

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

DIRECTOR'S OFFICE

COUNSELING - GENERAL RULES

(By authority conferred on the director of the department of consumer and industry services by section 18101 of 1978 PA 368, MCL 333.18101 et seq. and Executive Reorganization Order Nos. 1996-1 and 1996-2, MCL 330.3101 and 445.2001)

Part 1. General Provisions

R 338.1751 Definitions.

Rule 1. As used in these rules:

- (a) "Board" means the board of counseling.
- (b) "Career development" means studies that provide an understanding of all of the following:
  - (i) Career development theories.
  - (ii) Occupational and educational information sources and systems.
  - (iii) Career counseling.
  - (iv) Life-style and career decision making.
  - (v) Career development program planning, implementation, and evaluation.
- (c) "Code" means Act No. 368 of the Public Acts of 1978, as amended, being MCL 333.1101 et seq. of the Michigan Compiled Laws.
- (d) "Consulting" means studies that provide an understanding of the process of psychoeducational consultation with emphasis on theories and strategies that are used to provide services to individuals, groups, and organizations.
- (e) "Counseling philosophy" means studies that incorporate a belief system that a person can change or develop a more fully functioning self through the application of various counseling approaches regardless of the extent of the problem.
- (f) "Counseling techniques" means the application of basic counseling and psychotherapy skills and theories in the counseling process in order to do all of the following:
  - (i) Establish and maintain the counseling relationship.
  - (ii) Diagnose and identify the problem.
  - (iii) Formulate a preventive, treatment, or rehabilitative plan.
  - (iv) Facilitate appropriate interventions.
- (g) "Counseling theories" means the study of the theoretical foundations of counseling and psychotherapy, including major affective, behavioral, and cognitive theories of personality development and change.
- (h) "Department" means the department of consumer and industry services.
- (i) "Group techniques" means the application of basic counseling and psychotherapy skills and theories in the group counseling process that are based on an understanding of group development and dynamics, theories of group counseling and psychotherapy, and group leadership styles.
- (j) "Internship" means supervised curricular field experience that provides students opportunities to perform all the activities that a licensed professional counselor would be expected to perform.
- (k) "Practicum" means a supervised curricular experience that provides for the development of individual and group counseling and psychotherapy skills by giving students opportunities to perform, on a limited basis, some of the activities that a licensed professional counselor would be expected to perform.
- (l) "Professional ethics" means studies that prepare students to understand and apply the legal requirements and ethical codes related to the practice of counseling.
- (m) "Research methodology" means studies that provide an understanding of all of the following:
  - (i) Types of research and their application to the practice of counseling.
  - (ii) Basic statistics.
  - (iii) Research design, proposal development, implementation, and report writing.

(n) "Supervisor" means a licensed professional counselor who shall have training in the function of supervision. This subdivision takes effect January 1, 2005.

(o) "Testing procedures" means studies that provide an understanding of all of the following:

(i) Group and individual psychometric theories and approaches to appraisal and diagnosis.

(ii) Selecting, administering, scoring, and interpreting instruments and procedures that are designed to assess all of the following with respect to an individual:

(a) Aptitudes.

(b) Interests.

(c) Attitudes.

(d) Abilities.

(e) Achievements.

(f) Personal characteristics.

(iii) Factors that influence appraisals.

(iv) Use of appraisal and diagnostic results in helping processes.

(p) "Under the supervision of a licensed professional counselor" means under the ongoing supervision of a licensed professional counselor licensed in this state or under the ongoing supervision of an individual in another state who substantially meets the requirements for a professional counselor license in this state.

History: 1991 AACS; 1993 AACS; 1995 AACS; 2003 AACS.

R 338.1752 Application requirements; licensure by examination.

Rule 2. (1) An applicant for a professional counselor license shall submit a completed application on a form provided by the department, together with the requisite fee, and the professional disclosure statement required under the code. In addition to meeting the requirements of the code and administrative rules an applicant shall meet the requirements of this rule.

(2) An applicant shall have received a master's or doctoral degree in counseling or student personnel work in a program approved by the board.

(3) In addition to meeting the requirements of subrule (2) of this rule, an applicant, after receiving the degree, shall meet both of the following requirements:

(a) Have engaged in the practice of counseling pursuant to section 18101(d) of the code, which practice involved an opportunity to work with a broad range of the population and which was conducted in an organized education, business, health, private practice, or human services setting under the supervision of a licensed professional counselor for either of the following periods of time, as applicable:

(i) For an applicant who has received a master's degree, not less than 3,000 hours accrued over not less than a 2-year period. Not less than 100 hours of supervision shall have been accrued in the immediate physical presence of the supervisor. Effective January 1, 2005, the supervision shall begin upon the issuance of the limited license and continue until the licensed professional counselor license is issued.

