



Georgia Addiction Counselors Association
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CERTIFICATION GUIDELINES

This guide is intended to provide general information about the Georgia Addiction Counselors Association Certification Board credentials. For more information or clarification, please feel free to visit the www.gaca.org website or contact the GACA office at 770-434-1000 or gaca@gaca.org.

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HISTORY AND MISSION

Established in 1980, the Georgia Addiction Counselors Association (GACA) is an organization of addiction counselors, other interested professionals, and persons concerned for the welfare of addicted persons. Heightened awareness of chemical dependence/abuse as a social problem in our society and the resulting explosion of treatment facilities made it imperative that a system be developed that would assure the citizens of Georgia that addiction counselors had met an acceptable standard of professional competency.

The Certification Board was subsequently established by the Board of Directors of Georgia Addiction Counselors Association in 1982. The Certification Board was charged with the responsibility for developing and operating a professional system of evaluation, qualification, and certification for chemical dependence/abuse counselors in Georgia.

This document with the authority of Article VIII of the Association Bylaws, clarifies the purpose, function, and responsibilities of the Certification Board and defines the role of a Certified Addiction Counselor (CAC). It also establishes a fair methodology for evaluation of competency by defining acceptable standards for counselor knowledge and skills.

In the State of Georgia, certification in the specialty of addiction counseling is a voluntary process and is approved through an exemption in Georgia law:

TITLE 43. PROFESSIONS AND BUSINESSES, CHAPTER 10A. PROFESSIONAL COUNSELORS, SOCIAL WORKERS,
AND MARRIAGE AND FAMILY THERAPISTS, O.C.G.A. § 43-10A-7 (2006), SECTION 15

CERTIFICATION OVERVIEW

The Certification Procedure is a voluntary process which may be initiated by any person desiring to be certified as an addiction counselor. The certificate is awarded by the Georgia Addiction Counselors Association Certification Board under the auspices of the GACA Board of Directors after the applicant has successfully completed the certification procedure. Certification may be awarded to those counselors who demonstrate through the application/certification process, adequate experience, skills, knowledge, and competency in chemical dependency/abuse counseling.

The Georgia Addiction Counselors Association issues two credentials for addiction counselors and one credential for clinical supervisors:

- ❖ Certified Addiction Counselor, Level I (CACI)
- ❖ Certified Addiction Counselor, Level II (CACII)
- ❖ Certified Clinical Supervisor (CCS)

The CACI and CACII are issued based on progression through the certification process of application, written examination, and written case history method. The CCS credential is processed as a separate credential to eligible applicants who meet criteria. Out-of-state certified or licensed addiction counselors who hold a current certification/licensure may seek Reciprocity through the Georgia Addiction Counselors Association by separate application.

GACA has accepted the following definition of a Certified Addiction Counselor: *A Certified Addiction Counselor (CAC) is a person who by virtue of specialized knowledge, training, and experience is uniquely able to inform, motivate, guide and assist those persons affected by problems related to chemical dependency abuse. A Certified Addiction Counselor has a commitment to conduct himself/herself in accordance with the Code of Ethics of the Georgia Addiction Counselors Association. An addiction counselor is an individual who has demonstrated the professional competence necessary to perform the following tasks in providing chemical dependency treatment to clients and significant others in a variety of treatment settings: screening, intake, orientation, assessment, treatment planning, counseling (individual, family, and group), case management, crisis intervention, client education, referral, report and recordkeeping, and consultation with other professionals in regard to client treatment/services.*

