



SCAADAC

*South Carolina Association of
Alcoholism and Drug Abuse Counselors*

Counselor Certification & Recertification Manual

**The South Carolina Association of Alcoholism
and Drug Abuse Counselors Certification Commission**
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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.

This Certification Manual was revised on January 13, 2020

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

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I. Eligibility

A. Specialties

Alcohol & Drug Counselor (ADC) Requirements	Advanced Alcohol & Drug (AADC) Counselor Requirements	Clinical Supervisor (CS) Requirements
<ul style="list-style-type: none"> ○ Pay Application Fee (See Appendix III) 	<ul style="list-style-type: none"> ○ Pay Application Fee (See Appendix III) 	<ul style="list-style-type: none"> ○ Current AADC Certification ○ Pay Fee (See Appendix III) ○ Upgrade fee
<ul style="list-style-type: none"> ○ Complete application (Appendix IV) 	<ul style="list-style-type: none"> ○ Complete application (Appendix IV) 	<ul style="list-style-type: none"> ○ Complete application (Appendix IV)
<ul style="list-style-type: none"> ○ Transcripts showing completion of bachelor's degree or higher in a human services field from a regionally accredited institution 	<ul style="list-style-type: none"> ○ Transcripts showing completion of master's degree or higher in human services field from regionally accredited institution 	<ul style="list-style-type: none"> ○ Transcripts showing completion of master's degree or higher in human services field from regionally accredited institution
<ul style="list-style-type: none"> ○ Official transcripts must be sent directly to the SCAADAC office from the regionally accredited institution or uploaded online 	<ul style="list-style-type: none"> ○ Official transcripts must be sent directly to the SCAADAC office from the regionally accredited institution 	<ul style="list-style-type: none"> ○ Official transcripts must be sent directly to the SCAADAC office from the regionally accredited institution or uploaded online
<ul style="list-style-type: none"> ○ Within 10 business days, SCAADAC will provide official letter confirming counselor is in process after application, fee and transcripts have been received and reviewed 	<ul style="list-style-type: none"> ○ Within 10 business days, SCAADAC will provide official letter confirming counselor is in process after application, fee and transcripts have been received and reviewed 	<ul style="list-style-type: none"> ○ Within 10 business days, SCAADAC will provide official letter confirming counselor is in process after application, fee and transcripts have been received and reviewed
<ul style="list-style-type: none"> ○ Application expires after three years 	<ul style="list-style-type: none"> ○ Application expires after three years 	<ul style="list-style-type: none"> ○ Application expires after three years
<ul style="list-style-type: none"> ○ Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online 	<ul style="list-style-type: none"> ○ Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online 	<ul style="list-style-type: none"> ○ Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online
<ul style="list-style-type: none"> ○ Two years full-time or 4,000 hours of experience in the Alcohol & Drug Counseling Domains within previous 5 years 	<ul style="list-style-type: none"> ○ Four years full-time or 8,000 hours of experience in the Alcohol & Drug Counseling Domains within previous 5 years 	<ul style="list-style-type: none"> ○ Five years full-time or 10,000 hours of experience in the Alcohol & Drug Counseling Domains within the previous 5 years.
<ul style="list-style-type: none"> ○ Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full or part-time, job title and duties performed in domains of addictions counseling 	<ul style="list-style-type: none"> ○ Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full or part-time, job title and duties performed in domains of addictions counseling 	<ul style="list-style-type: none"> ○ Two years of the five years of the full-time employment or 4,000 hours must be as a clinical supervisor candidate who is providing clinical supervision to in process candidates. Clinical Supervisor Candidate Form Can be Found Here. Log needs to include clinical supervisor or supervisor candidate
<ul style="list-style-type: none"> ○ Minimum of 300 clock hours in education or training related to the counseling domains 	<ul style="list-style-type: none"> ○ Minimum 450 clock hours in education or training related to the counseling domains 	<ul style="list-style-type: none"> ○ Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full or part-time, job title and duties performed in domains of addictions counseling
<ul style="list-style-type: none"> ○ Documentation of 200 hours of clinical supervision by a certified addictions professional (Appendix II) noted on required form (Appendix IV) <i>Supervision must include</i> 	<ul style="list-style-type: none"> ○ Documentation of 200 hours of clinical supervision by a certified addictions professional (Appendix II) noted on required form (Appendix IV) <i>Supervision must include</i> 	<ul style="list-style-type: none"> ○ Documentation of Thirty (30) hours of education specific to clinical supervision ○ Twenty-four (24) hours of clinical supervision provided by

