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**IDAPA 24  
TITLE 15  
Chapter 01**

**24.15.01 - RULES OF THE IDAHO COUNSELOR LICENSING BOARD**

**000. LEGAL AUTHORITY (Rule 0).**

These rules are hereby prescribed and established pursuant to the authority vested in the Idaho Counselor Licensing Board by the provisions of Section 54-3404, Idaho Code. (7-1-93)

**001. TITLE AND SCOPE (Rule 1).**

These rules shall be cited as IDAPA 24.15.01, "Rules of the Idaho Counselor Licensing Board." (7-1-93)

**002. (RESERVED).**

**003. WRITTEN INTERPRETATIONS (Rule 3).**

The Board may have written statements which pertain to the interpretation of the rules of this chapter. Such interpretations, if any, are available for public inspection and copying at cost in the main office of the Bureau of Occupational Licenses. (7-1-93)

**004. -- 009. (RESERVED).**

**010. DEFINITIONS (Rule 10).**

**01. Board.** The Idaho Counselor Licensing Board as prescribed in Section 54-3401, Idaho Code. (7-1-93)

**011. -- 099. (RESERVED).**

**100. ORGANIZATION AND MEETINGS (Rule 100).**

Board meetings will be held on the first Tuesday of the months of February, May, and October of each year and at such other times as the Board deems necessary. (7-1-93)

**101. -- 149. (RESERVED).**

**150. QUALIFICATIONS FOR LICENSED PROFESSIONAL COUNSELOR LICENSURE (Rule 150).**

Licensure as a "licensed professional counselor" shall be restricted to persons who have successfully completed each of the following requirements: (7-1-97)

**01. Graduate Program Requirement.** A planned graduate program of sixty (60) semester hours which is primarily counseling in nature, six (6) semester hours of which are earned in an advanced counseling practicum, and including a graduate degree in a counseling field from an accredited university or college offering a graduate program in counseling. (7-1-93)

**a.** A planned graduate program in a counseling field shall be defined as completion of one (1) of the following: (7-1-93)

**i.** A counseling program accredited or approved by the National Council for accreditation of Teacher Education or a counseling program listed in the Interstate List of Approved Programs; or (7-1-93)

**ii.** A counseling program approved by the Council for Accreditation of Counseling and Related Educational Programs; or (7-1-93)

**iii.** A counseling program approved by the Council on Rehabilitation Education; or (7-1-93)

**iv.** A counseling program approved by the Board which shows evidence of education in the following areas: Counseling Theory, Counseling Techniques and Supervised Counseling Experience (this practicum must be supervised at the ratio of at least one (1) hour of one-to-one supervision for every ten (10) hours of experience in the

setting) and at least six (6) of the following: (7-1-93)

(1) Human growth and development: Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on psychological, sociological, and physiological approaches. Also included are areas such as human behavior (normal and abnormal), personality theory, and learning theory. (7-1-93)

(2) Social and cultural foundations: Includes studies of change, ethnic groups, subcultures, changing roles of women, sexism, urban and rural societies, population patterns, cultural mores, use of leisure time, and differing life patterns. (7-1-93)

(3) The helping relationship: Includes philosophic bases of the helping relationship: Consultation theory and/or an emphasis on the development of counselor and client (or consultee) self-awareness and self-understanding. (7-1-93)

(4) Groups: Includes theory and types of groups, as well as descriptions of group practices, methods dynamics, and facilitative skills. It includes either a supervised practice and/or a group experience. (7-1-93)

(5) Life-style and career development: Includes areas such as vocational-choice theory, relationship between career choice and life-style, sources of occupational and educational information, approaches to career decision-making processes, and career-development exploration techniques. (7-1-93)

(6) Appraisal of the individual: Includes the development of a framework for understanding the individual, including methods of data gathering and interpretation, individual and group testing, case-study approaches and the study of individual differences. Ethnic, cultural, and sex factors are also considered. (7-1-93)

(7) Research and evaluation: Includes areas such as statistics, research design, and development of research and demonstration proposals. It also includes understanding legislation relating to the development of research, program development, and demonstration proposals, as well as the development and evaluation of program objectives. (7-1-93)

