BOARD OF COUNSELING
REGULATORY COMMITTEE MEETING
Friday, August 19, 2016 – 10:00 a.m.
Second Floor – Perimeter Center, Board Room 2

10:00 a.m. Call to Order – Charles Gressard, Ph.D., LPC, LMFT, LSATP, Chairperson

Ordering of the Agenda

Approval of Minutes*

Public Comment

Review of Suggested Subcommittee Changes to CSAC Regulations

New Business
- CSAC Certification by Endorsement
- Next meeting

12:00 p.m. Adjourn

* Requires Board Action

Approval of Minutes

May 19, 2016

DRAFT

VIRGINIA BOARD OF COUNSELING

REGULATORY COMMITTEE MEETING

MINUTES

Thursday, May 19, 2016

The Regulatory Committee of the Virginia Board of Counseling ("Board") convened at 1:21 p.m. on Thursday, May 19, 2016 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Dr. Charles Gressard called the meeting to order.

COMMITTEE CHAIRPERSON:	Charles Gressard, Ph.D., LPC, LMFT, LSATP, Chairperson
COMMITTEE MEMBERS PRESENT:	Johnston Brendel, Ed.D., LPC, LMFT Kevin Doyle, Ed.D., LPC, LSATP Joan Normandy-Dolberg, LPC
COMMITTEE MEMBERS ABSENT:	Cinda Caiella, LMFT Joseph Scislowicz, LPC, LMFT Vivian Sanchez-Jones, Citizen Member
STAFF PRESENT:	Tracey Arrington-Edmonds, Licensing Specialist Jaime Hoyle, Esq., Executive Director Sarah Georgen, Licensing Manager for the Board (CSAC & CSAC-A only) Jennifer Lang, Deputy Executive Director Charlotte Lenart, Licensing Specialist (CSAC & CSAC-A only) Elaine Yeatts, Senior Policy Analyst

PUBLIC COMMENT:

No public comment was made.

DISCUSSION:

I. **Consideration of Certification of Substance Abuse Counselors (CSAC) Exam Vendor**

The CSAC exam status is in a holding stage due to not having a valid contract on record. The Center for Credentialing and Education (CCE) was previously used to administer the exam. Since the Board does not have a contract then the Board needs to determine which exam to administer: 1. Should the Board develop its own exam, 2. Should the Board use an exam developed by the National Association for Alcoholism and Drug Abuse Counselors (NAADAC) that they also administer, or 3. Should the Board use an exam developed by the International Credentialing and Reciprocity Consortium (ICRC). The Board needs to make a decision quickly in order for staff to approve applicants to take an exam for certification. Currently, applicants take an exam, developed by the Board and administered by CCE, twice a year in April and October. Representatives from CCE and the National Association for Alcoholism and Drug Abuse Counselors (NAADAC) were teleconferenced in to provide information on the examinations available from their perspective agencies.

The CCE Assessment Director, Dr. David Whittinghill, Ph.D. LMHC, NCC, MAC informed the Board of his concerns that the Board has been using an exam for certification that is not being current with present day standards of practices. CCE has not updated the exam since its creation. Dr. Whittinghill recommended that the Board consider upgrading to a NAADAC examination with current standards of practice for the addiction professionals. CCE would require a new examination approved by the Board and contract before they could register applicants. He also indicated that the Board would not need to continue to have CCE administer the NAADAC exam, as they could administer the exam themselves.

The NAADAC Executive Director, Cynthia Moreno Tuohy, NCAII, CDCIII, SAP provided information of the different types of examinations they offer and the type of reports they could/would provide to the Board. Ms. Tuohy and Dr. Whittinghill recommend using the National Certified Addiction Counselor Level I (NCAC I) exam, as it is more aligned with the education, knowledge and competency requirements of Virginia's CSAC regulations. The current cost of the exam is $150.00 and they offer test study products and webinars. NAADAC reviews the exam every two years and updates it as needed to ensure compliance with current standards of practices. NAADAC would send detailed reports to the Board on how our applicants measured on each test category and how they compare nationally and statewide. They would also create a specific report for the Board if they are capable depending on the type of information that the Board would want in the report.

The Board has the option of developing a state examination and passing score rate but due to time and resource constraints could not ensure the examination remained up to date.

A motion was made by Dr. Doyle to pilot the NCAC I for one year with the caveat that no home testing is allowed. It was seconded by Dr. Brendel and passed unanimously. A motion was also made by Dr. Doyle to accept the Master Addiction Counselor (MAC) exam, without the allowance of home testing, to be administered to applicants for the License Substance Abuse Treatment Provider (LSATP) credential. It was seconded by Dr. Brendel and passed unanimously.

II. Approval of Minutes

Dr. Brendel made a motion to approve the minutes of the October 29, 2015 meeting. The motion was seconded by Dr. Doyle and passed unanimously.

III. Periodic Review of Guidance Documents

115-1.5 – Sanctioning Reference Points

The review was completed and a motion was made to approve the Sanction Reference Points document/worksheet recommended by Neil Kauder of Visual Research and passed with all in favor to recommend to the Board members.

IV. New Business:

Billing Practices of Residents/Supervisors

The Committee reviewed a question from a resident regarding the ability for residents to bill under a supervisor's license number. Following discussion, the Committee decided that current regulations do not address this specific issue and therefore this discussion will be tabled until the next periodic review of regulations.

Mid-level Licensure

Staff continues to work with the IT department to work out issues related to the agency's database. Once those issues are resolved, current Residents in Counseling will be issued registration numbers which will be added to the website for public use. It is a multistage process with a lot of behind-the-scenes items to handle before it is implemented. In the meantime, internal registration numbers are being issued and complaints against residents will be processed through the same administrative process as licensees.

CE Provider

A request was recently made to the Board of Counseling to allow the state AMHCA chapter to provide approved continuing education to licensees. The Board referred this matter to the Committee for

consideration. Dr. Doyle made a motion to deny the request and the Committee discussed the matter further. The motion was seconded and passed unanimously. The Committee advised that current regulations are not a hindrance to local association chapters since they are able to apply as CE providers through associations already listed within the regulations.

NCMHCE Passage Prior to Board Approval

Ms. Lang discussed the current exam approval process and the increase in applicants taking the NCMHCE exam as a graduate program requirement, or as part of the certification process for the NCC credential. She advised that current regulations do not prohibit an applicant from taking the exam prior to Board approval and it has no negative impact on the licensure process or requirements. However, the Board will need to consider a change to regulations that will give an expiration date to the exam. Dr. Doyle recommended a change that would allow acceptance of the exam if taken within the five (5) years prior to an application for licensure. The Committee discussed the matter and tabled it until the next regulatory review.

CSAC Regulations

The Committee discussed current CSAC regulations and the need for a thorough review and appointed Dr. Gressard and Ms. Normandy-Dolberg to a subcommittee. They will meet prior to the next Regulatory Committee meeting and will provide members with suggested changes for consideration.

Marriage and Family Therapist Licensure by Endorsement

Ms. Lang discussed an increase in Virginia LPC's who are applying for the MFT license by endorsement. Specifically when the licensees have been licensed for many years, the graduate programs no longer have records to confirm completion of internship hours with couples and families. The Committee discussed this matter and decided that current regulations, as well as pending regulations, are specific about the requirements for licensure as an LMFT and all applicants must meet those requirements. They further stated that the confirmation of internship experience in this area is important and should not be overlooked. Ms. Lang advised that staff will make changes to the internship forms to accommodate this issue by adding a "couples and families experience" section to the internship form for LPC. This will be helpful for future licensees who later decide to apply for dual licensure. Staff will also work with the applicants in their effort to submit the appropriate documentation.

V. NEXT MEETING

August 18, 2016 at 1:00 p.m.

VI. ADJOURNMENT

The meeting adjourned at 4:05 p.m.

_____ _____

Charles Gressard, Ed.D., LPC, LMFT, LSATP
Chairperson

Date

_____ _____

Jaime Hoyle, JD
Executive Director

Date

Suggested Subcommittee Changes to CSAC Regulations

Commonwealth of Virginia

REGULATIONS

GOVERNING THE CERTIFICATION OF SUBSTANCE ABUSE COUNSELORS AND SUBSTANCE ABUSE COUNSELING ASSISTANTS

VIRGINIA BOARD OF COUNSELING

Title of Regulations: 18 VAC 115-30-10 et seq.

