SO YOU WANT TO BECOME A SUBSTANCE ABUSE COUNSELOR?

BROUGHT TO YOU BY

ICAADA
The Indiana Counselors Association on Alcohol & Drug Abuse
So you want to be a substance abuse counselor?

• No matter the reason, many feel compelled to become part of this challenging field. The need to help people addicted to drugs, alcohol, and other substances is overwhelming, and the need will only increase in the foreseeable future. Joining ICAADA and becoming part of the solution can be a very rewarding and enriching experience.
A Word of Caution

• However, we here at ICAADA desire to help the helping professional, and one of the best ways we can do that is to make sure that you are ready to make this commitment to becoming a counselor and understand all that it implies. We recommend that you speak with other professionals, perhaps volunteer at a rehab center, and fully explore this career path. Only with a whole hearted commitment are we able to fully reach our goal of helping others recover from addiction.
Once you’ve made the decision...

• If you have explored the prospect of becoming a counselor, and you have decided you want to become a substance abuse counselor, then the next step is become credentialed so that everyone will know that you are capable, competent, and ready to help others.
Why ICAADA?

- ICAADA is affiliated with the IC&RC (International Credentialing & Reciprocity Consortium)
- This means that once you are credentialed with ICAADA you will be able to move from state to state and country to country and take your credential with you.
- IC&RC has reciprocity with 44 states, the District of Columbia, 23 countries worldwide and all branches of the military.
Strength in Numbers

• By joining ICAADA you will become part of a network of professionals that includes over 1200 members in Indiana and over 50,000 members through IC&RC.

• You will be able to connect, collaborate, share, and advance the cause of helping others recover from addiction more effectively by becoming part of this large organization.
Our Credentials

- At this time (spring 2012) ICAADA offers the following credentials:
  - ACIT (Addiction Counselor in Training)
  - CADAC I (Certified Alcohol & Drug Addiction Counselor)
  - CADAC II
  - CADAC IV
  - MATS (Medication Assisted Therapist Specialist)
Additional Credentials

• ICAADA also offers:
• CCDP and CCDP-D (Certified Co-Occurring Disorder Professional and Diplomat levels)
• CCJP (Certified Criminal Justice Professional)
• CCS (Certified Clinical Supervisor)
• CPS (Certified Prevention Specialist)
So, let’s get started

• While you may be able to start at a higher level, we will begin with the entry level certification and move you through each of the certification levels, explaining what you must do to obtain each one, what they mean to your career, and how certification can help you advance your career while maintaining a level of quality and protecting the consumer.
ACIT

• Our entry level certification, the ACIT is designed to get you started in the field while you obtain your experience and training to fulfill the requirement for a higher certification. You will need:
  • 6 hours of HIV/Aids training
  • 6 hours of Ethics training
  • Oversight by a certified or otherwise qualified professional
ACIT

• The ACIT is good for a period of two years, in which time you will need to take one of our IC&RC approved examinations

• The ADC Exam is the exam for the ACIT, CADAC I & II credentials

• The AADC exam is for the CADAC IV credential for masters degree graduates (advanced exam that has a supervision component)
ACIT

- The ACIT credential is designed so that the candidate will advance to a higher certification level within a two year time frame
- Extension of the ACIT certification beyond this two year period is at the discretion of the ICAADA board
A Word about the Exams

• In order to take the exam you will need to register in advance. You may download the registration form at our registration page
• Choose the exam you want to take (ADC or AADC)
• Make sure you include a valid e-mail in your registration, your scheduling information will be e-mailed to you
The Exam Fee

• You will need to include payment when you register, the cost of the exam is $200
• The exam fee is non-refundable
• If you do not pass the test you must re-register and pay the fee again
• There is a $25 fee for re-scheduling your exam
• If you re-schedule your exam within 10 days of taking the exam the rescheduling fee is $115
The Exam

• The oral component of the case study is now imbedded in both the ADC and the AADC computer based exams.

• A written case study is no longer required.

