



SCAADAC

*South Carolina Association of
Alcoholism and Drug Abuse Counselors*

COUNSELOR CERTIFICATION AND RE-CERTIFICATION MANUAL

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South Carolina Association of
Alcoholism and Drug Abuse Counselors

A Notice To Our Applicants...

Please be aware that the process to be certified as an addictions counselor in South Carolina is one that may be revised from time to time at the discretion of the SCAADAC Certification Commission.

It is the responsibility of the applicant to make sure that he or she is using the most recent version of the application. The Certification Manual found on the SCAADAC web site will be the most current version.

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SCAADAC does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.

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I. Introduction

The South Carolina Association of Alcoholism and Drug Abuse Counselors (SCAADAC) Certification Commission supports the concept of voluntary certification through assessing and validating the competency of addictions counselors. The certification process focuses on the individual's current level of knowledge and skills in substance use disorder counseling.

The South Carolina certification was designed to:

- a. define the role and functions of the addictions counselor;
- b. evaluate the education and experiential training of each individual due to the variety of therapeutic disciplines, approaches, techniques and values; and
- c. evaluate the knowledge and skills with focus on core functions.

Applicants for certification should be aware that the certification process is not a process through which, in itself, one can develop competency as a counselor. The process of certification is a competency-based process that presumes that at the point of application a certain level of competency already exists. It is a process that affirms and certifies existing competence. Therefore, it should be expected that individuals having little or only basic experience in the counseling core functions should be prepared to encounter some greater degree of difficulty in demonstrating competency for certification than would individuals who have more than entry-level experience.

A. History

In 1975 the Alcohol and Drug Abuse Association of South Carolina was formed by a group of directors, counselors and intervention specialists. It was believed that workers in the field of addictions needed a vehicle by which to assure that trends and innovations in the field were disseminated to aid the professional growth and development of its workers.

The Association determined that a certification procedure needed to be instituted to assess the level of counselor competence. The first written test was administered at the College of Charleston and at the University of South Carolina in December of 1977. The first test was given to over 100 people who aided in setting the standards for the certification system. Oral interviews were established in 1977.

In 1982, the process was taken over by the (then) South Carolina Commission on Alcohol and Drug Abuse (now the Department of Alcohol and Other Drug Abuse Services). DAODAS offered credentialing in five specialty areas: Master Counselor, Clinical Counselor, Intervention Specialist, Primary Prevention Specialist, and Addictions Associate. Also offered was credentialing for ADSAP and SCIP Structured Group Leader. The system was maintained by DAODAS until December 1995 at which time the South Carolina Association of Alcoholism and Drug Abuse Counselors assumed responsibility for the certification system. The Certification Commission is established by SCAADAC to maintain the certification system.

B. Philosophy

The SCAADAC Certification Commission acknowledges that addiction continues to increase. The impact on society is demonstrated through concerns and problems that exist in families, schools, workplace, and the criminal justice system. Since the effects are broad in scope, the treatment provided to individuals and families must be narrow in focus. The counseling core functions are set forth to identify the skills and knowledge which must be demonstrated in order to provide quality care.

The SCAADAC Certification Commission has adopted this process of counselor certification to validate the skills and knowledge of individuals who are responsible for the provision of care to improve the lives of persons who are identified as having a substance use disorder.

C. Purpose

Counselor certification allows for the establishment of standards for the professional practice and service delivery in the field of alcohol and other drug abuse. Certification provides professionals the ability to obtain recognition of having met a prescribed level of professional competency.

The process of certification fosters credibility and integrity in the field, assuring the general public and employers of the level of competence of each certified professional.

D. Overview of Current System

SCAADAC offers certification in two specialties; Certified Clinical Supervisor and two levels of Certified Addictions Counselors.

Under the auspices of NAADAC, the Association for Addiction Professionals, the National Certification Commission for Addiction Professionals (NCC AP) written examination has replaced the written examination administered by DAODAS. Oral examinations continue to be administered.

The system is a voluntary system offering those who apply a mechanism by which to validate knowledge and skills in the addictions counseling area.

The seventeen-person Certification Commission is comprised of counselors who have been certified for more than three years and have been nominated and appointed to serve by the SCAADAC Board of Directors.

The Advisory Committee of the SCAADAC Certification Commission is comprised of five members appointed by the SCAADAC Board of Directors. Two of these members are former members of the Credentialing Review Committee and three members are Certified Clinical Supervisors. None of the members are affiliated with the Certification Commission.

E. Duties and Responsibilities of Certification Commission Members

1. Assist those who seek certification in successfully completing the process.
2. Establish criteria and standards for certification and recertification.
3. Administer oral examinations.
4. Recommend policies that will improve the professional standing of the field.
5. Promote the goals of the SCAADAC.

II. Eligibility

A. Specialties

1. Certified Addictions Counselor I

Requires two years full time or 4,000 hours experience in the Alcohol and Other Drug Counseling Core Functions within the previous five years. Also required is a Bachelor's Degree or higher in a human services field from a regionally accredited institution (see page 33 for Coursework Criteria). In all instances a minimum of 270 clock hours must be documented in education or training related to the counseling core functions.

Additional requirements include:

Documentation of 150 hours of clinical supervision by a certified addictions professional (See Section X: Guidelines for Submitted Documentation);
Affirmation in writing of adherence to the South Carolina Certification Ethical Standards;
Submission of all appropriate documentation with completed application and fee;
Pass Level I written examination;
Pass oral examination;
Receipt of final approval by SCAADAC Certification Commission.

