Vermont Secretary of State Office of Professional Regulation

Board of Allied Mental Health Practitioners
Disclosure Document for
Clinical Mental Health Counselors
Drug and Alcohol Counselors

Professional Disclosure for MELISSA CULVER, M.A., LCMHC, LADC

See Attached Pages	
DICCI OCURE COM	FIDNANTION
DISCLOSURE CON	FIRMATION
	onstitutes unprofessional conduct according to the Vermont o filing a complaint with the Office of Professional Regulation
Client Signature or Parent / Guardian	Date
Practitioner's Signature	Date

Professional Disclosure for MELISSA CULVER, M.A., LCMHC, LADC

Formal Education:

Antioch University New England (formerly known as Antioch New England Graduate School); Keene, NH

Dates Attended: September 2002 - May 2005

Degree Awarded: Master of Arts, Counseling Psychology (67 Graduate Credits)

Trinity College of Vermont; Burlington, VT Dates Attended: September 1989 – May 1993 Degree Awarded: Bachelor of Arts; Human Services

The University of Essex; Colchester, England

Dates Attended: Study Abroad Program through Trinity College of VT, September 1991 - June 1992

Professional Licensure through the Vermont Board of Allied Mental Health Practitioners:

Licensed Clinical Mental Health Counselor (LCMHC License # 068.0057603), effective 1/6/2010 - Present Licensed Alcohol and Drug Abuse Counselor (LADC License # 151.0127814); effective 1/27/2009 - Present

<u>Approved Telehealth Provider</u>, Vermont State Legislature proclamation for providing Telehealth mental health counselling services during COVID 19 Restrictions, (March 2020 to present)

Hatha Yoga 200 Hour Yoga Alliance Certified Teacher Training; Laughing River Yoga, VT, 2012 Life Force Yoga Practitioner; Level 1: Kripalu Center for Yoga & Health with Amy Weintraub, MFA, E-RYT-500, 2011

The Vermont Leadership Series; Fall 2019 - Spring 2020

Advocacy and leadership training for issues in disability rights, legislative work for improving lives

Clinical Experience:

Counselor, LCMHC, LADC

8/09 - 12/13; 2/20 - Present

Azimuth Counseling and Therapeutic Services, Essex, VT

- Provided psychotherapy to individuals, couples, families and groups
- Coordinated treatment services with other care providers and agencies
- o Weekly peer supervision; monthly consultation with psychiatrist, individual supervision as needed

Counselor & Coordinator of Alcohol and Other Drug Services, LADC

8/05 - 5/09

UVM Counseling Center; Burlington, VT

- Provided psychotherapy to individuals, couples, and groups; specialized in addictions and eating disorder populations; coordinated client care with other providers
- Oversaw operational aspects of the alcohol and other drug counseling services and prevention programs,
 represented Alcohol and Other Drug Services at administrative, judicial and "students at risk" meetings, collaborated with other campus administrators to ensure continuum of care provided
- o Provided clinical supervision for interns, facilitated peer clinical team meetings
- o Conducted educational seminars; facilitated skill building workshops and therapy groups
- Weekly individual and peer supervision

Substance Abuse Clinician, VT Psychotherapy Roster

5/05 - 8/05

The Chittenden Center; The Howard Center for Human Services; Burlington, VT

- o Provided outpatient psychotherapy, coordination of wrap around care and case management
- Facilitated skill-based recovery groups
- Addictions and recovery work included medication assisted treatment; methadone/buprenorphine

Weekly individual and peer supervision

Internship, with weekly individual and group supervision

UVM Counseling Center; Burlington, VT

- Provided psychotherapy to individuals, couples, and groups
- Specialized in addictions treatment, eating disorders and academic, emotional and social issues
- Conducted prevention & education programming
- Completed 8-week training series on mindfulness; practice & therapeutic implementation

Internship, with weekly individual and group supervision

8/03 - 5/04

8/04 - 5/05

Champlain Drug and Alcohol Services; The Howard Center for Human Services; St. Albans, VT

