



Mississippi Association of Addiction Professionals

"Bringing All The Pieces Together"

Certification Manual

Reciprocal Credentials

CADC, CADC I, CADC II
Certified Alcohol & Drug Counselor

CAADC
Certified Advanced Alcohol & Drug Counselor

CCS
Certified Clinical Supervisor

CPS
Certified Prevention Specialist

CPM
Certified Prevention Specialist Manager

CCJP
Certified Criminal Justice Addictions Professional

Non-Reciprocal Credentials

IC
Intern Counselor

APS
Associate Prevention Specialist

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Preface

This manual comprises the certification standards for addiction professionals in the State of Mississippi. It is a complete guide, both for those desiring certification, and for the Certification Board, which administers the certification process. Details not covered herein must be decided individually by the Board or a Committee thereof, and may be included in future editions of this handbook. This document constitutes the by-laws of the MAAP Certification Board (CB).

I. Introduction:

Historically, people working in the addiction professions have been laypersons, dedicated and caring, giving of themselves to those needing support during periods of crisis with alcohol or some other chemical substance. More recently, many people with academic training in counseling and substance abuse are entering the field, but significantly, their successes still originate from the same basic characteristics as those of the effective layperson--empathy, experience and fundamental knowledge of addiction problems and consequences. It is therefore essential that we encourage people with these traits to remain in the profession and that we focus our efforts on abilities demonstrated to deal successfully with addictions. Thus, there is considerable need to have established standards of certification that give professional recognition and marketable credentials to competent individuals, and prevent unqualified individuals from providing inadequate services to the public.

MAAP and the Certification Board recognize that any certification process involving examinations may include some education. Consequently, MAAP, NIDA, NAADAC, NIAA, universities and others have established training programs designed for addiction workers to both provide academic preparation and to correct educational deficiencies.

II. Who May Be Certified:

Certification for addiction professionals is designed to accommodate and evaluate those who are experientially trained as well as those who are academically trained. The certification process defines the core knowledge and skill base needed by all professionals regardless of their professional training, orientation or occupation. The certification process sets a baseline standard for professionals providing services to individuals with alcohol and drug abuse problems. Such professionals are given recognition for meeting specific predetermined criteria. The purpose is to assure that quality treatment services are available to individuals with substance abuse problems. Certification provides a professional credential that can assist employers in selecting competent staff to work with this population. Certification has limitations: It does not guarantee quality and integrity by itself; however, it unites and sets the direction for professional growth.

At this time, credentialing as addiction professionals in Mississippi is voluntary. However, it is suggested that those professionals working within the addiction profession seek accepted recognized reputable credentialing. Anyone who has acquired the proper education, training and experience may apply for certification with MAAP.

This manual has been included with the application in order to provide the applicant with a thorough understanding of the requirements and process of certification prior to applying. The process is complex, lengthy and highly standardized to insure uniformity and fairness to each application.

It is important that the applicant understand fully what will be expected and enter the process prepared to provide the information required on the proper forms. For this reason, the Certification Board expects the prospective applicant to carefully read each section of the manual prior to completing the application and refer to the manual when completing the forms.

It would be wise at this time to start a file for keeping all certification correspondence, certificates of attendance at past training events, letters of verification and so on. Keep a copy of your completed application packet, portfolio and this manual in your file.

III. Certification Authority:

The authority and responsibility for certifying addiction professionals in Mississippi is vested in the Mississippi Association of Addiction Professionals (MAAP), a non-profit organization incorporated in 1983.

Peer evaluation is most credible in professions where experience is highly valued, since it is based upon standards involved in the work setting as well as in training. To fulfill its responsibility, MAAP maintains a Certification Board to process applications, administer written examinations and develop/maintain uniform state guidelines for certified professionals. The Board meets as needed but at least quarterly. The Certification Board was created by agreement of its members as the only recognized Certification Board for alcohol and other drug abuse professionals, clinical supervisors, prevention specialists, and criminal justice professionals.

The state Certification Board consists of ten (10) members appointed by MAAP (individuals are proposed or recommended for Board membership by the Certification Board and are seated by confirmation of the general membership at annual meetings). Board members serve terms of one, two or three year durations. Members who resign or lose certification are replaced with appointment by the President of MAAP with the majority approval of the remaining Certification Board Members. Tenure of (new) Members (thus appointed) will run until confirmation by the general MAAP membership at the next the next annual conference. The Chairman of the Certification Board is appointed by the President of MAAP.

