

[Minnesota Rules, Table of Chapters](#)

[Table of contents for Chapter 4747](#)

4747.1100 CONTINUING EDUCATION REQUIREMENTS.

Subpart 1. **General requirements.** The board shall establish a two-year continuing education reporting schedule requiring licensees to report completion of the requirements of this part. Licensees must document completion of a minimum of 40 clock hours of continuing education activities each reporting period. A licensee may be given credit only for activities that directly relate to the practice of alcohol and drug counseling, the core functions, or the rules of professional conduct in part [4747.1400](#). The continuing education reporting form must require reporting of the following information:

- A. the continuing education activity title;
- B. a brief description of the continuing education activity;
- C. the sponsor, presenter, or author;
- D. the location and attendance dates;
- E. the number of clock hours; and
- F. a statement that the information is true and correct to the best knowledge of the licensee.

Only continuing education obtained during the previous two-year reporting period may be considered at the time of reporting. Clock hours must be earned and reported in increments of one-half clock hour with a minimum of one clock hour for each continuing education activity.

Subp. 2. **Continuing education requirements for licensee's first four years.** Licensees must, as part of meeting the clock hour requirement of this part, obtain and document the following clock hours within the first four years after their initial license effective date according to the board's reporting schedule. Alcohol and drug counselor training obtained up to three years prior to January 27, 1998, which meets the requirements of this subpart must be considered as having met the requirements of this part. Alcohol and drug counselor classroom education obtained any time prior to January 27, 1998, which meets the requirements of this subpart must be considered as having met the requirements of this part.

A. Six clock hours in Native American issues, including gaining knowledge of:

(1) the practical application of traditional Native American spiritual and cultural living to clients;

(2) the functioning of traditional Native American cultures before the arrival of alcohol and drugs;

(3) the changes that alcohol and drugs have caused in the traditional Native American cultures;

(4) the history of the Native American experience in the United States and its effects on the influence of alcohol and drug use among Native Americans;

(5) the development of United States policy in regard to Native Americans and how this has influenced Native Americans;

(6) the progression of social scientific thought and its influence on Native Americans as it relates to alcohol and drugs;

(7) how the licensee must demonstrate sensitivity for a client's healthy, culturally appropriate lifestyle;

(8) the licensee's knowledge of cultural practices that will recreate a supportive, alcohol-free environment;

(9) the licensee's awareness and ability to identify the dynamics of an alcohol and drug subculture, as opposed to traditional Native American practices; and

(10) integrating self-evaluation into personal and professional development.

B. Six clock hours in Asian American issues, including gaining knowledge of:

(1) existing referral agencies whose focus is practicing with Asian American clients, including counties and community-based agencies;

(2) the various subgroups within the Asian American population in the United States, including their languages, religious practices, and place of origin;

(3) the dynamic of Asian American emigrational history, including the regulated immigration patterns and the refugee resettlement after World War II, from the Indo-Chinese War to the present time;

(4) current trends of alcohol and drug abuse among Asian Americans;

(5) various approaches to practicing with Asian American clients, including prevention, intervention, treatment, and continuing care approaches;

(6) understanding Asian American family dynamics, its traditional values, and its relation to recovery from alcohol and drug abuse;

(7) understanding cultural assets, and spiritual and religious healing as they relate to the recovery from alcohol and drug abuse; and

(8) integrating self-evaluation in the licensee's personal and professional development.

C. Six clock hours in deaf and hard-of-hearing issues, including gaining knowledge of:

(1) the history of the deaf American experience in the United States as a basis for understanding the continuing oppression deaf, deaf-blind, hard-of-hearing, and late-deafened people face;

(2) barriers, such as confidentiality, accessibility, and social stigma, to assessment, treatment, and recovery for chemically dependent deaf, deaf-blind,

hard-of-hearing, or late-deafened people;

(3) psychosocial aspects of being deaf, deaf-blind, hard-of-hearing, or late-deafened;

(4) various approaches to serving the deaf, deaf-blind, hard-of-hearing, or late-deafened client, including prevention, intervention, treatment, and continuing care approaches;

(5) issues surrounding chemical dependency and people who are deaf, deaf-blind, hard-of-hearing, or late-deafened;

(6) deaf culture, norms, community, and issues relative to and differences among deaf, deaf-blind, hard-of-hearing, or late-deafened persons;

(7) work and volunteer experiences with deaf, deaf-blind, hard of hearing, or late-deafened persons;

(8) a variety of communication modes including, but not limited to: American Sign Language, tactile signing, speech reading, oral speech, manual coded English, and written English;

(9) existing referral agencies whose focus is serving the deaf, deaf-blind, hard-of-hearing, or late-deafened client, including counties and community-based agencies;

(10) family dynamics and its impact on the deaf and hard-of-hearing individual; and

(11) integrating self-evaluation in the licensee's personal and professional development.

D. Six clock hours in Chicano/Latino issues, including gaining knowledge of:

(1) existing referral agencies whose focus is serving the Chicano/Latino client, including counties and community-based agencies;

(2) the various subgroups within the Chicano/Latino population in the United States;

(3) current trends of alcohol and drug abuse among the Chicano/Latino community;

(4) various approaches to serving the Chicano/Latino client, including prevention, intervention, treatment, and continuing care approaches;

(5) understanding Chicano/Latino family dynamics and its relationship to recovery from alcohol and drug abuse;

(6) understanding cultural assets as they relate to recovery from alcohol and drug abuse; and

(7) integrating self-evaluation into the licensee's personal and professional development.

E. Six clock hours in disability issues, including gaining knowledge of:

(1) disability awareness;

(2) overview of chemical dependency and disability;

(3) identification of disability;

(4) familiarity with the Americans with Disabilities Act;

(5) implications for accessing treatment, exit planning, and aftercare support;

(6) adaptations of methods and materials for increased effectiveness in practicing alcohol and drug counseling with persons with disabilities; and

(7) ability to know when consultation is needed.

