

**TRAINING AND CERTIFICATION
STANDARDS**

**CERTIFIED DISORDERED GAMBLING
COUNSELOR**

**NEBRASKA COMMISSION ON PROBLEM GAMBLING
GAMBLERS ASSISTANCE PROGRAM
700 SOUTH 16TH STREET
LINCOLN NE 68508**

THE NEBRASKA COMMISSION ON PROBLEM GAMBLING

Preamble

Section 4(4) of LB6, adopted by the Nebraska Legislature in 2013, directs the Commission on Problem Gambling to “develop standards and guidelines for training and certification of problem gambling counselors.” On May 19, 2017, the Nebraska Commission on Problem Gambling adopted these standards and guidelines to implement the Legislative direction.

Where applicable, these standards and guidelines are incorporated in contracts between the Commission on Problem Gambling and counselors offering services to Nebraska residents.

INDEX

<i>Chapter 1</i>	Definitions	4
<i>Chapter 2</i>	Requirements for Initial Certification	9
<i>Chapter 2.1</i>	Provisional Certification	14
<i>Chapter 3</i>	Application Procedures for Initial Certification	16
<i>Chapter 3.1</i>	Application Procedures for Provisional Certification	18
<i>Chapter 4</i>	Certificate Renewal	19
<i>Chapter 5</i>	Code of Ethics and Disciplinary Procedures	26
<i>Chapter 6</i>	Procedures for Reinstatement of a Certificate	31
<i>Chapter 7</i>	The Certification Advisory Board	33

CHAPTER 1 DEFINITIONS

As used in these standards and guidelines, unless the context otherwise requires:

Approved continuing education means courses, seminars, workshops, lectures, institutes or training programs that pertain to the clinical knowledge and skill base associated with disordered gambling services, and which have been approved by the Commission.

Approved practicum supervisor means an individual who is a Certified Disordered Gambling Counselor in the state of Nebraska and has completed the clinical supervisor training course approved by the Certification Advisory Board.

Assessment means the process used by a counselor to evaluate the nature and severity of the client's gambling-related problems and behaviors. This will include, but is not limited to, use of interview and testing techniques to identify potential co-morbid and/or medical disorders for which consultation or referral may be appropriate.

Board means the Disordered Gambling Counselor Certification Advisory Board.

Case management means the coordination of client care throughout the treatment process. This will frequently involve referral to other professionals or support systems to match client needs with appropriate resources.

Certification means the process by which the Nebraska Gamblers Assistance Program sets minimum standards for disordered gambling counselors and grants recognition of individuals who have met those standards.

Certified Disordered Gambling Counselor (CDGC) or Counselor means a person who has met the standards for certification under these guidelines and holds a valid certificate issued by the Nebraska Gamblers Assistance Program. An individual may not represent himself or herself as a Certified Disordered Gambling Counselor unless he/she holds a valid certificate.

Clinical supervision means supervision directed towards enhancing the clinical skills and competencies of individuals providing disordered gambling counseling as they accrue practicum hours leading up to receiving certification.

Code of ethics means the mandatory behavioral guidelines set forth in these standards to govern the conduct of certified disordered gambling counselors.

Complainant means a person who has filed a complaint pursuant to the procedures in these standards against any person who is seeking or has obtained certification.

Disordered gambling client means a person with a diagnosis of Gambling Disorder or problem gambling based upon the criteria in the current edition of the *Diagnostic and Statistical Manual* of the American Psychiatric Association who receives services from the Gamblers Assistance Program. It also refers to any individual significantly impacted by another's gambling behavior, and who is the recipient of disordered gambling counseling services provided by a counselor under contract with this Program.

Disordered gambling counseling means providing counseling services to disordered gambling clients for remuneration. Specific tasks include, but are not limited to:

1. Responding to client needs during periods of acute emotional and/or physical distress via application of appropriate counseling skills.
2. Assisting individuals to evaluate their gambling habits, and to recognize compulsive/disordered gambling when it exists.

3. Assisting clients through the counseling relationship to develop understanding, define goals, plan action, and change the disordered gambling behavior, taking into consideration the client's interests, abilities, aptitudes, and needs.

Counselor performance domains means the duties required of a disordered gambling counselor. These are client, family, and community education, intake and assessment, counseling, case management, and professional responsibility.

Commission means the Nebraska Commission on Problem Gambling

Gambling Disorder is the term used in the DSM-V 312.31 (F63.0). This term is synonymous with DSM IV Pathological Gambling to the extent that the diagnostic criteria are the same. It may also be referred to as compulsive gambling or gambling addiction. The term "problem gambling" as it appears in Nebraska statutes refers to the entire spectrum of life problems that may result from gambling behavior.

Education means formal classroom education or instruction in the form of workshops, seminars, institutes, college or university course work and online classes.

Gross incompetence means demonstrated lack of proficiency, skill or ability to perform the duties and functions of a disordered gambling counselor to a high degree.

Hour of education means 60 minutes of instruction. One hour post-secondary academic credit per semester constitutes 15 hours of education. An hour of post-secondary academic credit per quarter constitutes 10 hours of education. Online hour means demonstrated proficiency in a topic of instruction offered by an approved online training program granting one hour credit for the training.