Statutory Authority: §§ 54.1-2400 and Chapter 35 of Title 54.1 of the *Code of Virginia*

Revised Date: ~~January 15, 2016~~

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Part I. General Provisions.

18VAC115-30-10. Definitions.

A. The following words and terms when used in this chapter shall have the meaning ascribed to them in §54.1-3500 of the Code of Virginia:

"Board"

"Certified substance abuse counselor"

"Certified substance abuse counseling assistant"

"Practice of substance abuse treatment"

"Substance abuse" and "substance dependence"

"Substance abuse treatment"

B. The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Regional accrediting agency" means one of the regional accreditation agencies recognized by the United States Secretary of Education responsible for accrediting senior postsecondary institutions.

"Applicant" means an individual who has submitted a completed application with documentation and the appropriate fees to be examined for certification as a substance abuse counselor or substance abuse counseling assistant.

"Candidate" means a person who has been approved to take the examinations for certification as a substance abuse counselor or substance abuse counseling assistant.

"Clinical supervision" means the ongoing process performed by a clinical supervisor who monitors the performance of the person supervised and provides regular, documented face-to-face consultation, guidance and education with respect to the clinical skills and competencies of the person supervised.

"Clinical supervisor" means one who provides case-related supervision, consultation, education and guidance for the applicant. The supervisor must be credentialed as defined in 18VAC115-30-60 C.

"Competency area" means an area in which a person possesses knowledge and skill and the ability to apply them in the clinical setting.

"Didactic" means teaching-learning methods which impart facts and information, usually in the form of one-way communication (includes directed readings and lectures).

~~"Endorsement" means the waiver of the examination requirement for certification as a substance abuse counselor for persons currently certified or licensed in another jurisdiction.~~

"Group supervision" means the process of clinical supervision between two to six people~~of no more than six persons~~ in a group setting provided by a ~~qualified~~ clinical supervisor.

~~"NAADAC the National Association of Alcoholism & Drug Abuse Counselors."~~"NCC AP" means the National Certification Commission for Addiction Professionals, under the banner of NAADAC, the Association for Addiction Professionals, which operates as an independent body for all matters involving the Association's substance use disorder counselor certification and specialty endorsement opportunities at the national and international level.

"Substance abuse counseling" means applying a counseling process, treatment strategies and rehabilitative services to help an individual to:

1. Understand his substance use, abuse or dependency; and

2. Change his drug-taking behavior so that it does not interfere with effective physical, psychological, social or vocational functioning.

18VAC115-30-20. (Repealed.)

18VAC115-30-30. Fees required by the board.

A. The board has established the following fees applicable to the certification of substance abuse counselors and substance abuse counseling assistants:

Substance abuse counselor annual certification renewal	$55
Substance abuse counseling assistant annual certification renewal	$40
Substance abuse counselor initial certification by examination: Application processing and initial certification	$90
Substance abuse counseling assistant initial certification by examination: Application processing and initial certification	$90
Initial certification by endorsement of substance abuse counselors: Application processing and initial certification	$90
Registration of supervision	$50
Add or change supervisor/worksite/job responsibilities	$25
Duplicate certificate	$5
Late renewal	$20
Reinstatement of a lapsed certificate	$100
Replacement of or additional wall certificate	$15
Returned check	$35

Reinstatement following revocation or suspension	$500
License Verification	$25

B. All fees are nonrefundable.

C. Examination fee shall be paid directly to the examination service according to its requirements.

Part II. Requirements for Certification.

18VAC115-30-40. Prerequisites for certification by examination for substance abuse counselors.

A. A candidate for certification as a substance abuse counselor shall meet all the requirements of this section and shall pass the examination prescribed in 18VAC115-30-90.

B. Every applicant for examination for certification by the board shall:

1. Meet the educational and experience requirements prescribed in 18VAC115-30-50 and 18VAC115-30-60;

2. Submit the following to the board:

a. A completed application form;

b. Official transcript documenting coursework and attainment of a bachelor's degree;

c. Official transcripts or certificates verifying completion of the didactic training requirement set forth in subsection B of 18VAC115-30-50;

d. Verification of supervisor's education and experience as required under 18VAC115-30-60;

e. Verification of supervision forms documenting fulfillment of the experience requirements of 18VAC115-30-60;

f. ~~Documentation of any other health or mental health license or certificate ever held in another jurisdiction~~Verification of all health or mental health licenses or certificates ever held in any other jurisdiction;

g. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB); and

h. The application processing and initial certification fee.

i. Verification of having read and understood the regulations and laws governing the practice of substance abuse counseling in Virginia.

18VAC115-30-45. Prerequisites for certification by endorsement for substance abuse counselors.

Every applicant for certification by endorsement shall submit:

1. A completed application;

2. The application processing and initial certification fee;

3. Verification of all health or mental health licenses or certificates ever held in any other jurisdiction. In order to qualify for endorsement, the applicant shall have no unresolved action against a license or certificate. The board will consider history of disciplinary action on a case-by-case basis. The board will also determine whether any or all other professional licenses or certificates held in another jurisdiction are substantially equivalent to those sought in Virginia;

4. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB);

5. ~~Affidavit~~ Verification of having read and understood the regulations and laws governing the practice of substance abuse counseling in Virginia; and

6. Further documentation of one of the following:

a. Licensure or certification as a substance abuse counselor in another jurisdiction in good standing obtained by standards substantially equivalent to the education and experience requirements set forth in this chapter as verified by a certified copy of the original application package submitted directly from the out-of-state licensing agency;~~,~~ or a copy of the regulations in effect at the time of initial licensure or certification ~~and verification of a passing score on a licensure examination in the jurisdiction in which licensure or certification was obtained, and that is deemed substantially equivalent by the board;~~ or

b. Verification of a current certification in good standing issued by ~~NAADAC~~ NCC AP or other board-recognized national certification in substance abuse counseling obtained by educational and experience standards substantially equivalent to those set forth in this chapter.

7. Verification of a passing score on a board-approved national examination at the level for which the applicant is seeking licensure in Virginia or a licensure examination in the jurisdiction in which licensure or certification was obtained.

18VAC115-30-50. Educational requirements for substance abuse counselors.

A. An applicant for examination for certification as a substance abuse counselor shall:

1. Have a bachelor's degree from a university or college accredited by a regional accrediting agency; and

2. Have completed 400 clock hours of substance abuse education from one of the following programs:

a. A~~n~~ regionally accredited university or college; or

b. Seminars and workshops that meet the requirements of subsection B of this section and are offered or approved by one of the following:

(1) The American Association of Marriage and Family Counselors and its state affiliates.
(2) The American Association of Marriage and Family Therapists and its state affiliates.
(3) The American Association of State Counseling Boards.
(4) The American Counseling Association and its state and local affiliates.
(5) The American Psychological Association and its state affiliates.
(6) The Commission on Rehabilitation Counselor Certification.
(7) NAADAC~~, The Association for Addiction Professionals~~ and its state and local affiliates.
(8) National Association of Social Workers.
(9) National Board for Certified Counselors.
(10) A national behavioral health organization or certification body recognized by the Board.
(11) Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.
(12) Federal, state or local agencies, public school systems or licensed health facility.

B. Substance abuse education.

1. The education will include 220 hours spent in receiving didactic training in substance abuse counseling, to which a minimum of 110 hours of the listed areas below must be completed prior to the registration of supervision. Each applicant shall have received a minimum of ~~10~~ 20 clock hours in each of the following ~~eight~~ eleven areas:

a. ~~Understanding the d~~Dynamics of human behavior;

b. ~~Signs and symptoms~~Prevention, screening and assessment~~-~~ of substance use and abuse;

c. Counseling theories and techniques~~Treatment approaches~~;

d. Continuum of care and case management skills;

e. Recovery process and relapse prevention methods;

f. Professional orientation, e~~E~~thics, and cultural competency;

g. ~~Professional identity in the provision of substance abuse services~~Pharmacology of abused substances;~~ and~~

h. Trauma and ~~C~~crisis intervention;

i. Co-occurring disorders;~~.~~

~~In addition, each applicant shall have at least 20 hours in each of the following two areas:~~

~~(i)~~j. Substance abuse counseling treatment planning~~ and substance abuse research~~; and

~~(ii)~~k. Group counseling.

