

California Certification Board of Alcohol and Drug Counselors

3400 Bradshaw Road, Suite A-5, Sacramento, CA 95827

916-368-9412

Fax: 916-368-9424

E-Mail: counselors@caadac.org

Website: www.caadac.org

CERTIFIED ALCOHOL AND DRUG COUNSELOR I, (CADC I)

TESTING IN REQUIREMENTS AND APPLICATION

CRITERIA:

- ◆ Masters Degree in behavioral health discipline; three years on the job supervised experience in delivering counseling services consistent with the 12 core functions.
- ◆ Bachelors Degree in behavioral health discipline; five years on the job supervised experience in delivering counseling services consistent with the 12 core functions.
- ◆ Associates Degree in a behavioral health discipline; seven years on the job supervised experience in delivering counseling services consistent with the 12 core functions.
- ◆ Nine years on the job supervised experience in delivering counseling services consistent with the 12 core functions.
- ◆ The 12 core functions include: (1) Screening, (2) Intake, (3) Orientation, (4) Assessment, (5) Treatment Planning, (6) Counseling (individual, group, and significant others), (7) Case Management, (8) Crisis Intervention, (9) Client Education, (10) Referral, (11) Reports and Recordkeeping, (12) Consultation (with other professionals in regard to client treatment and services).
- ◆ Testing in to include the ability to qualify for taking the IC&RC written examination and upon passing qualifying for the taking the IC&RC Case Presentation Method oral review examination. Upon passing both test individuals will be granted the credential of CADC I.

DIRECTIONS

1. Type or Print using black ink on all forms.
2. Complete the application process STEP BY STEP. Do one section at a time.
3. Photocopy blank forms before making the entries.
4. Photocopy completed materials before sending them to CCBADC so that you will have a complete copy of your portfolio.
5. Applications for certification will be reviewed after the deadline dates for submission.
6. Do not send your application until all sections are completed and signed where required.
7. **IT IS THE CANDIDATE RESPONSIBILITY TO NOTIFY CCBADC IN WRITING OF ANY CHANGES TO NAME, ADDRESS AND PHONE NUMBERS.**
8. **NO REFUNDS WILL BE GIVEN.** Applications in process will be held by CCBADC for 1 year and then destroyed, requiring reapplication.

√ **CADC I Checklist**

The following should be included in your CADCI application.

- Application Form
- Formal Education Documentation
- Supervised Work Experience
- Employment Letters (including current job description)
- Three Peer Letters
- Signed Code of Ethics
- Signed Scope of Practice
- Signed Consent to Release Information
- Appropriate Application Fees

Photocopy your entire application and documentation for your records.
Send original application, photocopies of documentation and check to:
CCBADC, 3400 Bradshaw Road, Suite A-5, Sacramento, CA 95827.

Questions, problems or concerns can be addressed by calling the CCBADC office, at 916.368.9412.

The applicant will send to the address specified on the application form all records required as listed below, the completed application form and all required fees. Persons furnishing completed evaluation forms are to mail them directly to the address listed on the evaluation form.

1. Application form
2. Employment verification – Letters from present and previous employers describing your duties and giving exact dates of employment on letterhead.
3. An official university transcript indicating completion of the course of study and the award of a degree.
4. Documentation of supervised counseling experience
5. Three peer letters of support attesting to the counselor's character and competency.
6. Signed Code of Ethics
7. Signed Scope of Practice
8. Check or money order for appropriate fees payable to: California Association of Alcoholism and Drug Abuse Counselors, CAADAC.

\$236.00	Portfolio Processing
\$118.00	Portfolio Processing – special rate for current individual CAADAC members.

EXAMINATION TIME LINES:

Portfolio Submission Deadline

First Friday of February
First Friday of August

Written Exam Date

Second Saturday of June
Second Saturday of December

Oral Review Application Deadline

First Friday of June
First Friday of December

Oral Review Exam Date

Third Saturday/Sunday of July
Third Saturday/Sunday of January

FEE STRUCTURE

	Non-Member	CAADAC MEMBER RATE
Portfolio Processing	\$236.00	\$118.00
Written Exam	\$180.00	\$104.00
Oral Review Exam	\$153.00	\$ 90.00

Certification Conditions

1. Certification will be granted for two (2) years
2. Certification is renewable upon application of the board and meeting the requirements as set forth.
3. The CCBADC may refuse to act on the application if there is evidence of the individual not meeting the professional Code of Ethics.
4. Certification may be denied, suspended or revoked by the CCBADC for a new examination and hearing.

