



South Dakota Board of Examiners for Counselors &  
Marriage and Family Therapists

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**SOUTH DAKOTA STATE BOARD OF EXAMINERS FOR COUNSELORS &  
MARRIAGE AND FAMILY THERAPISTS**

**Friday, Jul 22, 2022 – 10:00 AM CDT**

Join the Meeting via Zoom

<https://us02web.zoom.us/j/89450576913?pwd=Y0haS2VzeENESU85S05LOWJhQ2xtdz09>

or call 1-312-626-6799

Meeting ID: 894 5057 6913

Passcode: 005419

**Proposed Meeting Agenda**

- 1) Call to Order
- 2) Approval of Agenda
- 3) Open Forum: *5 minutes for the public to address the Board*
- 4) Approval of Minutes: June 10, 2022
- 5) New Business
  - a. Hearing in the Matter of the Licensed Professional Counselor by Endorsement Application of L. Mashak
  - b. Hearing in the Matter of the Professional License of J. Kaiser (2021-11 and 2022-01)
  - c. Administrative Rule Change proposal
  - d. Next meeting date: September 30, 2022
- 6) Executive Session (Pursuant to SDCL 1-25-2(3) for consultation with legal counsel for consideration of proposed contested cases or litigation)
- 7) Announcements
  - a. Next Meeting: September 30, 2022
- 8) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists  
Via Videoconference  
June 10, 2022

Vice-President Butler called the meeting to order at 10:03 am central and determined a quorum.

**Board Members Present via Videoconference:** Tiffany Butler, Maureen Gustafson, Cheryl Hartman, Jill Janecke, Roswitha Konz, Woody Schrenk, Jay Trenhaile, and Jeff Wangen

**Board Members Absent:** Lynell Rice Brinkworth

**Others Present via Videoconference:** Jennifer Stalley, Executive Secretary; Karen Cudmore, administrative staff; Jeremy Lippert, Board Legal Counsel, Department of Social Services; Erin Handke, Assistant Attorney General, Brenda Tidball-Zeltinger, Department of Social Services; Teri Wells; and Randy Sand

Motion to approve the proposed agenda by Wangen. Seconded by Konz. **Motion carried.**

Butler asked for comments from the public. There were no comments offered.

Motion to approve the meeting minutes of March 11, 2022, with a grammatical correction, by Trenhaile. Seconded by Konz. **Motion carried.**

Motion to accept the financial report as of April 30, 2022 by Konz. Seconded by Wagen. **Motion carried.**

Motion to go into executive session for consideration of contested cases at 10:15 am by Hartman. Seconded by Konz. **Motion carried.**

Butler declared the Board out of executive session at 10:45 am.

Motion to accept the stipulated agreement and sign the final order for Complaint 2021-05 by Trenhaile. Seconded by Schrenk. **Motion carried.**

Motion to proceed to a hearing for Complaints 2021-11 and 2022-01 by Konz. Seconded by Schrenk. **Motion carried.** Butler recused.

Motion to dismiss Complaint 2022-02 by Schrenk. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaints 2022-03 and 2022-04 by Hartman. Seconded by Trenhaile. **Motion carried.** Janecke recused.

Stalley provided an update on the national counseling compact. Eleven states have joined the compact to date. The national counseling compact states will convene in October 2022 to adopt bylaws and rules to establish the compact. States wishing to join the compact in the future would need to comply with those bylaws and rules.

Stalley provided an update on licensure by endorsement. The Board has seen a steady increase in the number of licenses by endorsement issued since the adoption of the Board's endorsement statutes in 2018.

Stalley provided an update on the rules review timeline. The Board discussed possible rule changes concerning required supervision methods, acceptable national exams, and definitions of approved counseling programs. The Board will consider a draft of proposed changes at its next meeting.

Stalley provided an office update. The Board presented at the South Dakota Counseling Association's annual conference on April 29<sup>th</sup> in Aberdeen. The 2022 online renewal process will open October 1 and renewals are due on November 30. Marilyn Kinsman, the Board's liaison with the Department, retired. Stalley informed the Board there will be two vacancies on the Board due to term limits. The Board is encouraged to submit names of interested licensees to serve on the Board.

