

**ARTICLE XX:XX**

**ADDICTION AND PREVENTION PROFESSIONALS**

Chapter

- XX:XX:XX General provisions.
- XX:XX:XX Application requirements.
- XX:XX:XX Certification and licensure.
- XX:XX:XX Fees.
- XX:XX:XX Education requirements.
- XX:XX:XX Work experience requirements.
- XX:XX:XX Examinations.
- XX:XX:XX Supervision.
- XX:XX:XX Continuing education.
- XX:XX:XX Renewal.
- XX:XX:XX Services through electronic means.

**CHAPTER XX:XX:XX**  
**GENERAL PROVISIONS**

Section

XX:XX:XX: Definitions.

XX:XX:XX International Certification and Reciprocity Consortium reciprocity.

XX:XX:XX National Certification Commission for Addiction Professionals recognition.

XX:XX:XX Ethical standards – Addiction counselors and prevention specialists.

XX:XX:XX Ethical standards – Peer support specialists.

DISCUSSION DRAFT

**XX:XX:XX:XX. Definitions.** Terms used in this article mean:

- (1) “Addiction counselor,” an individual who meets the educational, work experience, and examination requirements of this article;
- (2) “Agency,” an organization where a trainee or supervisee volunteers or works;
- (3) “Applicant,” a person applying to the board for any purpose relating to that person’s recognition, certification, or licensure by the board;
- (4) “Assessment,” the identification and evaluation of client’s strengths, weaknesses, problems, and treatment needs;
- (5) “Board,” the South Dakota Board of Addiction and Prevention Professionals;
- (6) “Case management,” services to coordinate necessary services for the care, treatment and social supports for a client related to support for recovery;
- (7) “Client education,” providing information about addiction, recovery, and available services related to addiction;
- (8) “Consultation,” a collaboration that includes experts and internal team members to leverage multiple perspectives in determining the comprehensive care of an individual with an addiction;
- (9) “Counseling,” face-to-face or telehealth interaction between an addiction counselor or addiction counselor supervisee and a client for a specific therapeutic purpose;
- (10) “Crisis intervention,” services provided to an individual experiencing a crisis situation related to the individual’s use of alcohol or other drugs, and includes crisis situations in which co-occurring mental health symptoms may be present with a focus on restoring the individual to the level of functioning before the crisis or that provides a means to place the individual into a secure environment,

- (11) “Department,” the South Dakota Department of Social Services;
- (12) “Dually credentialed practitioner,” an individual who is simultaneously certified or licensed as an addiction counselor and certified as a prevention specialist;
- (13) “Intake,” the completion of the administrative and initial assessment procedures for admission;
- (14) “Orientation,” the process of providing a client with the treatment program’s goals, rules, anticipated outcomes, and rules;
- (15) “Peer support core competencies,” knowledge, skills and attitudes related to a recovery-oriented, person-centered, voluntary, relationship-focused, and trauma-informed principles for substance addiction recovery;
- (16) “Peer support specialist,” an individual who meets the educational, work experience, and examination requirements of this article
- (17) “Prevention domains,” planning and evaluation, prevention education and service delivery, communication, community organization, public policy and environmental change, and professional growth and responsibility related to prevention activities;
- (18) “Prevention specialist,” an individual who meets the educational, work experience, and examination requirements of this article;
- (19) “Recognition,” a status granted by the board to a trainee or supervisee;
- (20) “Recordkeeping,” systematic documentation of a client assessment, treatment plan, progress notes, discharge summaries, and other necessary information;
- (21) “Recovery,” process of abstaining from addictive substances and behaviors, managing disease symptoms, and actively improving one’s physical, psychological and social well-being;

- (22) “Referral,” connecting a client with external resources or specialists to meet needs related to an addiction;
- (23) “Supervisee,” recognition of an individual under the supervision of a board approved supervisor who meets minimal education requirements while obtaining the required work experience to be certified or licensed under this article;
- (24) “Screening,” the process of determining if a client is appropriate and eligible for admission to a treatment program;
- (25) “Trainee,” recognition of an individual obtaining the required education and work experience to be certified or licensed under this article while under the supervision of a board approved supervisor;
- (26) “Treatment planning,” the collaborative development of a written treatment plan with goals and strengths; and
- (27) “Twelve core functions,” assessment, case management, client education, consultation, counseling, crisis intervention, intake, orientation, recordkeeping, referral, screening, and treatment planning.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. International Certification and Reciprocity Consortium reciprocity.**

An addiction counselor, prevention specialist or peer support specialist certified or licensed by the board is eligible to apply for reciprocity through the International Certification and Reciprocity Consortium for recognition by another member board. The board will verify certification or licensure to the International Certification and Reciprocity Consortium on the forms prescribed and provided by the International Certification and Reciprocity Consortium.

The board may grant reciprocity to a certified addiction counselor, certified prevention specialist, certified peer support specialist, or licensed addiction counselor to a practitioner who is certified by another International Certification and Reciprocity Consortium member board and who holds a reciprocal credential in the jurisdiction of the other member board. Reciprocity shall be granted based on substantially similar education and examination requirements to the credential to be granted.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. National Certification Commission for Addiction Professionals recognition.** The board may grant reciprocity to a certified addiction counselor, certified prevention specialist, certified peer support specialist or licensed addiction counselor who is certified by the National Certification Commission for Addiction Professionals in that area. Reciprocity shall be granted based on substantially similar education and examination requirements to the credential to be granted.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Ethical standard – Addiction counselors and prevention specialists.**

Any person applying for recognition, certification, or licensure as an addiction counselor or prevention specialist or who is recognized as a trainee, supervisee or a certified or licensed addiction counselor or prevention specialist by the board shall comply with:

- (1) the ethical standards set forth in the National Association of Alcoholism and Drug Abuse Counselors/National Certification Commission for Addiction Professionals Code of Ethics; and
- (2) the most recent version of Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. § 2.1 et seq.

**Source:**

**General Authority:**

**Law Implemented:**

**Reference: National Association of Alcoholism and Drug Abuse Counselors/National Certification Commission for Addiction Professionals Code of Ethics, 2021.** Copies of the Code of Ethics may be obtained on the board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx> or <https://www.naadac.org/code-of-ethics>.

**XX:XX:XX:XX. Ethical standard – Peer support specialists.** Any person applying for recognition or certification as a peer support specialist or who is recognized as a trainee, supervisee or certified peer support specialist by the board shall comply with the ethical standards set forth in the National Association of Alcoholism and Drug Abuse Counselors/National Certification Commission for Addiction Professionals National Certified Peer Recovery Support Specialists Code of Ethics.

**Source:**

**General Authority:**

**Law Implemented:**

**Reference:** National Association of Alcoholism and Drug Abuse Counselors/National Certification Commission for Addiction Professionals National Certified Peer Recovery Support Specialists Code of Ethics. Copies of the Code of Ethics may be obtained on the board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx> or XXXXXXXXXXXXXXXX.

**CHAPTER XX:XX:XX**  
**APPLICATION REQUIREMENTS**

Section

- XX:XX:XX Application requirements.
- XX:XX:XX Application denial.
- XX:XX:XX Application for certification or licensure submission deadline.
- XX:XX:XX Application to reinstate an expired plan of supervision.
- XX:XX:XX Application for plan of supervision – trainee.
- XX:XX:XX Application for plan of supervision – addiction counselor.
- XX:XX:XX Application for plan of supervision - licensed addiction counselor.
- XX:XX:XX Application for plan of supervision – prevention specialist.
- XX:XX:XX Application for plan of supervision - peer support specialist.
- XX:XX:XX Application for certification or license by endorsement.
- XX:XX:XX Application for temporary certification or license.
- XX:XX:XX Application to reinstate an expired certification or license.
- XX:XX:XX Application to upgrade trainee status to supervisee status.

