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**A NATIONAL REVIEW**  
**OF**  
**STATE ALCOHOL AND DRUG TREATMENT PROGRAMS**  
**AND**  
**CERTIFICATION STANDARDS**  
**FOR SUBSTANCE ABUSE COUNSELORS**  
**AND PREVENTION PROFESSIONALS**

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**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Substance Abuse and Mental Health Services Administration**  
**Center for Substance Abuse Treatment**  
[www.samhsa.gov](http://www.samhsa.gov)

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## **ACKNOWLEDGMENTS**

This publication was developed for the Center for Substance Abuse Treatment (CSAT), Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (DHHS), by Northrop Grumman Health Solutions and by the National Association of State Alcohol and Drug Abuse Directors (NASADAD) under Prime Contract Number 277-00-6500, Task Order 8, and Subcontract Number SAMHSA-SC-03-083. Jocelyn Whitfield, M.S., served as the Government Project Officer. Other contributors included Bobby Polito, Director, DHHS Center for Faith-Based and Community Initiatives (CFBCI); and Beth Nelson, Associate Director, CFBCI SAMHSA.

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National Clearinghouse for Alcohol and Drug Information (NCADI)  
PO Box 2345  
Rockville, MD 20847-2345  
(301) 468-2600      1-800-729-6686      TDD 1-800-487-4889

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A searchable online version of this publication can be accessed through the Internet World Wide Web at [www.samhsa.gov](http://www.samhsa.gov).

## **ORIGINATING OFFICE**

Office of the Director  
Center for Substance Abuse Treatment  
Substance Abuse and Mental Health Services Administration  
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Rockville, Maryland 20857

DHHS Publication No. 05-3994  
Printed 2005

# A NATIONAL REVIEW OF STATE ALCOHOL AND DRUG TREATMENT PROGRAMS AND CERTIFICATION STANDARDS FOR SUBSTANCE ABUSE COUNSELORS AND PREVENTION PROFESSIONALS

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# INTRODUCTION

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This document contains a national overview of State-by-State information on licensing, certification, and credentialing standards for alcohol and drug treatment facilities, programs, counselors, and prevention professionals. The information provided discusses each State's substance abuse facility and program approval process, including steps in the application process, fees charged, types of treatment services approved by States, and the national accreditations accepted in lieu of State accreditation. The State standards for counselors and prevention professionals outlined in this document identify the State certification authority, the scope of practice desired, and the extent and type of work experience and training hours required.

## **State Requirements for Alcohol and Drug Abuse Treatment Facilities and Programs**

Treatment program standards typically apply to incorporated entities interested in providing substance abuse treatment services in the various State systems that have evolved for that purpose. By and large the information presented does not apply to individual practitioners, such as psychologists, psychiatrists, physicians, and other health professionals, who serve clients under the umbrella of existing professional licenses or other credentials. Most State alcohol and drug abuse treatment agency standards, however, do have sections that address personnel requirements for individuals working within the programs they approve.

In 1970, States were required to create a State Alcohol Authority (SAA) and a Single State Authority (SSA) for drug abuse to manage formula grants and plan for the delivery of treatment services. Each State developed its own set of treatment standards unique to the State's organizational structure and treatment needs. Today, any organization or agency that seeks to provide substance abuse treatment services is expected to be able to demonstrate the ability to meet the standards adopted in the State in which it intends to provide services. Complying with State treatment standards may take the form of licensure, accreditation, or certification. Licensure typically indicates that a substance abuse treatment program has received formal recognition for demonstrating compliance with standards that must be met before a program legally is permitted to provide substance abuse treatment services. The terms "accreditation" and "certification" frequently are used interchangeably and refer to programs that are recognized formally by the State for meeting the essential requirements in the State's treatment standards. In some States, accreditation or certification is a voluntary process and not an activity required by law. Requirements vary by State and are addressed in subsequent sections of this overview. In many States, a provider also may have the option of demonstrating that its program meets industry standards by obtaining accreditation from a nationally recognized body, such as the Joint Commission on the Accreditation of Healthcare Organizations, the Council on Accreditation, or the Commission on Accreditation of Rehabilitation Facilities. Approximately 13,000 facilities deliver substance abuse treatment services across the Nation.

## **State Treatment Program Approval Process**

Many State laws require that alcohol and drug treatment programs obtain State licenses before operating treatment services; others require compliance with national or international accreditation and certification standards.

In other instances, States require both licensure and certification, depending upon the type of treatment service to be provided. A number of States require accreditation as a precondition of licensure. This requirement most often applies to programs that employ methadone in the treatment of opioid addiction. In many States in which accreditation is a component of licensure, accreditation focuses on clinical care and other aspects of programming, while the additional licensure requirements examine such issues as fire and life safety requirements and other physical plant conditions.

In most States, treatment programs that have not become certified, licensed, or accredited are not eligible to receive State or Federal funding. Similarly, insurance companies often will not pay for treatment services if programs are not licensed, certified, or accredited by the State. In addition, some States require certification or accreditation for certain programs, such as residential treatment, opioid treatment programs, or Driving Under the Influence (DUI) programs, while certification is voluntary for other programs, such as outpatient treatment.

### **State Approval for Alcohol and Drug Abuse Treatment Programs**

Both variations and similarities exist among the States' substance abuse treatment program approval processes. The first step is to complete and submit an application. Application packets may be requested from the State offices named in this document (in many cases, the application can be downloaded from the State Web sites also listed in this document). Submission of an application and a site visit may result in a provisional or initial license that permits program operation. The decision usually rests with the findings obtained from the site visit and typically is valid for a limited period of time. The provisional status provides a new treatment program with the opportunity to begin creating the types of documentation that are necessary to achieve full or regular licensure, accreditation, or certification.

In most cases, the State application packet requests information on the organization or program's identity, address, status (nonprofit or for profit), purpose, description of services, fiscal accountability, quality control procedures, program philosophy, and insurance coverage. Applicants may be required to provide policies and procedures documentation and evidence that the facility meets fire and life safety standards, the Americans with Disabilities Act, and other health and physical plant criteria. The application packet also may contain information on conditions under which applicants may (1) be required to submit and fulfill a corrective action plan, (2) receive a conditional rather than full approval, (3) request a waiver or variance from standards, and (4) have responsibilities in the event of the closure or sale of an approved treatment program. Other information frequently made available to applicants relates to situations in which the State may restrict, suspend, or revoke a program's approval. A description of the process to appeal such decisions also may be provided.

For additional information about both provisional and full approval processes, approval standards, and related requirements, contact the unit of government presented in your State profile listed in this publication. Most States organize their standards into two sections: general standards that apply to all programs, and additional standards that must be met in order to provide a specific type of treatment. States that wish to gain approval for a program to operate as an early intervention program, an intensive outpatient treatment program, or an outpatient treatment program are expected to meet the general or core standards, as well as the standards established expressly for each of these three types of treatment. Frequently States apply additional standards based on the subpopulations to be served, such as adolescents, women, or offenders.

## General Alcohol and Drug Abuse Treatment Standards

State treatment standards generally address the following areas:

- **Governance**—Requirements that must be met by the legal entity responsible for the operation of a treatment program, such as the formulation, approval, and implementation of policies and procedures; approval of annual budgets; program structure and the functional responsibilities of each program component; and oversight of quality assurance and evaluation activities.
- **Fiscal Management**—Requirements regarding a treatment program’s financial activities, primarily to ensure that a program has the fiscal resources and stability necessary to provide all critical elements of approved treatment services on an uninterrupted basis. Specific standards might address such areas as an annual audit, the establishment of a fee schedule, the development of an annual budget for approval by a board of directors, and documentation of compliance with insurance and bonding requirements.
- **Personnel**—Policies and procedures relating to employment and employees, including compliance with the Equal Employment Opportunities Act and other relevant Federal, State, and local laws; documentation of required professional credentials; job descriptions; performance evaluations; disciplinary actions and grievance procedures; guidance relating to the use of volunteers and interns; and compensation plans. Typically the State also seeks to determine that a personnel policy and procedures manual has been developed and approved and has been reviewed periodically.
- **Statistical Reporting**—Data and information that a treatment program is required to submit to the State. Reporting requirements differ significantly from State to State, but they frequently include participation in the State Client Level Data System (CLDS). CLDSs typically are designed to capture information on the number of clients served, the characteristics of those clients, the services received by clients, and treatment outcomes. In addition to client-level data, many States require that treatment providers evaluate their progress toward established goals and make the results of evaluations available to the State.
- **Client Rights**—Standards ensuring that individuals receiving substance abuse treatment services are made aware of their rights, and that those rights are honored throughout the treatment process. Specific standards might include confidentiality of patient-identifying information, reasonable accommodation of physical or sensory disability, admission without discrimination, and grievance procedures for rights violations. In many instances, standards are included that seek to ensure a patient’s right to follow preferred religious practices, as well as a patient’s right to refuse extraordinary treatment or participation in research initiatives.
- **Client Case Records and Quality of Care Reviews**—Standards addressing the intake process, clinical assessments, treatment plans, periodic treatment plan updates, progress notes, normed consent forms, referrals, transfers and discharge planning, confidentiality, and storage of client records. Periodic quality of care reviews are conducted to determine if recorded client diagnoses and problems were supported by assessment data, treatment plans were appropriate, and progress notes and other materials accurately reflected the clinical course of clients’ treatment. Additionally, quality of care review standards require the documentation of corrective action recommended by the reviewer and taken for identified program problems and

discrepancies. Upon approval, treatment programs most frequently are accredited, licensed, and certified for a 1-year period, although some States offer longer approval periods based on approval scores.

- Environmental Sanitation, Safety, and Fire Prevention—Standards ensuring that treatment occurs in a setting that is safe, sanitary, and supportive of therapeutic processes. An applicant may expect specific standards addressing compliance with fire and life safety codes; the provision of private space for personal consultation and counseling activities; and procedures to prevent and/or respond to fires, disasters, communicable diseases, and medical emergencies. Residential programs can expect additional environmental and sanitation standards to apply beyond those applicable to outpatient treatment services.

States vary widely in the range of treatment types and modalities. For most States, additional standards must be met by providers wishing to offer specific types of treatment and/or to serve designated populations. The State substance abuse treatment agency in your jurisdiction is the best source for information regarding the treatment and professional credentialing standards and requirements that apply to you and your organization.

As a general orientation to the types of substance abuse treatment that might be approvable in your State, please refer to SAMHSA's Treatment Episode Data Set (TEDS), which is a compilation of data from substance abuse treatment admissions and discharges collected by States in monitoring their individual substance abuse treatment systems. The TEDS framework identifies these types of services/settings:

- Detoxification, 24-Hour Service, Hospital Inpatient
- Detoxification, 24-Hour Service, Free-Standing Residential
- Rehabilitation/Residential—Hospital (Other Than Detoxification)
- Rehabilitation/Residential—Short Term (30 Days or Fewer)
- Rehabilitation/Residential—Long Term (More Than 30 Days)
- Ambulatory—Non-Intensive Outpatient
- Ambulatory—Intensive Outpatient
- Ambulatory—Detoxification.

## **Substance Abuse Treatment Counselor and Prevention Certification Requirements**

Most State-approved substance abuse treatment programs require alcohol and drug counselors to meet certain competency standards to provide clinical services to individuals receiving care. These standards are established by State boards or other designated State authorities. The certification boards are authorized to examine and certify all drug and alcohol counselors and professionals for entry into the alcohol and drug counseling profession; provide professional competency standards that promote excellence in care, appropriate education, and clinical training of counselors; and assist counselors in providing quality treatment services.

This manual includes the established standards requirements for all States, the District of Columbia, Puerto Rico, and Guam that are current at the time of publication. To review the standards online, or to check for updates, visit the Addiction Technology Transfer Center (ATTC) Web site at <http://www.nattc.org/>. Select the “Certification Info” tab to search by State, territory, country, organization, or keyword. ATTCs are grant programs funded by SAMHSA’s Center for Substance Abuse Treatment.

Depending on the State, drug and alcohol abuse counselors may be referred to as behavioral health counselors, licensed chemical dependency counselors, drug addiction counselors, drug addiction and substance abuse counselors, certified therapeutic counselors, drug treatment counselors, or rehabilitation counselors, or they may be given similar titles. For the majority of States, counselors are considered clinicians who meet the counseling needs of individuals with alcohol- and drug-related disorders, as well as the needs of their families.

### **State Affiliations with National/International Certification Organizations**

Each State has adopted standards developed from the current body of knowledge and accepted practices necessary to demonstrate competency in alcohol and drug counseling. Nearly all State certifying bodies are affiliated members of one or both of the primary national/international organizations that have established professional standards for addiction professionals. A few States manage addiction professional certifications or licensing through State boards.

The *International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC, or ICRC)* certifies addiction professionals (certification boards in 40 States, 6 Federal agencies, and 10 countries outside the United States; more than 35,000 addiction counselors in the United States and foreign countries). The organization is described as a “not-for-profit voluntary membership organization composed of certifying agencies involved in credentialing alcohol and drug abuse counselors, clinical supervisors, and prevention specialists.” IC&RC offers five reciprocal certifications (accepted by the member State or regional certifying organizations): (1) alcohol and drug counselor, (2) advanced alcohol and drug counselor, (3) certified clinical supervisor, (4) criminal justice addictions professional, and (5) certified prevention specialist. The IC&RC Web site is located at <http://www.icrcaoda.org/>.

The *Association for Addiction Professionals (NAADAC, originally the National Association of Alcohol and Drug Abuse Counselors)* certifies addiction professionals (nearly 12,000 members and 47 State affiliates representing more than 80,000 addiction counselors). Described as “the nation’s largest network of alcoholism and drug abuse treatment professionals,” NAADAC offers education, clinical training, and multilevel addiction certifications: (1) national certified addiction counselor, level I (NCAC I); (2) national certified addiction counselor, level II (NCAC II); (3) master addiction counselor (MAC); (4) substance abuse professional (SAP) qualification; and (5) tobacco addiction specialist credential. The NAADAC Web site is located at <http://www.naadac.org/>.

### **Counselor Certification Standards and Approval Process**

Certification denotes a counselor’s level of professional achievement and establishes counselor credibility. Some States also have established or adopted certification standards for substance abuse prevention specialists.

Certification standards for drug and alcohol treatment counselors are similar from State to State. The standards normally describe various achievement levels, such as Counselors I and II, or specialist and professional, and usually specify the following requirements:

- Age (usually 18 years)
- Application fee
- Education (ranging from high school or high school equivalency to master's degree)
- Classroom hours (including appropriate college/university credits, structured courses, seminars, workshops)
- Written exam
- Written case presentation
- Oral exam
- Reference letters
- Hours of ethics training
- Hours of supervised clinical experience (in-service).

While only 15 States currently support formal substance abuse prevention programs, 31 States recognize and accept credentials for certified prevention specialists. Only 10 States recognize and accept certified criminal justice professionals.

SAMHSA's ATTC Web site is a rich source of information on State counselor and prevention specialist certifications. This site provides standardized information for all States and links to appropriate certification bodies. The application/approval process varies with each licensing or certifying authority, but it generally includes completion of an application form, submission of a fee, and proof of education and experience. Information on recertification is available on the site as well.

The ATTC Network identifies and advances opportunities for improving addiction treatment—through science, education, and services. ATTC is funded by SAMHSA to upgrade the skills of addiction treatment and other health professionals and to disseminate the latest science to the treatment community. The Network, composed of a national office and 14 regional centers, develops and disseminates useful products and services for the 50 U.S. States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and the Pacific Islands. Individual centers focus primarily on meeting the unique needs in their areas and supporting national initiatives. The national office leads the Network in implementing national initiatives and concurrently supports and promotes individual regional efforts. Areas of emphasis include enhancing cultural appropriateness; developing and disseminating tools; building a better workforce; advancing knowledge adoption; promoting ongoing assessment and improvement; and forging partnerships.

## Finding the Information You Need

For each State listing in this manual, the “Facilities/Programs” side heading indicates where to find information on approvals for substance abuse treatment facilities and programs.

The “Professionals” side heading indicates where to find information on State requirements and accreditation for addiction professionals, and also what professional affiliation(s) are adopted by that State.\*

For some States, the side headings also indicate whether the individual State has other licensing or certification requirements.

SAMHSA’s CSAT offers interested organizations a wealth of other information on the conduct of efficient and effective substance abuse treatment. CSAT publishes a series of documents on substance abuse treatment to advise providers on best practices and desirable characteristics of treatment services for populations with unique needs. The Treatment Improvement Protocols (TIPs) are “the products of a systematic and innovative process bringing together clinicians, researchers, program managers, policymakers, and non-Federal experts to reach a consensus on various state-of-the-art treatment practices” (CSAT). Some of the topics the TIPs cover include: screening and assessments in both adults and adolescents; treatment modalities for specific drugs of abuse; and treatment services for vulnerable populations, such as pregnant women or individuals living with HIV/AIDS.

CSAT also offers Technical Assistance Publications (TAPs), which provide practical “how to” information on the delivery of substance abuse treatment services. For more information on TIPs and TAPs, please visit SAMHSA’s Web site at [www.samhsa.gov](http://www.samhsa.gov).

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\* The counselor certification standards were downloaded from the Addiction Technology Transfer Center (ATTC) Web site. ATTC is a grantee of SAMHSA.



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## Contact Information

**Write:** Alabama Department of Mental Health and Mental Retardation  
100 North Union Street  
PO Box 301410  
Montgomery, AL 36130

**Phone:** (334) 242-3961

**Visit this Internet Address:** [www.mh.state.al.us](http://www.mh.state.al.us)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an onsite review.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- Prevention Programs
- Emergency/Referral Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients  
Yes       No  For other types of treatment program

## Alabama Alcohol and Drug Abuse Association (AADA)

PO Box 660851  
 Birmingham, AL 35266-0851  
 Phone: (205) 823-1073  
 AADAAS@aol.com  
 www.aadaa.org

### AADA Offers the Following Four Levels of Counselor Certification:

#### Associate Addictions Professional (AAP)—Non-Reciprocal Level:

- 1 year of experience (2,000 hours of direct counseling experience)
- High school diploma or GED
- 150 hours of clinical supervision, supervision must be in the 12 core functions
- 150 hours education/training; 65 hours in counseling education and 85 hours in addictions education
- Evaluations from supervisor(s) and three colleagues
- 4 hours HIV/AIDS and 6 hours ethics education
- Passage of the State written exam
- Signed code of ethics and releases

#### Alabama Certified Addictions Counselor (ACAP)—Reciprocal Level:

- 3 years experience (6,000 hours) of direct counseling experience. A master's degree will substitute for 2 years (4,000 hours) experience; a bachelor's degree substitutes for 1 year (2,000 hours).
- High school diploma or GED
- 300 hours clinical supervision in the 12 core functions
- 270 hours education/training/workshops related to the 12 core functions
- Evaluations from supervisor(s) and three colleagues
- 4 hours HIV/AIDS education
- 6 hours ethics education
- Passage of ICRC written exam
- Submission of a written case presentation
- Passage of the oral exam
- Signed code of ethics and releases

#### Certified Alcohol and Drug Abuse Professional (CADP)—Reciprocal Level:

- 3 years experience (6,000 hours) of direct counseling experience. A master's degree will substitute for 2 years (4,000 hours) experience; a bachelor's degree substitutes for 1 year (2,000 hours).
- Bachelor's degree in a human services field
- 300 hours clinical supervision in the 12 core functions
- 270 hours education/training/workshops are required specific to the AODA domains

- Evaluations from supervisor(s) and three colleagues
- 4 hours HIV/AIDS education
- 6 hours ethics education
- Passage of ICRC written exam
- Submission of a written case presentation
- Passage of the oral exam
- Signed code of ethics and releases

#### **Master's Level Addiction Professional (MLAP)—Reciprocal Level:**

- 3 years or 6,000 hours experience
- 300 hours clinical supervision in the 12 core functions
- 270 hours education/training/workshops related to the 12 core functions
- Master's degree in a social services field
- Evaluations from supervisor(s) and three colleagues
- 6 hours ethics education
- Passage of ICRC written exam
- Submission of a written case presentation
- Passage of the oral exam
- Signed code of ethics and releases

#### **AADAA Offers a Clinical Supervisor Certification**

##### **Certified Clinical Supervision Certification (CCS):**

- Must be certified on an AODA reciprocal level (CADP)
- Verification of 5 years (10,000 hours) of counseling experience as an AODA counselor
- Verification of 2 years (4,000 hours) of clinical supervisory experience in the AODA field. These 2 years may be included in the 5 years of counseling experience and must include the provision of 200 contact hours of face-to-face clinical supervision.
- Verification of 30 hours of didactic training in clinical supervision. This must include training in each of the following areas: (1) Assessment, (2) Diagnostic Impression, (3) Counselor Development, (4) Management/Administration, (5) Training of Counselors, (6) Program Development, and (7) Professional Conduct.
- Submission of three references from individuals familiar with the applicant's work as clinical supervisor, one of whom must have supervised the candidate's clinical supervision
- Master's degree in a social service or related field from an accredited college
- Passing of a written exam approved by ICRC
- Certification will be designated in Certified Clinical Supervision (CCS) and will replace the CADP for persons meeting the CCS certification requirements
- There will be a \$100 fee for the initial certification for persons currently certified as CADP (in good standing). All other applicants will have to pay the CADP certification fee and complete the CADP certification process.
- Sign a Certified Clinical Supervision Code of Ethics

**Certified Criminal Justice Addictions Specialist (CCJAS):**

- 1 year (2,000 hours) of direct service employment with substance abusing/dependent client/offenders
- 150 hours of supervised practical experience in the 12 core functions
- 150 hours of education/training as follows: 35 hours in counseling; 50 hours in addictions; 65 hours in criminal justice education
- 4 hours of AIDS/HIV education; 6 hours of ethics education
- Passage of written state exam

**Certified Criminal Justice Addictions Professional (CCJAP):**

- 3 years of direct service employment with substance abusing/dependent client/offenders (6,000 hours). Master's degree will substitute for 4,000 hours; bachelor's degree will substitute for 2,000 hours of work experience.
- 300 hours of clinical supervision in the 12 core functions
- 300 hours of education as follows: 70 hours in counseling education/training; 100 hours in addictions education; 130 hours in criminal justice education/training
- Bachelor's degree in a related field
- Passage of written state exam
- 6 hours of ethics training
- 4 hours of HIV/AIDS training

*Note: The Criminal Justice Certification is now reciprocal with Florida.*

**Associate Prevention Specialist (APS):**

- 1 year (2,000 hours) experience in prevention or 240 direct supervision hours
- 75 hours of substance abuse education/training; 50% must be in prevention
- High school diploma or GED
- Supervisor(s) evaluation and two colleague evaluations
- Must be supervised by CPS or CPM
- Signed "Code of Ethics" and "Releases"
- 4 hours of AIDS/HIV education
- 6 hours of ethics education
- 4 hours of disruptive audience behavior education

**Alabama Certified Prevention Specialist (ACPS):**

- 2 years (4,000 hours) of experience in prevention
- 100 hours of substance abuse education/training; 50% must be in prevention
- High school education or GED minimum
- Supervisor(s) evaluation(s) and three colleague evaluations
- Signed "Code of Ethics" and "Releases"
- ICRC written exam
- 4 hours AIDS/HIV education
- 6 hours ethics education
- 4 hours disruptive audience behavior education

## Reciprocal Levels in Prevention:

### Certified Prevention Specialist (CPS):

- 2 years (4,000 hours) of experience in prevention
- 100 hours of substance abuse education training (50% in prevention)
- Bachelor's degree in a related field
- Supervisor(s) evaluation(s) and three colleague evaluations
- Signed "Code of Ethics" and "Releases"
- ICRC written exam
- 4 hours of AIDS/HIV education
- 6 hours of ethics education
- 4 hours of disruptive audience behavior education

### Certified Prevention Manager (CPM):

- Same as CPS, plus 3 years of managerial/supervisory experience in substance abuse prevention

Last updated August 17, 2004

## The Alabama Alcoholism and Drug Counselors Certification Board, Inc. (AADCCB)

PO Box 12472

Birmingham, AL 35202-0472

Phone: (205) 254-3619

[www.fayette.net/court/adcc.htm](http://www.fayette.net/court/adcc.htm)

### Alcohol and Drug Counselor (ADC):

- 2 years supervised full-time paid experience as an alcohol and other drug counselor; must be within 4 years prior to application
- 60 contact hours of addiction-specific education/training within 3 years prior to application
- ADC Code of Ethics signed and submitted with application
- Submission of 3 professional recommendations
- Submission of 3 personal letters of recommendation
- Completion of both written and oral exam within 1 year of application
- Prior to application, 4 points from the optional list below must be satisfied:
  - Doctorate in behavior field ..... 4 points
  - Master's degree in behavioral field ..... 3 points
  - Bachelor's degree ..... 2 points
  - 100 hours, over and above initial 60 hours, training in the alcoholism/drug field (1 point for each documented 100 contact hours; max. 2 points) ..... 1 point
  - Each additional year of documented work experience in alcohol/drug rehabilitation in a counselor capacity; max. 2 points ..... 1 point
  - 2 years active membership in a related 12-step self-help recovery program; max. 2 points ..... 1 point

**Senior Alcohol and Drug Counselor (Senior ADC):**

- Serve as ADC for at least 6 years prior to application
- Membership in professional organization of your peers
- Pass Senior Certified Addictions Counselor written exam
- Submission of proper fees

**ADC Recertification:**

- Maintain membership in professional organization of your peers
- 60 approved hours of continuing education in the field of addictions
- Proof of continued employment
- Submission of proper fees

Last updated June 17, 2004

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**Contact Information**

**Write:** Department of Health and Social Services  
Division of Behavioral Health  
501 “C” Street, Suite 878  
Anchorage, AK 99503

**Phone:** (907) 269–3600

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**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation, e.g., local fire and life safety inspection reports.
- Pass an on-site review.
- If found to be in compliance with the standards, a “program approval” permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The State of Alaska does not have its own unique set of AOD treatment standards. Providers are required to comply with the standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Providers are given a choice of accreditation through JCAHO or a program approval can be issued by Alaska’s Division of Behavioral Health. Under both circumstances, providers must meet the standards set forth by JCAHO.

## The AK Commission for Chemical Dependency Professionals Certification

1251 Muldoon Road, Suite 116  
 Anchorage, AK 99504  
 Phone: (907) 332-4333  
 Fax: (907) 332-4334  
 certcom@accdpc.org

### Counselor Technician (CT):

- Criminal background disclosure
- Experience: until 2005 only—1 year or combination of 2,000 hours experience or 150 contact training hours
- Training: 96 contact hours\*
- Required classes and hours:
  - Ethics—4 hours
  - Confidentiality—4 hours
  - Infectious diseases and HIV/AIDS—8 hours
  - CPR/first aid—8 hours
  - Intro to addictive behaviors—8 hours
  - Counseling—16 hours
  - Cross-cultural diversity—16 hours
  - Crisis intervention—8 hours
  - Documentation—8 hours
  - Intro to community resources—8 hours
  - Recovery, health, wellness, and self-care—8 hours
- References: 3 professionals in behavioral health
- Fees: \$165/\$150\*\*
- Recertification: every 2 years

### Chemical Dependency Counselor I (CDCI):

- Criminal background disclosure
- Experience: 2 years or degree + 1 year
- Training: 270 contact hours\*
- Required classes and hours at CT level plus: AK history of chemical dependency—6 hours\*
- Intro to co-occurring disorders—8 hours\*
- Practicum: 100 hours
- References: 1 supervisor, 2 professionals
- Fees: \$180/\$165\*\*
- Recertification: every 2 years

**Chemical Dependency Counselor II (CDCII):**

- Experience: 3 years, or degree + 2 years, or degree and adv. degree + 1 year
- Training: 270 contact hours\*
- Required classes and hours at CDCI level plus: advanced co-occurring disorders—8 hours\*
- Practicum: 300 hours
- References: 1 supervisor, 2 professionals
- Test: NAADAC I
- Fees: \$195/\$180\*\*
- Recertification: every 2 years

**Administrator I (ADMINI):**

- Criminal background disclosure
- Experience: 2 years with 1 year in a licensed/approved program
- Training: 30 contact hours
- Required classes and hours:
  - Ethics—4 hours\*
  - Confidentiality—4 hours\*
  - Cross-cultural diversity—16 hours\*
  - Infectious diseases and HIV/AIDS—8 hours\*
  - AK history of chemical dependency—6 hours
  - Intro to addictive behaviors—8 hours\*
- References: 2 regarding administration competencies; 1 administrator supervisor
- Fees/initial: \$230/200\*\* or \$200/\$180 if also CDCI or CDCII or CDCS
- Recertification: every 3 years

**Administrator II (ADMINII):**

- Criminal background disclosure
- Experience: 5 years with 1 year in a licensed/approved program
- Training: Degree including 70 contact hours
- Required classes and hours:
  - Ethics—4 hours\*
  - Confidentiality—4 hours\*
  - Cross-cultural diversity—16 hours\*
  - Infectious diseases and HIV/AIDS—8 hours\*
  - AK history of chemical dependency—6 hours
  - Intro to addictive behaviors—8 hours\*
- References: 2 regarding administration competencies; 1 administrator supervisor
- Fees/initial: \$250/230\*\* or \$215/\$190 if also CDCI or CDCII or CDCS
- Recertification: every 3 years

**Chemical Dependency Clinical Supervisor (CDCS):**

- Criminal background disclosure
- Experience: 5 years, or degree + 4 years, or degree and advanced degree + 3 years
- Training: 270 contact hours\*
- Required classes and hours: Content of classes required at the CDCII level plus: 30 supervisor training
- References: 1 supervisor, 2 professional + 3 about clinical supervisor work (1 from supervisor & 2 professionals)
- Test: must be CDCII
- Fees: \$195/180\*\*
- Recertification: every 2 years

*Note: All applicants must submit a multistate FBI (fingerprint) report the first time they apply for certification or recertification beginning June 2004. After the one-time multistate report, ACCDPC will check the online database of Alaska, unless the person is out-of-State. Then ACCDPC may request a further criminal background report if online information cannot be accessed.*

*Trainings must be certified and based on competencies detailed in TAP 21 (\*specific courses required after 1/05).*

*\*\* \$25 processing fee will be added for each new application.*

*A \$5 processing fee will be added for each recertification.*

last updated July 23, 2004

**Contact Information**

**Write:** Behavioral Health Licensing  
 Division of Licensing  
 Arizona Department of Health Services  
 150 N. 18th Ave, 4th Floor  
 Phoenix, AZ 85007

**Phone:** (602) 364-2536

**Visit this Internet Address:** [www.sosaz.com/public\\_services/title\\_09/9-20.htm](http://www.sosaz.com/public_services/title_09/9-20.htm)

**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

**Types of Substance Abuse Treatment Services for Which the State Offers Approval**

- Detoxification Services
- Opioid Treatment Programs

*Note: Arizona licenses behavioral health facilities. Facilities are permitted to provide the services they indicate on their program descriptions. The only services approved that are specific to substance abuse treatment are opioid treatment programs and detoxification services.*

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Arizona accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation (COA) in lieu of accreditation by the State for programs other than opioid treatment programs. The State does accept accreditation through CSAT in lieu of accreditation by the State for opioid treatment programs. Programs that receive accreditation through national bodies will have a 3-year licensing cycle rather than 2 years if the program was accredited through the State.

## Arizona Board for the Certification of Addiction Counselors (ABCAC)

PO Box 11467  
 Phoenix, AZ 85061-1467  
 Phone: (602) 251-8548  
 Fax: (602) 251-8408  
 abcac.net

### You may apply for 1 of 2 certificates:

CAC—Certified Addiction Counselor

CADAC—Certified Alcohol and Drug Abuse Counselor

### You may apply for one of 3 counselor levels:

**Level I:** High school diploma or GED

**Level II:** AA degree

**Level III:** Bachelor's degree

Level I and Level II are eligible for the CAC certificate. Level I and Level II certificates are not eligible for reciprocity.

Level III is eligible for the CADAC certification. Level III is eligible for reciprocity with the member States of IC&RC, the Armed Forces, the Indian Health Services, Canada, Sweden, Singapore, Puerto Rico, Malaysia, Germany, Bermuda, Greece, Guam, and Israel.

### Certified Addiction Counselor (CAC):

- 2 years (4,000 hours) working with substance abuse clients.

*Note: All qualifying work experience must be completed within 6 years prior to applying for certification. This is defined as full- or part-time, paid, or voluntary, working directly with the alcohol/drug client.*

- 180 clock hours of education (90 hours in alcohol/drug studies).

### Certified Alcohol and Drug Abuse Counselor (CADAC):

- 3 years (6,000 hours) working with substance abuse clients. You may exchange 1 year of work experience if you have a bachelor's degree or advanced degree in the behavioral sciences.

*Note: All qualifying work experience must be completed within 6 years prior to applying for certification. This is defined as full- or part-time, paid, or voluntary, working directly with the alcohol/drug client.*

- 270 hours of education (90 hours drug, 90 hours alcohol, 90 hours counseling).
- 6 hours ethics training.
- 4 hours HIV/AIDS training.

Last updated February 10, 2004

## State of AZ Board of Behavioral Health Examiners (AzBBHE)

1400 West Washington, Suite 350  
 Phoenix, AZ 85007  
 Phone: (602) 542-1882  
 Fax: (602) 542-1882  
[www.bbhe.state.az.us/certifications.htm](http://www.bbhe.state.az.us/certifications.htm)  
[azbbhe@bbhe.state.az.us](mailto:azbbhe@bbhe.state.az.us)

### Substance Abuse Counselor (SAC):

- An applicant for certification as a substance abuse counselor shall meet one of the following:
  - Master's or doctorate degree with emphasis in counseling. Degree shall be:
    - From a regionally accredited college or university, in a behavioral science, with at least 24 semester or 32 quarter credit hours of counseling-related courses;
    - From a regionally accredited college or university, in a program the Substance Abuse Credentialing Committee determines is substantially equivalent to the degree described in subsection (1)(a)\*; or
    - Equivalent foreign degree.
  - Bachelor's degree with emphasis in counseling and 2 years work experience counseling substance abusers under professional supervision. Degree shall be:
    - From a regionally accredited college or university, in a behavioral science, with at least 30 semester or 40 quarter credit hours of counseling-related courses;
    - From a regionally accredited college or university, in a program the Substance Abuse Credentialing Committee determines is substantially equivalent to the degree described in subsection (2)(a)\*; or
    - Equivalent foreign degree.
  - Associate of applied science degree in chemical dependency with emphasis in counseling and 2 years work experience counseling substance abusers under professional supervision. Degree shall be:
    - From a regionally accredited college or university, in a behavioral science, with at least 30 semester or 40 quarter credit hours of counseling-related courses;
    - From a regionally accredited college or university, in a program the Substance Abuse Credentialing Committee determines is substantially equivalent to the degree described in subsection (3)(a)\*; or
    - Equivalent foreign degree; or
    - High school diploma or equivalent (GED) and 4 years work experience counseling substance abusers under professional supervision.
- The Substance Abuse Credentialing Committee approves the certification exams of the following organizations:
  - ICRC/AODA
  - NAADAC
- To be certified, applicant shall receive a passing score, established by a cut score study, on an approved certification exam.

- The Board shall schedule the ICRC/AODA exam for applicants who have not previously taken and passed an approved exam.
- Applicants who wish to take a certification exam other than that of the Certification Reciprocity Consortium/Alcohol and Other Drug Abuse, shall apply directly to NAADAC to take its exam and shall cause the score obtained on the certification exam to be submitted directly to the Board by the examining organization.
- Applicant shall complete paid or volunteer work experience in a program that provides alcohol or drug abuse diagnosis, treatment, or referral for treatment.
- Applicant shall demonstrate satisfactory performance in intake; assessment; triage; crisis intervention; treatment planning; family, group, and individual counseling; outreach; and consultation with other professionals by having the applicant's supervisor submit performance evaluations on forms available from the Board.
- If applicant is unable to have a supervisor submit a performance evaluation, the applicant shall request a waiver of the requirement by filing with the Board a written statement explaining the reason why a performance evaluation cannot be obtained. Applicant shall supply a written statement from other behavioral health professionals eligible for Substance Abuse Counselor certification attesting to the applicant's competence in the skills listed above.
- Time span covered by the performance evaluations or statements shall equal the years of work experience required for certification.
- All work experience required for certification shall be professionally supervised.
- All work experience required for Substance Abuse Counselor certification at the high school level shall be obtained in the 7 years immediately preceding application.
- Supervision of work experience shall be provided by a Certified Substance Abuse Counselor or a behavioral health professional that has education, training, and experience acceptable to the Substance Abuse Credentialing Committee.

**Renewal:**

Every 2 years, with 40 hours of continuing education.

*\* Arizona Revised Statutes, Rules: Title 4, Chapter 6, Article 7, R4-6-701, A.*

Last updated June 20, 2003

## **Southwest Indian Substance Abuse Counselor Certification Board (SISACCB)**

Contact: Evan Hughes  
 650 North Second Avenue  
 Phoenix, AZ 85003  
 Phone: (602) 254-3247  
 e.hughes@nativeconnections.org

**Certified Addiction Counselor I (CAC I):**

- High school diploma or GED.
- 240 hours alcohol and drug specific education, including the 12 core functions.

- Applicants must have completed a minimum of 20 semester credits in an accredited institution of higher learning (college or university) in specialized alcoholism/drug courses. Those credits must include courses in the following:
  - Introduction to chemical dependency
  - Bio/systems and pharmacology
  - Counseling the chemically dependent
  - Case report writing
  - Ethics in chemical dependency counseling
  - HIV/AIDS
  - Group facilitation skills
  - Relapse prevention
- 1 year (2,000 hours) full-time paid employment in an alcohol program. Training includes supervised on-the-job training, with workshops or formal education focusing on counseling the chemically dependent individual and family.
- IC&RC written exam.

### **Certified Addiction Counselor II (CAC II):**

- Associate of arts degree in human services field from an accredited college.
- 270 hours alcohol and drug specific education, including the 12 core functions.
- 6 hours specific ethics training.
- 6 hours specific HIV training.
- Applicants must have completed 8 credit hours in addition to the 20 credit hours required for Level I, which have specifically alcoholism/drug oriented focus in the areas of the 12 core functions.
- 3 years (6,000 hours) full-time work experience fulfilled by:
  - 3 years full-time paid employment in an alcohol program
    - AA degree in chemical dependency will reduce work requirement by 1,000 hours
    - Bachelor's degree with 30 semester hours or 40 quarter-hours in counseling courses will reduce work requirement by 2,000 hours
    - Master's or higher degree with 30 semester or 40 quarter-hours in counseling courses will reduce work requirement by 4,000 hours
- 300 hours supervised practicum with minimum of 10 hours in each of 12 core functions:
  - Screening
  - Case Management
  - Intake
  - Crisis Intervention
  - Orientation
  - Client Education
  - Assessment
  - Referral
  - Treatment Planning
  - Reports and Record Keeping
  - Counseling
  - Consultation

- Applicants should possess the following qualifications in addition to those general qualifications and competencies already enumerated:
  - Ability to speak knowledgeably on Native American alcohol/drug problems
  - Knowledge of different counseling philosophies and theories related to Native American healing and recovery practices
  - Ability to coordinate, manage, and facilitate continuance of treatment within the tribal health care delivery system
  - Ability to assess the effectiveness of various treatment and program modalities as they apply to Native American clients and their families
- IC&RC written and oral exam.

### **Certified Addiction Counselor III (CAC III):**

- 4-year degree BS/BA in human services field from an accredited college.
- 270 hours alcohol and drug specific education.
- 6 hours specific ethics training.
- 6 hours specific HIV training.
- Applicants must have completed 8 credit hours in addition to the 20 credit hours required for Level I, which have specifically alcoholism/drug oriented focus in the areas of the 12 core functions:
  - Screening
  - Case Management
  - Intake
  - Crisis Intervention
  - Orientation
  - Client Education
  - Assessment
  - Referral
  - Treatment Planning
  - Reports and Record Keeping
  - Counseling
  - Consultation
- 4 years (8,000 hours) full-time work experience fulfilled by:
  - 4 years full-time paid employment in an alcohol program
    - AA degree in chemical dependency will reduce work requirement by 1,000 hours
    - Bachelor's degree with 30 semester hours or 40 quarter-hours in counseling courses will reduce work requirement by 2,000 hours
    - Master's or higher degree with 30 semester or 40 quarter- hours in counseling courses will reduce work requirement by 4,000 hours
- 300 hours supervised practicum with minimum of 10 hours in each of 12 core functions.
- Applicants should possess the following qualifications in addition to those general qualifications and competencies already enumerated:
  - Ability to speak knowledgeably on Native American alcohol/drug problems
  - Knowledge of different counseling philosophies and theories related to Native American healing and recovery practices

- Ability to coordinate, manage, and facilitate continuance of treatment within the tribal health care delivery system
  - Ability to assess the effectiveness of various treatment and program modalities as they apply to Native American clients and their families
- IC&RC written and oral exam.

Last updated November 4, 2003



## Contact Information

**Write:** Arkansas Department of Human Services  
Division of Behavioral Health Services  
Alcohol and Drug Abuse Prevention  
4313 West Markham, 3rd Floor Administration  
Little Rock, AR 72205

**Phone:** (501) 686-9168

**Visit this Internet Address:** [www.state.ar.us/dhs/homepage.html](http://www.state.ar.us/dhs/homepage.html)

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## Application Process:

- Request an application.
- Complete a written application that fulfills the requirements for licensure.
- Pay a nonrefundable application fee of \$75 and an annual fee of \$75 for licensure renewal.
- Pass an onsite review by ADAPS and pay a \$1,500 nonrefundable licensure fee.
- If in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Services in Correctional Facilities
- Partial Hospitalization/Day Treatment
- Medical Detoxification
- Residential Treatment
- Adolescent Treatment Services
- Detoxification Services
- Specialized Women's Services
- Opioid Treatment Programs

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The State of Arkansas has provisions that permit it to accept AOD treatment accreditation through national bodies, i.e., the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation (COA) as programs accredited by the State for programs other than narcotic treatment programs.

## Arkansas Substance Abuse Certification Board (ASACB)

University of Arkansas at Little Rock Mid South Center  
 2801 South University Avenue  
 Little Rock, AR 72204  
 Phone: (501) 569–3073  
 Fax: (501) 569–3364  
[www.icrcaoda.org/arkansas](http://www.icrcaoda.org/arkansas)  
[mstedder@midsouth.ualr.edu](mailto:mstedder@midsouth.ualr.edu)

### Certified Alcohol and Drug Counselor (CADC):

- 270 clock hours of approved education/training, including 6 hours ethics training.
- 6,000 hours (3 years) of supervised work experience under a certified or licensed behavioral healthcare professional. Supervised work experience must be within the IC&RC performance domains of (1) assessment, (2) counseling, (3) case management, (4) client, family, and community education, and (5) professional responsibility. All experience must be documented by a reciprocal level CADC, ACADC, or licensed behavioral healthcare professional and must have been accumulated within 5 years immediately prior to the receipt of application to test for the CADC credential.

Note: ASACB allows an applicant to exchange:

- 1,000 hours of the 6,000-hour requirement for an approved associate’s degree in human services or behavioral science field;
  - 2,000 hours of the 6,000-hour requirement for an approved bachelor’s degree; and
  - 4,000 hours for an approved advanced degree (master’s or above).
- Practicum requirement: 300 hours. Practicum must take place in a setting where AODA counseling is being provided. Hours must be directly supervised by a Certified Clinical Supervisor (CCS) and specifically related to the knowledge and skills necessary to perform all of the IC&RC 12 core functions with at least 10 hours in each core function. Direct supervision is defined as one-on-one supervision, group supervision, or direct observation of skills within the core functions. Supervised practicum may occur as a part of the eligible work experience and may be completed under more than one supervisor or agency.
  - IC&RC written and oral exams.
  - Signed code of ethics.

### Recertification:

60 hours approved continuing education must be earned with the 2-year certification cycle.

### Advanced Certified Alcohol Drug Counselor/Alcohol and Other Abuse (ACADC/AODA):

- Master’s degree in a human services or behavioral sciences field with a clinical application from a regionally or nationally accredited college or university, plus 6 hours in ethics.
- 2,000 hours (1 year) of supervised work experience under a certified or licensed behavioral healthcare professional. Experience must be in the IC&RC/AODA performance domains of assessment; counseling; case management; client, family, and community education; and professional responsibility.

- Practicum requirement—300 hours. Practicum must take place in a setting where AODA counseling is being provided. Hours must be directly supervised by a Certified Clinical Supervisor (CCS) and specifically related to the knowledge and skills necessary to perform all of the IC&RC 12 core functions with at least 10 hours in each core function. Direct supervision is defined as one-on-one supervision, group supervision, or direct observation of skills within the core functions. Supervised practicum may occur as a part of the eligible work experience and may be completed under more than one supervisor or agency.
- IC&RC Advanced Alcohol and Drug Counselor (AADC) written and oral exams.
- Signed code of ethics.

**Recertification:**

60 hours of approved continuing education within the 2-year certification cycle.

