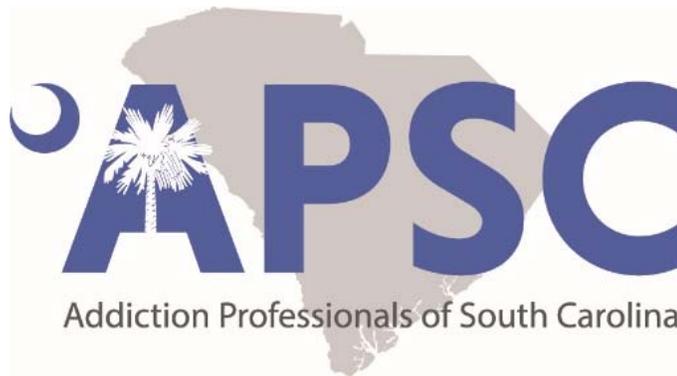




Counselor Certification, Recertification, and Reciprocity Manual

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Welcome to the Addiction Professionals of South Carolina's (APSC) certification process. We are excited to help you on your path towards becoming an addictions professional. New innovations in treatment are creating ongoing changes within the field. Please be aware that just as our field is changing that this manual will be changed / revised at the discretion of the APSC Certification Commission.

Please ensure that you are using the most recent version of the Certification Manual. The most recent version can be found on the APSC website. APSC does not discriminate based on race, color, religion, sex, national origin, age, sexual orientation, or disability.

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I. Eligibility

A. Specialties

Alcohol & Drug Counselor (ADC) Requirements	Advanced Alcohol & Drug (AADC) Counselor Requirements	Clinical Supervisor (CS) Requirements
<ul style="list-style-type: none"> ○ Pay Application Fee (See Appendix III) 	<ul style="list-style-type: none"> ○ Pay Application Fee (See Appendix III) 	<ul style="list-style-type: none"> ○ Current AADC Certification ○ Pay Upgrade Fee (See Appendix III)
<ul style="list-style-type: none"> ○ Complete application (Appendix IV) 	<ul style="list-style-type: none"> ○ Complete application (Appendix IV) 	<ul style="list-style-type: none"> ○ Complete application (Appendix IV)
<ul style="list-style-type: none"> ○ Transcripts showing completion of bachelor’s degree or higher in a human services field from a accredited institution 	<ul style="list-style-type: none"> ○ Transcripts showing completion of master’s degree or higher in human services field from accredited institution 	<ul style="list-style-type: none"> ○ Transcripts showing completion of master’s degree or higher in human services field from accredited institution
<ul style="list-style-type: none"> ○ Official transcripts must be sent directly to the APSC office from the accredited institution or uploaded online 	<ul style="list-style-type: none"> ○ Official transcripts must be sent directly to the APSC office from the accredited institution or uploaded online 	<ul style="list-style-type: none"> ○ Official transcripts must be sent directly to the APSC office from the accredited institution or uploaded online
<ul style="list-style-type: none"> ○ Within 10 business days, the APSC will provide official letter confirming counselor is in process after application, fee and transcripts have been received and reviewed 	<ul style="list-style-type: none"> ○ Within 10 business days, the APSC will provide official letter confirming counselor is in process after application, fee and transcripts have been received and reviewed 	<ul style="list-style-type: none"> ○ Within 10 business days, the APSC will provide official letter confirming counselor is in process after application, fee and transcripts have been received and reviewed
<ul style="list-style-type: none"> ○ Application expires after three years 	<ul style="list-style-type: none"> ○ Application expires after three years 	<ul style="list-style-type: none"> ○ Application expires after three years
<ul style="list-style-type: none"> ○ Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online 	<ul style="list-style-type: none"> ○ Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online 	<ul style="list-style-type: none"> ○ Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online
<ul style="list-style-type: none"> ○ Two years full-time or 4,000 hours of experience in the Alcohol & Drug Counseling Domains within previous 5 years 	<ul style="list-style-type: none"> ○ Four years full-time or 8,000 hours of experience in the Alcohol & Drug Counseling Domains within previous 5 years 	<ul style="list-style-type: none"> ○ Five years full-time or 10,000 hours of experience in the Alcohol & Drug Counseling Domains within the previous 5 years.
<ul style="list-style-type: none"> ○ Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full or part-time, job title and duties performed in domains of addictions counseling 	<ul style="list-style-type: none"> ○ Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full or part-time, job title and duties performed in domains of addictions counseling 	<ul style="list-style-type: none"> ○ Two years of the five years of the full-time employment or 4,000 hours must be as clinical supervisor candidate who is providing clinical supervision to in-process candidates. ○ Clinical supervision plan and log need to include name of clinical supervisor for clinical supervisor candidate.

		(Reference clinical supervision plan)
<ul style="list-style-type: none"> Minimum of 300 clock hours in education or training related to the counseling domains 	<ul style="list-style-type: none"> Minimum 450 clock hours in education or training related to the counseling domains 	<ul style="list-style-type: none"> Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full or part-time, job title and duties performed in domains of addictions counseling
<ul style="list-style-type: none"> Documentation of 200 hours of clinical supervision by a certified addictions professional noted on required form. (pgs. 20-23) <i>Supervision must include minimum of 10 hours in each counseling domain</i> 	<ul style="list-style-type: none"> Documentation of 200 hours of clinical supervision by a certified addictions professional noted on required form. (pgs. 20-23) <i>Supervision must include minimum of 10 hours in each counseling domain</i> 	<ul style="list-style-type: none"> Documentation of Thirty (30) hours of education specific to clinical supervision Twenty-four (24) hours of clinical supervision provided a APSC approved clinical Supervisor within two years.
<ul style="list-style-type: none"> Documentation of six (6) hours in Professional Ethics for counselors 	<ul style="list-style-type: none"> Documentation of six (6) hours in Professional Ethics for counselors 	<ul style="list-style-type: none"> Pass IC&RC written exam for Clinical Supervisor
<ul style="list-style-type: none"> Documentation of three (3) hours in HIV/AIDS Issues 	<ul style="list-style-type: none"> Documentation of three (3) hours in HIV/AIDS Issues 	<ul style="list-style-type: none"> Receive final approval of CS from APSC Certification Commission
<ul style="list-style-type: none"> Evaluator's Statement from current APSC Clinical Supervisor (Appendix II) 	<ul style="list-style-type: none"> Evaluator's Statement from current APSC Clinical Supervisor (Appendix II) 	
<ul style="list-style-type: none"> Official job description for current employment position signed by both you and your employer 	<ul style="list-style-type: none"> Official job description for current employment position signed by both you and your employer 	
<p>Additional requirements for bachelor's level:</p> <ul style="list-style-type: none"> Narrative Philosophy of Addictions Treatment Sample case file Pass IC&RC written exam for the ADC Pass oral interview Receive final approval for ADC from APSC Certification Commission 	<ul style="list-style-type: none"> Pass IC&RC written exam for AADC Receive final approval of AADC from APSC Certification Commission 	

