

**BOARD OF COUNSELING**

**TITLE OF REGULATIONS: 18 VAC 115-40-10 et seq.  
REGULATIONS GOVERNING THE CERTIFICATION  
OF  
REHABILITATION PROVIDERS**

**STATUTORY AUTHORITY: §54.1-2400 and 54.1-3514 OF THE  
CODE OF VIRGINIA**

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## PART I GENERAL PROVISIONS

### 18 VAC 115-40-10. Definitions.

A. The terms "board," "certified rehabilitation provider," and "professional judgment," when used in this chapter, shall have the meanings ascribed to them in § 54.1-3500 and § 54.1-3510 of the *Code of Virginia*.

B. The following words and terms, when used in this chapter, shall have the following meanings unless the context indicates otherwise:

"*Competency area*" means an area in which a person possesses knowledge and skills and the ability to apply them in the rehabilitation setting.

"*Experience*" means on-the-job experience under appropriate supervision as set forth in this chapter.

"*Internship*" means a supervised field experience as part of a degree requirement obtained from a regionally accredited university as set forth in 18 VAC 115-40-22.

"*Regionally accredited*" means an institution accredited by one of the regional accreditation agencies recognized by the United States Secretary of Education as responsible for accrediting senior post-secondary institutions and training programs.

"*Rehabilitation client*" means an individual receiving rehabilitation services whose benefits are regulated by the Virginia Workers' Compensation Commission.

"*Supervisee*" means any individual who has met the education requirements and is under appropriate supervision and working towards certification according to the requirements of this chapter. Services provided by the supervisee shall not involve the exercise of professional judgment as defined in §54.1-3510 of the *Code of Virginia*.

"*Supervision*" means the ongoing process performed by a supervisor who monitors the performance of the person supervised and provides regular, documented, personal instruction, guidance, and education with respect to the skills and competencies of the person supervised.

*"Supervisor"* means one who provides case-related supervision, consultation, education, and guidance for the applicant. The supervisor must be credentialed as defined in 18 VAC 115-40-27.

*"Training"* means the educational component of on-the-job experience.

**18 VAC 115-40-20. Fees required by the board.**

A. The board has established the following fees applicable to the certification of rehabilitation providers:

|  |       |
|--|-------|
| Initial certification by examination: Processing and initial certification ..... | \$90  |
| Initial certification by endorsement: Processing and initial certification.....  | \$90  |
| Certification renewal .....  | \$55  |
| Duplicate certificate .....  | \$5   |
| Late renewal .....   | \$20  |
| Reinstatement of a lapsed certificate .....                                      | \$100 |
| Replacement of or additional wall certificate.....                               | \$15  |
| Returned check.....  | \$25  |
| Reinstatement following revocation or suspension.....                            | \$500 |

B. Fees shall be paid to the board or its contractor or both in appropriate amounts as specified in the application instructions. All fees are non-refundable.

C. Examination fees shall be determined and made payable as determined by the board.

**PART II  
REQUIREMENTS FOR CERTIFICATION**

**18 VAC 115-40-22. Criteria for eligibility.**

A. Education and experience requirements for certification are as follows:

1. Any baccalaureate degree from a regionally accredited college or university or a current registered nurse license in good standing in Virginia; and
2. Documentation of 2,000 hours of supervised experience in performing those services that will be offered to a workers' compensation claimant under § 65.2-603 of the Code of Virginia. Experience may be acquired through supervised training or experience or both. A supervised internship in rehabilitation services may count toward

part of the required 2,000 hours. Any individual who does not meet the experience requirement for certification must practice under the supervision of an individual who meets the requirements of 18 VAC 115-40-27. Individuals shall not practice in an internship or supervisee capacity for more than five years.

B. A passing score on a board-approved examination shall be required.

C. The board may grant certification without examination to applicants certified as rehabilitation providers in other states or by nationally recognized certifying agencies, boards, associations and commissions by standards substantially equivalent to those set forth in the board's current regulation.