<i>minimum of 10 hours in each domain</i>	<i>minimum of 10 hours in each domain</i>	a SCAADAC approved Supervisor
<ul style="list-style-type: none"> ○ Documentation of six (6) hours in Professional Ethics for counselors ○ Documentation of three (3) hours in HIV/AIDS Issues 	<ul style="list-style-type: none"> ○ Documentation of six (6) hours in Professional Ethics for counselors ○ Documentation of three (3) hours in HIV/AIDS Issues 	<ul style="list-style-type: none"> ○ Pass IC&RC written exam for Clinical Supervisor ○ Receive final approval of CS from SCAADAC Certification Commission
<ul style="list-style-type: none"> ○ Evaluator's Statement from current clinical supervisor who must be certified in addictions (Appendix II) ○ Official job description for current employment position signed by both the employee and the employer 	<ul style="list-style-type: none"> ○ Evaluator's Statement from current clinical supervisor who must be certified in addictions (Appendix II) ○ Official job description for current employment position signed by both the employee and the employer 	
<ul style="list-style-type: none"> ○ Narrative Philosophy of Addictions Treatment for those with bachelor's degree ○ Sample case file for those with bachelor's degree 	<ul style="list-style-type: none"> ○ Pass NAADC written Exam for NCACII (until June 2021) or IC&RC written exam for ADC ○ Receive final approval of AADC from SCAADAC Certification Commission 	
<ul style="list-style-type: none"> ○ Pass NAADC written Exam for NCACI (until June 2021) or IC&RC written exam for ADC ○ Pay oral interview fee for those with bachelor's degree ○ Pass oral interview for those with bachelor's degree ○ Receive final approval for ADC from SCAADAC Certification Commission 		

See Appendix 1 for Counseling Domains

II. The Certification Process

All levels of Certification shall be valid for a period of two years. No applicant should use the ADC, AADC, or CS certification or refer to being certified as such until obtaining the designation.

The chart shown in Section I. A. lists the steps required for each credential. Once a candidate has paid the fee, completed the online application and the SCAADAC office has received official transcripts, the SCAADAC office will provide the candidate with an official letter noting status of application.

A new in-process letter will be generated online within 10 business days of SCAADAC receiving an application and official transcripts notifying the applicant of their status as an alcohol and drug counselor candidate.

Applicant shall submit an application, fee and official transcripts showing completion of a degree in a human services field. Official transcripts are required. All application requirements and examinations must be completed within three years of the initial application date. If requirements are not met within the prescribed period, a new application and fee will be required.

Applicants must request through the SCAADAC office 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 interview (if applicable). The oral interview request may be emailed or faxed. Test dates, location and fees for the oral interview will be listed on the SCAADAC website. Without exception, all fees must be received prior to scheduling of written examination or oral interview.

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 interview in writing to the applicant within 21 business days after completion of the oral interview. **No results will be given via telephone or by personal request.**

The formal application package must include:

1. The completed application.
2. Official transcript received directly from the academic institution.
3. Documentation of work experience from places of employment on official letterhead.
4. Official copy (issued by the employer) of the applicant's current job description.
5. Documentation of training. (See Section VI: Guidelines for Accepted Training Hours)
6. Evaluation completed by a clinical supervisor who is a certified addictions professional to include documentation of supervision in required Domains.
7. Documentation of clinical supervision. (See Appendix IV)
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. Counselors with master's degrees are not required to submit a written case record. (Appendix V).
9. Bachelor's level candidates seeking ADC must provide a written philosophy of treatment that is not longer than one page. Counselors with master's degree are not required to submit a philosophy of treatment.
10. A signed affirmation to the Code of Ethics for Addictions Counselors.
11. Application fee.

