



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

Dear 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.
	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. 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 300 hours including 6 hours each of Ethics, Telemental Health, HIV/AIDS and Trauma-Informed Care is required.
	4. Attached <i>copies of</i> certificates of attendance, in-service verifications, etc., in order listed. Originals will not be returned.
	5. An official copy of your highest level of education transcript has been requested to be sent to our office.
	6. Requested your current and/or past supervisors to complete the Supervisory forms that includes the Clinically Supervised Experience (100 hours of face-to-face clinical supervision per 2000 hours of experience) a supervisor’s Evaluation, and the Supervisor’s Statement totaling 4000/6000 experience hours. Find the Supervisor Packet under the Supervisor tab at www.ADACBGA.org
	7. 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.
	8. 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.

Once your application is reviewed you will be notified via mail if your application is still missing anything. **THIS REVIEW MAY TAKE UP TO 30 DAYS.** If your application is complete and approved you will be notified of eligibility to test and how to apply for the exam. The review process takes a minimum of two weeks and could take up to 30 days. You must pass the computer based exam to be eligible for certification.

Your CADC I and II or CAADC certification is valid for two 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, 5 hours of which must be in professional ethics, and submit a recertification fee.

Should you have any questions, please feel free to contact the office.

FEE SCHEDULE

APPLICATION FEE (NON REFUNDABLE)	\$150.00
EXAM FEE	
Computer Exam fee	\$180.00
RECERTIFICATION FEE (every two years)	
Online Recertification	\$150.00
Mail in Recertification	\$175.00



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CADC I, II and CAADC APPLICATION & BIOGRAPHICAL DATA

Please type or print legibly:

Name: _____

*A valid state or federally issued photo ID must be submitted with this application

Any other or previous name(s) used: _____

Address: _____

City _____ State _____ Zip _____ County _____

Work Name and Address: _____

City _____ State _____ Zip _____ County _____

Email: _____ 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. Some employers and potential employers use this site to verify Certification. 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)

Highest Education level completed:

High school or GED Associate Bachelors Masters Doctorate

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

Certification Level- Please check one

Certified Alcohol and Drug Counselor I _____

Certified Alcohol and Drug Counselor II _____

Certified Advanced Alcohol and Drug Counselor _____

If I do not qualify for the level chosen, I would accept the next level _____

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: _____

SUPERVISED DIRECT WORK EXPERIENCE
PAID OR VOLUNTEER

List in order, with last location first. Listing must demonstrate 4,000 hours for those candidates with a bachelor or above degree in a human service area and 6,000 hours for candidates *without* a bachelor's degree

Agency: _____

Address: _____

City, state, zip: _____

Supervisor: _____

Dates and hours of service: _____

Agency: _____

Address: _____

City, state, zip: _____

Supervisor: _____

Dates and hours of service: _____

Agency: _____

Address: _____

City, state, zip: _____

Supervisor: _____

Dates and hours of service: _____

Applicant Name: _____

EDUCATION (300 hours)

Number each certificate, list them in order on this sheet, and attach to the cover sheet.
Duplicate this sheet as needed.

No.	Title	Dates	Topic	Hours
1.			Ethics	
			Telemental Health	
			HIV/AIDS	
			Trauma-Informed Care	

PLEASE ATTACH COPIES OF CERTIFICATES OR REPORTS OF INSERVICE HOURS TO THIS COVER SHEETDO NOT SEND ORIGINALS- THEY WILL NOT BE RETURNED

Each Candidate must complete 6 hours each of Ethics, Telemental Health, HIV/AIDS and Trauma-Informed Care.

ALCOHOL AND DRUG ABUSE CERTIFICATION
BOARD OF GEORGIA, INC.

MISSION:

Our goal is to provide competency-based certification that will assure quality care for those affected by substance 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, attitudes and demonstration of competency have been met.

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

INFORMATION FOR THE CANDIDATE

This manual describes and outlines the requirements for certification for professionals desiring certification as alcohol and drug abuse counselors from the Alcohol and Drug Abuse Certification Board of Georgia, Inc.