GACA CODE OF ETHICS

I DO AFFIRM

- That in the practice of my profession, I will assert the ethical principles of autonomy, beneficence, and justice as a guide to my professional conduct.
- That I will not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.
- That I will espouse objectivity and integrity, and maintain the highest standards in the services I offer.
- That I recognize that the profession is founded on national standards of competency which promote the best interest of society, of the client, of myself and of the profession as a whole. I also recognize the need for ongoing education as a component of professional competency.
- That I will uphold the legal and accepted moral codes which pertain to professional conduct.
- That I will respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.
- That I will assign credit to all who have contributed to any published materials and for the work upon which the publications are based.
- That I will respect the integrity and protect the welfare of the person or group with whom I am working.
- That I will embrace, as a primary obligation, the duty of protecting the privacy of clients and will not disclose confidential information acquired in teaching, practice or investigation.
- That I will inform the prospective client of the important aspects of the potential relationship.
- That I will treat colleagues with respect, courtesy and fairness, and will afford the same professional courtesy to other professionals.
- That I will establish financial arrangements in professional practice and in accord with the professional standards that safeguard best interests of the client, of myself, and of the profession.
- That I will advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. I will inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and will act to guarantee that all persons, especially the needy and disadvantaged have access to the necessary resources and services. I will adopt a personal and professional stance, promoting the well-being of all human beings.

NAADAC CODE OF ETHICS

Principle 1: Non-Discrimination *I shall affirm diversity among colleagues or clients regardless of age gender, sexual orientation, ethnic/racial background, religious/spiritual beliefs, marital status, political beliefs, or mental/physical disability.*

Principle 2: Client Welfare

I understand that the ability to do good is based on an underlying concern for the well being of others. I shall act for the good of others and exercise respect, sensitivity, and insight. I understand that my primary professional responsibility and loyalty is to the welfare of my clients, and I shall work for the client irrespective of who actually pays his/her fees.

Principle 3: Client Relationship

I understand and respect the fundamental human right of all individuals to self-determination and to make decisions that they consider in their own best interest. I shall be open and clear about the nature, extent, probable effectiveness, and cost of those services to allow each individual to make an informed decision of their care.

Principle 4: Trustworthiness

I understand that effectiveness in my profession is largely based on the ability to be worthy of trust, and I shall work to the best of my ability to act consistently within the bounds of a known moral universe, to faithfully fulfill the terms of both personal and professional commitments, to safeguard fiduciary relationships consistently, and to speak the truth as it is known to me.

Principle 5: Compliance with Law

I understand that laws and regulations exist for the good ordering of society and for the restraint of harm and evil, and I am aware of those laws and regulations that are relevant both personally and professionally and follow them, while reserving the right to commit civil disobedience.

Principle 6: Rights and Duties

I understand that personal and professional commitments and relationships create a network of rights and corresponding duties. I shall work to the best of my ability to safeguard the natural and consensual rights of each individual and fulfill those duties required of me.

Principle 7: Dual Relationships

I understand that I must seek to nurture and support the development of a relationship of equals rather than to take unfair advantage of individuals who are vulnerable and exploitable.

Principle 8: Preventing Harm

I understand that every decision and action has ethical implication leading either to benefit or harm, and I shall carefully consider whether any of my decisions or actions has the potential to produce harm of a physical, psychological, financial, legal, or spiritual nature before implementing them.

Principle 9: Duty of Care

I shall operate under the principle of Duty of Care and shall maintain a working/therapeutic environment in which clients, colleagues, and employees can be safe from the threat of physical, emotional or intellectual harm.

NAADAC SCOPE OF PRACTICE

Purpose

This Scope of Practice Statement is intended to (1) provide a basic definition of a professional alcohol and drug counselor's rights and responsibilities and (2) distinguish this profession from other health and human service professionals.

Introduction

Alcohol and drug counseling is the application of general counseling theories and treatment methods adapted to specific alcohol and drug theory and research, for the express purpose of treating alcohol and drug problems within our diverse society.

