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Sequence Number: 09-17-15
Rule ID(s): 6021-6023
File Date: 9/11/15
Effective Date: 12/10/15

Rulemaking Hearing Rule(s) Filing Form

Rulemaking Hearing Rules are rules filed after and as a result of a rulemaking hearing. T.C.A. § 4-5-205

Agency/Board/Commission:	Tennessee Board for Professional Counselors, Marital and Family Therapists and Clinical Pastoral Therapists
Division:	Health Related Boards
Contact Person:	Todd Pinckley, Assistant General Counsel
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Email:	Todd.Pinckley@tn.gov

Revision Type (check all that apply):

- Amendment
 New
 Repeal

Rule(s) Revised (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please enter only ONE Rule Number/Rule Title per row)

Chapter Number	Chapter Title
0450-01	General Rules Governing Professional Counselors
Rule Number	Rule Title
0450-01-.06	Fees

Chapter Number	Chapter Title
0450-02	General Rules Governing Marital and Family Therapists
Rule Number	Rule Title
0450-02-.06	Fees

Chapter Number	Chapter Title
0450-03	General Rules Governing Clinical Pastoral Therapists
Rule Number	Rule Title
0450-03-.06	Fees

(Place substance of rules and other info here. Statutory authority must be given for each rule change. For information on formatting rules go to <http://state.tn.us/sos/rules/1360/1360.htm>)

Chapter 0450-01
General Rules Governing Professional Counselors

Rule 0450-01-.06 Fees is amended by deleting part (4)(a)2. in its entirety and renumbering the remaining parts and is further amended by deleting newly-numbered part (4)(a)3.in its entirety and substituting the following language, so that as amended, the new part (4)(a)3. shall read:

3. Renewal (Biennial)..... 115.00

Authority: T.C.A. §§ 63-22-102, 63-22-104, and 63-22-108.

Rule 0450-01-.06 Fees is amended by deleting part (4)(c)3. in its entirety and renumbering the remaining parts and is further amended by deleting newly-numbered part (4)(c)4.in its entirety and substituting the following language, so that as amended, the new part (4)(c)4. shall read:

4. Renewal (Biennial)..... 115.00

Authority: T.C.A. §§ 63-22-102, 63-22-104, and 63-22-108.

Chapter 0450-02
General Rules Governing Marital and Family Therapists

Rule 0450-02-.06 Fees is amended by deleting part (4)(a)2. in its entirety and renumbering the remaining parts and is further amended by deleting newly-numbered part (4)(a)3.in its entirety and substituting the following language, so that as amended, the new part (4)(a)3. shall read:

3. Renewal (Biennial)..... 115.00

Authority: T.C.A. §§ 63-22-102, 63-22-106, and 63-22-108.

Rule 0450-02-.06 Fees is amended by deleting part (4)(b)3. in its entirety and renumbering the remaining parts and is further amended by deleting newly-numbered part (4)(b)4. in its entirety and substituting the following language, so that as amended, the new part (4)(b)4. shall read:

4. Renewal (Biennial)..... 115.00

Authority: T.C.A. §§ 63-22-102, 63-22-106, and 63-22-108.

Chapter 0450-03
General Rules Governing Clinical Pastoral Therapists

Rule 0450-03-.06 Fees is amended by deleting subparagraph (4)(c) in its entirety and re-lettering the remaining subparagraphs and is further amended by deleting newly-lettered subparagraph (4)(d) in its entirety and substituting the following language, so that as amended, the new subparagraph (4)(d) shall read:

(d) Renewal (Biennial)..... 115.00

Authority: T.C.A. §§ 63-22-102, 63-22-108, and 63-22-203.

* If a roll-call vote was necessary, the vote by the Agency on these rulemaking hearing rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Susan Hammonds-White, EdD	x				
Janet Scott, PhD	x				
Bradley Bull, PhD	x				
Vacant					
Stephen Caldwell	x				

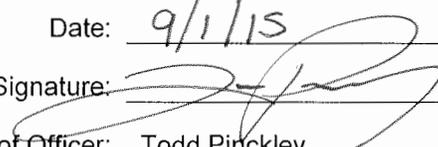
I certify that this is an accurate and complete copy of rulemaking hearing rules, lawfully promulgated and adopted by the Tennessee Board for Professional Counselors, Marital and Family Therapists and Clinical Pastoral Therapists (board/commission/ other authority) on 09/05/2014 (mm/dd/yyyy), and is in compliance with the provisions of T.C.A. § 4-5-222.