#### **18 VAC 115-40-25. Application process.**

The applicant shall submit to the executive director of the board at least 90 days prior to the date of the written examination:

1. A completed application form;
2. The official transcript or transcripts in the original sealed envelope submitted from the appropriate institutions of higher education directly to the applicant;
3. Documentation, on the appropriate forms, of the successful completion of the supervised experience requirement of 18 VAC 115-40-26. Documentation of supervision obtained outside of Virginia must include verification of the supervisor's out-of-state license or certificate; and
4. Documentation of the applicant's national or out-of-state license or certificate in good standing where applicable.

#### **18 VAC 115-40-26. Supervised experience requirements.**

The following shall apply to the supervised experience requirement for certification:

1. On average, the supervisor and the supervisee shall consult for two hours per week in group or personal instruction. The total hours of personal instruction shall not be less than 100 hours within the 2,000 hours of experience. Group instruction shall not exceed six members in a group.
2. Half of the personal instruction contained in the total supervised experience shall be face-to-face between the supervisor and supervisee. A portion of the face-to-face

instruction shall include direct observation of the supervisee-rehabilitation client interaction.

**18 VAC 115-40-27. Supervisor requirements.**

A. A supervisor shall:

1. Be a licensed professional counselor, licensed psychologist, licensed clinical social worker, licensed marriage and family therapist, licensed substance abuse treatment practitioner, licensed physician or licensed registered nurse with a minimum of one year experience in rehabilitation service provision;
2. Be a rehabilitation provider certified by the board who has national certification in rehabilitation service provision as outlined in subsection C of 18 VAC 115-40-22; or
3. Have two years experience as a board certified rehabilitation provider.

B. The supervisor shall assume responsibility for the professional activities of the supervisee.

C. At the time of application for certification by examination, the supervisor shall document for the board: (i) credentials to provide supervision in accordance with this section, (ii) the applicant's total hours of supervision, (iii) length of work experience, (iv) competence in rehabilitation service provision, and (v) any needs for additional supervision or training.

D. Supervision by any individual whose relationship to the supervisee compromises the objectivity of the supervisor is prohibited. This includes but is not limited to immediate family members (spouses, parents, siblings, children and in-laws).

**PART III  
EXAMINATIONS**

**18 VAC 115-40-28. General examination requirements.**

A. Every applicant for certification as a rehabilitation provider shall take a written examination approved by the board and achieve a passing score as determined by the board.

B. The written examination will be given at least once each year. The board may schedule such additional examinations as it deems necessary.

**PART IV  
RENEWAL AND REINSTATEMENT**

**18 VAC 115-40-30. Annual renewal of certificate.**

- A. Every certificate issued by the board shall expire on January 31 of each year.
1. To renew certification, the certified rehabilitation provider shall submit a renewal application form and fee as prescribed in 18 VAC 115-40-20.
  2. Failure to receive a renewal notice and application form shall not excuse the certified rehabilitation provider from the renewal requirement.

**18 VAC 115-40-35. Reinstatement.**

- A. A person whose certificate has expired may renew it within one year after its expiration date by paying the renewal fee and the late renewal fee prescribed in 18 VAC 115-40-20.
- B. A person who fails to renew a certificate for one year or more shall apply for reinstatement, pay the reinstatement fee and submit evidence regarding the continued ability to perform the functions within the scope of practice of the certification.

**18 VAC 115-40-38. Change of address.**

A certified rehabilitation provider whose mailing address has changed shall submit the new address in writing to the within 30 days of such change.

