

TABLE OF CONTENTS

Preface.....	1
Purpose.....	1
Rationale.....	1
ICB Philosophy Statement.....	1
Introduction.....	2
Definition and Setting.....	2
Counselor Certification Levels.....	2
Requirements for Certification.....	3
Work Experience.....	4
Supervision.....	5
Education.....	5
Certification Examination.....	6
Accountability.....	7
How to Apply.....	7
Review of Materials.....	7
Transition to Another Level.....	7
Certification Time Period.....	8
Fees.....	8
Certification Maintenance and Recertification.....	8
Continuing Education Policy.....	9
Sources of Continuing Education.....	10
Agency Inservice Education and Training Programs.....	10
Validation of Continuing Education.....	10
Procedures for Counselors to Petition for CEUs.....	10
Extension of Continuing Education Requirements.....	11

Inactive Status	11
Retired Emeritus Status	12
Terminated Certification.....	13
Counselor Assistance	13
Appeal Process.....	14
Disciplinary Review Process.....	14
AODA Counselor Core Functions and Skills.....	14

PREFACE

This document defines the role, purpose, functions and responsibilities of the certified alcohol and other drug abuse counselor, and establishes a fair methodology for evaluation of competency. The credential defines minimum acceptable standards for the certified alcohol and other drug abuse (AODA) counselor knowledge and skills to insure that the AODA counselor meets an acceptable standard of competency.

Competency Based - This professional, voluntary certification system is competency based, meaning that the minimum standards for AODA counselors are the knowledge and skill base identified for the profession. The competencies are specific to alcohol and other drug abuse/dependency counseling, thus distinguishing this profession from other behavioral health/human services professions.

Experience Based – This certification system recognizes two ways to acquire the minimum AODA counselor competencies: paid work experience and/or supervised practicum/internship experience that is a part of a curriculum approved by the Illinois Certification Board (ICB).

PURPOSE

Mission – To protect the public by providing competency-based credentialing of Human Service Professionals.

- To establish standards and procedures for the voluntary, professional certification of AODA counselors
- To assure competent, professional counseling to persons suffering from alcohol and/or drug abuse or dependency, and their family members
- To provide professional standards required for program licensing and accreditation and reimbursement
- To provide a respected credential of professional competency
- To provide a method for maintaining and updating professional standards

RATIONALE

ICB endorses the concept that the treatment of alcohol and other drug abuse/dependency is a specialty field requiring performance by competent professionals. The standards for certification of these professionals are weighted on the side of proven experience and education.

ICB PHILOSOPHY STATEMENT

Abuse of and dependency on alcohol and other drugs results in many negative consequences, including loss of productivity, deteriorating relationships, arrested emotional and physical development and in many cases death. Such consequences mandate that care be available to those suffering from alcohol and other drug abuse/dependency. Treatment must be comprehensive in nature by treating the whole person and not just the symptoms.

Counselors seeking AODA counselor certification must be proficient in the performance domains and core functions in order to provide quality care. While these may be learned in a variety of settings such knowledge and skills must be present regardless of how they were obtained.

ICB recognizes the disease model of alcoholism/addiction as well as the bio-psycho-social-spiritual approach and other philosophies effective in promoting recovery. It supports ongoing research and technology and remains open to new techniques as they are proven to be effective. ICB is committed to the professional growth of counselors and to openness and enthusiasm about new information that allows AODA counselors to become more effective in their work. ICB recognizes the abstinence (from the use of mind altering drugs unless under medical supervision) model in the treatment of persons who are alcohol or other drug dependent. ICB also recognizes the harm reduction model, specifically methadone maintenance, for those clients for whom this is appropriate.

INTRODUCTION

Alcohol and other drug abuse (AODA) counselors fill a unique role among health and human service professionals. AODA counselors work in a variety of settings, use multidisciplinary treatment approaches and serve a client population that varies greatly in its needs. Recognizing the need to assure the provision of quality care to clients, AODA counselors created the Illinois Certification Board, Inc. (ICB), a voluntary credentialing system that evaluates counselor competency and grants recognition only to counselors who meet specific minimum standards.

AODA counselors in Illinois support such a credentialing process for other reasons besides quality client care. A growing professionalization of AODA counseling services is widely recognized largely in response to the need expressed by treatment facilities as well as third party payers. Such factors require insistence of specific standards for AODA counselors and can guide employers in hiring and promotion.

