

DCCB/PADC

PRE-APPLICATION REQUIREMENTS

ENTRY LEVEL: CERTIFIED ADDICTIONS COUNSELOR (Non-Reciprocal)

Requirements:

1. 4,000 hours (at least two years) of experience working in the field of chemical dependency treatment. May be paid or volunteer position (but work must have been supervised by a specified category for supervisor). Can include work with alcoholics or individuals addicted to other drugs; must have taken place within the past five years from date of application.
2. 200 hours of Clinical Supervision. Document hours where a person providing you with guidance and assessment evaluated your work. **Individual providing supervision must be a Level II Certified Addictions Counselor , a Certified Clinical Supervisor (with an active credential), a NAADAC Level II or MAC credential, an Addictionologist (M.D.) certified by the AMA or ASAM, or a Certified Chemical Dependency Nurse by the Nurses' Board.** Can take place in more than one facility by more than one supervisor. Individual should go over core function areas with you during supervision and keep a log of the time spent in these sessions in each area. Supervision must be provided over, at least, a one year period.
3. 200 hours of education/training: 12 in Pharmacology, 12 in Signs & Symptoms, 6 in Rules and Regulations, 12 in Models of Counseling Service and Treatment, 80 in Counseling Theory and Dynamics, 12 in Assessment and Treatment Planning, 24 in Human Development, 12 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. You must submit original transcripts mailed directly from the school and original documentation of trainings (please keep a copy for your own records).
4. High school diploma/equivalent or greater.
5. Passage of the written examination.
6. Four written references on the Board forms, 3 from clinical co-workers familiar with your work in addictions treatment and one from your direct supervisor at your place of employment.
7. Signed, notarized "Attest" form, release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a **non-refundable** processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
10. Passport-sized picture of applicant

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ADVANCED LEVEL: CERTIFIED ALCOHOLISM AND DRUG ADDICTIONS COUNSELOR (Reciprocal through ICRC/AODA)

Requirements:

1. Experience (Paid, practicum or volunteer positions – must be supervised): 10,000 hours (five years working full-time) working in chemical dependency treatment. Must be obtained over the past ten years.
2. Education/Training: 400 hours in courses related to chemical dependency treatment: 24 in Pharmacology, 24 in Assessment, 12 in Signs & Symptoms, 12 in Rules and Regulations, 24 in Models of Counseling Service and Treatment, 178 in Theory and Dynamics of Counseling, 48 in Human Development, 24 hours must be in Ethics, 6 must be in HIV/AIDS, 48 in DSM-IV(R) Mental Health/Dual Diagnosis and 1/3 of the training hours have to be substance abuse specific training in addictions treatment. The minimum number of hours in each performance domain must be met.
3. Supervision: 400 hours of clinical supervision. Supervision should have, at least, taken place over a five 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 two year period. **Individual providing supervision must be a Level II Certified Addictions Counselor , a 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.**
4. Bachelor's degree in a Human Services or related field of study or greater.
5. Passage of the written examination and the Case presentation examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release, attest form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
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MASTER'S LEVEL – ADVANCED CERTIFIED ALCOHOL AND DRUG COUNSELOR CREDENTIAL (ACADC) – (Reciprocal through ICRC/AODA for individuals who have a Master's degree only.)

1. Experience (Paid, practicum or volunteer positions – must be supervised): 2,000 hours (one year working full-time) working in chemical dependency treatment. Must be obtained over the past ten years; must include a 300 hour practicum in the 12 core functions (with one hour of supervision for every 10 hours of practice).
2. Education/Training: Minimum of a Master's degree from an accredited college or university in Human Services or Behavioral Science field with a clinical application. An additional 180 hours of substance abuse specific education in specified areas is a requirement. All education must be documented by official transcripts sent to the Board directly from the school and/or original **board-approved** workshop certificates.
3. Supervision: 300 hours of AODA-specific clinical supervision which must take place in a setting where AODA counseling is being provided. Supervision should have, at least, taken place over a ten year period. In each Core Function there must be a minimum of 10 hours. Clinical supervision must have been obtained minimally over a one year period. **Individuals providing supervision must be a Level II Certified Addictions Counselor (ICRC member State Board) , a Certified Clinical Supervisor, 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. The individual providing supervision must have an Active credential which must be submitted with the applicant's eligibility materials in the application.**
4. Passage of the written examination and the Case presentation examination.
5. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
6. Signed notarized release, attest form and ethics statement
7. Completion of the Board's applications and all forms included therein
8. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank. Fees do not guarantee granting of a credential.
9. Passport-sized photograph

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CERTIFIED CLINICAL SUPERVISOR:

Requirements:

1. An active CADC certification at the Advanced level
2. Experience: 5 years (10,000 hours) working as a counselor in AODA treatment to include receipt of 200 hours of face-to-face clinical supervision; and 2 years (4,000 hours) working as a supervisor in AODA treatment
3. Education: 30 hours of didactic training in clinical supervision to include 6 hours each in the following: assessment/evaluation, counselor development, management/administration, ethics and professional responsibility. Must also include 6 hours of clinical supervision-specific Ethics.
4. Clinical Supervision: 200 hours provided by an individual certified at Advanced credentials in Addictions by an ICRC-member state Board, NAADAC, a certified chemical dependency nurse or a physician certified in addictions by the AMA or ASAM
5. Passage of a written examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
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CERTIFIED PREVENTION SPECIALIST (Non-reciprocal):

Requirements:

1. An Associates Degree in a Human Service Field or a minimum of three (3) years of ATOD prevention experience
2. Verification of one (1) year (2,000 hours) of ATOD prevention experience
3. Verification of sixty (60) hours of clinical supervision in at least four (4) of the five (5) performance domains: Education and Skill Development, Community Organization, Public Organization and Policy, Professional Growth and Responsibility, Planning and Evaluation (minimum of 10 hours in each)
4. Verification of 100 hours of training/education; fifty (50) must be prevention-specific and the other fifty (50) hours must be specific to ATOD training.
5. Passage of the written examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
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CERTIFIED PREVENTION PROFESSIONAL – ADVANCED LEVEL (Reciprocal):

Requirements:

1. A Bachelor's degree in a Human Services Field or a minimum of four (4) years of managerial experience in ATOD prevention work.
2. Verification of two years (4,000 hours) in ATOD prevention experience
3. Verification of 120 hours of clinical supervision in the five performance domains: Education and Skill Development, Community Organization, Public Organization and Policy, Professional Growth and Responsibility and Planning and Evaluation (minimum of 10 hours in each category).

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4. Verification of 100 hours of training/education: fifty hours of training must be prevention specific and the other fifty must be ATOD specific. 6 hours of training must be in prevention-specific Ethics
5. Passage of the written examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
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CERTIFIED CRIMINAL JUSTICE ADDICTIONS SPECIALIST – (Entry Level –Non-Reciprocal)

Requirements:

1. 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 five years
2. 150 hours of clinical supervision must be obtained over the past five years
3. 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 five years.
4. Passage of a written examination.
5. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
6. Signed notarized release form and ethics statement
7. Completion of the Board's applications and all forms included therein
8. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
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CERTIFIED CRIMINAL JUSTICE PROFESSIONAL - (Advanced Level)

Requirements:

1. Work Experience: Must be supervised in the Performance Domains (*Domain 1: Dynamics of Addiction and Criminal Behavior, Domain 2: Legal, Ethical and Professional Responsibility, Domain 3: Criminal Justice System and Processes, Domain 4: Screening Intake and Assessment, Domain 5: Case Management, Monitoring and Client Supervision, Domain 6: Counseling*). HS/GED – 6, 000 hours documented criminal justice/addictions direct services work experience over past 10 years; AA – 5,000 hours documented criminal justice/addictions direct services work experience over past 10 years; BA or CADC (ICRC Board) – 4,000 hours documented criminal justice/addictions direct services work experience over past 10 years; MA or CCS (ICRC Board) – 2,000 hours documented criminal justice/addictions direct services work experience over past 10 years; Above MA or ICRC, NBCC, CRCC, NASW, MAC

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Advanced Credential – 1,000 hours documented criminal justice/addictions direct services work experience over past 10 years;

2. Clinical Supervision: A minimum of 10 hours must be achieved in each domain with the following requirements: HS/GED – 200 documented hours of clinical supervision; AA – 150 hours of documented clinical supervision; BA or CADC (from ICRC Board) – 100 hours of documented clinical supervision; MA or CCS – 60 hours of documented clinical supervision; Above MA (or ICRC, NBCC, CRCC, NASW, MAC) Advanced Credential) – 0 documented hours of clinical supervision.
3. Education: 270 hours of classroom documented, verifiable, **Board Approved** training/education in the Criminal Justice Addictions Professional Performance Domains (*Domain 1: Dynamics of Addiction and Criminal Behavior, Domain 2: Legal, Ethical and Professional Responsibility, Domain 3: Criminal Justice System and Processes, Domain 4: Screening Intake and Assessment, Domain 5: Case Management, Monitoring and Client Supervision, Domain 6: Counseling*). HS/GED – 270 documented hours of training/education; AA – 200 documented hours of training/education; BA or ICRC CADC – 150 hours of documented training/education; MA or CCS – 100 documented hours of education/training; Above MA or Advanced Credential – 60 hours of documented training/education.
4. Passage of a written examination.
5. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
6. Signed notarized release form, attest and ethics statement
7. Completion of the Board's applications and all forms included therein
8. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank. Payment of fees do not guarantee granting of a credential.
10. Passport-sized photograph