



Alcohol & Drug Abuse Certification Board of Georgia

P.O. BOX 250449

Atlanta, GA 30325

770.825.0481

Fax: 770.790.0018

ADACBGA.org

177 info@adacbga.org

Dear CGAC Applicant:

Application reviews may take up to 30 days. Please use the following checklist to assure that your application is complete:

	1. Completed application and biographical data sheet. You must hold a CADC I, CADC II or a CAADC to apply.
	2. Signed ethics statement. If you filled your packet out on a computer, your typed signature is considered a legally binding “e-signature” and will be accepted by this board as your agreement to the assurance and release statement.
	3. A Copy of your current CADC I, CADC II, or CAADC certificate.
	4. Completed the “Education.” Number your certificates and list in order on the cover sheet. Be sure at required number of ethics hours have been included. If you are utilizing education hours that provide a transcript, you may state see transcript on your Continuing Education Page. A total of 90 hours of Gambling Addiction related education is required.
	5. Attached <i>copies of</i> certificates of attendance, in-service verifications, etc., in order listed. Originals will not be returned.
	6. An official copy of your highest level of education transcript has been requested to be sent to our office.
	7. Requested your current and/or past supervisors to complete the Supervisory forms that include the Supervised Experience (with a minimum of 10 hours experience) a supervisor’s Evaluation, and the Supervisor’s Statement totaling 100 experience hours.

	8. Included application and processing fee of \$150 . Acceptable forms of payment are check, money order or online payment with a credit card under the “Payment” tab of our website. The application fee covers the various expenses involved in processing and issuing your new certificate, therefore it is non-refundable.
	9. Mailed to the Board office REGULAR MAIL ONLY at least 30 days prior to the certification expiration date. Registered/certified mail may delay completing your recertification before your expiration date.

Enclosed is your informational packet and application packet for the Certified Gambling Addiction Counselor (CGAC). You may duplicate forms as necessary. Please consult your informational packet for details on the requirements for documentation and have transcripts from colleges and universities sent directly to the Board. Please be sure you are submitting the most current version of this application per the revision date in the lower left hand corner of each page. You may duplicate this entire packet for distribution to colleagues or other prospective applicants. When you have completed your part of the packet, send it to the above address with your application fee of \$150. Once your application is complete and approved, you will be notified of eligibility to sit for and how to apply for the exam.

Certified Gambling Addiction Counselor (CGAC)

Certified Gambling Addiction Counselors fill a unique role among health and human services professionals in providing quality care to consumers. The Alcohol and Drug Abuse Certification Board of Georgia (ADACBGA) has designed a credentialing system that will evaluate each applicant's competency and grant recognition to those professionals who meet the specified minimum standards. In creating this process, the ADACBGA examined credentialing systems of other states, gathered input from state and national groups, and incorporated the most appropriate elements to form the basis of this system. The ADACBGA recognizes that Certified Gambling Addiction Counselors work in a wide range of disciplines and have diverse educational and experiential backgrounds. The ADACBGA's certification process identifies and defines the core functions, responsibilities, knowledge, and skill areas required of Certified Gambling Addiction Counselors regardless of work setting, approach, and educational or professional training. This process does not endorse any one particular philosophy, treatment modality or service delivery approach. The ADACBGA encourages and requires the development of professional skills and competencies for all Certified Gambling Addiction Counselors.

The purpose of a certification system for Certified Gambling Addiction Counselor is to:

1. Assure the public a minimum level of competency for quality services by Certified Gambling Addiction Counselors.
2. Give professional recognition to qualified Certified Gambling Addiction Counselors through a process that examines demonstrated work competencies.
3. Assure an opportunity for ongoing professional development for Certified Gambling Addiction Counselors.
4. Promote professional and ethical practice by enforcing adherence to a Code of Ethics.

Definition of a Certified Gambling Addiction Counselor (CGAC)

A Certified Gambling Addiction Counselor is often the primary person providing direct care to persons receiving problem gambling services and their families. The role of the Gambling Addiction Counselor includes but is not limited to:

- * Applying theories of addiction in assessment and treatment practices.
- * Performing a comprehensive assessment with an orientation towards gambling.
- * Providing gambling specific counseling, including developing treatment plans and conducting case management activities.
- * Recognizing and responding to indicators of suicidal ideations and self-harm behaviors. * Working in a professional and ethical manner.