The credentialing system identifies the functions, responsibilities, knowledge and skill bases required by AODA counselors. The Illinois Model is the basic document that describes the rationale and competencies of the credentialing process. ICB recognizes that AODA counselors are educated in a wide range of disciplines, utilize many different therapeutic approaches and techniques and bring to the field diverse personal and professional experiences. The certification system is designed to accommodate and evaluate counselors regardless of treatment setting, academic preparation or professional training and orientation.

DEFINITION AND SETTING

The AODA counselor is a professional who has the skills and knowledge to deal with the unique attitudes and behavior of individuals who suffer from alcohol and/or other drug problems. The AODA counselor also provides counseling services to the family members/significant others of persons with alcohol and other drug problems.

The role of the AODA counselor generally includes:

1. Assisting clients in recognizing the need for help with alcohol/drug problems
2. Motivating clients to enter the counseling process
3. Providing professional counseling services to clients that helps them develop and/or maintain a responsible and functional recovering lifestyle
4. Providing professional counseling services to family members/significant others of persons with alcohol/drug problems
5. Recognizing limits of knowledge, skills and experience and in such cases, referring the client to other appropriate professional services

The knowledge and skill base of the AODA counselor is generally acquired through a combination of specialized training and education and supervised work experience.

COUNSELOR CERTIFICATION LEVELS

Illinois has four (4) levels of counselor certification recognizing that counselors in the alcohol and other drug abuse/dependence treatment field perform different functions as their experience increases. The levels are intended to help counselors plan for their professional growth and may assist employers in hiring, promotion and personnel planning. Certification in a level indicates the AODA counselor has met the minimum standards for that level. The four levels of counselor certification are:

CADC	Certified Alcohol and Other Drug Abuse Counselor
CRADC	Certified Reciprocal Alcohol and Other Drug Abuse Counselor
CSADC	Certified Supervisor Alcohol and Other Drug Abuse Counselor
CAADC	Certified Advanced Alcohol and Other Drug Abuse Counselor

The CADC credential is recognized only in Illinois. The CRADC, CSADC, and CAADC credentials have reciprocity with some participating jurisdictions. Each participating jurisdiction has its own acronym for the level of certification and scope of practice. As the holder of a reciprocal-eligible credential, the counselor is eligible to receive an international certificate. The international certificate remains valid for the same length of time as the state-level certificate and must be renewed accordingly.

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	350 hours <u>190 hours</u> <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* <u>6 hours</u> Professional Ethics and Responsibility <u>30 hours</u> Clinical Supervision <u>124 hours</u> Performance Domains (refer to p. 5 for list)	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	180 Hours <u>180 hours</u> – AODA Specific to include <u>6 hours</u> Professional Ethics and Responsibility** and <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.

CERTIFICATION EXAMINATION

ICB offers the AODA counselor state written and computer based examination, the ICRC AODA counselor reciprocal written examination, the ICRC supervisor written examination and the ICRC advanced AODA written examination. Passing the reciprocal written examination will allow the counselor to transition to a reciprocal level of certification. Applicants need not retake examinations when transitioning from one certification level to another.

The AODA counselor state written examination is held once per month and the computer based examination is scheduled by appointment only. The ICRC AODA counselor reciprocal written examination, the ICRC supervisor written examination and the ICRC advanced AODA written examination are offered four times per year.

Applicants may take examinations prior to approval of their application. The minimum application requirements include:

- the first two pages of the application that include general information about the applicant
- a signed and dated Assurance and Release form
- a signed, dated and notarized AODA Counselor Code of Ethics
- payment of the application fee
- a letter from the applicant requesting to take the examination prior to application approval

This information must be received prior to the application deadline. The applicant will receive an examination letter and test code sheet. To be scheduled for the examination, the applicant must return a completed test code sheet with payment of the non-refundable examination fee. A deadline is set by which the payment and test code sheet must be received in the ICB office.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to ICB no fewer than sixty days prior to the scheduled examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, ICB will offer appropriate modifications.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the alcohol and drug counselor does in practice. The knowledge and skill bases for the questions in the examination are derived from the actual practice of the counselor in alcohol and other drug abuse. Multiple sources were utilized in the development of questions for the examination. The examinations are comprised of multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Applicants are allowed three and one-half (3½) hours to complete examinations.