Intake means the process by which a client is oriented to the treatment process by review of therapeutic goals, costs, expectations, rights and responsibilities. This will also include the gathering of relevant client data for administrative, research, and clinical purposes with the client's informed consent.

Inactive certification means the voluntary termination of the right or privilege to practice disordered gambling counseling, and use of the title Certified. The certificate holder retains the right or privilege to represent himself or herself as having an inactive certificate.

Lapsed or expired certification means the termination of the ability to represent oneself as a certified disordered gambling counselor, and to practice disordered gambling counseling under contract with the Program.

Provisional Certificate means a certificate issued by the Commission on the recommendation of the Certification Advisory Board that authorizes an individual to provide treatment services upon completion of the formal education requirement in 2-003.01A, plus 72 hours of the core training program required in 2-003.01B. A person granted a provisional certificate shall be supervised according to the practicum requirements in 2-003.02 and 2-003.03, while completing the remaining hours of training.

Professional means an individual who possesses specialized knowledge and skills in a particular field of endeavor, which is readily accepted and recognized by other practitioners in the profession and the public, and for which remuneration for services is received.

Professional responsibility includes adherence to the code of ethics outlined in these standards and guidelines and the generally accepted standards of care applicable to practitioners in the fields of behavioral health services, maintaining appropriate clinical records, seeking consultation when needed, and completion of continuing education for professional growth.

Program means the Nebraska Gamblers Assistance Program.

Shall means required.

Significant other treatment means the utilization of special skills and knowledge in the provision of counseling to those people who are in a family or family-like relationship with a disordered gambling client who are either impacted by the disordered gambling and/or, in turn, impact the gambler. It includes the process of exploring the dynamics of the family system and facilitating appropriate changes as related to the disordered gambling.

CHAPTER 2 REQUIREMENTS FOR INITIAL CERTIFICATION

2-001 Authority The Commission has authority under Nebraska statute section 9-1004(4) to establish certification standards for disordered gambling counselors.

2-002 Scope of Practice The expected scope of practice for disordered gambling counseling requires the application of general counseling theories and treatment methods adapted to specific disordered gambling theory and research for the express purpose of treating individuals exhibiting signs and symptoms of gambling disorder. Candidates for new certification and renewal of existing certificates are expected to be proficient in the following areas:

2-002.01 Client, Significant Other, and Community Education

2-002.01A Educating the client on the pathology of disordered gambling, theoretical approaches to treatment, self-help options, the recovery process, and available literature on the subject of disordered gambling.

2-002.01B Educating the significant others of a disordered gambler on disordered gambling, family dynamics and the impact of disordered gambling, self-help organizations, and the recovery process.

2-002.01C Educating the community on disordered gambling issues, the social impact of the disorder, available resources for assistance, and opportunities for community involvement.

2-002.02 Intake and Assessment

2-002.02A Gathering relevant client data for administrative, research, and clinical purposes with informed client consent.

2-002.02B Use of appropriate interview and testing techniques and processes to determine the nature and severity of an individual's gambling related problems and behaviors.

2-002.02C Recognition of potential co-morbid disorders and/or medical conditions which warrant referral and /or concurrent treatment interventions.

2-002.02D Coordination of services with other professionals via exchange of assessment information within the guidelines of the code of ethics and local, state, and federal laws.

2-002.03 Counseling Guidelines

2-002.03A Development of an appropriate treatment plan, in collaboration with the client, which establishes therapeutic goals to be obtained from the counseling relationship.

2-002.03B Use of appropriate therapeutic interventions to assist the client in attainment of identified treatment goals.

2-002.03C Use of crisis identification and intervention techniques.

2-002.03D Continual monitoring of potential co-morbid disorders which require referral and/or consultation.

2-002.04 Case Management

2-002.04A Development of a professional relationship with a variety of community resource systems.

2-002.04B Evaluation of the client's financial status and selection of therapeutically appropriate resources for financial recovery.

2-002.04C Educating community resource systems on the recovery process and the ability of the disorder to be effectively treated.

2-002.04D Maintenance of appropriate documentation which facilitates coordination of services across disciplines.

2-002.05 Professional Responsibility

2-002.05A Maintenance of professional relationships with clients, co-workers, and the community.

2-002.05B Appropriate documentation and record keeping of interactions with clients.

2-002.05C Identification of issues/disorders beyond a counselor's scope of practice and referral of the client to appropriate resources to meet client needs.

2-003 Certification Standards An applicant for initial certification shall present proof of compliance with all of the following requirements:

2-003.01 Education

2-003.01A An Associate's degree (or higher) in human services or a related field.

2-003.01B Seventy-two hours of education related to the knowledge and skills of disordered gambling counseling which shall include:

2-003.01B1 A minimum of 12 hours in basic disordered gambling knowledge. Basic knowledge shall consist of education in the history and social impact of gambling in the U.S., the historical and theoretical approaches to treating disordered gamblers, and the predominant effects of disordered gambling on the client and their significant others.

2-003.01B2 A minimum of 12 hours in intake and assessment of disordered gambling clients. Training shall consist of education on the indicators of the presence of disordered gambling, identification of client needs, and matching identified needs with appropriate treatment. Training shall also include education on identification of common co-morbid disorders and medical conditions that warrant referral and/or consultation.

