~~CHAPTER 4 – CERTIFICATE RENEWAL~~

~~4-001 Requirements for Certificate Renewal~~

~~4-001.01 General Requirements~~

~~4-001.01A The certificate holder must complete 50 hours of Division-approved continuing education during the certification period.~~

~~4-001.01A1 A minimum of 25 hours must be in compulsive gambling-specific education.~~

~~4-001.01A2 A minimum of 25 hours must be in addictions, psychology, sociology, or a field relevant to the enhancement of skills needed to perform compulsive gambling counseling.~~

~~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.~~

~~4-001.01B The certificate holder is responsible for:~~

~~4-001.01B1 Verifying with the Division that a continuing education program is approved by the Division.~~

~~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.~~

~~4-002 Approval of Continuing Education Training~~

~~4-002.01 Application Eligibility: Applications for approval of continuing education programs must be submitted to the Division by the provider with the exception of:~~

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

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

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

~~4-002.02A The program must include at least one hour of instructional/presentation time.~~

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

~~4-002.02C The program's content must be at a level which contributes to the development of the clinical knowledge and skills of a certified compulsive gambling counselor.~~

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

~~4-002.02E The program must be open to all compulsive gambling counselors certified by the Division who meet the prerequisites for the program.~~

~~4-002.02F Program providers must have a process for monitoring and verifying attendance.~~

~~4-002.03 Application for continuing education programs: To seek approval of a continuing education program, a provider must submit an application to the Division. Only applications which are complete will be considered. The following must be included in the application:~~

1. ~~A copy of the program agenda indicating actual presentation times, lunch, and breaks;~~
2. ~~A description of the program content and objectives;~~
3. ~~A description of the qualifications of each presenter which includes the education, experience, and training that qualifies each presenter to present the program;~~
4. ~~The number of hours for which approval is requested;~~
5. ~~The name, address, and telephone number of the provider, and a contact person representing the provider;~~
6. ~~A description of the process the provider will use to document and monitor attendance;~~
7. ~~The date, time, town/city, state, and location of the program;~~
8. ~~The title of the program;~~
9. ~~A sample copy of the documentation the provider must issue to the certificate holder as proof of attendance at the program; and~~
10. ~~The signature of the program provider contact person.~~

~~4-002.04 Prior Approval: To seek prior approval of a continuing education program, a~~

~~complete application must be received at the Division at least 45 days prior to the date on which the program is to begin. The Division must act within 30 days upon all completed applications, and must notify the applicant.~~

~~4-002.05 Post-Program Approval: Applications for approval of a continuing education program may be submitted for approval after the program has occurred.~~

~~4-002.05A Certificate holders assume the risk that a program may not be approved when they attend a training program that has not been Division-approved prior to the program's occurrence.~~

~~4-002.05B 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.~~

~~4-002.06 Certificate of Completion: Providers of Division-approved continuing education must furnish each person completing the program a certificate of completion. The completed certificate must include:~~

1. ~~Program title;~~
2. ~~Name of the participant;~~
3. ~~All dates of the training;~~
4. ~~Providers name;~~
5. ~~Division approval number;~~
6. ~~Number of Division-approved continuing education hours earned by the certificate holder; and~~
7. ~~Signature of provider representative~~

~~4-002.07 Program Monitoring: Providers are responsible for monitoring the physical presence of participants throughout the entire program. Certificates must not be issued to participants who do not complete the requirements of the program. If a participant chooses not to participate in the entire program, the certificate of attendance must reflect the participant's actual hours of attendance.~~

~~4-002.07A Providers of Division-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 Division approval of future training they may sponsor.~~

~~4-003 Certification Period~~

~~4-003.01 Certified Compulsive Gambling Counselor Certification is for two calendar years, and is renewable upon meeting the renewal requirements in 201 NAC 4-001 and 4-004.~~

~~4-004 Renewal Procedures~~

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

~~4-004.01A The notice must be sent to the last place of residence and name as noted in the records of the Division. It is the responsibility of the certificate holder prior to the renewal period to notify the Division in writing of any name and/or address change.~~

~~4-004.01B Non-receipt of the renewal notice does not release the certificate holder of responsibility for certificate renewal.~~

~~4-004.01C Applications for renewal must be postmarked prior to the date of certification expiration to be deemed timely. Applications postmarked after certification expiration will not be considered for renewal.~~

~~4-004.01D Failure to pay the renewal fee or document 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 of, or Extension of Time to Complete Continuing Education~~

~~4-005.01 The Division 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:~~

1. ~~Been in the service of the regular Armed Forces of the United States during any part of the certification period;~~
2. ~~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~~
3. ~~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 The Division will not grant a waiver of, or extension of time to complete continuing education for the circumstances of an employers unwillingness to pay for training, or 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 of, or extension of time to complete continuing education must make an application to the Division before the certificate expiration date. Applications must be postmarked on or before the date of certificate expiration. The certificate holder must submit:~~

1. ~~A verified completed application for a waiver of, or extension of time to complete continuing education; and~~
2. ~~Official documentation stating dates of service of regular Armed Forces of the United States; or~~
3. ~~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; or~~
4. ~~A statement from an individual in an official capacity who can attest to the unforeseen circumstances that prevented the certificate holder from completing the continuing education hours. There must be evidence of the certificate holder's intent and good faith effort to meet the continuing education requirements.~~

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

~~4-005.04A If the Division 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 must meet any conditions that may be prescribed by the Division in granting the extension.~~

~~4-005.04B If the Division denies the application for a waiver of, or extension of time to complete continuing education requirements, the notice must be sent by certified mail, and set forth the reasons for denial. The applicant may contest this decision by following the procedures outlined in 201 NAC 5-004.~~

~~4-006 Inactive Status~~

~~4-006.01 A certified compulsive gambling counselor who is not currently practicing compulsive gambling counseling in the State of Nebraska is eligible to apply for inactive status.~~

~~4-006.02 A certificate holder who seeks inactive status must make an application to the Division no sooner than 30 days prior to the certificate expiration date. Applications must be postmarked on or before the date of certificate expiration.~~

~~4-006.02A The certificate holder must submit documentation verifying non-practice and the inactive status fee.~~

~~4-006.03 The Division must notify the certificate holder in writing of the approval or denial of the request to place the certificate on inactive status within 30 days of receipt of the application.~~

~~4-006.03A If the Division grants inactive status, that status is in effect until the certificate holder is granted reinstatement to active status pursuant to 201 NAC 7-001.~~

~~4-006.03B If the Division denies the application for inactive status, the notice must be sent by certified mail and set forth the reasons for denial. The individual may contest this decision by following the procedures outlined in 201 NAC 5-004.~~

~~4-006.04 While a certificate is in the inactive status, the certificate holder must not use the title Certified Compulsive Gambling Counselor and must not engage in the practice of compulsive gambling counseling. Practicing while a certificate is on inactive status may result in revocation of inactive status, denial of reinstatement, and revocation of certification. The certificate holder retains the right or privilege to represent himself/herself as having inactive certification.~~