Examination results are Pass/Fail and will be reported to applicants within 60 days. Those taking the computer based examination will have their scores immediately following completion of the exam. Applicants failing the examination will be given opportunities to retest providing the application is in good standing. ICB will notify them of the next examination date they will be eligible to test. Applicants must notify ICB of their intent to be seated for that examination by completing a test code sheet and paying the appropriate examination fee.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score or fails to complete the application within one year from the date in which the applicant first applied. In such a case the applicant will be required to submit a new application.

A comprehensive study guide is available. The study guide is a tool to review the basic information required for the knowledge base covered on the examination.

ACCOUNTABILITY

This system is accountable to other professionals. The credentials are independent, private, freestanding and self-supporting, and the profession determines and maintains its own standards.

HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examinations and payment of all fees. The following outlines the application, review and approval process.

1. Read the entire Illinois Model thoroughly.
2. Complete all parts of the application. Print legibly or type application, and be sure to include all required attachments.
3. Attach all required documentation to support employment and education (i.e. current job description, official transcripts, copies of training certificates, letters of attendance/participation).
4. A current job description is required. Job descriptions must be on agency letterhead, dated and signed by the applicant and supervisor and must reflect the applicant's actual counseling duties and responsibilities.
5. Sign, date and notarize the Counselor's Code of Ethics.
6. Verify the completeness of the application by using the "Application Checklist" included with the application.
7. Completed application materials and the application fee must be mailed to, ICB, 401 East Sangamon Avenue, Springfield, IL 62702. **Applications will not be accepted by fax.**

Review of Materials

Upon receipt, the application and materials will be screened by ICB for completeness and correctness. The results may be one of the following:

Application Approved – The application meets all certification standards, and the applicant must pass the written examination, if he or she has not already done so, in order to meet the requirements for certification.

Application Pending – Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in writing of the problem(s). **Within one year of the application date, corrected materials must be submitted to ICB or the applicant will need to restart the application process.**

Application Denied – Certification standards were not met resulting in denial of application.

TRANSITION TO ANOTHER LEVEL

Transition is the term used when describing a counselor's movement from one certification level to another. After initial certification as a CADDC, the counselor may transition to a more appropriate level when he or she meets the requirements for that certification level. Qualifying work experience and training hours are cumulative. Application for transition does not suspend the counselor's CEU requirement for the current level of certification.

AODA Counselors may transition by:

1. Requesting a transition application from ICB
2. Paying appropriate transition fee
3. Completing and submitting the transition application to ICB for review and approval
4. Passing required examination(s)

ICB will not review current files to verify an applicant's experience, training or education when the applicant is applying for a transition. The applicant is responsible for completing the application in order to provide this information. "You have it on file" will not be accepted in lieu of the submitted information and such applications will be considered incomplete.

CERTIFICATION TIME PERIOD

Once the application receives approval and the applicant has passed the examination, he or she will be invoiced for the biennial certification fee. Once payment is received certification will be issued.

ICB certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration) will appear on the counselor's certificate along with a certification number.

Certified counselors must display their certificates at their primary work site. Certified counselors are responsible for renewal of their certification.

FEES

Application Fee	\$ 75.00
Written Examination	\$125.00
Transition to Another Classification	\$ 30.00
Biennial Certification Fee (CADC)	\$140.00
Biennial Certification Fee (CRADC)	\$160.00
Biennial Certification Fee (CSADC)	\$180.00
Biennial Certification Fee (CAADC)	\$190.00
Inactive Status (Biennial)	\$ 20.00
Retired Emeritus Status (Biennial)	\$ 10.00
Extension Fee (maximum 6 months) (per month).....	\$ 10.00
Late Fee (maximum 6 months) (per month)	\$ 10.00
Returned Check Fee	\$ 35.00
Payment Plan Service Charge	\$ 15.00
Certificate (replacement copy)	\$ 15.00

All fees are non-refundable. The fee schedule is subject to change without notice.