The CGAC certification is valid for two (2) years from the issue date. In order to maintain your certification you must document a total of 40 hours of continuing education in the two year period, ten (10) hours specific to gambling addiction, and five (5) hours of which must be in professional ethics and submit a recertification fee of \$150.

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 prior fees paid will be forfeited.

FEE SCHEDULE:

APPLICATION FEE:	\$150.00
EXAM FEE:	\$180.00
RECERTIFICATION FEE:	\$150.00

CGAC Standards for a candidate who already holds the CADC I, CADC II, CAADC, CCJP or CCDP-D	
Credential	Applicant must hold a current certification through ADACBGA.
Experience	100 hours of problem gambling specific experience
Education	<p>A total of 90 hours of education divided among the performance domains:</p> <ul style="list-style-type: none"> • Basic Knowledge of Problem and Pathological Gambling - 16 hours • Gambling Counseling Practice - 20 hours • Special Issues in Gambling - 24 hours • Addiction and/or counseling related topics – 30 hours
Supervision	10 hours of direct supervision specific to gambling addiction
Code of Ethics	Must sign statement agreeing to follow the ADACBGA's Code of Ethics
Written Exam	Gambling Addiction Counselor Exam
Renewal	40 CE hours Biannually; 10 CEs specific to gambling.



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Certified Gambling Addiction Counselor (CGAC) APPLICATION & BIOGRAPHICAL DATA

Please type or print legibly:

Name: _____

Previous or other name(s) used: _____

Home address: _____

City State Zip County

Work address: _____

City State Zip County

Preferred Phone: (____)-_____ Work (____)-_____ E-mail address: _____

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

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

Date of Birth: _____ Last four numbers of Social Security no. XXX-XX-_____

Gender: _____ Ethnic Affiliation: _____ (For statistical purposes only)

Highest Education level completed: High School or GED ___ Associate ___ Bachelors ___ Masters ___ Doctorate ___

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.

_____(Initial) This is an ADACBGA certification, valid only in the state of Georgia with no reciprocal rights.

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.

Certified Gambling Addiction Counselor Code of Ethics*

*Directly based upon the Code of Ethics as stated by the International Gambling Counselor Certification Board

Applicant's Name (please print or type): _____

Principle 1: Non-Discrimination - The ADACBGA values diversity. I, as an CGAC, will not discriminate against clients or professionals based on racial or ethnic background, religion/spiritual beliefs, age, gender, sexual orientation, marital status, political beliefs, treatment history, criminal justice history/status, or mental/physical disability and other cultural identities that are important to the client and I will: Avoid bringing personal or professional issues into the counseling relationship and guard the individual rights and personal dignity of clients through an awareness of the impact of stereotyping and discrimination. Strive to treat all individuals with impartiality and objectivity based solely on their personal merits and mindful of the dignity of all human persons. As such, I shall not impose my personal values on my clients. Relate to all clients with empathy and understanding no matter what their diagnosis or personal history and with acceptance and openness regardless of treatment history or criminal justice status or background. Respect the right of others to hold opinions, beliefs, and values different from my own.

Principle 2: Responsibility - The ADACBGA espouses objectivity and integrity. I, as an CGAC, will maintain the highest standards of service and I will:

Assist in educating and helping others acquire knowledge and skills in dealing with disordered gambling. Accept the obligation, when supervising others, to facilitate professional development of these individuals by providing accurate and current information, timely evaluations, and constructive consultation. Understand that most property in the healing professions is intellectual property and shall not present the ideas or formulations of others as if they were my own. Rather, I shall give appropriate credit to their originators both in written and spoken communication. Regard the use of any copyrighted material without permission or the payment of royalty to be theft. Maintain respect for institutional policies and management functions of agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.