2. Certified Addictions Counselor II

Requires four years full time or 8,000 hours experience in the Alcohol and Other Drug Counseling Core Functions within the previous five years. Also required is a Bachelor's Degree or higher in a human services field from a regionally accredited institution (see page 33 for Coursework Criteria). However, in all instances a minimum of 450 clock hours must be documented in education or training related to the core functions. Additional requirements include:

Documentation of 150 hours of clinical supervision by a certified addictions professional (See Section X: Guidelines for Submitted Documentation);
Affirmation in writing of adherence to the South Carolina Certification Ethical Standards;
Submission of all appropriate documentation with completed application and fee;
Pass Level II written examination;
Pass oral examination;
Receipt of final approval by SCAADAC Certification

3. Certified Clinical Supervisor

Must be currently certified as a Certified Addictions Counselor II.

Requires five (5) years or 10,000 hours of full-time of experience in Human Services or AOD counseling within the previous five years. A Master's degree in a clinical subject or a Bachelor's degree from a regionally accredited institution plus 250 hours of approved training related to the core functions. An additional 30 hours of training specific to clinical supervision is required regardless of degree or experience. Additional requirements include:

Affirmation in writing of adherence to the South Carolina Certification Ethical Standards;
Pass oral examination for CCS and Receive final approval of SCAADAC Certification Commission.

(Work experience must be verified by current and/or previous employers on official letterhead and should specify dates of employment, full-time or part-time status, job title and that job duties were in core functions of addictions counseling.)

B. Core Functions

The primary role of a Certified Addictions Counselor is to establish a therapeutic relationship while assisting clients in the recognition of problem areas that exist which may prohibit a successful recovery. To this end, the following core functions are utilized in the certification process to assure competence of the Addictions Counselor:

01. **Screening and Intake**: The determination of the appropriateness of the individual to serve the client; gathering of basic demographic information; and establishing a schedule for further contact.
02. **Orientation**: Informing the client of rules and goals of the program; the governance of conduct and treatment compliance that may affect treatment outcome; hours of operation and costs as well as clients' rights.
03. **Assessment**: The evaluation and identification of strengths, weaknesses, needs and problems of an individual to aid in the development of the treatment plan. An analytical process that facilitates diagnosing the individual as well as ability to function while in treatment.
04. **Treatment Planning**: Establishing an agreement between counselor and client to achieve goals that are measurable and attainable; the opportunity to determine treatment process and appropriate resources.
05. **Counseling**: The use of specific skills to aid individuals, families, or groups through exploration of problems, attitudes, and feelings. Determining alternative solutions and developing appropriate decision-making skills.
 - Individual Counseling**: Using the one-to-one relationship as the primary method of application.
 - Group counseling**: Using the group process as the primary method of application.
 - Family and couples counseling**: Using the family dynamic as the primary method of application.
06. **Case Management**: The coordination of activities that bring together all essential services and resources to aid in the achievement of treatment goals.
07. **Crisis Intervention**: The provision of immediate services to a client under emergency circumstances that may be directly or indirectly related to misuse of alcohol or other drugs (i.e., arrest, suicidal/homicidal ideation, family separation, divorce, or death of significant other).
08. **Client Education**: The provision of information to clients individually or in a group setting which is based on general knowledge of alcohol and other drug issues, mutual-help, other community resources, and/or other pertinent information.
09. **Reports and Record Keeping**: The maintenance of written materials necessary for the orderly provision of services to the client. Documentation will include assessment, treatment plan, written reports, progress notes, continuing care plan, discharge summary and other documentation determined pertinent to client care.
10. **Case Consultation**: The giving or receiving of information, advice and aid between professionals to assure comprehensive quality care of a client.
11. **Termination and Continuing Care**: The management of the orderly ending of regularly scheduled client contact and implementation of necessary client contact following termination.
12. **Clinical Supervision**: Providing oversight of clinical caseloads to assure appropriate methods of counseling are being provided and to provide the opportunity for supervised counselors to develop and enhance clinical capabilities and skills.
13. **Training**: The provision of information and skills to professionals and other target groups to provide an opportunity for specific knowledge, attitudinal and/or behavior changes.

C. Knowledge

1. Human Behavior

Relationship of alcohol and other drugs to human behavior, values, lifestyle and attitude;
Influences of culture and society on human behavior;
The importance of human sexuality on treatment outcome

2. Signs and Symptoms of Substance Use Disorder

Classification of mood altering drugs and their effects;
Use of combinations of drugs and resultant complications;
Withdrawal syndrome;
Stages of severe use and behavioral patterns of severe use

3. Counseling Techniques

Practical application of counseling approaches in individual, group and family therapy;
Use of appropriate approaches with clients from various ethnic, cultural and economic backgrounds;
Philosophy and objectives of various counseling theories;
Evaluation of progress and outcome of treatment

4. Continuum of Care

The coordination of total client care;
Availability of treatment and community resources to client

5. Federal and State Guidelines

Application of regulations and guidelines that directly relate to abuse/misuse of alcohol and other drugs and commitment procedures;
Clients' Bill of Rights and Confidentiality Regulations that protect both counselor and client.

III. Reciprocity of Certification

The SCAADAC Certification Commission offers reciprocity for counselor certification for those counselors holding a current addictions certification or addictions counseling licensure at the time of application as described in Appendix VI: Certification by AOD Reciprocity. SCAADAC does accept verification of passage of the NAADAC or ICRC written examinations. Applicants must have test results sent directly to the SCAADAC Certification Commission. Reciprocity candidates who cannot provide proof of passing an oral interview with the reciprocal certification body must pass a SCAADAC Certification Oral Interview.

IV. The Certification Process

All levels of certification shall be valid for a period of two years. No applicant should use the CAC or CCS certification or make reference to being certified as such until obtaining this designation.

The process is as follows:

A. The applicant must obtain a *SCAADAC Counselor Certification and Recertification Manual*. Applications must be made using forms supplied in the manual. It is the responsibility of the applicant to make sure that he or she is using the most recent version of the application.

B. Applicant shall submit a full and complete application with processing fee. All application requirements and examinations shall be completed within three years of the initial application date. If requirements are not met within the prescribed period, the application, evaluation, an official job description, and a signed affirmation of adherence to the Code of Ethics (See Appendix I: Code of Ethics) must be updated accordingly. A new application fee will be required.

