

Vermont Secretary of
State
Office of Professional
Regulation
89 Main Street, 3rd Floor
Montpelier VT 05620-3402



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Board of Allied Mental Health Practitioners

Disclosure Requirement – Sample Form Non-licensed and Non-certified Psychotherapists

***** All fields are required. If one of the following does not apply please state it is Not Applicable.**

First Name	Middle Initial	Last Name
Previous Name(s) (Maiden)		

Formal Education	Dates Attended:	____/____/____ - ____/____/____
	Name of Institution:	
	Degree(s) awarded, if any:	
Formal Education	Dates Attended:	____/____/____ - ____/____/____
	Name of Institution:	
	Degree(s) awarded, if any:	

Training	Dates Attended:	____/____/____ - ____/____/____
	Location: City/State/Zip	
	Title of Training Program:	
	Names & Address of trainer and/or institution:	
	Subject and/or content:	
	Completed:	YES NO
	Credential(s) awarded, if any:	

Training	Dates Attended:	____/____/____ - ____/____/____
	Location: City/State/Zip	
	Title of Training Program:	
	Names & Address of trainer and/or institution:	
	Subject and/or content:	
	Completed:	YES NO
	Credential(s) awarded, if any:	

Training	Dates Attended:	____/____/____ - ____/____/____
	Location: City/State/Zip	
	Title of Training Program:	
	Names & Address of trainer and/or institution:	
	Subject and/or content:	
	Completed:	YES NO
	Credential(s) awarded, if any:	

Scope of Practice	Therapeutic Orientation:	
	Area of Specialization:	
	Treatment Methods:	

Experience	Description of Practice:		
	Location: City/State/Zip		
	Duration:	____ / ____ / ____ - ____ / ____ / ____	
	Status:	Full-Time	Part-Time
	Supervision	YES	NO
Experience	Description of Practice:		
	Location: City/State/Zip		
	Duration:	____ / ____ / ____ - ____ / ____ / ____	
	Status:	Full-Time	Part-Time
	Supervision	YES	NO
Experience	Description of Practice:		
	Location: City/State/Zip		
	Duration:	____ / ____ / ____ - ____ / ____ / ____	
	Status:	Full-Time	Part-Time
	Supervision	YES	NO

*** You may attach additional documentation if needed.

Client's Disclosure Confirmation

My signature acknowledges that I have been given the professional qualifications and experience of (Name, Name), a listing of actions that constitutes unprofessional conduct according to Vermont statutes, and the method for making a consumer inquiry or filing a complaint with the Office of Professional Regulation.	
Client's Signature	Date
Practitioner's Signature	Date

Office of Professional Regulation

The Office of Professional Regulation provides Vermont licensees, certifications, and registrations for over 56,000 practitioners and businesses. Forty-five professions and occupations are supported and managed by this office. A list of professions regulated is found below.

Each profession or occupation is governed by laws defining professional conduct. Consumers who have inquiries or wish to obtain a form to register a complaint may do so by calling (802) 828-1505, or by writing to the Director of the Office, Secretary of State's Office, 89 Main Street, 3rd Floor, Montpelier, VT 05620-3402.

Upon receipt of a complaint, an administrative review determines if the issues raised are covered by the applicable professional conduct statute. If so, a committee is assigned to investigate, collect information, and recommend action or closure to the appropriate governing body.

All complaint investigations are confidential. Should the investigation conclude with a decision for disciplinary action against a professional's license and ability to practice, the name of the license holder will then be made public.

Complaint investigations focus on licensure and fitness of the licensee to practice. Disciplinary action, when warranted, ranges from warning to revocation of license, based on the circumstances. You should not expect a return of fees paid or additional unpaid services as part of the results of this process. If you seek restitution of this nature, consider consulting with the Consumer Protection Division of the Office of the Attorney General, retaining an attorney, or filing a case in Small Claims Court.

Accountancy	Naturopaths
Acupuncture	Nursing
Architects	Nursing Home Administrators
Athletic Trainers	Occupational Therapists
Auctioneers	Opticians
Audiologists	Optometry
Barbers & Cosmetologists	Osteopathic Physicians and Surgeons
Boxing Control	Pharmacy
Chiropractic	Physical Therapists
Dental Examiners	Private Investigative & Security Services
Dietitians	Psychoanalyst
Drug and Alcohol Counselor	Psychology
Electrolysis	Psychotherapist, Non-licensed
Professional Engineering	Radiologic Technology
Funeral Service	Real Estate Appraisers
Hearing Aid Dispensers	Real Estate
Land Surveyors	Respiratory Care
Landscape Architects	Social Workers, Clinical
Marriage & Family Therapists	Tattooists
Clinical Mental Health Counselors	Veterinary
Midwives, Licensed	
Motor Vehicle Racing	

Chapter 78: Roster of Psychotherapists Who Are Nonlicensed

§§ 4090. Disclosure of Information

The board shall adopt rules requiring persons entered on the roster to disclose to each client the psychotherapist's professional qualifications and experience, those actions that constitute unprofessional conduct, and the method for filing a complaint or making a consumer inquiry, and provisions relating to the manner in which the information shall be displayed and signed by both the rostered psychotherapist and the client. The rules may include provisions for applying or modifying these requirements in cases involving institutionalized clients, minors and adults under the supervision of a guardian. (Added 1993, No. 222 (Adj. Sess), §§ 17; amended 1997, No. 40, §§ 69.)