The Board reviewed and discussed a proposed supervision hour expiration policy for LPC-MH plan of supervision hours. No action was taken by the Board.

No additional updates were provided by Department of Social Services.

The Board's next meeting is scheduled for July 22, 2022, at 10:00 am (central) via Zoom.

Motion to adjourn by Trenhaile. Seconded by Wangen. **Motion carried.**

The Board adjourned at 11:45 am.

Respectfully Submitted,

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Jennifer Stalley, Executive Secretary

**20:68:04:10. Post graduate supervision requirements -- Professional counselor.** Post graduate supervision required for licensure as a professional counselor, as prescribed by SDCL [36-32-65](#), must take place pursuant to a board approved plan of supervision and consist of the following:

(1) A minimum of 1,000 hours of direct client contact. No more than 400 direct client contact hours may be acquired by counseling provided through electronic means, as prescribed by chapter 20:68:06. All other direct client contact hours must be acquired in-person;

(2) A minimum of 100 hours of supervision with a board approved supervisor. At least one hour of supervision must take place for every 20 hours of direct client contact by the supervisee. Supervision may be individual or with a group. For the purpose of this chapter, individual supervision is supervision between a supervisor and up to two supervisees. Group supervision is supervision between a supervisor and three or more supervisees. No more than 50 hours of the required supervision may be group supervision.

Supervision must include at least five hours of each of the following supervision methods:

- (a) Presentation and staffing of cases;
- ~~(b) Critiquing of audio or video counseling;~~
- (c) Direct observations of the supervisee;
- (d) Co-counseling with the supervisee; and
- (e) Review of supervisee recordkeeping; and

(3) A minimum of 900 hours of counseling related activities. For purposes of this chapter, a supervisee accumulates 55 minutes of counseling related activity for each hour of direct client contact performed.

Supervision may take place by electronic means, as prescribed by chapter 20:68:06 and must be synchronous.

For the purpose of this chapter, a supervisee may count a maximum of 100 hours of personal counseling or therapy as direct client contact hours necessary to meet the requirements of subdivision 20:68:04:10(1). The personal counseling or therapy must be with a professional counselor, professional counselor-mental health, certified social worker-private independent practice, psychologist, or psychiatrist and is subject to verification by the board. Personal counseling or therapy may not be with the supervisee's approved supervisor. Personal counseling or therapy may be received through electronic means, as prescribed by chapter 20:68:06, or in person.

Direct client contact hours and supervision hours must be recorded on a form provided by the board. For purposes of this chapter, only hours acquired with a board approved supervisor may be compliant.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-64.



**20:71:05:02. Post graduate supervision requirements -- Marriage and family therapist.** Post graduate supervision required for licensure as a marriage and family therapist, as prescribed by SDCL [36-33-43](#), must take place pursuant to a board approved plan of supervision and consist of the following:

(1) A minimum of 1,600 hours of direct client contact. No more than 1,000 direct client contact hours may be acquired by counseling provided through electronic means, as prescribed by chapter 20:71:08. All other direct client contact hours must be acquired in-person; and

(2) A minimum of 100 hours of supervision with a board approved supervisor. At least one hour of supervision must take place for every 20 hours of direct client contact by the supervisee. Supervision may be individual or with a group. For the purpose of this chapter, individual supervision is supervision between a supervisor and up to two supervisees. Group supervision is supervision between a supervisor and three or more supervisees. No more than 50 hours of the required supervision may be group supervision.

Supervision must include at least five hours of each of the following supervision methods:

- (a) Presentation and staffing of cases;
- ~~(b) Critiquing of audio or video counseling;~~
- (c) Direct observations of the supervisee;
- (d) Co-counseling with the supervisee; and
- (e) Review of supervisee recordkeeping.

Supervision may take place by electronic means, as prescribed by chapter 20:71:08 and must be synchronous.

For the purpose of this chapter, a supervisee may count a maximum of 100 hours of personal counseling or therapy as direct client contact hours necessary to meet the requirements of subdivision 20:71:02:06(5). The personal counseling or therapy must be with a professional counselor, professional counselor-mental health, certified social worker-private independent practice, psychologist, or psychiatrist and is subject to verification by the board. Personal counseling or therapy may not be with the supervisee's approved supervisor. Personal counseling or therapy may be received through electronic means, as prescribed by chapter 20:71:08, or in person.

