



ADDICTION PROFESSIONAL SERVICES

8894 GREENBACK LANE • ORANGEVALE, CALIFORNIA USA 95662-4019 • E-MAIL APS@APSCAL.ORG
WWW.APSCAL.ORG

Certified Addiction Counselor (CAC) Application

The Certified Addiction Counselor (CAC) Credential is available to addiction professionals who document at least 155 hours of formal education in alcohol and other drug (AOD) coursework, at least 2,080 hours or one year full-time clinical experience, 160 hours of supervised clinical experience (may be included within 2,080 hours of clinical experience), and have passed the nationally-administered Addiction Counselor Exam (ACE).



ELIGIBILITY

FORMAL EDUCATION

One hundred fifty-five (155) hours formal education in alcohol and other drug (AOD) studies

EXPERIENCE

2,080 hours (approximately one year full time work)
in an alcohol and other drug (AOD) abuse or substance use disorders (SUD) program

SUPERVISED EXPERIENCE

160 hours of supervised experience (may be included in overall experience, identified above)
in an alcohol and other drug (AOD) abuse or substance use disorders (SUD) program

EXAM

Must pass the nationally-administered Addiction Professional Exam or "ACE" Exam administered daily at over 500 exam centers located throughout the United States and Canada

EXAM WAIVER

Applicant will not be required to take the ACE Exam if provides documentation that he or she has already passed any one of the following exams:

RAS Exam administered by Breining Institute
ADC or AADC exam administered by ICRC
CAS exam administered by CAARR
CATC exam administered by CAADE

RECIPROCITY

If applicant holds or held one of these certifications during the time that the certifications have been accredited by NCCA, education / experience / examination documentation will not be required:

RAS from Breining Institute; CAS from AAHCP; CDAAC from ACADC;
CAS from CAARR; CATC from CAADE; CAODC from CADDTP;
CADC II from CAADAC; CCDC from CCBCDC; FACT from CCARTA; CSAC from IACC

RENEWAL REQUIREMENT

Every two years
Complete a minimum of 40 hours continuing education (CE) in AOD topics every two years



Credential for the Addiction Professional

Certified Addiction Counselor (CAC) Application

Addiction Professional Services • 8894 Greenback Lane • Orangevale, California USA 95662-4019 • Facsimile (916) 987-8823

SECTION 1. Please type or print all of your information clearly. Incomplete applications will not be processed.

[Grid for First Name]

First Name

[Grid for Middle Name]

Middle Name

[Grid for Last Name]

Last Name

[Grid for Address]

Address (Number, Street, Apartment or Suite Number)

[Grid for City]

City

[Grid for State]

State (or Province)

[Grid for USA Zip Code]

USA Zip Code

[Grid for Country]

Country (other than USA)

[Grid for Country Code]

Country Code

[Grid for Primary Telephone Number]

Primary Telephone Number (including Area Code)

[Grid for Secondary Telephone Number]

Secondary Telephone Number (including Area Code)

[Grid for E-mail Address]

E-mail Address

SECTION 2. This information is for verification purposes. Please print your information clearly.

[Grid for Social Security Number]

Social Security Number (last 4 numbers only)

[Grid for Date of Birth]

Date of Birth (Month-Day-Year)

[Grid for Gender]

Male Female

SECTION 3. Credit Card Payment Information (if paying by credit card). Please circle type of card: VISA or MasterCard

[Grid for Credit Card Number]

Credit Card Number

[Grid for Expiration date]

Expiration date

[Grid for Full Name on Credit Card]

Full Name on Credit Card

Billing Address for Credit Card (if different than address listed above)

STATE

ZIP CODE

The undersigned authorizes the following charge, not to exceed \$175.00, to this credit card (check mark one of the following):

- ACE examination fee. Nonrefundable.
Reciprocity / Exam Waiver fee. Nonrefundable. Exam not required if already certified by qualifying certification agency.

Authorized Credit Card Signature

Date

SECTION 4. REQUIRED FORMAL EDUCATION.