(8) Professional orientation: Includes goals and objectives of professional counseling organizations, codes of ethics, legal consideration, standards of preparation, certification, and licensing and role of identity of counselors. (7-1-93)

**b.** A total of at least sixty (60) graduate semester hours or ninety (90) graduate quarter hours shall be required. (7-1-93)

**c.** Advanced counseling practicum shall be practica taken at the graduate school level. (7-1-93)

**d.** A graduate degree shall be one of the following beyond the baccalaureate level: The master's degree, the educational specialist certificate or degree, or the doctor's degree. (7-1-93)

**e.** An accredited university or college shall be a college or university accredited by one (1) of the following: the Middle States Association of Colleges and Secondary Schools, the New England State Association of Colleges and Secondary Schools, the North Central Association of Colleges and Secondary Schools, the Northwest Association of Colleges and Secondary Schools, the Southern Association of Colleges and Secondary Schools, or the Western College Association. (7-1-93)

**02. Supervised Experience Requirement.** One thousand (1,000) hours of supervised experience in counseling acceptable to the Board. (7-1-93)

**a.** One thousand (1,000) hours is defined as one thousand (1,000) clock hours of experience working in a counseling setting. Supervised experience in practica and/or internships taken at the graduate level may be utilized. The supervised experience shall include a minimum of one (1) hour of face-to-face consultation with the supervisor for every twenty (20) hours of job/internship experience. (As stated under Subsection 150.01.a.iv. counseling practicum experience as opposed to job or internship experience shall be supervised at a ratio of one (1)

hour of supervision for every ten (10) hours in the settings.) For example: (7-1-93)

i. A person in a twenty (20) hour per week job/internship who is receiving one (1) hour of individual supervision each week would accumulate one thousand (1,000) supervised hours in fifty (50) weeks to equal the twenty to one (20/1) ratio. (7-1-93)

ii. A person in a forty (40) hour per week setting with one (1) hour of supervision per week would still require fifty (50) weeks to equal the twenty to one (20/1) ratio. (7-1-93)

iii. A person in a forty (40) hour per week setting with two (2) hours of supervision per week would accumulate the one thousand (1,000) hours at the twenty to one (20/1) supervision ratio in twenty-five (25) weeks. (7-1-93)

b. The supervision must be provided by a qualified counselor educator as a part of a planned graduate program or by a person who holds a graduate degree beyond the baccalaureate level who is certified and/or licensed as a counselor, social worker, psychologist, or psychiatrist. Supervision by an administrative superior who is not in a counseling related profession is not acceptable to the Board. Supervision by a professional counseling peer, however, may be acceptable to the Board if the peer/supervisory relationship includes the same controls and procedures expected in an internship setting. (See Subsection 150.02.a.) For example, the relationship should include the staffing of cases, the critiquing of counseling tapes and this supervision must be conducted in a formal, professional, consistent manner on a regularly scheduled basis. Effective July 1 1988, the supervision must be provided by a Licensed Professional Counselor licensed by the state of Idaho; if the applicant's supervision was provided in another state, it must have been provided by a counseling professional licensed by that state, provided the requirements for licensure in that state are substantially equivalent to the requirements of Title 54, Chapter 34, Idaho Code. (7-1-93)

c. Experience in counseling is defined as assisting individuals or groups, through the counseling relationship, to develop an understanding of personal problems, to define goals, and to plan action reflecting interests, abilities, aptitudes, and needs as related to personal-social concerns, educational progress, and occupations and careers. Counseling experience may include the use of appraisal instruments, referral activities, and research findings. (7-1-93)

**03. Examination.** (7-1-93)

a. The Board requires a written examination. (7-1-93)

b. Completion of the examination will not be required until the applicant meets the requirements presented in Subsections 150.01 and 151.02. However, an applicant may take the examination earlier if he desires. (7-1-93)

c. The examination will be conducted at a time and place specified by the Board. (7-1-93)

d. Successful performance on the examination will be established by the Board. (7-1-93)

e. The first time the examination is failed the applicant may take it again the next time it is given upon application and payment of fees. If the examination has been failed twice, the individual must wait at least one (1) year before taking it a third time. The individual must wait at least one year and petition the Board for approval to take the examination the fourth time. The petition shall include evidence satisfactory to the Board that the applicant has taken additional study in the field of Counseling before approval will be granted. (7-1-93)