I further certify the following:

Notice of Rulemaking Hearing filed with the Department of State on: 07/10/14 (mm/dd/yy)

Rulemaking Hearing(s) Conducted on: (add more dates). 09/05/14 (mm/dd/yy)

Date: 9/1/15

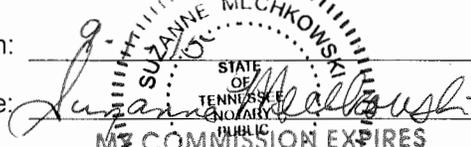
Signature: 

Name of Officer: Todd Pirckley

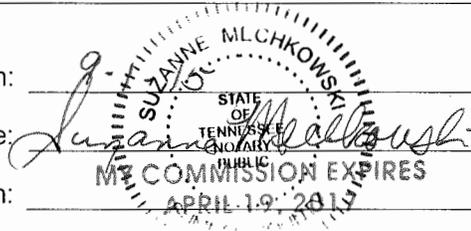
Assistant General Counsel

Title of Officer: Department of Health

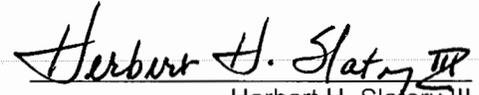
Subscribed and sworn to before me on: _____

Notary Public Signature: 

My commission expires on: _____



All rulemaking hearing rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.


 Herbert H. Slatery III
 Attorney General and Reporter
9/3/2015
 Date

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Filed with the Department of State on: 9/11/15

Effective on: 12/10/15


 Tre Hargett
 Secretary of State

Public Hearing Comments

One copy of a document containing responses to comments made at the public hearing must accompany the filing pursuant to T.C.A. § 4-5-222. Agencies shall include only their responses to public hearing comments, which can be summarized. No letters of inquiry from parties questioning the rule will be accepted. When no comments are received at the public hearing, the agency need only draft a memorandum stating such and include it with the Rulemaking Hearing Rule filing. Minutes of the meeting will not be accepted. Transcripts are not acceptable.

There were no public comments received, either written or oral.

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process as described in T.C.A. § 4-5-202(a)(3) and T.C.A. § 4-5-202(a), all agencies shall conduct a review of whether a proposed rule or rule affects small businesses.

(If applicable, insert Regulatory Flexibility Addendum here)

REGULATORY FLEXIBILITY ANALYSIS

- (1) **The extent to which the rule or rule may overlap, duplicate, or conflict with other federal, state, and local governmental rules.**

The proposed rule amendments do not overlap, duplicate, or conflict with other federal, state, or local government rules.

- (2) **Clarity, conciseness, and lack of ambiguity in the rule or rules.**

The proposed rule amendments exhibit clarity, conciseness, and lack of ambiguity.

- (3) **The establishment of flexible compliance and/or reporting requirements for small businesses.**

The proposed rule amendments do not impose new compliance or reporting requirements on any entity and to the extent that they change requirements, the burden on small businesses is lessened.

- (4) **The establishment of friendly schedules or deadlines for compliance and/or reporting requirements for small businesses.**

The proposed rule amendments do not establish new schedules or deadlines for compliance and/or reporting requirements for any entity including small businesses.

- (5) **The consolidation or simplification of compliance or reporting requirements for small businesses.**

The rule amendments do not change, consolidate, or simplify compliance or reporting requirements for small businesses, they simply lower the monetary amounts of already existing fee requirements.

- (6) **The establishment of performance standards for small businesses as opposed to design or operational standards required in the proposed rule.**

The standards required in the amendments do not necessitate the establishment of performance, design, or operational standards.

- (7) **The unnecessary creation of entry barriers or other effects that stifle entrepreneurial activity, curb innovation, or increase costs.**

There are no unnecessary entry barriers or other effects in the proposed rules that would stifle entrepreneurial activity or curb innovation. In fact the rules decrease costs which could stimulate entrepreneurial activity.

STATEMENT OF ECONOMIC IMPACT TO SMALL BUSINESSES

Name of Board, Committee or Council: Tennessee Board for Professional Counselors, Marital and Family Therapists and Clinical Pastoral Therapists

Rulemaking hearing date: September 5, 2014

1. **Type or types of small business and an identification and estimate of the number of small businesses subject to the proposed rule that would bear the cost of, and/or directly benefit from the proposed rule:**

The proposed rules will affect current licensees of the Board. The proposed rules will reduce existing renewal fee requirements and as such, there are no additional costs to small businesses but a direct benefit to individuals by reducing the fee.

