



# **MAMHCA/MCEAP**

**Massachusetts Mental Health Counselors Association (MaMHCA)**

**Continuing Education Authorization Program**

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# **Continuing Education (CE) Guidelines**

for

## **Licensed Mental Health Counselors**

Ref.: Code of Massachusetts Regulations 262 CMR 7.00

Board of Allied Mental Health and Human Services Professions Continuing Education

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### **► How to determine if your Continuing Education meets Massachusetts LMHC Requirements**

The following checklist will assist you in determining if an activity meets LMHC Continuing Education guidelines and can be used for license renewal.

## **Checklist for LMHC Continuing Education Guidelines for License Renewal**

Any Continuing Education activity that is offered or sponsored by any of the following organizations is automatically accepted for license renewal:

- MAMHCA
- NBCC

**If you answer YES to the following questions, your Continuing Education activity will be automatically accepted for credit within its category. Put your certificate of attendance in your CE file for future reference.**

- 1 \_\_\_ Does the CE Provider have a MAMHCA or NBCC authorization?
- 2 \_\_\_ If it was a home-study activity, was it sponsored or certified a MAMHCA or NBCC?

**You should be able to answer yes to the following questions if you are going to request certification of the activity for renewal credit:**

- 3 \_\_\_ Does content of the activity fall within a clear mental health counseling mental health/behavioral health field?
- 4 \_\_\_ Were you a first-time presenter of the activity?
- 5 \_\_\_ Was the activity geared toward professionals in a mental health field?
- 6 \_\_\_ If the activity was self-help in nature, was there a component that included the clinical application of the material? **Activities taken exclusively for the purpose of self-help are not eligible. In order to qualify for credit, a portion of the activity must focus on methods for disseminating the learned techniques to clients.**
- 7 \_\_\_ If it was a distance learning event, was attendance verified?
- 8 \_\_\_ Was the activity taken during the current two-year licensing period?
- 9 \_\_\_ Did you receive appropriate documentation (Certificate of Completion, CE Certificate) to verify your attendance and participation in the activity?

**► Please Note: The MA Licensing Board will randomly audit licensees for compliance with the CE requirement. Documentation should NOT be sent to the Board unless directed by the licensing Board to do so.**

# Summary of CE Requirements

for  
Massachusetts Licensed Mental Health Counselors (LMHCs)

Effective January 1994, all licensees must comply with the LMHC Continuing Education regulations to renew their LMHC license.

- Hours required - 30 CE contact hours per renewal cycle (2 years).
- Renewal cycle - Your license needs to be renewed every two years by the first day of the even year. i.e. 1/1/20. Renewal applications are issued in the fall of the odd year, e.g. Fall 2023 for cycle ending-12/31/23.
- For those who are newly licensed requirements are prorated. The Pro-ration schedule is issued with the notification of your approval for an LMHC license and can also be found here (LINK)
- The Board of Allied Mental Health issued updated guidance on CEs in 2020. Policy No.: 2020-01 can be found here (LINK)
- Please remember LMHCs also need a CE class in Domestic Violence/Sexual Violence; and filing a 51A at least ONE time in a career.

**Approved CE Activities:** All activities that are (a) pre-approved by MaMHCA/MCEAP or (b) the National Board for Certified Counselors (NBCC). **These activities do not need to be submitted to MAMHCA for retroactive certification.**

**Individual and Retroactive CE Certification:** All CE Activities completed during the renewal cycle that **were not pre-approved** or automatically accepted may be submitted to MAMHCA for retroactive approval. **A separate form, LMHC-4, is required for each activity.** It **MUST be submitted to MaMHCA by October 15 of the renewal year.** Anything submitted after November 15 of the renewal year, cannot be guaranteed to be reviewed and returned before the end of December.

