

# Certification Guidelines: **Credential Standards and Requirements Table**

## Certified Addiction Professional (CAP)



*Define Yourself as a Professional  
through Certification.*

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# CAP Standards & Requirements Tables

The purpose of this document is to provide detailed CAP credential specific information, including CAP standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process Credential Award
- Candidate Guide: Maintenance and Renewal Process

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s Code of Ethical and Professional Conduct and Disciplinary Procedures. All documents are posted online. Please contact the FCB if you have any questions.

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## CERTIFIED ADDICTION PROFESSIONAL (CAP)

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The Certified Addiction Professional (CAP) designation is a professional substance abuse credential for persons who hold a minimum of a Bachelor’s degree in a related field and demonstrated competency through training, experience and clinical supervision in the performance domains of:

- Clinical Evaluation
- Treatment Planning
- Counseling
- Case Management and Referral
- Client, Family and Community Education
- Documentation
- Ethical and Professional Responsibilities

Individuals holding the CAP are recognized/hold the practice rights of a qualified professional as defined in Chapter 397, Florida Statutes. CAPs may establish a diagnostic impression, but are not qualified to make a diagnosis. Individuals holding the CAP credential have meet all FCB administrative requirements and all credential specific standards and eligibility requirements that have been established for the credential.

# CAP STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<p><i>Please review the Candidate Guide: Application Process and the following CAP standards and eligibility requirements for application.</i></p>	
<p><b>Formal Education</b></p>	<p>Applicants must hold a minimum of a Bachelor’s degree in a related field. Related fields are:</p> <p>Addiction Studies/Counseling; Art/Dance Therapy; Behavioral Healthcare; Child Development/Family Relations; Criminal Justice; Counseling/Guidance; Divinity/Religion/Theology (only with a concentration in counseling); Drama/Expressive Arts Therapy; Gerontology; Health Education; Health Sciences; Human Services; Marriage and Family Counseling; Medicine; Mental Health Counseling; Music Therapy; Nursing; Occupational Therapy; Pastoral Counseling; Pharmacy/Pharmaceutical Sciences; Psychology; Public Health; Recreational Therapy/Counseling; Social Work; Sociology; Vocational Counseling.</p> <p>Eligible degrees are issued by educational institutions holding United States Department of Education and/or the Council on Higher Education Accreditation (CHEA) recognized accreditation at the time of degree award.</p> <p>An official transcript must be submitted to the FCB by the degree-granting institution.</p> <p>If you believe you hold a related Bachelor’s degree that is not listed, you may apply for a Degree Equivalency Review. The application is posted online at <a href="http://flcertificationboard.org/resources/policy-and-procedure/">http://flcertificationboard.org/resources/policy-and-procedure/</a></p>
<p><b>Content Specific Training</b></p>	<p>350 total clock hours of training divided as follows:</p> <ol style="list-style-type: none"> <li>1. Clinical Evaluation: 35 hours</li> <li>2. Treatment Planning: 30 hours</li> <li>3. Counseling: 50 hours</li> <li>4. Case Management and Referral: 15 hours</li> <li>5. Client, Family and Community Education: 15 hours</li> <li>6. Documentation: 15 hours</li> <li>7. Ethical and Professional Responsibilities: 30 hours</li> <li>8. Understanding Addiction/Treatment Knowledge: 80 hours</li> <li>9. Application to Practice/Professional Readiness: 80 hours*</li> </ol> <p>*Must include at least 4 hours of HIV-AIDS and 2 hours of Domestic Violence.</p> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 5-years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Providers are listed online at <a href="http://flcertificationboard.org/resources/approved-education-providers/">http://flcertificationboard.org/resources/approved-education-providers/</a></p> <p>Recommended training topics for each domain are listed at the end of this document.</p> <p>Content specific training and supporting documentation is submitted to the FCB by the applicant. Applicants must complete (1) the FCB Training Verification Form and (2) attach approved supporting documentation for each entry listed on the Form.</p>
<p><b>Related Work Experience</b></p>	<p>6,000 hours (approximately 3 years of full-time work) of addiction-specific, professional-level work experience. One year of full-time employment at 40-hours per week, equals 2,080 hours.</p> <p>Eligible work experience occurred within the last 5-years.</p> <p>Volunteer experience and non-clinical internships are not eligible for work experience.</p>

