



# Alcohol & Drug Abuse Certification Board of Georgia

P.O. BOX 250449

Atlanta, GA 30325

770.825.0481

Fax: 770.790.0018

ADACBGA.org

info@adacbga.org

## CERTIFIED CLINICAL SUPERVISOR CREDENTIAL

### REQUIREMENTS:

Applicants must live or work at least 51% of the time within the jurisdiction of ADACBGA, or live or work in a jurisdiction that does not offer the IC&RC CCS credential.

1. Certified at the reciprocal level as a CADC II, CAADC, CCJP, CCDP or CCDP-D. Must have a minimum of a bachelor's degree in a human services field.
2. Payment of \$150 application fee.
3. Total of five years of addiction counseling experience.
4. Verification of two years (4,000) hours of clinical supervision experience in addictions. These two years may be included in the 5 years of addiction counseling experience.
5. Verification of 300 hours of supervised practical experience in each of the clinical supervision performance domains with a minimum of 10 hours in each domain.
6. Verification of thirty (30) hours of didactic training in the following performance domains of clinical supervision, with a minimum of five (5) hours in each domain:
  - I. Counselor Development:** i.e. stages of counselor development, evaluating and enhancing counselor skills, etc.
  - II. Professional and Ethical Standards:** i.e. boundaries between supervisor and supervisee, requirements for counselor's ethical practice, etc.
  - III. Program Development and Quality Assurance:** i.e. current best practices, program evaluation, adherence to protocol, etc.
  - IV. Performance Evaluation:** i.e. communicate agency expectations, assessment of supervisees', etc.
  - V. Administration:** i.e. clinical policies and procedures, effective service delivery, etc.
  - VI. Treatment Knowledge:** i.e. experience and knowledge of field of addictions, appropriateness of evaluation tools, pharmacological interventions/interactions, etc.

7. Three letters of reference:
  - A professional who can attest to supervisory competence
  - An individual who has been supervised
  - The director or immediate supervisor of the candidate

Letters must be sent directly to the board. If returned to the applicant they must be placed in a sealed envelope with the evaluator's signature across the back seal.

8. Signed code of ethics
9. Successful completion of the IC&RC examination for clinical supervisors. Fee \$180.00

Recertification is every two years. **The 40 hours of CEU's for recertification must include 6 (six) clock hours specific to the performance domains of clinical supervision. The 40 hours may include CEU's within the past 2 years that were used for counselor recertification.**

Once a certification's expiration date has been reached, recertification packets postmarked past that date will be assessed a \$35 late fee for reinstatement. Each month past the due date an additional \$10 will be assessed for reinstatement. Continuing education requirements of 20 contact hours per year must be documented.

If, after all attempts to contact the certificant have failed, portfolios will be discarded once the certificate has expired for 3 years. A new application must be submitted and testing taken again. All fees are forfeited.



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## CLINICAL SUPERVISOR APPLICATION

Please type or print legibly:

Name: \_\_\_\_\_

Any other or previous name(s) used: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 City State Zip County

Work Name and Address: \_\_\_\_\_

\_\_\_\_\_  
 City State Zip County

e-mail: \_\_\_\_\_ Gender: \_\_\_\_\_

To keep you better informed about ADACBGA, we automatically include you in our electronic mailing list. If you do not wish to receive news and updates you will be asked to opt out. If you would like to unsubscribe, please check here.

Unsubscribe

Preferred Phone: (\_\_\_\_)-\_\_\_\_\_ Work (\_\_\_\_)-\_\_\_\_\_

\*As a courtesy to certified counselors we will list your county of employment, work phone number and email in a searchable database on our website. Would you like this information listed for public viewing? Yes  No

Date of Birth: \_\_\_\_\_ Social Security no. XXX-XX-\_\_\_\_\_

Ethnic Affiliation: \_\_\_\_\_ (For statistical purposes only)

Bachelors degree in a human services field  OR Masters degree in a human services field

### WORK EXPERIENCE:

AGENCY NAME	ADDRESS	DATES

APPLICANT NAME:

**CLINICAL SUPERVISORS CODE OF ETHICS:** This Code of Ethics applies to professionals who are seeking certification as Certified Clinical Supervisors and applies to their conduct during the performance of their clinical duties as supervisors.