**Out of State and Out of Country LMHCs:** Special retroactive certification consideration will be made by the MAMHCA/MCEAP for LMHCs with extenuating circumstances, i.e., LMHCs being out of the country or for medical reasons. Contact MAMHCA at the MaMHCA office for consideration.

## Denial & Appeal Process

After the 30-day period, denied activities may be resubmitted for approval with appropriate fees. Applicants who do not provide adequate evidence of meeting the CE requirements for retroactive certification applications will be notified of the denial and the reason for the denial. Applicants will be given thirty days from the postmark date on the denial notification to submit evidence why CE certification should be granted. Applicants can also appeal the denial by written request to MaMHCA/MCEAP.

**Note: Prior Approval for CE Activities can only be obtained by Providers.** If there is a course you would like to take to count toward your CE Requirements, ask the Provider to submit a request for certification to MAMHCA Provider applications can be obtained from MAMHCA at the address below. **Individual requests by LMHCs for pre-approval of CE activities will not be reviewed by MAMHCA**

Address questions and requests for applications via USPS Mail, FAX or E-Mail to:  
MAMHCA • 17 Cocasset, Foxborough MA 02035 • Telephone 508-698-0010  
E-Mail: [ccassidy@mamhca.org](mailto:ccassidy@mamhca.org)

## Approved CE Content Areas

### 1. CE Contact Hours will not be granted for:

- a. Business/Governance meetings
- b. Breaks
- c. Registration
- d. Social Activities, including meal functions except for the actual contact time of a content speaker.

### 2. Home Study

- a. Home Study and other virtual platforms can now be 100% of CE's due to Covid Emergency Regulations.

### 3. Program Instructor Credits

- a. Instructors may obtain credit for the **first presentation** of approved MAMHCA programs or academic courses that meet the criteria for approved CE programs.
- b. Content of program or course must reflect clear, clinical mental health counseling content. Instructors must provide documentation of the program presentation.
- d. Instructors may receive the same number of CE hours that are available to participants and apply them to their total CE requirement.

## All CE Activities must fall into at least one of the following Content Areas

### 1. Counseling Theory

Includes studies of basic theories, principles and techniques of counseling and their application to professional counseling settings.

### 2. Human Growth & Development

Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal human behavior, personality theory, life span theory and learning theory within cultural contexts.

### 3. Social & Cultural Foundations

Includes studies that provide a broad understanding of societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; multi-cultural and pluralistic trends; differing lifestyles and spiritual systems; and major societal concerns including stress, person abuse, substance abuse, discrimination and methods for alleviating these concerns.

### 4. The Helping Relationship

Includes studies that provide a broad understanding of philosophic bases of helping processes; counseling techniques and their applications; basic and advanced helping skills; consultation and theories and their application; client and helper self-understanding; alternative mind/body therapies; and self-development; and facilitation of client or change.

### 5. Group Dynamics, Group Process and Counseling

Includes studies that provided a broad understanding of group development, dynamics and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

### 6. Appraisal of Individuals

Includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal; data and information gathering methods; validity and reliability; psychometric statistics; psychopharmacology; factors influencing appraisal; use of appraisal results in helping processes; administration and interpretation of tests and inventories to assess abilities, interests and career options.

## 7. Research & Evaluation

Studies that provide a broad understanding of types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessments; publication of research information; and ethical and legal considerations.

## 8. Clinical Services in Mental Health Counseling

Courses related to assessment and treatment procedures in mental health counseling, psychopharmacology, addictions and chemical dependence, abuse (sexual, emotional and domestic violence).

## 9. Lifestyle & Career Development

Includes studies that provide a broad understanding of career developmental theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision-making; career development program planning, resource and effectiveness evaluation.

## 10. Psychopathology

The study of pathological mental conditions. The nature of disease, its causes, processes, development and consequences. The functional manifestations of mental illness.

## 11. Legal and Ethical

The application of ethical and legal standards in clinical practice.