**Certified Clinical Supervisor (CCS):**

- Prerequisite: Current certification as IC&RC/AODA counselor at reciprocal level or hold current valid specialty in another professional discipline in the human services field at master's level or higher.
- 5 years (10,000 hours) work experience as IC&RC/AODA counselor.
- 2 years (4,000 hours) clinical supervisory experience in AODA field. The 2 years may be included in 5 years counseling experience and must include provision of 200 contact hours face-to-face clinical supervision.
- 30 hours didactic training in clinical supervision in each of the 4 domains and 6 hours specific to clinical supervision.
- IC&RC Clinical Supervisor written exam.
- Signed code of ethics specific to clinical supervisors

**CADC and ACADC Recertification:**

60 hours to include 6 hours of ethics.

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## Contact Information

**Write:** Department of Alcohol and Drug Programs  
1700 K Street, Third Floor  
Sacramento, CA 95814–4037

**Phone:** (916) 332–2911

**Visit this Internet Address:** [www.adp.ca.gov](http://www.adp.ca.gov)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an onsite review.
- If found to be in compliance with the regulations and/or standards, a certificate will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

Residential programs and narcotic treatment programs must be licensed. Certification for residential and outpatient programs is voluntary, and there is no fee charged. Residential programs that are for profit providers must pay a standard fee for licensure; nonprofit programs are not assessed a fee. Narcotic treatment programs pay an initial application fee, then annually are assessed a standard fee plus a variable fee based on the number of slots unless they are publicly operated programs for which no fee is charged.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Day Treatment
- Residential Treatment
- Detoxification Services
- Narcotic Replacement Therapy

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## California Association of Alcoholism and Drug Abuse Counselors (CAADAC)

3400 Bradshaw Road, Suite A5  
 Sacramento, CA 95827  
 Phone: (916) 368-9412  
 Fax: (916) 368-9424  
 www.caadac.org  
 counselors@caadac.org

### Career Ladder: Registration, Certification, Recertification

#### Registered Student (RS):

- Enrollment in alcohol and drug studies program.
- Sign code of ethics.
- Submit completed RS application form.

#### Registered Recovery Worker (RRW):

- Currently working in DADP licensed facility.
- Sign a code of ethics.
- Submit RRW application form.

#### Registered Alcohol and Drug Intern (RADI):

- 315 hours of approved alcohol and drug formal education:
  - Introduction and overview
  - Physiology and pharmacology
  - Law and ethics
  - Case management
  - Individual, group, and family counseling
  - Personal and professional growth
- Supervised practicum (supervised by at least a CADC I) including classroom participation (45 hours) and completion of 255 hours at an approved agency.
- IC&RC written examination.
- Sign code of ethics and scope of practice.
- Submit appropriate fees.

#### Registered Alcohol and Drug Technician II (RADT II):

- 3,000 hours supervised training.
  - Supervised by any CCS, CADC I, CADC II or any person who has documented education, training, or experience that is comparable to, or exceeds the above certifications
- 300 hours approved alcohol and drug formal education, including 6 hours ethics training and 3 hours HIV/AIDS training.
- Sign code of ethics and scope of practice.

- IC&RC written examination.
- Submit appropriate fees.

### **Certified Alcohol Counselor and Drug Counselor I (CADC I):**

- Meet all requirements of the Registered Alcohol and Drug Intern (RADI)
- Provide verified documentation of 4,000 clock hours or 2 years full-time supervised work experience as an alcohol and/or drug counselor (supervised by at least a CADC II).
- Pass IC&RC Case Presentation Method of Oral Review Examination.
- Submit appropriate fees.

### **Certified Alcohol and Drug Counselor II (CADC II):**

- Meet requirements of the CADC I.
- Provide verified documentation of 6,000 hours or 3 years full-time supervised work experience as an alcohol and drug counselor (supervised by at least a CADC II).
- Submit appropriate fees.

### **Clinical Supervisor Credential (CCS):**

- Meet all requirements of CADC II.
- Verification of 5 years (10,000 hours) of counseling experience as a CADC II.
- Verification of 2 years (4,000 hours) of clinical supervisory experience in the AODA field. These 2 years may be included in the 5 years of counseling experience and must include the provision of 200 contact hours of face-to-face clinical supervision.
- Verification of 30 hours of didactic training in clinical supervision. This must include training in each of the following areas: assessment/evaluation, counselor development, management/administration, and professional responsibilities.
- Submission of 3 references from individuals familiar with the applicant's work as a clinical supervisor, one of whom must have supervised the candidate's clinical supervision.
- Passing of a written examination that has been approved by the IC&RC.
- Submit appropriate fees.

### **California Certification Prevention Specialist (CCPS):**

- 100 hours approved prevention training (50 hours ATOD specific).
- 120 hours practicum experience in 5 performance domains (minimum of 10 hours each).
- 2,000 hours supervised ATOD prevention experience (supervision by a qualified prevention professional).
- Three letters of reference; one from a former or current supervisor and two from peers (letters must attest to applicant's knowledge, experience, and character).
- Signed ethics code and consent to release information.
- Passing of an IC&RC approved written exam.
- Submit appropriate fees.

The California Certification Board of Alcohol and Drug Counselors (CCBADC), which is the certification board for CAADAC, is a member board of the International Certification Reciprocity Consortium (IC&RC).

## California Association for Alcohol and Drug Educators (CAADE)

Donna Marks, CATS Credentialing Coordinator  
 PO Box 7152  
 Oxnard, CA 93031-7152  
 Phone: (805) 485-5247  
 Fax: (805) 485-5247  
 www.caade.org  
 marksd@vcss.k12.ca.us

### Certified Addictions Treatment Specialist (CATS):

- Alcohol/Drug Studies Certificate from one of the State accredited and CAADE accredited programs. Certificate and application must bear signature of Alcohol/Drug Studies Program Director of the college from which it was issued.
- Comprehensive exam held twice a year in appropriate geographical areas. Cost of this test is a nonrefundable \$35, payable by certified bank check or money order only.
- After exam passed, send application form and appropriate fees.
- 2,500 hours of work experience (effective August 1, 2003) in the field (college internship hours may be included in this total).
- Three letters of character reference from three different sources.
- Signed agreement to abide by code of ethics.
- After the first year, credentials may be renewed for 2 years for \$100, plus proof of completion of 30 continuing education hours from any approved conference, workshop, or training course in the field of alcohol and other drugs, and/or attendance at any semester course in a CAADE-approved ADS college program. Call (909) 594-5611 ext. 4654 for information on approved courses.
- Individual CAADE membership is required; subsequent renewals must include a copy of current certificate of membership.

### Certified Addictions Treatment Specialist Intern Level I (CATS I):

- Completed application signed by applicant's immediate supervisor.
- 6 months continuous employment or supervised volunteer work in any public, private, in/outpatient, residential, or nonresidential facility, licensed and certified by the State Department of Alcohol and Drug Programs.
- Proof of registration and, after class begins, proof of ongoing participation in at least 1 semester course of alcohol/drug studies in a CAADE-accredited program; whenever possible, these core courses should be taken in the following order:
  1. Case management/basic counseling skills
  2. Group leadership/group process
  3. Treatment modalities and recovery
  4. Overview
  5. Pharmacology
- Enrollment in CAADE as a student member.
- \$50 fee payable by certified bank check or money order only.
- Renewable annually with continued proof of employment, ADS enrollment and \$50 renewal fee.

**Certified Addictions Treatment Specialist Intern Level 2 (CATS I-Level 2):**

- Completed all educational requirements for Internship Credential Level 1 and is currently working or volunteering in the field as a treatment specialist and/or drug counselor.
- Completed application signed by applicant's immediate supervisor.
- Proof of completion of at least 15 semester units of Alcohol/Drug Studies in a CAADE approved program with the following courses completed:
  - Overview
  - Case management/basic counseling skills
  - Group leadership/group process
  - Treatment modalities and recovery
  - Pharmacology
- Proof of enrollment in, or completion of the Internship Class and confirmed by the instructor.
- Enrollment in CAADE as a student member.
- \$50 fee payable by certified bank check or money order only.
- Renewable annually with continued proof of employment or volunteer status, ADS enrollment, and \$50 renewal fee.

*Note: Membership in the sponsoring organization (CAADE) is a requirement to receive and maintain the Internship Credential.*

Last updated July 10, 2003

## California Association of Addiction Recovery Resources (CAARR)

5777 Madison Avenue, Suite 1210  
 Sacramento, CA 95841-3314  
 Phone: (916) 338-9460  
 Fax: (916) 338-9468  
[www.caarr.org](http://www.caarr.org)  
[caarr@caarr.org](mailto:caarr@caarr.org)

**Certified Alcoholism and Other Drug Addictions Recovery Specialist (CAS):**

*Note: CAS certification does not qualify a person to engage in private practice. Certification recognizes a person's ability to perform in a community alcohol/drug program.*

- Must be over 18 years of age.
- Presently employed or serving in a volunteer capacity in a social model program, or must have been employed or serving in a volunteer capacity in a social model program within the last full year prior to the filing date.
- If applicant is an alcoholic or addict, must have 1 year of continuous sobriety.
- Minimum of 2,080 hours work experience within 3 years in a social model alcohol or other drug recovery program. This work service requirement can be either direct or indirect program functions as paid or volunteer service.

- Provide a written self-assessment.
- Sign code of ethics.
- Demonstrate by oral interview before a three-peer panel one's understanding of and ability to work in a community social model setting and to meet the minimum standards as defined in the Scope of Practice.
- Completed the 105 hours of CAARR Institute training or its equivalent and passed the written comprehensive CAS examination\*.
- Minimum of 150 hours of closely supervised on-the-job training (practicum) in direct alcohol and or other drug recovery services in a social model setting.

**Renewal**

- 30 hours of documented continuing education in alcohol or drug studies.
- Payment of annual certification dues.
- Sign code of ethics.

**Certified Recovery Program Manager (CRPM):**

- Completion of 36-hour CAARR Institute Management Training course\*\*.
- 3 years full-time experience in alcohol and/or other drug recovery programs.
- During 2 of the 3 years, applicant's employment must have included duties in management, supervision, or administration.
- 1 of the 2 years of management, supervision, or administrative duties must fall within the past 2 years.
- Typewritten self-evaluation identifying philosophy of management, and experience with differing styles of management.
- Written vision of applicant's future in recovery field.
- Presentation before a panel of experienced recovery program managers.

Last updated July 10, 2003

**California Association of Drinking Driver Treatment Programs (CADDTP)**

1731 Howe Ave., PMB 352  
 Sacramento, CA 95825-2209  
 Phone: (530) 621-3597 or  
           (800) 464-3597 (toll free)  
 Fax: (530) 621-1773 or  
       (800) 585-5411 (toll free)

www.caddtp.org  
 info@caddtp.org

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Please refer to CADDTP's Web site (www.caddtp.org) for certification requirements.

Last updated January 7, 2004

## Forensic Addictions Corrections Treatment Certificate (FACT)

University of California  
 San Diego/School of Medicine  
 Department of Psychiatry  
 565 Pearl Street, 306  
 La Jolla, CA 92037  
 Phone: (858) 551-2944  
 Fax: (858) 551-2948  
 www.atc.ucsd.edu

### FACT Associate Level I (Community Based Treatment):

- 480 hours supervised internship with corrections clients.
- 2,080 hours supervised work experience in a substance abuse treatment setting with corrections clients.
- 3 courses (135 hours) with an emphasis on addictions theory and practice, substance abuse treatment models and applications, and ethics from a CAADE-accredited college.

*Note: Coursework from other academic institutions (i.e., other college or university classes, CAARR Institute, etc.) may be used to meet this competency only if the title of the course clearly states the focus to be substance abuse and covers the above topics. It is the responsibility of the applicant to submit a course description, outline, and official transcripts to be considered.*

- 18 hours UCSD Addiction Training Center continuing care cross training with emphasis on criminality and criminal justice.
- Competency exam.

#### Competencies include:

1. Addiction treatment theory and practice
  2. Correctional environment theory and practice
  3. Correctional environment rules and regulations
  4. Correctional environment classification system
  5. Correctional environment interpersonal relations requirements
  6. Correctional environment and community relations
  7. Correctional environment documentation
  8. Understanding addiction
  9. Treatment knowledge
  10. Application to practice
  11. Professional readiness
- Observe code of ethical behavior.

### FACT Associate Level I (Prison Based Treatment):

- 480 hours supervised internship with corrections population.
- 2,080 hours supervised work experience in a California Department of Corrections setting.
- 90 hours UCSD Addiction Training Center Development Series:

- Addiction theories, drugs of abuse, treatment models, criminality and ethics (24 hours)
  - Therapeutic community immersion and criminality (30 hours)
  - Group skills (18 hours)
  - Cognitive behavioral treatment management skills (18 hours)
  - 30 hours UCSD Addiction Training Center cross-training.
  - Competency exam.
- Competencies include:**
1. Addiction treatment theory and practice
  2. Correctional environment theory and practice
  3. Correctional environment rules and regulations
  4. Correctional environment classification system
  5. Correctional environment interpersonal relations requirements
  6. Correctional environment and community relations
  7. Correctional environment documentation
  8. Understanding addiction
  9. Treatment knowledge
  10. Application to practice
  11. Professional readiness
- Observe code of ethical behavior.

#### **FACT Associate Level II:**

- Completion of a California correctional officer academy (documentation of attendance and content).
- A correctional training experience in a non-California academy (documentation of attendance and content).
- 1 year work experience in a California Department of Corrections setting.
- CDC cross-training participation and signed statement by facility captain.
- CDC cross-training participation and signed statement by director of clinical treatment.
- College or university class with emphasis on addictions theory and practice (documentation of attendance and content).
- Addictions-specific experience documented by facility captain and 8-hour in-service or orientation on addictions theory and practice (SA 101, 102 A and B will qualify).
- Addictions-specific experience documented by director of clinical treatment and 8-hour in-service or orientation on addictions theory and practice (SA 101,102 A and B will qualify).
- College or university class with emphasis on substance abuse treatment models and applications (documentation of attendance and content)
- OR-
- Addictions-specific experience documented by facility captain and 8-hour in-service or orientation on treatment models/applications (SA 101, 102 A and B will qualify).
- Addictions-specific experience documented by director of clinical treatment and 8-hour in-service or orientation on treatment models/applications (SA 101, 102 A and B will qualify)

-OR-

- Documentation of attendance and content of a 30-contact-hour class.
- CDC in-service or orientation or training on drugs, institutional policy and procedure.
- CDC in-service or orientation or training on inmate/staff relations.
- 6 months of treatment experience.
- Certification or eligibility for CAADAC, CAADE, or other national or State certification (California Therapeutic Communities or Therapeutic Communities of America).
- College or university class with emphasis on criminology theory (documentation of attendance and content).
- 8-hour in-service or orientation on criminology theory (Workforce Development Academy will qualify)
- Continuing education course on theories of criminology (submit syllabus for approval)

**Competencies include:**

1. Addiction treatment theory and practice
  2. Correctional environment theory and practice
  3. Correctional environment rules and regulations
  4. Correctional environment classification system
  5. Correctional environment interpersonal relations requirements
  6. Correctional environment and community relations
  7. Correctional environment documentation
  8. Understanding addiction
  9. Treatment knowledge
  10. Application to practice
  11. Professional readiness
  12. Criminology
- Observe code of ethical behavior.

Last updated July 16, 2003

## Indian Health Services—CA

Indian Alcoholism Commission of California, Inc.

Contact: Wes Sawyer, Coordinator

738 North Market Boulevard

Sacramento, CA 95834

Phone: (916) 920-0285

Fax: (916) 641-6338

### Substance Abuse Counselor I (SAC I):

- Demonstrate adequate knowledge and competence in the field of Indian substance abuse counseling.
- 4,000 hours counseling experience supervised by a certified counselor. These counseling experiences must be in an agency approved by the State or Indian Health Service.

The Board will scrutinize the documented background experience of each applicant to ensure adequate prior experience and/or other chemically addicted clients.

- 24 credit hours or 16 semester hours of coursework in an accredited institution of higher learning, at least 18 credits (12 semester hours) of which must be in specialized chemical dependency courses. Those 18 credits must include distinct courses in the following:
  - Intro to or survey of chemical dependency
  - Physiology/pharmacology of alcohol/drugs
  - Basic substance abuse counseling skills
  - Group facilitation skills for chemical dependency counselors
  - Chemical dependency and family
  - Case management: to include but not limited to record keeping, treatment planning, confidentiality, report writing, client advocacy, referral, charting progress, discharge, and aftercare planning
  - Ethics and laws regarding: alcohol/chemical dependency (6 hours)
  - Practicum I and II (300 hours—supervised)

The remaining 6 credit or 4 semester hours may be in such courses as counseling, psychology, sociology, social work, or ethics and the law regarding: alcohol/chemical dependency, overview of mental illness, crisis intervention.

#### **Substance Abuse Counselor II (SAC II):**

- Demonstrate knowledge and competencies at a professional level in the field of substance abuse (see SAC I).
- 3 academic years (6,000 hours) or pre-planned and reported field experience in the field of chemical dependency under academic supervision, and Certified Counselor II or 3 full years (6,000 hours) of experience under the supervision of a Counselor II or III. The above combination of supervised experiences must be in an agency approved by the State or Indian Health Services.
- 45 credit hours or 30 semester hours of course work in an accredited institution of higher learning (college or university), at least 24 credits (16 semester hours) of which must be in specialized chemical dependency courses. Those 24 credits must include distinct courses in the following:
  - Intro to or survey of chemical dependency
  - Physiology/pharmacology of alcohol/drugs
  - Basic chemical dependency counselor skills
  - Group facilitation skills for chemical dependency counselors
  - Chemical dependency and family
  - Case management: to include but not limited to record keeping, treatment planning, confidentiality, report writing, client advocacy, referral, charting progress, discharge, and aftercare planning
  - Ethics and laws regarding: alcohol/chemical dependency
  - Overview of dual diagnosis

*Note: The remaining 21 credit or 14 semester hours may be in such courses as English composition, nutrition, first aid, counseling psychology, sociology, or social work.*

**Substance Abuse Counselor III (SAC III):**

- Demonstrate knowledge and competencies at a professional level in the field of Substance Abuse (see SAC I and II).
- 5 years (10,000 hours) full-time counseling experience supervised by a Clinical Supervisor in an agency approved by the State or Indian Health Service.
- Degree in a related field plus satisfactory completion of 30 credit hours or 20 semester hours which must be in specialized Counselor I and II plus an additional 6 credit hours or 4 semester hours in:
  - Substance Abuse Intervention Techniques
  - Family Systems
- Satisfactory completion of 2 years academic course work with the concentration in management in an accredited institution of higher learning.

Last updated July 16, 2003



## Contact Information

**Write:** Colorado Department of Human Services  
Office of Behavioral Health and Housing  
Alcohol and Drug Abuse Division  
4055 S. Lowell Blvd.  
Denver, CO 80236

**Phone:** (303) 866-7480

**Visit this Internet Address:** [www.cdhs.state.co.us/ohr/adad/index.html](http://www.cdhs.state.co.us/ohr/adad/index.html)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pay a \$200 application fee.
- Pass an on-site inspection.
- If found to be in full compliance with the standards, a 3-year license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

There is separate fee for a controlled substances license in addition to a fee for treatment programs.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Partial Hospitalization
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- DUI Programs

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Colorado may accept certain sections of the licensing requirements if providers are accredited through national bodies, although there is no full deeming provision within the State.

## Colorado Department of Regulatory Agencies

Mental Health Section/CAC Program  
 1560 Broadway, 1370  
 Denver, CO 80202  
 Phone: (303) 894-7766  
 Fax: (303) 894-7747  
[www.dora.state.co.us/mental-health/cacprogram.htm](http://www.dora.state.co.us/mental-health/cacprogram.htm)  
[Mental Health@dora.state.co.us](mailto:MentalHealth@dora.state.co.us)

Certification is one of the credentialing methods required for counselors who provide services in alcohol and drug treatment programs, which are licensed by the Alcohol and Drug Abuse Division (ADAD).

***Disclaimer:** This version is not official. For official rules, please consult the Code of Colorado Regulations (6 CCR 1008-3) or call Public Record Corp. at (303) 222-3200.*

### **Certified Assistant Addictions Counselor (CAC I):**

- Verification that applicant knows of no injunction against him/her
- Verification that applicant knows of no malpractice judgment against him/her; knows of no settlement of malpractice action or claim against him/her
- Verification that applicant knows of no complaint pending before, investigation being conducted by, or disciplinary proceeding pending before a grievance or disciplinary Board
- Documentation of 1,000 hours of clinically supervised work experience consisting of at least three of the following alcohol and drug treatment functions and their documentation:
  - Clinical evaluation consisting of intake, screening and differential assessment
  - Treatment planning including initial, ongoing, and discharge planning
  - Co-facilitation counseling of individual, group, couples, or families
  - Case management services: an array of services which include at a minimum, assessment of the needs of the client and the client's family, service planning, referral and linkage to other services, advocacy, monitoring, and crisis management
  - Client and family education
- Documentation that applicant has completed the required alcohol and drug training, including:
  - Within 5 years prior to receipt of a complete certification application packet, ADAD approved Addictions Counseling or passing the NAADAC NCAC II exam and ADAD approved clinical review of counseling skills videotape
  - Within 5 years prior to receipt of a complete certification application packet, ADAD approved Client Record Management or passing the NAADAC NCAC II exam
  - 14 clock hours ADAD approved training on ethical issues in the alcohol and drug clinical setting and Federal Confidentiality Regulations
  - Diversity in Treatment Populations—14 clock hours
  - Infectious Diseases in the Alcohol and Drug Treatment Setting—14 clock hours

- Documentation of clinical supervision at a minimum of 3 hours per month for full time work experience credit being sought, or pro-rated for part time work experience at a minimum of 1 hour per month

#### **Certified Addictions Counselor (CAC II):**

- Verification that applicant knows of no injunction against him/her
- Verification that applicant knows of no malpractice judgment against him/her; knows of no settlement of malpractice action or claim against him/her
- Verification that applicant knows of no complaint pending before, investigation being conducted by, or disciplinary proceeding pending before a grievance or disciplinary Board
- For those individuals without a clinical master's or clinical doctoral degree, documentation of 3,000 total hours of clinically supervised work experience consisting of at least three of the following alcohol and drug treatment functions:
  - Clinical evaluation consisting of intake, screening and differential assessment
  - Treatment planning including initial, ongoing, and discharge planning
  - Counseling of Individuals, group, couples, or families
  - Case management services: an array of services which include at a minimum, assessment of the needs of the client and the client's family, service planning, referral and linkage to other services, advocacy, monitoring, and crisis management
  - Client and family education,

-OR-

  - For those individuals holding a clinical master's degree or clinical doctoral degree from an accredited institution of higher education which includes a clinical internship, documentation of 2,000 total hours of clinically supervised work experience unrelated to the clinical internship, consisting of a least three of the alcohol and drug treatment functions identified above.
- Documentation of completion of all CAC I training requirements plus completion of 105 hours of training including:
  - Differential Assessment and Treatment Planning—14 clock hours
  - Working with Resistant Clients—14 hours
  - Group counseling—21 clock hours
  - Pharmacology I and II—28 clock hours total
  - ADAD-approved training related to clinical issues—28 clock hours
- Documentation of clinical supervision of a minimum of 2 hours per month for full time work experience credit being sought or pro-rated for part-time work experience at a minimum of 1 hour per month

#### **Certified Senior Addictions Counselor (CAC III):**

- Verification that applicant knows of no injunction against him/her
- Verification that applicant knows of no malpractice judgment against him/her; knows of no settlement of malpractice action or claim against him/her
- Verification that applicant knows of no complaint pending before, investigation being conducted by, or disciplinary proceeding pending before a grievance or disciplinary Board

- For those individuals without a clinical master's or clinical doctoral degree, documentation of 5,000 total hours of clinically supervised work experience consisting of at least three of the following alcohol and drug treatment functions:

- Clinical evaluation consisting of intake, screening and differential assessment
- Treatment planning including initial, ongoing, and discharge planning
- Counseling of individuals, group, couples, or families
- Case management services
- Client and family education
- Clinical supervision,

-OR-

- For those individuals holding a clinical master's degree from an accredited institution of higher education which includes a clinical internship, documentation of 4,000 total hours of clinically supervised work experience unrelated to the clinical internship, consisting of at least three of the alcohol and drug treatment functions identified above;

-OR-

- For those individuals holding a clinical doctoral degree from an accredited institution of higher education which includes a clinical internship, documentation of 2,000 total hours of clinically supervised post doctoral work experience, consisting of at least three of the alcohol and drug treatment functions identified above.
- Documentation of completion of all CAC I and CAC II training requirements plus completion of 105 hours of training including:
  - Clinical supervision—21 clock hours
  - Advanced Counseling skills—21 clock hours
  - ADAD-approved training related to clinical issues—63 clock hours
- Documentation of clinical supervision of a minimum of 1 hour per month for full time work experience credit being sought

#### **Licensed Addiction Counselors (LAC):**

- Hold valid certificate (in good standing) of addiction counseling, Level III
- Master's degree in social sciences or equivalent program from a regionally accredited institution (see DORA for specifics)
- NAADAC or ICRC exam (must have been taken after master's degree has been conferred)
- Submit application

Last updated July 17, 2003



## Contact Information

**Write:** Connecticut Department of Public Health  
410 Capitol Ave., MS # 12HSR, PO Box 340308  
Hartford, CT 06134

**Phone:** (860) 509-7407

**Visit this Internet Address:** [www.dph.state.ct.us](http://www.dph.state.ct.us)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a 1-year license will be issued.
- Those providers who wish to receive public funding must also abide by the funding regulations set forth in the State. Please visit the following Web site for more information: [www.dmhas.state.ct.us](http://www.dmhas.state.ct.us)

**Is a Fee Charged?**      Yes  No  In some circumstances

The State imposes a fee for some treatment settings. Not-for-profit providers are exempt from these fees.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Partial Hospitalization/Day Treatment
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- Prevention Programs
- Early Intervention

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## Connecticut Alcoholism and Drug Abuse Counselor Certification Board, Inc. (CCB)

124 Hebron Avenue, Main Building  
 Glastonbury, CT 06033  
 Phone: (860) 633-6572  
 Fax: (860) 659-4294  
 www.ccb-inc.org  
 ccb@ccb-inc.org

### Substance Abuse Counselor (SAC):

#### Counseling Experience:

- 6,000 hours paid substance abuse counseling experience, in all 12 core functions, under approved clinical supervision. Approved advanced degree in behavioral science may be substituted for 2,000 hours. 2,000 hours of work experience must have been in the counseling core function.
- All experience must have been completed in the past 12 years. 2,000 hours is the maximum allowed for 1 year. 10 hours of supervised practical training required in each core function, with a minimum of 300 hours of supervised training in all core functions. Board approved unpaid internships may be substituted for up to one-half the work experience.
- Clinical supervision is defined as a specific aspect of staff development dealing with the clinical skills and competencies of each staff member. The structure for clinical supervision is typically one-to-one and/or small groups on a regular basis. The methods used are intensive case review and discussion, utilizing direct and indirect observation of clinical practice. Accepted as clinical supervisors:
  - Certified Clinical Supervisors (preferred)
  - Licensed Alcohol and Drug Counselor—LADC licensed by the Department of Public Health
  - Noncertified clinical supervisors who have filed an application for Provisional Acceptance with CCB and have been approved
- A Provisional Certificate, valid for 2 years, is available for those who have completed at least 4,000 hours substance abuse counseling, with at least 1,350 hours in the counseling core function, and 220 hours in practicum. All other requirements must be met.

#### Training:

- 360 hours total, with a minimum of 240 specific to substance abuse. Of these hours, specific training required as follows:
  - 90 hours counseling theories/techniques
  - 30 hours assessment and treatment planning\*
  - 18 hours pharmacology\*
  - 12 hours cross-cultural, special populations, and minority groups\*
  - 12 hours ethics\*
  - 6 hours HIV/AIDS\*

*\*These must be specific to substance abuse.*

- All the training must be in the last 12 years.
- Training events must be at least 2 hours long. One academic credit equals 15 hours. 120 hours may be unrelated to substance abuse, but must be in the field of human behavior (general counseling, psychology, etc.). No more than 40 hours of inservice training can be applied towards certification. All training must relate to the IC&RC/AODA 12 core functions of a substance abuse counselor.
- All training must be documented.

**References:**

- Three satisfactory references, one from current or most recent clinical supervisor. Applicants must score "competent" in all areas rated from two of the three raters. Failure to score the minimum rating will result in delay of the application until assessment can be made that competency has been achieved.

**Testing:**

- Candidates take the written test developed by Columbia Assessment Services and IC&RC/AODA.

**Case Presentation:**

- Candidates prepare a written case presentation on an actual client, assigning fictional names. The written case is due with the application. The case is examined by the Case Presentation Method committee for format.
- The oral interview is scheduled after the written case has been approved and the candidate has passed the written test. The Case Presentation Method of oral interview assesses skills related to the IC&RC/AODA's 12 core functions and the global criteria that pertain to each function.

Study guides for the written test and the CPM have been developed by Columbia Assessment Services and is available from IC&RC, PO Box 14148, Research Triangle Park, NC 27709, (919) 361-6823.

**Associate Prevention Professional (APP)—Entry Level:**

- 1 year full-time employment in prevention or 2,000 hours
- Three letters of reference—one supervisor, two colleagues
- Model Prevention Program
- Signed Code of Ethical Conduct
- 60 training hours:
  - 18 hours—Community Organization
  - 6 hours—Planning and Evaluation
  - 18 hours—Education and Skill Development
  - 6 hours—Public and Organizational Policy
  - 12 hours—Professional Growth and Responsibility (6 in Prevention Ethics)
- 12 hours/year mentoring—Supervised Practicum
- IC&RC written exam
- Oral Interview based upon Model Program

**Certified Prevention Professional (CPP)—Applicant With Bachelor's Degree:**

- 4,000 hours in prevention work
- Three letters of reference—one supervisor, two colleagues
- Model Prevention Program
- Signed code of ethical conduct
- 100 training hours:
  - 24 hours—Community Organization
  - 18 hours—Planning and Evaluation
  - 24 hours—Education and Skill Development
  - 12 hours—Public and Organizational Policy
  - 12 hours—Professional Growth and Responsibility (6 hours in Prevention Ethics)
  - 10 hours—Electives—Prevention (Cultural Diversity, Special Populations)
- Supervised practicum
- IC&RC written exam
- Oral interview based upon Model Program

**Certified Prevention Professional (CPP)—Applicant Without a Degree:**

- 10,000 hours in prevention work

*Note:* For each year of college completed subtract 2,000 hours of work required up to 4,000 hours

- 3 letters of reference—1 supervisor, 2 colleagues
- Model Prevention Program
- Signed Code of Ethical Conduct
- 126 training hours:
  - 30 hours—Community Organization
  - 24 hours—Planning and Evaluation
  - 30 hours—Education and Skill Development
  - 18 hours—Public and Organizational Policy
  - 24 hours—Professional Growth and Responsibility (6 hours in Prevention Ethics)
- Supervised practicum
- IC&RC written exam
- Oral interview based upon Model Program

**Certified Clinical Supervisor (CCS):**

- Certification as a Substance Abuse Counselor for 1 year. Current reciprocal level (combined, or Standard) certification.
- 8 years (16,000 hours) counseling experience; 5 of them in the substance abuse field.
- 4 years providing clinical supervision; 2 of them in the substance abuse treatment field.

*Note:* These 4 years may be included in the 8 years of counseling experience and must include the provision of 2,000 hours of direct face-to-face clinical supervision.

- 30 hours didactic training in clinical supervision. This must include training in assessment/evaluation, counselor development, management/administration, and professional responsibilities.
- Three satisfactory references from clinical personnel familiar with applicant's work as a clinical supervisor. One of the raters must have supervised the candidate's clinical supervision.
- Written test developed by Columbia Assessment Services and IC&RC/AODA.

Last updated July 17, 2003



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## Contact Information

**Write:** Department of Health and Social Services  
Division of Substance Abuse and Mental Health  
Springer Building  
1901 N. Dupont Highway  
New Castle, DE 19720

**Phone:** (302) 255-9441

**Visit this Internet Address:** [www.state.de.us/dhss.dsamh](http://www.state.de.us/dhss.dsamh)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation in order to qualify for a Provisional License.
- Pass an on-site inspection.
- If found to be in full compliance with the standards, a Full License will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

The State imposes a fee for some treatment settings. Not-for-profit providers are exempt from these fees.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- Services in Correctional Facilities
- DUI Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

## Delaware Alcohol and Drug Counselors Certification Board, Inc. (DADCCB)

PO Box 4037  
 Wilmington, DE 19807  
 Phone: (302) 888-2334  
 Fax: (302) 888-2335

### Certified Associate Addiction Counselor (CAAC):

*Note: Certification as a CAAC is unique to the DADCCB. The ICRC does not recognize the CAAC. Therefore, reciprocity as a CAAC is neither available nor recognized in any of the member States. CAAC certification is not a final certification but part of the process to full certification as a Certified Alcohol and Drug Counselor (CADC). It is to this goal that the requirements for CAAC certification have been established. An individual may bypass the CAAC level of certification and apply directly for CADC provided the established criteria has been met. Experience, education, and clinical supervision requirements are cumulative and may be applied toward CADC certification. Certification as a CAAC is for a period of 3 years and is not eligible for recertification.*

- High school diploma or GED
- 135 hours education related to the Performance Domains. 20 hours of home study may be part of total 135 hours required
- 2,000 hours of experience in an alcohol and drug-related treatment setting
- 100 hours experience which must be supervised by a CADC

### Certified Alcohol and Drug Counselor—Without Reciprocity (CADC-Without Reciprocity):

- High school diploma or GED and must document
- 270 hours of education related to the Performance Domains. At least 20 hours in each of the 5 performance domains must be addiction specific and 6 of the hours must be in ethics specific to addiction. 20 hours home study may be part of total 270.
- Supervised practical training:
  - No degree—300 hours
  - Associate's degree\*—200 hours
  - Bachelor's degree\*—160 hours
  - Master's degree\*—80 hours
- Experience:
  - No formal degree—6,000 hours
  - Associate's degree\*—5,000 hours
  - Bachelor's degree\*—4,000 hours
  - Master's degree\*—2,000 hours

\* Degrees must be in a human or social services field, medical field, or other associated discipline appropriate to working as a drug and alcohol counselor.

- Pass national written exam
- Written case presentation and oral exam

**Certified Alcohol and Drug Counselor—ICRC/AODA Reciprocity (CADC—  
With Reciprocity):**

- High school diploma or GED and must document
- 270 hours of education related to the Performance Domains. At least 20 hours in each of the 5 performance domains must be addiction specific and 6 of the hours must be in ethics specific to addiction. 20 hours home study may be part of total 270.
- 300 supervised practical training
- 6,000 hours supervised work experience
- Pass national written exam
- Written case presentation and oral exam

Last updated July 19, 2003



# DISTRICT OF COLUMBIA

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## Contact Information

**Write:** Office of Certification and Regulation  
1300 First Street, NE, Room 319  
Washington, DC 20002

**Phone:** (202) 727-9393

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, certification will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Nonhospital Inpatient Detoxification Services
- Nonhospital Residential Treatment Services
- Therapeutic Day Treatment Services
- Intensive Outpatient Services
- Narcotic-Opioid Outpatient Treatment Services
- Outpatient Treatment Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients
- Yes  No  For other types of treatment program

## District of Columbia Certification Board for Professional Alcohol and Drug Counselors (DCCB)

1244 19th Street, NW, Suite 20  
 Washington, DC 20036  
 Phone: (202) 637-0124  
 (301) 439-5909  
 Fax: (301) 439-1384  
 www.dccbpadc.com  
 dccbpadc@yahoo.com

### Certified Addictions Counselor—Entry Level I—Nonreciprocal (CAC):

- 4,000 hours (2 years) supervised experience working in the field of chemical dependency treatment. May be paid or volunteer position. Can include work with alcoholics or individuals addicted to other drugs; must have taken place within the past 5 years from date of application.
- 200 hours of clinical supervision. Document hours where a person providing guidance and assessment evaluated your work. Individual providing supervision must be a Level II Certified Addictions Counselor, Certified Clinical Supervisor (with an active credential), a NAADAC Level II or MAC credential, an Addictionologist certified by the AMA or ASAM, or a Certified Chemical Dependency Nurse by the Nurses' Board. Can take place in more than 1 facility by more than 1 supervisor. Individual should go over core function areas during supervision and keep a log of time spent in these sessions in each area. Supervision must be provided over, at least, a 1-year period.
- 200 hours of education/training. At least 67 of which must be in substance abuse-specific training in addiction treatment. 6 hours of this training must be in ethics; 6 in HIV/AIDS and 6 in DSM-IV (R) mental health/dual diagnosis. The minimum number of hours for each performance domain must be met.
- High School diploma/equivalent or greater.
- Passage of the written exam.
- Four written references on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.
- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

### Certified Alcoholism and Drug Addictions Counselor—Advanced Level (CADC):

- 10,000 hours (5 years working full-time) of supervised experience in the field of chemical dependency treatment. Must be obtained over past 10 years.
- 400 hours in courses related to chemical dependency treatment. 6 hours must be in ethics, 6 in HIV/AIDS, and 6 in DSM-IV (R) mental health/dual diagnosis and 1/3 of training hours have to be substance abuse specific training in addictions treatment. The minimum number of hours in each performance domain must be met.

- 400 hours of clinical supervision. Supervision should have, at least, taken place over a 5-year period. In each performance domain the minimum number of hours must have been met for each area. Clinical supervision must have been obtained minimally over a 2-year period. Individual providing supervision must be a Level II Certified Addictions Counselor, Certified Clinical Supervisor (with an active credential), a NAADAC LEVEL II or MAC credential, an Addictionologist certified by the AMA or ASAM, or Certified Chemical Dependency Nurse by the Nurses' Board.
- Bachelor's degree in mental health or related field of study or greater.
- Passage of the written examination and the case presentation examination.
- Four written references on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.
- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

#### **Certified Clinical Supervisor—(CCS):**

- An active CADC certification at the Advanced Level.
- 5 years (10,000 hours) working as a counselor in AODA treatment to include receipt of 200 hours of face-to-face clinical supervision; 2 years (4,000 hours) working as a supervisor in AODA treatment.
- 30 hours of didactic training in clinical supervision to include assessment/evaluation, counselor development, management/administration, ethics and professional responsibility.
- Passage of a written examination.
- Four written references on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.
- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

#### **Certified Prevention Specialist—Nonreciprocal (CPS):**

- AA degree in a Human Service Field or minimum of 3 years of ATOD prevention experience.
- Verification of 1 year (2,000 hours) of ATOD prevention experience.
- Verification of 60 hours of clinical supervision in at least four of the six performance domains: Program Coordination, Education and Training, Community Organization, Public Policy, Professional Growth and Responsibility, Planning and Evaluation (minimum of 10 hours in each).
- Verification of 100 hours of training/education; 50 must be prevention-specific and the other 50 must be specific to ATOD training.
- Passage of the written exam.
- Four written references on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.

- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

**Certified Prevention Professional—Advanced Level—Reciprocal (CPP):**

- BA degree in Human Services or minimum of 4 years managerial experience in ATOD prevention work.
- Verification of 2 years (4,000 hours) in ATOD prevention experience.
- Verification of 120 hours of clinical supervision in the 6 performance domains: Program Coordination, Education and Training, Community Organization, Public Policy, Professional Growth and Responsibility, Planning and Evaluation (minimum of 10 hours in each).
- Verification of 100 hours of training/education; 50 must be prevention-specific and the other 50 must be specific to ATOD training.
- Passage of the written exam.
- Four written references on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.
- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

**Certified Criminal Justice Addictions Specialist—Entry Level—Nonreciprocal (CJS):**

- 4,000 hours (2 years full-time employment) in direct services in criminal justice and addictions (must be supervised work experience) must be obtained over the past 5 years.
- 150 hours of clinical supervision must be obtained over the past 5 years.
- 150 hours of classroom documented, verifiable, training/education with the following hours: 30 general counseling, 50 addictions, 54 criminal justice, 6 ethics, 6 HIV/AIDS, 4 mental health/dual disorders. Addiction training must have been obtained over the past 5 years.
- Passage of an examination (exempt through grandfathering period).
- Four written reference on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.
- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

**Certified Criminal Justice Addictions Professional—Advanced Level (CJP):**

- Bachelor's degree and 6,000 hours (equivalent of 3 years full-time employment) in direct services in criminal justice and addictions (must be supervised work experience) and obtained over past 5 years, or high school diploma/GED and 5 years experience in criminal justice and addictions (must be supervised work experience) and obtained over the past 5 years.
- 300 hours of clinical supervision must be obtained over the past 5 years.

- 300 hours of classroom documented, verifiable, training/education with the following hours: 60 general counseling, 100 addictions, 104 criminal justice, 6 ethics, 6 HIV/AIDS, 4 mental health/dual disorders, 20 clinical supervision). Addiction hours must have been obtained within the past 5 years.
- Passage of an examination (exempt through grandfathering period).
- Four written reference on the Board forms, three from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
- Signed notarized release form and ethics statement.
- Completion of Board's applications and all forms included therein.
- Payment of a nonrefundable processing fee. There is a \$35 returned check charge for all checks returned from applicant's bank.

#### **Recertification:**

All certified counselors, supervisors and those working in the field of prevention are required to renew their credentials every 2 years.

- CAC—40 hours of training every 2 years in BOARD APPROVED courses/seminars related to substance abuse and/or counseling skills (1/3 must be substance abuse specific).
- CADC—40 hours every 2 years in BOARD APPROVED course work related to drug addiction treatment (1/3 must be substance abuse specific).
- CCS—6 hours every 2 years in BOARD APPROVED course work related to clinical supervision, and maintenance of the CADC credential.
- CPP/PS—40 hours every 2 years in BOARD APPROVED training, 20 in prevention training and 20 in alcohol, tobacco, and drug treatment-specific training.
- CJS/CJP—40 hours every 2 years in BOARD APPROVED training, 20 in criminal justice and 20 in substance abuse specific training.

(All require 6 hours of ethics every recertification period.)

All candidates for certification with DCCB/PADC must live and/or work in the District of Columbia 50 percent or more of their time, unless the State in which you live and work does not have a certification board which is a member of the ICRC. If that is not the case, it is necessary to contact the Credentialing Board in your State. This applies to all DCCB/PADC credentials.

All training certificates, letters, anything with a signature and clinical supervision forms submitted with applications must be originals. Please send a self-addressed stamped envelope and certificates will be returned upon review completion. The Board will no longer accept copies.

All school transcripts and GED notices must be originals and mailed to the Board directly from the school or the Board of Education. The Board will not accept copies of these documents nor will diplomas be honored.

Last updated July 19, 2003

## Professional Alcoholism and Drug Abuse Counselor's Association's Certification Commission (PADACA)

PO Box 90975  
 Washington, DC 20090-0975  
 Phone: (202) 518-0445 or  
 (202) 483-0804  
 Fax: (202) 518-5606

### Certified Addiction Counselor—Level I:

- High school diploma/GED.
- 3 consecutive years full time (6000 hours) supervised experience as an alcoholism and/or drug abuse counselor.
- Written verification of competency in all 12 skill groups verified in writing by three supervisors, certified counselors or other health care professionals who have personally observed the candidate's alcohol and/or drug abuse counseling work.
- 200 contact hours of education and training in alcoholism and drug abuse or related counseling subjects. One-third of the 200 hours must be alcohol and drug abuse related, 6 hours in ethics, 6 hours in DSM-IV, and 12 hours in HIV.
- 200 hours practicum experience.
- Signed code of ethics.
- Written exam.

### Certified Addiction Counselor—Level II:

- Completion of 4-year degree program.
- 5 consecutive years full time (10,000 hours) supervised experience as an alcoholism and/or drug abuse counselor.
- Written verification of competence, which includes three letters of reference and three evaluator forms. One by the Supervisor, who must be a Certified Addiction Counselor II, Certified Clinical Supervisor, National Certified Addiction Counselor II, or Master Addiction Counselor from NAADAC.
- Written verification of competency in all 12 skill groups verified in writing by three supervisors, certified counselors or other health care professionals who have personally observed the candidate's alcohol and/or drug abuse counseling work.
- 450 contact hours of education and training in alcoholism and drug abuse or related counseling subjects.
- Signed code of ethics.
- Written exam.

Last updated August 1, 2001

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## Contact Information

**Write:** Department of Children and Family Services  
Substance Abuse Program Office  
1317 Winewood Blvd., Building 6  
Tallahassee, FL 32399-0700

**Phone:** (850) 488-9210

**Visit this Internet Address:** [www.dcf.state.fl.us](http://www.dcf.state.fl.us)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site licensing inspection.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Addictions Receiving Facility
- Outpatient Treatment
- Intensive Outpatient Treatment
- Residential Treatment
- Detoxification Services
- Intervention
- Prevention
- Day or Night Treatment
- Day or Night Treatment with Host Homes
- Medication and Methadone Maintenance Treatment (Opioid Treatment Program)
- Aftercare

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes\*  No  For programs using methadone in the treatment of clients
- Yes\*  No  For other types of treatment program

*\*Note: Florida accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), the Council on Accreditation (COA), and the National Committee for Quality Assurance (NCQA) for programs other than opioid treatment programs. For opioid treatment programs, the State accepts accreditation through JCAHO and CARF.*

*However, it is important to note that by law Florida retains the authority to conduct an on-site licensing inspection of all accredited substance abuse providers every 3 years. It is also important to note that Florida requires all substance abuse programs to be licensed annually.*

## Florida Certification Board (FCB)

1715 South Gadsen Street  
 Tallahassee, FL 32301  
 Phone: (850) 222-6314  
 Fax: (850) 222-6247  
 www.flcertificationboard.org  
 admin\_assist@flcertificationboard.org

FCB sets the standards for several levels of certification for addiction professionals in Florida. There are three levels of classification within each category of certification. The three certifications are: addiction, criminal justice, and prevention/early intervention.