CERTIFICATION MAINTENANCE AND RECERTIFICATION

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, ICB requires all certified AODA counselors to renew their certification every two years. Certified AODA counselors have the responsibility to maintain and renew their credential, and any failure to act is their responsibility. Counselors must notify ICB, in writing, of any change of address. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Certified AODA counselors will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to ICB by their expiration date. Forms for the documentation of CEUs are available on our website and must be completed, signed and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS will not be accepted by fax.**

Certified AODA counselors may arrange a payment plan for the biennial certification fee by selecting a payment option on the fee statement provided to the counselor. Such requests must be received **PRIOR** to the expiration date. If 45 days have passed from the expiration date without payment of biennial certification fee and/or submission of continuing education units, that certification shall be terminated. A non-response to biennial notices will result in termination of certification.

Continuing Education Policy

Forty (40) continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. They are not transferable to any other certification period. An average of 20 CEUs should be obtained each year. CEUs obtained prior to the initial date of certification are not eligible for maintaining certification. Certified AODA counselors may receive CEU credit only once for a training event, even if it is repeated during different certification periods. A CEU is equivalent to one clock hour. Excluded is non-program time such as breaks, social hours, registration time, meal times. One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.

All 40 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories with some education recognized by ICB for both categories.

- **CATEGORY I** - Minimum 15 CEUs of education specific to AODA.

Examples - pharmacology, the effects of alcohol or drugs on the human body, signs and symptoms of alcohol and other drugs use or abuse, dynamics of the addiction process, medical treatment issues, detoxification/withdrawal, relapse, AODA rules and regulations, AODA special populations, history of AODA.

- **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the Core Functions of AODA counselors, but does not have to be AODA specific. This education covers counselor skills, competencies and knowledge base.

Examples – theory/techniques of therapeutic approaches, human behavior/development, dysfunctional behavior, family dynamics, domestic violence, cultural issues, special populations, social services, confidentiality, legal systems, intervention/prevention strategies, health/safety, professional relationship dynamics, crisis intervention.

CSADCs and CAADCs – six (6) of the 25 CEUs needed for Category II must be training received in how to provide clinical supervision.

CADCs who are also Licensed Private Practitioners - are required to **only** submit ten (10) Category I alcohol and other drug abuse specific CEUs for recertification. Category II CEUs will not be required. Recertification is contingent on continued good standing of the Illinois Department of Financial and Professional Regulation (IDFPR) license; therefore, **proof of a current license** is required and must be submitted with the CEUs.

Licensed Private Practitioner means a health care practitioner who is one of the following:

- A physician licensed to practice medicine in all its branches pursuant to the Medical Practice Act of 1987
- An Advanced Practice Nurse with a psychiatric specialty licensed under the Nursing and Advanced Practice Nursing Act [225 ILCS 65]
- A clinical psychologist licensed under the Clinical Psychologist Licensing Act [225 ILCS 15]
- A licensed clinical social worker (LCSW) licensed under the Clinical Social Work and Social Work Practice Act [225 ILCS 20]
- A licensed clinical professional counselor (LCPC) licensed under the Professional Counselor and Clinical Professional Counselor Licensing Act [225 ILCS 107]
- A licensed marriage and family therapist (LMFT) licensed under the Marriage and Family Therapy Licensing Act [225 ILCS 55]

Sources of Continuing Education Units

- Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the name of the participant, name and date of the program, signature of instructor or sponsor, program number assigned by ICB, number of CEUs and the category designation.
- Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other home study programs, are available to certified AODA counselors with a maximum of 15 CEUs every two (2) years.
- Certified AODA counselors may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of another ICB committee.
- Providing clinical supervision to an AODA practicum student enrolled in an ICB AODA Counselor Training Program qualifies for up to 15 CEUs in a two-year certification period.
- Teaching and training other AODA professionals in AODA knowledge or competency areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education and public education lectures are not eligible for CEUs. Presentations for which the AODA counselor has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
- Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the AODA field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to alcohol and other drug abuse and address one of the performance domains. The work can be counted only once, even though presented in more than one format or location. Petitions must be submitted for CEUs.

Agency In-service Education and Training Programs

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not awarded CEU recognition by ICB must be petitioned for CEUs.

Validation of Continuing Education

Certified AODA counselors must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion for ICB recognized or petitioned trainings.
- Transcripts or other official grade reports for college or university courses.

Procedures for Counselors to Petition for CEUs

Not all educational experiences available to the certified AODA counselor will have been awarded CEUs by ICB, requiring the counselor to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the AODA specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the counselor will be notified of the results, and the number of CEUS if awarded.

