APPLICATION REQUIREMENTS and COMPONENTS
E-CADC

Applicants must live and/or work in Georgia at least 51% of the time or live in a nearby jurisdiction where no E-Counseling/TeleMental health endorsements are available, at the time of initial E-CADC endorsement.

1. **Current Credential(s):** Applicants for the E-CADC must already hold a certification or licensure that grants an independent scope of practice prior to applying for the E-CADC (i.e., CADC-II, CAADC, CACII, LPC, LMFT, LCSW, Licensed PsyD, etc.). If the individual holds a CADC-II or CAADC through the ADACBGA, the individual may indicate that on the Application & Biographical Data sheet without the need to provide copies. If the individual is applying for the E-CADC under the auspices of an independent scope of practice granted by a non-ADACBGA certifying or licensing body, the applicant must provide a copy of their current, unexpired certification or licensure with this application.

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 not less than fifty (50) minutes of continuous instruction. For the purpose of the E-CADC endorsement, clock hours of education must be related to the knowledge and skill base associated with TeleMental Health/E-Counseling and must be awarded by an established and approved entity that is specifically approved by the ADACBGA to provide the training for the E-CADC endorsement. A minimum of six (6) hours of professional ethics in E-Counseling, six (6) hours of Clinical Principles/Treatment Modalities in E-Counseling, and six (6) hours in Legal and Jurisdictional Implications of E-Counseling must be documented as a part of the educational hours required for initial E-CADC endorsement.

   The following are the current approved training providers and/or curriculums for the initial E-CADC endorsement:
   - New College Institute STAR Telehealth’s nine (9) BC-TMH training modules: [http://www.startelehealth.org/credentials](http://www.startelehealth.org/credentials)
   - Telehealth Certification Institute’s TeleMental Health training courses and/or webinars: [https://telementalhealthtraining.com/thtc-certificate-courses/product/listing](https://telementalhealthtraining.com/thtc-certificate-courses/product/listing)

3. **Code of Ethics:** The applicant must initial and sign the “Assurance and Release Ethics Statement” form provided in the application packet to indicate he or she has read and understands an ADACBGA professional’s obligations to uphold the ADACBGA Code of Ethics and other professional norms of the field.

4. **Scheduling the E-CADC Exam:** Once a candidate’s application is deemed complete, the ADACBGA Board Administrator will generate an email to the candidate that includes a link to schedule their exam. They must schedule their examination within one year, or their application will expire and be closed, and all fees paid will be forfeited. Forfeited fees are non-refundable and are not applicable towards future applications or exam fees. A new application with all required paperwork and fees must be submitted if a candidate does not schedule their examination within one year of their application being deemed complete.
Dear Applicant:

Initial E-CADC Application reviews may take up to **30 days**.

Please use the following **APPLICATION CHECKLIST** to ensure that your application is complete:

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<td>1.</td>
<td>Completed <strong>Application and Biographical Data</strong> sheet.</td>
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<td>2.</td>
<td>Completed <strong>Education</strong> form(s). Number each certificate and list them in order on the cover sheet.</td>
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<td>3.</td>
<td>Attached <strong>copies of</strong> certificates of attendance, in-service verifications, etc., numbered and in the order listed. Originals will not be returned.</td>
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<td>4.</td>
<td>Attached <strong>copies of</strong> any certification(s) or licensure(s) not issued by the ADACBGA under the auspices of which I am seeking the E-CADC endorsement.</td>
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<td>5.</td>
<td>Completed <strong>Assurance and Release Ethics Statement</strong> form.</td>
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<td>6.</td>
<td>Included <strong>Application Fee</strong> of <strong>$150</strong> by check or money order with completed application packet <strong>OR</strong> paid online with a credit card at <a href="https://www.adacbga.org/payments">https://www.adacbga.org/payments</a>.</td>
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<td>7.</td>
<td>Mailed the completed application packet to the ADACBGA office at 777 Cleveland Ave SW, Suite 605, Atlanta, GA, 30315 via <strong>REGULAR MAIL</strong>. <strong>Allow at least 30 days for application processing.</strong></td>
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Once your application is reviewed you will be notified via mail and/or email if your application is missing anything or needs clarification to be deemed complete. **THIS REVIEW MAY TAKE UP TO 30 DAYS.** Upon your application being deemed complete, you will be notified of eligibility to test and how to schedule the exam. You must pay the Examination Fee once your Application is deemed complete before you will be able to schedule an exam date and time. You must pass the E-CADC exam (typically administered via computer at your home or office utilizing secure browser technology) to be eligible for issuance of the E-CADC endorsement.

Your E-CADC endorsement is valid for two years from the date of issue. In order to maintain your endorsement, you must document a total of six (6) hours of continuing education in the two-year period related specifically to E-Counseling/TeleMental Health. You must also submit a recertification fee of $75.

Should you have any questions, please feel free to contact the office or write to the ADACBGGA Certification Committee.