Formal alcohol and other drugs (AOD) education, documented with transcripts from the educational institution providing such education, must include the curriculum contained within the Addiction Counseling Competencies, *Technical Assistance Publication Series 21 (TAP 21)*, including:

Understanding Addiction - includes understanding theories of addiction, recognizing social and cultural factors within which addiction exists, behavioral and physical effects of psychoactive substances, and recognition of potential for substance abuse disorders to co-exist with other medical and psychological disorders.

Treatment Knowledge - includes philosophies and practices of generally accepted models of treatment, recovery, relapse prevention and continuing care for addiction, the importance of family and community systems in the treatment and recovery process, recognizing the importance of ongoing study in clinical practice, and understanding of multidisciplinary, non-traditional or various approaches to addiction treatment.

Communicable Diseases - includes tuberculosis, HIV disease and Hepatitis C.

Application to Practice - includes understanding diagnostic criteria for addiction treatment and placement, providing the appropriate treatment in consideration of a client's personal and cultural background situation, and familiarity with the acceptable range of medical and pharmacological resources available for treatment.

Special Populations - includes aging individuals; individuals with co-occurring disorders (e.g. alcoholism and mental illness); individuals with post traumatic stress disorder (PTSD); individuals with disabilities; diverse populations; individuals with cultural differences; individuals on probation / parole, etc.

Professional Readiness - includes personal and professional growth; understanding supervision in the delivery of client services; professional obligations to adhere to ethical standards; understanding of and participation in prevention as well as treatment programs; an understanding of procedures for handling crises or dangerous situations; and coursework related to the prevention of sexual harassment.

SECTION 5. RECIPROCITY AND EXAM WAIVER REQUEST

All candidates for the Certified Addiction Counselor (CAC) Credential must meet all of the requirements, including 155 hours formal AOD education; 2,080 hours clinical experience; 160 hours supervised clinical experience; and passing a psychometrically validated exam.

The “reciprocity” or “exam waiver” eligibility is NOT a “grandparenting” exemption to satisfying the above requirements.

The “reciprocity” or “exam waiver” may be granted if it is determined by APS that the CAC candidate has already satisfied the various eligibility requirements, through alternate documentation of those requirements.

EXAM WAIVER:

If you have passed one of these exams, you will not need to take the ACE Exam. Include proof of exam with CAC Application.

The Addiction Counselor Exam or “ACE” Exam is a psychometrically validated exam that tests candidate skills and knowledge in the formal education topics identified at Section 4, above, and has been subjected to independent evaluation and accreditation by the National Commission for Certifying Agencies (NCCA). Alternate exams that are substantially similar to the ACE Exam, that are based upon the same criteria as identified in Section 4, and that have been reviewed and vetted by the NCCA, have been deemed acceptable substitutes for the ACE Exam. Therefore, if the candidate documents that he or she has passed one of the following exams, which can be documented by showing applicable certification from those agencies, then the ACE Exam will not be required:

Registered Addiction Specialist (RAS) exam
administered by Breining Institute

Alcohol and Drug Counselor (ADC) or Advanced Alcohol and Drug Counselor (AADC) exam
administered by International Certification and Reciprocity Consortium (ICRC)

Certified Alcoholism and other Drug Addiction Specialist (CAS) exam
administered by California Association of Addiction Recovery Resources (CAARR)

Certified Addictions Treatment Counselor (CATC) exam
administered by California Association for Alcohol/Drug Educators (CAADE)

RECIPROCITY:

If you hold (or held) one of these certifications during the effective dates, further education / experience / examination documentation will not be required. Include copy of certificate (or other proof of certification) with CAC Application.

