TITLE 450. DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

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

SUBCHAPTER 1. GENERAL PROVISIONS

450:50-1-2. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning unless the context clearly indicates otherwise.

"Behavioral Health Case Manager I" or **"CM I"** means any person who is certified by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) to offer behavioral health case management services in accordance with this Chapter.

"Behavioral Health Case Manager II" or **"CM II"** means any person who is certified by ODMHSAS to offer behavioral health case management services and psychosocial rehabilitation (PSR) services in accordance with this Chapter.

"Behavioral health related field" means a field of study that is listed on the Department's Approved Degree List or includes a minimum of thirty-six (36) hours of behavioral health related coursework, as determined by the Department**.**

"Behavioral health services" means a wide range of diagnostic, therapeutic, and rehabilitative services used in the treatment of mental illness, substance abuse, and co-occurring disorders.

"Board" means the State Board of Mental Health and Substance Abuse Services.

"Case management services" means planned referral, linkage, monitoring and support, and advocacy provided in partnership with a consumer to support the consumer in self-sufficiency and community tenure. Services take place in the individual's home, in the community, or in a facility, in accordance with the service plan developed with and approved by the consumer and qualified staff.

"Commissioner" means the Commissioner of Mental Health and Substance Abuse Services.

"Consumer" means an individual, adult, adolescent, or child, who has applied for, is receiving or has received evaluation or treatment services from a facility operated or certified by ODMHSAS or with which ODMHSAS contracts and includes all persons referred to in OAC Title 450 as client(s) or patient(s) or resident(s) or a combination thereof.

"Department" or **"ODMHSAS"** means the Oklahoma Department of Mental Health and Substance Abuse Services.

"Documented experience" means volunteer or work experience that can be verified in writing by either a current or past supervisor or human resources department.

"Exam approval letter" means an official letter issued by ODMHSAS that authorizes applicants to take the relevant exam once the necessary training has been completed by the applicant.

"Experience" means twenty (20) or more hours work or volunteer experience per week, over the course of time indicated, with persons living with mental illness and/or substance use disorder.

"Licensed mental health professional" or **"LMHP"** means a practitioner who meets

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qualifications as defined in Title 43A §1-103 (11) of the Oklahoma Statutes.

"Oklahoma Administrative Code" or **"OAC"** means the publication authorized by 75 O.S. § 256 known as The Oklahoma Administrative Code, or, prior to its publication, the compilation of codified rules authorized by 75 O.S. § 256(A) (1) (a) and maintained in the Office of Administrative Rules.

"O.S." means Oklahoma Statutes.

"Psychosocial rehabilitation" or **"PSR"** means curriculum-based education and skills training performed to improve an individual's ability to function in the community. PSR provides an array of services that focus on long term recovery and maximization of self-sufficiency, role functioning, and independence, as distinguished from the symptom stabilization function of acute care.

"Web-Based Competency Exam" means a test administered by ODMHSAS that applicants must pass in order to obtain certification as a Behavioral Health Case Manager.

450:50-1-3. Authority of the Commissioner and Department

(a) The Commissioner shall have the authority and duty to issue, renew, revoke, deny, suspend and place on probation certifications to offer behavioral health case management and shall have authority to reprimand Certified Behavioral Health Case Managers.

(b) The Department shall have authority to:

(1) Receive and deposit fees as required by 43A O.S. § 3-318(~~C~~D);

(2) Examine all qualified applicants for Certified Behavioral Health Case Management;

(3) Investigate complaints and possible violation of the rules and standards of Certified Behavioral Health Case Managers;

(4) Make recommendations regarding the outcome of formal complaints; and

(5) Enforce the recommendations of the formal complaint process.

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, an Oklahoma municipality, or an Oklahoma county;

(B) A behavioral health services provider ~~contracting with the state~~contracted with ODMHSAS or other state agency to provide behavioral health services;

(C) Organizations who are certified by the ODMHSAS;

~~(C)~~(D) A tribe or tribal facility that provides behavioral health services; or

~~(D)~~(E) An Oklahoma Department of Veterans Affairs or United States Department of Veterans Affairs facility.

~~(2) Possess good moral turpitude;~~

~~(3)~~(2) Be at least ~~21~~twenty-one (21) years of age; and

~~(4)~~(3) Otherwise comply with rules promulgated by the Board implementing 43A O. S. § 3-318.

