



**BASIC AND SPECIATLY CERTIFICATION INFORMATION FOR
WEST VIRGINIA CERTIFICATION BOARD FOR
ADDICTION & PREVENTION PROFESSIONALS**

Alcohol and Drug Counselor (ADC)

Requirements for the Alcohol & Drug Counselor Certification are as follows:

- 6 years of qualifying experience (accredited degree = 3 of the 6)
- 270 hours of training/instruction 70 of which must be addiction specific, 6 hours of the 70 addiction specific training/instruction must be addiction specific ethics
- 3 years supervised work experience to chemically dependent individuals/families
- 100-300 hours supervised work experience, (or less, depending on the level of education documented) 10 hours minimum in the twelve core functions
- Must live or work 51% of the time in West Virginia
- Must pass the IC&RC International ADC Examination
- Must adhere to counselor specific code of ethics (NAADAC)
- Must re-certify every two years with 40 hours of continuing education.

ADC Certification Application Form

- [Adobe Acrobat](#) (*click to open website*)

ADC Re-Certification Application Form

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ADC Manual

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Advanced Alcohol and Drug Counselor (AADC)

The Advance Alcohol & Drug Counselor (AADC) demonstrates the highest competence in the addictions counseling field. Requirements for this certification are as follows:

- Minimum of a Master's Degree in a behavioral science field with a clinical application
- Also includes completion of 180 hours ADC specific education with 6 hours of 180 addiction specific ethics
- 3 years direct experience of which 1 year must be post masters
- 2000 hours of supervised ADC experience
- 100-300 hours supervised work experience, (or less, depending on the level of education documented) 10 hours minimum in the twelve core functions
- Must live or work 51% of the time in West Virginia
- Must pass the IC&RC International AADC Examination
- Must adhere to a counselor specific code of ethics (NAADAC)
- Must re-certify every two years with 40 hours of continuing education

AADC Certification Application Form

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AADC Re-Certification Application Form

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AADC Manual

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Certified Criminal Justice Professional (CCJP)

The certification process for criminal justice professionals was developed for treatment professionals working with the criminal justice population. The 1997 Role Delineation Study identified six performance domains which describe the skills and knowledge necessary for the criminal justice professional. They include: Dynamics of Addiction; Legal, Ethical and Professional Responsibilities; Criminal Justice System; Screening Intake and Assessment; Case Management; and, Counseling.

The requirements for the CCJP are as follows:

Work Experience (with highest level of education reached)

- High School 6000 hours
- AS/AA or ADC 5000 hours
- BA/BS or ADC 4000 hours
- MA/MS or above or CCS or AADC 2000 hours

Supervised Practical Experience (with highest level of education reached)

- High School 200 hours
- AS/AA 150 hours
- BS/BA 100 hours
- MS/MA or above 60 hours
- Education/Training 270 hours

Other qualifications:

- Must live or work 51% of the time in West Virginia
- Must Pass the IC&RC International CCJP Examination
- Must adhere to counselor specific code of ethics (NAADAC)
- Must re-certify every two years with 40 hours of continuing education

CCJP Certification Application Form

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CCJP Manual

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Prevention Specialist (PS)

IC&RC Defines Prevention as: A proactive process which empowers individuals and systems to meet the challenges of life events and transitions, by creating and reinforcing healthy behavior and lifestyles and by reducing risk factors contributing to alcohol, tobacco and other drug usage and other related issues.

The requirements for the Prevention Specialist Certification are as follows:

Level I Prevention Specialist

- 4 years qualifying work experience
- 60 credit hours from an accredited college or university 12 of which must be in the content areas of the domains, which are listed in the Prevention Specialist Manual
- 180 hour education
- Must live or work 51% of the time in West Virginia
- Must pass the IC&RC International CPS Examination
- Must adhere to a prevention code of ethics
- Must re-certify every two years with 40 hours of continuing education

Level II Prevention Specialist

- 6 years of paid experience
- Minimum of a Bachelor Degree from an accredited college or university of which 24 credits must be in the content areas of the domains, which are listed in the Prevention Specialist Manual
- 270 hour education/training (70 must be prevention specific, 6 must be ethics training)
- Must live or work 51% of the time in West Virginia
- Must pass the IC&RC International CPS written examination
- Must adhere to a prevention code of ethics
- Must re-certify every two years with 40 hours of continuing education

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PS Re-Certification Application Form

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PS Manual

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Clinical Supervisor (CS)

The Clinical Supervisor certification has the following requirements:

- Candidate must hold a current and valid Alcohol and Drug Counselor (ADC), Advanced Alcohol and Drug Counselor (AADC) or Certified Criminal Justice Professional (CCJP) credential at the reciprocal level.
- Verification of five (5) years (10,000) hours of counseling experience as an alcohol and other drug abuse counselor.
- Verification of two (2) years (4,000) hours of clinical supervisory experience in the alcohol and other drug abuse field. These two (2) years may be included in the five (5) years of counseling experience and must include the provision of 200 contact hours of face-to face clinical supervision.
- Verification of thirty (30) hours of didactic education/training in clinical supervision. This must include education/training in each of the following four domains: Assessment/Evaluation; Counselor Development; Management/Administration; and Professional Responsibilities. There must be a minimum of six (6) hours supervision in each of the four domains.
- Must live or work 51% of the time in West Virginia
- Must pass the IC&RC International CS Examination
- Must adhere to counselor specific code of ethics (NAADAC)
- Must re-certify every two years with 40 hours of continuing education. Six (6) of the 40 CEUs must be supervision specific

CS Certification Application Form

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CS Re-Certification Application Form

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CS Manual

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Peer Recovery (PR)

A Peer Recovery Certification carries the following requirements:

Employment

- 500 hours of volunteer or paid experience specific to the domains
- Volunteer and part time experience is acceptable if it is provided under direct supervision
- Supervised work experience must be in the four PR domains

Supervision

25 hours of supervision specific to the domains with a minimum of 6 hours in each of the four domains. Supervision must be provided by an organizations documented and qualified supervisory staff per job description.

Education

- High school diploma/GED
- 46 clock hours of education specific to domains. A nationally recognized Peer Support Specialist Certification training will meet the majority of these qualifications.
- 3 college credits are equivalent to 45 clock hours
- Education, as defined in the manual, which the applicant provides to others may be used providing it is verified in writing by sponsoring school or agency.

Examination

Must pass the IC & RC Peer Recovery Support Specialist exam

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PR Manual

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