To implement revisions and changes in the certification process as outlined herein the following will apply:

1. At least six board members will be present at any meeting that is to consider change or revision and this must be a called meeting with the chairman present.
2. Proposed revisions and changes must be posted and/or mailed to all certification board members at least thirty (30) days prior to any vote for revision or change.
3. Changes and, or revisions may then be made by a vote of two-thirds of those board members present, constituting a quorum.
4. Board meetings may be conducted via telephone conference or on-line conference.

Application for certification by MAAP is entirely voluntary. Any value or credence given to it by any alcohol or drug abuse agency or other employer is currently entirely at the discretion and decision of the agency, institution or employer. Acceptance of this credential will come from the standards of ethics and performance exhibited by the competence and integrity of holders of MAAP certificates and the voluntary recognition of its standards and requirements.

Certification is based largely on competence derived from knowledge of, and experience in working with, alcoholism and other drug abuse rather than reliance on academic achievement alone. The authority for this certification comes from professionals working in the field of alcohol and other drug abuse who share a common concern for development of standards of competence. This credentialing will be available to any person who meets or exceeds the standards for any of the categories in which certification is offered.

IV. IC&RC:

MAAP is a proud member of IC&RC (International Certification & Reciprocity Consortium), which protects the public by establishing standards and facilitating reciprocity for the credentialing of addiction-related professionals. Incorporated in 1981, and currently headquartered in Harrisburg, PA, IC&RC is a not-for-profit voluntary membership organization comprised of certifying agencies involved in credentialing or licensing alcohol and other drug abuse professionals, clinical supervisors, prevention specialists, co-occurring professionals and criminal justice professionals. IC&RC and its members are committed to public protection through the establishment of quality, competency-based certification programs for professionals engaged in the prevention and treatment of addictions and related problems. The organization also promotes the establishment and recognition of minimum standards to provide reciprocity for certified professionals.

Certified professionals in the state of Mississippi have reciprocity with many certifying bodies throughout the United States and other countries as well as the U.S. Air Force, Marines, and Navy. IC&RC includes 75 agencies representing more than 40,000 certified professionals internationally, including the U.S. Air Force, Marines, and Navy. Members also include 22 countries and six Native American Territories. For a list of member boards, click on IC&RC's website, <http://internationalcredentialing.org>.

V. Certification Types:

MAAP currently offers the following types of certification:

A. Alcohol & Drug Counselor:

- **IC** -- Intern Counselor (*non-reciprocal credential*)
- **CADC** -- Certified Alcohol & Drug Counselor
(*IC&RC reciprocal at ADC level*)
- **CADC I** -- Certified Alcohol & Drug Counselor I (Bachelor's level)
(*IC&RC reciprocal at ADC level*)
- **CADC II** -- Certified Alcohol & Drug Counselor II (Master's level)
(*IC&RC reciprocal at ADC level*)
- **CAADC** -- Certified Advanced Alcohol & Drug Counselor (Master's level)
(*IC&RC reciprocal at AADC level*)

B. Clinical Supervisor:

- **CCS** -- Certified Clinical Supervisor
(*IC&RC reciprocal at CS level*)

C. Prevention Specialist:

- **APS** -- Associate Prevention Specialist (*non-reciprocal credential*)
- **CPS** -- Certified Prevention Specialist
(*IC&RC reciprocal at PS level*)
- **CPM** -- Certified Prevention Specialist Manager (*IC&RC reciprocal at PS level*)

D. Criminal Justice Addictions Professional

- **CCJP** -- Certified Criminal Justice Addictions Professional
(*IC&RC reciprocal at CCJP level*)

There are certain minimum experience, education and supervised practical training requirements for each credential, which are defined below:

1. **Experience:** defined as supervised work experience, may be paid or voluntary, full or part-time working directly with the population appropriate to the desired credential. Formal education (except as noted for certain credentials) or unsupervised work experience may not be substituted for the minimum experience requirements. Experience must be documented and summarized on the appropriate portfolio forms located within the application packet. Supervised work experience is defined under number 3 below.
2. **Education:** defined as formal classroom education such as college/university work; conferences, workshops, seminars; employer in-services; online/home study courses. Such education must be related to the performance domains (“Domains,” described herein under each credential) associated with the credential for which applicant is seeking. Quarter hours are multiplied by 10 to reach contact hours (.25 CEUs = 2.5 hrs.). Semester hours are multiplied by 15. A three-semester hour college/university level course equals 45 contact hours, provided a grade of C or better is earned. Official transcripts are required as supporting documentation.
 - A. Education/training hours for initial certification must conform to the following guidelines:
 - Direct Contact (Conferences, Workshops and/or Seminars): Minimum 70%
 - Employer In-Services: Maximum 15%
 - Online/Home Study Courses: Maximum 15%
 - B. All education must be documented and summarized on the appropriate portfolio forms located within the application packet. Education/training that is not documented will be rejected. In cases where a course title is not adequately descriptive of course content, a course description, synopsis or catalog should be included. Substance abuse education/training cannot be older than the past ten years.
 - C. All certificates must clearly document hours of credit earned including instructor name and credential. Also the instructor must have signed the certificate. Sign-in sheets are inadequate forms of documentation and will be rejected.
3. **Supervised Practical Training:** defined as supervision, which seeks to teach the special knowledge and skills related to the domains of the desired credential. Supervision must pertain to the domains appropriate to the credential for which applicant is seeking. All training hours must be carefully documented and summarized on the appropriate portfolio forms located within the application packet. Applicant’s supervisor must hold:
 - A. IC&RC reciprocal credential equal to or higher than the credential applicant is seeking; or
 - B. IC&RC Clinical Supervisor credential (MAAP CCS); or
 - C. For supervisors without the aforementioned MAAP credentials, prior authorization by Certification Board to supervise is required.Supervisors who do not hold the above-described IC&RC credentials shall apply for qualification by submitting a written request to the MAAP Certification Board for authority to supervise an applicant/supervisee, which must include, but is not limited to, the following: resume/vitae, copy(s) of academic credentials, specialty, and work experience.

VI. Competencies of Certified Professionals:

In order to ensure expertise and professionalism of all certified professionals, specific criteria for each credential have been designed to ensure that the certified professional is competent in the provision of services. These criteria are divided into domains specific to each certification type, and under which are

defined specific tasks/functions to include competencies required for certification. Employers may have further requirements beyond such certification for various types and levels of positions.

The applicant will fully qualify for certification by presenting evidence that they possess the minimal competencies described for each credential. Training programs through which these competencies may be developed will not be limited to academic degree programs or any other specific type of training. The basic competencies required for each credential are listed within the appropriate application packet.

VII. Initial Certification Requirements:

For all credentials, certification involves a multi-part documentation, evaluation and examination process. Applicants must complete each of the following in compliance with the MAAP Certification Board and minimum IC&RC requirements to achieve certification at the reciprocal level:

1. Applicant must live or work at least 51% of the time in Mississippi at the time of application.
2. Applicant must spend at least 51% of his/her time providing direct service to the population appropriate to the desired credential.
3. A completed application to include contact information, current employment data, and portfolio of documentation relating to work experience, education/training, and supervision, as well as a signed code of ethics must be submitted to the MAAP Certification Board for review.
4. Supervisor's evaluation and Personal Reference forms must be submitted under separate cover by the persons giving the reference.
5. FOR CADC & CAADC CREDENTIALS ONLY: A written case, typewritten in accordance with the instructions outlined within this manual, must be submitted along with the application and portfolio.
6. Passage of the IC&RC International Written Examination.

VIII. Credentialing Requirements (IC&RC Reciprocal Credentials):

CADC - Certified Alcohol & Drug Counselor (IC&RC reciprocal at ADC level):

I. Experience

6000 hours of supervised work experience specific to the IC&RC ADC domains, which are inclusive of the 12 core functions.

- Associate's degree in a related field may substitute for 1000 hours
- Bachelor's degree in a related field may substitute for 2000 hours
- Master's degree in a related field may substitute for 4000 hours

II. Education

High school diploma or jurisdictional equivalent plus 270 hours of education/training specific to the domains. Six hours must be in Ethics to include specifics relating to alcohol & drug counseling and six hours must be specific to HIV/AIDS training. (MAAP Ethics class is mandatory for those applying for any of the MAAP Addiction Credentials.

III. Supervision

300 hours specific to the domains, with a minimum of ten hours in each domain.

1. 300 hours with a minimum of 10 hours in each domain with a high school diploma or jurisdictional equivalent..
2. 250 hours with a minimum of 10 hours in each domain with a Associate's degree in a related field.

IV. Written Case

The applicant will demonstrate an understanding of the Twelve Core Functions and Global Criteria in the form of a written case. Instructions for the written case are located in the CADC Application Packet.

V. Examination

Applicants must pass the IC&RC International Written ADC Examination.

VI. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to alcohol & drug counseling.

VII. Recertification

40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC ADC domains, and must include 2 hours in Ethics to include specifics relating to alcohol and drug counseling and 2 hours in HIV/AIDS training.

