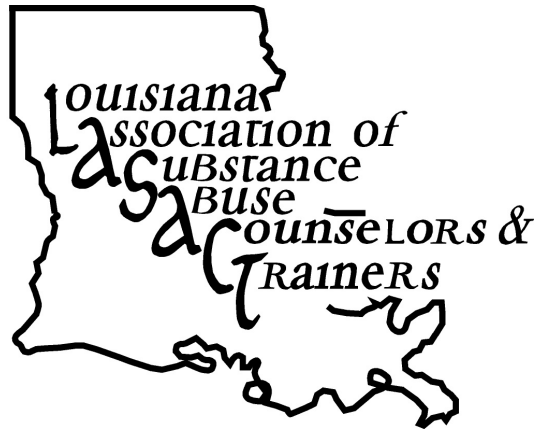


**CERTIFIED CLINICAL SUPERVISOR  
(CCS)**

**Inquiry Packet  
ON  
Certification Criteria  
AND OTHER INFORMATION**

*as authorized by the*  
**CERTIFICATION EXAMINING BOARD**  
of the  
LOUISIANA ASSOCIATION OF SUBSTANCE ABUSE  
COUNSELORS AND TRAINERS  
**June 14, 2006**  
**Revised October 1, 2007**



P.O. Box 80235  
Baton Rouge, LA 70898-0235  
225.766.2992  
[admin@lasact.org](mailto:admin@lasact.org)  
[www.lasact.org](http://www.lasact.org)

## Introduction

The Certification Examining Board (CEB) of the Louisiana Association of Substance Abuse Counselors and Trainers (LASACT) and the International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuser (IC&RC/AODA) define clinical supervision as:

*... a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling . . . A primary purpose of clinical supervision is to ensure skill development as evidenced in quality patient/client care.*

### **Important Principles in regard to this credential.**

1. This certification is based on a combination of competence and knowledge about the addictions field and the supervision of addiction counselors and includes academic achievement and specialized training in clinical supervision.
2. Authority for this certification comes from professionals working in the field of alcohol and other drug abuse counseling who share a common concern for standards of competency.
3. Application for this certification is entirely voluntary.
4. Certification is offered to both members and non-members of LASACT.
5. All applicants must present verification of current ADRA addiction counselor credential

### **OR**

Other professional credential in the human services field at the Master's level, i.e. LCSW, LPC, etc., accompanied by a specialty certificate in substance abuse issued either by LASACT or another approved professional organization.

## **Time Schedule for Submission of Application and Portfolios**

We recommend that applicants give themselves at least six weeks from the time of submission of request for Application for Portfolio Packet to complete and submit the Application and Portfolio.

### **2009**

#### **Submit Portfolio by**

July 12  
October 12

#### **To Test on**

September 11 or 12  
December 11 or 12

### **2010**

January 12  
April 12  
July 12  
October 12

March 12 or 13  
June 11 or 12  
September 10 or 11  
December 10 or 11

## **Requirements for Certification**

### **Pre-requisite**

An applicant for the Clinical Supervisor Certification (CCS) must hold and maintain an AODA (LAC/CAC/RAC) or AAODA (AADC) counselor credential at the IC&RC reciprocal level **or** hold a specialty substance abuse credential in another professional discipline in the human services field at the Master's level or higher. See Page 5 for detailed information about the specialty certificate.

### **Education**

The applicant must provide documentation by certificate of thirty (30) hours of formal didactic education training in clinical supervision approved by the CEB of LASACT. The formal education training must include six (6) education hours within each of the following clinical supervision performance domains: Assessment and Evaluation, Counselor Development, Management and Administration, and Professional Responsibilities. All education hours must be documented by certificate or acceptable letter.

### **Experience**

The work experience requirement for the credential is as follows:

- current certification as an LAC, CAC, or RAC or AADC at the reciprocal level **OR** hold a current valid specialty substance abuse license/certification in another professional discipline in the human services field at the Master's level or higher.
- verification and documentation of five years (10,000 hours) of AODA counseling specific work.