2-003.01B3 A minimum of 12 hours in significant other treatment of disordered gambling, including education on general family dynamics, effects of disordered gambling on family systems, and facilitating appropriate changes as related to the disordered gambling.

2-003.01B4 A minimum of 12 hours in case management for disordered gambling clients, including education on working with disordered gambling clients to establish therapeutic goals, measuring treatment effectiveness, and utilization of resources to effectively accomplish identified goals.

2-003.01B5 A minimum of 12 hours in individual and group counseling skills with compulsive gamblers, including education that will enhance the counselor's ability to engage, elicit feelings, and facilitate awareness in the therapeutic relationship with disordered gambling clients.

2-003.01B6 A minimum of six hours in special populations counseling course work, including education which assists the counselor in working with clients from a variety of racial, ethnic, age, gender and socio-economic populations.

2-003.01B7 A minimum of six hours in education which promotes understanding of legal, financial, and occupational issues related to disordered gambling and effective resources to appropriately resolve these issues.

2-003.02 Practicum An applicant shall complete a practicum that includes supervised disordered gambling counseling, working with diagnosed disordered gambling clients in the following counselor performance domains in a work setting:

For an applicant with an Associate's degree, 500 hours in the following:

2-003.02A A minimum of 50 hours in the area of client, significant other, and community education.

2-003.02B A minimum of 100 hours in the area of intake and assessment.

2-003.02C A minimum of 200 hours in the area of counseling.

2-003.02D A minimum of 100 hours in the area of case management.

2-003.02E A minimum of 50 hours in the area of professional responsibility.

For an applicant with a Bachelor's degree, 400 hours in the following:

2-003.02F A minimum of 40 hours in the area of client, significant other, and community education.

2-003.02G A minimum of 80 hours in the area of intake and assessment.

2-003.02H A minimum of 160 hours in the area of counseling.

2-003.02I A minimum of 80 hours in the area of case management.

2-003.02J A minimum of 40 hours in the area of professional responsibility.

For an applicant with a Master's degree or a State of Nebraska license in a mental or behavioral health field, 200 hours in the following:

2-003.02K A minimum of 20 hours in the area of client, family, and community education.

2-003.02L A minimum of 40 hours in the area of intake and assessment.

2-003.02M A minimum of 80 hours in the area of counseling.

2-003.02N A minimum of 40 hours in the area of case management.

2-003.02O A minimum of 20 hours in the area of professional responsibility.

2-003.03 Requirements of the supervised practicum

2-003.03A The supervisor shall be a Nebraska certified disordered gambling counselor who has completed the Program-approved supervisor training course. The supervisor shall be selected by the Certification Advisory Board.

2-003.03B Supervision will be required for a minimum of one hour of evaluative face-to-face supervision to ten hours of counselor performance.

2-003.03C Methods of supervision shall include, but are not limited to, individual supervisory sessions, formal case staffing and conjoint/co-therapy sessions, and may be performed by distance audio-visual communications methods. Supervision shall be directed toward:

- a. Promoting professional growth.
- b. Protecting the welfare of clients.
- c. Monitoring counselor performance.
- d. Empowering the counselor.

2-003.04 Reciprocal Certification An applicant holding current certification issued by the National Council on Compulsive Gambling is eligible for certification in Nebraska by reciprocity, with no additional education or practicum requirements.

2-003.05 Reference One reference shall be sent to the Program from the applicant's practicum supervisor. The reference shall include a rating of the applicant's disordered gambling counseling knowledge and skills.

2-003.06 Code of Ethics The applicant shall attest to having read and agreed to be bound to the code of ethics set forth in these standards, and sign a statement to that effect as part of the application process.

2-003.07 Knowledge Demonstration An applicant shall pass a Commission-approved written examination for Disordered Gambling Counselors.

CHAPTER 2.1 PROVISIONAL CERTIFICATION

2.1-001 The Provisional Certified Disordered Gambling Counselor This is a status for individuals working toward a Certified Disordered Gambling Counselor certificate in the state of Nebraska.

2.1-002 Qualifications for Provisional Certification

2.1-002.01 Education The education requirements for the Provisional Certification are the same as those specified in 2-003.01 of these standards.

2.1-002.02 Residency and Citizenship The candidate must be a citizen of the United States, or lawfully present in the United States, and a resident of the state of Nebraska.

2.1-002.03 Relationship with the approved practicum supervisor The candidate must accept supervision by the approved practicum supervisor who has been assigned to supervise the candidate by the Certification Advisory Board, with whom the candidate will engage for supervised practice to fulfill the requirements of 2-003.02 of these standards.

2.1-003 Application for Provisional Certification

2.1-003.01 The applicant must complete the application and supply the required supporting documentation, and submit these materials to the Nebraska Gamblers Assistance Program Certification Advisory Board. Required supporting documentation is:

(A) Valid, current driver's license or state-issued identification.

(B) Copy of degree or certificate and transcript showing completion of the education requirements in 2-003.01. This includes both the post-secondary

formal education and 72 hours of education in the knowledge and skills of disordered gambling counseling.