**151. -- 199. (RESERVED).**

**200. MATERIALS TO BE FILED BY LICENSED PROFESSIONAL COUNSELOR LICENSED PROFESSIONAL COUNSELOR APPLICANTS (Rule 200).**

Each applicant must: (7-1-97)

**01. Complete an Application.** Complete an application upon a form prescribed by the Board. (7-1-93)

**02. Verify Counseling Program.** Verify counseling program identified in application with official graduate transcripts sent by college(s) to Board. (7-1-93)

**03. Submit Verification of Supervised Experience.** Submit verification of supervised experience upon the form prescribed by the Board. (7-1-93)

**04. Submit Application Fee.** Submit a non-refundable application fee of seventy-five dollars (\$75). (7-1-93)

**201. -- 224. (RESERVED).**

**225. LICENSED PROFESSIONAL COUNSELOR-PRIVATE PRACTICE LICENSURE (RULE 225).**  
The following requirements must be met for licensed professional counselor-private practice licensure (7-1-97)

**01. Private Practice Specialty Licensure.** Applicants applying for private practice specialty licensure prior to January 1, 1998, must meet the criterion of having provided two thousand (2,000) hours of direct client contact since being licensed as a licensed professional counselor. Additionally, applicants must: (7-1-97)

**a.** Hold a current Idaho Licensed Professional Counselor License; (7-1-97)

**b.** Document direct client contact by providing verification and/or practice records indicating hours of counseling; and (7-1-97)

**c.** Document proficiency in Diagnostic Evaluation by providing verification of successful completion of graduate course or other training/experience equivalent to a college course acceptable to the Board. (7-1-97)

**02. Other Requirements.** After January 1, 1998 the following requirements must be met: (7-1-97)

**a.** Hold a current Idaho licensed professional counselor license; and (7-1-97)

**b.** Document two thousand (2,000) hours of supervised experience accumulated over a two (2) year period after licensure. (7-1-97)

**i.** A Licensed Professional Counselor-Private Practice must provide at least one thousand (1,000) hours of the supervised experience requirement; the remainder of the supervision may be provided by Psychiatrists, Counseling/Clinical Psychologists and/or Certified Social Workers-Private and Independent Practice. (7-1-97)

**ii.** The ratio for supervision will consist of one (1) hour of face-to-face, one-on-one (1/1) supervision to every thirty (30) hours of direct client contact. (7-1-97)

**c.** Document proficiency in Diagnostic Evaluation by providing verification of successful completion of graduate course or other training/experience equivalent to a college course acceptable to the Board. (7-1-97)

**03. Supervisors.** A supervisor may supervise no more than three (3) licensed professional counselors at any one time. (7-1-97)

**04. Continuing Education.** Twenty (20) contact hours of continuing education, per year is required to renew a Licensed Professional Counselor - Private Practice license. (7-1-97)

**a.** Documentation must be copies of verification from providers, transcripts, or certificates acceptable to the Board. (7-1-97)

**b.** Continuing education requirement shall begin upon the second renewal of the licensed professional counselor-private practice license. Prior to renewal, documentation of the continuing education credits must be provided along with the renewal application. (7-1-97)

**226. MATERIALS TO BE FILED BY LICENSED PROFESSIONAL COUNSELOR-PRIVATE PRACTICE APPLICANTS (Rule 226).**

Each applicant must: (7-1-97)

**01. Complete an Application.** Complete an application upon a form prescribed by the Counselor Licensing Board. (7-1-97)

**02. Submit Verification of Supervised Experience.** Submit verification of supervised experience upon the form prescribed by the Board. (7-1-97)

**03. Submit Application Fee.** Submit a non-refundable application fee of twenty-five dollars (\$25). (7-1-97)

**227. -- 234. (RESERVED).**

**235. LICENSED PASTORAL COUNSELORS (Rule 235).**

The following requirements must be met for pastoral counselor licensure: (7-1-98)