2. The education shall also consist of 180 hours of experience performing the following tasks with substance abuse clients:

a. Screening clients to determine eligibility and appropriateness for admission to a particular program;

b. Intake of clients by performing the administrative and initial assessment tasks necessary for admission to a program;

c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;

d. Assessment of client's strengths, weaknesses, problems, and needs for the development of a treatment plan;

e. Treatment planning with the client to identify and rank problems to be addressed, establish goals, and agree on treatment processes;

f. Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives;

g. Case management activities which bring services, agencies, people and resources together in a planned framework of action to achieve established goals;

h. Crisis intervention responses to clients' needs during acute mental, emotional or physical distress;

i. Education of clients by providing information about drug abuse and available services and resources;

j. Referral of clients in order to meet identified needs unable to be met by the counselor and assisting the client in effectively utilizing those resources;

k. Reporting and charting information about client's assessment, treatment plan, progress, discharge summaries and other client-related data; and

l. Consultation with other professionals to assure comprehensive quality care for the client.

Each of these tasks shall be performed for at least eight hours under supervision and shall be verified as a part of the application by the supervisor.

C. Groups and classes attended as a part of a therapy or treatment program will not be accepted as any part of the educational experience.

18VAC115-30-60. Experience requirements for substance abuse counselors.

A. Registration. Supervision shall be registered and approved by the Board prior to the beginning of the supervised experience in order to be counted towards certification. Supervision obtained without prior board approval will not be accepted if it does not meet the requirements set forth in subsections B and C of this section. To register supervision for board approval prior to obtaining the supervised experience, an applicant shall submit in one package:

1. A supervisory contract;

2. Verification of the supervisor's education and experience as required under subsection C of this section; and

3. The registration fee.

4. Official transcript(s) documenting attainment of a bachelor's degree.

B. Experience requirements.

1. An applicant for certification as a substance abuse counselor shall have had 2,000 hours of supervised experience ~~in the delivery~~ in the practice of substance abuse treatment~~of clinical substance abuse counseling services~~.

2. The supervised experience shall be completed in not less than 12 months and not more than 60 months from the initial date of board approval. Supervisees who began a supervised experience before (insert effective date of the regulation) shall complete the supervised experience by (insert 60 months after the effective date). An individual who does not complete the supervised experience after 60 months shall submit evidence to the board showing why the supervised experience should be allowed to continue.

a. An individual who does not complete the supervision requirements may request an extension. The request for an extension shall include evidence that demonstrates extenuating circumstances that prevented completion of the supervised experience within 60 months.

b. Supervised experience obtained in another United States jurisdiction may be accepted if it met the requirements of that jurisdiction.

~~2~~3. The supervised experience shall include a minimum of one hour and a maximum of four hours of supervision ~~per week~~per 40 hours of work experience ~~of supervision~~ between the supervisor and the applicant to total 100 hours within the required experience. No more than half of these hours may be satisfied with group supervision. One hour of group supervision will be deemed equivalent to one hour of individual supervision.

4~~3~~. ~~Applicants must d~~Document successful completion of the~~ir~~ supervised experience on the Verification of Supervision Form at the time of application.

C. Supervisor qualifications. A board-approved clinical supervisor shall be:

Have received professional training in supervision, consisting of three credit hours or 4.0 quarter hours in graduate-level coursework in supervision or at least 20 hours of continuing education in supervision offered by a provider approved under 18VAC115-30-50.

1. A ~~l~~Licensed ~~s~~Substance ~~a~~Abuse ~~t~~Treatment ~~p~~Practitioner in good standing; or

2~~.~~. A licensed professional counselor, licensed clinical psychologist, licensed clinical social worker, licensed marriage and family therapist, medical doctor, or registered nurse in good standing, and

a. possess either a board-recognized national certification in substance abuse counseling obtained by-standards substantially equivalent to those set forth in this chapter, or

~~a~~b. -minimum of one year experience in substance abuse counseling and at least 100 hours of didactic training covering the areas outlined in 18VAC115-30-50 B 1 a through h; or

3. A substance abuse counselor certified by the Virginia Board of Counseling who has~~:~~

~~a. Board-recognized national certification in substance abuse counseling obtained by standards substantially equivalent to those set forth in this chapter; or~~

~~b. T~~two years experience as a Virginia board-certified substance abuse counselor.

D. Supervisory responsibilities.

1. Supervisors shall assume responsibility for the professional activities of the ~~prospective applicants~~CSAC Supervisee under their supervision.

2. Supervisors shall not provide supervision for activities for which ~~prospective applicants~~CSAC Supervisee have not had appropriate education.

3. Supervisors shall provide supervision only for those substance abuse counseling services which they are qualified to render.

4. At the time of formal application for certification, the board-approved supervisor shall document the applicant's total hours of supervision, length of work experience, competence in substance abuse counseling and any needs for additional supervision or training.

5. Supervision by any individual whose relationship to the supervisee compromises the objectivity of the supervisor is prohibited.

6. During the supervised experience, supervisees shall use their names and the title "CSAC Supervisee" in all written communications. Clients shall be informed in writing of the supervisee's status and the supervisor's name, professional address, and phone number.

7. Evaluate the supervisee's knowledge and document minimal competencies in the areas in 18VAC115-30-50 (B) (2).

8. Maintain documentation, for five years post supervision, of which clients were the subject of supervision.

18VAC115-30-61. ~~Prerequisites~~ Requirements for certification ~~by examination~~ for substance abuse counseling assistant.

~~A. A candidate for certification as a substance abuse counseling assistant shall meet all the requirements of this section, including passing the examination prescribed in 18VAC115-30-90.~~

~~B~~A. Every applicant ~~for examination~~ for certification by the board shall:

1. Meet the educational and experience requirements prescribed in 18VAC115-30-62 and 18VAC115-30-___; and

2. Submit the following to the board ~~within the time frame established by the board~~:

a. A completed application form; and

b. Official transcript documenting attainment of a minimum of high school diploma or general education development (GED) certificate; and

c. The application processing and initial certification fee;~~.~~ and

d. Documentation of the experience requirements prescribed in 18VAC115-30-__; and

e. Documentation of the educational requirements prescribed in 18VAC115-30-62 and

3. Submit a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB); and

4. Pass a written examination approved by the Board.

18VAC115-30-62. Educational requirements for substance abuse counseling assistants.

A. An applicant for certification as a substance abuse counseling assistant shall:

1. Have obtained a ~~an official~~ high school ~~diploma~~ education or general educational development (GED) certificate; and

2. Have completed 300 clock hours of substance abuse education from one of the following programs:

a. A~~n~~ regionally accredited university or college; or

b. Seminars and workshops approved by the board at the time of application. that meet the educational requirements specified in subsection B of this section and are offered or approved by one of the following:

(1) The American Association of Marriage and Family Counselors and its state affiliates.
(2) The American Association of Marriage and Family Therapists and its state affiliates.
(3) The American Association of State Counseling Boards.
(4) The American Counseling Association and its state and local affiliates.
(5) The American Psychological Association and its state affiliates.
(6) The Commission on Rehabilitation Counselor Certification.
(7) NAADAC~~, The Association for Addiction Professionals~~ and its state and local affiliates.
(8) National Association of Social Workers.
(9) National Board for Certified Counselors.
(10) A national behavioral health organization or certification body recognized by the Board.
(11) Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.
(12) Federal, state or local agencies, public school systems or licensed health facility.

B. Substance abuse education.

1. The education will include 120 hours spent in receiving didactic training in substance abuse counseling. Each applicant shall have received a minimum of 10 clock hours in each of the following ~~eight~~ eleven areas:

a. Dynamics of human behavior;

b. Prevention, screening and assessment of substance use and abuse;

c. Counseling theories and techniques;

d. Continuum of care and case management skills;

e. Recovery process and relapse prevention methods;

f. Professional orientation, ethics, and cultural competency;

g. Pharmacology of abused substances;

h. Trauma and crisis intervention;

i. Co-occurring disorders;

j. Substance abuse counseling treatment planning; and

k. Group counseling.

~~a. Understanding the dynamics of human behavior;~~

~~b. Signs and symptoms of substance abuse;~~

~~c. Treatment approaches;~~

~~d. Case management skills and continuum of care;~~

~~e. Recovery process and relapse prevention methods;~~

~~f. Ethics;~~

~~g. Professional identity in the provision of substance abuse services; and~~

~~h. Crisis intervention.~~

18VAC115-30- . Experience requirements for substance abuse counseling assistants.

