

CHAPTER 45 – BOARD OF EXAMINERS OF FEE-BASED PRACTICING PASTORAL COUNSELORS

SECTION .0100 – GENERAL PROVISIONS

21 NCAC 45 .0101 ADDRESS

(a) The mailing address for the North Carolina State Board of Fee-Based Practicing Pastoral Counselors ("Board") is P.O. Box 447, Kernersville, NC 27285-0447.

(b) The website address for the Board is www.ncpastoralcounseling.org.

History Note: Authority G.S. 90-385;
Eff. March 1, 1996;
Amended Eff. February 1, 2016;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.

SECTION .0200 - APPLICATION FOR CERTIFICATION

21 NCAC 45 .0201 INFORMATION REQUIRED

(a) The following information shall be required in application for Fee-Based Practicing Pastoral Counselor and Pastoral Counseling Associate:

- (1) A typed or printed Application form;
- (2) A typed or printed Documentation for Certification form;
- (3) Official graduate transcript(s) sent directly to the Board by the training institution(s);
- (4) Three completed reference forms from persons who affirm to the applicant's moral character;
- (5) Completed supervision reports from past and present supervisors.

(b) Applicants for Fee-Based Practicing Pastoral Counselor shall provide written evidence, transcripts or other document(s) evidencing satisfactory completion of a course of study in pastoral psychotherapy.

History Note: Authority G.S. 90-385(f); 90-387(a)(4); 90-387-(b)(4);
Eff. May 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016.

21 NCAC 45 .0202 REVIEW PROCEDURE

(a) The applicant shall submit the information required in Rule .0201(a) of this Section to the Board. The Board shall review the information submitted at a Board meeting to determine compliance with G.S. 90-387.

(b) The Board shall publish information on its website about the exam that the applicant may use as assistance in preparing for it.

(c) The Board shall notify an applicant if the credentials are denied and explain the area(s) that do not meet G.S. 90-387. Applicants may remedy deficiencies within one year from the date of notification without having to reapply.

History Note: Authority G.S. 90-385(f); 90-387(a)(4); 90-387(b)(4);
Eff. March 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.

21 NCAC 45 .0203 ISSUANCE OF CERTIFICATE

An applicant who has met all of the requirements as a Fee-Based Practicing Pastoral Counselor or Fee-Based Pastoral Counseling Associate shall be issued a certificate. This certificate displays the applicant's name, date of certification, certification number, the signature of the current chairperson, and the official seal of the Board.

History Note: Authority G.S. 90-385(f); 90-387(a); 90-387(b);
Eff. March 1, 1996;

Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016.

SECTION .0300 - EXAMINATION

21 NCAC 45 .0301 TYPES

(a) The Board shall administer a written and oral examination to test an applicant's knowledge in the following areas:

- (1) Code of Ethics as set forth in G.S. 90-390(a)(7);
- (2) Fee-Based Practicing Pastoral Counselors Certification G.S. 90, Article 26;
- (3) Individual Pastoral Counseling and Psychotherapy;
- (4) Marriage, Family, or Group Counseling and Psychotherapy; and
- (5) Religion, Theology, and Ethics of Pastoral Counseling.

(b) A passing score shall consist of 70% correct responses on the written exam.

(c) The Board shall administer the oral examination at a Board meeting. A passing score on the oral examination shall be determined by the applicant's ability to satisfy G.S. 90-387, including the applicant's ability to articulate his or her theory of pastoral counseling and psychotherapy as defined in G.S. 90-382, and elaborate on written exam portions set forth in Subparagraphs (a)(3) through (a)(5) of this Rule.

*History Note: Authority G.S. 90-385(f); 90-387;
Eff. May 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.*

21 NCAC 45 .0302 REPORTING OF SCORES

Each applicant for certification shall be informed in writing of passage or failure on the Pastoral Counseling Certification Examination. Those who have not passed the examination shall be informed of the policy regarding re-examination.

*History Note: Authority G.S. 90-385(f); 90-387(a)(3); 90-387(b)(3);
Eff. March 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016.*

21 NCAC 45 .0303 RE-EXAMINATION

An applicant who has not passed the written/oral examination may retake the examination provided at least six months has lapsed between the examinations and the applicant pays the required examination fee.

*History Note: Authority G.S. 90-385(f); 90-387(a)(4)h; 90-387(b)(4)s;
Eff. March 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016.*

SECTION .0400 - CERTIFICATION RENEWAL

21 NCAC 45 .0401 CERTIFICATION RENEWAL FORM

The Board shall make renewal forms accessible through its website to each licensee each year. The licensee shall return the completed form on or before January 1 of the following year. The form shall ask for current home and business addresses, telephone numbers, and an email address. Pastoral Counseling Associates shall submit an additional form documenting required supervision as stated in Rule .0801 of this Chapter.

*History Note: Authority G.S. 90-385(f); 90-389;
Eff. March 1, 1996;
Amended Eff. March 1, 2016;*

Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.

21 NCAC 45 .0402 SECOND NOTICE

After the renewal date has passed, a second notice shall be sent to every delinquent individual, advising them that the renewal fee of one hundred dollars (\$100.00), as well as the late fee of twenty five dollars (\$25.00), are due.