Extension of Continuing Education Requirements

Certified AODA counselors unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the expiration date. To request an extension, certified AODA counselors must include the biennial certification fee plus \$10.00 per month with a written request.

Extensions will not be granted beyond six months. If at the end of six months of extensions certified AODA counselors have not met the requirements for recertification, their certification will be terminated. They will not be permitted to place their certification on inactive status. Reinstatement shall be through completing the full certification requirement.

NOTE: Certified AODA counselors should remember that process leaves only 18 months to obtain CEU credit for the current recertification period.

INACTIVE STATUS

ICB has established an Inactive Status to allow certified AODA counselors, who are experiencing extenuating circumstances, a means to prevent their certification from expiring. Inactive status is for certified AODA counselors who expect to be inactive for more than two years. This category allows them to avoid the full reapplication process.

Certified AODA counselors in good standing unable to meet the continuing education requirements for recertification maintenance due to health or extenuating personal reasons may place their certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when they wish to activate their certification.

Eligibility for Inactive Status for those AODA counselors who are:

- Certified and in good standing, i.e., current with fees and continuing education units
- Moving to another state but remaining active in the AODA field
- CSADC or CAADC moving to a state that does not recognize reciprocity for these classifications
- Retired
- Pursuing academic coursework and not active in AODA work for the duration of such course work
- On extended military active duty
- Experiencing health problems
- Experiencing extenuating personal circumstances
- Leaving the AODA field and choosing not to maintain certification via CEUs

Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status.

Certificates placed on inactive status are not eligible for reciprocity.

Procedure for obtaining Inactive Status

- Request "Inactive Status" in writing stating the specific reason(s) for the request
- Include documentation for eligibility in your request
- Surrender your current original counselor certificate to ICB. You will receive a letter from ICB acknowledging the certification is on inactive status.
- Pay a \$20.00 biennial fee.

During the period of inactive status, AODA counselors are considered to be without ICB certification. They cannot refer to themselves in writing or verbally as "certified AODA counselors."

Procedure for reactivating a certificate from Inactive Status

AODA counselors who have left the state and continued in the AODA field

- Submit a written request for reactivation to ICB
- Document fulfillment of requirements for certification under the laws/rules of the jurisdiction in which the work experience is occurring
- Submit payment of appropriate fees based on level of certification

AODA counselors (CSADC or CAADC) because of a move back to Illinois

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees based on level of certification

AODA counselors who have left the AODA field but wish to reactivate their certification before two years have lapsed:

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees based on level of certification
- Submit payment of reapplication fee
- Provide documentation of current AODA employment
- Provide documentation of current CEU experience

AODA counselors who wish to reactivate their certification and have been on inactive status for more than two years:

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees based on level of certification
- Submit payment of reapplication fee
- Submit payment of written examination fee
- Successfully complete the written examination required for certification
- Submit current job description on agency letterhead, signed and dated by counselor and counselor's current supervisor and include the amount of time spent in AODA direct service

RETIRED EMERITUS STATUS

ICB has established a "Retired Emeritus Status" level to accommodate certified AODA counselors who are retired from the work force, but wish to maintain a connection to ICB.

Eligibility for "Retired Emeritus Status" are:

- Certified and in good standing, i.e., current with fees
- At least fifty-five (55) years of age
- Minimum of 10 years work experience
- Retiring with no intention of returning to any form of AODA employment
- Pay \$10.00 biennial retired emeritus status fee
- No continuing education units (CEUs) are required for this status

Procedure for obtaining "Retired Emeritus Status":

- Request "Retired Emeritus Status" in writing from ICB.
- Include documentation for eligibility with the request
- Surrender the current original counselor certificate to ICB. A letter from ICB will be sent acknowledging retired emeritus status
- AODA counselors will sign a waiver stating they are no longer working in the field and a separate "Retired Emeritus Status" certificate will be issued
- Pay a biennial \$10.00 fee

Procedure for reactivating a certificate from “Retired Emeritus Status”

AODA counselors deciding to return to the AODA work force must reactivate their certification level by completing the entire application process, examination and paying appropriate fees.

TERMINATED CERTIFICATION

Certification will be terminated for the following:

1. Failure to pay maintenance fees
2. Failure to document 40 continuing education units (CEUs) over the two-year period of certification and no request for extension or payment plan
3. Failure to comply with the conditions of an extension by the expiration date
4. Ethics violations

Notification procedure for termination of certification:

ICB will give certified counselors written notice at least 30 days before the certification expires.