Foundations of Alcohol and Drug Counseling

The practice of alcohol and drug counseling is based on the following knowledge:

- Pharmacology and psychopharmacology of alcohol and drugs (both drugs of abuse and drugs used in the treatment of addictions) including: pharmacokinetics; pharmacodynamics; and the effects of these drugs on violence and aggression, learning and memory, sensation and perception, sleep, sexual behavior, human growth and development, and psychiatric conditions.
- Addiction processes including: models and theories of addiction; social and cultural context of addiction; biological, psychological and social effects of addiction; and differentiation of addiction from other medical and psychological conditions.
- Various treatment models and methods including: models of treatment, relapse prevention, and continuing care; impact of treatment on problems associated with addiction; the importance of community, social, family and self-help systems.
- Practical application including: use of interdisciplinary approaches and teams in treatment; assessment and diagnostic criteria; appropriate use of treatment modalities; adapting treatment strategies to a client's individual characteristics and needs; and the use of other resources in securing the best available services for the client.

- Professional standards of practice including: recognizing the needs of diverse populations relating to issues of ethnicity, race, gender, sexual orientation and HIV/AIDS; adherence to ethical and professional standards of conduct; commitment to continuing education and clinical supervision; awareness of policies and procedures for clients and staff safety; an understanding of etiology, treatment and prevention; and the clinical application of current research in alcohol and drug treatment.

Scope of Practice

The practice of alcohol and drug counseling consists of the activities listed below. The practice of these activities will conform to the individual's level of training, education and supervised experience.

- **Clinical Evaluation of Drug and Alcohol Issues**
 - Screening of Alcohol and Drug Problems
 - Assessment of Alcohol and Drug Problems
 - Diagnosis
- **Treatment Planning**
 - Case Management
 - Implementing the Treatment Plan
 - Consulting
 - Continuing Assessment and Treatment Planning
 - Referral
 - Client Advocacy
- **Counseling**
 - Individual Counseling
 - Group Counseling
 - Family Counseling
- **Education and Prevention**
 - Client
 - Family
 - Community
- **Documentation**
- **Professional and Ethical Standards**

CERTIFICATION DESCRIPTIONS AND ELIGIBILITY

CERTIFIED ADDICTION COUNSELOR, LEVEL I (CACI)

Eligibility Requirements

- Be an active member of GACA/NAADAC (optional, but qualifies for member discounts)
- Minimum High School diploma or Equivalency (G.E.D.)
- 2 years full-time or 4,000 hours active practice as a chemical dependency/abuse counselor in the past 5 years. Volunteer counseling supervised by a GACA Certified Clinical Supervisor (CCS) may also be accepted in lieu of paid hours to equal 4,000 hours
- 180 contact hours of education and training in alcoholism and drug abuse or related counseling subjects, including six hours of ethics training, 18 hours of cultural diversity training, and 3 hours of HIV/AIDS education. Minimum 100 contact hours within the past 5 years. Maximum 90 hours may come from a college transcript. (See Worksheet for Calculating Clock Hours for details)
- 96 hours of supervision by a GACA Certified Clinical Supervisor (CCS). Minimum 24 of these hours must be one-on-one supervision, with minimum 2 hours of individual supervision in each of the 8 counselor skill groups.
- Passing score on National Certification (Written) Examination for Addiction Counselors Level I (To be taken AFTER application is approved by Certification Board)
- Passing score (90%) on a Written Case History
- Must be cleared of all pending charges concerning drug and alcohol use or abuse, or felonies and at least two years post-completion of all sentencing requirements to include probation. Request for exception or appeals for non-felony charges may be made in writing to the Certification Board.

UPGRADE TO LEVEL II PROCEDURE

A CACI may apply for upgrade to CACII when the eligibility criteria for CACII is met. Call the GACA office and ask for an Upgrade application and count of documented hours on file. Upgrade during the original certification process is not permitted. Applicants who apply for CACI but meet CACII criteria during the original certification process, must wait until receiving the CACI certification before applying for Upgrade.