III. Examinations

The process of evaluation consists of written examination for applicants with a master's degree and a written and oral interview for candidates with a bachelor's degree. The written exam is administered by a third-party company designated by NAADAC or IC&RC. Persons who are qualified and designated by the SCAADAC Certification Commission administer the oral interview. 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 Domains for each level of certification (see Section II-B).

The SCAADAC Certification Commission currently uses the NAADAC written examination for NCAC I and NCAC II (until June 1st, 2021) as well as the IC&RC written examination for Alcohol and Drug Counselor and Advanced Alcohol and Drug Counselor. No other examinations are accepted.

You can take an examination up to three times in a calendar year. The IC&RC requires a 90-day waiting period before retesting.

B. Oral Interview

The oral interview measures the ability to apply knowledge and demonstrate competency in the Domains. A written case history is required as well as a statement of philosophy of treatment. All oral interviews are audio taped. The oral interview fee must be paid prior to attending the oral interview.

Persons who do not pass the oral interview may apply to retake the oral interview.

Oral interviews may be taken no more than three times within a calendar year.

Scheduled Examinations and Oral Interviews

A. Written exam dates are scheduled by the candidate after approval. The candidate will receive an automatically generated email with instructions on how to choose examination date, time, and location for your examination.

B. Oral interviews are conducted four times per year.

C. To be eligible to sit for an oral interview, the following are required:

- All requirements for eligibility and documentation must be met prior to oral interviews 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 interview in writing. All fees for written examinations and oral interviews are non-refundable.

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 interview (if applicable). 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 interview in writing to the applicant within 21 days after completion of the oral interview. **No results will be given via telephone or by personal request.**

An appeals process exists for candidates who have not successfully passed the oral interviews. Candidates seeking to appeal any denial of oral interview results may request an appeal of this denial.

IV. 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. **It is always the responsibility of the applicant to maintain certification, which includes personal and professional address changes and/or name changes.**

Applicants are encouraged to submit the recertification application with recertification fee to the SCAADAC Certification Commission 30 days prior to expiration date of certification to avoid lapse in certification. Applicants must pay a late fee if their applications are received after expiration of their certification. (See Appendix III 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 III for fee schedule.)

B. Extensions

Extensions may be granted only prior to the date of certification lapsing. (See Appendix III for fee schedule.)

C. Documentation

Applicants must include a Recertification and Training Verification application document (located on the SCAADAC [website](#)) listing at least **40 hours** of continuing education or training during the current two-year certification. **The primary focus of trainings should be related to the Domains** (See Appendix II). Recertification counselors will upload their certificates. 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:

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

D. Upgrading from ADC to AADC

Applicants upgrading from ADC to AADC must:

1. Already possess the ADC certification level.
2. Provide documentation of four (4) years full time or 8,000 hours of experience in the AADC Domains within the previous five years.
3. Submit official transcript showing completion of a master's degree in a human services field.

4. Passing score on the IC&RC AADC written exam or the NAADAC CACII written exam (June 2021).
5. Submit an Evaluator's Statement that has been completed by an AADC or clinical supervisor.
6. Document 60 hours (15 in each domain) of clinical supervision that has occurred within the last two years.
7. Submit a signed affirmation of adherence to the SCAADAC Code of Ethics.
8. Make payment of upgrade fee.

E. Upgrading from AADC to CS

Applicants upgrading from AADC to CS must:

1. Already possess the AADC certification level.
2. Submit Official Transcripts showing master's degree or higher in a health and human services from regionally accredited institution must be sent directly to the SCAADAC office
3. Passing score on the IC&RC CS Written Exam.
4. Provide documentation of five (5) years full time or 10,000 hours of experience in the AADAC Domains within the previous five years.
5. Two years of the five years of the full-time employment or 4,000 hours must be as a clinical supervisor candidate who is providing clinical supervision to in process candidates. [Clinical Supervisor Candidate Form Found Here](#). Log needs to include clinical supervisor or supervisor candidate
6. Documentation of Thirty (30) hours of educational training specific to clinical supervision.
7. Twenty-four (24) hours of clinical supervision provided by a SCAADAC approved supervisor to occur no less than one hour per month.
8. Make payment of upgrade fee.