History Note: Authority G.S. 90-385(f); 90-389;
Eff. May 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016.

21 NCAC 45 .0403 REINSTATEMENT AFTER SUSPENSION

(a) A license that is suspended pursuant to G.S. 90-390(b) may be reinstated if, within two years of suspension date, the renewal fees are paid and evidence of completing continuing education requirements is submitted. The continuing education requirements documented at the time of reinstatement must equal the hours required had the license not expired.

(b) A license that has been suspended for nonpayment of renewal fees or failure to comply with continuing education requirements for a period of more than two years shall not be reinstated. A new license may be granted pursuant to paying the applicable license application fees and meeting the licensing requirements under Sections .0200 and .0300 of this Chapter.

History Note: Authority G.S. 90-390(b); 90-390(d);
Eff. October 1, 2020.

SECTION .0500 - CONTINUING EDUCATION

21 NCAC 45 .0501 CONTINUING EDUCATION REQUIREMENTS

(a) A certified person shall submit a form with continuing education requirements with his or her annual renewal form, which the Board will make accessible through its website. Each Fee-Based Practicing Pastoral Counselor and Pastoral Counseling Associate shall complete a total of 50 hours of continuing education each year in the following areas:

- (1) Category I - Pastoral Theology;
- (2) Category II - Clinical Theory and Practice;
- (3) Category III - Pastoral, Psychological, and Psychiatric Diagnosis;
- (4) Category IV - Consultation and Supervision; and
- (5) Category V - Reading Books and Professional Journals in the field of Pastoral Counseling and Psychotherapy.

(b) In a continuing education year, 20 hours of the 50 hours required shall be hours in Category I, II, and III.

(c) A continuing education year shall be defined as January 1 through December 31.

(d) A member of the armed forces whose license is in good standing and to whom G.S. 105-249.2 grants an extension of time to file a tax return shall receive that same extension of time to pay the license renewal fee and complete any continuing education requirements prescribed by the Board. A copy of the military order or the extension approval by the Internal Revenue Service or by the North Carolina Department of Revenue shall be furnished to the Board.

History Note: Authority G.S. 90-385(f); 90-389;
Eff. May 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.

SECTION .0600 - DEFINITIONS

21 NCAC 45 .0601 EQUIVALENCY

(a) For the purposes of G.S. 90-387(a)(4)(c), (d), (f), and (g), as well as G.S. 90-387(b)(4)(c), (e), (f), and (h), "equivalency" shall be determined by the Board on a case-by-case basis as set forth in this Rule.

(b) Candidates wishing to establish equivalent experience, education, or training shall submit a written request to the Board. The request shall be addressed by the Board based on equivalent standards to education, experience, and training set forth in G.S. 90-387 and a written response shall be sent to the candidate. For any experience, education, or training involved in their request, candidates shall submit documentation of completion with their application.

*History Note: Authority G.S. 90-385(f); 90-387;
Eff. May 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.*

SECTION .0700 - TEMPORARY CERTIFICATES

21 NCAC 45 .0701 ISSUANCE OF TEMPORARY CERTIFICATE

(a) A person who requests a temporary certification as a Fee-Based Practicing Pastoral Counselor or a Fee-Based Practicing Pastoral Counseling Associate shall:

- (1) Submit an application to take the next examination offered by the Board and pay the non-refundable application fee set forth in G.S. 90-387;
- (2) Pay the non-refundable examination fee of four hundred dollars (\$400.00) for Fee-Based Practicing Pastoral Counselor or the non-refundable examination fee of two hundred and fifty dollars (\$250.00) for Fee-Based Practicing Pastoral Counseling Associate;
- (3) Submit the information required in Rule .0201 of this Chapter to the Board; and
- (4) Pass the portions of the written exam set forth in Rule .0301(a)(1) and (a)(2) of this Chapter.

(b) Temporary certificates shall be valid for no longer than one year and shall be automatically terminated at the time of the next examination given by the Board.

*History Note: Authority G.S. 90-384; 90-385(f);
Eff. May 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.*

SECTION .0800 - SUPERVISION

21 NCAC 45 .0801 APPROVED SUPERVISION

The hours of supervision required for certification as a Fee-Based Practicing Pastoral Counselor and a Fee-Based Practicing Pastoral Counseling Associate set forth in G.S. 90-387 shall be documented as provided by a:

- (1) North Carolina Certified Fee-Based Practicing Pastoral Counselor;
- (2) A mental health professional licensed or certified to practice in North Carolina, which is defined as a Licensed Clinical Mental Health Counselor (LCMHC); Licensed Clinical Mental Health Counselor Supervisor (LCMHCS); Licensed Marriage and Family Therapist (LMFT); Licensed Clinical Social Worker (LCSW); Licensed Psychologist; Licensed Medical Doctor with a Medical Board certification in psychiatry; or Psychiatric Nurse Practitioner; or
- (3) An individual with equal or greater clinical qualifications to one of these professionals that is approved by the Board through written equivalency request submitted to the Board.

*History Note: Authority G.S. 90-385(f); 90-387;
Eff. October 1, 1996;
Pursuant to G.S. 150B-21.3A rule is necessary without substantive public interest Eff. March 1, 2016;
Amended Eff. October 1, 2020.*