

NOTE: THIS VERSION OF 262 CMR 1.00 – 9.00, IS OUTDATED AS OF JUNE 5, 2015. PLEASE VISIT THE BOARD’S WEBSITE TO VIEW A COPY OF THE REGULATIONS CURRENTLY IN EFFECT.

Rules and Regulations Governing Allied Mental Health and Human Services Professionals

262 CMR 1.00 - 9.00

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262 CMR 2.00: Requirements For Licensure As a Mental Health Counselor

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2.01: Preface

To qualify for licensure as a mental health counselor, pursuant to the requirements of M.G.L. c. 112, § 165, an applicant must provide evidence satisfactory to the Board that the education and clinical field experience requirements listed in 262 CMR 2.01(2) have been met by the applicant.

All licensed mental health counselors are charged with having knowledge of the existence of 262 CMR and are required to practice mental health counseling in accordance with its provisions.

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2.02: Definitions

Approved Supervisor. An approved supervisor is a mental health practitioner who meets the qualifications listed under 262 CMR 2.02: Approved Supervisor(a), (b), (c), (d) or (e); all of these approved supervisors must have five years of full time or the equivalent part time postgraduate clinical mental health counseling experience. 262 CMR 2.02: Approved Supervisor(f) refers only to college supervision of students in practica and internships; site supervisors for practical internships must meet one of the 262 CMR 2.02: Approved Supervisor(a), (b), (c), (d) or (e). Currently approved supervisors who do not meet the standards must meet these requirements by July 1, 2004.

(a) An LMHC; a currently licensed mental health counselor.

(b) A CCMHC; a Certified Clinical Mental Health Counselor who holds a currently valid certificate.

(c) a licensed mental health practitioner who:

1. has a master's degree in social work and is licensed for independent clinical practice;
2. has a master's degree in marriage and family therapy;
3. has a doctoral degree in clinical, counseling or developmental psychology or a medical degree with a sub-specialization in psychiatry.

(d) A licensed mental health practitioner who has:

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1. a master's or doctoral degree in rehabilitation counseling, pastoral counseling, psychiatric nursing, developmental or educational psychology, or other related fields (see 262 CMR 2.02: Related Field);
2. successfully completed a Supervised Clinical Experience; and
3. achieved a passing score on the NCCMHC licensure examination.

(e) An out of state supervisor who is a licensed mental health practitioner (in states that have licensure in their discipline) and who meets the qualifications for licensure for independent clinical practice in Massachusetts in his/her respective discipline.

(f) For the specific purpose of the college supervision of students in a practicum or internship, an approved supervisor may be a mental health practitioner who:

1. holds a teaching or supervisory position in a recognized educational institution which trains clinical mental counselors; and
2. holds a graduate degree in mental health counseling or a related field.
3. Site supervisors for practica and internships must meet the qualifications for 262 CMR 2.02: Approved Supervisor(a), (b), (c), (d) or (e).

Board of Allied Mental Health Counselors and Human Services Professions. The Board at the Division of Professional Licensure that regulates and governs the licensing of Mental Health Counselors, Marriage and Family Therapists, Rehabilitation Counselors and Educational Psychologists.

CCMHC. Certified Clinical Mental Health Counselor credential issued by the National Board for Certified Counselors, Inc.

Clinical Field Experience Sites. Clinical field experience sites for pre and post masters field experience training include public and private health and mental health institutions that have integrated programs for the delivery of clinical mental health counseling, and have established provisions for appropriate supervision.

If the clinical field experience is an internship see also 262 CMR 2.02: Internship Sites.

NOTE: Neither individual nor group private practice experience will be accepted as a qualifying clinical field experience.

Contact Hours. The unit of measurement of organized learning or supervision, lasting a minimum of 50 consecutive minutes.

Contract Supervision/Contract Supervisor. Individuals or sites offering clinical mental health counseling services may contract with a supervisor to provide supervision for a fee or pro bono. The contact supervisor must have a

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minimum of five post-graduate years of experience in clinical mental health counseling and must be either a licensed mental health counselor (LMHC), or a CCMHC. A contract supervisor must have a written agreement with the individual and the site regarding the supervision to be provided. Written notice of the agreements with a contract supervisor must be provided to and maintained on file by appropriate personnel at the site. Quarterly evaluations of the supervisee must be completed by the contact supervisor and reviewed and maintained on file by appropriate personnel at the site.

Direct Client Contact Experience. Direct/face to face clinical counseling experience with individuals, groups, couples and families in clinical field experience sites. Such experience does not include vocational guidance services, academic school guidance counseling, industrial or organizational consulting services, teaching or conducting research.

Emergency Contact (on-site). In school settings where individuals are working as school adjustment counselors, the school principal, a guidance counselor or a licensed educational psychologist may serve as the emergency contact. In certain health care facilities where mental health counseling is provided, a licensed rehabilitation counselor, a licensed psychologist, a psychiatric nurse practitioner or a designated clinical administrator may serve as the emergency contact. The emergency contact does not replace the need for a clinical supervisor.

Full Time. 35 hours per week, 48 weeks per year. The full time practice of clinical mental health counseling includes at least ten hours per week (28.5%) of direct/face to face client contact experience clinical work with individuals, groups, couples or families.

Graduate Level Course. A course consisting of graduate level academic work. For required courses, a graduate level course is a minimum of three semester credits or four quarter credits. For electives, courses may be one or more semester/quarter credits.

Group Supervision. A regularly scheduled meeting of not more than ten mental health practitioners under the direction of an approved supervisor for a period of at least one contact hour. "Peer" supervision groups will not be considered to be qualifying supervision for these purposes.

Individual Supervision. A meeting of not more than two mental health practitioners with an approved supervisor for at least one contact hour.

Internship. A distinctly defined, post-practicum, supervised curricular experience that totals a minimum of 600 clock hours. An internship is intended to enable the individual to enhance clinical mental health counseling skills, and integrate professional knowledge and skills appropriate to the individual's initial professional placement. An internship provides an opportunity for the individual to perform all the activities that a regularly employed staff member in the setting would be expected to perform.

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Internship Sites. Appropriate internship sites are described in the 262CMR 2.02: Clinical Field Experience Sites; in addition internship sites must provide an emergency contact on-site. This does not take the place of the required clinical supervision by an approved supervisor on-site or a contract supervisor. In the case where the internship is conducted in the intern's place of employment, the internship site must provide additional activities and supervision clearly delineated from the intern's usual work activities.

Licensed Mental Health Counselor. A person licensed or eligible for licensure under M.G.L. c. 112, § 165.

Licensure Examination. The examination for licensure as a mental health counselor shall be the National Clinical Mental Health Examination (NCMHCE) administered by the National Board for Certified Counselors, Inc. (NBCC).

Mental Health Counseling. The rendering of professional services to individuals, families or groups for compensation, monetary or otherwise. These professional services include: applying the principles, methods, and theories of counseling, human development, learning theory, group and family dynamics, the etiology of mental illness and dysfunctional behavior and psychotherapeutic techniques to define goals and develop a treatment plan of action aimed toward the prevention, treatment and resolution of mental and emotional dysfunction and intra or interpersonal disorders to all persons irrespective of diagnosis. The practice of mental health counseling includes, but is not limited to, assessment, diagnosis and treatment, counseling and psychotherapy, of a nonmedical nature of mental and emotional disorders, psychoeducational techniques aimed at prevention of such disorders, and consultation to individuals, couples, families, groups, organizations and communities.

