (who is not a broker)
Sentencing Commission	KSA 74-9102	17	2
State Fair Board	KSA 74-520a	13	7
Water Authority	KSA 74-2622	24	2
Wildlife Arts Council	KSA 74-7901	5	2

# CSWE Accreditation

CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation and ensuring that social work programs meet these standards. In accordance with the requirements of CSWE's recognition body, the Council for Higher Education Accreditation (CHEA), the CSWE Office of Social Work Accreditation...



## Accredited

Fully Accredited



## Accredited (Conditional)

Accredited with documented noncompliance with one or more standards that must be addressed within a year



## Accredited (Withdrawal in Progress)

Accredited with a planned closure date



## Candidacy

Program has completed at least one year of Candidacy process and is moving toward full accreditation within two years



## Pre-Candidacy

Program has had standards approved in draft form and is scheduled to be reviewed for Candidacy status within one year

**Council on Social Work Education (CSWE)  
Commission on Accreditation (COA)  
Department of Social Work Accreditation (DOSWA)**

**Frequently Asked Questions (FAQs) | Baccalaureate and Master’s Accreditation**  
*Last updated March 16, 2022*

*Note: All questions regarding accreditation should be directed to the [accreditation team](#).*

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## **International Social Work Degrees**

- 1. Are social work programs outside the United States accredited by CSWE?**
  - a. No. The accrediting authority of CSWE's Commission on Accreditation (COA) extends only to the United States and its territories. If you attended a social work program overseas and wish to work in the United States, it is advisable to have your degree evaluated by CSWE's [International Social Work Degree Recognition and Evaluation Service \(ISWDRES\)](#).
  - b. Although CSWE does not accredit social work programs in Canada, graduates of Canadian programs accredited by the [CASWE](#) (formerly CASSW) are recognized through a [memorandum of understanding](#) as having earned a degree equivalent to graduates from a CSWE-COA-accredited program.
  
- 2. Does CSWE or ISWDRES keep a list of international social work programs previously recognized as equivalent?**
  - a. No. CSWE's [International Social Work Degree Recognition and Evaluation Service \(ISWDRES\)](#) evaluates individually earned degrees, not the social work programs from which the degree was earned. Thus, there are no pre-approved international social work programs. Each applicant is reviewed individually and independently after earning their degree. The only exception is graduates covered by the [memorandum of understanding](#) with [CASWE](#) (formerly CASSW), the Canadian social work accrediting agency, are automatically recognized as having earned a degree equivalent to graduates from a CSWE-COA-accredited program.

## **Scope of Accreditation**

- 3. What accreditation services does CSWE provide?**
  - a. The Department of Social Work Accreditation (DOSWA) has outlined their [scope, services, resources, and boundaries](#) and posted it publicly to the [CSWE accreditation webpage](#).
  
- 4. Why does CSWE-COA not accredit associate degree programs, PhD programs, and minors?**
  - a. CSWE-COA limits its accreditation function to programs that prepare students for professional social work practice (i.e., baccalaureate, master's, professional practice doctoral, and post-master's fellowship programs). In general, associate degree programs prepare students for paraprofessional-level positions in social service agencies. Doctor of Philosophy (PhD) programs are typically research-oriented and primarily prepare students for academic, research, or administrative positions. Additionally, zero health profession accreditors regulate PhD programs. Minors prepare students for exploration of professional social work pathways.

**5. Where can I find trustworthy accreditation information?**

- a. CSWE's [Department of Social Work Accreditation \(DOSWA\)](#) is the only trusted, verified, and accurate source of accreditation information.
- b. The accreditation team has worked diligently to clarify and provide disclaimers that accreditation-related information not published or provided directly by the accreditation team or COA is not vetted by nor officially endorsed.
- c. This includes any information shared by CSWE members, faculty, administrators, consultants, and vendors in shared academic spaces, such as CSWE's Annual Program Meeting (APM).

**6. Is accreditation-related information shared at CSWE's Annual Program Meeting (APM) reliable, valid, and accurate?**

- a. If the information is shared directly by member(s) of the accreditation team, then **yes**, it is accurate. The only endorsed services, content, trainings and workshops, publications, presentations, templates, tools, sample matrices, resources, etc. are those that CSWE-COA or the accreditation team create and publish ourselves on the [CSWE accreditation website](#).
- b. If the information is shared by any other party external to the CSWE's accreditation team, then **no**, the information may be inaccurate. Other parties may include CSWE members, faculty, administrators, consultants, vendors, etc. Always verify the source of your information and [contact the accreditation team](#) to ensure you are receiving the most accurate and current information!
- c. Companies are welcome to exhibit at CSWE's annual conference, however, that does not mean that CSWE, the accreditation team, nor COA is endorsing their product. The exhibit hall is outside of the purview of the accrediting agency.
- d. Finally, it is not a function of the COA to evaluate external accreditation-related information or products for compliance with the EPAS. Rather programs are solely responsible for implementing, demonstrating, and maintaining compliance with the EPAS. Programs are then independently reviewed for compliance via the peer-reviewed accreditation processes. Programs are empowered to review the variety of rich resources available on the [CSWE accreditation website](#) and/or contact their [program's accreditation specialist](#) as questions arise.

**7. Does CSWE have a list of qualified consultants to help us with our accreditation processes?**

- a. No. Per section 1.2.13 in the [EPAS Handbook](#), CSWE does not recommend the use of external paid consultants. External consultants hired by programs to assist in their reaffirmation of accreditation or progression through candidacy status are not employees or agents of CSWE. CSWE is in no way responsible for the services provided by such

- consultants, and in no way does CSWE guarantee, recommend, or endorse the services of any consultant.
- b. It is recommended that your program review the [accreditation services](#) offered and collaborate with your [program's accreditation specialist](#), as the accreditation team is the only trusted, verified, and accurate source of accreditation information.

## **Verifying Accreditation Status**

### **8. How do I know if my social work program is accredited?**

- a. A comprehensive list of accredited and candidacy programs is housed in the [Directory of Accredited Programs](#) on the CSWE website.

### **9. My program is expecting an accreditation decision from the COA. When will this information be shared?**

- a. Changes in accreditation status are posted publicly 30-days following each COA meeting on the [CSWE website](#).
  - i. February COA meeting decisions are posted mid-March.
  - ii. June COA meeting decisions are posted mid-July.
  - iii. October COA meeting decision are posted mid-November.
- b. Per section 1.1.10 in the EPAS Handbook, official decision letters are sent electronically to programs 30-45 days after each COA meeting.
  - i. February COA meeting decision letters are sent mid-late March.
  - ii. June COA meeting decision letters are sent mid-late July.
  - iii. October COA meeting decision letters are sent mid-late November.

### **10. I couldn't find my social work program listed in the [Directory of Accredited Programs](#). Is my program accredited?**

- a. Our directory is searchable by all institutional names, program names, and former names.
- b. Be sure to also check [Formerly Accredited or Approved BSW Programs](#) or [Formerly Accredited MSW Programs](#).
- c. If you are unable to locate a record of your social work program on the CSWE website, then it may not be accredited.
- d. Contact a member of the [accreditation team](#) to verify the status of your social work program.

### **11. Does CSWE have a list of accredited doctoral-level social work programs?**

- a. CSWE's Commission on Accreditation is currently piloting the accreditation of professional practice doctoral programs (i.e., DSW programs). PhD programs are not accredited by CSWE-COA. Please visit this [website](#) for further information regarding the piloting initiative.

## **Pre-Candidacy & Candidacy Status**

### **12. What does it mean when a program is in candidacy?**

- a. Candidacy indicates that the social work program has made progress toward meeting criteria for the program quality assessment as evaluated via a peer review process. A program that has attained Candidacy has demonstrated a commitment to meeting the compliance standards set by the Educational Policy and Accreditation Standards (EPAS), but has not yet demonstrated full compliance.
- b. Students who enter programs that attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program as long as the program attains Initial Accreditation. Candidacy is typically a three (3) year process and attaining Candidacy does not guarantee that a program will eventually attain Initial Accreditation. Candidacy applies to all program sites (i.e., locations) and delivery methods of the program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.
- c. Programs in candidacy are issued a retroactive accreditation date which goes into effect once the program gains Initial Accreditation. This date is the academic year in which the program was granted candidacy status. For example, if a program was granted candidacy status in the academic year of 2020-2021, any student entering the program in the fall of 2020 and beyond will be considered to have graduated from an accredited social work program so long as the program receives its eventual Initial Accreditation.
- d. Read more about the Candidacy process in the Candidacy section of the [EPAS Handbook](#) housed on the CSWE website.
- e. To understand how candidacy status will affect you as a student, contact your social work program director and/or a member of the [accreditation team](#). Contact information for social work programs is located in the [Directory of Accredited Programs](#).

### **13. What does it mean when a program is pre-candidacy?**

- a. Pre-Candidacy indicates that the social work program has submitted an application to be reviewed for Candidacy. A program that has attained Pre-Candidacy has not yet been reviewed by the Commission on Accreditation (COA) or been verified to be in compliance with the Educational Policy and Accreditation Standards (EPAS).
- b. Students who enter the program while it is still in Pre-Candidacy will not be recognized as attending a program in Candidacy unless the program attains Candidacy in the academic year in which those students enter. The Candidacy Process is typically a three (3)-year process and there is no guarantee that a program in Pre-Candidacy will eventually attain Candidacy or Initial Accreditation. Students who enter programs that

attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program as long as the program attains Initial Accreditation. Pre-Candidacy applies to all program sites (i.e., locations) and delivery methods of the program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

- c. Read more about the Pre-Candidacy process in the Candidacy section of the [EPAS Handbook](#) housed on the CSWE website.
- d. To understand how candidacy status will affect you as a student, contact your social work program director and/or a member of the [accreditation team](#). Contact information for social work programs is located in the [Directory of Accredited Programs](#).

## **Conditional Status**

### **14. My program was placed on conditional accredited status. How does this affect me as a student?**

- a. Students who graduate from programs on Conditional Accredited Status will still be recognized as having graduated from a CSWE-accredited program.
- b. Changes in accreditation status are posted publicly 30-days following each COA meeting on the [CSWE website](#).
  - i. February COA meeting decisions are posted mid-March.
  - ii. June COA meeting decisions are posted mid-July.
  - iii. October COA meeting decision are posted mid-November.
- c. The COA places a program on conditional accredited status when the program is found out of compliance with one (1) or more Educational Policy or Accreditation Standards (EPAS) and believes that noncompliance issues can be resolved by the program within one (1) year. Conditional status is an adverse decision, and programs may request reconsideration. If the program accepts The COA's decision, it submits a restoration report within one (1) year.

## **Selecting a Social Work Program**

### **15. How do I decide which social work program is best for me?**

- a. Students are encouraged to select a program that meets both your professional and personal goals.
- b. Ask practical questions, such as:
  - i. Can I live here for the next two (2) or four (4) years?
  - ii. Is the program delivered in a way that supports my learning style and lifestyle needs (i.e., online, hybrid, location-based, evening and weekend options, campus experience, etc.)?



- iii. Is it affordable?
  - iv. Is the institution too large or too small?
  - v. Will I need to commute?
  - vi. Does the program offer the specialization or concentration I want?
  - vii. Does the program appear to have a faculty and staff with whom I can collaborate?
  - viii. Are there ample field placement opportunities in my area of interest?
- c. You can access CSWE's online [Directory of Accredited Programs](#) to review a listing of accredited and candidate social work programs. The Directory is sortable by a number of features, attributes, and options to assist you in narrowing your search. Once you have located programs that interest you, you are encouraged to use the contact information in the directory to contact those programs directly.

**16. Which are the best social work programs in the United States?**

- a. CSWE-COA accredits social work education programs; it does not provide qualitative information, subjective judgments, nor opinions about programs. Nor do we compare or "rank" them. Accreditation is meant to provide assurance that a program has met the profession's minimum standards for professional social work education.

**17. Can CSWE provide me guidance or advice in selecting a social work program for me?**

- a. No, providing enrollment guidance or career advice is not a service CSWE provides as we do not rank, recommend, nor comment on the quality of accredited and candidate programs. All accredited and candidate programs must meet the current set of standards. As an accrediting body, CSWE-COA maintains ethical boundaries and impartiality.
- b. We do offer a variety of resources to assist in selecting an accredited program. CSWE houses the [Directory of Accredited Programs](#). You are encouraged to utilize the Directory, which is sortable by a number of features, as you reflect on your career goals and make an informed decision about your educational journey.

**18. Does CSWE have a master list of tuition and fees for each accredited program?**

- a. No, this is not a service provided by CSWE as tuition, fees, and other expenses associated with educational programs is governed by each individual institution. Review the social work program's website for information regarding cost of attendance or contact the program directly. Contact information for all accredited and candidate social work programs is housed in the [Directory of Accredited Programs](#) on CSWE website.

**19. Does CSWE offer scholarships, fellowships, grants, or other funding for my social work studies?**

- a. Learn more about CSWE offerings and external funding opportunities on the [CSWE website](#).

**Online & Distance Learning**

**20. Are there any CSWE-COA-accredited, distance-learning or online learning social work programs?**

- a. Yes, the [Directory of Accredited Programs](#) includes online program options and all locations covered by the program's accreditation status. All accredited and candidate programs are subject to the same accreditation standards and review criteria by the Commission on Accreditation (COA), regardless of the curriculum delivery methods used.
- b. Many accredited social work programs utilize distance education for some or all of their courses and curriculum. Many offer part-time, extended-day, or evening courses at their main, satellite, or branch campuses.
- c. Each program design is different, and each may have specific admissions requirements for its distance-education programs. Please contact your program of interest directly to inquire! Contact information for all accredited and candidate social work programs is housed in the [Directory of Accredited Programs](#) on CSWE website.