Direct client contact hours and supervision hours must be recorded on a form provided by the board. For purposes of this chapter, only hours acquired with a board approved supervisor may be compliant.

**Source:** 25 SDR 85, effective December 22, 1998; 30 SDR 121, effective February 17, 2004; 42 SDR 97, effective January 4, 2016; 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-33-71.

**Law Implemented:** SDCL 36-33-43.

**20:71:03:01. Approved examination.** ~~The board shall maintain membership in the Association of Marital and Family Therapy Regulatory Boards to ensure the National Examination in Marital and Family Therapy may be offered in South Dakota. The Association of Marital and Family Therapy Regulatory Board's National Examination in Marital Therapy is required for licensure as a marriage and family therapist. An examination deemed equivalent to the National Examination on Marital Therapy by the Board may be accepted for licensure as a marriage and family therapist.~~

**Source:** 22 SDR 97, effective January 24, 1996; 42 SDR 97, effective January 4, 2016; 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-33-71.

**Law Implemented:** SDCL 36-33-43, 36-33-45, 36-33-46, 36-33-53.

**20:68:05:01. Examinations.** The National Counselor Examination (NCE) is the examination required for licensure as a professional counselor. The applicant shall apply directly to the National Board for Certified Counselors.

**Source:** 18 SDR 67, effective October 16, 1991; 22 SDR 97, effective January 24, 1996; 25 SDR 85, effective December 22, 1998; 28 SDR 51, effective October 14, 2001; 34 SDR 73, effective September 17, 2007; 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-64.



**20:68:04:16. Completion or termination of post graduate plan of supervision.** An approved supervisor shall notify the board, in writing, of the completion or termination of an approved post graduate plan of supervision within 14 days of the completion or termination. The approved supervisor shall provide the supervisee with a completed verification of supervision hours, if applicable, within 14 days of the completion or termination of the post graduate plan of supervision.

A post graduate plan of supervision automatically terminates upon the issuance of a professional counselor license pursuant to SDCL 36-32-64.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-64.

**20:73:04:14. Completion or termination of post graduate plan of supervision.** An approved supervisor shall notify the board, in writing, of the completion or termination of an approved post graduate plan of supervision within 14 days of the completion or termination. The approved supervisor shall provide the supervisee with a completed verification of supervision hours, if applicable, within 14 days of the completion or termination of the post graduate plan of supervision.

A post graduate plan of supervision automatically terminates upon the issuance of a professional counselor-mental health license pursuant to SDCL 36-32-65.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-65.

**20:71:05:10. Completion or termination of post graduate plan of supervision.** An approved supervisor shall notify the board, in writing, of the completion or termination of an approved post graduate plan of supervision within 14 days of the completion or termination. The approved supervisor shall provide the supervisee with a completed verification of supervision hours, if applicable, within 14 days of the completion or termination of the post graduate plan of supervision.

A post graduate plan of supervision automatically terminates upon the issuance of a marriage and family therapist license pursuant to SDCL 36-33-43.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-33-71.

**Law Implemented:** SDCL 36-33-43.



**20:68:03:02. Approved counseling program.** Academic requirements to become a professional counselor must be completed through a board approved counseling program. An approved counseling program is:

(1) A counseling program approved by the Council for Accreditation of Counseling and Related Educational Programs; or

(2) An organized sequence of study in the area of counseling that includes graduate course work in each of the following areas:

(a) Counseling theory: including a study of basic theories, principles of counseling, and philosophical bases of the helping relationship;

(b) Counseling techniques: including individual counseling practices, methods, facilitative skills, and the application of these skills;

(c) Practicum: including a supervised training experience consisting of the provision of counseling to clients or groups seeking services from counselors;

(i) A practicum consists of no less than 100 hours, of which 40 hours are direct service;

(ii) Prior to the beginning of the practicum, the student must have completed a course in counseling theory and a course in counseling techniques;

