

The Texas Certification Board of Addiction Professionals

presents

The Texas System for Certification of

CERTIFIED CLINICAL SUPERVISORS

APPLICATION PACKAGE

Revised January 2010

TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS

1005 Congress Avenue, Ste. 460

Austin, TX 78701

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**Certification Criteria
and other information for**

“Certified Clinical Supervisors”

AS AUTHORIZED BY THE

TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS

Revised Edition

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Original Prepared by:

Texas Certification Board of Addiction Professionals

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REVISION AND CHANGE: All or any part of this handbook is subject to change as deemed necessary by TCBAP.

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TEXAS SYSTEM FOR CERTIFICATION OF CERTIFIED CLINICAL SUPERVISORS

Statement of Purpose

The Clinical Supervisor credential upgrades and standardizes qualifications of those working in the field of supervision. In a treatment setting, the CCS shall improve the quality of supervision of interns, enhance the credibility of the practicum experience and provide greater relevance for certification. The CCS certification is designed to be appropriate for those individuals who are currently supervising counselor interns. The CCS is a healthcare professional who has been certified by TCBAP as having been adequately trained to provide supervision for counselor interns. The services shall be within the limitations of all applicable state and local statutes. The CCS is also an individual who adheres to the ethical principles as set forth in the Texas System of Certification of Clinical Supervisors.

Statutory Limitations

Certification as a CCS 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 a CCS 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 supervising counselor interns to include academic achievement.
- Principle 2.** Authority for this certification comes from professionals working in the field of supervising counselor interns who share a common concern for standards of competency.
- Principle 3.** Persons having supervisory skills and utilizing them in positions other than those called counselors may be certified. The basic requirement for certification is performance of supervisory skills 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 addiction 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 Certified Clinical Supervisors.

Certified Clinical Supervisor Requirements

Individuals who apply for certification as a CCS must be currently certified as an ADC, AAC or CCJP. As an ADC, AAC, or CCJP, the applicant has already met certain stringent standards for certification to ensure high quality and professionalism. The minimum requirements for certification of a CCS shall include academic achievement, work experience, and formal training, including the following:

1. Current certification as an ADC I, II, or III, AAC, or CCJP.
2. 10,000 hours (approximately five years) of counseling experience in the field of addiction counseling. (An associate's degree in behavioral science may substitute for 1,000 hours; a bachelor's degree in behavioral science may substitute for 2,000 hours; a master's degree in behavioral science may substitute for 4,000 hours.)
3. Verification of 4,000 hours (approximately two years) of actual supervisory experience in the field of addiction counseling following certification as an ADC or AAC. These 4,000 hours may be included in the 10,000 hours of counseling experience and must include the provision of 200 contact hours of face-to-face clinical supervision.
4. Verification of thirty (30) hours of didactic training in clinical supervision covering the CCS domains. This must include at least four hours of training in each of the following domains: Counselor Development, Professional & Ethical Standards, Program Development & Quality Assurance, Performance Evaluation, Administration, and Treatment Knowledge.
5. Submission of three (3) letters of reference from individuals familiar with the applicant's work as a clinical supervisor, one of whom must have supervised the candidate's clinical supervision.
6. Completion and achievement of a satisfactorily passing grade on the IC&RC Clinical Supervision Examination.
7. This credential will have reciprocity with other ICRC/AODA member boards.
8. Sign and agree to comply with the ethical standards as set forth in the Texas System of Certification for Clinical Supervisors.

Fees for Certification

The following fee structure shall apply for all individuals who apply for certification as a CCS.

Original Application Fee.....\$125.00
Application Packet Fee.....\$15.00

Clinical Supervision Written Examination Fee.....\$155.00 (This fee will be paid when you register for the exam. Do not send this fee with this application).

Requirements for Recertification

The CCS 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. Currently active as a supervisor in the field addiction counseling.
2. Absent of any ethical or malpractice violations.
3. Completion of forty (40) hours of continuing education. Documentation of current ADC, AAC, or CCJP certification shall serve as verification of this requirement. However, six (6) of the forty (40) hours must be specific to clinical supervision. Certificates of completion must be attached to the recertification application to document this requirement.
4. Submission of an application, including a signed copy of the ethical standards for Clinical Supervisors.
5. The fee for recertification shall be \$100.00.

**CERTIFIED CLINICAL SUPERVISOR
CERTIFICATION APPLICATION**

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) _____

Specialized Training in Clinical Supervision (Schools, Seminars, Workshops, etc.)