V. 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. Conviction of felony.
4. Practice of alcohol and other drug counseling using a false or assumed name or impersonating another counselor.
5. Misuse of any substance that may interfere with competent and attentive performance of duties.
6. Providing services for which one is not licensed or certified to perform.
7. Intentional 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 an ADC, AADC, or CS 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 in order for a complaint to be resolved. Failure to do so will result in termination of 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 decision.

VI. Guidelines for Accepted Training Hours

Certification Requirements:

<u>Alcohol and Drug Counselor</u>	300 clock hours (10 CEUS for bachelor's courses; 15 for master's)
<u>Advanced Alcohol and Drug Counselor</u>	450 clock hours
<u>Clinical Supervisor</u>	30 hours in clinical supervision training or education

Acceptable workshop and training hours must be relevant to the Domains. 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 work experience.

Required hours: Six hours training in professional ethics and three hours in HIV/AIDS education for new application. A minimum of six 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. All courses must be from human services and/or counseling fields to meet educational requirements for certification or recertification.

VII. 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 IC&RC written examinations. As of June 1, 2021, IR&RC written examination is the only acceptable written examination. Applicants must meet education requirements for specific certification sought as noted in this manual. Bachelor’s level applicants through IC&RC reciprocity must take and pass oral interview.

Appendix 1

Counseling Domains

The primary role of an Alcohol and Drug 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 Domains are utilized in the certification process to assure competence of the Addictions Counselor:

Alcohol and Drug Counselor (ADC)

Domain I: Screening, Assessment, and Engagement

Domain II: Treatment Planning, Collaboration, and Referral

Domain III: Counseling

Domain IV: Professional and Ethical Responsibilities

Domain I: Screening, Assessment, and Engagement	
Task 1	Demonstrate verbal and non-verbal communication to establish rapport and promote engagement.
Task 2	Discuss with the client the rationale, purpose, and procedures associated with the screening and assessment process to facilitate client understanding and cooperation.
Task 3	Assess client’s immediate needs by evaluating observed behavior and other relevant information including signs and symptoms of intoxication and withdrawal.
Task 4	Administer appropriate evidence-based screening and assessment instruments specific to clients to determine their strengths and needs.
Task 5	Obtain relevant history and related information from the client and other pertinent sources to establish eligibility and appropriateness of services.
Task 6	Screen for physical needs, medical conditions, and co-occurring mental health disorders that might require additional assessment and referral.
Task 7	Interpret results of screening and assessment and integrate all available information to formulate diagnostic impression and determine an appropriate course of action.
Task 8	Develop a written summary of the results of the screening and assessment to document and support the diagnostic impressions and treatment recommendations.
Domain II: Treatment Planning, Collaboration, and Referral	
Task 1	Formulate and discuss diagnostic assessment and recommendations with the client and concerned others to initiate an individualized treatment plan that incorporates client’s strengths, needs, abilities, and preferences.
Task 2	Use ongoing assessment and collaboration with the client and concerned others to review and modify the treatment plan to address treatment needs.
Task 3	Match client needs with community resources to facilitate positive client outcomes.
Task 4	Discuss rationale for a referral with the client.
Task 5	Communicate with community resources regarding needs of the client.
Task 6	Advocate for the client in areas of identified needs to facilitate continuity of care.
Task 7	Evaluate the effectiveness of case management activities to ensure quality service coordination.
Task 8	Develop a plan with the client to strengthen ongoing recovery outside of primary treatment.
Task 9	Document treatment progress, outcomes, and continuing care plans.