**Admissions**

**21. Can I enter an accredited master's social work program without a regionally accredited baccalaureate degree?**

- a. No. The criteria for admission to a master's social work program must include an earned baccalaureate degree in any discipline from a college or university accredited by a recognized regional accrediting association.
- b. This includes individuals whose degree was recognized as equivalent through CSWE's International Social Work Degree Recognition and Evaluation Service (ISWDRES) and graduates from Canadian social work programs accredited by CASWE covered by the memorandum of understanding between CSWE and CASWE.
- c. Students may also contact the [regional accrediting body](#) that accredits institution they are interested in attending to inquire if there is a process for determining equivalency or recognizing the degree(s) previously received as comparable to a regionally accredited baccalaureate degree. As long as the regional accrediting body recognizes the degree as comparable, program may admit those students.
- d. Please note that while the CSWE-COA accrediting body sets the minimum standards, it is completely within the purview of each accredited social work program to institute their own admission criteria and requirements.

Most master's social work programs admit students with a regionally accredited baccalaureate degree in any field of study. An accredited baccalaureate social work degree is not a CSWE-COA requirement for admission to a master's social work program. However, students are encouraged to contact their program of interest directly to ensure they meet all admission criteria / requirements.

## **Field Education**

### **22. How many field hours must I complete?**

- a. Baccalaureate students must complete a minimum of 400 field education hours and master's students must complete a minimum of 900 field education hours. Advanced standing students must complete a minimum of 900 hours between their baccalaureate and master's social work programs. While the CSWE-COA accrediting body determines the minimum standards, individual programs may elect to require hours above the minimum.

### **23. Can I have a paid social work field education placement?**

- a. Neither the CSWE-COA accrediting body nor the current set of standards prohibit a student from completing a paid field education placement.
- b. It is within the purview of each social work program to develop policies regarding field placements at the same organization at which a student is employed. The relationships between an employee and employer is different than a student and field placement. An employee is responsible for aiding the organization; whereas the field-setting is responsible for supporting the student learner. The program is responsible for ensuring the integrity of the field education learning environment. We advise arranging a conversation with your program's field director as they may assist you in understanding your program's specific field education policies and procedures. Contact information for social work programs is located in the [Directory of Accredited Programs](#)

### **24. What are the required credentials for field instructors?**

- a. Field instructors for baccalaureate students hold a baccalaureate or master's degree in social work from a CSWE-accredited program and have 2 years post-social work degree practice experience in social work.
- b. Field instructors for master's students hold a master's degree in social work from a CSWE-accredited program and have 2 years post-master's social work practice experience (defined in the [2015 EPAS Glossary](#)).
- c. While these are minimum required credentials, each accredited social work program may institute additional requirements.
- d. For cases in which a field instructor does not have the minimum required credentials, the social work program is responsible for developing and implementing a process to reinforce the social work perspective with

students. This allows programs to work flexibly in rural settings, in cases where a credentialed field instructor leaves, with large agencies that have limited social workers onsite, or settings that are high quality yet do not have a social worker onsite.

**25. How often must I meet with my field instructor?**

- a. The frequency and format of field education supervision is within the purview of each accredited social work program. The program develops their expectations regarding field education supervision. We advise arranging a conversation with your program's field director as they may assist you in understanding your program's specific field education policies and procedures. Contact information for social work programs is located in the [Directory of Accredited Programs](#).

**26. Does CSWE determine what activities I will complete at my field placement?**

- a. No. Roles, responsibilities, and opportunities for social work practice differ per field agency site. CSWE employs a competency-based education model where students learn the knowledge, values, skills, and cognitive & effective processes necessary for generalist social work practice with individuals, families, groups, organizations, and communities and/or specialized practice within a certain area of specialization. Please refer to the social work competencies in the EPAS for more information regarding expected student learning outcomes in classroom and field settings.

**Advanced Standing Status**

**27. Can I enter a master's program as advanced standing status if I earned my baccalaureate social work degree more than 5-7 years ago?**

- a. Each accredited master's social work program selects and implements their own criteria for issuing advanced standing status. At minimum advanced standing is awarded only to graduates holding degrees from baccalaureate social work programs accredited by CSWE-COA, recognized through its International Social Work Degree Recognition and Evaluation Services,\* or covered under a memorandum of understanding with international social work accreditors (Canada).

**28. Can I enter program as advanced standing status if I did not earn an accredited baccalaureate social work degree?**

- a. No. An accredited baccalaureate social work degree is required to qualify for advanced standing status. Check your program's accredited status is the [Directory of Accredited Programs](#).

## Transfer Credits

### **29. Can I transfer credits to my new social work program?**

- a. The accreditation process respects each institution's policies and procedures concerning the transfer of credits. Thus, each accredited program may determine which (if any) courses may be transferred/waived from your previous studies.

## Complaints

### **30. I have a complaint about my social work program, how do I file it with CSWE-COA?**

- a. Formal complaints to the accrediting body **must pertain to matters related to program compliance with the Educational Policy and Accreditation Standards (EPAS)**. The Commission on Accreditation (COA) is not authorized to adjudicate, arbitrate, or mediate individual faculty or student grievances against a program. Complainants must use all appropriate institutional and professional channels of appeal before filing a formal complaint with CSWE.
- b. Please refer to complaint policies and procedures in section 1.2.1 in the [EPAS Handbook](#) for filing a complaint.

## Self-Study, Benchmark, and Other Accreditation Documents

### **31. What academic year should be captured in the self-study?**

- a. The self-study content commonly reflects the full academic year prior to the submission of the document. This is typically referred to as the "year-of-record" and is flexible based upon the program's document due date.
- b. However, a more accurate framing is to consider the self-study as a rolling snapshot of where the program currently is; not reflecting back on previous or outdated operations and information.
- c. While the document may capture the year prior to submission of the self-study, the program should be cognizant to update their documents regarding any changes that strengthen compliance. The most frequent changes include composition of faculty, students, staff, other personnel, adding / removing program options, updated assessment data, updates to policies or procedures, or enhancements made to program operations to strengthen compliance with the EPAS. This list is not exhaustive, so it is important to ensure that all information, personnel, operations, program options, and data are captured in the self-study is current, accurate, and aligned with the EPAS.
- d. With regard to program personnel, the program should capture the most up-to-date information in the self-study to the best of their ability. This ensures the site visitor has access to current faculty and personnel

information reflecting those with whom they will meet on campus during their visit.

- e. In the self-study, programs should capture all components they wish to have reaffirmed for compliance with the EPAS. Remember that programs are requesting the COA to affirm these operations for the next 8-years. So, the self-study should capture the program's best compliance plan that reflects current operations now and moving forward for the next 8-years. *Note: review policy 1.2.4 Program Changes in the [EPAS Handbook](#) for information on changes between review cycles.*
- f. Submitting outdated information in the self-study, benchmark, or other accreditation documents may result in a citation or other action by the COA in order to request the most current and accurate program materials.

### **32. May I request a sample self-study, benchmark, or other accreditation-related document as a model?**

- a. No. Per section 1.2.7 in the [EPAS Handbook](#), accreditation staff do not share program-specific information with other programs for any purpose, including independent scholarly research. Staff do not share program contact information, program lists, accreditation spreadsheets, or other individualized program information not already publicly available on the CSWE website and [Directory of Accredited Programs](#).
- b. The accreditation team has worked diligently and are proud to provide high quality [services](#), content, trainings and workshops, publications, presentations, templates, tools, sample matrices, resources, and more to provide clear, proactive, and transparent support throughout the accreditation process and in-between review cycles. Check out all offerings on the [CSWE accreditation webpage](#).
- c. The accreditation team recommends utilizing the Self-Study / Initial Accreditation Optional Self-Study Template, Benchmark 1 Optional Template, or Benchmark 2 Optional Template as well as the Interpretation Guide to support your accreditation goals and processes.
- d. A variety of [trainings and workshops](#) are also available to help programs understand, implement, and document compliance with the EPAS.
- e. Providing samples is not a common nor advisable practice amongst accreditors as programs are encouraged to implement and document compliance with the EPAS creatively according their program's unique context. This allows for innovation, experimentation, and continuous quality improvement to thrive.
- f. Since each program is reviewed independently, replicating a program that passed an accreditation review does not guarantee the same outcome for your program.
- g. Programs may elect to share sample documents amongst themselves, however, please remember that CSWE's [Department of Social Work Accreditation \(DOSWA\)](#) is the only trusted, verified, and accurate source of accreditation information.

**33. Can I copy and paste our program’s previous self-study as a baseline for our next self-study?**

- a. We do not advise using your program’s previous self-study as the foundation for the next self-study. The program will be writing to a new set of standards with different requirements and interpretations. A fresh canvas, new perspectives, and approaching this as a continuous quality improvement and renewal process is advisable.
- b. A variety of [trainings and workshops](#) as well as [presentations](#) are also available to help programs understand, implement, and document compliance with the EPAS.

**Post-degree Training and Employment**

**34. Which type of degree is most favored by employers? Will employers differentiate between an online degree versus a degree obtained in-person?**

- a. CSWE does not rank, recommend, nor comment on the quality of accredited programs. All accredited programs must meet the current set of standards. As an accrediting body, CSWE-COA maintains ethical boundaries and impartiality. We do offer a variety of resources to assist in selecting an accredited program. CSWE houses the [Directory of Accredited Programs](#). You are encouraged to utilize the Directory, which is sortable by a number of features, as you reflect on your career goals and make an informed decision about your educational journey.
- b. The professional job market is an ever-shifting landscape. CSWE nor the accrediting body compare or rank types of program delivery methods, such as online and in-person. When attending a CSWE-COA-accredited program, delivery method does not impact educational quality. All accredited programs, regardless of delivery method are required to demonstrate compliance with the same set of standards. Thus, if your employer requires a CSWE-COA-accredited degree, there is no difference between whether the degree was earned on-campus or online, from our perspective. It is CSWE-accredited.

**35. What post-degree training opportunities exist?**

- c. From 2019-2022, CSWE’s Commission on Accreditation (COA) and the Fellowship Review Committee (FRC) piloted the accreditation of post-master’s social work fellowship programs. Fellowship programs are hosted by sites offering social work services in the United States, its territories, or on U.S. military installations and advance the knowledge and skills of a social work practitioner in a focused area of practice. Through completion of a fellowship program, trainees obtain advanced competencies and/or core expertise and skills beyond those attained through completion of a master’s degree in social work. CSWE staff will be working in 2022 to revise fellowship accreditation materials to allow for additional fellowship

programs to seek accreditation. Updates will be communicated and posted on [this website](#) as they become available.

## **Post-Degree Licensing**

### **36. I have questions regarding licensure. Who can I speak to at CSWE?**

- d. CSWE staff do not discuss licensing. Professional social work licensure post-degree is under the authority of a designated board within each individual state government. Your state government is responsible for regulating licensure and setting criteria required to become a licensed professional social worker. Requirements may differ by state. Contact information for individual state licensing boards can be found on the [Association of Social Work Boards \(ASWB\) website](#) or through an internet search for a licensing board for a particular state. Questions regarding licensure and professional practice should be directed to the board in your state. Questions regarding the national social work licensing exams should be directed to the ASWB, the body that publishes and administers the exams.

### **37. Does CSWE-COA accredit courses required for licensure?**

- e. No. CSWE-COA accredits social work education programs not individual courses. Questions regarding post-degree licensure requirements and professional practice should be directed to the [social work board](#) in your state.

### **38. Can CSWE connect me with a supervisor per the licensing requirements in my state?**

- f. No, this is not a service provided by CSWE as licensing requirements is within the sole jurisdiction of the social work licensing board in your state. You may also consider contacting the [Association of Social Work Boards \(ASWB\)](#) or the [National Association of Social Workers \(NASW\)](#) state chapter in your area regarding potential supervisors related to licensing requirements.

### **39. If I complete an online social work program or a program outside of my state, will I be able to get a license after graduation?**

- g. First, verify your program's accredited status by visiting the [Directory of Accredited Programs](#). Second, note that accreditation and post-degree licensure are completely separate regulations.
- h. When attending a CSWE-COA-accredited program, delivery method does not impact educational quality. All accredited social work programs must meet the same accreditation standards. Thus, if your state-based social work licensing board requires a CSWE-COA-accredited degree, there is no difference between whether the degree was earned on-campus or



online / in-state or out-of-state, from our perspective. It is CSWE-accredited.

- i. Programs with online options work with their state higher education authority and regional accreditor to set the scope (regional, national, international, etc.) of their operations. CSWE's Commission on Accreditation (COA) nor the standards, determine the program's scope. It is within each accredited program's purview to solicit and gain approval to operate within their desired scope. Our directory is not sortable by a "regional, national, or international scope" feature.
- j. Programs may verify their approvals to operate within their desired scope by checking with the following entities / bodies: institution (university or college), institution's accreditation compliance office / officer, any federal / U.S. Department of Education contact, regional accreditor, and / or state-based higher education authority.
- k. Continue working with your program to determine if you are able to complete the degree requirements in your state of residence. For example, your licensing board may require certain courses, training, etc. in order to become licensed after graduation. Such requirements are set by your state, not CSWE. Check whether the requirements of your state and your chosen program are compatible by working with your state-based social work licensing board.
- a. CSWE staff do not discuss licensing. Professional social work licensure post-degree is under the authority of a designated board within each individual state government. Your state government is responsible for regulating licensure and setting criteria required to become a licensed professional social worker. Requirements may differ by state. Contact information for individual state licensing boards can be found on the [Association of Social Work Boards \(ASWB\) website](#) or through an internet search for a licensing board for a particular state. Questions regarding licensure and professional practice should be directed to the board in your state. Questions regarding the national social work licensing exams should be directed to the ASWB, the body that publishes and administers the exams.

## **List of Social Work Programs**

### **40. I am conducting research or interested in marketing a product/service to accredited social work programs. May I have a downloadable list or spreadsheet of social work programs with contact information?**

- i. No, as an accrediting agency and membership organization, CSWE does not share contact information for research nor marketing purposes. Additionally, due to continuous changes in the accreditation status of social work programs, CSWE does not provide a spreadsheet of accredited programs. The [Directory of Accredited Programs](#) is searchable,

- updated monthly, and the most accurate mechanism for verifying accredited status or connecting with a program.
- m. Section 1.2.7 in the [EPAS Handbook](#) explains that accreditation staff do not share program-specific information for any purpose, including independent scholarly research, such as program contact information, program lists, accreditation spreadsheets, or other individualized program information not already publicly available on the CSWE website and [Directory of Accredited Programs](#).

