

**THE MASSACHUSETTS BOARD OF
SUBSTANCE ABUSE COUNSELOR CERTIFICATION**

560 Lincoln Street
P.O. Box 7070
Worcester, MA 01605
(508) 842-8707

CCS CERTIFICATION REQUIREMENTS

The following is information pertaining to the **CERTIFIED CLINICAL SUPERVISOR (CCS)**. Please pay particular attention to the attached **Continuing Education Credit Guidelines**. Once an applicant can meet all of the requirements, application for CCS Certification can be made. Applicants may download the CCS Certification Application, the Clinical Supervisor Evaluation Form, and the corresponding CCS Certification Application Instructions. Approved CCS applicants must take and pass the IC&RC International Certification Examination.

TESTING:

All applicants for CCS Certification must take and pass the IC&RC International Examination for Clinical Supervisors (CCS). Testing will be computer-based.

Once an application is reviewed and approved, the applicant will be sent a Certification Test Reservation Form, which must be completed and returned to the Certification Office along with the test fee (\$300.00). The information supplied on the reservation form by the applicant will be provided to the testing company (SMT). The testing company will notify the applicant **via email** of the instructions for taking the computer-based test along with information on the locations of testing centers. The applicant will have six months from notification by the testing company in which to schedule and take the exam at a testing center. Failure to appear at the scheduled testing will result in the forfeiture of the test fee. The testing company will provide additional information on cancellation policies.

Test results will be provided to the applicant via email by the testing company. If an applicant fails the exam, s/he will have to wait for a period of 90 days before re-scheduling an exam.

The supervisor(s) who will be completing the Work Verification Form(s) must be made aware that they must mail the form(s) directly back to MBSACC. Any verification form that is submitted to us by the applicant with the application will render the application void. The verification form(s) **must** be returned to us directly by the supervisor.

IMPORTANT: DO NOT send anything to the letterhead address via a delivery service such as UPS or FedEx, etc., to meet a deadline date, or for any other reason. Delivery services such as these cannot deliver to a post office box at a postal station. Doing so will only cause a delay in the receipt of your submittal. The best method for mailing submittals is through the United States Postal Service.

MBSACC will not be responsible for any information regarding certification that you obtain outside this office. If you have any questions, please call the Certification Office at (508) 842-8707.

CONTINUING EDUCATION CREDIT GUIDELINES

The alcohol/drug specific education and the ethics training must have been completed within the past ten (10) years. For trainings and non-credit courses in the categories of counseling techniques and behavioral sciences, the applicant may go back as much as twenty (20) years. For academic (credit-bearing) courses in counseling techniques and behavioral sciences there is no time limit provided a grade of C (or higher) was received.

In addition to transcripts, the applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration. Transcripts must be official; transcripts downloaded from the internet will not be accepted.

For initial Certification, MBSACC limits Distance Learning (i.e., online courses/programs or correspondence/home study courses) to no more than 30% of the total education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible. MBSACC does not accept academic credit which is awarded for:

- 1) "prior learning experience,"*
- 2) courses certified by use of a challenge examination,*
- 3) courses for auditing purposes, or*
- 4) courses of independent study/research.*

Academic courses must be alcohol/drug specific or counseling techniques specific to the category requirements as delineated in the certification criteria. No partial credit is given. Also, no credit is given for term and/or research papers.

MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses specific to the certification education requirements. For graded courses, a grade of C (or higher) must be received in order to be admissible for Certification.

Documentation for workshops, conferences, etc. must be provided or the training will not be considered. The participant's name must be officially recorded on the certificate by the sponsoring agency. The participant may **not** affix his/her own name to any certificate, either by hand or by typing. Only an authorized agent of the sponsor of the training may fill in the participant's name by hand, and then only by printing his/her own name (initials will not suffice) **and** the date in parentheses **beside** the participant's name. The offering title, specific dates attended, the location of the training, and the number of approved training hours must appear on the certificate as well. Brochures, registration forms, canceled checks, sign-in sheets, etc. do **not** constitute proper documentation.

For programs that have not received official MBSACC approval, the following information must be provided:

- * training description*
- * name and credentials of instructor(s)*
- * location of training*
- * sponsor(s) of training*
- * program agenda, complete with beginning and ending times for each training segment*

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, etc. The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). Please be advised that MBSACC is under no obligation to accept training hours approved by other organizations.

Continuing education credit is not admissible in the following situations: where the applicant has provided the training and/or teaching; in-service or on-the-job training; hours accrued by taking exam preparation workshops or trainings. There may be other items that are not admissible which are not specifically listed here. If you have a specific instance which is not addressed in these guidelines, do not assume its acceptability. You should contact the Certification Office at the letterhead phone number to see if it is admissible.