- Provided outpatient psychotherapy to individuals, couples, and groups
- o Emphasis on addictions treatment and recovery work

Crisis Clinician, part-time, supervised and with on-site peer supervision provided

3/03 - 8/03

ASSIST Program; The Howard Center for Human Services; Burlington, VT

o Provided crisis stabilization counseling and case management, in person or over the phone, to individuals experiencing acute emotional crisis; six-bed hospital diversion program

Scope of Practice / Therapeutic Orientation: I respect the richness of human diversity. I strive to create a safe and open space where my clients feel respected and empowered.

Working from a strength-based perspective, my therapeutic approach integrates Cognitive Behavioral and Solution-Focused strategies, within a Relational framework. Awareness of family systems and socially constructed systems helps therapeutic work focus on both personal and interpersonal matters. I draw heavily from Mindfulness Based Cognitive Therapy, which explores our ways of thinking and behaving. Teaching evidenced-based, mindfulness meditative skills and practices helps clients reduce suffering and distress through emotion regulation and behavioral responses. My scope of practice integrates a holistic approach to mind, body and spirit, with the client guiding treatment around aspects they are interested in exploring.

I work with adults and youth, couples and families, young adults in college and/or transitioning to working or living independently. Periodically, I offer group counseling on specialty topics.

Treatment Methods: Mindfulness Based Cognitive Therapy, Cognitive Therapy, Solution-Focused, Narrative, Family Systems, Motivational Interviewing and Stages of Change, Strength-based and Person-centered, Trauma Informed Care, Researched based Interoception and Yoga practices, Culturally Responsive Care

Area of Specialization: Anxiety, depression, women's issues, parenting, mindfulness and meditation, grief and loss, aging, transitions and adjustments, recovering from physical injury or illness, learning disorders like Dyslexia, Dyscalculia and Dysgraphia, personal growth and change, advocacy

The gap in my clinical practice is due to parenting, homeschooling and exploring educational alternatives to public school. I am versed in educational rights, FAPE, IEP's and Service Plans, along with alternative learning modalities. Helping clients become strong advocates for their children is an area of interest. I will work with youth and families where school and/or academic issues, or specific learning disorders and executive functioning issues, are creating disruptions in successful and positive scholastic experiences. As a veteran homeschooling parent, I am supportive of those seeking alternative education options.

Special Qualifications:

- o Telehealth / Distance Therapy, May 2020, PESI Self-Study Certification Course; 12.5 hours
- Vermont Leadership Series Graduate (focus on advocacy) Fall 2019 Spring 2020
- Certified Hatha Yoga Teacher (200-hours), Laughing River Yoga Teacher Training, 2012
- Life Force Yoga, Level 1 Certification (58 hours), Kripalu Center for Yoga & Health, with Amy Weintraub,
 E-RYT 500, July 2011
- Life Force Yoga Practitioner Training (11.5 hours), Kripalu Center for Yoga & Health, with Amy Weintraub,
 E-RYT 500, January 2011

Continuing Education Workshops & Seminars:

- o Trauma Defined: Bessel van der Kolk on The Body Keeps the Score, 6/9/20, PESI Self-Study; 1 hour
- o Telehealth for Mental Health Professionals: Distance Therapy Training, 5/30/20, PESI Self-Study; 12.5 hours
- o Literacy Champions Symposium, 9/27/19, The Stern Center for Language & Learning, 6 hours
- Suicide in Co-occurring Disorders: Practical Aspects of Assessment, Risk & Prevention, 5/17/19, VAPA, 6 hours
- Advanced Training on Self Development of the Addictions Counselor, 5/3/19; VAPA, 6 hours
- Core Counseling & Therapy Skills & Processes for Addictions & Co-Occurring Conditions, 4/5/19; VAPA, 6 hours
- o Professional Ethics; 12/3/18, VAPA, 6 hours
- o Psychopharmacology of Addiction, 11/9/18, VAPA, 6 hours
- HIV / HEP C, 10/19/18, VAPA, 6 hours
- Cognitive Behavioral Therapy Certificate Course: 6-Week Intensive Certificate, 10/7/18, PESI Self-Study, 18 hours
- o Culturally Responsive Care & Practice to Address Behavioral Health Disparities, 10/3/18, VAPA, 6 Hours
- Courage in Everyday Life: An Interview with Brene Brown, 12/26/16, PESI Self-Study, 2 hours
- o Marriage, 12/26/16, PESI Self-Study, 2 hours
- HIV/AIDS Training for the Addiction Professional, 12/9/16, VAPA, 6 hours
- o Group Skills, 11/18/16, VAPA, 6 hours
- Trauma Informed Care & Treatment for Substance Use & Trauma Disorders, 11/4/16, VAPA, 6 hours
- o Ethics, 5/20/16, VAPA, 6 hours
- o Mindfulness Retreat, 5/6/16, VAPA, 6 hours
- O Harm Reduction, 4/14/16, VAPA, 6 hours
- Working with Disorders of Body Image, 12/30/14, Ce4Less Self-Study, 3 hours
- o Ethics in Alcohol & Drug Abuse Counseling, 11/21/14, VAPA, 6 hours
- o DSM-5: Overview & Implementation, 11/17/14, VAPA, 6 hours
- o Anxious Kids, Anxious Parents, 10/30/14, Brattleboro Retreat, 6 hours
- DSM-V: Overview, Diagnosis & Key Changes, 4/26/14, Antioch University New England, 8 hours
- MBCT, ACT & CBT Interventions for Depression & Anxiety in Co-Occurring Disorders, 3/28/14, VAPA, 5 hours
- Understanding the Gut Brain: Stress, Appetite, Digestion & Mood, 3/21/14, Institute for Brain Potential, 6 hours
- o Modern Mindfulness, 1/31/14, Modern Mindfulness for Schools, 3 hours
- Spirituality & Recovery: The Art & Science of Healing, 1/28/13, NAADAC, 1 hour
- Bullying: Techniques to Deal with Taunting, Teasing & Tormenting, 1/2/13, Healthcare Training Institute, 1 hour
- Mindfulness in Addiction Counseling, 11/23/12, Addiction Technology Transfer Center, 8 hours
- Post Traumatic Stress Disorder, 6/11/12, VAPA, 6 hours
- Advanced Mind Body Trauma Treatment Interventions, 4/13/12, Howard Center's Addiction Academy, 5 hours
- o Ethics, 12/6/11, VAPA, 6 hours
- o LifeForce Yoga Practitioner Training for Depression & Anxiety, 7/8/11, Kripalu Center for Yoga & Health, 8 hours
- Trends in AOD Abuse & the Impact of Chemical Dependency on the Family, 5/26/11, NFI, 6 hours
- LifeForce Yoga to Manage Your Mood, 1/30/11, Kripalu, 11.5 hours
- Dialectical Behavior Therapy: Treating Clients with Borderline Personality Disorder & Substance Use Disorders,
 11/3/10, VT Integrated Services & Washington County Mental Health, 12 hours
- Working with Personality Disorders; An Object Relations Perspective, 9/10/10, Onion River Education Network, 6 hours
- Project CRASH A review of the administrative and clinical procedures VT, 8/27/10, ADAP, 3 hours
- Fat is Not a Feeling: Body Image, Transference & Countertransference in the Treatment of Eating Disorders,
 6/4/10, Brattleboro Retreat, 6 hours
- Skills for Engaging Families in Treatment for Alcohol and Other Drug Issues, 3/29/10, VAPA, 6 hours
- Addictions & Trauma, 1/22/10, VAPA, 6 hours
- o Adolescent Brain Development & Addictions, 11/9/09, VAPA, 6 hours
- o Family Work & Addictions, 5/6/09, VAPA, 6 hours
- o Ethics, 4/30/09, VAPA, 6 hours
- o Grounding the Self, 2/27/09, Pratyaagati, LLC, 6 hours

