

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

Certified Addiction Counselor (CAC)



*Define Yourself as a Professional
through Certification.*

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CAC Standards & Requirements Tables

The purpose of this document is to provide detailed CAC credential specific information, including CAC 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.

CONTENTS

Certified Addiction Counselor for Licensed Professionals (CAC)	1
CAC Standards and Eligibility Requirements.....	2
Electronic Application and Supporting Documentation Requirements.....	4
Electronic Application Components & Submission Protocol	5
Hard Copy Application Documents and Submission Protocol	7
Updating the Application/Adding Files	8
Certification Process Checklist	9
Training Topics by Domain.....	10

CERTIFIED ADDICTION COUNSELOR (CAC)

The CAC designation is a professional, counselor-level credential for persons who are providing direct alcohol and other substance use counseling to persons seeking to achieve and maintain recovery from substance use disorders. The CAC provides direct services to clients, however, it does not grant qualified professional status under the Florida substance abuse statutes. The CAP and MCAP credentials afford qualified professional status under Florida substance abuse statutes.

Individuals holding International Certification Reciprocity Consortium (IC&RC) Alcohol and Drug Counselor (ADC) certification transfer into Florida as a CAC. CAC applicants automatically earn the IC&RC ADC certification when they earn the CAC credential. The IC&RC ADC credential does not need to be renewed in order to maintain the CAC credential.

CAC applicants must hold a minimum of a High School Diploma or GED; however work experience and on-the-job supervision hours are prorated for applicants who hold an Associate/Vocational degree or higher.

All Certified Addiction Counselors have 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 CAC credential have meet all FCB administrative requirements and all credential specific standards and eligibility requirements that have been established for the credential.

CAC STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<i>Please review the Candidate Guide: Application Process and the following CAC standards and eligibility requirements.</i>	
Formal Education	High School Diploma or General Equivalency Degree. Individuals holding a higher level of formal education have prorated work experience and on-the-job supervision requirements, as detailed below.
Content Specific Training	<p>270 total clock hours of training divided as follows:</p> <ul style="list-style-type: none"> • Clinical Evaluation: 25 hours • Treatment Planning: 15 hours • Counseling: 30 hours • Case Management and Referral: 10 hours • Client, Family and Community Education: 10 hours • Documentation: 10 hours • Ethical and Professional Responsibilities: 30 hours • Understanding Addiction/Treatment Knowledge: 70 hours • Application to Practice/Professional Readiness: 70 hours* <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 http://flcertificationboard.org/resources/approved-education-providers/. 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>
Related Work Experience	<p>Work Experience is prorated, depending on the applicant’s highest level of formal education:</p> <ol style="list-style-type: none"> 1. High School Diploma/General Equivalency Degree: 6,000 hours 2. Associates Degree/Vocational Degree/Non-related Bachelor’s degree or higher: 5,000 hours 3. Related Bachelor’s Degree: 4,000 hours 4. Related Master’s Degree or higher: 2,000 hours <p>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;</p>

TOPIC	MINIMUM REQUIREMENT
	<p>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 http://flcertificationboard.org/resources/policy-and-procedure/</p>
<p>On-the-Job Supervision</p>	<p>On-the-Job Supervision is prorated, depending on the applicant’s highest level of formal education:</p> <ol style="list-style-type: none"> 1. High School Diploma/General Equivalency Degree: 300 hours 2. Associates Degree/Vocational Degree/Non-related Bachelor’s degree or higher: 250 hours 3. Related Bachelor’s Degree: 200 hours 4. Related Master’s Degree or higher: 100 hours <p>Regardless of the total number of hours of On-the-Job supervision, at least 10 hours of supervision must be provided in each performance domain. The remaining hours may be allocated across any category.</p> <ul style="list-style-type: none"> • Clinical Evaluation • Treatment Planning • Counseling • Case Management and Referral • Client, Family and Community Education • Documentation • Ethical and Professional Responsibilities. <p>Supervision must be provided by a qualified supervisor. Qualified supervisors are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A physician or physician’s assistant licensed under Chapters 458 or 459, Florida Statutes <input type="checkbox"/> A professional licensed under Chapters 490 or 491, Florida Statutes <input type="checkbox"/> An Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, Florida Statutes <input type="checkbox"/> A Certified Addiction Professional (CAP) <input type="checkbox"/> A Master’s Certified Addiction Professional (MCAP) <p>If multiple supervisors must be contacted to document the full requirement, a separate form must be completed by each supervisor.</p> <p>On-the-Job Supervision documentation is submitted to the FCB by the applicant’s supervisor(s). Applicants must complete part 1 of the On-the-Job Supervision Verification Form and provide the partially completed form to the supervisor. The supervisor must complete the On-the-Job Supervision Verification Form and attach supporting documentation. The complete form and supporting documentation is submitted directly to the FCB by the supervisor.</p>
<p>Recommendations</p>	<p>3 professional letters of recommendation for certification.</p>
<p><i>Please review the Candidate Guide: Examination and Credential Award and the following CAC exam requirements.</i></p>	
<p>Exam</p>	<p>IC&RC ADC Exam</p>

