

# **The Texas Certification Board of Addiction Professionals**

presents

**The Texas System for Certification of**

## **ALCOHOL DRUG COUNSELORS**

**LEVEL I - MEMBERS**

**LEVEL II - FELLOWS**

**LEVEL III - DIPLOMATES**

### **APPLICATION PACKAGE**

Revised April 2011

#### **TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS**

1005 Congress Ave, Suite 460

Austin, TX 78701

512.708.0629

Fax-512.476.7297

[www.tcbap.org](http://www.tcbap.org)



**Certification Criteria  
and other information for**

**Alcohol Drug Counselor  
Level I - Member  
Level II - Fellow  
Level III - Diplomate**

AS AUTHORIZED BY THE  
**TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS**

**Revised Edition  
April 2011**

**Original Prepared by:  
Texas Certification Board of Addiction Professionals  
1005 Congress Ave, Suite 460  
Austin, TX 78701  
512.708.0629  
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# TEXAS SYSTEM FOR CERTIFICATION OF ALCOHOL DRUG COUNSELORS

## **Statement of Purpose**

The Alcohol Drug Counselor credential upgrades and standardizes qualifications of those working in the field of chemical dependency counseling. The following ADC (formerly CADAC) credentialing guidelines have been developed by the **Texas Certification Board of Addiction Professionals (TCBAP)**. These guidelines were originally constructed in 1994, and were presented to the membership of the Texas Association of Addiction Professionals for approval, review and comment. The primary purpose of the leveling system credential is to raise the standards of education and experience levels so that individual counselors with exceptional experience or education and experience can be duly recognized by their peers and professional organizations, statewide and nationally. The ADC credential will separate those counselors who are content with a status quo existence from those who continue to achieve a higher level of excellence within the addiction profession. A counselor's "level of expertise" can now be clearly defined.

## **Statutory Limitations**

Certification as an ADC is not to be construed as authorization to charge or collect fees for services rendered if to do so conflicts with any statutory limitations. Where the statute requires that an ADC be supervised by a licensed provider, they shall be so supervised.

## **Principles**

Certain important principles have emerged in regard to this credential.

- Principle 1.** This certification is based on a combination of competency and knowledge about chemical dependency counseling, to include academic achievement.
- Principle 2.** Authority for this certification comes from professionals working in the field of chemical dependency counseling who share a common concern for standards of competency.
- Principle 3.** Persons having chemical dependency counseling skills and utilizing them in positions other than those called counselors may be certified. The basic requirement for certification is performance of chemical dependency counseling and academic achievement.
- Principle 4.** Application for this certification is entirely voluntary.
- Principle 5.** Certification is offered to both member and non-members of the Texas Association of Addiction Professionals.

## **Authority**

The authority of the Certification Board is derived from those persons who are dedicated to service as counselors and who are most affected by certification. This authority is embodied in the statewide association of alcohol and drug abuse counselors, the Texas Association of Addiction Professionals, Inc. Recognition of this certification is voluntary. The credibility of this certification results from the standards that are maintained, the performance level established by the Certification Board, and most importantly, the professional competency and integrity of Alcohol Drug Counselors.

## **Alcohol Drug Counselor Requirements**

The minimum requirements for certification of an ADC shall include academic achievement, work experience, and formal training, including the following:

1. Verification of a three hundred (300) hour Chemical Dependency Counseling Practicum. The practicum must take place in a setting where AODA counseling is being performed. Training must be specifically related to the knowledge and skills necessary to perform all of the 12 Core Functions of the Substance Abuse Counselor and must include at least ten (10) hours in each core function.
2. Verification of successful IC&RC International AODA Written examination scores. (The Texas Dept. of State Health Services uses the ICRC International Written and Oral examinations for LCDC licensure.)
3. Verification of 270 chemical dependency education hours, of which 135 must be Alcohol/Drug specific, 6 of which must be HIV/AIDS specific, and 6 of which must be Ethics specific. The AODA domains are: clinical evaluation; treatment planning; referral; service coordination; counseling; client, family & community education; documentation; and professional & ethical responsibility.
4. This credential will have reciprocity with other ICRC/AODA member boards.
5. Sign and agree to comply with the ethical standards as set forth in the Texas System of Certification for Alcohol Drug Counselors.
6. All persons who apply for the ADC certification through the Texas Certification Board should be a resident of Texas. At least fifty percent (51%) of the applicant's work should be done in the State of Texas. Exceptions to the residency requirement will be considered on an individual basis by petition to the Texas Certification Board

In addition to these requirements, the following requirements apply for each ADC level:

**ADC Level I - Member:** Verification of 6,000 hours (approximately three years) of chemical dependency counseling experience (note: an associates degree in behavioral science may substitute for 1,000 hours; a bachelors degree in behavioral science may substitute for 2,000 hours; a master's degree in behavioral science may substitute for 4,000 hours).

