



CADC MANUAL

Certified Alcohol and Drug Counselor

INTRODUCTION

AN INTERNATIONALLY RECOGNIZED AND RECIPROCAL CREDENTIAL

Certification as a Certified Alcohol and Drug Counselor (CADC) is based on experience and competencies as set by TCB in affiliation with IC&RC. IC&RC, founded in 1981, currently certifies over 50,000 professionals worldwide. The goal of IC&RC is to provide uniform professional standards giving the fields of behavioral health, mental health, substance abuse, and prevention greater visibility in the U.S. and abroad. As a result of IC&RC membership, certified professionals may enjoy reciprocity to other U.S. states, all branches of the U.S. military, and several international countries.

The Alcohol and Drug Counselor credential is IC&RC's most widely recognized credential. All applicants seeking to become certified are required to demonstrate their competency defined in this manual and pass the IC&RC Alcohol and Drug Counselor examination administered by the TCB.

CERTIFICATION INFORMATION

APPLICATION PROCESS

The CADC application is completed online through Certemy—TCB's partner platform for certification application management. To begin an application, applicants self-enroll from the TCB web site, and are prompted to create a Certemy account. Applications are self-paced and include a process of submission, verification, and approval of required information by the Tennessee Certification Board. Once all application steps are completed and approved—including successful completion of the IC&RC examination—applicants can be certified.

APPLICATION FOR LADACS

For individuals who are currently licensed by the State of TN as a Licensed Alcohol and Drug Abuse Counselor (LADAC), we offer a separate LADAC application that requires fewer steps. Recognizing licensure requirements align with certification requirements, you will be asked to submit proof of licensure in active and good standing. The application fee will be reduced to \$75. Outside of the initial grandparenting window, everyone will be required to pass the IC&RC exam.

FEES

Fees can be paid through the Certemy online application (except the background check fee that will be paid to a third-party agency, with instructions provided in the application). Under some circumstances, applicants may be required to pay by check, which can be mailed to the Tennessee Certification Board. Applicants will not be certified until all fees are paid. Applicants cannot be pre-registered for the IC&RC examination until the exam fee is paid.

- **Application Fee:** \$200 standard fee / \$75 for TN LADAC license holders
- **IC&RC Exam Fee:** \$150
- **Retest Fee:** \$150
- **Exam Cancellation Fee:** \$150 *(if candidate does not cancel within designated timeframe)*
- **Background Check Fee:** Fee determined by 3rd party agency
- **Recertification Fee:** \$150 *(certification renewal is every two years)*

INTERNATIONAL CERTIFICATES

TCB-issued certificates will bear the official TCB seal and IC&RC designation, indicating the international and reciprocal status of your certification. The IC&RC also offers an International Certificate, which provides recognition of your status as an internationally certified substance use disorder professional. Original International Certificates are available for a fee directly from IC&RC at www.internationalcredentialing.org. TCB does not issue international certificates.

TRAINING AND ACCEPTABLE DOCUMENTATION

Training must be related to the IC&RC performance domains and approved by the TCB. Acceptable training can be defined as formal classroom style education (workshops, seminars, online courses, institutes, in-services, and relevant college/university work). Applicants should contact the TCB if they are unsure about the approval of a training course.

Applicants are responsible for submitting timely and appropriate documentation of training and other required information for verification and approval. For training, proof of completion is required (e.g. certificate of completion or letter from the training entity). Documentation should include the applicant's name, training source, contact hours completed, subject matter and date(s) of attendance. Applicants should allow enough time for their application submission documents to be reviewed and processed. Note: meeting agendas, programs, and Power Point slides cannot be considered approved documentation without verifiable proof of a candidate's attendance and completion.

BACKGROUND CHECK

All new applicants must submit to a background check by the Tennessee Bureau of Investigation (TBI) at their expense and the results must be submitted directly to the TCB by the TBI. Detailed instructions on obtaining a background check will be provided during the online application process. Fees will be determined by and paid directly to the TBI.

As part of the background check, all applicants are required to submit to be fingerprinted. Your fingerprints will be used to check the criminal history records of the FBI. As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (e.g. professional credentialing), you have certain rights. As an agency who requires the background check of our applicants, we (TCB) have agency requirements we must adhere to as well. Applicant privacy rights are posted on our web site (www.tncertification.org) and will be provided to applicants during the application process.

Background check results that are not considered "clear" by the TBI will automatically go before a TCB-appointed board ethics committee for review, where a final decision will be made to accept or reject an application for certification.

All records of background checks received by the Tennessee Bureau of Investigation (TBI) are stored securely in compliance with TBI's records retention and deletion guidelines. The TCB undergoes an audit of sensitive information storage to ensure we follow TBI policies.

