



# Alcohol/Drug Counselor

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## Part 1: Application Requirements and Process

### Section I. Eligibility Criteria

#### Experience/Educational Requirements

A	<p>Applicants must provide documentation of <b>4,000 hours of supervised work experience with AODA clients</b> within the 12 Core Functions and domains (see Section II).</p> <p><b>Please note:</b> Full or part-time experience is acceptable. Work experience may be paid or voluntary. Practicum hours will count as work experience but not as education. A.A., N.A., etc. meetings or having been through treatment <b>does not count as work experience.</b></p>
B	<p>A Bachelor's Degree or higher in a Behavioral Science field (Social Work, Counseling, Addiction Studies, Psychology, Sociology) which includes a clinical component is required.</p>
C	<p>At least 200 hours of clinical supervision is required with a minimum of ten (10) hours in each of the 12 Core Functions/Domains.</p> <p><b>A supervisor MUST meet one of the following requirements and MUST be on the IBADCC approved supervisor list:</b></p> <p>ADC who has been certified for 3 years and has completed 15 (fifteen) hours of training in supervision.  OR 2. an AADC  OR 3. a CS  OR 4. a person with a master's degree and license in addictions counseling or Master's degree and certification in addictions counseling  OR 5. an approved Health &amp; Welfare Clinical Supervisor (QP) under <i>IDAPA 16.07.20 216.02 Clinical Supervisor.</i></p>
D	<p>Documentation of <b>270 hours of education</b>, with no less than <b>30 hours</b> in each domain specifically related to the IC &amp; RC Performance Domains and Tasks which includes: <b>Screening, Assessment and Engagement, Treatment Planning, Collaboration and Referral, Counseling, Professional and Ethical Responsibilities.</b></p> <p>Education is defined as:</p>

- Workshops, courses, or seminars through a college or university, or approved by the IBADCC. All education must be face-to-face, via interactive webinar, or competency-based training (has a test included in the training) and cannot be an in-house in-service training for initial certification. Five (5) hours of in-service education or training may be used for **renewals**. Face-to-face education is defined as in-person with an instructor or through an electronic medium that allows for real-time interactivity with the instructor(s) as the educational content is presented.

Documentation of these events requires a copy of the certificates of completion. Documentation of college or university classes requires an official transcript. For college and university courses one (1) credit is equivalent to fifteen (15) clock hours.

**Please note:** Practicum hours cannot be counted as education but can be counted as work experience.

All education must meet the standards set by IC&RC. The [attached link](#) will provide candidates with a knowledge base required to pass the IC&RC exam in each of the domains. [CANDIDATE GUIDE \(internationalcredentialing.org\)](http://internationalcredentialing.org)

E Six (6) hours of training in professional and ethical responsibilities specific to substance abuse counselors. The six hours must include the following areas: federal and state laws, client welfare as a primary concern, professional competence supervision/development, financial issues, personal wellness, and relationships to professionals and institutions. Ethics education is defined as:

- Workshops, courses, or seminars either through a college or university, or approved by the IBADCC. All education must be face-to-face, interactive webinar, or competency-based training (has a test included in the training).

Ethics training *cannot include in-service hours or training*. Face-to-face includes in-person with an instructor or through an electronic medium that allows for real-time interactivity with the instructor(s) as the educational content is presented.

Documentation of these events requires a copy of the certificates of completion.

**Section II. Application Requirements**  
All applications must be completed online

All candidates for certification must submit an online application, with appropriate documentation, for review by the IBADCC Education Committee. When it has been determined that the eligibility requirements have been met, the candidate will be notified.

A **Letters of Reference:** Three letters of reference which are directly related to the applicant's **professional knowledge and skills are required**. One letter **MUST BE** submitted by the applicant's supervisor. **Reference forms can be downloaded here.** References should email their letters directly to [ibadcc@ibadcc.org](mailto:ibadcc@ibadcc.org) or by mail to 1775 W State St. #108, Boise, ID, 83702.