Behavior Science degree substitutions are allowed as follows:

Associate's Degree	1,000 hours	Bachelor's Degree	2,000 hours
Master's Degree	4,000 hours		

### **Supervised Practicum**

#### ***Definitions:***

**Practicum:** a formal systematic process that focuses on skill development and integration of knowledge.

**Direct Supervision:** one-on-one supervision, group supervision, or direct observation of skills within the Core Functions.

The Supervised Practicum includes verification and documentation of two years (4,000 hours) of clinical supervisory experience in the AODA field. The two years may be included in the five years (10,000 hours) of counseling experience and must include the provision of 200 contact hours of face-to-face clinical supervision.

### **Code of Ethics**

Applicants must sign a statement that they understand and agree to comply with the LASACT/CEB Code of Ethics/Code of Ethics for Clinical Supervisor.

### **Written Examination**

Each applicant must pass the IC&RC international written Clinical Supervisor examination.

### **Recertification Requirements**

48 contact hours of continuing education every two years, with a minimum of 6 hours in ethics and a minimum of 8 hours in clinical supervision.

***Certification by CEB as having met requirements to become a Certified Clinical Supervisor is NOT to be construed as authorization to practice in the State of Louisiana. Only Addictive Disorders Regulatory Authority certification gives that authorization.***

## **LASACT Substance Abuse Specialty Certificate Requirements**

Credentialed mental health professionals at the Master's level or higher, who are not regulated by the Addictive Disorders Regulatory Authority, (i.e. LCSW, LPC, etc.), will need to hold a Specialty Substance Abuse add-on Certificate in order to qualify for the CCS. LASACT provides such a certificate free of charge to its members who meet the following requirements. This certificate is not available to non-members.

1. Prerequisite – Master's level or higher degree in the human services field with a practice credential;
2. Education – 180 contact hours specific to substance abuse, with one college credit being equivalent to 15 contact hours and/or 1/10 (.1) CEU = 1 contact hour;
3. Experience – One year (2,000 hours) paid, supervised ATOD (substance abuse/addictive disorders) specific counseling experience. Supervision must be from a qualified professionals supervisor;
4. Practicum – 300 hours of training in the Twelve Core Functions, with a minimum of 10 hours in each Core Function, under qualified professionals supervision. These hours may be obtained in the one year of experience required in Item 3 above;
5. Acceptable Qualified Professional Supervisor evaluation;
6. Acceptable Credentialed colleague reference;
7. Agree to adhere to Code of Ethics;
8. Recertify with LASACT every two years by being in the field and a member of LASACT.

*Application form for the Specialty Certificate is on Page 9 of this Inquiry Packet.*

*Please Note: Applicants for the Specialty Certificate must download from [www.lasact.org](http://www.lasact.org) the appropriate forms to document/verify the above requirements.*

# Policies and Procedures

## I. Policies

- A. Written exams for CCS are given quarterly.
- B. Applications will be held open for one year. If all requirements are not met within one year from the date that LASACT's CEB receives the application, the application will expire. If the applicant wishes to reapply later, he/she will be required to submit a new portfolio and fee and go through the entire process again.
- C. Applicants with incomplete portfolios who do not complete the process within one year after initial submission must reapply.
- D. Applicants who fail the written exam twice within one year must reapply.
- E. Applicants who submit a complete portfolio that is approved but do not sit for the next written exams must reapply.
- F. The date a portfolio is received will be recorded on that portfolio. Applicants can use all training after that date towards recertification.
- G. Applications received in the LASACT office one to thirty days past the portfolio submission deadline must be accompanied by a \$50 late fee. Applications received more than 30 days past the portfolio submission deadline will be held for the next review/test cycle.
- H. Applications will be reviewed only when **all** required materials have been received by LASACT.
- I. At least two weeks before the test date, applicants will be notified of any deficiencies in portfolios and given a deadline by which to submit corrections. All deficiencies must be corrected before applicant will be allowed to test.