RECERTIFICATION/RENEWAL

To maintain the high standards of professional practice and to assure continuing awareness of new knowledge in the field, the TCB requires recertification every two years. Professionals should review the recertification requirements well in advance of their expiration date.

- 40 hours of related continuing education (can be in any IC&RC ADC domain).
 - Hours must include 6 hours of counselor ethics as a refresher
- Continuing education must be completed during the 2-year window between most recent certification/renewal and the next expiration date.
- Training may only be used once for CADC hours (we cannot accept training used for previous renewals).
- Training must include documentation of your attendance and completion. If you attend a conference, please obtain a record of your completion.
- Pay the required renewal fee of \$150.
- Complete the online recertification application, including submission of training and TCB approval, before the expiration date. *To allow TCB enough time for review and approval, it is encouraged to complete renewal at least 30 days before expiration, to avoid lapsed certification.*
- While a new background check is not required for re-certification, any occurrence which may affect your record must be reported to the TCB, or you will be subject to forfeiting your credential.

LAPSED CERTIFICATION/EXPIRATION POLICY

Certified Alcohol and Drug Counselors who fail to recertify before their credential expires will be subject to the following policy:

- 90-day grace period*: Lapsed credentials will be granted a 3-month (90 day) grace period to complete renewal.
- 90 days – 2 years: After 3 months, lapsed credentials are considered expired and are subject to a reinstatement fee of \$150. Regular renewal fees will still apply.
- After 2 years: Lapsed credentials after 2 years will be considered permanently expired and applicants will be required to re-apply as a new candidate.

**It should be noted that the 90-day grace period cannot be used to complete required training. Training must be completed during the 2-year period of active certification before the credential expires, while the grace period is only allowed for submission and review of re-certification requirements.*

EXTENSIONS OF THE RECERTIFICATION PERIOD

Extensions beyond the 90-day grace period must be requested formally in writing to the TCB. The Board will consider extensions under two circumstances:

- Incapacitation Status: A certified individual is physically unable to complete re-certification requirements.
- Inactive Status: Other instances where a certified individual has stopped actively working in a related field and pursuing recertification.
 - To maintain a credential in inactive status, applicants will be required to complete an inactive status application and will be subject to a reinstatement fee equal to \$25 per year of inactive status. To re-activate, applicants will be required to pay the standard renewal fee, associated inactive fees and provide renewal requirements outlined in this

manual. Inactive requests after the 90-day grace period are subject to the same policies outlined under lapsed certification.

In addition, it is the responsibility of the individual requesting the extension to provide support for and documentation of their incapacitation or inactive circumstance. It also is the prerogative of TCB to request additional documentation as deemed necessary to establish the validity of the request.

PROFESSIONAL ETHICS

Clear ethical principles guide a professional's responsibilities to the public, to service recipients, and to colleagues within and outside of the field. Applicants must acknowledge they have read the Code of Ethical Conduct referenced in the online application. All certified professionals must agree to abide by the Tennessee Code of Professional Ethics, included in this manual and on the TCB web site.

ETHICS ENFORCEMENT AND VIOLATIONS

If an applicant or certified professional is found to have violated any part of the ethical code of conduct, the violation will be brought to the attention of the Executive Director, who will notify the Board of Directors. The TCB Board will appoint an ad hoc Ethical Review Committee to consider all ethics violations on a case-by-case basis, with additional input by the applicant in question. The committee will recommend appropriate action—whether the candidate should go forward in the certification process, or whether an already certified professional should retain his/her credentialed status.

APPEALS PROCESS

TCB will provide applicants (clients) with an opportunity to appeal any disciplinary decision and request a formal review of their case if they are dissatisfied with the Board's decision. The Executive Director shall maintain documentation of grievances and appeals.

The appeal should be stated in writing and submitted to the Board President within a reasonable amount of time following the receipt of the decision. Barring unavoidable delays, 30 days will be considered a reasonable amount of time for requesting review. Any appeal will be reviewed among the entire TCB Board of Directors and a final decision will be made regarding appropriate action.

FELONIES & DISCIPLINARY ACTIONS

While felonies and disciplinary actions from other certification/licensing entities may not prohibit certification, documentation is required to be submitted at the time of application. Certification through the Board does not mean a professional should not disclose this information to potential employers and does not in any way exonerate charges.

EXAM INFORMATION

TYPE OF EXAMINATION

The successful completion of IC&RC's Alcohol and Drug Counselor (ADC) exam is required. The examination is a computer based, 150 multiple-choice questions and offered on an on-demand basis at an approved testing site. Candidates may choose the day, time and site, based on availability.

TIME PERMITTED

Three hours are permitted to complete the examination.

EXAMINATION CONTENT

The examination is developed from the IC&RC Job Analysis which identify domains and tasks for competent practice.