2. **Projected reporting, recordkeeping and other administrative costs required for compliance with the proposed rule, including the type of professional skills necessary for preparation of the report or record:**

None. The proposed rules reduce existing fee requirements and as such, do not require reporting, recordkeeping or other administrative costs in order to comply with the proposed rule.

3. **Statement of the probable effect on impacted small businesses and consumers:**

The proposed rules have a small positive impact on licensed individuals and small businesses by reducing fee requirements to remain licensed and have the license verified to a third party. The rules have no direct impact on consumers.

4. **Description of any less burdensome, less intrusive or less costly alternative methods of achieving the purpose and/or objectives of the proposed rule that may exist, and to what extent, such alternative means might be less burdensome to small business:**

Decreasing fees is the best method for achieving the purpose of decreasing unnecessary Board revenue and the decrease is not burdensome, intrusive, or costly.

5. **Comparison of the proposed rule with any federal or state counterparts:**

Federal: The Board is not aware of any federal counterparts. Counselors are not regulated by the federal government.

State: After reviewing the rules for other states in the southeastern region of the United States, it has been determined that other states have fees that are consistent with the proposed fees – ranging from \$100 to \$300 every two years.

6. **Analysis of the effect of the possible exemption of small businesses from all or any part of the requirements contained in the proposed rule.**

An exemption of small businesses is not applicable as the proposed rules reduce existing fees and as such, provide a direct benefit to small businesses.

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 "any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments." (See Public Chapter Number 1070 (<http://state.tn.us/sos/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

The proposed rule amendments should not have a financial impact on local governments.

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A) A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

Rule 0450-01-.06, *Fees*: This rule amendment would decrease the renewal fee for Certified and Licensed Professional Counselors from \$190.00 to \$115.00, every two years and eliminate the fee for an endorsement or verification of licensure.

Rule 0450-02-.06, *Fees*: This rule amendment would decrease the renewal fee for Certified and Licensed Marital and Family Therapists from \$190.00 to \$115.00, every two years and eliminate the fee for an endorsement or verification of licensure.

Rule 0450-03-.06, *Fees*: This rule amendment would decrease the renewal fee for Clinical Pastoral Therapists from \$190.00 to \$115.00, every two years and eliminate the fee for an endorsement or verification of licensure.

- (B) A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

None.

- (C) Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

The proposed rules will affect current licensees of the Board.

- (D) Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule;

None.

- (E) An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

These rules should not result in any increase or decrease in state and local government revenues or expenditures.

- (F) Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Todd Pinckley, Assistant General Counsel, Department of Health

- (G) Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Todd Pinckley, Assistant General Counsel, Department of Health

- (H) Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

Office of General Counsel, Department of Health, 665 Mainstream Drive, Nashville, Tennessee 37243, (615) 741-1611, Todd.Pinckley@tn.gov.

- (I) Any additional information relevant to the rule proposed for continuation that the committee requests.

None.

(Rule 0450-01-.05, continued)

- (c) If an applicant is granted a temporary license, the license shall remain valid until the Board grants or denies the regular license application or until it shall become invalid for any of the following reasons:
 - 1. Expiration of the three (3) year period.
 - 2. Failure to continue in supervision during the three year period the license may be valid.
 - 3. Change of supervisors without notifying the Board, submitting the credentials of the proposed supervisor, and obtaining the Board's approval.
- (d) When a temporary license holder is notified by the Board that his temporary license is invalid for any reason, the applicant shall return the temporary license to the Board office within ten (10) days. The applicant is expected to cause his supervisor to notify the Board of any reason he is aware of that the license should become invalid. The Board will notify the supervisor when the temporary license becomes invalid.
- (e) To replace the temporary license with a regular license for LPC/MSHP, the applicant shall:
 - 1. Notify the Board in writing of intention to seek licensure, using the form provided by the Board.
 - 2. Present proof of the following:
 - i. Completion of the required Post Master's supervised experience in a clinical setting which meets the requirement of 0450-01-.10; and
 - ii. Passage of the National Clinical Mental Health Counseling Examination and the Tennessee Jurisprudence Examination.
 - 3. Upon receipt of the materials specified in Parts 1 and 2 the Board shall consider the previously submitted licensure application appropriately supplemented and grant or deny the regular license application, based on satisfactory completion of all requirements for licensure.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-22-102, 63-22-104, 63-22-107, 63-22-110, 63-22-116, 63-22-117, 63-22-120, 63-22-121, and 63-22-150. **Administrative History:** Original rule filed October 9, 1986; effective November 23, 1986. Repeal and new rule filed April 29, 1992; effective June 13, 1992. Amendment filed April 16, 1996; effective June 30, 1996. Amendment filed June 18, 1996; effective September 4, 1996. Amendment filed January 29, 1998; effective April 14, 1998. Amendment filed August 16, 2002; effective October 30, 2002. Amendment filed October 30, 2002; effective January 13, 2003. Amendment filed July 16, 2003; effective September 29, 2003. Amendment filed September 4, 2003 was effective November 18, 2003. However; stay of effective date filed by the Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists on November 7, 2003; new effective date January 17, 2004. Amendment filed March 17, 2006; effective May 31, 2006. Amendment filed November 26, 2008; effective February 9, 2009. Amendments filed January 7, 2014; effective April 7, 2014.