**XX:XX:XX:XX. Application requirements.** An application for the following must be made in writing on a form prescribed by the board:

- (1) Trainee recognition status;
- (2) Supervisee recognition status;
- (3) License or certification;
- (4) Renewal of a license, certification, or recognition status;
- (5) Inactive license or certificate;
- (6) Reactivated license or certificate;
- (7) Reinstated recognition, license or certificate; or
- (8) Temporary license or certification.

The application, recognition, license, or certification fee must be submitted with the application. The application fee is non-refundable.

The applicant shall verify under penalty of perjury that all information on the application is true and correct. The electronic submission of an application serves as the applicant's signature and verification of the information on the application. The board may require the applicant clarify information on the application or provide additional information.

An application is not complete until the board receives the required documentation and fees. An application that remains incomplete one year after the initial submission of the application is considered withdrawn.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Denial of application.** The board may deny an application for failure to meet the applicable recognition, certification or licensure requirements set forth in this article or for any reason set forth in SDCL 36-34-21. The board shall inform the applicant, in writing, of its reasons for denial. An applicant whose application is denied is entitled to a hearing pursuant to SDCL chapter 1-26.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Application for certification or licensure – submission deadline.** An application for certification or licensure must be submitted to the board within one hundred and eighty days of the applicant completing all academic, work experience and supervision requirements for certification or licensure and passing the required examination for certification or licensure. Failure to make application within the required time period results in any work experience and supervision hours accumulated under a plan of supervision to expire and not qualify for purposes of meeting the work experience and supervision requirements for certification or licensure under chapter XX:XX:XX.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application to reinstate an expired plan of supervision.** An expired plan of supervision may be reinstated within thirty days of the date of expiration. An application to reinstate the plan of supervision must be submitted to the board within thirty days of expiration. No work experienced may be accumulated between the date of expiration and the date of reinstatement of the plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Application for plan of supervision -- Trainee.** An applicant for a trainee plan of supervision shall submit to the board:

- (1) A completed application and the application fee;
- (2) Verification from a high school or program recognized by the board demonstrating the educational requirements for recognition, as prescribed by this article;
- (3) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (4) The name and contact of the applicant's proposed supervisor;
- (5) The name and contact of the applicant's proposed agency for purposes of acquiring work experience and supervision, as prescribed by this article.
- (6) A statement of criminal record, if applicable;
- (7) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and
- (8) A recent photograph.

A plan of supervision must be approved by the board prior to the applicant acquiring the supervision and work experience necessary to meet the requirements of certification or licensure, as prescribed by this article.

An application for a plan of supervision is required for each proposed supervisor. The application fee is waived for additional proposed supervisor applications submitted under this section.

A board approved plan of supervision is valid for one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. If a plan of supervision is not renewed or reinstated as prescribed by this article, any work experience and supervision hours accumulated while under the plan of supervision are expired and do not qualify for purposes of meeting the work experience and supervision requirements for certification or licensure under this article.

A board approved plan of supervision is automatically terminated if the trainee is not working or volunteering at an agency. Work experience or supervision hours accumulated under a terminated plan of supervision may be used to meet the work experience and supervision requirements for certification or licensure for a period of four years from the date the original plan of supervision is issued.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision – addiction counselor.** An applicant for an addiction counselor plan of supervision shall submit to the board:

- (1) A completed application and the application fee;
- (2) Verification from a high school or program recognized by the board demonstrating the educational requirements for recognition, as prescribed by this article;
- (3) An official transcript from an approved educational program recognized by the board demonstrating completion of the education requirements, as set forth in XX:XX:XX:XX;
- (4) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (5) The name and contact of the applicant’s proposed supervisor;
- (6) The name and contact of the applicant’s proposed agency for purposes of acquiring work experience and supervision, as prescribed by this article.
- (7) A statement of criminal record, if applicable;
- (8) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and
- (9) A recent photograph.

A plan of supervision must be approved by the board prior to the applicant acquiring the supervision and work experience necessary to meet the requirements of certification or licensure, as prescribed by this article.

An application for a plan of supervision is required for each proposed supervisor. The application fee is waived for additional proposed supervisor applications submitted under this section.

A board approved plan of supervision is valid for one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. If a plan of supervision is not renewed or reinstated as prescribed by this article, any work experience and supervision hours accumulated by the supervisee while under a plan of supervision are expired and do not qualify for purposes of meeting the work experience and supervision requirements for certification or licensure under chapter XX:XX:XX.

A board approved plan of supervision issued under this section may be renewed three times.

The board may grant an additional renewal period for an approved plan of supervision, if requested in writing by the supervisee, upon a showing of extenuating circumstances or undue hardship. A request for an extension must be made prior to the expiration of the approved plan of supervision.

A board approved plan of supervision is automatically terminated if the supervisee is not working or volunteering at an agency. Work experience or supervision hours accumulated under a terminated plan of supervision may be used to meet the work experience and supervision requirements for certification or licensure for a period of four years from the date the original plan of supervision is issued.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision – licensed addiction counselor.** An applicant for a licensed addiction counselor plan of supervision shall submit to the board:

- (1) A completed application and the application fee;
- (2) Verification from a high school or program recognized by the board demonstrating the educational requirements for recognition, as prescribed by this article;
- (3) An official transcript from an approved educational program recognized by the board demonstrating completion of the education requirements, as set forth in XX:XX:XX:XX;
- (4) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (5) The name and contact of the applicant's proposed supervisor;
- (6) The name and contact of the applicant's proposed agency for purposes of acquiring work experience and supervision, as prescribed by this article.
- (7) A statement of criminal record, if applicable;
- (8) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition. certificate or license; and
- (9) A recent photograph.

A plan of supervision must be approved by the board prior to the applicant acquiring the supervision and work experience necessary to meet the requirements of certification or licensure, as prescribed by this article.

An application for a plan of supervision is required for each proposed supervisor. The application fee is waived for additional proposed supervisor applications submitted under this section.

A board approved plan of supervision is valid for one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. If a plan of supervision is not renewed or reinstated as prescribed by this article, any work experience and supervision hours accumulated by the supervisee while under a plan of supervision are expired and do not qualify for purposes of meeting the work experience and supervision requirements for certification or licensure under chapter XX:XX:XX.

A board approved plan of supervision issued under this section may be renewed three times.

The board may grant an additional renewal period for an approved plan of supervision, if requested in writing by the supervisee, upon a showing of extenuating circumstances or undue hardship. A request for an extension must be made prior to the expiration of the approved plan of supervision.

A board approved plan of supervision is automatically terminated if the supervisee is not working or volunteering at an agency. Work experience or supervision hours accumulated under a terminated plan of supervision may be used to meet the work experience and supervision requirements for certification or licensure for a period of four years from the date the original plan of supervision is issued.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision – prevention specialist.** An applicant for a prevention specialist plan of supervision shall submit to the board:

- (1) A completed application and the application fee;
- (2) Verification from a high school or program recognized by the board demonstrating the educational requirements for recognition, as prescribed by this article;
- (3) An official transcript from an approved educational program recognized by the board demonstrating completion of the education requirements, as set forth in XX:XX:XX:XX;;
- (4) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (5) The name and contact of the applicant’s proposed supervisor;
- (6) The name and contact of the applicant’s proposed agency for purposes of acquiring work experience and supervision, as prescribed by this article.
- (7) A statement of criminal record, if applicable;
- (8) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and
- (9) A recent photograph.

A plan of supervision must be approved by the board prior to the applicant acquiring the supervision and work experience necessary to meet the requirements of certification, as prescribed by this article.

An application for a plan of supervision is required for each proposed supervisor. The application fee is waived for additional proposed supervisor applications submitted under this section.