NCMHCE. National Clinical Mental Health Counselor Examination.

NCCMHCE. National Certified Clinical Mental Health Counseling Examination.

Part Time. For the purpose of meeting the post-graduate clinical field experience requirement, part time practice of mental health counseling must complete the number of required hours (3360) within a six year period. 50% of part time work must be direct/face to face client contact experience and there must be bi-weekly case consultation or supervision.

Practicum. A distinctly defined, pre-internship, supervised curricular experience that totals a minimum of 100 clock hours over a minimum of a full academic term. A practicum provides for the development of clinical mental health counseling and group work skills under supervision. A practicum may take place on the academic campus or in a field setting.

Recognized Educational Institution. An educational institution licensed or accredited by the state in which it is located which meets national standards for the granting of a master's or doctoral degree. "National standards" shall be deemed to include, but not limited to, approval by the United States Department of Education.

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Related Field. An accredited degree in counselor education, creative arts therapy, community mental health, adjustment counseling, rehabilitation counseling, educational or developmental psychology, psychoanalysis, or other field determined by the Board to be a related field.

Supervised Clinical Field Experience. Supervision by an approved supervisor while in the practice of clinical mental health counseling services.

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2.03: Licensure Eligibility Categories

A candidate for licensure as a mental health counselor must meet the requirements of 262 CMR 2.03(1) or (2):

(1) CCMHC (Certified Clinical Mental Health Counselor). A candidate applying under this category must provide satisfactory evidence that the candidate is currently a CCMHC in good standing with the NBCC (National Board for Certified Counselors);

(2) Non-CCMHC. A candidate who does not have current CCMHC certification must:

(a) meet the education/degree completion requirements described in 262 CMR 2.04, 2.05, and 2.06;

(b) meet the Post Master's clinical mental health field experience and supervision requirements described in 262 CMR 2.07; and

(c) achieve a passing score on the NCMHCE (National Clinical Mental Health Counselor Examination). Scores on the examination remain valid for a period of five years from the date the examination was taken.

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2.04: Education and Degree Requirements: Pre-July 1, 1998

A candidate must meet all of the following requirements prior to July 1, 1998 in order to be eligible for licensing;

(1) Degree Requirements. A master's degree in mental health counseling or a related field. The degree must be from a recognized, accredited educational institution.

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(2) Educational Requirements. In addition to the master's degree, or as components of that degree, candidates must met the following requirements:

(a) 48 graduate semester hours

(b) A practicum (a minimum of 100 hours)

(c) An internship (a minimum of 600 hours)

(d) Required Courses. Total required courses = three. Successful completion of one graduate level course (three semester hours or four quarter hours) in each of the following content areas listed in 262 CMR 2.04(2)(d)1. through 3.:

1. Counseling Theory, Practice and Techniques
2. Human Psychology, Development, Behavior and Learning, and Personality Theory
3. Psychopathology, Abnormal Psychology, Abnormal Behavior, Etiology Dynamics and Treatment of Abnormal Behavior

(e) Elective Courses. Total elective courses = Six. Successful completion of a minimum of six graduate level courses in the content areas listed in 262 CMR 2.04(2)(e)1. through 10.:

1. Social and Cultural Foundations, Populations and Cultures
2. Group Dynamics and Development
3. Appraisal/Assessment/Crisis Intervention, DSM-111R or DSM-1V
4. Research and Evaluation
5. Professional Orientation Ethics/Legal Issues
6. Psychopharmacology for non-medical professionals
7. Addiction Disorders
8. Marriage and Family/Human Sexuality and Lifestyle Choices
9. Psychotherapeutic Techniques, Treatment and Modalities
10. School counseling/Career and Lifestyle Choices

<>(f) 25 hours supervision by an LMHC, or by a Certified Clinical Mental Health Counselor (CCMHC).

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2.05: Education and Degree Requirements: Post-July 1, 1998

(1) Degree Requirements. A minimum of 60 semester hours of graduate level academic courses in counseling or a related field; this includes a minimum 48 semester credit Master's degree. If the candidate does not have a minimum 48 semester credit Master's degree, other options are:

- (a) a Master's degree with an advanced certificate (e.g. CAS, CAGS); or
- (b) a second Master's degree; or
- (c) a Doctoral degree.

All degrees/certifications must be from integrated, planned and comprehensive programs; and must be from regionally accredited institutions of higher education.

(2) Education Requirements. As components of the degrees/certificates listed in 262 CMR 2.05(1) or in addition to them candidates must meet the following requirements:

(a) 60 graduate semester hours; if the candidate has the minimum 48 semester credit master's degree, they need 12 credits in addition; if the candidate does not have a 48 semester credit master's degree, see 262 CMR 2.05(1), degree requirements.

(b) A practicum (a minimum of 100 hours)

(c) An internship (a minimum of 600 hours)

(d) Required Course Areas; A minimum three semester hour or four quarter hour course must be taken in each of the ten areas. Candidates must successfully complete a minimum of ten graduate level courses, covering the content areas listed in 262 CMR 2.05(2)(d)1. through 10. Each course can be used to fill only one requirement.

1. Counseling Theory. The theories of psychotherapy and counseling, theories of personality, treatment and prevention modalities.
2. Human Growth and Development. Understanding the nature of human development.
3. Psychopathology Identification, diagnosis of and treatment planning for abnormal, deviant or psychopathological behavior.
4. Social Cultural Foundations. (e.g.) Issues and trends of a multicultural and diverse society; working with minority populations.
5. Helping Relationships. Counseling techniques, skills and procedures.
6. Group Work. Dynamics and processes

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7. Special Treatment Issues. (e.g.) Psychopharmacology, substance abuse, school, career issues, marriage and family treatment, sexuality and lifestyle choices, treating special populations.
8. Appraisal. Appraisal and psychological assessment and techniques.
9. Research and Evaluation.
10. Professional Orientation. ethical and legal issues in counseling.

(e) Electives Areas; Elective courses must include knowledge and skills in the practice of mental health counseling. Students should understand the scope of practice and learn the responsibilities in the clinical practice of mental health counseling. Appropriate courses could include any of the Special Treatment Issues listed above, as well as:

1. modalities for maintaining and terminating counseling and psychotherapy;
2. consultation skills;
3. outreach and prevention strategies;
4. diagnosis and treatment issues;
5. working with special populations;
6. professional identity and practice issues, including historical perspectives;
7. mental health regulations and policy;
8. management of community mental health problems.

Similar related courses focused on issues related to the practice of mental health counseling are also appropriate.