Recognition of previously acquired certification as proof that the candidate has met the formal education and experience requirements for eligibility to be awarded the CAC Credential, without the need for additional documentation, is available to individuals who document that they have been awarded nationally-accredited certification that has, as its underlying eligibility, the same minimum eligibility requirements for the CAC Credential. The following are the nationally-accredited certifications that have been deemed acceptable for the purpose of documenting the minimum requirements for eligibility to be awarded the CAC Credential, and you must hold or have held the certification on or after the effective date of its initial accreditation, and before expiration of such accreditation, by NCCA:

Registered Addiction Specialist (RAS)
issued by Breining Institute – Effective date: August 8, 2006

Certified Addiction Specialist (CAS)
issued by the American Academy of Health Care Providers in the Addictive Disorders - Effective date: May 31, 2010

Certified Drug, Alcohol and Addiction Counselor (CDAAC)
issued by Association for Christian Alcohol and Drug Counselors - Effective date: August 31, 2007 to January 9, 2013

Certified Alcoholism & Other Drug Addictions Recovery Specialist (CAS)
issued by the Board for Certification of Addiction Specialists, the certification agency affiliated with the California Association of Addiction Recovery Resources (CAARR) - Effective date: March 31, 2007

Certified Addiction Treatment Counselor (CATC)
issued by the California Association for Alcohol / Drug Educators (CAADE) - Effective date: September 30, 2007

Certified Alcohol & Other Drug Counselor (CAODC)
issued by California Association of Drinking Driver Treatment Programs (CADDTP) - Effective date: September 30, 2007

Certified Alcohol and Drug Counselor II (CADC II)
issued by the California Certification Board of Alcohol and Drug Counselors, the certification agency affiliated with the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) - Effective date: October 31, 2006

Certified Chemical Dependency Counselor (CCDC)
issued by the California Certification Board for Chemical Dependency Counselors (CCBCDC) - Effective date: September 30, 2007 to March 26, 2013

Forensic Addictions Corrections Treatment (FACT) certification
issued by the Center for Criminality Addiction Research Training and Application (CCARTA) - Effective date: September 30, 2007 through 2010

Certified Substance Abuse Counselor (CSAC)
issued by the Indian Alcoholism Commission of California (IACC) - Effective date: September 30, 2007 to May 2, 2013

SECTION 6. GENERAL AOD CLINICAL EXPERIENCE (please duplicate this page for each different employer or volunteer agency)

- You will need to document 2,080 hours (approximately one year full time work) of clinical experience as an alcohol or other drug (AOD) or addiction counselor.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Applicant Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your Title or Position with the Agency / Organization

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Supervisor

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title / Position of Supervisor

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Agency / Organization

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address (Number, Street, Apartment or Suite Number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--

--	--	--	--

State (or Province)

USA Zip Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country (other than USA)

Country Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Agency's Main Telephone Number (including Area Code)

Supervisor's Direct Telephone Number (including Area Code)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Web Site Address

Dates and hours associated with AOD counseling activities within this organization (full time equals 2,080 hours per year):

From:		To:		Total Hours:	
	Month / Year		Month / Year		Approximate

Job Description:

Attestation of Agency / Organization Representative: I attest the above information is true and correct.

Printed name of Agency Representative

Signature

Date

SECTION 8. CODE OF CONDUCT

Sign this Code of Conduct at the space provided below.



Certified Addiction Counselor (CAC)

CODE OF CONDUCT

Principle 1:

Certified Addiction Counselors (CAC) (hereinafter "Counselors") shall conduct themselves in an honest, forthright and professional manner. Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a Counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;
- c. Refusal or failure to provide proper identifying registration, credential, certification or license where appropriate or required (e.g., when offering or providing alcohol and other drug (AOD) counseling services, on business cards, on informational or marketing materials, etc.);
- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in California Business and Professions Code sections 17200, *et seq.*

Principle 2:

Counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful manner, and are prohibited from:

- a. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- b. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- c. Engaging in a business relationship with clients, patients, program participants, residents and/or other persons significant to them within one year from the termination of the counseling relationship;
- d. Physically, verbally, sexually harassing, threatening or abusing other staff members, clients, patients, program participants, residents and/or other persons significant to any of the above;
- e. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public.

Principle 3:

Counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements and patient/client records access. Counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to, Title 42 Code of Federal Regulations Part 2, Child Abuse, Elder Abuse and Public Safety laws and Regulations;
- b. Failing to maintain records consistent with the nature of the services being rendered;
- c. Refusing or denying patient/client access to charts and records as required by law;
- d. Violating, attempting to violate or conspiring to violate any law or regulation governing AOD registrants, certified or licensed AOD counselor.

Print name

Signature

Date