A board approved plan of supervision is valid for one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. If a plan of supervision is not renewed or reinstated as prescribed by this article, any work experience and supervision hours accumulated by the supervisee while under a plan of supervision are expired and do not qualify for purposes of meeting the work experience and supervision requirements for certification under chapter XX:XX:XX.

A board approved plan of supervision issued under this section may be renewed three times.

The board may grant an additional renewal period for an approved plan of supervision, if requested in writing by the supervisee, upon a showing of extenuating circumstances or undue hardship. A request for an extension must be made prior to the expiration of the approved plan of supervision.

A board approved plan of supervision is automatically terminated if the supervisee is not working or volunteering at an agency. Work experience or supervision hours accumulated under a terminated plan of supervision may be used to meet the work experience and supervision requirements for certification or licensure for a period of four years from the date the original plan of supervision is issued.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision – peer support specialist.** An applicant for a peer support specialist plan of supervision shall submit to the board:

- (1) A completed application and the application fee;
- (2) Verification from a high school or program recognized by the board demonstrating the educational requirements for recognition, as prescribed by this article;
- (3) Verification demonstrating completion of the education requirements, as set forth in XX:XX:XX:XX;;
- (4) The name and contact of the applicant’s proposed supervisor;
- (5) The name and contact of the applicant’s proposed agency for purposes of acquiring work experience and supervision, as prescribed by this article.
- (7) A statement of criminal record, if applicable;
- (8) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held certificate or license;
- (9) A statement verifying recovery status demonstrating continuous, stable recovery for the most recent twelve months; and
- (9) A recent photograph.

A plan of supervision must be approved by the board prior to the applicant acquiring the supervision and work experience necessary to meet the requirements of certification, as prescribed by this article.

An application for a plan of supervision is required for each proposed supervisor. The application fee is waived for additional proposed supervisor applications submitted under this section.

A board approved plan of supervision is valid for one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. If a plan of supervision is not renewed or reinstated as prescribed by this article, any work experience and supervision hours accumulated by the supervisee while under a plan of supervision are expired and do not qualify for purposes of meeting the work experience and supervision requirements for certification under chapter XX:XX:XX.

A board approved plan of supervision issued under this section may be renewed three times.

The board may grant an additional renewal period for an approved plan of supervision, if requested in writing by the supervisee, upon a showing of extenuating circumstances or undue hardship. A request for an extension must be made prior to the expiration of the approved plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for certification or licensure by endorsement.** An applicant certified or licensed in addiction counseling, prevention services or peer support services in another state may apply for certification or licensure by submitting to the board:

- (1) A completed application and the application fee;
- (2) The applicable certification or license fee;
- (3) Verification of a passing score on the examination prescribed by chapter XX:XX:XX;
- (4) Verification of a current certification or license as an addiction counselor or prevention specialist, in good standing, issued by another state licensing board for a continuous period of at least three years immediately preceding the application;
- (5) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (6) A statement of any criminal record, if applicable;
- (7) A statement of any previous discipline, including denial, reprimand, revocation, or suspension of a previously held recognition, certification or license; and
- (8) A recent photograph.

**Source:**

**General Authority:** SDCL 36-1D

**Law Implemented:**

**XX:XX:XX:XX.. Application for temporary certification or license.** An applicant certified or licensed in addiction counseling, prevention services or peer support services in another state may apply for a temporary certification or license by submitting to the board:

- (1) A completed application and the application fee;
- (2) The applicable certification or license fee;
- (4) Verification of a current certification or license as an addiction counselor or prevention specialist, in good standing, issued by another state licensing board for a continuous period of at least three years immediately preceding the application;
- (5) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (6) A statement of any criminal record, if applicable;
- (7) A statement of any previous discipline, including denial, reprimand, revocation, or suspension of a previously held recognition, certification or license; and

A temporary license automatically expires ninety days after the date of issuance or verification of a passing score on the examination prescribed by chapter XX:XX:XX. A temporary license may be renewed one time.

**Source:**

**General Authority:** SDCL 36-1D

**Law Implemented:**

**XX:XX:XX:XX. Application to reinstate an expired certification or license.** An expired certification or license may be reactivated by submitting to the board:

- (1) A completed application and the applicable certification or license fees;
- (2) Proof of qualified continuing education, as set forth in XX:XX:XX:XX, for the period of expiration; and
- (3) Official verification of a passing score on the examination prescribed by chapter XX:XX:XX after the date the original certification or license expired.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Application to upgrade trainee status to supervisee status.** The board may upgrade the status of a trainee to a supervisee if the trainee submits to the board the following:

- (1) A completed application;
- (2) An official educational transcript from an approved educational program recognized by the board demonstrating the educational requirements for a supervisee, as set forth in chapter XX:XX:XX, if applicable; or
- (3) Documentation demonstrating completion of the education requirements for a supervisee, as set forth in chapter XX:XX:XX, if applicable.

A trainee must be in good standing with the board to request an upgraded status.

There is no fee to upgrade a trainee status to a supervisee status. Any previous trainee fees are applied to the supervisee status.

**Source:**

**General Authority:**

**Law Implemented:**

**CHAPTER XX:XX:XX**  
**CERTIFICATION AND LICENSURE**

Section

XX:XX:XX:XX Certified addiction counselor requirements.

XX:XX:XX:XX Licensed addiction counselor requirements.

XX:XX:XX:XX Certified prevention specialist requirements.

XX:XX:XX:XX Certified peer support specialist requirements.

XX:XX:XX:XX Status upgrade requirements.

DISCUSSION DRAFT

**XX:XX:XX:XX. Certified addiction counselor requirements.** An applicant for certified addiction counselor certification shall submit to the board:

- (1) A completed application;
- (2) The applicable fees;
- (3) An official transcript from an educational program recognized by the board demonstrating the educational requirements for certification, as set forth in XX:XX:XX:XX,;
- (4) Documentation of the required work experience under a board approved supervision, as prescribed in this article, performed after the board granted the plan of supervision, as set forth in XX:XX:XX:XX;
- (5) Documentation of the required supervision hours with a board approved supervisor, as prescribed in this article, performed after the board granted the plan of supervision as set forth in XX:XX:XX:XX,;
- (6) Verification of passing the required examination, as set forth in XX:XX:XX:XX;
- (7) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (8) A statement of criminal record, if applicable;
- (9) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and
- (10) A recent photograph.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Licensed addiction counselor requirements.** An applicant for licensed addiction counselor licensure shall submit to the board:

- (1) A completed application;
- (2) The applicable fees;
- (3) An official transcript from an educational program recognized by the board demonstrating the educational requirements for licensure, as set forth in XX:XX:XX:XX,;
- (4) Documentation of the required work experience under a board approved supervision, as prescribed in this article, performed after the board granted the plan of supervision, as set forth in XX:XX:XX:XX;
- (5) Documentation of the required supervision hours with a board approved supervisor, as prescribed in this article, performed after the board granted the plan of supervision as set forth in XX:XX:XX:XX;
- (6) Verification of passing the required examination, as set forth in XX:XX:XX:XX;
- (7) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (8) A statement of criminal record, if applicable;
- (9) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and
- (10) A recent photograph.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Certified prevention specialist requirements.** An applicant for certified prevention specialist certification shall submit to the board:

- (1) A completed application;
- (2) The applicable fees;
- (3) An official transcript from an educational program recognized by the board demonstrating the educational requirements for certification. as set forth in XX:XX:XX:XX,;
- (4) Documentation of the required work experience under a board approved supervision, as prescribed in this article, performed after the board granted the plan of supervision, as set forth in XX:XX:XX:XX;
- (5) Documentation of the required supervision hours with a board approved supervisor, as prescribed in this article, performed after the board granted the plan of supervision, as set forth in XX:XX:XX:XX;
- (6) Verification of passing the required examination, as set forth in XX:XX:XX:XX;
- (7) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (8) A statement of criminal record, if applicable;
- (9) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and
- (10) A recent photograph.

