



IMAGINE,  
BELIEVE,  
AND  
ACHIEVE

# Taking The Fast Track To CADDC

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**Certified Alcohol  
and  
Drug Counselor**

**CADC**

# **COMPONENTS OF CREDENTIALING PROCESS**

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

# WORK EXPERIENCE

- No degree                      6000 hours
  - Associates degree    5000 hours
  - Bachelors degree    4000 hours
  - Masters degree        2000 hours
- 
- Clinically supervised work hours during which you performed all 8 AODA domains while providing alcohol and drug services to individuals, couples and/or families
  - Clinically supervised experience is defined as work supervised by an individual knowledgeable in addiction

# QUALIFIED CLINICAL SUPERVISION

- **270 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 200 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.**
- **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 CADC 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
- **270** hours of alcohol and drug related education – of which
- **MUST** include **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 270.
- 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 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**

## **Application, cont.**

- **Supervision form completed and signed by supervisor.**
- **Fee of \$300 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.**
- **Applicant must either live or work in Delaware at time of application**

# 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 CADDC, 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.**

# CADC Recertification

Recertification Fee     \$125.00  
(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 CADDC

**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 CADDC 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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