

## CHAPTER 50. STANDARDS AND CRITERIA FOR CERTIFIED BEHAVIORAL HEALTH CASE MANAGERS

### SUBCHAPTER 3. BEHAVIORAL HEALTH CASE MANAGER CERTIFICATION APPLICATION

#### 450:50-3-1. Qualifications for certification

(a) Each applicant for certification as a behavioral health case manager shall:

- (1) Be employed within six (6) months from the date the application was submitted at:
  - (A) The State of Oklahoma;
  - (B) A behavioral health services provider contracting with the state to provide behavioral health services;
  - (C) A tribe or tribal facility that provides behavioral health services; or
  - (D) An Oklahoma Department of Veterans Affairs or United States Department of Veterans Affairs facility.
- (2) Possess good moral turpitude;
- (3) Be at least 21 years of age; and
- (4) Otherwise comply with rules promulgated by the Board implementing 43A O. S. § 3-318.

(b) In addition to the qualifications specified by subsection (a), an applicant for a certification as a Behavioral Health Case Manager must meet the requirements in either (1) or (2) below:

- (1) Applicants for Behavioral Health Case Manager I (CM I) must:
  - (A) Possess a High School Diploma, General Equivalency Diploma (GED), or High School Equivalency (HSE) Credential; and have a minimum of six (6) months of direct, documented experience working with persons with mental illness and/or substance use disorder; or
  - ~~(B) Have a minimum of six (6) months of direct, documented experience working with persons with mental illness and/or substance use disorder.~~
  - (B) Have completed a minimum of sixty (60) college credit hours.

(2) Applicants for Behavioral Health Case Manager II (CM II) must meet the requirements in (A), (B), (C), (D) or (E) below:

- (A) Have a minimum of thirty-six (36) months of direct, documented experience working with persons with mental illness and/or substance use disorder and possess a High School Diploma, General Equivalency Diploma (GED), or High School Equivalency (HSE) Credential; or
- (B) Have completed sixty (60) college credit hours and have a minimum of twelve (12) months of direct, documented experience working with persons with mental illness and/or substance use disorder; or
- (C) Have a Bachelor's or Master's degree in any field earned from a regionally accredited college or university recognized by the United States Department of Education (USDE) and have a minimum of six (6) months of direct, documented experience working with persons with mental illness and/or substance use disorder; or
- (D) Have a Bachelor's or Master's degree in a behavioral health related field earned from a regionally accredited college or university recognized by the United States Department of Education (USDE); or
- (E) Have a current license as a registered nurse in the State of Oklahoma with documented experience in behavioral health care.

#### 450:50-3-2. Applications for certification

(a) Applications for certification as a Behavioral Health Case Manager shall be submitted electronically to the Department on a form and in a manner prescribed by ODMHSAS.

(b) Applications for certification as a CM I must include:

- (1) Application form completed in full according to its instructions;
- ~~(2) Official high school transcript(s), GED, or HSE documentation, as applicable. An unofficial or electronic copy may be accepted if the document can be substantiated by the Department;~~
- (2) One of the following, as applicable:
  - (A) Official college or university transcript(s). An unofficial or electronic copy may be accepted if the document can be substantiated by the Department; or
  - (B) Official high school transcript(s), GED, or HSE documentation. An unofficial or electronic copy may be accepted if the document can be substantiated by the Department.

(3) Verification of work experience or volunteer experience, if applicable, in accordance with the following:

- (A) Verification of work and/or volunteer experience must be submitted using the organization's letterhead and must be completed by the supervisor or the Human Resources Department where the work or volunteer experience was obtained.
- (B) Verification form(s) must be sent to the Department directly from the employer or volunteer organization.
- ~~(C) Volunteer work~~Work and/or volunteer experience must be time spent directly with persons who have a mental illness and/or substance use disorder.
- (D) Qualifying experience must have ended within no more than five (5) years of the date of application.