(ii) For an applicant who has completed 30 semester hours or 45 quarter hours of graduate study in counseling beyond the master's degree, not less than 1,500 hours accrued over not less than a 1-year period. Not less than 50 hours of supervision shall have been accrued in the immediate physical presence of the supervisor. Effective January 1, 2005, the supervision shall begin upon the issuance of the limited license and continue until the licensed professional counselor license is issued.

(b) Have passed either of the following examinations with a converted score of not less than 75:

(i) The national counselor examination developed by the national board for certified counselors.

(ii) The certification examination developed and scored by the commission on rehabilitation counselor certification.

(4) For practice experience gained in Michigan, an applicant shall have held a limited license pursuant to the provisions of R 338.1754 while accruing the experience.

History: 1991 AACS; 1993 AACS; 1995 AACS; 2003 AACS.

R 338.1752a Examination adoption; eligibility.

Rule 2a. (1) The board approves and adopts the national counselor examination developed by the national board for certified counselors. The passing score for the national counselor examination shall be a converted score of not less than 75.

(2) To assure eligibility for an examination that is administered by the department, an applicant shall submit a completed application, on a form provided by the department, together with the requisite fee, on or before the filing date published by the department. To be eligible to sit for an examination that is administered by the department, an applicant shall have received a master's or doctoral degree in counseling or student personnel work and have completed a program approved by the board.

History: 1993 AACCS.

R 338.1753 Counselor training programs; institutions; approval standards.

Rule 3. (1) The board shall approve a program that meets all of the following standards:

(a) The program shall be conducted in an institution that meets the standards adopted by the board in subrule (2) of this rule.

(b) The program shall consist of not less than 48 semester hours or 72 quarter hours.

(c) The program shall include graduate studies in all of the following content areas:

(i) Career development.

(ii) Consulting.

(iii) Counseling techniques.

(iv) Counseling theories.

(v) Counseling philosophy.

(vi) Group techniques.

(vii) Professional ethics.

(viii) Research methodology.

(ix) Testing procedures.

(x) Practicum.

(d) The program shall include an internship that consists of not less than 600 hours of supervised clinical experience in counseling.

(2) The board adopts by reference the recognition standards and criteria of the council for higher education accreditation (chea), effective January 1999, and the procedures and criteria for recognizing postsecondary accrediting agencies of the U.S. department of education, effective July 1, 2000. An institution is considered approved by the board if it is accredited by the accrediting body of the region in which the institution is located and the accrediting body meets either recognition standards and criteria of the council for higher education accreditation or the recognition procedures and criteria of the U.S. department of education.

Copies of the standards and criteria of the council for higher education accreditation and the U.S. department of education are available for inspection at the Board of Counseling, Bureau of Health Services, Department of Consumer and Industry Services, 611 West Ottawa, P.O. Box 30670, Lansing, MI 48909. The chea recognition standards also may be obtained from the Council for Higher Education Accreditation, One Dupont Circle NW, Suite 510, Washington, DC 20036-1110, or from the council's website at <http://www.chea.org>, at no cost. The federal recognition criteria also may be obtained from the U.S. Department of Education, Office of Postsecondary Education, 1990 K Street NW, Washington, DC 20006 or from the department's website at <http://www.ed.gov/offices/OPE>, at no cost.

(3) The board adopts by reference the standards of the following postsecondary accrediting organizations, which are available for inspection at the Board of Counseling, Bureau of Health Services, Department of Consumer and Industry Services, 611 West Ottawa, P.O. Box 30670, Lansing, MI 48909. Copies of the following standards may be obtained from the individual accrediting organization at the identified cost:

(a) The standards of the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, set forth in the document entitled "Characteristics of Excellence in Higher Education Eligibility Requirements and Standards for Accreditation", 2002 edition, which is available at no cost on the association's website at <http://www.msache.org> or for purchase at a cost of \$6.00 as of the time of adoption of these rules.

(b) The standards of the New England Association of Schools and Colleges, Inc. Commission on Institutions of Higher Education, 209 Burlington Road, Bedford, MA 07130, set forth in the document entitled "Standards for Accreditation", 2001 Edition, which is available free of charge on the association's website at <http://www.neasc.org> or for purchase at a cost of \$5.00 as the time of adoption of these rules.