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(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 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 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.

(c) All qualifications must be met in order to qualify for behavioral health case manager certification. Requirements established through agreements, grants, contracts, or other arrangements with outside entities do not supersede these qualifications. Individuals who do not meet the applicable qualifications may not be certified as a behavioral health case manager.

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) Employment status verification form(s) showing current status as an employee at an eligible employer in accordance with OAC 450:50-3-1.

~~(2)~~(3) 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)~~(4) ~~Verification~~Documentation of work experience or volunteer experience, if

applicable, in accordance with the following:

(A) ~~Verification~~Documentation 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)~~Documentation must be sent to the Department directly from the employer or volunteer organization.

(C) Work and/or volunteer work 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)~~(5) Oklahoma State Bureau of Investigation (OSBI) name-based criminal history report. The report must be an official OSBI document and be no more than three (3) months old, prior to the start of the training/application date. 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~~(6) Fees.

(c) Applications for certification as a CM II must include:

(1) Application form completed in full according to its instructions;

(2) Employment status verification form(s) showing current status as an employee at an eligible employer in accordance with OAC 450:50-3-1.

~~(2)~~(3) 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~~(4) Documentation of work experience or volunteer experience, if applicable, in accordance with the following:

(A) ~~Verification~~Documentation 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)~~Documentation must be sent to the Department directly from the employer or volunteer organization.

(C) 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)~~(5) Oklahoma State Bureau of Investigation (OSBI) name-based criminal history report. The report must be an official OSBI document and be no more than three (3) months old, prior to the start of the training/application date. If there is an incident of stolen identity, a Criminal History Record Theft number and letter must be submitted with the application; and

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~~(5) Application fee~~(6) Fees.

(d) Each CM II applicant qualifying under OAC 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 meet any of the other qualifications listed in OAC 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.~~

(1) The Department will review the transcript to determine if a minimum of thirty-six (36) hours of behavioral health related course work was completed.

(2) 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)~~three (3) 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~~.The applicant is not awarded certification until all appropriate documentation, exam approval results, and applicable Behavioral Health Case Management training have been submitted, verified, and approved.

(h) ~~Applicants shall have no violations of moral turpitude or misconduct as set forth in these rules during time of application process.~~Applicants shall not be engaged in any practice or conduct, as outlined in OAC 450:50-3-5, which would be grounds for denying, revoking or suspending a certification pursuant to this Title.

(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 ~~following twelve (12) months of continuous certification and annually thereafter.~~every two (2) years. Beginning on November 1, 2026, any active one-year certifications in effect will not require renewal until the expiration of two (2) years from the date of certification/renewal. 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~~Report of continuing education units with accompanying documentation;

(3) Proof of licensure as a registered nurse, if applicable; and

(4) The renewal fee, per Oklahoma Administrative Code 450:50-3-4.

(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.~~**Expiration and Reinstatement.** Certifications automatically expire at the end of the current certification period unless timely renewed within thirty (30) days before the certification period ends.

(1) Individuals who have let their certification lapse will be provided with a ninety (90) day grace period after the expiration of the applicable certification to complete the renewal process. An expired certification may be renewed by submitting the required fees and documentation of continuing education to the Department.

(2) If an individual does not renew within the ninety (90) day grace period, they will need to submit a new application for certification under the initial application procedures.

450:50-3-4. Fees

(a) **Application Fee.** ~~Twenty-five dollars ($25.00)~~Fifty dollars ($50.00) shall be submitted with the application form.

(b) **Renewal Fee.** ~~Fifteen dollars ($15.00)~~Thirty dollars ($30.00) 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 renewal deadline.~~

SUBCHAPTER 5. BEHAVIORAL HEALTH CASE MANAGER CERTIFICATION TRAINING AND WEB-BASED COMPETENCY EXAMS

450:50-5-1. Training requirements

(a) The purpose of this ~~section~~Section is to delineate the training requirements for each of the classifications of Behavioral Health Case Managers.

(b) The Department shall have the authority and responsibility for providing case management and behavioral health rehabilitation services training classes on a regular basis but no less than six (6) times during the year.

(c) Applicants for certification as a ~~Behavioral Health Case Manager I (~~CM I~~)~~ must complete case management training as specified by the Department.