### Addictions Certification

Each Certified Addictions Professional (CAP) classification has its own educational eligibility requirements. All college/university degrees and hours must be earned through an accredited college/university that is recognized through the American Council on Education. An eligible supervisor (cannot be a spouse) must either have a CAP or a master's degree in a social or behavioral science with 2 years experience. *As of January 1, 2001, an eligible supervisor must be a CAP or licensed according to Chapter 490 or 491, Florida Statutes.*

Individuals seeking certification in any of the three Certified Addiction Professional classifications must demonstrate training and supervised practical experience in the following 12 areas:

1. Client screening
2. Consultation
3. Client orientation
4. Case management
5. Referral
6. Client assessment
7. Reports and record keeping
8. Counseling
9. Treatment planning
10. Crisis intervention
11. Client intake
12. Client education

### Florida Specific Exam:

**This exam (\$50 fee) measures proficiency in the following areas:**

- Documentation
- Treatment services
- Screening, intake, orientation
- Professional responsibility
- Case management and referral

- Prevention services
- Criminal justice services

**International Exam:**

**This exam (\$75 fee) measures proficiency in the following areas:**

- Assessment
- Case management
- Professional responsibility
- Counseling
- Education

**Certified Associate Addiction Professional—1 (CAAP-1):**

- No academic degree required
- 2,000 hours (1 year of full-time work) of direct service (within past 10 years)
- 100 hours direct supervision (minimum of 5 hours must be documented in each skill area)
- 150 hours education:
  - 75 hours addiction education
  - 60 hours counseling education
  - 15 hours must be in ethics
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

*\* Part of total Education requirement, and counts for either addiction or counseling.*

- Florida Specific Exam

**Certified Associate Addiction Professional—2 (CAAP-2):**

- Associate degree or high school diploma/GED
- 4,000 hours direct service—within 10 years (if associate degree)
- 6,000 hours direct service—within 10 years (if high school/GED)
- 150 hours direct supervision (if associate degree—minimum of 5 hours must be documented in each skill area)
- 300 hours direct supervision (if high school/GED—minimum of 10 hours must be documented in each skill area)
- 270 hours education:
  - 125 hours addiction education
  - 115 hours counseling education
  - 30 hours must be in ethics
  - 4 hour must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

*\* Part of total Education requirement, and counts for either addiction or counseling.*

- Florida Specific Exam
- International exam (if reciprocity is desired at this level)
- Oral exam (if reciprocity is desired at this level)

### Certified Addiction Professional (CAP):

- Bachelor's degree (minimum)
- 6,000 hours direct service (within past 10 years)
- 300 hours direct supervision (minimum of 10 hours must be documented in each skill area)
- 300 hours education:
  - 145 hours addiction education
  - 125 hours counseling education
  - 30 hours must be in Ethics
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

*\*Part of total Education requirement, and counts for either Addiction or Counseling.*

- Florida Specific Exam and International exam
- Oral exam\*\*

*\*\*Oral exam exemption: For applicants applying for the CAP certification with a master's degree in a clinical counseling or counseling-related field (i.e., social work, mental health counseling, marriage and family, psychology), the oral exam may be waived if the following requirements are met:*

*Degree was received from a fully accredited institution, recognized by the U.S. Department of Education or Commission on Recognition of Postsecondary Accreditation, AND EITHER: 1) Have at least one university-sponsored supervised clinical practicum, internship, or field experience in a counseling setting where you provided clinical services directly to clients, OR 2) Have registered Intern Status through the Agency or Health Care Administration.*

*A written request to waive the oral exam must accompany your application.*

### Addictions Prevention Certification

Each Certified Addictions Prevention Professional classification has its own educational eligibility requirements. All college/university degrees and hours must be earned through an accredited college/university that is recognized through the American Council on Education. An eligible supervisor (cannot be a spouse) must either have a CAP/CAPP or a master's degree in a social or behavioral science with 2 years experience. *As of January 1, 2001, an eligible supervisor must be a CAP /CAPP or licensed according to Chapter 490 or 491, Florida Statutes.*

The Florida Certification Board opened a grandfathering period for the Prevention Certification. This ran from 4/1/2002 to 3/31/2003.

Individuals seeking certification in any of the three Certified Addictions Prevention Professional classifications must demonstrate training and supervised practical experience in the following 14 areas of supervision:

1. Needs assessment
2. Evaluation
3. Program development
4. Teaching/training

5. Consultation
6. Early intervention
7. Reports and record keeping
8. Advocacy
9. Linkages
10. Working with the media
11. Written communication
12. Public speaking
13. Ethics
14. Resource development

**Certified Associate Addiction Prevention Professional—1 (CAAPP-1):**

- No academic degree required
- 2,000 hours direct service (within past 10 years)
- 100 hours direct supervision (minimum of 5 hours must be documented in each skill area)
- 150 hours of education:
  - 100 hours in prevention/early intervention
  - 50 hours addiction education
  - 15 hours must be in ethics (included in prevention)
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

*\*Part of total Education requirement, and counts for either Addiction or Counseling.*

- Florida Specific Exam

**Certified Associate Addiction Prevention Professional—2 (CAAPP-2):**

- Associate degree or high school diploma/GED
- 6,000 hours direct service—within past 10 years (if high school/GED)
- 4,000 hours direct service—within past 10 years (if associate degree)
- 150 hours direct supervision (if associate degree—minimum of 5 hours must be documented in each skill area)
- 300 hours of direct supervision (if high school/GED—minimum of 10 hours must be documented in each skill area)
- 270 hours education:
  - 175 hours prevention/early intervention
  - 95 hours addiction education
  - 30 hours must be in ethics (included in prevention)
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

*\*Part of total Education requirement, and counts for either Addiction or Counseling.*

- Florida Specific Exam
- International Prevention exam (if reciprocity is desired at this level)

### **Certified Addiction Prevention Professional (CAPP):**

- Bachelor's degree
- 6,000 hours direct service (within past 10 years)
- 300 hours direct supervision (minimum of 10 hours must be documented in each skill area)
- 300 hours education:
  - 200 hours prevention/early intervention
  - 100 hours addiction education
  - 30 hours must be in ethics (included in prevention)
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

\* Part of total Education requirement, and counts for either addiction or counseling.

- Florida Specific Exam and International Prevention exam

### **Criminal Justice Certification**

Each Criminal Justice Addiction Professional classification has its own educational eligibility requirements. All college/university degrees and hours must be earned through an accredited college/university that is recognized through the American Council on Education. An eligible supervisor (cannot be a spouse) must have a CCJAP/CAP or a master's degree in a social or behavioral science with 2 years experience. As of January 1, 2001, an eligible supervisor must be a CCJAP/CAP or licensed according to Chapter 490 or 491, Florida Statutes.

Individuals seeking certification in any of the three Certified Criminal Justice classifications must demonstrate training and supervised practical experience in the following 15 areas:

1. Offender screening
2. Offender intake
3. Case management/treatment
4. Offender assessment
5. Offender orientation
6. System interface
7. Participant education
8. Offender monitoring
9. Referral
10. Crisis intervention
11. Consultation
12. Reports/record keeping
13. Written communication
14. Case review/evaluation
15. Case management services

**Criminal Justice Exam:**

**This exam (\$75 fee) measures proficiency in the following areas:**

- Dynamics of addiction and criminal behavior
- Legal, ethical and professional responsibility
- Screening, intake, assessment
- Case management, monitoring and client supervision
- Criminal justice system and processes
- Counseling

**Certified Criminal Justice Associate Addiction Professional—1 (CCJAAP-1):**

- No academic degree required
- 2,000 hours (1 year of full-time work) of direct service (within past 10 years)
- 100 hours direct supervision (minimum of 5 hours must be documented in skill area)
- 150 hours Education:
  - 45 hours Counseling
  - 45 hours Addiction education
  - 45 hours Criminal Justice education
  - 15 hours must be in Ethics
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in Domestic Violence\*

\* Part of total Education requirement, and counts for either addiction or counseling.

- Florida Specific Exam

**Certified Criminal Justice Associate Addiction Professional—2 (CCJAAP-2):**

- Associate degree or high school diploma/GED
- 4,000 hours direct service—within past 10 years (if associate degree)
- 6,000 hours direct service—within past 10 years (if high school/GED)
- 150 hours direct supervision (if associate degree—minimum of 5 hours must be documented in each skill area)
- 300 hours direct supervision (if high school/GED—minimum of 10 hours must be documented in each skill area)
- 270 hours Education:
  - 90 hours Criminal Justice education
  - 80 hours Addiction education
  - 70 hours Counseling education
  - 30 hours must be in Ethics
  - 4 hours must be in HIV/AIDS\*
- 2 hours must be in Domestic Violence\*

\* Part of total Education requirement, and counts for either addiction or counseling.

- Florida Specific Exam

### Certified Criminal Justice Addiction Professional (CCJAP):

- Bachelor's degree
- 6,000 hours direct service (within past 10 years)
- 300 hours direct supervision (minimum of 10 hours must be documented in each skill area)
- 300 hours education:
  - 100 hours criminal justice education
  - 90 hours addiction education
  - 80 hours counseling education
  - 30 hours must be in ethics
  - 4 hours must be in HIV/AIDS\*
  - 2 hours must be in domestic violence\*

\* Part of total Education requirement, and counts for either addiction or counseling.

- Florida Specific Exam and criminal justice exam

### CAP Through Licensure

#### Certification and the Licensed Practitioner

Public and private employers, as well as government-subsidized health plans, are requiring clinicians to prove they are proficient in delivering substance abuse services. Managed care operations are increasingly demanding proof of competency. Certification will make a licensed practitioner a more marketable counselor to the insurance/managed care companies.

The Florida Certification Board (FCB) has recognized the increasing need for licensed practitioners to demonstrate their capability of treating substance-abusing clients. In response to this demand for specialization, FCB will provide a credential for the licensed population that requires the level of specialization and professionalism needed when treating these clients.

*Note: Reciprocity is not available with this type of certification. If reciprocity is desired, then the oral exam process must be completed.*

#### In order to be eligible, the applicant must:

1. Provide proof licensure under Chapters 490 or 491, Florida Statutes.
2. Provide proof of 145 hours of addiction education.
3. Provide two colleague evaluations.
4. Pass the International (ICRC) written examination\*. There is a \$75 fee for this examination. The written exam samples proficiency in the knowledge base areas. It is a multiple-choice, true/false and matching test of 150 items. The knowledge and skill bases for the questions in the exam are derived from the actual practice of the counselor in the alcohol and drug field.
5. There is a \$150 nonrefundable certification fee that must accompany the completed application.

Last updated July 20, 2003



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## Contact Information

**Write:** Georgia Department of Human Resources  
Office of Regulatory Services  
Two Peachtree Street, NW, 33rd Floor  
Atlanta, GA 30303

**Phone:** (404) 657-5411

**Visit this Internet Address:**  
<http://www2.state.ga.us/departments/dhr/mhmrsa/index.html>

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Drug Treatment Programs
- Specialized Day Treatment Programs
- Residential Intensive Treatment Programs
- Residential Transitional Treatment Programs
- Residential Sub-Acute Detoxification Programs
- Ambulatory Detoxification Programs
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## Alcohol and Drug Abuse Certification Board—Georgia (ADACB-Ga)

Contact: Jane Furtner, LCSW, ICADC, President  
 24 Perimeter Park Dr., 108  
 Chamblee, GA 30338  
 Phone: (678) 547-0111  
 Fax: (770) 451-9731  
[www.icrcaoda.org/georgia.htm](http://www.icrcaoda.org/georgia.htm)  
[Janfurtner@AOL.com](mailto:Janfurtner@AOL.com)

### Reciprocal Level—Certified Alcohol and Drug Counselor (CADC):

A voluntary credential, using the basic standards adopted by ICRC

- Experience—Defined as supervised, paid, or voluntary work experience in which applicant has direct contact and responsibility for the AODA client. Formal education may be substituted for 2,000 hours of the work experience requirements for those with a master's or doctoral degree in a human service area. For those without a master's or above degree in a human services area, a total of 6,000 such work experience hours must be documented.
- Education—Defined as formal classroom style education (workshops, seminars, institutes, inservices, and college/university work). 1 clock hour of education equals 50 minutes of continuous instruction. For the purpose of certification, clock hours of education must be related to the knowledge and skill base associated with the counselor core functions.
  - Minimum of 6 hours of professional ethics education must be documented as part of the educational hours required
  - Total of 270 hours of addiction-specific education must be documented by copies of transcripts, certificates of attendance, inservice reports, etc.
  - All candidates for certification must have a minimum of a bachelor's degree in a human service field in order to be eligible
  - Applicants for Certified Clinical Alcohol and Drug Abuse Counselor must have a minimum of a master's degree in a human service field with a clinical application  
*Official transcripts must be sent directly to the Board from the college/university.*
- Supervised Practical Training—Defined as a supervised AODA setting, which teaches the knowledge and skills of professional AODA counseling.
  - Training may be part of the eligible work experience or completed under more than one supervisor or agency
    - A recommended minimum ratio is 1 hour of supervision to 10 hours of practical experience (examples: observation, co-leading a skill area, solo experience, and supervision of process)
    - Total of 300 supervised training hours must be documented, with a minimum of 10 hours in each of the 12 counselor core functions
- References—Applicant must provide three professional references with an acceptable score on each one.

- One reference must be from the latest work experience supervision; the other two must be from professionals who have had the opportunity to observe the applicant's skills and competencies
- References must be returned directly to the Board by the raters
- Code of Ethics—Counselor must sign the Code of Ethics form provided in application packet.
- Written Test—Based on the Role Delineation Study for Alcohol and Drug Abuse Counselors, and Advanced Alcohol and Drug Abuse Counselors, conducted by the IC&RC in cooperation with Columbia Assessment Services, our testing company.
  - Applicant must send letter of intent along with fee of \$75 for the CADC test or \$100 for the CCADC test, at which time a letter of admission and candidate guide will be sent with the time, date, and location of next exam
- Case Presentation—Oral exam based on the 12 core functions of an alcohol and drug abuse counselor.

### **Recertification:**

Certification is for a period of 2 years. Counselors must apply for recertification before their expiration date.

Applicant must provide documentation of completed 40 contact hours of professional education and development during previous 2 years, 5 of these must be in professional ethics. Training must relate to Alcohol and Drug Abuse Counseling and should include training in the development of professional skills described in the 12 core functions

### **Registered Alcohol and Drug Abuse Technician (RADT):**

- Experience—Defined as supervised, paid, or voluntary work experience in which applicant has direct contact and responsibility for the AODA client. A total of 2,000 hours of direct service hours (chemical dependency/counseling) must be documented. This equals 1 year of full time work.
- Education—Defined as formal classroom style education (workshops, seminars, institutes, inservices, and college/university work). 1 clock hour of education equals 50 minutes of continuous instruction. For the purpose of certification, clock hours of education must be related to the knowledge and skill base associated with the counselor core functions.
  - Minimum of 6 hours of professional ethics education must be documented as part of the educational hours required
  - Total of 270 hours of addiction-specific education must be documented by copies of transcripts, certificates of attendance, inservice reports, etc.
  - All candidates for certification must have a minimum of a high school diploma or its equivalent
- Supervised Practical Training—Defined as a supervised AODA setting, which teaches the knowledge and skills of professional AODA counseling.
  - Training may be part of the eligible work experience or completed under more than one supervisor or agency
    - A recommended minimum ratio is 1 hour of supervision to 10 hours of practical experience (examples: observation, co-leading a skill area, solo experience, and supervision of process)

- Total of 300 supervised training hours must be documented, with a minimum of 10 hours in each of the 12 counselor core functions
- References—Applicant must provide three professional references with an acceptable score on each one.
  - One reference must be from the latest work experience supervision; the other two must be from professionals who have had the opportunity to observe the applicant's skills and competencies
  - References must be returned directly to the Board by the raters
- Code of Ethics—Counselor must sign the Code of Ethics form provided in application packet.
- Maintenance of RADT Status—Each year the RADT must document completion of 6 college credit hours, 3 classroom hours of professional ethics, and submit an annual supervision report (by a CADC level or higher).

Once the RADT has completed 30 college credit hours he/she is eligible to take ICRC written exam. Once RADT has completed 60 college credit hours and has successfully passed the written exam, he/she is eligible to take the oral case presentation. (Successful completion of written exam and oral case presentation has met the criteria for 3 college credit hours each by the American Council on Education.)

Last updated July 22, 2003

## Georgia Addiction Counselors Association (GACA)

Contact: Sue Purvis-Otts, Executive Director  
 4015 South Cobb Drive, Suite 160  
 Smyrna, GA 30080  
 Phone: (770) 434-1000  
 Fax: (770) 434-3144  
[www.gaca.org](http://www.gaca.org)

### Certified Addiction Counselor Level I (CAC Level I):

- Active member of GACA
- High school diploma or GED
- Within past 5 years, applicant must have been actively engaged in the practice of chemical dependency/abuse counseling for 4,000 (2 years) full-time paid experience hours; or 4,000 hours volunteer experience under a certified clinical supervisor (CCS) or a combination of work and CCS-supervised volunteer hours
- 180 clock hours of education in the field of addiction; minimum of 100 clock hours of education must have been within the past 5 years
- 220 hours of Supervised Practical Experience (SPE) (minimum of 10 hours in each counselor skills group)
- Applicant must have received 96 hours of supervision by a CCS
- Written and oral exams
- Written case history

**Certified Addiction Counselor Level II (CAC Level II):**

- Active member of GACA
- Bachelor's degree in one of the helping professions (i.e. counseling, social work, psychology, criminology)
- Within past 8 years, applicant must have been actively engaged in the practice of chemical dependency/abuse counseling for 6,000 hours (3 years). Counseling must have been full-time paid or its part-time equivalent (6,000 hours)
- 270 hours of education in the field of addiction; minimum of 160 clock hours of education must have been within the past 5 years
- Completed 300 hours of Supervised Practical Experience (SPE) (minimum of 10 hours in each counselor skill group)
- Applicant must have received 144 hours of supervision by a CCS
- Written and oral exams
- Written case history

**Additional Credentials Offered:**

National Certified Addiction Counselor I and II (NCAC-I and NCAC-II), Certified Clinical Supervisor (CCS), and Master Addiction Counselor (MAC)

**Recertification:**

Every 2 years

Last updated July 22, 2003



## Contact Information

**Write:** Department of Health  
Office of Health Care Assurance  
601 Kamokila Blvd., Rm. 301  
Kapolei, HI 96707

**Phone:** (808) 692-7400

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass on-site reviews.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Residential Treatment

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

All residential and therapeutic living programs are required to be licensed and accredited by the State.

## State of Hawaii Department of Health, Alcohol and Drug Abuse Division (ADAD)

Alcohol and Drug Abuse Division  
 State of Hawaii Department of Health  
 Kakuhihewa Building  
 601 Kamokila Boulevard, Room 360  
 Kapolei, HI 96707 USA  
 Phone: (808) 692-7518  
 Fax: (808) 692-7521  
[www.state.hi.us/doh/rules/ADMRULES.html](http://www.state.hi.us/doh/rules/ADMRULES.html)  
[ccbrown@mail.health.state.hi.us](mailto:ccbrown@mail.health.state.hi.us)

### Certified Substance Abuse Counselor (CSAC):

- High school diploma or its equivalent
- 400 hour practicum in the 12 core functions
- 270 hours ADAD-approved substance abuse specific education with the performance domains of assessment, counseling, case management, client education, and professional responsibility

Courses may include:

- Counseling Theories and Techniques (1 course)
- Group Counseling (1 course)
- Family Counseling (1 course)
- Professional Ethics and Issues (6 hours required)
- Sexually Transmitted Diseases, including HIV/AIDS (6 hours required)
- Confidentiality, including 42CFR, Part 2 (6 hours required)
- Multicultural Competency (1 course)
- Any course with a specific substance abuse focus
- 6,000 hours (3 years) clinically supervised work experience (including supervised practical training) providing alcohol/drug abuse treatment counseling services to alcohol and other drug abuse clients
  - Bachelor's degree (major in human services): may be substituted for 2,000 hours experience
  - Master's degree or higher (in human services): may be substituted for 4,000 hours experience
  - Completion of an alcohol/drug counseling certificate program in conjunction with associate's degree: may be substituted for 2,000 hours of experience
- Signed CSAC code of ethics
- Oral and written exam

### Recertification:

Every 2 years along with completion of 40 contact hours of approved continuing education

Last updated August 18, 2004

**Contact Information**

**Write:** Department of Health and Welfare  
Substance Abuse Program  
450 W. State Street, 5th Floor  
PO Box 83720  
Boise, ID 83720-0036

**Phone:** (208) 334-5756

**Visit this Internet Address:**

<http://www2.state.id.us/adm/adminrules/rules/idapa16/0603.pdf>

**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, a 6-month provisional approval will be issued.

**Is a Fee Charged?** Yes  No  In some circumstances

**Types of Substance Abuse Treatment Services for Which the State Offers Approval**

- Adolescent and Adult Outpatient Treatment
- Adult Residential Treatment
- Adult Detoxification Services
- Adult Halfway House

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Idaho accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF) for programs other than opioid treatment programs. The State does accept CSAT certification for opioid treatment programs. Nationally accredited providers must apply for State approval, however the approval process is abbreviated.

## Idaho Board of Alcohol/Drug Counselor's Certification, Inc. (IBADCC)

270 N 27th Street, Suite B  
Boise, ID 83702  
Phone: (208) 395-1078  
Fax: (208) 343-8046

### Idaho Student of Addiction Studies (ISAS):

Granted for entry-level chemical dependency counseling within the State of Idaho. It signifies that the individual has a certain amount of alcohol and drug education and is in training. The Idaho Board of Certification developed this certification to give trainees some recognition and structured training while they are working toward their CADC certification. In order to begin the ISAS process, you must purchase a manual application, complete all required forms and return them to the IBADCC office.

- College or university transcript showing a passing grade in nine courses outlined in the information packet to equal 25 credits and 375 credit hours
- Three letters of reference
- Written exam

### Renewal Procedures:

- Documentation of 800 hours of work experience annually utilizing the 12 core functions working directly with AODA clients, is required unless enrolled full time in an academic program leading to a degree in the Behavioral Sciences
- Documentation of 30 hours of continuing education is required annually
- The application for ISAS renewal must include copies of all clinical supervision documented on the Clinical Supervision Sheet

### Certified Alcohol and Drug Counselor (CADC):

- 3 years (6,000 hours) of work experience working directly with AODA clients, in the ICRC 12 core functions. Work experience must be supervised by a CADC, CCS, or equivalent. Baccalaureate or advanced degree from an accredited university or college, in the field of Behavioral Science, may be substituted for 1 of the 3 years required. List of acceptable degrees for substitution includes but not limited to: Sociology, Social Work, Psychology, Social Science, Counseling, and Alcohol/Drug Studies. Further information regarding acceptable work experience is outlined in the information packet
- 300 hours supervision with a minimum of 10 hours in each of the 12 core functions. Supervisor must be a CADC and/or a CCS. Further information outlining supervision requirements can be found in the information packet
- 270 hours education specifically related to the ICRC Performance Domains. No less than 30 hours in each domain
- Education is defined as formal classroom education (workshops, seminars, institutions, inservice (limited), and college/university courses). Applicants must complete and document 6 hours of training in Professional Ethics. Further information regarding documentation of education requirements can be found in the information packet

- Three letters of reference
- Written and oral exam

### **Advanced Certified Alcohol and Drug Counselor (ACADC):**

**The requirements are the same as for CADC certification except:**

- Applicant must have a master's degree in Human Services or Behavioral Sciences field with a clinical application
- Only 2,000 hours of work experience must be documented
- 180 hours of education specifically related to the ICRC Performance Domains

### **Certified Clinical Supervisor (CCS):**

- Certified as a CADC for 5 years
- Master's degree in Health and Human Services or related fields. Must submit verification of the degree
- Verification of 2 years clinical supervisory experience in alcohol/drug field. These 2 years may be included in the counseling experience as a CADC
- Verification of 30 hours didactic training in clinical supervision. All applicants, regardless of educational level must have 30 hours clinical supervision specific training. Training must include Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities. The training/education should be reflective of the 12 core functions in their clinical applications and practice
- Three references from individuals familiar with work as a clinical supervisor, one of whom must have supervised your clinical supervision
  - All letters must be sent directly to IBADCC office by the person evaluating the applicant
  - Letters must be received by application deadline
- Pass ICRC/AODA Clinical Supervision exam

### **Renewal Procedures:**

- Documentation of 15 hours continuing education required every 2 years
- Education must be related to knowledge and skills necessary to perform tasks within the Performance Domains
- Must maintain current CADC certification each year
- Education presented by candidate does not count toward continuing education hours

### **Certified Prevention Specialist (CPS):**

The CPS certification level is granted by the IBADCC recognizing those persons working in the alcohol/drug field who specialize in education and prevention of alcohol/drug abuse. This level of certification does not give authority to the individual perform any form of counseling. This level does recognize and grant a certificate for the recognition of meeting the following minimum standards established by the IBADCC and the ICRC.

- High school diploma or equivalent. (Documentation not required if documented credit for college courses or degree)
- Documentation of 210 hours education as follows:
  - 100 hours specific alcohol/drug prevention training

- 50 hours specific alcohol, tobacco, and/or other drugs training
- Completion of 10 hours education in each of the Performance Domains as identified by ICRC and Columbia Assessment Services (CAS)
- Documentation of 2,000 hours work experience, with 120 hours supervised by a CPS with 10 hours in each of the six Performance Domains as identified by ICRC and Columbia Assessment Services. This may be practicum and volunteer or paid hours. Hours must be verified in writing by a Supervisor. Documentation of 6 hours ethics education and signed prevention code of ethics
- Three reference letters
- Pass the ICRC/AODA CPS exam

**Renewal Procedure:**

Documentation of 30 hours of continuing education required annually

Last updated August 11, 2003

**Contact Information**

**Write:** Illinois Department of Human Services  
 Department of Alcoholism and Substance Abuse  
 100 W. Randolph, Suite 5–600  
 Chicago, IL 60714

**Phone:** (312) 814–4917

**Visit this Internet Address:** [www.dhs.state.il.us/oasa/](http://www.dhs.state.il.us/oasa/)

**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- In some instances, applicants must pass an on-site review.
- If found to be in compliance with the standards, a license certificate will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

Illinois charges a \$200 fee for initial licensure and a renewal fee.

**Types of Substance Abuse Treatment Services for Which the State Offers Approval**

- |                             |   |
|-----------------------------|---|
| ■ Early Intervention        | ■ DUI Programs  |
| ■ Outpatient Treatment      | ■ Halfway Houses  |
| ■ Intensive Outpatient      | ■ Recovery Homes (not counted as licensed treatment programs but must pass certain standards) |
| ■ Residential Treatment     |   |
| ■ Detoxification Services   |   |
| ■ Opioid Treatment Programs |   |

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

- Yes  No  For programs using methadone in the treatment of clients  
 Yes  No  For other types of treatment program

Recent legislation allows accredited agencies to receive waivers of some licensure inspection review standards. It does not waive licensure review in total nor does it replace the review responsibilities that the department has as a funding agent

## Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA)

1305 Wabash Avenue, Suite L  
 Springfield, IL 62704  
 Phone: (800) 272-2632 (toll free) or  
 (217) 698-8110  
 Fax: (217) 698-8234  
 www.iaodapca.org  
 iaodapca@aol.com

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### Certified Alcohol and Other Drug Abuse Counselor (CADC):

- High school diploma, GED, or above
- 2 years paid AODA counseling experience
- 150 hours of clinical supervision received
- 225 hours of training/education
  - 100 hours—AODA specific
  - 6 hours—Professional Ethics
  - 119 hours—IC&RC Performance Domains
- Successful completion of the IC&RC written exam

### Certified Reciprocal Alcohol and Other Drug Abuse Counselor (CRADC):

- High school diploma, GED, or above
- 3 years paid AODA counseling experience within past 5 years
- 300 hours of clinical supervision received
- 300 hours of training/education
  - 100 hours—AODA specific
  - 6 hours—Professional Ethics
  - 194 hours—IC&RC Performance Domains
- Successful completion of the IC&RC written exam
- Successful completion of the IC&RC case presentation method (CPM) oral examination

### Certified Supervisor Alcohol and Other Drug Abuse Counselor (CSADC):

- High school diploma, GED, or above
- 5 years paid AODA counseling experience within past 7 years
- 300 hours of clinical supervision received
- 350 hours of training/education
  - 100 hours—AODA specific
  - 6 hours—Professional Ethics
  - 30 hours—Clinical Supervision
  - 214 hours—IC&RC Performance Domains
- Successful completion of the IC&RC written examination
- Successful completion of the IC&RC case presentation method (CPM) oral examination
- Successful completion of the IC&RC supervisor written exam

**Certified Master Alcohol and Other Drug Abuse Counselor (CMADC):**

- Master’s or doctoral degree in counseling or related field, including internship (at least 500 hours)
- 5 years of paid AODA counseling experience including 2 years experience working as a clinical supervisor of AODA counselors within past 7 years
- 600 hours of training/education
  - 100 hours—AODA specific
  - 6 hours—Professional Ethics
  - 30 hours—Clinical Supervision
  - 464 hours—IC&RC Performance Domains
- 300 hours of clinical supervision received
- Successful completion of the IC&RC written exam
- Successful completion of the IC&RC case presentation method (CPM) oral examination
- Successful completion of the IC&RC supervisor written exam

**Certified Assessment/Referral Specialist (CARS):**

- High school diploma, GED, or above
- 1 year paid AODA assessment/referral work experience
- 185 hours AODA training
- 150 hours clinical supervision received in AODA assessment domains
- Successful completion of assessor written exam

**Certified Alcohol, Tobacco and Other Drug Abuse Preventions (CADP):**

- 1 year ATODA prevention experience or ATODA prevention volunteer experience done under direct supervision of an IAODAPCA certified ATODA professional within past 4 years
- 120 hours supervision/mentoring received
- 100 hours ATODA prevention specific education
- Successful completion of IC&RC written exam

**Certified Senior Alcohol, Tobacco and Other Drug Abuse Preventions (CSADP):**

- 4 years ATODA prevention experience or ATODA prevention volunteer experience done under direct supervision of an IAODAPCA certified ATODA professional within past 7 years
- 240 hours supervision/mentoring received
- 150 hours ATODA prevention specific education
- Successful completion of IC&RC written exam

**Mental Illness/Substance Abuse Professional I (MISA I):**

- 2,000 hours (1 year) paid qualified experience; minimum of 250 hours must be documented within past year and remaining hours within past 4 years.  
Persons holding a B.A./B.S. degree in human services or behavioral sciences with at least 9 semester hours in AODA training/education and 9 semester hours in mental illness training/education may waive 500 hours required MISA work experience.
- 190 clock hours training in knowledge and skills areas related to Core Functions

- 120 hours supervision covering MISA Core Functions
- Successful completion of ICRC AODA written exam

**Mental Illness/Substance Abuse Professional I (MISA II):**

- 4,000 hours (2 years) paid qualified experience; minimum of 250 hours must be documented within past year and remaining hours within past 4 years.

Persons holding a MA/MS degree in human services or behavioral sciences with at least 9 semester hours in AODA training/education and 9 semester hours in mental illness training/education may waive 1,000 hours required MISA work experience

- BA/BS in Human Services or Behavioral Sciences
- 310 clock hours training in knowledge and skills areas related to Core Functions
- 250 hours supervision covering MISA Core Functions
- Successful completion of IC&RC Advanced AODA written exam

**Certified Criminal Justice Addictions Professional (CCJAP):**

- IDPR Licensed Counseling Professionals or CMADC or MAC:
  - 1 year (2,000 hours) direct services/work experience
  - 150 hours criminal justice specific education
  - National Criminal Justice exam
- Master’s level or CSADC:
  - 1 year (2,000 hours) direct services/work experience within past 10 years
  - 50 hours direct supervision
  - 350 hours criminal justice specific education (150 criminal justice; 220 addiction)
  - National Criminal Justice exam
- Bachelor’s level or CRADC:
  - 2 years (4,000 hours) direct services/work experience within past 10 years
  - 100 hours direct supervision
  - 370 hours criminal justice specific education (150 criminal justice; 220 addiction)
  - National Criminal Justice exam
- Associate’s level or CADC:
  - 3 years (6,000 hours) direct services/work experience within past 10 years
  - 150 hours direct supervision
  - 370 hours criminal justice specific education (150 criminal justice; 220 addiction)
  - National Criminal Justice exam
- High school diploma or GED:
  - 4 years (8,000 hours) direct services/work experience within past 10 years
  - 200 hours direct supervision
  - 370 hours criminal justice specific education (150 criminal justice; 220 addiction)
  - National Criminal Justice exam

IAODAPCA also offers certification for Counselors of Problem and Compulsive Gambling (PCGC)

Last updated July 22, 2003

## Upper Midwest Indian Health Services—N. IL

Follow this link for certification information: [www.unicad.com](http://www.unicad.com) or [info@unicad.com](mailto:info@unicad.com)

Last updated January 7, 2004



**Contact Information**

**Write:** Division of Mental Health and Addiction  
Family and Social Services Administration  
402 W. Washington Street  
Indianapolis, IN 46204

**Phone:** (317) 232-7883

**Visit this Internet Address:** <http://www.in.gov/fssa/servicemental/>

**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and submit all required supporting documentation.
- Addiction services, Regular, must obtain accreditation through a national accrediting body that has been approved by the Division.
- Addiction services, Outpatient, must obtain credentials and licenses approved by the Division.
- If found to be in compliance with the standards and compliant with the other Division application requirements, a certification permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

**Types of Substance Abuse Treatment Services for Which the State Offers Approval**

All State-funded programs must provide, directly or indirectly, a continuum of services as found in Indiana Administrative Code, 440 Article 8-1-4

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

State-funded providers must be certified through the State and some must have a National accreditation as well.

## Indiana Counselors Association on Alcohol and Drug Abuse (ICAADA)

1800 North Meridian Street, Suite 507  
Indianapolis, IN 46202 USA  
Phone: (317) 923-8800

### Addiction Counselor-In-Training (ACIT):

- Confidential evaluation by the candidate's peers and supervisors who are listed on certification application
- Written exam passed
- Personal appearance and/or oral exam before Board
- Payment of all fees
- One year's supervised (2,000 hours) experience in alcoholism or drug abuse service
- Degree in human services area from 4-year accredited college or university, specialized education in alcoholism or drug abuse, or minimum of 3 years experience in a self-help program (AA, NA, AL-Anon, etc.) will be considered as partial satisfaction of up to 6 months of this requirement.

### Certified Alcohol and Drug Abuse Counselor I (CADAC I):

- Confidential evaluation by the candidate's peers and supervisors who are listed on certification application
- Written exam passed
- Personal appearance and/or oral exam before Board
- Payment of all fees
- 2 years (4,000 hours) of supervised full-time counseling experience
- Evidence of 180 hours of formal training (alcohol and/or drug training)
- 220 clock-hours or an approved, supervised practicum in specific alcoholism and drug counselor functions, using the 12 core functions
- Successful completion of a case presentation before three case presentation evaluators who are all certified counselors

### Certified Alcohol and Drug Abuse Counselor II (CADAC II):

- Confidential evaluation by the candidate's peers and supervisors who are listed on certification application
- Written exam passed
- Personal appearance and/or oral exam before Board
- Payment of all fees
- 3 years (6,000 hours) of supervised full-time counseling experience in alcoholism and drug abuse services— minimum of 1 year in the alcohol area and a minimum of 1 year in the drug area or its equivalent
- 300 clock-hours of an approved, supervised practicum in specific alcoholism and drug counselor functions, using the 12 core functions
- 270 clock hours of formal training with a minimum of 90 clock-hours in each of the following areas: alcohol, drugs, and counseling

- Successful completion of a case presentation before three case presentation evaluators who are all certified counselors

**Clinical Supervisor and Prevention Credentials:**

Individuals who have a minimum of 5 years in the field and 2 years of supervisory experience or who have 1 year working in prevention may contact the office regarding requirements for these credentials.

Last updated August 11, 2003



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## Contact Information

**Write:** G. Dean Austin, Bureau Chief  
Iowa Department of Public Health  
Bureau of Substance Abuse Services and Licensure  
Lucas State Office Building  
321 E. 12th Street  
Des Moines, IA 50319

**Phone:** (515) 242-6161

**Fax:** (515) 281-4535

**Visit this Internet Address:** [http://www.idph.state.ia.us/hppab/substance\\_abuse\\_licensure.asp](http://www.idph.state.ia.us/hppab/substance_abuse_licensure.asp)

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## Application Process:

- Request a licensure application packet for comprehensive or correctional substance abuse treatment, or application for assessment and evaluation only service.
- Complete and submit all required elements of the application and all required supporting documentation.
- Bureau staff reviews application and responds in writing to applicant.
- Technical assistance provided to initial (new) applicants and upon request to re-applicants.
- An on-site review/inspection for licensure conducted.
- Based on compliance with the standards and in accordance with the Licensure Weighting Report, licenses are approved and issued by the Iowa Commission on Substance Abuse for 270 days (issued to initial applicants on a one-time basis only, as clinical records often not available), one (1), two (2), or three (3) years.

**Is a Fee Charged?**      Yes  No  In some circumstances

The authority exists to assess a fee for noncontracted providers, although it is not implemented.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Narcotic Detoxification, antagonist maintenance chemotherapy (Opioid Addiction Treatment Program)
- Assessment and Evaluation
- OWI (Operating While Intoxicated) Correctional Residential
- OWI (Operating While Intoxicated) Correctional Outpatient
- Correctional Residential Treatment

- Correctional Outpatient
- Medically Managed Intensive Inpatient Services
- Residential/Inpatient Services
- Outpatient Services, to include intensive outpatient/partial hospitalization and/or extended and continuing care services.

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Iowa accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation (COA), which the Iowa Commission on Substance Abuse then approves and issues a State license, through Deemed Status process.

State-funded providers must be certified through the State and some must have a National accreditation as well.

## Iowa Board of Substance Abuse Certification (IBSAC)

3850 Merle Hay Road, Suite 303  
 Des Moines, IA 50310  
 Phone: (515) 334-9024  
 Fax: (515) 334-9025  
 www.ibsac.org  
 mail@ibsac.org

### Certified Alcohol and Drug Counselor (CADC)—Education Track:

- High school diploma or GED
- College-level credit, which must include 24 semester hours in substance abuse or its related fields
- 150 clock hours of training in Core Functions
  - Hours may be a combination of college courses, trainings, and workshops. Some special conditions apply; namely:
    - Hours may not include inservice training. An inservice training is the education and training which occurs within the counselor's agency, only for agency staff and conducted only by agency staff
  - Hours must be earned as:
    - 45 hours—Counseling Theories and Techniques
    - 45 hours—Alcohol and Drug Specific education
    - 6 hours—Special Populations
    - 6 hours—Counseling Ethics
    - Remaining hours may be earned under any of the Core Functions
- 1,000 clock hours supervised substance abuse counseling experience within past 3 years

*Note: At least 500 hours must be documented in performing the Core Functions of the Alcohol and Drug Counselor and 36 hours in face-to-face supervision with a qualified supervisor.*

- Passing score on supervisor's counselor evaluation
- Successful completion of the ICRC written test

### Certified Alcohol and Drug Counselor (CADC)—Experience Track:

- High school diploma or GED
- 150 clock hours of training in Core Functions
  - Hours may be a combination of college courses, trainings, and workshops.
  - Hours may not include inservice training. An inservice training is the education and training which occurs within the counselor's agency, only for agency staff and conducted only by agency staff
  - Hours must be earned as:
    - 45 hours—Counseling Theories and Techniques
    - 45 hours—Alcohol and Drug Specific education
    - 6 hours—Special Populations
    - 6 hours—Counseling Ethics

- Remaining hours may be earned under any of the Knowledge and Skill Competencies

- 3,000 clock hours supervised substance abuse counseling experience within the past 3 years

*Note:* At least 500 hours must be documented in performing the Core Functions of the Alcohol and Drug Counselor and 36 hours in face-to-face supervision with a qualified supervisor.

- Passing score on supervisor's counselor evaluation
- Submission of a case file presentation
- Successful completion of the ICRC written test

#### **Advanced Certified Alcohol and Drug Counselor (ACADC):**

- High school diploma or GED
- 700 clock hours of training in the Core Functions. These hours may be a combination of college courses, trainings, and workshops. Some special conditions apply:
  - 30 hours must have been obtained within 24 months preceding the application.
  - Hours may not include inservice training. An inservice training is the education and training which occurs within the counselor's agency, only for agency staff and conducted only by agency staff
  - Hours must be earned as:
    - 90 hours—Counseling Theories and Techniques
    - 90 hours—Alcohol and Drug Specific education
    - 6 hours—Special Populations
    - 6 hours—Counseling Ethics
    - Remaining hours may be earned under any of the Knowledge and Skill Competencies

- 6,000 clock hours supervised substance abuse counseling experience within the past 6 years (A bachelor's degree or higher in Substance Abuse, Counseling, Psychology, Sociology, Social Work, Human Services, or Criminal Justice may take the place of 1 year of the 3-year requirement). An equivalent of one-third of the experience must be in the area of alcohol counseling, one-third in the area of other drug counseling and the balance in either alcohol or other drug counseling. Internships may be applied to this experience.

At least 500 hours must be documented in performing the Core Functions of the Alcohol and Drug Counselor and 36 hours in face-to-face supervision with a qualified supervisor

- Passing score on supervisor's counselor evaluation
- Submission of a case file presentation
- Successful completion of the ICRC national written test
- Successful completion of the oral interview

#### **Certified Prevention Specialist (CPS):**

- 2,000 hours supervised experience in Core Functions of Prevention Specialist
  - 300 hours must have been delivered within past 2 years
- 20 hours in each of the 7 Core Functions of the Prevention Specialist

- 12 hours and successful completion of the “Foundations of Prevention” Internet course
- 6 hours training in IBSAC-approved core functions course
- 6 hours in IBSAC-approved ethics course “Exploring Ethics in the Prevention Field”
- 6 hours training in special populations
- 25 hours training in ATOD education
- 20 hours prevention-related education
- High school diploma or GED and one of the following:
  - Bachelor’s degree in education, human services, psychology, sociology, social work, substance abuse prevention, community health education or similar major
  - Bachelor’s degree in any other major; and an additional 24 hours prevention-related training
  - Associate of arts degree in education, human services, psychology, sociology, social work, substance abuse prevention, community health education, or similar major; and addition 36 hours of prevention-related training
  - Associate of arts degree in any other major; and an additional 60 hours prevention-related training
  - For nondegreed applicants, an additional 156 hours of prevention-related training is required
- Application process includes:
  - Screening
  - Program Presentation File Review
  - Oral Interview
  - Written Test

Contact IBSAC for supervision and recertification requirements.

Last updated August 4, 2003

## Northern Plains Indian Health Services—IA

Follow this link for certification information:  
[www.nattc.org/getcertified/certification.asp?ID=ssdnpnacda](http://www.nattc.org/getcertified/certification.asp?ID=ssdnpnacda)

Last updated January 27, 2004



## Contact Information

**Write:** Health Care Policy/Addictions & Prevention Services  
915 SW Harrison, 10th Floor  
Topeka, KS 66612

**Phone:** (785) 296-6807

**Visit this Internet Address:** [www.srskansas.org/hcp/aaps](http://www.srskansas.org/hcp/aaps)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- Emergency Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Kansas accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF). However, providers are required to obtain a program license from the State.

## Addiction and Prevention Services (AAPS)

Contact: Wanda Sorber, Coordinator  
 4123 SW Gage Center Drive, Suite 100  
 Topeka, KS 66604  
 Phone: (785) 235-2400 or  
           (800) 880-2352 (toll free)  
 Fax:     (785) 357-1028

On January 1, 1993, the Secretary of the Kansas Department of Social and Rehabilitation Services was directed by the passage of SB458 to adopt rules and regulations and standards for counselors working in licensed and certified alcohol and drug abuse treatment facilities. The requirements for counselors are listed below.