**ADC Level II - Fellow:** Verification of 6,000 hours (approximately three years) of chemical dependency counseling experience and verification of a Bachelor's Degree in a human services related field; OR, verification of seven (7) years (14,000 hours) of chemical dependency counseling experience

**ADC Level III - Diplomate:** Verification of 6,000 hours (approximately three years) of chemical dependency counseling experience and verification of a Master's Degree in a human services related field; OR verification of twelve (12) years (24,000 hours) chemical dependency counseling experience.

## **Fees for Certification**

The following fee structure shall apply for all individuals who apply for certification as an ADC.

Original Application Fee ..... \$125.00

Application Packet Fee ..... \$15.00

ICRC Written Examination Fee.....\$200.00 (You will pay this fee only when you register for the test, do not send with this application.)

## **Requirements for Recertification**

The ADC certification shall be issued for a period of two (2) years, therefore requiring an individual to recertify every two (2) years on that same date. The requirements for recertification shall be as follows:

1. Absent of any ethical or malpractice violations.
2. Completion of forty (40) hours of chemical dependency continuing education.
3. Submission of an application including a signed copy of the ethical standards for Alcohol Drug Counselors.
4. The fee for recertification shall be \$100.00.

**ALCOHOL DRUG COUNSELOR (ADC)  
CERTIFICATION APPLICATION**

**Application For (Circle One):** Level I - Member    Level II - Fellow    Level III - Diplomate

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Fax Number** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**Email** \_\_\_\_\_ **Gender** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**Ethnic Origin**                     African American                     American Indian  
    Asian American                     Caucasian  
    Hispanic                                 Other \_\_\_\_\_

**Texas Counseling License Type** \_\_\_\_\_ **Number** \_\_\_\_\_ **Expires** \_\_\_\_\_

**Health Care Licenses/State Certifications (Please list type and expiration date)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you ever undergone a disciplinary action for violation of any Code of Ethics?**

YES \_\_\_\_\_ NO \_\_\_\_\_ (If YES, please attach letter of explanation)

**Education**

Associate's Degree (Type & Date Awarded) \_\_\_\_\_

Undergraduate Degree (Type & Date Awarded) \_\_\_\_\_

Graduate Degree (Type & Date Awarded) \_\_\_\_\_

Doctorate Degree (Type & Date Awarded) \_\_\_\_\_

**Enclosures**

- \_\_\_\_\_ Certification Application
- \_\_\_\_\_ Signed Statement of Understanding
- \_\_\_\_\_ Signed Code of Ethics
- \_\_\_\_\_ Documentation of 300 hour practicum
- \_\_\_\_\_ Documentation of successful ICRC International AODA written examination scores
- \_\_\_\_\_ Work experience documentation reflecting at least 6,000 hours work experience
- \_\_\_\_\_ Documentation of 270 education hours
- \_\_\_\_\_ Documentation of six (6) HIV/AIDS specific education hours and six (6) Ethics specific hours (may be include in 270 total).
- \_\_\_\_\_ International Certificate Application

**ADC Fees**

- \_\_\_\_\_ Certification Fee.....\$125.00
- \_\_\_\_\_ Application Packet Fee.....\$15.00

**Payment Information**

\_\_\_\_\_ I have enclosed a check or money order payable to TCBAP  
 \_\_\_\_\_ I authorize TCBAP to charge my credit card in the amount of \$ \_\_\_\_\_  
 \_\_\_\_\_ Visa      \_\_\_\_\_ Mastercard      \_\_\_\_\_ American Express      \_\_\_\_\_ Discover  
 Card No. \_\_\_\_\_ Exp Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

I hereby affirm that this application is made on my behalf and is entirely voluntary on my part. I hereby agree to waive the right to inspect the result of inquiries made of employers, co-workers, references, educational institutions or any others which were sought and secured in the process of making a determination as to my certification with TCBAP. I hereby authorize hospitals, any type of business organization, schools, and other organizations or persons named herein to release to TCBAP any information they may have regarding me. I hereby release said parties from any and all liability arising out of the furnishing of the information that may be requested by TCBAP in connection with this application.