## **II. Procedures**

- A. Applicants must complete the application and their portfolio and submit all required documentation and fees to the LASACT office in accordance with the schedule detailed on Page 3 of this *Inquiry Packet*. Any applicable test fees must be paid with application fees. If portfolio is not acceptable for testing, the test fees can be refunded upon written request of payer. (See note on “Application for Portfolio Packet Form” for information on waiving oral test fees.) Refer to Page 7 for Fee Schedule.
- B. Application packets are reviewed by the Portfolio Review Committee of the LASACT Certification Examining Board (CEB). This Committee, which meets quarterly for this purpose, recommends to the CEB: approval, approval with contingencies, or rejection of portfolios that it has reviewed.
- C. Committee’s recommendations to approve, approve with contingencies, or disapprove are presented to the full CEB for action.
- D. Applicants whose portfolios are approved by the CEB will be notified in writing or by e-mail that their Portfolios are accepted and of the schedule for the written exam. Those whose portfolios are approved with contingencies will be notified of the deficiencies and give a deadline by which to correct them in order to schedule testing.

## FEES

**OAD pays for one testing cycle. If the candidate must re-take the test, he/she must pay all re-take fees.**

**Re-take fees are \$125 for LASACT members and \$175 for non-members.**

**Written notice of testing cancellations must be postmarked thirty (30) days prior to the date of testing. Applicants who fail to appear for testing after a test has been ordered for them will be billed for the cost of the test and/or forfeit the re-testing fee.**

**See below for Fee Structure.**

## FEE STRUCTURE

The following structure shall apply for all individuals who apply for certification of having met all IC&RC requirements for the Certified Clinical Supervisor (CCS) **ONLY** after ADRA no longer pays CEB for the CCS. Additional fees may be required to have the actual CCS credential issued by the ADRA.

### **Inquiry Packet**

No charge if downloaded from [www.lasact.org](http://www.lasact.org)  
\$5 if mailed via USPS

### **Portfolio Application Packet**

No charge if e-mailed  
\$5 if mailed via USPS

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### **FEES TO BE INSTITUTED AT A LATER DATE:**

#### **Original Application Fee to be submitted with Portfolio**

LASACT Members	\$100
Non-members	\$125

#### **IC&RC Written Examination Fee Per Exam to be submitted with Portfolio**

LASACT Members	\$125
Non-members	\$160

#### **Re-test fees**

LASACT Members	\$100
Non-members	\$125

**TEST FEES MUST BE PAID WHEN APPLICATION AND PORTFOLIO ARE SUBMITTED**

**DO NOT SEND ANY FEES UNTIL FURTHER NOTICE.**

**CERTIFICATION EXAMINING BOARD OF LASACT, INC.**

P.O. Box 80235 • Baton Rouge, LA 70898-0235 • Phone: 225.766.2992  
Fax 225.766.8552 • e-mail: [admin@lasact.org](mailto:admin@lasact.org); web site: [www.lasact.org](http://www.lasact.org)

**APPLICATION FOR SPECIALTY SUBSTANCE ABUSE CERTIFICATE**

**Available at no charge only to LASACT members.**

Download special forms needed to document education, experience, supervision, and training from [www.lasact.org](http://www.lasact.org)

Name: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_  
Street/Apt. #/P.O. Box City State ZIP

Phone: W \_\_\_\_\_ H \_\_\_\_\_ Fax \_\_\_\_\_ e-mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_ Street/Apt. #/P.O. Box City State ZIP

Enclosure on the appropriate forms obtained from [www.lasact.org](http://www.lasact.org)

Copy of diploma or transcript verifying Master's degree or higher in the human services field.

Copy of card or letter verifying practice credential.

Documentation and verification of 180 education contact hours specific to substance abuse (Attach certificates from classes/workshops/conferences **specific to substance abuse.**)

Documentation and verification of one year (2,000 hours) of paid, supervised ATOD (substance abuse/addictive disorders) specific counseling experience with supervision from a qualified professional supervisor. (Form 2)

Documentation and verification of 300 hours of training in the 12 Core Functions, with a minimum of 10 in each Core Function under qualified professional supervision. (Form 3).

Qualified Professional Supervisor evaluation. (Form 2)

Credentialed colleague reference (no form needed for this – just a letter on letterhead)

Signature below denotes that applicant is currently active in the field of alcohol and substance abuse supervision and free of any ethical or malpractice violation. Applicant understands the Specialty Certificate is not a substitute or a replacement for the license with which to practice substance abuse counseling in Louisiana.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date