TOPIC	MINIMUM REQUIREMENT
<b>On-the-Job Supervision</b>	<p>300 hours of direct supervision of the applicant’s performance of addiction-related services at the level expected of a CAP.</p> <p>Eligible on-the-job supervision occurred within the last 5-years.</p> <p>Of the 300 hours, a minimum of 50 hours of supervision must be provided and documented in each of the following categories. The remaining 100 hours may be allocated across any category.</p> <ol style="list-style-type: none"> <li>1. Screening, Assessment and Engagement</li> <li>2. Treatment Planning, Collaboration and Referral</li> <li>3. Counseling</li> <li>4. Professional and Ethical Responsibilities.</li> </ol> <p>Supervision must be provided by a qualified supervisor. Qualified supervisors are:</p> <ul style="list-style-type: none"> <li>• A physician or physician’s assistant licensed under Chapters 458 or 459, Florida Statutes</li> <li>• A professional licensed under Chapters 490 or 491, Florida Statutes</li> <li>• An Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, Florida Statutes</li> <li>• A Master’s Level Certified Addiction Professional (MCAP)</li> <li>• A Certified Addiction Professional (CAP)</li> </ul>
<b>Recommendations</b>	3 professional letters of recommendation for certification.
<b><i>Please review the Candidate Guide: Examination and Credential Award and the following CAP exam requirements.</i></b>	
<b>Exam</b>	<p>Florida Certified Addiction Professional Exam (required)</p> <p>IC&amp;RC ADC Exam (only required for those seeking international reciprocity.)</p>
<b><i>Please review the Candidate Guide: Credential Maintenance and Renewal and the following CAP requirements.</i></b>	
<b>Continuing Education</b>	20 hours per year. Training content must be related to at least one of the CAP performance domains.
<b>Renewal</b>	Annual, on June 30th of each calendar year.

## ELECTRONIC APPLICATION AND SUPPORTING DOCUMENTATION REQUIREMENTS

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All applicants MUST first establish an online account with the FCB. After establishing the online account, complete the Certified Addiction Professional (CAP) electronic application. Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance. All other applicants, please see the link below for access to the portal.

<https://portalpcb.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=FCB>

All credential-specific requirements are documented on FCB forms. All forms are posted online, under the credential specific tab, at <http://flcertificationboard.org/certification/available-certifications/>.

Applicants must:

- Download and complete the Training Verification Form. The completed form and supporting documentation is uploaded to the electronic application.
- Request an official transcript from his or her college or university. Transcripts must be sent directly to the FCB. The FCB will not accept transcripts submitted by the applicant.
- Download and provide the following forms to the appropriate individual to complete and submit to the FCB: Work Verification Form; On-the-Job Supervision Verification Form; Professional Recommendation for Certification Form. See the [Hard Copy Application Documents and Submission Protocol](#) section of this document for additional details.

All applicants have a maximum of 12 months to earn the CAP credential, starting from the date the application and the certification fee are received by the FCB.