II. The Certification Process

All levels of Certification shall be valid for a period of two years. No applicant should use the ADC, AADC, or CS certification or refer to being certified as such until obtaining the designation. However, one may identify themselves as “In-Process” once receiving a verification from the APSC office.

The chart shown in Section I. A. lists the steps required for each credential. An in-process letter will be uploaded to a candidate’s online profile once the fee is paid, online application has been completed and official transcripts have been reviewed and approved.

All application requirements and examinations must be completed within three years of the initial application date. If requirements are not met within the prescribed period, a new application and fee will be required.

The formal online application package must include:

1. The completed application with fee
2. Official transcript received directly from the accredited institution.
3. Documentation of work experience from places of employment on official letterhead.
4. Official copy (issued by the employer) of the applicant’s current signed job description.
5. Documentation of training. (See Section VI: Guidelines for Accepted Training Hours)
6. Evaluation completed by an APSC Clinical Supervisor.
7. Documentation of clinical supervision.
8. Bachelor’s level candidates seeking ADC must provide a written case record in which the applicant, as primary counselor, has demonstrated the ability to provide the full range of care from intake through continuing care/termination. Case record must include case notes. . (Appendix V).
9. Bachelor’s level candidates seeking ADC must provide a written philosophy of treatment that is not longer than one page.
10. A signed affirmation to the Code of Ethics for Addictions Counselors.

III. Examinations

The process of evaluation consists of written examination for applicants with a master’s degree and a written examination and oral interview for candidates with a bachelor’s degree. The written exam is administered by a third-party company designated by IC&RC. Persons who are qualified and designated by the APSC Certification Commission administer the oral interview. The Certification Commission assumes full responsibility for adequate safeguards to protect the integrity of the oral testing procedures.

A. Written Examination

The written examination serves as an objective measure of applicants’ knowledge of substance use disorders and the Domains for each level of certification (see Section II-B).

The APSC Certification Commission uses the IC&RC written examination for Alcohol and Drug Counselor and Advanced Alcohol and Drug Counselor. No other examinations are accepted.

The candidate will receive an automatically generated email with instructions on how to choose examination date, time, and location for your examination

A counselor may can take an examination up to three times in a calendar year. The IC&RC requires a 90-day waiting period before retesting. A non-refundable fee is required for each time an examination is taken.

The results of written examinations will be sent by the testing authority in writing to the applicant.

B. Oral Interview (Bachelor's candidates only)

The oral interview measures the ability to apply knowledge and demonstrate competency in the Domains. Scheduled quarterly, oral interview dates and locations will be listed on the APSC website.

Candidates who have successfully completed all of the other requirements by the required deadline may request to sit for the next oral interview by notifying the APSC Office.

Oral interview fee is non-refundable.

Candidates will present their philosophy of treatment and their case study during their oral interview. All oral interviews are recorded.

The Certification Commission will give the results of the oral interview in writing to the applicant within 21 business days after completion of the oral interview. No results will be given via telephone or by personal

Candidates who do not pass the oral interview may reapply and pay additional fees to retake the oral interview. Oral interviews may be taken no more than three times within a calendar year.

Candidates who disagree with the Certification Commission results may appeal this decision. There is an appeals fee. The candidate may view and/or hear the recording of their oral interview with their supervision at the APSC Office.

IV. Recertification Procedure

Renewal of certification is required every two years. The following procedure governs the recertification process that is completed online.

A. Recertification Application

Certified counselors receive emailed recertification reminders sixty (60) days prior to their expiration date. **It is always the responsibility of the applicant to maintain certification, which includes personal and professional address changes and/or name changes.**

Applicants are encouraged to submit the recertification application with recertification fee to the APSC Certification Commission 30 days prior to expiration date of certification to avoid lapse in certification. Applicants must pay a late fee if their applications are received after expiration of their certification. (See Appendix III for the Late Application Fee that must accompany a late application.) If the applicant allows their certification to expire, the applicant will be required to submit an updated certification application with appropriate fees (See Appendix III for fee schedule.)

B. Extensions

Extensions may be granted only prior to the date of certification lapsing. (See Appendix III for fee schedule.)

C. Documentation

Counselors who are recertifying will need to upload to their online profile certificates or official transcripts from undergraduate, graduate or professional studies totaling 40 hours completed during the previous two years. **The primary focus of trainings should be related to the Domains** (See Appendix II). Training certificates must contain the trainer's and trainee's name, date of training, training name and the number of clock hours for the training event.

Recertification Requirements:

- 40 Hours
 - A minimum of 20 hours as an attendee.
 - Six hours of professional ethics.
 - A maximum of 20 hours may be earned through events where the applicant is the trainer.
 - A maximum of 20 of the hours may be earned through home study and/or online education.