The Vermont Statutes Online

Title 3: Executive

Chapter 5: SECRETARY OF STATE

Sub-Chapter 3: Professional Regulation

3 V.S.A. § 129a. Unprofessional conduct

§ 129a. Unprofessional conduct

(a) In addition to any other provision of law, the following conduct by a licensee constitutes unprofessional conduct. When that conduct is by an applicant or person who later becomes an applicant, it may constitute grounds for denial of a license or other disciplinary action. Any one of the following items, or any combination of items, whether or not the conduct at issue was committed within or outside the State, shall constitute unprofessional conduct:

- (1) Fraudulent or deceptive procurement or use of a license.
- (2) Advertising that is intended or has a tendency to deceive.
- (3) Failing to comply with provisions of federal or state statutes or rules governing the practice of the profession.
- (4) Failing to comply with an order of the board or violating any term or condition of a license restricted by the board.
- (5) Practicing the profession when medically or psychologically unfit to do so.

(6) Delegating professional responsibilities to a person whom the licensed professional knows, or has reason to know, is not qualified by training, experience, education, or licensing credentials to perform them, or knowingly providing professional supervision or serving as a preceptor to a person who has not been licensed or registered as required by the laws of that person's profession.

(7) Willfully making or filing false reports or records in the practice of the profession; willfully impeding or obstructing the proper making or filing of reports or records or willfully failing to file the proper reports or records.

(8) Failing to make available promptly to a person using professional health care services, that person's representative, or succeeding health care professionals or institutions, upon written request and direction of the person using professional health care services, copies of that person's records in the possession or under the control of the licensed practitioner, or failing to notify patients or clients how to obtain their records when a practice closes.

(9) Failing to retain client records for a period of seven years, unless laws specific to the profession allow for a shorter retention period. When other laws or agency rules require retention for a longer period of time, the longer retention period shall apply.

(10) Conviction of a crime related to the practice of the profession or conviction of a felony, whether or not related to the practice of the profession.

(11) Failing to report to the office a conviction of any felony or any offense related to the practice of the profession in a Vermont District Court, a Vermont Superior Court, a federal court, or a court outside Vermont within 30 days.

(12) Exercising undue influence on or taking improper advantage of a person using professional services, or promoting the sale of services or goods in a manner which exploits a person for the financial gain of the practitioner or a third party.

(13) Performing treatments or providing services which the licensee is not qualified to perform or which are beyond the scope of the licensee's education, training, capabilities, experience, or scope of practice.

- (14) Failing to report to the office within 30 days a change of name or address.

(15) Failing to exercise independent professional judgment in the performance of licensed activities when that judgment is necessary to avoid action repugnant to the obligations of the profession.

(b) Failure to practice competently by reason of any cause on a single occasion or on multiple occasions may constitute unprofessional conduct, whether actual injury to a client, patient, or customer has occurred. Failure to practice competently includes:

- (1) performance of unsafe or unacceptable patient or client care; or
- (2) failure to conform to the essential standards of acceptable and prevailing practice.

(c) The burden of proof in a disciplinary action shall be on the State to show by a preponderance of the evidence that the person has engaged in unprofessional conduct.

(d) After hearing, and upon a finding of unprofessional conduct, a board or an administrative law officer may take disciplinary action against a licensee or applicant, including imposing an administrative penalty not to exceed \$1,000.00 for each unprofessional conduct violation. Any money received under this subsection shall be deposited in the Professional Regulatory Fee Fund established in section 124 of this title for the purpose of providing education and training for board members and advisor appointees. The Director shall detail in the annual report receipts and expenses from money received under this subsection.

(e) In the case where a standard of unprofessional conduct as set forth in this section conflicts with a standard set forth in a specific board's statute or rule, the standard that is most protective of the public shall govern. (Added 1997, No. 40, § 5; amended 2001, No. 151 (Adj. Sess.), § 2, eff. June 27, 2002; 2003, No. 60, § 2; 2005, No. 27, § 5; 2005, No. 148 (Adj. Sess.), § 4; 2009, No. 35, § 2; 2011, No. 66, § 3, eff. June 1, 2011; 2011, No. 116 (Adj. Sess.), § 5.)

§ 4093. Unprofessional conduct

(a) Unprofessional conduct means the following conduct and conduct set forth in section 129a of Title 3:

- (1) Providing fraudulent or deceptive information in an application for entry on the roster.
- (2) Conviction of a crime that evinces an unfitness to practice psychotherapy.
- (3) Unauthorized use of a protected title in professional activity.
- (4) Conduct which evidences moral unfitness to practice psychotherapy.
- (5) Engaging in any sexual conduct with a client, or with the immediate family member of a client, with whom the psychotherapist has had a professional relationship within the previous two years.
- (6) Harassing, intimidating or abusing a client.
- (7) Entering into an additional relationship with a client, supervisee, research participant or student that might impair the psychotherapist's objectivity or otherwise interfere with his or her professional obligations.
- (8) Practicing outside or beyond a psychotherapist's area of training, experience or competence without appropriate supervision.

(b) After hearing, and upon a finding of unprofessional conduct, the board may take disciplinary action against a rostered psychotherapist or an applicant. (Added 1993, No. 222 (Adj. Sess.), § 17; amended 1997, No. 40, § 71; 1997, No. 145 (Adj. Sess.), § 61; 1999, No. 52, § 37.)

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Disclosure Requirement – Sample Form Non-licensed and Non-certified Psychotherapists

Vermont law requires persons placed on the Roster of Non-licensed and Non-certified Psychotherapists to disclose to each client his or her professional qualifications and experience, those actions that constitute unprofessional conduct, and the method for filing a complaint or making a consumer inquiry. This must be done by the third appointment.

I have read the Disclosure requirements and I understand that Vermont Law requires me to disclose to each client my professional qualifications and experience, actions that constitute unprofessional conduct, and the method for filing a complaint or making a consumer inquiry.

I have enclosed a copy of my disclosure statement with my Non-licensed and Non-certified Psychotherapist application.

Statement of Applicant

Signature of Applicant (MM/DD/YYYY)	Signature Date
Print Name: <hr/>	