



IMAGINE,
BELIEVE,
AND
ACHIEVE

Taking The Fast Track To Credentialing

Presented By: Kathryn Benson, LADC, NCAC II, QSAP
Pleiades Clinical Consulting Group

45A Rutledge St.

Nashville, TN 37210

615.885.3615

615.902.0465 fax

Lightbeing@aol.com

Certified Associate Addiction Counselor

CAAC

COMPONENTS OF CREDENTIALING PROCESS

- **WORK EXPERIENCE**
- **EDUCATION**
- **APPLICATION**
- **WRITTEN EXAMINATION**

WORK EXPERIENCE

- **Clinically supervised work hours during which you performed all 8 AODA domains while providing alcohol and drug services to individuals, couples and/or families**
- **Acceptable employment is based on applicant providing direct, primary alcohol and other drug abuse counseling to persons whose primary diagnosis is that of alcohol and/or drug addiction or that applicant is providing supervision of addiction counseling.**

- **Applicant must have primary responsibility for providing counseling in an individual and/or group setting, preparing treatment plans, documenting client progress and is clinically supervised.**
- **Clinically supervised experience is defined as work supervised by an individual knowledgeable in addiction**

QUALIFIED CLINICAL SUPERVISION

- **100 hours of documented face-to-face structured supervision which may be conducted in either group or individual settings and should include:**
 - **Dates of Supervision**
 - **Beginning and ending times,**
 - **Names of clinicians present**
 - **Topic areas discussed**
 - **Clinical recommendations**
 - **Follow-up on previous recommendations**
 - **Professional concerns/issues**
 - **Professional development/needs/accomplishments**
 - **Number of cases reviewed per clinical participants**
 - **Signatures of supervisor and all supervision participants**

- **QCS**

- **Supervisor ideally will follow methods of supervision used in accordance with standard practice e.g., Family systems, Reality Therapy, or a combination of standard practices of the supervisor's choice**
- **Must provide a minimum of 100 hours of formal supervision during the required hours of counselor's clinical experience.**
- **Ideally supervisor shall maintain copies of records of supervision for 8 years**
- **Failure to conduct supervision in accordance with the stated rules may result in disciplinary action against the supervisor and may result in denial of credit for the counselor work experience hours.**

- QCS

- **Applicant must hold a current and valid CADDC credential or a state-recognized specialty substance abuse credential at a master's level or higher in another professional discipline in human services.**
- **Five years (10,000 hours) of counseling experience as an alcohol and other drug abuse counselor.**

- **QCS**

- **Applicant must be currently employed in a clinical supervisory position at the time application is submitted to DCB.**
- **Acceptable employment is defined as a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling. The format for supervision is commonly one-to-one and/or small groups on a regular basis. Methods for review often include case review and discussion, utilizing direct and indirect observation of a counselor(s) clinical work.**
- **If current employment is in an unlicensed facility, an agency brochure and philosophy statement as it relates to alcohol and other drug abuse must be included.**

- **QCS**

- **Applicant must hold a current and valid CADDC credential or a state-recognized specialty substance abuse credential at a master's level or higher in another professional discipline in human services.**
- **Five years (10,000 hours) of counseling experience as an alcohol and other drug abuse counselor.**
- **Supervision: 200 hours of on-the-job supervision in providing clinical supervision in the following domains: Counselor Development, Professional & Ethical Standards, Program Development & Quality Assurance, Performance Evaluation, Administration, Treatment Knowledge.**

- **QCS**

- **Two years (4,000 hours) of clinical supervisory experience in the alcohol and other drug abuse field. These 2 years may be included in the 5 years of counseling experience and must include the provision of 200 contact hours of face-to-face clinical supervision.**
- **Education: Master's degree in a behavioral science field from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation – OR – hold a current and valid CADAC credential.**
- **30 hours of didactic education in clinical supervision. This must include education/training in each of the following 6 domains: Counselor Development, Professional & Ethical Standards, Program Development & Quality Assurance, Performance Evaluation, Administration, Treatment Knowledge.**

- QCS

- **Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and DCB approved distance education.**
- **Education in CPR/First Aid and computer learning will be acceptable for a maximum of 6 hours each.**
- **Three college credits are equivalent to 45 hours.**
- **Education, as defined above, provided by applicant to others may also be used.**
- **Examination -Pass the IC&RC Written Examination for Clinical Supervisors.**

- **QCS**

- **Applicant must be currently employed in a clinical supervisory position at the time application is submitted to DCB.**
- **Acceptable employment is defined as a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling. The format for supervision is commonly one-to-one and/or small groups on a regular basis. Methods for review often include case review and discussion, utilizing direct and indirect observation of a counselor(s) clinical work.**
- **If current employment is in an unlicensed facility, an agency brochure and philosophy statement as it relates to alcohol and other drug abuse must be included.**

Example of Philosophy of Treatment Questions:

What is your definition of substance abuse?