~~(iii) The practicum must be under the direction of a graduate faculty member; and~~

~~(iv) The supervisor's evaluation of the trainee's work shall take place through face-to-face contact;~~

(d) Internship: including an on-the-job experience in professional counseling under the tutelage of an on-site supervisor ~~who is a licensed professional counselor or licensed mental health therapist~~. The supervised internship may be no less than 600 hours of which 240 hours must be in direct services;

(e) Human growth and development: including studies that provide a broad understanding of the nature and needs of an individual at all developmental levels. Emphasis is placed on psychological, sociological, and physiological approaches, human behavior (normal and abnormal), personality theory, and learning theory;

(f) Social and cultural foundations: including studies of change, ethnic groups, subcultures, changing roles of women, sexism, racism, ethnocentrism, urban and rural societies, population patterns, cultural mores, use of leisure time, and differing life patterns;

(g) Group: including the study of group dynamics, group processes, practices and methods of group counseling, supervised practice, facilitative skills, and theory and types of groups;

(h) Life-style and career development: including vocational-choice theory, relationship of career choice to life-style, sources of occupational and educational information, approaches to career decision-making processes, and career development exploration techniques;

(i) Appraisal of the individual: including the development of a framework for understanding the individual, methods of data-gathering and interpretation, case study approaches, individual and group psychological and educational testing, and the study of individual differences with consideration of ethnic, cultural, and gender factors;

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(j) Research and evaluation: including statistics, research design, the development of research and demonstration proposals, and the development and evaluation of program objectives; and

(k) Professional, legal, and ethical considerations: including the study of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensure, and the professional role identity of counselors.

**Source:** 18 SDR 67, effective October 16, 1991; 22 SDR 97, effective January 24, 1996; 25 SDR 85, effective December 22, 1998; 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-64.

**20:68:04:14. Supervisor duties.** An approved supervisor is responsible for the meaningful supervision of a supervisee through an intensive, interpersonal, and focused relationship to facilitate the development of the supervisee during a period of post graduate supervision. An approved supervisor is responsible for ensuring that:

- (1) Client welfare is protected;
- (2) The supervisee functions within the limits of the supervisee's competence;
- (3) The supervision occurs in activities relevant to the supervisee's position and academic background;
- (4) The supervision is designed to expand and improve skills in areas for which the supervisee has academic background but inadequate training;
- (5) The supervision covers theoretical approaches in:
  - (a) Counseling psychotherapy techniques;
  - (b) Appraisal, evaluation, and diagnostic procedures;
  - (c) Treatment planning and implementation;
  - (d) Case management and record keeping;
  - (e) Professional identity and function; and
  - (f) Professional ethics and standards of practice; and
- (6) The setting for supervisee practice is appropriate.

An approved supervisor may supervise no more than 8 supervisees at a time.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-64.

**20:73:04:12. Supervisor duties.** An approved supervisor is responsible for the meaningful supervision of a supervisee through an intensive, interpersonal, and focused relationship to facilitate the development of the supervisee during a period of post graduate supervision. An approved supervisor is responsible for ensuring that:

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- (1) Client welfare is protected;
  - (2) The supervisee functions within the limits of the supervisee's competence;
  - (3) The supervision occurs in activities relevant to the supervisee's position and academic background;
  - (4) The supervision is designed to expand and improve skills in areas for which the supervisee has academic background but limited training;
  - (5) The supervision covers theoretical approaches in:
    - (a) Counseling psychotherapy techniques;
    - (b) Appraisal, evaluation, and diagnostic procedures;
    - (c) Treatment planning and implementation;
    - (d) Case management and record keeping;
    - (e) Professional identity and function; and
    - (f) Professional ethics and standards of practice; and
  - (6) Appropriate setting for supervisee practice.

An approved supervisor may supervise no more than 8 supervisees at a time.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-32-56.