Individuals can be “grandparented” as a **Certified Alcohol and Drug Counselor** if they can provide either:

1. Documentation of 1,000 hours of alcohol and drug abuse counseling experience 2 years prior to January 1, 1993
2. Documentation of 3,000 hours of alcohol and drug abuse experience 10 years prior to January 1, 1993

If an individual cannot meet the requirements to be “grandparented” as a certified alcohol and drug abuse counselor, the individual must complete 18 hours of culturally appropriate postsecondary academic credit. The 18 college credit hours must be alcohol and drug abuse specific. Listed below are the areas that must be completed:

- Screening and intake
- Orientation and assessment
- Treatment planning and counseling
- Case management and crisis intervention
- Education and referral
- Reports and recordkeeping and consultation with other professionals
- Multicultural and individual differences
- Individual and professional ethics
- Medical aspects and health related issues of alcohol and drug abuse, including emphasis on AIDS and STD’s

Counselors-in-Training must complete the 18 college credit hours within a 3-year period beginning January 1, 1993, or, within a 3-year period after the individual was hired by the program.

**Continuing Education:** The licensure/certification standards require alcohol and drug abuse programs to document the completion of 60 hours of continuing education activities for alcohol and drug abuse counselors. These hours should be acquired from activities, which enhance the skills of the alcohol and drug abuse counselor. Documentation of the 60 hours will be kept in the program’s personnel files. Programs will need to submit to AAPS a list of continuing education hours obtained by each counselor for the purpose of recertification. Counselors-in-Training are not required to obtain the 60 hours of continuing education units.

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## Contact Information

**Write:** Department of Mental Health and Mental Retardation Services  
Division of Substance Abuse  
100 Fair Oaks Lane, 4E–D  
Frankfort, KY 40621

**Phone:** (502) 564–3487

**Visit this Internet Address:** [www.lrc.state.ky.us/kar/908/001/370.htm](http://www.lrc.state.ky.us/kar/908/001/370.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- There may be an on-site review.
- If found to be in compliance with the standards, a license will be issued for one year.

**Is a Fee Charged?**      Yes  No  In some circumstances

There is an initial licensure fee of \$155 for each facility and \$80 for renewal of licensure.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Residential Treatment
- Detoxification Services
- Transitional Living Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Kentucky accepts accreditation through the Commission on Accreditation of Rehabilitation Facilities (CARF) for opioid treatment programs.

## The Kentucky Board of Certification of Alcohol and Drug Counselors (KBCADC)

Contact: Judy Jennings  
 PO Box 1360  
 Frankfort, KY 40602  
 Phone: (502) 564-3296 x 226  
 Fax: (502) 696-1928  
[www.state.ky.us/agencies/finance/occupations/alcoholdrug](http://www.state.ky.us/agencies/finance/occupations/alcoholdrug)  
[Judy.Jennings@mail.state.ky.us](mailto:Judy.Jennings@mail.state.ky.us)

### Certified Alcohol and Drug Counselor:

- Must be at least 18 years of age
- Pay the initial fee for certification
- Baccalaureate degree, except as provided in Kentucky Revised Statutes 309.084
- 6,000 hours of Board-approved experience working with alcohol or drug dependent persons; 300 hours of direct supervision by a certified alcohol and drug counselor who has at least 2 years of post-certification experience
- 270 classroom hours of Board-approved curriculum
- Passed written exam approved by the ICRC
- Oral exam
- 2 letters of reference from certified alcohol and drug counselors
- Signed an agreement to abide by the standards of practice and code of ethics approved by the Board
- 6 hours of ethics training
- 2 hours of training in the transmission, control, treatment, and prevention of the human immunodeficiency virus

### Renewal:

Every 3 years with completion of 60 hours continuing education

Last updated September 9, 2003

## Kentucky Certification Board of Prevention Professionals, Inc. (KCBPP)

PO Box 326  
 Shelbyville, KY 40066-0326  
 Phone: (502) 633-6631  
[www.dmhmr.chr.state.ky.us/preventatodky/profess.asp](http://www.dmhmr.chr.state.ky.us/preventatodky/profess.asp)  
[kcbpp@ka.net](mailto:kcbpp@ka.net)

### Certified Prevention Professional (CPP):

- Bachelor's degree
- 2,000 hours prevention work experience

- 150 hours direct supervision
- 150 hours training
- 100 prevention specific
- 50 ATOD specific (ethics training; 6 hours, AIDS/HIV training—4 hours)
- ICRC/AODA certification prevention professional written exam

**Recertification:**

Every 2 years with 60 contact hours of training or 6 CEUs

**Prevention Associate:**

- Bachelor's degree
- 1,000 hours in human services field
- Involvement in a human service coalition
- 45 hours ATOD specific training:
  - ATOD early identification or screening—3 hours
  - Psychopharmacology—3 hours
  - ATOD and violence—3 hours
  - Impact of ATOD on systems—3 hours
  - Strategies for working with target population—6 hours
  - Ethics—6 hours
  - Technology of prevention—4 hours
  - HIV/AIDS—4 hours
  - Face-to-face consultation with a CPP—12 hours

**Recertification:**

The Prevention Associate is designated for a 2-year period. To qualify for renewal, applicants must earn 20 hours of ATOD prevention specific training and submit the appropriate forms.

Last updated August 11, 2003



## Contact Information

**Write:** Department of Health and Hospitals  
Bureau of Health Standards  
PO Box 3767  
Baton Rouge, LA 70821

**Phone:** (225) 342-0138

**Visit this Internet Address:** [www.doa.state.la.us/osr/osr.htm](http://www.doa.state.la.us/osr/osr.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site survey.
- If found to be in compliance with the standards, a 1-year license will be issued

**Is a Fee Charged?**      Yes  No  In some circumstances

There is a standard fee of \$600 for outpatient programs. Inpatient programs must pay the Standards \$600 fee and an additional \$5 per treatment bed in the facility.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- Community-Based Treatment Programs
- Prevention

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## Louisiana State Board of Certification for Substance Abuse Counselors (LSBCSAC)

8738 Quarters Lake Rd.  
 Baton Rouge, LA 70809  
 Phone: (225) 922-7700  
 Fax: (225) 922-7701  
 www.lsbcscac.org  
 admin@lsbcscac.org

### Board Certified Substance Abuse Counselor (BCSAC):

- At least 21 years of age
- High school diploma or GED
- U.S. citizen
- Is not in violation of any ethical standards subscribed to by the Board
- Is not and has not been an abuser of alcohol or other drugs, and not a compulsive gambler during the previous 2 years
- Has not been convicted of a felony. However, the Board in its discretion may waive this requirement upon review of the individual's circumstances
- Minimum of 30 hours of substance abuse courses—minimum of 12 semester hours of substance abuse courses from an accredited and Board-approved institution of higher education and the remainder, up to 18 equivalent hours, granted by a Board-approved institution of higher education or other Board-approved educational program at the rate of 15 contact hours per one semester hour
- **Master's degree from an accredited institution of higher education in human sciences** approved by the Board which includes, but is not limited to, one of the following areas: nursing, criminal justice, social work, social welfare, sociology, substance abuse, psychology, mental health counseling, education counseling, or family, child, and consumer science, and provides evidence of having successfully completed the experiential requirements for substance abuse counselor certification as prescribed by the Board, including **1 year of full-time clinical training** in Board-approved institutions in the actual performance of each of the core functions with clients while under the supervision of a qualified professional, with a minimum of 1 contact hour per week
- OR-
- **Bachelor's degree from an accredited institution of higher education in human sciences** approved by the Board which includes, but is not limited to, one of the following areas: nursing, criminal justice, social work, social welfare, sociology, substance abuse, psychology, mental health counseling, education counseling, or family, child, and consumer science, and provides evidence of having successfully completed the experiential requirements for substance abuse counselor certification as prescribed by the Board, including **2 years of full-time clinical training** in Board-approved institutions in the actual performance of each of the core functions with clients while under the supervision of a qualified professional, with a minimum of 1 contact hour per week
- OR-
- **Bachelor's degree in a field other than human sciences**, as well as provides evidence of having successfully completed the experience requirements for substance abuse

counselor certification as prescribed by the Board including, **3 years of full-time clinical training** in Board-approved institutions in the actual performance of each of the core functions with clients while under the supervision of a qualified professional, with a minimum of 1 contact hour per week

- Pass a written and oral exam prescribed by the Board
- Credit received for practicum, internship or other experimental education may be claimed for education or experience, but not both.

#### **Board Certified Prevention Specialist (BCPS):**

- At least 21 years of age
- High school diploma or GED
- U.S. citizen
- Is not in violation of any ethical standards subscribed to by the Board
- Is not and has not been an abuser of alcohol or other drugs, and not a compulsive gambler during the previous 2 years
- Has not been convicted of a felony. However, the Board in its discretion may waive this requirement upon review of the individual's circumstances
- 30 semester hours of prevention-related courses approved by the Board. Equivalency may be met by Board-approved educational programs at the rate of 15 contact hours per one semester hour
- Bachelor's degree from an accredited institution of higher education in the following areas: nursing, criminal justice, business, social work, social welfare, sociology, substance abuse, psychology, mental health counseling, education counseling, or family, child, and consumer science
- 2 years of full-time prevention experience in board-approved institutions related to alcohol, tobacco and other drugs
- 120 clock hours in the performance domains, with a minimum of one contact hour per week
- Pass a written exam prescribed by the Board
- Credit received for practicum, internship, or other experiential education may be claimed for education or experience, but not both

#### **Recertification:**

Every 2 years with 48 hours continuing education from an AEP

#### **Counselor In Training (CIT)/Prevention Specialist In Training (PSIT):**

The CIT and PSIT designation is provided for individuals during the period in which they are obtaining the education, training, and experience required to apply for certification. An individual may be registered as a CIT/PSIT for a period of no longer than 6 consecutive years.

- Under the supervision of a qualified professional:
  - BCSAC, BCCGC or BCPS who has been certified and has worked in a licensed or Board-approved treatment program in his/her area of certification for a minimum of 2 years
  - Credentialed professional such as a Board certified social worker, licensed psychologist, or licensed physician

- Registered Counselor Supervisor (RCS) who has made application to the LSBCSAC for and met the requirements for this designation
- CIT's/PSIT's will receive notification of current approved AEPs, ATIs and AIHEs; and of any changes in law, rules, or policies and procedures which may affect them.
- Any person providing substance abuse counseling or prevention intervention services must be certified by the Board or under qualified supervision.
- Individuals who do not register with the Board as a CIT/PSIT will be required to provide proof of appropriate supervision. This proof will be required at the time of application for certification, in response to any complaint, and in response to any challenge.

Last updated August 5, 2003

## Contact Information

**Write:** Office of Substance Abuse  
 AMHI Complex, Marquardt Building, 3rd Floor  
 159 State House Station  
 Augusta, ME 04333

**Phone:** (207) 287-2595

**Visit this Internet Address:** [www.state.me.us/bds/osa](http://www.state.me.us/bds/osa)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, a license will be issued for residential programs and a certificate for nonresidential treatment programs.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>■ Outpatient Treatment</li> <li>■ Residential Treatment: Residential Rehab               <ul style="list-style-type: none"> <li>• Halfway House</li> <li>• Extended Shelter</li> <li>• Shelter</li> </ul> </li> <li>■ Detoxification Services</li> </ul> | <ul style="list-style-type: none"> <li>■ Opioid Treatment Programs</li> <li>■ DUI Programs</li> <li>■ Partial Hospitalization/Day Treatment</li> <li>■ Intensive Outpatient</li> </ul> |
|---|--|

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients
- Yes  No  For other types of treatment program

The Maine Office of Substance Abuse accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF) for those items in their treatment standards that are covered by national accrediting bodies. Providers are still required to comply with the additional standards set forth for State licensure.

## State Board of Substance Abuse Counselors (SBSAC)

Maine Department of Professional and Financial Regulation  
 Office of Licensing and Registration  
 35 State House Station  
 Augusta, ME 04333  
 Phone: (207) 624-8620  
 Receptionist: (207) 624-8603  
 Fax: (207) 624-8637  
[www.maineprofessionalreg.org](http://www.maineprofessionalreg.org)  
[kelly.l.mclaughlin@maine.gov](mailto:kelly.l.mclaughlin@maine.gov)

### Licensed Alcohol and Drug Counselor (LADC):

- At least 18 years of age with a copy of either birth certificate, driver's license, or passport as documentation
- High school diploma or its equivalent
- Working within the profession of alcohol and drug counseling to the extent required by Title 32, Chapter 81, Section 6213 (2). Documentation includes a statement from the agency Director or Clinical Supervisor verifying the dates of employment, and the duties and responsibilities in this position. Individuals not employed in licensed alcohol and drug programs are expected to provide documentation satisfactory to the Board in verifying this requirement.
- An Alcohol and Drug Counselor is a person who spends 50 percent or more of his/her time working with both alcohol and drug abusers and persons affected by alcohol and drug abuse or who is identified by his/her employer as being an alcohol and drug provider on a treatment team and who provides the following services:
  - Screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals
  - Clinically supervising the work of other Licensed, Associate, or Registered Alcohol and Drug Counselors
- Abstinence for at least 2 years from the abuse of alcohol or any other drug, which, in the judgment of the Board, has been or could have been detrimental to the applicant's performance or competency as an Alcohol and Drug Counselor.
- Passed written and oral exams
- 300 clock hours of counselor education and training which must encompass the 12 core functions of the Alcohol and Other Drug Abuse Counselor
  - 6 hours ethics training
- 2 years (4,000 work hours) supervised alcohol and drug counseling work experience to qualify for LADC license.
  - LADC licensure is full licensure in the State of Maine, but does not meet national eligibility standards for reciprocity with other members of the ICRC. Upon receipt by the Board of the verified completion of a total of 3 years (6,000 hours) of supervised alcohol and drug counseling experience, every LADC counselor becomes eligible for reciprocal licensure.

- A combination of full-time, part-time, paid and/or unpaid supervised work experience in the field of alcohol and drug counseling may be used to meet employment eligibility requirements
- 1/2-hour credit is given for each volunteer (unpaid) hour work. Maximum allowable credit for volunteer work is 10 percent of the total required work experience.
- 1/2-hour credit is given for each work-based education or practicum hour worked. Maximum allowable credit for work-based education or practicum experience is 50 percent of the total required work experience.
- Supervised experience means any qualifying experience that is used to meet licensing requirements which was supervised by an LADC or a Board-approved, clinically skilled counseling supervisor.
- The Board, at its discretion, may waive the clinical supervision requirement for any applicant whose primary responsibility is the clinical supervision of other Alcohol and Drug Counselors.
- 300 clock hours of supervised practical training which teaches knowledge and skills in each of the 12 core functions

**Registered Alcohol and Drug Counselor (RADC):**

- Employed as a Alcohol and Drug counselor as defined above for an agency licensed or certified by the Maine Office of Substance Abuse (OSA)
- OR-
- Employed as an Alcohol and Drug Counselor as defined above, as an exempted counselor, as defined in MRSA 32, Chap. 81, Sec. 6206,par. 25; and
- Completes application form provided by the Board

**Renewal:**

LADC and RADC expire on November 30 annually with continuing education due biannually on odd numbered years.

Last updated August 20, 2003



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## Contact Information

**Write:** Office of Healthcare Quality  
Bland Bryant Building  
55 Wade Avenue  
Catonsville, MD 21228

**Phone:** (410) 402-8654

**Visit this Internet Address:** <http://Maryland-ADAA.org>

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection by the Office of Healthcare Quality.
- If found to be in compliance with the standards, initial certification will be granted for a period not to exceed 6 months.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Early Intervention
- Opioid Treatment Programs
- Outpatient Treatment
- Education Programs (Substance Abuse Programs for individuals ordered by a court under Transportation Article 21-902, Annotated Code of Maryland)
- Intensive Outpatient
- Partial Hospitalization
- Residential Treatment
- Detoxification

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients  
Yes       No  For other types of treatment program

Maryland accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in lieu of State certification. A hospital as defined in Health General Article, 19–301, Annotated Code of Maryland, accredited by the Joint Commission on Accreditation of Health Care Organizations with a separately accredited alcohol and drug program is exempt from certification under Code of Maryland Regulations, Title 10, Subtitle 47, Chapter 03 “Certification Requirements.”

## Maryland Addictions Professional Certification Board (MAPCB)

PO Box 245

Sandy Spring, MD 20860-0245

Phone: (302) 537-5340 or

(866) 537-5340 (toll free)

Fax: (866) 541-9258 (toll free)

www.maccb.com

admin@maccb.com

### Certified Alcoholism Counselor (CAC):

- Bachelor's degree in Counseling, Health Education, Social Work, Human Services, Psychology or applicable field of study
- 240 clock hours training in specific topics:
  - 30 hours—Medical aspects of chemical dependency
  - 30 hours—Group counseling
  - 30 hours—Individual counseling
  - 30 hours—Family counseling
  - 30 hours—Assessment and treatment planning
  - 6 hours—Ethics
  - 84 hours—Electives pertaining to the 12 core functions, or special chemical dependency topics
- Inservice training is limited to 60 hours
- 4,000 hours (2 years) of work experience with primary alcoholics
  - Within each year of experience, it is required that the counselor has received a minimum of 50 hours of face-to-face, individual clinical supervision
  - Within each year of experience, it is required that the counselor demonstrate a minimum of 750 hours spent in direct individual or group counseling with alcohol/drug clients and/or their families
- 300 hour practicum in the 12 Counselor Core Functions
- Written exam
- Case presentation
- Oral interview
- Must live or work in Maryland 51 percent of the time

### Certified Drug Counselor (CDC):

- Bachelor's degree in Counseling, Health Education, Social Work, Human Services, Psychology or applicable field of study
- 240 clock hours training in specific topics:
  - 30 hours—Medical aspects of chemical dependency
  - 30 hours—Group counseling
  - 30 hours—Individual counseling
  - 30 hours—Family counseling
  - 30 hours—Assessment and treatment planning
  - 6 hours—Ethics

- 84 hours—Electives pertaining to the 12 core functions, or special chemical dependency topics
- Inservice training is limited to 60 hours
- 4,000 hours of work experience with primary drug addicts
  - Within each year of experience, it is required that the counselor has received a minimum of 50 hours of face-to-face, individual clinical supervision
  - Within each year of experience, it is required that the counselor demonstrate a minimum of 750 hours spent in direct individual or group counseling with alcohol/drug clients and/or their families
- 300 hour practicum in the 12 Counselor Core Functions
- Written exam
- Case presentation
- Oral interview
- Must live or work in Maryland 51 percent of the time

#### **Certified Chemical Dependency Counselor (CCDC):**

- Bachelor's degree in Counseling, Health Education, Social Work, Human Services, Psychology or applicable field of study
- 300 clock hours training in specific topics:
  - 45 hours—Medical aspects of chemical dependency
  - 60 hours—Group counseling
  - 30 hours—Individual counseling
  - 45 hours—Family counseling
  - 30 hours—Assessment and treatment planning
  - 6 hours—Ethics
  - 30 hours—Human development
  - 30 hours—Abnormal psychology
  - 24 hours—Electives pertaining to the 12 core functions, or special chemical dependency topics
- Inservice training is limited to 75 hours
- 6,000 hours of work experience with both alcohol/drug clients
  - Within each year of experience, it is required that the counselor has received a minimum of 50 hours of face-to-face, individual clinical supervision
  - Within each year of experience, it is required that the counselor demonstrate a minimum of 750 hours spent in direct individual or group counseling with alcohol/drug clients and/or their families
- 300-hour practicum in the 12 Counselor Core Functions
- Written exam
- Case presentation
- Oral interview
- Must live or work in Maryland 51 percent of the time

#### **Certified Clinical Supervisor (CCS):**

- Certified at the reciprocal level for the AODA (CCDC) credential and maintain certification in a concurrent manner

- 5 years (10,000 clock hours) counseling experience in the field of alcohol and other drug addiction treating AODA population
- 2 years (4,000 clock hours) clinical supervisory experience. These 2 years may be included in 5 years counseling experience and must include provision of 200 contact hours of face-to-face clinical supervision
- 30 hours didactic training in clinical supervision. Training in each of the following: Assessment/Evaluation, Counselor Development, Management/Administration, Professional Responsibilities
- Three references from individuals familiar with work as a clinical supervisor
- ICRC/AODA written exam
- Signed code of ethics
- Payment of application fee

#### **Recertification:**

Maintain certification or licensure; 6 hours documented training in clinical supervision every 2 years

#### **Associate Prevention Specialist (APS):**

**APS is the first level credential which is nonreciprocal**

- High school diploma or GED
- 1 year ATOD prevention experience
- 100 hours approved prevention training (50 hours ATOD specific)
- 60 hours practicum experience in the six performance domains
- Three letters of reference; one from former or current supervisor and two from peers. Letters must attest to applicant's knowledge, experience, and character
- Signed ethics code and consent to release information
- Must live or work in Maryland 51 percent of the time

#### **Certified Prevention Specialist (CPS):**

- Bachelor's degree from an accredited college or university with 30 credits in behavioral science, health service, human services or education
- Note: completion of 60 credit hours from an accredited college or university, 18 of which are in the behavioral sciences, health or human services, or education and an additional 2 years of experience may be substituted for education requirement
- 2 years ATOD prevention experience
- 200 hours approved prevention training (50 hours ATOD specific)
- 120 hours practicum experience in six performance domains
- Three letters of reference; one from former or current supervisor and two from peers. Letters must attest to applicant's knowledge, experience and character
- Signed ethics code and consent to release information
- ICRC written exam
- Must live or work in Maryland 51 percent of the time

#### **Recertification:**

Every 2 years upon proof of continuing education and payment of fees

## Maryland Department of Health and Mental Hygiene

Maryland Board of Professional Counselors and Therapists  
 4201 Patterson Avenue  
 Baltimore, MD 21215–2299  
 Phone: (410) 764–4732 or  
       (410) 764–4740  
 Fax: (410) 358–1610  
[www.dhmh.state.md.us/bopc/](http://www.dhmh.state.md.us/bopc/)

### Alcohol and Drug Trainee:

An individual may practice alcohol and drug counseling under the supervision of an approved alcohol and drug supervisor as a Trainee for 5 years while fulfilling the experience, education, or exam requirements. After completion of these requirements, the individual may apply for the CSC-AD, CAC-AD, CPC-AD, or LCADC.

- Complete and return Board application
- Submit fee
- **Option 1:** Associate's degree from an accredited college/university
- **Option 2:** 15 credit hours in alcohol and drug counselor training from an accredited college/university with at least 1 credit in ethics of alcohol and drug counseling and the remaining credits from the following. Each course shall be at least 3 credits with not more than 1 course in each area:
  - Pharmacology of Psychoactive Drugs
  - Individual Counseling Techniques
  - Group Therapy Techniques
  - Abnormal Psychology
  - Addictions Treatment Delivery
  - Topics in Alcohol and Drug Dependency
  - Family Counseling
  - Theories of Counseling/Psychotherapy, covering major theoretical schools and theorists
  - Human Growth and Development
- Submit transcript
- Supervision is Board approved

### Certified Supervised Counselor—Alcohol and Drug (CSC-AD):

- At least 18 years of age
- Associates degree in Health or Human Services counseling field or completed a program of studies judged by the Board to be substantially equivalent in subject matter and extent of training
- 15 credits in alcohol and drug counselors training with at least 1 credit hour in Ethics of Alcohol and Drug Counseling, and the remaining credits from among the topic areas specified below:
  - Pharmacology of Psychoactive Drugs
  - Individual Counseling Techniques
  - Group Therapy Techniques

- Abnormal Psychology
- Addictions Treatment Delivery
- Topics in Alcohol and Drug Dependency
- Family Counseling
- Theories of Counseling/Psychotherapy, covering major theoretical schools and theorists
- Human Growth and Development
- 2 years, 2,000 hours supervised experience in alcohol and drug counseling. 1 year must be after award of degree
- MACCB/ICRC-AODA exam
- Practice under the supervision of a CPC-AD or other supervisor approved by the Board and while an employee of a JCAHO or Maryland State accredited program

### **Certified Associate Counselor—Alcohol and Drug (CAC-AD):**

- At least 18 years of age
- Bachelor's degree in Health or Human Services counseling field from an accredited institution of higher education or completed a program of studies judged by the Board to be substantially equivalent
- 20 credit hours in alcohol and drug counselor training with at least 1 credit hour in Ethics of Alcohol and Drug Counseling, and remaining credits from among the topic areas specified below:
  - Pharmacology of Psychoactive Drugs
  - Individual Counseling Techniques
  - Group Therapy Techniques
  - Abnormal Psychology
  - Addictions Treatment Delivery
  - Topics in Alcohol and Drug Dependency
  - Family Counseling
  - Theories of Counseling/Psychotherapy, covering major theoretical schools and theorists
  - Human Growth and Development
- 3 years, minimum 2,000 hours supervised experience in alcohol and drug counseling, 2 years completed after the bachelor's degree
- MACCB/ICRC-AODA exam
- Practice under the supervision of a CPC-AD or other supervisor approved by the Board OR as an employee of a JCAHO or Maryland State accredited program

### **Certified Professional Counselor—Alcohol and Drug (CPC-AD):**

- At least 18 years of age
- Master's or doctoral (90 credits) degree in Health or Human Services counseling field with a minimum of 60 graduate credits for master's degree and 90 graduate credits for Ph.D. degree
- 25 credits Alcohol and Drug specific course work, with at least 3 credit hours in Ethics in Professional Practice which includes a specific focus on ethics in alcohol and drug counseling, and the remaining credits from among the top areas listed below, each of which shall be at least 3 credits with no more than 1 course in each topic area:
  - Pharmacology of Psychoactive Drugs
  - Individual Counseling Techniques

- Group Therapy Techniques
- Abnormal Psychology
- Addictions Treatment Delivery
- Topics in Alcohol and Drug Dependency
- Family Counseling
- Theories of Counseling/Psychotherapy, covering major theoretical schools and theorists
- Human Growth and Development
- 3 years, minimum 2,000 hours documented supervised experience in Alcohol and Drug counseling
- EMAC (NBCC) exam and the Maryland Professional Counselors and Therapists Act exam

**Licensed Clinical Alcohol and Drug Counselor (LCADC):**

- Master’s degree in health and human services counseling field with 60 graduate semester credit hours or 90 graduate quarter credits from an accredited college approved by the Board
- 25 credit hours in alcohol and drug counselor training from an accredited college
- 3 credit hours in ethics in professional practice including a specific focus on ethics in alcohol and drug counseling:
  - Pharmacology of Psychoactive Drugs
  - Individual Counseling Techniques
  - Group Therapy Techniques
  - Abnormal Psychology
  - Addictions Treatment Delivery
  - Topics in Alcohol and Drug Dependency
  - Family Counseling
  - Theories of Counseling/Psychotherapy, covering major theoretical schools and theorists
  - Human Growth and Development
  - Diagnosis and Psychopathology
  - Psychotherapy and Treatment of Mental and Emotional Disorders
  - Psychotherapy in Alcohol and Drug Disorders

Contact the Board regarding the Licensed Graduate Alcohol and Drug Counselor (LGADC)

Last updated August 6, 2003

# MASSACHUSETTS

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## Contact Information

**Write:** Massachusetts Department of Public Health  
Bureau of Substance Abuse Services  
250 Washington Street  
Boston, MA

**Phone:** (617) 624-5105

**Visit this Internet Address:** [www.state.ma.us/dph/bsas/licensing/license.htm](http://www.state.ma.us/dph/bsas/licensing/license.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review by the Standards Review Team.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Residential Treatment
- DUI Programs
- Opioid Treatment Programs
- Outpatient Treatment
- Day Treatment
- Intensive Outpatient
- Detoxification
- Emergency/Referral Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## The Massachusetts Committee for Voluntary Certification of Alcoholism Counselors, Inc.

MCVCAC/MBSACC  
 560 Lincoln Street, PO Box 7070  
 Worcester, MA 0160  
 Phone: (508) 842-8707  
 mbsacc@aol.com

To qualify for registration, the following criteria must be met:

- 180 clock hours of continuing education training related to substance abuse field, including:
  - 70 hours—Counseling techniques training
  - 70 hours—Alcohol/drug specific studies
  - 6 hours—Ethics
  - Remaining hours can fall within the behavioral sciences area
- Must subscribe to the MCVCAC/MBSACC Professional Code of Conduct
- Pass 150 question written exam—The Board recommends that training in the following areas could be helpful in taking the written exam:
  - Alcohol/drug specific—Nicotine dependence trainings
  - Counseling techniques—Cross-cultural counseling
  - Behavioral sciences—AIDS/HIV trainings

### **Certified Alcoholism Counselor (CAC):**

Valid in Massachusetts only and has no reciprocity with other States

- 2 years (4,000 hours) of supervised, full-time counseling experience with the past 8 years as an alcoholism or drug abuse counselor. Minimum of 6 months must be obtained in one facility, under one supervisor
  - Practicum, volunteer, or part-time counseling experience may be eligible toward the experience requirement if it is provided under direct supervision. Practicum must be of such nature that the counselor has his/her own clients and case load and be responsible for maintenance of case records.
- 180 clock hours of continuing education training related to substance abuse field, including:
  - 70 hours—Counseling techniques training
  - 70 hours—Alcohol/drug specific studies
  - 6 hours—Ethics
  - Remaining hours can fall within the behavioral sciences area
- 220 clock hours of supervision in performing the 12 Counselor Core Functions, with no single function being performed for fewer than 10 hours.
- Must subscribe to the MCVCAC/MBSACC Professional Code of Conduct
- Pass 150 question written exam

**Certified Alcoholism/Drug Abuse Counselor (CADAC):**

- 3 years (6,000 hours) of supervised, full-time counseling experience with the past 8 years as an alcoholism or drug abuse counselor. Minimum of 6 months must be obtained in one facility, under one supervisor
  - Practicum, volunteer, or part-time counseling experience may be eligible toward the experience requirement if it is provided under direct supervision. Practicum must be of such nature that the counselor has his/her own clients and case load and be responsible for maintenance of case records.
  - Counselors with a bachelor's degree in counseling (or higher) in the behavioral sciences may waive documenting 2,000 of required 6,000 hours of field experience; counselors with master's or advanced degrees in counseling may waive 4,000 of required 6,000 hours. To satisfy the waiver, the counselor must document the minimum required field experience (as described above), and provide evidence of a bachelor's or advanced degree in counseling. Evidence must be in the form of a transcript and be from an accredited school.
- 270 clock hours of continuing education training related to substance abuse field, including:
  - 110 hours—Counseling techniques training
  - 110 hours—Alcohol/drug specific studies
  - 6 hours—Ethics
  - Remaining hours can fall within the behavioral sciences area
- 300 clock hours of supervision in performing the 12 counselor core functions, with no single function being performed for fewer than 10 hours
- Must subscribe to the MCVCAC/MBSACC Professional Code of Conduct
- Pass 150 question written exam

**Certified Alcoholism/Drug Abuse Counselor II (CADAC II):**

- Master's or advanced degree from an accredited school in a Human Services Behavioral Sciences field with a clinical application.
- 1 year (2,000 hours) providing full range of counseling services under direct clinical supervision to clients with a diagnosis of alcohol and/or other drug abuse or dependency. Experience must be within 10 years immediately prior to application.
  - Unsupervised work experience may not be substituted for the experience requirement. All experience must be documented and supported by an agency job description. This documentation must include a 300-hour practicum in the 12 core functions, with 1-hour supervision for every 10 hours practice.
  - Volunteer or part-time counseling experience may be eligible toward the experience requirement if the counseling is provided under direct supervision.
- 270 clock hours of continuing education training related to the 5 domains for alcohol and other drug abuse, including:
  - 110 hours—Counseling techniques training
  - 110 hours—Alcohol/drug specific studies
  - 6 hours—Ethics
  - Remaining hours can fall within the behavioral sciences area
- IC&RC/AODA's international advanced alcohol and drug counselor exam
- Must subscribe to the MCVCAC/MBSACC Professional Code of Conduct
- Case Presentation Method (CPM)



## Contact Information

**Write:** Bureau of Health Systems  
G. Mennen Williams Building  
PO Box 30664  
Lansing, MI 48909

**Phone:** (517) 241-4259

**Visit this Internet Address:** [http://www.michigan.gov/mdch/0,1607,7-132-27417\\_27654\\_27660---,00.html](http://www.michigan.gov/mdch/0,1607,7-132-27417_27654_27660---,00.html)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass a preliminary inspection by a licensing consultant.
- If found to be in compliance with the standards, a temporary permit will be issued.

**Is a Fee Charged?** Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Treatment
- Detoxification Services
- Prevention Services
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The State of Michigan requires that providers be accredited by a national body in addition to obtaining licensure from the State. The following accrediting organizations are accepted: the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), the Council on Accreditation (COA), the National Committee for Quality Assurance (NCQA), and the American Osteopathic Organization (AOA)

## Michigan Certification Board for Addiction Professionals (MCBAP)

Contact: Roland Piper  
 3474 Alaiedon Parkway, 500  
 Okemos, MI 48864  
 Phone: (517) 347-0891  
 Fax: (517) 347-1288  
 www.mcbap.com  
 rpiper@mcbap.com

### Certified Addiction Counselor I (CAC-I):

- 3,000 hours counseling experience
- 135 contact hours of training specific to AODA issues or the Counselor Core Functions
- 150 hours direct supervision
- Successful completion of the:
  - FSAC or FAODP exam
  - IC&RC counseling exam
  - SPEX exam
- Sign and adhere to current code of ethics

### Recertification:

- 20 hours per year of continuing education in the 12 core functions or every 2 years documenting 40 contact hours of acceptable continuing education
- Recertification fee
- Sign current code of ethics

***Note:** Effective July 1, 1999, individuals initially certified with the CAC-1 will be required to move into the CAC-II certification within a 4-year period. During the initial 2-year certification period, individuals are required to take and pass the IC&RC Counselor written exam. During the second 2-year period, individuals must have completed all requirements including submission of the application for CAC-II certification.*

### Certified Addiction Counselor II (CAC-II):

- 6,000 hours counseling experience
- 270 contact hours of training specific to AODA issues or the Counselor Core Functions
- 300 hours direct supervision
- Successful completion of the:
  - IC&RC exam
  - SPEX exam
  - Case Presentation Method (CPM), oral evaluation
- Sign and adhere to current code of ethics

### Certified Prevention Specialist (CPS):

- 2,000 hours experience working with ATOD clients with regards to the Prevention Domains
- 120 hours of training specific to Prevention Domains

- 120 hours direct supervision
- Successful completion of the IC&RC Prevention Specialist written exam
- Sign and adhere to current code of ethics

#### **Certified Prevention Consultant (CPC):**

- 8,000 hours experience working with ATOD clients with regards to the Prevention Domains
- 240 hours of training specific to Prevention Domains
- 240 hours direct supervision
- Successful completion of the IC&RC Prevention Specialist written exam
- Sign and adhere to current code of ethics

#### **Certified Clinical Supervisor (CCS):**

- Certification as an AODA/AAODA professional at the IC&RC reciprocal level or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher
- 5 years (10,000 hours) counseling experience as an AODA counselor. Verification of 2 years (4,000 hours) clinical supervisor experience in AODA field. These 2 years may be included in the 5 years experience and must include the provision of 200 contact hours of face-to-face clinical supervision.
- 30 hours training specific to CCS domains
- Passing score:
  - IC&RC exam
  - Clinical Supervisor exam
- Must be a CAC II
- Sign and adhere to current code of ethics

#### **Assessment and Referral Management Specialist—Level 1 (ARMS-I):**

- 2,000 hours experience in ARMS performance domains
- 75 hours training in ARMS domains
- 100 hours direct supervision
- Sign and adhere to current code of ethics

#### **Assessment and Referral Management Specialist—Level 2 (ARMS-II):**

- 4,000 hours experience in ARMS performance domains
- 150 hours training in ARMS domains
- 200 hours direct supervision
- Passing score of ARMS exam
- Sign and adhere to current code of ethics

Last updated August 11, 2003

## **Upper Midwest Indian Health Services—MI**

Follow this link for certification information: [www.umicad.com](http://www.umicad.com) or [info@umicad.com](mailto:info@umicad.com)

Last updated January 27, 2004

**PROFESSIONALS  
(IC&RC)**



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## Contact Information

**Write:** Department of Human Services  
Chemical Health Division  
444 Pine Street  
St. Paul, MN 55155

**Phone:** (651) 296-0156

**Visit this Internet Address:**

<http://www.dhs.state.mn.us/Contcare/chemicalhealth/default.htm>

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation, e.g., local fire and life safety inspection reports.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

Programs providing outpatient services must pay a standard fee and residential programs are assessed a variable fee based on the number of beds.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Detoxification
- Outpatient/Day Treatment
- Residential Treatment

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The State of Minnesota will be changing the licensure laws for chemical dependency on or about January 2005. Please contact the Department of Human Services, Chemical Health Division for the most current information.

## Minnesota Certification Board, Inc. (MCB)

PO Box 787  
 Forest Lake, MN 55025  
 Phone: (763) 434-9787  
 Fax: (763) 413-1746  
[www.icrcaoda.org/mcb.htm](http://www.icrcaoda.org/mcb.htm)  
[mncertificationbd@earthlink.net](mailto:mncertificationbd@earthlink.net)

The MCB administers the written and oral IC&RC test as part of the certification process. The results of the exams can be used as part of your application to apply for a license as a chemical dependency counselor with the Minnesota Department of Health.

### Board Certified Counselor (BCC):

- 1 year (2,000 hours) experience as an AODA counselor
- 360 hours education; 270 clock hours formal classroom education addressing the 12 core functions and global criteria
- 300 hours practicum
- 6 clock hours education in ethics
- IC&RC written exam
- IC&RC oral interview

### Recertification:

Every 2 years by submitting 40 hours continuing education and training, completed demographic information and assurance forms, and annual fee

### Board Certified Alcohol and Drug Counselor—Reciprocal (BCCR):

- Completed all of BCC requirements
- 6,000 hours (3 years) professional experience

### Certified Prevention Professional—Reciprocal (CPPR):

- 100 education hours
  - 50 hours—Addiction specific
  - 6 hours—Ethics
- Signed prevention-specific code of ethics
- 2,000 supervised experience hours in prevention related to AODA
- 120 supervised hours practicum; 10 hours minimum in each domain
- IC&RC written prevention exam

### Certified Clinical Supervisor (CCS):

Available to those individuals who desire recognition of having met MCB and IC&RC standards for providing clinical supervision to AODA counselors.

- 30 contact hours in the domain
- Current reciprocal AODA/BCCR credential
- Signed clinical supervisor specific code of ethics

### PROFESSIONALS (IC&RC)

Licensing required—  
 see MN Department  
 of Health

- 4,000 hours experience as a supervisor; 10,000 counseling hours
- IC&RC CCS written exam

**Recertification:**

6 hours every 2 years, may be part of required AODA recertification hours

Last updated August 13, 2003

## Minnesota Department of Health (MDH)

Minnesota Department of Health, Health Occupations Program

121 E. 7th Place, PO Box 64975

St. Paul, MN 55164-0975

Phone: (651) 282-6300 or

(888) 345-4531 (toll free)

Fax: (651) 282-5628

Alcohol and Drug Counselors in Minnesota must be licensed to practice. You may not practice as an Alcohol and Drug Counselor unless you are licensed by the Department of Health or are exempt from the licensure requirements under Minnesota Statutes, Section 148C.11.

**Licensed Alcohol and Drug Counselor (LADC):**

- Associate's degree from an accredited school or education program
- 270 clock hours or 18 semester credits of alcohol and drug counselor classroom education
- 880 clock hours supervised alcohol and drug counseling practicum
- Written case presentation
- Oral exam

**Renewal:**

40 clock hours continuing education every 2 years

Last updated August 15, 2003

## Upper Midwest Indian Health Services—MN

Upper Midwest Indian Council on Addictive Disorders, Inc. (UMICAD)

2015 27th Street SE, Suite 122

St. Cloud, MN 56304

Phone: (320) 654-8954

Fax: (320) 654-8962

www.umicad.com

info@umicad.com

The Upper Midwest Indian Council on Addictive Disorders, Inc., serves the Indian Health Services Bemidji area (Michigan, Minnesota, Wisconsin, and Northern Illinois).

### PROFESSIONALS (IC&RC)

Licensing required—  
see MN Department  
of Health

**Certified Alcohol and Drug Counselor I (CADC I):**

- 300 hours supervised experience practicing the 6 Performance Domains
- 150 hours specialized training and education
- Pass written test

**Certified Alcohol and Drug Counselor II (CADC II):**

- 6,000 hours (3 years) experience within 5 years prior to application performing the 8 practice dimensions
- 270 hours specialized training and education
- Pass written test
- Oral interview base on an actual/typical case study

**Certified Alcohol and Drug Counselor III (CADC III):**

- Completed all the CADC II requirements
- 4,000 additional hours professional experience

**Certified Prevention Specialist I (CPS I):**

- 25 hours training and education covering the 6 domains

**Certified Prevention Specialist II (CPS II):**

- 1,000 hours experience working within the prevention field either as a volunteer or in a paid capacity
- 50 hours training covering the 6 domains

Last updated January 7, 2004

**PROFESSIONALS  
(IC&RC)**

Licensing required—  
see MN Department  
of Health

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## Contact Information

**Write:** MS Department of Mental Health  
Division of Alcohol and Drug Abuse  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201

**Phone:** (601) 359-1288

**Visit this Internet Address:** [www.dmh.state.ms.us](http://www.dmh.state.ms.us)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, a Certificate of Operation will be issued, specifying the service(s) for which the provider is certified.

**Is a Fee Charged?**      Yes  No  In some circumstances

A fee will be assessed for those programs that are not funded by the Mississippi Department of Mental Health, Division of Alcohol and Drug Abuse. The cost is based on the amount of resources needed to certify the program

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- |  |                                     |
|--|-------------------------------------|
| ■ Detoxification   | ■ Primary Residential Treatment     |
| ■ Transitional Residential Treatment                                     | ■ Chemical Dependency Unit Services |
| ■ Outreach/Aftercare Services  | ■ Outpatient Treatment              |
| ■ DUI Diagnostic Assessment Services for Second and Subsequent Offenders | ■ Prevention Services               |

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Accreditation is accepted through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF) in lieu of State treatment standards for private programs.

## Mississippi Association of Addiction Professionals (MAAP)

PO Box 13069  
 Jackson, MS 39236  
 Phone: (601) 933-4994  
 Fax: (601) 932-8882  
 www.msaap.net  
 msaap@bellsouth.net

***Note:** MAAP's combined credential CADC, has three levels: CADC, CADCI, CADCI. These levels are determined by the individual's education. If you earn MAAP's combined credential (CADC), you will have met the standards for the National Certified Addiction Counselor (NCAC).*

### Certified Alcoholism and Drug Abuse Counselor (CADC):

- 270 hours education; including 6 hours ethics and 6 hours HIV/AIDS training. Documentation is required for all education hours.
- 270 hours supervised practical training; including a minimum of 10 hours in each 12 core function. Applicant must be able to document training in all 12 core functions. Supervision must be conducted by one of the following credentials: CADC, MD, PhD, LPC, LCSW, LMFT, or upon approval from the MAAP Certification Board.
- 3 years work experience
- Must be full-time supervised work experience, or part-time equivalents, either paid or voluntary, in an alcohol and/or drug program, working directly with alcohol and/or drug clients. Duties primarily related to core functions, but may include both direct and indirect counselor core functions. Work experience does not have to be continuous.
- Written exam
- Oral exam

### Certified Alcoholism and Drug Abuse Counselor I (CADCI):

- Bachelor's degree in a behavioral health related field
- 270 hours education; including 6 hours ethics and 6 hours HIV/AIDS training. Documentation is required for all education hours.
- 270 hours supervised practical training; including a minimum of 10 hours in each 12-core function. Applicant must be able to document training in all 12 core functions. Supervision must be conducted by one of the following credentials: CADC, MD, PhD, LPC, LCSW, LMFT, or upon approval from the MAAP Certification Board.
- 3 years work experience
- Must be full-time supervised work experience, or part-time equivalents, either paid or voluntary, in an alcohol and/or drug program, working directly with alcohol and/or drug clients. Duties primarily related to core functions, but may include both direct and indirect counselor core functions. Work experience does not have to be continuous.
- Written exam
- Oral exam

**Certified Alcoholism and Drug Abuse Counselor II (CADCI):**

- Master's degree or higher in a behavioral health related field
- 270 hours education; including 6 hours ethics and 6 hours HIV/AIDS training. Documentation is required for all education hours.
- 270 hours supervised practical training; including a minimum of 10 hours in each 12 core function. Applicant must be able to document training in all 12 core functions. Supervision must be conducted by one of the following credentials: CADCI, MD, PhD, LPC, LCSW, LMFT, or upon approval from the MAAP Certification Board.
- 3 years work experience
- Must be full-time supervised work experience, or part-time equivalents, either paid or voluntary, in an alcohol and/or drug program, working directly with alcohol and/or drug clients. Duties primarily related to core functions, but may include both direct and indirect counselor core functions. Work experience does not have to be continuous.
- Written exam
- Oral exam

Last updated October 6, 2003

## Contact Information

**Write:** Department of Mental Health  
Division of Alcohol and Drug Abuse  
1706 E. Elm, PO Box 687  
Jefferson City, MO 65102

**Phone:** (573) 751-4942

**Visit this Internet Address:** [www.dmh.mo.gov/ada/help/certstds.htm](http://www.dmh.mo.gov/ada/help/certstds.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, provisional certification will be granted for 6 months. Following the 6-month provisional period, an additional formal on-site inspection will be conducted. If found to be in full compliance, certification will be granted for 3 years.