C. Upon receipt of all elements of an application, an administrative review of the file will be conducted. A checklist indicating additional items that may be needed for file completion and assuring compliance with certification criteria will be sent as a courtesy to the applicant. **Please retain this checklist and use it as a guide to complete the application. Additional copies will only be emailed upon request.**

D. Applicants may apply to be scheduled for the written examination once receipt of application is confirmed. Once the written examination and the application packet is successfully completed, the applicant may request to be scheduled for the oral examination. The oral request may be emailed or faxed. Test dates, location and fees for the oral examination will be listed on the SCAADAC website. Without exception, all fees must be received prior to scheduling of examinations.

The results of written examinations will be sent by the testing authority in writing to the applicant. The Certification Commission will give the results of the oral examination in writing to the applicant within 7 to 10 days after completion of the oral examination. **No results will be given via telephone or by personal request.**

E. The formal application package must include:

1. The completed application
2. Official transcript received directly from the academic institution
3. Documentation of experience
4. Official copy (issued by the employer) of the applicant's current job description
5. Documentation of training (See Section IX: Guidelines for Accepted Training Hours)

6. Evaluation completed by a supervisor who is a certified addictions professional to include documentation of supervised core functions.
7. Documentation of clinical supervision (See Section X).
8. A written case record in which the applicant, as primary counselor, has demonstrated the ability to provide the full range of care from intake through continuing care/termination. Must include case notes.
9. A written philosophy of treatment of one page if applying for Certified Addictions Counselor I or II.
10. A written philosophy of supervision of approximately three pages if applying for Certified Clinical Supervisor.
11. A signed affirmation to the Code of Ethics for Addictions Counselors.
12. Application or reapplication fee.

V. Examinations

The process of evaluation consists of two examinations - one written and one oral. The written exam is administered by a third-party company designated by NAADAC. Persons who are qualified and designated by the SCAADAC Certification Commission administer the oral exam. The Certification Commission assumes full responsibility for adequate safeguards to protect the integrity of the oral testing procedures.

A. Written Examination

The written examination serves as an objective measure of applicants' knowledge of substance use disorders and the core functions (see Section II-B).

The SCAADAC Certification Commission uses the NCC AP NCAC written examination for Levels I and II. No other examination is accepted.

You can take an examination up to three times in a calendar year. If you fail the examination three times, NCC AP requires that you wait until the next year to try again. During that time, you should study again and look for new resources to help you with the examination.

Written exam results are valid for four years.

B. Oral Examination

The oral examination measures the ability to apply knowledge and demonstrate competency in the core functions. A written case history is required as well as a statement of philosophy of treatment. All oral interviews are audio taped. These tapes become a part of the applicant's file, and if the application is not successfully completed all tapes will be filed and kept until such time that the Oral Interview is successfully completed.

Persons who do not pass the oral examination may apply to retake the oral examination under the following guidelines:

Oral examinations may be taken no more than three times within a three-year period, beginning on the date of application. If a first oral interview is not successful, the applicant is encouraged to follow recommendations made by the Certification Commission prior to being granted a subsequent interview. Applicants who are unsuccessful after three attempts may resubmit a new application for certification with payment of appropriate fees (refer to Section II and Appendix II.)

In instances where the oral examination is given more than once, the applicant will be required to present the case study at subsequent interviews. All files are considered confidential and shall not be released to another party without written consent.

Scheduled Examinations and Oral Interviews

A. The scheduled dates on which the written examination is administered will conform to the dates available for the NCAC examination.

Registration

Visit www.scaadac.org for current test registration/application.

B. Oral examinations are conducted four times per year on the following annual schedule:

Examination Dates

February

May

August

November

Request Letter and Fee Deadlines

Visit www.scaadac.org for current request letter and oral interview fee registration deadlines.

C. All requirements for eligibility and documentation must be met prior to oral examination being administered. The SCAADAC Certification Commission office must receive documents prior to deadlines listed on the SCAADAC website. Applicants must request to be scheduled for oral examination in writing. All fees for examinations and oral interviews are non-refundable.

VI. Appeals Procedure

Applicants may be required to appear in person before the Advisory Committee. Five members will be appointed by the SCAADAC Board of Directors. Four members will be former members of the certification board and one member shall be Certified Clinical Supervisors not affiliated with the Certification Commission. This committee will review all appeals regarding certification and present findings to the SCAADAC President and the Board of Directors for resolution.

VII. Recertification Procedure

Renewal of certification shall be required every two years. The following procedure governs the recertification process:

A. Recertification Application

As a courtesy, applicants will be emailed a reminder that their recertification is due approximately 60 days prior to their date of recertification. Applications may be downloaded from www.scaadac.org. **It is always the responsibility of the applicant to maintain certification, which includes personal and professional address changes and/or name changes.**

Applicant must submit the recertification application with recertification fee to the SCAADAC Certification Commission 30 days prior to expiration date of certification. Applicants must pay a late fee if their applications are not received at least 30 days prior to expiration of their certification. (See Appendix II for the Late Application Fee that must accompany a late application.) If the applicant

allows their certification to expire, the applicant will be required to submit an updated certification application with appropriate fees (See Appendix II for fee schedule.)

B. Extensions

Extensions may be granted only prior to the date of certification lapsing. Extensions are only granted one time and are only granted for a period of six months. The SCAADAC Certification Commission handles extensions on a case-by-case basis. Counselor must identify the reason for making the extension request. (See Appendix II for fee schedule.)

C. Documentation

Signed Certification Letter of Agreement and list of trainings **related to the core functions** confirming **40 hours** of continuing education or training during the current two-year term of certification. **The primary focus of trainings should be on the core functions.** If applicant is selected for audit, the applicant will be required to submit verification of all continuing education/training confirmed on Letter of Agreement. This verification must be training certificates or official transcripts of undergraduate, graduate or professional studies forwarded by the issuing institution to the SCAADAC Certification Commission. Training certificates must contain the trainer's and trainee's name, training name and the number of clock hours for the training event.