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**CLINICAL SUPERVISOR CREDENTIAL
REQUIREMENTS**

Clinical Supervision is 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, and use of direct observation of a counselor's clinical work. A primary purpose of clinical supervision is to ensure skill development and quality patient/client care.

The following are the eligibility requirements for the credential designated as Certified Clinical Supervisor (CCS).

1. *Current MBSACC Certification as a CADC or CADC-II counselor for a minimum of two years.*
2. *Counselor must have a Bachelor or Graduate Degree in Counseling or a closely related field.*
3. *Verification of five (5) years (10,000 hours) of counseling experience as an Alcohol/Drug Abuse Counselor.*
4. *Verification of two (2) years (4,000 hours) of clinical supervisory experience in the Alcohol and Other Drug Abuse field which may be included in the five (5) years of counseling experience. The supervisory experience must include the provision of 200 hours of face-to-face clinical supervision by the counselor.*

Verification must be submitted by the applicant's current and/or former clinical supervisor(s) all of whom must be familiar with the applicant's work as a clinical supervisor and who has supervised the applicant for a minimum of six (6) months.

5. *Verification of thirty (30) hours of didactic training in clinical supervision pertinent to the first five Domains listed below (no domain may have less than 4 hours). This must be clinical supervisory training - **not** counselor training.*

Domain 1: Performance Evaluation

Domain 2: Counselor Development

Domain 3: Program Development and Quality Assurance

Domain 4: Professional and Ethical Standards

Domain 5: Administration

Domain 6: Treatment Knowledge

6. *Passing of the IC&RC Clinical Supervisor Examination.*
7. *Applicants must sign a clinical supervisor specific code of ethics statement.*

GENERAL INFORMATION

The application portfolio must be complete, and individuals must meet all of the requirements before making application.

*With regard to **Work Experience**, when making application, applicants must provide a job description, signed by the clinical supervisor of record for all work experience. Applicants must also provide a current résumé.*

*With regard to the **Education Requirement**, any training documented must have been submitted to, and officially approved by, MBSACC or another IC&RC Board. The training/education must be specific to the first five IC&RC Clinical Supervision Domains. Transcripts and Certificates of Attendance must be furnished for documentation purposes. Please note that the following items will **not** be considered for credit in meeting the education requirement: 1) "prior learning/life experience", 2) courses certified by use of a challenge examination, 3) distance learning (i.e., correspondence/home study courses, or on-line courses or trainings) will be accepted but limited to no more than 30% of the total number of education hours required and cannot have been accrued prior to January 1, 2017), 4) courses for auditing purposes, 5) courses of independent study, or 6) in-service training.*

IMPORTANT: *The CCS does not replace the CADC or CADC-II, and both credentials (the CCS and the CADC or CADC-II) must be independently maintained.*

RECERTIFICATION – *In order to maintain CCS Certification, the individual must maintain a current and valid CADC or CADC-II Certification, and document 6 hours of clinical supervisor-specific continuing education accrued in every 2-year certification period.*

If you have any questions, please feel free to call the MBSACC Certification Office at (508) 842-8707.

IMPORTANT - TO ALL CERTIFICATION APPLICANTS

1. **The 51% Rule** states that a candidate must be working and/or living in this state at least 51% of their time when application for Certification is made.
2. The eligibility requirements for CCS Certification must be completed before applying for Certification.
3. Applications must include all supporting documentation **and** the review fee or it will be considered incomplete and will be kept "on file" until the next available testing period.
4. If a Certification Application is denied, the applicant may appeal the decision, but it must be done in writing within thirty (30) days of notification that the application was denied.
5. All applicants must sign an Authorization and Release Form.

FEE SCHEDULE

The fees for the Certification process are as follows:

\$125.00 - Application Review Fee - this fee **must** be mailed in with your Certification Application.

\$300.00 - Exam Fee – to be paid upon notification.

\$ 60.00 - Certification Fee – to be paid prior to the issuance of the Certification certificate.

All fees are **non-refundable** and are subject to change without notice. It is best to check with the Certification Office prior to submitting a fee to be sure it has not changed. Again, sending in the wrong fee with your submittal can cause serious delays. MBSACC charges a \$20.00 fee for checks returned to us (for **any** reason) by our bank.

CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO MCVCAC.

IMPORTANT: Again, **DO NOT** send anything to the letterhead address by a delivery service such as UPS or FedEx, etc., for any reason. Delivery services such as these cannot deliver to a post office box at a postal station. This will only cause a delay in the receipt of your submittal. The best method for mailing a submittal is through the United States Postal Service.