12 Core Functions

1. Screening
2. Intake
3. Orientation
4. Assessment
5. Treatment Planning
6. Counseling (Individual, Group, Family)
7. Case Management
8. Crisis Intervention
9. Client Education
10. Referral
11. Reports & Recordkeeping
12. Consultation

IC&RC ADC Domains*

- Domain I - Clinical Evaluation
- Domain II - Treatment Planning
- Domain III - Referral
- Domain IV - Service Coordination
- Domain V - Counseling
- Domain VI - Client, Family & Community Education
- Domain VII - Documentation
- Domain VIII - Professional & Ethical Responsibility

** TAP 21 Competencies and 12 Core Functions are contained within the domains.*

Relationship between the 12 Core Functions and the 8 IC&RC ADC Performance Domains:

| Domains I, II, III, IV | Domain V | Domain VI | Domain VII | Domain VIII |
|-------------------------|---------------------|---------------------|-------------------------|-------------------------|
| Screening | Counseling | Client Education | Case Management | Counseling |
| Intake | Orientation | Family Education | Referral | Intake |
| Assessment | Crisis Intervention | Community Education | Reports & Recordkeeping | Consultation |
| Referral | Referral | | Consultation | Referral |
| Consultation | Treatment Planning | | Orientation | Orientation |
| Treatment Planning | Client Education | | Client Education | Screening |
| Reports & Recordkeeping | Consultation | | Assessment | Reports & Recordkeeping |

CADC I - Certified Alcohol & Drug Counselor I (IC&RC reciprocal at ADC level):

- I. **Experience**
8000 hours of supervised work experience specific to the IC&RC ADC domains.
- II. **Education**
Bachelor's degree in a related field; plus 270 hours of education/training specific to the domains. Six hours must be in Ethics with topics specific to alcohol and drug counseling and six hours must be specific to HIV/AIDS training. . (MAAP Ethics class is mandatory for those applying for any of the MAAP Addiction Credentials.
- III. **Supervision**
200 hours with a minimum of 10 hours in each domain with a Bachelor's degree in a related field.
- IV. **Written Case**
The applicant will demonstrate an understanding of the Twelve Core Functions and Global Criteria in the form of a written case. Instructions for the written case are located in the CADC Application Packet.
- V. **Examination**
Applicants must pass the IC&RC International Written ADC Examination.
- VI. **Code of Ethics**
Applicants must sign a code of ethics statement to include specifics relating to alcohol & drug counseling.
- VII. **Recertification**
40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC ADC domains, and must include 2 hours in Ethics to include specifics relating to alcohol & drug counseling and 2 hours in HIV/AIDS training.

CADC II - Certified Alcohol & Drug Counselor II (IC&RC reciprocal at ADC level):

- I. **Experience**
10,000 hours of supervised work experience specific to the IC&RC ADC domains.
- II. **Education**
Master's degree in a related field; plus 270 hours of education/training specific to the domains. Six hours must be in Ethics to include specifics relating to alcohol and drug counseling and six hours must be specific to HIV/AIDS training. . (MAAP Ethics class is mandatory for those applying for any of the MAAP Addiction Credentials.
- III. **Supervision**
120 hours with a minimum of 10 hours in each domain with a Master's degree or higher in a related field.
- IV. **Written Case**
The applicant will demonstrate an understanding of the Twelve Core Functions and Global Criteria in the form of a written case. Instructions for the written case are located in the CADC Application Packet.
- V. **Examination**
Applicants must pass the IC&RC International Written ADC Examination.
- VI. **Code of Ethics**
Applicants must sign a code of ethics statement to include specifics relating to alcohol & drug counseling.
- VII. **Recertification**
40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC ADC domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training.

CAADC - Certified Advanced Alcohol & Drug Counselor (formerly CCAP) (IC&RC reciprocal at AADC level):

I. Experience

4000 hours of supervised work experience specific to the IC&RC AADC domains.

II. Education

Master's degree in a related field, with a clinical application from an accredited college or university plus 270 hours of education/training specific to the domains. Six hours must be in Ethics to include specifics relating to alcohol and drug counseling and six hours must be specific to HIV/AIDS training. . (MAAP Ethics class is mandatory for those applying for any of the MAAP Addiction Credentials.

III. Supervision

300 hours specific to the domains, to include the 12 core functions with a minimum of ten hours in each core function area.

IV. Written Case

The applicant will demonstrate an understanding of the Twelve Core Functions and Global Criteria in the form of a written case. Instructions for the written case are located in the CAADC Application Packet.

V. Examination

Applicants must pass the IC&RC International Written AADC Examination.

VI. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to alcohol & drug counseling.

VII. Recertification

40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC AADC domains, and must include 2 hours in Ethics to include topics relating to alcohol and drug counseling and 2 hours in HIV/AIDS training.