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2.06 Pre-master's Clinical Field Experience Requirements

(See 262 CMR2.02: Definitions: Practicum and Internship for further clarification; 262 CMR2.02: Definitions: Clinical Field Experience Sites and Internship Sites are also guides for internship placements)

(1) Practicum Hours Requirement. Applicants must complete a minimum of 100 hours of pre-master's degree supervised clinical experience in mental health counseling providing direct client contact (e.g.) individuals, groups, couples, families). A practicum may take place on the academic campus or in a clinical field experience site. A Practicum must include:

(a) 40 hours of direct/face-to-face client contact experience with clientele appropriate to the program agency emphasis area; or peer role plays and laboratory experience in individual, group, couple and family interactions.

(b) 25 hours of supervision, over a minimum period of one-half to one full academic term, of which:

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1. a minimum of ten hours must be individual supervision using direct observation or contemporary audio and/or visual recording techniques;
2. a minimum of five hours must be group supervision with no more than ten students;
3. the remaining ten hours may be individual or group supervision.

(c) College and Site Supervisors.

1. For practicum and/or internship college supervision, an approved supervisor may be a person who holds a graduate degree in mental health counseling or a related field and has a teaching or supervisory position in a recognized educational institution which trains clinical mental health counselors.
2. Site supervisors must be approved supervisors or contract supervisors as listed in 262 CMR 2.02: Definitions.
3. Practicum students in a clinical field experience site may only see Clients when there's a clinical supervisor or emergency contact on site as listed in 262 CMR 2.02: Definitions.

(d) Regular evaluations of the student's performance throughout the practicum, including a formal evaluation at the completion of the practicum.

(2) Internship Hours Requirement. Applicants must complete a minimum of 600 hours of pre-master's degree supervised experience in clinical mental health counseling providing direct face-to-face client contact (e.g. individuals, groups, couples and families). An internship must include:

(a) 240 hours of direct client contact experience with clientele appropriate to the program emphasis area and in the context of activities that enable the intern to enhance clinical mental health counseling skills.

(b) 45 hours of supervision, of which:

1. a minimum of 15 hours must be individual supervision by an approved supervisor, or a contract supervisor;
2. a minimum of 15 hours must be group supervision, with no more than ten supervisees in a group, by an approved supervisor or contract supervisor;
3. the remaining 15 hours may be individual or group supervision.

(c) College and Site Supervisors:

1. For practicum and/or internship college supervision, an approved supervisor may be a person who holds a graduate degree in mental health counseling or a related field and has a teaching or supervisory position in a recognized educational institution which trains clinical mental health counselor.
2. site supervisors must be approved supervisors or contract supervisors as listed in 262 CMR 2.02: Definitions.

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3. Interns may only see clients when there is a clinical supervisor or emergency contact on site as listed in 262 CMR 2.02: Definitions.

(d) Degree Completion:

1. Pre-July 1, 1998. Post master's internship; Applicants who perform an internship after the award of a qualifying 48 semester hour graduate degree may credit post-degree internship experience toward the post master's clinical field experience requirement. Such an internship must include a clearly defined educational program and schedule of services and duties to be performed the intern. A written evaluation of the performance of the intern plus an evaluation of the internship experience by the intern must be provided.
2. Post-July 1, 1998. Internships must be part of an applicant's educational program.

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2.07 Post-master's Clinical Field Experience Requirements

(1) Post-master's Hours Requirements: Applicants must complete a minimum of two years of full-time or equivalent part-time, post-master's degree supervised clinical field experience in mental health counseling, providing direct/face-to-face client contact with individuals, groups, or families. Post master's work experience may not begin until an individual has earned 60 credits, including all requirements:

(a) Total Hours Required = 3,360; and

(b) Direct Client Contact Hours Required = 960; a maximum of 250 hours of the required 960 direct/face-to-face client contact hours may be group client contact experience.

(2) Post-master's Degree Supervision Requirements:

(a) Total Supervision Hours Required = minimum of 130

(b) Individual Supervision Hours Required = minimum of 75

(c) Supervision must include a minimum of one hour of supervision for every 16 client contact hours

(d) Supervision must be by an approved supervisor.

(3) On-site Supervision Requirements: The applicant must have a formal relationship with the work site and must be supervised a minimum of one hour for every 16 hours of direct/face-to-face client contact experience. The

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supervisor must be a staff member of the site who is an approved supervisor or a contract supervisor who has entered into a written agreement with the individual and the site to provide supervision either on or off site, in accordance with the requirements of contract supervision and supervision as defined by 262 CMR 2.02.

(4) On-site Emergency Contact For Supervision:

(a) In school settings where individuals are working as school adjustment counselors, the school principal, a guidance counselor or a licensed educational psychologist may serve as the emergency contact.

(b) In certain health care facilities where mental health counseling is provided, a licensed rehabilitation counselor, a licensed educational psychologist, a psychiatric nurse practitioner or a designated clinical administrator may serve as the emergency contact.

Emergency contact provision must be in place for all work placement settings. The emergency contact individual DOES NOT replace the requirement for an approved supervisor.

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2.08: Supervision Hour Requirements

Total supervision hours required, pre-and post-master's combined = 200 hours

(1) Pre-master's Degree Supervision. A minimum of 70 hours of supervision, both individual and group;

(2) Post-master's Degree Supervision. A minimum of 130 hours of supervision, of which a minimum of 75 hours must be in individual supervision;

(3) Of the 200 total hours, a minimum of 25 hours (pre- and/or post-master's) must be supervision (individual or group) by a licensed mental health counselor (LMHC) , a Certified Clinical Mental Health Counselor (CCMHC). All the above supervisors must have at least five years post master's clinical mental health counseling experience. Applications filed after July 1, 2004 must document 50 hours.

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REGULATORY AUTHORITY

262 CMR: M.G.L. c. 112, §§ 163 through 172, M.G.L. c. 13, §§ 88 through 90

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262 CMR 3.00: Requirements For Licensure As a Marriage and Family Therapist

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3.01: Preface

To qualify for licensure as a marriage and family therapist, pursuant to M.G.L. c. 112, § 165, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements of one of the Licensure Eligibility Requirements described in 262 CMR 3.03 have been met by the applicant.

All licensed marriage and family therapists are charged with having knowledge of the existence of 262 CMR and are required to practice marriage and family therapy in accordance with them.

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3.02 Definitions

AAMFT. The American Association for Marriage and Family Therapy

Approved Supervisor.

(a) A marriage and family therapist designated as an " Approved Supervisor" by the AAMFT to supervise the clinical practice of marriage and family therapists, or

(b) a licensed marriage and family therapist, rehabilitation counselor, educational psychologist, mental health counselor, psychologist, psychiatrist, all of whom holds a masters degree in either social work, marriage and family therapy, rehabilitation counseling, educational psychology, counseling or an equivalent field, or holds a doctorate degree in psychology, or a medical degree with a sub-specialization in psychiatry, and who:

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1. has had primary supervisory responsibility for two practitioners providing marriage and family therapy for a period of two years or the equivalent; or
2. holds either a teaching or supervisory position in a recognized educational institution, institute or agency which trains marriage and family therapists, provides clinical services to individuals, couples and families on a regular basis, or offers graduate degrees in marriage and family therapy or a related field.

Board. Board of Allied Mental Health and Human Service Professions.