(C) Documentation of State of Nebraska license if relied upon for reduced practicum hours as provided in 2-003.02 K-O.

(D) Documentation of an established relationship with a supervisor as required in 2.1-002.03.

2.1-004 Status While Performing Practicum Supervised Therapy The holder of the provisional certificate is eligible to perform, and is expected to comply with, all of the elements of the scope of practice for disordered gambling counselors as outlined in 2-002 of these standards. In the performance of therapy as allowed by these standards, the holder of the provisional certificate is bound by and is obligated to comply with the code of ethics in 5-001 of these standards. The holder of the provisional certificate is obligated to comply with the standards of practice that are generally accepted in the fields of behavioral health therapy, and is subject to the disciplinary standards in 5-002 of these standards.

2.1-005 Duration of the Provisional Certification The provisional certificate is valid for three years from the date of issue, subject to renewal for one additional period of three years. The holder of provisional certification shall complete the required practicum therapy hours during the period when the provisional certificate is valid, including any renewal.

2.1-006 Arranging for the Supervision of Practicum Therapy Hours The Program shall arrange by contract for supervision of the practicum therapy to be provided by a Commission approved supervisor. The Provisional Counselor and the supervisor shall arrange the specific dates, times and methods of supervision, and complete the Commission-approved documentation of the record of the supervision, including the supervised practicum logs, verification and evaluation forms.

CHAPTER 3 APPLICATION PROCEDURES FOR INITIAL CERTIFICATION

3-001 Application There are two parts to the application process for initial certification of Certified Disordered Gambling Counselors: portfolio review and a written examination.

3-002 The portfolio review process

3-002.01A Individuals desiring certification shall submit an application to the Board on the forms prescribed by the Commission, including documentation that is acceptable to the Board showing compliance with all of the standards for certification. The practicum supervisor's evaluation must verify that the applicant has received a score of 3 or better on 27 out of 30 measures on the Board-approved scoring document.

3-002.01B The effective date of the application is the date of receipt by the Board. This date is used when calculating counseling experience, education, and training. Only counseling experience, education, and training gained prior to this date, and verified by documents included in the application, will be considered.

3-002.01C The Board may request additional information or clarification in writing and/or in person.

3-002.01D Upon completing its review of the written application and supporting documents, the Board will submit its recommendation to the Commission and to the applicant. If the Board's recommendation is unfavorable, the reasons shall be specified in writing.

3-003 Unfavorable recommendation An applicant receiving an unfavorable recommendation by the Board may ask permission to supply additional documentation to satisfy the Board's concerns.

3-004 Permanent Program Records All application materials are the property of the Program and will not be returned to the applicant.

3-005 Written Examination

3-005.01 Applicants for Counselor certification are eligible to take the written examination if they have met the requirements of these standards, received a favorable recommendation from the Board, and have paid the examination fees.

3-005.02 The test policies and procedures of the Commission approved testing entity shall be followed.

3-005.03 The written examination will be offered as scheduled by the testing entity.

3-005.04 Notice of the date, time, place and other information pertinent to the administration of the examination will be provided by the approved testing entity.

3-005.05 The examination results will be reported by to the applicant by the testing entity.

3-005.06 An applicant who does not pass the written examination retake the examination as allowed by the approved testing entity.

3-006 Issuance of the Certificate Upon successful completion of the examination and the application review process, the Commission will issue the certificate of Certified Disordered Gambling Counselor to the applicant, to be effective when issued and to remain in effect until September 1 of the even-numbered year following the date of initial certification.

CHAPTER 3.1 APPLICATION PROCEDURES FOR PROVISIONAL CERTIFICATION

3.1-001 Application The applicant for the provisional certified disordered gambling counselor certificate must complete the Commission-approved application form and supply the documentation required by 2.1-003 by mailing a printed, signed version to the Commission at:

Nebraska Gamblers Assistance Program
700 South 16th Street
Lincoln NE 68508

3.1-002 Application review If the application and supporting documentation is complete, they will be presented to the Certification Advisory Board for review and recommendation. The Advisory Board action will then be presented to the Commission for final action at the next regular meeting of the Commission. The applicant will be promptly notified of the recommendation of the Advisory Board and the action taken by the Commission.

CHAPTER 4 – CERTIFICATE MAINTENANCE AND RENEWAL

4-001 Requirements for Certificate Maintenance and Renewal

4-001.01 General Requirements

4-001.01A Certificate holders shall complete Program-approved continuing education during the certification period, as follows:

4-001.01A1 On topics that are specifically related to disordered gambling: (1) at least 25 hours for certificate holders with less than 10 years experience, or (2) at least 20 hours for certificate holders with 10 years or more experience. In either instance, at least 2 hours of ethics shall be included.

4-001.01A2 On topics in addictions, psychology, sociology, or a field relevant to the enhancement of skills needed to perform disordered gambling counseling: (1) up to 25 hours for certificate holders with less than 10 years experience, or (2) up to 20 hours for certificate holders with 10 years or more experience.

4-001.01A3 A maximum of 15 hours per certification period may be for presentation of approved continuing education programs. A presenter may receive credit for only the initial presentation if the presentation is repeated during a certificate period.

