

REQUIREMENTS FOR CERTIFICATION

Applicants must meet all requirements to obtain certification, including, an approved application, passing an examination and payment of all appropriate fees.

The following chart details the minimum requirements for certification based on work experience, supervised practical experience and training/education:

Certification Level	Degree Requirement	Required Work Experience	Supervised Practical Experience	Training/ Education	Required Written Examinations
CADC	High School/GED	2 years (4,000 hours) of paid AODA qualified work experience in the past four years	150 Hours	<p style="text-align: center;">225 Hours</p> <p><u>100 hours</u> AODA Specific</p> <ul style="list-style-type: none"> • 15 hours Addiction Treatment Services for Women and/or their Families* • 15 hours Addiction Treatment Services for Adolescents and/or their Families* <p><u>6 hours</u> Professional Ethics and Responsibility</p> <p><u>119 hours</u> Performance Domains (refer to p. 5 for list)</p>	CADC Illinois Examination
CRADC	High School/GED	3 years (6,000 hours) of paid AODA qualified work experience in the past five years	300 Hours	<p style="text-align: center;">300 hours</p> <p><u>160 hours</u></p> <ul style="list-style-type: none"> • 30 hours Addiction Treatment Services for Women and/or their Families** • 30 hours Addiction Treatment Services for Adolescents and/or their Families** <p><u>6 hours</u> Professional Ethics and Responsibility</p> <p><u>134 hours</u> Performance Domains (refer to p. 5 for list)</p>	CADC Illinois Examination and ICRC Reciprocal Examination

*For CADC, of the 100 education hours required for AODA specific 15 hours must be education in Addiction Treatment Services for Women and/or their Families, and 15 hours must be education in Addiction Treatment Services for Adolescents and/or their Families.

**For CRADC, of the 160 education hours required for AODA specific 30 hours must be education in Addiction Treatment Services for Women and/or their Families, and 30 hours must be education in Addiction Treatment Services for Adolescents and/or their Families.

Certification Level	Degree Requirement	Required Work Experience	Supervised Practical Experience	Training/ Education	Required Written Examinations
CSADC	High School/GED	5 years (10,000 hours) of paid AODA qualified work experience in the past seven years 1 of the 5 years - clinical supervisor of AODA counselors	300 Hours	<p>350 hours</p> <p><u>190 hours</u></p> <ul style="list-style-type: none"> 45 hours Addiction Treatment Services for Women and/or their Families* 45 hours Addiction Treatment Services for Adolescents and/or their Families* <p><u>6 hours</u> Professional Ethics and Responsibility</p> <p><u>30 hours</u> Clinical Supervision</p> <p><u>124 hours</u> Performance Domains (refer to p. 5 for list)</p>	CADC Illinois Examination and ICRC Reciprocal Examination and ICRC Supervisor Examination
CAADC	Minimum of a Masters Degree in a Behavioral Science with a Clinical Application from an Accredited College or University	1 year (2,000 hours) of paid supervised AODA specific work experience in the past four years	300 Hours	<p>180 Hours</p> <p><u>180 hours</u> – AODA Specific to include</p> <p><u>6 hours</u> Professional Ethics and Responsibility**</p> <p>and</p> <ul style="list-style-type: none"> 45 hours Addiction Treatment Services for Women and/or their Families** 45 hours Addiction Treatment Services for Adolescents and/or their Families** 	ICRC AAODA Examination

*For CSADC, of the 190 education hours required for AODA specific 45 hours must be education in Addiction Treatment Services for Women and/or their Families, and 45 hours must be education in Addiction Treatment Services for Adolescents and/or their Families.

**For CAADC, of the 180 education hours required for AODA specific 6 hours must be on Professional Ethics and Responsibility, 45 hours must be education in Addiction Treatment Services for Women and/or their Families, and 45 hours must be education in Addiction Treatment Services for Adolescents and/or their Families.

Work Experience

ICB defines qualified work experience as paid, supervised work experience in a position where at least 51% of the applicant's time is spent providing direct, primary alcohol and other drug abuse counseling. Volunteer work is not applicable. The applicant minimally must have primary responsibility for providing drug and alcohol counseling to an individual and/or group, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in addiction counseling.
For CADC and CRADC only:

- A **Bachelor's degree or higher** that is clinically focused from an accredited school of higher education with a course of study in behavioral sciences (i.e. community counseling, mental health, social work, rehabilitation counseling, criminal justice, psychology, sociology), with at least twenty (20) semester hours, thirty (30) quarter hours or 300 clock hours of AODA specific training will substitute for one year (2000 hours) of employment.
- An **Associate's degree** that is clinically focused from an accredited school of higher education with a course of study in behavioral sciences (i.e. community counseling, mental health, social work, rehabilitation counseling, criminal justice, psychology, sociology), with at least twenty (20) semester hours, thirty (30) quarter hours or 300 clock hours of AODA specific training will substitute for six (6) months (1000 hours) of employment.

Applicants must supply an official transcript indicating completion of the course of study and the award of the degree. ICB reserves the right to disqualify any course of study that does not meet the requirement of a behavioral science.

Counseling of the adjuvant nature (i.e. life skills, recreation, music, etc.) generally does not meet the employment standard for counselor certification.

A nonresident of Illinois pursuing a reciprocal level credential (CRADC, CSADC, and CAADC) is eligible for ICB certification, if at least 51% of the applicant's work experience in the last 90 days prior to application was performed in an Illinois licensed treatment facility.

Supervision

Clinical supervision is the process of assuring the AODA counselor is provided monitoring and feedback to assure quality AODA services are being delivered. The applicant must submit documentation of on-the-job clinical supervision in the 12 core skill areas of counseling. No single core skill area is to be performed for fewer than ten (10) hours. CAADC applicants are required to document additional hours in the following: Family and Community Education, Professional and Ethical Responsibilities, Research, Design Analysis and Utilization, and Clinical Supervision. Supervised hours are understood to be face-to-face supervision. Hours that the counselor spends providing AODA counseling services are NOT counted as supervision.

Realizing that supervision may take place in a variety of settings and have many faces, ICB determined not to place limiting criteria on qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's Technical Assistance Publication Number 21. TAP 21 defines supervision/clinical supervision as: the administrative, clinical and evaluative process of monitoring, assessing and enhancing counselor performance.

Education

- High School or GED.
- CAADC requires a Master's degree.
- Documentation that applicant has obtained a diploma, or a degree or certificate of completion from an institution accredited by the US Department of Education's Office of Post Secondary Education.
- All required education may be alcohol and other drug specific as long as they include the specified number of hours of education pertaining to specialized alcohol and drug treatment services for women and adolescents.
- Performance domains are: assessment, case management, professional responsibility, counseling and client, family and community education
- Sources of education are college courses, seminars, conferences, in-services, lectures, etc.
 - 1 college semester hour = 15 clock hours, 1 college quarter hour = 10 clock hours, 1 college trimester hour = 12 clock hours

A thorough understanding of the 12-step fellowship philosophy and process is an essential tool for addiction counselors. ICB strongly encourages familiarity with the 12-step fellowship process to promote personal and professional growth.