Supervision is a disciplined and defined clinical activity. It has a parallel, but linked relationship to teaching, consulting, administering and researching. It is a necessary, significant and meaningful aspect of the delivery of competent, humane, ethical and appropriate services to clients/consumers.

I. **COMPETENCE**

A CCS shall limit practice to areas of competence in which proficiency has been gained through education or documentable experience or through the awarding of a reciprocal professional certification or license. A CCS shall accurately represent areas of competence, education, training, experience and professional affiliations, in response to responsible inquiries, including those from appropriate boards, the public, supervisees and colleagues. A CCS shall aggressively seek out consultation with other professionals when called upon to supervise counseling situations outside their realm of competence. A CCS will refer supervisees to other competent professionals when they are unable to provide adequate supervisory guidance to the supervisee.

II. **CLIENT WELFARE AND RIGHTS**

The primary obligation of a CCS is to train substance abuse counselors to respect the integrity and promote the welfare of their clients. A CCS should have supervisees inform clients that they are supervised and that details of their treatment can and will be discussed or reviewed with a supervisor. Any audio or video taping of a client/consumer's treatment must be authorized in writing. A CCS should make supervisees aware of clients' rights, including protecting clients' rights to privacy and confidentiality in the counseling relationship and the information resulting from it. Clients should also be informed that their right to privacy and confidentiality will not be violated by the supervisory relationship. Records of the supervisory relationship, including interview notes, test data, correspondence, the electronic storage of these documents, and audio and video recordings are to be treated as confidential materials. Written permission for use of these materials outside of the supervisory session must be granted by the client. A CCS is responsible for monitoring the professional actions of their supervisees. A CCS is responsible for the presentation of adequate training for all supervisees in the area of transference, dual relationships, cultural sensitivity and professional deportment.

III. **PROFESSIONAL BEHAVIOR**

Due to the unique scope of practice alcohol and other drug counselors provide, the CCS must monitor the following behaviors of their staff and themselves.

- A. Conviction for the possession or use of any illegal drug, narcotic or mood altering substance.
- B. The use of intoxicants and/or non-physician prescribed and monitored mood-altering substance when engaged in professional pursuits.
- C. The conducting of intimate, personal and/or business relationships of any kind with any patient or their families. This applies to all clients. A supervisee should have all relationships of this kind reviewed. A CCS should consult with an objective peer when this issue is raised.
- D. Counselors who are members of any Twelve Step group shall not become a sponsor to any active or discharged patient or their family members.
- E. A CCS respects the dignity and protects the welfare of participants in research and is aware of federal and state laws, regulations and professional standards governing the conduct of research, including informed consent.
- F. A CCS makes financial arrangements with clients, third party payers and supervisees that are understandable and conform to accepted professional practices. Supervisors do not allow their supervisees to offer or accept payment for referrals. Clinical supervisors will disclose their fees to clients and supervisees at the beginning of services and represent facts truthfully to clients, third party payers and supervisees regarding services rendered.
- G. A CCS accurately represents their competence, education, training and experience relevant to their practice as a CCS and clinical experience. A CCS assures that advertisements and publications in any media (such as directories, announcements, business cards, newspapers, radio, television and facsimiles) convey information that is necessary for the public to make an appropriate selection of professional services.
- H. A CCS is in violation of this code if they:
  1. Are convicted of any felony
  2. Engage in conduct which could lead to conviction of a felony or misdemeanor, or are convicted of a misdemeanor related to their qualifications or function.
  3. Are expelled from or disciplined by other professional organizations
  4. Have their certification suspended, revoked, or otherwise disciplined by regulatory bodies
  5. Refuse to seek treatment for alcohol/drug abuse, mental/emotional problems, or physical health problems that interfere with professional functioning
  6. Fail to cooperate at any point of an ethical complaint investigation.

IV. **SUPERVISORY ROLE**

Inherent and integral to the role of supervisor are responsibilities for monitoring of client welfare, insuring compliance with relevant legal and professional standards of service delivery, monitoring clinical performance and professional development of supervisees and evaluating and certifying current performance and potential of supervisees for academic, screening, selection, placement, employment and credentialing purposes.