IC&RC AADC Domains*

Domain I - Clinical Evaluation

Domain II - Treatment Planning

Domain III - Referral

Domain IV - Service Coordination

Domain V - Counseling

Domain VI - Client, Family & Community Education

Domain VII - Documentation

Domain VIII - Professional & Ethical Responsibilities

Domain IX - Research, Design Analysis & Utilization

Domain X - Clinical Supervision

** TAP 21 Competencies and the 12 Core Functions are contained within the domains.*

CCS - Certified Clinical Supervisor (IC&RC reciprocal at CS level):

I. Prerequisites

- Applicant must hold and maintain certification as a CADC, CADC I, CADC II, CAADC, or CCJP at the IC&RC reciprocal level OR hold a specialty substance abuse credential in another professional discipline in the human services field at the Master's level or higher.
- Applicant must be currently employed in a clinical supervisory position at the time application is submitted to MAAP.

II. Experience

Experience as a clinical supervisor is defined as a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling.

- 10,000 hours of alcohol and drug counseling specific work experience. An Associate's degree in a related field may substitute for 1000 hours; a Bachelor's degree in a related field may substitute for 2000 hours; a Master's degree in a related field may substitute for 4000 hours.
- 4000 hours of clinical supervisory work experience, which must include 200 hours of face-to-face clinical supervision. (The 4000 hours may be included in the 10,000 hours work experience.)

III. Education

30 hours of education/training specific to the first five of the six IC&RC CS domains, with a minimum of four hours in each domain.

IV. Supervision

200 hours specific to the domains, with a minimum of ten hours in each domain.

V. Examination

Applicants must pass the IC&RC International Written CS Examination.

VI. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to clinical supervision.

VII. Recertification

Six (6) hours of continuing education earned every two years, which must include topics relating to the IC&RC CS domains. Hours may be used toward recertification for primary credential.

IC&RC CS Domains

Domain I - Counselor Development

Domain II - Professional and Ethical Standards

Domain III - Program Development and Quality Assurance

Domain IV - Performance Evaluation

Domain V - Administration

Domain VI - Treatment Knowledge

CPS - Certified Prevention Specialist (IC&RC reciprocal at PS level):

I. Experience

2000 hours of prevention work experience specific to the IC&RC PS domains.

II. Education

Bachelor's degree plus 150 hours of education/training specific to the domains. Forty hours must be in Substance Abuse Prevention Specialist Training (SAPST). Twenty five hours must be in Alcohol Tobacco and other Drugs (ATOD). Sixty nine hours must be in prevention education. Six hours must be in Ethics to include specifics relating to prevention; six hours must be in HIV/AIDS training; and four hours must be in Disruptive Audience Behavior.

III. Supervision

120 hours specific to the domains, with a minimum of ten hours in each domain.

IV. Examination

Applicants must pass the IC&RC International Written PS Examination.

V. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to prevention.

VI. Recertification

40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC PS domains, and must include 2 hours in Ethics to include specifics relating to prevention; and 2 hours in HIV/AIDS training.

IC&RC PS Domains

Domain I - Planning & Evaluation

Domain II – Prevention Education and Service Delivery

Domain III - Community Organization

Domain IV - Public Policy & Environmental Change

Domain V - Professional Growth & Responsibility

Domain V - Communication

CPM - Certified Prevention Manager (IC&RC reciprocal at PS level):

I. Experience

4000 hours of Alcohol, Tobacco and Other Drug (ATOD) prevention work experience specific to the IC&RC PS domains, plus 6000 hours of managerial/supervisory experience in Alcohol, Tobacco and Other Drug (ATOD) prevention work experience.

III. Education

Bachelor's degree plus 150 hours of education/training specific to the domains. Forty hours must be in Substance Abuse Prevention Specialist Training (SAPST). Twenty five hours must be in Alcohol Tobacco and other Drugs (ATOD). Sixty nine hours must be in prevention education. Six hours must be in Ethics to include specifics relating to prevention; six hours must be in HIV/AIDS training; and four hours must be in Disruptive Audience Behavior.

VII. Supervision

120 hours specific to the domains, with a minimum of ten hours in each domain.

VIII. Examination

Applicants must pass the IC&RC International Written PS Examination.

IX. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to prevention.

X. Recertification

40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC PS domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training.

CCJP - Certified Criminal Justice Addictions Professional (IC&RC reciprocal at CCJP level):

I. Experience

6000 hours of supervised work experience specific to the IC&RC CCJP domains. Work experience must have been obtained within the 10 years prior to application.

- Associate's degree in a related field or reciprocal ADC credential may substitute for 1000 hours
- Bachelor's degree in a related field or IC&RC reciprocal ADC credential may substitute for 2000 hours
- Master's degree in a related field or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) may substitute for 4000 hours.