Application Requirements

- Applicant must have met minimum requirements above CACI prior to submission of the application (EXCEPTION: Written examination will be taken following application approval by the Certification Board)
- Completed and signed GACA Certification Application including the signed statement that the applicant has read the NAADAC Code of Ethics and subscribes to it
- Two professional letters of reference stating the applicant's character and competency to be sent directly to GACA. One letter must be from a GACA-certified counselor.
- Written verification of competency in all skill groups by the work supervisor(s) who has personally observed the applicant's chemical dependency/abuse counseling work
- Written verification of competency in all skill groups by the Certified Clinical Supervisor(s) who has personally supervised the applicant's practical experience
- Documentation of Education and Training Hours in the form of certificates of completion and/or *original* college transcript(s)
- If applicable, documentation and explanation of all cleared pending charges concerning drug and alcohol use or abuse, or felonies and at least two years post-completion of all sentencing requirements to include probation. Request for exception or appeals for non-felony charges may be made in writing to the Certification Board.
- Payment of non-refundable application fee

Each level of certification will be for a period of two 2 years. An applicant is not permitted to use the CAC credential or refer to him/herself as a Certified Addiction Counselor until formal notification by the Certification Board of Georgia Addiction Counselors Association.

CERTIFIED ADDICTION COUNSELOR, LEVEL II (CACII)

Eligibility Requirements

- Be an active member of GACA/NAADAC (optional, but qualifies for member discounts)
- Must hold a Bachelor's Degree or higher degree. Degree must be from a college or university that is accredited and listed on the Council for Higher Education Accreditation web site (www.chea.org) or other approved reference list. Exceptions must have Certification Board ruling.
- 3 years full-time or 6,000 hours active practice as a chemical dependency/abuse counselor in the past 8 years. Volunteer counseling supervised by a GACA Certified Clinical Supervisor (CCS) may also be accepted in lieu of paid hours to equal 6,000 hours
- 270 contact hours of education and training in alcoholism and drug abuse or related counseling subjects, including six hours of ethics training, 27 hours of cultural diversity training, and 3 hours of HIV/AIDS education. Minimum 160 contact hours within the past 5 years. Maximum 135 hours may come from a college transcript. (See Worksheet for Calculating Clock Hours for details)
- 144 hours of supervision from a GACA Certified Clinical Supervisor (CCS). A minimum of 36 of these hours must be one-on-one supervision, with at least 2 hours of individual supervision in each counselor skill group.
- Passing score on National Certification (Written) Examination for Addiction Counselors Level I or Level II.
- Passing Score (90%) on a Written Case History
- Must be cleared of all pending charges concerning drug and alcohol use or abuse, or felonies and at least two years post-completion of all sentencing requirements to include probation. Request for exception or appeals for non-felony charges may be made in writing to the Certification Board.

Application Requirements

- Applicant must have met minimum requirements above CACII prior to submission of the application (EXCEPTION: Written examination will be taken following application approval by the Certification Board)
- Completed and signed GACA Certification Application including signed statement that the applicant has read the NAADAC Code of Ethics and subscribes to it
- Two professional letters of reference stating the applicant's character and competency to be sent directly to GACA. One letter must be from a GACA-certified counselor.
- Written verification of competency in all skill groups by the work supervisor(s) who has personally observed the applicant's chemical dependency/abuse counseling work
- Written verification of competency in all skill groups by the Certified Clinical Supervisor(s) who has personally supervised the applicant's practical experience
- Documentation of Education and Training Hours in the form of certificates of completion and ***original*** college transcript(s). Transcript must be unopened by the applicant or sent directly from the college, university or other institution
- If applicable, documentation and explanation of all cleared pending charges concerning drug and alcohol use or abuse, or felonies and at least two years post-completion of all sentencing requirements to include probation. Request for exception or appeals for non-felony charges may be made in writing to the Certification Board.
- Payment of non-refundable application fee

Each level of certification will be for a period of two 2 years. An applicant is not permitted to use the CAC credential or refer to him/herself as a Certified Addiction Counselor until formal notification by the Certification Board of Georgia Addiction Counselors Association. Counselor must meet renewal requirements in effect at the time of recertification.