V. Upgrading Procedure

A. Upgrading from ADC to AADC:

Applicants upgrading from ADC to AADC must:

1. Already possess the ADC certification level.
2. Provide documentation of four (4) years full time or 8,000 hours of experience in the AADC Domains within the previous five years.
3. Submit official transcript showing completion of a master's degree in a human services field.
4. Passing score on the IC&RC AADC written exam.
5. Submit an Evaluator's Statement that has been completed by a Clinical Supervisor who has evaluated counselor's work while counselor was an ADC.
6. Document 60 hours (15 in each domain) of clinical supervision that has occurred within the last two years.
7. Submit a signed affirmation of adherence to the APSC Code of Ethics.
8. Make payment of upgrade fee.

B. Upgrading from AADC to CS

Applicants upgrading from AADC to CS must:

1. Already possess the AADC certification level.
2. Official Transcripts showing master's degree or higher in a health and human services from regionally accredited institution must be in the counselor's online profile or they must be sent directly to the APSC office
3. Passing score on the IC&RC CS Written Exam.
4. Provide documentation of five (5) years full time or 10,000 hours of experience in the AADC Domains within the previous five years.
5. Two years of the five years of the full-time employment or 4,000 hours must be as a Clinical Supervisor Candidate who is providing clinical supervision to in process candidates. [Clinical Supervisor Candidate Form Found Here](#). Log needs to include clinical supervisor or supervisor candidate.
6. Documentation of Thirty (30) hours of educational training specific to clinical supervision.

7. Twenty-four (24) hours of clinical supervision provided by a APSC approved supervisor to occur no less than one hour per month.
8. Make payment of upgrade fee.

VI. Refusal, Suspension or Revocation of Certification

A. Certification may be refused, suspended, or revoked for the following reasons, including but not limited to:

1. Failure to adhere to the APSC Professional Ethical Standards as signed and agreed to by the applicant.
2. Fraud or deception in reporting employment circumstances, training, or supervision when applying for certification or in taking the examinations provided in this process.
3. Conviction of felony.
4. Use of a false name or impersonation of another counselor (in person or in clinical documentation) while providing alcohol or other drug counseling.
5. Misuse of any substance that may interfere with competent and attentive performance of duties.
6. Providing services for which one is not licensed or certified to perform.
7. Intentional negligence or wrongful actions in the performance of one's duties.
8. Misrepresentation of credentials.
9. Non-adherence to continuing education/training requirement for recertification.

B. Written complaints concerning an ADC, AADC, or CS must be submitted to the APSC Board President.

1. Any person may make a complaint.
2. All complaints will be reviewed and investigated.
3. When warranted, the final phase of investigation will be a hearing with the accused, the complainant and all other pertinent witnesses present.
4. Persons making a complaint must be willing to follow the process all the way through for a complaint to be resolved. Failure to do so will result in termination of the complaint.
5. Online ethics complaint form can be found [here](#). Alternatively, a PDF form for ethics complaint is available for download [here](#).

C. A final decision on all ethics hearings will be submitted in writing to the APSC Board.

VII. Guidelines for Accepted Training Hours

Certification Requirements:

Alcohol and Drug Counselor	300 clock hours (10 CEUs for bachelor's courses; 15 for master's).
Advanced Alcohol and Drug Counselor	450 clock hours (15 CEUs for master's courses)
Clinical Supervisor	30 hours in clinical supervision training or education.

Acceptable workshop and training hours must be relevant to the Domains. If you are unsure the hours will be accepted, please contact the APSC office.

Contact hours are defined as actual number of classroom or workshop hours spent in the activity, exclusive of breaks, or the actual supervised hours spent in a practicum, internship, or apprenticeship. Internship or practicum may be counted as work experience.

Required hours: Six hours training in professional ethics and three hours in HIV/AIDS education for new application. A minimum of six hours of Ethics training is required every two years for recertification as part of the 40 hours required for recertification.

Credit will be given for college courses relevant to the field of counseling and/or addiction provided a grade of "C" or better is achieved for bachelor's level (ADC) certification only. A grade of "B" or better is required for master's level certifications. Three (3) semester hours equal thirty (30) clock hours for undergraduate courses and 45 clock hours for graduate courses. An official transcript received directly from the accredited institution is required when using college courses for clock hour credit. One (1) CEU equals 10 clock hours.

Continuing education must be sponsored by an organization, institution or group recognized as knowledgeable in the field of substance use disorders. All courses must be from human services and/or counseling fields to meet educational requirements for certification or recertification.

VIII. Reciprocity of Certification

The APSC Certification Commission offers reciprocity for counselor certification for those counselors holding a current addictions certification or addictions counseling licensure at the time of application as described in Appendix VI: Certification by AOD Reciprocity. As of June 1, 2021, IR&RC written examination is the only acceptable written examination. Applicants must meet education requirements for specific certification sought as noted in this manual. Bachelor's level applicants through IC&RC reciprocity must take and pass oral interview.

Appendix I

Counseling Domains

The primary role of an Alcohol and Drug Counselor is to establish a therapeutic relationship while assisting clients in the recognition of problem areas that exist which may prohibit a successful recovery. To this end, the following Domains are utilized in the certification process to assure competence of the Addictions Counselor:

Alcohol and Drug Counselor (ADC)