**Source**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Certified peer support specialist requirements.** An applicant for certified peer support specialist certification shall submit to the board:

- (1) A completed application;
- (2) The applicable fees;
- (3) Documentation demonstrating completion of the education requirements, as set forth in XX:XX:XX:XX;;
- (4) Documentation of the required work experience under a board approved supervision, as prescribed in this article, performed after the board granted the plan of supervision, as set forth in XX:XX:XX:XX;
- (5) Documentation of the required supervision hours with a board approved supervisor, as prescribed in this article, performed after the board granted the plan of supervision, as set forth in XX:XX:XX:XX;
- (6) Verification of passing the required examination, as set forth in XX:XX:XX:XX;
- (7) Verification of the certificate or license number and status of the certificate or license from the applicable licensing board in each state where the applicant has been recognized, certified or licensed as an addiction counselor or prevention specialist, if applicable;
- (8) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held certificate or license;
- (9) A statement verifying recovery status demonstrating continuous, stable recovery for an addition for the past twelve months;
- (10) A statement of criminal record, if applicable;
- (11) A statement of any previous discipline, including denial, revocation, or suspension of, or reprimand of a previously held recognition, certificate or license; and

(12) A recent photograph.

**Source**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Status upgrade.** The board may upgrade the status of a certified addiction counselor to a licensed addiction counselor if the certified addiction counselor submits to the board the following:

- (1) A completed application;
- (2) The applicable fees;
- (3) An official educational transcript from an approved educational program recognized by the board demonstrating the educational requirements for a licensed addiction counselor, as set forth in XX:XX:XX:XX;

A certified addiction counselor must be in good standing with the board to request an upgraded status.

**Source:**

**General Authority:**

**Law Implemented:**

## CHAPTER XX:XX:XX

### FEEES

#### Section

XX:XX:XX Remittance of fees.

XX:XX:XX Fee schedule.

XX:XX:XX Application fee non-refundable.

XX:XX:XX No reimbursement before expiration of recognition or certification.

DISCUSSION DRAFT

**XX:XX:XX:XX.. Remittance of fees.** Application fees must be remitted to the board in the form prescribed by the board and payable to the state of South Dakota. The board may take no action on any application until the fee is received.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Fee schedule.** The board shall collect the following fees:

- (1) Application fee, \$50;
- (2) Examination fee, \$150;
- (3) Addiction counselor trainee recognition fee, \$100;
- (4) Addiction counselor trainee renewal fee, \$100;
- (5) Addiction counselor supervisee recognition fee, \$100;
- (6) Addiction counselor supervisee renewal fee, \$100;
- (7) Addiction counselor certification fee, \$100;
- (8) Addiction counselor certification renewal fee, \$350;
- (9) Addiction counselor licensure fee, \$100;
- (10) Addiction counselor licensure renewal fee, \$400;
- (11) Prevention specialist trainee recognition fee, \$100;
- (12) Prevention specialist trainee renewal fee, \$100;
- (13) Prevention specialist supervisee recognition fee, \$100;
- (14) Prevention specialist supervisee renewal fee, \$100;
- (15) Prevention specialist certification fee, \$100;
- (16) Prevention specialist certification renewal fee, \$350;
- (17) Peer support trainee recognition fee; \$50;
- (18) Peer support trainee renewal fee; \$50;
- (19) Peer support supervisee recognition fee; \$50;
- (20) Peer support supervisee renewal fee, \$50;
- (21) Peer support certification fee; \$50;
- (22) Peer support certification renewal fee; \$50;

- (23) Certification reinstatement fee, \$150;
- (24) Licensure reinstatement fee, \$150;
- (25) Status upgrade fee, \$100;
- (26) Dual credential renewal fee, \$400;
- (27) International certificate fee, \$20;
- (28) Inactive certification fee, \$50;
- (29) Inactive license fee, \$50; or
- (30) Temporary license fee, \$50.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Application fee non-refundable.** An application fee paid to the board is non-refundable.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. No reimbursement before expiration of recognition or certification.** A trainee who applies for a certification prior to the expiration of a plan of supervision may not be reimbursed for any fees paid for the trainee status. A certified addiction counselor who applies for a licensed addiction counselor license prior to the expiration of the certification may not be reimbursed for any fees paid for the certification.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**CHAPTER XX:XX:XX**  
**EDUCATION REQUIREMENTS**

Section

- XX:XX:XX Approved education institutions.
- XX:XX:XX Approved education programs – Addiction counselor or peer support specialist.
- XX:XX:XX Approved education programs – Peer support specialist.
- XX:XX:XX Education Requirements – Trainee.
- XX:XX:XX Education Requirements – Addiction counselor supervisee.
- XX:XX:XX Education Requirements – Licensed addiction counselor supervisee.
- XX:XX:XX Education Requirements – Prevention specialist supervisee.
- XX:XX:XX Education Requirements – Peer support specialist supervisee.
- XX:XX:XX Education Requirements – Certified addiction counselor.
- XX:XX:XX Education Requirements – Licensed addiction counselor.
- XX:XX:XX Education Requirements – Certified prevention specialist.
- XX:XX:XX Education Requirements - Certified peer support specialist.

**XX:XX:XX:XX. Approved education institutions.** Education requirements to become a certified addiction counselor, licensed addiction counselor, or certified prevention specialist must be completed at a university or college accredited by one of the following:

- (1) Higher Learning Commission;
- (2) Middle States Commission on Higher Education;
- (3) New England State Association of Schools and Colleges Commission on Institutions of Higher Education;
- (4) Northwest Commission on Colleges and Universities;
- (5) Southern Association of Colleges and Schools Commission on Colleges; or
- (6) Western Association of Schools and Colleges.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Approved education programs – Addiction counselor or prevention specialist.** Courses completed through a program accredited by the National Addiction Studies Accreditation Commission or the Council for Accreditation of Counseling and Related Educational Programs meet the individual course requirements of chapter XX:XX:XX:XX.

The board may approve other education courses that demonstrate the required addiction counseling or prevention specialist educational competencies. An applicant requesting approval of an additional education program shall apply on a form approved by the board and provide a syllabus for the course to be reviewed. The burden is on the application to demonstrate that a course meets the education requirements for certification or licensure.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Approved education programs – Peer support specialist** Education requirements to be a certified peer support specialist must be completed through one of the following:

- (1) Appalachian Consulting Group;
- (2) Black Hills State University;
- (3) Center for the Application of Substance Abuse Technologies;
- (4) National Association for Alcoholism and Drug Abuse Counselors;
- (5) South Dakota Department of Social Services; or
- (6) South Dakota Unified Judicial System.

The board may approve other qualified education programs that demonstrate expertise in peer support and recovery. An applicant requesting approval of an additional education program shall apply on a form approved by the board provide a syllabus for the course to be reviewed. The burden is on the application to demonstrate that a course meets the education requirements for certification..