Principle 3: Competence - The ADACBGA recognizes that the profession is founded on national standards of competency which promote the best interests of society, the client, the counselor and of the profession as a whole. I, as an CGAC, will recognize the need for ongoing education as a component of professional competency and I will: Recognize boundaries and limitations of competencies and not offer services or use techniques outside of my professional competencies and scope. Maintain competence in the area of my practice through continuing education, constantly improving my knowledge and skills in those approaches most effective with my specific clients. Recognize the effect of impairment on professional performance and be willing to seek appropriate treatment for myself or for a colleague. I shall support peer assistance programs in this respect.

Principle 4: Legal and Moral Standards - The ADACBGA upholds the legal and accepted moral codes which pertain to professional conduct; I, as an CGAC, will be aware of and follow those laws and regulations that are relevant both personally and professionally and I will:

Make every attempt to be fully cognizant of all federal and state laws that pertain to the practice of counseling disordered gamblers and their families. Not claim either directly or by implication, professional qualifications or affiliations that I do not possess Understand that the determination of a law or regulation is unjust, is not a matter of preference or opinion but a matter of rational

investigation, deliberation, and dispute. Understand that justice extends beyond individual relationships to the community and society; therefore, I shall participate in activities that promote the health and well-being of my community and profession. Principle 5: Client Welfare - The ADACBGA understands that the primary professional responsibility and loyalty is to the welfare of the client. I, as an CGAC will hold, as a primary guide, the client's best interests with regard to public health, safety, and welfare and I will: Take all measures to safeguard the privacy and confidentiality of client information within the limitations of legally mandated reporting requirements and except where the client has given specific, written, informed and limited consent. Terminate counseling and consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from the relationship. Take care to provide services in an environment which will ensure the privacy and safety of the client at all times and ensures the appropriateness of service delivery and discloses the code of ethics, professional loyalties, and responsibilities to all clients. Hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment. Facilitate clients' self-efficacy; by encouraging them to act according to their capabilities. Avoid doing for others what they can readily do for themselves. Likewise, I shall not insist on doing what I perceive as good without reference to what the client perceives as good and necessary.

Principle 6: Client Relationship - The ADACBGA values the integrity of the counseling relationship and respects the fundamental human right of all individuals to self-determination and to make decisions that they consider in their own best interest. I, as an CGAC will be open and clear about the nature, extent, probable effectiveness, and cost of those services to allow each individual to make an informed decision of their care and I will: Inform the client and obtain the client's agreement in areas likely to affect the client's participation, including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person. Not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship. Not exploit relationships with current or former clients for personal gain, including social or business relationships. Not, under any circumstances, engage in sexual behavior with current or former clients and not accept as a client anyone with whom I have engaged in sexual behavior. Because a relationship begins with a power differential, I shall not exploit relationships with current or former clients for personal gain, including social or business relationships. Not accept substantial gifts from clients, other treatment organizations, or the providers of materials or services used in my practice.

Principle 7: Confidentiality - The ADACBGA embraces the duty of protecting the client's rights under confidentiality. I, as an CGAC, will not disclose confidential information acquired in teaching, practice, or investigation without appropriately executed consent and I will: Provide the client their rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, and the use of material for training or observation by another party. Make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. I shall ensure that the data obtained is necessary and appropriate to services being provided and secured by the available security methodology. Adhere to all federal and state laws regarding confidentiality and the counselor's responsibility to lawfully report information in specific circumstances to the appropriate authorities. Understand that the right of confidentiality cannot always be upheld if it serves to protect abuse, neglect, or exploitation of any person or leaves another at risk of bodily harm. Use clinical and other material in teaching and/or writing only when there is no identifying information about the parties involved.

Principle 8: Remuneration - The ADACBGA supports financial arrangements in professional practice that are in accord with standards that safeguard the best interests of the client, of the counselor and of the profession. I, as an CGAC, will: Carefully consider the ability of the client to meet the financial cost in establishing rates for professional services. Not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services nor will I engage in fee splitting. Not use my personal relationship with clients to promote personal gain or profit of my agency or commercial enterprise of any kind.