COUNSELOR RECIPROCITY

Each state sets acceptable criteria for issuing Reciprocity credentials based upon certification or licensure from another state. GACA will consider all candidates on a case-by-case basis. GACA may grant reciprocity to a counselor certified by a non-NAADAC certifying body if the applicant meets all other qualifications. Final approval is at the discretion of the Certification Board. Credential Reciprocity is considered through submission of a completed and well-documented Reciprocity Application which can be downloaded from the GACA website at www.gaca.org or contact the GACA office at 770-434-1000 for a copy of the Reciprocity Application.

To implement counselor reciprocity, the following guidelines should be followed:

Eligibility Requirements

- Be an active member of GACA/NAADAC (optional, but qualifies for member discounts)
- The applicant must hold a current, verifiable certification or licensure outside the state of Georgia and provide a copy of this certificate or license
- The applicant's credentialing body must provide mutual reciprocity to GACA, and have credentialing standards that *meet or exceed* those of GACA. The original certifying body will hold the reciprocity applicant's original file indefinitely
- The applicant's credentialing body must provide verification of current credential and criteria met for initial/recertification to date to determine eligibility and certification level for GACA Reciprocity
- The applicant may provide additional information and/or copies of current training and education since the last credential re-certification to further document the applicant's qualifications
- Requires proof of a passing score on written examination
- Requires proof of a passing score on a Written Case History
- Two letters of reference from certified counselors.
- The counselor has the option to maintain certification with more than one (1) certifying body.
- The CAC Certificate will indicate that the person has been continuously certified by GACA since the date that reciprocity was granted
- Special consideration will be given to counselors serving the military while on active duty or within two years of release from active duty

Application Requirements

- The applicant may download the Application for Counselor Reciprocity from the website www.gaca.org or request an application from the GACA office
- The applicant will complete and sign the application form and have it witnessed. This form and a non-refundable application fee are mailed to the GACA office
- Signed NAADAC Code of Ethics
- The application must include all requested documentation to support the application
- Copy of last educational level received, college transcript, HS diploma, GED certificate, etc). College transcript is required if being used to meet requirements of CAC Level II that requires a minimum of a Bachelor's degree from a college/university acceptable to the Certification Board
- The Georgia Addiction Counselors Association will not grant reciprocity to any candidate from any state that *does not have qualifications that are similar to or higher than required by GACA*
- If the applicant's credentialing body did not require written examination and/or written case history presentation either because these were not required or the applicant "grandfathered" into certification, the applicant will be given the opportunity to sit for written examination and written case history to meet these requirements for GACA Reciprocity. Waiver of this requirement will be at the discretion of the Certification Board

Each level of certification will be for a period of two 2 years. An applicant is not permitted to use the CAC credential or refer to him/herself as a Certified Addiction Counselor until formal notification by the Certification Board of Georgia Addiction Counselors Association. Counselor must meet renewal requirements in effect at the time of recertification.

CERTIFIED CLINICAL SUPERVISOR (CCS)

The CCS credential is processed as a separate credential to eligible applicants who meet criteria. See the GACA website at www.gaca.org or contact the GACA office at 770-434-1000 for a copy of the CCS Application.