Clinical Internship or Practicum. A supervised internship or practicum in marriage and family therapy shall be included in the masters or doctoral program of study. The internship or practicum shall include a minimum of 300 hours of direct/face to face client contact with individuals, family groups, couples, groups or organizations (public or private) under the direction of an approved supervisor. The supervision shall consist of 100 face-to-face hours, of which 50 must be individual supervision. In addition, of the 100 hours of supervision, 25 hours must be supervision of direct observation or audio or videotape supervision.

Full-Time. 35 hours per week/48 weeks per year. The full-time practice of marriage and family therapy includes at least ten hours per week of clinical work with individuals, family groups, couples, groups or organizations (public or private).

Graduate Level Course. Three semester credit or four-quarter credit graduate credits from a Recognized Educational Institution.

Group Supervision. A regularly scheduled meeting of marriage and family therapy supervision of not more than six practitioners, plus an approved supervisor, for a period of at least 1½ hours "Peer" supervision will not be considered to be qualifying supervision for these purposes.

Individual Supervision. A regularly scheduled meeting of marriage and family therapy supervision of not more than two practitioners with an approved supervisor for a period of at least one hour.

Licensure Examination. The examination for licensure as a marriage and family therapist shall be the "Examination in Marital and Family Therapy" developed by the Association of Martial and Family Therapy Regulatory Boards. The licensure examination is administered by the Board or its agent. For information on sites, dates, examination, and fees, contact the Board.

Marriage and Family Therapy. The rendering of professional mental health services to individuals, family groups, couples, groups or organizations (public or private) for compensation, monetary or otherwise. Said professional services shall include applying principles, methods and therapeutic techniques to individuals, family groups, couples, groups or organizations (public or private) for the purpose of resolving emotional conflict, modifying

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perceptions and behavior, enhancing communication and understanding among family members and the prevention of family and individual crises. Marriage and family therapists may also engage in psychotherapy of a non-medical nature with appropriate referrals to psychiatric resources and other mental health professionals and organizations.

Psychotherapy of a Non-medical Nature. The utilization of psychological and interpersonal theories and related practice methodologies to assess, diagnose, treat and interpret to modify conscious and unconscious processes of behavior.

Recognized Educational Institution. An educational institution licensed or accredited by the state in which it is located which meets national standards for the granting of a master's or doctoral degree. " National Standards" shall be deemed to include, but not be limited to, approval by the United States Department of Education.

Related Field. Psychology, social work, counselor education, counseling psychology, theology, law, medicine, nursing, community mental health, education with a concentration in counseling or psychology, or other field determined by the Board to be a related field.

Supervised Clinical Experience (Post-degree). A minimum of 200 hours of supervision in the clinical practice of marriage and family therapy by an approved supervisor. A minimum of 100 hours of the required minimum 200 hours of supervision must be individual supervision.

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3.03 Licensure Eligibility Requirements

A candidate for licensure as a marriage and family therapist must meet the minimum requirements of 262 CMR 3.03.

(1) Clinical Member of the AAMFT. A candidate applying under this category must provide satisfactory evidence that:

(a) the applicant is currently a clinical member in good standing of the AAMFT;

(b) The applicant has achieved a passing score on the national licensing examination, or its equivalent; or

(2) The following requirements:

(a) A master's or doctoral degree in marriage and family therapy or related field from a recognized educational institution.

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1. Degree Completion Prior to July 1, 1999. The graduate program of study must be a minimum of 45 credit hours. If an applicant's degree was less than 45 hours, a further degree or CAGS (Certificate of Advanced Graduate Study) or its equivalent is required, which shall meet the 60 semester hour requirement.
2. Completion after July 1, 1999. The graduate program of study required must be a minimum of 60 semester hours. If an applicant's master's or doctoral degree program of study consisted of less than 60 semester hours, evidence of completion of graduate level courses outside of the degree program in the content areas listed in 262 CMR 3.03(2)(b) sufficient to meet the 60 semester hour degree, required courses, and internship or practicum requirements must be submitted to the Board for review and approval.

(b) Successful completion of:

1. Three graduate level courses in each of the following content areas (Total courses required = nine):
 - a. Marital and Family Studies. Family life cycle; sociology of the family; families under stress; the contemporary family; family in a social context; the cross-cultural family; and youth/adult/aging and the family; family subsystems; individual, interpersonal relationships (marital, parental, sibling).
 - b. Marital and Family Therapy. Family therapy methodology; family assessment; treatment and intervention methods; overview of major clinical theories of marital and family therapy.
 - c. Human Development. Human development; personality theory; human sexuality; psychopathology; behavior-pathology. One course in this category must be in psychopathology or its equivalent.
2. One graduate level course in each of the following content areas (Total courses required = 2):
 - a. Professional Studies. Professional socialization and the role of the professional organization; legal responsibilities and liabilities; independent practice and interprofessional cooperation; ethics; family law.
 - b. Research. Research design; methods; statistics; research in marital and family studies and therapy;
3. Clinical internship or practicum.

(3) Two Year Experience Requirement. A minimum of two years full-time, or equivalent part-time (3360 hours), post masters supervised clinical experience with individuals, family groups, couples, groups or organizations (public or private) for the purpose of assessment and intervention in a clinic or hospital licensed by the Commonwealth of Massachusetts Department of Mental Health accredited by the Joint Commission on Accreditation of Health Care Organizations or an equivalent center or institute, or under the direction of an approved supervisor. Private practice settings are not considered acceptable settings for this post-masters supervised clinical experience. 200 hours of supervision are required, of which 100 hours must be individual supervision. The required two years full-time, or equivalent part-time, supervised clinical experience in marriage and family therapy must include a minimum of 1000 hours of post-master's degree face-to-face contact hours of clinical experience with individuals, family groups, couples, groups or organizations (public or private) under the direction of an approved supervisor; a minimum 500

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hours of which must be face-to-face contact hours of clinical experience with couples and families under the direction of an approved supervisor.

(4) Achievement of a passing score on the licensure examination.

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3.04: Reciprocity

The Board shall issue a license without examination to an applicant licensed as a professional in a comparable field in another state whose requirements for the license are determined by the Board to be equivalent to or exceed the requirements of the Commonwealth.

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REGULATORY AUTHORITY

262 CMR 3.00: M.G.L. c. 112, §§ 163 through 172; M.G.L. c. 13, §§ 88 through 90

262 CMR 4.00: Requirements For Licensure As a Rehabilitation Counselor

By the [Division of Professional Licensure](#)

4.01: Licensure Requirements

(1) **Preface.** To qualify for licensure as a rehabilitation counselor, pursuant to the requirements of M.G.L. c. 112, § 165, as amended, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements described in 262 CMR 4.01(3) have been met by the applicant.

All licensed rehabilitation counselors are charged with having knowledge of the existence of 262 CMR and required to practice rehabilitation counseling in accordance with them.

(2) **Definitions.**

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Approved Supervisor.