APPLICANTS FOR CERTIFIED ALCOHOL AND DRUG COUNSELOR I
 "CONSENT TO RELEASE INFORMATION"

1. I have presented full information concerning education, licensure, certification, accreditation, prior experience, special skills and certificates, as well as full disclosure of any unfavorable history with regard to licensure and prior employment.
2. You are requested and permitted to seek from my present employer or any prior employer/institution/agency/person with which I have been associated; information concerning my professional competence and ethical character, including any knowledge or information as to whether my membership status or professional privileges have ever been suspended, revoked, reduced, or not renewed at any other agency or institution.
3. I hereby authorize CCBADC to consult with the professional staffs of other facilities with which I have been associated, and with any other persons who may have information on competence, character and ethical qualifications.
4. I hereby consent to CCBADC inspection of all records and documents that may be material to an evaluation for the certification requested.
5. I hereby release from liability all representatives of CCBADC for acts performed in good faith and without malice concerning the evaluation of my credentials.
6. I hereby release from any liability all individuals and organizations who provide information to CCBADC in good faith and without malice concerning my competence, ethics, character, and other qualifications for certification, including otherwise privileged or confidential information.
7. I understand that any misrepresentation, deliberate erroneous information, or omission of significant information relevant to my qualifications and competence for certification now or in the future will result in negative action by CCBADC. This may include or up to denial of certification, suspension, or revocation of certification, or legal action.

PRINTED NAME OF APPLICANT

SIGNATURE

DATE

(Duplicate this page before completing)

CCBADC

DOCUMENTATION OF SUPERVISED COUNSELING EXPERIENCE

Dear Supervisor,

I am in the process of seeking certification from the CCBADC as competent, professional alcohol and drug counselor. I have identified you as someone in a position to supervise hours of alcohol and drug counseling.

I hereby consent for you to release the following required confidential information to the CCBADC board.

Applicant's Name _____

Signature _____

Supervisor's Statement

I hereby certify that I have been in a position to observe and have first-hand knowledge of

_____ 's work at _____
 (Applicant's name) (Applicant's Agency)

I have observed the applicant's work from _____ to _____
 (mm/dd/yy) (mm/dd/yy)

Denote correct number of hours of supervised work experience counseling in the field of chemical dependency. _____ Hours

Recommendation

___ Yes, I highly recommend ___ Yes, ___ Yes, with reservations ___ No, I do not recommend

I hereby certify that this rating is, to the best of my knowledge, truthful and reflects as accurately as possibly my knowledge of the applicant.

 Signature

 Date

Supervisor's Name: _____

Title & Credentials: _____

Agency: _____

Office Address: _____

City/State/Zip _____

Office Phone: _____

Code Of Ethics

Certified Alcohol & Drug Counselor (CADC I & II)

California Certification Board of Alcohol and Drug Counselors

Principle 1: Non-discrimination

The alcoholism and drug abuse counselor should not discriminate against clients or professionals based upon race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

Principle 2: Responsibility

The alcoholism and drug abuse counselor should espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a. The alcoholism and drug counselor, as teacher, should recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b. The alcoholism and drug abuse counselor, as practitioner, should accept the professional challenge and responsibility deriving from the counselor's work.
- c. The alcoholism and drug counselor, who supervises others accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.

Principle 3: Competence

The alcoholism and drug abuse counselor should recognize that the profession is founded on national standards of competence which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The counselor should recognize the need for ongoing education as a component of professional competency.

- a. The alcoholism and drug abuse counselor should prevent the practice of alcoholism and drug abuse counseling by unqualified and unauthorized persons.
- b. The alcoholism and drug abuse counselor who is aware of unethical conduct or of unprofessional modes of practice should report such violations to the appropriate certifying authority.
- c. The alcoholism and drug abuse counselor should recognize boundaries and limitations of counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d. The alcoholism and drug abuse counselor should recognize the effect of professional impairment on professional performance and should be willing to seek appropriate treatment for oneself or for a colleague. The counselor should support peer assistance programs in this respect.

Principle 4: Legal Standards and Moral Standards

The alcoholism and drug abuse counselor should uphold the legal and accepted moral codes, which pertain to professional conduct.

- a. The alcoholism and drug abuse counselor should not claim directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b. The alcoholism and drug abuse counselor should not use the affiliation with the California Association of Alcoholism and Drug Abuse Counselors for purposes that are not consistent with the stated purposes of the Association.
- c. The alcoholism and drug abuse counselor should not associate with or permit the counselor's name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The alcoholism and drug abuse counselor associated with the development or promotion of books or other products offered for commercial sale should be responsible for ensuring that such books or products are presented in a professional and factual way.

