

(8) The supervisor must notify the Board in writing within three (3) business days of the date supervision is terminated. The supervisor must submit an evaluation of the supervisee within ten business days of the date of termination.

(9) A supervisor may not supervise more than a total of twenty (20) persons, including candidates and CADCs who are engaging in private or independent practice. A supervisor who wants to supervise more than twenty (20) persons must petition the Board for approval for each person above the maximum number. The petitions will be determined on a case-by-case basis depending on the circumstances of the request.

[Source: Added at 26 Ok Reg 2417, eff 7-11-09; Amended at 28 Ok Reg 1901, eff 7-25-11; Amended at 31 Ok Reg 761, eff 9-21-14]

**SUBCHAPTER 11. FEES**

**Section**

- 38:10-11-1. Schedule of fees
- 38:10-11-2. Methods of Payment
- 38:10-11-3. Review of fees

**38:10-11-1. Schedule of fees**

Fees are non-refundable and include:

- (1) **Application fee.** One-hundred and forty dollars (\$140.00) and shall be submitted with the application form.
- (2) **Examination fee.** The fee shall be the amount set by the examination provider, and is paid by the applicant directly to the examination provider.
- (3) **Initial license or certification fee.** One-hundred dollars shall be submitted prior to the receipt of license or certificate. The initial license or certification notices shall invoice the licensed or certified person for the interim period between the original license or certification date and the following June 30 so that subsequent renewals shall be on a July 1 annual basis.
- (4) **Renewal fee.** One-hundred dollars (\$100.00). Shall be submitted upon notification by the Board on or before June 30, and validates the license or certification for twelve (12) months.
- (5) **Late renewal fee.** Twenty-five dollars (\$25.00) will be charged each month, if the license or certification is not renewed by June 30. This fee combined with the renewal fee shall not exceed \$200.00. The licensed or certified person must submit this fee as well as the renewal fee on or before the following June 30 to avoid revocation.
- (6) **Replacement fee.** Twenty-five dollars (\$25.00). Shall be submitted for the issuance of a license or certification to replace a license which has been lost, damaged, or is in need of revision.
- (7) **Inactive license or certification fee.** Twenty-five dollars (\$25.00). Payment of this fee renders the license or certification inactive and suspends all rights and privileges granted by the license or certification for a period of no

more than two (2) years. If not renewed within the two (2) year period, license or certification is considered lapsed.

- (8) **Mailing list of licensed and certified counselors.** Thirty-five dollars (\$35.00).
- (9) **Written verification of licensure or certification.** Five dollars (\$5.00).
- (10) **Duplication of public records.** Twenty-five cents (\$.25) per page for un-certified copies; one dollar per page (\$1) for certified copies.
- (11) **Search fee for public records.** \$25 per hour.
- (12) **Investigation or prosecution.** At cost incurred.
- (13) **Returned check processing fee, or denied or non-payment of credit card fees.** Fifty Dollars (\$50.00).
- (14) **Probation.** Twenty-five dollars (\$25.00) per month.
- (15) **Board approved supervisor status designation.** Thirty-five Dollars (\$35.00) for initial application fee.
- (16) **Supervisor status designation annual renewal fee.** Twenty-five Dollars (\$25.00).
- (17) **Co-occurring disorders Certification application fee.** One Hundred Forty Dollars (\$140.00)
- (18) **Co-occurring disorders Certification renewal fee.** Fifty Dollars (\$50.00).

[Source: Added at 23 Ok Reg 127, eff 10-3-05 (emergency); Added at 23 Ok Reg 2177, eff 6-25-06; Amended at 26 Ok Reg 2417, eff 7-11-09; Amended at 33 Ok Reg 571, eff 8-25-16]

**38:10-11-2. Methods of Payment**

Payment of fees shall be by personal check, cashiers check, money order, cash, or credit card. The Board will accept Visa, Master Card, Discover, or American Express. Any check returned, or denied payment or fee(s) to the Board for non-payment may result in sanction(s).

[Source: Added at 23 Ok Reg 127, eff 10-3-05 (emergency); Added at 23 Ok Reg 2177, eff 6-25-06; Amended at 26 Ok Reg 2417, eff 7-11-09]

**38:10-11-3. Review of fees**

The Board shall periodically review the fee schedule and recommend any adjustment necessary to provide funds to meet its expenses without creating any unnecessary surplus.

[Source: Added at 23 Ok Reg 127, eff 10-3-05 (emergency); Added at 23 Ok Reg 2177, eff 6-25-06]

**SUBCHAPTER 13. CONTINUING EDUCATION REQUIREMENTS**

**Section**

- 38:10-13-1. Purpose
- 38:10-13-2. Continuing education standards
- 38:10-13-3. Documentation of attendance
- 38:10-13-4. Audit of continuing education submissions
- 38:10-13-5. Failure to complete continuing education or submit verification
- 38:10-13-6. Fraudulent continuing education submissions