CANDIDATE GUIDE

The domains, including the task statements per domain, sample exam questions, and a list of references from the IC&RC Job Analysis are included in the free Candidate Guide. Candidate Guides are available from TCB's website.

STUDY MATERIAL

Professional study guides and practice exams have been published for the examination. Visit IC&RC's website for more information: www.internationalcredentialing.org.

SPECIAL SITUATIONS & ACCOMMODATIONS

Individuals with disabilities and/or religious obligations that require modifications in examination administration may request specific procedure changes in writing with official documentation to the Board no fewer than 60 days prior to their examination date. Contact the Board on what constitutes official documentation. The Board will plan for appropriate modifications to its procedures when documentation supports this need.

CANCELLATION/RESCHEDULING POLICY

Candidates are required to arrive on time for their examination. Candidates who arrive late will not be permitted to take the examination and will be charged a \$150 cancellation/rescheduling fee. Candidates who cancel or reschedule their examination less than five days prior to their scheduled date will be charged the full examination fee.

RETESTING

Candidates who fail the examination can retest after a 90 day wait period from the date of their last examination. Candidates will be sent instructions and fee information. Candidates have three (3) opportunities to retake an examination. If a candidate fails an examination four (4) times they must submit a study plan and wait one-year from the date of the final failed examination before they will be permitted to retest again.

CERTIFIED ALCOHOL AND DRUG COUNSELOR REQUIREMENTS

Applicants must live and/or work in Tennessee at least 51% of the time or live in a nearby jurisdiction where IC&RC credentials are not available, at the time of initial certification. To be certified, applicants must have all requirements completed, verified and approved by TCB.

LEVEL OF EDUCATION

A minimum high school diploma/GED from an accredited school. Degree documentation can be sent in lieu of a high school diploma/GED. The degree must be from an accredited college/university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. If the school/degree is from outside the United States a degree equivalency must be done by an organization that specializes in that process. A copy of the transcript or diploma is acceptable. The applicant is responsible for arranging this process and all costs.

- **CADC I:** High School Diploma/GED is required.
- **CADC II:** Bachelor's degree in a behavioral health related field is required

EXPERIENCE & SUPERVISION

Qualifying experience is defined as providing primary, direct, clinical, substance use disorder or co-occurring counseling to persons whose primary diagnosis is that of substance use disorder or providing supervision of said counseling. Applicant must have primary responsibility for providing substance use disorder counseling in an individual and/or group setting, preparing treatment plans, documenting client progress and is clinically supervised. Examples of positions that typically are not approved include case managers, technicians, peer and recovery counselors/specialists, intake, admissions, etc.

The applicant must be currently employed in the qualifying position at the time of application. Only employment within the last seven (7) years may be counted towards the total experience requirement.

- **CADC I Experience:** High School Diploma/GED OR Bachelor's degree (non-related field): three (3) years of full-time employment or 6000 hours of part-time of employment.
- **CADC II Experience:** Bachelor's degree (behavioral health related field): two (2) years of full-time employment or 4000 hours of part-time employment.

Supervision is a formal or informal process that is evaluative, clinical, and supportive. It must be conducted by a qualified clinical supervisor. It can be provided by more than one person, it ensures quality of clinical care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

- **CADC I Supervision:** High School Diploma/GED: 300 hours with a minimum of 10 hours in each domain.
- **CADC II Supervision:** Bachelor's degree/related: 200 hours with a minimum of 10 hours in each domain.

Supervision hours may be included in the total experience requirement.

EDUCATION/TRAINING

Acceptable training is defined as formal classroom style education (workshops, seminars, online courses, institutes, in-services, and relevant college/university work). If you provide this type of education to other professionals, you may use it towards the education requirement with documentation from the organization or college/university. There is no time limit on the use of education for initial certification.

College/University Courses must be in subjects that have specific relevance to the field of counseling and/or addiction. Core courses such as English, Science and Math cannot be counted for certification. One (1) semester hour equals fifteen (15) clock hours. One (1) quarter hour equals ten (10) clock hours. One (1) trimester hour equals five (5) clock hours. **Most three-credit college/university courses are 45 hours.** College/University course credits must be from a regionally accredited college or university to be eligible. To use college credit for training hours, documentation (e.g. transcript) must be attached.

- **CADC I or II Education:** 300 total hours of education relevant to the field of substance use disorders and the (4) IC&RC ADC performance domains:
 - Six (6) of the hours must be in professional ethics and responsibilities that are specific to counseling/behavioral health. Ethics courses that are in business, philosophy, religion, etc. are not accepted.

BACKGROUND CHECK

All applicants must submit to a background check. Detailed information is included under the background check section of this manual.