What is your definition of addiction?

How do you see treatment impacting on these problems?

What issues are of primary importance in making an initial assessment regarding treatment?

What are your treatment goals in working with clients?

Describe how you utilize the treatment process including assessment, treatment planning, and goal setting, family involvement, referral systems, aftercare, etc.

What factors are important in determining when the client is ready for terminating treatment?

Describe your understanding of confidentiality and client rights as it relates to treatment

Describe your view of yourself as a therapist in the treatment process including strengths, weaknesses and any particular orientation to the process (client-centered, behavior modification, 12 step, etc.)

EDUCATION

- **High School diploma or GED certificate**
- **135 hours of alcohol and drug related education – of which**
- **MUST include 8 AODA domains which include: clinical evaluation, treatment planning, referral, service coordination, counseling, client, family & community education, documentation and**
- **6 hours MUST be in Professional and Ethical Responsibility Standards**

- 20 hours of DCB approved distance education may be part of the total 135.
- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and DCB approved distance education.
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within the 8 domains.
- Three college credits are equivalent to 45 hours.
- Education, as defined above, applicant provides to others may also be used, with proper verification.

FOLLOWING THE OUTLINE

- KISS: Keep It Smartly Simple
- READ! READ! READ! READ!
- Do what it SAYS! – Yes, they **really** do mean you too!
- It doesn't matter if you agree with it – do it anyway – it's the ballgame you are choosing to play in

Application

- Submit all original written forms in clear, typed or printed black ink
- Official transcript required for proof of degree or college courses. Official transcript must be sent directly from the college/university to the DCB Office. The degree must be from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. An official transcript sent directly from college/university is required.
- Submit **copies** of certificates of attendance for every educational event included under 270 hour educational mandate

Application, cont.

- **Submit a notarized affidavit of compliance with the NAADAC Code of Conduct**
- **Signed, dated and notarized Release**
- **Current job description dated and signed by supervisor and applicant**
- **Applicant must either live or work in Delaware at time of application**

Application, cont.

- **Supervision form completed and signed by supervisor.**
- **Fee of \$ \$125.00 may be paid by check or money order (payable to DCB). One-half of fee is refundable if application is denied or cancelled prior to the written exam – no refund if application is denied or cancelled after written exam.**

Written Examination

- **In addition to successfully completing the application the applicant must also take and pass the IC&RC national comprehensive written examination which includes areas such as:**
- **Pharmacology**
- **Counseling theories**
- **Counseling skills and practice: A& D and the Elderly
Women and Addiction
Addiction & HIV/AIDS
Adolescent Recovery
Intervention Process**
- **Professional Issues : Confidentiality Laws/Regulations
Drug Testing
Professional Conduct and Ethical Standards**

Written Exam cont.

- Resource to successful passing of the exam include: purchasing of the NAADAC Basics of Addiction Counseling Desk Reference and Study Guide – 1.800.548.0497
- Develop, join a study team and quiz each other and help each other grow and prepare

Re-testing For Written Exam

To be recertified as a CAAC, an individual must:

- 1. Hold a current and valid certificate issued by DCB;**
- 2. 40 DCB approved hours of education including 3 in professional ethics and responsibilities received within the 2 year recertification cycle;**
- 3. Endorse by signature and uphold by practice the Code of Conduct for professional behavior;**
- 4. Complete an application, notarized and signed by applicant and pay recertification fee.**

CAAC Recertification

Recertification Fee \$100.00
(fee must accompany application and materials and due every 2 years)

DCB certification encompasses 2 calendar years. The expiration date will appear on the certificate along with a certification number.

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Successful Fast Track to CAAC

Pre-planning: Take an information class

Gather correct information from correct source

Get current manual, READ entire manual BEFORE doing anything

Communication: Let your boss know your career goals

Confirm that supervisor meets supervisor criteria

Get on mailing list for classes

Organization: Establish 1 place to keep all your CAAC materials

Make at least 2 copies of everything – you'll need them

Simplifying: CEU recording – start with oldest workshop first and move forward on the recording page

Clarity: Record on your certificate the AODA domain training and time you are assigning that event to – then its done
Attach certificates to the page in order they are listed

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