Domain I: Screening, Assessment, and Engagement

Domain II: Treatment Planning, Collaboration, and Referral

Domain III: Counseling

Domain IV: Professional and Ethical Responsibilities

Domain I: Screening, Assessment, and Engagement	
Task 1	Demonstrate verbal and non-verbal communication to establish rapport and promote engagement.
Task 2	Discuss with the client the rationale, purpose, and procedures associated with the screening and assessment process to facilitate client understanding and cooperation.
Task 3	Assess client's immediate needs by evaluating observed behavior and other relevant information including signs and symptoms of intoxication and withdrawal.
Task 4	Administer appropriate evidence-based screening and assessment instruments specific to clients to determine their strengths and needs.
Task 5	Obtain relevant history and related information from the client and other pertinent sources to establish eligibility and appropriateness of services.
Task 6	Screen for physical needs, medical conditions, and co-occurring mental health disorders that might require additional assessment and referral.
Task 7	Interpret results of screening and assessment and integrate all available information to formulate diagnostic impression and determine an appropriate course of action.
Task 8	Develop a written summary of the results of the screening and assessment to document and support the diagnostic impressions and treatment recommendations.
Domain II: Treatment Planning, Collaboration, and Referral	
Task 1	Formulate and discuss diagnostic assessment and recommendations with the client and concerned others to initiate an individualized treatment plan that incorporates client's strengths, needs, abilities, and preferences.
Task 2	Use ongoing assessment and collaboration with the client and concerned others to review and modify the treatment plan to address treatment needs.
Task 3	Match client needs with community resources to facilitate positive client outcomes.
Task 4	Discuss rationale for a referral with the client.
Task 5	Communicate with community resources regarding needs of the client.
Task 6	Advocate for the client in areas of identified needs to facilitate continuity of care.
Task 7	Evaluate the effectiveness of case management activities to ensure quality service coordination.
Task 8	Develop a plan with the client to strengthen ongoing recovery outside of primary treatment.
Task 9	Document treatment progress, outcomes, and continuing care plans.

Task 10	Utilize multiple pathways of recovery in treatment planning and referral (New Task).
Domain III: Counseling	
Task 1	Develop a therapeutic relationship with clients, families, and concerned others to facilitate transition into the recovery process.
Task 2	Provide information to the client regarding the structure, expectations, and purpose of the counseling process.
Task 3	Continually evaluate the client's safety, relapse potential, and the need for crisis intervention.
Task 4	Apply evidence based culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.
Task 5	Assist families and concerned others in understanding substance use disorders and engage them in the recovery process.
Task 6	Document counseling activity and progress towards treatment goals and objectives.
Task 7	Provide information on issues of identity, ethnic background, age, sexual orientation, gender and other factors that influence behavior as they relate to substance use, prevention, and recovery.
Task 8	Provide information about the disease of addiction and the related health and psychosocial consequences.
Domain IV: Professional and Ethical Responsibilities	
Task 1	Adhere to established professional codes of ethics and standards of practice to uphold client rights while promoting best interests of the client and profession.
Task 2	Recognize diversity and client demographics, culture and other factors influencing behavior to provide services that are sensitive to the uniqueness of the individual.
Task 3	Continue professional development through education, self-evaluation, clinical supervision, and consultation to maintain competence and enhance professional effectiveness.
Task 4	Identify and evaluate client needs that are outside of the counselor's ethical scope of practice and refer to other professionals as appropriate.
Task 5	Uphold client's rights to privacy and confidentiality according to best practices in preparation and handling of records.
Task 6	Obtain written consent to release information from the client and/or legal guardian, according to best practices.
Task 7	Prepare concise clinically accurate and objective reports and records.

Advanced Alcohol and Drug Counselor (AADC)

Domain I: Screening, Assessment, and Engagement

Domain II: Treatment Planning, Collaboration, and Referral

Domain III: Counseling and Education

Domain IV: Professional and Ethical Responsibilities

Domain I: Screening, Assessment, and Engagement	
Task 1	Demonstrate verbal and non-verbal skills to establish rapport and promote engagement with persons served presenting at all levels of severity.
Task 2	Discuss with persons served the rationale, purpose, and procedures associated with the screening and assessment process to facilitate understanding and cooperation.
Task 3	Assess the immediate needs and readiness for change of the person served through evaluation of observed behavior and other relevant signs and symptoms of co-occurring substance use and/or mental health disorders.
Task 4	Recognize the interactions between co-occurring substance use, mental health and/or other health conditions.
Task 5	Assess for appropriateness of consultation and referral for Medication Assisted Treatment (MAT) for substance use and/or mental health disorders.

Task 6	Identify screening and assessment tools that are appropriate to the demographics of the person served.
Task 7	Use clinical interviews and assessment instruments to obtain and document relevant bio/psycho/social/spiritual information from the person served and/or concerned others.
Task 8	Screen for risk of harm to person served and/or others.
Task 9	Formulate diagnosis(es) based on the signs and symptoms of co-occurring substance use and/or mental health disorders by interpreting observable behavior, objective data, and results of interviews and assessment.
Task 10	Utilize the appropriate placement criteria to determine the level of care.
Task 11	Develop a comprehensive written summary based on the results of screening and bio/psycho/social/spiritual assessment to support the diagnosis(es) and treatment recommendations.
Domain II: Treatment Planning, Collaboration, and Referral	
Task 1	Discuss diagnostic assessment, findings, and recommendations with the person served and concerned others.
Task 2	Formulate and prioritize mutually agreed upon specific and reasonable short and long-term goals, measurable objectives, treatment methods, and resources based upon ongoing assessment findings that address the interactive relationship of each disorder identified.
Task 3	Identify and facilitate access to community resources to support ongoing recovery.
Task 4	Collaborate with the person served in reviewing and modifying the treatment plan based on an assessment of progress and the level of readiness to address substance use and/or mental health goals.
Task 5	Develop a plan with the person served to strengthen ongoing recovery outside of primary treatment.
Task 6	Document treatment progress, outcomes, and continuing care plans.
Task 7	Adapt intervention strategies to the unique needs of the person served, recognizing multiple pathways of recovery.
Task 8	Determine effectiveness and outcome of referrals through ongoing evaluation and documentation.
Task 9	Document all collaboration, consultation and referrals.
Task 10	Collaborate with other professionals.
Domain III: Counseling and Education	
Task 1	Develop a therapeutic relationship with persons served, families, and concerned others.
Task 2	Continually evaluate the safety and relapse potential of the person served and develop strategies to anticipate as well as respond to crises.
Task 3	Apply evidence-based, culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.
Task 4	Document services provided and progress toward goals and objectives.
Task 5	Educate the person served regarding the structure, expectations, and limitations of the counseling process.
Task 6	Utilize individual and group counseling strategies and modalities to match the interventions with the level of readiness of the person served to address substance use and/or mental health goals.
Task 7	Adapt counseling strategies to match the unique characteristics and choices of the person served.
Task 8	Educate the person served and concerned others about the biological and psychiatric effects of substance use and misuse.
Task 9	Educate the person served and concerned others about pharmacotherapies for substance use and mental health disorders.
Task 10	Assist families and concerned others in understanding the symptoms of specific disorders, their interactive effects including the relationship between symptoms and stressors, co-occurring substance use and/or mental health disorders, and the use of strategies that sustain recovery and maintain healthy relationships.
Task 11	Identify and adapt education strategies to the unique needs of the person served and concerned others
Task 12	Communicate needed subject matter in a clear, understandable, culturally, and developmentally appropriate manner.
Task 13	Utilize outcome data to continually adapt counseling strategies and update treatment plan to maximize clinical effectiveness.