Recertification Requirements:

- A minimum of 20 hours as an attendee.
- Two hours of professional ethics.
- A maximum of 20 hours of the 40 hours required for recertification may be earned through events where the applicant is the trainer.
- A maximum of 50% of the hours required for recertification may be earned through home study and/or online education.

D. Upgrading from CAC I to CAC II

Applicants upgrading from CAC I to CAC II must:

1. Provide documentation of four (4) years full time or 8,000 hours of experience in the Alcohol and Other Drug Counseling Core Functions within the previous five years.
2. Provide documentation of passing score on the NCAC II Written Exam (Note: exam score is valid four years).
3. Submit an Evaluator's Statement that has been completed by a SCAADAC CAC II or supervisor.
4. Document 75 hours of clinical supervision that has occurred within the last two years.
5. Submit a signed affirmation of adherence to the SCAADAC Code of Ethics.
6. Make payment of upgrade fee.

Incomplete packets will not be accepted.

VIII. Refusal, Suspension or Revocation of Certification

- A. Certification may be refused or revoked for the following reasons, including but not limited to:
1. Failure to adhere to the SCAADAC Professional Ethical Standards as signed and agreed to by the applicant.
 2. Fraud or deception in reporting employment circumstances, training, or supervision when applying for certification or in taking the examinations provided in this process.
 3. Pending felony charges or conviction of felony charges and convictions of misdemeanors.
 4. Practice of alcohol and other drug counseling using a false or assumed name or impersonating another counselor.
 5. Use of illegal drugs, abuse of prescription drugs and mind-altering drugs, or any substance, which may interfere with competent and attentive performance of duties.
 6. Providing services for which one is not licensed or certified to perform.
 7. Negligence or wrongful actions in the performance of one's duties.
 8. Misrepresentation of credentials.
 9. Non-Adherence to continuing education/training requirement for recertification.
- B. Written complaints concerning a Certified Addictions Counselor must be submitted to the SCAADAC Board President. Any person may make a complaint. All complaints will be reviewed and investigated. When warranted, the final phase of investigation will be a hearing with the accused, the complainant and all other pertinent witnesses present. Persons making a complaint must be willing to follow the process all the way through or there is NOTHING that can be done about the complaint.
- C. A final decision on all ethics hearings will be submitted in writing to the SCAADAC Board. The accused and the individual initiating the complaint shall be notified of any decisions in writing after the next regularly scheduled meeting of the SCAADAC Board.

IX. Guidelines for Accepted Training Hours

Certification Requirements:

<u>Certified Addictions Counselor I</u>	270 clock hours
<u>Certified Addictions Counselor II</u>	450 clock hours
<u>Certified Clinical Supervisor</u>	Master's in a clinical subject or Bachelor's from a regionally accredited institution and 250 clock hours of training and education, plus 30 hours of clinical supervision training or education regardless of degree.

Acceptable workshop and training hours must be relevant to the core functions. If you are unsure hours will be accepted, please contact the SCAADAC office.

Contact hours are defined as actual number of classroom or workshop hours spent in the activity, exclusive of breaks, or the actual supervised hours spent in a practicum, internship or apprenticeship.

Internship or practicum may be counted as training hours or work experience but cannot be counted as both.

Required hours: Six hours training in professional ethics and three hours in HIV/AIDS education. A minimum of two hours of Ethics training is required every two years for recertification as part of the 40 hours required for recertification.

Credit will be given for college courses relevant to the field of counseling and/or addiction provided a grade of "C" or better is achieved. Three (3) semester hours equal thirty (30) clock hours for undergraduate courses and 45 clock hours for graduate courses. An official transcript received directly from the institution is required when using college courses for clock hour credit. One (1) CEU equals 10 clock hours.

Continuing education must be sponsored by an organization, institution or group recognized as knowledgeable in the field of substance use disorders. Courses taken in management, organization, administration, or operations are not accepted as educational requirements for certification or recertification.

X. Guidelines for Submitted Documentation

- Application:** Must be complete, demonstrating that experience meets criteria for eligibility. **Applicable fees must be included for application to be considered. Allow 7-10 days to process applications.**
- Job Description:** Job description for each position that relates to counselor core functions. An official job description of current or most recent related position must be included. Include dates of employment, hours worked weekly, list of specific responsibilities and duties, and validation of functioning in all core functions. Must be signed and dated by employee and employer.
- Evaluator's Statement:** Supervisor's Statement: Completed evaluation form with statement of strengths and needs for specific core functions, submitted directly to Certification Commission. Supervisor's statement must be provided by a certified addictions professional.
- Philosophy of Treatment or Clinical Supervision (when applicable)**
- Your definition of substance use disorders and how it should be treated.
- Theory or technique(s) applied in the practice of treatment or clinical supervision.
- Case Record:** A written case record in which applicant as primary counselor has provided the full range of care from intake through termination/continuing care.
- No client names or other identifying information may be evident on case record.
- Transcript:** Official transcripts received directly from academic institution.
- Training:** Acceptable documentation may be a copy of training certificates or copy of CEU certificate.
- Clinical Supervision:** A form is supplied for documentation of Clinical Supervision. Care should be taken to document the number of hours and/or minutes and provide information as to whether the supervision session was individual or group supervision. Documentation of clinical supervision, not administrative supervision, is required. The Clinical Supervisor must be a SCAADAC CAC II or CCS, NAADAC NCAC II or MAC, IC&RC certified or licensed addictions professional equivalent to a CAC II or a Board-Certified Addiction Specialist credential by American Board of Preventive Medicine (ABPM), American Board of Psychiatry and Neurology (ABPN), American Board of Addiction Medicine (ABAM), or the American Osteopathic Association (AOA), with sufficient experience and expertise to provide guidance to in-process persons. **At least 40 hours must have been within the past two years by a SCAADAC certified addictions professional.**

Appendix I

South Carolina Association of Alcoholism and Drug Abuse Counselors Ethical Standards

The South Carolina Association of Alcoholism and Drug Abuse Counselors is comprised of alcoholism and drug abuse counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. SCAADAC members dedicate themselves to promote the best interests of their society, of their clients, of their profession and of their colleagues.