EXAMINATION

Applicant must pass the IC&RC Examination for Alcohol and Drug Counselors. The exam content will cover the following (4) domains outlined by IC&RC. Please refer to IC&RC's ADC Candidate Guide, listed on the TCB web site, for associated tasks, knowledge and skills for each performance domain.

- **Domains**
 1. Screening, Assessment, & Engagement
 2. Treatment Planning, Collaboration, & Referral
 3. Counseling
 4. Professional & Ethical Responsibilities

TENNESSEE CODE OF PROFESSIONAL ETHICS:

PRINCIPLE 1: NON-DISCRIMINATION

The substance abuse professional should not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

PRINCIPLE 2: RESPONSIBILITY

The substance abuse professional should espouse objectivity and integrity and maintain the highest standards in the services the counselor offers.

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

PRINCIPLE 3: COMPETENCE

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

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

PRINCIPLE 4: LEGAL STANDARDS AND MORAL STANDARDS

The substance abuse professional should uphold the legal and accepted moral codes which pertain to professional conduct.

- The substance abuse professional should not claim either directly or by implication, professional qualifications/ affiliations that the counselor does not possess.
- The substance abuse professional should not use the affiliation with the TCB for purposes that are not consistent with the stated purposes of the board.
- The substance abuse professional should 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.
- The substance abuse professional associated with the development or promotion of books or other products offered for commercial sale should be responsible for ensuring that such books or products are presented in a professional and factual way.

PRINCIPLE 5: PUBLIC STATEMENTS

The substance abuse professional should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- The substance abuse professional who represents the field of alcoholism counseling to clients, other professionals or to the general public should report fairly and accurately the appropriate information.
- The substance abuse professional should acknowledge and document materials and techniques used.
- The substance abuse professional who conducts training in alcoholism or drug abuse counseling skills or techniques should indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

PRINCIPLE 6: PUBLICATION CREDIT

The substance abuse professional should assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- The substance abuse professional should recognize joint authorship, major contributions of a professional character, made by several persons to a common project. The author who has made the principle contribution to a publication should be identified as first listed.
- The substance abuse professional should acknowledge in footnotes or an introductory statement, minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- The substance abuse professional should acknowledge, through specific citations, unpublished, as well as published material, that has directly influenced the research or writing.
- The substance abuse professional who compiles and edits for publication the contributions of others should list oneself as editor, along with the names of those others who have contributed.

PRINCIPLE 7: CLIENT WELFARE

The substance abuse professional should respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- The substance abuse professional should define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- The substance abuse professional, in the presence of professional conflict, should be concerned primarily with the welfare of the client.
- The substance abuse professional should terminate counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- The substance abuse professional, in referral cases, should assume the responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the substance abuse professional should carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and should act in the best interests of the client.
- The substance abuse professional who asks a client to reveal personal information from other professionals or allows information to be divulged should inform the client of the nature of such transactions. The information released or obtained with informed consent should be used for express purposes only.

- The substance abuse professional should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- The substance abuse professional should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.
- The substance abuse professional should collaborate with other health care professionals in providing a supportive environment for the client who is receiving prescribed medications.

PRINCIPLE 8: CONFIDENTIALITY

The substance abuse professional should embrace, as a primary obligation, the duty of protecting the privacy of clients and should not disclose confidential information acquired, in teaching, practice or investigation.

- The substance abuse professional should 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 observation of an interview by another person.
- The substance abuse professional should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- The substance abuse professional should reveal information received in confidence only when there is clear and imminent danger to the client or to other persons and then only to appropriate professional workers or public authorities.
- The substance abuse professional should 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 should present only data germane to the purpose of the evaluation and every effort should be made to avoid undue invasion of privacy.
- The substance abuse professional should 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 substance abuse professional should inform the prospective client of the important aspects of the potential relationship.

- The substance abuse professional should 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.
- The substance abuse professional should inform the designated guardian or responsible person of the circumstances which may influence the relationship, when the client is a minor or incompetent.
- The substance abuse professional should not enter 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.
- The substance abuse professional should not engage in any type of sexual activity with a client.

PRINCIPLE 10: INTER-PROFESSIONAL RELATIONSHIPS

The substance abuse professional should treat colleagues with respect, courtesy and fairness and should afford the same professional courtesy to other professionals.

- The substance abuse professional should 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.
- The substance abuse professional should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

PRINCIPLE 11: REMUNERATION

The substance abuse professional should 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.

- The substance abuse professional should consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.
- The substance abuse professional should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor should not engage in fee splitting.
- The substance abuse professional in clinical or counseling practice should not use one's relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- The substance abuse professional should not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of an 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 substance abuse professional should advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism or other forms of drug addiction. The counselor should inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and should act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The substance abuse professional should adopt a personal and professional stance which promotes the well-being of all human beings.