- o Basic Clinical Supervision, 11/21/08, VAPA, 6 hours
- o Ethics, 9/29/08, VAPA, 6 hours
- o Cocaine Dependency: Assessment & Treatment Methods, 7/25/08, Addiction Technology Transfer, 10 hours
- Advanced Pharmacology Staying Current with Drugs of Abuse, 7/4/08, Addiction Technology Transfer, 8 hours
- Core Functions of Addictions Counseling, 6/20/08, Addiction Technology Transfer, 10 hours
- The Vermont Strategic Prevention Framework Learning Community Training Series: Effective Implementation,
 5/29/08, Center for Health & Learning & The VT Dept. of Health, 6 hours
- o Co-Occurring 101: Mental Health and Substance Use Conditions, 5/22/08, VT Integrated Services, 10 hours
- Chemical Dependency and Post-Traumatic Stress Disorder, 5/16/08, Addiction Technology Transfer, 8 hours
- o Addictions & Adolescents, 2008, VAPA, 6 hours
- The Adolescent Brain & DAP, 6 hours
- An Introduction to Medication for Alcohol Dependence, 4/14/08, Join Together & Boston University, 2 hours
- o DSM-IV-TR for Clinicians: Accurate Diagnosis & Effective Treatment Planning, 1/11/08, PESI, 7.5 hours
- Self-Mutilation Behavior in Youth & Adults, 6/6/06, Cross Country Education, 6 hours
- Assessing & Managing Suicidality: Ethics & Standard of Care Strategies, 6/3/06, Brattleboro Retreat, 12 hours
- Understanding & Treating Self-Injury, 12/9/05, VT Trauma Institute, 6 hours
- o Methamphetamine Information Session, 8/10/05, VT Dept. of Health / ADAP, 2 hours
- Managing Anxiety & Stress Through Mindfulness Practice, UVM Counseling Center; Internship, 8 hours
- o Trauma and Recovery, 11/12/04, VT Trauma Institute, 6 hours
- o Mindfulness; On the Path to Balance, 4/30/04, Arnold Kozak, Ph.D., 6 hours
- Babies & Children: Addressing Substance Abuse in the Early Years, 1/30/04, VT Dept. of Health / ADAP, 5 hours
- How Our Personal Ethics Guide Our Interpretation of the Ethical Codes, 6/6/03, VTMHCA, 3 hours
- Embracing a World of Diversity; The Second Annual Northern New England Conference on Refugee Health, VT Refugee Resettlement Program & UVM, 6-hour workshop

Office of Professional Regulation Notice

The Office of Professional Regulation provides Vermont licenses, certifications, and registrations for over 56,000 practitioners and businesses. Forty-six 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	Dental Examiners
Naturopaths	Private Investigative & Security Services
Acupuncture	Dietitians

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

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.