4-001.01A4 The continuing education hours required for renewal will be reduced in proportion to the fraction of the two-year certification period for a certificate holder whose certificate was granted with less than two years remaining before the renewal date.

4-001.01AA Provisional certificate holders shall complete Program-approved continuing education during the provisional certification period, as follows:

4-001.01AA1 At least 6 hours each year on topics that are specifically related to disordered gambling.

4-001.01AA2 At least 6 hours each year on topics in addictions, psychology, sociology, or a field relevant to the enhancement of skills needed to perform disordered gambling counseling.

4-001.01AA2 At least 2 hours of ethics within each 2 year period.

4-001.01AA3 The first year during which continuing education hours required for maintenance of a provisional certificate shall begin on the date the provisional certificate is issued, and shall continue on the anniversary of the issue date in later years.

4-001.01B The certificate holder is responsible for:

4-001.01B1 Verifying that a continuing education program is approved by the Commission.

4-001.01B2 Maintaining documentation of attendance and/or completion of approved continuing education programs.

4-001.01B3 Maintaining documentation of presentation of an approved continuing education program.

4-001.01C Training that has not been approved 30 days prior to the receipt of a certificate holder's renewal application will not count toward that certificate holder's renewal.

4-002 Approval of Continuing Education Training

4-002.01 Application Eligibility Applications for approval of continuing education programs shall be submitted to the Program by the provider of the program, except:

4-002.01A A certificate holder shall submit an application for approval of a college or university course.

4-002.01B A certificate holder shall submit an application for approval of programs presented outside the State of Nebraska.

4-002.01C Gambling-specific education provided by the National Council on Problem Gambling will be accepted as continuing education hours.

4-002.02 Approval Criteria for Continuing Education Programs To be approved, a continuing education program shall meet the following criteria:

4-002.02A The program shall include at least one hour of instructional/presentation time, or in the case of online presentation proof of competency and/or attendance.

4-002.02B The program shall be formal structured training with objectives pertaining to the clinical knowledge and skill base associated with the performance of disordered gambling counseling.

4-002.02C The program's content shall be at a level which contributes to the development of the clinical knowledge and skills of a Counselor.

4-002.02D Presenters of programs shall be qualified by education, experience, or training.

4-002.02E The program shall be open to all Counselors certified by the Program who meet the prerequisites for the program.

4-002.02F Program providers shall have a process for monitoring and verifying attendance and/or assessing increased competence.

4-002.03 Program providers shall keep a record of attendance at CEU programs, including certificates of completion.

4-002.04 The certificate holder assumes the risk that a program may not be approved if it does not meet the criteria in these standards.

4-002.05 Certificate of Completion Providers of Program-approved continuing education shall furnish each person completing the program a certificate of completion. The completed certificate shall include:

4-002.05A Program title.

4-002.05B Name of the participant.

4-002.05C All dates of the training.

4-002.05D Providers name and address.

4-002.05E Program approval number.

4-002.05F Number of approved continuing education hours earned by the certificate holder.

4-002.05G Signature of provider representative affirming that the contents of the certificate are accurate.

4-002.06 Online or web-based continuing education shall meet the same requirements as face-to-face presentations.

4-002.07 Failure to issue valid certificates of attendance Providers of Program-approved continuing education who fail to issue certificates of completion to individuals who completed the program, or who issue certificates to individuals who do not complete the program, may jeopardize Program approval of future training they may sponsor.

4-003 Certification Period The Counselor certificate is valid until August 31 of the even-numbered year following the date of issuance, and is renewable upon meeting the renewal requirements in these standards. A certificate issued after August 31 of an even-numbered year shall be valid until August 31 of the next even-numbered year.

4-004 Certificate Renewal Procedures

4-004.01 The Program will mail each certificate holder a renewal notice and renewal application, no later than 30 days prior to the expiration date of the certificate.

4-004.02 The notice will be sent to the certificate holder's address as noted in the records of the Program. It is the responsibility of the certificate holder to notify the Program in writing of any name and/or address change.

4-004.03 Non-receipt of the renewal notice does not release the certificate holder from responsibility for certificate renewal.

4-004.04 Applications for renewal shall be postmarked prior to the date of certification expiration to be deemed timely. Applications postmarked after certification expiration will not be considered for renewal.

4-004.05 Failure to pay the renewal fee, if applicable, or provide documentation of the required continuing education constitutes non-renewal of certification, and the certificate is deemed to be lapsed, or expired, unless a waiver of, or extension of time to complete continuing education hours, has been granted, or the certificate is placed on inactive status.

4-005 Waiver or Extension of Time to Complete Continuing Education

4-005.01 The Program may waive the continuing education requirements in whole or in part, or extend the time to complete continuing education requirements for any two-year certification period, when a certificate holder submits documentation that extenuating circumstances beyond his or her control prevented him or her from completing the requirements. Extenuating circumstances include that the certificate holder has:

4-005.01A Been in the service of the regular Armed Forces of the United States during any part of the certification period;

4-005.01B Been suffering from a serious or disabling illness or physical disability which prevented completion of the required number of continuing education hours during the certification period; or

4-005.01C Encountered other unforeseen circumstances beyond the certificate holder's control that prevented completion of the continuing education hours during the certification period.