Task 14	Educate the person served and support system about self-efficacy and empowerment.
Domain IV: Professional and Ethical Responsibilities	
Task 1	Adhere to established professional codes of ethics and standards of practice.
Task 2	Adhere to jurisdictionally specific rules and regulations regarding best practices in coordinating and/or providing co-occurring substance use, mental health, and health services.
Task 3	Demonstrate cultural competence.
Task 4	Recognize personal biases, including feelings, concerns, and other issues to minimize impact of these variables in the counseling process.
Task 5	Continue professional development through education, self-evaluation, clinical supervision, and consultation.
Task 6	Identify and evaluate the needs of the person served that are outside of the counselor's scope of practice and refer to other professionals as appropriate.
Task 7	Understand and apply current relevant research literature to improve the care of the person served and enhance the counselor's professional development.
Task 8	Understand and utilize technological advances in service delivery.
Task 9	Protect the integrity of the profession and best interests of persons served by identifying, addressing, and advocating for impaired professionals.
Task 10	Protect the integrity of the profession and best interests of persons served by identifying and addressing unethical practices.
Task 11	Uphold the rights of the person served to privacy and confidentiality according to jurisdictionally specific rules and regulations.
Task 12	Obtain required written consent to release information from the person served and/or legal guardian.
Task 13	Prepare timely, concise, clinically accurate, and objective reports and records.
Task 14	Advocate for and assist the person served in navigating the service delivery system.
Task 15	Provide all services in a trauma-informed manner.

Clinical Supervisor (CS)

Domain I: Counselor Development

Domain II: Professional and Ethical Standards

Domain III: Program Development and Quality Assurance

Domain IV: Assessing Counselor Competencies and Performance

Domain V: Treatment Knowledge

Domain I: Counselor Development	
Task 1	Build a supportive and individualized supervisor alliance, teach the purpose of clinical supervision, and respect professional boundaries.
Task 2	Maintain a constructive, safe supervisory learning environment that fosters self-awareness and awareness of others.
Task 3	Help supervisees develop skills specific to working with culturally diverse clients.
Task 4	Provide ongoing feedback to supervisees on their conceptualizations of client needs and appropriate therapeutic interventions.
Task 5	Create a professional development plan in collaboration with supervisees that includes specific, measurable goals and objectives.
Task 6	Direct supervisory activities to teach and develop supervisees.
Task 7	Educate supervisees regarding best practice developments.
Domain II: Professional and Ethical Standards	
Task 1	Ensure adherence to professional codes of ethics.
Task 2	Participate in Clinical Supervisor Professional Development.
Task 3	Seek supervision and implement a professional development plan.

Task 4	Ensure that supervisees disclose supervision practices to clients.
Task 5	Use and teach supervisees ethical decision-making models and monitor their use.
Task 6	Understand the risks of dual relationships.
Task 7	Provide timely consultation and guidance to supervisees in situations that present moral, legal, and/or ethical dilemmas.
Task 8	Recognize and address impaired practice of self and others.
Domain III: Program Development and Quality Assurance	
Task 1	Structure and facilitate staff education.
Task 2	Recognizing and understanding the limitations of evidence-based practices.
Task 3	Develop strategies for enhancing client access, engagement, and retention in treatment.
Task 4	Support and develop the agency quality assurance plan and comply with all monitoring and documenting requirements.
Task 5	Utilize referral sources and other community programs.
Task 6	Identify and assess program needs and develop a plan to improve clinical services.
Task 7	Perform crisis intervention and management.
Domain IV: Assessing Counselor Competencies and Performance	
Task 1	Establish counselor role expectations.
Task 2	Understand supervision as a bi-directional evaluative process.
Task 3	Assess supervisees' motivation, professional development, cultural, and clinical competence.
Task 4	Participate in performance recognition, disciplinary actions, and other personnel decisions.
Domain V: Treatment Knowledge	
Task 1	Demonstrate an understanding of substance-related addictive disorders, co-occurring disorders, and self-help philosophy.
Task 2	Understand the principles and theories of addiction, addiction prevention and treatment, and treatment limitations.
Task 3	Understand the use of pharmacological interventions and interactions.

Appendix II

Guidelines for Clinical Supervision

Supervision is an intervention that is provided by a senior member of a profession to a junior member of that same profession. This relationship is evaluative, extends over time, and has the simultaneous purposes of enhancing the professional function of junior members, monitoring the quality of professional services offered to the patients, and is a gatekeeper of those who are to enter the particular profession.

Clinical Supervision can be defined as an arena in which counselors acquire knowledge and skills for the substance abuse treatment profession due to consistent contact between a supervisor and an in-process counselor. Clinical supervision aids the in-process counselor in taking classroom knowledge and using it in a real-world setting. The supervisor provides the in-process counselor with oversight and guidance in diagnosing, treating, and dealing with all clients, as well as evaluates the in-process counselor's clinical performance.

Clinical supervision sessions are based on the in-person information from the in-process counselor that is made available to the supervisor through such means as one-on-one discussion, written clinical material, direct observation, co-therapy, audio and video recordings, and live supervision. In-person information can come from individual, group, couple, or family therapy sessions.