Eligibility Requirements

- Be an active member of GACA/NAADAC (optional, but qualifies for member discounts)
- Hold a valid CACII certification through the Georgia Addiction Counselors Association OR
- Hold a valid state licensure as LCSW, LMFT, LPC, Addictionologist, Psychologist, or Psychiatrist who can demonstrate 5 years of addiction counseling experience upon application:
- Document 5 years experience as a practicing Addiction Counselor during which time applicant carried a caseload of alcohol and other drug dependent clients
- Document 2 years during which time the applicant provided clinical supervision of counseling work by addiction counselors
- Document 200 hours of face-to-face clinical supervision the applicant received
- Document 30 hours of didactic training specific to clinical supervision. This must include training in each of the following areas: Assessment/Evaluation, Counselor Development, Management/ Administration, and Professional Responsibilities. Courses should be specific to enhancing skills as a clinical supervisor
- Letters of reference from three professionals in the addiction treatment field who is familiar with the applicant's work as a clinical supervisor. One of the three references must have supervised your clinical supervision. Letters may be attached to the application or the individuals may mail separately to GACA
- Signed statement that the applicant has read the NAADAC Code of Ethics and subscribes to this code
- Written examination for Certified Clinical Supervisors (to be taken following Certification Board approval of application)
- Payment of non-refundable application fee

Application Requirements

- Applicant must have met minimum requirements above CCS prior to submission of the application (EXCEPTION: Written examination will be taken following application approval by Certification Board)
- Completed and signed GACA CCS Application including the signed statement that the applicant has read the NAADAC Code of Ethics and subscribes to it
- Documentation of CACII or other professional licensure
- Documentation of all work experience, and all clinical supervision received and provided as above
- Documentation of didactic training specific to clinical supervision as above
- Letters of Reference
- Written Examination for Certified Clinical Supervisors
- Payment of non-refundable application fee

An applicant is not permitted to use the CCS credential or refer to him/herself as a Certified Clinical Supervisor until formal notification by the Certification Board of Georgia Addiction Counselors Association. Supervisor must meet renewal requirements in effect at the time of recertification.

RE-CREDENTIALING PROCEDURES

Renewal of the CCS is required every 4 years. The Recertification Application will be mailed to the supervisor's last known address automatically ninety (90) days prior to the expiration date to give sufficient time to process and issue the new certificate. Recertification requires documentation of 24 clock/contact hours of continuing education during the preceding term of certification. Of these, the 4.0 hrs Forum on Clinical Supervision must be taken; 20.0 hrs of didactic training SPECIFIC TO CLINICAL SUPERVISION in subjects as it relates to enhancing skills as a clinical supervisor, and documentation of supervision to at least 1 counselor to equal 24 hours within the prior certification period. Non-refundable renewal fee of \$150.00/member or \$200.00/non-member

CREDENTIAL COMPARISON

	CACI	CACII	CCS
Pre-Requisite			CACII or valid state licensure as LCSW, LMFT, LPC, Addictionologist, Psychologist, or Psychiatrist
Work Experience Hours	2 yrs or 4,000 hours within past 5 yrs	3 yrs or 6,000 hours within past 8 yrs	5 years as a practicing Addiction Counselor with a caseload of alcohol or other drug dependent clients
Supervisory Experience			2 yrs <u>providing</u> clinical supervision of counseling work of addiction counselors
Education and Training Hours	H.S. or Equivalent (G.E.D.)	Bachelor's Degree or Higher	H.S. or G.E.D. minimum
	180 total hrs* to include 6 hrs Ethics — 18 hrs Cultural Diversity 3 hrs HIV/AIDS education *90 hrs allowed from college transcript if counseling-related	270 total hrs* to include 6 hrs Ethics — 27 hrs Cultural Diversity 3 hrs HIV/AIDS education *135 hrs allowed from a college transcript if counseling-related	30 didactic training hrs specific to clinical supervision
Clinical Supervision	96 hrs by a GACA-certified CCS	144 hrs by a GACA-certified CCS	200 hrs face-to-face hrs received
Testing	Written Exam	Written Exam	Written Exam
Written Case History Presentation	YES	YES	NO
Recertification	Every 2 yrs with 40 hrs training and 24 hrs clinical supervision by GACA-CCS	Every 2 yrs with 40 hrs training	Every 4 yrs with 4 hrs Forum on Clinical Supervision and 20 didactic training hrs specific to Clinical Supervision designed to enhance skills as a clinical supervisor

BASIC TRAINING HOURS: 153 (CACI) and 234 (CACII) educational training hours should include basic counseling skills, individual counseling skills, group counseling skills, assessment and evaluation skills, documentation skills, general knowledge of anger management, denial, feeling, coping skills, pharmacology, relapse prevention, behavioral changing techniques, and referral procedures.