4-005.02 Denial of waiver or extension. The Program will not grant a waiver or extension of time to complete continuing education if the basis for the request is an employer's unwillingness to pay for training, give time off from work, change of employment or unemployment, or training not available in immediate geographic area.

4-005.03 Application: Any certificate holder who seeks a waiver or extension of time to complete continuing education shall make an application to the Program before

the certificate expiration date. Applications shall be postmarked on or before the date of certificate expiration. The certificate holder shall submit a completed application for a waiver or extension of time to complete continuing education supported by one of the following:

4-005.03A Official documentation stating dates of service of regular Armed Forces of the United States.

4-005.03B A statement from the treating physician(s), stating that the certificate holder was injured or ill, the duration of the injury or illness, and the recovery period that the certificate holder was unable to attend continuing education activities during that period.

4-005.03C A statement from an individual other than the certificate holder who can attest to the unforeseen circumstances that prevented the certificate holder from completing the continuing education hours. There shall be evidence of the certificate holder's intent and good faith effort to meet the continuing education requirements.

4-005.04 Answer to request for waiver or extension. The Program will notify the certificate holder in writing of the approval or denial of the request for a waiver or extension of time to complete continuing education within 30 days of receipt of the application.

4-005.04A If the Program grants an extension of time to complete continuing education requirements, it will be for a specified period of time not to exceed six months. The certificate holder shall meet any conditions that may be prescribed by the Program in granting the extension.

4-005.04B If the Program denies the application for a waiver or extension of time to complete continuing education requirements, the notice shall be sent by certified mail, and set forth the reasons for denial. The applicant may contest this decision by following the procedures in these standards.

4-006 Inactive Status

4-006.01 A Counselor who is not currently practicing disordered gambling counseling in the State of Nebraska is eligible to apply for inactive status.

4-006.02 A certificate holder who seeks inactive status may make an application to the Program at any time before expiration of their current certificate.

4-006.03 The certificate holder shall submit documentation verifying non-practice and the inactive status fee, if applicable.
procedures.

4-006.04 A certificate holder who is granted inactive status shall complete 12 hours of continuing education during each two years, with 6 hours specific to gambling and 6 hours in a related field. The requirements for acceptable continuing education in 4-002 shall apply to this rule.

4-006.05 If the Commission denies the application for inactive status, the notice will be sent by certified mail and set forth the reasons for denial.

4-007 Appeal of Program Decision A counselor may appeal a Program decision to deny renewal, waive continuing education requirements, extend the time to complete continuing education, or allow inactive status, by written request as follows:

4-007A The appeal request shall be submitted to the Program director within 30 days after the decision. The request shall include specific grounds for appeal of the decision.

4-007B The Program director shall present the appeal to the Certification Advisory Board within thirty days after receipt. The Board shall respond to the appeal within thirty days, and its decision shall be final.

CHAPTER 5 CODE OF ETHICS AND DISCIPLINARY PROCEDURES

5-001 Code of Ethics

5-001.01 All Certified Disordered Gambling Counselors shall:

1. Provide and support the highest quality of care in the recovery of all clients served which shall include referring or releasing a client to other health professionals or services, if that is in the client's best interest.
2. Respect the unique characteristics of the professional counseling relationship which demands sound, non-exploitive inter-personal transactions between client and Counselor.
3. Respect the therapeutic needs of the client by not engaging in a personal or sexual relationship with the client.
4. Respect the therapeutic needs of the client by not conducting any business or political transactions with the client that may jeopardize their recovery.
5. Adhere to a strict policy of non-discrimination based on race, disability, appearance, religion, age, sex, intelligence, sexual orientation, national origin, marital, economic, educational, or social status.
6. Respect the basic human rights of all clients, including their right to make their own decisions, to participate in any plans made in their interests, and to reject services unless a court order stipulates otherwise.
7. Adhere to the legal requirements for confidentiality of all records, materials, and communications regarding clients, their families and significant others.
8. Assess their own personal and professional strengths and limitations, biases and effectiveness on a continuing basis. Strive for self-improvement, and assume responsibility for professional growth through further education and training.
9. Respect the rights and views of colleagues and members of other professions.
10. Refrain from the abuse of mood-altering chemicals or gambling in a manner that will reflect adversely on the credibility and integrity of the profession.
11. Report evidence of incompetent, unethical, unprofessional, or illegal practice of a certified disordered gambling counselor.

5-002 The Program may deny, refuse renewal of, limit, suspend, or revoke certification on any of the following grounds:

1. Using fraud, forgery, or misrepresentation of material facts in procuring, or attempting to procure certification, or re-certification as a Counselor, or knowingly assisting another in procuring, or attempting to procure certification, or re-certification using fraud, forgery, or misrepresentation of material facts.
2. Conviction of a misdemeanor or felony under state law, federal law, or the law of another jurisdiction, and which if committed within this state, would have constituted a misdemeanor or felony under state law, and which has a rational connection with the applicant's or certificate holder's fitness or capacity to practice the profession.
3. Practice of the profession while impaired by alcohol, controlled substances, narcotic drugs, or disability.
4. Practice of the profession fraudulently, beyond its authorized scope, with manifest incapacity, with gross incompetence, with gross negligence, or in a pattern of negligent conduct. Pattern of negligent conduct means a continued course of negligent conduct in performing the duties of the profession.
5. Practicing the profession of disordered gambling counseling while the individual's certificate is revoked, suspended, or in contravention of any limitation placed upon the individual's certificate.
6. Failing to adhere to the Code of Ethics.
7. Performing services in the field of practice of any profession licensed or certified by the State of Nebraska which the certificate holder is not licensed or certified to practice.
8. Action taken by another jurisdiction to deny, refuse renewal, limit, suspend, or revoke a license and/or certificate to practice disordered gambling counseling.
9. Delegating to other personnel those client-related services for which the clinical skills of a certificate holder are required.
10. Agreeing to split or share fees received for professional services with any person bringing or referring a client.