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Trainee.** An applicant for a plan of supervision as a trainee must have a minimum or a high school diploma or a general education diploma.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Education Requirements – Addiction counselor supervisee.** An applicant for a plan of supervision as an addiction counselor shall meet the following education requirements:

(1) Have a minimum of a bachelor's degree in a behavioral health field, evidenced by transcript, from an approved education institution; or

(2) Have a minimum of three semester hours and a grade of "C" or higher in at least two of the following undergraduate or graduate level education courses from an approved education institution:

- (a) Introduction to the study of alcohol use and abuse;
- (b) Introduction to the study of drug use and abuse;
- (c) Alcohol and drug group counseling;
- (d) Ethics for the alcohol and drug professional;
- (e) Foundations of individual counseling;
- (f) Alcohol and drug treatment continuum;
- (g) Counseling families with alcohol or other drug issues;
- (h) Diverse populations; and
- (i) Alcohol and drug specific elective.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Licensed addiction counselor supervisee.**

An applicant for a plan of supervision as a licensed addiction counselor supervisee shall meet the following education requirements:

(1) Have a minimum of a master's degree in a behavioral science field, evidenced by transcript, from an approved education institution; or

(2) Have a minimum of three semester hours and a grade of "C" or higher in at least two of the following graduate level education courses from an approved education institution:

- (a) Addiction counseling theories and techniques;
- (b) Psychopharmacology or psychopathology;
- (c) Legal, ethical, and professional standards;
- (d) Case management and assessment of co-occurring disorders;
- (e) Treatment planning; and
- (g) Multicultural competency.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Prevention specialist supervisee.** An applicant for a plan of supervision as a prevention specialist supervisee shall meet the following requirements:

(1) Have a minimum of a bachelor's degree in a behavioral health field, evidenced by transcript, from an approved education institution; or

(2) Have a minimum of three semester hours and a grade of "C" or higher in at least two of the following education courses from an approved education institution:

- (a) Introduction to the study of alcohol use and abuse;
- (b) Introduction to the study of drug use and abuse;
- (c) Foundations of alcohol and other drug prevention;
- (d) Theory and practice of alcohol and drug prevention; and
- (e) Ethics for the alcohol and drug professional.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Peer support specialist supervisee.** An applicant for a plan of supervision as a peer support specialist supervisee shall meet the following requirements:

- (1) Have a minimum of high school diploma or general education diploma; and
- (2) Complete at least five hours of training specific to personal recovery from an approved education program in each of the following areas:
  - (a) Advocacy;
  - (b) Mentoring and education; and
  - (c) Ethical responsibility.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Certified addiction counselor.** An applicant for a certified addiction counselor shall meet the following education requirements:

(1) Have a minimum of a high school diploma or general education diploma; and

(2) Have a minimum of three semester hours and a grade of "C" or higher in each of the following undergraduate or graduate level education courses from an approved education institution:

- (a) Introduction to the study of alcohol use and abuse;
- (b) Introduction to the study of drug use and abuse;
- (c) Alcohol and drug group counseling;
- (d) Ethics for the alcohol and drug professional;
- (e) Foundations of individual counseling;
- (f) Alcohol and drug treatment continuum;
- (g) Counseling families with alcohol or other drug issues;
- (h) Diverse populations; and
- (i) Alcohol and drug specific elective.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Licensed addiction counselor.** An applicant for a licensed addiction counselor shall meet the following education requirements:

(1) Have a minimum of a master's degree in a behavioral science field, evidenced by transcript, from an approved education institution; and

(2) Have a minimum of three semester hours and a grade of "C" or higher in each of the following graduate level education courses from an approved education institution:

- (a) Addiction counseling theories and techniques;
- (b) Psychopharmacology or psychopathology;
- (c) Legal, ethical, and professional standards;
- (d) Case management and assessment of co-occurring disorders;
- (e) Treatment planning; and
- (g) Multicultural competency.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Certified prevention specialist.** An applicant for certified prevention specialist shall meet the following requirements:

(1) Have a minimum of a bachelor's degree in a behavioral health field, evidenced by transcript, from an approved education institution; and

(2) Have a minimum of three semester hours and a grade of "C" or higher in each of the following undergraduate or graduate education courses from an approved education institution:

- (a) Introduction to the study of alcohol use and abuse;
- (b) Introduction to the study of drug use and abuse;
- (c) Foundations of alcohol and other drug prevention;
- (d) Theory and practice of alcohol and drug prevention; and
- (e) Ethics for the alcohol and drug professional.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Education Requirements – Certified peer support specialist.** An applicant for certified peer support specialist shall meet the following requirements:

- (1) Have a minimum of high school diploma or general education diploma; and
- (2) Complete training specific to personal recovery from an approved education program in each of the following areas:
  - (a) Ten hours of approved education in advocacy;
  - (b) Ten hours of approved education in mentoring and education; and
  - (c) Sixteen hours of approved education in ethical responsibility.

**Source:**

**General Authority:**

**Law Implemented:**

## CHAPTER XX:XX:XX

### WORK EXPERIENCE AND SUPERVISION REQUIREMENTS

#### Section

- XX:XX:XX Work experience and supervision.
- XX:XX:XX Work experience and supervision requirements – certified addiction counselor.
- XX:XX:XX Work experience and supervision requirements – licensed addiction counselor.
- XX:XX:XX Work experience and supervision requirements – certified prevention specialist.
- XX:XX:XX Work experience and supervision requirements - certified peer support specialist.

**XX:XX:XX:XX. Work experience and supervision.** Work experience and supervision requirements to become a certified addiction counselor, licensed addiction counselor, certified prevention specialist or certified peer support specialist must be completed under a board approved plan of supervision. Work hours and supervision acquired before a board approved plan of supervision is issued do not qualify as work experience or supervision for purposes of certification or licensure.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Work Experience Requirements – certified addiction counselor.** An applicant for a certified addiction counselor shall meet the following work experience and supervision requirements under a board approved plan of supervision issued:

- (1) 6,000 hours of work experience in a related field at an approved agency if the applicant has a high school diploma or general education diploma. At least 300 of the required hours of work experience must be supervision meets the requirements of supervision under this chapter;
- (2) 5,000 hours of work experience in a related field at an approved agency if the applicant has an associate degree in a relevant field. At least 250 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter;
- (3) 5,000 hours of work experience in a related field at an approved agency if the applicant has a certificate of addiction and prevention studies from an accredited post-secondary institution. At least 250 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter;
- (4) 4,000 hours of work experience in a related field at an approved agency if the applicant has a bachelor's degree in a relevant field. At least 200 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter; or
- (5) 2,000 hours of work experience in a related field at an approved agency if the applicant has a master's degree in a relevant field. At least 100 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter.

Work experience must include at least one hundred hours of work experience in each of the twelve core functions.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Work Experience Requirements – licensed addiction counselor.** An applicant for a licensed addiction counselor shall complete at least 2,000 hours of work experience in a related field under a board approved plan of supervision. At least 100 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter.

Work experience must include at least one hundred hours of work experience in each of the twelve core functions.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Work experience requirements – certified prevention specialist.** An applicant for a certified prevention specialist shall complete at least 2,000 hours of work experience in prevention under a board approved plan of supervision. At least 100 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter.

Work experience must include at least fifty hours of work experience in each of the following prevention domains:

- (1) Communication;
- (2) Community organization;
- (3) Planning an evaluation;
- (4) Prevention education and service delivery;
- (5) Professional growth and responsibility; and
- (6) Public policy and environmental change.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Work experience requirements – peer support specialist.** An applicant for a certified peer support specialist shall complete at least 500 hours of work experience in prevention under a board approved plan of supervision. At least 25 of the hours of required work experience must be supervision that meets the requirements of supervision under this chapter.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**Chapter XX:XX:XX**

**EXAMINATION**

Section

- XX:XX:XX Examination required.
- XX:XX:XX Examination – Certified addiction counselor.
- XX:XX:XX Examination – Licensed addiction counselor.
- XX:XX:XX Examination – Certified prevention specialist.
- XX:XX:XX Examination – Certified peer support specialist.

DISCUSSION DRAFT

**XX:XX:XX:XX. Examination required.** An applicant for licensure or certification shall successfully pass an examination for certification or licensure as prescribed by this chapter.

An applicant may apply directly to the testing organization for the examination or apply to the board with the required fee to arrange the examination. The board shall notify applicants in writing of the examination date, time, and place, if applicable.