The credentials offered at the reciprocal level are the Certified Alcohol and Drug Counselor (CADC I and II) and Certified Advanced Alcohol and Drug Counselor (CAADC). Those completing the certification process successfully are eligible to receive the international reciprocal credential from IC&RC, the ICADC (Internationally Certified Alcohol and Drug Counselor) or the ICAADC (Internationally Certified Advanced Alcohol and Drug Counselor).

An Alcohol and Drug Counselor is a person who, by virtue of special knowledge, training and experience, is uniquely able to inform, motivate, guide and assist persons affected by problems related to the use, abuse and/or addiction to alcohol and other drugs. For the purpose of certification, a counselor is defined as a person who has primary responsibility for client care with clients having a diagnosis of alcohol and/or drug abuse or dependence, prepares and reviews treatment plans, and documents client progress.

The CADC I must document a minimum of three (3) years or 6,000 hours and the CADC II or CAADC applicant must document a minimum of two (2) years or 4,000 hours experience of direct alcohol/drug abuse treatment with individual and/or group counseling.

The skills necessary to perform the following functions in a variety of treatment settings must be demonstrated to complete certification as an Alcohol and Drug Abuse Counselor.

Candidates must live or work 51% of the time within our jurisdiction at the time of initial certification.

These 12 Core Functions are:

1. Screening: The process by which a client is determined appropriate and eligible for admission to a particular program.
2. Intake: The administrative and initial assessment procedures for admission to a program.
3. 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 during which various services are available and the patient schedule, treatment costs to be borne by the client, if any, and the client's rights.
4. Assessment: Those procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.
5. 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, and decide on the treatment methods and resources to be used.
6. Counseling: The utilization of special skills to assist individuals, families or groups in achieving objectives through exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions, and decision making.
7. 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.
8. Crisis Intervention: Those services which respond to an alcohol and/or drug abuser's needs during acute emotional and/or physical distress.
9. Client Education: Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
10. Referral: Identifying 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.
11. Reports and Record Keeping: Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.
12. Consultation: Relating with counselors and other professionals in regard to client treatment and services to assure comprehensive, quality care for the client.

REQUIREMENTS FOR CERTIFICATION

APPLICATION REQUIREMENTS:

Applicants must live and/or work within the jurisdiction of the ADACBGA at least 51% of the time, or live in a nearby jurisdiction where IC&RC certification is not available.

1. **Experience:** Defined as supervised, paid or voluntary work experience in which the applicant has direct contact and responsibility for the AODA client. For a CADC II OR CAADC a total of 4,000 work experience hours must be documented. The CADC I (no degree) must document 6,000 work experience hours.
2. **Education:** Defined as formal classroom style education (workshops, seminars, online courses, institutes, in-services, and college/university work). One clock hour of education is equal to fifty (50) minutes of continuous instruction. For the purpose of certification, clock hours of education must be related to the knowledge and skill base associated with the counselor core functions. A minimum of six (6) hours of professional ethics education, A minimum of six (6) hours of telemental health education , A minimum of six (6) hours of HIV/AIDS education and a minimum of six (6) hours of trauma-informed care education must be documented as a part of the educational hours required. A total of 300 hours of addiction-specific education must be documented by copies of transcripts, certificates of attendance, in-service reports, etc. All candidates for CADC II certification must have a minimum of a bachelor's degree. Applicants for the CADC I need a minimum of a high school diploma or equivalency. Applicants for the Certified Advanced Alcohol and Drug Counselor must have a minimum of a Masters' Degree in a human service field with a clinical application. Official transcripts must be sent directly to the board from the college/university. **Such college/university credits must be from a college or university licensed or accredited by the local government in order to be eligible.**
3. **Supervised Practical Experience:** Defined as a supervised AODA setting which teaches the knowledge and skills of professional AODA counseling. This training may be part of the eligible work experience or may be completed under more than one supervisor or agency. A recommended minimum ratio is one (1) hour of supervision to ten (10) hours of practical experience. Examples of such training are observation, co-leading a skill area, solo experience, group supervision and supervision of process. A total of 300 supervised training hours must be documented, with a minimum of 10 hours in each of the twelve counselor core functions. Applicants must also receive a minimum of a total of 100 hours of face to face supervision during each 2000 hours of experience. Acceptable credentials for clinical supervisors are CCS, CADCI, CCDP, CCDP-D, CAADC, CACII, MAC or any licensed behavioral health professional such as LPC, LCSW, LMFT, RN, PsyD. or Psychiatrist who have a minimum of 5 hours of Co-Occurring or Addiction specific continuing education hours per year; certification of attendance/ completion may be requested. **For the best examination results, we recommend that some of your supervision experience come from an ADACBGA CCS (Certified Clinical Supervisor).**
4. **Evaluations:** The applicant must provide one evaluation from the latest work experience supervisor. Evaluations must be returned directly to the board by the supervisors, or they may be returned to the applicant *only if* they have been placed in a *sealed envelope with a signature across the back seal.*
5. **Code of Ethics:** The counselor must sign the code of ethics form provided in their application packet.

