

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

Certified Gambling Addiction Counselor (CGAC)



*Define Yourself as a Professional
through Certification.*

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CGAC Standards & Requirements Tables

The purpose of this document is to provide detailed CGAC credential specific information, including CGAC credential specific 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 GAMBLING ADDICTION COUNSELOR (CGAC)

The CGAC designation is a professional credential for individuals who provide direct care to persons receiving problem gambling services and their families. The role of the CGAC includes but is not limited to:

- Applying theories of addiction in assessment and treatment practices.
- Performing a comprehensive assessment with an orientation towards gambling.
- Providing gambling specific counseling, including developing treatment plans and conducting case management activities.
- Recognizing and responding to indicators of suicidal ideations and self-harm behaviors.
- Working in professional and ethic manner.

Individuals holding the CGAC credential have meet all FCB administrative requirements and all credential specific standards and eligibility requirements that have been established for the credential.

CGAC STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<p><i>Please review the Candidate Guide: Application Process and the following CGAC standards and eligibility requirements for application.</i></p>	
<p>Active Credential</p>	<p>Applicant must hold a current MCAP or CAP credential or an active license under chapter 458, 459, 490, or 491, Florida Statutes.</p>
<p>Content Specific Training</p>	<p>85 hours of content specific training, allocated as follows:</p> <ol style="list-style-type: none"> 1. Addiction Theories: 10 hours 2. Basic Knowledge of Problem and Pathological Gambling: 16 hours 3. Gambling Counseling Practice: 20 hours 4. Special Issues in Gambling: 24 hours 5. Professional Issues: 15 hours <p>All training must have been completed within the last 10 years.</p>
<p>Related Work Experience</p>	<p>Experience is defined as previous on-the-job experience providing e-services.</p> <p>Employer must document a minimum of 2000 hours of problem gambling specific experience.</p> <p>ALL experience must be gained prior to applying for certification.</p>
<p>Supervision</p>	<p>50 hours of direct supervision.</p>
<p>Recommendations</p>	<p>2 professional letters of recommendation for certification.</p> <p>1 supervisory letter of recommendation for certification.</p>
<p>EXAM</p>	<p>There is not an exam for the CGAC credential. Applicants have already passed a test of clinical knowledge by earning the prerequisite credential.</p>
<p><i>Please review the Candidate Guide: Credential Maintenance and Renewal and the following CGAC requirements.</i></p>	
<p>Continuing Education</p>	<p>10 hours per year.</p> <p>Note: If you hold a MCAP/CAP credential, 10 of 20 annual CEU's must be specific to gambling.</p>
<p>Renewal</p>	<p>Annual, on June 30th of each calendar year.</p>

ELECTRONIC APPLICATION AND MANDATORY FORM REQUIREMENTS

All applicants MUST first establish an online account with the FCB. After establishing the online account, complete the Certified Gambling Addiction Counselor (CGAC) 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 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.
- Secure a copy of his or her current license or active credential verifying eligibility requirement. 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; and 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 CGAC 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 CGAC 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	<p>Enter the requested information for any non-CGAC certification or license you may hold.</p> <p>Applicant must hold a current MCAP or CAP credential or an active license under chapter 458, 459, 490, or 491, Florida Statutes.</p>	<p>No applicant-provided attachments are required for FCB issued credentials. If you report another credential, please upload a copy of the credential.</p>
Formal Education/Degree	<p>Enter the requested information for the highest level degree you hold.</p>	<p>No documentation required from a non-applicant source.</p>
Content Specific Training	<p>You are not required to enter any fields of data; you only upload mandatory files.</p>	<p>Upload a completed CGAC Training Verification Form and supporting documentation for each course/training event.</p>
References	<p>You are required to identify the three individuals who will submit recommendations for certification on your behalf. At least one must be from a current or former supervisor.</p>	<p>There is not an option to upload documents to this section of the application.</p> <p>You must download each of the CGAC Recommendation for Certification Forms from the FCB website and provide them to your references for completion & submission to the FCB.</p> <p>Note: You cannot collect completed recommendations and submit them to the FCB yourself.</p>
Current Employer	<p>Enter the requested information for your current employer AND each additional employer you will contact to document the 2,000 hours work requirement</p>	<p>There are no applicant-provided attachments in this section.</p> <p>You must download the CGAC Work Experience Verification form and provide a copy to each employer for completion & submission to the FCB.</p> <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
- 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
Active Credential Held	On application, report credential and/or license held. Upload copy of non-FCB credential or license.	No documentation required from a non-applicant source.
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
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 CGAC 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
- Credential Specific Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures
- Assurance and Release Form

FCB System Registration and Application

- Online account created
- Online application submitted
 - Identify current or prior licenses/certifications.
 - Upload proof of current licensure/certification.
 - Identify college or university granting your degree(s)
 - 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

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Addiction Theories: (10 hours)	<ul style="list-style-type: none"> • Disease of Addiction • Etiology/Causation of Addiction • Models of Treatment • Physical Aspects of Addiction, Brain Science • Relationship of Addiction to Health, Crime and Other Social Problems • Signs, Symptoms, Progression of Addiction • Treatment Components/Modalities
Basic Knowledge of Problems and Pathological Gambling: (16 hours)	<ul style="list-style-type: none"> • Motivational Interviewing • Gambling Prevalence • Assessment Instruments, Procedures and Techniques • Pathological Gambling
Gambling Counseling Practice: (20 hours)	<ul style="list-style-type: none"> • Documentation • Treatment Planning/Models of Treatment • Care Coordination • Enhancing Client Choice/Client Directed Care • Stages of Change • Reports/Record Keeping/Records Management • Communication Skills • Self-help Groups • Referrals • Case Management • DSM/Diagnosis Criteria • Understanding Family Dynamics of Addiction
Specific Issues in Gambling: (24 hours)	<ul style="list-style-type: none"> • Special Population Needs • Relapse/Relapse Prevention • Risk Factors/Risk Management • Legal Issues • Crisis Management • Suicide/Self-Harm • Financial Issues
Professional Issues: (15 hours)	<ul style="list-style-type: none"> • Cultural Competence • Boundaries/Transference • Privacy/Confidentiality/HIPAA • Professional Ethics • Computer Ethics • Ethical Decision Making/Code of Ethics • Laws/Rules and Regulations • Relationships/Dual Relationships • Organizational Ethics • Sexual Misconduct