I understand that certification depends on my meeting the requirements and criteria established by the TCBAP Board. I understand that intentionally false or misleading statements on this application will result in my being declared ineligible for certification. Data from my application may be used for statistical purposes. The application fees and portfolio become the property of TCBAP. **All fees are non-refundable.**

I authorize TCBAP to obtain information pertaining to this credential and my performance and ability from my employer, past employer, and references listed herein.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return Completed Application to:**  
**1005 Congress, Ave., Suite 460**  
**Austin, TX 78701**

## **ETHICAL STANDARDS FOR ALCOHOLISM AND DRUG ABUSE COUNSELORS**

The Texas Association of Addiction Professionals is comprised of professional alcoholism and drug abuse counselors and chemical dependency specialists 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 and societal expectations, obligations and conduct. As professionals dedicated to the treatment of chemical dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. Alcoholism and drug abuse counselors dedicate themselves to the promotion of the best interests of their society, their clients, their profession and their colleagues.

### **SPECIFIC PRINCIPLES**

**Principle 1: Nondiscrimination.** The alcoholism and drug abuse counselor must not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national origin, sexual orientation or economic condition.

**Principle 2: Responsibility.** The alcoholism and drug abuse counselor must espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a) The alcoholism and drug abuse counselor, as teacher, must recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b) The alcoholism and drug abuse counselor, as practitioner, must accept the professional challenge and responsibility deriving from the counselor's work.

**Principle 3: Competence.** The alcoholism and drug abuse counselor must recognize that the profession is founded on national standards of competency which promote the best interests of society, the client, the counselor and the profession as a whole. The counselor must recognize the need for ongoing education as a component of professional competency.

- a) The alcoholism and drug abuse counselor must prevent the practice of alcoholism and drug abuse counseling by unqualified and/or unauthorized persons.
- b) The alcoholism and drug abuse counselor who is aware of unethical conduct or unprofessional modes of practice must report such violations to the appropriate certifying authority.
- c) The alcoholism and drug abuse counselor must recognize boundaries and limitations of a counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d) The alcoholism and drug abuse counselor must recognize the effect of impairment on professional techniques and must be willing to seek appropriate treatment for oneself or for a colleague. The counselor must support peer assistance programs in this respect.

**Principle 4: Legal Standards and Moral Standards.** The alcoholism and drug abuse counselor must uphold the legal and accepted moral codes which pertain to professional conduct, legal and accepted moral codes of our society.

- a) The alcoholism and drug abuse counselor must not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b) The alcoholism and drug abuse counselor must not use the affiliation with the Texas Association of Addiction Professionals for purposes that are not consistent with the stated purposes of the association.
- c) The alcoholism and drug abuse counselor must not associate with or permit the counselor's name to be used in connection with any services or products in a way that is incorrect or misleading.

- a) The alcoholism and drug abuse counselor associated with the development or promotion of books or other products offered for commercial sale must be responsible for ensuring that such books or products are presented in a professional and factual way.
- b) The alcoholism and drug abuse counselor must obey civil and criminal laws, and commit no act involving moral turpitude of which would bring discredit to the profession.

**Principle 5: Public Statements.** The alcoholism and drug abuse counselor must respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a) The alcoholism and drug abuse counselor who represents the field of alcoholism and drug abuse counseling to clients, other professionals, or to the general public must report fairly and accurately the appropriate information.
- b) The alcoholism and drug abuse counselor must acknowledge and document materials and techniques used.
- c) The alcoholism and drug abuse counselor who conducts training in alcoholism and drug abuse counseling skills or techniques must indicate to the audience the requisite training/qualification to properly perform those skills and techniques.

**Principle 6: Publication Credit.** The alcoholism and drug abuse counselor must assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a) The alcoholism and drug abuse counselor must recognize joint authorship, major contributions of professional character made by several persons to a common project. The author who has made the principal contribution to a publication must be identified as a first listed.
- b) The alcoholism and drug abuse counselor must acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c) The alcoholism and drug abuse counselor must acknowledge, through specific citations, unpublished, as well as published, materials that have direct influences the research or writing.
- d) The alcoholism and drug abuse counselor who compiles and edits for publication the contributions of others must list oneself as editor, along with the names of those others who have contributed.

**Principle 7: Client Welfare.** The alcoholism and drug abuse counselor must respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a) The alcoholism and drug abuse counselor must define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b) The alcoholism and drug abuse counselor, in the presence of professional conflict, must be concerned primarily with the welfare of the client.
- c) The alcoholism and drug abuse counselor must terminate a counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- d) The alcoholism and drug abuse counselor, in referral cases, must assume the responsibility for the client's welfare either by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the alcoholism and drug abuse counselor must carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and must act in the best interest of the client.
- e) The alcoholism and drug abuse counselor who asks a client to reveal personal information from other professionals or allows information to be divulged must inform the client of the nature of such transaction. The information released or obtained with informed consent must be used for expressed purposes only.
- f) The alcoholism and drug abuse counselor must not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g) The alcoholism and drug abuse counselor must ensure the presence of an appropriate setting for clinical work to protect the client from harm, and the counselor and the profession from censure.
- h) The alcoholism and drug abuse counselor must collaborate with other health-care professionals in providing a supportive environment for the client who is receiving prescribed medications.