II. Education

High school diploma plus 270 hours of education/training specific to the domains. Six hours of education must be in Ethics to include specifics relating to criminal justice and six hours must be in HIV/AIDS training. . (MAAP Ethics class is mandatory for those applying for any of the MAAP Addiction Credentials).

- Associate's degree in a related field or non-reciprocal ADC credential may substitute for 70 hours;
- Bachelor's degree in a related field or an IC&RC reciprocal ADC credential may substitute for 120 hours;
- Master's degree in a related field or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) may substitute for 170 hours;
- Above Master's degree in a related field or an IC&RC AADC credential may substitute for 210 hours.

III. Supervision

200 hours specific to the domains, with a minimum of ten hours in each domain.

- Associate's degree in a related field or non-reciprocal ADC credential may substitute for 50 hours;
- Bachelor's degree in a related field or an IC&RC reciprocal ADC credential may substitute for 100 hours;
- Master's degree in a related field or other advanced credential (NBCC, CRCC, NASW, MAC, etc.) may substitute for 140 hours;
- Above Master's degree in a related field or an IC&RC AADC credential may substitute for 200 hours.

IV. Examination

Applicants must pass the IC&RC International Written CCJP Examination.

V. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to criminal justice.

VI. Recertification

40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC CCJP domains, and must include 2 hours in Ethics to include specifics relating to criminal justice and 2 hours in HIV/AIDS training.

IC&RC CCJP Domains

Domain I - Dynamics of Addiction & Criminal Behavior

Domain II - Legal, Ethical & Professional Responsibility

Domain III - Criminal Justice System & Processes

Domain IV - Clinical Evaluation: Screening & Assessment

Domain V - Treatment Planning

Domain VI - Case Management, Monitoring & Participant Supervision

Domain VII - Counseling

Domain VIII - Documentation

IX. Credentialing Requirements (Non-Reciprocal Credentials):

Non-reciprocal credentials are valid only in Mississippi and are therefore ineligible for reciprocity. The acronyms IC (Intern Counselor) and APS (Associate Prevention Specialist) are designators for those individuals seeking certification and whose daily practice, vocational or educational pursuits involve ATOD prevention or treatment services.

IC - Intern Counselor:

I. Education

186 hours of education/training specific to the domains. Six hours must in Ethics to include specifics relating to alcohol & drug counseling and six hours must be specific to HIV/AIDS training. . (MAAP Ethics class is mandatory for those applying for any of the MAAP Addiction Credentials.

II. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to alcohol & drug counseling.

III. Renewal

IC: 20 hours of continuing education/training earned every three years, which must include topics relating to the IC&RC ADC domains, and must include 2 hours in Ethics to include specifics relating to alcohol and drug counseling and 2 hours in HIV/AIDS training.

APS - Associate Prevention Specialist:

I. Experience

2000 hours of work specific to the IC&RC PS domains.

II. Education

High School Diploma or GED plus 75 hours of prevention education/training. Fifty percent (50%) must be specific to alcohol, tobacco, and other drug abuse training. Six hours must be in Ethics to include specifics relating to prevention; six hours must be in HIV/AIDS training; and four hours must be in Disruptive Audience Behavior.

III. Supervision

One year supervision by CPS or CPM.

IV. Code of Ethics

Applicants must sign a code of ethics statement to include specifics relating to prevention.

V. Recertification

20 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC PS domains, and must include 2 hours in Ethics to include specifics relating to prevention; and 2 hours in HIV/AIDS training.

X. Certification Process

1. Application Process

- A. Applicant obtains from MAAP the Certification Manual along with the Application Packet & Portfolio forms for desired credential.
- B. Applicant completes application packet and required portfolio forms; submits to Certification Board for review. (The Certification Board meets quarterly, at a minimum.) Applicants are responsible for obtaining the required assessments, records and documentation for their portfolios. The assessments are subject to verification at the discretion of the Board. Assessments include:
 - Assessments of skills, attitudes and knowledge by:
 - The director of supervised practical training and/or the supervisor/project director of employing agency. Forms are mailed by these individuals directly to the Certification Board;
 - Three (3) personal/colleague references. Forms are mailed by these individuals directly to the Certification Board;
 - Other persons in the community may provide statements of support of the applicant's qualifications and these statements will be from individuals other than those identified above. References shall be related to the applicant's professional skills and must be mailed directly to the Certification Board.
 - Records of education and training related to competencies must reflect requirements outlined in this manual and must be accompanied by adequate supporting documentation; i.e., official college/university transcript mailed directly to MAAP, certificates of completion from workshop, seminar, or conference provider; and certificates of completion from supervisor of employer in-service training provider.
- C. Certification Board reviews application packet and notifies applicant of status. If approved, applicant is notified in writing of the next available exam dates and location. If not approved, applicant is notified in writing of deficiencies and instructions for correction.