An applicant needing special accommodations for the examination shall submit to the board a request for the accommodation, accompanied by a health care provider's documentation for the accommodation, with the application for examination.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Examination – Certified addiction counselor.** An applicant for a certified addiction counselor shall pass the:

- (1) International Certification and Reciprocity Consortium’s Alcohol and Drug Counselor Examination;
- (2) International Certification and Reciprocity Consortium’s Advanced Alcohol and Drug Counselor Examination;
- (3) National Certification Commission for Addiction Professionals’ National Certified Addiction Counselor Level I examination; or
- (4) National Certification Commission for Addiction Professionals’ National Certified Addiction Counselor Level II examination.

Verification of passage of the examination shall be made by the testing organization directly to the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Examination – Licensed addiction counselor.** An applicant for a licensed addiction counselor shall pass the:

- (1) International Certification and Reciprocity Consortium Alcohol and Drug Counselor Examination;
- (2) International Certification and Reciprocity Consortium Advanced Alcohol and Drug Counselor Examination;
- (3) National Certification Commission for Addiction Professionals National Certified Addiction Counselor Level I examination;
- (4) National Certification Commission for Addiction Professionals National Certified Addiction Counselor Level II examination; or
- (5) National Certification Commission for Addiction Professionals Master Addiction Counselor examination.

Verification of passage of the examination shall be made by the testing organization directly to the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Examination – Certified prevention specialist.** An applicant for a certified prevention specialist shall pass the:

- (1) International Certification and Reciprocity Consortium Prevention Specialist examination; or
- (2) National Certification Commission for Addiction Professionals National Certified Addiction Counselor Prevention Specialist examination.

Verification of passage of the examination shall be made by the testing organization directly to the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Examination – Certified peer support specialist.** An applicant for a certified peer support specialist shall pass the

- (1) International Certification and Reciprocity Consortium Peer Recovery examination; or
- (2) National Certification Commission for Addiction Professionals National Certified Addiction Counselor Peer Recovery Support Specialist examination.

Verification of passage of the examination shall be made by the testing organization directly to the board.

**Source:**

**General Authority:**

**Law Implemented:**

**CHAPTER XX:XX:XX**  
**SUPERVISION**

Section

- XX:XX:XX Supervisor qualifications.
- XX:XX:XX Supervisor application.
- XX:XX:XX Renewal of approved supervisor status.
- XX:XX:XX Supervisor duties.
- XX:XX:XX Multiple supervisors.
- XX:XX:XX Completion or termination of a plan of supervision.
- XX:XX:XX Supervisor and supervisee at same agency.
- XX:XX:XX Supervision requirements – Addiction counselor.
- XX:XX:XX Supervision requirements – Prevention specialist.
- XX:XX:XX Supervision requirements – Peer support specialist.
- XX:XX:XX Recognition of supervision by South Dakota licensing board.

**XX:XX:XX:XX.. Supervisor qualifications.** An approved supervisor must be certified or licensed as a certified addiction counselor, certified prevention specialist, licensed addiction counselor, professional counselor, professional counselor-mental health, marriage and family therapist, certified social worker-private independent practice, psychologist, or psychiatrist, in good standing with the applicable South Dakota state licensing board, and be:

(1) Actively licensed for at least two years prior to the beginning of supervision with at eight hours of qualified continuing education focused on addiction counseling supervision and eight hours of qualified continuing education focused on the American Society of Addiction Medicine Criteria, within two years prior to the date of application; or

(2) Actively licensed for at least one year prior to the beginning of supervision with at sixteen hours of qualified continuing education focused on addiction counseling supervision and sixteen hours of qualified continuing education focused on the American Society of Addiction Medicine Criteria, within two years prior to the date of application.

For purposes of this section, an undergraduate or graduate level course in clinical supervision, completed through an approved educational program at an approved education institution, meets the requirements of continuing education focused on addiction counseling supervision required by this section.

For purposes of this section an undergraduate or graduate level course in drug and alcohol treatment continuum, completed through an approved educational program at an approved education institution, meets the requirements of continuing education focused on the American Society of Addiction Medicine Criteria required by this section.

Approval as a supervisor is automatically revoked if the approved supervisor ceases to meet the qualification on which approval as a supervisor was granted or if the supervisor is subject to disciplinary action by the applicable state licensing board.

**Source:**

**General Authority:**

**Law Implemented:**

**Reference:** American Society of Addiction Medicine [ASAM], 2023. Copies of the ASAM Criteria can be obtained on the board's website at <https://dss.sd.gov/licensingboards/bapp/bapp.aspx> or <https://www.asam.org/asam-criteria>.

**XX:XX:XX:XX. Supervisor application.** An applicant seeking approval as a supervisor shall submit to the board:

- (1) A completed application;
- (2) Verification of qualifications, as prescribed by this chapter, to be an approved supervisor;
- (3) Verification of licensure in good standing by the applicable South Dakota state licensing board;
- (4) A statement of any criminal record, if applicable;
- (5) A statement of any previous discipline, including denial, reprimand, revocation, or suspension of a previously held recognition, certificate or license; and
- (6) A recent photograph.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Renewal of approved supervisor status.** Approval as a supervisor is valid from the date of approval through November 30 of the next odd-numbered year and is subject to renewal. An approved supervisor may renew status as an approved supervisor by submitting to the board a completed application and proof of at least four hours of qualified continuing education, pursuant to chapter XX:XX:XX:XX, focused on addiction counseling supervision, acquired during the current continuing education cycle.

Failure to renew approval as a supervisor by November 30 of an odd-numbered year automatically expires the supervisor approval and any plan of supervision authorized with the supervisor. A previously approved supervisor may be reinstated as an approved supervisor upon submission of an application and verification of qualifications, pursuant to this chapter, as of the date of the application.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. 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 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 covers the twelve core functions of addiction counseling, the prevention domains or peer support guidelines, as applicable; and
- (4) The setting and responsibilities for supervisee practice are appropriate.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Multiple supervisors.** A supervisee may have more than one approved supervisor. Each supervisor is responsible for the supervision of the supervisee during the time a plan of supervision with the supervisor is in effect. The frequency of supervision requirements prescribed by subdivision XX:XX:XX:XX: may be met by one supervisor for any given period, if the supervisee has multiple supervisors.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Completion or termination of plan of supervision.** An approved supervisor shall notify the board, in writing, of the completion or termination of an approved plan of supervision within 14 days of the completion or termination. The approved supervisor shall provide the supervisee with verification of completed work experience and supervision hours, if applicable, within 14 days of the completion or termination of the plan of supervision.

A plan of supervision automatically terminates upon the certification or licensure of the supervisee.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Supervisor and supervisee at same agency.** The approved supervisor for must be employed by, contracted through or volunteering at the same agency as the supervisee.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX.XX.XX.XX. Supervision requirements – Addiction counselor.** Work experience required for certification or licensure as an addiction counselor must take place pursuant to a board approved plan of supervision and consist of the following:

(1) A minimum of 100 hours of supervision with a board approved supervisor for every 1,000 hours of work experience required for certification or licensure under this article. At least one hour of supervision must take place for every 20 hours of work by the supervisee.

(2) Supervision must include at least five hours of each of the following areas for every 100 hours of supervision required:

- (a) Presentation and staffing of cases by supervisee;
- (b) Direct observations of the supervisee through in person or recorded sessions or co-counseling with the supervisee;
- (c) Review of American Society of Addiction Medicine Criteria,
- (d) Review of supervisee recordkeeping; and
- (e) Review of ethical standards for drug and alcohol addiction professionals.

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 for every 100 hours of supervision required.

Supervision may take place by electronic means, as prescribed by chapter XX:XX:XX 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 work experience hours necessary to meet the work experience requirements of subdivision XX:XX:XX:XX. The personal counseling or therapy must be with a

certified addiction counselor, licensed addiction counselor, 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 in person or through electronic means, as prescribed by chapter XX:XX:XX.

Work experience 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 are compliant to meet the work experience and supervision requirements for certification or licensure.