Principle 9: Preventing Harm - The ADACBGA understands that every decision and action has an ethical implication leading either to benefit or harm. I, as an CGAC, will carefully consider whether any decisions or actions has the potential to produce harm of a physical, psychological, financial, legal, or spiritual nature before implementing them and I will: Refrain from using any methods that could be considered coercive such as threats, negative labeling, and attempts to provoke shame or humiliation. Make no requests of clients that are not necessary as part of the agreed treatment plan. Terminate the counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship./treatment. Understand an obligation to protect individuals, institutions, and the profession from harm that might be done by the unethical behavior of others. Consequently, I am aware of the appropriate process for resolving concerns about the potentially unethical or harmful behavior another individual, institution or agency informally through bringing the concern to the attention of the individual, institution or agency or through formal processes such as reporting to appropriate committees on professional ethics, licensing or credentialing boards or institutional authorities (so long as reporting does not violate any issues of confidentiality).

Principle 10: Societal Obligations - The ADACBGA advocates for changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by pathological gambling and I, as an CGAC, will: Actively engage, to the best of my ability, in the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by problem and disordered gambling.

This is an ADACBGA certification, valid only in the state of Georgia with no reciprocal rights.

Applicant's Signature: _____ Date: ____/____/____

Return forms DIRECTLY to: ADACBGA, PO Box 250449, Atlanta, GA 30325

Please do not return this form to the applicant unless it is placed in a sealed envelope with the evaluator's signature across the back seal.

SUPERVISED PRACTICAL EXPERIENCE

APPLICANT'S NAME _____

SUPERVISOR/ TITLE _____

PROFESSIONAL LICENSES AND/OR CERTIFICATES YOU HOLD _____

AGENCY _____ PHONE _____

How long have you supervised this applicant?

From (m/y) _____ to (m/y) _____

Purpose: The supervised practical experience is to document that the candidate has received supervision directly relating to the CGAC domains. Methods of supervision that will be accepted include activities designed to provide training of specific recovery coach functions. These activities are monitored by supervisory personnel who provide timely positive and negative feedback to assist the counselor in this learning process. Methods of such supervision could be joining sessions and later reviewing them, case presentations, group or individual staffings, teaching about various methods, etc.

Supervised Practical Experience Requirements:

- **Candidates already certified through ADACBGA must complete 10 hours face-to-face supervision.**

Performance Domain	# of Hours*
Addiction Theories – Clinical supervision in addiction theories includes feedback and discussion regarding the disease of addiction, models of treatment, signs and symptoms of addiction and/or addiction treatment modalities.	
Basic Knowledge of Problem and Pathological Gambling – Clinical supervision in this domain refers to feedback and discussion regarding the definition of pathological gambling; the scope/prevalence of gambling addiction in adults, youth and other treatment populations; the typical progression and withdrawal symptoms of a gambling addiction; and standards evaluation instruments used to identify a potential or actual gambling addiction.	
Gambling Counseling Practice – Clinical supervision in the area of gambling counseling refers to feedback and discussion regarding treatment plans, including treatment approaches; treatment implementation and monitoring; and continuing care.	

Special Issues in Gambling – Clinical supervision in this domain is focused on ensuring that gambling counselors understand specific issues that present when planning for relapse/ relapse prevention; and recognizing and responding to indicators of high risk, including suicide, self-harm, risk management, crisis management, and financial issues.	
Professional Issues – Clinical supervision related to professional issues includes discussions and feedback on issues such as cultural competence, boundaries/transference, privacy/ confidentiality/HIPAA, and professional ethics.	
Total Hours*	

*must have a minimum of 1 hour of clinical supervision in each performance domain

“I hereby certify that I have been in a position to observe and have first hand knowledge of

(Name of Applicant)

“By my signature I acknowledge that, to the best of my knowledge, the above material is true.”

Supervisor’s Signature

Date

*Supervisor must also fill out an evaluation form.

The Alcohol and Drug Abuse Certification Board of Georgia reserves the right to request further information from you concerning this applicant. PLEASE RETURN THIS FORM DIRECTLY TO:

ALCOHOL AND DRUG ABUSE CERTIFICATION BOARD OF GEORGIA
PO Box 250449, Atlanta, GA 30325

Please do not return this form to the applicant unless it is placed in a sealed envelope with the supervisor's signature across the back seal.