B **Criminal History Background Check:** Applicants must submit a copy of a State of Idaho, Health and Welfare Background check (background check cannot be more than

	three years old). Applicants who currently do not have a Health and Welfare Background check or need an employer ID number to use for the background check may contact the IBADCC office for instructions. The IDHW Background Check agency number for IBADCC is 6116. You may need to reference this number.
C	<b>Employment Verification Forms:</b> Applicants must submit employment verification forms to verify work experience. <a href="#">Employment Verification forms can be downloaded here.</a>
D	<b>Code of Ethics Agreement:</b> Applicants must read the Code of Ethics section of the online application and then electronically sign the agreement. The <a href="#">Code of Ethics can be read here.</a>
E	<b>Disability-Related Needs:</b> Applicants who have a disability that requires special testing accommodations will note this information in their application.

**Section III. Fees**

A	Application for Certification: \$80.00
B	CBT Exam: \$235.00
C	Two-year Renewal Fee: \$207.00
D	Replacement Certificate Fee: \$20.00

**Section IV. Examination**

Applicants must pass a competency-based exam developed by the IC&RC through cooperation with and for use by all member boards.

<b>A</b>	<p><b>Exam Instructions</b></p> <p>Once an application has been approved and the testing fee has been received by IBADCC, a letter will be issued with instructions directing applicants to register for the test online. Applicants can select their testing date and the testing center that is most convenient for them.</p> <p>You have one year from your approval date to test. If you have not tested within that year, your file will become inactive and a \$50 reactivation fee will be charged between year one and year two of the approval date. Two years after the approval date, the application will</p>
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become suspended, and the applicant must submit a current and complete application for certification.

**Please Note:**

- All exams are computer-based and provide immediate scoring at the completion of your exam.
- A candidate who fails the exam may retest again in 90 days by submitting a check for \$117.50, a discount of 50% of the original test fee.
- A candidate may re-test up to two times within a year of application approval.
- A candidate who fails three certification tests must reapply and be accepted prior to testing again.
- If you have any special accommodations needed at the exam, you will have to fill out the Documentation of Disability-Related Needs form located in your online account.
- A candidate guide for the examination manual is available for purchase at [www.readytotest.com](http://www.readytotest.com).

**B** **Reschedule/Cancellation Policy:** The following policies apply for applicants needing to cancel or reschedule their exam:

- If an applicant needs to cancel or reschedule their exam five or more calendar days prior to the date, they will have to pay a \$25 rescheduling fee to IQT. They can be contacted at [www.isoqualitytesting.com](http://www.isoqualitytesting.com).
- If an applicant needs to reschedule or cancel their test less than five calendar days prior to the date, they will forfeit the full testing fee.
- If an applicant fails to show up for their exam at the scheduled time, do not have proper identification, or do not have their admission letter, they will not be allowed to sit for their exam and will forfeit the full testing fee.

**C** **Test Day:** You MUST have proper identification and your admission letter when you arrive at the test center. For a list of current Testing Centers nearest you go to: [www.isoqualitytesting.com/locations.aspx](http://www.isoqualitytesting.com/locations.aspx)

**Section V. Certification**

**A** **Certificate:** Once you have passed the examination, you will receive your certificate in the mail. Please make sure your correct address is on file with Certemy. All certificates are the property of IBADCC and are subject to revocation.

**B** **Expiration:** Certifications are valid for two years.

**Section VI. Renewal Procedures**

**A** **Requirements:** ADC counselors are required to obtain 40 hours of continuing education hours, including four hours of professional and ethical responsibilities. Continuing education requirements are as follows:

- Education must include four hours of Ethics training. All education must be face-to-face, interactive webinar, or competency-based training (has a test included in the training). Ethics education cannot be an in-house in-service training. Face-to-face education is defined as in-person with an instructor or through an electronic medium that

