

BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS
POLICY STATEMENT
REGARDING LICENSEES WHO FAIL TO OBTAIN CONTINUING EDUCATION

The Board of Alcohol and Drug Abuse Counselors realizes that an individual may unintentionally fail to obtain Continuing Education in a timely manner. However, statute prohibits an individual from working as a Licensed Alcohol and Drug Abuse Counselor unless he/she has obtained appropriate Continuing Education. Acknowledgement is given to the fact that this problem exists; however, the Board cannot overlook an individual failing to obtain Continuing Education. With this in mind, the Board has adopted the following procedures for discipline:

1. When it is discovered by Board or its staff that a licensee has failed to obtain Continuing Education credits in a timely manner, the licensee shall be assessed a one hundred dollar (\$100.00) civil penalty and have thirty (30) days from the date that appears on the deficiency letter to obtain the required continuing education, and submit proof of completion to the Board's staff.
2. The one hundred dollar (\$100.00) civil penalty will be assessed in the form of an Agreed Citation which is an offer of settlement to pay the penalty. The licensee will have the option to accept the Agreed Citation, waiving the right to appear before the Board, or the licensee shall have the right to a contested case before the Board. The one hundred dollar (\$100.00) civil penalty is considered formal discipline and is reported as such.
3. Should the licensee fail to pay both the one hundred dollar (\$100.00) civil penalty and obtain the appropriate number of continuing education hours within the thirty (30) day period, the Tennessee Department of Health, Office of General Counsel will file a formal disciplinary action against the licensee which will give the right to the licensee to appear before the Board and could result in additional penalties, costs, and disciplinary action against the license, up to, and including revocation.

This Policy Statement was adopted by the Board of Alcohol and Drug Abuse Counselors, on the 19th day of February, 2009.