



PENNSYLVANIA CERTIFICATION BOARD (PCB)

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CREDENTIALING REQUIREMENTS FOR AAC (Associate Addiction Counselor) *(Revised January 2017)*

Employment

- One year (2000 hours) of employment as an alcohol and drug counselor or supervisor of same. Employment must have been gained within the last seven years.
 - Applicant must be currently employed in a counseling position at the time application is submitted.
 - Acceptable employment is based on applicant providing direct, primary alcohol and drug counseling to persons whose primary diagnosis is that of alcohol and/or drug addiction or that applicant is providing supervision of addiction counseling.
 - Applicant must have primary responsibility for providing counseling in an individual and/or group setting, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in addiction.
- Current job description dated and signed by supervisor and applicant.

Supervision

- 100 hours of on-the-job supervision in the domains.
 - Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person, it ensures quality of clinical care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Education

- Minimum High School Diploma or GED.
- 100 hours of education specific to the domains of which at least six hours must be in behavioral health related ethics.
 - Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and PCB approved distance education.

- Education must be specifically related to the tasks within the domains.
- Education in CPR/First Aid and computer learning will be acceptable for a maximum of six hours each.
- Three college credits are equivalent to 45 hours.
- Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.
- There is no time limit on the use of education for initial certification.

Other

- Signed, dated and notarized Application Acknowledgements.
- Applicant must either live or work in PA at time of application.

Domains

1. Screening, Assessment, and Engagement
2. Treatment Planning, Collaboration, and Referral
3. Counseling
4. Professional & Ethical Responsibilities

Fees

- Certification - \$100 (fee must accompany application and materials)

CREDENTIALING REQUIREMENTS FOR CAAC (Certified Associate Addiction Counselor) (*Revised January 2016*)

Employment

- Three years (6000 hours) of employment as an alcohol and drug counselor or supervisor of same. Employment must have been gained within the last seven
- years.
 - Applicant must be currently employed in a counseling position at the time application is submitted.
 - Acceptable employment is based on applicant providing direct, primary alcohol and drug counseling to persons whose primary diagnosis is that of alcohol and/or drug addiction or that applicant is providing supervision of addiction counseling.
 - Applicant must have primary responsibility for providing counseling in an individual and/or group setting, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in addiction.
- Current job description dated and signed by supervisor and applicant.

Supervision

- 300 hours with a minimum of 10 hours in each domain.
 - Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person, it ensures quality of clinical care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Education

- High school diploma or GED is required.
- 300 hours of education relevant to the field of addiction, of which 100 are alcohol and drug specific, including six in professional ethics and responsibilities.

Examination

- Pass the IC&RC Examination for Alcohol and Drug Counselors.

Domains

1. Screening, Assessment, and Engagement
2. Treatment Planning, Collaboration, and Referral
3. Counseling
4. Professional & Ethical Responsibilities

Fees

Certification:

- \$200 – If you have already passed the examination
- \$350 – If you need to take the examination
- Retest: \$150 Exam
- Cancellation: \$150

CREDENTIALING REQUIREMENTS FOR CADC (Certified Alcohol and Drug Counselor) (*Revised January 2016*)

Employment

- Two years (4000 hours) of employment as an alcohol and drug counselor or supervisor of same. Three years (6000 hours) of employment is required if degree is not in a behavioral science field. Employment must have been gained within the last seven years.
 - Applicant must be currently employed in a counseling position at the time application is submitted.
 - Acceptable employment is based on applicant providing direct, primary alcohol and drug counseling to persons whose primary diagnosis is that of alcohol and/or drug addiction or that applicant is providing supervision of addiction counseling.
 - Applicant must have primary responsibility for providing counseling in an individual and/or group setting, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in addiction.

- Current job description dated and signed by supervisor and applicant.

Supervision

- 300 hours with a minimum of 10 hours in each domain.
 - Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person, it ensures quality of clinical care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Education

- Bachelor's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. An official transcript sent directly from college/university is required.
- 300 hours of education relevant to the field of addiction, of which 100 are alcohol and drug specific, including six in professional ethics and responsibilities.

Examination

- Pass the IC&RC Examination for Alcohol and Drug Counselors.

Domains

1. Screening, Assessment, and Engagement
2. Treatment Planning, Collaboration, and Referral
3. Counseling
4. Professional & Ethical Responsibilities

Fees

- Certification: \$350 (fee must accompany application and materials)
- Retest: \$150
- Exam Cancellation: \$150

CREDENTIALING REQUIREMENTS FOR CAADC (Certified Advanced Alcohol and Drug Counselor) *(Revised January 2016)*

Employment

- One year (2000 hours) of employment as an alcohol and drug counselor or supervisor of same. Employment must have been gained within the last seven years.
 - Applicant must be currently employed in a counseling position at the time application is submitted.
 - Acceptable employment is based on applicant providing direct, primary alcohol and drug counseling to persons whose primary diagnosis is that of alcohol and/or drug addiction or that applicant is providing supervision of addiction counseling.

- Applicant must have primary responsibility for providing counseling in an individual and/or group setting, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in addiction.
- Current job description dated and signed by supervisor and applicant.

Supervision

- 300 hours with a minimum of 10 hours in each domain.
 - Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person, it ensures quality of clinical care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Education

- Master's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. An official transcript sent directly from college/university is required.
- 180 hours of education relevant to the field of addiction, including six in professional ethics and responsibilities.

Examination

Pass the IC&RC Examination for Advanced Alcohol and Drug Counselors.

Domains

1. Screening, Assessment, and Engagement
2. Treatment Planning, Collaboration, and Referral
3. Counseling & Education
4. Professional & Ethical Responsibilities

Fees

- Certification: \$350 (fee must accompany application and materials)
- Retest: \$150
- Exam Cancellation: \$150