

THE MASSACHUSETTS BOARD OF SUBSTANCE ABUSE COUNSELOR CERTIFICATION

560 Lincoln Street
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(508) 842-8707

CADC-II REQUIREMENTS

The attached is information pertaining to the **CERTIFIED ALCOHOL & DRUG ABUSE COUNSELOR – ADVANCED LEVEL (CADC-II)**. Application can be made for the Advanced (CADC-II) credential once the requirements have been met. Please pay particular attention to the attached **Continuing Education Credit Guidelines**.

Any Clinical Supervisor(s) who will be completing the Supervisory Evaluation Form must be made aware that evaluations are confidential, and applicants must not receive a copy of any evaluation, nor include any evaluation with the application or it will become void. The completed evaluation form must be returned **directly** back to MBSACC by the supervisor.

TESTING:

All applicants for CADC-II Certification must take and pass the IC&RC International Examination for Advanced Alcohol & Drug Counselors (AADC). 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.

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. Just mail submittals through the post office, and simply make sure that it is **postmarked** by any deadline date that you must meet.

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.

IMPORTANT - TO ALL CADC-II APPLICANTS

1. The eligibility requirements for Certification must be completed before applying for Certification. Please refer to **Continuing Education Credit Guidelines** in this packet.
2. The **51% Rule** states that an applicant must be working and/or living in this state at least 51% of their time when application for Certification is made.
3. Applications must include 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 & Release Form.
6. All applicants must sign a Professional Code of Ethics attesting to their agreement to adhere to same. Any individual who feels that they have the basis for a meritorious complaint should contact the MBSACC Certification Office to obtain detailed information regarding the Grievance/Complaint Process.

FEE SCHEDULE

The fees for the Certification process are as follows:

- \$125.00 - Application Review Fee - this fee **must** be mailed in with your 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 subject to change without notice. It is always best to check with the Certification Office prior to submitting a fee to be sure it has not changed. Sending in the wrong fee with your submittal can cause serious delays. A \$20.00 charge will be assessed against any check returned to us for insufficient funds.

CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO MCVCAC AND MUST BE INCLUDED WITH THE APPLICATION SUBMITTAL.

REQUIREMENTS FOR CADC-II

In order to qualify for the Advanced Alcohol & Other Drug Abuse Counselor (CADC-II) level, a counselor must meet the following criteria:

A. EDUCATION

*The education requirement is a Master's degree (or higher) in a Human Services Behavioral Sciences field with a clinical application (i.e., counseling practicum) from a regionally-accredited college or university within the United States or colleges and universities outside of the United States deemed equivalent by MBSACC. Documentation must be submitted in the form of an **official** transcript.*

B. TRAINING

The training requirement is documentation of 180 clock hours of Alcohol/Drug Counselor specific continuing education. Six hours must be specific to counselor ethics.

NOTE: *Practicums/Internships are not considered in meeting the training requirement.*

The alcohol/drug specific education and the ethics training must have been completed within the ten (10) years immediately preceding application. A grade of C (or higher) is required for any academic course.

*Continuing education/training is defined as formal classroom education - for example, college or university courses, workshops, seminars, and institutes. All training done in fulfillment of the requirement for certification must be verified with acceptable documentation. See **Continuing Education Credit Guidelines** for specific criteria regarding documentation of continuing education/training.*

IMPORTANT: *Do not submit Certificates of Attendance that are handed out blank to be filled in by the attendee. The attendee's name must be recorded officially on the certificate by the sponsoring agency. If the attendee's name is filled in by hand by an agent of the sponsoring agency at the time of the training, that agent's name **and** the date must be **printed** next to the attendee's name in parentheses.*

C. **WORK EXPERIENCE**

The experience requirement is 2,000 hours (equal to 1 year full time) providing the full range of counseling services under direct clinical supervision to clients with a diagnosis of alcohol and/or other drug abuse or dependency. Supervised work experience must be in the IC&RC four AADC domains (see Domains under **Supervision**). The Counselor must carry a client case load. A minimum of six (6) months of the total experience must be acquired in one facility, under one supervisor.*

Work experience that is NOT clinically supervised is not admissible. All work experience must be documented and supported by an agency job description.

** Supervised work experience is defined as experience in which the counselor receives clinical supervision. Clinical supervision 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 will often include case review and discussion, utilizing direct observation of a counselor's clinical work.*

D. **SUPERVISION**

*The applicant must submit documentation of having received at least 300 clock hours of supervision in the four IC&RC AADC Domains, **with no less than 10 (ten) hours in each Domain.***

The four AADC Domains are:

- 1.) Screening, Assessment, and Engagement;
- 2.) Treatment Planning, Collaboration, and Referral;
- 3.) Counseling and Education;
- 4.) Professional & Ethical Responsibilities.

TAP 21 Competencies and the 12 Core Functions are contained within the domains.

E. **INTERNATIONAL EXAMINATION**

The applicant must pass the IC&RC International Examination for Advanced Alcohol and Drug Abuse Counselors. More specific information is provided as the applicant continues with the Certification process.

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, Distance Learning (i.e., online courses/programs or correspondence/home study courses) is limited 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.