Chemical Dependency Work Experience

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Clinical Supervision Work Experience

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Colleague References

Name _____

Address _____

City/State/Zip _____

Name _____

Address _____

City/State/Zip _____

Enclosures:

- _____ Certification Application
- _____ Signed Statement of Understanding
- _____ Signed Code of Ethics
- _____ Copy of Current License to Provide Counseling Service
- _____ Copy of ADC, AAC, or CCJP Certification
- _____ Documentation of 30 hours didactic training in clinical supervision
- _____ IC&RC Clinical supervision written examination score report
- _____ 3 letters of reference (one must be from an individual who supervised applicant's clinical supervision)
- _____ International Certificate Application

Documentation to be submitted by Supervisors:

- _____ Supervisory Experience Documentation Form Hours Documented: _____
- _____ Counselor Evaluation Form
- _____ Counselor Work Experience Documentation Form Hours Documented: _____

CCS Application 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 _____

I understand that my credit card billing statement will show charges from "TAAP".

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:
TCBAP, 1005 Congress Avenue, Ste. 460, Austin, TX 78701

CERTIFIED CLINICAL SUPERVISOR (CCS)
SUPERVISORY WORK EXPERIENCE DOCUMENTATION FORM

The information on this form must be supplied and attested to by the applicant's supervisor at the agency or organization where the applicant was employed for the period claimed. This form should be photocopied and completed for each separate supervisory experience claimed to meet the supervisory requirement.

1. Applicant's Name: _____
2. Applicant's Social Security Number: _____
3. Name and address of organization/agency where the applicant gained required supervised experience:

4. Inclusive dates of applicant's supervision experience: From: _____ To: _____
5. Average number of clock hours of supervisory experience per week: _____
6. Total number of clock hours of supervisory experience in period claimed: _____
7. As supervisor of applicant's supervisory experience, do you have any reservations about this applicant receiving a certification for clinical supervision? Yes _____ No _____
If yes, please specify (attach additional sheets if necessary): _____

8. Other comments about the applicant's supervisory experience: _____

I, as supervisor of the above named applicant's experience, affirm that the information provided on this form is true and accurate.

Signature of Supervisor Date Signed

Supervisor Printed Name

Mailing Address, City, State, Zip

Telephone Number

RETURN TO: TCBAP, Certification Coordinator, 1005 Congress Avenue, Ste. 460, Austin, TX 78701
DO NOT RETURN TO APPLICANT

CERTIFIED CLINICAL SUPERVISOR (CCS)
COUNSELOR WORK EXPERIENCE DOCUMENTATION FORM

The information on this form must be supplied and attested to by the applicant's supervisor at the agency or organization where the applicant was employed for the period claimed. This form should be photocopied and completed for each separate counseling experience claimed to meet the work experience requirement.

1. Applicant's Name: _____
2. Applicant's Social Security Number: _____
3. Name and address of organization/agency where the applicant gained required work experience:

4. Inclusive dates of applicant's counseling experience: From: _____ To: _____
5. Average number of clock hours of counseling experience per week: _____
6. Total number of clock hours of counseling experience in period claimed: _____
7. As supervisor of applicant's counseling experience, do you have any reservations about this applicant receiving a certification for clinical supervision? Yes _____ No _____
If yes, please specify (attach additional sheets if necessary): _____

8. Other comments about the applicant's counseling experience: _____

I, as supervisor of the above named applicant's experience, affirm that the information provided on this form is true and accurate.

Signature of Supervisor Date Signed

Supervisor Printed Name

Mailing Address, City, State, Zip

Telephone Number

RETURN TO: TCBAP, Certification Coordinator, 1005 Congress Avenue, Ste. 460, Austin, TX 78701
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ETHICAL STANDARDS FOR CLINICAL SUPERVISORS

The Texas Certification Board of Addiction Professionals and the Texas Association of Addiction Professionals is comprised of professional alcoholism and drug abuse counselors and clinical supervisors who, as responsible health professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert 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 dependency clients and their families, they believe that they can effectively treat its individual and familial manifestations. Clinical supervisors dedicate themselves to promote the best interests of their society, of their clients, of their profession and of their colleagues.

Specific Principles

Principle 1. Non-discrimination

The clinical supervisor 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 clinical supervisor must espouse objectivity and integrity, and maintain the highest standards in the services the clinical supervisor offers.

- a. The clinical supervisor, 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 clinical supervisor, as practitioner, must accept the professional challenge and responsibility deriving from the supervisor's work.

Principle 3. Competence

The clinical supervisor must recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The supervisor must recognize the need for ongoing education as a component of professional competency.