	<p>allows for real-time interactivity with the instructor(s) as the educational content is presented.</p> <ul style="list-style-type: none"> <li>· Education must be related to the knowledge and skills necessary to perform the tasks within the Performance Domains (<a href="#">see Section II for additional information</a>).</li> <li>· All education must be approved by the IBADCC or an accredited college/university at the time the education is conducted. Documentation needs to include a copy of certificates of completion or an official college/university transcript. 1 college/university credit is equal to 15 clock hours.</li> <li>· A maximum of <b>10 hours in-service</b> (five hours for the first renewal period from one year to two-year certification) training is acceptable. Documentation must include a certificate of completion.</li> <li>· Education presented by the candidate does not count toward continuing education hours.</li> </ul> <p><a href="#">Click her to review the “knowledge” required in the Domains for testing purposes.</a></p> <p><b>Please note:</b> There are no carry over hours from one renewal period to another.</p>
B	<p><b>Reminders:</b> A courtesy reminder email will be sent to you approximately 90 days before your certification expires. The renewal application must be completed online by your certification expiration date.</p>
C	<p><b>Grace Period:</b> Grace Period is defined as the day after a certification expires to the 30th day after. During that time, if a counselor has submitted their renewal and it was received and processed by the IBADCC office, the counselor is not considered to be expired.</p>
D	<p><b>Late Fee:</b> If your paperwork is submitted within 30 days after your expiration date you will be charged a \$40.00 grace period fee, otherwise your certification will be considered lapsed.</p>
E	<p><b>Lapsed Certificate Policy:</b> Certifications at any level that have been expired between days 31-180 days (6 months) may be renewed if:</p> <ul style="list-style-type: none"> <li>· The counselor seeking recertification is in good standing with IBADCC; and</li> <li>· They have abided by the IBADCC Code of Ethics; and</li> <li>· They complete the following procedure: Submit the completed renewal application for recertification and submit payment online for \$307 (\$207 two-year renewal fee and \$100 lapsed certificate processing fee)</li> </ul> <p><b>Please note:</b> Counselors whose certifications have expired between 31 to 180 days (6 months) may not engage in scope of practice activities for hire during this period.</p> <p>Receipt of renewal documentation is based on the date the full recertification application was submitted online. This date is honored for items pending review by the Education Committee. Additionally, certifications at any level that have been expired more than six months MUST go through the process of reapplying and retesting for their certification, unless inactive status was approved.</p>
F	<p><b>Inactive Status:</b> Certifications at any level may be made “inactive” for a minimum of one year and a maximum of three years with IBADCC approval. The intention of the “inactive status” is to provide an avenue for certified members to place their certification “on hold” in the event of major life challenges, such as illnesses, deaths in the family, etc. Certified members must submit a letter of request to the IBADCC.</p>

During the period of inactivity, the counselor cannot receive payment for services performed in the substance abuse field and must submit **twenty hours of continuing education units annually, which includes the required two hours of Ethics training**, and to abide by the IBADCC Code of Ethics. No certification fee will be charged during the period of inactivity and no certificate will be issued. To return to active status, the counselor must pay the current renewal fee.

**Please note:** An “inactive status” cannot be requested for a certification which is lapsed or under a current ethics investigation.

G

**Residency:** As an IC&RC member board, Idaho subscribes to the residency requirement of IC&RC. Persons applying for IC&RC reciprocal level certification through the IBADCC must live or work a minimum of 51% of the time in Idaho at the time of application (this does not apply to reciprocity; only initial application). If a counselor lives or works in an IC&RC state, they must certify in that state. Per IC&RC requirements, individuals must live or work at least 51% of the time in the member boards jurisdiction.

## Section VII. Residency and Reciprocity

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**Reciprocity Procedures:** The IBADCC has membership in the International Certification and Reciprocity Consortium (IC&RC). Counselors who possess valid certification from the IBADCC can request reciprocal recognition from other IC&RC member states and bodies. Advanced Certified Alcohol/Drug Counselors can obtain IBADCC credentialing upon application, without retesting, provided they are from an IC&RC state or body possessing the combined alcohol/drug credentialing. Reciprocity is not granted to any counselor certified in a non-member state.

