

# **The Texas Certification Board of Addiction Professionals**

presents

**The Texas System for Certification of**

# **CERTIFIED CHEMICAL DEPENDENCY SPECIALISTS**

## **APPLICATION PACKAGE**

Revised January 2001

### **TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS**

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**Certification Criteria  
and other information for**

**Certified Chemical Dependency Specialists**

AS AUTHORIZED BY THE

**TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS**

**Revised Edition**

January 2001

**Original Prepared by:**

**Texas Certification Board of Addiction Professionals**

REVISION AND CHANGE: All or any part of this handbook is subject to change as deemed necessary by TCBAP. Proposed revisions and changes will be posted in the association newsletter or mailed to all CCDS credentialed members .

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# TEXAS SYSTEM FOR CERTIFICATION OF CERTIFIED CHEMICAL DEPENDENCY SPECIALISTS

## **Statement of Purpose**

The Chemical Dependency Specialist credential upgrades and standardizes qualifications of those working in the field of addiction counseling. The following CCDS credentialing guidelines have been developed by the **Texas Certification Board of Addiction Professionals (TCBAP)**. The CCDS credential will separate those counselors who are content with a status quo existence from those who continue to achieve a higher level of excellence within the addiction profession. A counselor's "level of expertise" can now be clearly defined.

## **Statutory Limitations**

Certification as an CCDS is not to be construed as authorization to charge or collect fees for services rendered if to do so conflicts with any statutory limitations. Where the statute requires that an CCDS be supervised by a licensed provider, they shall be so supervised.

## **Principles**

Certain important principles have emerged in regard to this credential.

- Principle 1.** This certification is based on a combination of competency and knowledge about addiction counseling, to include academic achievement.
- Principle 2.** Authority for this certification comes from professionals working in the field of addiction counseling who share a common concern for standards of competency.
- Principle 3.** Persons having addiction counseling skills and utilizing them in positions other than those called counselors may be certified. The basic requirement for certification is performance of addiction counseling and academic achievement.
- Principle 4.** Application for this certification is entirely voluntary.
- Principle 5.** Certification is offered to both member and non-members of the Texas Association of Addiction Professionals.

## **Authority**

The authority of the Certification Board is derived from those persons who are dedicated to service as counselors and who are most affected by certification. This authority is embodied in the statewide association of alcohol and drug abuse counselors, the Texas Association of Addiction Professionals, Inc. Recognition of this certification is voluntary. The credibility of this certification results from the standards that are maintained, the performance level established by the Certification Board, and most importantly, the professional competency and integrity of Chemical Dependency Specialists.

## **Certified Chemical Dependency Specialist**

Individuals who apply for certification as a CCDS come from greatly varied backgrounds. In recognition of that fact, the requirements for formal training, work and other experiences are designed to be flexible, while at the same time being stringent enough to ensure high quality and professionalism. The minimum requirements for certification of a CCDS shall include academic achievement, work experience, and formal training, including the following:

**A. Academic Achievement:** The requirement for certification as a CCDS shall be a master's degree in a counseling related area with a licensure or certification in the State of Texas. An allied health professional is a person who is licensed and/or certified in the following areas: (a) LCDC; (b) ADC; (c) LPC; (d) LMSW; (e) LMFT; (f) licensed psychologist; (g) licensed physician; (h) certified addictions registered nurse (CARN); (i) licensed psychological associate; or (j) advance practice nurse recognized by the Board of Nurse Examiners as a clinical nurse specialist or nurse practitioner with a specialty in psyche-mental health (APN-P/MH).

**B. Work Experience:** All applicants must meet the following requirements for work experience:

1. A minimum of 4,000 hours of supervised work experience is required. This experience must consist of counseling or related duties carried out while under the supervision of a licensed professional subject to a code of ethics.
2. All 4,000 hours of work experience must be in the area of chemical dependency as defined in the DSM IV (not to be accumulated at more than 40 hours per week.)

**C. Formal Training:** All applicants must complete a minimum of 135 classroom hours of specific chemical dependency counseling education.

**D. Ethics:** All applicants must sign and agree to comply with the ethical principles as set forth in the Texas System of Certification of the Certified Chemical Dependency Specialist.

**E. License/Certification Requirement:** All applicants must present, as a requirement, a current valid Texas certification or license in a counseling related area. (See A, above)

**F. Letter of Recommendation:** All applicants must present a letter of recommendation from a licensed or certified colleague.

**G. Private Practice:** All applicants engaged in private practice must have two (2) letters of recommendation from licensed or certified colleagues stating how long the applicant has been in private practice, percent of time spent with chemically dependent clients and the quality of their work.