**FEE SCHEDULE**

**APPLICATION FEE (non-refundable)**  
APPLICATION FEE  
$150.00

**EXAM FEE**  
$150.00

**Total Initial Certification Fees**  
$300.00

**RECERTIFICATION FEE (every two years)**

Online Recertification  
$75.00

Mail in Recertification  
$100.00
E-CADC 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 Phone: ___________________________

*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-

Race: ________________ Ethnicity: ☐ Hispanic  ☐ Non-Hispanic

(For statistical purposes only)

Highest Education level completed:
☐ Diploma or GED   ☐ Associates   ☐ Bachelors   ☐ Masters   ☐ Doctorate

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

___________________________________________________________________________

Currently hold (please check all that apply):

☐ CADCII   or  ☐ CAADC   and/or   ☐ Other (include copy): ______________________________________

Has certification or license been denied or revoked by any other board:  ☐ Yes  ☐ No

If yes, please explain on a separate sheet.

Revised 05/2020
EDUCATION (18 hours minimum)
Number each certificate, list them in order on this sheet, and attach to the cover sheet.
Duplicate this sheet as needed.

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PLEASE ATTACH COPIES OF CERTIFICATES OR TRANSCRIPTS TO THIS COVER SHEET.

The following are the current approved training providers and/or curriculums for the initial E-CADC endorsement:

- AllCEUs’ E-Therapy Certificate: https://www.allceus.com/certificate-tracks/e-therapy-counseling-certificate/
- New College Institute STAR Telehealth’s nine (9) BC-TMH training modules: http://www.startelehealth.org/credentials
- Telehealth Certification Institute’s TeleMental Health training courses and/or webinars: https://telementalhealthtraining.com/thtc-certificate-courses/product/listing
ASSURANCE AND RELEASE
ETHICS STATEMENT

Applicant: Please initial next to each statement before signing at the bottom to indicate you have read and understand your obligations to uphold the ADACBGA Code of Ethics and other professional norms of the field.

_______(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 ADACBGA Code of Ethics, NAADAC Code of Ethics, and any other codes of ethical conduct 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 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. I understand that I must keep my contact information up-to-date with the ADACBGA at all times, as failure to retrieve a certified letter or respond to an email shall not be a valid reason to failure to respond to official correspondence from the ADACBGA and/or the Ethics Committee.

_______(Initial) I agree to have my current valid certificate from ADACBGA on display or easily accessible if I am providing treatment to service recipients.

_______(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.
EXAMINATION:

Once you receive notification that your application is complete, you will receive information from the ADACBGA Board Administrator via e-mail to be pre-registered for the E-CADC examination. Once you have been pre-registered, the testing company will send final registration instructions via email. You will then select your testing date and time. You will have one year from the date of pre-registration to complete your examination.

The examination fee is $150 each time you sit for the exam.

Applicants must successfully pass the examination within one (1) year and may only fail two (2) times. In the event the E-CADC examination is not successfully passed after two (2) attempts, the applicant will be required to seek additional education hours related to E-Counseling/TeleMental Health, and payment of the examination fee for each additional attempt. All fees paid are forfeited, non-refundable and may not be applied to future applications or examination fee.

REQUIREMENTS FOR RE-CERTIFICATION:

E-CADC endorsement 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 re-certification are required to provide documentation to the board that they have completed at least six (6) contact hours of professional education and development during the previous two (2) years specifically related to E-Counseling/TeleMental Health.

Educational contact hours for re-certification must be awarded be an accredited college/university or indicate an ADACBGA CE approval number on the Certificate of Completion.

Once a certification’s expiration date has been reached, re-certification 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. Re-instatement after the expiration date may also result in additional, documented Clinical Supervision requirements, and re-instatement can only occur after approval from the Certification Committee or President of the ADACBGA.

If, after all attempts to contact the E-CADC professional have failed, portfolios will be discarded once the certificate has expired for one (1) year. A new application including all fees and testing must occur after a credential has been expired for greater than one (1) year.
MISSION:

The goal of the Alcohol & Drug Abuse Certification Board of Georgia, Inc. (ADACBGA) is to protect the public through the provision of competency-based credentials that will assure quality care for individuals living with substance use disorders or other process addictions. ADACBGA Certification is a voluntary process whereby professionals with a special interest in providing treatment to individuals with substance use disorders and/or other process addictions 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. ADACBGA 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. (ADACBGA) is an independent, non-governmental, 501c3 non-profit organization that is the largest SUD treatment and recovery professional’s certification board in the State of Georgia.

The ADACBGA was formed in 1992 to offer certification to Alcohol and Drug Abuse Counselors and to Clinical Supervisors in alcohol and drug counseling. The board is based on the standards and methods offered by the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC), an international body organized to promote uniform professional standards and quality for the substance use disorder counseling profession and to give the profession greater visibility in the United States and around the world. As a result of membership in IC&RC, our certified counselors may relocate to other states, the military services, other countries, and they may transfer their credentials with a minimum of effort and expense.
The 12 Core Functions of the Alcohol & Drug Counselor:

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 regarding client treatment and services to assure comprehensive, quality care for the client.
CODE OF PROFESSIONAL ETHICS:

Modeled after the National Association of Alcohol 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 ADACBGGA 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.

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 contribution 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 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.