**01. Graduate Degree.** Hold a Master of Divinity (M.Div.) degree or doctoral degree meeting the requirements set forth in Section 54-3405A(1) Idaho Code, from an accredited university or religious institution. (7-1-98)

**a.** An accredited university or religious institution shall be one accredited by: the Middle States Association of Colleges and Secondary Schools; the New England State Association of Colleges and Secondary Schools; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Colleges and Secondary Schools; the Southern Association of Colleges and Secondary Schools; or the Western Colleges Association. (7-1-98)

**b.** The Pastoral Counselor Program May also be accredited by the Association of Theological Schools (ATS). (7-1-98)

**02. Practicum.** Completion of a practicum of supervised counseling experience of four hundred (400) contact hours. (7-1-98)

**a.** The four hundred (400) contact hours shall be supervised at a ratio of one (1) hour of supervision for each ten (10) contact hours. (7-1-98)

**b.** The practicum must be supervised by a qualified counselor educator as part of a planned graduate program. (7-1-98)

**03. Post-Graduate Supervised Counseling Experience.** The completion of two thousand (2,000) contact hours of post-graduate supervised counseling experience with an approved supervisor. (7-1-98)

**a.** "Two thousand (2,000) hours" hours is defined as two thousand (2,000) clock hours of experience working in a counseling setting. (7-1-98)

**b.** The ratio of supervision to contact hours shall be one (1) hour of supervision for each twenty (20) contact hours. (7-1-98)

**c.** An approved supervisor shall include an American Association of Pastoral Counselors approved supervisor, a licensed pastoral counselor, a licensed psychiatrist, a licensed psychologist, or licensed professional counselor. (7-1-98)

**04. Examination.** (7-1-98)

**a.** The Board requires successful completion of the national counselor examination. (7-1-98)

- b.** The examination will be conducted at a time and place specified by the Board. (7-1-98)
- c.** Successful performance on the examination will be established by the Board. (7-1-98)
- d.** The first time the examination is failed, the applicant may take it again the next time it is given upon application and payment of fees. If the examination has been failed twice, the individual must wait at least one (1) year before taking it a third time. An individual must wait at least one (1) year and petition the Board for approval to take the examination a fourth time. The petition shall include evidence satisfactory to the Board that the applicant has taken additional study in the field of pastoral counseling before approval will be granted. (7-1-98)

**236. MATERIAL TO BE FILED BY LICENSED PASTORAL COUNSELOR APPLICANTS (Rule 236).**  
Each applicant must: (7-1-98)

- 01. Complete an Application.** Complete an application upon a form prescribed by the Counselor Licensing Board. (7-1-98)
- 02. Verify Counseling Program.** Verify counseling program identified in the application with official graduate transcripts sent by colleges or institutions to the Board. (7-1-98)
- 03. Submit Verification of Supervised Practicum.** Submit verification of supervised practicum counseling experience upon the form prescribed by the Board. (7-1-98)
- 04. Submit Verification of Supervised Experience.** Submit verification of supervised experience upon a form prescribed by the Board. (7-1-98)
- 05. Submit Application Fee.** Submit a non-refundable application fee of seventy-five dollars (\$75). (7-1-98)

**237. CONTINUING EDUCATION FOR LICENSED PASTORAL COUNSELOR (Rule 237).**  
A licensed pastoral counselor must complete twenty (20) contact hours of continuing education to renew their license. (7-1-98)

- 01. Contact Hours.** The contact hours of continuing education must be undertaken within the following areas of study: (7-1-98)
  - a.** Theories of personality and personality development; (7-1-98)
  - b.** Theories of counseling and psychotherapy; (7-1-98)
  - c.** Marriage and family dynamics and counseling; (7-1-98)
  - d.** Group dynamics and counseling; (7-1-98)
  - e.** Personality, culture and ethics; (7-1-98)
  - f.** Psychology of religious experience; (7-1-98)
  - g.** Pastoral assessment and treatment; (7-1-98)
  - h.** Psychopathology; (7-1-98)
  - i.** Theories of pastoral care; (7-1-98)
  - j.** Research methods; (7-1-98)
  - k.** Orientation to the helping professions. (7-1-98)