- A. A CCS must maintain professional decorum and standards. Unprofessional behaviors as outlined in item VI above will not be tolerated.
- B. A CCS should obtain ongoing training in supervision.
- C. A CCS should pursue professional and personal continuing education activities to maintain their CCS credential and improve their supervisory skills. Competency in the Performance Domains of Clinical Supervision must be maintained.
- D. A CCS should make their supervisees aware of professional and ethical standards and legal responsibilities of the counseling profession. In the absence of agency or state policy, industry standards of ethical behavior should be explained to the supervisee.
- E. A CCS should not exploit, but should strive to enable supervisees to be competent, autonomous, professional, judicious, aware of limitations, and to become future supervisors if that is an appropriate career goal.
- F. Procedures for contacting the supervisor, or an alternative supervisor, to assist in handling crisis situations should be established and communicated to supervisees.
- G. Supervision is maintained through regular face-to-face meetings with supervisee in group or individual sessions.
- H. Actual work samples via audio, counselor report, video or observation should be part of the regularly scheduled supervision process.
- I. A CCS should provide supervisees with ongoing feedback on their performance.
- J. A CCS who has multiple roles (e.g. teacher, clinical supervisor, administrator, etc.) with supervisees should avoid any conflict of interest caused by these disparate roles. The supervisees should know the limitations placed on the CCS and the supervisor should share supervision when appropriate.
- K. A CCS should not sexually harass, make sexual advances or participate in any form of sexual contact with supervisees. Supervisors should not engage in any form of social contact or interaction which would compromise the supervisor-supervisee relationship. Dual relationships (including outside consults, partnerships, nepotism, etc.) with supervisees that might impair the supervisor's objectivity and professional judgment should be avoided and/or the supervisory relationship terminated.
- L. A CCS shall not use the supervision process to further personal, religious, political or business interests.
- M. A CCS should not endorse any treatment that would harm a client either physically or psychologically, and will ensure the professional quality of the program in which the supervisee participates.
- N. A CCS should not establish a psychotherapeutic relationship as a substitute for supervision. Personal issues should be addressed in supervision only in terms of the impact of these issues on clients and on professional functioning.
- O. A CCS should never supervise past or current clients who are staff, or their family members.
- P. A CCS should model appropriate use of supervision themselves for problem solving and practice reviewing.
- Q. A CCS must be straightforward with supervisees about observed professional and clinical limitations of the supervisee. These concerns must be clearly documented and shared with the supervisee.
- R. A CCS should not endorse a supervisee for certification or credentialing if the supervisor has documentable proof of impairment or professional limitations that would interfere with the performance of counseling duties in a competent and ethical manner. The presence of any impairment should begin with a process of feedback and remediation so that the supervisee understands the nature of the impairment and has the opportunity to remedy the problem and continue with his/her professional development.
- S. A CCS should incorporate the principles of informed consent and participation; clarity of requirements, expectations; roles and rules; and due process and appeal, into the establishment of policies related to progressive discipline.
- T. A CCS must be able to integrate the Core Functions of Alcohol and Other Drug Abuse Clinical Competency into their theoretical and supervisory approach. A clear understanding of the Global Criteria is essential.
- U. A CCS should be an active participant in quality assurance and peer review.
- V. The supervision provided by a CCS must be provided in a professional and consistent manner to all supervisees regardless of age, race, national origin, religion, physical disability, sexual orientation, political affiliation, marital or social or economic status. When a supervisor is unable to provide non-judgmental supervision a referral to an appropriate supervisor with a complete explanation to the supervisee must be made.

CCS applicant signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT NAME:

List any other boards by which you are certified or licensed: \_\_\_\_\_

Has certification or license been denied or revoked by any other board: No \_\_\_ Yes \_\_\_  
If yes, please explain on a separate sheet.

**ASSURANCE AND RELEASE  
ETHICS STATEMENT**

**(Please Initial Where Requested as Indication You Have Read and Understand  
Each Section)**

\_\_\_\_\_(Initial) I hereby attest that all the information given herein is true and complete to the best of my knowledge and belief. I understand that falsification of any portion of this application will result in my being denied certification, or revocation of same, upon discovery

\_\_\_\_\_(Initial) I have read, understand, and agree to act in accordance with the code of ethics recognized by my profession and in compliance with any and all codes of professional conduct in effect in the State of Georgia.

\_\_\_\_\_(Initial) I acknowledge the right of ADACBGA to verify the information in this application or to seek further information from employers, schools or persons mentioned herein.