0450-01-.06 FEES.

- (1) The fees authorized by statutes are established as follows:

(Rule 0450-01-.06, continued)

- (a) Application fee - A nonrefundable fee to be paid by all applicants including those seeking licensure by reciprocity. It must be paid each time an application for licensure is filed.
 - (b) Duplicate Certificate or License Fee - A nonrefundable fee to be paid when an individual requests a replacement for a lost or destroyed "artistically designed" license.
 - (c) Endorsement/Verification Fee - A nonrefundable fee paid for each certification, verification, endorsement of an individual's record for any purpose.
 - (d) Late Renewal Fee - A nonrefundable fee to be paid when an individual fails to timely renew his certificate or license.
 - (e) License Fee - A nonrefundable fee to be paid prior to the issuance of the "artistically designed" license.
 - (f) Renewal fee - A nonrefundable fee to be paid by all license and certificate holders. This fee also applies to individuals who reactivate a retired or lapsed certificate or license.
 - (g) State Regulatory Fee - To be paid by all individuals at the time of application and with each renewal application.
 - (h) Temporary License Fee - A refundable fee to be paid by all applicants seeking temporary licensure as a professional counselor.
 - (i) Upgrade Review Fee - A nonrefundable fee to be paid by an individual seeking to upgrade from certification to licensure status. It must be paid each time a request for upgrade is filed.
- (2) All fees shall be established by the board. Fees may be reviewed and changed at the discretion of the board.
- (3) All fees must be submitted to the board administrative office by certified or personal check or money order. Checks or money orders are to be made payable to the Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists.

(4) Fee Schedule:	Amount
(a) Certified Professional Counselor	
1. Replacement Certificate	\$ 25.00
2. Endorsement/Verification	20.00
2,3. Late Renewal	75.00
4. Renewal (Biennial)	190.00
3. Renewal (Biennial)	115.00
4,5. State Regulatory (Biennial)	10.00
5,6. Upgrade Review	50.00
(b) Certified Associate Counselor	

(Rule 0450-01-.06, continued)

1. Upgrade Review	\$50.00
(c) Licensed Professional Counselor (with or without Mental Health Service Provider)	
1. Application	\$200.00
2. Replacement License	25.00
3. Endorsement/Verification	20.00
3.4. Late Renewal	75.00
5. Renewal (Biennial)	190.00
4. Renewal (Biennial)	115.00
5.6. State Regulatory (Biennial)	10.00
6.7. Temporary License	150.00
(d) Mental Health Service Provider Upgrade	
1. Application	\$75.00

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-22-102, 63-22-104, and 63-22-121. **Administrative History:** Original rule filed October 9, 1986; effective November 23, 1986. Repeal and new rule filed April 29, 1992; effective June 13, 1992. Amendment filed April 16, 1996; effective June 30, 1996. Amendment filed January 29, 1998; effective April 14, 1998. Amendment filed July 31, 2000; effective October 14, 2000. Amendment filed August 16, 2002; effective October 30, 2002. Amendment filed July 16, 2003; effective September 29, 2003. Amendment filed March 23, 2007; effective June 6, 2007.

0450-01-.07 APPLICATION REVIEW, APPROVAL, DENIAL, INTERVIEWS.