Clinical Supervision is not to be confused with one's own personal therapy. Clinical supervision is to aid the in-process counselor in their professional development. Goals should be agreed upon by supervisor and in-process counselor. The goal should be related to increasing counseling skills and judgment. The Supervisor shall ensure that the in-process counselor is made aware of and understands the ethics of The National Association of Alcohol and Drug Abuse Counselors.

The following will need to be in place prior to starting clinical supervision for an APSC certification.

1. The Plan for Supervision form should be completed by the supervisor and uploaded to the counselor's profile online. Candidate will receive plan approval notification on their online profile.
2. The supervisor and supervisee shall outline together the process of supervision. Some issues that should be addressed include, but are not limited to, the following:
 - Clarification of where, when, and for what length of time supervision will occur.
 - The availability of the supervisor in therapeutic emergencies.
 - Confidentiality issues and record keeping.
 - Knowledge of, and commitment to abide by, the code of ethics and applicable federal and state laws.
 - Boundary issues including, but not limited to, personal issues, (i.e., dual relationships, gifts, self-disclosure.)
3. The Commission does not consider the following appropriate methods of clinical supervision:
 - Any supervision conducted by a current or former family member, or other person connected to the supervisee in such a way that would prevent or make difficult the establishment of a professional relationship.
 - Peer support supervision, consultation, professional or staff development.
 - Administrative supervision.
 - Any process that is primarily didactic or involves teaching or training in a workshop.

- Agency clinical staffing or treatment team meetings.

4. Clinical Supervision logs should be completed by the supervisor and in-process counselor, and then uploaded to online profile. 200 hours of clinical supervision are required for ADC and AADC certification, with 10 hours in each specific counseling domain.

5. Following the completion of supervision the Evaluator's Statement should be completed and uploaded to online profile by the supervisor.

Appendix III

Guidelines for Case Record Presentation (Bachelor Candidates Only)

Purpose of the Case Record All applicants for clinical counselor credentialing whose highest level of education is a bachelor's degree must submit a case record. It is one method by which the applicant's competency in the clinical counselor Domains is judged. Candidate will be required to present their case during their oral interview.

Description

An actual or composite case may be submitted. The case record must include a description of a full range of care for the client, from intake through termination, including session-by-session notes of individual, group or family counseling. These notes should include information on the client's progress and the actions taken by you as the primary counselor to facilitate the client's movement toward identified treatment goals. Services may be provided in an inpatient or an outpatient setting and should be of sufficient duration to allow you, as the primary counselor, to demonstrate that you can take the client through a spectrum of services. You may use any forms as long as all essential components are included in the case record. Do not submit drug testing orders. Information contained in written notes is sufficient. **If a photocopy of an actual client file is used, please blank out all names, except your own, to protect client and staff privacy.** In all cases, the content must be legible. Illegible records or those with client names will be returned.

Components of the Case Record

The following services must be included in the case record that is submitted:

I. Intake and Assessment

A. Intake

Basic demographic information on the client should be documented along with the appropriateness to serve the client.

B. Assessment

Assessment information should include the presenting problem, substance use history, circumstances of entry into services, bio-psychosocial information, such as health, mental status, treatment history, family, education and work. All information pertinent to determining the client's needs should be included.

II. Treatment Plan

The treatment plan should be based on analysis of the assessment information and should include person-centered therapeutic goals, services to be provided, estimated frequency of services and referrals made.

III. Treatment Process

A. Direct Services

The case record should include documentation of all direct services provided to the client, with sample session notes. These notes (or drop the s here from "notes") should include information about the client's progress and the actions taken by you as the primary counselor.

B. Indirect Services

The case record should also include a sample case consultation related to serving the client.

IV. Transition Planning and Continuing Care

A. Pre-Discharge Planning

Session notes or case consultation(s) should document the criteria used to determine the client's readiness for discharge, as well as your work with the client in the discharge planning process.

B. Documentation of a transition plan.

V. Discharge Summary

A. Summary of services client participated in or was offered.

B. Progress made while client involved in treatment.

VI. Philosophy of Treatment

Write a one-page statement of your philosophy of treatment, including your theoretical orientation to and your use of various counseling theories. State how your philosophy affects your work with substance use disorder clients.

Appendix IV

Glossary of Terms

Addictions Counselor: Demonstrates professional competence necessary to perform tasks directly related to the Domains while providing treatment to clients in a variety of treatment.

ADC: Alcohol and Drug Counselor.

AADC: Advanced Alcohol and Drug Counselor.

Case Record: A written case record where applicant as primary counselor has provided the full range of care from intake through termination/continuing care. Client name and other identifying information must not be evident on the case record. **CS:** Clinical Supervisor.

Client: A person receiving any type of alcohol and drug services from counselor's place of employment.

A person(s) receiving any type of alcohol and drug services from your place of employment. Additionally, for persons receiving clinical services, the client may include family members or significant others.

Clinical Services: Activities related to assessment, counseling and rehabilitative services.

Clinical Supervisor Requirements: Clinical Supervisor must be an APSC Clinical Supervisor.

Clinical Supervision: Clinical Supervision Documentation Form is supplied. Number of hours and/or minutes should be carefully documented on this form and notation identifying supervision session as individual or group supervision. Documentation of clinical supervision, not administrative supervision, is required. Treatment team or clinical staffing are not clinical supervision.) **Code of Ethics:** As a state affiliate of NAADAC: the Association of Addiction Professionals, the APSC adheres to the Code of Ethics set by NAADAC. View or download the code at <https://www.naaadac.org/code> of ethics.

Evaluator's Statement: An APSC Certified Clinical Supervisor or CS completes this form noting strengths and needs for specific domains.

IC&RC: The International Credentialing & Reciprocity Consortium.

Non-Clinical: Activities related to prevention, education, communication organization, training and professional development.