**Is a Fee Charged?**      Yes  No  In some circumstances

Certification fees are only required for the Substance Abuse Traffic Offender Program (SATOP). The fee varies based on the number of individuals to be served in the program.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Detoxification
- Residential Treatment
- Opioid Treatment Programs
- Services in Correctional Facilities
- DUI Programs
- Prevention Services

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**Yes  No  For programs using methadone in the treatment of clientsYes  No  For other types of treatment program

The Missouri Division of Alcohol and Drug Abuse conducts an expedited site survey when a Division funded organization has attained full accreditation under standards for behavioral healthcare from the Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or the Council on Accreditation of Services to Families and Children (COA) for programs other than opioid treatment programs. Opioid treatment programs must be certified by the State regardless of a national accreditation status. Reciprocal certification is granted to accredited organizations not funded by the Division.

## Missouri Substance Abuse Counselors' Certification Board, Inc. (MSACCB)

PO Box 1250  
 Jefferson City, MO 65102-1250  
 Phone: (573) 751-9211  
 Fax: (573) 522-2073  
[www.dmh.missouri.gov/msaccb](http://www.dmh.missouri.gov/msaccb)  
[MSACCB@mail.dmh.state.mo.us](mailto:MSACCB@mail.dmh.state.mo.us)

### Recognized Associate Substance Abuse Counselor I (RASAC I):

- State of Missouri Caregiver Background Screening
- High school diploma or GED
- Counselor Development Plan
- 160 hours employment within last 10 years
- Three letters of recommendation

### Recognized Associate Substance Abuse Counselor II (RASAC II):

- State of Missouri Caregiver Background Screening
- High school diploma or GED
- 2,000 hours employment within last 10 years
- Counselor Development Plan
- 90 contact hours of education related to the five performance domains, and also includes:
  - 9 hours substance abuse ethics
  - 30 hours substance abuse related hours
  - 30 hours obtained in past 12 months; 20 of this must be outside place of employment
- 400 hours supervised practicum in the 12 core functions including 75 hours supervision\*
- Three letters of recommendation

### Certified Substance Abuse Counselor I (CSAC I):

- State of Missouri Caregiver Background Screening
- High school diploma or GED
- 4,000 hours employment within last 10 years
- 180 contact hours of education related to the five performance domains, and also includes:
  - 9 hours substance abuse ethics
  - 45 hours substance abuse training
  - 45 hours counseling skills
  - 60 hours obtained in past 2 years; 40 of this must be outside place of employment
- 1,000 hours of supervised practicum in the 12 core functions including 125 hours supervision\*
- Three letters of recommendation
- Written case study

- Written exam
- Case Presentation Method (CPM)

**Certified Substance Abuse Counselor II (CSAC II):**

- State of Missouri Caregiver Background Screening
- High school diploma or GED
- 6,000 hours employment within last 10 years
- 270 contact hours of education related to the five performance domains, and also includes:
  - 9 hours substance abuse ethics
  - 45 hours substance abuse training
  - 45 hours counseling skills
  - 60 hours obtained in past 2 years; 40 of this must be outside place of employment
- 1,800 hours of supervised practicum in the 12 core functions including 150 hours supervision\*
- Three letters of recommendation
- If not previously completed at the level required of CSAC I:
  - Written case study
  - Written exam
  - Case Presentation Method (CPM)

**Certified Advanced Substance Abuse Counselor (CASAC):**

- State of Missouri Caregiver Background Screening
- Master's degree in a Human Services Behavioral Science field with a clinical application (e.g. practicum)
- 4,000 hours employment within last 10 years
- 180 contact hours of education related to the five performance domains, and also includes:
  - 9 hours substance abuse ethics
  - 45 hours substance abuse training
  - 45 hours counseling skills
  - 60 hours obtained in past 2 years; 40 of this must be outside place of employment
- 300 hours of supervised practicum in the 12 core functions including 30 hours supervision\*
- Three letters of recommendation
- Written exam for CASAC's
- If not previously completed at the level required of CSAC I or II:
  - Written case study
  - Case Presentation Method (CPM)

**Certified Substance Abuse Prevention Professional (CSAPP):**

- State of Missouri Caregiver Background Screening
- High school diploma or GED
- 2,000 hours employment within last 5 years

- 100 contact hours of education related to the five performance domains, and also includes:
  - 9 hours substance abuse ethics
  - 50 hours ATOD training
  - 45 hours counseling skills
  - 60 hours obtained in past 2 years; 40 of this must be outside place of employment
- 120 hours of supervised practicum in the five Performance Domains; minimum of 20 hours in each domain
- Three letters of recommendation
- IC&RC written exam for prevention professionals

**Renewal:**

Renewal of the RASAC II certificate is on an annual basis and requires current fee along with verification of 20 contact hours of approved continuing education, 10 hours of which may be inservice trainings.

With the exception of the first renewal, which will be annual, renewal of CSAC I and II certificates are every 2 years and requires payment of the current fee along with verification of 60 hours of approved continuing education, 20 of which may be inservice trainings.

\* *CSAC II's are the only qualified supervisor for application purposes.*

Last updated August 15, 2003



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## Contact Information

**Write:** Department of Public Health and Human Services  
2401 Colonial Drive  
Helena, MT 59620

**Phone:** (406) 444-2676

**Visit this Internet Address:** [www.dphhs.state.mt.us](http://www.dphhs.state.mt.us)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a certificate of approval will be issued for one year.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Detoxification
- Residential Treatment
- Outpatient Treatment
- Intensive Outpatient
- Day Treatment
- DUI Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The Montana Department of Public Health and Human Services accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF) in lieu of State approval for programs other than opioid treatment programs.

## Licensed Addiction Counselors Program

Montana Department of Labor and Industry  
 Business Standards Division  
 301 South Park Avenue, PO Box 200513  
 Helena, MT 59620-0513  
 Phone: (406) 841-2391  
 Fax: (406) 841-2305 or  
 (406) 455-1980  
[www.discoveringmontana.com/dli/lac](http://www.discoveringmontana.com/dli/lac)  
[creichenbach@state.mt.us](mailto:creichenbach@state.mt.us)

### Licensed Addiction Counselor (LAC):

- Must meet one of the following education requirements:
  - BA/BS degree in alcohol and drug studies, psychology, social work, counseling or a related field from an accredited college or university; or
  - AA/AAS degree in alcohol and drug studies, chemical dependency, or substance abuse from an accredited institution; or
  - Completion of a 1-year-formalized training program in chemical dependency counseling approved by the Department or recognized under the laws of another State; and
  - 270 contact hours of specific chemical dependency and counseling courses. These are contact hours that may be obtained through academic course work, approved workshop training or approved home study courses.
- Complete 1,000 hours of supervised counseling experience in an approved chemical treatment program
- Written and oral case interview

### Licensure by Endorsement is Available Through Two Methods:

- Applicants, who have a current certificate/license in good standing in another State, may apply for an endorsement license. The applicant's licensing State must have chemical dependency counselor licensure standards that are equal to or greater than Montana's standards. This includes meeting the education requirements, 2,000 hours of supervision, and successful completion of a written and oral exam.
- Individuals may apply for endorsement with exam if they have a national certification such as Northwest, ICRC or NAADAC. They must have been awarded the national certificate prior to February 1, 1997. These applicants submit an application for licensure and upon acceptance of the application, are scheduled for the Montana written and oral exam. Upon successful completion of the exam process applicants are awarded an endorsement license.

### Renewal Period:

40 hours continuing education requirements, bi-annually

Last updated August 15, 2003

## Contact Information

**Write:** Department of Regulation and Licensure  
PO Box 95007  
Lincoln, NE 68509

**Phone:** (402) 471-2117

**Visit this Internet Address:** [www.hhs.state.ne.us/crl/mhcs/centers/subabu/subabu.htm](http://www.hhs.state.ne.us/crl/mhcs/centers/subabu/subabu.htm)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

A variable fee is assessed based on the number of treatment beds.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Inpatient Treatment Services
- Outpatient Treatment Services
- Detoxification Services
- Prevention Services
- Opioid Treatment Programs
- Residential Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Nebraska accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation for Children and Family Services (CACFS) for programs other than opioid treatment programs. Providers must show proof of accreditation and pay the applicable licensing fee.

## Nebraska Department of Health and Human Services

Office of Mental Health, Substance Abuse and Addiction Services

Contact: Nancy Herdman

PO Box 98925

Lincoln, NE 68509–8925

Phone: (402) 479–5580

[www.hhs.state.ne.us/beh/cadac/adac](http://www.hhs.state.ne.us/beh/cadac/adac)

### Certified Provisional Alcohol/Drug Abuse Counselor (CPADAC):

- High school diploma or GED
- 270 hours of education
  - Counseling Theories and Techniques
  - Group Counseling
  - Human Growth and Development
  - Professional Ethics and Issues
  - Multicultural Counseling
  - Alcohol/Drug Assessment, Case Planning, and Management
  - Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction
  - Clinical Treatment Issues in Chemical Dependency
- 300 hours supervised practical training (300 performance hours) in the 12 core functions
- Signed code of ethics

### Certified Alcohol/Drug Abuse Counselor (CADAC):

- High school diploma or GED
- 270 hours of education
  - Counseling Theories and Techniques
  - Group Counseling
  - Human Growth and Development
  - Professional Ethics and Issues
  - Alcohol/Drug Assessment, Case Planning, and Management
  - Multicultural Counseling
  - Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction
  - Clinical Treatment Issues in Chemical Dependency
- 300 hours supervised practical training (300 performance hours) in the 12 counselor core functions
- 6,000 hours paid, supervised alcohol/drug abuse treatment counseling experience
  - Bachelor's degree in counseling, addictions, social work, sociology, or psychology may be substituted for 2,000 of the 6,000 work experience hours
  - Master's degree or higher in counseling, addictions, social work, sociology, or psychology may be substituted for 4,000 of the 6,000 work experience hours
  - A supervised alcohol/drug counseling internship from a post-secondary education program may be substituted for up to 1,000 of the 6,000 hours

- Three reference letters; one satisfactory clinical supervisor reference and two satisfactory professional peer references
- Signed code of ethics
- Written exam
- Case Presentation Method (CPM) oral exam

Last updated August 15, 2003

## **Northern Plains Indian Health Services—NE**

Follow this link for certification information: [www.nattc.org/getscertified/certification.asp](http://www.nattc.org/getscertified/certification.asp)

Last updated January 27, 2004



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**Contact Information**

**Write:** Department of Human Resources/Health Division  
Bureau of Alcohol and Drug Abuse  
505 E. King Street, Room 500  
Carson City, NV 89701

**Phone:** (775) 684-4087

**Visit this Internet Address:** <http://health2K.state.nv.us/bada/>

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**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, a certification will be granted for all levels of care providing AOD services.

**Is a Fee Charged?**      Yes  No  In some circumstances

**Types of Substance Abuse Treatment Services for Which the State Offers Approval**

- Early Intervention
- Inpatient Treatment
- Outpatient Treatment
- Intensive Outpatient
- Residential Treatment
- Detoxification
- Opioid Treatment Programs

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors

Contact: Sharon Atkinson, Executive Director  
 401 Dayton Valley Road, Suite B  
 Dayton, NV 89401  
 Phone: (775) 246-2260  
 Fax: (775) 246-2262  
 atkinson@govmail.state.nv.us

**Licensure or Certification is mandatory in the State of Nevada; Exceptions: If you are a Licensed Clinical Social Worker; Licensed Marriage and Family Therapist; Licensed Psychologist; Physician or Nurse who is licensed pursuant to that Board's regulations and approval**

**NRS 641C.250** License or certificate is revocable privilege; holder acquires no vested right. A license or certificate issued pursuant to the provisions of this chapter is a privilege that may be revoked in accordance with the disciplinary procedures set forth in this chapter and in regulations adopted by the board pursuant thereto, and no holder of such a license or certificate acquires thereby any vested right.

### General requirements for licensure and certification/registration:

- No abuse of alcohol or controlled substances or problems with gambling for a period of 2 years before submitting application
- If you are on parole or probation the Board will not consider your application for a period of 2 years after the completion
- All individuals certified must observe Ethical Standards and Requirements
- College graduation from an accredited college or university listed in Accredited Institutions of Post Secondary Education
- Complete packets must reach the Board within 30 days of date of hire in the substance abuse or problem gambling field
- Fingerprint cards and a money order payable to the Board of Examiners for \$45 is due when the request for application is submitted and is part of the request for application fees
- Not less than 21 years of age
- Citizen of the United States or is lawfully entitled to remain and work in the United States—proof of citizenship or proof that applicant is able to work in the United States
- Application must include Social Security number, resume, copy of birth certificate, drivers license or passport, and copy of the completion of a high school education
- Must provide Board with statement regarding child support

**Note:** You will be required to provide the Board with any and all information concerning any arrests, convictions, indictments, suspensions, or revocations. If you have any convictions, arrests, etc., you cannot do substance abuse or problem gambling counseling until approved by the Board. An individual on parole or probation will not be considered for certification or licensure until such time as they have finished and have been off parole or probation for a minimum of 2 years.

The Board or staff has the authority to suspend any applicant upon documentation that applicant has falsified any information on their application.

#### **Certified Counselor—Intern (CADC-Intern):**

- High school diploma or GED and verification of graduation from an accredited college or university in an appropriate social science field and/or submittal of educational affidavit indicating enrollment in college or at the beginning of the next semester
- Supervision agreement
- Complete application
- Fee: \$225

#### **Certified Alcohol and Drug Abuse Counselor (CADAC):**

- Bachelor's degree in approved social science field from an accredited college or university
- 2 years full-time employment under clinical supervision in alcohol and substance abuse counseling or see allowances listed below
- Fee: \$385
- Written exam covering:
  - Pharmacology of Psychoactive Substances
  - Counseling Practice
  - Theoretical Base of Counseling
  - Professional Issues—Ethics, Confidentiality, and Federal Department of Transportation Regulations
- Written exam—average score of at least 70 percent to proceed to the oral boards
- Oral exam—must receive 70 percent or better to pass

#### **Native American Alcohol and Drug Abuse Counselor (NACADC):**

Conditional waiver of educational requirement of NRS 641C.390 (1)(c) for applicants for certificates to practice on Indian Reservations; limitations on clients and location of practice.

- For purposes of this chapter and NRS 641C.390 (1)(c) the board will waive the requirement for a bachelor's degree if the applicant is of Native American descent or has contracted with or receives a grant from the Federal Government to provide services as an alcohol and drug abuse counselor to persons who are authorized to receive those services pursuant to 25 U.S.C. §§ 450 et seq. or 25 U.S.C. §§ 1601
- Submit board provided application which includes:
  - Proof applicant is not less than 21 years of age;
  - Proof applicant is of Native American descent;
  - Proof of completion of 270 hours of education.
  - Education is defined as formal, structured instruction in the form of workshops, seminars, and institutes, college/university credit courses and distance learning. Education must be specifically related to the knowledge and skills necessary to perform the tasks within the following performance domains:
    - Assessment
    - Counseling
    - Case management
    - Education and professional responsibilities
    - Ethics

- Training in the 12 core functions: A minimum of 10 hours each is required in each of the 12 core functions:
  1. Screening
  2. Intake
  3. Orientation
  4. Assessment
  5. Treatment planning
  6. Counseling
  7. Case management
  8. Crisis intervention
  9. Client education
  10. Referral
  11. Reports and record keeping
  12. Consultation with other professionals
- 4,000 hours supervised counseling of alcohol and drug abusers
- An associate's degree in an approved social science field maybe substituted for 1,000 hours of practical experience.
- Fee: \$385
- Written exam covering:
  - Pharmacology of Psychoactive Substances
  - Counseling Practice
  - Theoretical Base of Counseling
  - Professional Issues: Ethics, Confidentiality, and Federal Department of Transportation Regulations
- Written exam—average score of at least 70 percent to proceed to the oral boards
- Oral exam—must receive a 70 percent or better to pass

#### **Licensed Alcohol and Drug Abuse Counselor (LADC):**

- Master's degree in an approved social science field
- 2 years full-time employment under clinical supervision in alcohol and drug abuse counseling or see allowances previously listed
- Fee: \$405
- Written exam covering:
  - Pharmacology of Psychoactive Substances
  - Counseling Practice
  - Professional Issues: Ethics, Confidentiality, and Federal Department of Transportation Regulations
- Written exam—average score of at least 70 percent to proceed to the oral boards
- Oral exam—must receive a 70 percent or better to pass

#### **Certified Problem Gambling Counselor:**

- Bachelor's, master's, or doctoral degree in an approved social science field
- 2,000 hours employment under clinical supervision in problem gambling counseling or see allowances previously listed

- 60 hours training specific to problem gambling approved by the Board
- Fee: \$480
- Written exam covering:
  - Basic Knowledge of Problem and Pathological Gambling
  - Gambling Counseling Practice
  - Special Issues in Gambling Treatment
  - Professional Issues
- Written exam—average score of at least 70 percent to proceed to the oral boards
- Presents himself when scheduled for an interview at a meeting of the Board

### **Certified Problem Gambling Counselor Intern:**

- High school diploma or GED and verification of graduation from an accredited college or university in an appropriate social science field and/or submittal of educational affidavit indicating that you are enrolled in college or will enroll at the beginning of the next semester
- Supervision agreement
- 30 hours training specific to problem gambling approved by the Board
- Complete application
- Fee: \$225

### **An Allowance of Credit for College Courses:**

The Board will consider an applicant for a license or certificate as an alcohol and drug abuse counselor to have successfully completed 2,500 hours of supervised counseling of drug and alcohol abusers if the applicant has successfully completed:

- A bachelor's degree in a field of social science approved by the Board that included 18 semester hours, or 27 quarter hours, of study specifically related to the counseling of alcohol and drug abusers from an accredited college or university or has accrued 18 semester or 27 quarter hours in post bachelor's education;
- A graduate degree in a field of social science approved by the Board that included 12 semester hours, or 18 quarter hours, of study specifically related to the counseling of alcohol and drug abusers from an accredited college or university or has accrued 12 semester or 18 quarter hours in postgraduate education.

### **Allowance for Licensure by Other Nevada State Boards for Alcohol and Drug Abuse Counselors:**

- Licensed as a clinical social worker pursuant to chapter 641 B of the NRS
- Licensed as a nurse pursuant of chapter 632 of NRS and has received a master's degree or a doctoral degree
- Licensed as a marriage and family therapist pursuant to chapter 641A of the NRS
- A psychologist pursuant to chapter 641 of the NRS
- And has completed at least 6 months or 1,000 hours supervised counseling of alcohol and drug abusers approved by the Board

## Allowance for Licensure by Other Nevada State Boards for Problem Gambling Counselors:

- Licensed as a clinical social worker pursuant to chapter 641 B of the NRS
- Licensed as a nurse pursuant of chapter 632 of NRS and has received a master's degree or a doctoral degree
- Licensed as a marriage and family therapist pursuant to chapter 641A of the NRS
- A psychologist pursuant to chapter 641 of the NRS
- A licensed alcohol and drug abuse counselor pursuant to this chapter 641C
- Has completed at least 6 months or 1,000 hours supervised counseling of problem gamblers approved by the Board and has completed not less than 60 hours training specific to problem gambling approved by the Board

## Alcohol and Drug Abuse Supervisor's Certification:

- Completion of the Clinical Supervision Course for Alcohol and Drug Abuse Counselors
- 2 years experience doing alcohol and drug abuse counseling
- Submittal of an application approved by the Board. Application available from the Board or on the Board's Web site
- Submittal of the application, proof of completion of the mandatory supervisors course and fees of \$60

**Certificate valid for 2 years**

## Problem Gambling Supervisor's Certification:

- Completion of the Clinical Supervision Course for Alcohol and Drug Abuse Counselors
- 2 years experience doing alcohol and drug abuse counseling
- Submittal of an application approved by the Board. Application available from the Board or on the Board's Web site
- Submittal of the application, proof of completion of the mandatory supervisors course and fees of \$60

**Certificate valid for 2 years**

## Provisional Certificate:

For those individuals that qualify for the written exam, a provisional certificate is available. The fee is \$125. The provisional certificate allows an individual the opportunity to provide alcohol and drug abuse or problem gambling counseling services while awaiting the results of the exams. The provisional certificate is valid for a period of 1 year and is not renewable.

In order to qualify for a provisional certificate, a complete application must be submitted and approved by the Board.

## Recertification requirements:

- Alcohol and Drug Abuse Counselor Certification, Licensure, and Problem Gambling Certification valid for 2 years. Fee for recertification is \$200; with a late fee of \$75
- Proof of completion of 3 hours training in confidentiality and 3 hours training in ethics—must submit proof of attendance to the Board when renewing

- Fingerprints
- Intern certification valid for up to 10 years with submittal and approval of all 6-month reports and renewal fee of \$37.50. Reports are due by July 15 and January 15 of each year. Late fee of \$75 will be charged if reports are not received by those dates.
- Persons certified or licensed as a counselor must accrue 40 hours of approved training in the 2-year period to renew certification
- An intern must submit the following CEU's/CEH's (If attending college as part of internship you will not receive credit for course work as CEU's):
  - 15 CEU's in first 3 months—must include 6 hours training in ethics and confidentiality—must submit proof to the Board of attendance
  - 10 CEU's in the second 6 months
  - 20 CEU's during each year of registration thereafter
- Supervisor's certification is valid for 2 years
  - Must attend 10 hours of continuing education that pertain to counseling supervision, ethics, and Nevada law during the 2-year certification period. These hours maybe included in the hours required for maintaining his license as a counselor pursuant to subsection 1.

## Scope of Practice

### Scope of Practice for Alcohol and Drug Abuse Counselors:

#### Licensed Alcohol and Drug Abuse Counselors may:

- Engage in the practice of counseling alcohol and drug abusers;
- Diagnose or classify a person as an alcoholic or abuser of drugs; and
- Supervise certified interns

#### Certified Alcohol and Drug Abuse Counselors or Interns may:

- Engage in the practice of counseling alcohol and drug abusers;
- Diagnose or classify a person as an alcoholic or abuser of drugs

### Scope of Practice for Native American Alcohol and Drug Abuse Counselors:

- Engage in the practice of counseling alcohol and drug abusers;
- Diagnose or classify a person as an alcoholic or abuser of drugs;
- An alcohol and drug abuse counselor or intern certified pursuant to this section for whom the educational requirement set forth in paragraph (c) of subsection 1 of NRS 641C.390 is waived may provide services as an alcohol and drug abuse counselor only to those persons who are authorized to receive those services pursuant to 25 U.S.C. §§ 450 et seq. or 25 U.S.C. §§ 1601 et seq. The waiver provided by this section applies only to counselors, interns, and clients on Indian Reservations and in the courts of this State when such courts exercise jurisdiction over a person who is authorized to receive those services pursuant to 25 U.S.C. §§ 450 et seq. or 25 U.S.C. §§ 1601 et seq

**Scope of Practice for a Problem Gambling Certification:**

**Certified Gambling Counselors may:**

- Engage in the practice of counseling problem gamblers;
- Assess and evaluate a person as a problem gambler; and
- If approved by the Board, supervise certified problem gambling interns

**Certified Gambling Counselor Interns may:**

- Engage in the practice of counseling problem gamblers;
- Assess and evaluate a person as a problem gambler

Last updated December 19, 2003

# NEW HAMPSHIRE

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## Contact Information

**Write:** Department of Health and Human Services  
Division of Alcohol and Drug Abuse Prevention and Recovery  
105 Pleasant Street  
Concord, NH 03301

**Phone:** (603) 271-6108

**Visit this Internet Address:** [www.dhhs.state.nh.us/dhhs/dadapr](http://www.dhhs.state.nh.us/dhhs/dadapr)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, a certification will be issued for one or two years depending on the level of compliance with the applicable rules.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

All State-funded substance abuse treatment programs, regardless of the treatment type, must meet State certification standards. Opioid treatment programs must meet those State certification standards and additional standards specific to opioid detoxification and treatment. Residential programs must meet certification standards and obtain a license to operate from the Bureau of Health Facilities Licensing.

- Early Intervention
- Outpatient Treatment
- Residential Treatment
- Opioid Treatment Programs
- Inpatient Treatment
- Intensive Outpatient
- Detoxification

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The New Hampshire Division of Alcohol and Drug Abuse Prevention and Recovery accepts accreditation through the Commission on Accreditation of Rehabilitation Facilities (CARF), however all providers must be certified by the State. The State does not automatically deem providers who have obtained accreditation through a national body.

## State of New Hampshire Board of Alcohol and Other Drug Abuse Professional Practice

Division of Alcohol and Drug Abuse Prevention and Recovery, State Office Park South  
 105 Pleasant Street  
 Concord, NH 03301-3952  
 Phone: (603) 271-6107  
 TDD Access: (800) 735-2964 (toll free)  
 Fax: (603) 271-6116

### Licensed Alcohol and Drug Counselor (LADC):

- 6,000 hours substance abuse counseling and other substance abuse related duties (intakes, referrals, record keeping). Hours accumulated after 1/1/98 must be under the supervision of a Licensed Alcohol and Drug Counselor. Work experience must have been obtained within 8 years preceding date of application.
- 270 hours training and education. Minimum of 24 hours of total must have been obtained within past 12 months. 6 hours training in ethics and 6 hours in HIV/AIDS is also required as part of 270 hours. Of the remaining 258 clock hours training and education, 55 must be in categories 1, 2, 14, 16, 17, or 18 of the competency categories.
- 300 hours clinical supervised practical training
- Passing of written IC&RC exam
- Passing of oral IC&RC exam

### Licensed Clinical Supervisor (LCS):

- Licensure as an alcohol and drug counselor
- 10,000 hours as an AODA counselor
- 4,000 hours experience as a clinical supervisor in alcohol and drug abuse specialty
- 200 hours of face-to-face clinical supervision
- 30 hours training in clinical supervision covering assessment, evaluation, counselor development, management, administration, and professional responsibility
- Passing of written IC&RC exam for clinical supervisors

### Renewal:

- Every 24 months after initial licensure upon payment of fee
- LADC: 48 hours of approved continuing education in the 24 months subsequent to the date of licensure and later relicensure
- LCS: 6 hours of training on clinical supervision which may be incorporated into the hours needed for ADC relicensing

Last updated August 26, 2003

## Contact Information

**Write:** Department of Human Services  
Division of Addiction Services  
PO Box 362  
Trenton, NJ 08625

**Phone:** (609) 292-5760

**Visit this Internet Address:** <http://www.state.nj.us/humanservices/das/index.htm>

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site survey visit.
- If found to be in compliance with the standards, a one year license will be issued.

**Is a Fee Charged?** Yes  No  In some circumstances

There is a fixed fee of \$500 for ambulatory care facilities and a variable fee for residential programs based on the number of beds.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

All State-funded substance abuse treatment programs, regardless of the treatment type, must meet State certification standards. Opioid treatment programs must meet those State certification standards and additional standards specific to opioid detoxification and treatment. Residential programs must meet certification standards and obtain a license to operate from the Bureau of Health Facilities Licensing.

- Residential Treatment
- Outpatient Programs
- Detoxification
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## Addiction Professionals Certification Board of New Jersey, Inc. (APCBNJ)

Contact: Richard J. Bowe  
Executive Director  
4 Cornwall Drive, Suite 103  
East Brunswick, NJ 08816  
Phone: (732) 390-5900  
Fax: (732) 257-6070  
www.certbd.com  
info@certbd.com

### Certified Alcohol and Drug Counselor (CADC):

- 270 hours educational training (10-year time limit). Contact the Board office for breakdown of requirements.
- Experiential (to be completed in a 12 core functions treatment program)
  - 1 year (2,000 hours) full-time experiential requirement—master’s/doctorate degree
  - 2 years (4,000 hours) full-time experiential requirement—bachelor’s degree
  - 2.5 years (5,000 hours) full-time experiential requirement—associate’s degree
  - 3 years (6,000 hours) full-time experiential requirement—high school/nondegreed
- 300 hours in the last 3 years of supervised practical training
  - Work experience form completed and signed
  - Job description—on company letterhead, signed by supervisor and program director
  - Supervisor evaluation—including methods of supervision and resume
  - Certified Counselor evaluation including resume
  - Colleague evaluation including resume
  - Applicant statement, including:
    - Applicant cover letter
    - Applicant resume
    - Self help meetings
    - Authorization and release
    - Statement of Understanding
    - Ethical standards
    - Applicant recognition statement
- Written exam
- Oral exam

### Recertification:

Every 2 years

### Certified Prevention Specialist (CPS):

- Bachelor’s degree in a human services related field from an accredited institution (Copy of degree and transcript must be attached to application. Subject to Board approval)

- 180 hours pre-approved prevention coursework in the six domains
- 2 years (4,000 hours) full-time prevention experience in at least one of the six domains
- 120 hours supervised practical training (practicum)—must have been completed within 2 years of the date of application
- IC&RC written prevention exam

**Recertification:**

Every 2 years

**Associate Prevention Specialist (APS):**

- 1 year (2,000 hours) prevention experience in at least one of the six domains
- 50 hours prevention coursework within the last 4 years of submission of application

**Recertification:**

Required every 2 years from date of initial issue date. 50 hours continued prevention education required, along with nonrefundable recertification fee.

**Chemical Dependency Associate (CDA):**

- 1,440 hours work experience in pre-approved facility
- 200 hours pre-approved supervised practicum
- 60 hours educational training
- Three letters of reference (supervisor, certified counselor, colleague)

**Criminal Justice Specialist (CJS):**

**Track One:**

- Must have a CADC
- 2 years full-time employment (4,000 hours) in a clinical counseling position where 50 percent of the caseload is criminal justice specific
- 45 clock hours approved criminal justice specific coursework in 6 domains of criminal justice
- Practicum—100 hours in the six domains

**Recertification:**

30 hours criminal justice or alcohol and drug counseling related coursework every two years

**Track Two:**

- 2 years full time employment with criminal justice population. Job description must be 100 percent criminal justice specific
- 90 clock hours pre-approved education
- Practicum—100 hours in six domains

**Recertification:**

30 hours criminal justice or alcohol and drug counseling related coursework every two years

**Please contact APCBNJ, Inc. regarding requirements for the following:**

Certified Perinatal Addiction Specialist (CPAS)

Certified MICA Specialist (CMS)

MICA Associate

Addiction and Disability Specialist

Certified Clinical Supervisor (CCS)

Last updated August 21, 2003

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## Contact Information

**Write:** Department of Human Services  
Division of Addiction Services  
PO Box 362  
Trenton, NJ 08625

**Phone:** (609) 292-5760

**Visit this Internet Address:** <http://www.state.nj.us/humanservices/das/index.htm>

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site survey visit.
- If found to be in compliance with the standards, a 1-year license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

There is a fixed fee of \$500 for ambulatory care facilities and a variable fee for residential programs based on the number of beds.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Residential Treatment
- Outpatient Programs
- Detoxification
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients
- Yes  No  For other types of treatment program

## Indian Health Services—NM

Albuquerque Area Inter Tribal Council on Substance Abuse—Certification Board  
(AAITCSA)  
PO Box 25684  
Albuquerque, NM 87125  
Phone: (505) 271-6670  
[www.bamart.com/aaitcsa](http://www.bamart.com/aaitcsa)  
[aaitcsa@aol.com](mailto:aaitcsa@aol.com)

### Certified Addictions Counselor (CAC):

- 1-year (2,080 hours) work experience under clinical supervision (by a CADAC or CCS credentialed individual) in an alcohol/drug abuse treatment setting to include a minimum of 12 hours per month of documented supervised practicum in the following 12 core functions/Global Criteria:
  - Lecture presentation/co-facilitation of counseling sessions
  - Recreation facilitation
  - Intakes
  - Treatment planning as member of team
  - Case management
- 226 clock hours documented training:
  - 6 clock hours—ethics specific to AODA
  - 40 clock hours—12 core functions/Global Criteria (including 1 formal didactic training)
  - 136 clock hours—courses specific to AODA including:
    - 12 hours each—Family Dynamics, Co-Dependency, Domestic Violence, AODA, and Basic Drug Education
    - 6 hours—Gambling addictions

### Certified Alcohol and Drug Addictions Counselor (CADAC):

- 3 years (6,000 hours) work experience under clinical supervision in an alcohol/drug abuse treatment setting
- Note: IC&RC Standard allows applicants with degrees from accredited universities in related fields of psychology, social work, or human services to waive work experience:
  - Associate's degree—1,000 hours waived
  - Bachelor's degree—2,000 hours waived
  - Master's degree—3,000 hours waived
- 300 clock hours documented training:
  - 6 clock hours—ethics specific to AODA
  - 30 clock hours in specialty areas:
    - Domestic Violence and Sexual Abuse Issues
    - Adolescent, Elderly, and Gambling Issues
    - Relapse Prevention

- 270 hours education specifically related to the knowledge and skills necessary to perform tasks within each Performance Domain:
  - Assessment
  - Counseling
  - Case Management
  - Client, Family, and Community Education
  - Professional Responsibility
- 300 hours supervised practicum (by a certified clinical supervisor or clinical supervisor at the CADAC level or higher) in all 12 core functions/Global Criteria (10 hours each Core Function)

### **Certified Prevention Specialist (CPS):**

- 1 year (2,000 hours) work experience related to prevention of alcohol, tobacco, and other drug abuse
- 100 hours documented training:
  - 6 hours—ethics specific to prevention
  - 50 hours—specific to ATOD prevention
- 120 hours supervised practicum in performance domains (12 hours each):
  - Planning and Evaluation
  - Education and Skill Development
  - Community Organization
  - Public and Organizational Policy
  - Professional Growth and Responsibility

### **Certified Clinical Supervisor (CCS):**

- 5 years (10,000 hours) work experience in AODA field.
- Note: IC&RC Standard allows applicants with degrees from accredited universities in related fields of psychology, social work or human services to waive work experience:
  - Associate's degree—1,000 hours waived
  - Bachelor's degree—2,000 hours waived
  - Master's degree—3,000 hours waived
- 2 years (4,000 hours) and 200 face-to-face experience hours
- Provision of clinical supervision in AODA field. These 2 years may be included in the 5 years total experience
- 30 hours didactic training in Clinical Supervision
- 6 hours training in following areas:
  - Assessment
  - Counselor Development
  - Management Administration
  - Professional Responsibility

Last updated August 20, 2003

## New Mexico Counseling and Therapy Practice Board

2055 S. Pacheco St., Suite 300  
 Santa Fe, NM 87505  
 Phone: (505) 476-7102  
 Fax: (505) 476-7148  
[www.rld.state.nm.us/bandc/counseling](http://www.rld.state.nm.us/bandc/counseling)  
[Counselingboard@state.nm.us](mailto:Counselingboard@state.nm.us)

### Licensed Alcohol and Drug Abuse Counselor (LADAC):

- At least 21 years of age
  - Good moral character, with conduct consistent with the code of ethics
  - Demonstrate professional competency by satisfactorily passing the ICRC exam
  - Sign code of ethics statement
  - Baccalaureate degree in a related mental health field that includes at a minimum of 276 clock hours in the following areas:
    - 90 hours in alcohol abuse
    - 90 hours of drug abuse
    - 90 hours in counseling
    - 6 hours that pertain specifically to alcohol and drug counseling ethics training (must be acquired 2 years prior to submission of application)
  - 300 clock hours practicum in 12 core functions to include 15 hours in each of the following areas: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping, and consultation with other professionals;
- OR-
- Master's degree in a related mental health field that includes at a minimum 276 clock hours in the following areas:
    - 90 hours in alcohol abuse
    - 90 hours of drug abuse
    - 90 hours in counseling
    - 6 hours that pertain specifically to alcohol and drug counseling ethics training (must be acquired 2 years prior to submission of application),
  - 300 clock hours practicum in 12 core functions to include 15 hours in each of the following areas: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, report and record keeping and consultation with other professionals; and
  - Experience
    - Baccalaureate degree
      - 3,000 hours alcohol and drug abuse counseling within last 15 years under appropriate supervision,

-OR-

- Master's degree
  - 2,000 hours alcohol and drug abuse counseling within last 5 years under appropriate supervision
- Three letters of recommendation
  - Two letters from professionals attesting to good moral character and competency of applicant
  - One letter from an outside agency attesting to the professionalism of applicant. Letters must be in a sealed envelope and submitted with application.

**Licensed Substance Abuse Intern (LSAI):**

- At least 21 years of age
- Good moral character, with conduct consistent with the code of ethics
- Appropriate supervision, including an experience plan
- Associate's degree
- 90 clock hours Board approved education and training in the areas of alcohol, drugs, and counseling
- Three letters of recommendation
  - Two letters from professionals, one from current supervisor and one from a current employer attesting to good moral character and competency of applicant
  - One letter from an outside agency attesting to the professionalism of applicant.

**Licensure by Credentials:**

- Submit completed application
- Meet all education, experience, exam, and supervision requirements substantially equivalent or exceeding those set for by New Mexico statute and rule
- Documentation of applicant's licensure, registration, or certification status and official copy of transcripts

Last updated September 3, 2003



## Contact Information

**Write:** New York Office of Alcoholism and Substance Abuse Services  
1450 Western Avenue  
Albany, NY 12203

**Phone:** (518) 485-2251

**Visit this Internet Address:** <http://www.oasas.state.ny.us/sqa.CertApp/capphome.htm>

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, an initial certification will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Inpatient Treatment
- Detoxification
- Emergency Services
- Residential Treatment
- Prevention Programs
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients
- Yes       No  For other types of treatment program

## New York State Office of Alcoholism and Substance Abuse Services (OASAS)

Bureau of Workforce Development—Credentialing Unit  
 1450 Western Avenue  
 Albany, NY 12203  
 Phone: (518) 485–2048 or  
 (800) 482–9564 (toll free)  
 Fax: (518) 485–2062  
 www.oasas.state.ny.us  
 credentialing@oasas.state.ny.us

### Credentialed Alcoholism and Substance Abuse Counselor (CASAC):

- At least 18 years of age
- High school diploma or GED
- Reside or work in New York 51 percent of the time
- Abide by the Canon of Ethical Principles
- Have three individuals complete an Evaluation of Competency and Ethical Conduct on your behalf to be submitted as part of your application. All evaluators must have **direct knowledge** of your work experience observed for a minimum of 6 months and must meeting the following qualifications:
  - One evaluator must be current clinical supervisor. In the absence of a current clinical supervisor, the evaluator may be your most recent clinical supervisor.
  - One evaluator must be a current New York State CASAC or hold current reciprocal-level credential issued by another member board of the ICRC/AODA
  - In addition to the CASAC evaluator, one evaluator must be a Qualified Health Professional who has had at least 1-year experience in treatment of alcoholism and/or substance abuse and completed a formal training program in the treatment of alcoholism and/or substance abuse.

### Work Experience

- 6,000 hours (3 years) of supervised, full-time equivalent experience in an approved work setting as a provider or supervisor of direct patient services

#### Work experience claimed must :

- Have been obtained within 10 years prior to submission of application
- Include 18 months of consecutive service during the 5 years prior to submission of application
- Include the following professional tasks: evaluation, diagnostic assessment, intervention, referral, and alcoholism and/or substance abuse counseling in both individual and group settings
- Have, at a minimum, weekly on-site and documented clinical supervision by a Qualified Health Professional
- Be integrated with alcoholism and/or substance abuse services delivery system for consultation and referrals

- Include practice in alcoholism and/or substance abuse counseling to establish and maintain recovery and prevent relapse
- Include 300 hours of supervised practical training. Each of the of the 12 core functions must have been performed for a minimum of 10 hours, under the supervision of a Qualified Health Professional.

**Note:** OASAS strongly encourages that the majority of your work experience be devoted to the practice of alcoholism and/or substance abuse counseling.

- 2,000 hours must be paid

The following academic degree substitutions may be claimed toward satisfying the 6,000-hour work experience requirement:

- **Master's degree** (or higher) in an approved Human Services field from an accredited college or institution may be substituted for the remaining 4,000 hours of work experience, provided that the 2,000 hours of paid work experience occurred within 5 years prior to submission of application.
- **Bachelor's degree** in an approved Human Services field from an accredited college or institution may be substituted for 2,000 hours of work experience. Maximum of 2,000 hours of full-time equivalent voluntary or other nonpaid work experience (including a formal internship or formal field placement) which occurred within 5 years prior to submission of application may also be claimed, providing it involved appropriately supervised direct patient services in an approved work setting.

**Note:** If an academic degree substitution is not being claimed toward the work experience requirement, a maximum of 2,000 hours of full-time equivalent voluntary or other nonpaid work experience (including a formal internship or formal field placement) which occurred within 5 years prior to submission of application may also be claimed, providing it involved appropriately supervised direct patient services in an approved work setting.

**Note:** A formal internship or formal field placement may be claimed as work experience OR education and training, but not both. You should calculate the need to claim a formal internship or formal field placement as either work experience or education and training.

**Note:** Work experience claimed may not include any experience gained as part of, or required under, participation as a patient in a formal alcoholism and/or substance abuse treatment/aftercare program and/or plan.

**Note:** To assist you with job placement, please visit the Alcoholism and Substance Abuse Providers of New York State, Inc. (ASAP) Job Bank.

## Education and Training

- 350 clock hours that address the full range of knowledge, skills, and professional techniques related to chemical dependence counseling:
  - 85 clock hours related to knowledge of alcoholism and substance abuse
  - 150 clock hours related to alcoholism and substance abuse counseling
  - 70 clock hours related to Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family, and Community Education
  - 45 clock hours related to professional and ethical responsibilities
- Written exam
- Case Presentation Method (CPM) oral exam

**Credentialed Prevention Specialist (CPS):**

- At least 18 years of age
- Reside or work in New York State at least 51 percent of the time
- High school diploma or GED
- Abide by the Canon of Ethical Principles
- Have three individuals complete an Evaluation of Competency and Ethical Conduct on your behalf to be submitted as part of your application. All evaluators must have **direct knowledge** of your prevention-related work experience for a minimum of 6 months. One evaluator must be applicant's current, or most recent, Qualified Prevention Supervisor.

**Work Experience:**

- Obtained within 10 years prior to submission of application
- 1,000 hours obtained during the 5 years prior to submission of application
- 120 hours supervised practical training. Each of the five Performance Domains must have been performed for a minimum of 10 hours. Of the 120 hours, a minimum of 12 must have been face-to-face with a Qualified Prevention Supervisor.

**Education and Training:**

- 100 clock hours education and training in field of alcohol and substance abuse prevention:
  - 50 clock hours related to knowledge of alcoholism and substance abuse at all age levels and among people of diverse backgrounds and cultures
  - 38 prevention specific clock hours related to the Performance Domains
  - 12 clock hours related to ethical responsibilities
- Written exam

**Credentialed Prevention Professional (CPP):**

- At least 18 years of age
- Reside or work in New York State at least 51 percent of the time
- Bachelor's degree
- Abide by the Canon of Ethical Principles
- Have three individuals complete an Evaluation of Competency and Ethical Conduct on your behalf to be submitted as part of your application. All evaluators must have **direct knowledge** of your prevention-related work experience for a minimum of 6 months. One evaluator must be applicant's current, or most recent, Qualified Prevention Supervisor.

**Work Experience:**

- Obtained within 10 years prior to submission of application
- 1,000 hours obtained during the 5 years prior to submission of application
- 120 hours supervised practical training. Each of the five Performance Domains must have been performed for a minimum of 10 hours. Of the 120 hours, a minimum of 12 must have been face-to-face with a Qualified Prevention Supervisor
- 4,000 hours supervised experience in an approved work setting as a provider or supervisor of prevention services; a minimum of 2,000 hours must be paid. In addi-

tion, the following substitutions may be claimed toward satisfying the 4,000 hour work experience requirement:

- Master's (or higher) degree in an approved Human Services field from an accredited college or institution may be substituted for remaining 2,000-hour work experience requirement
- If an academic degree substitution is not being claimed toward satisfying the 4,000 hour work experience requirement, a maximum of 1,000 hours voluntary or other nonpaid work experience (including formal internship or formal field placement) may be substituted for 1,000 hours paid work experience, providing it involved appropriately supervised prevention services in an approved work setting.

#### **Education and Training:**

- 250 clock hours education and training in field of alcohol and substance abuse prevention:
  - 85 clock hours related to knowledge of alcoholism and substance abuse at all age levels and among people of diverse backgrounds and cultures
  - 60 prevention specific clock hours related to the Performance Domains
  - 45 clock hours related to professional and ethical responsibilities
  - 60 clock hours related to Prevention Principles and the Services Continuum
- Written exam

#### **Renewal Requirements:**

- Credentialed counselors must renew every 2 years
- Complete 40 clock hours related to alcoholism and substance abuse counseling within previous 2 years
- Have current, or most recent, supervisor or program director complete an Evaluation of Competency and Ethical Conduct

#### **Credentialing Based on Reciprocity:**

As a member of the ICRC/AODA, OASAS offers reciprocity to alcoholism and substance abuse counselors who hold a current certificate, credential or license from another ICRC/AODA member board. In addition, CASACs are eligible for reciprocity from other ICRC/AODA member boards.