2. Certificate Issuance

Original issuance of certification will occur after the Certification Board has determined that the applicant has met all the requirements appropriate to the credential, including passage of the IC&RC International Written Examination. The Certification Board will then issue a certificate documenting the credential obtained. Presently, the certification cycle is for a two-year period beginning on the original issue date and expiring two years hence. Certification and recertification is contingent upon continuous and current membership in MAAP.

3. Recertification

- A. A recertification application together with renewal fees and documentation of continuing education is sent to the Certification Board. The Certification Board will review these documents, and if approved, a renewal of credential will be awarded in the form of a label or certificate, as the Board may decide. If not approved, applicant is notified in writing of deficiencies and instructions for correction.
- B. For all reciprocal credentials (unless otherwise noted), 40 hours of continuing education must be earned every two years, which must include topics relating to the domains of the applicant's credential, and must include two hours of Ethics to include specifics relating to applicant's credential and 2 hours in HIV/AIDS training. The 40-hour total must conform to the following guidelines:
 - Direct Contact (Conferences, Workshops, and/or Seminars): Minimum 50% (or 20 hours) must be attained
 - Employee In-Services: Maximum 25% (or 10 hours) is accepted
 - Online/Home Study: Maximum 25% (or 10 hours) is accepted

C. For non-reciprocal credentials, 20 hours of continuing education must be earned every two years, which must include topics relating to the domains of the applicant’s credential, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. The 20-hour total must conform to the following guidelines:

- Direct Contact (Conferences, Workshops, and/or Seminars): Minimum 50% (or 10 hours) must be attained
- Employee In-Services: Maximum 25% (or 5 hours) is accepted
- Online/Home Study: Maximum 25% (or 5 hours) is accepted

4. Upgrading

Certificate holders may upgrade to a higher credential upon application to the Certification Board, or upon renewal of current credential. The process will include completing additional educational hours along with supporting documentation, and/or additional work experience as well as passage of the IC&RC International Written Examination for the desired credential.

5. Lapsed Certification

Certification is considered lapsed on the expiration date of the credential. There is no grace period. Timely application to the Certification Board is the responsibility of the certificate holder. For timely renewal, allow a minimum of 60 days from the date of expiration for recertification application to be reviewed and processed. Consequences for lapsed certification are as follows:

Use this chart to determine how many hours you will need for recertification and the cost associated with each year past your certification expiration date.

Lapsed Certification Chart

| Required for Recertification | Lapsed 1 day to 1 year | Lapsed 1 year to 2 years | Lapsed 2 years to 3 years | Lapsed 3 years to 4 years | Lapsed 4 or more years * |
|--|------------------------|--------------------------|---------------------------|---------------------------|--|
| Recertification fee | \$ 95.00 | \$ 190.00 | \$ 285.00 | \$ 380.00 | See website for Certification Requirements |
| Education Hours needed | 40 | 60 | 80 | 100 | See website for Certification Requirements |
| Letter of Verification of work status provided by applicant’s supervisor | Yes | Yes | Yes | Yes | See website for Certification Requirements |
| Current/Continuous Membership Status ** | Yes | Yes | Yes | Yes | No |
| IC & RC Written Exam | No | No | No | No | Yes |

* For Certifications lapsed over 4 years the applicant must submit a new portfolio and application for certification and take the IC&RC written exam that corresponds to the credential they are applying for.

**Current and Continuous Membership dues amounts will need to be obtained by calling or emailing the MAAP office to receive a prorated amount due which will be calculated from your membership dues expiration date.

MAAP membership dues are due January 1st of each year; with a \$35.00 late fee assessed for membership dues payments received after February 1st of each year.

6. Suspension/Revocation of Certification

Certification may be denied, suspended or revoked by the Certification Board by independent action or upon recommendation of the Board of Directors of MAAP upon the presentation to the Certification Board of evidence satisfactorily documenting violation of the Ethical Standards of Certified Professionals. The Board is authorized to refuse to grant or renew, or may suspend a certificate on the following grounds:

- A. Conviction of a felony under the laws of the United States;
- B. Conviction of any crime, an essential element of which is dishonesty, deceit or fraud;
- C. Fraud or deceit in obtaining a credential as a certified professional;
- D. Dishonesty, fraud or gross negligence in the practice of a certified professional; or
- E. Violation of any rule of professional ethics and professional conduct adopted by the Certification Board.

7. Grievance and Appeals

If an applicant is denied certification, questions the results of the application and portfolio review, questions examination results, or is subject to an action by MAAP or its agents that is deemed unjustified, the application has the right to an inquiry and appeals process.