**PART V  
STANDARDS OF PRACTICE; DISCIPLINARY ACTIONS; REINSTATEMENT**

**18 VAC 115-40-40. Standards of practice.**

- A. The protection of the public health, safety and welfare, and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board.
- B. Each person certified by the board shall:

1. Provide services in a manner that is in the best interest of the public and does not endanger the public health, safety, or welfare.
2. Provide services only within the competency areas for which one is qualified by training or experience.
3. Not provide services under a false or assumed name, or impersonate another practitioner of a like, similar or different name.
4. Be aware of the areas of competence of related professions and make full use of professional, technical and administrative resources to secure for rehabilitation clients the most appropriate services.
5. Not commit any act which is a felony under the laws of this Commonwealth, other states, the District of Columbia or the United States, or any act which is a misdemeanor under such laws and involves moral turpitude.
6. Stay abreast of new developments, concepts and practices which are important to providing appropriate services.
7. State a rationale in the form of an identified objective or purpose for the provision of services to be rendered to the rehabilitation client.
8. Not engage in offering services to a rehabilitation client who is receiving services from another rehabilitation provider without attempting to inform such other providers in order to avoid confusion and conflict for the rehabilitation client.
9. Represent accurately one's competence, education, training and experience.
10. Refrain from undertaking any activity in which one's personal problems are likely to lead to inadequate or harmful services.
11. Not engage in improper direct solicitation of rehabilitation clients and shall announce services fairly and accurately in a manner which will aid the public in forming their own informed judgments, opinions and choices and which avoids fraud and misrepresentation through sensationalism, exaggeration or superficiality.
12. Recognize conflicts of interest and inform all parties of the nature and directions of loyalties and responsibilities involved.
13. Report to the board known or suspected violations of the laws and regulations governing the practice of rehabilitation providers.



14. Report to the board any unethical or incompetent practices by other rehabilitation providers that jeopardize public safety or cause a risk of harm to rehabilitation clients.
15. Provide rehabilitation clients with accurate information of what to expect in the way of tests, evaluations, billing, rehabilitation plans and schedules before rendering services.
16. Provide services and submission of reports in a timely fashion and ensure that services and reports respond to the purpose of the referral and include recommendations, if appropriate. All reports shall reflect an objective, independent opinion based on factual determinations within the provider's area of expertise and discipline. The reports of services and findings shall be distributed to appropriate parties and shall comply with all applicable legal regulations.
17. Specify, for the referral source and the rehabilitation client, at the time of initial referral, what services are to be provided and what practices are to be conducted. This shall include the identification, as well as the clarification, of services that are available by that member.
18. Assure that the rehabilitation client is aware, from the outset, if the delivery of service is being observed by a third party. Professional files, reports and records shall be maintained for three years beyond the termination of services.
19. Never engage in nonprofessional relationships with rehabilitation clients that compromise the rehabilitation client's well being, impair the rehabilitation provider's objectivity and judgment or increase the risk of rehabilitation client exploitation.
20. Never engage in sexual intimacy with rehabilitation clients or former rehabilitation clients, as such intimacy is unethical and prohibited.

**18 VAC 115-40-50. Grounds for revocation, suspension, probation, reprimand, censure, denial of renewal of certificate; petition for rehearing.**

Action by the board to revoke, suspend, decline to issue or renew a certificate, to place such a certificate holder on probation or to censure, reprimand or fine a certified rehabilitation provider may be taken in accord with the following:

1. Procuring a license, certificate or registration by fraud or misrepresentation.
2. Violation of, or aid to another in violating any regulation or statute applicable to the provision of rehabilitation services.

3. The denial, revocation, suspension or restriction of a registration, license or certificate to practice in another state, or a United States possession or territory or the surrender of any such registration, license or certificate while an active administrative investigation is pending.
4. Conviction of any felony; or of a misdemeanor involving moral turpitude.
5. Providing rehabilitation services without reasonable skill and safety to clients by virtue of physical or emotional illness or substance abuse.

**18 VAC 115-40-60. (Repealed)**

**18 VAC 115-40-61. Reinstatement following disciplinary action.**

- A. Any person whose certificate has been revoked, suspended or denied renewal by the board under the provisions of 18 VAC 115-40-50 must submit a new application for reinstatement of certification.
- B. The board in its discretion may, after a hearing, grant the reinstatement sought in subsection A of this section.
- C. The applicant for such reinstatement, if approved, shall be certified upon payment of the appropriate fee applicable at the time of reinstatement.