- (a) A rehabilitation counselor currently certified as a CRC by the CRCC;
- (b) a currently licensed rehabilitation counselor, or an individual who meets the qualifications for licensure as a rehabilitation counselor by the Board; or
- (c) a person who has a minimum of five years of clinical experience in rehabilitation counseling and either:
 - 1. a master's degree in rehabilitation counseling or a related field;
 - 2. a doctorate in psychology; or
 - 3. a medical degree with a subspecialization in psychiatry.

Board. Board of Allied Mental Health and Human Services Professions.

CRCC. The Commission on Rehabilitation Counselor Certification.

CRC. Certified Rehabilitation Counselor credential issued by the CRCC.

Full Time. 35 hours per week/48 weeks per year.

Graduate Level Course. Three credit semester or four credit quarter graduate level course.

Group Supervision. A regularly scheduled meeting of not more than six rehabilitation professionals with an approved supervisor for a period of at least one hour. "Peer" supervision will not be considered to be qualifying supervision for these purposes.

Individual Supervision. A meeting of not more than one or two rehabilitation professionals with an approved supervisor for a period of at least one hour.

Internship.

- (a) A distinctly defined, post-practicum, supervised curricular experience intended to enable the rehabilitation counselor to refine and enhance basic rehabilitation counseling skills, develop more advanced rehabilitation counseling skills, and integrate professional knowledge and skills pertinent to the initial post-graduate professional experience.
- (b) An internship completed after the award of a qualifying graduate degree must include a clearly defined program and schedule of services and duties to be performed by the intern. Written evaluations of the performance of the

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interns, as well as an evaluation of the internship experiences by the intern, must be included in post-graduate internships.

Licensure Examination. The examination for licensure as a rehabilitation counselor shall be the CRCC Certification Examination. The CRC credential/certification is not required for licensure. The licensure examination is administered two times per year by the CRCC. For information on sites, dates of administration, and fees, contact the CRCC.

Recognized Educational Institution. An educational institution licensed by the state in which it is located which meets national standards for the granting of a master's or doctoral degree. "National Standards" shall be deemed to include, but not be limited to, approval by the United States Department of Education.

Related Field. Counselor education, psychology, counseling psychology, education with a concentration in counseling or psychology, or other field determined by the Board to be a related field.

Supervised Clinical Experience. A minimum total of 200 hours of group and individual supervision in the clinical practice of rehabilitation counseling by an approved supervisor. A minimum of 100 hours of the required minimum 200 hours of supervision must be individual supervision.

(3) **Licensure Eligibility.** A candidate for licensure as a rehabilitation counselor must meet the requirements set forth in 262 CMR 4.01(3)(a) through (e).

(a) **A Master's or Doctoral Degree in Rehabilitation Counseling or a Related Field from a Recognized Educational Institution.** The graduate degree program of study must have included an internship. If an applicant's master's or doctoral degree program of study consisted of less than 48 semester hours, or, if the applicant's master's or doctoral degree program of study did not include the courses listed in 262 CMR 4.01(3)(b) and/or an internship, evidence of completion of graduate level courses and/or an internship outside of the degree program sufficient to meet the 48 semester hour, course and internship requirements, must be submitted to the Board for review and approval. An applicant who was awarded a graduate degree from a combined professional graduate program must submit the program of study for such combined program for review and approval of such program by the Board;

(b) Successful completion of one graduate level course in each of the following content areas (Total courses required = 5):

- Job Placement/Development/Vocational Analysis/Transferable Skill Development
- Vocational Assessment and Evaluation
- Vocational and Affective Counseling
- Rehabilitation Plan Development

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- Medical Aspects of Disabilities

(c) A minimum of two years full-time, post-master's degree supervised clinical experience or equivalent part-time, work experience in rehabilitation counseling in a clinic or hospital licensed by the Department of Mental Health or accredited by the Joint Commission on Accreditation of Hospitals or in an equivalent center or institute, or under the direction of an approved supervisor. Applicants who have completed a qualifying master's degree consisting of a 48 semester hour program of study which included an internship may be credited a maximum of ½ of the total number of hours of the internship experience toward the clinical experience requirement;

(d) Successful completion of a Supervised Clinical Experience; and

(e) Achievement of a passing score on the licensure examination. If an applicant is currently a CRC in good standing, a copy of the applicant's CRCC membership certificate may be submitted with the licensure application in lieu of an examination score report from the CRCC.

REGULATORY AUTHORITY

262 CMR 4.00: M.G.L. c. 112, §§ 163 through 172, c. 13, §§ 88 through 90, St. 1987 c. 521, as amended by St. 1989 c. 720 and St. 1990 c. 477.

262 CMR 5.00: Requirements For Licensure As an Educational Psychologist

By the [Division of Professional Licensure](#)

5.01: Licensure Requirements

(1) **Preface.** To qualify for licensure as an educational psychologist, pursuant to the requirements of M.G.L. c. 112, § 165, as amended, an applicant must provide evidence satisfactory to the Board that the professional standards and education experience requirements described in 262 CMR 5.01(3) have been met by the applicant.

All licensed educational psychologists are charged with having knowledge of the existence of 262 CMR and required to practice educational psychology in accordance with them.

(2) **Definitions.**

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Approved Supervisor. A school psychologist who:

- (a) is licensed as an educational psychologist, or meets the qualifications for licensure as an educational psychologist by the Board; and
- (b) has a minimum of five full-time academic years, or equivalent part-time, experience as a certified school psychologist.

Board. Board of Allied Mental Health and Human Services Professions.

CAGS. Certificate of Advanced Graduate Study.

Full-Time Academic Year. A full-time academic year consists of a minimum of 180 days. Two full-time academic years consist of a minimum of 360 days.

Licensure Examination. The examination for licensure as an educational psychologist shall be the National School Psychology Examination (ETS/NTE #40) of the National Association of School Psychologists (NASP) administered by Education Testing Service (ETS). NASP Certification as an NCSP is not required for licensure. The licensure examination is administered three times per year by ETS. For information on sites, dates of administration, and fees, contact ETS.

School Psychological Services. Consists of employment by a public school system or private school or agency as a Department of Education certified school psychologist engaged in the role and performing the duties of a school psychologist. Private practice/self-employment as a school psychologist is not acceptable in fulfillment of the post-master's degree work experience in school psychological services requirement.

Supervised Clinical Experience. A minimum of 60 hours of post-master's degree supervision in the practice of school psychological services by an approved supervisor.

Supervision. A regularly scheduled meeting of not more than six school psychologists with an approved supervisor for period of at least one hour. "Peer" supervision will not be considered to be qualifying supervision for these purposes.

(3) **Licensure Eligibility Categories.** A candidate for licensure as an educational psychologist must meet the requirements set forth in 262 CMR 5.01(3)(a) through (e):

(a) **A Master's Degree, CAGS, or Doctoral Degree in School Psychology from an Educational Institution Licensed or Accredited by the State in which it is Located.** The applicant's graduate degree must consist of:

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1. a minimum of 60 credits of approved graduate course work: If an applicant's graduate degree program of study consisted of less than 60 credits of approved graduate course work, evidence of completion of graduate level courses outside of the degree program sufficient to meet the 60 credit approved courses requirement must be submitted to the Board for review and approval;
 2. a Practicum/Internship experience consisting of a minimum of 1200 clock hours of supervised field placement. If an applicant's graduate degree program of study did not include a minimum of 1200 clock hours of supervised field placement, evidence of completion of additional hours of supervised field placement outside of the graduate degree program sufficient to meet the 1200 clock hour requirement must be submitted to the Board for review and approval;
- (b) Current certification (copy of certificate) as a school psychologist by the Department of Education of the Commonwealth of Massachusetts or comparable certification from another state;
- (c) A minimum of two full-time academic years, or equivalent part-time, post-master's degree experience in school psychological services;
- (d) Successful completion of a Supervised Clinical Experience; and
- (e) Achievement of a passing score on the licensure examination.