• ICAADA offers CBT (computer based testing) on demand. Results of the test are immediately available.
The Exam

• The exam is a multiple choice test covering the eight domains (IC&RC), the 12 core functions (ICAADA), and various other critical aspects of addiction counseling

• There are multiple versions of the test, and each version is issued by the IC&RC on a random basis

• Once you finish the exam you will know your results before you leave
Becoming a Member

• You may become a member at any time
• New member fee is $125, which is good for two years. Renewal membership fee is $100
• We encourage all who are interested in becoming credentialed to become members of ICAADA
Once You’ve Taken the Exam

• Now that you’ve passed your exam and you are an ICAADA member you’re well on your way
• The next step is to decide for which credential you want to apply
• We’ll go through the requirements for each
CADAC I

• In order to become a CADAC I you will need:
  • 180 hours of addiction specific training (6 hours of HIV/Aids and 6 hours of Ethics are required as part of this requirement)
  • 220 supervised practicum hours
  • 2000 hours (one year) of supervised counseling experience. (A degree in a human services related field from an accredited college may account for 6 months or 1000 hours of this requirement) [3 years continuous involvement in a recovery organization such as AA/NA may account for 1000 hours of this requirement]
  • A passing score on the ADC exam
CADAC II

- In order to become a CADAC II you will need:
- 270 hours of addiction specific training (6 hours of HIV/Aids and 6 hours of Ethics are required as part of this requirement)
- 300 supervised practicum hours
- 4000 hours (two years) of supervised counseling experience. (A degree in a human services related field from an accredited college may account for 6 months or 1000 hours of this requirement) [3 years continuous involvement in a recovery organization such as AA/NA may account for 1000 hours of this requirement]
- A passing score on the ADC exam
No Degree Is Required for the ACIT, the CADAC I, or the CADAC II certifications
CADAC IV

• In order to become a CADAC IV you will need:
• 300 hours of addiction specific training (6 hours of HIV/Aids and 6 hours of Ethics are required as part of this requirement)
• 320 supervised practicum hours
• 6000 hours (three years) of supervised counseling experience. (A degree in a human services related field from an accredited college may account for 6 months or 1000 hours of this requirement) [3 years continuous involvement in a recovery organization such as AA/NA may account for 1000 hours of this requirement]
• A passing score on the AADC exam
A Degree is Required

• In order to qualify for the CADAC IV certification you must complete a Master’s degree in a helping field from an accredited college or university
MATS

• The requirements for the MATS certification are available with the MATS application packet. Training, examination and experience are the core components.
CCJP

• **CCJP DOMAINS**

1. Dynamics of Addiction & Criminal Behavior
2. Legal, Ethical & Professional Responsibility
3. Criminal Justice System & Processes
4. Clinical Evaluation: Screening & Assessment
5. Treatment Planning
6. Case Management, Monitoring & Participant Supervision
7. Counseling
8. Documentation
CCJP

• In order to become certified as a CCJP you will need:
• **Experience:** 6000 hours of supervised work experience specific to the domains (see below). An associate’s degree in behavioral science or a non-reciprocal CADC counselor credential may substitute for 1000 hours; a bachelor’s degree in behavioral science or an IC&RC reciprocal CADC counselor credential may substitute for 2000 hours; a master’s degree in behavioral science or an IC&RC reciprocal CCS credential may substitute for 4000 hours; a master’s degree in behavioral science or an IC&RC reciprocal advanced CADC counselor credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) may substitute for 5000 hours. Work experience must have been obtained within the 10 years prior to application.
CCJP

- **Education:** 270 hours of education specific to the domains (see below). Six hours of education must be in criminal justice ethics. 270 hours specific to the domains with a high school diploma; 200 hours with an associate’s degree or a non-reciprocal CADC counselor credential; 150 hours with a bachelor’s degree or an IC&RC reciprocal CADC counselor credential; 100 hours with a master’s degree or an IC&RC reciprocal CCS credential; 60 hours are required with a master’s degree or above or an IC&RC advanced CADC counselor credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.)
• **Supervised Practical Training:** 200 hours specific to the domains with a high school diploma; 150 hours with an associate’s degree or a non-reciprocal CADC counselor credential; 100 hours with a bachelor’s degree or an IC&RC reciprocal CADC counselor credential; 80 hours with a master’s degree or an IC&RC reciprocal CCS credential; no hours are required with a master’s degree or above or an IC&RC advanced CADC counselor credential or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) A minimum of ten hours in each domain is required.
CCJP