Last updated August 26, 2003



# NORTH CAROLINA

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## Contact Information

**Write:** Division of Facilities Services  
Mental Health Licensure Section  
701 Barbour Drive  
Raleigh, NC 27603

**Phone:** (919) 855-3795

**Visit this Internet Address:** [www.dhhs.state.nc.us/mhddsas/manuals/index](http://www.dhhs.state.nc.us/mhddsas/manuals/index)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

Outpatient services are assessed a standard fee and the fees for residential programs are based on the number of beds.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Partial Hospitalization/Day Treatment
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- DWI Programs
- Prevention Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Opioid treatment programs must be licensed by the State and accredited by a national accrediting organization. In addition, these programs must be approved by the State Opioid Treatment Authority.

## Indian Health Services—NC

Nashville Area Substance Abuse Certification Board (NASACB)  
 NAO Alcohol/Substance Abuse Program  
 PO Box 1543  
 Cherokee, NC 28719  
 don.tomlin2@mail.ihs.gov

### Certified Alcohol and Drug Counselor (AODA):

- Experience—3 years (6,000 hours) of supervised work experience.

Supervised work experience may be paid or voluntary experience as a counselor who provides direct counseling services to AODA clients. An AODA client is a person with a diagnosis of alcohol and/or other drug abuse or dependency. Supervised work experience must be in the IC&RC/AODA, Inc. 12 core functions. Unsupervised work experience may NOT be substituted for the experience requirement. All experience must be documented. Certification boards may allow an applicant to substitute a degree in a behavioral science area for part of the work experience. An associate's degree may be substituted for 1,000 hours, a bachelor's degree for 2,000 hours, or a master's degree or higher for 4,000 hours.

- Education—270 hours; 6 hours of education must be in professional ethics and responsibilities.

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, inservices, college/university credit courses, and distance education. 1 hour of education is equal to 50 minutes of continuous instruction. Education must be specifically related to the knowledge and skills necessary to perform the tasks within the IC&RC/AODA, Inc. performance domains. The performance domains are assessment, counseling, case management, education and professional responsibility. All education must be documented.

- Supervised Practical Training—300 hours in IC&RC/AODA, Inc. 12 core functions with a minimum of 10 hours in each core function.

Training is defined as a formal, systematic process that focuses on skill development and integration of knowledge. This training must take place in a setting where AODA counseling is being provided. The training may occur as part of the eligible work experience and may be completed under more than one supervisor or agency. All training hours must be documented. The 12 core functions are screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals.

- International Written Examination—The certification board must require all applicants to pass the IC&RC/AODA, Inc.'s international written examination.
- Case Presentation Method—A standardized process by which an applicant's competence in the 12 core functions is measured by peers through an oral examination.
- Code of Ethics—The applicant must sign a code of ethics or a statement of affirmation that applicant has read and will abide by a code of ethics. The certification board must have a written enforcement and appeals mechanism to maintain ethical standards.

### Recertification:

40 hours of continuing education must be earned every 2 years.

**Certified Prevention Specialist (CPS):**

- Definition—IC&RC member boards define prevention as a proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing healthy behavior and lifestyles and by reducing risks contributing to alcohol, tobacco, and other drug misuse and other related issues.
- Experience—1 year (2,000 hours) ATOD prevention related experience
- Training—100 contact hours prevention specific training. 50 hours of this training must be specific ATOD training. Must have verification of 120-hour practicum in the 6 performance domains (minimum of 10 in each):
  - Planning and Evaluation
  - Education and Skill Development
  - Community Organization
  - Public and Organizational Policy
  - Professional Growth and Responsibility
- Examination—IC&RC written prevention examination
- Code of Ethics—Adherence to professional code of ethics through a signed statement

**Recertification:**

Includes the review of continuing education hours for the purpose of maintaining certification. Recertification standards must be published and 40 hours of continuing education must be earned in 2 years.

**Certified Clinical Supervisor (CCS):**

- Definition—The IC&RC defines Clinical Supervision as a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling. The format for supervision is commonly one-to-one and/or small groups on a regular basis. Methods for review often include case review and discussion, utilizing direct observation of a counselor's clinical work. A primary purpose of clinical supervision is to ensure skill development evidence in quality patient/client care.
- Prerequisite—Certification as an AODA counselor at the reciprocal level.
- Experience—5 years (10,000 hours) of counseling experience as an AODA counselor.
- Supervisory Experience—Verification of 2 years (4,000 hours) of clinical supervisory experience in the AODA field. These 2 years may be included in the 5 years of counseling experience and must include the provision of 200 contact hours of face-to-face clinical supervision.
- Training—Verification of 30 hours of didactic training in clinical supervision. This must include training in each of the following areas:
  - Assessment/Evaluation
  - Counselor Development
  - Management/Administration
  - Professional Responsibilities
- Examination—Passing of the IC&RC written examination testing Clinical Supervisors.
- Code of Ethics—Signed code of ethics specific to Clinical Supervisors.

**Recertification:**

Includes the review of continuing education hours for the purposes of maintaining certification. Recertification standards must be published and 6 hours of continuing education must be earned every 2 years. The 6 hours used toward recertification of the Clinical Supervisor certificate may be a part of the 40 hours used for the ADC recertification.

Last updated August 19, 2003

## North Carolina Substance Abuse Professional Certification Board (NCSAPCB)

PO Box 10126  
 Raleigh, NC 27605  
 Phone: (919) 832-0975  
 Fax: (919) 833-5743  
 www.ncsapcb.org  
 j.scarborough@mindspring.com

The NCSAPCB has membership with the IC&RC. In efforts to conform to their standards, the NCSAPCB has adopted the current certification requirements, which were implemented on 1/1/90. The process begins with the individual requesting in writing an application/registration package, including \$25.00 to the address above.

At its June 23, 1989, meeting, the Board voted to adopt a Certification process of 3 stages leading toward full certification a substance abuse counselor:

### 1. Registration:

- Completed registration form
- High school diploma or GED
- Signed supervision contract
- Signed ethical standards form
- Registration fee

### 2. Substance Abuse Counselor Intern:

Early registration with the Board is not a requirement for entry-level certification. However, should an applicant choose to by-pass early registration and seek the status of a Counselor Intern, he/she must submit all materials and fees necessary for registration plus documentation of 300 hours Supervised Practical Training. Once these materials are reviewed and found to be in order, the applicant will be given a written exam (upon payment of \$125 written exam fee). If a passing score is achieved, applicant will be certified as a Counselor Intern. To be recognized as a Substance Abuse Counselor Intern, a counselor must submit and successfully complete the following:

- Completed registration form found in registration/application package
- Documentation of high school graduation, completion of GED, baccalaureate or advanced degree (use transcript as documentation where appropriate)
- Signed form attesting to applicant's commitment to adhere to the Ethical Principles of Conduct of the Board

- Signed supervision contract documenting the continuing supervision process by a CCAS or CCS
- Documentation verifying successful completion of 300 hours Supervised Practical Training
- Successful completion of written exam plus all necessary fees

Once an individual has been recognized as a Substance Abuse Counselor Intern, he/she may function as a counselor under the supervision of a Board approved supervisor at a ratio of 1 hour of supervision for every 40 hours of practice.

### **3. Certified Substance Abuse Counselor (CSAC):**

- 3 years (6,000 hours) full-time, paid, or volunteer, supervised experience
- 270 clock hours Board approved academic/didactic education
- Oral exam/case presentation
- Completed evaluation forms by three references: supervisor, co-worker, and colleague

#### **Recertification:**

Every 2 years and 60 hours Board approved training. Minimum of 30 hours in substance abuse specific training and no more than 25 percent (15 hours) can be inservice training. 6 hours of HIV training and 3 hours of professional ethics are required for every recertification.

### **Certified Substance Abuse Residential Facility Director (CSARFD):**

The Certified Substance Abuse Residential Facility Director certification is one that is obtained in addition to the Certified Substance Abuse Counselor. A person must already be a certified counselor in order to obtain the residential facility director certification.

- 50 hours NCSAPCB approved academic/didactic management specific training
- Positive recommendation of applicant's current supervisor
- Positive recommendation of a colleague or co-worker
- Registration/application fee
- Application packet

#### **Recertification:**

Every 2 years and 40 hours continuing education

### **Clinical Supervision**

From 1/1/01 until 1/1/03, all applicants for CSAC had to be supervised by a CCS or a CCAS. Applicants for CCAS (except those through Deemed Status organizations) had to be supervised by persons holding both the CCAS and the CCS. Since 1/1/03 all applicants for both the CSAC and the CCAS (except through a Deemed Status organization) must be supervised by a CCS or a Clinical Supervisor Intern.

A Clinical Supervisor Intern (after 1/1/03) is a CSAC or CCAS who has submitted:

- Application
- Resume
- Transcript of completed master's degree in human services field with a clinical application from a regionally accredited college or university

- Signed verification statements
- Documentation of at least 50 percent of clinical supervision specific training as defined by the Board
- Payment of fees

Upon completion of this process, an applicant for CCS will be designated a Clinical Supervisor Intern by the Board. Applicant then has 3 years to complete the application process:

- Documentation of practice as a clinical supervisor as defined above
- Letter of reference from current supervisor
- Three letters of reference from colleagues/co-workers, one of which must be from a person who was supervised by applicant
- Documentation of remainder of clinical supervision specific education/training hours
- Successful completion of IC&RC/AODA, Inc., written exam
- Payment of fees

#### **Certified Clinical Supervisor (CCS):**

- Certified Substance Abuse Counselor or Certified Clinical Addictions Specialist
- 8,000 hours (4 years) and master's degree in a human services field with a clinical application from a regionally accredited college or university (10,000 hours in order to be reciprocal through the IC&RC/AODA, Inc.)
- 30 hours of substance abuse clinical supervision specific education/training for initial certification and 15 hours for recertification (which will occur every 2 years). These hours should be reflective of the 12 core functions in their clinical application and practice and may also be used as recertification hours for counselor certification.
- 4,000 hours (2 years) experience as a substance abuse clinical supervisor
- Reference letter from current supervisor
- Three reference letters—one from a professional who can attest to supervisory competence and two from either counselors who have been supervised by candidate or professionals who can attest to applicant's competence
- Written exam
- Payment of all fees

#### **Recertification:**

Every 2 years and 15 hours substance abuse clinical supervision specific education/training

#### **Certified Substance Abuse Prevention Consultant (CSAPC):**

- 5 years full-time experience in the field or 2 years if applicant has a bachelor's degree or higher in a human services field
- 270 hours Board approved academic/didactic training divided in the following:
  - 170 hours—primary prevention and life skills training
  - 100 hours—substance abuse specific material
  - 12 hours—HIV training
  - 6 hours—professional ethics

- 300 board approved practicum hours documented by a qualified alcohol, drug, or substance abuse professional
- Evaluations from a supervisor on this practicum as well as two evaluations from colleagues/co-workers
- Written exam
- Signed verification statements confirming applicant will abide by high ethical standards as defined by the Board and has been free of addictive use of alcohol and other drugs for a minimum of 2 years
- Payment of all fees

**Recertification:**

Every 2 years and 60 hours continuing education.

**Certified Clinical Addictions Specialist (CCAS):**

There are several different ways persons may apply to be certified as a clinical addictions specialist. Listed below are the criteria for applying to become a Certified Clinical Addictions Specialist.

In order to become certified with this credential, the applicant must meet ONE (1) of the following criteria:

**Criterion A:**

- A-1. A minimum of a master's degree with a clinical application in a human services field;
- A-2. Two years post-graduate supervised substance abuse counseling experience;
- A-3. Three letters of reference from certified clinical addictions specialists or certified substance abuse professionals;
- A-4. Achievement of a combined score set by the Board on master's level written and oral examinations administered by the Board;
- A-5. 180 hours of substance abuse specific;
- A-6. Signed verification statements attesting to the intention to adhere fully to the ethical standards of the Board;
- A-7. That the applicant is not and has not engaged in any practice or conduct that would be grounds for disciplinary action under this statute;
- A-8. Payment of fees.

**Criterion B:**

- B-1. Minimum of a master's degree with clinical application in a human services field;
- B-2. Current certification as a substance abuse, alcoholism, or drug abuse counselor;
- B-3. One year of post-graduate supervised substance abuse counseling experience;
- B-4. Achievement of a passing score on a master's level written examination administered by the Board;
- B-5. Three letters of reference from Certified Clinical Addiction Specialists or Certified Substance Abuse Professionals;
- B-6. Signed verification statements attesting to the intention to adhere fully to the ethical standards of the Board;

- B-7. That the applicant is not and has not engaged in any practice or conduct that would be grounds for disciplinary action under this statute;
- B-8. Payment of fees.

**Criterion C:**

- C-1. Minimum of a master's degree in a human services field with a substance abuse specialty that includes 180 hours of substance abuse specific training/education;
- C-2. One year of post-graduate supervised substance abuse counseling experience;
- C-3. Achievement of a passing score on an oral examination administered by the Board;
- C-4. Three letters of reference from Certified Clinical Addiction Specialists or Certified Substance Abuse Professionals;
- C-5. Signed verification statements attesting to the intention to adhere fully to the ethical standards of the Board;
- C-6. That the applicant is not and has not engaged in any practice or conduct that would be grounds for disciplinary action under this statute;
- C-7. Payment of fees.

**Criterion D:**

- D-1. The applicant must be a member of a professional discipline granted deemed status by the Board;
- D-2. The applicant must be licensed, certified, or otherwise recognized by that discipline as having met the standards of a substance abuse specialist; and
- D-3. Must hold a substance abuse certification from that professional discipline which has been granted deemed status by the North Carolina Substance Abuse Professional Certification Board;
- D-4. Certification may be obtained through the process as described, and by payment of certification fees.

Last updated August 19, 2003

## Contact Information

**Write:** Division of Mental Health and Substance Abuse Services  
600 S 2nd Street, Suite 1E  
Bismark, ND 58504

**Phone:** (701) 328-8982

**Visit this Internet Address:** [www.state.nd.us/lr/information/acdata/html/75-09.html](http://www.state.nd.us/lr/information/acdata/html/75-09.html)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Detoxification
- Inpatient Treatment
- Outpatient Treatment
- Intensive Outpatient
- Day Treatment
- Residential Treatment
- DUI Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The North Dakota Division of Mental Health and Substance Abuse accepts accreditation through national accrediting bodies in lieu of accreditation by the State for programs other than opioid treatment programs authority.

## North Dakota Board of Addiction Counseling Examiners (NDBACE)

PO Box 975  
Bismarck, ND 58502-0975  
Phone: (701) 255-1439  
www.ndbace.org  
ndbace@aptnd.com

*Note: All persons practicing addiction counseling in the State of North Dakota must be licensed with the NDBACE*

### Licensed Addiction Counselor (LAC):

- Bachelor's degree including 32 credit hours in addiction studies
- 9 months, full-time training practicum—1,400 hours
- Written exam
- Oral exam

### Reciprocity:

Out-of-state applicants who have completed training in addiction counseling in another State or in a work or training setting which has not been approved by the NDBACE must document equivalences in all areas of training including academic course work, clinical training, and written and oral exams. A person need not reside in the State or be employed in the State to make application or be licensed in North Dakota.

Clinical professional applicants who have related clinical proficiencies must document equivalences in all areas of training including the academic course work and clinical training and must satisfactorily complete the written and oral exams if required by the Board.

### Renewal:

60 hours of continuing education in a 3-year period beginning January first of the year following the counselor's original licensure

Last updated September 4, 2003

## Northern Plains Indian Health Services—ND

Follow this link for certification information: [www.nattc.org/getcertified/certification.asp](http://www.nattc.org/getcertified/certification.asp)

Last updated January 27, 2004

## Contact Information

**Write:** Ohio Department of Alcohol and Drug Addiction Services  
280 N. High Street, 12th Floor  
Columbus, OH 43215

**Phone:** (614) 644-9141

**Visit this Internet Address:** [www.odadas.state.oh.us](http://www.odadas.state.oh.us)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, a 1-year license will be issued for methadone programs and certification will be granted for outpatient or residential programs for a period not to exceed 3 years.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- DUI Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The Ohio Department of Alcohol and Drug Addiction Services accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), the Council on Accreditation (COA), and other State departments with certification/licensure responsibility. All entities must be certified by the State in addition to accreditation from a national organization.

## Ohio Department of Alcohol and Addiction Services

Credentialing Services  
 280 N. High Street, 12th Floor  
 Columbus, OH 43215  
 Phone: (614) 387-1110  
 Fax: (614) 387-1109  
 credentialing@ada.state.oh.us

### Chemical Dependency Counselors

#### Registered Candidate (RC):

- Employed or volunteer in a supervised chemical dependency position where 12 core functions are used under supervision
- 40 hours training in chemical dependency counseling/clinical methods
- Supervision verification
- Signed code of ethics

#### Certified Chemical Dependency Counselor I (CCDC I):

- 1 year (2,000 hours) chemical dependency work experience (associate's degree or higher in a behavioral science may substitute for 6 months)
- 135 hours chemical dependency training in which 50 percent has been obtained in the last 5 years
- Supervisor Reference Form
- ICRC/AODA written exam
- Signed code of ethics

#### Certified Chemical Dependency Counselor II (CCDC II):

- Bachelor's degree in behavioral science
- 3 years (6,000 hours) chemical dependency work experience
- Associate degree in a behavioral science may substitute for 6 months
- Bachelor's degree in a behavioral science may substitute for 1 year

*Note: Bachelor's degree required for CCDC II for any individual entering the credentialing process on or after 7/1/01*

- Master's degree in a behavioral science may substitute for 2 years
- 270 hours chemical dependency specific training in which 50 percent has been obtained in the last 5 years
- Completion of preceptorship
- Reference forms
- ICRC/AODA written exam
- CPM oral exam
- Signed code of ethics

**Certified Chemical Dependency Counselor III (CCDC III):**

- Master's degree
- 1 year (2,000 hours) chemical dependency counseling experience
- 270 hours of chemical dependency specific education in which 50 percent has been obtained in the last 5 years
- Completion of preceptorship
- Reference forms
- CPM oral exam
- ICRC/AODA written exam
- Signed code of ethics

**Certified Chemical Dependency Counselor III With a Clinical Supervision Endorsement (CCDC III-E):**

- CCDC III certified
- 2 years (4,000 hours) additional experience as a clinical supervisor that included 200 contact hours of face-to-face clinical supervision with supervisees
- 30 hours clinical supervision training
- Three additional evaluations from individual familiar with applicant's work as a clinical supervisor, one of whom must have supervised applicant's clinical supervision experience
- ICRC/AODA Supervisor written exam
- Signed code of ethics

**Renewal:**

All credentials are issued for 2 years and require 40 hours of continuing education for renewal

**Prevention Specialists****Registered Applicant:**

- Complete a registered applicant form and submit with required fee or complete a preceptor registration form and submit with required fee
- Registered applicants have 4 years to successfully complete OCPS I or OCPS II requirements and file their formal application
- Applicants will have 1 year from the date of acceptance of their formal application to take the ICRC/AODA prevention written exam

**Ohio Certified Prevention Specialist I (OPS I):**

- Paid and/or volunteer employment in which a minimum of 20 percent of time is devoted to planning and/or delivering alcohol, tobacco, and other drug prevention services
- One of the following:
  - 3 years work experience in alcohol, tobacco and other drug prevention
  - Associates degree in a behavioral science and 2 years work experience in alcohol, tobacco, and other drug prevention
  - Bachelor's/master's/doctoral degree in a behavioral science and 1 year work experience in alcohol, tobacco, and other drug prevention

- 180 clock hours prevention related education; 90 hours must be obtained within the 5-year period preceding the filing of application.
- Preceptorship
- ICRC/AODA prevention written exam

**Ohio Certified Prevention Specialist II (OPS II):**

- Paid and/or volunteer employment in which a minimum of 50 percent of time is devoted to planning and/or delivering alcohol, tobacco, and other drug prevention services
- One of the following:
  - Bachelor's degree in a behavioral science and 3 years work experience in alcohol, tobacco, and other drug prevention
  - Master's/doctorate in a behavioral science and 2 years paid work experience in alcohol, tobacco, and other drug prevention
- 270 clock hours prevention related education; 135 hours must be obtained within the 5-year period preceding the filing of application
- Preceptorship
- ICRC/AODA prevention written exam

Last updated September 6, 2003

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**Contact Information**

**Write:** Oklahoma Department of Mental Health and Substance Abuse Services  
PO Box 53277  
Oklahoma City, OK 73152

**Phone:** (405) 522-3800

**Visit this Internet Address:** [www.odmhsas.org](http://www.odmhsas.org)

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**Application Process:**

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- Temporary certification granted to all applicants for initial certification of a facility, location, or level of service shall be for a period of 6 months. During that period, a follow-up site review will be conducted within no less than 60 days and no more than 90 days of granting temporary certification to ensure the deficiencies cited during the initial site visit have been sufficiently corrected and to assess the facility's compliance achieved with remaining applicable standards necessary to meet the requirements for certification.

**Is a Fee Charged?**      Yes  No  In some circumstances

**Types of Substance Abuse Treatment Services for Which the State Offers Approval**

- Outpatient Treatment
- Intensive Outpatient
- Residential Treatment for Adults
- Residential Treatment for Adolescents
- Residential Treatment for Individuals with Dual Diagnoses
- Residential Treatment for Persons with Dependent Children
- Halfway Houses
- Halfway Houses for Persons with Dependent Children
- Medically Supervised Detoxification Services
- Nonmedical (Social) Detoxification Services
- Opioid Treatment Programs
- DUI Programs

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**Yes  No  For programs using methadone in the treatment of clientsYes  No  For other types of treatment program

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) may grant certification to providers who are accredited through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the American Osteopathic Association (AOA). Accredited providers must still demonstrate compliance with Oklahoma Administrative Code. A site visit or other review process may be required to determine compliance. ODMHSAS may not grant certification based solely on the provider's national accreditation status, but a possible combination of the national accreditation and an ODMHSAS site visit or other review, as determined by ODMHSAS.

## Oklahoma Drug and Alcohol Professional Counselor Certification Board (ODAPCCB)

9301 South I-35  
 Moore, OK 73160  
 Phone: (405) 793-1545  
 Fax: (405) 794-6797  
 www.odapca.org  
 odapca@aol.com

### Certified Alcohol or Single Credential Counselor (CAC):

- Nondegreed or associate arts degree
- 2 calendar years (4,000 work hours) supervised work experience
  - One of those years must be in the last 3 years and at least 6 months of that, in one facility
  - 1,000 clock hours per year (of 2,000) in direct counseling:
    - Individual
    - Groups
    - Family
  - Signed statement by supervisor detailing individual work
- 300 hours practicum supervised (on job work or formal education placement)
- 270 clock hours Alcohol/Drug related workshop/seminars—135 hours alcohol/drug specific (no more than 1/2 from one source)
- Three professional references
- Signed code of ethics
- 3 hours consultation/supervision each month in last 9 months with CAC approved supervisor
- International written exam
- International oral exam

### Certified Alcohol/Drug Counselor Combined Credential (CADC):

- Bachelor's degree in behavioral science or bachelor's degree with a minimum of 27 semester hours in behavioral sciences coursework
- 2 calendar years (4,000 work hours) supervised work experience
  - One of those years must be in the last 5 years and at least 6 months of that, in one facility
  - 1,000 clock hours (of 2,000) in direct counseling:
    - Individual
    - Groups
    - Family
- 300 hours practicum supervised (on job work or formal education placement)
- 270 clock hours workshop/seminars—135 hours alcohol/drug specific (no more than 1/2 from one source)
- Three professional references

- Signed code of ethics
- 3 hours consultation/supervision each month in last 9 months with CADC approved supervisor
- International written exam
- International oral exam

**Certified Advanced Alcohol/Drug Counselor Combined Credential (CAADC):**

- Master's or doctoral degree in behavioral science
- 1 year (2,000 hours) of work experience in the last 5 years as a practitioner in alcohol/drug and related service delivery
- 300 hours practicum in alcohol/drug or behavioral science field
- 180 contact hours in alcohol/drug specific training/workshops and seminars and 6 hours in ethics
- Three professional references
- Signed code of ethics
- Two page philosophy of counseling alcohol/drug clients
- Two page dissertation on value of research studies for addiction field
- International written exam for advanced alcohol/drug counselors
- International oral interview

**Certified Prevention Specialist (CPS):**

- AA or BA, BS with 1 year (2,000 hours), or CADC
- 1 year (2,000 hours) with major portion of work experience and practice in prevention and community activities
- 120 hours practicum in the 5 core functions
- 150 hours prevention specific workshop/seminars or University courses in prevention and community work
- Three professional references
- Signed code of ethics
- International Prevention written exam

Last updated September 6, 2003

## Contact Information

**Write:** Office of Mental Health and Addiction Services  
500 Summer Street, NE E86  
Salem, OR 97301

**Phone:** (503) 947-5349

**Visit this Internet Address:** [www.dhs.state.or.us/addiction/](http://www.dhs.state.or.us/addiction/)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a temporary letter of approval will be issued. After 6 months, an on-site inspection will be completed. If the provider is in substantial compliance, a regular letter of approval will be issued. The letters of approval are valid for 2 years for residential programs and 3 years for outpatient programs.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs
- DUI Programs
- Prevention Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients
- Yes       No  For other types of treatment program

## Addiction Counselor Certification Board of Oregon (ACCBO)

4506 SE Belmont, Suite 210  
 Portland, OR 97215-1658  
 Phone: (503) 231-8164  
 Fax: (503) 231-8164  
 www.accbo.com  
 accbo@accbo.com

### Certified Alcohol Drug Counselor I (CADC I):

- 150 clock hours of alcohol and drug education
- All education hours must be accredited or approved by a recognized/approved accreditation body. Education hours must include topical areas of:
  - Basic Counseling Skills
  - Group Counseling Skills
  - Alcohol and Drugs of Abuse Pharmacology
  - HIV/AIDS Risk Assessment and Risk Reduction
  - Ethics
- 1,000 supervised experience hours in the Addiction Counselor Competencies
- All hours must be supervised by a qualified clinical supervisor
- Letter of Verification—verifying a minimum of 2 years sobriety time for those who are recovering from chemical dependence
- Ethics agreement
- Pass the NCAC Level I exam (NAADAC's written exam)

### Certified Alcohol Drug Counselor II (CADC II):

- Bachelor's degree (or equivalency—minimum of associate's degree, and a combination of academic courses with specialized training in the Addiction Counseling Competencies commensurate with baccalaureate degree credit/hour requirements) with minimum of 300 alcohol and drug education hours
- All education hours must be accredited or approved by a recognized/approved accreditation body. Education hours must include topical areas of:
  - Basic Counseling Skills
  - Group Counseling Skills
  - Alcohol and Drugs of Abuse Pharmacology
  - HIV/AIDS Risk Assessment and Risk Reduction
  - Ethics
  - ASAM, or Assessment, or Client Record Management, etc.
  - Coexisting Disorders, or Multiple Diagnosis, or Dual Diagnosis, etc.
- 4,000 supervised experience hours in the Addiction Counselor Competencies
- All hours must be supervised by a qualified clinical supervisor
- Letter of Verification—verifying a minimum of 3 years sobriety time for those who are recovering from chemical dependence
- Ethics agreement

- Pass the NCAC Level II exam (NAADAC’s written exam)
- NAADAC Case Presentation exam
- Once candidates have passed the NCAC II written exam, counselor will be granted CADC I certification along with instruction on how to prepare a case and complete the Case Presentation Exam. Upon successfully completing the Case Presentation Exam, the counselor will be granted full CADC II certification. Candidates must successfully complete the Case Presentation Exam within 4 years.

### **Certified Alcohol Drug Counselor III (CADC III):**

- Master’s degree with minimum of 300 alcohol and drug education hours
- All education hours must be accredited or approved by a recognized/approved accreditation body. Education hours must include topical areas of:
  - Basic Counseling Skills
  - Group Counseling Skills
  - Alcohol and Drugs of Abuse Pharmacology
  - HIV/AIDS Risk Assessment and Risk Reduction
  - Ethics
  - ASAM, or Assessment, or Client Record Management, etc.
  - Coexisting Disorders, or Multiple Diagnosis, or Dual Diagnosis, etc.
  - Theories of Addiction Treatment, or Addiction Treatment Best Practices, or Science-based Addiction Treatment Approaches, etc.
- 6,000 supervised experience hours in the Addiction Counselor Competencies
- All hours must be supervised by a qualified clinical supervisor
- Letter of Verification—verifying a minimum of 3 years sobriety time for those who are recovering from chemical dependence
- Ethics agreement
- Pass the MAC Level II exam (NAADAC’s written exam)
- NAADAC Case Presentation exam
- Once candidates have passed the NCAC II written exam, counselor will be granted CADC I certification along with instruction on how to prepare a case and complete the Case Presentation Exam. Upon successfully completing the Case Presentation Exam, the counselor will be granted full CADC III certification. Candidates must successfully complete the Case Presentation Exam within 4 years.

### **Certified Prevention Specialist (CPS):**

- 150 Prevention Education hours
- All education hours must be accredited or approved by a recognized/approved accreditation body. Education hours must include topical areas of:
  - ATOD Pharmacology
  - Risk Protective Factors
  - ATOD Prevention and General Prevention
- 2,000 supervised experience hours in the Prevention Domains
- 120 hours of experiential learning and evaluation by a qualified Prevention supervisor
- Letter of Verification—verifying a minimum of 2 years sobriety time for those who are recovering from chemical dependence

- Ethics agreement
- National criminal history check
- ICRC Prevention Specialist exam

Last updated September 9, 2003

## Contact Information

**Write:** Bureau of Community and Program Licensure and Certification  
Division of Drug and Alcohol Program Licensure  
132 Kline Plaza, Suite A  
Harrisburg, PA 17104

**Phone:** (717) 783-8675

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in full compliance with the standards, a license will be issued for one year.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Partial Hospitalization/Day Treatment
- Residential Treatment
- Detoxification Services
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

## Pennsylvania Certification Board (PCB)

298 South Progress Avenue  
 Harrisburg, PA 17109  
 Phone: (717) 540-4455  
 Fax: (717) 540-4458  
 www.pcacb.org  
 certification@pcacb.org

### **Associate Addiction Counselor Level I (AAC Level I):**

This classification is viewed as stages one and two in the professional development of the addiction counselor. Levels I and II may be optional or permanent levels for counselors.

- High school diploma or GED
- 1 year (2,000 hours) of paid alcohol and other drug abuse counseling employment
- 100 hours of education relevant to the field of addiction of which 33 hours must be AODA specific
- 100 hours of on-the-job supervision in 12 core functions of counseling
- AAC I is a 1-year credential and may be renewed

### **Associate Addiction Counselor Level II (AAC Level II):**

- High school diploma or GED
- 2 years (4,000 hours) of paid alcohol and other drug abuse counseling employment
- 200 hours of education relevant to the field of addiction of which 66 hours must be AODA specific
- 200 hours of on-the-job supervision in 12 core functions of counseling
- AAC II is a 2-year credential and may be renewed with 50 hours PCB approved education every 2 years and recertification fee

### **Certified Addiction Counselor (CAC):**

This classification is viewed as the title for the AODA counselor primarily involved in providing direct AODA treatment services.

- Bachelor's degree or higher
- 2 years (4,000 hours) out of last 7 years paid, supervised employment as an AODA counselor or supervisor where 51 percent of time is spent providing said counseling with a bachelor's degree or higher in a human service related field
- 3 years (6,000 hours) of employment if degree is nonhuman service related
- Present employment as an AODA counselor or supervisor at time of application
- 300 hours education relevant to the field of addiction of which 100 must be AODA specific; including 6 in professional ethics and responsibilities and 6 in HIV/AIDS
- 300 hours supervision obtained during employment
- Signed code of ethics
- Live or work in Pennsylvania at time of application
- Written exam
- Oral exam
- Written case presentation

### **Certified Addiction Counselor Diplomate (CAC Diplomate):**

- Master's degree or higher
- 1 year (2,000 hours) out of last 7 years paid, supervised employment as an AODA counselor or supervisor where 51 percent of time is spent providing said counseling
- Present employment as an AODA counselor or supervisor at time of application
- 180 hours AODA education including 6 in professional ethics and responsibilities and 6 in HIV/AIDS
- 300 hours supervision obtained during employment
- Signed code of ethics
- Live or work in Pennsylvania at time of application
- Master's level written exam
- Written case presentation
- Oral exam

### **Certified Allied Addiction Practitioner (CAAP):**

This classification is viewed as the title for the auxiliary addiction treatment professional involved in providing direct auxiliary services within the addiction field.

- High school diploma or GED
- 2 years (4,000 hours) out of last 7 years paid, supervised employment as an auxiliary AODA worker where a minimum of 30 percent of the time is spent providing AODA services
- Present employment as an auxiliary worker at time of application
- 50 hours AODA education, including 6 hours of ethics and responsibilities
- 50 hours supervision obtained during employment
- Signed code of ethics
- Live or work in Pennsylvania at time of application
- Written exam

### **Associate Prevention Specialist I (APS I):**

This classification is viewed as stages one and two in the professional development of prevention specialist. Levels I and II are optional or permanent levels for prevention specialists.

- High school diploma or GED
- 1 year (2,000 hours) paid ATOD prevention employment
- 50 hours of education relevant to the field of addiction of which 25 hours must be prevention specific
- 100 hours of on-the-job supervision in the five domains of prevention
- APS I is a 1-year credential and may be renewed

### **Associate Prevention Specialist II (APS II):**

- High school diploma or GED
- 2 years (4,000 hours) paid ATOD prevention employment
- 100 hours of education relevant to the field of addiction of which 50 hours must be prevention-specific
- 200 hours of on-the-job supervision in the five domains of prevention

- APS II is a 2-year credential and may be renewed with 40 hours PCB approved education every 2 years and recertification fee

**Certified Prevention Specialist (CPS):**

This classification is viewed as the title for the prevention specialist primarily involved in providing direct ATOD prevention services.

- Bachelor’s degree or higher
- 2 years (4,000 hours) out of last 7 years paid, supervised employment as an ATOD prevention specialist or supervisor where 51 percent of time is spent providing said counseling with a bachelor’s degree or higher in a human service related field  
3 years (6,000 hours) of employment if degree is nonhuman service related
- Present employment as a prevention specialist or supervisor at time of application
- 150 hours of education relevant to the field of addiction; of which 75 hours must be prevention-specific including 6 hours in professional ethics and responsibilities and 6 hours in HIV/AIDS
- 300 hours supervision obtained during employment
- Signed code of ethics
- Live or work in Pennsylvania at time of application
- Written prevention program presentation and written exam

**Certified Clinical Supervisor (CCS):**

- Current and valid CAC credential or master’s degree in a human service related field
- 5 years (10,000 hours) paid, supervised employment as an alcohol and other drug abuse counselor
- 2 years (4,000 hours) paid, supervised employment as an alcohol and other drug abuse clinical supervisor. These 2 years may be included in the 5 years of counseling employment and must include the provision of 200 contact hours of face-to-face clinical supervision
- 30 hours of PCB approved didactic education in the following clinical supervision domains:
  - Assessment/Evaluation
  - Counselor Development
  - Management/Administration
  - Professional Responsibility
- Signed code of ethics
- Live or work in Pennsylvania at time of application
- Written exam

**NEW Criminal Justice Credential**

**Certified Criminal Justice Addictions Professional (CCJP):**

- BA/BS or CAC/CACII/CAC Diplomate plus 150 hours education including 6 hours ethics, 6 hours addiction confidentiality, and 6 hours communicable diseases. Education must be specifically related to the knowledge and skills necessary to perform the tasks with the CCJP performance domains as they related to both adults and juveniles. These domains are:

- Dynamics of Addiction and Criminal Behavior
- Legal, Ethical, and Professional Responsibility
- Criminal Justice System and Processes
- Screening, Intake, and Assessment
- Case Management, Monitoring, and Client Supervision
- Counseling
- 100 hours clinical supervision received.
- 2 years (4,000 hours) paid, professional, supervised experience in direct services in criminal/addictions obtained over the past 7 years. 3 years (6,000 hours) if applicant's BA/BS degree is in a nonhuman service related field. 1 year of required work experience must be providing clinical assessment, addiction treatment, case management, coordination of care, or counseling services to the substance abusing population.
- Signed code of ethics
- Written exam
- Recertification: Every 2 years with 50 hours PCB approved continuing education

Contact PCB for certification requirements of the following: Certified Case Manager (CCSM); Certified Care Manager (CCRM) and Certified Case/Care Manager (CCMS).

Last updated September 10, 2003



## Contact Information

**Write:** Department of Mental Health, Retardation and Hospitals  
Division of Behavioral Healthcare Services  
14 Harrington Road, Barry Hall Bldg. # 52  
Cranston, RI 02920

**Phone:** (401) 462-2338

**Visit this Internet Address:** [http://www.mhrh.ri.gov/substance\\_abuse.htm](http://www.mhrh.ri.gov/substance_abuse.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Substance Abuse Residential Treatment for Minors
- Outpatient Detoxification Services
- Medical Detoxification Services
- Opioid Treatment Programs
- Dual Diagnosis Treatment Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients  
Yes       No  For other types of treatment program

## The Rhode Island Board for the Certification of Chemical Dependency Professionals (RIBCCDP)

345 Waterman Avenue  
 Smithfield, RI 02917  
 Phone: (401) 233-2215 or  
 TDD (800) 745-5555 (toll free)  
 Fax: (401) 233-0690  
 RICERT@msn.com

### Counselor In Training (CIT):

- 1 year (2,000 clock hours) supervised work experience providing applicant's clinical supervisor has required credentials and applicant submits formal job description documenting substance abuse counseling along with performance of core functions of an alcohol and drug counselor
- \*50 percent of applicant's qualifying experience must be gained within 5 years prior to application
- 140 clock hours education:
  - 70 hours—substance abuse specific
  - 70 hours—counselor training
- Required courses for CIT:
  - 12 hours—"Confidentiality of Drug & Alcohol Patient Records" (42CFR, Part 2)
  - 6 hours—Chemical dependency counselor ethics
  - 6 hours—Curriculum-based HIV/AIDS workshop delivered by a qualified trainer that covers areas regarding risk reduction (must be approved by the RIBCCDP)
- 150 clock hours supervision, minimum of 10 hours in each core function

### Licensed Chemical Dependency Professional (LCDP) Track 1 & 2:

- **Track 1:**  
 3 years full-time experience and 6,000 clock hours providing full range of direct supervised counseling services to persons with primary problem of alcoholism/drug addiction/dependency under direct supervision of individual who meets the Clinical Supervisor requirements. Applicants may exchange 1 year (2,000 hours) of 3-year experience requirement with bachelor's or advanced degree in behavioral sciences. Copy of transcripts must be submitted documenting degree or supervised work experience, providing applicant's clinical supervisor has required credentials and applicant submits a formal job description documenting substance abuse counseling along with performance of core functions of an alcohol and drug counselor
- **Track 2:**  
 2,000 hours AODA-specific work experience under supervision of clinical supervisor that meets RIBCCDP requirements, providing counseling services to persons with primary problem of alcoholism/drug addiction/dependency
- **Track 1 & 2:**  
 50 percent of experience must be gained within 5 years prior to application.

Volunteer and part-time counseling experience is acceptable if it is provided under direct supervision. Actual time spent in a supervised chemical dependency internship, traineeship, or practicum may be applied toward the 3-year requirement

- **Track 1**—270 clock hours training/education; minimum of 120 clock hours formal training in field of chemical dependency
- **Track 2**—Master’s degree in a behavioral science field with clinical application; minimum of 180 hours AODA specific
- **Track 1 & 2**—Required courses:
  - 12 hours—“Confidentiality of Drug & Alcohol Patient Records” (42 CFR, Part 2)
  - 6 hours—Chemical dependency counselor ethics
  - 6 hours—Curriculum-based HIV/AIDS workshop delivered by a qualified trainer covering areas regarding risk reduction (must be approved by RIBCCDP)
  - 6 hours—Best practice required (i.e., methadone training, co-occurring disorders, hepatitis C & HIV, PTSD, domestic violence, new drugs, prescription drugs, compulsive gambling); MANDATORY 1.5-hour workshop for all LCDP applicants. Applicants will be notified of date, time, and place of workshop upon successful completion of written exam. Applicants who do not attend will be unable to proceed to case presentation and oral exam
- **Track 1 & 2**—300 clock hours supervision, with minimum of 20 hours in each core function
- **Track 1**—ICRC/AODA written exam and case presentation oral exam
- **Track 2**—ICRC/AODA Advanced Alcohol and Drug Counselor exam and Case Presentation oral exam

#### **Licensed Chemical Dependency Clinical Supervisor (LDCS):**

- LCDP
- 2 years (4,000 hours) clinical supervisor experience in AODA field, in approved licensed program beyond 3 years (6,000 hours) submitted for LCDP certification. **Must include** 200 contact hours of face-to-face clinical supervision under direct supervision of an individual with an advanced degree in human services (master’s or doctoral level) or LSCDCS, of which 60 hours must be face-to-face clinical supervision
- 50 percent of experience must be gained within 5 years prior to application
- Formal job description on facility letterhead submitted from facilities verifying experience. Note that acceptable job description must state that applicant provided clinical supervision along with performing all domains and tasks of a clinical supervisor
- Program Director recommendation
- References as follows:
  - Minimum one current or previous supervisor
  - Minimum two supervisees
- 30 hours clinical supervision workshop or completed 3-credit course approved by board. Must include training in each of the following areas: assessment/evaluation, counselor development, management/administration, and professional responsibilities
- 6 hours chemical dependency counselor ethics training
- Submit evaluation forms and written narrative completed by clinical supervisor of each facility verifying experience

- Signed code of ethics
- Completed application
- Written exam approved by IC&RC

#### **Recognized Clinical Supervisor:**

This acknowledgement was developed by the RIBCCDP for clinical supervisors not holding the IC&RC-recognized CDCS certification who want recognition by the RIBCCDP to provide clinical supervision to applicants pursuing certification. Please note: This is a RIBCCDP recognition, not an international certification with reciprocity.

- Master's degree in behavioral sciences with 2 years clinical experience and documentation of 120 clock hours substance abuse specific training. Included in this 120 clock hours must be 30 hours chemical dependency clinical supervisor education which includes training in the following: assessment/evaluation, counselor development, management/administration, and professional responsibilities (**Application fee: \$50**);

-OR-

- ACDP or ACDP II with 30 hours clinical supervision training. Must include training in each of the following: assessment/evaluation, counselor development, management/administration, and professional responsibilities (**no fee required due to application and recertification fees previously paid**);

-OR-

- PhD in behavioral science or MD with documentation of 2 years specialization/experience in the chemical dependency field (**application fee: \$50**)
- Signed ethics code

#### **Student Assistance Counselor Certification (SAC):**

- Master's degree in social work, psychology, counseling, or education from an accredited college or university. Master's degree in related field may be considered if accompanied by relevant clinical experience in the areas designated below. Related fields may include, but are not limited to: nursing, marriage and family therapy, public health, and human services
- 1 year (2,000 hours) in a recognized student assistance counselor program as recognized by the DSA
- 10 hours clinical supervision by a clinical supervisor or SAC supervisor in each core function
- 30 hours—Westchester County Student Assistance Counselor Training course
- 30 additional hours training in core functions is required:
  - 12 hours—"Confidentiality of Drug and Alcohol Patient Records" (42 CFR, part 2)
  - 6 hours—Chemical dependency counselor ethics
  - 6 hours—Curriculum-based HIV/AIDS training, delivered by a qualified trainer covering areas regarding risk reduction (must be approved by the RIBCCDP)

#### **Certified Prevention Specialist (CPS):**

- 175 clock hours prevention-specific training. 50 hours must be ATOD training which include basic pharmacology and the process of addiction. Required courses:
  - 50 hours—ATOD Issues which include basic pharmacology and process of addiction
  - 25 hours—Planning and evaluation

- 25 hours—Education and skill development
- 25 hours—Community organization
- 25 hours—Public and organizational policy
- 25 hours—Professional growth and responsibility to include:
  - 6 hours—Ethics for prevention specialists (required)
  - 6 hours—Curriculum-based HIV/AIDS risk reduction training (required)
  - 6 hours—Confidentiality issues for prevention professionals (required)
- 1 year (2,000 hours) alcohol, tobacco, and other drug (ATOD) prevention related work experience
- 120 hours practicum in performance domains with a minimum of 10 hours in each performance domain
- Written exam for prevention professionals

### **Advanced Certified Prevention Specialist (ACPS):**

- 300 clock hours prevention specific training. Required courses:
  - 50 hours—ATOD Issues which include basic pharmacology and process of addiction
  - 50 hours—Planning and evaluation
  - 50 hours—Education and skill development
  - 50 hours—Community organization
  - 50 hours—Public and organizational policy
  - 50 hours—Professional growth and responsibility to include:
    - 6 hours—Ethics for prevention specialists (required)
    - 6 hours—Curriculum-based HIV/AIDS risk reduction training (required)
    - 6 hours—Confidentiality issues for prevention professionals (required)
- 3 years (5,250 hours) ATOD prevention related work experience
- 200 hours practicum in performance domains with 15 hours in each. Supervisor must have a master's degree in health or human services with documented training: 12 hours substance abuse and 12 hours prevention programming. If supervisor does not have a master's degree, there must be a consensus ranking by TASK Force members or Board members at the next scheduled Board meeting.
- ICRC/AODA prevention written exam
- Approved case presentation
- Oral exam
- Case presentation

### **Certified Prevention Specialist Supervisor (CPSS):**

- 400 clock hours prevention specific training. Required courses:
  - 50 hours—ATOD issues which include basic pharmacology and process of addiction
  - 70 hours—Planning and evaluation
  - 70 hours—Education and skill development
  - 70 hours—Community organization
  - 70 hours—Public and organizational policy
  - 70 hours—Professional growth and development to include:
    - 6 hours—Ethics for prevention specialists (required)

- 6 hours—Curriculum-based HIV/AIDS risk reduction training (required)
- 6 hours—Confidentiality issues for prevention professionals (required)
- The following 36 hours are also required for CPSS level certification. These do not have to be formal trainings, but must be signed off by a specialist in the respective field:
  - 12 hours—Fiscal management
  - 12 hours—Program management
  - 12 hours—Staff management
- Advanced Certified Prevention Specialist with 3,500 hours. AOTD prevention-related work experience under a master’s level supervisor with an M.A. in health or human services
- 100 additional hours beyond ACPS level certification
- ICRC/AODA Prevention Professional written exam
- Approved case presentation
- Oral exam

### **Recertification/Requalification—All Levels**

- Every 2 years with 40 clock hours approved continuing education. Minimum of 30 hours substance abuse specific. All documentation due for submission 60 days prior to qualification expiration

Requalification manuals are available by submitting a \$15 check or money order to: RIBCCDP, 245 Waterman Avenue, Smithfield, RI 02917

Applicants will be notified of certificate expiration 6 months and 30 days prior to submission deadline.