\_\_\_\_\_(Initial) I further understand that that it is my responsibility to maintain my certification by renewing prior to my expiration date. I understand that it is an ethical violation to provide services if my certification has expired.

\_\_\_\_\_(Initial) I agree to have my current valid certificate from ADACBGA on display or easily accessible if I am treating clients.

\_\_\_\_\_(Initial) I will hold ADACBGA, its Board members, officers, agents, and staff free from any civil liability for damages or complaints by reason of any action that is within the scope and arising out of the performance of their duties which they, or any of them, may take in connection with this application, the attendant examination, the grades with respect to any examination, and/or failure of the Board to bestow upon me certification as an Alcohol and Drug Abuse Counselor.

\_\_\_\_\_(Initial) I further understand that ADACBGA will post on our website and provide to IC&RC my contact information for their data base, along with my certification number, level, expiration date and original certification date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\*Remember to include your fee of \$150 or make an online payment with a credit card under the "Payment" page of our website.

**APPLICANT NAME:**

**EDUCATION**

**30 HOURS REQUIRED  
(ATTACH CERTIFICATES, ETC.)**

<b>TITLE</b>	<b>PRESENTOR</b>	<b>CEU HOURS</b>

PLEASE NUMBER EACH CERTIFICATE AND LIST IN ORDER ON THIS SHEET.  
PLEASE ATTACH CERTIFICATES OR REPORTS OF INSERVICE HOURS TO THIS COVER SHEET

**APPLICANT NAME:**

SUPERVISOR EVALUATION

APPLICANT \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/FAX/E-MAIL \_\_\_\_\_

Professional licenses and/or certificates you hold \_\_\_\_\_

How long have you supervised this applicant?

From (m/y) \_\_\_\_\_ to (m/y) \_\_\_\_\_

Size of applicant's caseload in:

Individual supervision \_\_\_\_\_ Group supervision \_\_\_\_\_

Average number of hours per week the applicant worked in:

Direct supervision services \_\_\_\_\_

Indirect supervision services \_\_\_\_\_

Please describe the indirect services:

\_\_\_\_\_  
Please add any comments on an additional sheet of paper.

I HEREBY CERTIFY THAT I HAVE OBSERVED AND HAVE FIRSTHAND KNOWLEDGE OF THIS APPLICANT'S WORK AND THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

PLEASE RETURN DIRECTLY TO  
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Atlanta, GA 30325

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**APPLICANT NAME:**

**Supervision of Supervision  
(300 hours minimum)**

**Counselor Development:**

- Build a supportive and individualized supervisory environment
- Maintain a constructive supervisory learning environment with two-way feedback
- Help supervisees develop skills specific to working with culturally diverse clients
- Provide feedback to supervisees on conceptualization of client needs, clinical skills, and overall performance of assigned responsibilities
- Create a professional development plan with mutually agreed on goals, timelines, and measurements of progress
- Implement activities to teach theoretical orientation, ethics, clinical skills, and personal wellness
- Help supervisees recognize and cope with transference and countertransference
- Educate supervisees on developments in substance abuse and behavioral health fields
- Encourage supervisees to develop a personal wellness plan

**Hours candidate spent performing this task:** \_\_\_\_\_

**Hours spent with you in supervision of this task:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature/Date**

**Professional and Ethical Standards**

- Practice only within one's areas of clinical and supervisory experience
- Ensure that supervisors and supervisees are adherent to professional codes of ethics, clients rights, and law and regulations governing counseling and clinical supervision practice
- Follow due process guidelines when responding to grievances , ensuring that supervisees know their rights
- Pursue personal and professional development in order to improve supervisory competence
- Recognize supervisees' unique personality, culture, lifestyle, values, and other factors to enhance professional development.
- Ensure supervisees inform clients about the limits of confidentiality
- Ensure that supervisees inform clients about supervision practices and obtain documented informed consent from clients as appropriate
- Use and teach supervisees various ethical decision-making models and monitor their use to ensure their ethical treatment of clients
- Understand risks of dual relationships and potential conflicts of interest and maintain appropriate relationships at all times.
- Provide timely consultation and guidance to supervisees in situations that present moral, legal and/or ethical dilemmas
- Ensure that supervisees maintain complete, accurate, and necessary documentation, including detailed descriptions of critical situations
- Understand the reporting process for ethical violations to the appropriate professional organizations or regulatory authorities
- Intervene immediately and take action as necessary when a supervisee's job performance appears to present problems
- Maintain familiarity with consensus- and evidence-based best practices in the treatment of substance use disorders
- Seek supervision and consultation to evaluate one's personal needs for training and education, receive and discuss feedback on supervisory job performance, and implement a professional development plan
- Develop and maintain a personal wellness plan for physical and mental health