(c) The standards of the North Central Association of Colleges and Schools, The Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, set forth in the document entitled "Handbook of Accreditation", Second Edition, which is available for purchase through the association's website at <http://www.ncahigherlearningcommission.org> at a cost of \$18.00 as of the time of adoption of these rules.

(d) The standards of the Northwest Association of Schools Colleges, and Universities, The Commission on Colleges and Universities, 8060 165TH Avenue NE, Suite 100, Redmond, WA 98052 set forth in the document entitled "Accreditation Handbook," 1999 edition, which is available for purchase at a cost of \$12.00 as of the time of adoption of these rules, or through the association's website at <http://www.nwccu.org>.

(e) The standards of the Southern Association of Colleges and Schools, Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033, set forth in the document entitled "Criteria for Accreditation", 1998 Edition, which is available free of charge on the association's website at <http://www.sacscoc.org> or for purchase at a cost of \$12.00 as of the time of adoption of these rules.

(f) The standards of the Western Association of Schools and Colleges, The Accrediting Commission for Senior Colleges and Universities, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, set forth in the document entitled "2001 Handbook of Accreditation", which is available free of charge on the commission's website at <http://www.wascweb.org> or for purchase at a cost of \$20.00 as of the time of adoption of these rules.

(g) The standards of the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, set forth in the document entitled "The Handbook of Accreditation and Policy Manual", 2002 Edition, which is available free of charge on the commission's website at <http://www.wascweb.org>.

(3) The board approves the standards for accrediting rehabilitation counselor education programs of the council on rehabilitation education, set forth in the document entitled "Council on Rehabilitation Education (CORE) Accreditation Manual." The board shall consider any rehabilitation counselor education program that is accredited by the council on rehabilitation education as a program approved by the board. Copies of the standards for accrediting rehabilitation counselor education programs of the council on rehabilitation education may be obtained at no cost from the Board of Counseling, Bureau of Health Services, Department of Consumer and Industry Services, 611 West Ottawa Street, P.O. Box 30670, Lansing, Michigan 48909, or from the Council on Rehabilitation Education, 1835 Rohlwing Road, Suite E, Rolling Meadows, IL 60008 or from the council's website at <http://www.core-rehab.org>.

(4) The board approves the standards of the council for accreditation of counseling and related educational programs for accrediting educational programs in community counseling, mental health counseling, school counseling, student affairs practice in higher education with a college counseling emphasis, and counselor education and supervision set forth in the document entitled "Council for Accreditation of Counseling and Related Educational Programs (CACREP), 2001 Standards". The board shall consider any educational program in community counseling, mental health counseling, school counseling, student affairs practice in higher education with a college counseling emphasis, and counselor education and supervision as a program approved by the board. Copies of the standards of the council for accreditation of counseling and related educational programs for accrediting educational programs in community counseling, mental health counseling, school counseling, student affairs practice in higher education with a college counseling emphasis, and counselor education and supervision may be obtained at no cost from the Board of Counseling, Bureau of Health Services, Department of Consumer and Industry Services, 611 West Ottawa Street, P.O. Box 30670, Lansing, Michigan 48909, or from the Council for Accreditation of Counseling and Related Educational Programs, 5999 Stevenson Avenue, Alexandria, Virginia 22304 or at the council's website at <http://www.counseling.org/cacrep>.

History: 1991 AACCS; 1993 AACCS; 2003 AACCS.

R 338.1754 Limited licenses; disclosure of supervision requirement.

Rule 4. (1) An applicant for a counselor limited license shall submit a completed application on a form provided by the department, together with the requisite fee, and the professional disclosure statement required under the code. In addition to meeting the requirements of the code and the administrative rules promulgated pursuant thereto, an applicant shall meet the requirements of this rule.

(2) An applicant for a limited license pursuant to section 18111 of the code shall establish that he or she has received a master's or doctoral degree in counseling or student personnel work in a program approved by the board.

(3) The limited licensed counselor's professional disclosure statement shall identify the licensed professional counselor under whose supervision the limited licensed counselor's practice shall be confined.

History: 1991 AACCS; 1995 AACCS.

R 338.1756 Application requirements; licensure by endorsement.

Rule 6. (1) An applicant for a professional counselor license by endorsement shall submit a completed application on a form provided by the department, together with the requisite fee. In addition to meeting the requirements of the code and administrative rules, an applicant shall satisfy the requirements of this rule.

(2) If an applicant was licensed in another state and has been engaged in the practice of counseling for a minimum of 5 years before the date of filing an application for Michigan licensure, then it is presumed that the applicant meets the requirements of section 16186(1)(a) and (b) of the code.

History: 1995 AACCS; 2003 AACCS.