- Licensed counselors must obtain 40 clock hours every 2 years in order to be eligible for relicensure. It is recommended, but not required, that counselors obtain 20 clock hours per year. Of these 40 clock hours, a minimum of 30 shall be in Category I (substance abuse specific) and up to 10 clock hours, which are not substance abuse specific, may be included under Category II

Recertification/Requalification Policy—“Requalification documentation must be received 60 days prior to expiration. Extensions for submission of requalification documentation must be received in writing 60 days prior to expiration. Applicants who submit their requalification application 1 to 60 days late will be charged a late fee of \$50, along with the requalification fee of \$225. An applicant who lets the certificate expire must pay a reactivation fee of \$125, plus a recertification fee of \$225, along with 20 hours of continuing education (15 hours substance abuse specific) per year from the date the certificate was awarded. Late fees and reactivation fees will NOT be waived. After 5 years of expiration, applicants must reapply.”

To obtain a manual, send \$25 to RIBCCDP. Along with fee, please note the type of manual you want. Please note the expiration dates for the following manuals:

- CIT, LCDP & LCDCS Manuals—March 15 annually
- Prevention Manual—January 1 annually
- Student Assistance Manual—July 9 annually

Expiration dates are noted on the front cover. If you do not utilize that manual by the expiration date, you must purchase a revised manual.

## State of Rhode Island Department of Mental Health, Retardation and Hospitals

600 New London Avenue  
Barry Hall, 3rd floor  
Cranston, RI 02820  
Phone: (401) 462-4680  
<http://www.rilin.state.ri.us/Statutes/TITLE5/5-69/5-69-8.HTM>

The department issues the appropriate license to applicants who meet the qualifications for the license as specified:

1. *“Licensed chemical dependency professional.”* Any individual desiring to obtain a license as a licensed chemical dependency professional is currently certified as an advanced chemical dependency professional in accord with the Rhode Island Certification Board for Chemical Dependency Professionals specified requirements, as a prerequisite for submitting the application to the licensing board.
2. *“Licensed chemical dependency clinical supervisor.”* Any individual desiring to obtain a license as a licensed chemical dependency clinical supervisor is currently certified as an advanced chemical dependency professional, has completed the current Rhode Island certification board requirements for the chemical dependency clinical supervisor, and submits an application to the licensing board.
3. *Other.* An applicant having a comparable license, certification, or reciprocity within Rhode Island or from another State or Territory of the United States that imposes qualifications substantially similar to those of this chapter, as determined by the licensing board.

In addition to the qualifications listed in this section, an applicant for any of these titles must prove to the licensing board’s satisfaction:

1. Good moral character which is a continuing requirement for licensure;
2. United States citizenship or status as a legal resident alien;
3. Absence of a sanction from the National Association of Alcohol and Drug Abuse Counselors (NAADAC), or Rhode Island Board for Certification of Chemical Dependency Professionals (RIBCCDP) sanction for violation of the code of ethics, or other related State board which is waived by the board upon presentation of satisfactory evidence that the sanction does not impair the ability of the person to conduct with safety to the public the practice authorized by this license. The applicant bears the burden of proving that his or her sanction does not impair his or her ability to conduct with safety to the public the practice authorized by this license;
4. Absence of conviction of a felony, which is waived by the board upon presentation of satisfactory evidence that the conviction does not impair the ability of the person to conduct with safety to the public the practice authorized by this license. The applicant bears the burden of proving that his or her conviction does not impair his or her ability to conduct with safety to the public the practice authorized by this license;
5. That the applicant has not been declared mentally incompetent by any court, and if the decree has ever been rendered, that there has been a subsequent court determination that the applicant is competent; and

6. Freedom from use of any controlled substance or any alcoholic beverages to the extent that the use impairs the ability of the person to conduct with safety to the public the practice authorized by this license. The applicant bears the burden of proving that he or she is free from use of any controlled substance or any alcoholic beverages that impair his or her ability to conduct with safety to the public the practice authorized by this license.

Last updated July 20, 2004

## Contact Information

**Write:** South Carolina Department of Health and Environmental Control Bureau  
of Health Facilities Regulations  
2600 Bull Street  
Columbia, SC 29201

**Phone:** (803) 545-4200

**Visit this Internet Address:** [www.scdhec.net](http://www.scdhec.net)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

All programs must be licensed and a fee is assessed for initial licensure and renewal licensures. The Department of Alcohol and Other Drug Services offers certification for certain public services and does not assess a fee.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Treatment
- Opioid Treatment Programs
- Inpatient Treatment
- Detoxification Services

All AOD programs, whether public or private, must be licensed by the South Carolina Department of Health and Environmental Control.

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

South Carolina requires that all State-funded treatment providers be accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF). Additionally, all public and private opioid treatment programs must be accredited by CARF, per Federal law, and licensed by the State.

## The South Carolina Association of Alcoholism and Drug Abuse Counselors (SCAADAC)

1215 Anthony Ave  
 Columbia, SC 29201  
 Phone: (803) 779-0343  
 Fax: (803) 254-3773  
 www.scaadac.org  
 marie.queen@queencommunicationsllc.com

### Certified Addictions Counselor Level I (CAC Level I):

- Applicant is asked to be an active member of SCAADAC although not an absolute requirement
- Within past 5 years, actively engaged in the practice of chemical dependency/abuse counseling for 2 years (4,000 hours). This counseling must have been full-time paid or voluntary, or supervised by a CAC certified to practice Clinical Supervision, or its part-time equivalent (4,000 hours). Experience in a human services area such as social work, child or adolescent services, etc. Although this experience may count toward certification, the candidate must gain enough addictions counseling experience to produce a case study.
- Associate's degree in Human Services
- 270 clock hours education in the field of addictions
- Transcripts sent directly to SCAADAC
- 150 hours clinical supervision
- 6 clock hours of education in professional ethics
- 3 clock hours of education in HIV/AIDS training
- Signed code of ethics
- Submit all appropriate documentation with completed application and fee
- Written and oral exam

### Certified Addictions Counselor Level II (CAC Level II):

- Applicant is asked to be an active member of SCAADAC although not an absolute requirement
- Within past 5 years, actively engaged in the practice of chemical dependency/abuse counseling for 4 years (8,000 hours). This counseling must have been full-time, paid, or voluntary, or supervised by a CAC certified to practice Clinical Supervision, or its part-time equivalent (8,000 hours). Experience in a human services area such as social work, child or adolescent services, etc. Although this experience may count toward certification, the candidate must gain enough addictions counseling experience to produce a case study.
- Associate's degree in Human Services
- 450 clock hours education in the field of addictions
- Transcripts sent directly to SCAADAC
- 150 hours clinical supervision
- 6 clock hours of education in professional ethics

- 3 clock hours of education in HIV/AIDS training
- Signed code of ethics
- Submit all appropriate documentation with completed application and fee
- Written and oral exam

Last updated September 11, 2003



## Contact Information

**Write:** South Dakota Division of Alcohol and Drug Abuse  
East Highway 34, Hillsview Plaza  
c/o 500 E. Capital  
Pierre, SD 57501

**Phone:** (605) 773-3123

**Visit this Internet Address:** [www.state.sd.us/dhs/ada](http://www.state.sd.us/dhs/ada)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in compliance with the standards, accreditation will be granted.

**Is a Fee Charged?**      Yes  No  In some circumstances

A fee of \$150 is assessed. Applicants that are a component of State government are exempt from this fee.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- |                         |                        |
|-------------------------|------------------------|
| ■ Residential Treatment | ■ Detoxification       |
| ■ Day Treatment         | ■ Intensive Outpatient |
| ■ Outpatient Treatment  | ■ Early Intervention   |
| ■ Prevention            |                        |

All AOD programs, whether public or private, must be licensed by the South Carolina Department of Health and Environmental Control.

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
Yes  No  For other types of treatment program

The Division of Alcohol and Drug Abuse accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF) in lieu of State accreditation for programs other than opioid treatment programs.

## Certification Board for Alcohol and Drug Professionals (CBADP)

3101 W. 41st St., Suite 250  
 Sioux Falls, SD 57105  
 Phone: (605) 332-2645  
 Fax: (605) 332-6778  
 CBADP@midconetwork.com

Trainee recognition is available to anyone not yet meeting the certification requirements. Applicants must have a minimum of a high school diploma or general educational diploma (GED). Trainee recognition will allow you to work in agencies accredited by the Department of Human Services, Division of Alcohol and Drug Abuse, while completing the academic and experience requirements. Applicants must have a current place of employment where it is possible to gain the necessary experience and supervision.

Trainee Internship Status is available to students enrolled full time at a college or university and completing an internship or practicum as part of a degree requirement. Internship status will be given only for the length of the internship at a reduced cost of \$25.

### Academic Track

#### Certified Chemical Dependency Counselor—Level I (CCDC I):

- 64 semester hours, transcribed, or Chemical Dependency specific associates degree with 3 semester hours each of the following specialized education:
  - Introduction to alcohol
  - Introduction to drugs
  - Foundations of individual counseling
  - Foundations of group counseling
- 1 year (2,000 hours) chemical dependency specific counseling experience
- Internships and practicum may count toward the work experience requirement if completed in an acceptable treatment setting
- Written and oral exams

#### Certified Chemical Dependency Counselor—Level II (CCDC II):

- 128 semester hours or a bachelor's degree with 16 semester hours of the following specific specialized education courses:
  - Introduction to alcohol
  - Introduction to drugs
  - Foundations of individual counseling
  - Foundations of group counseling
  - Treatment continuum course
  - Professional ethics for the chemical dependency counselor
- 1 year (2,000 hours) chemical dependency specific counseling experience
- Internships and practicum may count toward the work experience requirement if completed in an acceptable treatment setting. **Note: Individuals certified as a CCDC**

**II under the Academic track must have 2 years experience before being eligible for reciprocity (with another ICRC board)**

- Written and oral exams

**Certified Chemical Dependency Counselor—Level III (CCDC III):**

- 160 transcribed semester hours with 2 years or 4,000 hours of Chemical Dependency counseling experience or a master’s degree or above, with 1 year full-time experience, or 2,000 hours chemical dependency specific work experience. Must include the following specific specialized education courses:
  - Introduction to alcohol
  - Introduction to drugs
  - Foundations of individual counseling
  - Foundations of group counseling
  - Treatment continuum course
  - Professional ethics for the chemical dependency counselor (1 credit)
  - Family counseling
  - Chemical dependency electives (3 credits)
- Written and oral exams

**Experience Track**

**Certified Chemical Dependency Counselor—Level I (CCDC I):**

- 12 semester hours specialized education courses, 3 semester hours each:
  - Introduction to alcohol
  - Introduction to drugs
  - Foundations of individual counseling
  - Foundations of group counseling
- 2 years (4,000 hours) chemical dependency specific work experience
- Written and oral exams

**Certified Chemical Dependency Counselor—Level II (CCDC II):**

- 16 semester hours of the following specific specialized education courses:
  - Introduction to alcohol
  - Introduction to drugs
  - Foundations of individual counseling
  - Foundations of group counseling
  - Treatment continuum course
  - Professional ethics for the chemical dependency counselor
- 4 years (8,000 hours) chemical dependency specific work experience. Experience can be paid, nonpaid, fulltime, part time, and/or volunteer hours
- Written and oral exams

**Certified Chemical Dependency Counselor—Level III (CCDC III):**

- 22 semester hours of the following specific specialized education courses:
  - Introduction to alcohol
  - Introduction to drugs

- Foundations of individual counseling
- Foundations of group counseling
- Treatment continuum course
- Professional ethics for the chemical dependency counselor (1 credit)
- Family counseling
- Chemical dependency electives (3 credits)
- 6 years (12,000 hours) chemical dependency specific counseling experience. Experience can be paid, nonpaid, fulltime, part time, and/or volunteer hours.
- Written and oral exams

**Prevention Specialist (PS):**

- Bachelor’s degree from a regionally accredited college or university with 15 semester hours of the following specific specialized education:
  - Introduction to alcohol
  - Introduction to drugs
  - Foundations of alcohol and other drug prevention
  - Theory and practice of alcohol and drug community prevention
  - Professional ethics for the addiction professional
- 120 hours practical training experience in the following IC&RC performance domains:
  - Planning and Evaluation
  - Education and Skill Development
  - Community Organization
  - Public and Organizational Policy
  - Professional Growth and Responsibility
- Written and oral prevention exam

Persons working in the addiction prevention field can apply for certification using a combination of education and training hours in lieu of the specific specialized educational courses. A 3-semester-hour course is the equivalent of 45 contact hours. You must have enough training hours to cover each of the course requirements.

*Note: Certified Prevention Specialists must have 1 year of experience before being eligible for reciprocity (with another IC&RC board)*

Last updated September 29, 2003

**Northern Plains Indian Health Services—SD**

Northern Plains Native American Chemical Dependency Assoc. (NPNACDA)  
 PO Box 1153  
 Rapid City, SD 57701  
 Phone: (605) 341-3806  
 www.npnacda.org

*Note: The Northern Plains Native American Chemical Dependency Association provides certification services to Tribes throughout the Aberdeen IHS area, which includes the States of Iowa, Nebraska, North Dakota, and South Dakota.*

## Indian Addictions Counselor I (IAC I):

### Knowledge and Competence:

- Communication—Possessing sufficient communication skills to communicate effectively with clients and resources, whether Native American or non-Native American. Such skills may include fluency in a Native American language.
- Knowledge of Addictions—To counsel individuals and families with problems caused by addiction, basic knowledge of the effects of drugs and alcohol and its impact and influence on human beings is a prerequisite. Knowledge of the effects of alcohol and drugs should fall into three major categories.
  - Physiological and pharmacological effects of alcohol on the human body, the relationship between blood alcohol level and behavior, the management of the illness and the recovery process, and the physiological mechanisms of chemical dependencies.
  - Psychological dependencies and complications, patterns of progression, recovery, and personal and social relationships.
  - Sociocultural values and attitudinal systems relating to alcohol, drinking, and alcohol abuse, the effects on family and community, the spiritual, industrial, and legal ramifications among Indian people.

### Eligibility for Certification:

- Native American or Alaska Native and/or holding Certificate of Indian Blood.
- Any person regardless of race who is working in a Native American Alcohol Program and/or with Native Americans in the field of Addiction Counseling 51 percent of the time.
- To practice a healthy lifestyle and to provide a positive role model in all areas of professional and private life, especially in regard to personal use of alcohol or other drugs.

### Track I: Educational Emphasis:

- 64 semester hours: 16 Chemical Dependency specific semester hours.
- 1 year (2,000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

### Track II: Experience Emphasis:

- 16 Chemical Dependency specific hours.
- 2 years (4000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

\* Both tracks require that 51 percent or more of the documented work experience must be spent directly counseling Native American clients with a diagnosis of alcoholism or other drug abuse or addiction. Internships and practicums can count toward experience/training as long as it is chemical dependency specific.

*There shall be no waiver or substitution for the full time supervised work experience required.*

- Required Courses:
  - Introduction to Alcoholism—3 semester (contact) hours
  - Introduction to Drug Abuse—3 semester (contact) hours
  - Foundations of Counseling (Individual)—3 semester (contact) hours
  - Foundations of Counseling (Group)—3 semester (contact) hours
  - Native American Alcoholism—3 semester (contact) hours
  - Ethics for the Alcohol Counselor—1 semester (contact) hour
- IC&RC written exam
- Signed code of ethics

**Recertification:**

Every 2 years on the anniversary of the original certification

**Indian Addictions Counselor II (IAC II):**

**Knowledge and Competence:**

- Communication—Possessing sufficient communication skills to communicate effectively with clients and resources, whether Native American or non-Native American. Such skills may include fluency in a Native American language.
- Knowledge of Addictions—To counsel individuals and families with problems caused by addiction, basic knowledge of the effects of drugs and alcohol and its impact and influence on human beings is a prerequisite. Knowledge of the effects of alcohol and drugs should fall into three major categories.
  - Physiological and pharmacological effects of alcohol on the human body, the relationship between blood alcohol level and behavior, the management of the illness and the recovery process, and the physiological mechanisms of chemical dependencies.
  - Psychological dependencies and complications, patterns of progression, recovery, and personal and social relationships.
  - Sociocultural values and attitudinal systems relating to alcohol, drinking and alcohol abuse, the effects on family and community, the spiritual, industrial and legal ramifications among Indian people.

**Eligibility for Certification:**

- Native American or Alaska Native and/or holding Certificate of Indian Blood.
- Any person regardless of race who is working in a Native American Alcohol Program and/or with Native Americans in the field of Addiction Counseling 51 percent of the time.
- To practice a healthy lifestyle and to provide a positive role model in all areas of professional and private life, especially in regard to personal use of alcohol or other drugs.

**Track I: Educational Emphasis:**

- Bachelor's degree in Behavioral Science.
- 22 Chemical Dependency specific semester hours.
- 2 years (4,000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

**Track II: Experience Emphasis :**

- 22 Chemical Dependency specific hours.
- 4 years (8,000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

\* Both tracks require that 51 percent or more of the documented work experience must be spent directly counseling Native American clients with a diagnosis of alcoholism or other drug abuse or addiction. Internships and practicums can count toward experience/training as long as it is chemical dependency specific.

*There shall be no waiver or substitution for the full time supervised work experience required.*

- Required Courses:
  - Introduction to Alcoholism—3 semester (contact) hours
  - Introduction to Drug Abuse—3 semester (contact) hours
  - Foundations of Counseling (Individual)—3 semester (contact) hours
  - Foundations of Counseling (Group)—3 semester (contact) hours
  - Native American Alcoholism—3 semester (contact) hours
  - Ethics for the Alcohol Counselor—1 semester (contact) hour
  - Family Counseling—3 semester (contact) hours
  - Treatment (Continuum of Care)—3 semester (contact) hours
- IC&RC written exam
- Signed code of ethics

**Recertification:**

Every 2 years on the anniversary of the original certification

**Indian Addictions Counselor III (IAC III):****Knowledge and Competence:**

- Communication—Possessing sufficient communication skills to communicate effectively with clients and resources, whether Native American or non-Native American. Such skills may include fluency in a Native American language.
- Knowledge of Addictions—To counsel individuals and families with problems caused by addiction, basic knowledge of the effects of drugs and alcohol and its impact and influence on human beings is a prerequisite. Knowledge of the effects of alcohol and drugs should fall into three major categories.
  - Physiological and pharmacological effects of alcohol on the human body, the relationship between blood alcohol level and behavior, the management of the illness and the recovery process, and the physiological mechanisms of chemical dependencies.
  - Psychological dependencies and complications, patterns of progression, recovery, and personal and social relationships.
  - Sociocultural values and attitudinal systems relating to alcohol, drinking and alcohol abuse, the effects on family and community, the spiritual, industrial and legal ramifications among Indian people.

**Eligibility for Certification:**

- Native American or Alaska Native and/or holding Certificate of Indian Blood.
- Any person regardless of race who is working in a Native American Alcohol Program and/or with Native Americans in the field of Addiction Counseling 51 percent of the time.
- To practice a healthy lifestyle and to provide a positive role model in all areas of professional and private life, especially in regard to personal use of alcohol or other drugs.

**Track I: Educational Emphasis:**

- Master's degree.
- 25 Chemical Dependency specific semester hours.
- 2 years (4,000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

-OR-

- Master's degree in Chemical Dependency.
- 25 Chemical Dependency specific semester hours.
- 1 year (2,000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

**Track II: Experience Emphasis:**

- 25 Chemical Dependency specific hours.
- 6 years (12,000 hours) full-time Chemical Dependency counseling experience\*.
- 300 hours of supervised training in the 12 core functions, with a minimum of 10 hours in each of the 12 core functions.

\* Both tracks require that 51 percent or more of the documented work experience must be spent directly counseling Native American clients with a diagnosis of alcoholism or other drug abuse or addiction. Internships and practicums can count toward experience/training as long as it is chemical dependency specific.

*There shall be no waiver or substitution for the full-time supervised work experience required.*

**■ Required Courses:**

- Introduction to Alcoholism—3 semester (contact) hours
- Introduction to Drug Abuse—3 semester (contact) hours
- Foundations of Counseling (Individual)—3 semester (contact) hours
- Foundations of Counseling (Group)—3 semester (contact) hours
- Native American Alcoholism—3 semester (contact) hours
- Ethics for the Alcohol Counselor—1 semester (contact) hour
- Family Counseling—3 semester (contact) hours
- Treatment (Continuum of Care)—3 semester (contact) hours
- Elective Course in Chemical Dependency Counseling—3 semester (contact) hours

- IC&RC written exam
- Signed code of ethics

### **Recertification:**

Every 2 years on the anniversary of the original certification

*Note: It is not mandatory that an applicant attains certification as a Counselor I before being certified as a Counselor II or a Counselor III. The important distinction to consider when making an application for any category is the qualification for each level.*

*In developing a system of certification, the Certification Board must, of necessity, be vested with broad powers to assess the applicant, his/her work experiences, competencies, and training.*

*The Certification Board may require additional information or evidence in some cases to make an adequate determination of the applicant's qualifications.*

*Applicants must agree to waive the right to inspect the results of inquiries made of employers, co-workers, references, or educational institutions which were sought and acquired in the process of making a determination of certification.*

### **Trainee Status**

The purpose of the Trainee Status is to provide professional preparatory status to people working in the field of addictions. Trainees will need an academic training plan, a supervision plan, and plans for obtaining experience in the 12 core functions. These plans may be prepared and monitored by various training programs, tribal colleges, or by the sponsoring agency. At present, these training plans are not mandatory for Trainee Status.

In order to obtain Trainee Status, the applicant:

- Must be currently employed by a chemical dependency program.
- Have a high school diploma or graduate equivalent degree (GED).
- Show that he/she is pursuing counselor certification.
  - Submit the following application forms for Trainee Certification Status accompanied by a bank certified check or postal money order or program check for \$75.
    - Signed application
    - Job description
    - Employee verification form
    - GED or high school diploma
  - Trainee Status is for a period of 2 years. Applicants may reapply for an additional 2-year period. Applicants must show that they are pursuing certification in order to reapply for the second trainee status period by submitting appropriate course credit hours and workshop certificates. A letter from the trainee's supervisor must accompany the reapplication.

Last updated January 27, 2004



## Contact Information

**Write:** Tennessee Department of Health  
Office of Health Care Facilities  
Cordell Hall Building, 1st Floor  
425 Fifth Avenue  
Nashville, TN 37247

**Phone:** (615) 741-7221

**Visit this Internet Address:** [www2.state.tn.us/health/HCF/index.htm](http://www2.state.tn.us/health/HCF/index.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site survey of the facility.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Programs
- Detoxification Services
- Opioid Treatment Programs
- Prevention Programs
- DUI Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients  
Yes       No  For other types of treatment program

**State of Tennessee Department of Health**

Health Related Boards Division  
Cordell Hull Bldg.  
425 Fifth Avenue North, First Floor  
Nashville, TN 37247-1010  
Phone: (615) 532-3202 or  
(888) 310-4650 (toll free)

**Licensed Alcohol and Drug Abuse Counselor (LADAC)—By Examination:**

- High school diploma or GED
- 21 years of age
- Possess good moral character and professional ethics
- 270 contact hours of formal classroom training in chemical dependency
  - 10 hours on each Primary Function
  - 6 hours Ethics
- 6,000 clinically supervised counseling experience contact hours during which all 12 alcohol and drug abuse counseling Primary Functions have been performed over a time period of a minimum of 3 years—hours may be paid or “volunteer,” or combination thereof
- Written and oral exam

**Licensure by Reciprocity:**

- 21 years of age
- Possess good moral character and professional ethics
- Hold current license, or equivalent, from another State. Other States’ standards must be comparable to or exceed requirements for licensure in Tennessee.

**Renewal:**

The license is renewed each 2 years and requires 60 hours of continuing education (30 hours each year).

Last updated September 11, 2003

## Contact Information

**Write:** Texas Commission on Alcohol and Drug Abuse  
 Facility Licensure Department  
 PO Box 80529  
 Austin, TX 78708

**Phone:** (800) 832-9623

**Visit this Internet Address:** [www.tcada.state.tx.us](http://www.tcada.state.tx.us)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection, if necessary.
- If found to be in compliance with the standards, a license will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Residential Treatment
- Detoxification Services
- Prevention Programs
- Services in Correctional Facilities

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes  No  For programs using methadone in the treatment of clients  
 Yes  No  For other types of treatment program

## Texas Commission on Alcohol and Drug Abuse (TCADA)

Licensure Department  
 9001 N. IH 35, #105  
 Austin, TX 78753  
 Phone: (800) 832-9623 (toll free) or  
 (512) 349-6600  
 Fax: (512) 837-8500  
 www.tcada.state.tx.us  
 contact@tcada.state.tx.us

In order to practice substance abuse counseling in the State of Texas, a person must be a qualified credentialed counselor. The licensed chemical dependency counselor (LCDC) is a Qualified Credentialed Counselor (QCC).

### Licensed Chemical Dependency Counselor (LCDC):

- 18 years of age
- High school diploma or its equivalent
- 270 classroom hours of classroom hours of chemical dependency curricula
  - 135 hours (9 semester hours) shall be specific to substance use disorders and their treatment. Remaining 135 hours may be specific or related to chemical dependency counseling. Related education hours may include courses in psychology, upper division sociology, counseling, mental health, behavioral science, psychiatric nursing, ethics, and rehabilitation counseling.
  - The education shall be provided by a registered Pre-Service Education Institution, a proprietary school, or an accredited institution of higher education. Classroom hours may be obtained from a registered Pre-Service Education Institution only through August 31, 2002. Beginning September 1, 2002, all classroom hours must be obtained from a proprietary school or an accredited institution of higher education.
  - Continuing education and extended learning courses offered by institutions of higher education are not acceptable unless the curriculum follows the Workforce Education Curriculum Manual and meets the standards equivalent to a credit course.
  - Educational hours obtained at a proprietary school must follow the curriculum for Transdisciplinary Foundations for Addictions Professional outlines in the KSAs:
    - Understanding Addiction
    - Treatment Knowledge
    - Application to Practice
    - Professional Readiness
  - The commission shall not accept hours unless documented with a passing grade on an official transcript from the school. Applicant shall submit additional information requested by the Commission if needed to verify the content of a course.
- 300 hours of approved supervised field work practicum
  - Practicum shall be completed under the administration of a registered practicum provider, a proprietary school, or an accredited institution of higher education. Practicum hours may be obtained from a registered practicum provider only through

### PROFESSIONALS (IC&RC)

Licensing required—  
 see Texas Commission  
 on Alcohol and Drug  
 Abuse (TCADA)

August 31, 2002. Beginning September 1, 2002, all practicum hours must be obtained through a proprietary school or an accredited institution of higher education.

- Applicant shall complete the required 270 hours of education before participating in a practicum, with one exception. Students enrolled in an accredited university, college, junior college, or community college may complete the practicum before completing the 270 hours of education if the practicum is:
  - Part of the assigned curriculum; and
  - Performed under the auspices of the educational institution.
- Applicant must complete the practicum under the administration of a single school.
- Official transcript from the school and a letter from the school's educational coordinator or chair verifying completion of practicum in field of substance abuse.
- Hours may be paid or voluntary.
- Practicum shall be delivered according to a written training curriculum that provides student with an orientation to treatment services and exposure to treatment activities in each of KSA domains. Practicum must include intern observing treatment delivery and intern providing services under direct supervision. Practicum shall include at least 20 hours experience in each of the KSA domains.
- All training provided by QCCs.
- 4,000 hours of approved supervised experience working with chemically dependent persons
- Two letters of recommendation from currently licensed chemical dependency counselors
- Signed code of ethics
- Written chemical dependency counselor examination approved by the Commission
- Written case presentation to the test administrator
- Oral chemical dependency counselor examination approved by the Commission
- Worthy of the public trust and confidence, as determined by the Commission
- Written agreement to abide by the standards of ethics
- Meet criminal history standards

Applicants holding a degree in chemical dependency counseling, sociology, psychology, or any other degree approved by the commission are exempt from the 270 hours of education and the 300-hour practicum. Applicant must submit an official college transcript with the official seal of the college and the signature of the registrar. Degree programs approved by the Commission include: baccalaureate, master's, or doctoral degrees with a course of study in human behavior/development and service delivery.

The Commission may waive the 4,000 hours of supervised work experience for individuals who hold a master's or doctoral degree in social work or in a counseling-related field with 48 semester hours of graduate-level courses. Counseling-related degrees shall be reviewed on a case-by-case basis. Applicant must submit an official college transcript with the official seal of the college and the signature of the registrar, and any other related documentation requested by the Commission.

Last updated September 13, 2003

## PROFESSIONALS (IC&RC)

Licensing required—  
see Texas Commission  
on Alcohol and Drug  
Abuse (TCADA)

## Texas Certification Board of Addiction Professionals (TCBAP)

1005 Congress Ave., Ste. 460  
 Austin, TX 78701  
 Phone: (512) 708-0629  
 Fax: (512) 476-7297  
 www.tcbap.org  
 tcbap@tcbap.org

**Once licensed** by the State of Texas, additional credentialing is available through TCBAP.

### Advanced Addiction Counselor (AAC):

- Current LCDC license or meet exempt requirements for LCDC
- 300-hour Chemical Dependency Counseling Practicum covering 12 core functions
- ICRC AAC exam
- ICRC Case Presentation Method oral exam
- 270 chemical dependency education hours, 135 of which must be Alcohol/Drug specific, 6 must be ethics, and 6 must be HIV/AIDS education
- Advanced degree in addiction studies or behavioral science from a regionally accredited college or university

### Recertification:

Every 2 years

- Currently active and licensed in the field of alcoholism and drug abuse
- Absent of any ethical or malpractice violations
- 40 hours continuing education; including 3 hours ethics and 3 hours clinical supervision
- Submission of application including signed copy of ethical standards for Advanced Addiction Counselors
- Recertification fee

### Alcohol Drug Counselor Level I—Member (ADC Level I):

- Current LCDC license or meet exempt requirements for LCDC
- 300-hour Chemical Dependency Counseling Practicum covering 12 core functions
- ICRC Counselor Certification exam
- ICRC Case Presentation Method oral exam
- 270 chemical dependency education hours, 135 of which must be Alcohol/Drug specific, 6 must be ethics, and 6 must be HIV/AIDS education
- 3 years (6,000 hours) chemical dependency counseling experience

### Alcohol Drug Counselor Level II—Member (ADC Level II):

- Current LCDC license or meet exempt requirements for LCDC
- 300-hour Chemical Dependency Counseling Practicum covering 12 core functions
- ICRC Counselor Certification exam

### PROFESSIONALS (IC&RC)

Licensing required—  
 see Texas Commission  
 on Alcohol and Drug  
 Abuse (TCADA)

- ICRC Case Presentation Method oral exam
- 270 chemical dependency education hours, 135 of which must be Alcohol/Drug specific, 6 must be ethics, and 6 must be HIV/AIDS education
- 7 years (14,000 hours) chemical dependency counseling experience
- OR-
- Bachelor's degree and 3 years (6,000 hours) chemical dependency counseling experience

### **Alcohol Drug Counselor Level III—Member (ADC Level III):**

- Current LCDC license or meet exempt requirements for LCDC
- 300-hour Chemical Dependency Counseling Practicum covering 12 core functions
- ICRC Counselor Certification exam
- ICRC Case Presentation Method oral exam
- 270 chemical dependency education hours, 135 of which must be Alcohol/Drug specific, 6 must be ethics, and 6 must be HIV/AIDS education
- 12 years (24,000 hours) chemical dependency counseling experience
- OR-
- Master's degree and 3 years (6,000 hours) chemical dependency counseling experience

### **Recertification:**

Every 2 years

- Currently active and licensed in the field of alcoholism and drug abuse
- Absent of any ethical or malpractice violations
- 40 hours continuing education
- Submission of application including signed copy of ethical standards for Alcohol and Drug Counselors
- Recertification fee

### **Certified Chemical Dependency Specialist (CCDS):**

- Master's degree in a counseling related area
- Licensure in the State of Texas in one of the following areas: LCDC, LPC, LMSW, LMFT, Licensed Psychologist, Licensed Physician, Certified Addictions Registered Nurse, Licensed Psychological Associate, Advance Practice Nurse with specialty in Psych-Mental Health (APN-P/MH)
- 4,000 hours work experience in chemical dependency counseling
- 135 hours alcohol/drug specific education
- Letter of recommendation from a licensed/certified colleague

*Note: This credential does not have reciprocity with other ICRC member boards*

### **Recertification:**

Every 2 years

- Currently active and licensed in the field of alcoholism and drug abuse
- Absent of any ethical or malpractice violations
- 40 hours continuing education

### **PROFESSIONALS (IC&RC)**

Licensing required—  
see Texas Commission  
on Alcohol and Drug  
Abuse (TCADA)

- Submission of application including signed copy of ethical standards for Certified Chemical Dependency Specialists
- Recertification fee

#### **Certified Clinical Supervisor (CCS):**

- Current certification as an ADC or AAC
- 5 years counseling experience
- 2 years supervision experience
- 30 hours didactic training in clinical supervision, including training in each of the following areas: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibility
- One reference letter from a supervisor and two from peers
- ICRC Clinical Supervision exam

#### **Recertification:**

Every 2 years

- Currently active as a supervisor in the field of addiction counseling
- Absent of any ethical or malpractice violations
- 40 hours continuing education. Documentation of current ADC or AAC certification shall serve as verification of this requirement. However, 6 of the 40 hours must be specific to clinical supervision. Certificates of completion must be attached to the recertification application to document this requirement.
- Submission of application including signed copy of ethical standards for Clinical Supervisors
- Recertification fee

#### **Certified Prevention Specialist (CPS):**

- 150 hours education; 50 hours must be Alcohol/Drug specific, and 50 hours prevention specific training
- 120 hour practicum in prevention
- One reference letter from a supervisor and two from peers
- ICRC Prevention exam
- 1 year (2,000 hours) prevention work experience

#### **Recertification:**

Every 2 years

- Absent of any ethical or malpractice violations
- 40 hours continuing education. Documentation and/or certificates must be titled in areas of Alcohol, Tobacco, and Other Drug (ATOD) prevention education or the six domain areas
- Submission of application including signed copy of ethical standards for CPS
- Recertification fee

*Note: Contact TCBAAP regarding Certified Compulsive Gambling Counselor (CCGC) and Certified Supervisor Consultant (CSC)*

#### **PROFESSIONALS (IC&RC)**

Licensing required—  
see Texas Commission  
on Alcohol and Drug  
Abuse (TCADA)

Last updated September 13, 2003

## Contact Information

**Write:** Utah Department of Human Services  
Office of Licensing  
120 North 200 West, # 303  
Salt Lake City, UT 84103

**Phone:** (801) 538-4242

**Visit this Internet Address:** [www.hslic.utah.gov](http://www.hslic.utah.gov)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation. Program policies and a procedures manual(s) must also be submitted in addition to the licensing fee.
- Pass an on-site review.
- If found to be in compliance with the standards, an initial license to operate will be granted for 90 or 120 days. If in good standing after 90 or 120 days, an annual license will be issued for the remaining 12 months.

**Is a Fee Charged?** Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Day Treatment
- Residential Treatment
- Social Detoxification Services in Residential Settings
- Intermediate Secure Treatment Programs for Minors
- Residential Support Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

The Office of Licensing licenses all Human Services programs in Utah. The Office review of those programs which have national accreditation is not as involved as those programs which are not accredited. Other State departments can provide substance abuse treatment services, but would not be licensed by the Department of Human Services without written agreement.

## Association of Utah Substance Abuse Professionals (AUSAP)

48 East 400 South  
 Bountiful, UT 84010  
 Phone: (801) 552-7762  
 Fax: (801) 771-4086  
 www.ausap.org

### Associate Addictions Counselor (AAC):

- 45 clock hours practicum as a drug/alcohol trainee
- 180 hours practicum as a drug/alcohol trainee
- 1 year (2,000 hours) chemical dependency counseling experience
- AUSAP Basic Ethics Workshop
- AUSAP Basic Written Exam
- Current AUSAP/NAADAC membership

### Certified Addictions Counselor (CAC):

- Meet all AAC requirements
- 300 clock hours drug/alcohol counseling training
- 3 years (6,000 hours) as a drug/alcohol counselor/trainee
- Pass CPM oral exam
- Current AUSAP/NAADAC membership

*Note: Graduates of the U of U Certificate Program in Drug and Alcohol Counseling meet the training, practicum, and experience requirements for AAC by nature of their certificate.*

*Those who hold bachelor's, master's, or doctoral degrees in behavioral science may meet experience and practicum requirements in addition to training requirements by nature of their degree. The Board evaluates each package to determine what education for experience credit is allowed.*

*One general membership board meeting per year required for recertification.*

Last updated October 21, 2003

## Division of Occupational and Professional Licensing

160 E. 300 South, 4th Floor  
 Salt Lake City, UT 84114  
 Phone: (801) 530-6628 or  
 (866) 275-3675 (toll free in UT)  
 Fax: (801) 530-6511  
 www.dopl.utah.gov

### Licensed Substance Abuse Counselor (LAC):

- Qualifications for Licensure—Education
  - Baccalaureate or graduate degree from a substance abuse counselor program including:
    - Major in alcohol and other drug abuse counseling

- 300 clock hours supervised field work practicum consisting of:
  - 18 hours professional ethics and responsibilities
  - 10 clock hours training in each of the areas of practice
- Any baccalaureate or graduate degree in a behavior science field will satisfy educational requirement
- Qualifications for Licensure—Experience
  - 4,000 clock hours supervised qualifying experience consisting of:
    - 300 clock hours addiction counseling specific training in a formal classroom education setting, emphasizing alcohol and other drug addictions related to the practice of substance abuse counseling, completed at the beginning of the supervised experience period
    - 18 hours professional ethics and responsibilities
    - 10 clock hours training in each of the areas of practice
  - Pass IC&RC exam

**Renewal:**

Every 2 years with 40 hours qualified continuing professional education; at least 6 hours in professional ethics and responsibilities

Last updated November 2, 2003



## Contact Information

**Write:** Vermont Department of Health  
Office of Drug Abuse Programs  
100 Cherry Street  
Burlington, VT 05402

**Phone:** (802) 651-1550

**Visit this Internet Address:** [www.state.vt.us/adap](http://www.state.vt.us/adap)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a program approval certificate will be issued for a period of up to 3 years.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Residential Programs
- Detoxification Services
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

Yes       No  For programs using methadone in the treatment of clients

Yes       No  For other types of treatment program

Vermont accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation (COA). All programs that receive State funding must also be approved by the State.

## Division of Alcohol and Drug Abuse Programs (ADAP)

Vermont Department of Health  
 Division of Alcohol and Drug Abuse Programs  
 108 Cherry St., PO Box 70  
 Burlington, VT 05402-0070  
 Phone: (802) 651-1550  
 Fax: (802) 651-1573  
[www.state.vt.us/adap](http://www.state.vt.us/adap)  
[vtadap@vdh.state.vt.us](mailto:vtadap@vdh.state.vt.us)

In May 2000, the Vermont Legislature passed a House Bill requiring the licensing of Alcohol and Drug Abuse Counselors in Vermont. This law became effective January 1, 2001.

### Licensed Alcohol and Drug Abuse Counselor:

- Master's degree or doctorate in a human services field from an accredited educational institution, including degrees in counseling, social work, psychology, or in an allied mental health field, or a master's degree or higher in a health care profession regulated under Title 33 or Title 26, after having successfully completed a course of study with course work, including theories of human development, diagnostic and counseling techniques, and professional ethics, and which includes a supervised clinical practicum.
- Awarded an approved counselor credential from the Division of Alcohol and Drug Abuse Programs in accordance with rules adopted by the director.

*Note: Approved counselor credential counselors who have been certified at the reciprocal level by a member board of the IC&RC may be accepted for an approved counselor credential from the Division of Alcohol and Drug Abuse Programs.*

### Renewal:

Every 2 years with 40 hours continuing education

Last updated September 16, 2003

## Vermont Alcohol and Drug Abuse Counselor Certification Board (VADACB)

PO Box 135  
 St. Albans, VT 05478  
 Phone: (802) 878-7776  
 Fax: (802) 879-6211  
[www.vtboard.org](http://www.vtboard.org)  
[nan@vtboard.org](mailto:nan@vtboard.org)

Any person desiring to be certified at any level shall furnish evidence satisfactory to the Board that he/she:

- Is at least 18 years of age
- Is a high school graduate (or the equivalent)

### PROFESSIONALS (IC&RC)

Licensing required—  
 see Division of Alcohol  
 and Drug Abuse  
 Programs (ADAP)]

- Has not engaged in unprofessional conduct
- Is engaged in a regular practice of substance abuse counseling in the State of Vermont or has fulfilled the required number of supervised hours

Each applicant must also confirm in writing that his/her employment performance has not been impaired by substance abuse during the 2 years preceding the date of application.

#### **Certified Apprentice Substance Abuse Counselor:**

- Ongoing weekly supervision by a certified alcohol and/or drug counselor or a Certification Board-approved supervisor
- 16 hours paid or volunteer weekly employment related to the knowledge and skills associated with the 12 core functions as outlined by the ICRC/AODA
- 26 hours of counselor training; at least 10 of these hours must be specific to substance abuse; at least 6 must be an approved ethics training
- Written exam

#### **Period of Validity:**

Valid for a nonrenewable period of 42 months. One extension, not to exceed 12 months, may be granted upon written request.

#### **Certified Alcohol and Drug Abuse Counselor (CADC):**

- 6,000 hours substance abuse work, within 10 years prior to date of application
  - 5,000 hours must be paid experience under appropriate clinical supervision
  - 50 percent of total 6,000 hours must be direct one-on-one counseling, group counseling, and/or family counseling with the involvement of the primary substance abuser
  - 1,000 hours may be paid experience or volunteer and/or internship experience under appropriate clinical supervision
  - 20 supervised hours in each of the 12 core functions
- 270 hours counseling training
  - 210 hours—Alcohol/drug specific; neither area constituting less than 80 hours of training
  - 80 hours—Alcohol training for CAC credential
  - 60 hours—Specific to skills and techniques of counseling
  - 6 hours—Ethics training
  - At least 50 percent of 270 hours must have occurred in last 10 years
  - Inservice training must follow guidelines under definition for Training/Inservice Training
- Two evaluation forms from co-workers/peers, one of whom will be a certified counselor, and a third evaluation from applicant's current clinical supervisor
- Examination
  - Presentation in writing of a representative case of applicant's choosing
  - Upon acceptance of formal written case, applicant will be scheduled for an oral interview covering the 12 core functions centered around the case
  - Pass written exam

#### **PROFESSIONALS (IC&RC)**

Licensing required—  
see Division of Alcohol  
and Drug Abuse  
Programs (ADAP))

**Period of Validity:**

2 years

**Certified Clinical Supervisor (CCS):**

- Certification as an AODA counselor at the reciprocal level (CADC)
- 5 years (10,000 hours) counseling experience as an AODA counselor
- 2 years (4,000 hours) clinical supervisory experience in AODA field. These 2 years may be included in 5 years of counseling experience and must include provision of 200 contact hours face-to-face clinical supervision
- 30 hours didactic training in clinical supervision. Must include training in: assessment/evaluation, counselor development, management/administration, and professional responsibilities
- Three references from individuals familiar with applicant's work as a clinical supervisor, one of whom must have supervised candidate's clinical supervision
- Written exam

**Recertification:**

Every 2 years. 50 contact hours of professional education and training during the previous 2 years.