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REGULATORY AUTHORITY

262 CMR 5.00: M.G.L. c. 112, §§ 163 through 172, c. 13, §§ 88 through 90, St. 1987 c. 521, as amended by St. 1989 c. 720 and St. 1990 c. 477.

262 CMR 6.00: Disciplinary Proceedings

By the [Division of Professional Licensure](#)

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- 6.01: [Preface](#)
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- 6.05: [Adjudicatory Hearing](#)
- 6.06: [Final Decision and Order and Miscellaneous Provisions](#)

6.01: Preface

262 CMR 6.00 governs the disposition of matters relating to the practice of any person holding or having held a license issued by the Board of Allied Mental Health and Human Services Professions under M.G.L. c. 112, §§ 163 through 172, and the conduct of adjudicatory hearings by the Board. 262 CMR 6.00 is based on the principle of fundamental fairness to licensees and clients and shall be construed to secure a speedy and just disposition.

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6.02: Definitions

Adjudicatory hearing. A formal administrative hearing conducted pursuant to M.G.L. c. 30A.

Board. The Board of Allied Mental Health and Human Services Professions.

Complaint. A communication filed with the Board which charges a licensee with misconduct.

Informal. Not subject to strict procedural or evidentiary rules.

Licensee. A person holding or having held a license issued pursuant to M.G.L. c. 112, §§ 163 through 172.

Order to Show Cause. A paper issued by the Board ordering a licensee to appear before the Board for an adjudicatory proceeding and show cause why the licensee should not be disciplined.

Party. A respondent, prosecutor representing the Board, or intervenor in an adjudicatory proceeding pursuant to 801 CMR 1.01(9).

Quorum. A majority of the Board excluding vacancies.

Respondent. The licensee named in an Order to Show Cause.

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6.03: General Provisions

(1) **Communications.** all written correspondence should be addressed to and filed with the Board of Allied Mental Health and Human Services Professions, [100 Cambridge Street](#), 15th Floor, Boston, Massachusetts 02202.

(2) (a) **Service.** The Board shall provide notice of its actions in accordance with the Standard Adjudicatory Rules of Practice and Procedure (801 CMR 1.01(4)(b) and (5)(f)) or otherwise with reasonable attempts at in-hand service, unless the respondent otherwise has actual notice of the board's action. Where 262 CMR 6.00 provides that the Board must notify parties, service may be made by first class mail. A notice of appearance on behalf of a respondent shall be deemed an agreement to accept service of any document on behalf of the respondent, including a Final Decision and Order of the Board. When a Hearing Officer has jurisdiction over an adjudicatory proceeding, proper service by the respondent includes filing copies of all papers and exhibits with: (1) the Board, care of its counsel; (2) the Hearing Officer assigned to the adjudicatory proceeding; and (3) the Prosecutor assigned to the adjudicatory proceeding. All papers served must be accompanied by a certificate of service.

(b) **Notice to Board Members.** A respondent (or his/her representative) and other persons shall not engage in ex parte communications with individual Board members regarding a disciplinary proceeding. Communications to the Board regarding disciplinary proceedings shall be in writing and directed to Board members as follows: One copy to the Chair of the Board, one copy to the Board Counsel, and one copy to the Prosecutor assigned to the adjudicatory proceeding.

(3) **Date of Receipt.** Communications are deemed received on the date of actual receipt by the Board.

(4) **Computation of Time.** The Board shall compute time in accordance with 801 CMR 1.01(4)(c).

(5) **Extension of Time.** The Board in its discretion may extend any time limit prescribed or allowed by 262 CMR 6.00.

(6) **Identification and Signature; Paper Size.** All papers filed with the Board in the course of a disciplinary proceeding must contain the name, address, and telephone number of the party making the filing and must be signed by either the party or an authorized representative. Paper size shall be 8 ½" by 11".

(7) **Decisions by the Board; Quorum.** Unless 262 CMR 6.00 provides otherwise, a majority of members present and voting at a Board meeting shall make all decisions and the Board shall record its decisions in the minutes of its meetings. A quorum is six members of the Board, provided one member is a public member.

(8) **Public Nature of Board Meetings Under 262 CMR 6.00.**

(a) All meetings of the Board are open to the public to the extent required by M.G.L. c. 30A, § 11A.

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(b) As provided by M.G.L. c. 30A, § 11A, a Board meeting held for the purpose of making a decision required in an adjudicatory proceeding is not open to the public. Evidentiary hearings before individual hearing officers are generally open to the public, but the Board may carry out its functions under 262 CMR 6.00 in closed session if these functions affect an individual licensee or client, the licensee or client requests that the Board function in closed session, and the Board or hearing officer determines that functioning in closed session would be consistent with law and in the public interest.

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6.04: Disposition of Complaints

(1) **Initiation.** Any person, organization, or members of the Board may make a complaint to the Board which charges a licensee with misconduct. The Board, in its discretion, may investigate anonymous complaints.

(2) **Complaint Committee.** The Board may establish one or more Complaint Committees to review complaints charging a licensee with misconduct. If the Board or a Complaint Committee determines that a communication does not relate to any of the matters set forth in M.G.L. c. 112, § 169 and/or 262 CMR 6.00, the Board or the Complaint Committee may refer the communication to the proper authority or regulatory agency.

(3) **Investigations.**

(a) **Preliminary Investigation.** A Board investigator shall conduct such preliminary investigation, which may include a request for an answer from the licensee, as is necessary to allow the Board or a Complaint Committee to determine whether a complaint is frivolous or lacking in either merit or factual basis.

(b) **Subsequent Inquiry, Investigation.** After receipt and review of a complaint, if the Board or a Complaint Committee determines that the complaint is frivolous or lacking in either legal merit or factual basis, it may dismiss or close the complaint. As to the other complaints, the Board or a Complaint Committee shall conduct, or cause to be conducted, any reasonable inquiry or investigation it deems necessary to determine the truth and validity of the allegations set forth in the complaint.

(4) **Investigative Conference.** To facilitate disposition, the Board or a Complaint Committee may request any person to attend an investigative conference at any time prior to the commencement of an adjudicatory proceeding. The Board or Complaint Committee shall give timely notice of the conference with reference to the complaint or a statement of the nature of the issues to be discussed.