As a state affiliate of NAADAC, the Association for Addiction Professionals, SCAADAC adheres to the Code of Ethics set by NAADAC. The principles are listed below; however, the complete listing should be downloaded and read by the counselor. Download the complete Code of Ethics at www.scaadac.org

Principles

- Principle I: The Counseling Relationship
- Principle II: Confidentiality and Privileged Communication
- Principle III: Professional Responsibilities and Workplace Standards
- Principle IV: Working In a Culturally Diverse World
- Principle V: Assessment, Evaluation and Interpretation
- Principle VI: E-Therapy, E-Supervision, and Social Media
- Principle VII: Supervision and Consultation
- Principle VIII: Resolving Ethical Concerns
- Principle IX: Research and Publication

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Appendix II

Fee Schedule

	<u>Members</u>	<u>*Non-Members</u>
Certification Application	\$175.00	\$225.00
Recertification Application	\$125.00	\$225.00
Upgrade	\$75.00	\$125.00
Written Examination	visit www.naadac.org/certification for current fee	
Oral Examination (each occurrence)	\$100.00	\$175.00
Oral Examination Cancellation	\$50.00	\$50.00
Duplicate Certificate	\$50.00	\$75.00
Late Application (recertification only)	\$50.00	\$75.00
Extension Fee (recertification only)	\$50.00	\$75.00
Reinstatement	\$100	\$150
Inactive	\$350	\$375

*Non-member fees are required for payment of any fee that is not accompanied by a photocopy of a currently valid NAADAC membership. Applications not accompanied by the appropriate fee will be returned to the applicant. No application will be considered in process unless applicable fees have been paid.

Acceptable methods of payment are checks, money orders, and debit/credit cards. Applicants will be charged applicable fees for returned checks. (Remember SCAADAC is a NON-PROFIT organization).

All fees are non-refundable.

Appendix III

Glossary of Terms

Addiction Counselor	One who demonstrates professional competence necessary to perform tasks directly related to the core functions while providing treatment to clients and significant others in a variety of treatment settings.
Client	A person(s) receiving any type of alcohol and drug services from your place of employment. Additionally, for persons receiving clinical services, the client may include family members or significant others.
Clinical Services	Activities related to assessment, counseling, and rehabilitative services.
Education	The provision of training which will enhance or improve the level of skills and competence of the participants.
Non-Clinical	Activities related to prevention, education, community organization, training and professional development.
Supervisor	One who teaches or observes alcohol and other drug counselors in a job academic or volunteer setting.
SCAADAC	South Carolina Association of Alcoholism and Drug Abuse Counselors
Certified Addictions Professional	A person who has been certified by SCAADAC (CAC I, CAC II, or CCS), NAADAC (NCAC I, NCAC II, or MAC), or Board-Certified Addiction Specialist credential by American Board of Preventive Medicine (ABPM), American Board of Psychiatry and Neurology (ABPN), American Board of Addiction Medicine (ABAM), or the American Osteopathic Association (AOA).
Approved Training	Training must relate to counseling core function as outlined on page 7 in the Certification Manual. Training submitted for approval must be accompanied by (1) a description of the training event; (2) the name and qualifications of the trainer; (3) clock hours applied for; (4) session content (core function relatedness).

INSTRUCTIONS: Please provide detailed information for all sections of this application. *Please print legibly or type.* Incomplete or unsigned applications will be returned to applicants for completion, causing delay or disqualification. A resume may be attached but will not be accepted as a substitute for a completed application form.

EDUCATION: List education received to date. Please note that an official transcript must support all college work. Applicants must contact their respective academic institution(s) and request that official transcripts are forwarded directly to the SCAADAC Certification Commission. Transcripts submitted by applicants cannot be accepted and will not be reviewed.

Level of Education	Name and Full Address of School	Hours	Date of Graduation	Degree Awarded
High School				
College Undergraduate				
College Graduate				
Other				

WORK EXPERIENCE: Rather than request a complete work history, we ask that you list your present employment, then from your past employment select only those work experiences which you feel fit the description of qualifying experience.

Name of Employer:	
Address of Employer:	Telephone Number
Your Job Title:	Length of Employment: From (Month/Year) To (Month/Year)
Name and Title of Immediate Supervisor:	Number hours/Week:
Description of Duties:	

Name of Employer:	
Address of Employer:	Telephone Number
Your Job Title:	Length of Employment: From (Month/Year) To (Month/Year)
Name and Title of Immediate Supervisor:	Number hours/Week:
Description of Duties:	Reason for leaving:

Name of Employer:	
Address of Employer:	Telephone Number
Your Job Title:	Length of Employment: From (Month/Year) To (Month/Year)
Name and Title of Immediate Supervisor:	Number hours/Week:
Description of Duties:	Reason for leaving:

TRAINING AND ACADEMIC COURSES: Applicants must submit copies of training certificates or other verification of attendance and request that official college transcripts are sent to the SCAADAC Certification Commission.

1. Are you currently licensed or certified in S.C. in a health or human services field? YES NO

If YES, by whom? _____

License Number _____ Expiration Date _____

2. Have you ever been subject to disciplinary action as a result of violations of law or ethics? YES NO

If YES, attach a statement of explanation, include when and where this occurred as well as action and disposition.