**Reciprocity INTO IBADCC:** Addiction professionals certified by an IC&RC member board who relocate to Idaho may transfer their credential to the IBADCC using the reciprocity process. No additional requirements will have to be met by the certified professional using this process to transfer their credential to Idaho. To begin the reciprocity process, certified addiction professionals must:

- Contact their current board and request an Application for Reciprocity
- Complete the one-page application and return it to their current board with the appropriate fee
- The application will be verified and sent to the IC&RC Office, once approved will notify IBADCC
- IBADCC will then issue their new certification for the State of Idaho
- The certified addiction professional will then be expected to follow all requirements for certification through IBADCC

**Reciprocity OUT of IBADCC:** Addiction professionals certified by the IBADCC who relocate to another state, country, or nation may transfer their credential to the new jurisdiction using the reciprocity process, only if the new jurisdiction is an IC&RC member board. Reciprocity to a non-IC&RC member board is not permitted. Additional requirements may be imposed upon the certified addiction professional depending on the laws and regulations governing the practice of addiction related services in the new jurisdiction. Therefore, certified addiction professionals are strongly encouraged to contact the IC&RC member board in the new jurisdiction to determine if any additional

requirements must be met. To begin the reciprocity process, certified addiction professionals must:

- Contact IBADCC and request an Application for Reciprocity
- Complete the one-page application and return it to IBADCC with the appropriate fee
- The application will be verified and sent to the IC&RC Office; once approved will notify the new jurisdiction board
- The new jurisdiction will then issue the certified addiction professional the equivalent credential offered by IBADCC unless laws or regulations governing the practice of addiction related services in the new jurisdiction must first be met

## Section VIII: Name Change

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**Requesting a Change of Name:** IBADCC maintains records under your full legal name. This pertains to changing your name on your records after you have legally changed your name.

For name change, please [login to your certemy account](#) > click you name that is at top right corner of the page > click name change (see picture below)

The screenshot shows the user profile page for Celia Runquist, a Professional at IBADCC. The page has a dark green header with navigation links: My Credentials, Digital Wallet, Transcripts, and User Guide. The user's name, Celia Runquist, is displayed prominently. To the right of the name is a blue button labeled 'Change name', which is circled in yellow. Below the name, the 'Company name' is listed as IBADCC. Further down, the 'Primary email' is listed as ibadcc@ibadcc.org, with a blue button labeled 'Change primary email' to its right, also circled in yellow. A note below the email states: 'The email address set as your "primary email" will be used for logging in and for any notifications sent from the platform.'

Along with your request, copies of the following supporting documentation are required to change your name:

- Copy of documentation showing your name as it currently appears (Photo ID preferred, birth certificate, social security card, or your current IBADCC certificate; AND
- A copy of your marriage license/certificate; or
- A copy of name change by court order; or
- valid state issued driver license with new name; or
- Social security card with new name

## Section I. Documentation of Supervision Requirements

### Instructions for Documentation of Supervision

**A**

**Documentation:** The Supervisor MUST document supervision and sign the Supervision Verification form ([link to form](#)) of:

**Bachelor's Degree: 200 Documented hours with a minimum of 10 hours in each of the domains.**

**Master's Degree: 100 Documented hours with a minimum of 10 hours in each of the domains.**

If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision occurred.

**B**

**Supervisor Requirements:** A supervisor shall be interpreted to mean a person who is knowledgeable of chemical dependency treatment and rehabilitation methods and has the ability to judge the capability and competence of an addiction counselor. The supervisor must be 1) willing to accept the responsibility of monitoring and evaluating the performance of the addiction counselor "trainee," 2) provide documentation of training, and, 3) hold one of the following certifications:

- An ADC who has been certified for three years and has completed 15 hours of training in supervision
- An AADC
- A CS
- A person with a master's degree and license in addictions counseling or a master's degree and a certification in addictions counseling
- An approved Health & Welfare Clinical Supervisor (QP) under IDAPA 16.07.20.02

**C**

**Modes of Supervision:** Supervision can be delivered in a variety of modes and mediums. Methods of supervision include, but are not limited to:

#### **Individual Supervision**

- Face-to-Face: Involves a one-to-one supervisor/supervisee relationship; implies regularly scheduled meetings to be conducted for the purpose of supervision.
- Appraisal (with intermittent Performance reviewed): This method involves the formal agency process of annual evaluation. It is the overall summation, the total overview of a counselor's performance.
- Assigned Reading: This implies the developmental and educational aspect of supervision. Reading materials may be a supportive and constructive component of the supervision process.
- Audio Tape/Video Tape: This may involve peer use of training tapes, as well as the use of taped (audio or video) sessions, for the purpose of review and evaluation of actual sessions. In using tapes for the latter purposes of evaluating counselor skills, counselor feedback should be involved.