Task 10	Utilize multiple pathways of recovery in treatment planning and referral (New Task)
Domain III: Counseling	
Task 1	Develop a therapeutic relationship with clients, families, and concerned others to facilitate transition into the recovery process.
Task 2	Provide information to the client regarding the structure, expectations, and purpose of the counseling process.
Task 3	Continually evaluate the client's safety, relapse potential, and the need for crisis intervention.
Task 4	Apply evidence based culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.
Task 5	Assist families and concerned others in understanding substance use disorders and engage them in the recovery process
Task 6	Document counseling activity and progress towards treatment goals and objectives.
Task 7	Provide information on issues of identity, ethnic background, age, sexual orientation, gender and other factors that influence behavior as they relate to substance use, prevention, and recovery.
Task 8	Provide information about the disease of addiction and the related health and psychosocial consequences.
Domain IV: Professional and Ethical Responsibilities	
Task 1	Adhere to established professional codes of ethics and standards of practice to uphold client rights while promoting best interests of the client and profession.
Task 2	Recognize diversity and client demographics, culture and other factors influencing behavior to provide services that are sensitive to the uniqueness of the individual.
Task 3	Continue professional development through education, self-evaluation, clinical supervision, and consultation to maintain competence and enhance professional effectiveness.
Task 4	Identify and evaluate client needs that are outside of the counselor's ethical scope of practice and refer to other professionals as appropriate.
Task 5	Uphold client's rights to privacy and confidentiality according to best practices in preparation and handling of records.
Task 6	Obtain written consent to release information from the client and/or legal guardian, according to best practices.
Task 7	Prepare concise clinically accurate and objective reports and records.

Advanced Alcohol and Drug Counselor (AADC)

Domain I: Screening, Assessment, and Engagement

Domain II: Treatment Planning, Collaboration, and Referral

Domain III: Counseling and Education

Domain IV: Professional and Ethical Responsibilities

Domain I: Screening, Assessment, and Engagement	
Task 1	Demonstrate verbal and non-verbal skills to establish rapport and promote engagement with persons served presenting at all levels of severity.
Task 2	Discuss with persons served the rationale, purpose, and procedures associated with the screening and assessment process to facilitate understanding and cooperation.
Task 3	Assess the immediate needs and readiness for change of the person served through evaluation of observed behavior and other relevant signs and symptoms of co-occurring substance use and/or mental health disorders.
Task 4	Recognize the interactions between co-occurring substance use, mental health and/or other health conditions.

Task 5	Assess for appropriateness of consultation and referral for Medication Assisted Treatment (MAT) for substance use and/or mental health disorders.
Task 6	Identify screening and assessment tools that are appropriate to the demographics of the person served.
Task 7	Use clinical interviews and assessment instruments to obtain and document relevant bio/psycho/social/spiritual information from the person served and/or concerned others.
Task 8	Screen for risk of harm to person served and/or others.
Task 9	Formulate diagnosis(es) based on the signs and symptoms of co-occurring substance use and/or mental health disorders by interpreting observable behavior, objective data, and results of interviews and assessment.
Task 10	Utilize the appropriate placement criteria to determine the level of care.
Task 11	Develop a comprehensive written summary based on the results of screening and bio/psycho/social/spiritual assessment to support the diagnosis(es) and treatment recommendations.
Domain II: Treatment Planning, Collaboration, and Referral	
Task 1	Discuss diagnostic assessment, findings, and recommendations with the person served and concerned others.
Task 2	Formulate and prioritize mutually agreed upon specific and reasonable short and long-term goals, measurable objectives, treatment methods, and resources based upon ongoing assessment findings that address the interactive relationship of each disorder identified.
Task 3	Identify and facilitate access to community resources to support ongoing recovery.
Task 4	Collaborate with the person served in reviewing and modifying the treatment plan based on an assessment of progress and the level of readiness to address substance use and/or mental health goals.
Task 5	Develop a plan with the person served to strengthen ongoing recovery outside of primary treatment.
Task 6	Document treatment progress, outcomes, and continuing care plans.
Task 7	Adapt intervention strategies to the unique needs of the person served, recognizing multiple pathways of recovery.
Task 8	Determine effectiveness and outcome of referrals through ongoing evaluation and documentation.
Task 9	Document all collaboration, consultation and referrals.
Task 10	Collaborate with other professionals.
Domain III: Counseling and Education	
Task 1	Develop a therapeutic relationship with persons served, families, and concerned others.
Task 2	Continually evaluate the safety and relapse potential of the person served and develop strategies to anticipate as well as respond to crises.
Task 3	Apply evidence-based, culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.
Task 4	Document services provided and progress toward goals and objectives.
Task 5	Educate the person served regarding the structure, expectations, and limitations of the counseling process.
Task 6	Utilize individual and group counseling strategies and modalities to match the interventions with the level of readiness of the person served to address substance use and/or mental health goals.
Task 7	Adapt counseling strategies to match the unique characteristics and choices of the person served.
Task 8	Educate the person served and concerned others about the biological and psychiatric effects of substance use and misuse.
Task 9	Educate the person served and concerned others about pharmacotherapies for substance use and mental health disorders.
Task 10	Assist families and concerned others in understanding the symptoms of specific disorders, their interactive effects including the relationship between symptoms and stressors, co-occurring substance use and/or mental health disorders, and the use of strategies that sustain recovery and maintain healthy relationships.
Task 11	Identify and adapt education strategies to the unique needs of the person served and concerned others