3. Have you ever been convicted of a crime other than minor traffic violations? YES NO

If YES, attach a narrative statement of explanation; include when and where this occurred as well as action and disposition.

Assurance and Release of Information

PLEASE READ CAREFULLY

I certify that all information provided in this application is accurate and complete. I understand that untrue or incomplete information may result in being disqualified from becoming certified or in having my certification revoked.

I authorize the South Carolina Association of Alcoholism and Drug Abuse Counselors Board to conduct any necessary investigations; to contact current or former employers to verify employment or relevant work experience; and to release information about my certification status to my employer.

I agree to abide by the *South Carolina Association of Alcoholism and Drug Abuse Counselors Code of Ethics* and understand that any violation may result in disqualification from becoming certified or having my certification revoked.

I understand that the South Carolina Association of Alcoholism and Drug Abuse Counselors Certification Commission retains ownership of all certification certificates and agree to return my certificate(s) upon request.

I recognize and understand that the members of the SCAADAC Certification Commission are the sole and only judges of the qualifications required for receiving or maintaining certification. I further recognize that the SCAADAC Certification Commission reserves the right to modify or alter at any time the standards, qualifications, rules, policies, or procedures in connection with the certification process.

I agree to the above statements and release of information regarding my certification application.

Signature of Applicant

Date

Mail Application Package To:

**SCAADAC Certification Commission
1215 Anthony Avenue
Columbia, SC 29201**

EVALUATOR'S STATEMENT

ALCOHOL AND DRUG PROFESSIONAL'S CONFIDENTIAL EVALUATION
PAGE 1 of 3

APPLICANT'S NAME: _____

I hereby certify that I have been in a position to observe and have first-hand knowledge of the above named applicant's work at the (name of agency or workplace) _____

I have observed this applicant's work from _____ to _____

My relationship to this applicant is/was Supervisor

The information I am giving is my best judgment of this applicant's capabilities to be certified as (*check one*)
 Certified Addictions Counselor I Certified Addictions Counselor II
 Certified Clinical Supervisor

I believe this applicant's performance has been consistent with SCAADAC's Ethical Standards
 Yes No If no, please explain: (*use additional pages if needed*)

To be answered by current or former supervisor only:

1. How long have you supervised this applicant? _____
2. How many hours of clinical supervision have you provided this applicant during this time? _____
3. What is the approximate size of this applicant's caseload? _____
4. What percentage of this applicant's time is spent in the core functions of the level of certification that this applicant has applied for? _____%
5. What are significant strengths and deficiencies of this applicant?

Notable Strengths:

Notable Deficiencies:

This form was completed by:

Print Name

Title/Certification Level/Certification Exp.

Signature

Date

Agency

Address

Phone

City State Zip

Return this form to:

SCAADAC Certification Commission
1215 Anthony Avenue • Columbia, SC 29201

EVALUATOR'S STATEMENT

ALCOHOL AND DRUG PROFESSIONAL'S CONFIDENTIAL EVALUATION

PAGE 2 of 3

Please rate the applicant on the scale below based on the average of employees doing similar work by checking the appropriate box. CAC I and CAC II: items 1-12, Certified Clinical Supervisor: items 1-14

Evaluator must be knowledgeable in all Core Functions with appropriate credential to evaluate the applicant. See page 15.

S U N Satisfactory / Unsatisfactory / Not Observed or Not Applicable: (check as each applies)
An explanation must be provided for any Core Functions marked not observed or not applicable. See Page 3.

- 1. **Screening and Intake:** Determining a client's appropriateness and eligibility for admission to a program; performing initial administrative procedures for admission to the program.
- 2. **Orientation:** The provision of information to the client regarding his/her situation (i.e., legal status, services to be provided, program rules, etc.)
- 3. **Assessment:** The gathering and analysis of pertinent information about the client's needs and resources.
- 4. **Treatment Planning:** The utilization of the assessment by the client and counselor to prepare a written set of goals to be achieved by the client and the methods by which the client will meet them.
- 5. **Referral:** The placement of the client in the services as indicated by the treatment plan and follow-up with both the client and the service to which he or she was referred.
- 6. **Counseling:** The application of a specific body of knowledge and skills within a particular ethical context in order to facilitate behavioral change or to facilitate greater comfort with an existing behavioral pattern:

(Please rate each separately)

- Individual**
- Group**
- Family**
- Couples**
- 7. **Case Management:** The maintenance, coordination and follow-up of a schedule of services for a client or group of clients.
- 8. **Case Consultation:** The giving or receiving of information, advice and aid between professionals about a particular case.
- 9. **Reports and Record Keeping:** Charting the results of the assessment and treatment plan: writing reports, progress notes, discharge summaries and other client-related data.
- 10. **Crisis Intervention:** The provision of immediate services to a client in emergency circumstances.
- 11. **Client Education:** The provision of information to a client which is based on general knowledge and is not unique to the patient's situation.
- 12. **Termination and Aftercare:** The management of the orderly ending of regularly scheduled client contacts and implementation of necessary client contacts following termination.

(Clinical Supervisor Applicant Only)

- 13. **Training:** The provision of information and skills to professionals and other target groups to provide an opportunity for specific knowledge, attitudinal and/or behavior changes.
- 14. **Clinical supervision:** Providing oversight of clinical caseloads to assure appropriate methods of counseling are being provided and to provide the opportunity for supervised workers to develop and enhance their clinical skills and capabilities.

Appendix V

Guidelines for Case Record Presentation

PURPOSE OF THE CASE RECORD

All applicants for clinical counselor credentialing must submit the case record. It is one method by which the applicant's competency in the clinical counselor core functions is judged. You will be required to present your case during your Oral interview.