The Vermont Statutes Online
Title 3: Executive
Chapter 5: SECRETARY OF STATE
Sub-Chapter 3: Professional Regulation
3 V.S.A. § 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 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 misdemeanor offense 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 that exploits a person for the financial gain of the practitioner or a third party.
- (13) Performing treatments or providing services that the licensee is not qualified to perform or that 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, e-mail, or mailing 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.
- (16)(A) Impeding an investigation under this chapter or unreasonably failing to reply, cooperate, or produce lawfully requested records in relation to such investigation.
- (B) The patient privilege set forth in 12 V.S.A. § 1612 shall not bar the licensee's obligations under this subsection (a) and a confidentiality agreement entered into in concluding a settlement of a civil claim shall not exempt the licensee from fulfilling his or her obligations under this subdivision (16).
- (17) Advertising, promoting, or recommending a therapy or treatment in a manner tending to deceive the public or to suggest a degree of reliability or efficacy unsupported by competent evidence and professional judgment.
- (18) Promotion by a treatment provider of the sale of drugs, devices, appliances, or goods provided for a patient or client in such a manner as to exploit the patient or client for the financial gain of the treatment provider, or selling, prescribing, giving away, or administering drugs for other than legal and legitimate therapeutic purposes.
- (19) Willful misrepresentation in treatments or therapies.
- (20) Offering, undertaking, or agreeing to cure or treat a disease or disorder by a secret method, procedure, treatment, or medicine.
- (21) Permitting one's name or license to be used by a person, group, or corporation when not actually in charge of or responsible for the professional services provided.
- (22) Prescribing, selling, administering, distributing, ordering, or dispensing any drug legally classified as a controlled substance for the licensee's own use or to an immediate family member as defined by rule.
- (23) For any professional with prescribing authority, signing a blank or undated prescription form or negligently failing to secure electronic means of prescribing.
- (24) For any mental health care provider, use of conversion therapy as defined in 18 V.S.A. § 8351 on a client younger than 18 years of age.
- (25) For providers of clinical care to patients, failing to have in place a plan for responsible disposition of patient health records in the event the licensee should become incapacitated or unexpectedly discontinue practice.
- (26) Sexually harassing or exploiting a patient, client, or consumer, or doing so to a coworker in a manner that threatens the health, safety, or welfare of patients, clients, or consumers; failing to maintain professional boundaries; or violating a patient, client, or consumer's reasonable expectation of privacy.
- (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)(1) 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 \$5,000.00 for each unprofessional conduct violation.
- (2)(A) Any money received under this subsection shall be deposited in the Professional Regulatory Fee Fund established in section 124 of this chapter for the purpose of providing education and training for board members and advisor appointees.
- (B) 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; 2017, No. 48, § 4; 2017, No. 144 (Adj. Sess.), § 6, eff. July 1, 2019; 2019, No. 30, § 4.)

§ 3271. Unprofessional conduct

- (a) Unprofessional conduct means the following conduct and conduct set forth in 3 V.S.A. § 129a.
- (1) using dishonest or misleading advertising;
- (2) misusing a title in professional activity;
- (3) conduct which evidences unfitness to practice clinical mental health counseling;
- (4) engaging in any sexual conduct with a client, or with the immediate family member of a client, with whom the licensee has had a professional relationship within the previous five years;
- (5) harassing, intimidating, or abusing a client;
- (6) entering into an additional relationship with a client, supervisee, research participant, or student that might impair the licensed clinical mental health counselor's objectivity or otherwise interfere with the clinical mental health counselor's professional obligations;
- (7) independently practicing outside or beyond a clinical mental health counselor'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 licensed clinical mental health counselor or applicant. (Added 1987, No. 245 (Adj. Sess.), § 1; amended 1993, No. 98, § 17; 1993, No. 222 (Adj. Sess.), § 10; 1997, No. 40, § 57; 1997, No. 145 (Adj. Sess.), § 53; 2007, No. 29, § 45.)

For Alcohol and Drug Abuse Services:

§3239. Unprofessional conduct

The following conduct and the conduct set forth in 3 V.S.A. § 129a, by a person authorized to provide alcohol and drug abuse services under this chapter or an applicant for licensure or certification, constitutes unprofessional conduct:

- (1) violation of any provision of this chapter or rule adopted under this chapter;
- (2) failing to use a complete title in professional activity;
- (3) conduct which evidences moral unfitness to practice alcohol and drug abuse counseling;
- (4) negligent, incompetent, or wrongful conduct in the practice of alcohol and drug abuse counseling; or
- (5) harassing, intimidating, or abusing a client
- (6) [Repealed.]

(Added 2013, No. 131 (Adj. Sess.), § 129, eff. May 20, 2014; amended 2015, No. 156 (Adj. Sess.), §4, eff. Sept. 1, 2016.)