**H. Reciprocity:** This credential **will not** have reciprocity with other International Certification and Reciprocity Consortium/ Alcohol and Other Drug Abuse, Inc. (ICRC/AODA) member boards.

## **Fees for Certification**

The following fee structure shall apply for all individuals who apply for certification as an CCDS.

Original Application Fee .....\$125.00  
Application Packet Fee.....\$15.00

## **Requirements for Recertification**

The CCDS certification shall be issued for a period of two (2) years, therefore requiring an individual to recertify every two (2) years on that same date. The requirements for recertification shall be as follows:

1. Currently active and licensed in the field of alcoholism and drug abuse.
2. Absent of any ethical or malpractice violations.
3. Completion of forty (40) hours of continuing education.
4. Submission of an application including a signed copy of the ethical standards for Certified Chemical Dependency Specialists.
5. The fee for recertification shall be \$100.00.

# **CERTIFIED CHEMICAL DEPENDENCY SPECIALIST CERTIFICATION APPLICATION**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Fax Number** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**Email** \_\_\_\_\_ **Gender** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**Ethnic Origin**

<input type="checkbox"/>	African American	<input type="checkbox"/>	American Indian
<input type="checkbox"/>	Asian American	<input type="checkbox"/>	Caucasian
<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Other _____

**Texas Counseling License Type** \_\_\_\_\_ **Number** \_\_\_\_\_ **Expires** \_\_\_\_\_

**Health Care Licenses/State Certifications (Please list type and expiration date)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you ever undergone a disciplinary action for violation of any Code of Ethics?**

YES \_\_\_\_\_ NO \_\_\_\_\_ (If YES, please attach letter of explanation)

### **Education**

Associate's Degree (Type & Date Awarded) \_\_\_\_\_

Undergraduate Degree (Type & Date Awarded) \_\_\_\_\_

Graduate Degree (Type & Date Awarded) \_\_\_\_\_

Doctorate Degree (Type & Date Awarded) \_\_\_\_\_

**Specialized Training in Chemical Dependency Counseling (Schools, Seminars, Workshops, etc.)**

\_\_\_\_\_

\_\_\_\_\_

**Professional Work Experience**

Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

**Chemical Dependency Work Experience**

Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position \_\_\_\_\_

Dates \_\_\_\_\_

**Chemical Dependency Colleague References**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Enclosures**

- \_\_\_\_\_ Certification Application
- \_\_\_\_\_ Signed Statement of Understanding
- \_\_\_\_\_ Signed Code of Ethics
- \_\_\_\_\_ Copy of master’s degree in counseling related field
- \_\_\_\_\_ Copy of Texas counseling license or certification
- \_\_\_\_\_ Documentation of 135 chemical dependency specific education hours
- \_\_\_\_\_ Letter(s) of reference

**CCDS Fees**

\_\_\_\_\_ Certification Fee..... \$125.00  
 \_\_\_\_\_ Application Packet Fee..... \$15.00

**Payment Information**

\_\_\_\_\_ I have enclosed a check or money order payable to TCBAP  
 \_\_\_\_\_ I authorize TCBAP to charge my credit card in the amount of \$ \_\_\_\_\_  
 \_\_\_\_\_ Visa      \_\_\_\_\_ Mastercard      \_\_\_\_\_ American Express      \_\_\_\_\_ Discover  
 Card No. \_\_\_\_\_ Exp Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

*I understand that my credit card billing statement will show charges from “AAMS”. AAMS stands for Association Administrative Management Services. AAMS provides management services to TCBAP.*

**STATEMENT OF UNDERSTANDING**

I hereby affirm that this application is made on my behalf and is entirely voluntary on my part. I hereby agree to waive the right to inspect the result of inquiries made of employers, co-workers, references, educational institutions or any others which were sought and secured in the process of making a determination as to my certification with TCBAP. I hereby authorize hospitals, any type of business organization, schools, and other organizations or persons named herein to release to TCBAP any information they may have regarding me. I hereby release said parties from any and all liability arising out of the furnishing of the information that may be requested by TCBAP in connection with this application.