(5) **Grounds for Complaint.**

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(a) **Specific Grounds for Complaints Against Licensees.** A complaint against a licensee may be based on any of the following: Fraudulent or deceptive procurement, or attempt at fraudulent or deceptive procurement, of a license or its renewal; commitment of an offense against any provision of the laws of the Commonwealth relating to the practice of the profession, or any rule or regulation adopted thereunder; conduct which places into question the licensee's competence to practice the profession, including but not limited to gross misconduct in the practice of the professions or practicing the profession fraudulently or deceitfully, or beyond its authorized scope, or with gross incompetence, or with gross negligence on a particular occasion or negligence on repeated occasions; violation of any regulation of the Board; failure, without cause, to cooperate with any request by the Board or its investigator to appear before it or provide it with information; practicing the profession while the ability to practice is impaired by alcohol, drugs, physical disability or mental instability; knowingly permitting, aiding or abetting an unlicensed person to perform activities requiring a license; conviction of a felony or of a crime involving moral turpitude; continuing to practice while a license is lapsed, suspended, or revoked; having been disciplined in another jurisdiction in any way by the proper licensing authority, institution, society, credentialing board, agency, or court for reasons substantially the same as those set forth in M.G.L. c. 112, §§ 61 and/or 169 and 262 CMR 6.00; cheating on or attempting to compromise the integrity of any licensing examination; or having acted in a manner which is professionally unethical according to ethical standards of the profession.

(b) **Other Grounds for Complaints Against Licensees.** Nothing herein shall limit the Board's adoption of policies and grounds for discipline through adjudication as well as through rule-making.

(6) **Order for Answering and Answer.** The Board or a Complaint Committee may order that the licensee, who is the subject of a complaint, respond to a complaint or order. A licensee shall respond to an order or complaint either personally or through his attorney, in compliance with 262 CMR 6.03(6). An answer must address the substantive allegations set forth in the complaint or order.

(7) **Dismissal by Board or Complaint Committee.** Upon receipt of a licensee's answer or at any point during the course of investigation or inquiry into a complaint, the Board or Complaint Committee may determine that there is not and will not be sufficient evidence to warrant further proceedings or that the complaint fails to allege misconduct for which a licensee may be sanctioned by the Board. In such event, the Board or Complaint Committee may close or dismiss the complaint and otherwise communicate with the licensee as deemed appropriate by the Board.

(8) **Board Action Required.** If a licensee fails to answer as requested by the Board or Complaint Committee or if the Board or Complaint Committee determines that there is reason to believe that the acts alleged occurred and constitute a violation for which a licensee may be sanctioned by the Board, the Board may vote to issue an Order to Show Cause.

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(9) **Disposition by the Board.** The Board may require an adjudicatory hearing if it determines that there is reason to believe that the acts alleged occurred constitute a violation of any provision of 262 CMR 6.04(5) or M.G.L. c. 112, § 169. The Board may take such information action as it deems a complaint warrants. If the Board requires an adjudicatory hearing, it may appoint a Hearing Officer to preside at the adjudicatory proceeding, including referral to the Division of Administrative Law Appeals.

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6.05: Adjudicatory Hearing

After the Board issues an Order to Show Cause, the Board shall conduct all hearings in accordance with the Standard Adjudicatory Rules of Practice and Procedure (801 CMR 1.00).

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6.06: Final Decision and Order and Miscellaneous Provisions

(1) **In General.** Every Final Decision and Order of the Board requires the concurrence of a majority of the Board.

(2) **Sanctions.** In disposition of disciplinary charges brought by the Board, the Board may revoke, suspend, cancel the license, or place on probation, reprimand, censure, require the performance of public service in a manner and at a time and place to be determined by the Board, require a course of education or training, or otherwise discipline or limit the practice of a licensee.

(3) **Resignation.**

(a) A licensee who is named in a complaint or who is the subject to an investigation by the Board or who is the respondent in a disciplinary action may submit his resignation to the Board in writing stating that: he desires to resign; his resignation is tendered voluntarily; he realizes that resignation is a final act which deprives a person of all privileges of registration and is not subject to reconsideration or judicial review; and that he is not currently licensed to practice in any other state or jurisdiction, will make no attempt to gain licensure elsewhere, or will resign any other licenses contemporaneously with his resignation in the Commonwealth. The Board shall have the discretion to accept or reject a resignation submitted pursuant to 262 CMR 6.03.

(b) If a complaint, investigation, or Order to Show Cause arises solely out of a disciplinary action in another jurisdiction, within the meaning of 262 CMR 6.04(5)(a), the licensee may submit a resignation pursuant to 262

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CMR 6.06(3)(a), but need not make any representation regarding licensure status in other jurisdictions, is permitted to gain licensure elsewhere, and need not resign any other licenses contemporaneously with the resignation.

(4) **Unauthorized Practice.** The Board may refer to the appropriate District Attorney or other appropriate law enforcement agency any incidents of unauthorized practice which comes to its attention.

(5) **Imposition of Restrictions.** Consistent with 262 CMR 6.00 and M.G.L. c. 30A or otherwise by agreement with the licensee, the Board may impose restrictions to prohibit a licensee from providing particular services except under certain conditions, if the Board determines that:

(a) the licensee has engaged in a pattern or practice which calls into question his competence to provide certain services without restrictions; or

(b) the restrictions are otherwise warranted by the public health, safety and welfare.

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REGULATORY AUTHORITY

262 CMR 6.00: M.G.L. c. 13, §§ 88 through 90; c. 112, §§ 163 through 172; St. 1987, c. 521, as amended by St. 1989, c. 720 and St. 1990, c. 477.

262 CMR 7.00: Continuing Education

By the [Division of Professional Licensure](#)

-
- 7.01: [Scope, Purpose and Regulatory Authority](#)
 - 7.02: [Definitions](#)
 - 7.03: [Continuing Education Requirements](#)
 - 7.04: [Verification of Continuing Education Activities](#)

7.01: Scope, Purpose and Regulatory Authority

NOTE: THIS VERSION OF 262 CMR 1.00 – 9.00, IS OUTDATED AS OF JUNE 5, 2015. PLEASE VISIT THE BOARD’S WEBSITE TO VIEW A COPY OF THE REGULATIONS CURRENTLY IN EFFECT.

(1) The purpose of continuing education is to assure high standards for the practice of mental health counseling, marriage and family therapy, rehabilitation counseling and educational psychology by requiring licensees to participate in on-going educational activities. Through these experiences, licensees increase their competence and enhance the knowledge obtained during prior education and training.

(2) The Board promulgates 262 CMR 7.00 pursuant to M.G.L. c. 13, § 90.

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7.02: Definitions

Board: The Board of Registration of Allied Mental Health and Human Services Professions.

Board-recognized Entities: Entities that the Board has designated as appropriate to approve sponsors of continuing education activities. Entities may define CE (Continuing Education) content areas appropriate for the specific license. Designate entities may define procedures for the sponsors to follow in the delivery of CE activities.

Contact Hour: The unit of measurement for an organized learning experience lasting 50 consecutive minutes.

Entity Approved Sponsors: Continuing Education Providers that have been approved by Board recognized entities to sponsor continuing education activities. Sponsors may include, but are not limited to, colleges and universities, professional institutes, other workshop providers, and other professional training organizations.