- Pass a CCJP exam
- Sign a criminal justice specific code of ethics
CCDP

**CCDP DOMAINS**

1. Screening & Assessment
2. Crisis Prevention & Management
3. Treatment & Recovery Planning
4. Counseling
5. Management and Coordination of Care
6. Education of the Person, Their Support System & the Community
7. Professional Responsibility
CCDP

• **Experience**: 4000 hours of co-occurring specific work experience and 2000 hours of documented work experience in counseling in the last ten years. 6000 hours total.

• **Education**: A minimum of a Bachelor’s degree in co-occurring disorder (COD) or behavioral science with a clinical application from a college or university that is accredited by the U.S. Department of Education or the Council on Higher Education Accreditation or an international equivalent if degree is from an international institution.

• 200 total hours are required; of those 140 hours of COD specific training that includes a focus on both substance use and mental disorders. 30 hours of addiction specific training and 30 hours of mental health specific training are required. Six of those hours must be counselor specific ethics training. One hour of education is equal to 50 minutes of continuous instruction.
CCDP

• 200 hours of supervision, at least 20 hours in each of the domains
• Pass the CCDP exam
• Applicants must sign a co-occurring specific code of ethics statement or affirmation statement.
CCDP-D

- The CCDP-D (Diplomat) certification requires:
  - **Experience**: 2000 hours of co-occurring specific work in the last ten years.
  - **Education**: Master’s degree or higher in co-occurring disorder (COD) or behavioral science with a clinical application from a college or university that is accredited by the United States Department of Education or the Council on Higher Education Accreditation or an international equivalent if degree is from an international institution. 140 hours of COD specific training that includes a focus on both substance use and mental disorders and considers the interactive relationship between the disorders. Six hours must be counselor specific ethics training. One hour of education is equal to 50 minutes of continuous instruction.
CCDP-D

• 100 hours of supervision, at least ten hours in each of the domains
• Pass the CCDP exam
• Applicants must sign a co-occurring specific code of ethics statement or affirmation statement.
CCS

• **CCS DOMAINS**
• 1. Counselor Development
  2. Professional & Ethical Standards
  3. Program Development & Quality Assurance
  4. Performance Evaluation
  5. Administration
  6. Treatment Knowledge
CCS

• Applicant must hold and maintain a CADAC II or IV, CCJP, CCDP or CCDPD credential 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.
• Pass the Clinical Supervisor exam
• Have 30 hours of education specific to the first five IC&RC clinical supervision domains with a minimum of four hours in each.
• Have 10,000 hours of ADC counseling specific work experience plus 4000 hours of ADC supervisor work experience (4000 hours may be included in the 10,000 hours and must include 200 hours of face-to-face clinical supervision). An associate’s degree in behavioral science may substitute for 1000 hours; a bachelor’s degree in behavioral science may substitute for 2000 hours; a master’s degree in behavioral science may substitute for 4000 hours.
CPS

- PS DOMAINS
- 1. Planning & Evaluation
  2. Education & Skill Development
  3. Community Organization
  4. Public Policy & Environmental Change
  5. Professional Growth & Responsibility
CPS

- In order to obtain the CPS certification you must:
- Have 2000 hours of Alcohol, Tobacco and Other Drug (ATOD) prevention work experience.
- Have 100 hours of prevention specific education. Fifty hours of this education must be ATOD specific. Six hours must be specific to prevention ethics.
CPS

• 120 hours specific to the domains with a minimum of ten hours in each domain.
• Sign a prevention specific code of ethics statement or affirmation statement.
• Pass the Prevention Specialist exam
The Application Process