Task 12	Communicate needed subject matter in a clear, understandable, culturally, and developmentally appropriate manner.
Task 13	Utilize outcome data to continually adapt counseling strategies and update treatment plan to maximize clinical effectiveness.
Task 14	Educate the person served and support system about self-efficacy and empowerment.
Domain IV: Professional and Ethical Responsibilities	
Task 1	Adhere to established professional codes of ethics and standards of practice.
Task 2	Adhere to jurisdictionally specific rules and regulations regarding best practices in coordinating and/or providing co-occurring substance use, mental health, and health services.
Task 3	Demonstrate cultural competence.
Task 4	Recognize personal biases, including feelings, concerns, and other issues to minimize impact of these variables in the counseling process.
Task 5	Continue professional development through education, self-evaluation, clinical supervision, and consultation.
Task 6	Identify and evaluate the needs of the person served that are outside of the counselor's scope of practice and refer to other professionals as appropriate.
Task 7	Understand and apply current relevant research literature to improve the care of the person served and enhance the counselor's professional development.
Task 8	Understand and utilize technological advances in service delivery.
Task 9	Protect the integrity of the profession and best interests of persons served by identifying, addressing, and advocating for impaired professionals.
Task 10	Protect the integrity of the profession and best interests of persons served by identifying and addressing unethical practices.
Task 11	Uphold the rights of the person served to privacy and confidentiality according to jurisdictionally specific rules and regulations.
Task 12	Obtain required written consent to release information from the person served and/or legal guardian.
Task 13	Prepare timely, concise, clinically accurate, and objective reports and records.
Task 14	Advocate for and assist the person served in navigating the service delivery system.
Task 15	Provide all services in a trauma-informed manner.

Clinical Supervisor (CS)

Domain I: Counselor Development

Domain II: Professional and Ethical Standards

Domain III: Program Development and Quality Assurance

Domain IV: Assessing Counselor Competencies and Performance

Domain V: Treatment Knowledge

Domain I: Counselor Development	
Task 1	Build a supportive and individualized supervisor alliance, teach the purpose of clinical supervision, and respect professional boundaries
Task 2	Maintain a constructive, safe supervisory learning environment that fosters self-awareness and awareness of others
Task 3	Help supervisees develop skills specific to working with culturally diverse clients
Task 4	Provide ongoing feedback to supervisees on their conceptualizations of client needs and appropriate therapeutic interventions
Task 5	Create a professional development plan in collaboration with supervisees that includes specific, measurable goals and objectives
Task 6	Direct supervisory activities to teach and develop supervisees