Philosophy of Treatment: Counselor's definition of substance use disorders and how they should be treated to include theory or technique(s) applied in the practice of treatment.

APSC: The Addiction Professionals of South Carolina is comprised of alcoholism and drug abuse counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. The Addiction Professionals of South Carolina is comprised of alcoholism and drug abuse counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. APSC members dedicate themselves to promote the best interests of their society, of their clients, of their profession and of their colleagues.

Certified Addictions Professional: A person who has been certified by APSC, NAADAC or IC&RC.

Appendix V

Fee Schedule- All fees are non-refundable.

	NAADAC/APSC Member	Non-Member
Certification Fee	\$175	\$225
Recertification	\$125	\$225
Upgrade	\$75	\$125
Oral Exam	\$100	\$175
Written Examination	\$150	\$175
Appeals	\$50	\$75
Late Fee	\$50	\$75
Extension Fee	\$50	\$75
Reinstatement Fee	\$100	\$150
Inactive Fee	\$350	\$375

1. Late 30-60 days past renewal date: Submit recertification application form plus recertification fee and late application fee. **Member: \$175 Non-Member: \$300**
2. Late 61 days to 1 year: Submit recertification application form plus recertification fee and pay late application fee and reinstatement fee. **Member: \$275 Non-Member: \$450**
3. 1 year and a day to as much as 5 years (Inactive): Submit recertification application form plus recertification fee, and inactive fee. Recertification hours must be within two years of recertification application regardless of recertification expiration date. Hours must be in the Domains of addictions counseling and should include updated training in ASAM and DSM-5. **Member: \$475 Non-Member: \$600**
4. Counselors lapsed more than five years: Restart the certification process.

Appendix VI

Easy Checklist for Application for Certification

It is the responsibility of the applicant to submit a *complete* application. All questions must be answered. Please check each item to ensure that your application is complete. Incomplete or unsigned applications will be returned to applicants for completion, causing delay or disqualification.

- Completed application for certification online.
- Online Payment or Check made payable to APSC for \$175 if sent with a copy of a valid NAADAC membership card or \$225 non-refundable application fee.
- Requested transcript sent directly to Addiction Professionals of South Carolina from an accredited college, university, or training institution. Other education must be listed on the Education Verification Form with copies of certificates and/or other verification attached.
- Documentation of eligibility for certification:
2 years or 4000 hours experience in past five years for ADC
4 years or 8000 hours experience in past five years for AADC
*(*Work experience must be verified by current and/or previous employers on official letterhead and should specify dates of employment, full-time or part-time status, job title and that job duties were in Domains of addictions counseling.)*
300 clock hours training in the counseling Domains for ADC
450 clock hours training in the counseling Domains for AADC.
- Documentation of 200 hours of clinical supervision for ADC and AADC. (until June 1, 2021 CACII, NCACII, MAC or CS can sign off on supervision).
- Documentation of 6 hours training in Professional Ethics for counselors.
- Documentation of 3 hours training in HIV/ AIDS issues for counselors.
- Evaluator's Statement requested from a current supervisor who must be certified in addictions (3 pages)
- Official job description for present position enclosed (**must be signed by employee and employer**).
- Narrative Philosophy of Addictions Treatment enclosed for bachelor's certification candidates for the ADC .
- Sample Case File for bachelor's certification candidates for the ADC.
- Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics, and Assurance and Release as provided in the application.
- Passed written exam. (until June 1, 2021 APSC will accept both the NAADAC or the IC&RC written exams)
- Oral Interview successfully completed for bachelor's certification candidates for the ADC.

Appendix VII

Requirements for Certification by AOD Reciprocity

The APSC Certification Commission accepts reciprocity of individuals coming from other IC&RC or NAADAC boards on a case-by-case basis. The candidate receiving reciprocity should only apply for reciprocity of the appropriate level of certification.

1. Applicant must submit proof of current certification/licensure as follows (must remain current until awarded APSC certification):
 - NCAC I, II or MAC;
 - IC&RC clinical counselor certification; or
 - Any State Addictions Certification or License that utilizes either the NAADAC or IC&RC written exam.

Completed application for certification through our website address at:

<http://addictionprofessionalsofsouthcarolina.org/get-certified/>

2. A payment made to APSC of \$75 through our online system Certemy or one made by Check to our mailing address listed on the website will be accepted. Checks must be made out to APSC.
3. While waiting on all the documents to be submitted by the appropriate bodies and then reviewed by APSC the counselor will receive an in-process status and in-process letter which will allow them to begin working as an AOD counselor in South Carolina. The expiration date on the reciprocity in-process credential will be six months from the start date.
4. Bachelor's Degree or higher in a Human Services Field. Official transcript should be sent directly to the Addiction Professionals of South Carolina from a accredited college or university. Other education hours must be listed on the Education Verification Form with copies of certificates and/or other verification attached.
5. The Counselor's Degree must match the level they are applying for. A candidate with a bachelor's degree will only be able to apply for reciprocity to the ADC credential, while a candidate with a master's degree may apply for an AADC or CS depending on eligibility based on other requirements.
 - A bachelor's level candidate for reciprocity must verify passing an oral or interview or must apply to take one with the APSC Certification Commission (Suggestion)
6. Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in the online application.
7. Proof of having passed a written exam. The written exam must match the certification level of the credential they are applying (official test scores).