When your fee has been processed and your application has been successfully submitted, you will receive a system email and, shortly thereafter, you will receive a personal email of introduction from your assigned Certification Specialist. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

## ELECTRONIC APPLICATION COMPONENTS & SUBMISSION PROTOCOL

Applicants have up to 30 calendar days to complete the electronic application. Applications not submitted within 30 days will be automatically deleted, including all data and attachments.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. If changes need to be made to the application and/or additional documents need to be attached, please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
<b>Other Certification or Licensure</b>	Enter the requested information for any non-CAP certification or license you may hold.  If you do not hold other credentials, select the “next” button.	No applicant-provided attachments are required. If you report another credential(s), please upload a copy of the credential.
<b>Formal Education/Degree</b>	Enter the requested information for the highest level degree you hold.	Request an official transcript from your college or university. The FCB will only accept transcripts from the college or university. Transcripts provided by the applicant will be denied.
<b>Content Specific Training</b>	You are not required to enter any fields of data; you only upload mandatory files.	Upload a completed CAP Training Verification Form and supporting documentation for each course/training event.
<b>References</b>	You are required to identify at least one supervisor who provided you with On-the-Job Supervision for certification purposes.  You are required to identify the three individuals who will submit recommendations for certification on your behalf. Three professional references are required.	There is not an option to upload documents to this section of the application.  You must download the CAP On-the-Job Supervision Verification form and provide a copy to each supervisor for completion & submission to the FCB.  You must download the CAP Professional Recommendation for Certification Form from the FCB website and provide them to your references for completion & submission to the FCB.  Note: You cannot collect completed supervision forms or recommendations and submit them to the FCB yourself.
<b>Current Employer</b>	Enter the requested information for your current employer AND each additional employer you will contact to document the 6,000 hours work requirement.	There are no applicant-provided attachments in this section.

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
		<p>You must download the CAP Work Experience Verification form and provide a copy to each employer for completion &amp; submission to the FCB.</p> <p>Note: You cannot collect completed work verification forms and submit them to the FCB yourself.</p>
<b>Assurance and Release</b>	Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.	There are no applicant-provided attachments in this section.
<b>Final Review and Application Submission</b>	<p>Review all entered information. If any edits need to be made, make them at this time.</p> <p>Additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 30 days of starting the application, the system will delete the application, including all entered data and attachments.</p>	<p>There are no applicant-provided attachments in this section.</p> <p>When you submit your application, you will be taken to the fee payment screen. Your application is not submitted until payment is made. You will receive a system generated email with an invoice when your payment has been processed and your application is received.</p>

## HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

- Work Verification Form
- On-the-Job Supervision Verification Form
- Training Verification Form
- Professional Recommendation for Certification

Your assigned Certification Specialist will upload all hard copy documents to your electronic application. You will be able to track the status of each requirement from your online account.

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
<b>Formal Education</b>	On application, report degree(s).	Official transcript must be provided to the FCB from the degree granting institution.
<b>Work Experience</b>	On application, report employer(s) who will submit verification documentation.  Provide each employer with a Work Verification Form	Employer will document and submit related work experience on the Work Verification Form. Please include a position description specifying all related duties
<b>On-the-Job Supervision</b>	On application, report supervisor(s) who will submit verification documentation.  Provide each supervisor with an OTJ Supervision Verification Form.	Supervisor completes and submits OTJ Supervision Verification Form and supporting documentation directly to the FCB.
<b>Content Specific Training</b>	Complete Training Verification Form and collect copies. The applicant provides all content specific training materials directly to the FCB.	No documentation required from a non-applicant source.
<b>Recommendation for Certification</b>	On application, report individuals who will submit a Recommendation for Certification.  Provide each individual with a Recommendation for Certification Form.	Individual providing the recommendation completes and submits the Recommendation for Certification Form directly to the FCB.

All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax.

**US Mail:** FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301



**Email:** Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their Certification Specialist’s name and email address. In the absence of a specified person, FCB accepts email at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org)

**FAX:** 850-222-6247

**Fee Payment:** The preferred method of fee payment is online, using your secure certification account. You can make payments and receive immediate electronic invoices when using the online payment system. Credit card payments made over the phone and check/money order payments will incur a \$5 manual processing fee. Fees are non-refundable and non-transferable. **DO NOT MAKE A FEE PAYMENT UNLESS YOU ARE SURE YOU ARE READY TO MOVE FORWARD.**

## UPDATING THE APPLICATION/ADDING FILES

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Once you submit your electronic application, you are “locked out” of it and cannot make any changes or upload additional documents. If this needs to happen, please work directly with your assigned Certification Specialist, who will update your application as necessary.