WRITTEN EXAMINATION: Serves to objectively measure the applicant's knowledge of substance abuse/addiction and the Counselor Skill Groups as outlined in the Standards for Certification (See these Certification Guidelines). The National Certification (Written) Examination for Addiction Counselors is administered nationwide four times per year for an eight-day period (Saturday to Saturday) March, June, September and December. Pre-requisite to sit for written examination is an application approved by the Georgia Addiction Counselors Association and with notification of eligibility to test.

APPLICATION PROCEDURE

To apply for the first time to be either a CACI or CACII, download the application and instructions from the Georgia Addiction Counselors Association website at www.gaca.org. Download this Certification Guidelines for additional information.

The application, instructions, and the Certification Guidelines will outline the necessary documentation required for the application, as well as:

- Procedures for submitting a successful application
- General Guidelines for Calculating Work and Educational Training Hours
- The Eight Counselor Skill Groups for Addiction Counselors
- Written Testing Content and information including bibliography of suggested reading to prepare for the examination
(A practice written test for certification is available through the Professional Testing Corporation which administers testing required by GACA at <https://secure.ptcny.com/webtest/>)
- Fees and Deadlines

If unable to download from the website, a Certification Application and Certification Guidelines can be requested directly from GACA by contacting 770-434-1000.

- Applicant will submit the application per requirements by deadline
- Applicant will be notified of application receipt. Applications significantly incomplete will be returned without review
- Certification Board will review the application and notify applicant of approval or request additional information
- Qualified applicants will be notified of testing dates and deadlines to participate in the National Certification (Written) Exam for Addiction Counselors. If the applicant passes, he/she will be provided the Applicant's Guide for Written Case History Presentation. Following acceptance and approval by the Certification Board, the applicant will be issued certification at the approved level, CACI or CACII
- No results will be given over the telephone to safeguard confidentiality

WRITTEN EXAMINATION CONTENT

The Certification Examination for Addiction Counselors are written examinations each composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.

The questions for the examination are obtained from individuals with expertise in alcoholism and drug abuse counseling and are reviewed for construction, accuracy, and appropriateness by the National Certification Commission (NCC). The NCC, with the advice and assistance of the Professional Testing Corporation, prepares the examinations. The National Certification Examinations for Addiction Counselors will be weighted in approximately the following manner. [Note: Only Level I written examination is required to qualify for CACI or CACII. Level II is optional to applicants who may wish to pursue NCACI or NCACII per NAADAC criteria for each of these credentials. See www.naadac.org for more information on these national credentials].

	Written Exam	
	<u>Level I</u>	<u>Level II</u>
I. Pharmacology of Psychoactive Substance	30%	25%
II. Counseling Practice	40%	25%
III. Theoretical Base of Counseling	15%	25%
IV. Professional Issues	15%	25%

RE-CREDENTIALING PROCEDURES FOR CACI AND CACII

Renewal of the CACI and CACII credentials are required every 2 years. The Recertification Application will be mailed to the counselor's last known address automatically ninety (90) days prior to the expiration date to give sufficient time to process and issue the new certificate. It is the counselor's responsibility to contact the GACA office at 770-434-1000 prior to the expiration date if the Renewal Application is not received.

APPLICATION PROCESS

Renewal of certification will be for a period of two (2) years. Recertification will be based on acceptable documentation of 40 clock/contact hours of continuing education during the preceding term of certification. Of the 40 hours required, 20 hours must have a clearly visible GACA Provider Number, be in-classroom face-to-face continuing education. The remaining 20 hours may be other counseling-related topics. A total of 6 hours of Ethics must be included in the 40 hours. This will allow those members who are both licensed and credentialed to avoid duplication of training. Burden of proof of the validity and relevance of training is the responsibility of the applicant. It is the responsibility of the applicant to obtain verification of each educational experience submitted.