A. Inquiry:

If an applicant (complainant) deems that an action taken by MAAP or its agents is unjustified (e.g., denial of certification), he/she is entitled to a written summary from MAAP or its agents that explains the reasons for the action. If the complainant does not agree with the MAAP decision, he/she may request an appeal.

B. Appeal:

- i. The applicant (complainant) may appeal the decision of MAAP within thirty (30) days of receipt of the summary notice of denial or any other action deemed unjustified by sending a certified letter to the President of the Board at the MAAP office. The President or designated Board member reviews the written appeal and appoints a three-member Hearing Committee of certified counselors to hold an oral hearing with the complainant within thirty (30) days of receipt of the certified letter.
- ii. The complainant will be informed of the results of the hearing by certified mail. These results are considered final unless the complainant requests a further hearing by the Board.
- iii. The Hearing Committee will report the results of the hearing to the Certification Board at its next meeting. If the Board has received an objection to the decision, it will review the entire matter.
- iv. The Certification Board will review the findings of the Hearing Committee and objections of the complainant. It will notify the complainant of its final decision by certified mail within thirty (30) days of the meeting.

8. Reciprocity

Uniform minimum standards allow certified professionals to reciprocate their credentials between IC&RC Member Boards. Member Boards may offer reciprocity to certified or licensed professionals in other jurisdictions. While many addiction professionals have long sought the professionalism associated with licensing, the licensure process has complicated reciprocity through the implementation of more stringent standards and regulations in many IC&RC Member Board jurisdictions.

While IC&RC continues to be dedicated to offering reciprocity to its certified professionals through its Member Boards, it is vitally important that certified professionals investigate reciprocity in other jurisdictions prior to relocating because of the increase in mandatory licensure vs. voluntary certification in many jurisdictions. To make the process as smooth as possible, it is recommended that you reciprocate your credential at least three months prior its expiration.

Procedures for Applying for Reciprocity:

- Contact the board in the jurisdiction to which you are relocating and ask if there are other requirements that you must meet in order to reciprocate your credential.
- Contact your current board and ask for an Application for Reciprocity.
- Complete the one-page application and return it to your current board with the appropriate fee.
- Your application will be verified and sent to the IC&RC Office, then sent to your requested board.
- You will then be contacted by the requested board when the process is completed.

FAQs regarding Reciprocity:

1. **Can I reciprocate my credential to any IC&RC Member Board?** Your credential is reciprocal only with boards that offer that same credential. For example, if you hold a Prevention Specialist credential from Pennsylvania and you want to reciprocate that credential to Nebraska, you would be unable to do so because Nebraska, although a Member Board in IC&RC, does not offer the Prevention Specialist credential. Therefore, reciprocity works only if the new jurisdiction to which you are moving offers that credential.
2. **When should I begin the reciprocity process – before I move into my new jurisdiction or after?** It is best to start the process prior to moving into your new jurisdiction. That way if there are any delays in processing your reciprocity application, it should be completed before you begin work in your new jurisdiction. Waiting until after you move could result in a delay in starting new employment.
3. **Can I maintain my credential in more than one jurisdiction?** Yes, you are permitted to maintain your credential in your original jurisdiction while maintaining it as well in your new jurisdiction, if you choose to do so. Maintaining credentials in more than one jurisdiction will require that you renew/recertify your credential in each jurisdiction.
4. **When I reciprocate to a new jurisdiction, will my current expiration date on my credential change?** No, your new jurisdiction is required to provide you with the same expiration date that appears on your current certificate.
5. **Is there ever a time when I could be denied reciprocity into a new jurisdiction?** Each jurisdiction that offers credentialing to addiction professionals can require additional standards that must be met before accepting a credentialed professional from another jurisdiction. It is the right of that jurisdiction to require whatever it chooses in order to practice or become credentialed/licensed. Sometimes these additional standards are minimal and can be met by most without difficulty. Other times, additional standards are quite extensive and may take time and additional cost to accomplish. It is critical that you check with the credentialing/licensing board in the new jurisdiction to which you are relocating to determine what, if any, additional standards have to be met.
6. **Typically, how long will it be until I hear about my reciprocity after I have sent the completed reciprocity application and fee to my current Member Board?** A Member Board will send your reciprocity materials to IC&RC 10-14 days after they are received. IC&RC will then approve the reciprocity and you will be notified via email directly from IC&RC. If you have not heard from IC&RC within four weeks, contact your current Member Board first to inquire about the status of your reciprocity application. Please allow two-three weeks for your requested board to contact you after you receive notification of approval from IC&RC.