# CERTIFICATION PROCESS CHECKLIST

By submitting the CAP application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process and Credential Award
- Credential Specific Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

## FCB System Registration and Application

- Online account created
- Online application submitted
  - Identify current or prior licenses/certifications
  - Identify college or university granting your degree(s)
  - Request official transcript (have sent directly to FCB – we will not accept transcripts from the applicant).
  - Upload the Training Verification Form and supporting documents.
  - Identify individuals who will submit Recommendation for Certification Forms. Download and distribute the required form to each individual for completion & submission.
  - Identify individuals who will submit On-The-Job Supervision Form. Download and distribute the required form to each individual for completion & submission.
  - Identify individuals who will submit Related Work Experience Form. Download and distribute the required form to each individual for completion & submission.
- Fee payment made

## Exams

- Receive approval to register for the exam(s).
- Exam Fee Payment Made
- Register for the exam(s)
- Take the exam(s)

## TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
<b>Clinical Evaluation (35 hour)</b>	<ul style="list-style-type: none"> <li>• Addiction &amp; Human Growth/Development</li> <li>• Addictive Process</li> <li>• Assessment Instruments, Procedures and Techniques</li> <li>• Client Engagement</li> <li>• Client Matching to Service Array</li> <li>• Detoxification</li> <li>• DSM IV/Diagnosis Criteria / ASAM</li> <li>• Motivational Interviewing</li> <li>• Other Substance &amp; Behavioral Addictions – Gambling/Smoking/Food</li> <li>• Readiness and Motivation for Treatment</li> <li>• Risk Factors/Risk Assessment/Risk Management</li> <li>• Screening Instruments, Procedures and Techniques</li> <li>• Screening/Assessment for Dual Diagnosis/Co-Occurring Disorders</li> <li>• Signs/Symptoms/Stages of SUD, Active Use and Withdrawal</li> <li>• Urinalysis and Other Biological Assessments</li> </ul>
<b>Treatment Planning (30 hours)</b>	<ul style="list-style-type: none"> <li>• Client Placement Criteria</li> <li>• Developing Individualized Treatment Plans</li> <li>• Drug Court/Correction-based Treatment/Policy/Theory</li> <li>• Enhancing Client Choice/Client-Directed Care</li> <li>• Evidence Based Practice (EBP) Treatment Protocols</li> <li>• Intake/Orientation to Treatment</li> <li>• Medication-assisted Treatment</li> <li>• On-going Assessment</li> <li>• Overcoming Barriers to Treatment Progress</li> <li>• Special Population Needs</li> <li>• Stages of Change and Treatment Goals/Interventions</li> <li>• Treatment Goals and Measuring Success</li> <li>• Treatment Planning/Models of Treatment</li> </ul>
<b>Counseling (50 hours)</b>	<ul style="list-style-type: none"> <li>• Client Progress Assessment and Response</li> <li>• Counseling Theories/Techniques</li> <li>• Developing a Therapeutic Alliance</li> <li>• Evidence-based Practices</li> <li>• Individual/Group/Family Counseling</li> <li>• Motivational Interviewing</li> <li>• Types of Treatment Programs/Levels of Treatment</li> </ul>
<b>Case Management and Referral (15 hours)</b>	<ul style="list-style-type: none"> <li>• Advocacy/Liaison Activities</li> <li>• Case Management</li> <li>• Community Resources/Services</li> <li>• Confidentiality/HIPPA Issues with Referrals</li> <li>• Consultation</li> </ul>