~~2.~~ 1. In addition to the didactic training, ~~T~~the ~~education~~ experience shall include 180 hours ~~of experience~~ consistent with § 54.1-3507.2 (C) by performing the following tasks with substance abuse clients, to include an internship, practicum or supervised experience in ~~while under supervision~~:

a. Screening clients and gathering information used in making the determination for the need for additional professional assistance;

b. Intake of clients by performing the administrative tasks necessary for admission to a program;

c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;

d. Assisting the client in identifying and ranking problems to be addressed, establish goals, and agree on treatment processes;

e. Implementation of a substance abuse treatment plan as directed by the supervisor;

f. Implementation of case management activities that bring services, agencies, people and resources together in a planned framework of action to achieve established goals;

g. Assistance in identifying appropriate crisis intervention responses to clients' needs during acute mental, emotional or physical distress;

h. Education of clients by providing information about drug abuse and available services and resources;

i. Facilitating the client's utilization of available support systems and community resources to meet needs identified in clinical valuation or treatment planning;

j. Reporting and charting information about client's treatment, progress, and other client-related data; and

k. Consultation with other professionals to assure comprehensive quality care for the client.

Each of these tasks shall be performed for at least eight hours under supervision and shall be verified as a part of the application by the supervisor.

~~C~~2. Groups and classes attended as a part of a therapy or treatment program shall not be accepted as any part of the educational experience.

18VAC115-30-70. and 18VAC115-30-80. (Repealed.)

Part III. Examinations.

18VAC115-30-90. General examination requirements for substance abuse counselors ~~and substance abuse counseling assistants~~.

A. Every applicant for certification as a substance abuse counselor ~~or substance abuse counseling assistant~~ by examination shall pass a written examination approved by the board. The board shall determine the passing score on the examination.

B. Every candidate approved by the board to sit for an examination shall take that examination within two years of the date of the initial board approval. If the candidate has not passed the examination by the end of the two-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time. After an applicant has applied by examination twice and has not passed the examination, they shall be required to register for supervision and complete an additional 6 months as a CSAC supervisee before approval to re-take the examination is granted.

~~B. Every applicant for certification by endorsement shall have passed an examination deemed by the board to be substantially equivalent to the Virginia examination.~~

18VAC115-30-100. (Repealed.)

Part IV. Renewal and Reinstatement.

18VAC115-30-110. Annual renewal of certificate.

A. Every certificate issued by the board shall expire on June 30 of each year.

B. Along with the renewal form, the certified substance abuse counselor or certified substance abuse counseling assistant shall submit the renewal fee prescribed in 18VAC115-30-30.

C. Certified Substance Abuse Counselors shall be required to have completed a minimum of 10 contact hours of continuing education and Certified Substance Abuse Counseling Assistants shall be required to have completed a minimum of 5 contact hours of continuing education prior to renewal each year consistent with course content specified in 18VAC115-30-62.

1. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the certificate holder prior to the renewal date. Such extension shall not relieve the certificate holder of the continuing education requirement.

2. The board may grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the certificate holder such as temporary disability, mandatory military service, or officially declared disasters upon written request from the certificate holder prior to the renewal date.

C. Certified individuals shall notify the board of change of name or address within ~~60~~ 30 days. Failure to receive a renewal notice and application forms shall not excuse the certified substance abuse counselor or certified substance abuse counseling assistant from the renewal requirement.

18VAC115-30- . Documenting compliance with continuing education requirements.

A. All certificate holders in active status are required to maintain original documentation for a period of three years following renewal.

B. The board may conduct an audit of certificate holders to verify compliance with the requirement for a renewal period.

C. Upon request, a certificate holder shall provide documentation as follows:

1. Documentation of activities by submission of:

a. Official transcripts showing credit hours earned; or

b. Certificates of participation.

D. Continuing education hours required by disciplinary order shall not be used to satisfy renewal requirements.

18VAC115-30-120. Reinstatement.

A. A person whose certificate has expired may renew it within one year after its expiration date by paying the late renewal fee prescribed in 18VAC115-30-30 and the certification fee prescribed for the year the certificate was not renewed.

B. A certified substance abuse counselor ~~person~~ who fails to renew a certificate after one year or more shall apply for reinstatement, verification of all health or mental health licenses or certificates ever held in any other jurisdiction in good standing, a current report from the U.S. Department of

Health and Human Services National Practitioner Data Bank (NPDB), pay the reinstatement fee for a lapsed certificate and submit evidence to demonstrate the continued ability to perform the functions within the scope of practice of the certificate by the submission of a minimum of 20 clock hours of substance abuse education that is consistent with course content specified in subsection B of 18VAC115-30-50 for substance abuse counselors~~ and in 18VAC115-30-62 for substance abuse counseling assistants to demonstrate the continued ability to perform the functions within the scope of practice of the certificate~~.

C. A certified substance abuse counseling assistant who fails to renew a certificate after one year or more shall apply for reinstatement, verification of all health or mental health licenses or certificates ever held in any other jurisdiction in good standing, a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB), pay the reinstatement fee for a lapsed certificate and submit evidence to demonstrate the continued ability to perform the functions within the scope of practice of the certificate by the submission of a minimum of 10 clock hours of substance abuse education that is consistent with course content specified in 18VAC115-30-62.

18VAC115-30-130. (Repealed.)

Part V. Standards of Practice; Disciplinary Actions; Reinstatement.

18VAC115-30-140. Standards of practice.

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board.

B. Persons certified by the board shall:

1. Practice in a manner that is in the best interest of the public and does not endanger the public health, safety, or welfare.

2. Be able to justify all services rendered to clients as necessary for diagnostic or therapeutic purposes.

3. Practice only within the competency area for which they are qualified by training or experience.

4. Report to the board known or suspected violations of the laws and regulations governing the practice of certified substance abuse counselors or certified substance abuse counseling assistants.

5. Neither accept nor give commissions, rebates, or other forms of remuneration for referral of clients for professional services.

6. Disclose counseling records to others only in accordance with the requirements of state and federal statutes and regulations, including, but not limited to §§32.1-127.1:03 (Patient Health Records Privacy Act), 2.2-3704 (Virginia Freedom of Information Act), and 54.1-2400.1 (Mental Health Service Providers; Duty to Protect Third Parties; Immunity) of the Code of Virginia; 42 USC

§290dd-2 (Confidentiality of Drug and Alcohol Treatment Records); and 42 CFR Part 2 (Alcohol and Drug Abuse Patient Records and Regulations).

7. Not engage in dual relationships with clients, former clients, supervisees and supervisors that are harmful to the client's or supervisee's well being, or which would impair the substance abuse counselor's, substance abuse counseling assistant's or supervisor's objectivity and professional judgment, or increase the risk of client or supervisee exploitation. This prohibition includes, but is not limited to, such activities as counseling close friends, former sexual partners, employees or relatives; or engaging in business relationships with clients.

Engaging in sexual intimacies with current clients or supervisees is strictly prohibited. For at least five years after cessation or termination of professional services, certified substance abuse counselors and certified substance abuse counseling assistants shall not engage in sexual intimacies with a client or those included in collateral therapeutic services. Since sexual or romantic relationships are potentially exploitative, certified substance abuse counselors and certified substance abuse counseling assistants shall bear the burden of demonstrating that there has been no exploitation. A client's consent to, initiation of or participation in sexual behavior or involvement with a certified substance abuse counselor or certified substance abuse counseling assistants does not change the nature of the conduct nor lift the regulatory prohibition.

8. Recognize conflicts of interest and inform all parties of obligations, responsibilities and loyalties to third parties.

18VAC115-30-150. Grounds for revocation, suspension, restriction or denial of certificate; petition for rehearing.

In accordance with §54.1-2400(7) of the Code of Virginia, the board may revoke, suspend, restrict or decline to issue or renew a certificate based upon the following conduct:

1. Conviction of a felony or of a misdemeanor involving moral turpitude, or violation of or aid to another in violating any provision of Chapter 35 (§54.1-3500 et seq.) of Title 54.1 of the Code of Virginia, any other statute applicable to the practice of substance abuse counseling, or any provision of this chapter;

2. Procuring a certificate by fraud or misrepresentation;

3. Conducting one's practice in such a manner so as to make it a danger to the health and welfare of one's clients or to the public; or if one is unable to practice substance abuse counseling with reasonable skill and safety to clients by reason of illness, abusive use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition;

4. Negligence in professional conduct or nonconformance with the standards of practice outlined in 18VAC115-30-140; or

5. Performance of functions outside the board-certified area of competency.

18VAC115-30-160. Reinstatement following disciplinary action.