**Source:**

**General Authority:**

**Law Implemented:**

**XX.XX.XX.XX. Supervision requirements – Prevention specialist.** Work experience required for certification as a prevention specialist must take place pursuant to a board approved plan of supervision and consist of the following:

(1) A minimum of 100 hours of supervision with a board approved supervisor for every 1,000 hours of work experience required for certification or licensure under this article. At least one hour of supervision must take place for every 20 hours of work by the supervisee.

(2) Supervision must include at least five hours of each of the following areas for every 100 hours of supervision required:

- (a) Direct observations of the supervisee through in person or recorded sessions of the supervisee;
- (b) Review of prevention theories;
- (c) Review of community assessments;
- (d) Review of recordkeeping; and
- (e) Review of ethical standards for drug and alcohol addiction professionals.

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 for every 100 hours of supervision required.

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

Work experience 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 are compliant to meet the work experience and supervision requirements for certification or licensure.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX.XX.XX.XX. Supervision requirements – Peer support specialist.** Work experience required for certification as a prevention specialist must take place pursuant to a board approved plan of supervision and consist of the following:

(1) A minimum of 25 hours of supervision with a board approved supervisor for every 500 hours of work experience required for certification or licensure under this article. At least one hour of supervision must take place for every 20 hours of work by the supervisee.

(2) Supervision must include at least one hour in at least three of the following areas for every five hours of supervision required:

- (a) Direct observations of the supervisee through in person or recorded sessions of the supervisee;
- (c) Review of boundaries with supervisee;
- (d) Review of supervisee recordkeeping; and
- (e) Review of ethical standards for drug and alcohol addiction professionals.

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 for every 100 hours of supervision required.

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

Work experience 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 are compliant to meet the work experience and supervision requirements for certification or licensure.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX: XX:XX:XX:.** **Recognition of supervision by a South Dakota licensing board.** The board may recognize work experience and supervision hours acquired pursuant to supervision approved and overseen by another South Dakota licensing board. Such hours must relate to addiction counseling or prevention as prescribed in chapter XX:XX:XX and must be documented or verifiable as prescribed by this chapter.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**CHAPTER XX:XX:XX**  
**CONTINUING EDUCATION**

Section

XX:XX:XX:XX	Definitions.
XX:XX:XX:XX	Record keeping.
XX:XX:XX:XX	Qualified continuing education.
XX:XX:XX:XX	Restrictions on continuing education credit.
XX:XX:XX:XX	Approved continuing education programs.
XX:XX:XX:XX	Credit for presentations and publications.
XX:XX:XX:XX	Waiver of continuing education requirements.
XX:XX:XX:XX	Continuing education requirements – Certified addiction counselor.
XX:XX:XX:XX	Continuing education requirements – Licensed addiction counselor.
XX:XX:XX:XX	Continuing education requirements – Certified prevention specialist.
XX:XX:XX:XX	Continuing education requirements – Certified peer support specialist.
XX:XX:XX:XX	Continuing education requirements – Dually credentialed practitioner.
XX:XX:XX:XX	Continuing education requirements – Trainee.
XX:XX:XX:XX	Continuing education requirements – Supervisee.

**XX:XX:XX:XX.. Definitions.** Terms used in this chapter mean:

(1) "Continuing education cycle," a two-year period that begins on December first of an odd-numbered year and ends on November thirtieth of the next odd-numbered year;

(2) "Hour," the units of measurement for continuing education. A minimum of fifty minutes is required to gain one hour of continuing education

(3) "In-house program," a program attended or presented by the licensee for the purpose of educating staff in the same office;

(4) "Licensee," a person licensed or certified by the board as a certified addiction counselor, licensed addiction counselor, certified prevention specialist, or certified peer support specialist;

(5) "Supervisee," a person under a board approved plan of supervision for the purposes of completing education or supervised work experience required for certification or licensure; and

(6) "Trainee," a person under a board approved plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Record keeping.** A licensee, supervisee and trainee shall maintain records to verify the required continuing education used to renew a license, certificate or recognition. A licensee, supervisee and trainee shall maintain records in the form of a completion certificate or other documents supporting evidence of completion. The records must be maintained for at least four years after the date of renewal.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX.. Qualified continuing education.** Qualified continuing education is an academic course, in-house program, workshop, clinic, forum, lecture, program, seminar, or other educational activity delivered for the purpose of increasing or sustaining the proficiency of the licensee, supervisee, or trainee in the practice of addiction counseling, prevention services or peer recovery. Qualified continuing education must be evidenced by a certificate of completion from an approved continuing education program.

An academic semester credit equals fifteen continuing education hours. An academic quarter credit equals ten continuing education hours.

Book or magazine reviews or other independent self-study not evidenced by a certificate of completion from an approved continuing education program is not qualified continuing education.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Restrictions on continuing education.** A licensee may not earn more than eight continuing education hours during a compliance period from qualified in-house programs or workshops.

The same qualified continuing education may not be repeated by a licensee, supervisee, or trainee in consecutive continuing education cycles.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX.. Approved continuing education programs.** The board shall accept qualified continuing education programs accredited, approved, or presented by the following organizations or the organization's state affiliate if the subject matter of the continuing education relates to addiction counseling or prevention services:

- (1) Addiction Technology Transfer Center;
- (2) American Association of Christian Counselors;
- (3) American Association of Marriage and Family Therapists;
- (4) American Association of Social Workers;
- (5) American Counseling Association;
- (6) American Medical Association;
- (7) American Psychological Association;
- (8) Center for the Application of Prevention Technology;
- (9) Commission on Rehabilitation Counselor Certification;
- (10) Hazelden Betty Ford Foundation;
- (11) International Certification & Reciprocity Consortium;
- (12) Joint Commission for Accreditation of Health Care Organizations;
- (13) National Alliance of Mental Illness;
- (14) National Association for Alcoholism and Drug Abuse Counselors;
- (15) National Association of Social Workers;
- (16) National Board for Certified Counselors;
- (17) National Certification Commission for Addiction Professionals;
- (18) Prevention Technology Transfer Center;
- (19) Professional Education Systems Institute;

- (20) South Dakota Association of Addiction and Prevention Professionals;
- (21) South Dakota Board of Examiners for Counselors and Marriage and Family Therapists;
- (22) South Dakota Board of Examiners for Psychologists;
- (23) South Dakota Board of Social Work Examiners;
- (24) South Dakota Corrections Association;
- (25) South Dakota Council of Community Behavioral Health;
- (26) South Dakota Counseling Association;
- (27) South Dakota Department of Corrections;
- (28) South Dakota Department of Health;
- (29) South Dakota Department of Human Services;
- (30) South Dakota Department of Social Services;
- (31) South Dakota Unified Judicial System;
- (32) Substance Abuse and Mental Health Services Administration; and
- (33) The state licensing board for addiction or prevention counselors of another state.