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7.03: Continuing Education Requirements

(1) All licensees are required, as a condition of license renewal, to complete a minimum of 30 contact hours of continuing education activities per licensure/renewal period (every two years). These contact hours must be in compliance with Board approved entities' requirements.

(2) Failure to comply with the continuing education requirements of 262 CMR 7.00 will result in the non-renewal of the license.

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7.04: Verification of Continuing Education Activities

(1) Effective for each licensure/renewal period commencing January 1996, each licensee will be required to submit a statement on the license renewal form provided by the Board attesting to satisfaction of the continuing education requirements of 262 CMR 7.00.

(2) For each contact hour earned by participation in continuing education activities offered by Entity-approved Sponsors, the licensee must be able to provide documentation of the following information upon request of the Board.

- (a) the title of the program;
- (b) the number of program hours completed;
- (c) the name of the Entity Approved Sponsors of the program;
- (d) the name of the Board-recognized Entities approving the programs;
- (e) the date of the program; and
- (f) official verification of attendance at such program.

(3) The Board may randomly audit licensees for satisfaction of the continuing education requirements of 262 CMR 7.00.

(4) The Board may request the information described in 262 CMR 7.04(2) for two prior licensure/renewal periods.

(5) Entity-approved sponsors of continuing education activities will be expected to maintain records of the names of all program attendees and the number of hours awarded for attendance at each program for a minimum period of five years from the date of the program.

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REGULATORY AUTHORITY

262 CMR 7.00: M.G.L. c. 112, §§ 163 through 172; M.G.L. c. 13, §§ 88 through 90

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262 CMR 8.00: Ethical Codes and Standards of Conduct

By the [Division of Professional Licensure](#)

- 8.01: [Ethical Codes](#)
 - 8.02: [Standards of Conduct](#)
-

8.01: Ethical Codes

The Board of Allied Mental Health and Human Services Professions adopts as its official guides the ethical codes and standards of conduct listed in 262 CMR 8.01(1) through (7), except as such codes deviate in any way from the provisions of 262 CMR or M.G.L. c. 112 §§ 163 through 172:

- (1) (a) Ethical Standards of the American Counseling Association;
- (b) Ethical Standards and Code of Ethics of the American Mental Health Counselors Association;
- (2) Model Code of Ethics for Marriage and Family Therapists of the Association of Marital and Family Therapy Regulations Boards;
- (3) (a) Code of Professional Ethics for Rehabilitation Counselors of the Commission on Rehabilitation Counselor Certification; and
- (b) Code of Professional Ethics of the Certification of Disability Management Specialists Commission; and
- (4) Professional Conduct Manual of the National Association of School Psychologists.

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8.02: Standards of Conduct

- (1) Patient Records:
 - (a) An Allied Mental Health and Human Services Professional shall maintain a record for each client which meets the standards of usual and customary practice, and which is adequate to enable the licensee to provide proper diagnosis and treatment. The licensee must maintain a client's record for a minimum period of five years from the

NOTE: THIS VERSION OF 262 CMR 1.00 – 9.00, IS OUTDATED AS OF JUNE 5, 2015. PLEASE VISIT THE BOARD’S WEBSITE TO VIEW A COPY OF THE REGULATIONS CURRENTLY IN EFFECT.

date of the client's last professional encounter with the licensee and in a manner which permits the former client or a successor licensee access to the record within the terms of 262 CMR. In the event that the client is a minor, the licensee must maintain the client's record for at least one year after the client has reached the age of majority as defined in M.G.L. c. 4, § 7, but in no event shall the record be retained for less than five years.

(b) Except as otherwise provided by law, a licensee shall permit inspection of records maintained for a client by such client or the authorized representative of the client, and upon request, and within a reasonable period of time, shall make a copy of such client's records available to such client or representative.

(c) A licensee may charge a reasonable fee for the expense of providing the client's records to the client or authorized representative as provided for in 262 CMR 8.02(1)(b); however, the licensee may not require payment of any balance due for prior professional services rendered to the client as a pre-condition for making the records available.

(2) Client Relationship. In matters pertaining to boundaries, dual, personal or sexual relationships, an Allied Mental Health and Human Services Professionals' relationship with a client shall be presumed to extend to a minimum of two years from the date of the rendering of the last professional service within the definitions of the licensees practice pursuant to M.G.L. c. 112, § 163.

(3) Confidential Communications. Except as otherwise provided by law, all communications between any Allied Mental Health and Human Services Professional and the individual(s) to whom the licensee has rendered professional services shall be deemed to be and treated as confidential information in perpetuity.

Notwithstanding the provisions of M.G.L. c. 112, § 172 (d), information which is acquired by a licensee pursuant to the professional practice, whether directly or indirectly, may be disclosed, without client consent, written or otherwise, to another appropriate licensee as part of a consultation which is designed to enhance the services provided to a client or clients. In disclosing such information, licensees shall use their best efforts to safeguard the clients privacy by not disclosing the clients name or other identifying demographic information, or any other information by which the client might be identified by the consultant, unless such information is, in the licensee's professional judgment, necessary for the consultation to be successful.

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REGULATORY AUTHORITY

262 CMR 8.00: M.G.L. c. 112, §§ 163 through 172; c. 13, §§ 88 through 90

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262 CMR 9.00: License Renewal Procedures

By the [Division of Professional Licensure](#)

9.01: Procedures For Renewal of a Lapsed/Expired License

(1) A license which has lapsed for one renewal cycle or less may be reinstated upon:

- (a) payment of the back license fee, a late fee and the current license fee;
- (b) presentation of evidence satisfactory to the Board of having completed all required continuing professional education credits, as provided in 262 CMR 7.00; and
- (c) completion of any other Board requirements.

(2) A license which has lapsed for more than one renewal cycle may be reinstated upon:

(a) If practicing in Massachusetts during the period the license was expired:

- 1. payment of all back license fees, a late fee and the current license fee;
- 2. presentation of evidence, satisfactory to the Board, of having completed all required continuing education credits, as provided in 262 CMR 7.00; and
- 3. completion of any other Board requirements, including re-examination and acknowledgement of practice during the period the license was expired.

(b) If not practicing during the period the license was expired:

- 1. payment of the current license renewal fee and a late fee;
- 2. presentation of evidence, satisfactory to the Board of having completed all required continuing professional education credits, as provided in 262 CMR 7.00;
- 3. completion of any other Board requirements, including re-examination; and
- 4. submission of an affidavit signed under the pains and penalties of perjury that the individual has not been practicing during the period the license was expired.

(c) If practicing in another state during the period the Massachusetts license was expired:

- 1. payment of the current license renewal fee and a late fee;
- 2. submission of an official record of good standing or certified statement from other licensing authority indicating the license is in good standing in the state of current licensure; and

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3. presentation of evidence, satisfactory to the Board, of having completed all required continuing professional education credits, as provided in 262 CMR 7.00.

(3) Notwithstanding the provisions of 262 CMR 9.01, the Board may refer cases of unlicensed practice to appropriate law enforcement authorities for prosecution.

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REGULATORY AUTHORITY

262 CMR 9.00: M.G.L. c. 112, §§ 163 through 172; c. 13, §§ 88 through 90.