DESCRIPTION

An actual or composite case may be submitted. The case record must include a description of a full range of care for the client, from intake through termination, including session-by-session notes of individual, group or family counseling. These notes should include information on the client's progress and the actions taken by you as the primary counselor to facilitate the client's movement toward identified treatment goals. Services may be provided in an inpatient or an outpatient setting and should be of sufficient duration to allow you, as the primary counselor, to demonstrate that you can take the client through a spectrum of services. You may use any forms as long as all essential components are included in the case record. Do not submit drug testing orders. Information contained in written notes is sufficient. If a photocopy of an actual client file is used, please blank out all names, except your own, to protect client and staff privacy. In all cases, the content must be legible. Illegible records or those with client names will be returned.

COMPONENTS OF THE CASE RECORD

The following services must be included in the case record that is submitted:

I. Intake and Assessment

A. Intake

Basic demographic information on the client should be documented along with the agency's appropriateness to serve the client.

B. Assessment

Assessment information should include the presenting problem, substance use history, circumstances of entry into services, bio-psychosocial information, such as health, mental status, treatment history, family, education and work. All information pertinent to determining the client's needs should be included.

II. Treatment Plan

The treatment plan should be based on analysis of the assessment information and should include therapeutic goals, services to be provided, estimated frequency of services and referrals made.

III. Treatment Process

A. Direct Services

The case record should include documentation of all direct services provided to the client, with a sample session note. These notes should include information about the client's progress and the actions taken by you as the primary counselor.

B. Indirect Services

The case record should also include any case consultation related to serving the client.

IV. Transition Planning and Continuing Care

A. Pre-Discharge Planning

Session notes or case consultations should document the criteria used to determine the client's readiness for discharge, as well as your work with the client in the discharge planning process.

B. Documentation of a transition plan.

V. Discharge Summary

A. Summary of services client participated in or was offered.

B. Progress made while client involved in treatment.

VI. Philosophy of Treatment

Write a one-page statement of your philosophy of treatment, including your theoretical orientation to and your use of various counseling theories. State how your philosophy affects your work with substance use disorder clients.

Checklist For Application For Certification

It is the responsibility of the applicant to submit a *complete* application. All questions must be answered. Please check each item to insure that your application is complete. Incomplete or unsigned applications will be returned to applicants for completion, causing delay or disqualification.

- Completed application for certification.
- Check made payable to SCAADAC for \$175 if sent with a copy of a valid NAADAC membership card or \$225 non-refundable application fee.
- Requested transcript sent directly to South Carolina Association of Alcohol and Drug Abuse Counselors from a regionally accredited college, university, or training institution. Other education must be listed on the Education Verification Form with copies of certificates and/or other verification attached
- Documentation of eligibility for certification:
 - 2 years or 4000 hours experience in past five years for CAC I*
 - 4 years or 8000 hours experience in past five years for CAC II*
(*Work experience must be verified by current and/or previous employers on official letterhead and should specify dates of employment, full-time or part-time status, job title and that job duties were in core functions of addictions counseling.)
 - 270 clock hours training in the counseling core functions for CAC I
 - 450 clock hours training in the counseling core functions for CAC II
- Documentation of 150 hours of clinical supervision
- Documentation of 6 hours training in Professional Ethics for counselors
- Documentation of 3 hours training in HIV/ AIDS issues for counselors
- Evaluator's Statement requested from a current supervisor who must be certified in addictions (3 pages)
(These forms must be mailed directly to SCAADAC)
- Official job description for present position enclosed (*must be signed by employee and employer*)
- Narrative Philosophy of Addictions Treatment enclosed
- Sample Case File
- Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics, and Assurance and Release as provided in the application.
- Narrative Philosophy of Clinical Supervision, if applying for Certified Clinical Supervisor.
- Passed written exam.
- Oral Interview successfully completed

Appendix VI

Requirements for Certification by AOD Reciprocity

The SCAADAC Certification Commission will accept without prejudice the following certifications and upon verification of the applicant's education, clinical supervision hours and passing scores on accepted written and oral examinations will award the applicant with the appropriate South Carolina Addictions Counselor Certification.

Applicant must submit proof of current certification/licensure as follows (must remain current until awarded SCAADAC certification):

- NCAC I, II or MAC;
- IC&RC clinical counselor certification; or
- Any State Addictions Certification or License that utilizes either the NAADAC or ICRC written exam.

Completed application for certification (**Include written request for reciprocity*)

Check made payable to SCAADAC for \$175 if sent with a copy of a valid NAADAC membership card or \$225 non-refundable application fee

Bachelor's Degree or higher in a Human Services Field. Official transcript should be sent directly to the South Carolina Association of Alcohol and Drug Abuse Counselors from a regionally accredited college or university. Other education hours must be listed on the Education Verification Form with copies of certificates and/or other verification attached.

Documentation of eligibility for certification:

- 2 years or 4000 hours experience in the past five years for CAC I*
- 4 years or 8000 hours experience in the past five years for CAC II*
(**Work experience must be verified by current and/or previous employers on official letterhead and should specify dates of employment, full-time or part-time status, job title and that job duties were in core functions of addictions counseling.*)
- 270 clock hours training in the counseling core functions for CAC I
- 450 clock hours training in the counseling core functions for CAC II

Evaluator's Statement requested from a current supervisor who must be certified in addictions (3 pages)
(**These forms must be mailed directly to SCAADAC.*)

Proof of 150 hours of Clinical Supervision.

Official job description for present position enclosed (*must be signed by applicant and employer*)

Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in this application.