5-003 Disciplinary Procedures

5-003.01 The complainant shall submit a written statement to the Program, which shall include:

1. The exact nature of the complaint outlining what professional or ethical standards it is alleged the certificate holder has violated.
2. Information and facts supporting the complaint including; dates, times, locations, names, and addresses of witnesses or other individuals with knowledge about the situation, and any other supporting information. All materials submitted become a part of the record and may be used in the disciplinary review process.
3. The signature of the complainant, address, and a daytime telephone number.

5-003.02 The Program may serve as the complainant in any allegation.

5-003.03 The Program Director reviews all complaints and determines whether to conduct an investigation, and in making a determination may consider factors as:

5-003.03A Whether the complaint pertains to a matter within the authority of the Program to enforce.

5-003.03B Whether the circumstances indicate that a complaint is made in good faith and is not malicious, frivolous, or vexatious.

5-003.03C Whether the complaint is timely, or has been delayed too long to justify present evaluation of its merits.

5-003.03D Whether the complainant may be a necessary witness if action is taken, and is willing to identify himself/herself and come forward to testify.

5-003.03E Whether the information provided, or within the knowledge of the complainant is sufficient to provide a reasonable basis to believe that a violation may have occurred, or to secure necessary evidence from other sources.

5-003.04 If, after initial investigation, there appears to be a possible violation of the criminal laws of the State of Nebraska, the Program Director shall notify the appropriate authorities.

5-003.05 If, after initial investigation, there is reasonable cause to believe there may be imminent danger to the public health and safety, the Program Director may, upon written notification to the certificate holder, immediately suspend certification for a maximum of 90 days while conducting a further investigation.

5-003.06 If, after initial investigation, the Program Director determines there is insufficient documentation of an alleged violation, the case may be dismissed.

5-003.07 If, after initial investigation, the Program Director determines there is sufficient information supporting an alleged violation, a notice of allegation shall be sent by certified mail to the certificate holder. The notice will include a complete statement of the allegations.

5-003.08 The certificate holder shall respond in writing to the allegations. The response shall be received at the Program office within 20 days of the mailing of the notice.

5-003.09 Failure of the certificate holder to respond to the allegations within 20 days of receipt will be construed as agreement with the allegations, and the Program Director shall act on the certification promptly without further investigation.

5-003.10 The Program Director may conduct an additional investigation of all allegations responded to by the certificate holder.

5-003.11 Upon completion of the investigation, the Program Director shall refer the complaint, including all materials gathered during the investigation, to the Certification Advisory Board. The Board may conduct any further investigation it

finds is appropriate. Upon completing its investigation, the Board shall refer the complaint, all materials gathered during its investigation, and any recommendations for discipline, to the Commission for a final decision. The Commission may conduct such further investigation or proceedings it deems appropriate. Upon completing its investigation and review of materials submitted to it, the Commission shall issue its decision, which shall be binding.

5-003.12 Investigational materials and related records will remain confidential within the Commission except as part of a hearing contesting disciplinary action.

5-003.13 The Commission shall issue its findings by certified mail to the certificate holder.

5-004 Procedure to Contest Program Decisions

5-004.01 An applicant for an initial certificate or renewal of a certificate may contest Program decisions regarding certification status.

5-004.02 The individual shall request a hearing with the Certification Advisory Board within 30 days of receipt of the denial notice. The request for hearing shall include a statement of the basis for the applicant's claim.

5-004.03 The Board may grant the applicant a hearing, deny the request for a hearing, or forward the matter to the Commission for further consideration.

5-004.04 An applicant who is aggrieved by a recommendation made by the Certification Advisory Board or by the Program Director shall be entitled to a hearing before the Commission. The request for such a hearing shall be filed with the Program Director within 30 days of receipt of the recommendation in question.

CHAPTER 6 - PROCEDURES FOR REINSTATEMENT OF A CERTIFICATE

6-001 Reinstatement After Inactive Status

6-001.01 A person whose Certified Disordered Gambling Counselor certificate has been placed on inactive status may move to active status by completing the continuing education requirements in effect at the time he/she wishes to regain active status, and payment of the renewal fee, if any. The person shall submit:

1. A verified complete Application for Reinstatement.
2. The regular renewal fee, if applicable.
3. Documentation of 50 hours of Program-approved continuing education completed within a 24-month period prior to receipt of the Application for Reinstatement.