TOPIC	MINIMUM REQUIREMENT
<i>Please review the Candidate Guide: Credential Maintenance and Renewal and the following CAC requirements.</i>	
Continuing Education	20 hours per year. Training content must be related to at least one of the CAC performance domains. CEU hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course was taken annually.)
Renewal	Annual, on June 30th of each calendar year.

ELECTRONIC APPLICATION AND SUPPORTING DOCUMENTATION REQUIREMENTS

All applicants MUST first establish an on-line account with the FCB. After establishing the on-line account, complete the Certified Addiction Counselor (CAC) 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://portalfcb.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=FCB>

All credential-specific requirements are documented on FCB forms. All forms are posted on-line 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 CAC application.
- Secure a copy of his or her high school diploma, GED, unofficial college or university transcript, or diploma. The FCB will request this documentation when processing the application.
- 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 CAC 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
Other Certification or Licensure	Enter the requested information for the qualifying professional license you hold.	Upload a copy of proof of your current license.
Formal Education/Degree	Enter the requested information for the highest level degree you hold.	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Content Specific Training	You are not required to enter any fields of data; you only upload mandatory files.	Upload a completed CAC Training Verification Form and supporting documentation for each course/training event.
References	<p>You are required to identify at least one supervisor who provided you with On-the-Job Supervision for certification purposes.</p> <p>You are required to identify the three individuals who will submit recommendations for certification on your behalf. Three professional references are required.</p>	<p>There is not an option to upload documents to this section of the application.</p> <p>You must download the CAC On-the-Job Supervision Verification form and provide a copy to each supervisor for completion & submission to the FCB.</p> <p>You must download the CAC Professional Recommendation for Certification Form from the FCB website and provide them to your references for completion & submission to the FCB.</p> <p>Note: You cannot collect completed supervision forms or recommendations and submit them to the FCB yourself.</p>
Current Employer	Enter the requested information for your current employer AND each additional employer you will contact to document the work requirement.	<p>There are no applicant-provided attachments in this section.</p> <p>You must download the CAC Work Experience Verification form and provide a copy to each employer for completion & submission to the FCB.</p>

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
		<p>Note: You cannot collect completed work verification forms and submit them to the FCB yourself.</p>
Assurance and Release	<p>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.</p>	<p>There are no applicant-provided attachments in this section.</p>
Final Review and Application Submission	<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
Formal Education	On application, report degree(s).	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Work Experience	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
On-the-Job Supervision	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.
Content Specific Training	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.
Recommendation for Certification	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