## **Networking & Accreditation News**

### **41. What opportunities do social work students and educators have to network at CSWE?**

- a. All social work community members are welcome to create a profile and join [CSWE Spark](#) discussion board.
- b. CSWE's signature [Annual Program Meeting \(APM\)](#) conference is open to all in the social work education community.
- c. Field directors may join [CSWE's Council on Field Education electronic mailing list](#).
- d. External opportunities to connect include the [Association of Baccalaureate Social Work Program Directors \(BPD\) electronic mailing list](#), [National Association of Deans and Directors of Schools of Social Work electronic mailing list \(for members only\)](#), and the [National Association of Social Work MyNASW community discussion board \(for members only\)](#).

### **42. Does CSWE have a listserv so that I can stay current on accreditation news?**

- a. No. CSWE maintains direct contact with members and accredited programs rather than using opt-in listservs. All accreditation-related news is sent directly to each program's primary contact's inbox per section 1.2.7 in the [EPAS Handbook](#). The accreditation team also maintains a publicly available [Accreditation New Archive](#).

# Minnesota Temporary License Option for Students Graduating from Programs in Candidacy for CSWE Accreditation

## Apply for Temporary License

If you qualify for one of three specific provisions, a temporary license allows you to begin authorized social work practice for a time-limited period, and can typically be issued more quickly than a permanent license. If you will start a social work position in Minnesota before your permanent license is issued, or do not plan to obtain a permanent Minnesota license, apply for a temporary license to avoid unlicensed practice.

There are three temporary licenses under [Minnesota Statutes section 148E.060](#). Temporary licenses are issued as either baccalaureate (if you are applying for permanent LSW and/or have a bachelor's degree) or masters (if you are applying for permanent LGSW, LISW, or LICSW and/or have a master's degree). Review temporary licenses and requirements on each tab below to determine if you are eligible.

1. **Students** or persons not currently licensed in another jurisdiction
2. Persons **currently licensed in another jurisdiction**
3. **Students** graduating from programs in Council on Social Work Education (CSWE) **candidacy status**

## Candidacy Students

Available to students who are graduating from a social work degree program in candidacy status (programs working toward CSWE accreditation).

## Eligibility Requirements

- **Permanent License Application:** Submitted an application for permanent licensure (LSW or LGSW)
- **Academic Degree:** Completed all requirements for a baccalaureate or graduate degree in social work from a program currently in candidacy status with the Council on Social Work Education (CSWE) or the Canadian Association of Schools of Social Work
- **Examination:** Obtained a passing score on the applicable Association of Social Work Boards (ASWB) exam
- **Criminal Background Check:** Submitted required fees and documentation for a criminal background check (CBC) under Minnesota Statutes section 214.075 (*CBC fee is submitted with application for permanent license*)
- **Ethical Standards:** Must not have engaged in conduct in violation of the Board's ethical standards of practice

## Time Limit/Expiration

- Valid for 12 months
- Not renewable but may be extended if the social work program remains in candidacy status

- Expiration date is the last day of the month 12 months from the effective date, or when a permanent license is issued, whichever is earlier

### **Supervised Practice Requirements**

Licensing supervision is required for practice under a temporary license issued to a student or unlicensed person:

- Review [supervised practice requirements](#)
- Submit a Supervision Plan within 60 days of beginning a social work position
- Supervised practice completed with a temporary license will apply to permanent license requirements

### **Authorized Scope of Practice:**

- **Baccalaureate temporary license:** Authorizes the practice of social work but does not authorize clinical social work practice
- **Graduate temporary license:** Authorizes both the practice of social work and clinical social work practice

### **Representation:**

- **Baccalaureate temporary license:** Must represent as a “temporary license baccalaureate social worker”
- **Graduate temporary license:** Must represent as a “temporary license graduate social worker”
- Do not use the credentials LSW or LGSW until a permanent license is issued

*\*Continuing Education (CE) is not required for temporary licenses, but CE obtained with a temporary license may be applied to permanent license requirements.*

### **Attention BSW and MSW Students—Apply at the Right Time!**

- A temporary license can only be approved if you have completed all degree requirements and obtained a passing score on the required ASWB exam
- If you have applied for permanent license, passed the ASWB, and submitted fingerprints, you may apply for temporary license two weeks before completing degree requirements, but don’t apply earlier than that
- Plan to submit a temporary license application at least 3 to 5 business days before your hire date if you are starting a social work position to allow for processing
- Review [Top Ten Temporary License Tips for Students](#) for more helpful information

**Behavioral Sciences Regulatory Board**  
History of Permanent Licenses January 2018 to Current

	<b>July 2018</b>	<b>Jan 2019</b>	<b>July 2019</b>	<b>Jan 2020</b>	<b>Mar 2020</b>	<b>Jul 2021</b>	<b>Sept 2021</b>	<b>Nov 2021</b>	<b>Jan 2022</b>	<b>Mar 2022</b>	<b>May 2022</b>
LP	984	928	949	996	1,006	988	1,016	1,035	1,046	1,040	1,054
LASW	19	18	17	15	13	9	8	9	8	7	7
LBSW	1,725	1,668	1,638	1,601	1,577	1,466	1,427	1,413	1,393	1,389	1,377
LMSW	3,862	3,854	3,927	3,881	3,861	3,970	4,016	4,022	4,006	4,003	3,980
LSCSW	2,088	2,115	2,172	2,260	2,274	2,474	2,509	2,553	2,566	2,593	2,634
LPC	813	829	847	880	882	937	953	961	956	963	957
LCPC	619	661	704	747	747	843	896	929	947	978	945
LMLP	302	305	295	289	291	294	296	298	304	309	309
LCP	297	287	288	294	293	282	284	284	286	286	287
LMFT	347	335	324	330	327	335	324	319	329	326	330
LCMFT	566	587	611	618	620	681	703	719	726	736	745
LAC	620	612	618	572	569	578	520	520	521	524	522
LMAC	343	352	363	376	375	427	432	433	432	434	436
LCAC	527	546	566	546	541	570	536	537	542	547	551
LaBA	18	13	14	14	14	12	11	13	13	15	16
LBA	175	176	199	224	229	263	270	288	292	304	325
<b>Total Permanent Licenses</b>	<b>13,305</b>	<b>13,286</b>	<b>13,532</b>	<b>13,643</b>	<b>13,619</b>	<b>14,129</b>	<b>14,201</b>	<b>14,333</b>	<b>14,367</b>	<b>14,454</b>	<b>14,475</b>

*Note* : In March 2020, the state of Kansas began to experience the COVID-19 pandemic. During this time, the Governor released Executive Orders which delayed enforcement of expiration of licenses until the end of May 2021.

**Behavioral Sciences Regulatory Board**  
History of Permanent Licenses January 2018 to Current

	<b>July 2018</b>	<b>Jan 2019</b>	<b>July 2019</b>	<b>Jan 2020</b>	<b>Mar 2020</b>	<b>July 2021</b>	<b>Sept 2021</b>	<b>Nov 2021</b>	<b>Jan 2022</b>	<b>Mar 2022</b>	<b>May 2022</b>
Total LPs	984	928	949	996	1,006	988	1,016	1,035	1,046	1,040	1,054
Total SWs	7,694	7,655	7,754	7,757	7,725	7,919	7,960	7,997	7,973	7,992	7,998
Total PCs	1,432	1,490	1,551	1,627	1,629	1,780	1,849	1,890	1,903	1,941	1,902
Total LMLPs/LCPs	599	592	583	583	584	576	580	582	590	595	596
Total MFTs	913	922	935	948	947	1,016	1,027	1,038	1,055	1,062	1,075
Total ACs	1,490	1,510	1,547	1,494	1,485	1,575	1,488	1,490	1,495	1,505	1,509
Total BAs	193	189	213	238	243	275	281	301	305	319	341
<b>Total Permanent Licenses</b>	<b>13,305</b>	<b>13,286</b>	<b>13,532</b>	<b>13,643</b>	<b>13,619</b>	<b>14,129</b>	<b>14,201</b>	<b>14,333</b>	<b>14,367</b>	<b>14,454</b>	<b>14,475</b>

*Note* : In March 2020, the state of Kansas began to experience the COVID-19 pandemic. During this time, the Governor released Executive Orders which delayed the enforcement of expiration of licenses until the end of May 2021.

## RAV Statistics for FY 2022

July 2021	
Received	14
Closed	3
Total # of Cases	86

January 2022	
Received	17
Closed	16
Total # of Cases	<b>82</b>

August 2021	
Received	8
Closed	15
Total # of Cases	79

February 2022	
Received	21
Closed	22
Total # of Cases	81

September 2021	
Received	20
Closed	15
Total # of Cases	84

March 2022	
Received	22
Closed	3
Total # of Cases	100

October 2021	
Received	13
Closed	11
Total # of Cases	86

<b>April 2022</b>	
Received	30
Closed	28
Total # of Cases	<b>102</b>

November 2021	
Received	4
Closed	11
Total # of Cases	79

May 2022	
Received	
Closed	
Total # of Cases	

December 2021	
Received	18
Closed	16
Total # of Cases	81

June 2021	
Received	22
Closed	32
Total # of Cases	<b>75</b>

### Cases Open by FY

FY 2017	0	FY 2018	7	FY 2019	1
FY 2020	5	FY 2021	8	FY 2022	81
FY 2023					

## RAV Statistics for FY 2022

April 2022

### Cases Open by License FY 2022

Profession	# Open	Percentage
LP	13	12.75%
LMLP	1	0.98%
LCP	3	2.94%
LMFT	4	3.92%
LCMFT	6	5.88%
LPC	13	12.75%
LCPC	7	6.86%
LBSW	4	3.92%
LMSW	22	21.57%
LSCSW	19	18.63%
LAC	3	2.94%
LMAC	1	0.98%
LCAC	1	0.98%
LBA/LaBa	1	0.98%
No License	4	3.92%
Total	102	100.00%

### Cases Received for FY 2022 by License

Profession	# Received	Percentage
LP	19	11.38%
LMLP	2	1.20%
LCP	5	2.99%
LMFT	9	5.39%
LCMFT	14	8.38%
LPC	10	5.99%
LCPC	11	6.59%
LBSW	5	2.99%
LMSW	34	20.36%
LSCSW	35	20.96%
LAC	2	1.20%
LMAC	1	0.60%
LCAC	2	1.20%
LBA/LaBa	2	1.20%
No License	16	9.58%
Total	167	100.00%





**102-3-2. Fees.** (a) Each applicant for licensure as a professional counselor or clinical professional counselor shall pay the appropriate fee or fees as follows:

(1) Application for a professional counselor license, \$50;

(2) application for a clinical professional counselor license, \$50;

**(3) application for a board-approved clinical supervisor, \$20;**

~~(3)~~ (4) original professional counselor license, \$150;

~~(4)~~ (5) original license fee for a clinical professional counselor, \$150;

~~(5)~~ (6) renewal of a professional counselor license, \$100;

~~(6)~~ (7) renewal of a clinical professional counselor license, \$125;

~~(7)~~ (8) replacement of a professional counselor or a clinical professional counselor wall certificate, \$20;

~~(8)~~ (9) reinstatement of a professional counselor license that has been suspended or revoked, \$100;

~~(9)~~ (10) reinstatement of a clinical professional counselor license that has been suspended or revoked, \$125;

~~(10)~~ (11) temporary professional counselor license, \$50;

~~(11)~~ (12) temporary, 15-day permit for an out-of-state licensed independent clinical professional counselor, \$200; or

~~(12)~~ (13) temporary, 15-day permit for an out-of-state licensed independent clinical professional counselor extension, \$200.

(b) Each applicant for renewal of a professional counselor license after its expiration date shall pay the reinstatement fee in addition to the late renewal penalty fee of \$100.

(c) Each applicant for renewal of a clinical professional counselor license after its expiration date shall pay the reinstatement fee in addition to the late renewal penalty fee of \$125.

(d) Fees paid to the board shall not be refundable. (Authorized by K.S.A. 65-5807a, 65-5808, and 74-7507; implementing K.S.A. 65-5804a, 65-5807a, and 65-5808; effective, T-88-45, Nov. 10, 1987; amended, T-102-11-29-90, Nov. 29, 1990; amended Jan. 21, 1991; amended Aug. 4, 1995; amended Oct. 24, 1997; amended Aug. 4, 2000; amended July 1, 2005; amended, T-102-7-2-07, July 2, 2007; amended Nov. 30, 2007; amended March 8, 2019; amended P-\_\_\_\_\_.)

**102-5-2. Fees.** (a) Each applicant or licensee shall pay the appropriate fee or fees as follows:

- (1) Application for a marriage and family therapist license, \$50;
- (2) application for a clinical marriage and family therapist license, \$50;
- (3) application for a board-approved clinical supervisor, \$20;**
- ~~(3)~~ (4) original marriage and family therapist license, \$150;
- ~~(4)~~ (5) original clinical marriage and family therapist license, \$150;
- ~~(5)~~ (6) renewal of a marriage and family therapist license, \$100;
- ~~(6)~~ (7) renewal of a clinical marriage and family therapist license, \$125;
- ~~(7)~~ (8) replacement of a marriage and family therapist or a clinical marriage and family therapist license, \$20;
- ~~(8)~~ (9) replacement of a marriage and family therapist or a clinical marriage and family therapist wallet card license, \$2;
- ~~(9)~~ (10) reinstatement of a marriage and family therapist license, \$100;
- ~~(10)~~ (11) reinstatement of a clinical marriage and family therapist license, \$125;
- ~~(11)~~ (12) temporary marriage and family therapist license, **\$150 \$75;**
- ~~(12)~~ (13) temporary, 15-day permit for an out-of-state licensed independent clinical marriage and family therapist, \$200; or
- ~~(13)~~ (14) temporary, 15-day permit for an out-of-state licensed independent clinical marriage and family therapist extension, \$200.

(b)(1) Each applicant for renewal of a marriage and family therapist license after its expiration date shall pay the renewal fee in addition to the late renewal penalty of \$100.

(2) Each applicant for renewal of a clinical marriage and family therapist license after its expiration date shall pay the renewal fee in addition to the late renewal penalty of \$125.