A. Any person whose certificate has been suspended or denied renewal by the board under the provisions of 18VAC115-30-150 may, two years subsequent to such board action, submit a new application for reinstatement of certification. Any person whose certificate has been revoked by the board under the provisions of 18VAC115-30-150 may, three years subsequent to such board action, submit a new application to the board for certification to the board.

B. The board in its discretion may, after a hearing, grant the reinstatement sought in subsection A of this section.

C. The applicant for reinstatement, if approved, shall be certified upon payment of the appropriate fee applicable at the time of reinstatement.

Discussion Points regarding Changes to CSAC Regulations

Discuss with Regulatory Committee:

REGULATIONS:

1. 18VAC115-30-10:
   - Current: "Didactic" means teaching-learning methods which impart facts and information, usually in the form of one-way communication (includes directed readings and lectures).
   - ➢ ***Question:*** Rick has concerns about "one-way communication" and thinks this should be explored.

2. 18VAC115-30-45 (3):
   - Current: Verification of all health or mental health licenses or certificates ever held in any other jurisdiction. In order to qualify for endorsement, the applicant shall have no unresolved action against a license or certificate. The board will consider history of disciplinary action on a case-by-case basis. The board will also determine whether any or all other professional licenses or certificates held in another jurisdiction are substantially equivalent to those sought in Virginia
   - ➢ ***Question:*** How does board staff determine equivalency of licensure from another state?

3. 18VAC115-30-60:
   - ➢ ***Discuss:*** the need to register supervision in other jurisdictions – do we have the authority?

CODE OF VIRGINIA:

1. "Substance abuse" and "substance dependence" mean a maladaptive pattern of substance use leading to clinically significant impairment or distress.
   - ➢ ***Question:*** Regulatory Committee should consider updating "substance dependence" to "Substance Abuse Disorders"

2. § 54.1-3507.2. Scope of practice, supervision, and qualifications of certified substance abuse counseling assistants.
   - Such certified substance abuse counseling assistant shall be supervised ***or directed*** either by a licensed substance abuse treatment practitioner, or by any other mental health professional licensed by the Department, or by a certified substance abuse counselor, or, in an exempt setting as described in § 54.1-3501, another person with substantially equivalent education, training, and experience, or such counseling assistant shall be in compliance with the supervision requirements of a licensed facility.
   - ➢ ***Question:*** Joan has concerns about "or directed" because it may be misleading

3. § 54.1-3507.2. Scope of practice, supervision, and qualifications of certified substance abuse counseling assistants.
   - ➢ ***Question:*** CSAC-A Code needs serious revision of who can provide supervision (start working on for 2018 General Assembly).

4. Updates needed to CSAC-A jurisprudence examination

CSAC Certification by Endorsement

18VAC115-30-45. Prerequisites for certification by endorsement for substance abuse counselors.

Every applicant for certification by endorsement shall submit:

1. A completed application;

2. The application processing fee;

3. Verification of all health or mental health licenses or certificates ever held in any other jurisdiction. In order to qualify for endorsement, the applicant shall have no unresolved action against a license or certificate. The board will consider history of disciplinary action on a case-by-case basis. The board will also determine whether any or all other professional licenses or certificates held in another jurisdiction are substantially equivalent to those sought in Virginia;

4. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB);

5. Affidavit of having read and understood the regulations and laws governing the practice of substance abuse counseling in Virginia; and

6. Further documentation of one of the following:

a. Licensure or certification as a substance abuse counselor in another jurisdiction in good standing obtained by standards substantially equivalent to the education and experience requirements set forth in this chapter as verified by a certified copy of the original application submitted directly from the out-of-state licensing agency, or a copy of the regulations in effect at the time of initial licensure or certification and verification of a passing score on a licensure examination in the jurisdiction in which licensure or certification was obtained, and that is deemed substantially equivalent by the board; or

b. Verification of a current certification in good standing issued by NAADAC or other board-recognized national certification in substance abuse counseling obtained by educational and experience standards substantially equivalent to those set forth in this chapter.

NCAC I

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National Certified Addiction Counselor, Level I (NCAC I)

A

voluntary national certification intended for professionals working within substance use disorder/addiction-related disciplines who wish to demonstrate their skills gained through years of supervised work experience.

Why should you obtain the NCAC I Certification?

- Position yourself for career advancement and increased salary potential.
- Distinguish yourself as a practitioner who has specialized in addiction assessment and treatment.
- Demonstrate to clients, employers, and 3rd pay payors you commitment to quality care by verifying through certification the

skills and competencies you have developed through years of work experience.
- The NCAC I credential reflects a commitment of the highest ethical standards for Substance Use Disorder/Addiction professionals.
- The U.S. Department of Labor expects the demand for Substance Use Disorder/Addiction counselors to grow by 22% by 2024.

Eligibility Requirements

- GED, High School diploma, or higher.
- Current credential or license as a Substance Use Disorder/Addiction counselor issued by a state or credentialing authority.
- At least three years full-time or 6,000 hours of supervised experience as a Substance Use Disorder/Addiction counselor.
- At least 270 contact hours of education and training in Substance Use Disorders/Addiction or related counseling subjects. Must include six hours of ethics training and six hours of HIV/bloodborne pathogens training within the last six years. At least 50% of training hours must be face-to-face.
- Passing score on the NCAC I examination within four years of the application.

Application Requirements

- Copy of GED, High School or higher diploma or transcript.
- Evidence of current credential or license as a Substance Use Disorder/Addiction counselor issued by a state or credentialing authority.
- Evidence of three years full-time or 6,000 hours of supervised experience as a

Substance Use Disorders/Addiction counselor.
- Written verification of competency in all skills groups by a supervisor or other health care professionals who have personally observed the candidate's Substance Use Disorder/Addiction work.
- Evidence of 270 contact hours of education and training in Substance Use Disorders/Addiction or related counseling subjects. Must include six hours of ethics training and six hours of HIV/bloodborne pathogens training within the last six years. At least 50% of training hours must be face-to-face.
- Submission of a signed and dated statement that the candidate has read and adheres to the NAADAC/NCC AP Code of Ethics.
- Payment of $235.00 non-refundable application/certification review fee.

Fees

- Credential Fee: $235.00
- Renewal Fee every two years: $200.00
- Full list of costs and fees

NCAC I WRITTEN EXAMINATION

Any candidate taking the NCAC I examination specifically for a NCAC I national credential must be approved by the NCC AP prior to registering for the test. First, a candidate must submit a NCAC I application. Once approved, NCC AP will send you a code and link to take the NCAC I examination at a time and location of your choosing.

Any candidate taking the NCAC I examination as part of a state credentialing or licensing process must contact their state certification/licensing board to obtain the necessary code and online link to take the exam.

Test applications and fees are separate from NCC AP credential/endorsement applications and fees.

Examination Details

The written national credentialing examination is tailored to test the applicant on his or her projected knowledge based on experience, education and training. The following skill groups are evaluated in the examination, and an applicant for national certification should be well versed in each of these topic areas:

1. treatment admission (screening, intake and orientation)
2. clinical assessment
3. ongoing treatment planning
4. counseling services (individual, group, family, crisis intervention and client education)
5. documentation
6. case management
7. discharge and continuing care
8. legal, ethical and professional growth issues

The National Certified Addiction Counselor, Level I (NCAC I) written examination consists of 200 multiple-choice, objective questions with a total testing time of three hours. The examination tests candidates' knowledge in the areas of counseling practice (40%), pharmacology of psychoactive substances (30%), the theoretical base of counseling (15%) and professional issues related to Substance Use Disorder treatment (15%).

If you have previously taken a certification exam at the state level, you may be able to use these scores towards national level certification. See States Using NCC AP Exams for more information.

