

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: REQUIREMENTS OF LICENSED EMPLOYEES

PURPOSE: To ensure that the employees have the minimal requirements to be licensed.

Employees

- All licensed employees must display license in view of clients
- All licensed employees must keep current on license
 - HR or Administrator will retrieve copies of license from Montana Board of Behavioral health web site
- All licensed employees are required to make sure that they have the required continuing education credits for renewal of licensing.
- Green Apple Counseling will provide CEU opportunities up to 12 per year or offer \$75 per employee for usage of CEU's.
- Business Manager will verify licensing upon consideration of hiring and checked annually.
- CEU's will be checked 3 months prior to expiration date.
 - If Employee is short CEU's it will be checked within 1 month of expiration.
 - If employee is short CEU's within 1 month of expiration, then they will take a week unpaid and complete required number of units.
- All employees will have an annual performance review with administrator and kept in employee file.

Continuing Education Requirements for LCSW, MLSW, LBSE, LCPC, LMFT, LAC, CBHPSS

- Licensees are required to obtain 20 hours of continuing education (CE) annually, prior to renewal.

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- Licensees completing more than 20 hours of CE may carry forward those hours into the next year. The number of hours carried forward shall not exceed 20 hours.
- Licensees holding more than one type of license must obtain the requisite 20 hours of CE for each license.
 - Of the 20 hours:
 - a minimum of two hours must relate to suicide prevention; and
 - a maximum ten hours may be for:
 - first-time preparation of a new course, in-service training workshop, or seminar
 - preparation time by the author or authors of a paper that is published for the first time in a recognized professional journal or given for the first time at a statewide or national professional meeting.
- Continuing education requirements will not apply until after the licensee's first renewal.
- Licensees are responsible for selecting quality programs that focus on protecting the health, safety, and welfare of the public and contribute to licensees' professional knowledge and competence.
 - Acceptable CE activities:
 - directly relate to the licensee's scope of practice as defined in board statute or rule.
 - review existing concepts and techniques.
 - convey information beyond the basic professional education.
 - update knowledge on the practice and advances in the profession; or
 - reinforce professional conduct or ethical obligations of the licensee.
 - The department may randomly audit up to 50 percent of renewed licensees.

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- Licensees must maintain documentation of completed CE for three years and provide documentation to the board upon request. Documentation must include the following information:
 - licensee name
 - course title and description of content
 - presenter or sponsor
 - course date(s)
 - number of CE hours earned