**Hours candidate spent performing this task:** \_\_\_\_\_

**Hours spent with you in supervision of this task:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature/Date**

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**Program Development and Quality Assurance:**

- Structure and facilitate staff learning about treatment interventions, program service design, and recovery models relevant to the organization and the population it serves
- Understand the balance between fidelity and adaptability when implementing new clinical practices
- Advocate within the agency for ongoing quality improvement, including strategies for client access, engagement, and retention in treatment
- Support the organization's quality assurance plan and comply with all monitoring, documenting and reporting requirements
- Develop program goals and objectives that are consistent with the organization's quality assurance plan
- Utilize program development methods
- Facilitate development and implementation of professional quality improvement guidelines, forms and instruments to monitor client outcomes and/or upgrade organizational performance
- Advocate for the organization's target population throughout the entire continuum of care as an agent of organizational change
- Build and maintain relationships with referral sources and other community programs to expand, enhance, and expedite service delivery
- Identify and assess program needs and develop a plan to improve clinical services and program development.

**Hours candidate spent performing this task:** \_\_\_\_\_

**Hours spent with you in supervision of this task:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature/Date**

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**Performance Evaluation**

- Communicate agency expectations about the job duties and competencies, performance indicators, and criteria used to evaluate job performance
- Understand the concept of supervision as a two-way evaluation with each party providing feedback to the other, including constructive sharing and resolution of disagreements
- Assess supervisees' professional development, cultural competence, and proficiency in the addiction counseling competencies
- Assess supervisees' performance of tasks and clinical functioning by interviews, observations, review of case records, use of evaluation tools, and client/family feedback
- Differentiate between counselor development issues and those requiring corrective action, (e.g., ethical violations, incompetence).
- Assess supervisees' preferred learning style, motivation, and suitability for the work setting
- Institute an ongoing formalized, proactive process that identifies supervisees' training needs, involves conjointly reviewing goals and objectives, and reinforces performance improvement
- Communicate feedback clearly, including written feedback, regarding performance deficits, weak competencies, or harmful activities and ensure that supervisees understand the feedback
- Address and manage relational issues common to evaluation, including anxiety, disagreements, and full discussion of performance problems
- Self-assess for evaluator bias (e.g., leniency, overemphasis on one area of performance, favoritism, stereotyping) and conflict with other supervisory roles.
- Adhere to professional standards of ongoing supervisory documentation, including written individual development plans, supervision session notes, written documentation of corrective actions, and written recognition of good performance.

**Hours candidate spent performing this task:** \_\_\_\_\_

**Hours spent with you in supervision of this task:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature/Date**

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**Administration:**

- Ensure that comprehensive orientation is provided to new employees, including the organization's client population, mission, vision, policies, and procedures
- Develop, evaluate, and monitor clinical policies and procedures using regulatory standards to ensure compliance
- Involve the supervisees in designing and scheduling their activities to maintain clinically effective service delivery
- Participate in the hiring/termination, performance recognition, disciplinary action, and other personnel decisions to maintain high standards of clinical care
- Ensure workforce is trained to meet service delivery needs.

Hours candidate spent performing this task: \_\_\_\_\_

Hours spent with you in supervision of this task: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature/Date

---

**Treatment Knowledge:**

- Have professional experience with and knowledge of the field of addictions, social and behavioral science, and self-help philosophy
- Understand the limitation of addiction treatment in general; its relationship to sustained, long-term recovery; and the specific limitation of the models or design in use by supervisees
- Understand the limitations of and appropriateness of assessment and evaluation tools utilized in the addiction field
- Understand the use of pharmacological interventions and interactions

Hours candidate spent performing this task: \_\_\_\_\_

Hours spent with you in supervision of this task: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature/Date

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