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

Principle 4. Legal Standards and Moral Standards

The clinical supervisor must uphold the legal and accepted moral codes which pertain to professional conduct, legal and accepted moral codes of our society.

- a. The clinical supervisor must not claim either directly or by implication, professional qualifications/affiliations that the supervisor does not possess.
- b. The clinical supervisor must not use the affiliation with the Texas Certification Board of Addiction Professionals and/or the Texas Association of Addiction Professionals for purposes that are not consistent with the stated purposes of the association.
- c. The clinical supervisor must not associate with or permit the supervisor's name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The clinical supervisor 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.
- e. The clinical supervisor 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 clinical supervisor must respect the limits of present knowledge in public statements concerning chemical dependency.

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

Principle 6. Publication Credit

The clinical supervisor must assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The clinical supervisor must recognize joint authorship, major contributions of professional character made by several persons to a common project. The author who has made the principle contribution to a publication must be identified as a first listed.
- b. The clinical supervisor 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 clinical supervisor must acknowledge, through specific citations, unpublished, as well as published, materials that have directly influenced the research or writing.
- d. The clinical supervisor 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 clinical supervisor must respect the integrity and protect the welfare of the person or group with whom the supervisor is working.

- a. The clinical supervisor 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 clinical supervisor, in the presence of professional conflict, must be concerned primarily with the welfare of the client.
- c. The clinical supervisor must terminate a counseling or consulting relationship when it is reasonably clear to the supervisor that the client is not benefiting from it.
- d. The clinical supervisor, 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 clinical supervisor 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 clinical supervisor 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 clinical supervisor must not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The clinical supervisor 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 clinical supervisor must collaborate with other health professionals in providing a supportive environment for the client who is receiving prescribed medications.

Principle 8. Confidentiality

The clinical supervisor must embrace, as primary obligation, the duty of protecting the privacy of clients and must not disclose confidential information acquired in teaching, practice or investigation.

- a. The clinical supervisor 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 clinical supervisor must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The clinical supervisor must reveal information received in confidence only when there is a clear and imminent danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d. The clinical supervisor 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 invasion of privacy,
- e. The clinical supervisor 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 clinical supervisor must inform the prospective client of the important aspects of a potential relationship.

- a. The clinical supervisor 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 the interview material for training purposes and/or observation of an interview by another counselor.
- b. The clinical supervisor must inform the designated guardian or responsible person of circumstances which may influence the relationship, when the client is a minor or incompetent.
- c. The clinical supervisor 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 clinical supervisor must not engage in any type of sexual activity with a client.

Principle 10. Responsibility to Students, Employees, and Supervisors

The clinical supervisor must not exploit the trust and dependency of students, employees, and supervisors.

- a. The clinical supervisor are aware of their influential position with respect to students, employees, and supervises, and they must avoid exploiting the trust and dependency of such persons. Clinical supervisors, therefore make every effort to avoid dual relationships that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, clinical supervisors take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or close personal relationships with students, employees, or supervisors. Provision of counseling to students, employees, or supervisors s prohibited.
- b. The clinical supervisor must not engage in sexual intimacy with students or supervisors.
- c. The clinical supervisor must not permit students, employees, supervisors o perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, and competence.
- d. The clinical supervisor must not disclose a supervisors confidences except:
 1. as mandated by law;
 2. to prevent clear and immediate danger to a person or persons;
 3. where the clinical supervisor is a defendant in a civil, criminal, or disciplinary action arising from the supervision (in which case supervisors confidences may be disclosed only in the course of that action);
 4. in educational or training settings where they are multiple supervisors, and then only to other professional colleagues who share responsibility for the training of the supervisors; or
 5. if there is a waiver previously obtained in writing, and then such information may be revealed only in accordance with the terms of the waiver.

Principle 11. Interprofessional Relationships

The clinical supervisor must treat colleagues with respect, courtesy and fairness, and must afford the same professional courtesy to other professionals.

- a. The clinical supervisor 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 professionals.
- b. The clinical supervisor must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

Principle 12. Remuneration

The clinical supervisor 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 clinical supervisor must consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.
- b. The clinical supervisor 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 clinical supervisor 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 clinical supervisor 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 13. Societal Obligations

The clinical supervisor must advocate changes in public and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of chemical dependency. The supervisor must inform the public through active civic and professional participation in community affairs of the effects of chemical dependency and must act to guarantee that all persons especially the needy and disadvantaged, have access to the necessary resources and services. The clinical supervisor 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 CCS 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 irresolvable 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 CCS professional or through the CCS 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.