Task 7	Educate supervisees regarding best practice developments
Domain II: Professional and Ethical Standards	
Task 1	Ensure adherence to professional codes of ethics
Task 2	Participate in Clinical Supervisor Professional Development
Task 3	Seek supervision and implement a professional development plan
Task 4	Ensure that supervisees disclose supervision practices to clients
Task 5	Use and teach supervisees ethical decision-making models and monitor their use
Task 6	Understand the risks of dual relationships
Task 7	Provide timely consultation and guidance to supervisees in situations that present moral, legal, and/or ethical dilemmas
Task 8	Recognize and address impaired practice of self and others
Domain III: Program Development and Quality Assurance	
Task 1	Structure and facilitate staff education
Task 2	Recognizing and understanding the limitations of evidence-based practices
Task 3	Develop strategies for enhancing client access, engagement, and retention in treatment
Task 4	Support and develop the agency quality assurance plan and comply with all monitoring and documenting requirements
Task 5	Utilize referral sources and other community programs
Task 6	Identify and assess program needs and develop a plan to improve clinical services
Task 7	Perform crisis intervention and management
Domain IV: Assessing Counselor Competencies and Performance	
Task 1	Establish counselor role expectations
Task 2	Understand supervision as a bi-directional evaluative process
Task 3	Assess supervisees' motivation, professional development, cultural, and clinical competence
Task 4	Participate in performance recognition, disciplinary actions, and other personnel decisions
Domain V: Treatment Knowledge	
Task 1	Demonstrate an understanding of substance-related addictive disorders, co-occurring disorders, and self-help philosophy
Task 2	Understand the principles and theories of addiction, addiction prevention and treatment, and treatment limitations
Task 3	Understand the use of pharmacological interventions and interactions

Appendix II

Glossary of Terms

Addictions Counselor

One who demonstrates professional competence necessary to perform tasks directly related to the Domains while providing treatment to clients and significant others in a variety of treatment settings.

ADC

Alcohol & Drug Counselor

AADC

Advanced Alcohol & Drug Counselor

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

CS

Clinical Supervisor

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.

Clinical Supervisor Requirements

The Clinical Supervisor must be a SCAADAC AADC or CS, NAADAC NCAC II or MAC. After June 1, 2021, all clinical supervision must be completed by a SCAADAC CS.

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. **At least 40 hours must have been within the past two years by a SCAADAC certified addictions professional.**

Code of Ethics

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

Updated July 1, 2019

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Education

The provision of training which will enhance or improve the level of skills and competence of the participants.

Evaluator's Statement

Clinical Supervisor's Statement: Completed evaluation form with statement of strengths and needs for specific Domains, submitted by clinical supervisor who is an addictions professional.

IC&RC

The International Credentialing & Reciprocity Consortium

Non-Clinical

Activities related to prevention, education, community organization, training and professional development.

Philosophy of Treatment

Your definition of substance use disorders and how they should be treated.
Theory or technique(s) applied in the practice of treatment.

Supervisor

One who teaches or observes alcohol and other drug counselors in a job academic or volunteer setting.

SCAADAC

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.

Certified Addictions Professional

A person who has been certified by SCAADAC, NAADAC, IC&RC, or Board-Certified Addiction Specialist.

Appendix III

Fee Schedule- All fees are non-refundable.

	* <u>NAADAC Member</u>	<u>Non-Member</u>
Certification Application	\$175.00	\$225.00
Recertification Application	\$125.00	\$225.00
Upgrade Fee	\$75.00	\$125.00
Written Examination	\$150.00	\$175.00
Oral Interview (each occurrence)	\$100.00	\$175.00
Duplicate Certificate	\$50.00	\$75.00
Appeals	\$50.00	\$75.00
Late Application (recertification only)	\$50.00	\$75.00
Extension Fee (recertification only)	\$50.00	\$75.00
Reinstatement	\$100.00	\$150.00
Inactive	\$350	\$375

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 Domains of addictions counseling and should include updated training in ASAM and DSM-5.