Principle 5: Public Statements

The alcoholism and drug abuse counselor should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The alcoholism and drug abuse counselor who represents the field of alcoholism counseling to clients, other professionals, or to the general public should report fairly and accurately the appropriate information.
- b. The alcoholism and drug abuse counselor should acknowledge and document materials and techniques used.
- c. The alcoholism and drug abuse counselor who conducts training in alcoholism or drug abuse counseling skills or techniques should indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

Principle 6: Publication Credit

The alcoholism and drug abuse counselor should assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The alcoholism and drug abuse counselor should recognize joint authorship, major contributions of a professional character, made by several persons to a common project. The author who has made the principle contribution to a publication should be identified as a first listed.
- b. The alcoholism and drug abuse counselor should acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c. The alcoholism and drug abuse counselor should acknowledge, through specific citations, unpublished, as well as published material, that has directly influences the research or writing.
- d. The alcoholism and drug abuse counselor who complies and edits for publication the contributions of others should list oneself as editor, along with the names of those who have contributed.

Principle 7: Client Welfare

The alcoholism and drug abuse counselor should respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a. The alcoholism and drug abuse counselor should define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The alcoholism and drug abuse counselor, in the presence of professional conflict should be concerned primarily with the welfare of the client.
- c. The alcoholism and drug abuse counselor should terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from it.
- d. The alcoholism and drug abuse counselor, in referral cases, should assume the responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the alcohol and drug abuse counselor should carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and should act in the best interest of the client.
- e. The alcoholism and drug abuse counselor who asks a client to reveal personal information from other professionals or allows information to be divulged should inform the client of the nature of such transactions. The information released or obtained with informed consent should be used for expressed purposes only.
- f. The alcoholism and drug abuse counselor should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The alcoholism and drug abuse counselor should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.
- h. The alcoholism and drug abuse counselor should collaborate with other health care professional(s) in providing a supportive environment for the client who is receiving prescribed medications.

Principle 8: Confidentiality

The alcoholism and drug abuse counselor should embrace, as a primary obligation, the duty of protecting the privacy of clients and should not disclose confidential information acquired, in teaching, practice or investigation.

- a. The alcoholism and drug abuse counselor should inform the client and obtain agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and observation of an interview by another person.
- b. The alcoholism and drug abuse counselor should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The alcoholism and drug abuse counselor should reveal information received in confidence only when there is clear and imminent danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d. The alcoholism and drug abuse counselor should discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports should present only data germane to the purpose of the evaluation and every effort should be made to avoid undue invasion of privacy.

- e. The alcoholism and drug abuse counselor should use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

Principle 9: Client Relationships

The alcoholism and drug abuse counselor should inform the prospective client of the important aspects of the potential relationship.

- a. The alcoholism and drug abuse counselor should inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- b. The alcoholism and drug abuse counselor should inform the designated guardian or responsible person of the circumstances, which may influence the relationship, when the client is a minor or incompetent.
- c. The alcoholism and drug abuse counselor should not enter into a professional relationship with member's of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.
- d. The alcoholism and drug abuse counselor should not engage in any type of sexual activity with a client.
- e. The alcoholism and drug abuse counselor shall not accept as clients anyone with whom they have engaged in sexual behavior.

Principle 10: Interprofessional Relationships

The alcoholism and drug abuse counselor should treat colleagues with respect, courtesy and fairness, and should afford the same professional courtesy to other professionals.

- a. The alcoholism and drug abuse counselor should not offer professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b. The alcoholism and drug abuse counselor should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The alcoholism and drug abuse counselor shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

Principle 11: Remuneration

The alcoholism and drug abuse counselor should establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a. The alcoholism and drug abuse counselor shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The alcoholism and drug abuse counselor should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor should not engage in fee splitting.
- c. The alcoholism and drug abuse counselor in clinical or counseling practice should not use one's relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.

- d. The alcoholism and drug abuse counselor should not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its client by members of its staff, and in such instances the client must be fully apprised of all policies affecting the client.

Principle 12: Societal Obligations

The alcoholism and drug abuse counselor should advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The counselors should inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and should act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The alcoholism and drug abuse counselor should adopt a personal and professional stance, which promotes the well being of all human beings.

The CCBADC is comprised of certified counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In 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 families manifestations. CCBADC certified counselors dedicate themselves to promote the best interest of their society, of their clients, of their profession, and of their colleagues

Signature _____

Date _____

Scope of Practice

Certified Alcohol & Drug Counselor (CADC I & II)

California Certification Board of Alcohol and Drug Counselors

Revised and approved by the California Association of Alcoholism and Drug Abuse Counselors
(CAADAC) Board of Directors - July 2003

PURPOSE

- A. To assure a consistent standard of quality of education, training and experience for certified alcohol/drug counselors.
- B. Certification is necessary to safeguard the public health, safety and welfare, and to protect the public from unauthorized service delivery by non-certified alcohol and drug counselors.