Appendix VIII

Requirements for Certification by Other Licensure Reciprocity

The APSC Certification Commission will accept for certification (Alcohol and Drug Addiction and Advanced Alcohol and Drug Addiction) licensed mental health professionals who have been practicing AOD counseling full-time (see year requirements below) provided the applicant can show proof of current SC State licensure, fifty (50) hours of Alcohol and Other Drug specific clinical supervision and all of the following requirements must be met; otherwise the applicant will need to qualify under current certification application requirements:

1. Applicant must submit proof of current South Carolina state licensure as follows:
 - Licensed Professional Counselor
 - Licensed Independent Social Worker
 - Licensed Marriage and Family Therapist
 - Licensed Psychologist
 - Licensed Psychiatrist
 - Licensed Psychiatric Nurse
2. Completed application for certification.
3. Non-refundable application fee \$175 (members) \$225 (non-members). Fees may be paid by check payable to APSC or debit/credit at www.APSC.org.
4. Requested transcript(s) sent directly to the Addiction Professionals of South Carolina from a accredited college, university or training institution. Other education hours must be listed on the Education Verification Form with copies of certificates and/or other verification attached.
5. Documentation of eligibility for certification:
 - 1 year full time or 2,000 hours experience in the past year for ADC
 - 2 years full time or 4,000 hours of experience in the past 3 years for AADC.
6. Documentation of 50 hours of clinical supervision by a Clinical Supervisor or In-Process Supervisor.
 - Supervision within the last 2 years.
7. Documentation of 6 hours training in Professional Ethics for counselors.
8. Documentation of 3 hours training in HIV/ AIDS issues for counselors.
9. Evaluator's Statement requested from a current supervisor who must be certified in addictions
10. Official job description for present position enclosed (*must be signed by employee and employer*).
11. Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in this application.
12. Sample Case File (*Bachelor's candidate's only*)
 - *One page philosophy of treatment.*
13. Passed Written Exam.

Appendix IX

Coursework Criteria for Certification

Coursework accepted towards certification must be in related areas to the Domains for certification and from a accredited institution. Although most social and behavioral health coursework will be accepted, some limitations are made. Below is an attempt to guide the candidate for certification with both acceptable coursework and those limitations. As always, the APSC Certification Board is there to serve both the field and the candidate for certification.

Therefore, if you have any questions about those limitations to your education, please contact the APSC Certification Board, and a response to the inquiry will be provided.

Required areas of study include:

1. Human Growth and Development
2. Social and Cultural Foundations
3. The Helping Relationship
4. Group Dynamics, Processing, and Counseling
5. Lifestyle and Career Development
6. Appraisal of Individuals
7. Research and Evaluation
8. Professional Orientation
9. Psychopathology
10. Diagnostics of Psychopathology

Intro courses in sociology, psychology, health promotion, anthropology and religion will be accepted.

The APSC's Human Services Degree guidelines for those seeking accreditation. In all instances 270 clock hours of education and training in the Domain areas is required for an ADC and 450 clock hours for an AADC.

Candidates for any credentials offered through APSC may not necessarily meet the requirements of third-party payers for reimbursement. The candidate assumes exploration of the requirements for any reimbursement through insurance, Medicaid, or Medicare.

Addiction Professionals of South Carolina Clinical Supervision Plan

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

In-process Dates: Start _____ to End _____

Certification receiving supervision for: ADC AADC CS

Clinical Supervisor Information

Name of Supervisor(s): _____

Name of Agency: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

License or Certification Type	License or Certification Number	Expiration Date

Plan for Supervision

I, _____ will provide clinical supervision of substance use counseling connected to the domains to _____. Supervision will begin _____ (month/year) and will end on approximately _____ (month/year). I will adhere to the guidelines set forth by the certification commission of Addiction Professionals of South Carolina.

Signature of Supervisor

Date

Signature of In-process Candidate

Date

Evaluator's Statement

PAGE 1 of 2

APPLICANT'S NAME: _____

I hereby certify that I have been in a position to observe and have first-hand knowledge of the above named applicant's work at the (name of agency or workplace) _____

I have observed this applicant's work from _____ to _____

My relationship to this applicant is/was Supervisor

The information I am giving is my best judgment of this applicant's capabilities to be certified as (*check one*)

Alcohol and Drug Counselor Advanced Alcohol and Drug Counselor Clinical Supervisor.

I believe this applicant's performance has been consistent with APSC's Ethical Standards

Yes No If no, please explain: (*use additional pages if needed*).

To be answered by current or former supervisor only:

1. How long have you supervised this applicant? _____
2. How many hours of clinical supervision have you provided this applicant during this time? _____
3. What is the approximate size of this applicant's caseload? _____
4. What percentage of this applicant's time is spent in the Domains of the level of certification that this applicant has applied? _____%
5. What are significant strengths and deficiencies of this applicant?

Notable Strengths:

Notable Deficiencies:

This form was completed by:

Print Name

Title/Certification Level/Certification Exp.

Signature

Date

Agency

Address

Phone

City

State

Zip

Evaluator's Statement

PAGE 2 of 2

Please rate the applicant on the scale below based on the average of employees doing similar work by checking the appropriate box. Evaluator must be knowledgeable in all Domains with appropriate credential to evaluate the applicant. See page 15.

Satisfactory / Unsatisfactory / Not Observed or Not Applicable: (check as each applies)

An explanation must be provided for any Domains marked not observed or not applicable. See Page 3.

Alcohol and Drug Counselor (ADC)

S U N

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain I: Screening and Intake: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain II: Treatment Planning, Collaboration, and Referral |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain III: Counseling |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain IV: Professional and Ethical Responsibilities |

Advanced Alcohol and Drug Counselor (AADC)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain I: Screening, Assessment, and Engagement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain II: Treatment Planning, Collaboration, and Referral |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain III: Counseling and Education |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain IV: Professional and Ethical Responsibilities |

Clinical Supervisor (CS)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain I: Screening, Assessment, and Engagement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain II: Treatment Planning, Collaboration, and Referral |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain III: Counseling and Education |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domain IV: Professional and Ethical Responsibilities |

Please list explanations for any Domains marked Not Observed or Not Applicable.

EVALUATOR COMMENTS:

Addiction Professionals of South Carolina Work Experience Form

Applicant Name: _____ Certification Applied for: _____

Place of Employment: _____

Current Position: _____

Start Date: _____ End Date: _____

Type of Employment (Full or Part-time): _____

If Part-time, Number of Hours Worked: _____

Print Name

Title

Signature

Date