DOMAIN	TOPICS
	<ul style="list-style-type: none"> <li>• Continuum of Care/Placement</li> <li>• Making Referrals</li> <li>• Managed Care Systems</li> <li>• Referral Outcome/Evaluation</li> <li>• Self-help Groups</li> <li>• Service/Care Coordination/Collaboration</li> <li>• Special Population Needs</li> </ul>
<b>Client, Family and Community Education (15 hours)</b>	<ul style="list-style-type: none"> <li>• Adult Learning Theory</li> <li>• Anger Management Skills</li> <li>• Changing Criminal Behavior/Criminal Thinking Errors/Offender Treatment</li> <li>• Co-Dependency</li> <li>• Cultural Diversity/Special Populations</li> <li>• Domestic Violence</li> <li>• Family Dynamics</li> <li>• Group Facilitation/Styles of Presentation</li> <li>• HIV/TB/Hepatitis C</li> <li>• Life Skills</li> <li>• Moral Development</li> <li>• Theories of Counseling / Personality</li> <li>• Toxicology</li> <li>• Victim/Perpetrator Counseling</li> </ul>
<b>Documentation (15 hours)</b>	<ul style="list-style-type: none"> <li>• Assessment, Treatment, Progress, Discharge or Transfer Summaries</li> <li>• Clinical Documentation</li> <li>• Electronic Health Records/Technology</li> <li>• Privacy &amp; Confidentiality</li> <li>• Progress Notes</li> <li>• Psychosocial Summaries</li> <li>• Reports/Record Keeping/Records Management</li> </ul>
<b>Ethical and Professional Responsibilities (30 hours)</b>	<ul style="list-style-type: none"> <li>• Boundaries / Transference</li> <li>• Computer Ethics</li> <li>• Cultural Competence</li> <li>• Ethical Decision Making / Code of Ethics</li> <li>• Laws / Rules &amp; Regulations</li> <li>• Organizational Ethics</li> <li>• Policy in Human Services</li> <li>• Privacy / Confidentiality / HIPPA</li> <li>• Relationships / Dual Relationships</li> <li>• Sexual Misconduct</li> </ul>
<b>Understanding Addiction/Treatment</b>	<ul style="list-style-type: none"> <li>• Disease of Addiction</li> <li>• Dual or Triple Diagnoses (mental illness, HIV, mental retardation)</li> <li>• Etiology/Causation of Addiction</li> </ul>

DOMAIN	TOPICS
<b>Knowledge (80 hours)</b>	<ul style="list-style-type: none"> <li>• History of Addiction and/or Addiction Treatment</li> <li>• Involvement and Treatment of Family in Recovery</li> <li>• Models of Treatment</li> <li>• Other Substances and Behavioral Addictions</li> <li>• Pharmacology</li> <li>• Physical Aspects of Addiction, Brain Science</li> <li>• Relationship of Addiction to Health, Crime, and Other Social Problems</li> <li>• Signs, Symptoms, Progression of Addiction</li> <li>• Treatment Components</li> <li>• Types of Service Modalities (residential, outpatient, etc)</li> <li>• Use of Support Groups</li> </ul>
<b>Application to Practice/Professional Readiness (80 hours)*</b>	<ul style="list-style-type: none"> <li>• Care for the Caregiver</li> <li>• Crisis Intervention/Verbal De-escalation</li> <li>• Ethics and Ethical Decision-making</li> <li>• Individual, Group and Family Counseling Techniques</li> <li>• Laws Governing Privacy, Confidentiality and HIPAA</li> <li>• Management and Leadership Skills</li> <li>• Medication-Assisted Treatment</li> <li>• Models of Treatment</li> <li>• Observation and Communication Skills</li> <li>• Rules and Regulations that Govern Full Continuum of Services and Referrals</li> <li>• Special Population Needs/Cultural Competence</li> <li>• Supervision Techniques</li> <li>• Understanding Research/Translating Research to Practice</li> <li>• Wellness, Alternative Therapies, Nutrition</li> </ul>

\* Must include 4 hours of HIV-AIDS and 2 hours of Domestic Violence training content.