(c) Fees paid to the board shall not be refundable. (Authorized by K.S.A. 65-6405a, 65-6411, and 74-7507; implementing K.S.A. 65-6405, 65-6405a and 65-6411; effective March 29, 1993; amended Aug. 23, 1993; amended Aug. 4, 1995; amended Oct. 24, 1997; amended Aug. 4, 2000; amended July 1, 2005; amended, T-102-7-2-07, July 2, 2007; amended Nov. 30, 2007; amended March 8, 2019; amended P-\_\_\_\_\_.)

**102-1-13. Fees.** (a) Each applicant for licensure as a psychologist shall pay the appropriate fee as follows:

(1) Application for a license, \$175;

(2) original license, \$50;

(3) renewal, \$150;

(4) duplicate license, \$20;

**(5) PSYPACT home state privilege to practice fee, \$25;**

~~(5)~~ (6) temporary license, \$100;

~~(6)~~ (7) temporary license renewal fee, \$100;

~~(7)~~ (8) temporary, 15-day permit for an out-of-state licensed independent psychologist, \$200; or

~~(8)~~ (9) temporary, 15-day permit for an out-of-state licensed independent psychologist extension, \$200.

(b) Each applicant for a license renewal after its expiration date shall pay an additional fee of \$150, as well as the renewal fee of \$150.

(c) Each applicant for reinstatement of a license that has been revoked by the board shall pay a fee of \$200.

(d) Fees paid to the board shall not be refundable. (Authorized by K.S.A. 74-5316, K.S.A. 74-5316a, K.S.A. 74-5318, K.S.A. 74-5339, and K.S.A. 74-7507; implementing K.S.A. 74-5310, K.S.A. 74-5310a, K.S.A. 74-5315, K.S.A. 74-5316, K.S.A. 74-5316a, K.S.A. 74-5318, and K.S.A. 74-5339; effective May 1, 1984; amended, T-85-35, Dec. 19, 1984; amended May 1, 1985; amended May 1,

1987; amended, T-102-5-1-90, May 1, 1990; amended June 11, 1990; amended, T-102-11-29-90, Nov. 29, 1990; amended Jan. 21, 1991; amended Aug. 23, 1993; amended Aug. 4, 1995; amended Oct. 24, 1997; amended July 1, 2005; amended, T-102-7-2-07, July 2, 2007; amended Nov. 30, 2007; amended, T-102-6-26-09, June 26, 2009; amended Oct. 9, 2009; amended March 8, 2019; amended P-\_\_\_\_\_.)

**102-4-3a. Educational requirements.** To academically qualify for licensure as a master's level psychologist or a clinical psychotherapist, the applicant's educational qualifications and background shall meet the applicable requirements specified in the following subsections.

(a) Definitions.

(1) "**Core** Faculty member" means an individual who is part of the program's teaching staff and ~~who meets the following conditions:~~

~~(A) Is an individual~~ whose education, training, and experience are consistent with the individual's role within the program and are consistent with the published description of the goals, philosophy, and educational purpose of the program;

~~(B) is an individual whose primary professional employment is at the institution in which the program is housed; and~~

~~(C) is an individual who is identified with the program and is centrally involved in program development, decision making, and student training as demonstrated by consistent inclusion of the individual's name in public and departmental documents.~~

(2) "In residence," when used to describe a student, means that the student is present at the physical location of the institution for the purpose of completing coursework during which the student and one or more **core** faculty members are in physical proximity and face-to-face contact.



~~(3) "Primary professional employment" means a minimum of 20 hours per week of instruction, research, any other service to the institution in the course of employment, and the related administrative work.~~

(b) Degree requirements. At the time of application, the applicant shall have fulfilled one of the following requirements:

(1) The applicant received a master's degree in psychology based on a program of studies that is substantially equivalent to the coursework requirements provided in subsection (c) if the degree was earned before July 1, 2003 or subsection (e) if the degree was earned on or after July 1, 2003.

(2) The applicant received a master's degree in psychology and has completed the coursework requirements provided in either subsection (c) if the degree was earned before July 1, 2003 or subsection (e) if the degree was earned on or after July 1, 2003.

(3) The applicant passed comprehensive examinations or equivalent final examinations in a doctoral program in psychology and has completed the coursework requirements provided in either subsection (c) if the program was completed before July 1, 2003 or subsection (e) if the program was completed on or after July 1, 2003.

(c) Coursework requirements for applicants who earned a psychology degree before July 1, 2003.

(1) Each applicant shall have satisfactorily completed at least 36 discrete and unduplicated graduate semester credit hours, or the academic equivalent, of

formal, didactic academic coursework that is distributed across the coursework areas as specified in this paragraph (c)(1), subject to the restrictions set out in subsection (d). This coursework shall have been completed at the time of application as a part of or in addition to the coursework completed for the graduate degree requirements:

(A) A minimum of six semester credit hours, or the academic equivalent, in psychotherapy that includes an in-depth study of the major theories, principles, and clinical methods and techniques of psychotherapy with individuals, groups, or families. These courses shall be completed while in residence;

(B) a minimum of six semester credit hours, or the academic equivalent, in psychological testing that includes studies in the selection, administration, scoring, and interpretation of objective and projective diagnostic tests as indicators of intelligence and scholastic abilities or as screening devices for organic pathologies, learning disabilities, and personality disturbances. These courses shall be completed while in residence;

(C) a minimum of 12 semester credit hours, or the academic equivalent, in any of the following psychological foundation courses:

(i) The philosophy of psychology, which may include studies that introduce the fundamental philosophical, conceptual, theoretical, or applied processes of psychology and the issues central to professional orientation, role development, ethical and legal standards, and professional responsibility;

- (ii) the psychology of perception, which may include studies of memory, language, speech, sensory functioning, motor functioning, reasoning, decision making, problem solving, and other cognitive processes;
  - (iii) learning theory, which may include studies pertaining to the fundamental theoretical assumptions about and applied principles of learning, conditioning, concept formation, and behavior;
  - (iv) the history of psychology, which may include studies that trace and analyze the historical development and contemporary evolution of the concepts and theories in psychology;
  - (v) motivation, which may include studies of the concepts, principles, and empirical findings concerning the innate, biological, and acquired factors that underlie human motivation; or
  - (vi) statistics, which may include studies in the theory, analysis, and interpretation of statistics, and the manual or computerized application of statistical measures; and
- (D) a minimum of 12 semester credit hours, or the academic equivalent, in professional core courses. (i) The professional core courses shall include a minimum of three semester credit hours, or the academic equivalent, in psychopathology, which may include studies that examine the theories, definitions, and dynamics of the diagnostic classifications, and differentiation among diagnostic classifications. This subcategory may also include studies in abnormal psychology or studies that examine the etiological factors, clinical

course, and clinical and psychopharmacological approaches to the treatment of mental, behavioral, and personality disorders. The remaining nine semester credit hours, or the academic equivalent, may consist of any of the following professional core courses:

- (i) Personality theories, which may include studies that seek to explain or to compare and contrast the major theories of normal and abnormal personality development, functioning, adaptation, and assessment;
- (ii) developmental psychology, which may include psychological or biologically based studies that provide a comprehensive overview of the biopsychosocial factors, determinants, and stages that pertain to and impact the physical, emotional, intellectual, and social development and adaptation of humans from infancy through senescence;
- (iii) research methods, which may include studies in the principles, techniques, and ethics of research, as well as studies about the identification of research problems, selection of research designs, measurement strategies, sampling techniques, and methods of evaluating the results;
- (iv) social psychology, which may include studies of the interactive and influencing effects of social, cultural, and ecological factors upon the emotions, beliefs, attitudes, expectations, roles, behaviors, and interactional dynamics of individuals, families, groups, organizations, and the larger society; or
- (v) additional coursework in psychotherapy or psychological testing as specified in this subsection.

(2) In addition to or as a part of the 36 semester hours specified in paragraph (c)(1), each applicant for a clinical psychotherapist license shall have completed 15 graduate semester credit hours, or the academic equivalent, supporting diagnosis or treatment of mental disorders using the "diagnostic and statistical manual of mental disorders" as specified in K.A.R. 102-4-15. Three of the 15 semester credit hours, or the academic equivalent, shall consist of a discrete academic course with the primary and explicit focus of psychopathology and the diagnosis and treatment of mental disorders as classified in the "diagnostic and statistical manual of mental disorders." The remaining 12 semester credit hours, or the academic equivalent, shall consist of academic courses with the primary and explicit focus of diagnostic assessment, interdisciplinary referral and collaboration, treatment approaches, and professional ethics or other coursework that specifically contains identifiable, equivalent instruction. The 15 semester credit hours shall be subject to the restrictions set out in subsection (d).

(d) The following activities shall not be substituted for or counted toward any of the educational coursework requirements set out in subsection (c):

(1) Academic courses that the applicant completed as a part of or in conjunction with the undergraduate degree requirements;

(2) independent study courses, whether or not such coursework is taken for academic credit, unless the independent study course clearly occurred as a didactic course formally established and designed by the program to provide the student with specifically identified, organized, and integrated course content;

- (3) thesis or independent research courses;
  - (4) academic courses that, by their experiential rather than didactic nature and content, are designed to precede, satisfy, or augment the practicum activities required for the graduate psychology degree;
  - (5) academic coursework that has been audited rather than graded;
  - (6) academic coursework for which the applicant received an incomplete or failing grade;
  - (7) graduate or postgraduate coursework or training provided by colleges, universities, institutes, or training programs that do not meet the requirements in subsections (f) and (g); and
  - (8) continuing education, in-service, or on-the-job training activities or experience.
- (e) Coursework requirements for applicants who earn a psychology degree on or after July 1, 2003.
- (1) As a part of or in addition to the coursework completed for the graduate degree requirements, each applicant shall have satisfactorily completed at least 60 discrete and unduplicated graduate semester credit hours, or the academic equivalent, of formal, didactic academic coursework in psychology or a related field.
  - (2) Thirty-six of the 60 required graduate semester credit hours, or the academic equivalent, shall be distributed across the coursework areas as specified in

paragraph (c)(1). The coursework specified in paragraphs (c)(1)(A) and (c)(1)(B) shall be completed while the student is in residence.

(3) Of the remaining 24 required graduate semester credit hours, a maximum of six semester credit hours, or the academic equivalent, may be attained through independent study courses or independent research courses, and a maximum of 10 semester credit hours, or the academic equivalent, may be attained through thesis preparation.

(4) In addition to or as a part of the 60 semester hours specified in paragraph (e)(1), each applicant for a clinical psychotherapist license shall have completed 15 graduate semester credit hours, or the academic equivalent, supporting diagnosis or treatment of mental disorders using the "diagnostic and statistical manual of mental disorders" as specified in K.A.R. 102-4-15. Three of the 15 semester credit hours, or the academic equivalent, shall consist of a discrete academic course with the primary and explicit focus of psychopathology and the diagnosis and treatment of mental disorders as classified in the "diagnostic and statistical manual of mental disorders." The remaining 12 semester credit hours, or the academic equivalent, shall consist of academic courses with the primary and explicit focus of diagnostic assessment, interdisciplinary referral and collaboration, treatment approaches, and professional ethics or other coursework that specifically contains identifiable, equivalent instruction. The 15 semester credit hours, or the academic equivalent, shall be subject to the restrictions set out in paragraph (e)(5).

(5) The following activities shall not be substituted for or counted toward any of the educational coursework requirements set out in this subsection:

(A) Academic courses that the applicant completed as a part of or in conjunction with the undergraduate degree requirements;

(B) academic coursework that has been audited rather than graded;

(C) academic coursework for which the applicant received an incomplete or failing grade;

(D) graduate or postgraduate coursework or training provided by colleges, universities, institutes, or training programs that do not meet the requirements in subsections (f) and (g); and

(E) continuing education, in-service, or on-the-job training activities or experience.

(f) Program requirements. In order for the applicant to qualify for licensure, the educational program completed by the applicant shall meet all of the following conditions:

(1) The program has formally established program admission requirements that are based upon objective measures.

(2) The program requires and provides an established curriculum that encompasses a minimum of two years of graduate study and that includes two contiguous semesters of enrollment, or the academic equivalent, attended and completed by the student **in residence** at the same college or university granting the degree.



- (3) The program has clear administrative authority and formal responsibility within the program for the core and specialty areas of training in psychology.
  - (4) The program has an established, organized, and comprehensive sequence of study that is planned by administrators who are responsible for providing an integrated educational experience in psychology.
  - (5) The program is chaired or directed by an identifiable person who holds a graduate degree that was earned from a regionally accredited college or university following that person's actual completion of a formal academic training program in psychology.
  - (6) The program has an identifiable, full-time, professional faculty whose members hold earned graduate degrees in psychology.
  - (7) The program has an identifiable and formally enrolled body of students.
  - (8) The ratio of students to **core** faculty members does not exceed 15 students to one core faculty member.
  - (9) The program conducts an ongoing, objective review and evaluation of each student's learning and progress, and the program reports this evaluation in the official student transcripts.
- (g) College or university requirements. In order for the applicant to qualify for licensure, the college or university at which the applicant completed the degree requirements shall meet all of the following requirements.
- (1) The college or university is institutionally accredited to award the graduate degree in psychology.

- (2) The college or university is regionally accredited by an accrediting body substantially equivalent to those agencies that accredit the universities in Kansas.
- (3) The college or university documents in its official publications, including course catalogs and announcements, the program description and standards and the admission requirements of the psychology education and training program.
- (4) The college or university identifies and clearly describes in pertinent institutional catalogs the coursework, experiential, and other academic program requirements that must be satisfied before the conferral of the graduate degree in psychology.
- (5) The college or university clearly identifies and specifies in pertinent institutional catalogs its intent to educate and train psychologists.
- (6) The college or university has clearly established a psychology education and training program as a recognized, coherent organizational entity within the college or university that, at the time the applicant's degree requirements were satisfied, met the program standards as provided in subsection (f).
- (7) The college or university has conferred the graduate degree in psychology on the applicant, or has advanced the applicant to doctoral candidacy status, following the applicant's successful completion of an established and required formal program of studies. (Authorized by K.S.A. 2005 Supp. 74-7507; implementing K.S.A. 74-5363; effective Dec. 19, 1997; amended Aug. 13, 2004; amended Oct. 27, 2006.)