A sample consent form can be found here to ensure that clients understand and agree to being taped for supervision purposes.



- Behavior Rehearsal: This mode of supervision is like role playing, yet behavior rehearsal will usually focus on more specific behaviors and skills. Behavior rehearsals offer “before the fact”.
- Consultation: This process of supervision is counselor-initiated. Unlike face-to-face supervision, this method is normally more spontaneous. It involves the review of generic skills.
- Demonstration: In this process, the supervisor acts as the demonstrator. This process also involves the feedback process. It is the responsibility of the supervisor to involve and solicit counselor feedback to assure that the demonstration has been understood. This is different from Behavior/Rehearsal where the counselor is the demonstrator.
- Direct Observation: Entails first-hand observation of on-the-job performance.
- Evaluative: This review of counselor performance is an ongoing process. This process is supervisor-initiated and involves the day-to-day performance review. For example, this process includes the review of charts, notes, etc.
- Explanation/Directive: This entails one-way communication from the supervisor to the supervisee. Essentially, the supervisor is dictating counselor actions and behavior.
- One-Way Screen: A form of direct observation which removes the actual presence of the supervisor from the situation, i.e., view from one-way mirror.
- Outside Consultation: Using this method of supervision delivery, an expert is brought in the program for the purposes of review, evaluation of training.
- Role playing: In this method of supervision, the emphasis is on the evaluation of generic counseling skills. This process normally involves the creation of contrived situations, or may involve the re-creation of counselor/client situation “after the fact.”
- Sanctions: The imposition of constructive discipline.
- Verbatim Record and Written Report: This involves the review, by the supervisor, or the client records, progress notes, verbatim transcriptions of counselor/client interviews, etc.
- Work Review: This process involves the review of counselor case loads.

### **Group Supervision**

When using assigned reading, audio tape, verbatim record and video tape methods of supervision in group situations, the definitions would be altered slightly to reflect the change in counselor and supervisor numbers. These methods, when used in group situations, are usually training devices.

- Case Conference/Treatment Review: This form of supervision entails the presentation by a counselor, of a case. This does not imply the one-way communication of reporting a case, but involves review and feedback.
- Group: Supervision by more than one supervisor.
- Peer Consultation: This includes the exchange of ideas in both formal and informal situations. This may include meetings of professional associations, groups and guilds. This process must involve evaluation and feedback, or the process becomes an educational function, not a supervisory function.
- Support Group: This pertains to a group of staff sessions aimed at dealing with interpersonal and intrapersonal problems, i.e., working to prevent staff burn-out.
- Team Development (treatment enhancement): The evaluation of how counselors act as a team in the delivery of service: an evaluation of group cohesiveness and team effectiveness. The enhancement of treatment is the consequence of the supervisory process.

<b>D</b>	<p><b>Minimally Adequate Supervision:</b> Minimally adequate supervision involves face-to-face interpersonal relationship between the supervisor and the supervisee. Therefore, mere written evaluation forms and written reports would constitute as inadequate supervision. Minimally adequate supervision, at its best, involves the use of methods from both individual and group supervision. Any one method, in and of itself, would constitute inadequate supervision. While it is preferred and recommended that no more than two-thirds of a counselor's supervision should involve group supervision; it is preferred and recommended that the focus of a counselor's supervision be on individual counselor's methods, and it is recognized that supervision should be modeled to meet the unique needs of the individual counselor.</p> <p><b>Please note:</b> For the purpose of certification, supervised training must be attained in a work setting in the addictions counseling field; classroom experience is not acceptable.</p>
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Section II. Twelve Core Functions

The Twelve Core Functions of an alcohol/drug abuse counselor are used as standards for counselor competency  
 Click here for [the latest file of Twelve Core Functions](#)

Section III. Performance Domains and Tasks

Performance Domain and Tasks is the addiction counselor's toolbox of expert knowledge and their corresponding functions.

