

Tennessee Board of Licensed Professional Counselors, Licensed Marital and Family Therapists and Licensed Pastoral Therapists



Newsletter



A Regulatory Agency of the State of Tennessee

2016

Fall

665 Mainstream Dr., Nashville, TN 37243 • <http://tn.gov/health> (615) 741-5735 or 1-800-778-4123
Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Central Time (except State and Federal holidays) Fax: (615) 532-5369

2017 Board Meeting Dates

March 3, 2017
9:00 a.m., Poplar Room

June 8, 2017
9:00 a.m., Poplar Room

September 8, 2017
9:00 a.m., Poplar Room

December 1, 2017
9:00 a.m., Iris Room



All board meetings will be held at 665 Mainstream Drive, Nashville TN, unless otherwise noted.

Statistical Information

Profession	Total Number	Last 12 Months
Licensed Professional Counselor	1956	206
LPC with MHSP	1667	Unknown
Marital and Family Therapist	551	81
Clinical Pastoral Therapists	23	0

LAWS
you need to
KNOW

Live Streaming Video

If you would like to see your board “in action” but can’t attend a meeting in person, you can now watch the board meeting on your computer through live streaming video. The link is: <https://web.nowuseeit.tn.gov/Mediasite/Catalog/Full/98fe21d561e9489487745f0c7da678b221>. After you access the page, go to the board meeting you wish to view and click on that particular link.

Legislative Updates- 2016

Public Chapter 926

States that no counselor or therapist providing counseling or therapy services in a private practice setting shall be required to counsel or serve a client as to goals, outcomes, or behaviors that conflict with the sincerely held principles of the counselor or therapist; provided, that the counselor or therapist coordinates a referral of the client to another counselor or therapist who will provide the counseling or therapy. Clarifies that violation of the 2014 American Counseling Association Code of Ethics shall not be grounds upon which the board shall exercise its powers. This act took effect on April 11, 2016.

Public Chapter 763

Permits licensees whose licenses from a health-related board have expired due to non-payment to obtain reinstatement on the payment of the renewal fee as well as the late payment fee which shall not exceed twice the renewal fee, instead of the current requirement of payment of all past due fees before reinstatement. This act will take effect on July 1, 2016.

Public Chapter 990

This legislation requires an insurer to reimburse and provide coverage for telehealth services provided by a practitioner licensed in Tennessee, regardless of the patient's location. This act will take effect on January 1, 2017.

Public Chapter 955

Revises the educational requirements for licensure as a clinical pastoral therapist; authorizes issuance of temporary licenses to clinical pastoral therapists who are in training. This act took effect on April 27, 2017

Board Disciplinary Action Available Online

The Tennessee Department of Health issues a monthly media release listing all disciplinary actions taken by the health related boards during the prior month. All action taken by the Board of Medical Examiners is viewable online at:

<http://health.state.tn.us/Boards/disciplinary.htm>

Electronic Notification for Licensed Health Professionals

On January 1, 2013, a new law became effective requiring all Tennessee health professional boards to provide electronic notices to healthcare professionals they license. The law gives healthcare professionals the option of being notified electronically of the following: (1) Renewals of license, certification or registration; (2) Any fee increases; (3) Any changes in state law that impact the license holder; and (4) Any board meeting where changes in rules or fees are on the agenda. If a healthcare professional "opts in", the Department of Health will also be able to alert him or her of critical public health matters impacting Tennessee. Please visit apps.tn.gov/hlrs/begin.jsp and complete the registration process to opt in. Upon receipt of a current email address, those who opt in will begin to receive ALL notices electronically rather than through the United States mail. Please note opting in means license renewal notification will be delivered electronically approximately 45 days in advance of the expiration date. The electronic notice will direct the licensee to the appropriate Web page to renew. For professions that do not permit licensees to renew their licenses online, a paper renewal will continue to be provided. For more information, contact the Health Professional Boards office at 615-741-5735 or toll-free at 1-800-778-4123.

Practitioner Profile

When you notify the board of an address or name change, please remember to update your practitioner profile.

Renew Your License Online



Whether you receive a paper renewal form or not, you can still renew your license online. This is faster, more convenient, and you can use a credit card to pay the renewal fees. Just go to <https://apps.tn.gov/hlrs/> to renew your license. You may renew up to 70 days prior to the expiration date.

Click the "Licensing Renewal" link where you can renew your license and update your professional license information. *Licensees are responsible for renewing their licenses on time and keeping the Board apprised of current information. It is a violation of the law and of the Board's rules to practice on an expired license.*

-Step 1: Login - Select our board and your profession and enter your license number.

-Step 2: Update your Information - Change your home and/or office address.

-Step 3: Enter your renewal information - Answer all necessary questions, as if you were completing your hard-copy form.

-Step 4: Payment - Enter your credit card information through the secure site and choose "submit".

If you have met all of the criteria necessary, your renewal certificate will be mailed to you in approximately one week. Updated license information will be available on the department's web site within two business days.

Retirement of License

If you are not practicing in Tennessee and do not wish to renew your license, it is suggested you retire your license rather than have it fall into failed to renew status. A retirement form may be obtained at our website at:

<http://tn.gov/health/article/pcmft-applications1>

If you do not have access to the internet, you may request a retirement form be mailed to you. **Note: you cannot retire an expired license.**

Rule Amendments



Rules for all professions were amended effective December 10, 2015, reducing renewal fees for all three professions (Licensed Professional Counselor; Marital and Family Therapists; and Clinical Pastoral Counselors. The new renewal fee is \$115.00, reduced from \$190.00. Further, the fee for a license verification sent to another state was abolished.