Last updated September 16, 2003

**PROFESSIONALS  
(IC&RC)**

Licensing required—  
see Division of Alcohol  
and Drug Abuse  
Programs (ADAP)]

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## Contact Information

**Write:** Virginia Office of Licensing  
1200 Bank Street, PO Box 1797  
Richmond, VA 23219

**Phone:** (804) 786-1747

**Visit this Internet Address:**  
[www.dmhmrzas.state.va.us/Organ/CO/Offices/OL/LRRPOForm.htm](http://www.dmhmrzas.state.va.us/Organ/CO/Offices/OL/LRRPOForm.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- If found to be in compliance with the standards, a program approval certificate will be issued for a period of up to 3 years.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Intensive Outpatient
- Residential Programs
- Detoxification Services
- Opioid Treatment Programs

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients
- Yes       No  For other types of treatment program

## Substance Abuse Certification Alliance of Virginia (SACAVA)

1108 Weatbriar Dr., Suite D  
 Richmond, VA 23233  
 Phone: (804) 749-8106  
 Fax: (804) 749-8106 (Call first)  
 www.sacava.org  
 sacava@bellatlantic.net

### Certified Addictions Counselor (CAC):

- 270 hours documented training and/or education in both alcohol and drug treatment
- 300 hours supervised practical training in the 12 core functions:
  1. Screening
  2. Intake
  3. Orientation
  4. Assessment
  5. Treatment Planning
  6. Counseling
  7. Case Management
  8. Crisis Intervention
  9. Client Education
  10. Referral
  11. Reports and Record Keeping
  12. Consultation with other Professionals in regard to client treatment/services
- \* *Clinical supervision shall be provided by a SACAVA certified clinical supervisor or a SACAVA Board pre-approved supervisor.*
- References from two individuals and your clinical supervisor who can attest to your professional knowledge and skills
- 3 years (6,000 hours) of alcohol and drug abuse counseling work experience during the last 6 years. The SACAVA board may substitute relevant formal education for part of the work experience requirements. Formal education encompasses AA/AS, BA/BS, and MA/MS degrees in the human services field.
- Sign and subscribe to a code of professional conduct
- Pay all application and certification fees
- Successfully complete a Case Presentation Method (CPM) oral examination
- Pass national IC&RC written exam administered by SACAVA

### Certified Clinical Supervisor (CCS):

- Active certification as a Certified Addictions Counselor (CAC) or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher
- 5 years (10,000 hours) counseling experience treating AODA population
- 2 years (4,000 hours) clinical supervisory experience in AODA field

#### PROFESSIONALS (IC&RC)

Licensing required—  
 see Virginia  
 Department of Health  
 Professionals

- 30 hours of SACAVA approved didactic training in clinical supervision. This must include training in each of the following areas:
  - Assessment/Evaluation (counselor)
  - Counselor Development
  - Management/Administration
  - Professional Responsibilities
- Three letters of reference from individuals familiar with applicant's work as a clinical supervisor, one of whom must have supervised the candidate's clinical supervision
- Subscribe to a code of professional conduct
- Pass the national IC&RC written exam administered by SACAVA
- Pay all application and certification fees

### **Certified Prevention Professional—Generalist (CPP-G):**

- Verification of 90 clock hours of prevention specific training. No more than 25 hours may be from inservice training
- 1 years (2,000) hours prevention related paid work experience within the past 4 years
- 120 hours supervised practical training/experience in the five core performance domains (minimum of 10 hours in each):
  - Program Coordination
  - Education and Skill Development
  - Community Organization
  - Public and Organizational Policy
  - Professional Growth and Responsibility
- Three letters of reference from individuals familiar with the applicant's work as a prevention professional (one supervisor, two peers)
- Signed professional code of ethics statement
- Pass national IC&RC written exam administered by SACAVA
- Pay all application and certification fees

### **Certified Criminal Justice (Addictions) Professional (CCJP):**

#### **Education**

- 270 hours within the six IC&RC/AODA, Inc., Criminal Justice Addictions Professional performance domains:
  - Dynamics of Addiction and Criminal Behavior
  - Legal, Ethical, and Professional Responsibility
  - Criminal Justice System and Processes
  - Screening, Intake, and Assessment
  - Case Management, Monitoring, and Client Supervision
  - Counseling
- Minimum of 10 hours in each domain
- 1 hour of education/training is equal to 50 minutes of continuous instruction
- 6 hours of education/training must be in professional ethics and responsibilities
- All education/training must be documented

The number of required hours varies based upon the applicant's level of education:

High school/GED .....	270 hours
AA/AS or Certified Reciprocal AODA Counselor (Non-IC&RC) .....	200 hours
BA/BS or IC&RC Certified Reciprocal AODA Counselor .....	150 hours
MA/MS or IC&RC Certified Supervisor AODA Counselor .....	100 hours
Above Master's Level or IC&RC Certified Advanced AODA Counselor or Other Advanced Credential (i.e., NBCC, CRCC, NASW, MAC, etc.) .....	60 hours

### Supervised Practical Training

- Minimum of 10 hours supervision in each domain. Supervised hours are to be face-to-face supervision.
 

High School/GED .....	200 hours
AA/AS or Certified Reciprocal AODA Counselor (Non-IC&RC) .....	150 hours
BA/BS or IC&RC Certified Reciprocal AODA Counselor .....	100 hours
MA/MS or IC&RC Certified Supervisor AODA Counselor .....	60 hours
Above Master's Level or IC&RC Certified Advanced AODA Counselor or Other Advanced Credential (i.e., NBCC, CRCC, NASW, MAC, etc.) .....	0 hours

### Experience:

- 6,000 hours (3 years) supervised work experience in direct services in criminal justice/addictions services obtained over the past 10 years. Supervised work experience must be within the 6 performance domains. Minimum of 10 hours in each domain
- SACAVA may allow an applicant to substitute a degree in criminal justice or other human services field for part of the work experience.
 

AA/AS or Certified Reciprocal AODA Counselor (Non-IC&RC) .....	5,000 hours
BA/BS or IC&RC Certified Reciprocal AODA Counselor .....	4,000 hours
MA/MS.or IC&RC Certified Supervisor AODA Counselor .....	2,000 hours
Above Master's Level or IC&RC Certified Advanced AODA Counselor or Other Advanced Credential (i.e., NBCC, CRCC, NASW, MAC, etc.) ...	1,000 hours

### Examination:

Pass the IC&RC/AODA, Inc., CCJP international written exam

### Code of Ethics:

Sign the CCJP code of ethics

### Recertification:

40 hours continuing education every 2 years in the Certified Criminal Justice Addictions Professional (CCJP) performance domains

### Certified Prevention Professional—Alcohol Tobacco and Other Drugs (CPP-ATOD):

- 1 year (2,000 hours) prevention related paid work experience within past 4 years
- 120 hours supervised practical (on the job) training/experience in the five core performance domains (minimum of 10 hours in each):
  - Program Coordination
  - Education and Skill Development

#### PROFESSIONALS (IC&RC)

Licensing required—  
see Virginia  
Department of Health  
Professionals

- Community Organization
- Public and Organizational Policy
- Professional Growth and Responsibility
- 100 hours prevention specific training. No more than 25 hours may be from inservice training. 50 hours of this training must be ATOD specific
- Three references from individuals familiar with the applicant's work as a prevention professional (one supervisor, two peers)
- Signed code of ethics
- Pass the national IC&RC written exam administered by SACAVA
- Pay all application and certification fees

Last updated October 7, 2003

## Virginia Department of Health Professions

6606 West Broad Street, 4th Floor  
 Richmond, VA 23230-1717  
 Phone: (804) 662-9900  
 Complaints: (804) 533-1560/TDD: (804) 662-7197  
 Fax: (804) 662-9943  
 Licensing Info: (804) 662-7636  
[www.dhp.state.va.us/default.htm](http://www.dhp.state.va.us/default.htm)

### Substance Abuse Counseling Assistant:

#### Education

- High school diploma or GED
- 300 clock hours of substance abuse education from one of the following programs:
  - An accredited university or college;
  - An integrated program approved by the Board at the time of application; or
  - An individualized program of seminars and workshops approved by the Board at the time of application.
- 120 hours spent in receiving didactic training in substance abuse counseling. Minimum of 10 clock hours in each of the following eight areas:
  - Understanding the dynamics of human behavior
  - Signs and symptoms of substance abuse
  - Treatment approaches, group dynamics, and other adjunctive treatment and recovery support
  - Case management skills and continuum of care
  - Recovery process and relapse prevention methods
  - Ethics
  - Professional identity in the provision of substance abuse services
  - Crisis intervention

#### PROFESSIONALS (IC&RC)

Licensing required—  
 see Virginia  
 Department of Health  
 Professionals

- 180 hours of experience performing the following tasks with substance abuse clients:
  - Screening clients and gathering information used in making the determination for the need for additional professional assistance
  - Intake of clients by performing the administrative tasks necessary for admission to a program
  - Orientation of new clients to program's rules, goals, procedures, services, costs, and the rights of the client
  - Assisting the client in identifying and ranking problems to be addressed, establishing goals, and agreeing on treatment processes
  - Implementation of a substance abuse treatment plan as directed by the supervisor
  - Implementation of case management activities that bring services, agencies, people, and resources together in a planned framework of action to achieve established goals
  - Assistance in identifying appropriate crisis intervention responses to clients' needs during acute mental, emotional, or physical distress
  - Education of clients by providing information about drug abuse and available services and resources
  - Facilitating the client's utilization of available support systems and community resources to meet needs identified in clinical valuation and/or treatment planning
  - Reporting and charting information about client's treatment, progress, and other client-related data
  - Consultation with other professionals to assure comprehensive quality care for the client.

*Note: Each of these tasks shall be performed for at least 8 hours under supervision and shall be verified as a part of the application by the supervisor.*

- Groups and classes attended as a part of a therapy or treatment program shall not be accepted as any part of the educational experience.

#### **Renewal:**

Every certificate issued by the Board shall expire on June 30 of each year

#### **Certified Substance Abuse Counselor (CSAC):**

##### **Education:**

- Bachelor's degree
- 400 clock hours of substance abuse education from one of the following programs:
  - An accredited university or college;
  - An integrated program approved by the Board; or
  - An individualized program of seminars and workshops to be approved by the Board at time of application
- 220 hours spent in receiving didactic training in substance abuse counseling; minimum of 10 clock hours in each of the following areas:
  - Understanding the dynamics of human behavior
  - Signs and symptoms of substance abuse
  - Treatment approaches, group dynamics, and other adjunctive treatment and recovery support

#### **PROFESSIONALS (IC&RC)**

Licensing required—  
see Virginia  
Department of Health  
Professionals

- Continuum of care and case management skills
- Recovery process and relapse prevention methods
- Ethics
- Professional identity
- Crisis intervention
- 20 hours in each of the following two areas:
  - Substance abuse counseling treatment planning and substance abuse research
  - Group counseling
- 180 hours of experience performing the following tasks with substance abuse clients:
  - Screening clients to determine eligibility and appropriateness for admission to a particular program
  - Intake of clients by performing the administrative and initial assessment tasks necessary for admission to a program
  - Orientation of new clients to program's rules, goals, procedures, services, costs, and the rights of the client
  - Assessment of client's strengths, weaknesses, problems, and needs for the development of a treatment plan
  - Treatment planning with the client to identify and rank problems to be addressed, establish goals, and agree on treatment processes
  - Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives
  - Case management activities which bring services, agencies, people, and resources together in a planned framework of action to achieve established goals
  - Crisis intervention responses to clients' needs during acute mental, emotional, or physical distress
  - Education of clients by providing information about drug abuse and available services and resources
  - Referral of clients in order to meet identified needs unable to be met by the counselor and assisting the client in effectively utilizing those resources
  - Reporting and charting information about client's assessment, treatment plan, progress, discharge summaries, and other client-related data
  - Consultation with other professionals to assure comprehensive quality care for the client

Each of these tasks shall be performed for at least 8 hours under supervision and shall be verified as a part of the application by the supervisor

Groups and classes attended as part of a therapy or treatment program will not be accepted as any part of the educational experience

#### **Experience:**

- 2,000 hours supervised experience in delivery of clinical substance abuse counseling services
- Average of 2 hours per week of face-to-face consultation between the supervisor and the applicant to total 100 hours within the required experience. No more than half of these hours may be satisfied with group supervision. 1 hour of group supervision will be deemed equivalent to 1 hour of face-to-face supervision.

**Renewal:**

Every certificate issued by the Board shall expire on June 30 of each year

**Licensed Substance Abuse Treatment Practitioners:****Education/Course Work Requirements:**

- Graduate degree from a program that prepares individuals to practice substance abuse treatment or a related counseling discipline from an accredited college or university
- 60 semester hours or 90 quarter hours of graduate study
- Completion of a general core curriculum containing a minimum of 3 semester hours or 4.5 quarter hours in each of the areas identified in this section:
  - Professional identity, function and ethics;
  - Theories of counseling and psychotherapy;
  - Counseling and psychotherapy techniques;
  - Group counseling and psychotherapy, theories and techniques;
  - Appraisal, evaluation, and diagnostic procedures;
  - Abnormal behavior and psychopathology;
  - Multicultural counseling, theories and techniques;
  - Research; and
  - Marriage and family systems theory.
- Completed 12 graduate semester credit hours or 18 graduate quarter hours in the following substance abuse treatment competencies:
  - Assessment, appraisal, evaluation, and diagnosis specific to substance abuse;
  - Treatment planning models, client case management, interventions, and treatments to include relapse prevention, referral process, step models, and documentation process;
  - Understanding addictions: The biochemical, sociocultural, and psychological factors of substance use and abuse;
  - Addictions and special populations including, but not limited to, adolescents, women, ethnic groups, and the elderly; and
  - Client and community education.
- Completion of a supervised internship of 600 hours to include 240 hours direct client contact. At least 450 of the internship hours and 200 of the direct client contact hours shall be in treating substance abuse-specific treatment problems
- Written exam

**Residency Requirements:**

- 4,000 hours supervised residency in substance abuse treatment with various populations, clinical problems, and theoretical approaches in the following areas:
  - Clinical evaluation;
  - Treatment planning, documentation, and implementation;
  - Referral and service coordination;
  - Individual and group counseling and case management;

**PROFESSIONALS  
(IC&RC)**

Licensing required—  
see Virginia  
Department of Health  
Professionals

- Client, family, and community education; and
- Professional and ethical responsibility.
- Minimum of 200 hours face-to-face sessions between supervisor and resident occurring at minimum of 1 hour per 20 hours work experience during the period of the residency. Supervision hours to include 20 hours face-to-face on-site supervision, and 20 hours of face-to-face off-site supervision. Internship hours shall not begin until completion of 30 semester hours toward the graduate degree
- 2,000 hours face-to-face client contact with individuals, families, or groups of individuals suffering from the effects of substance abuse or dependence
- Graduate level degree internship may count for no more than 600 hours of the required 4,000 hours of experience

Last updated October 22, 2003

**PROFESSIONALS  
(IC&RC)**

Licensing required—  
see Virginia  
Department of Health  
Professionals



## Contact Information

**Write:** Division of Alcohol and Substance Abuse  
Certification Section  
PO Box 45330  
Olympia, WA 98504–5330  
Attention: Bob Geissinger

**Phone:** (360) 438–8055

**Visit this Internet Address:** [www1.dshs.wa.gov/dasa/dasaservices.shtml](http://www1.dshs.wa.gov/dasa/dasaservices.shtml)

## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in full compliance with the standards, programs will be certified for up to one year by the Division of Alcohol and Drug Abuse.
- Residential programs must also have to be licensed by the Department of Health.

**Is a Fee Charged?**      Yes  No  In some circumstances

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Residential Treatment Services
- Detoxification Services
- Outpatient Treatment Services
- Intensive Outpatient Treatment Services
- Opioid Treatment Programs
- DUI Assessment Programs
- Assessment Services
- Information and Assistance Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients  
Yes       No  For other types of treatment program

Washington accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation (COA) for opioid treatment programs and nonopioid treatment programs. Opioid treatment programs are also required to be registered with the Washington State Board of Pharmacy and obtain initial certification by the Division of Alcohol and Drug Abuse.

## Washington State Department of Health

Health Professions Quality Assurance  
 Chemical Dependency Professionals Program  
 1300 SE Quince Street, PO Box 1099  
 Olympia, WA 98507–1099  
 Phone: (360) 236–4902  
 Fax: (360) 236–4909  
 Follow the link below and select “Chemical Dependency Professionals”  
[www.doh.wa.gov/A-Z.htm#C](http://www.doh.wa.gov/A-Z.htm#C)

### Certified Chemical Dependency Professional:

#### Education:

- Associate’s degree in human services or related field from an approved school
- OR-
- 90 quarter or 60 semester college credits in courses from an approved school—  
45 quarter or 30 semester credits must be in courses relating to the chemical  
dependency profession
- 4 clock hours AIDS education

#### Experience:

- 2,500 hours supervised chemical dependency counseling—associates degree
- OR-
- 2,000 hours supervised chemical dependency counseling—bachelor’s degree in  
human services or related field from an approved school
- OR-
- 1,500 hours supervised chemical dependency counseling—master’s/doctoral degree  
in human services or related field from an approved school
- OR-
- 1,500 hours supervised chemical dependency counseling—licensed as advanced reg-  
istered nurse practitioners under chapter 18.79 RCW
- OR-
- 1,500 hours supervised chemical dependency counseling—licensed as a psychologist  
under chapter 18.83 RCW
- Total of 850 hours of experience are designated to the following:
  - 200 hours—Clinical evaluation; 100 hours must be face-to-face patient contact
  - 600 hours—Face-to-face counseling to include: individual counseling; group coun-  
seling; counseling family, couples, and significant others
  - 50 hours—Discussion of professional and ethical responsibilities
  - Rest of hours—Divided among competencies (WAC 246-811-047(2)(d) through  
(i) as determined by supervisor
- NAADAC Exam for Addiction Counselors or ICRC Certified Addiction Counselor  
Level II or higher exam

- A person certified by NAADAC or IC&RC is considered to have met all of the experience requirements, the 45-quarter or 30-semester credit educational requirements, and the exam requirement

**Renewal:**

Every 2 years, with 28 hours of continuing education and 12 hours of other professional development activities.

Last updated September 20, 2003

## Contact Information

**Write:** Office of Health Facility Licensure and Certification  
350 Capitol Street, Rm. 206  
Charleston, WV 25301

**Phone:** (304) 558-0050

**Visit this Internet Address:** [www.wvdhhr.org/ohflac/rules/default.htm](http://www.wvdhhr.org/ohflac/rules/default.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site inspection.
- If found to be in full compliance with the standards, an initial license will be issued for 6 months.

**Is a Fee Charged?**      Yes  No  In some circumstances

A \$10 fee will be assessed.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Emergency Services
- Partial Hospitalization/Day Treatment
- Residential Treatment
- Detoxification Services
- Shelter Services

## Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?

- Yes       No  For programs using methadone in the treatment of clients  
Yes       No  For other types of treatment program

## West Virginia Certification Board for Addiction Professionals (WVCBAP)

122 Third Ave  
South Charleston, WV 26003  
Phone: (304) 746-2942

### Counselor In Service (CIS):

- 4 years qualifying experience, including a combination of 1 year experience specific to chemical dependency; general work experience; and/or accredited degree work
- 300 hours of supervised practical experience
- Pass the written ICRC examination
- Subscribe to WVCBAPP code of ethics

### Certified Addictions Counselor (CAC):

- 6 years of qualifying experience, including a combination of 3 years of experience specific to chemical dependency; general work experience and/or accredited degree work
- 270 contact hours of education; 70 hours must have chemical or behavioral dependence specific content and at least 6 of these 70 must be training in ethics specific to addiction counseling
- 300 hours of supervised practical experience
- Pass the ICRC/AODA written exam
- Demonstrate competence in the 12 core functions by obtaining a passing score on the Case Presentation Method (CPM), the ICRC/AODA oral exam
- Subscribe to WVCBAPP code of ethics

### Certified Prevention Specialist I (CPS I):

- 4 years volunteer or paid experience
- 60 credit hours from an accredited college/university
- 180 documented clock hours of education training
- Passing score on ICRC written exam
- Competence in the 6 performance domains of Program Coordination, Education and Training, Community Organization, Public Policy, Professional, and Planning and Evaluation

### Certified Prevention Specialist II (CPS II):

- 6 years of paid experience specific to prevention
- Bachelor's degree
- 270 documented clock hours of education training
- Passing score on ICRC written exam
- Competence in the 6 performance domains of Program Coordination, Education and Training, Community Organization, Public Policy, Professional, and Planning and Evaluation

Contact WVCBAP regarding the Certified Clinical Addiction Counselor (CCAC) requirements.

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## Contact Information

**Write:** Office of Health Facility Licensure and Certification  
350 Capitol Street, Rm. 206  
Charleston, WV 25301

**Phone:** (304) 558-0050

**Visit this Internet Address:** [www.wvdhhr.org/ohflac/rules/default.htm](http://www.wvdhhr.org/ohflac/rules/default.htm)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site survey, if applicable.
- If found to be in compliance with the standards, certification will be issued for a period of up to 2 years.

**Is a Fee Charged?**      Yes  No  In some circumstances

There is a variable fee assessed for certification. The fee ranges from \$350 to \$500.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Medically Managed Inpatient Treatment Service
- Outpatient Treatment Services
- Transitional Residential Treatment Services
- Partial Hospitalization/Day Treatment Services
- Residential Intoxication Monitoring Services
- Emergency Outpatient Services
- Ambulatory Detoxification Services
- Medically Monitored Inpatient Detoxification Services
- Medically Monitored Residential Detoxification Services
- Medically Monitored Treatment Service
- Opioid Treatment Programs
- Prevention Programs

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Wisconsin accepts accreditation through the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Commission on Accreditation of Rehabilitation Facilities (CARF), and the Council on Accreditation (COA) for opioid treatment programs although State certification is still required.

## Upper Midwest Indian Health Services—WI

Follow this link for certification information: [www.umicad.com](http://www.umicad.com) or [info@umicad.com](mailto:info@umicad.com)

Last updated January 27, 2004

## Wisconsin Certification Board, Inc. (WCB)

10930 W. Potter Road, Suite B  
 Wauwatosa, WI 53226-3450  
 Phone: (414) 774-7729 or  
 (800) 240-7729 (toll free)  
 Fax: (414) 774-8202  
[www.wisconsincertificationboard.org](http://www.wisconsincertificationboard.org)  
[wcb@wisconsincertificationboard.org](mailto:wcb@wisconsincertificationboard.org)

### Counselor

**Note:** Before applying for CADC II/III, you will need to purchase the Counselor Certification Handbook, which includes application forms with a number issued to you.

#### Certified Alcohol and Drug Counselor II (CADC II):

- 4,000 hours experience as a substance use disorder counselor (the equivalent of 2 years' full-time experience within 5 years prior to application)
- 360 hours specialized education and training
- IC&RC Counselor written exam
- Submit written application and fees to WCB
- Pass oral interview

#### Certified Alcohol and Drug Counselor III (CADC III):

- Completed all CADC II requirements
- 3,000 additional hours of professional experience

#### Registered Alcohol and Drug Counselor I (RADC I):

- Passing grade on the Elements of Substance Use Disorder Counseling test. Test results must be sent to WCB office with the Wisconsin Certification Development Plan
- Approved Wisconsin Counselor Certification Development plan on file with the WCB office
- Notify WCB office when applying for RADC I status
- Renew Wisconsin Counselor Certification Development Plan annually to maintain RADC I status

No additional fees required for registration other than the Elements testing fee and the annual Wisconsin Counselor Certification Development Plan fee.

**Note:** The RADC I credential is not a reciprocal credential. The RADC I designation is not a required prerequisite for counselor certification; nor does it denote or assure competency to provide substance use disorder counseling.

**Certified Alcohol and Drug Counselor—D (CADC-D):**

- 1,000 hours work experience within the past 5 years performing the 8 practice dimensions with clients who have a primary substance use disorder diagnosis  
An internship or field placement, which meets the experience definition, may be counted for work experience
- 180 hours formal classroom education including college/university work, workshops, seminars conferences, and inservices that specifically relate to the competency criteria for WCB
  - All competency areas (Transdisciplinary Foundation numbers) must be covered. Transdisciplinary Foundations (TF's) are the competencies underlying the work of all addiction-focused disciplines. These foundations include:
    - Understanding Addiction
    - Application to Practice
    - Professional Readiness
    - Disabilities
    - Treatment Knowledge

*Note: Contact WCB regarding home study and nonclassroom training*

- 1 clock hour education is equal to 50 minutes continuous instruction
- IC&RC written counselor certification exam
- Written application which includes record of professional counseling experience and classroom education and training

**Recertification:**

Every 2 years with 10 hours continuing education and training

**Reciprocity:**

CADC-D credential holders are not eligible for reciprocity through the IC&RC. Counselors certified at the CADC-D level may obtain the reciprocity level by completing the certification requirements presently required by the IC&RC.

**Prevention****Registered Prevention Worker (RPW):**

- 25 hours education and training covering the six domains

**Recertification:**

Every 2 years with 12 hours continuing education

**Registered Prevention Specialist (RPS):**

- 1,000 hours experience working within the prevention field either as a volunteer or in a paid capacity
- 50 hours training covering the six domains

**Recertification:**

Every 2 years with 25 hours continuing education

**Certified Prevention Professional (CPP):**

- 2,000 hours experience working in the prevention field as either a volunteer or in a paid capacity
- 100 hours training covering the six domains
- IC&RC written exam

**Recertification:**

Every 2 years with 50 hours continuing education

**Registered Clinical Supervisor (RCS), Certified Clinical Supervisor I (CCS I) (track A), Certified Clinical Supervisor I (CCS I) (track B), Certified Clinical Supervisor II (CCS II):**

Available to those who desire recognition of having met WCB and IC&RC standards for providing clinical supervision to AODA counselors. Information on these credentials is available from the WCB office.

Last updated October 22, 2003



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## Contact Information

**Write:** Substance Abuse Division  
2424 Pioneer Avenue, Suite 306  
Cheyenne, WY 82002

**Phone:** (307) 777-6494

**Visit this Internet Address:** [www.sad.state.wy.us/standards](http://www.sad.state.wy.us/standards)

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## Application Process:

- Request an application packet.
- Complete and submit all required elements of the application and all required supporting documentation.
- Pass an on-site review.
- If found to be in compliance with the standards, a 6-month operational permit will be issued.

**Is a Fee Charged?**      Yes  No  In some circumstances

There is a variable fee assessed for certification. The fee ranges from \$350 to \$500.

## Types of Substance Abuse Treatment Services for Which the State Offers Approval

- Outpatient Treatment
- Emergency Assessment and Referral Services
- Intensive Outpatient
- Partial Hospitalization/Day Treatment
- Residential Treatment
- Transitional Residential Services
- Detoxification Services
- Inpatient Services
- Prevention Programs
- DUI Programs

**Does the State Accept Accreditation Through National Accrediting Organizations in Lieu of Accreditation by the State?**

Yes  No  For programs using methadone in the treatment of clients

Yes  No  For other types of treatment program

Wyoming accepts accreditation through the Commission on Accreditation of Rehabilitation Facilities (CARF). The Substance Abuse Division has the authority to grant a certification waiver if the program has met State certification compliance through national accreditation.

## Mental Health Professionals Licensing Board

Contact: Veronica Skoranski  
 2020 Carey Ave., 201  
 Cheyenne, WY 82002  
 Phone: (307) 777-7788  
 Fax: (307) 777-3508  
 vskora@state.wy.us

### Certified Addictions Practitioner (CAP):

- Unless extended, qualified persons shall have 6 months from date of employment to become certified. The Board may, for good cause shown, grant an extension of this grace period
- Majority age
- No felony convictions; no misdemeanor convictions involving moral turpitude, although exceptions to this requirement may be granted by the Board if consistent with public interest
- Baccalaureate degree in a mental health discipline with concentration in addictionology, chemical dependency, or substance abuse from an accredited institution of higher education, which is professional in content and which meets the academic and training content standards established by the Board, or a baccalaureate level equivalency in addiction therapy
- Has a designated clinical supervisor
- Exam, which may be written or situational, as the Board prescribes
- Adhere to codes of ethics and professional standards

### Licensed Addictions Therapist (LAT):

- Majority age
- No felony convictions; no misdemeanor convictions involving moral turpitude, although exceptions to this requirement may be granted by the Board if consistent with public interest
- Master's or doctorate degree in one (1) of the disciplines identified from an accredited program and institution of higher education, which is professional in content and which meets the academic and training content standards established by the Board
- Exam, which may be written or situational, as the Board prescribes
- 3,000 hours of supervised clinical experience; including 100 hours face-to-face individual clinical supervision with a qualified clinical supervisor

### Adhere to Codes of Ethics and Professional Standards

#### Provisional Licensure:

A means to continue progress towards satisfactory completion of all licensure requirements. Upon review and approval by the designated board member or Board, the Board shall issue a provisional license to any applicant who files an application upon a form, accompanied by appropriate fee and who furnished satisfactory evidence to the Board of the following:

- Satisfied all requirements for licensure other than the requirements for examination and completion of the required hours of supervised clinical experience
- No felony convictions, and no misdemeanor convictions involving moral turpitude, although exemptions to this requirement may be granted by the Board if consistent with public interest
- Practice only under the supervision of a qualified clinical supervisor and in accordance with any other restrictions specified by the Board

The Provisional License shall expire 36 months after issuance or upon receipt by the Board of the applicant's passing exam results, and completion of required hours of supervision, whichever occurs first.

Last updated September 25, 2003

# PUERTO RICO

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No Licensing Information

## Certification Board for Professionals in Addiction and Alcoholism of Puerto Rico, Inc. (CBPAA)

Calle Dresde 469  
 Villa Borinken  
 Rio Piedras, PR 00920  
 Phone: (787) 778-2222

### Minimum Requirements:

- High school diploma or equivalent or associate's degree, and 2 years full-time; or 4,000 supervised hours
- OR-
- Bachelor's or master's degree in a behavioral science and 2,000 supervised hours worked in the field of addiction and/or alcoholism counseling within a 5-year period
- All hours must have been supervised by an Addiction Counselor III certified by the CBPAA, or by a professional specialized in addiction and/or alcoholism counseling who has a minimum of 5 years experience
- Written verification of counseling experience, supervised by an Addiction Counselor III certified by the CBPAA, or by another Board recognized by the CBPAA, or by a professional specialized in addiction and/or alcoholism counseling who has a minimum of 5 years of experience. The supervisor must have worked jointly with the candidate for certification
- Minimum of 100 hours in continued education in the addiction and/or alcoholism field during a consecutive 3-year period
- \$150 fee is required for certification
- Applicant is for honoring and signing the CBPAA's professional code of ethics
- Applicant is required to submit three (3) personal references from professionals in the field of addiction and/or alcoholism

*Note: The educational requirements in the field of addiction and alcoholism counseling are defined as: academic education, seminars, conferences, institutes, universities, and on-the-job training. All evidence must be documented.*

### Addiction Counselor I:

This classification is considered the first stage in the professional development of the addiction counselor. The eligibility requirements for this level are:

- High school diploma or equivalent or associate's degree and 2 years full-time; or 4,000 supervised hours
- OR-
- Bachelor's or master's degree in behavioral science and 2,000 supervised hours, worked in the field of addiction and/or alcoholism counseling within a 5-year period. All hours must have been supervised by an Addiction Counselor III certified by the CBPAA or by another Board recognized by the CBPAA, or by a professional specialized in addiction and/or alcoholism counseling with a minimum of 5 years experience. The Addiction Counselor I does not have reciprocity with the ICRC/AODA

- 100 hours of continued education in the addiction and/or alcoholism field in the last 5 years:
  - 40 hours in counseling, including 6 hours in professional ethics, and
  - 60 hours in addiction, including 4 hours in HIV/AIDS
- At this level, the counselor is exempt from the written and oral exams

### **Addiction Counselor II:**

This classification is considered the second stage in the continuing professional development of the addiction counselor. The Addiction Counselor II must meet the reciprocal requirements of ICRC/AODA. The eligibility requirements for this level are:

- High school diploma or equivalent or associate's degree with 6,000 supervised hours  
-OR-
- Bachelor's degree in a behavioral science and 5,000 supervised hours  
-OR-
- Master's or doctoral degree in a behavioral science and 4,000 supervised hours worked in the field of addiction or alcoholism counseling within a 7-year period
- All hours must have been directly supervised by an Addiction Counselor III certified by the CBPAA or by another Board recognized by the CBPAA, or by a professional specialized in addiction and/or alcoholism counseling who has a minimum of 5 years of experience
- 270 hours of continued education in the past 4 years
  - 120 hours in counseling, including 6 hours in professional ethics
  - 150 hours in addiction, including 4 hours in HIV/AIDS
- Oral examination of the ICRC/AODA (Case Presentation Method)
- Written examination of the ICRC/AODA

### **Addiction Counselor III:**

This classification confers the title to the addiction treatment professional involved primarily in direct services in addiction treatment. The requirements for eligibility are as follows:

- High school diploma or equivalent or associate's degree and 8,000 supervised hours  
-OR-
- Bachelor's degree in a behavioral science and 7,000 supervised hours  
-OR-
- Master's or doctoral degree in a behavioral science and 6,000 supervised hours worked in the field of addiction or alcoholism counseling within a 9-year period
- All hours must have been directly supervised by and Addiction Counselor III certified by the CBPAA or by another Board recognized by the CBPAA, or by a professional specialized in addiction and/or alcoholism counseling with a minimum of 5 years of experience
- 350 hours of continued education:
  - 150 hours in counseling, including 12 hours in professional ethics
  - 200 hours in addiction, including 16 hours in HIV/AIDS
- Oral examination of the ICRC (Case Presentation Method)

- Written examination of the ICRC/AODA
- The Level III counselor may supervise Levels I and II

Last updated February 11, 2003

## Comisión Certificadora Consejeros en Sustancias Sicoactivas de Puerto Rico

PO Box 60327  
 Bayamon, PR 00960-6032  
 Phone: (787) 740-1611  
 prattc@uccaribe.edu

**Para más información en Español oprima aquí.**

### **Certified Assisting Counselor on Psychoactive Substances I (CACPS I):**

- High school diploma or its equivalent
- Within the past 10 years of professional experience, applicant must demonstrate evidence of 5 years full-time (not necessarily consecutive) or 6,000 hours of direct experience in substance abuse field. Competencies expected for Level I:
  - Screening
  - Referrals
  - Service Coordination
  - Consultation
  - Client Education
  - Documentation
- 36 contact education hours or college credits (that include 6 hours in ethics and 6 hours in HIV/AIDS) in substance abuse and alcoholism, in the last 8 years. College credits must be from an accredited university or professional agency. Evidence of contact educational hours will be submitted in original with a copy. The Commission will send back all originals to applicant by mail. The suggested courses are: pharmacology, theoretical models of addictions, counseling strategies, and double diagnosis, and must be approved by the Commission
- Signed code of ethics
- Submit application
- Submit resume or portfolio
- Submit application fee
- Submit high school diploma or its equivalent

### **Certified Counselor on Psychoactive Substances II (CAPS II):**

- Bachelor's degree in a health or conduct related profession from an accredited university recognized by the Department of Education from the Commonwealth of Puerto Rico
- Within the past 10 years of professional experience, applicant must demonstrate evidence of 3 years full-time (not necessarily consecutive) or 10,000 hours of direct experience in substance abuse field. Competencies expected for Level II:
  - Screening
  - Evaluation

- Treatment Plan
- Counseling Skills
- Referrals
- Service Coordination
- Consultation
- Client Education
- Documentation
- 36 contact education hours or college credits (that include 6 hours in ethics and 6 hours in HIV/AIDS) in substance abuse and alcoholism, in the last 8 years. College credits must be from an accredited university or professional agency. Evidence of contact educational hours will be submitted in original with a copy. The Commission will send back all originals to applicant by mail. The suggested courses are: pharmacology, theoretical models of addictions, counseling strategies, and double diagnosis, and must be approved by the Commission
- Signed code of ethics
- Submit application
- Submit resume or portfolio
- Submit application fee
- Submit official certification of degree from accredited university

#### **Certified Counselor on Psychoactive Substances III (CAPS III):**

- Master's or doctoral degree in a health or conduct related profession from an accredited university recognized by the Department of Education from the Commonwealth of Puerto Rico
- 1 post-graduate year or 2,000 hours in a full-time setting (not necessarily consecutive) of direct experience in substance abuse field. Competencies expected for Level III:
  - Screening
  - Evaluation
  - Treatment Plan
  - Counseling Skills
  - Referrals
  - Service Coordination
  - Consultation
  - Client Education
  - Documentation
- 36 contact education hours or college credits (that include 6 hours in ethics and 6 hours in HIV/AIDS) in substance abuse and alcoholism, in the last 8 years. College credits must be from an accredited university or professional agency. Evidence of contact educational hours will be submitted in original with a copy. The Commission will send back all originals to applicant by mail. The suggested courses are: pharmacology, theoretical models of addictions, counseling strategies, and double diagnosis, and must be approved by the Commission
- Signed code of ethics
- Submit application

- Submit resume or portfolio
- Submit application fee
- Submit official certification of degree from accredited university

Last updated July 20, 2001

No Licensing Information

## Pacific Substance Abuse and Mental Health Certification Board (PSAMHCB)

790 Gov. Carlos G. Camacho Road  
 Tamuning, GU 96911  
 Phone: (671) 647-5330  
 Fax: (671) 649-6948

The Pacific Substance Abuse and Mental Health Certification Board represents six Pacific Jurisdictions:

- American Samoa (AS)
- Guam—U.S. Trust Territory
- Commonwealth of the Northern Marinas Islands (CNMI)—U.S. Commonwealth
- Republic of Palau—Sovereign Country, Compact of Free Association with the United States
- Republic of the Marshall Islands—Sovereign Country, Compact of Free Association with the United States
- Federated States of Micronesia—Sovereign Country, Compact of Free Association with the United States

Individuals certified under the following 3 levels are eligible for requirements for reciprocity under the IC&RC/AODA.

### Certified Substance Abuse Counselor—Level 1:

- High school diploma or its equivalent and 6,000 hours of clinically supervised work experience providing direct alcohol and drug treatment services
  - Clinical supervisor shall document the experience on a form to be provided by the PSAMH Certification Board. Clinical supervisor must be employed or contracted by the program or agency in which the work experience is gained.
  - Education credit hours and supervised practical training hours gained in a program resulting in a certificate of completion (24 semester credit hours) in substance abuse counseling may be used to document and clinically supervised work experience. **Applicant may substitute up to 1,000 hours, provided experience is gained through substance abuse/alcohol specific practicum/internship in conjunction with the 24 semester credit hours.**
- Applicant shall provide documentation showing the completion of:
  - 270 hours of substance abuse specific education
  - 6 hours education on professional ethics
  - 6 hours education on 42 Code of Federal Regulations, Part 2
  - 6 hours education on HIV and AIDS including issues related to confidentiality of records
- Applicant shall document on a form to be provided by the PSAMH Certification Board 700 hours of supervised practical training in the 12 core function areas
  - Minimum of 10 hours shall be completed in each of the 12 core function areas
  - 700 hours may be included in the required 6,000 hours of experience

- 700 hours shall be completed under the supervision of a qualified health professional or a Certified Substance Abuse Counselor
- Applicant shall submit a completed application form with the appropriate application fee
- Applicant must successfully complete the IC&RC minimal exam requirements

### **Certified Substance Abuse Counselor—Level 2 (Bachelor’s Degree):**

- Bachelors degree from an accredited school with a major in social work, psychology, counseling, psychology, substance abuse counseling, or other related counseling or mental health field
- 4,000 hours of clinically supervised work experience providing direct alcohol and drug treatment services
  - Clinical supervisor shall document the experience on a form to be provided by the PSAMH Certification Board. Clinical supervisor must be employed or contracted by the program or agency in which the work experience is gained.
- Applicant shall provide documentation showing the completion of:
  - 270 hours of substance abuse specific education
  - 6 hours education on professional ethics
  - 6 hours education on 42 Code of Federal Regulations, Part 2
  - 6 hours education on HIV and AIDS including issues related to confidentiality of records
- Applicant shall document on a form to be provided by the PSAMH Certification Board 700 hours of supervised practical training in the 12 core function areas
  - Minimum of 10 hours shall be completed in each of the 12 core function areas
    - 700 hours may be included in the required 4,000 hours of clinically supervised work experience
    - 700 hours shall be completed under the supervision of a qualified health professional or a Certified Substance Abuse Counselor
- Applicant shall submit a completed application form with the appropriate application fee
- Applicant must successfully complete the IC&RC minimal exam requirements

### **Certified Substance Abuse Counselor—Level 3 (Master’s Degree or Higher):**

- Master’s degree or higher from an accredited school with a major in social work, psychology, counseling, psychology, substance abuse counseling, or other related counseling or mental health field
- 2,000 hours of clinically supervised work experience providing direct alcohol and drug treatment services
  - Clinical supervisor shall document the experience on a form to be provided by the PSAMH Certification Board. Clinical supervisor must be employed or contracted by the program or agency in which the work experience is gained.
- Applicant shall provide documentation showing the completion of:
  - 270 hours of substance abuse specific education
  - 6 hours education on professional ethics
  - 6 hours education on 42 Code of Federal Regulations, Part 2

- 6 hours education on HIV and AIDS including issues related to confidentiality of records
- Applicant shall document, on a form to be provided by the PSAMH Certification Board, 700 hours of supervised practical training in the 12 core function areas
- Minimum of 10 hours shall be completed in each of the 12 core function areas
  - 700 hours may be included in the required 2,000 hours of clinically supervised work experience
  - 700 hours shall be completed under the supervision of a qualified health professional or a Certified Substance Abuse Counselor
- Applicant shall submit a completed application form with the appropriate application fee
- Applicant must successfully complete the IC&RC minimal exam requirements

**Period of Certification:** Certification shall be granted for a period of 2 years to an individual who satisfactorily meets all the specific level's requirements

**Recertification:**

- Certificates may be renewed up to 6 months prior to expiration
- Applications for recertification shall include documentation of 45 contact hours that shall include 6 hours ethics training
- Applicants shall submit the appropriate recertification fee

Last updated April 1, 2001

# APPENDIX A

NASADAD Treatment Standards Membership Consultant Document



NASADAD Treatment Standards Membership Consultation  
Please provide your response by Monday December 22, 2003

Section I - General

1. Does your state have mandatory licensure for facilities that hold themselves out as offering AOD treatment?

Yes, for all modalities/settings \_\_\_\_\_

Yes, for selected modalities/settings

e.g., residential or opioid treatment \_\_\_\_\_

Yes, other (please specify) \_\_\_\_\_

No \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

2. Does your state offer AOD treatment facility/program accreditation/certification?

Yes, Accreditation \_\_\_\_\_

Yes, Certification \_\_\_\_\_

Yes, all modalities/settings \_\_\_\_\_

Yes, selected modalities/settings (Please specify) \_\_\_\_\_

No \_\_\_\_\_

2a. Is certification/accreditation voluntary? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are limitations imposed on uncertified or unaccredited facilities/programs?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify, eg., uncertified or unaccredited are ineligible for the receipt of funding through the State AOD Agency and other forms of 3<sup>rd</sup> party payment.

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

3. Does your state assess a fee for licensure/accreditation/certification?

Yes \_\_\_\_ No \_\_\_\_

In some circumstances \_\_\_\_ (Please specify) \_\_\_\_\_

If yes, is the fee the same for all applicants or variable based on scope and/or other factors? Standard fee \_\_\_\_ Variable fee \_\_\_\_

4. Is the AOD treatment facility licensure/accreditation/certification function located within the State AOD Agency? Yes \_\_\_\_ No \_\_\_\_

If no, please identify the government unit in which it is located.

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Please provide point of contact information for parties interested in obtaining treatment standards and other information on AOD licensure/accreditation/certification in your state.

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web site: \_\_\_\_\_

5. Are the AOD treatment standards for your state available for download on the Internet? Yes \_\_\_\_ No \_\_\_\_

If yes, please provide the URL.

URL: \_\_\_\_\_

If no, please submit a copy of your state's AOD standards in the return envelope provided.

Section II - National Accrediting Bodies

1. Does your state have provisions which permit "deeming" of AOD treatment accreditation/certification through national accreditation bodies, e.g., JCAHCO or CARF, as programs accredited by the state for programs **other than** opioid treatment programs (OPTs)? Yes \_\_\_\_ No \_\_\_\_

If yes, are the deeming provisions limited to specific accrediting bodies?  
Yes \_\_\_\_ No \_\_\_\_

If yes, please identify those accrediting bodies. \_\_\_\_\_  
\_\_\_\_\_

2. Does your state have provisions which permit "deeming" of AOD treatment accreditation/certification obtained through national accrediting bodies as programs accredited by the state for **opioid treatment programs**?

Yes \_\_\_\_ No \_\_\_\_

If yes, please identify those accreditation bodies: \_\_\_\_\_  
\_\_\_\_\_

3. In your state are "deemed" programs required to obtain additional credentials from the state, e.g., a license? Yes \_\_\_\_ No \_\_\_\_

If yes, please specify: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respondent Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

FAX BACK to NASADAD AT 202-293-1250, ATTN: LAURA TRAVEA