Once an applicant has been notified that their application is complete, they must schedule their examination within one year, or their application will expire and be closed and all fees paid are forfeited and non-refundable or applicable towards future applications or exam fees. A new application with all required paperwork and fees may have to be resubmitted in order to become certified.

EXAMINATION:

Once you receive notification that your application is complete, you will receive a test registration form. Complete the test registration form and return to our office along with payment. You will then be preregistered for the appropriate examination. Once you have been preregistered, the testing company will send final registration instructions via email. You will then select your testing date, time and location. You will have one year from date of preregistration to complete your examination.

The examination administered by the ADACBGA. are based on the Job Analysis for Alcohol and Drug Abuse Counselors, and Advanced Alcohol and Drug Abuse Counselors, conducted by the IC&RC. The tests have been proved valid, reliable, and legally defensible. In order to sit for the examination, the applicant must meet all application requirements and submit an exam registration form for the CADC I or II or CAADC examination, at which time a letter of instruction on how to register for the computer based examination will be sent to the applicant after all application requirements have been met. The examination fee is \$180 each time you sit for the exam.

Applicants must successfully pass the examination within two (2) years, and may only fail twice (2)... If failed examination twice, the application process must begin with new paperwork, supervision with an ADACBGA Certified Clinical Supervisor, education hours, and payment of application and examination fee. All fees paid are forfeited, non-refundable and may not be applied to future applications or examination fee.

REQUIREMENTS FOR RECERTIFICATION

CADC I and II and CAADC certification is for a period of two (2) years. Counselors will be notified of certificate expiration via email approximately six to eight (8) weeks prior to submission deadline, however it is your responsibility to keep your certification in effect.

Candidates for recertification are required to provide documentation to the board that they have completed 40 contact hours of professional education and development during the previous two (2) years, five (5) of these hours must be in professional ethics. The training must relate to Alcohol and Drug Abuse Counseling and should include training in the development of professional skills described in the 12 core functions.

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 two (2) years. A new application and fees must be submitted and testing taken again.

CODE OF PROFESSIONAL ETHICS:

Modeled after the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) Ethical Standards.

Principle 1: Non-Discrimination

The substance abuse professional should not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

Principle 2: Responsibility

The substance abuse professional should espouse objectivity and integrity and maintain the highest standards in the services the counselor offers.

- a. The substance abuse professional, as teacher, should recognize the counselor's primary obligation to help others acquire the knowledge and skill in dealing with the disease of chemical dependency.
- b. The substance abuse professional, as practitioner, should accept the professional challenge and responsibility deriving from the counselor's work.

Principle 3: Competence

The substance abuse professional should recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client and of the profession as a whole. The counselor should recognize the need for ongoing education as a component of professional competency.

- a. The substance abuse professional should prevent the practice of substance abuse counseling by unqualified and unauthorized persons.
- b. The substance abuse professional who is aware of unethical conduct or of unprofessional modes of practice should report such violations to the appropriate certifying authority.
- c. The substance abuse professional should recognize boundaries and limitations of the counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d. The substance abuse professional should recognize the effect of professional impairment on professional performance and should be willing to seek appropriate treatment for oneself or for a colleague. The counselor should support peer assistance programs in this respect.