**Principle 8: Confidentiality.** The alcoholism and drug abuse counselor must embrace, as a primary obligation, the duty of protecting the privacy of clients and must not disclose confidential information acquired in teaching, practice or investigation.

- a) The alcoholism and drug abuse counselor must inform the client and obtain agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes and the observation of an interview by another person.
- b) The alcoholism and drug abuse counselor must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c) The alcoholism and drug abuse counselor must reveal information received in confidence only when there is a clear and present danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d) The alcoholism and drug abuse counselor must discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports must present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.

The alcoholism and drug abuse counselor must use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

**Principle 9: Client Relationships.** The alcoholism and drug abuse counselor must inform the prospective client of the important aspects of the potential relationship.

- a) The alcoholism and drug abuse counselor must inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes and /or observation of an interview by another person.
- b) The alcoholism and drug abuse counselor must inform the designate guardian or responsible person of circumstances which may influence the relationship, when the client is a minor or incompetent.
- c) The alcoholism and drug abuse counselor must not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.
- d) The alcoholism and drug abuse counselor must not engage in any type of sexual activity with a client.

**Principle 10: Interprofessional Relationships.** The alcoholism and drug abuse counselor must treat colleagues with respect, courtesy and fairness, and must afford the same professional courtesy to other professionals.

- a) The alcoholism and drug abuse counselor must not offer professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b) The alcoholism and drug abuse counselor must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

**Principle 11: Remuneration.** The alcoholism and drug abuse counselor must establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a) The alcoholism and drug abuse counselor must consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.
- b) The alcoholism and drug abuse counselor must not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor must not engage in fee splitting.
- c) The alcoholism and drug abuse counselor in clinical or counseling practice must not use one's relationship with clients to promote personal gains or the profit of an agency or commercial enterprise of any kind.

- d) The alcoholism and drug abuse counselor must not accept a private fee or any gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its clients by members of its staff, and in such instances the client must be fully apprised of all policies affecting the client.

**Principle 12: Societal Obligations.** The alcoholism and drug abuse counselor must advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The counselors must inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug abuse addiction and must act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The alcoholism and drug abuse counselor must adopt a personal and professional stance which promotes the well-being of all human beings.

I have read, understand and commit to the preceding Ethical Standards.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### **PROCEDURE FOR CODE OF ETHICS COMPLAINTS**

*TCBAP has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCBAP ADC or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be ir-resolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the ADC professional or through the ADC professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.*

*Ethic complaints must be submitted in writing and mailed to TCBAP Headquarters at 1005 Congress, Ste. 460, Austin, and TX 78701.*

**ALCOHOL DRUG COUNSELOR (ADC)**  
**PROFESSIONAL WORK EXPERIENCE DOCUMENTATION FORM**

*The information on this form must be supplied and attested to by the applicant.* This form should be photocopied and completed for each separate counseling experience claimed to meet the work experience requirement.

Name (Last, First, Middle Initial) \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Title or Position \_\_\_\_\_

Supervisor \_\_\_\_\_

Period Worked (From/To) \_\_\_\_\_

Average clock hours of work experience per week \_\_\_\_\_

Total clock hours claimed for this counseling experience \_\_\_\_\_

I, \_\_\_\_\_, affirm that the information provided on this form is true and accurate. I can document this information should I be audited by TCBAP.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**1005 Congress Ave., Suite 460, Austin, TX 78701**

**ALCOHOL DRUG COUNSELOR (ADC)**  
**SUPERVISED FIELD WORK PRACTICUM VERIFICATION**

Applicant Name (Last, First, Middle Initial) \_\_\_\_\_

Practicum Location \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Practicum Supervisor \_\_\_\_\_

The practicum must take place in a setting where AODA counseling is being performed. Training must be specifically related to the knowledge and skills necessary to perform all of the 12 Core Functions of the Substance Abuse Counselor and must include at least ten (10) hours in each core function.

Supervisor Signature	Core Function	# of Hours	Supervisor Skills Rating (1-5, 5 being Excellent)
	Screening		
	Intake		
	Orientation		
	Assessment		
	Treatment Planning		
	Counseling		
	Case Management		
	Crisis Intervention		
	Client Education		
	Referral		
	Reports/Recordkeeping		
	Consultation		
	<b>TOTAL</b>		

“I hereby certify that the above named individual has successfully completed a 300 hour chemical dependency counseling practicum to include at least 10 hours in each of the Twelve Core Functions of the Substance Abuse Counselor.”

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to: 1005 Congress Ave., Suite 460, Austin, TX 78701**