**02. Documentation.** Documentation must be copies of verification from providers, transcripts, or certificates acceptable to the Board. (7-1-98)

**03. When Requirements Begin.** Continuing education requirements shall begin upon the second renewal of the licensed pastoral counselor license. Prior to renewal, documentation of continuing education credits must be provided along with a renewal application. (7-1-98)

**238. -- 249. (RESERVED).**

**250. FEES (Rule 250).**

**01. Application Fee.** Application fee: (7-1-97)

**a.** Licensed Professional Counselor - Seventy-five dollars (\$75). (7-1-97)

**b.** Licensed Professional Counselor-Private Practice - Seventy-five dollars (\$75). (7-1-97)

**c.** Licensed Pastoral Counselor - Seventy-five dollars (\$75). (7-1-98)

**02. Licensed Professional Counselor and Licensed Pastoral Counselor Examination or Reexamination Fee.** Licensed Professional Counselor and Licensed Pastoral Counselor examination or reexamination fee - Fifty dollars (\$50). (7-1-98)

**03. Original License Fee.** Original License fee: (7-1-97)

**a.** Licensed Professional Counselor - Seventy-five dollars (\$75). (7-1-97)

**b.** Licensed Professional Counselor-Private Practice - Twenty dollars (\$20). (7-1-97)

**c.** Licensed Pastoral Counselor - Seventy-five dollars (\$75). (7-1-98)

**04. Annual Renewal Fee.** Annual renewal fee for Licensed Professional Counselor, Licensed Professional Counselor-Private Practice, Licensed Pastoral Counselor - Sixty dollars (\$60). (7-1-98)

**05. Fees are Non-refundable.** All fees are non-refundable. (7-1-93)

**251. -- 299. (RESERVED).**

**300. RECIPROCITY (Rule 300).**

An applicant who is in possession of a valid counseling license from another state must apply following the procedures listed under Section 200 except that Subsections 200.02 and 200.03 may be verified from documents received from the other state. An applicant who is licensed in another state, however, must meet the qualifications for license. (See Section 150). (7-1-93)

**301. -- 349. (RESERVED).**

**350. CODE OF ETHICS (Rule 350).**

The Board adopts the American Counseling Association (ACA) Code of Ethics as the same may be modified or amended. All applicants will receive a copy of the ACA Code of Ethics. All licensees will be required to adhere to the ACA Code of Ethics. (3-18-99)

**351. -- 399. (RESERVED).**

**400. RENEWAL OF LICENSE (Rule 400).**

Each licensed counselor must renew his license prior to July 1 of each year or the license will be cancelled. Cancelled licenses may be reinstated in accordance with the requirements of Section 67-2614, Idaho Code. (7-1-97)

**401. -- 449. (RESERVED).**

**450. GENERAL SCOPE OF THE LICENSEE'S APPROPRIATE PRACTICE (Rule 450).**

**01. Board Recommendation of Generic Scope of Practice.** While the professional counselor license could be considered generic in nature, it should not be viewed as an authorization to provide counseling services to every client population in every possible professional setting. The letter which accompanies the issuance of the first license will recommend the general scope of the licensee's appropriate practice. This recommended scope of practice will be consistent with the Board's evaluation of the applicant's graduate major, supervised experience and other corroborative information. (7-1-93)

**02. Submission of Additional Information for Scope of Practice.** A licensed counselor who considers the Board's recommended guidelines to be too restrictive may wish to submit additional information to acquaint the Board with new, possibly more expansive qualifications. (7-1-93)

**451. -- 499. (RESERVED).**

**500. DISCIPLINARY PROCEDURES (Rule 500).**

The disciplinary procedures of the Bureau of Occupational Licenses are the disciplinary procedures of the Counselor Licensing Board. (7-1-93)

**501. -- 549. (RESERVED).**

**550. RULE MAKING HISTORY PRIOR TO JULY 1, 1993 (Rule 550).**

Adopted October 4, 1983

Amended and Readopted December 24, 1985, Effective January 13, 1986

Amended and Readopted May 10, 1988, Effective May 30, 1988

Amended and Readopted May 16, 1991

(7-1-93)

**551. -- 999. (RESERVED).**