**102-5-7b. Requirements for board-approved clinical supervisor;  
application.**

(a) Each licensee providing postgraduate clinical supervision shall be a board-approved clinical supervisor. This requirement shall apply to each individual commencing a new supervisory relationship on or after July 1, 2017.

(b) In addition to meeting the requirements in K.S.A. 2016 Supp. 65-6414 and amendments thereto and K.A.R. 102-5-7a, the licensee shall successfully complete clinical supervision training, which shall be approved by the board and be specific to providing supervision or becoming a supervisor. This training shall include either 15 hours of continuing education in supervision or one semester credit hour of a graduate-level course on supervision or the academic equivalent at an accredited college or university approved by the board, each of which shall cover the following material:

(1) Hands-on practice in of supervision, consisting of while receiving at least eight hours of supervision of supervision;

(2) best practices of supervision;

(3) classic and postmodern systemic supervision models;

(4) ethical and legal issues, including risk management;

(5) culture and context in supervision;

(6) structuring supervision;

(7) the importance of a positive working relationship between the supervisor and supervisee; and

(8) Kansas marriage and family therapist statutes and regulations.

(c) Each licensee applying for approval as a clinical supervisor shall obtain the appropriate application forms from the board and submit the completed application materials to the board.

(d) To maintain approval as a clinical supervisor, each approved clinical supervisor shall successfully complete the required continuing education specified in K.A.R. 2016 Supp. 65-6414, and amendments thereto. (Authorized by K.S.A. 2016 Supp. 74-7507; implementing K.S.A. 2016 Supp. 65-6414; effective, T-102-5-24-17, May 24, 2017; effective Oct. 6, 2017; amended P-\_\_\_\_\_.)

102-5-10. Continuing education for licensees. (a) Each licensee shall complete 40 hours of documented and approved continuing education during each two-year renewal period. Continuing education hours accumulated in excess of the required number of hours shall not be carried over to the next renewal period.

(b) During each two-year renewal period as a part of the required continuing education hours, each licensee shall complete a program on professional ethics that consists of at least three hours of formal training. This program shall meet the definition of marriage and family therapy continuing education in K.A.R. 102-5-1, and the program shall focus on ethical issues of the marriage and family therapy profession. These hours shall be obtained from any of the activities specified in paragraphs (d)(1), (d)(2), (d)(3), (d)(4), (d)(9), and (d)(10).

(c) During each two-year renewal period as a part of the required continuing education hours, each licensee shall complete a program on diagnosis and treatment that consists of at least six hours of formal training. This program shall meet the definition of marriage and family therapy continuing education in K.A.R. 102-5-1, and the program shall focus on ethical issues of the marriage and family therapy profession. These hours shall be obtained from any of the activities specified in paragraphs (d)(1), (d)(2), (d)(3), (d)(4), (d)(9), and (d)(10).

~~(c)~~ (d) Any licensee may receive continuing education credit for attending approved programs. Continuing education credit shall be granted on the basis of the actual contact time that the licensee spends attending each instructional activity. One-quarter continuing education hour may be granted for attending at least 15 but fewer

than ~~30~~ (25) minutes. Continuing education credit shall not be granted for fractional units of fewer than 15 minutes.

(d) Acceptable continuing education, whether taken within the state or outside the state, shall include the following:

(1) An academic marriage and family therapy course, or an academic course oriented to the enhancement of a marriage and family therapist's practice, values, ethics, skills, or knowledge, that is taken for academic credit. Each licensee shall be granted 15 continuing education hours for each academic credit hour that the licensee successfully completes. The maximum number of allowable continuing education hours shall be 40;

(2) an academic marriage and family therapy course, or an academic course oriented to the enhancement of a marriage and family therapist's practice, values, ethics, skills, or knowledge, that is audited. The licensee may receive continuing education credit on the basis of the actual contact time that the licensee spends attending the course, up to a maximum of 15 hours per academic credit hour. The maximum number of allowable continuing education hours shall be 40;

(3) a seminar, institute, workshop, course, or minicourse. The maximum number of allowable continuing education hours shall be 40;

(4) if a posttest is provided, an activity consisting of completing of a computerized interactive learning module, viewing a telecast or videotape, listening to an audiotape, or reading. The maximum number of allowable continuing education hours shall be 40;

(5) if a posttest is not provided, an activity consisting of completing a computerized interactive learning module, viewing a telecast or videotape, listening to an audiotape, or reading. The maximum number of allowable continuing education hours shall be 10;

(6) a cross-disciplinary offering in medicine, law, the behavioral sciences, a foreign or sign language, computer science, professional or technical writing, business administration, management sciences, or any other discipline, if the offering is clearly related to the enhancement of a marriage and family therapist's practice, values, ethics, skills, or knowledge. The maximum number of allowable continuing education hours shall be 10;

(7) a self-directed learning project that is preapproved by the board. The maximum number of allowable continuing education hours shall be 10;

(8) providing supervision to undergraduate or graduate practicum or intern students, applicants for licensure as clinical marriage and family therapists, or other clinical mental health practitioners. The maximum number of allowable continuing education hours shall be 15;

(9) receiving supervision of supervision for board-approved clinical supervisor applicants. The maximum number of allowable continuing education hours shall be 8;

~~(9)~~ preparing for and presenting for the first time a marriage and family therapy course, seminar, institute, workshop, or mini-course. The maximum number of allowable continuing education hours shall be 10 for documented preparation and presentation time;

~~(40)~~ the first-time publication of a marriage and family therapy article in a juried professional journal. The maximum number of allowable continuing education hours shall be 10; and

(11) participation in professional organizations or appointment to professional credentialing boards, if the goals of the organizations or boards are clearly related to the enhancement of marriage and family therapy practice, values, ethics, skills, and knowledge. Participation may include holding office or serving on committees of the organization or board. The maximum number of allowable continuing education hours shall be 10.

(e) Approval shall not be granted for identical programs if the programs are completed within the same renewal period.

(f) Approval shall not be granted for any of the following activities:

(1) First aid, CPR, infection control, or occupational health and safety courses;

(2) in-service training, if the training is for job orientation or job training, or is specific to the employing agency; or

(3) any activity for which the licensee cannot demonstrate to the board's satisfaction that the program's goals and objectives are to enhance the licensee's practice, ethics, values, skills, or knowledge in marriage and family therapy.

(g) Each licensee shall maintain individual continuing education records. Continuing education records shall document the licensee's continuing education activity attendance, participation, or completion as specified in K.A.R. 102-5-11. Any licensee may be required to submit these records to the board at least 30 days before the date



the individual's license expires. (Authorized by and implementing K.S.A. 65-6407 and 74-7507; effective March 29, 1993; amended Dec. 19, 1997; amended July 11, 2003.)

**102-5-3. Education requirements.** (a) Definitions. For purposes of this regulation, the following terms shall be defined as follows:

(1) “Core faculty member” means an individual who is part of the program’s teaching staff and who meets the following conditions:

(A) Is an individual whose education, training, and experience are consistent with the individual’s role within the program and are consistent with the published description of the goals, philosophy, and educational purpose of the program;

(B) is an individual whose primary professional employment is at the institution in which the program is housed; and

(C) is an individual who is identified with the program and is centrally involved in program development, decision making, and student training as demonstrated by consistent inclusion of the individual’s name in public and departmental documents.

(2) “In residence,” when used to describe a student, means that the student is present at the physical location of the institution for the purpose of completing coursework during which the student and one or more core faculty members are in face-to-face contact.

(3) “Primary professional employment” means a minimum of 20 hours per week of instruction, research, any other service to the institution in the course of employment, and the related administrative work.

(b) Each applicant for licensure shall ~~meet both of the following education requirements:~~

~~(1) Each applicant shall~~ have been awarded a master's or doctoral degree that meets the standards in subsection (c), (e), or (f).

~~(2) The applicant shall have completed no less than 50% of the coursework for the degree "in residence" at one institution, and the required practicum shall be completed at the same institution.~~

(c) To qualify for licensure with a master's or doctoral degree from a marriage and family therapy program, both of the following requirements shall be met:

(1) The college or university at which the applicant completed a master's or doctoral degree in marriage and family therapy shall be regionally accredited, with accreditation standards equivalent to those in Kansas.

(2) The marriage and family therapy program through which the applicant completed a master's or doctoral degree either shall be accredited by the commission on accreditation for marriage and family therapy education or shall meet the standards set out in subsection (d).

(d) Each marriage and family therapy program that is not accredited by the commission on accreditation for marriage and family therapy education shall meet all of these conditions:

(1) The program requires satisfactory completion by the applicant of a marriage and family therapy practicum, or its equivalent, that is provided by the program and that fulfills these conditions:

(A) Is a part-time clinical experience that integrates didactic learning with clinical experience and that is completed concurrently with didactic coursework at a typical rate of five to 10 hours of direct client contact per week;

(B) consists of at least 300 total hours of client contact; and

(C) includes at least 60 total hours of supervision that is provided by the program's core faculty and off-site supervisors. The practicum shall provide a minimum of 30 supervised hours in an individual format and no more than 30 supervised hours in a group format. Supervision shall occur at least once a week.

(2) The program requires that each marriage and family therapy student successfully complete a minimum of nine graduate semester credit hours, or the academic equivalent, in each of the following substantive content areas:

(A) Human development and family study courses in which the interplay between interpersonal and intrapersonal development is stressed and issues of gender, ethnicity, and ecosystems are addressed as they relate to human development. These courses may include studies in sexuality, sexual functioning, sexual identity, sexism, stereotyping, and racism;

(B) theoretical foundations of marital and family functioning courses, including an overview of the historical development of systems theory and cybernetics, a study of the life cycle of the family, and a study of family processes

and the modification of family structures over time. These courses may include studies in the birth of the first child, adolescent sexual development, death of a family member, and issues of context, including gender and ethnicity; and

(C) marital and family assessment and therapy courses that underscore the interdependence between diagnosis or assessment and treatment by insuring that students can use appropriate assessment instruments and methods within a systemic context. These courses shall provide a thorough understanding of the major theoretical models of systemic change, including structural, strategic, intergenerational, contextual, experiential, systemic, and behavioral theories. These courses also shall teach the principles and techniques evolving from each theory. In addition, the courses shall identify the indications and contraindications for use of each theory or technique, and shall address the rationale for intervention, the role of the therapist, and the importance of considering gender and ethnicity in selecting and using assessment and treatment methods.

(3) The program requires that each marriage and family therapy student successfully complete a minimum of three graduate semester credit hours, or the academic equivalent, in each of the following substantive content areas:

(A) A professional study course that contributes to the development of a professional attitude and identity by examining the role of professional socialization, professional organizations, licensure and certification, the code of ethics, the legal responsibilities and liabilities of clinical practice and research,

and interprofessional cooperation, as these topics relate to the profession and practice of marriage and family therapy. A generic course in ethics shall not be considered appropriate for this area of study; and

(B) a research course in which students gain an understanding of research methodology, data analysis, computer research skills, and evaluation and critical examination of professional research reports. The emphasis of the course shall be placed on the quantitative and qualitative research that is relevant to marriage and family therapy.

(4) The program requires that at least 50% of coursework for the degree be completed "in residence" at one institution, and the required practicum shall be completed at the same institution.

(e) To qualify for licensure with a master's or doctoral degree in a related field, both of the following requirements shall be met:

(1) The college or university at which the applicant completed a master's or doctoral degree in a related field shall be regionally accredited, with accreditation standards equivalent to those in Kansas.

(2) To be considered equivalent to a marriage and family therapy program, the related-field degree program shall have provided and the applicant shall have completed the requirements of subsection (d).

(f) To qualify for licensure with a master's or doctoral degree in a related field with additional coursework in marriage and family therapy, both of the following requirements shall be met:

(1) The college or university at which the applicant completed a master's or doctoral degree in a related field shall be regionally accredited, with accreditation standards equivalent to those in Kansas.

(2) The marriage and family therapy program through which the applicant obtained additional coursework in marriage and family therapy either shall be accredited by the commission on accreditation for marriage and family therapy education or shall meet the standards approved by the board as set out in subsection (d).

(g) Each applicant for licensure as a clinical marriage and family therapist whose master's or doctoral degree is earned on or after July 1, 2003 shall meet the following education requirements:

(1) A graduate degree as required by the board for licensure as a licensed marriage and family therapist in accordance with subsection (c), (e), or (f); and

(2) in addition to or as a part of the academic requirements for the graduate degree, completion of 15 graduate semester credit hours, or the academic equivalent, supporting diagnosis and treatment of mental disorders using the "diagnostic and statistical manual of mental disorders" as specified in K.A.R. 102-5-14. Three of the 15 semester credit hours, or the academic equivalent, shall consist of a discrete academic course with the primary and explicit focus of psychopathology and the diagnosis and treatment of mental disorders as classified in the "diagnostic and statistical manual of mental disorders." The remaining 12 graduate semester credit hours, or their academic

equivalent, shall consist of academic courses with the primary and explicit focus of diagnostic assessment, interdisciplinary referral and collaboration, treatment approaches, and professional ethics or other coursework that specifically contains identifiable, equivalent instruction. The 15 graduate semester credit hours shall be from an educational institution and graduate degree program meeting the requirements described in subsection (c), (e), or (f).

(h) The following activities shall not be substituted for or counted toward any of the education or supervised experience requirements set out in subsections (b) through (g):

- (1) Academic courses that the applicant completed as a part of or in conjunction with undergraduate degree requirements;
- (2) independent studies;
- (3) thesis or independent research courses;
- (4) academic coursework that has been audited rather than graded;
- (5) academic coursework for which the applicant received an incomplete or a failing grade;

(6) graduate or postgraduate coursework or experiential training provided by colleges, universities, institutes, or training programs that do not qualify under subsection (c), (e), or (f); and

(7) continuing education, an in-service activity, or on the job training.