You may contact the board office at 615-741-5735 for a copy of the rules or download a copy at <http://share.tn.gov/sos/rules/0450/0450.htm>. Please check the website often, as rules change frequently.

Website

You may download a copy of the rules, applications and forms, board member list, board meeting schedule, policy statements, and other pertinent information at the board's website: <http://tn.gov/health/topic/pcmft-board>

Office of Investigations



The Office of Investigations is responsible for receiving and processing all complaints for the licensure boards. To file a complaint, please contact the Office of Investigations at 1-800-852-2187 or visit our website at <http://tn.gov/health/article/filing-complaints-against-health-care-professionals> where you may download and print out the complaint form.

NEW - Lapsed License

The Tennessee Board of Licensed Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Counselors recognizes that an individual may inadvertently allow his/her license to expire. However, applicable law

prohibits an individual from working unless he/she has an active license. While the Board does not condone an individual working on an expired license, the Board recognizes that these inadvertent lapses can occur. As such, the Board has adopted the following procedures for reinstatement of an expired license.

1. Immediately upon recognition that his/her license has expired, the individual must cease practicing and contact the Board's administrative office to request a reinstatement application.

2. Upon receipt of the reinstatement application, the individual is to complete the application in its entirety, providing a detailed work history since the license expiration date. The application is to be signed, notarized, and returned to the Board's administrative office along with any additional information and all fees specified in the instructions.

3. Upon receipt of a completed reinstatement application, supporting documentation (including any required proof of continuing education), and the applicant's payment of all fees, the Board's administrator may reinstate a license which has been in an expired status for less than sixty (60) calendar days immediately. Although the Board and administrative staff recognize the applicant's urgent interest in having his or her license reinstated, preferential treatment will not be given to these applicants. All applications are reviewed in the order in which they are received.

4. If the work history reflects that the individual has practiced in excess of sixty (60) calendar days, but less than six (6) months on an expired license, the Board will present to the licensee, an Agreed Citation which specifies payment of a fine in the amount of \$100.00 per month for every month in which the individual has worked at least one day beyond the sixty (60) calendar day grace period. The individual's license will not be reinstated unless and until the Agreed Citation is executed by the licensee and payment of the fine remitted to the Board's administrative office.

A. The licensee shall be notified that all Agreed Citations prepared in accordance with this policy shall be reportable on the Department of Health's website, its disciplinary action report issued in the month the action is taken and to all appropriate federal databanks including the National Practitioner Data Bank (NPDB).

B. This remedy is only available to those licensees who have practiced on a lapsed license for less than six (6) months from the date the license went into expired status.

5. If the licensee refuses to execute the Agreed Citation and/or remit the civil penalty described therein within sixty (60) days of the date the Agreed Citation is sent to the licensee, or if the licensee practiced on a lapsed license for six (6) months or longer, the licensee shall be referred to the

Office of Investigations and Office of General Counsel for formal disciplinary action. Upon a proven violation, the minimum disciplinary action for this violation shall be:

- A. A formal and reportable Reprimand on the license;
- B. Assessment of civil penalties in an amount to exceed \$100.00 per month for every month in which the individual has worked at least one day beyond the sixty (60) calendar day grace period;
- C. Assessment of costs associated with investigating and prosecuting the matter; and
- D. Any and all other remedies the Board deems appropriate.

6. In the event the matter is referred to the Office of Investigations and Office of General Counsel for formal disciplinary action, the Board's administrative office shall be permitted to reinstate those applicants for whom they have received a completed reinstatement application, supporting documentation (including any required proof of continuing education), and the applicant's payment of all fees, subject to further action on the license as described in paragraph five (5) above. Though the Board's administrator may reinstate such a license upon approval from the Board's consultant, preferential treatment will not be given to these applicants. These applications will be reviewed in the order in which they are received. For those applicants who have declined an Agreed Citation, their application will be deemed received sixty (60) days from the date the Agreed Citation was sent.

Discipline for lapsed licenses is reportable to the national databanks as well as the Department's Disciplinary Action report and will be noted on the practitioner's licensure profile.



Have you moved/changed your name?

Must be reported in writing or by e-mail to the board's office within 30 days! Please include the following:

- your name and license number;
- your profession;
- your old address and phone number;
- your new address and phone number, e-mail address, and/or your fax number;

- your signature!
- If your name has changed due to marriage or divorce, you must send a copy of the document that made the change in status.

Keeping the board's administrative staff up to date on your location facilitates the timely notification to you of important information such as your application for licensure renewal and important statutory and rule changes.

A form for the change of address/name can be found at:

<http://tn.gov/health/article/pcmft-applications1>

You may fax your change to the board's administrative office at (615) 532-5369 or by mail at: 665 Mainstream Drive, Nashville, TN 37243.

To Contact This Board Call:

**(615) 741-5735 local or (800) 778-4123
nationwide or write to:**

**Tennessee Board of Licensed Professional
Counselors, Licensed Marital and Family
Therapists and Licensed Pastoral Therapists
665 Mainstream Drive
Nashville, TN 37243**

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