6-002 Reinstatement of Certificate After Expiration

6-002.01 Reinstatement within one year of expiration. A person whose Certified Disordered Gambling Counselor certificate has expired may be reinstated by the Program within one year of expiration. The person shall submit:

1. A verified complete Application for Reinstatement.
2. The regular renewal fee and late fee, of applicable.
3. Documentation of 72 hours of Program-approved continuing education within 24 months prior to receipt of the Application for Reinstatement.

6-002.02 The petition for reinstatement will be presented for review and recommendation at the next meeting of the Board that is held.

6-002.03 The Program will act upon the petition for reinstatement within 90 days after review by the Board.

6-002.04 Denial by the Program of the petition for reinstatement will be issued by certified mail.

6-002.05 Following one year of expiration, an applicant shall complete the requirements for initial certification in order to be reinstated.

6-003 Reinstatement of Certificate After Revocation

6-003.01 A person whose Certified Disordered Gambling Counselor certificate has been revoked, may petition the Commission for reinstatement. The person shall submit:

1. A petition for reinstatement.
2. Three recommendations from Certified Disordered Gambling Counselors having personal knowledge of the activities of the petitioner since the certificate was revoked. A letter of recommendation may not be submitted by family members.
3. Two letters of personal recommendation, each relating direct knowledge of the activities of the petitioner since the certificate was revoked. A letter of recommendation may not be submitted by family members.
4. The regular renewal fee, if applicable.
5. Documentation of 25 hours of Program-approved continuing education completed within 12 months prior to the date of the application for reinstatement.

6-003.02 The petition for reinstatement, and any necessary accompanying documents, will be presented for review and recommendation at the next meeting of the Board. The Board may request additional information, or take such other action as the Board finds appropriate.

6-003.03 After completing its review, the Board shall submit the application, all materials accompanying the application, and its recommendation to the Commission at its next regular meeting. The Commission shall then act upon the petition for reinstatement. The Commission shall notify the petitioner of its decision, which shall be final.

CHAPTER 7 THE DISORDERED GAMBLING COUNSELOR CERTIFICATION ADVISORY BOARD

7-001 Composition of the Board

7-001.01 The Board consists of seven members nominated by the Program Director and confirmed by the Commission, at least five of whom shall hold the credential of Certified Disordered Gambling Counselor, and two of whom are members of the Commission.

7-001.02 The Program Director shall serve as moderator, but shall not have authority to vote on matters presented to the Board. The Board shall select a chairperson.

7-001.03 Appointments are for three-year terms.

7-001.04 Individuals may be appointed to no more than three consecutive terms.

7-001.05 The Program Director will nominate individuals to fill vacancies that may occur during unexpired terms, subject to confirmation by the Commission.

7-001.06 Appointment for the first Board created under this title includes three individuals appointed for two years, and four appointed for three years. Appointments to the Board are effective upon confirmation by the Commission.

7-002 Conduct of Business:

7-002.01 The Board will meet as often as the Board deems necessary in order to fulfill its obligations.

7-002.02 The Board will act by a vote of the majority of the appointed members.

7-002.03 The Board may adopt procedures for the conduct of its meetings.

7-002.04 The Board will consider applications for new certification of Disordered Gambling Counselors, including provisional certificates, and for renewal of existing certifications.

7-002.05 The Board will consider and advise the Director and the Commission on matters relating to the Provider Manual of the Program, the terms of provider contracts, approval of training programs, and such other matters that are submitted

to the Board by the Director or the Commission, or are brought to the Commission on the Board's initiative.

7-002.06 In all matters submitted to the Board for its consideration, the Board shall serve in an advisory capacity only. All final decisions regarding certification and other matters covered by these standards and guidelines shall be made by the Commission.

7-003 Reimbursement of Expenses: Board members may be reimbursed by the Program for actual and necessary expenses of attendance at Board meetings if allowed under state law.

7-004 Schedule of Fees

7-004.01 A fee schedule may be adopted by the Program on an annual basis after review by the Board, with approval by the Commission.

7-004.02 Fees will be based on actual Program costs.

7-004.03 Fees will be charged for, but not limited to, the following:

1. Initial certification
2. Certificate renewal
3. Inactive status
4. Duplicate original certificate
5. Copies of materials in a certificate holder's application file and supporting documentation
6. Administrative fee portion of initial certification fee, if certification is denied after portfolio review, or if application is withdrawn prior to portfolio review
7. Late charge, in addition to the renewal fees, for reinstatement of a certificate that has been expired for less than one year
8. Application fee
9. Re-examination fee for written examination

7-004.04 The final authority for the application of these standards rests with the Nebraska Commission on Problem Gambling.

The membership of the Disordered Gambling Counselor Certification Advisory Board, appointed and confirmed by the Commission on December 5, 2014, shall be:

Deb Hammond, to serve an initial term of three years.

Chuck Spence, to serve an initial term of three years.

Jerry Bauerkemper, to serve an initial term of three years.

Terry Scoville, to serve an initial term of three years.

Janelle Holt, to serve an initial term of two years.

Michael Sullivan, to serve an initial term of two years.

Harlan Vogel, to serve an initial term of two years.

These standards revised and adopted by the Nebraska Commission on Problem Gambling this 19th day of May, 2017.

Mark Canada, Chair of the Commission

Terry Scoville, Secretary