(Authorized by K.S.A. 2010 Supp. 65- 6404 and K.S.A. 2010 Supp. 74-7507;

implementing K.S.A. 2010 Supp. 65-6404; effective March 29, 1993; amended



Dec. 19, 1997; amended July 7, 2003; amended Oct. 27, 2006; amended April  
15, 2011; amended P-\_\_\_\_\_.)

# Postgraduate Supervised Experience and Training Plans

## Questions for Board Member Discussion

1. A clinical-level licensee wants to become licensed clinically in another profession. Is that licensee required to submit a training plan and complete 3,000 hours in the new profession, or can they use the hours they have already completed for the original clinical license?

Additional Information: An LCPC wants to obtain an LCMFT

### **K.A.R. 102-5-7a.(g) Professional postgraduate supervised experience requirement for a clinical marriage and family therapist.**

... (g) Each supervisor and supervisee shall develop and co-sign a written clinical supervision training plan on forms provided by the board at the beginning of the supervisory relationship. The supervisee shall submit this plan to the board and shall receive board approval of the plan before any supervised professional experience hours can begin to accrue. This plan shall clearly define and delineate the following items:...

2. A licensee holds two master's level licenses under the BSRB and they want to become clinically licensed in both professions. The licensee wants to complete postgraduate supervised hours at the same time for the two different professions. Is it acceptable to use one supervisor who only holds a license in one of the professions?

Additional Information: A licensee holds a LMSW and LMFT and wants to do submit a training plan for both professions at the same time with a LSCSW as the supervisor.

### **K.A.R. 102-5-7a.(c) Professional postgraduate supervised experience requirement for a clinical marriage and family therapist.**

... (c) The clinical supervisor of a person attaining the 4,000 hours of postgraduate supervised professional experience required for licensure as a clinical marriage and family therapist, at the time of providing supervision, shall meet one of the following qualifying provisions:

(1) The clinical supervisor shall be a clinical marriage and family therapist who is licensed in Kansas or is registered, certified, or licensed in another jurisdiction and, beginning July 1, 2003, who has engaged in the independent practice of clinical marriage and family therapy, including the diagnosis and treatment of mental disorders, for at least two years beyond the supervisor's registration, certification, or licensure date as a clinical marriage and family therapist.

(2) If a licensed clinical marriage and family therapist is not available, the clinical supervisor may be a person who is registered, certified, or licensed at the graduate level to practice in one of the behavioral sciences, and whose authorized scope of practice permits the diagnosis and treatment of mental disorders. The qualifying individual shall not have had less than two years of professional experience in the independent practice of clinical marriage and family therapy beyond the date of the supervisor's registration, certification, or licensure....

3. A licensee is providing crisis counseling services only on the phone. Due to the nature of this work, they do not provide their supervisors name, contact information, or limits of confidentiality as required in the regulation.

**K.A.R. 102-3-7a (g)(5) Professional Postgraduate Supervised Experience Requirement to be Licensed as a Clinical Professional Counselor.**

(g) Clinical supervision training plan. Each supervisor and supervisee shall develop and co-sign a written clinical supervision training plan on forms provided by the board at the beginning of the supervisory relationship. The supervisee shall submit this plan to the board for and shall receive board approval of the plan before any supervised professional experience hours can begin to accrue. This plan shall clearly define and delineate the following items:

... (5) a plan for notifying clients of the following information:

- (A) The fact that the supervisee is practicing professional counseling under supervision;
- (B) the limits of client confidentiality within the supervisory process; and
- (C) the name, address, and telephone number of the clinical supervisor....

4. When a supervisee is not accruing client contact hours, does the licensee still have to meet for supervision? Example: (1) work site is a school, no hours during the summer; (2) FLMA/maternity leave; (3) etc.

**K.A.R. 102-3-7a. (a)(3) Professional postgraduate supervised experience requirement to be licensed as a clinical professional counselor.**

(a) Except as provided in subsection (b), clinical supervision shall be provided throughout the entirety of the postgraduate supervised professional experience at a ratio of one hour of clinical supervision for each 15 hours of direct client contact, specified as follows: ...

... (3) at least two separate clinical supervision sessions per month, at least one of which shall be one-on-one, individual supervision.

5. A LPC licensee is accruing hours towards a clinical-level license, under a training plan approved by the BSRB. The licensee wishes to change supervisors and locations, so the licensee submits a training plan amendment, which is approved by the BSRB. The licensee returns to the original supervisor but does not file a training plan amendment within 45 days to re-add a previously approved supervisor. Can the supervisee count the hours accrued from the date they returned to the original supervisor or must they use the date that a new training plan amendment was submitted?

**K.A.R. 102-3-7a (h) ) Professional postgraduate supervised experience requirement to be licensed as a clinical professional counselor. ...**

... (h) All changes to the clinical supervision training plan shall be submitted by the supervisee to the board for its approval. The changes shall be submitted no more than 45 days after the date on which the changes took effect. If the supervisee fails to submit the changes to the board within that 45-day period, no supervised hours of practice

shall be accrued or credited for any practice, beginning on the date the changes took effect through the date on which the changes to the plan are approved by the board.

6. A licensee applies for a LCPC. The licensee submitted a training plan, which was approved by the BSRB. While the person practiced under an approved training plan, they changed positions and received a new position description at their worksite. They did not change supervisor or worksite. They failed to submit a training plan amendment for this change within 45 days of the change. Can they count the hours accrued from the date of the change or must they use the date a new training plan amendment is submitted?

**K.A.R. 102-3-7a (h) Professional postgraduate supervised experience requirement to be licensed as a clinical professional counselor. ...**

... (h) All changes to the clinical supervision training plan shall be submitted by the supervisee to the board for its approval. The changes shall be submitted no more than 45 days after the date on which the changes took effect. If the supervisee fails to submit the changes to the board within that 45-day period, no supervised hours of practice shall be accrued or credited for any practice, beginning on the date the changes took effect through the date on which the changes to the plan are approved by the board.



Replace with Current  
BSRB Document Header

# Behavioral Sciences Regulatory Board

## Investigations: Policy and Procedures

Revised and approved by the  
Board on July 13, 2009

Update after  
edits resolved

### I. Initial Office Process

Report of Alleged Violation

A. An investigation may be initiated by a ~~report of alleged violation~~ (RAV) which is received by the Behavioral Sciences Regulatory Board:

← ("Board")

1. Which may be a complaint lodged by a person. - ← Delete "-"
2. Other reasonably reliable written information (e.g., court decision, newspaper article, yellow pages ad, etc.).  
social media post?
3. Information that a licensee has failed to comply with the conditions of a lawful order or directive of the Board.  
~~disciplinary or non-disciplinary consent agreement and order, or initial or final order.~~
4. Information indicating a possible violation received during the process of the initial issue of a license, renewal of a license, or reinstatement of a license.

B. Request for Forms:

staff ↘

1. Upon receiving a request for a RAV/complaint form, Staff shall comply with the requestor's preference of whether the form should be mailed, ~~E-mailed,~~ may ~~faxed,~~ or if the requestor will download the form from the Board's website. ← e-mailed
2. Anyone wishing to file a complaint by electronic means shall be informed that the ~~Report of Alleged Violation~~ form should be completed in full and returned to the Board. ← RAV



Insert new title  
"Receipt of  
Information:"

Add "When in..."

RAVs

C.

Receipt of ~~report of alleged violation~~, other reasonably reliable written information, information regarding non-compliance with a ~~disciplinary or non-disciplinary consent agreement and order, or initial or final order~~, or information indicating a possible violation received during the process of the initial issue of a license, renewal of a license, or reinstatement of a license:

lawful order or directive of the Board

Staff will date

verify date of receipt of

Rationale:  
Info could  
be audio/  
video, etc.

1. ~~Date~~ stamp the first page of the RAV or of the other information received.
2. ~~Place~~ the RAV or other information in the Special Investigator's ~~IN~~ box.
3. The Special Investigator will:
  - a. Assign a Case Number in sequence
  - b. Add the information to the Investigations ~~Data Base~~.
  - c. Prepare a case file folder.
  - d. Notify the licensee in a timely manner of the receipt of the complaint, a brief description of the information contained therein, and the identity of the complainant.
  - e. Notify the complainant or other reporter of the receipt of the information.

Staff will place

(delete space)

inbox

Database

## II. COMPLAINT REVIEW COMMITTEE

A. The review and evaluation of the investigated ~~reports of alleged violations (RAV)~~ will be performed by a standing Complaint Review Committee comprised of the following persons who will serve in a decision making capacity:

RAVs

1. a psychologist Board member,

licensed



licensed

Questions on  
composition of CRC:  
1. Add LAC/LMAC/  
LCAC?  
2. Keep Two Public  
Members or One and  
Another Rotating  
Board Member?  
3. 6th Member?

2. a social worker Board member,
3. a Board member who is:
  - a. a marriage and family therapist ~~or clinical marriage and family therapist,~~ or
  - b. a professional counselor ~~or a clinical professional counselor,~~ or
  - c. a masters level psychologist or clinical psychotherapist

4

2. 2 public Board members.

B. The following persons shall serve as members of the Complaint Review Committee in an advisory capacity:

1. the Board's Special Investigators
2. the Board's Executive Director, as needed.

C. Additionally, the Board's Disciplinary Counsel will be requested to serve as a member of the Complaint Review Committee in an advisory capacity.

D. The terms of the Complaint Review Committee for Board members shall be two years on a staggered basis. begin on Terms ~~are from~~ July 1st ~~to June 30th.~~

E. The remaining ~~six~~ Board members will be available to serve on hearing panels (preferably 3-person hearing panels) for any case that proceeds to an administrative disciplinary hearing. The Executive Director is authorized to appoint hearing panel members who will be Board members not associated with the investigative phase and who do not have any conflict of interest.

F. The Board delegates the authority to take the following actions to the Complaint Review Committee:



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Summary Proceeding Orders

1. To issue ~~summary proceeding orders~~:
  - (a) to revoke, suspend, condition, or limit a license,
  - (b) to assess fines in the amount of ~~the maximum~~ **up to the statutory maximum** of \$ 1,000. ~~per violation~~, **delete period**
  - ~~(c) to assess costs in the amount of \$ 200. maximum,~~ **Board may only assess costs related to cases before OAH**
  - (c)** ~~(d)~~ to censure a licensee, and/or
  - (d)** ~~(e)~~ to revoke the license or registration of any licensee or registrant who voluntarily surrender such person's license or registration pending investigation of misconduct or while charges of misconduct against the licensee or registrant are pending;
2. To issue cease and desist orders to any person who has practiced without a valid license in a profession for which practitioners are required by law to be licensed; and
3. To apply to any court of competent jurisdiction for an order enjoining any licensed or unlicensed person who has engaged, or is about to engage, in any acts or practices that will constitute a violation of any practice act under the Board's jurisdiction. **settlement agreements (including Consent Agreements, Final Orders, and Diversion Agreements)**
- Discussion Item** 4. To approve any ~~consent agreement and order~~ over the signature of the ~~chair~~ **Chair** of the Complaint Review Committee.





### III. Initial Review and Determination

- A. When the Behavioral Sciences Regulatory Board receives a completed ~~Report of Alleged Violation~~ <sup>RAV</sup>, the Special Investigator and/or the Executive Director reviews the complaint and an initial determination is made as to whether to proceed with opening the case for investigation.
- B. Making the initial jurisdictional determination:
1. For <sup>a</sup> ~~an~~ RAV against a person licensed by BSRB, two criteria are used to determine whether the BSRB has jurisdiction:
    - a. The complaint pertains to a profession or scope of practice regulated by the Board.
    - b. The complaint alleges facts constituting non-compliance with, or violations of the rules, regulations, and/or Statutes, and/or Board ordered conditions governing the practice or conduct of the professional on whom the report is being filed.
  2. If the Special Investigator and/or Executive Director find that jurisdictional criteria are met, the case shall be docketed and an investigation shall be initiated.
  3. When the Special Investigator and/or the Executive Director need consultation to determine jurisdiction, the following procedure shall apply:
    - a. If during the initial jurisdictional determination process the Special Investigator and/or the Executive Director find that one or both of the two criteria are not met, the Special Investigator shall consult with a



the Chair

helpful

the RAV was filed  
against

~~member~~ of the Complaint Review Committee. When ~~possible~~ the Committee member ~~shall~~ <sup>may</sup> be of the same profession as the person ~~complained against~~. <sup>c</sup> The Consultation may be in person, by telephone, fax or by E-mail. The Special Investigator shall document the decision made in consultation.

- b. If the Committee member determines that the Board has jurisdiction, the case shall be docketed and an investigation shall be initiated.
- c. If the Committee ~~member concurs with an assessment made by the Special Investigator and/or Executive Director that the Board does not have jurisdiction, or if the Committee member is uncertain of jurisdiction, the Special Investigation will forward a copy of all relevant documents to the Complaint Review Committee for review and determination as to whether the Board has jurisdiction.~~ If the Committee determines that the Board does not have jurisdiction, the case shall not be docketed. If the Committee determines that the Board has jurisdiction, the case shall be docketed and an investigation shall be initiated.

legal counsel for the Board will be consulted and the matter will be discussed at a Complaint Review Committee meeting.

- 4. If a determination that the Board does not have jurisdiction is made, the Special Investigator shall notify the complainant and licensee of the jurisdictional determination and the disposition of the complaint. If another Board or Agency <sup>may have</sup> ~~has~~ jurisdiction in the matter, the complainant will be notified which Board or Agency ~~has~~ <sup>may have</sup> jurisdiction. If the complaint is of



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Special Investigator  
sufficient concern, the special investigator can forward the information  
available directly to the Board or Agency which ~~has~~ ← may have jurisdiction.

5. The Special Investigator shall update all information charts and logs.

D. Review and Determination: Possible Violation  
of → Violations:

1. Docket case.

2. ~~Begin Investigation Worksheet.~~

2

3. Add relevant case information to Investigative Database.

Database

3

4. Update ~~Disciplinary Information~~ in Licensure Database.  
disciplinary information Database

#### IV. Investigation Process

A. Licensee Notification

1. The purpose of an administrative investigation is to uncover facts and to facilitate the Board's regulatory goals and compliance with the law. In consideration of that goal and the nature of the investigative function, the Special Investigator is hereby given discretionary procedural authority in determining which manner a licensee under investigation is be notified of the allegations charged against them.