- (1) An application shall be requested from the Board's administrative office or shall be downloaded from the Internet. The submitted application shall be accompanied by the nonrefundable application fee pursuant to rule 0450-01-.06.
- (2) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files.
- (3) Initial review of all applications to determine whether or not the application file is complete may be delegated to the board's administrator. Initial approval or denial must then be made by at least one member of the board or its designated consultant after review by that person. Any such initial approval or denial must be ratified or reversed by the board.
- (4) If an application is incomplete when received in the Board's administrative office, a deficiency letter will be sent to the applicant notifying him/her of the deficiency. The requested information must be received in the Board's administrative office before a licensure decision will be made. Under no circumstances shall licensure be granted to any applicant whose application the board has determined to be incomplete.
- (5) If a completed application has been denied and ratified as such by the board, the action shall become final and a notification of the denial shall be sent by the board's administrative office by certified mail return receipt requested. Specific reasons for denial will be stated, such as

(Rule 0450-02-.05, continued)

Amendment filed April 30, 2002; effective July 14, 2002. Amendment filed July 16, 2003; effective September 29, 2003. Amendment filed March 17, 2006; effective May 31, 2006.

0450-02-.06 FEES.

- (1) The fees authorized by statutes are established as follows:
 - (a) Application fee - A nonrefundable fee to be paid by all applicants including those seeking licensure by reciprocity. It must be paid each time an application for licensure is filed.
 - (b) Replacement Certification or License Fee - A nonrefundable fee to be paid when an individual requests a replacement for a lost or destroyed "artistically designed" license or certification.
 - (c) Endorsement/Verification - A nonrefundable fee paid for each certification, verification, or endorsement of an individual's record for any purpose.
 - (d) Late Renewal Fee - A nonrefundable fee to be paid when an individual fails to timely renew a certificate or license.
 - (e) License Fee - A nonrefundable fee to be paid prior to the issuance of the "artistically designed" license.
 - (f) Renewal fee - A nonrefundable fee to be paid by all license and certificate holders. This fee also applies to individuals who reactivate a retired or lapsed certificate or license.
 - (g) State Regulatory Fee - To be paid by all individuals at the time of application and with all renewal applications.
 - (h) Temporary License Fee - A refundable fee to be paid by all applicants seeking temporary licensure as a marital and family therapist.
 - (i) Upgrade review fee - A nonrefundable fee to be paid by all applicants seeking to upgrade from certification to licensure status. It must be paid each time a request for upgrade is submitted.
- (2) All fees shall be established by the board. Fees may be reviewed and changed at the discretion of the board.
- (3) All fees must be submitted to the board administrative office by certified or personal check or postal money order. Checks or money orders are to be made payable to the Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists.

(4) Fee Schedule:	Amount
(a) Certified Marital and Family Therapist	
1. Replacement Certification	\$ 25.00
2. Endorsement/Verification	20.00
2.3. Late Renewal	75.00
4. Renewal (Biennial)	190.00

(Rule 0450-02-.06, continued)

3.	Renewal (Biennial)	115.00
4.5.	State Regulatory (Biennial)	10.00
5.6.	Upgrade Review	50.00
(b) Licensed Marital and Family Therapist		
1.	Application and Oral Examination	\$200.00
2.	Replacement License	25.00
3.	Endorsement/Verification	20.00
3.4.	Late Renewal	75.00
5.	Renewal (Biennial)	190.00
4.	Renewal (Biennial)	115.00
5.6.	State Regulatory (Biennial)	10.00
6.7.	Temporary License	150.00

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-22-102, 63-22-106, and 63-22-121. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed December 7, 1998; effective February 20, 1999. Amendment filed July 31, 2000; effective October 14, 2000. Amendment filed April 10, 2002; effective June 24, 2002. Amendment filed August 16, 2002; effective October 30, 2002. Amendment filed July 16, 2003; effective September 29, 2003. Amendment filed October 6, 2004; effective December 20, 2004. Amendment filed March 23, 2007; effective June 6, 2007.

0450-02-.07 APPLICATION REVIEW, APPROVAL, DENIAL, INTERVIEWS.