(d) Applicants for certification as ~~Behavioral Health Case Manager II (~~CM II~~)~~ must complete behavioral health case management training and behavioral health rehabilitation training as specified by the Department.

(e) Required training must be completed within ~~six (6)~~three (3) months from the date the application was submitted. Once the ~~six (6)~~three (3) month period has ended, an applicant that has not completed the training must submit a new application.

(f) Approval to take the web-based competency exam is not permitted without completion of all training requirements.

450:50-5-4. Continuing education requirements

(a) ~~Behavioral Health Case Managers must complete twelve (12) hours continuing education per year and submit documentation of the continuing education to ODMHSAS annually for consideration.~~Behavioral Health Case Managers must complete twenty-four (24) hours of

continuing education and submit documentation of the continuing education to ODMHSAS every two (2) years for consideration.

(b) Continuing education is acceptable when it provides information to enhance delivery of behavioral health case management and behavioral health rehabilitation services and~~;~~ is in alignment with the requirements outlined in the ODMHSAS Behavioral Health Case Manager Certification Manual.

~~(1) Meets the requirements for LPC, LMFT, LBP, LCSW, LMSW, CADC, LADC, or CME continuing education; or~~

~~(2) Is an undergraduate or graduate course in a behavioral health related field and pertains to direct interaction with consumers. Three (3) hours of course work is equal to twelve (12) hours of CEUs; or~~

~~(3) Is an ODMHSAS-approved training for case management CEUs. Certified case managers shall not submit more than three (3) hours of these approved CEUs annually towards their required minimum.~~

(c) Behavioral Health Case Managers must complete, as part of their required ~~twelve (12) hours~~twenty-four (24) hours, ~~annually, three (3)~~ six (6) hours of ethics training every ~~year~~two (2) years. Ethics training must meet the requirements for LPC, LMFT, LBP, LCSW, CADC, LADC or CME ethics training and be in alignment with the requirements outlined in the ODMHSAS Behavioral Health Case Manager Certification Manual.

(d) Behavioral Health Case Managers shall retain documents verifying attendance for all continuing education hours claimed for the reporting period. Documentation shall be submitted upon the request of the Department. Acceptable verification documents include:

(1) An official continuing education validation form furnished by the presenter; or

(2) A letter or certificate from the organization sponsoring the training verifying name of program, presenter, number of hours attended, participant's name, and approval by licensure board; or

(3) A transcript verifying completion of the undergraduate or graduate course.

(e) Failure to complete the continuing education requirements and submit the required documentation by the renewal date renders the certification ~~in suspension~~as expired, and results in the loss of all rights and privileges of a Behavioral Health Case Manager. ~~A suspended~~An expired certification may be reinstated if all requirements are met in accordance with Oklahoma Administrative Code (OAC) 450:50-3-3.

450:50-5-5. Web-based competency exams

(a) Successful completion of web-based competency exams for behavioral health rehabilitation and behavioral health case management is required prior to certification as CM II. CM I applicants need only successfully complete the web-based competency exam for behavioral health case management.

(b) The web-based competency exam shall not be administered until all application and training requirements are met and approval from ODMHSAS has been received.

(c) Applicants shall comply with the rules of the examination process as outlined by the contracted testing site.

(d) ~~Applicants who fail to complete and pass the web-based competency exam within six (6) months of the date the application was submitted must reapply and re-complete the required training.~~Applicants who do not pass the web-based competency exam will be required to retest and may be required to reapply for training at the discretion of the Department.

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SUBCHAPTER 7. RULES OF PROFESSIONAL CONDUCT

450:50-7-4. Professional standards

(a) It shall be unprofessional conduct for a Behavioral Health Case Manager or applicant to violate a state or federal statute if the violation is directly related to the duties and responsibilities of the counselor or if the violation involves ~~moral turpitude~~any ethical violations.

(b) ~~Behavioral Health Case Managers shall not render professional services while under the influence of alcohol or other mind or mood altering drugs.~~Behavioral Health Case Managers shall not render professional services while under the influence of alcohol or any drug or other substance that impairs their ability to safely and competently perform professional services.

(c) Behavioral Health Case Managers shall notify the Department of any change in name, address, telephone number and employment if the case manager will continue to provide case management services as defined by OAC 450:50-1-2 in the new employment setting.

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