2. Licensee Notification can include but is not limited to:

- a. An initial notification of complaint, if there will be a delay between the receipt of the complaint and the request for a written response.
- b. Notification in writing with a request for a written response due in the Board office on or before a date indicated by the Special Investigator, usually a period of 30 days from the date of notification.



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c. At the conclusion of a personal interview with the licensee at which time the licensee is presented with written notification of the allegations.

Discussion Item - should language be added to allow for a stay on BSRB review if there is a pending criminal/civil case or investigation?

d. A combination of (b) and (c).

3. ~~In any case, the~~ **The** respondent/licensee shall be notified of the allegations in writing and asked to provide a written response to the Board.

Discussion Item

4. At the discretion of the Executive Director and/or Special Investigator, the respondent may receive one 15-day extension to prepare the response. At the discretion of the Executive Director, the respondent may receive a second 15-day extension on a showing of good cause.

B. During the investigation process, the Special Investigator should explore the strengths of the case, along with the weaknesses.

Discussion Item

C. The Special Investigator should interview witnesses, collect documents and other **including** evidence relevant to the allegation, ~~and explore all avenues for the basis or motive of the complaint.~~

D. If warranted, during the course of the investigation the Special Investigator may provide copies of documents obtained in the investigation and consult with:

1. a Complaint Review Committee member,
2. ~~a member of the Board who is not on the Complaint Review Committee,~~
3. ~~a former Board member of the profession involved, and/or~~
4. ~~another professional who has specialized expertise.~~

Discussion Item

3



- E. The Special Investigator should possess a working knowledge of the rules, regulations, and State ~~Statutes~~ statutes governing the professions licensed by the Board.
- F. Written Reports:
  - 1. The Special Investigator shall generate a written narrative report outlining the facts of the case as found in the investigation in relation to applicable statutes and/or regulations.
  - 2. Supplemental reports can be generated when necessary.
- G. The Special Investigator will notify the ~~complainant and~~ licensee by letter when the RAV ~~enters each next stage in the process.~~ is scheduled to be heard by the Complaint Review Committee
- H. Investigative subpoenas will be signed by the ~~Executive Director or by the Board Chairperson if the Executive Director is unavailable.~~ Chair of the Complaint Review Committee
- I. Pursuant to K.S.A. 74-7508(c)(3), the Special Investigator may advise proper Discussion item authorities or state agencies of information gathered during the investigation.

## V. Complaint Review Committee Procedure

- A. Upon completion of the investigation, the Special Investigator shall:
  - 1. Prior to the Complaint Review Committee's meeting, provide a copy of the completed Narrative Report to each member of the Committee.
  - 2. Have the complete investigation file available at Complaint Review Committee meetings.
  - 3. ~~Have Consent Agreement and Order Referral forms available at Complaint Review Committee meetings, for completion at the Committee's direction if warranted.~~



B. Complaint Review Committee Evidentiary Determinations:

1. Prior to the Complaint Review Committee's meeting, each member of the Committee should read and preliminarily evaluate whether the narrative summary indicates that non-compliance or violation(s) of statute(s), regulation(s), or Board ordered conditions have occurred.
2. At its meetings the Complaint Review Committee will discuss, evaluate, and determine whether sufficient evidence exists to support a determination of non-compliance or a violation of statute(s) and/or regulation(s), and/or Board ordered conditions. (In making this determination, Committee members should bear in mind that a preponderance of the evidence, which is easily understood and conclusive in nature, is needed establish violation(s) of law at any subsequent disciplinary hearing).  

↑  
to

↑  
statute or regulation
3. The Committee may direct the Special Investigator to conduct further interviews and/or to obtain additional documents.
4. At its discretion, the Committee may invite the licensee to a Committee meeting to discuss the RAV ~~report of alleged violation~~ and/or terms of any proposed ~~Consent Agreement and Order~~. settlement offer
5. For a disciplinary case, if the Committee determines sufficient evidence exists to support a determination of a violation of statute(s) and/or regulation(s), may consider aggravating/mitigating factors Committee members ~~will complete the Aggravating/Mitigating Factors form~~ when determining the proposed disposition of a case ~~to assess the seriousness of the violation(s). The purpose of this assessment is to guide the Committee in forming a basis for terms and conditions of any~~



~~proposed Consent Agreement and Order that may be offered to the licensee and/or to serve as recommendations to Disciplinary Counsel for appropriate discipline should the case proceed to hearing.~~

~~6. The Committee may direct the Special Investigator to obtain a Victim Impact Statement prior to finalizing the Aggravating/Mitigating Factors form.~~

6. 7. For a case involving asserted non-compliance or violation of a Board ordered condition, Committee members will assess the seriousness of the non-compliance or violation(s). The purpose of this assessment is to guide the Committee in forming a basis for terms and conditions of any proposed **or settlement agreement** ~~extended Consent Agreement and Order~~ that may be offered to the licensee and/or to serve as recommendations to Disciplinary Counsel for appropriate discipline should the case proceed to hearing.

C. Complaint Review Committee action determinations:

1. If at least 3 members of the Complaint Review Committee determine that **the** ~~there is insufficient evidence to proceed:~~ **does not show that a violation of the statutes or regulation has occurred**

- a. The Special Investigator will close the case.
- b. The Complaint Review Committee may authorize sending an educational letter or non-disciplinary letter of caution in order to alert the licensee that he/she may want to modify his/her conduct to avoid further complaints.
- c. The Special Investigator will notify complainant and respondent of the determination.



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2. If at least 3 members of the Complaint Review Committee determine that there is sufficient evidence to proceed:
- that a violation of statute(s) or regulation(s) has occurred:**
- Disciplinary Counsel may be directed**
- a. **Disciplinary Counsel may be directed** Direct disciplinary counsel to initiate an administrative hearing by **disciplinary action by either a Summary Proceeding Order or** filing a disciplinary petition or show cause petition, as applicable.
- Disciplinary Counsel may be directed**
- b. Direct disciplinary counsel to propose resolution of the case by a **either a public or non-public settlement agreement** Consent Agreement and Order (CAO) upon such terms and conditions as determined by the Committee.
- the Committee may**
- c. If authorized by law, recommend county or district attorney initiate criminal proceedings.
- d. For minor or technical violations, the Complaint Review Committee may authorize a sending an educational or non-disciplinary letter of caution to the licensee.
- e. In the event of (2)(a) or (b), the Special Investigator shall provide a copy of the completed Narrative Report and all documents obtained during the investigation to the Board's Disciplinary Counsel.
- f. The Special Investigator will monitor the progress of cases referred to the Attorney General's Office ~~for resolution by Consent Agreement and Order or for hearing.~~

Petition in Discipline

- D. Emergency procedures: In the event the Board's Special Investigator believes emergency procedures are warranted, **the Special Investigator** he shall consult with the ~~chair~~ **Chair** of the Complaint Review Committee and may consult with the Board's disciplinary counsel. After





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Settlement

such consultation and if warranted, the Chair of the Complaint Review Committee may authorize emergency proceedings pursuant to K.S.A. 77-536.

## VI. ~~Consent~~ Agreement Process

settlement agreement

A. The Disciplinary Counsel prepares the ~~formal Consent Agreement and Order~~ and forwards it to the ~~respondent~~, or the ~~respondent's lawyer~~ if represented, along with

licensee

licensee's attorney

settlement agreement

correspondence outlining the approval process and the date upon which the signed

settlement agreement

CAO should be returned. Any negotiations regarding the terms of the CAO will be

done by the Disciplinary Counsel in consultation with the Complaint Review

Committee or its designee.

settlement agreement

B. Upon receipt of the signed CAO, the Disciplinary Counsel will present the agreement

Chair of the

or the Chair's designee on the CRC

to the Complaint Review Committee for final approval at the Committee's next

signature

~~scheduled meeting.~~

Discussion Item

C. ~~Approval: A designee of the Complaint Review Committee will sign and return the~~

~~CAO to the Executive Director or other designated Board staff who will then mail a~~

~~copy of the CAO, along with a letter of correspondence, to the licensee.~~

~~who will then execute the settlement agreement~~

D. ~~CAO not approved: If Consent Agreement and Order negotiations are not successful~~

~~in resolving the case, a petition will be filed and the case scheduled for hearing.~~

~~the matter will be returned to the CRC for further consideration.~~

E. The Special Investigator will monitor the receipt of reports as required by the CAO

settlement agreement

and take steps to obtain those reports if not received as ordered.

F. The Special Investigator will monitor terms and/or conditions and the receipt of

reports as required by the CAO or Final Order and take steps to obtain these reports if

not received as ordered.



## **VII. Case Disposition Authority**

- A. The Complaint Review Committee retains the authority to negotiate or settle the case until the close of the presentation of evidence in the hearing.
- B. The Hearing Panel assumes authority regarding the disposition of the case after the close of the presentation of evidence in the hearing.

**74-7501. Behavioral sciences regulatory board created; composition; appointment; terms, organization; compensation and expenses; executive director and other employees.** (a) There is hereby created a behavioral sciences regulatory board consisting of 12 members appointed by the governor. The membership of the board shall be as follows: Two members of the board shall be licensed psychologists; two members of the board shall be licensed to engage in the practice of social work; one member of the board shall be a professional counselor; one member of the board shall be a marriage and family therapist and one member of the board shall be a licensed masters level psychologist; one member of the board shall be a licensed addiction counselor or a licensed clinical addiction counselor; and four members of the board shall be from and represent the general public. Each member of the board shall be a citizen of the United States and a resident of this state.

(b) The term of office of each member of the board shall be four years. No member of the board shall be appointed for more than two successive terms. Upon the expiration of a member's term of office, the governor shall appoint a qualified successor. Each member shall serve until a successor is appointed and qualified. Whenever a vacancy occurs in the membership of the board prior to the expiration of a term of office, the governor shall appoint a qualified successor to fill the unexpired term. The governor may remove any member of the board for misconduct, incompetency or neglect of duty.

(c) The board shall organize annually at its first meeting subsequent to June 30 and shall select from its members a chairperson and a vice-chairperson. Other meetings shall be held as the board designates. A majority of members appointed to the board shall constitute a quorum for the transaction of business.

(d) The board may appoint an executive director who shall be in the unclassified service of the Kansas civil service act and shall receive an annual salary fixed by the board, subject to approval by the governor. The board may employ clerical personnel and other assistants, all of whom shall be in the classified service under the Kansas civil service act. The board may make and enter into contracts of employment with such professional personnel as necessary, in the board's judgment, for the performance of its duties and functions and the execution of its powers.

(e) Members of the behavioral sciences regulatory board attending meetings of the board, or attending a subcommittee meeting thereof authorized by the board, shall be paid compensation, subsistence allowances, mileage and other expenses as provided in K.S.A. [75-3223](#), and amendments thereto.

**History:** L. 1980, ch. 242, § 1; L. 1981, ch. 299, § 61; L. 1982, ch. 347, § 48; L. 1986, ch. 299, § 41; L. 1988, ch. 304, § 3; L. 1990, ch. 286, § 7; L. 1992, ch. 116, § 39; L. 1996, ch. 153, § 42; L. 2010, ch. 45, § 16; July 1, 2011.

**74-7502. Abolition of state board of examiners of psychologists and board of social work examiners; transfer of powers, duties and functions to behavioral sciences regulatory board; rules and regulations preserved.** (a) On July 1, 1980, the following boards are hereby abolished:

- (1) The state board of examiners of psychologists created by K.S.A. 1979 Supp. [74-5303](#); and
- (2) the board of social work examiners created by K.S.A. 1979 Supp. 75-5349.

(b) All of the powers, duties and functions of the boards designated in subsection (a) and all of the powers, duties and functions of the secretary of social and rehabilitation services under K.S.A. [75-5346](#) to [75-5361](#), inclusive, and amendments thereto, are hereby transferred to and conferred and imposed upon the behavioral sciences regulatory board.

(c) The behavioral sciences regulatory board shall be the successor in every way to the powers, duties and functions of the boards designated in subsection (a) and to the powers, duties and functions of the secretary of social and rehabilitation services under K.S.A. [75-5346](#) to [75-5361](#), inclusive, and amendments thereto, in which the same were vested prior to the effective date of this act, except as otherwise provided by this act. Every act performed in the exercise of such powers, duties and functions by or under the authority of the behavioral sciences regulatory board shall be deemed to have the same force and effect as if performed by the boards designated in subsection (a) or by the secretary of social and rehabilitation services under K.S.A. [75-5346](#) to [75-5361](#), inclusive, and amendments thereto, in which the same were vested prior to the effective date of this act.

(d) Whenever the boards designated in subsection (a), or words of like effect, and the secretary of social and rehabilitation services in regard to the powers, duties and functions of the secretary under K.S.A. [75-5346](#) to [75-5361](#), inclusive, and amendments thereto, are referred to or designated by a statute, contract or other document, such reference or designation shall be deemed to apply to the behavioral sciences regulatory board.

(e) All rules and regulations of the boards designated in subsection (a) and rules and regulations of the secretary of social and rehabilitation services adopted under K.S.A. [75-5346](#) to [75-5361](#), inclusive, and amendments thereto, shall continue to be effective and shall be deemed to be duly adopted rules and regulations of the behavioral sciences regulatory board, until revised, amended, revoked or nullified pursuant to law. The board shall review such rules and regulations and shall adopt new rules and regulations, if necessary, pursuant to K.S.A. [77-415](#) et seq., and amendments thereto.

- (f) The behavioral sciences regulatory board shall be a continuation of the boards designated in subsection (a).

**History:** L. 1980, ch. 242, § 2; July 1.

**74-7503. Transfer of certain officers and employees to board; civil service and retirement rights preserved; transfer of records and property; disposition of conflicts.** (a) On July 1, 1980, officers and employees who were engaged prior to such date in the performance of powers, duties and functions of the boards designated in subsection (a) of K.S.A. [74-7502](#) or in assisting the secretary of social and rehabilitation services to carry out the provisions of K.S.A. [75-5346](#) to 75-5361, inclusive, and amendments thereto, and who, in the opinion of the behavioral sciences regulatory board are necessary to perform the powers, duties and functions of the behavioral sciences regulatory board shall become officers and employees of the behavioral sciences regulatory board and shall retain all retirement benefits and all rights of civil service which such officer or employee had before July 1, 1980, and their service shall be deemed to have been continuous. All transfers and any abolishment of positions of personnel in the classified civil service shall be in accordance with civil service laws and rules and regulations.

