



ARKANSAS BOARD OF EXAMINERS IN COUNSELING AND MARRIAGE & FAMILY THERAPY

Reference: Incapacitation or Termination of Practice Plan (C2h Plan) as per ACA Code of Ethics C.2.h must be kept current. The C2h Plan must be completed and submitted to the board office when the licensee secures employment.

If employed by an agency:

The Incapacitation or Termination of Practice (c2h) plan must be on current agency letterhead with address and phone number and be signed and dated by yourself and by the person designated as the responsible party should you become incapacitated. Plan should include information as to who will be the responsible party, their address and phone number, how and where records will be secured and how clients will be transitioned.

Attach a copy of agency policy to your C2h plan, if agency has plan in place.

If in private practice:

The Incapacitation or Termination of Practice (C2h) plan must be on your current private counseling letterhead with address and phone numbers and be signed and dated by yourself, and the person designated as the responsible party should you become incapacitated. The plan should include information as to who will be the responsible party, their address and phone number, how and where records will be secured and how clients will be transitioned.

C2h Plan Checklist

_____ Letter is on current agency letterhead or private counseling letterhead	_____ Letterhead includes business address and phone number
_____ Letter designates person who will be responsible for files	_____ Includes designee's contact information (address, phone number, e-mail)
_____ Letter states how and where the records will be secured	_____ State how files/clients will be transferred/transitioned to the designee
_____ If private practice, state that files will be stored for seven (7) years before they can be destroyed	_____ Has both parties signature block (full printed legal name, title (if applicable))
_____ Legal signatures of both parties	_____ Not required until licensee secures employment, following oral interview