Testing Schedule

All NCC AP examinations are now available throughout the month at a date and location convenient for you! You now have more flexibility and opportunity to get your national credential than ever before. Locate a Testing Center in Your Area

Suggested Test Preparation Materials

- Basics of Addiction Counseling: Desk Reference and Study Guides and Independent Study Examinations
- Purchase 75 Online Practice Test Questions
- NAADAC's 24/7 on-demand webinars
- Visit the NAADAC Bookstore for more resources

Re-Credentialing Requirements

- NCAC I Renewal Application
- Evidence of a current state-issued credential/license.
- 40 hours of continuing education every two years.
- Provide work history for the two years prior to renewal.
- Submission of a signed statement that the candidate has read and adheres to the NAADAC/NCC AP Code of Ethics.
- Payment of non-refundable renewal application/certification fee of $200.00. See full list of costs and fees

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44 Canal Center Plaza,
Suite 301

NCAC II

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National Certified Addiction Counselor, Level II (NCAC II)

A

voluntary national certification intended for professionals working within substance use disorder/addiction-related disciplines wishing to demonstrate their skills gained through years of supervised work experience and specific course work.

Why should you obtain the NCAC II Certification?

- Position yourself for career advancement and increased salary potential.
- Distinguish yourself as a practitioner who has specialized in addiction assessment and treatment.
- Demonstrate to clients, employers, and 3rd party payors your commitment to quality care by verifying through

certification the skills and competencies you have developed through years of work experience and coursework.
- The NCAC II credential reflects a commitment of the highest ethical standards for Substance Use Disorder/Addiction professionals.
- The U.S. Department of Labor expects the demand for Substance Use Disorder/Addiction counselors to grow by 22% by 2024.

Eligibility Requirements

- Bachelor's Degree or higher in Substance Use Disorder/Addiction and/or related counseling subjects (social work, mental health counseling, psychology) from a regionally accredited institution of higher learning.
- Current credential or license as a Substance Use Disorder/Addiction counselor issued by a state or credentialing authority.
- At least five years full-time or 10,000 hours of supervised experience as a Substance Use Disorder/Addiction counselor.
- At least 450 contact hours of education and training in Substance Use Disorder/Addiction. Must include six hours of ethics training and six hours of HIV/bloodborne pathogens training within the last six years. At least 50% of training hours must be face-to-face.
- Passing score on the NCAC II examination within four years of the application.

Application Requirements

- Copy of Bachelor's Degree or higher transcript from a regionally accredited institution of higher learning.

- Evidence of current credential or license as a Substance Use Disorder/Addiction counselor issued by a state or credentialing authority.
- Evidence of five years full-time or 10,000 hours of supervised experience as a Substance Use Disorder/Addiction counselor.
- Evidence of 450 contact hours of education and training in Substance Use Disorder/Addiction. Must include six hours of ethics training and six hours of HIV/bloodborne pathogens training within the last six years. At least 50% of training hours must be face-to-face.
- Submission of a signed statement that the candidate has read and adheres to the NAADAC/NCC AP Code of Ethics.
- Payment of non-refundable credential application fee.

Fees

- Credential Fee: $235.00
- Renewal Fee every two years: $200.00
- Full list of costs and fees

NCAC II WRITTEN EXAMINATION

Any candidate taking the NCAC II examination specifically for a NCAC II national credential must be approved by the NCC AP prior to registering for the test. First, a candidate must submit a NCAC II application. Once approved, NCC AP will send you a code and link to take the NCAC II examination at a time and location of your choosing.

Any candidate taking the NCAC II examination as part of a state credentialing or licensing process must contact their state certification/licensing board to obtain the necessary code and online link to take the exam.

Test applications and fees are separate from NCC AP credential/endorsement applications and fees.

Examination Details

The written national credentialing examination is tailored to test the applicant on his or her projected knowledge based on experience, education and training. The following skill groups are evaluated in the examination, and an applicant for national certification should be well versed in each of these topic areas:

1. treatment admission (screening, intake and orientation)
2. clinical assessment
3. ongoing treatment planning
4. counseling services (individual, group, family, crisis intervention and client education)
5. documentation
6. case management
7. discharge and continuing care
8. legal, ethical and professional growth issues

The National Certified Addiction Counselor, Level II (NCAC II) written examination consists of 200 multiple-choice, objective questions with a total testing time of three hours. The examination tests candidates' knowledge in the areas of counseling practice (25%), pharmacology of psychoactive substances (25%), the theoretical base of counseling (25%) and professional issues related to Substance Use Disorder treatment (25%).

If you have previously taken a certification exam at the state level, you may be able to use these scores towards national level

certification. See States Using NCC AP Exams for more information.

Testing Schedule

All NCC AP examinations are now available throughout the month at a date and location convenient for you! You now have more flexibility and opportunity to get your national credential than ever before. Locate a Testing Center in Your Area

Suggested Test Preparation Materials

- Basics of Addiction Counseling: Desk Reference and Study Guides and Independent Study Examinations
- Purchase 75 Online Practice Test Questions
- NAADAC's 24/7 on-demand webinars
- Visit the NAADAC Bookstore for more resources, including Integrating Treatment for Co-occurring Disorders: An Introduction to What Every Addiction Counselor Needs to Know

Re-Credentialing Requirements

- NCAC II Renewal Application
- Evidence of a current state-issued credential/license.
- 40 hours of continuing education every two years.
- Provide work history for the two years prior to renewal.
- Submission of a signed statement that the candidate has read and adheres to the NAADAC/NCC AP Code of Ethics.
- Payment of non-refundable renewal application/certification fee of $200.00. See full list of costs and fees

MAC

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MASTER ADDICTION COUNSELOR (MAC)

A

voluntary national certification intended for professionals working within substance use disorder/addiction-related disciplines wishing to demonstrate their skills gained through supervised work experience and specific graduate course work.

Why should you obtain the MAC Certification?

- Position yourself for career advancement and increased salary potential.
- Distinguish yourself as a practitioner who has specialized in addiction assessment and treatment.
- Demonstrate to clients, employers, and 3rd party payors your commitment to

quality care by verifying through certification the skills and competencies you have developed through years of work experience and course work.
- The MAC credential reflects a commitment of the highest ethical standards for Substance Use Disorder/Addiction professionals.
- The U.S. Department of Labor expects the demand for Substance Use Disorder/Addiction counselors to grow by 22% by 2024.
- Enhance your opportunities for independent practice.

Eligibility Requirements

- Master's Degree or higher in Substance Use Disorders/Addiction and/or related counseling subjects (social work, mental health counseling, psychology) from a regionally accredited institution of higher learning.
- Current credential or license as a Substance Use Disorder/Addiction counselor or Professional Counselor (social worker, mental health, marriage & family, professional counselor, psychologist, psychiatrist, medical doctor) issued by a state or credentialing authority.
- At least three years full-time or 6,000 hours of supervised experience as a Substance Use Disorder/Addiction counselor.
- At least 500 contact hours of education and training in Substance Use Disorder/Addiction. Must include six hours of ethics training and six hours of HIV/bloodborne pathogens training within the last six years. At least 50% of training hours must be face-to-face.

- Passing score on the MAC examination within four years of the application.

Application Requirements

- Official Master's Degree transcript from a regionally accredited institution of higher learning. Transcript must be sent directly to the NCC AP from your college/university.
- Evidence of current credential or license as a Substance Use Disorder/Addiction counselor or Professional Counselor (social worker, mental health, marriage & family, professional counselor, psychologist, psychiatrist, medical doctor) issued by a state or credentialing authority.
- Evidence of three years full-time or 6,000 hours of supervised experience as a Substance Use Disorder/Addiction counselor.
- Written verification of competency in all skills groups by a supervisor or other health care professionals who have personally observed the candidate's Substance Use Disorder/Addiction work.
- Evidence of 500 contact hours of education and training in Substance Use Disorder/Addiction. Must include six hours of ethics training and six hours of HIV/bloodborne pathogens training within the last six years. At least 50% of training hours must be face-to-face.
- Submission of a signed statement that the candidate has read and adheres to the NAADAC/NCC AP Code of Ethics.
- Payment of non-refundable credential application fee.

Fees

- Credential Fee: $235.00
- Renewal Fee every two years: $200.00

- Full list of costs and fees

MAC WRITTEN EXAMINATION

Any candidate taking the MAC examination specifically for a MAC national credential must be approved by the NCC AP prior to registering for the test. First, a candidate must submit a MAC application. Once approved, NCC AP will send you a code and link to take the MAC examination at a time and location of your choosing.