(b) All books, records and other property of the boards designated in subsection (a) of K.S.A. [74-7502](#) and of the department of social and rehabilitation services maintained in the course of administering the provisions of K.S.A. [75-5346](#) to 75-5361, inclusive, and amendments thereto, are hereby transferred to the behavioral sciences regulatory board on the effective date of this act.

(c) Whenever any conflict arises as to the proper disposition of any property or records as a result of any abolishment or transfer made under this act, or under authority of this act, such conflict shall be resolved by the governor, and the decision of the governor shall be final.

**History:** L. 1980, ch. 242, § 3; July 1.

**74-7504. Rights preserved in legal actions and proceedings.** (a) No suit, action or other proceeding, judicial or administrative, lawfully commenced, or which could have been commenced, by or against any board designated in subsection (a) of K.S.A. [74-7502](#) or under the provisions of K.S.A. [75-5346](#) to 75-5361, inclusive, and amendments thereto, or by or against any officer of the state in such officer's official capacity or in relation to the discharge of such officer's official duties, shall abate by reason of the taking effect of this act. The court may allow any such suit, action or other proceeding to be maintained by or against the behavioral sciences regulatory board.

(b) No criminal action commenced or which could have been commenced by the state shall abate by the taking effect of this act.

**History:** L. 1980, ch. 242, § 4; July 1.

**74-7505. Abolition of fee funds; transfer of moneys and liabilities to behavioral sciences regulatory board fee fund.** The psychologists fee fund, established by K.S.A. 1979 Supp. [74-5346](#), and the social work examiners fee fund, established by K.S.A. 1979 Supp. 75-5359, are hereby abolished. On the effective date of this act the director of accounts and reports shall transfer all moneys in such funds to the behavioral sciences regulatory board fee fund established by this act. On the effective date of this act, all liabilities of the psychologists fee fund, established by K.S.A. 1979 Supp. [74-5346](#), and the social work examiners fee fund, established by K.S.A. 1979 Supp. 75-5359, existing immediately prior to the effective date of this act are hereby transferred to and imposed on the behavioral sciences regulatory board fee fund.

**History:** L. 1980, ch. 242, § 5; July 1.

**74-7506. Disposition of moneys received; behavioral sciences regulatory board fee fund established; approval of expenditures.** The behavioral sciences regulatory board shall remit all moneys received by or for it from fees, charges or penalties to the state treasurer in accordance with the provisions of K.S.A. [75-4215](#), and amendments thereto. Upon receipt of each such remittance, the state treasurer shall deposit the entire amount in the state treasury. Ten percent of each such deposit shall be credited to the state general fund and the balance shall be credited to the behavioral sciences regulatory board fee fund, which is hereby established. All expenditures from the behavioral sciences regulatory board fee fund shall be made in accordance with appropriation acts upon warrants of the director of accounts and reports issued pursuant to vouchers approved by the chairperson of the behavioral sciences regulatory board or by a person or persons designated by the chairperson.

**History:** L. 1980, ch. 242, § 6; L. 2001, ch. 5, § 339; L. 2011, ch. 53, § 53; July 1.



**74-7507. Powers, duties and functions of board.** (a) The behavioral sciences regulatory board shall have the following powers, duties and functions:

(1) Recommend to the appropriate district or county attorneys prosecution for violations of this act, the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act or the addiction counselor licensure act;

(2) compile and publish annually a list of the names and addresses of all persons who are licensed under this act, are licensed under the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act or the addiction counselor licensure act;

(3) prescribe the form and contents of examinations required under this act, the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act or the addiction counselor licensure act;

(4) enter into contracts necessary to administer this act, the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act or the addiction counselor licensure act;

(5) adopt an official seal;

(6) adopt and enforce rules and regulations for professional conduct of persons licensed under the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act or the addiction counselor licensure act;

(7) adopt and enforce rules and regulations establishing requirements for the continuing education of persons licensed under the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act or the addiction counselor licensure act;

(8) adopt rules and regulations establishing classes of social work specialties which will be recognized for licensure under K.S.A. [65-6301](#) to [65-6318](#), inclusive, and amendments thereto;

(9) adopt rules and regulations establishing procedures for examination of candidates for licensure under the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act, the addiction counselor licensure act and for issuance of such certificates and such licenses;

(10) adopt rules and regulations as may be necessary for the administration of this act, the licensure of psychologists act of the state of Kansas, the professional counselors licensure act, the social workers licensure act, the licensure of master's level psychologists act, the applied behavior analysis licensure act, the marriage and family therapists licensure act and the addiction counselor licensure act and to carry out the purposes thereof;

(11) appoint an executive director and other employees as provided in K.S.A. [74-7501](#), and amendments thereto; and

(12) exercise such other powers and perform such other functions and duties as may be prescribed by law.

(b) If an order of the behavioral sciences regulatory board is adverse to a licensee or registrant of the board, the actual costs shall be charged to such person as in ordinary civil actions in the district court. The board shall pay any additional costs and, if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed in accordance with statutes governing taxation of witness fees and costs in the district court.

**History:** L. 1980, ch. 242, § 7; L. 1986, ch. 299, § 42; L. 1987, ch. 315, § 17; L. 1991, ch. 114, § 15; L. 1992, ch. 184, § 7; L. 1996, ch. 153, § 43; L. 2004, ch. 16, § 5; L. 2010, ch. 45, § 15; L. 2016, ch. 92, § 79; July 1.

**Source or Prior Law:**  
74-5308, 75-5350.

**74-7508. Investigations by board; access to documents and other evidence; oaths and testimony; subpoenas; confidentiality of information; exceptions; client or patient communications; violations; remedies; disciplinary action.** (a) In connection with any investigation, based upon a written complaint or other reasonably reliable written information, by the behavioral sciences regulatory board, the board or its duly authorized agents or employees shall at all reasonable times have access to, for the purpose of examination, and the right to copy any document, report, record or other physical evidence of any person being investigated, or any document, report, record or other evidence maintained by and in possession of any clinic or office of a practitioner of the behavioral sciences, or other public or private agency if such document, report, record or other physical evidence relates to practices which may be grounds for disciplinary action.

(b) In all matters pending before the behavioral sciences regulatory board, the board shall have the power to administer oaths and take testimony. For the purpose of all investigations and proceedings conducted by the behavioral sciences regulatory board:

(1) The board may issue subpoenas compelling the attendance and testimony of witnesses or the production for examination or copying of documents, reports, records or any other physical evidence if such documents, reports, records or other physical evidence relates to practices which may be grounds for disciplinary action. Within five days after the service of the subpoena on any person requiring the production of any documents, reports, records or other physical evidence in the person's possession or under the person's control, such person may petition the board to revoke, limit or modify the subpoena. The board shall revoke, limit or modify such subpoena if in its opinion the documents, reports, records or other physical evidence required does not relate to practices which may be grounds for disciplinary action, is not relevant to the allegation which is the subject matter of the proceeding or investigation, or does not describe with sufficient particularity the documents, reports, records or other physical evidence which is required to be produced. Any member of the board, or any agent designated by the board, may administer oaths or affirmations, examine witnesses and receive such documents, reports, records or other physical evidence.

(2) The district court, upon application by the board or by the person subpoenaed, shall have jurisdiction to issue an order:

(A) Requiring such person to appear before the board or the board's duly authorized agent to produce documents, reports, records or other physical evidence relating to the matter under investigation; or

(B) revoking, limiting or modifying the subpoena if in the court's opinion the evidence demanded does not relate to practices which may be grounds for disciplinary action, is not relevant to the allegation which is the subject matter of the hearing or investigation or does not describe with sufficient particularity the documents, reports, records or other physical evidence which is required to be produced.

(3) (A) If the board determines that an individual has practiced without a valid license a profession regulated by the board for which the practitioners of the profession are required by law to be licensed in order to practice the profession, in addition to any other penalties imposed by law, the board, in accordance with the Kansas administrative procedure act, may issue a cease and desist order against such individual.

(B) Whenever in the judgment of the behavioral sciences regulatory board any person has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of K.S.A. [65-6301](#) to [65-6320](#), inclusive, and amendments thereto, [74-5361](#) to [74-5374](#), inclusive, and K.S.A. [74-5375](#), and amendments thereto, the licensure of psychologists act, the marriage and family therapists licensure act or the alcohol and other drug abuse counselor registration act, or any valid rule or regulation of the board, the board may make application to any court of competent jurisdiction for an order enjoining such acts or practices, and upon a showing by the board that such person has engaged, or is about to engage in any such acts or practices, an injunction, restraining order, or such other order as may be appropriate shall be granted by such court without bond.

(c) Any complaint or report, record or other information relating to a complaint which is received, obtained or maintained by the behavioral sciences regulatory board shall be confidential and shall not be disclosed by the board or its employees in a manner which identifies or enables identification of the person who is the subject or source of the information except the information may be disclosed:

(1) In any proceeding conducted by the board under the law or in an appeal of an order of the board entered in a proceeding, or to any party to a proceeding or appeal or the party's attorney;

(2) to the person who is the subject of the information or to any person or entity when requested by the person who is the subject of the information, but the board may require disclosure in such a manner that will prevent identification of any other person who is the subject or source of the information; or

(3) to a state or federal licensing, regulatory or enforcement agency with jurisdiction over the subject of the information or to an agency with jurisdiction over acts or conduct similar to acts or conduct which would constitute grounds for action under this act. Any confidential complaint or report, record or other information disclosed by the board as authorized by this section shall not be redisclosed by the receiving agency except as otherwise authorized by law.

(d) Nothing in this section or any other provision of law making communications between a practitioner of one of the behavioral sciences and the practitioner's client or patient a privileged or confidential communication shall apply to investigations or proceedings conducted pursuant to this section. The behavioral sciences regulatory board and its employees, agents and representatives shall keep in confidence the content and the names of any clients or patients whose records are reviewed during the course of investigations and proceedings pursuant to this section.

(e) In all matters pending before the behavioral sciences regulatory board, the board shall have the power to revoke the license or registration of any licensee or registrant who voluntarily surrenders such person's license or registration pending investigation of misconduct or while charges of misconduct against the licensee are pending or anticipated.

(f) In all matters pending before the behavioral sciences regulatory board, the board shall have the option to censure the licensee or registrant in lieu of other disciplinary action.

**History:** L. 1980, ch. 242, § 8; L. 2001, ch. 154, § 1; L. 2004, ch. 16, § 6; L. 2016, ch. 92, § 80; July 1.

**Source or Prior Law:**

74-5309.

**Revisor's Note:**

Section was not amended in the 2016 session.

**74-7509. Existing certificates and licenses continued in effect.** All licenses issued prior to the effective date of this act under K.S.A. [75-5340](#) to 75-5361, inclusive, and amendments thereto, shall continue in force and effect until the expiration thereof as provided immediately prior to the effective date of this act under the provisions of the act under which such license was issued. All certificates issued prior to the effective date of this act under the certification of psychologists act of the state of Kansas shall continue in force and effect until the expiration thereof as provided immediately prior to the effective date of this act under the provisions of the act under which such certificates were issued.

**History:** L. 1980, ch. 242, § 26; July 1.

**74-7510. Immunity from liability in civil actions for reporting, communicating and investigating certain information concerning alleged malpractice incidents and other information; conditions.** (a) No person reporting to the behavioral sciences regulatory board in good faith and without malice any information such person may have relating to alleged incidents of malpractice, or the qualifications, fitness or character of, or disciplinary action taken against, a person licensed or registered by the board shall be subject to a civil action for damages as a result of reporting such information.

(b) Any state, regional or local association composed of persons licensed or registered to practice in a field governed by the behavioral sciences regulatory board and the individual members of any committee thereof, which in good faith and without malice investigates or communicates information pertaining to fitness or character of, or disciplinary action taken against, any licensee, registrant or certificate holder to the behavioral sciences regulatory board or to any committee or agent thereof, shall be immune from liability in any civil action that is based upon such investigation or transmittal or information if the investigation and communication was made in good faith and without malice and did not represent as true any matter not reasonably believed to be true.

**History:** L. 1989, ch. 276, § 6; July 1.

**74-7511. Fingerprinting of applicants to practice profession regulated by board; procedure; collection and disposition of fees.** (a) As part of an original application for or reinstatement of any license, registration, permit or certificate or in connection with any investigation of any holder of a license, registration, permit or certificate, the behavioral sciences regulatory board may require a person to be fingerprinted and submit to a state and national criminal history record check. The fingerprints shall be used to identify the person and to determine whether the person has a record of criminal history in this state or another jurisdiction. The behavioral sciences regulatory board is authorized to submit the fingerprints to the Kansas bureau of investigation and the federal bureau of investigation for a state and national criminal history record check. The behavioral sciences regulatory board may use the information obtained from fingerprinting and the criminal history for purposes of verifying the identification of the person and in the official determination of the qualifications and fitness of the person to be issued or to maintain a license, registration, permit or certificate.

(b) Local and state law enforcement officers and agencies shall assist the behavioral sciences regulatory board in the taking and processing of fingerprints of applicants for and holders of any license, registration, permit or certificate and shall release all records of adult convictions and nonconvictions and adult convictions or adjudications of another state or country to the behavioral sciences regulatory board.

(c) The behavioral sciences regulatory board may fix and collect a fee as may be required by the board in an amount equal to the cost of fingerprinting and the criminal history record check. Any moneys collected under this subsection shall be deposited in the state treasury and credited to the behavioral sciences regulatory board fee fund. The behavioral sciences regulatory board shall remit all moneys received by or for it from fees, charges or penalties to the state treasurer in accordance with the provisions of K.S.A. [75-4215](#), and amendments thereto. Upon receipt of each such remittance, the state treasurer shall deposit the entire amount in the state treasury to the credit of the behavioral sciences regulatory board fee fund.

**History:** L. 2016, ch. 92, § 34; July 1.