Proof of having passed a written exam (official test scores)

Proof of having passed an oral exam

If the applicant cannot document having passed an oral exam, then the following items must be submitted and a SCAADAC oral interview passed:

Narrative Philosophy of Addictions Treatment enclosed

Sample Case File

Appendix VII

Requirements for Certification by Other Licensure Reciprocity

The SCAADAC Certification Commission will accept for certification (Certified Addictions Counselor I or Certified Addictions Counselor II) licensed mental health professionals who have been practicing AOD counseling full-time (see year requirements below) provided the applicant can show proof of **current SC State licensure, fifty (50) hours of Alcohol and Other Drug specific clinical supervision and all of the following requirements must be met; otherwise the applicant will need to qualify under current certification application requirements:**

- Applicant must submit proof of current South Carolina state licensure as follows:
 - Licensed Professional Counselor
 - Licensed Marriage and Family Therapist
 - Licensed Psychiatrist
 - Other Licensed Mental Health Counselor
 - Licensed Social Worker
 - Licensed Psychologist
 - Licensed Psychiatric Nurse
- Completed application for certification
- Non-refundable application fee \$175 (members) \$225 (non-members). Fees may be paid by check payable to SCAADAC or debit/credit at www.scaadac.org.
- Requested transcript(s) sent directly to the South Carolina Association of Alcohol and Drug Abuse Counselors from a regionally accredited college, university or training institution. Other education hours must be listed on the Education Verification Form with copies of certificates and/or other verification attached.
- Documentation of eligibility for certification:
 - 1 year full time or 2,000 hours experience in the past year for CAC I
 - 2 years full time or 4,000 hours of experience in the past 3 years for CAC II
- Documentation of 50 hours of clinical supervision by Certified Addictions Counselor
 - Supervision within the last two years
- Documentation of 6 hours training in Professional Ethics for counselors
- Documentation of 3 hours training in HIV/ AIDS issues for counselors
- * Evaluator's Statement requested from a current supervisor who must be certified in addictions (3 pages)
**These forms must be mailed directly to SCAADAC*
- Official job description for present position enclosed (*must be signed by employee and employer*)
- Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in this application.
- Narrative Philosophy of Addictions Treatment enclosed
- Sample Case File
- Passed Written Exam
- Oral Interview successfully completed

*****Special Note:** If a person has an active application and is currently "in-process" for CACI or CACII; the person may seek certification under the above provision: Certification by Other Licensure Reciprocity if they meet all requirements.

Coursework Criteria for Certification

Coursework accepted towards certification must be in related areas to the core functions for certification and from a regionally accredited institution. Although most social and behavioral health coursework will be accepted, some limitations are made. Below is an attempt to guide the candidate for certification with both acceptable coursework and those limitations. As always, the SCAADAC Certification Board is there to serve both the field and the candidate for certification.

Therefore, if you have any questions about those limitations to your education, please contact the SCAADAC Certification Board, and a response to the inquiry will be provided.

Accepted areas of study include:

1. Human Growth and Development
2. Social and Cultural Foundations
3. The Helping Relationship
4. Group Dynamics, Processing, and Counseling
5. Lifestyle and Career Development
6. Appraisal of Individuals
7. Research and Evaluation
8. Professional Orientation
9. Psychopathology
10. Diagnostics of Psychopathology

Intro courses in sociology, psychology, health promotion, anthropology and religion will be accepted.

Definition of Categories for Required Coursework

Human Growth and Development

Studies that provide an understanding of the nature and needs of individuals at all developmental levels, normal and abnormal human behavior, personality theory, and learning theory within cultural contexts.

Social and Cultural Foundations

Studies that provide an understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, and differing lifestyles.

The Helping Relationships

Studies that provide an understanding of philosophic bases of helping processes, counseling theories and their applications, helping skills, consultation theories and applications, helping skills, consultation theories and applications, helper self-understanding and self-development, and facilitation of client or consultee change.

Groups

Studies that provide an understanding of group development (intro to sociology and beyond or advanced anthropology coursework), dynamics and counseling theories; group leadership styles; group counseling methods and skills and other group approaches.

Lifestyle and Career Development

Studies that provide understanding of career development theories, occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision making and career development program planning; resources and evaluation.

Appraisal

Studies that provide an understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability; psychometric statistics, factors influencing appraisals and use of appraisal results in helping processes.

Research and Evaluation

Studies that provide an understanding of types of research methods, basic statistics, research report development, research implementation, program evaluation, needs assessment, and ethical and legal considerations.

Professional Orientation

Studies that provide an understanding of professional roles and functions, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, and professional credentialing.

Psychopathology

Studies that provide an understanding of psychopathology, abnormal psychology, abnormal behavior, etiology dynamics, and treatment of abnormal behavior.

Diagnostics of Psychopathology

Studies that provide an understanding of the diagnostics of Psychopathology (study includes DSM).

Note: If ever the title of a course is not clearly related to one of the above mentioned education areas, a syllabus may be requested

SCAADAC's Human Services Degree guidelines for those seeking accreditation. In all instances 270 clock hours of education and training in the core function areas is required for a CAC I and 450 clock hours for a CAC II.

Child Development/Family Relations	Nursing/Medicine
Community Mental Health	Nutrition
Chemical Dependence Administration	Occupational Therapy
Counseling/Guidance	Pastoral Counseling
Criminal Justice Psychology	Physical Therapy
Divinity/Religion/Theology	Recreational Therapy
Drama Therapy	Rehabilitation Counseling
Education	Social Work
Gerontology	Sociology
Health Administration	Special Education
Health Education	Vocational Counseling

Candidates for any credentials offered through SCAADAC may not necessarily meet the requirements of third party payers for reimbursement. The candidate assumes exploration of the requirements for any reimbursement through insurance, Medicaid, or Medicare.

Late and Inactive Recertification Renewal Policy

Late 30-60 days past renewal date

Submit recertification application form plus recertification fee and late application fee.

Late 61 days to 1 year

Submit recertification application form plus recertification fee and pay late application fee and reinstatement fee.

1 year and a day to as much as 5 years (Inactive)

Submit recertification application form plus recertification fee, and inactive fee

Recertification hours must be within two years of recertification application regardless of recertification expiration date. Hours must be in the core functions of addictions counseling and should include updated training in ASAM and DSM-5.

Counselors lapsed more than five years must complete the certification process

Note: In all instances recertification renewal date does not change.