- (4) Oklahoma State Bureau of Investigation (OSBI) name-based criminal history report. The report must be an official OSBI document. If there is an incident of stolen identity, a Criminal History Record Theft number and letter must be submitted with the application; and
- (5) Application fee.
- (c) Applications for certification as a CM II must include:
- (1) Application form completed in full according to its instructions;
  - (2) One of the following, as applicable:
    - (A) Official college or university transcript(s). An unofficial or electronic copy may be accepted if the document can be substantiated by the Department; or
    - (B) Official high school transcript(s), GED, or HSE documentation. An unofficial or electronic copy may be accepted if the document can be substantiated by the Department; or
    - (C) Documentation of current licensure as a registered nurse in the State of Oklahoma.
  - (3) Verification of work experience or volunteer experience, if applicable, in accordance with the following:
    - (A) Verification of work and/or volunteer experience must be submitted using the organization's letterhead and must be completed by the supervisor or the Human Resources Department where the work or volunteer experience was obtained.
    - (B) Verification form(s) must be sent to the Department directly from the employer or volunteer organization.
    - (C) ~~Volunteer work~~ Work and/or volunteer experience must be time spent directly with persons who have a mental illness and/or substance use disorder.
    - (D) Qualifying experience must have ended within no more than five (5) years of the date of application.
  - (4) Oklahoma State Bureau of Investigation (OSBI) name-based criminal history report. The report must be an official OSBI document. If there is an incident of stolen identity, a Criminal History Record Theft number and letter must be submitted with the application; and
  - (5) Application fee.
- (d) Each CM II applicant qualifying under 450:50-3-1(b)(2)(D) is required to submit his or her transcript with the initial application. If the transcript does not list a degree on the Approved Degree List developed by the Department and the applicant does not meet any of the other qualifications listed in 450:50-3-1(b)(2), a review of the transcript is required. The Department will review the transcript to determine if a minimum of thirty-six (36) hours of behavioral health related course work was completed. If, after Department review, it is determined the minimum requirement is not met, the applicant will not be eligible to continue application for CM II but will be eligible to continue application for CM I if all other requirements are met.
- (e) An application must be submitted and approved by the Department prior to attending any Behavioral Health Case Manager certification training.
- (f) Applications shall only be valid for a period up to six (6) months from the date of application.
- (g) The applicant is not considered certified until verification of employment, exam approval results, and proof of the applicable Behavioral Health Case Management training has been submitted.
- (h) Applicants shall have no violations of moral turpitude or misconduct as set forth in these rules during time of application process.
- (i) An applicant, who meets the requirements for certification and otherwise complied with this Chapter, shall be eligible for certification.

#### **450:50-3-3. Duration of certification**

- (a) **Issuance.** ODMHSAS will issue an appropriate certification to all applicants who successfully complete the requirements for certification as specified in this Chapter.
- (b) **Renewal.** Unless revoked, certification issued pursuant to this Chapter must be renewed ~~by June 30 of the calendar year~~ following twelve (12) months of continuous certification and annually thereafter. The date(s) of the annual renewal deadline(s) will be established by ODMHSAS and posted online on the agency's website. Renewal is accomplished by submitting:
- (1) The renewal application form completed in full according to its instructions;
  - (2) Annual report of continuing education units with accompanying documentation;
  - (3) Proof of licensure as a registered nurse, if applicable; and
  - (4) The renewal fee.

(c) **Suspension and Reinstatement.** Certifications not renewed by the renewal deadline will be suspended. A suspended certification may be renewed by submitting required fees and documentation of continuing education within six (6) months of the date of suspension. Suspended certifications not renewed within this six (6) month timeframe will be terminated. The individual must then submit a new application for certification and successfully complete the requirements for initial certification as specified in this Chapter, with the exception of required training, which may be waived if approval from the Department is obtained by the individual and the new application is received within twelve (12) months of the suspension date.

#### **450:50-3-4. Fees**

- (a) **Application Fee.** Twenty-five dollars (\$25.00) shall be submitted with the application form.

(b) **Renewal Fee.** Fifteen dollars (\$15.00) shall be submitted with the renewal application and required continuing education documentation.

(c) **Late Renewal Fee.** An additional twenty-five dollars (\$25.00) shall be included with the Renewal Fee (\$15.00), renewal application, and required continuing education documentation if the certification is renewed after the ~~June 30~~renewal deadline.