The board may approve other qualified continuing education programs upon request or a licensee or provider. A licensee, supervisee, trainee, or provider requesting approval of a continuing education program shall apply on a form approved by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Credit for presentations and publications.** A licensee who has prepared an academic addiction or prevention counseling course, an addiction or prevention counseling training workshop, or an addiction or prevention counseling seminar or who has written, as first author, an addiction or prevention counseling article accepted for publication in a recognized professional journal is allowed a maximum of ten continuing education hours in each continuing education cycle for each original presentation or publication. The licensee shall maintain verification of completion of the presentation or the letter of acceptance to publish consistent with the requirements of this chapter.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX.. Waiver of continuing education requirements.** The board may waive the continuing education requirements of this chapter upon receipt of a written request for a waiver showing good cause. The burden is on the licensee, supervisee or trainee to demonstrate good cause for a waiver.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Continuing education requirements – Certified addiction counselor.**

A certified addiction counselor shall complete 40 hours of qualified continuing education in each continuing education cycle to renew the certification. At least four of the continuing education hours must be on the subject of addiction counseling ethics. Continuing education required for renewal of a license is prorated in six-month increments for a certification granted during a continuing education cycle. Upon application for renewal, a certified addiction counselor shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The certified addiction counselor shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Continuing education requirements – Licensed addiction counselor.**

A licensed addiction counselor shall complete 40 hours of qualified continuing education in each continuing education cycle to renew the license. At least four of the continuing education hours must be on the subject of addiction counseling ethics. Continuing education required for renewal of a license may be prorated in six-month increments for a licensee granted an initial license during a continuing education cycle. Continuing education may not be prorated for a license that is upgraded during a continuing education cycle. Upon application for renewal, a licensee shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The licensee shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Continuing education requirements – Certified prevention specialist.**

A certified prevention specialist shall complete 40 hours of qualified continuing education in each continuing education cycle to renew the certification. At least four of the continuing education hours must be on the subject of addiction counseling ethics. Continuing education required for renewal of a license is prorated in six-month increments for a certification granted an initial license during a continuing education cycle. Upon application for renewal, a certified prevention specialist shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The certified prevention specialist shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Continuing education requirements – Certified peer support specialist.** A certified peer support specialist shall complete 40 hours of qualified continuing education in each continuing education cycle. At least four of the continuing education hours must be on the subject of addiction or peer support ethics. Continuing education required for renewal of a license is prorated in six-month increments for a certification granted during a continuing education cycle. Upon application for renewal, a certified peer support specialist shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The certified peer support specialist shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Continuing education requirements – Dually credentialed practitioner.** A dually credentials practitioner shall complete 40 hours of qualified continuing education in each continuing education cycle to renew the certification. At least four of the continuing education hours must be on the subject of addiction counseling ethics. Continuing education required for renewal of a certificate or license by a dually credentialed practitioner may not be prorated based on the date of becoming dually credentialed. Upon application for renewal, a certified prevention specialist shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The certified prevention specialist shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Continuing education requirements – trainee.** A trainee shall complete four hours of qualified continuing education annually. The continuing education hours must be on the subject of addiction counseling ethics. Upon application for renewal, a trainee shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The trainee shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Continuing education requirements – supervisee.** A supervisee shall complete four hours of qualified continuing education annually. The continuing education hours must be on the subject of addiction counseling ethics. Upon application for renewal, a supervisee shall verify under penalty of perjury that all continuing education information provided on the application is true and correct. The trainee shall supply sufficient detail to permit verification of the qualified continuing education if notified of an audit by the board.

**Source:**

**General Authority:**

**Law Implemented:**

## CHAPTER XX:XX:XX

### RENEWAL

#### Section

- XX:XX:XX Application for plan of supervision renewal – Trainee
- XX:XX:XX Application for plan of supervision renewal – Addiction counselor supervisee.
- XX:XX:XX Application for plan of supervision renewal – Licensed addiction counselor supervisee.
- XX:XX:XX Application for plan of supervision renewal – Certified prevention specialist supervisee.
- XX:XX:XX Application for plan of supervision renewal – Certified peer support specialist supervisee.
- XX:XX:XX Failure to renew or reinstate a plan of supervision.

**XX:XX:XX:XX. Application for plan of supervision renewal – Trainee.** A trainee plan of supervision shall be renewed one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. To renew a plan of supervision, the trainee shall submit to the board a completed application and the renewal fee.

**Source:**

**General Authority:**

**Law Implemented:**

DISCUSSION DRAFT

**XX:XX:XX:XX. Application for plan of supervision renewal – Addiction counselor supervisee.** An addiction counselor plan of supervision shall be renewed one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. To renew a plan of supervision, the supervisee shall submit to the board:

- (1) A completed application and the renewal fee; and
- (2) Documentation of progress in completing the educational requirements for a certified addiction counselor, as prescribed by XX:XX:XX:XX.

For purposes of this section, progress in completing educational requirements means enrollment in or completion of one or more of the courses required to meet the educational requirement of XX:XX:XX:XX in the previous twelve months. A supervisee must demonstrate progress in completing the educational requirements in each renewal cycle. Failure to meet this requirement is grounds to deny renewal of the plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision renewal – Licensed addiction counselor supervisee.** A licensed addiction counselor plan of supervision shall be renewed one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. To renew a plan of supervision, the supervisee shall submit to the board:

- (1) A completed application and the renewal fee; and
- (2) Documentation of progress in completing the educational requirements for a licensed addiction counselor, as prescribed by XX:XX:XX:XX in the previous twelve months.

For purposes of this section, progress in completing educational requirements means enrollment in or completion of one or more of the courses required to meet the educational requirement of XX:XX:XX:XX. A supervisee must demonstrate progress in completing the educational requirements in each renewal cycle. Failure to meet this requirement is grounds to deny renewal of the plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision renewal – Certified prevention specialist supervisee.** A certified prevention specialist plan of supervision shall be renewed one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. To renew a plan of supervision, the supervisee shall submit to the board:

- (1) A completed application and the renewal fee; and
- (2) Documentation of progress in completing the educational requirements for a licensed addiction counselor, as prescribed by XX:XX:XX:XX in the previous twelve months.

For purposes of this section, progress in completing educational requirements means enrollment in or completion of one or more of the courses required to meet the educational requirement of XX:XX:XX:XX. A supervisee must demonstrate progress in completing the educational requirements in each renewal cycle. Failure to meet this requirement is grounds to deny renewal of the plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Application for plan of supervision renewal – Certified peer support specialist supervisee.** A certified peer support specialist supervisee plan of supervision shall be renewed one year from the date of issuance. An application to renew a plan of supervision must be submitted at least 30 days before the expiration of the approved plan of supervision. To renew a plan of supervision, the supervisee shall submit to the board:

- (1) A completed application and the renewal fee;
- (2) Documentation of progress in completing the educational requirements for a licensed addiction counselor, as prescribed by XX:XXXX:XX in the previous twelve months; and
- (3) A statement verifying recovery status demonstrating continuous, stable recovery for an addition for the past two years

For purposes of this section, progress in completing educational requirements means enrollment in or completion of one or more of the courses required to meet the educational requirement of XX:XX:XX:XX. A supervisee must demonstrate progress in completing the educational requirements in each renewal cycle. Failure to meet this requirement is grounds to deny renewal of the plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**XX:XX:XX:XX. Failure to renew or reinstate a plan of supervision.** If a plan of supervision is not renewed or reinstated as prescribed by this article, any work experience hours accumulated while under a plan of supervision are expired and do not qualify for purposes of meeting the work experience requirements for certification or licensure under chapter XX:XX:XX. A supervisee who does not renew a plan of supervision or reinstate the plan of supervision as prescribed by XX:XX:XX:XX,, must complete at least one of the courses required to meet the educational requirements for a certification or licensure, as prescribed by this article, after the date of the expiration of the plan of supervision.

**Source:**

**General Authority:**

**Law Implemented:**

**Chapter XX:XX:XX**

**SERVICES THROUGH ELECTRONIC MEANS**

Section

XX:XX:XX:XX

Standards for services through electronic means.

DISCUSSION DRAFT

**XX:XX:XX:XX. Standards for services through electronic means.** Addiction counseling and prevention or peer recovery services provided through electronic means must adhere to, Health Insurance Portability and Accountability Act of 1996, amended January 1, 2020, regulations, and the ethical requirements of chapter XX:XX:XX. Failure to adhere to these regulations and requirements may be considered unprofessional conduct by the board and subject to disciplinary action.

For purposes of this section, electronic means are any technology used to provide or receive addiction, prevention, or recovery services.

**Source:**

**General Authority:**

**Law Implemented:**