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

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 CAC 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 highest level of education completed and degree granting institution.
 - Save copy of HSD/GED and provide to your assigned certification specialist when requested OR, if you hold a post-high school degree, 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
Clinical Evaluation (25 hour)	<ul style="list-style-type: none"> • Addiction & Human Growth/Development • Addictive Process • Assessment Instruments, Procedures and Techniques • Client Engagement • Client Matching to Service Array • Detoxification • DSM IV/Diagnosis Criteria / ASAM • Motivational Interviewing • Other Substance & Behavioral Addictions – Gambling/Smoking/Food • Readiness and Motivation for Treatment • Risk Factors/Risk Assessment/Risk Management • Screening Instruments, Procedures and Techniques • Screening/Assessment for Dual Diagnosis/Co-Occurring Disorders • Signs/Symptoms/Stages of SUD, Active Use and Withdrawal • Urinalysis and Other Biological Assessments
Treatment Planning (15 hours)	<ul style="list-style-type: none"> • Client Placement Criteria • Developing Individualized Treatment Plans • Drug Court/Correction-based Treatment/Policy/Theory • Enhancing Client Choice/Client-Directed Care • Evidence Based Practice (EBP) Treatment Protocols • Intake/Orientation to Treatment • Medication-assisted Treatment • On-going Assessment • Overcoming Barriers to Treatment Progress • Special Population Needs • Stages of Change and Treatment Goals/Interventions • Treatment Goals and Measuring Success • Treatment Planning/Models of Treatment
Counseling (30 hours)	<ul style="list-style-type: none"> • Client Progress Assessment and Response • Counseling Theories/Techniques • Developing a Therapeutic Alliance • Evidence-based Practices • Individual/Group/Family Counseling • Motivational Interviewing • Types of Treatment Programs/Levels of Treatment
Case Management and Referral (10 hours)	<ul style="list-style-type: none"> • Advocacy/Liaison Activities • Case Management • Community Resources/Services • Confidentiality/HIPPA Issues with Referrals • Consultation

DOMAIN	TOPICS
	<ul style="list-style-type: none"> • Continuum of Care/Placement • Making Referrals • Managed Care Systems • Referral Outcome/Evaluation • Self-help Groups • Service/Care Coordination/Collaboration • Special Population Needs
Client, Family and Community Education (10 hours)	<ul style="list-style-type: none"> • Adult Learning Theory • Anger Management Skills • Changing Criminal Behavior/Criminal Thinking Errors/Offender Treatment • Co-Dependency • Cultural Diversity/Special Populations • Domestic Violence • Family Dynamics • Group Facilitation/Styles of Presentation • HIV/TB/Hepatitis C • Life Skills • Moral Development • Theories of Counseling / Personality • Toxicology • Victim/Perpetrator Counseling
Documentation (10 hours)	<ul style="list-style-type: none"> • Assessment, Treatment, Progress, Discharge or Transfer Summaries • Clinical Documentation • Electronic Health Records/Technology • Privacy & Confidentiality • Progress Notes • Psychosocial Summaries • Reports/Record Keeping/Records Management
Ethical and Professional Responsibilities (30 hours)	<ul style="list-style-type: none"> • Boundaries / Transference • Computer Ethics • Cultural Competence • Ethical Decision Making / Code of Ethics • Laws / Rules & Regulations • Organizational Ethics • Policy in Human Services • Privacy / Confidentiality / HIPPA • Relationships / Dual Relationships • Sexual Misconduct
Understanding Addiction/Treatment	<ul style="list-style-type: none"> • Disease of Addiction • Dual or Triple Diagnoses (mental illness, HIV, mental retardation) • Etiology/Causation of Addiction

DOMAIN	TOPICS
Knowledge (70 hours)	<ul style="list-style-type: none"> • History of Addiction and/or Addiction Treatment • Involvement and Treatment of Family in Recovery • Models of Treatment • Other Substances and Behavioral Addictions • Pharmacology • Physical Aspects of Addiction, Brain Science • Relationship of Addiction to Health, Crime, and Other Social Problems • Signs, Symptoms, Progression of Addiction • Treatment Components • Types of Service Modalities (residential, outpatient, etc) • Use of Support Groups
Application to Practice/Professional Readiness (70 hours)* * Must include 4 hours of HIV-AIDS and 2 hours of Domestic Violence training content.	<ul style="list-style-type: none"> • Care for the Caregiver • Crisis Intervention/Verbal De-escalation • Ethics and Ethical Decision-making • Individual, Group and Family Counseling Techniques • Laws Governing Privacy, Confidentiality and HIPAA • Management and Leadership Skills • Medication-Assisted Treatment • Models of Treatment • Observation and Communication Skills • Rules and Regulations that Govern Full Continuum of Services and Referrals • Special Population Needs/Cultural Competence • Supervision Techniques • Understanding Research/Translating Research to Practice • Wellness, Alternative Therapies, Nutrition