All requests for reinstatement must be put in writing and submitted to ICB. Telephone inquiries will not be accepted. A written response will be sent to the member.

COUNSELOR ASSISTANCE

ICB believes that certified AODA counselors are role models and have a responsibility to be physically, emotionally and spiritually healthy. In addition, certified AODA counselors have an ethical responsibility to clients to provide quality service and, if impaired, to excuse themselves from service to the client until such time as they are ready and able to again provide quality counseling services.

ICB believes that certified AODA counselors have a responsibility not only to themselves, but also to their peers and the field at large to preserve, promote and protect the professional image of AODA counselors.

ICB recommends that impaired certified AODA counselors utilize a Counselor/Employee Assistance Program to deal with problems that affect professional competence. These include but are not limited to emotional or mental illness, severe grief reaction, financial problems and relapse to alcohol and other drug dependency.

ICB supports Counselor/Employee Assistance Programs.

Certified AODA counselors can assist impaired colleagues in the following ways:

- Observe impaired behaviors and constructively confront or intervene, either formally or informally. Inform the counselor about the ICB Code of Ethics. Refer the counselor to a Counselor/Employee Assistance Program.
- Offer encouragement for actions leading to recovery.
- If these steps do not result in an elimination of impaired behaviors, inform the counselor's supervisor. If no one is available in the work environment to report this to, or impaired behavior continues, report this ethics violation to ICB.

Certification may be terminated if impaired professionals continue to violate the ICB Code of Ethics.

APPEAL PROCESS

When applicants are denied certification, question the results of the application review, question examination results or are subject to an action by ICB that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, the applicants (complainants) still think that an action taken is unjustified, they may appeal. Complainants may appeal the decision within 30 days of receipt of the notice of denial or any other action deemed unjustified by sending a certified letter to the Executive Director of ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

If applicants wish to appeal their written examination scores, they must submit a written request to ICB within 30 days of the postmark of the examination score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures does not permit them to have access to examination questions, answer keys or other secure materials.

DISCIPLINARY REVIEW PROCESS

Certified AODA counselors hold a unique position of trust and responsibility and must be aware at all times, of the ethical requirements imposed on them as a result of this special position.

ICB has established a “disciplinary review process” that provides an avenue through which complaints can be filed about the ethical conduct of ICB certified AODA professionals or applicants to the ICB certification system.

If it is suspected that a breach of the Code of Ethics has occurred, it is suggested that this be brought to the counselor’s attention first. If this does not result in a satisfactory outcome, the counselor’s supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to ICB.

The complainant will submit a request for an ethics complaint packet to ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to ICB. Once the ethics complaint packet is received by ICB the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of ICB.

AODA COUNSELOR CORE FUNCTIONS AND SKILLS

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 an AODA program area.

Orientation - The process of describing the following to the client:

- General nature and goals of the program
- Rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program
- In a nonresidential program, the hours during which services are available
- Treatment costs to be borne by the client, if any
- Client’s rights

Assessment - The procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and need for the development of a 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 used

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
- Decision making

Case Management - Activities bringing 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.

Crisis Intervention - Provision of services, which respond to an alcohol and other drug abuser's needs during acute emotional and/or physical distress.

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 a client that cannot be met by the counselor or agency and assisting the client in using the support systems and community resources available.

Reports and Recordkeeping - Charting the results of the assessment and treatment plan, and writing reports, progress notes, discharge summaries and other client related data.

Consultation With Other Professionals - In regard to client treatment/services, communicating with professionals to assure comprehensive, quality care for the client.

Intervention - The formalized process of attempting to interrupt the progression of alcohol and other drug abuse/dependence as indicated by high-risk behaviors.

- **Employee Assistance Program**: Familiarity with the concepts of employee assistance programs and the appropriate roles each party plays in the intervention process.
- **Legal System**: Familiarity with the legal system and the ramifications of alcohol and other drug abuse/dependence on the legal aspects of the chemically abusing/dependent individual's life. The certified counselor must be able to understand legal complications for clients he/she is serving and the counselor's appropriate role in serving the client.
- **School**: Familiarity with how local school systems function, the formalized programs that could result in intervention for students and the appropriate role of all parties in the intervention, treatment and aftercare process.