- (1) An application shall be requested from the Board's administrative office or shall be downloaded from the Internet. The submitted application shall be accompanied by the nonrefundable application fee pursuant to rule 0450-02-.06.
- (2) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files.
- (3) Initial review of all applications to determine whether or not the application file is complete may be delegated to the board's administrator. Initial approval or denial must then be made by at least one member of the board or its designated consultant after review by that person. Any such initial approval or denial must be ratified or reversed by the board.
- (4) If an application is incomplete when received in the Board's administrative office, a deficiency letter will be sent to the applicant notifying him/her of the deficiency. The requested information must be received in the Board's administrative office before a licensure decision will be made. Under no circumstances shall licensure be granted to any applicant whose application the Board has determined to be incomplete.
- (5) If a completed application has been denied and ratified as such by the board, the action shall become final and the following shall occur:

(Rule 0450-03-.05, continued)

- abuse counselor, or an applicant must submit a copy of his renewal certificate.
- (iii) An applicant must submit documentation that he has been actively engaged in the practice of clinical pastoral therapy for at least five (5) years prior to January 1, 2003. Such documentation shall include two (2) affidavits signed by certified mental health professionals, attesting to the applicant's period of service as a clinical pastoral therapist or pastoral counselor.
- (f) An applicant shall submit evidence of good moral character. Such evidence shall include at least two original letters within the preceding 12 months from professionals attesting to the applicant's personal character and professional ethics. The letters must be submitted on the signator's letterhead.
- (g) An applicant shall disclose the circumstances surrounding any of the following:
1. Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations.
 2. The denial of certification application by any other state or the discipline of certification in any state.
 3. Loss or restriction of certification and/or licensure.
 4. Any civil suit judgment or civil settlement in which the applicant was a party defendant including, without limitation, actions involving malpractice, breach of contract, antitrust activity, or any other civil action remedy recognized under any country's or state's statutory, common, or case law.
- (h) An applicant shall cause to be submitted to the Board's administrative office directly from the vendor identified in the Board's licensure application materials, the result of a criminal background check.
- (i) When necessary, all documents required to be submitted shall be translated into English and such translation certified along with the original document as to authenticity by the issuing source.
- (j) Personal resumes are not acceptable and will not be reviewed.
- (k) Application review and licensure decisions shall be governed by Rule 0450-03-.07.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-22-102, 63-22-110, 63-22-201, 63-22-202, 63-22-203, 63-22-205, and 63-22-206. **Administrative History:** Original rule filed December 30, 1998; effective March 15, 1999. Amendment filed July 21, 2004; effective October 4, 2004. Amendment filed March 17, 2006; effective May 31, 2006.

0450-03-.06 FEES.

- (1) The fees authorized by statutes are established as nonrefundable as follows:
- (a) Application Fee - a fee to be paid by all applicants including those seeking licensure by reciprocity. It must be paid each time an application for licensure is filed.

(Rule 0450-03-.06, continued)

- (b) Duplicate License Fee - a fee to be paid when an individual requests a replacement for a lost or destroyed "artistically designed" License.
 - (c) Endorsement/Verification Fee - a fee paid for each certification, verification, endorsement of an individual's record for any purpose.
 - (d) Late Renewal Fee - a fee to be paid when an individual fails to timely renew his certificate.
 - (e) Renewal Fee - a fee to be paid by all licensees. This fee also applies to individuals who reactivate a retired or lapsed license.
 - (f) State Regulatory Fee - to be paid by all individuals at the time of application and with each renewal application.
- (2) All fees shall be established by the Board.
- (3) All fees must be submitted to the Board's Administrative Office by certified or personal check or money order. Checks or money orders are to be made payable to the Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists.

(4) Fee Schedule:

	Amount
(a) Application	\$200.00
(b) Duplicate License	25.00
(c) Endorsement/Verification	20.00
(c) (d) Late Renewal	75.00
(e) Renewal (Biennial)	190.00
<u>(d) Renewal (Biennial)</u>	<u>115.00</u>
(e) (f) State Regulatory (Biennial)	10.00
(f) (g) Examination	250.00

Authority: T.C.A. §§4-3-1011, 4-5-202, 4-5-204, 63-1-103, 63-1-106, 63-1-107, 63-1-108, 63-1-112, 63-1-118, 63-22-102, 63-22-108, 63-22-203, 63-22-205, and 63-22-207. **Administrative History:** Original rule filed December 30, 1998; effective March 15, 1999. Amendment filed July 31, 2000; effective October 14, 2000. Amendment filed August 16, 2002; effective October 30, 2002. Amendment filed July 21, 2004; effective October 4, 2004.

0450-03-.07 APPLICATION REVIEW, APPROVAL AND DENIAL.

- (1) An application shall be requested from the Board's administrative office or shall be downloaded from the Internet. The submitted application shall be accompanied by the nonrefundable application fee pursuant to rule 0450-03-.06.
- (2) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files