Counselors lapsed more than five years must complete the certification process

* NAADAC membership will be verified. Applications not accompanied by the appropriate fee will be returned to the applicant. Acceptable methods of payment are checks, money orders, and debit/credit cards. Applicants will be charged applicable fees for returned checks.

EVALUATOR'S STATEMENT

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*)

Alcohol and Drug Counselor Advanced Alcohol and Drug Counselor 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 Domains of the level of certification that this applicant has applied? _____%
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

EVALUATOR'S STATEMENT

PAGE 2 of 2

Please rate the applicant on the scale below based on the average of employees doing similar work by checking the appropriate box. Evaluator must be knowledgeable in all Domains 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 Domains marked not observed or not applicable. See Page 3.

Alcohol and Drug Counselor (ADC)

- Domain I: Screening and Intake:
- Domain II: Treatment Planning, Collaboration, and Referral
- Domain III: Counseling
- Domain IV: Professional and Ethical Responsibilities

Advanced Alcohol and Drug Counselor (AADC)

- Domain I: Screening, Assessment, and Engagement
- Domain II: Treatment Planning, Collaboration, and Referral
- Domain III: Counseling and Education
- Domain IV: Professional and Ethical Responsibilities

Clinical Supervisor (CS)

- Domain I: Screening, Assessment, and Engagement
- Domain II: Treatment Planning, Collaboration, and Referral
- Domain III: Counseling and Education
- Domain IV: Professional and Ethical Responsibilities

Please list explanations for any Domains marked Not Observed or Not Applicable

EVALUATOR COMMENTS:

Appendix IV

Guidelines for Case Record Presentation

PURPOSE OF THE CASE RECORD

All applicants for clinical counselor credentialing whose highest level of education is a bachelor's degree must submit the case record. It is one method by which the applicant's competency in the clinical counselor Domains is judged. Candidate will be required to present their case during their 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 ensure that your application is complete. Incomplete or unsigned applications will be returned to applicants for completion, causing delay or disqualification.

- Completed application for certification online.
- Online Payment or 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 ADC
 - 4 years or 8000 hours experience in past five years for AADC
*(*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 Domains of addictions counseling.)*
 - 300 clock hours training in the counseling Domains for ADC
 - 450 clock hours training in the counseling Domains for AADC
- Documentation of 200 hours of clinical supervision for ADC and AADC. (until June 1, 2021 CACII, NCACII, MAC or CS can sign off on 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)
(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 for those holding a bachelor's degree
- Sample Case File for those holding a bachelor's degree
- 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.
- Passed written exam. (until June 1, 2021 SCAADAC will accept both the NAADAC or the IC&RC written exams)
- Oral Interview successfully completed for those holding a bachelor's degree

Appendix V

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 IC&RC 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 Alcoholism 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 ADC*
- 4 years or 8000 hours experience in the past five years for AADC*
(**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 Domains of addictions counseling.*)
- 270 clock hours training in the counseling Domains for ADC
- 450 clock hours training in the counseling Domains for AADC

Evaluator's Statement requested from a current supervisor who must be certified in addictions (*must be in a sealed and signed envelope.*)

Proof of 200 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 (for bachelor's level)

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 VI

Requirements for Certification by Other Licensure Reciprocity

The SCAADAC Certification Commission will accept for certification (Alcohol and Drug Addiction and Advanced Alcohol and Drug Addiction) 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 Independent 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 ADC
 - 2 years full time or 4,000 hours of experience in the past 3 years for AADC
- 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 (*must be in a sealed and signed envelope or uploaded by supervisor to counselor's online wallet*)
- 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.
- Sample Case File (*not needed for those with master's degree in qualifying subject*)
- Passed Written Exam

Coursework Criteria for Certification

Coursework accepted towards certification must be in related areas to the Domains 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.

Required 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. Human Growth and development courses frequently focus on topics such Child evaluation and assessment, Death and dying, Parent and Child Relationships, and may include interdisciplinary courses including biology and anthropology.

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 Domain areas is required for an ADC and 450 clock hours for a AADC.

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 Domains 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.