Any candidate taking the MAC examination as part of a state credentialing or licensing process must contact their state certification/licensing board to obtain the necessary code and online link to take the exam.

Test applications and fees are separate from NCC AP credential/ endorsement applications and fees.

Examination Details

The written national credentialing examination is tailored to test the applicant on his or her projected knowledge based on experience, education and training. The following skill groups are evaluated in the examination, and an applicant for national certification should be well versed in each of these topic areas:

1. treatment admission (screening, intake and orientation)
2. clinical assessment
3. ongoing treatment planning
4. counseling services (individual, group, family, crisis intervention and client education)
5. documentation
6. case management
7. discharge and continuing care

8. legal, ethical and professional growth issues

The Master Addiction Counselor (MAC) written examination consists of 200 multiple-choice, objective questions with a total testing time of three hours. The examination tests candidates' knowledge in the areas of pharmacology of psychoactive substances (28%), professional issues related to Substance Use Disorder treatment (28%), counseling practice (24%), and co-occurring disorders (20%).

If you have previously taken a certification exam at the state level, you may be able to use these scores towards national level certification. See States Using NCC AP Exams for more information.

Testing Schedule

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Suggested Test Preparation Materials

- Purchase 75 Online Practice Test Questions
- NAADAC's 24/7 on-demand webinars
- Visit the NAADAC Bookstore for more resources, including Integrating Treatment for Co-occurring Disorders: An Introduction to What Every Addiction Counselor Needs to Know

Re-Credentialing Requirements

- MAC Renewal Application
- Evidence of a current state-issued credential/license.

- 40 hours of continuing education every two years.
- Provide work history for the two years prior to renewal.
- Submission of a signed statement that the candidate has read and subscribes to the NAADAC/NCC AP Code of Ethics.
- Payment of non-refundable renewal application/certification fee of $200.00. See full list of costs and fees

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INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM

IC&RC'S CREDENT

Alcohol & Drug Counselor (ADC)

Advanced Alcohol & Drug Counselor (AADC)

Clinical Supervisor (CS)

Prevention Specialist (PS)

Certified Criminal Justice Addictions Professional (CCJP)

Certified Co-Occurring Disorders Professional (CCDP)

Certified Co-Occurring Disorders Professional Diplomate (CCDPD)

Peer Recovery (PR)

Candidate Guide

An ADC Candidate Guide has been developed to provide candidates with guidance for the examination process. It provides information on examination development, administration, content, sample questions and reference lists.

Alcohol & Drug Counselor (ADC)

A Credential That Changes Lives & Your Career

"Counselors who treat people with substance use disorders do life-changing work on a daily basis. The diversity of backgrounds and types of preparation can be a strength, provided there is a common foundation from which counselors work. Workforce development is essential to the field of substance use disorder treatment."

- U.S. Substance Abuse and Mental Health Services Administration

Created in 1981, the Alcohol & Drug Counselor (ADC) is the largest credential in the field of addiction-related behavioral health care – totaling over 20,000 professionals worldwide. There are now more than 63 countries, U.S. states, and territories that offer a reciprocal ADC credential.

The ADC is recognized worldwide as the gold standard for competency in the field. It is written into U.S. state and national practice regulations and insurance legislation.

In its *Occupational Outlook Handbook, 2010-11 Edition*, the U.S. Department of Labor (DOL) has named substance abuse and behavioral disorder counselors as one of the fastest growing professions. The number of substance abuse and behavioral disorder counselors across the country is expected to grow by 21 percent by 2018. The career is attractive, due to stable salaries and prospects for advancement. The government report especially mentions the value of certification: "Becoming certified is voluntary, but having certification may enhance one's job prospects."

The Alcohol & Drug Counselor credential is the foundation for working in diverse professional settings where addiction services are provided. A thorough understanding of addiction and the latest evidence-based practices for treatment is the hallmark of a qualified professional. The Alcohol & Drug Counselor credential requires professionals to demonstrate competency through experience, education, supervision, and the passing of a rigorous examination.

The certification is administered on a jurisdiction level by an IC&RC Member Board. Each IC&RC Member Board has unique procedures, requirements, and documents – so specific questions about pursuing an Alcohol & Drug Counselor credential should be directed to your local board. You can find contact information for each IC&RC board, along with the IC&RC credentials offered, in our Member Board Directory.

Exam Domains

- Screening, Assessment, and Engagement
- Treatment Planning, Collaboration, and Referral
- Counseling
- Professional and Ethical Responsibilities

Exam Preparation

IC&RC has developed a Candidate Guide, practice exams, and endorsed study guide for professionals preparing for the Alcohol & Drug Counselor Examination.

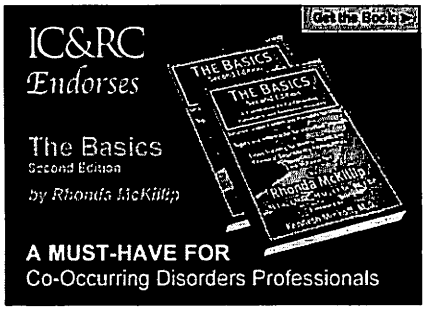
More information is available on the Exam Preparation page.

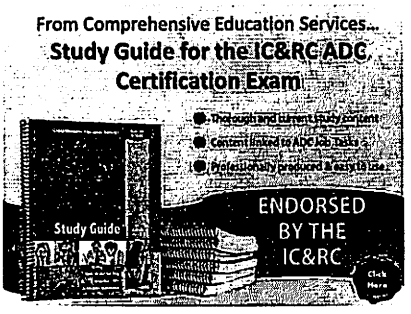
Changes to the ADC

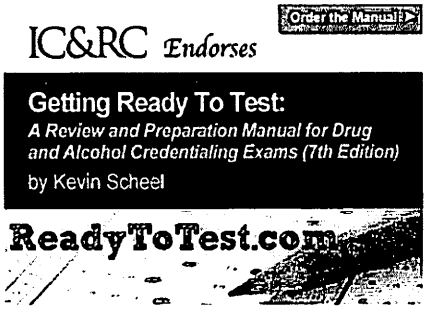
In February of 2015, the IC&RC Alcohol and Drug Counselor (ADC) examination was updated to reflect changes in the field. Changes to the examination include combining the previous eight domains into four essential domains and inclusion of DSM-5 diagnostic criteria.

The full exam content outline and updated reference list can be found in the ADC Candidate Guide.

IC&RC ENDORSES







IC&RC NEWS

ADC Examination to Have Three and Four Choice Questions
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INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM

Candidate Guide

An AADC Candidate Guide has been developed to provide candidates with guidance for the examination process. It provides information on examination development, administration, content, sample questions and reference lists.

Advanced Alcohol & Drug Counselor (AADC)

Advancing the Profession & Your Career

Adopted in 1999, the Advanced Alcohol & Drug Counselor (AADC) is one of the largest credentials in the field of addiction-related behavioral health care – totaling over 5,000 professionals worldwide. There are now 26 countries, U.S. states, and territories that offer a reciprocal AADC credential.

In its *Occupational Outlook Handbook, 2010-11 Edition*, the U.S. Department of Labor (DOL) has named substance abuse and behavioral disorder counselors as one of the fastest growing professions. The number of substance abuse and behavioral disorder counselors across the country is expected to grow by 21 percent by 2018. The career is attractive, due to stable salaries and prospects for advancement. The government report especially mentions the value of certification: "Becoming certified is voluntary, but having certification may enhance one's job prospects."

As the profession grows, the need for Advanced Alcohol & Drug Counselors will keep pace. Advanced Alcohol & Drug Counselors hold a Master's degree or higher in a behavioral health field. They have a thorough understanding of not only substance use disorders but also co-occurring mental health disorders. AADCs are expected to be able to use the latest evidence-based practice for treating both substance use disorders and co-occurring mental health disorders in tandem.

The Advanced Alcohol & Drug Counselor credential requires professionals to demonstrate competency through experience, education, supervision, and the passing of a rigorous examination.

The certification is administered on a jurisdiction level by an IC&RC Member Board. Each IC&RC Member Board has unique procedures, requirements, and documents – so specific questions about pursuing an Advanced Alcohol & Drug Counselor credential should be directed to your local board. You can find contact information for each IC&RC board, along with the IC&RC credentials offered, in our Member Board Directory.