• Now that you know the requirements, you can start going through the documentation you have to see how much you already have and what you will need
• If you have college credits, they may qualify for the training and education requirements
• If our education council approves a college credit ICAADA recognizes each college credit as 15 hours of instruction and education
The Application Process

• Your experience hours need to be supervised by an ICAADA certified supervisor or by someone otherwise qualified to supervise addiction counselors

• Volunteer hours, a degree in a helping field, or involvement in a self help group such as AA/NA/Al-Anon may qualify for hours of experience
The Application Process

- Your supervised practicum hours will be filled out by your supervisor
- Your supervisor will attest that you have a minimum number of hours in each category of the 12 core functions
- A detailed list can be found in ICAADA Form E
The Application Process

• Your supervisor will need to sign this form in front of a notary, as she/he is certifying that the statements made within are true and accurate

• If your supervisor is not ICAADA certified, have your supervisor fill out the Supervised Practicum Variance, Form E (this is so we know your supervisors qualifications to supervise you)
The Application Process

• A complete application (Form A)
• You will need three references (Form B)
• An Employer release (Form C)
• Training/Education (Form D)
• Supervised Practicum (Form E)
• A signed Code of Ethics (Form F)
• Available at the ICAADA Forms Page
The Application Process

• With the latest IC&RC Test, *no case study is required at this time*
The Application Process

• Whew!

• Let’s take a break and drink some lemonade

• No alcoholic beverages, now. Did you know that receiving a legal charge while impaired could result in the loss of your certification?
The Application Process

• OK, we’re back
• Now that you’ve gone through your paperwork, you know your requirements, and you have your application packet ready to mail
• What happens next?
The Application Process

• When we receive your application packet we will look for the essential elements
• If you are missing an essential element we will notify you via e-mail
• If all the essential elements are present we will forward the packet to our education council so they can look at each element in detail and determine your qualifications
The Application Process

• Once you have:
• Joined ICAADA
• Passed the exam
• Have your application packet approved,
• You’re ready for certification!
Fees

• Well, there ain’t no free lunch

• ICAADA makes every effort to keep costs as low as possible and to make ICAADA a value for our members

• Our fees are for a period of two years
Membership

- Student Membership $62.50
- New Membership $125
- Renewal Membership $100

- Find our membership application and renewal application at our Forms Page
- Memberships are valid for two years
Certification

• Our certification fees for members are:
  • $200 for ACIT, CADAC I, II, and IV
  • $100 for CCJP and CCDP-D and CCDP
  • $50 for CCS
  • $100 for CPS
  • $50 for MATS
• Certifications are valid for two years
• Non-member fees are double the above
Testing

- The fee for both the ADC and AADC test are $200, non-refundable
- Re-scheduling fees will apply if you change the date of your test once you have scheduled. $25 if you reschedule at any time and $115 if you reschedule within 10 days of your scheduled test date.
Verification

• Occasionally you may have the need to have your certification officially verified by us to another entity

• There is a $20 fee each time we verify your certification
Training

• Training is available through ICAADA and our partner organizations.
• Training fees vary by type, content, location, and the number of hours the training offers.
• Training is offered in several formats including distance education.
Renewing Your Certification

• In order to renew your certification you must:
  • Have no outstanding charges, ethical or otherwise, pending against you
  • Submit a renewal application
  • Pay your fee
  • Provide documentation of continuing education
Continuing Education (CEU’s)

• ICAADA requires 40 hours of continuing education every two years (this is in line with the IC&RC requirement)

• You may submit a spreadsheet with the training you took, the date of the training, the location of the training, and the amount of hours of the training

• 20 hours must be documented by certificates. You don’t need to submit these certificates unless ICAADA requests them as part of an audit. Should you be audited, please be sure to provide your certificates for your continuing education, or the validity of your certification may be in doubt.
And Now You’re Certified!

• Congratulations
• We hope this presentation has been helpful
• We shall be with you in the fellowship of the spirit, and you will surely meet some of us as you trudge the road of happy destiny. (AA Big Book, page 164)