## 12. Spirituality

Includes spirituality and/or religion as they impact the mental health of clients e.g., existential and transpersonal issues, hospice work, end of life decisions.

## 13. Professional Orientation

Includes studies that provide a broad understanding of professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; professional preparation standards; and professional credentialing.

## 14. MH Counselors & the Mental Health Care System

Includes mental health service delivery, mental health institutions and the role of counselors in the mental health care system.

**A maximum of 25% (7.5 hours) of CE Activities may be in #15, #16, & #17 below Professional activities done on an individual basis.**

## 15. Supervision/Consultation

Continuing Education credits can only be granted for supervision/consultation received on a regular basis with a set agenda. **Credit cannot be granted for supervision that you provide to others.** Required documentation for supervision is a letter from the individual who has provided you with the supervision verifying your participation in this activity. The letter must contain the name of the supervisor, site where the supervision was provided, the start and end dates of the period in which the supervision occurred, and the total number of participation hours. If you have taken supervision for academic credit, you should list it under course work. This supervision must appear on your transcript or grade report. All supervisors must meet the qualified supervision requirements as identified in Board regulations 262 CMR 2.00.

## 16. Authored Publications

- A. Publications are limited to articles in refereed journals, a chapter in an edited book, a published book or a commercially published professionally related work. Content of publication must fit Category I or Category II descriptions.
- B. Be sure to indicate the publication date, title of the publication, name of the publisher or name of the journal.
- C. For a chapter in an edited book, include a copy of the table of contents.

## 17. Dissertations

- A. List the dates for which credit was granted by your college for work done toward the completion of your dissertation.
- B. List the title of your dissertation and the name of your college or university.
- C. A copy of your transcript or grade report is the required documentation for dissertation credit.
- D. Content of dissertation must fit Category I or Category II descriptions.

## Continuing Education Documentation

LMHCs must document having completed at least 30 contact hours of Continuing Education in each two-year licensing period. Documentation verifying participation in the activities must be maintained in a CE file by the licensee and retained for four years (2 license renewal cycles). LMHCs must sign a statement on their license renewal form provided by the Board attesting to satisfaction of the Continuing Education requirements of 262 CMR 7.02.

For each contact hour earned by participation in CE activities offered by approved providers, the licensee must be able to provide documentation of the following information upon request of the Board:

1. The title of the program
2. The number of program hours completed
3. The name of the approved provider of the program
4. The date the program was given
5. Official verification of attendance at such activity

The Board may request the information described in 262 CMR 7.00 for two prior licensure/renewal periods (four years). MAMHCA/MCEAP approved providers of CE activities will be expected to maintain records of the names of all program attendees and the number of hours awarded for attendance at each program for a minimum period of five years from the date of the program.

► **Please Note: Use Form LMHC- 4 for each individual activity, to certify your CE Activities through MAMHCA, when the CE provider has not been pre-approved.**

► **Please Remember: The MA Licensing Board will randomly audit licensees for compliance with the CE requirement. No documentation should be sent to the Board unless directed by the licensing Board to do so.**

## Maintaining your CE Activity Records

### Approved CE Activities

College/University Courses  
Seminars, Workshops, Conferences  
Publication Activities  
Supervision/Consultation  
Dissertations  
Instructor Hours

### Type of Documentation Needed

Copy of Transcript/Grade Report  
Copy of Certificate or Letter of Attendance\*  
Copy of Cover Page of Article or Book  
Letter from Supervisor  
Copy of Transcript\*\*  
Copy of Program Documentation

\*When certificates are not awarded, a letter containing the required information should be obtained from the provider. **Copies of brochures, announcements and agendas alone are not considered acceptable proof of attendance.**

\*\* If the contact hours are not indicated on your transcript, document hours with an official course description or other verification.

► **Retroactive CE Certification Application for LMHCs is a PDF file found [here: Retroactive\\_CE\\_Certification\\_Application\\_for\\_LMHCs\\_2022](#)**