F. Six clock hours in African American issues, including gaining knowledge of:

(1) existing referral agencies whose focus is serving the African American client, including counties and community-based agencies;

(2) the various subgroups within the African American population in the United States;

(3) current trends of alcohol and drug abuse among the African American community;

(4) various approaches to serving the African American client, including prevention, intervention, treatment, and continuing care approaches;

(5) understanding African American family dynamics and its relationship to recovery from alcohol and drug abuse;

(6) understanding cultural assets as they relate to recovery from alcohol and drug abuse; and

(7) integrating self-evaluation into the licensee's personal and professional development.

Subp. 3. [Repealed, L 2003 1Sp14 art 5 s 30]

Subp. 4. **Standards for approval.** In order to obtain clock hour credit for a continuing education activity, the activity must:

A. constitute an organized program of learning;

B. reasonably be expected to advance the knowledge and skills of the alcohol and drug counselor;

C. pertain to subjects that directly relate to the practice of alcohol and drug counseling and the core functions of an alcohol and drug counselor, or the rules of professional conduct in part [4747.1400](#);

D. be conducted by individuals who have education, training, and experience and are knowledgeable about the subject

matter; and

E. be presented by a sponsor who has a system to verify participation and maintains attendance records for three years, unless the sponsor provides dated evidence to each participant with the number of clock hours awarded.

Subp. 5. **Activities qualifying for continuing education clock hours.** The activities in items A to F qualify for continuing education clock hours and are considered approved programs for purposes of Minnesota Statutes, section [148C.05](#), subdivision 2, if they meet all other requirements of this part.

A. Clock hours may be earned through participation in the following:

(1) attendance at educational programs of annual conferences, lectures, panel discussions, workshops, seminars, and symposiums;

(2) successful completion of college or university courses offered by an accredited school or education program, if not being taken in order to meet the requirements of Minnesota Statutes, section [148C.04](#). The licensee must obtain a grade of at least a "C" or its equivalent or a pass in a pass/fail course in order to receive the following continuing education credits:

(a) one semester credit equals 15 clock hours;

(b) one trimester credit equals 12 clock hours; and

(c) one quarter credit equals ten clock hours; and

(3) successful completion of home study courses offered by an accredited school or education program and that require a licensee to demonstrate knowledge following completion of the course.

B. A licensee may obtain a maximum of six clock hours in any two-year continuing education period for teaching continuing education courses that meet the requirements of this part. A licensee may earn a maximum of two clock hours as preparation time for each clock hour of presentation time. Clock hours may be claimed only once per course in any two-year continuing education period. The licensee shall maintain a course schedule or brochure for audit.

C. A licensee may earn a maximum of 12 clock hours per reporting period through inservices offered by an employer at the licensee's place of employment.

D. A licensee may not receive credit for taking or teaching the same continuing education course more than once in the same reporting period.

Subp. 6. **Activities not qualifying for continuing education clock hours.** No approval may be given for courses not meeting the requirements of subpart 4 and that are limited to:

A. any subject contrary to the rules of professional conduct in part [4747.1400](#);

B. supervision of personnel;

C. entertainment or recreational activities;

D. employment orientation sessions;

E. policy meetings;

F. marketing;

G. business; and

H. training related to payment systems, including covered services, coding, and billing.

Subp. 7. **Auditing continuing education reports.**

A. The board shall audit continuing education reports based on random selection or if the board has reason to believe a report is inaccurate. A licensee shall maintain all documentation required by this part for two years after the last day of the reporting period in which the credits were earned.

B. Upon request, the licensee shall make available to the board for auditing purposes a description of the continuing education activity prepared by the presenter or sponsor that must include the course title and a description of the subject matter, date, place, number of clock hours, presenter, and sponsor. Self-study programs must be documented by materials prepared by the presenter or sponsor and must include course title, course description, name of sponsor or author, and number of hours required to complete the program. University, college, or vocational school courses must be documented by a course syllabus, listing in a course bulletin, or equivalent documentation that must include the course title; instructor's name; course dates; number of clock hours; and course content,

objectives, or goals.

C. A licensee shall provide verification of attendance at continuing education activities upon request by the board. Verification must consist of a signature of the presenter, or a representative of the sponsor, a copy of the certificate of completion provided by the course sponsor, or, for completion of a course taken at an accredited school or educational program, an official copy of the transcript, or a report of clock hours attended signed by the instructor. A licensee may summarize or outline the educational content of an audio or video education activity to verify participation in the activity if a designee is not available to sign the continuing education reporting form. Independent study programs must be verified by a certificate of completion or other documentation indicating that the individual has demonstrated knowledge and has successfully completed the program.

Subp. 8. **Waiver of continuing education requirements.** The board may grant a waiver of the requirements of this part if the board determines that the requirements would impose an extreme hardship on the licensee. The request for a waiver must be submitted to the board in writing, state the circumstances that constitute extreme hardship, state the period of time the licensee wishes to have the continuing education requirement waived, and state the alternative measures that will be taken if a waiver is granted. The board shall set forth, in writing, the reasons for granting or refusing to grant the waiver. Waivers granted by the board must specify in writing the time limitation and required alternative measures to be taken by the licensee.

Subp. 9. **Penalties for noncompliance.** The board may refuse to renew or grant or may suspend, condition, limit, or qualify the license of any person whom the board determines has failed to comply with the continuing education requirements of this part.

STAT AUTH: MS s [148C.03](#)

HIST: 22 SR 1257; L 2003 c 118 s 28; L 2003 1Sp14 art 5 s 30

Current as of 10/31/05