AADC Domains

- Screening, Assessment, and Engagement
- Treatment Planning, Collaboration, and Referral

- Counseling and Education
- Professional and Ethical Responsibilities

Changes to the AADC Exam

On May 11, 2015 IC&RC updated its Advanced Alcohol and Drug Counselor (AADC) examination. Changes to the examination include

- Emphasis on identifying, diagnosing, and/or treating co-occurring substance use, mental health, and physical health disorders
- Deletion of the Clinical Supervision and Research Design, Analysis & Utilization domains
- Combining the remaining eight domains into four essential domains
- Inclusion of DSM-5 diagnostic criteria
- Providing services in a trauma-informed manner
- Utilizing technological advances in service delivery
- Utilizing various treatment modalities including but not limited to Medication Assisted Treatment

The full exam content outline, updated reference list, and recommended study guides can be found here.

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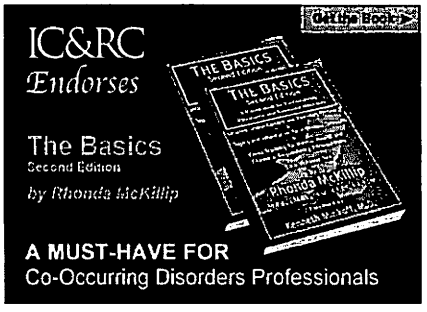

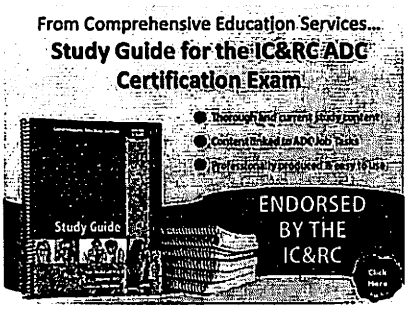

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INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM

Candidate Guide

A CS Candidate Guide has been developed to provide candidates with guidance for the examination process. It provides information on examination development, administration, content, sample questions and reference lists.

Clinical Supervisor (CS)

Guiding the Future of the Profession & Your Career

Adopted in 1992, the Clinical Supervisor (CS) is one of the fastest growing credentials in the field of addiction-related behavioral health care. There are now 40 countries, U.S. states, and territories that offer a reciprocal CS credential.

In its *Occupational Outlook Handbook, 2010-11 Edition*, the U.S. Department of Labor (DOL) has named substance abuse and behavioral disorder counselors as one of the fastest growing professions. The number of substance abuse and behavioral disorder counselors across the country is expected to grow by 21 percent by 2018. The career is attractive, due to stable salaries and prospects for advancement. The government report especially mentions the value of certification: "Becoming certified is voluntary, but having certification may enhance one's job prospects."

As more and more new counselors enter the field, the need for competent, trained, and ethical Clinical Supervisors will grow significantly. An essential part of quality clinical programs, CSs teach, coach, mentor, and evaluate practitioners to assure appropriate and effective service delivery of substance use disorder services. Effective clinical supervision is fundamental to having an effective counseling workforce.

A thorough understanding of addiction and the latest evidence-based practices for treatment is the hallmark of a qualified professional. The Clinical Supervisor credential requires professionals to demonstrate competency through experience, education, supervision, and the passing of a rigorous examination.

The certification is administered on a jurisdiction level by an IC&RC Member Board. Each IC&RC Member Board has unique procedures, requirements, and documents – so specific questions about pursuing a Clinical Supervisor credential should be directed to your local board. You can find contact information for each IC&RC board, along with the IC&RC credentials offered, in our Member Board Directory.

Exam Preparation

IC&RC has developed a Candidate Guide and practice exam for professionals preparing for the Clinical Supervisor Examination.

More information is available on the Exam Preparation page.

INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM

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Member profile details

Membership level	Member Boards
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Acronym	VCB
Jurisdiction	Virginia
Mailing Address	298 S. Progress Ave
City	Harrisburg
State/Province	PA
Postal Code	17109
Country	America
Email Address	info@vacertboard.org
Phone Number	804-741-2319
Fax Number	717-540-4458
Website	www.vacertboard.org
IC&RC Credentials Offered	Alcohol and Drug Counselor (ADC) Clinical Supervisor (CS) Prevention Specialist (PS) Certified Criminal Justice Addictions Professional (CCJP) Certified Co-occurring Disorders Professional (CCDP)
ADC Acronym	CADC
CS Acronym	CCS
PS Acronym	CPS

MASTER'S LEVEL COUNSELOR CERTIFICATION NOW AVAILABLE

VCB is excited to announce the addition of a Master's level certification for counselors: Certified Advanced Alcohol and Drug Counselor (CAADC). The CAADC is an internationally recognized and reciprocal certification. VCB will be offering this certification through a one-time, limited grandparenting period. During this time, the examination requirement will be waived. ***The grandparenting period for the CAADC will be from May 15, 2016 through May 15, 2017.***

The CAADC is an evidence-based certification developed by IC&RC. Its content has been updated to reflect the Master's level counselor's competency in not only addiction, but also co-occurring disorders. IC&RC standards and exams are used exclusively by IC&RC Boards. Each Board is independently run and operated with their own jurisdictionally specific processes. IC&RC promotes public protection by setting standards and developing exams for credentialing prevention, substance use treatment, and recovery professionals. Organized in 1981, it has a worldwide network of over 50,000 professionals. Quality and integrity are the foundation of IC&RC's work. IC&RC's products use the latest research on evidence-based practices, and they are updated every five years and subjected to an extensive process of peer review.

For more information, and requirements, please review the CAADC Application (/uploads/2/4/5/3/24535823/vcbcaadcapplication_grandparenting.pdf).

If you are currently certified through VCB the process will be streamlined. The instructions for current CADC's and CCDP's are included in the application.

CAADC Application
(/uploads/2/4/5/3/24535823/vcbcaadcapplication_grandparenting.pdf)

CERTIFIED PEER RECOVERY SPECIALIST NOW AVAILABLE

VCB is proud to announce the availability of the CPRS - Certified Peer Recovery Specialist. In collaboration with DBHDS Office of Recovery Services, Virginia Certification Board will extend the Grandparenting phase of Virginia Peer Recovery Certification process to December 31, 2016.

The Office of Recovery Services is responding to the feedback from a multitude of stakeholders to extend the Grandparenting phase.

In addition, this will allow the Office of Recovery Services and their community partners the time to complete the State training curriculum that will be required as the education component of Peer Recovery Specialist certification as of January 1, 2017.

There is no change in the existing certification requirements as a result of this extension.

Click here for more information and to download the application. (/cprs.html)

REQUIREMENTS FOR CADC AND CPS TO CHANGE IN 2018

Effective March 1, 2018, the Certified Alcohol and Drug Counselor (CADC) and Certified Prevention Specialist (CPS) credentials will change from requiring a minimum high school diploma/GED to a minimum bachelor's degree. This change was discussed and unanimously approved by the VCB Board of Directors recently. With an effective date of 2018, the Board of Directors believes this is ample time for the field and professionals to be alerted to this change. This effective date also provides ample time for professionals without a bachelor's degree but currently working in the field to apply for the CADC credential prior to the March 1, 2018 implementation date.

The degree requirement does not affect those who hold a current and valid CADC or CPS.

The bachelor's 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 the college/university to the VCB Office will be required as proof of the degree.
Again, professionals working toward their CADC who do not have a bachelor's degree will still be eligible to apply for the CADC or CPS **prior to the March 1, 2018 degree effective date**. After March 1, 2018, all professionals applying for their CADC or CPS will have to meet the new degree requirement.

VCB has also introduced two new certifications: Associate Addiction Counselor (AAC) and Associate Prevention Specialist (APS). Both of these certifications require, at a minimum, a high school diploma or GED. However, if a professional holds the AAC or APS for four consecutive years, an AAC may upgrade to a CADC and a APS may upgrade to the CPS without a degree. This process provides a pathway for those who may not hold a Bachelor's degree to obtain the CADC or CPS.

If you have any questions, please do not hesitate to contact the VCB office at info@vacertboard.org (mailto:info@vacertboard.org) or at 804.741.2319.

AAC Application (/uploads/2/4/5/3/24535823/vcbaacapplication.pdf)

APS Application (/uploads/2/4/5/3/24535823/vcbapsapplication.pdf)