Do not return this form to the applicant,
unless it has been placed in a sealed envelope with your signature across the back seal!
SUPERVISOR EVALUATION

(PG. 1 of 2)

APPLICANT'S NAME _____

SUPERVISOR'S NAME _____

PLEASE USE THE FOLLOWING RATING SCALE TO EVALUATE THE APPLICANT'S SKILLS IN THE AREAS REQUESTED:

NA = NOT APPLICABLE

1 = POOR

2 = FAIR

3 = AVERAGE

4 = ABOVE AVERAGE

5 = EXCELLENT

The items below represent skills needed by addictions counselors in the core functions. Please evaluate the applicant's abilities in each area. Acceptable scores are fair (2) or above.

Score	Function
	Screening - the process by which a client is determined appropriate and eligible for admission to a particular program.
	Intake - The administrative and initial assessment procedures for admission to a program
	Orientation - describing to the client the general nature and goals of the program, rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program, the hours and times services are available, treatment costs to be borne by the client if any, and client rights.
	Assessment - those procedures by which a counselor identifies and evaluates an individual's strengths, weaknesses, problems, and needs for the development of the treatment plan.
	Treatment Planning - the process by which the counselor and the client identify and rank problems needing resolution, establish agreed upon immediate and long term goals, decide on a treatment process and the resources to be utilized.
	Individual Counseling - a one-to-one counselor-client process for the purpose of assessing a client's problems and facilitating appropriate changes.
	Group Counseling - A process involving several clients for the purpose of jointly exploring the client's problems and facilitating appropriate changes.
	Family Counseling - A process of exploring the dynamics of the family system and facilitating appropriate changes.

	Case Management – Activities which bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.
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PG. 2 of 2

Applicant Name: _____

	Client Education – Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
	Referral - Identifying the needs of the client that cannot be met by the counselor or agency and assisting the client to utilize the support systems and community resources available.
	Reports and Record Keeping - charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.
	Consultation - relating with counselors and other professionals in regard to client treatment and services to assure comprehensive, quality care for the client.

Using the same scale, please evaluate the applicant on the following areas of interpersonal relationships with clients, based on your observations:

Score	Relationship Areas
	Respect for the client
	Care and concern for the client
	Genuineness with the client
	Empathy with the client
	Flexibility with the client
	Judgment with the client
	Spontaneity with the client
	Capacity for confrontation with the client
	Capacity for appropriate self-disclosure
	Sense of immediacy
	Concreteness
	Ability to set appropriate boundaries

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SUPERVISOR'S STATEMENT

Applicant's name _____

Supervisor's name _____

Program name _____

Address _____

Phone _____ Fax _____

How long have you supervised this applicant?

From (m/y) _____ to (m/y) _____

Number of Face-to-Face supervision hours: _____

Number of clients candidate supervises _____

_____ *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

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ALCOHOL AND DRUG ABUSE CERTIFICATION BOARD
OF GEORGIA, INC.

MISSION:

The Alcohol and Drug Abuse Certification Board of Georgia, Inc., is an independent, non-governmental and non-profit body.

This Board was formed in 1992 to offer certification to Alcohol and Drug Abuse Counselors and to supervisors in alcohol and drug counseling and is based on the standards and methods offered by the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, a multi-state and nation body organized to promote uniform professional standards and quality for the substance abuse counseling profession and to give the profession greater visibility in the U.S. and abroad. As a result of membership in IC&RC/AODA, our certified counselors may relocate to other states, the military services and other countries, and transfer their certification with a minimum of effort and expense.

Our goal is to provide competency-based certification that will assure quality care for those affected by sub-stance abuse. Certification is a voluntary process whereby professionals with a special interest in providing treatment to substance abusers and their families may receive recognition for their competency. The purpose is to establish professional standards which enable counselors, allied health professionals, health service providers, third party payors, employers, and the general public to recognize qualified professionals in this field. Certification offers evidence that standards of knowledge, skill, experience, and demonstration of competency have been met.

