

Tennessee Board of Alcohol and Drug Abuse Counselors



Newsletter

2013

A Regulatory Agency of the State of Tennessee

Fall

In conjunction with the purpose and goals of the Department of Health the Mission of the Bureau of Health Licensure and Regulation is to: Monitor, access and enforce the health care laws and regulations. Protect, promote and enhance quality health care for all citizens; Continuously strive to meet the needs of our customers in a respectful and caring manner; Provide quality work-life necessary to attract and retain competent, caring employees: Empower out employees to become entrepreneurs in their jobs; Increase awareness and public confidence in our services; and utilize our resources efficiently and cost effectively.

227 French Landing, Suite 300, Heritage Place MetroCenter, Nashville, TN 37243 • <http://tn.gov/health> (615) 532-5127 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

Health Related Boards' Offices Moving to New Location

The Department of Health's Division of Health Licensure and Regulation, Office of Health Related Boards will be transitioning from leased space at Heritage Place Metro Center to a newly renovated state-owned space. Our new address will be **665 Mainstream Drive, Nashville, TN 37243**. Our move is currently scheduled for the last week of October, 2013.

All individual employee phone numbers and e-mail addresses will remain the same. You are encouraged to stay in contact with our office by using existing phones numbers and email addresses. However, if you plan to write the Health Related Boards after September 30, 2013, please write us at our new address at:

Tennessee Department of Health
Division of Health, Licensure and Regulation
Office of Health Related Boards
665 Mainstream Drive
Nashville, Tenn. 37243
615-532-5127
1-800-778-4123

While the department has prepared diligently to minimize downtime, maintain accessibility and sustain productivity throughout this relatively complex move, we do appreciate your understanding and patience as personnel and material move into our new space. We look forward to working with you and providing outstanding customer service from our new location.

2014 Board Meeting Schedule



January 17, 2014

Board meets in the Iris Room 665 Mainstream Dr., MetroCenter at 9:00 a.m.

April 25, 2014

Board meets in the Iris Room 665 Mainstream Dr., MetroCenter at 9:00 a.m.

July 18, 2014

Board meets in the Poplar Room, 665 Mainstream Dr., MetroCenter at 9:00 a.m.

October 24, 2014

Board meets in the Iris Room, 665 Mainstream Dr., MetroCenter at 9:00 a.m.

Legislative Updates

Public Chapter 190

Adopts the eight (8) nationally recognized and accepted professional domains for licensed alcohol and drug abuse counselors.

Public Chapter 122

EXPEDITED LICENSURE

Present law requires the health related boards to establish a procedure to expedite the issuance of a license, certification or permit to perform services regulated by each board to any person who is the spouse of a military service member who is licensed to perform professional services in another state and who left employment to accompany the person's spouse to Tennessee. The procedure includes:

- (1) Issuing the person a license, certificate or permit, if, in the opinion of the board, the requirements for certification or licensure of such other state are substantially equivalent to that required in Tennessee; or
- (2) Developing a method to authorize the person to perform professional services regulated by the board in Tennessee by issuing the person a temporary permit for a limited period of time.

This bill adds any military service member who is licensed to perform substantially similar professional services in another state and who applies for licensure in Tennessee within 180 days of retiring from the military, receiving an honorable discharge, or being released from active duty into the reserves, to the persons who are eligible to participate in the expedited licensure procedures.

MILITARY EDUCATION, TRAINING AND EXPERIENCE

This bill requires the health related boards to accept military education, training or experience completed by a person who applies for licensure in Tennessee within 180 days of retiring from the military, receiving an honorable discharge, or being released from active duty into the reserves toward the qualifications to receive the license or certification if the military education, training or experience is determined to be substantially equivalent to the state's standards.

TEMPORARY RENEWALS FOR ACTIVE DUTY MILITARY

This bill requires that the health related boards keep in good standing the license or certification of any person who is called to active military duty and who, at the time of such activation, was duly licensed or certified to perform a profession or occupation in Tennessee. A license that is kept in good standing pursuant to this bill will be temporarily renewed without payment of renewal fees, compliance with continuing education requirements, or performing any other act typically required for renewal; provided, that the continuing education requirements will only be waived in circumstances where the person's military duty prevents obtaining the credits or the person performs the licensed or certified profession or occupation as part of the person's military duties. The continuance or renewal of a license or certificate pursuant to this bill will continue until no later than six months from the person's release from active duty.

RULE AMENDMENTS



There are Rule amendments being discussed by the Board at this time. All rulemaking hearings are posted on the Board website and are open to the public for comment.

You may contact the board office at 615-532-5138 for a copy of the rules or download a copy at Tennessee.gov/health and follow the prompts. Please check the website often, as rules change frequently.

Renew Your License Online



Practitioners may access the online service at Tennessee.gov/health to renew their licenses up to 120 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.



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 where you may download and print out the complaint form.



Have You Moved?

Please do not forget to notify the Board administrative office when you have an address or telephone number change, within 30 days of the change. The change must be made in writing to the Board. You may either fax the change or mail it to the Board's administrative office.

WORKING ON AN EXPIRED LICENSE

Statute prohibits an individual from working as a licensed Alcohol and Drug Abuse Counselor unless he/she has an active license.

1. Upon recognition that his/her license has expired, the individual must stop practicing immediately and contact the Board's administrative office and request a reinstatement application.

2. The individual must complete the reinstatement in its entirety along with a detailed work history from the late the license expired. The application must be signed and notarized and returned to the Board's administrative office along with proof of documentation of continuing education requirements taken within the previous twelve (12) months, as well as all applicable fees.

3. Once the completed reinstatement application and all required documentation is received, the Board administrator may immediately reinstate the license **only** if the license has been in an expired status for a period of three (3) months or less.

4. If the reinstatement application received indicates in the work history that the individual has worked **more than three (3) months on an expired license, the licensee will be assessed a \$100 penalty for each month worked in excess of three (3) months.**

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

To Contact This Board Call:
(615) 532-5127 local or (800) 778-4123 extension
5325127 nationwide or write to:

Tennessee Board of Licensed Alcohol and Drug
Abuse Counselors
227 French Landing, Suite 300
Heritage Place – MetroCenter
Nashville, TN 37243

After October 31, 2013:
Tennessee Board of Licensed Alcohol and Drug
Abuse Counselors
665 Mainstream Drive
Nashville, TN 37243

BOARD MEMBERS

Sherry Butler, LADAC, Chair

Richard "Terry" Kinnaman, LADAC

Susan Cunningham, LADAC

Karen Dennis, LADAC

Major McNeil, Citizen Member

BOARD STAFF

Melody Spitznas
Board Administrator

Michael Anderson
Licensing Tech

Theodora (Teddy) Wilkins
Administrative Director