



# **Texas Certification Board of Addiction Professionals**

## **EXAMINATION STANDARDS AND GUIDELINES**

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# Case Presentation Method

## Oral Examination for Alcohol and Other Drug Abuse Counselors Procedures, Standards and Guidelines

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Candidates will receive the following information concerning their oral interview: the date, the location, and the exact time of the interview.

The examination will be given only on the date and time noted. If an emergency arises and you are unable to take the examination as scheduled, you must notify the Texas Certification Board of Addiction Professionals, and fees may apply (see enclosed letter for more information).

### Changes to Oral Exam Process

Please note that the Oral Examination is still required for LCDC licensure in the state of Texas and is mandated by Texas statute. However, the Oral Examination is no longer required for IC&RC certification. Please note that by submitting an LCDC oral exam application, the applicant acknowledges that the oral exam component of this examination is no longer part of the International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC) standard, and IC&RC does not score or validate oral exam content. As a result, IC&RC does not endorse, certify, guarantee, or warrant the oral exam portion, and assumes no liability in relation to its administration.

### Proctoring Period Procedures

1. The applicant should sign-in at least thirty (30) minutes prior to their examination time.
2. Proctoring begins fifteen (15) minutes prior to the examination time. During that time, candidates will be given specific instructions and information regarding the oral interview.
3. Applicants will be escorted to their oral interview.

### Oral Interview Procedures

1. Applicants will be given copies of the Pool of Questions, Core Functions Definitions and Global Criteria in a notebook for use during the interview. No other materials brought or provided are allowed. The case presentation MAY NOT be brought into the oral interview.
2. Applicants may not smoke or have refreshments during the interview. Applicants will be provided with a chair and table or desk. The room will be lighted and ventilated. Every effort will be made to select a room that is void of excessive noise or other distractions.
3. Applicants will be interviewed by three (3) trained evaluators who are licensed counselors certified at the reciprocal level. Applicants who have a conflict of interest with their evaluators shall advise the site administrator prior to the start of their oral interview. Each evaluator will introduce himself/herself (by name only) to the candidate prior to the start of the interview. TCBAP reserves the right to conduct the interview with only one evaluator and have the test tape reviewed and scored by two other evaluators at a later time.
4. Applicants will have forty-five (45) minutes during the interview to:
  - a. Demonstrate competence in the Global Criteria of the Core Functions; and,
  - b. Answer all questions completely.
5. Responses will be evaluated independently by each evaluator for demonstration of competence in each Global Criterion.
6. Applicants are advised to provide complete responses but to avoid being excessively verbal. Successful applicants supply details and examples from the written case to show that the skills required for competent performance of the Twelve Core Functions were applied appropriately.
7. The interview will be recorded on audiotape. Applicant's appearance for the interview is implied permission for recording and is noted on the Case Presentation Form. Oral interview recordings are the sole property of the Texas Certification Board of Addiction Professionals.
8. Post-Interview Assessment—At the conclusion of the interview and before leaving the test site, the candidate shall complete a Post Interview Assessment survey.

## Examination Scoring

Since a candidate's license often depends upon the consistency of the evaluators' opinions, TCBAP has considered every way possible to ensure the reliability of the CPM process. Evaluators' training and retraining has been designed to ensure that the evaluators are knowledgeable, consistent and standardized in their scoring methods. Evaluators weigh and evaluate candidates' responses based on the Global Criteria for each of the Twelve Core Functions. These Global Criteria are folded into the final score for the candidate's demonstrated skill in performing the Core Functions. Whether or not a candidate passes the CPM is determined by the overall number of points awarded. The points are weighted according to their importance, criticality, and relevance in alcohol and other drug abuse counseling. The candidate's total score is compared with the passing point for the examination. The passing point for the CPM is a national standard that is set by a panel of experts using a criterion-referenced procedure called the Angoff Modified Technique. This technique is considered by the testing profession to be one of the most defensible criterion-referenced methods available for setting passing points. The Angoff Modified Technique is quota-free with regard to the percentage of candidates passing the test.

## Score Reporting

After receiving the ratings of candidates' interview responses from the evaluators, the Texas Certification Board of Addiction Professionals will score the oral test using the Angoff Modified Technique. Examination results will be mailed to the candidates approximately thirty to forty-five (30-45) days after the oral interview.

## Procedure Challenge

As a result of the procedures that are used to score the oral interview, **a failing score is not an acceptable basis to request a score challenge**. Improper behavior by an evaluator or violations of stated examination procedures are acceptable reasons for challenging your score. *The candidate must state in writing the reason why his/her score results were affected by improper actions by the evaluators or variance from the stated examination procedures.* The grounds for the challenge should be noted on the Post Interview Assessment after the examination. The procedure challenge must be received by the Texas Certification Board of Addiction Professionals no later than **30** days following the release of the interview results.

# Written Examination

## Written Examination for Alcohol and Other Drug Abuse Counselors Procedures, Standards and Guidelines

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Candidates will receive the following information concerning their written examination: the date, the exact time of the examination, and the location. The examination will be given only on the date and time noted. If an emergency arises and you are unable to take the examination as scheduled, you must notify the Texas Certification Board of Addiction Professionals, and fees may apply (see enclosed letter for more information). No books, papers, or other reference materials may be taken into the examination room. An area will be provided for storage of such materials. No examination materials, documents, or memoranda of any type may be taken from the room by any candidate. No questions concerning the content of the examination may be asked during the examination period. The candidate should listen carefully to the directions given by the Proctor and read the directions carefully in the examination booklet. The temperature in the room may vary and it is advisable to bring a sweater. Also, the only beverage allowed in the room is water in a clear, spill proof bottle.

## Changes to the Written Exam Process

The written AODA/LCDC exam has a slightly different format than previous versions. The exam will now include a competency component consisting of 13 questions on the exam that relate to a single case study, which will be provided in the exam booklet.

### **Examination Procedures**

1. Registration will begin 45 minutes prior to the test time. Please have your ID and confirmation letter ready for inspection. Registration will end 15 minutes before test time and test instruction will begin. Test will commence at scheduled time.
3. Candidates will have three and one-half (3.5) hours from the start of the examination clock to complete the examination.
4. The examination consists of one-hundred fifty (150) multiple choice questions.
5. The examination scores are reported on a scale of 200 to 800. Candidates must achieve a score of 500 in order to pass the examination. Not all examination questions are worth the same number of points; examination questions are weighted. The examination score is determined by awarding points for correctly answered questions. There is no penalty for guessing.

### **Examination Scoring**

The International Certification and Reciprocity Consortium (ICRC) will score all examinations and mail score reports to the Texas Certification Board of Addiction Professionals. Scores will be broken down by category so that candidates can see areas of strength and weakness. This process takes approximately four to six weeks. The passing point is determined by a criterion-referenced approach called the Angoff Modified Technique. Criterion-referenced examinations are quota-free with regard to passing percentages. The passing point is fixed to assure that all candidates must achieve the same score to be granted licensure or certification.

### **Special Administration**

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to the Texas Certification Board of Addiction Professionals, no fewer than 60 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. Candidates should contact the Texas Certification Board of Addiction Professionals on what constitutes official documentation. The Texas Certification Board of Addiction Professionals will offer appropriate modifications to its procedures when documentation supports the need for them.

### **Test Disclosure**

If candidates wish to appeal their scores on the written test, they must submit a written request to the Texas Certification Board of Addiction Professionals within 30 days of the postmark on the test score report. Candidates should be aware that test security and item banking procedures do not permit candidates access to test questions, answer keys, or other secure materials.