Principle 4: Legal Standards and Moral Standards

The substance abuse professional should uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The substance abuse professional should not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b. The substance abuse professional should not use the affiliation with the ADACBGA. for purposes that are not consistent with the stated purposes of the board.
- c. The substance abuse professional should not associate with or permit the counselor's name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The substance abuse professional associated with the development or promotion of books or other products offered for commercial sale should be responsible for ensuring that such books or products are presented in a professional and factual way.

Principle 5: Public Statements

The substance abuse professional should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The substance abuse professional who represents the field of alcoholism counseling to clients, other professionals or to the general public should report fairly and accurately the appropriate information.
- b. The substance abuse professional should acknowledge and document materials and techniques used.
- c. The substance abuse professional who conducts training in alcoholism or drug abuse counseling skills or techniques should indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

Principle 6: Publication Credit

The substance abuse professional should assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The substance abuse professional should recognize joint authorship, major contributions of a professional character, made by several persons to a common project. The author who has made the principle contribution to a publication should be identified as first listed.
- b. The substance abuse professional should acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c. The substance abuse professional should acknowledge, through specific citations, unpublished, as well as published material, that has directly influenced the research or writing.
- d. The substance abuse professional who compiles and edits for publication the contributions of others should list oneself as editor, along with the names of those others who have contributed.

Principle 7: Client Welfare

The substance abuse professional should respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a. The substance abuse professional should define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The substance abuse professional, in the presence of professional conflict should be concerned primarily with the welfare of the client.
- c. The substance abuse professional should terminate counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- d. The substance abuse professional, in referral cases, should assume the responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the substance abuse professional should carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and should act in the best interests of the client.
- e. The substance abuse professional who asks a client to reveal personal information from other professionals or allows information to be divulged should inform the client of the nature of such transactions. The information released or obtained with informed consent should be used for express purposes only.
- f. The substance abuse professional should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The substance abuse professional should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.
- h. The substance abuse professional should collaborate with other health care professionals in providing a supportive environment for the client who is receiving prescribed medications.

Principle 8: Confidentiality

The substance abuse professional should embrace, as a primary obligation, the duty of protecting the privacy of clients and should not disclose confidential information acquired, in teaching, practice or investigation.

- a. The substance abuse professional should inform the client and obtain 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 observation of an interview by another person.
- b. The substance abuse professional should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The substance abuse professional should reveal information received in confidence only when there is clear and imminent danger to the client or to other persons and then only to appropriate professional workers or public authorities.
- d. The substance abuse professional should discuss the information obtained in clinical or consulting relationships only in appropriate settings and only for professional purposes clearly concerned with the case. Written and oral reports should present only data germane to the purpose of the evaluation and every effort should be made to avoid undue invasion of privacy.
- e. The substance abuse professional should use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

Principle 9: Client Relationships

The substance abuse professional should inform the prospective client of the important aspects of the potential relationship.

- a. The substance abuse professional should 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.
- b. The substance abuse professional should inform the designated guardian or responsible person of the circumstances which may influence the relationship, when the client is a minor or incompetent.
- c. The substance abuse professional should not enter into a professional relationship with members of one's own family, intimate friends or close associates or others whose welfare might be jeopardized by such a dual relationship.
- d. The substance abuse professional should not engage in any type of sexual activity with a client.

Principle 10: Inter-professional Relationships

The substance abuse professional should treat colleagues with respect, courtesy and fairness and should afford the same professional courtesy to other professionals.

- a. The substance abuse professional should not offer professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b. The substance abuse professional should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

Principle 11: Remuneration

The substance abuse professional should establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a. The substance abuse professional should consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.
- b. The substance abuse professional should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor should not engage in fee splitting.
- c. The substance abuse professional in clinical or counseling practice should not use one's relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- d. The substance abuse professional should not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its clients by members of its staff and in such instances the client must be fully apprised of all policies affecting the client.

Principle 12: Societal Obligations

The substance abuse professional should advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism or other forms of drug addiction. The counselor should inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and should act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The substance abuse professional should adopt a personal and professional stance which promotes the well-being of all human beings.