<b>A</b>	<p><b>I. Screening, Assessment, and Engagement</b></p> <p>Task 1: Demonstrate verbal and non-verbal communication to establish rapport and promote engagement.</p> <p>Task 2: Discuss with the client the rationale, purpose, and procedures associated with the screening and assessment process to facilitate client understanding and cooperation.</p> <p>Task 3: Assess client's immediate needs by evaluating observed behavior and other relevant information including signs and symptoms of intoxication and withdrawal.</p> <p>Task 4: Administer appropriate evidence-based screening and assessment instruments specific to the client to determine their strengths and needs.</p> <p>Task 5: Obtain relevant history and related information from the client and other pertinent sources to establish eligibility and appropriateness of services.</p> <p>Task 6: Screen for physical needs, medical conditions, and co-occurring mental health disorders that might require additional assessment and referral.</p> <p>Task 7: Interpret results of screening and assessment and integrate all available information to formulate a diagnostic impression and determine an appropriate course of action.</p> <p>Task 8: Develop a written summary of the results of the screening and assessment to document and support the diagnostic impressions and treatment recommendations.</p>
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<b>B</b>	<p><b>II. Treatment Planning, Collaboration, and Referral</b></p>
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	<p>Task 1: Formulate and discuss diagnostic assessment and recommendations with the client and concerned others to initiate an individualized treatment plan that incorporates client's strengths, needs, abilities, and preferences.</p> <p>Task 2: Use ongoing assessment and collaboration with the client and concerned others to review and modify the treatment plan to address treatment needs.</p> <p>Task 3: Match client needs with community resources to facilitate positive client outcomes.</p> <p>Task 4: Discuss rationale for a referral with the client.</p> <p>Task 5: Communicate with community resources regarding needs of the client.</p> <p>Task 6: Advocate for the client in areas of identified needs to facilitate continuity of care.</p> <p>Task 7: Evaluate the effectiveness of case management activities to ensure quality service coordination.</p> <p>Task 8: Develop a plan with the client to strengthen ongoing recovery outside of primary treatment.</p> <p>Task 9: Document treatment progress, outcomes, and continuing care plans. Task 10: Utilize multiple pathways of recovery in treatment planning and referral.</p>
<p><b>C</b></p>	<p><b>III. <i>Counseling</i></b></p> <p>Task 1: Develop a therapeutic relationship with clients, families, and concerned others to facilitate transition into the recovery process.</p> <p>Task 2: Provide information to the client regarding the structure, expectations, and purpose of the counseling process</p> <p>Task 3: Continually evaluate the client's safety, relapse potential, and the need for crisis intervention.</p> <p>Task 4: Apply evidence-based, culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.</p> <p>Task 5: Assist families and concerned others in understanding substance use disorders and engage them in the recovery process.</p> <p>Task 6: Document counseling activity and progress towards treatment goals and objectives.</p> <p>Task 7: Provide information on issues of identity, ethnic background, age, sexual orientation, gender and other factors that influence behavior as they relate to substance use, prevention and recovery.</p> <p>Task 8: Provide information about the disease of addiction and the related health and psychosocial consequences.</p>
<p><b>D</b></p>	<p><b>IV. <i>Professional and Ethical Responsibilities</i></b></p> <p>Task 1: Adhere to established professional codes of ethics and standards of practice to uphold client rights while promoting best interests of the client and profession.</p> <p>Task 2: Recognize diversity and client demographics, culture and other factors influencing behavior to provide services that are sensitive to the uniqueness of the individual.</p> <p>Task 3: Continue professional development through education, self-evaluation, clinical supervision, and consultation to maintain competence and enhance professional effectiveness.</p> <p>Task 4: Identify and evaluate client needs that are outside of the counselor's ethical scope of practice and refer to other professionals as appropriate.</p> <p>Task 5: Uphold client's rights to privacy and confidentiality according to best practices in preparation and handling of records.</p> <p>Task 6: Obtain written consent to release information from the client and/or legal guardian, according to best practices.</p>

	Task 7: Prepare concise clinically accurate and objective reports and records.