**Law Implemented:** SDCL 36-32-65.



**20:71:05:08. Supervisor duties.** An approved supervisor is responsible for the meaningful supervision of a supervisee through an intensive, interpersonal, and focused relationship to facilitate the development of the supervisee during a period of post graduate supervision. An approved supervisor is responsible for ensuring that:

- (1) Client welfare is protected;
- (2) The supervisee functions within the limits of the supervisee's competence;
- (3) The supervision occurs in activities relevant to the supervisee's position and academic background;
- (4) The supervision is designed to expand and improve skills in areas for which the supervisee has academic background but limited training;
- (5) The supervision covers theoretical approaches in:
  - (a) Marriage and family therapy techniques;
  - (b) Appraisal, evaluation, and diagnostic procedures;
  - (c) Treatment planning and implementation;
  - (d) Case management and record keeping;
  - (e) Professional identity and function; and
  - (f) Professional ethics and standards of practice; and
- (6) The setting for supervisee practice is appropriate.

An approved supervisor may supervise no more than 8 supervisees at a time.

**Source:** 47 SDR 42, effective October 14, 2020.

**General Authority:** SDCL 36-33-71.

**Law Implemented:** SDCL 36-33-43.

## Commission on Rehabilitation Counselor Certification (CRCC)

[CRCC website](#)

Rehabilitation counselors are the only professional counselors educated and trained at the graduate level specifically to serve individuals with disabilities. Through a comprehensive and unique counseling process, rehabilitation counselors help individuals who have disabilities set and achieve their personal, career, and independent living goals. They are the bridge between individual and self-sufficiency, helping them to live fully integrated lives.

### **CRC Exam---offered through CRCC**

The certification examination is comprised of questions across twelve (12) knowledge domains underlying rehabilitation counseling that are based on the CRCC 2021 Job Task Analysis (JTA) Blueprint. Additionally, each of the twelve domains are further defined into subdomains.

The CRC exam is administered during an allotted 3 ½ hours. Candidates should set aside four (4) hours, which includes time for check-in, instructions (tutorial) and a brief post-exam survey. The exam is divided in two (2) sections: **Rehabilitation and Disability (R)** and **Counseling (C)**. It consists of a total of 175 multiple-choice questions without a break in between.

Below is an overview of the CRC Exam Content Outline.

1. Professional Orientation and Ethical Practice
2. Counseling Theories, Techniques, and Evidence-Based Practices
3. Group and Family Counseling
4. Crisis and Trauma Counseling and Interventions
5. Medical and Psychosocial Aspects of Chronic Illness and Disability
6. Assessment/Evaluation, Occupational Analysis, and Service Implementation
7. Career Development and Job Placement
8. Business Engagement
9. Community Resources and Partnerships
10. Case Management
11. Health Care and Disability Management
12. Research, Methodology, and Performance Management

The CRC Exam is scored using a conjunctive scoring model whereby the examination is divided into two parts. One part tests knowledge with regard to counseling and the other part tests knowledge with regard to rehabilitation and disability issues. Candidates must achieve a passing score on both parts on a single exam administration in order to pass the examination.

The CRC exam is a competitive exam that tests the candidate's academic knowledge and readiness to perform in the rehabilitation field to serve individuals with disabilities. The CRC certification is the gold standard for those pursuing the highest level of post-graduate credentialing in rehabilitation counseling.

People who are Certified Rehabilitation Counselors (CRC) hold a nationally recognized credential representing a level of excellence in the field of rehabilitation counseling. Those who have achieved the CRC have voluntarily met rigorous academic and professional standards. They have the knowledge,

skills, and expertise to provide high-quality rehabilitation counseling services and they actively engage in ongoing professional development to keep their certification current.

**SURROUNDING STATES:** <https://www.counseling.org/knowledge-center/licensure-requirements>

North Dakota: NCE or NCMHCE

Minnesota: NCE or NCMHCE

Wyoming: NCE, NCMHCE or CRCE

Nebraska: NCE or NCMHCE

Iowa: NCE, NCMHCE, or CRCE

**Education:**

CACREP has the following Counseling Specialties:

- Addiction Counseling
- Career Counseling
- Clinical Mental Health Counseling
- Clinical Rehabilitation Counseling
- Marriage, Couple and Family Counseling
- Rehabilitation Counseling
- School Counseling
- Student Affairs and College Counseling, College Counseling (CIC), Student Affairs (SA) or Student Affairs College Counseling (SACC)