During the preceding term of certification, the CACI applicant must have received twenty-four hours supervision by a GACA Certified Clinical Supervisor. The clinical supervisor's signature and CCS credential number and expiration date will be accepted as verification that the hours have been met per GACA policy. The CACII applicant is exempt from the clinical supervision requirement.

GACA Certification Board Policies relative to recertification will be provided with the Recertification Application

- Renewal of Certified Addiction Counselor Certificate
- Inactive Status for Credentials
- Recertification after Lapse of Certification Credential
- Extension of Credential Expiration Date
- Use of Credential after Expiration Date

LATE RENEWALS

Renewal or Reinstatement of credentials received after the expiration date will be according to the above policies. Exceptions will be made under extenuating circumstances at the discretion of the Certification Board.

RECERTIFICATION FEES

CACI and CACII recertification fees are \$100.00 for GACA/NAADAC members and \$200.00 for non-members. Recertification Applications received in the GACA office after the expiration date will incur a \$50.00 late fee for members and \$75.00 late fee for non-members. Membership verification is required to receive the discounted member rate. All fees are non-refundable.

CERTIFICATE AMNESTY PROGRAM

This program has been developed for those counselors who have allowed credentials to lapse due to health, both family and self, loss of job, bankruptcy or just could not afford renewal and/or training fees. The Georgia Addiction Counselors Association will extend to the counselor authorization to reapply during this amnesty period for CACI, CACII, and/or CCS. Applications for the Amnesty Program will be approved on a case-by-case basis and all reinstatements are at the discretion of the Certification Board. Amnesty Program Applications may be requested by contacting the GACA Office at 770-434-1000. This is a limited-time program.

FEE SCHEDULE

Fees may be reviewed and changed at the discretion of GACA. An indebtedness to GACA caused by a returned check will be dealt with in accordance with Code Section 16-9-20 of the Criminal Code of Georgia. All fees are non-refundable.

	GACA/NAADAC MEMBER	NON MEMBER
Certification Initial CACI and CACII		
Certification Guidelines/Application	** Free Website Download **	
CACI and CACI Initial Application Submission	150.00	300.00
CACI and CACII Application Reactivation (For inactive applications not completed within one year)	50.00	50.00
Written Examination (Each)	145.00	170.00
Case History Presentation	50.00	100.00
Certification Denial Appeal	25.00	25.00
Certification Reciprocity/Upgrade		
Certification by Reciprocity	100.00	150.00
Certification Upgrade CACII Application Submission	100.00	150.00
Re-Certification CACI and CACII (Every 2 years)		
Recertification Application Submission	100.00	200.00
Late Renewal Penalty (if received after expiration date)	50.00	75.00
Extension Request (beyond expiration date; 6 month maximum)	25.00	25.00
Inactive Status (5 year maximum)	25.00	25.00
Certification Amnesty Program CACI and CACII (Reinstatement is at the discretion of the Certification Board)		
Application Submission (includes late penalty)	250.00	250.00
Certified Clinical Supervisor		
CCS Application	** Free Website Download **	
Initial Application Submission	150.00	250.00
CCS Application Reactivation (For inactive applications not completed within one year)	25.00	25.00
Written Examination (Each)	50.00	50.00
Re-Certification CCS (Every 4 years)		
Recertification Application Submission	150.00	175.00
Late Renewal Penalty (if received after expiration date)	25.00	50.00
Extension Request (beyond expiration date; 6 month maximum)	25.00	25.00
Inactive Status (5 year maximum)	25.00	25.00
OTHER		
Duplicate or Replacement of Lost Certificate	10.00	20.00