REQUIREMENTS

- A. Competencies required for alcohol/drug counseling include screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals.
- B. A Certified Alcohol and Drug Counselor I, (CADC I) must successfully complete 315 hours of basic alcohol and drug education as specified by criteria established by the California Certification Board of Alcohol and Drug Counselors, a 255 hour practicum, and 4000 hours of supervised internship working with alcohol problems. The individual must successfully pass both a written examination and an orals process.
- C. A Certified Alcohol and Drug Counselor II, (CADC II) must successfully complete 315 hours of basic alcohol and drug education as specified by criteria established by the California Certification Board of Alcohol and Drug Counselors, a 255 hour practicum and 6000 hours of supervised internship working with alcohol and/or drug problems. The individual must successfully pass both a written examination and an orals process.
 - 1. Documentation at a minimum of thirty (30) contact hours of Continuing Education in Advanced Counseling Skills,
 - 2. Thirty (30) additional contact hours which may be obtained in the areas of Professional Development,
 - 3. Will ascribe to the Professional Code of Ethics at each certification renewal period,
 - 4. Total combined contact hours (above) sixty (60) each certification renewal period.

ROLE OF THE CERTIFIED COUNSELOR

- A. To assist and support clients with alcohol/drug abuse or dependence, their family members and others to:
 - 1. attain and maintain abstinence as appropriate,
 - 2. develop a program tailored to the individual in support of a recovery process,
- B. Provide quality professional counseling for clients with alcohol/drug abuse or dependence, their family members and others by means of:
 - 1. providing current and accurate information and education on the disease of alcoholism and other drug dependency issues and recovery processes,
 - 2. assisting in identifying and understanding the defense mechanisms that support addiction,
 - 3. facilitating in self-exploration the consequences of alcoholism and other drug dependence.
 - 4. utilizing the functions of alcohol/drug counseling in screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping and consultation,
 - 5. assisting in relapse prevention planning and recognizing relapse symptoms and behavior patterns,
 - 6. providing current and accurate information and education to identify and understand the roles of family members and others in the alcoholism/drug dependency system,
 - 7. educating on how self-help groups (for example, Alcoholics Anonymous, Al-Anon, Women for Sobriety, Narcotics Anonymous, Secular Organization for Sobriety, Co-dependents Anonymous, etc.) complement alcoholism/drug addiction or dependency counseling and the unique role of each in the recovery process,
 - 8. assisting clients to establish life management skills to support a recovery process,
 - 9. facilitating problem solving and the development of alternatives to alcohol/drug use or abuse and related problems of family members and others,
 - 10. utilizing the appropriate skills to assist in developing sobriety life management and communication skills that support recovery, including:

- Active Listening
- Leading
- Summarizing
- Reflection
- Empathy
- Intervention
- Confrontation
- Feedback
- Concreteness
- Education

11. maintaining appropriate records in a confidential manner for the purpose of treatment planning and case management,

12. providing all services in accordance with the California Certification Board for Alcohol and Drug Abuse Counselors Code of Ethics.

C. Providing support as part of a treatment team and referring clients, family members and others to other appropriate health professionals as needed.

SETTING FOR DELIVERY OF SERVICES

A. The Certified Alcohol and Drug Counselor I, (CADC I), and Certified Alcohol and Drug Counselor II, (CADC II) may conduct counseling of clients with alcohol/drug addiction or dependence, their family members and others in:

1. hospitals,
2. agencies,
3. independent setting,
4. or other facilities where alcohol and/or drug services are delivered.

B. An interdisciplinary team in hospitals or other agencies shall include a person licensed by the State of California under the Medical Practices Act, the Social Work Licensing Law, the Psychology Licensing Act, or the Marriage, Family and Child Counselors Licensing Law at the setting for delivery of services.

C. An independent setting is a professional office location where a Certified Alcohol and Drug Counselor, (CADC I), a Certified Alcohol and Drug Counselor, (CADC II) delivers drug and/or alcohol counseling services to clients with alcohol/drug addiction or dependency, their family members and others.

DEFINITIONS

A. The CADC I, and CADC II is a person who possesses and utilizes a competency-based core of knowledge and skills to assist alcohol/drug-affected persons, and those effected by by the alcohol/drug affected person.

B. Family members and others are persons involved in an important relationship with an alcohol/drug affected person.

NON-APPLICATION

- A. Nothing in this Scope of Practice shall be construed to constrict or limit the practice of any other professional licensed by the State of California under the Medical Practice Act, the Social Work licensing Law, the Nursing Practice Act, the Psychology Licensing Act, or the Marriage, Family and Child Counselors Licensing Law.
- B. Nor shall the Scope of Practice apply to any priest, rabbi or minister of the gospel of any religious denomination when performing counseling services as a part of his or her pastoral or professional duties, or to any person who is admitted to practice law in the state, or who is licensed to practice medicine, when providing counseling services as part of his/her professional practice.
- C. Nor shall this Scope of Practice apply to an employee of a governmental entity or of a school, college, or university or of an institution both non-profit and charitable if his/her practice is performed solely under the supervision of the entity, school or organization by which he/she is employed and if he/she performs such functions as part of the position for which he/she is employed.

Signature _____

Date _____