I understand that certification depends on my meeting the requirements and criteria established by the TCBAP Board. I understand that intentionally false or misleading statements on this application will result in my being declared ineligible for certification. Data from my application may be used for statistical purposes. The application fees and portfolio become the property of TCBAP. **All fees are non-refundable.**

I authorize TCBAP to obtain information pertaining to this credential and my performance and ability from my employer, past employer, and references listed herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<p><b>Return Completed Application to:</b></p> <p><b>TCBAP, 1005 Congress Ave., Suite 460, Austin, TX 78701</b></p>
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# ETHICAL STANDARDS FOR ADVANCED CHEMICAL DEPENDENCY

## SPECIALISTS

The Texas Association of Addiction Professionals is comprised of professional chemical dependency specialists and chemical dependency specialists who, as responsible health-care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional and societal expectations, obligations and conduct. As professionals dedicated to the treatment of chemical dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. Chemical dependency specialists dedicate themselves to the promotion of the best interests of their society, their clients, their profession and their colleagues.

### SPECIFIC PRINCIPLES

**Principle 1: Nondiscrimination.** The chemical dependency specialist must not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national origin, sexual orientation or economic condition.

**Principle 2: Responsibility.** The chemical dependency specialist must espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a) The chemical dependency specialist, as teacher, must recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b) The chemical dependency specialist, as practitioner, must accept the professional challenge and responsibility deriving from the counselor's work.

**Principle 3: Competence.** The chemical dependency specialist must recognize that the profession is founded on national standards of competency which promote the best interests of society, the client, the counselor and the profession as a whole. The counselor must recognize the need for ongoing education as a component of professional competency.

- a) The chemical dependency specialist must prevent the practice of alcoholism and drug abuse counseling by unqualified and/or unauthorized persons.
- b) The chemical dependency specialist who is aware of unethical conduct or unprofessional modes of practice must report such violations to the appropriate certifying authority.
- c) The chemical dependency specialist must recognize boundaries and limitations of a counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d) The chemical dependency specialist must recognize the effect of impairment on professional techniques and must be willing to seek appropriate treatment for oneself or for a colleague. The counselor must support peer assistance programs in this respect.

**Principle 4: Legal Standards and Moral Standards.** The chemical dependency specialist must uphold the legal and accepted moral codes which pertain to professional conduct, legal and accepted moral codes of our society.

- a) The chemical dependency specialist must not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b) The chemical dependency specialist must not use the affiliation with the Texas Association of Addiction Professionals for purposes that are not consistent with the stated purposes of the association.
- c) The chemical dependency specialist must not associate with or permit the counselor's name to be used in connection with any services or products in a way that is incorrect or misleading.

- a) The chemical dependency specialist associated with the development or promotion of books or other products offered for commercial sale must be responsible for ensuring that such books or products are presented in a professional and factual way.
- b) The chemical dependency specialist must obey civil and criminal laws, and commit no act involving moral turpitude of which would bring discredit to the profession.

**Principle 5: Public Statements.** The chemical dependency specialist must respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a) The chemical dependency specialist who represents the field of alcoholism and drug abuse counseling to clients, other professionals, or to the general public must report fairly and accurately the appropriate information.
- b) The chemical dependency specialist must acknowledge and document materials and techniques used.
- c) The chemical dependency specialist who conducts training in alcoholism and drug abuse counseling skills or techniques must indicate to the audience the requisite training/qualification to properly perform those skills and techniques.

**Principle 6: Publication Credit.** The chemical dependency specialist must assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a) The chemical dependency specialist must recognize joint authorship, major contributions of professional character made by several persons to a common project. The author who has made the principal contribution to a publication must be identified as a first listed.
- b) The chemical dependency specialist must acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c) The chemical dependency specialist must acknowledge, through specific citations, unpublished, as well as published, materials that have direct influences the research or writing.
- d) The chemical dependency specialist who compiles and edits for publication the contributions of others must list oneself as editor, along with the names of those others who have contributed.

**Principle 7: Client Welfare.** The chemical dependency specialist must respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a) The chemical dependency specialist must define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b) The chemical dependency specialist, in the presence of professional conflict, must be concerned primarily with the welfare of the client.
- c) The chemical dependency specialist must terminate a counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- d) The chemical dependency specialist, in referral cases, must assume the responsibility for the client's welfare either by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the chemical dependency specialist must carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and must act in the best interest of the client.
- e) The chemical dependency specialist who asks a client to reveal personal information from other professionals or allows information to be divulged must inform the client of the nature of such transaction. The information released or obtained with informed consent must be used for expressed purposes only.
- f) The chemical dependency specialist must not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g) The chemical dependency specialist must ensure the presence of an appropriate setting for clinical work to protect the client from harm, and the counselor and the profession from censure.
- h) The chemical dependency specialist must collaborate with other health-care professionals in providing a supportive environment for the client who is receiving prescribed medications.

**Principle 8: Confidentiality.** The chemical dependency specialist must embrace, as a primary obligation, the duty of protecting the privacy of clients and must not disclose confidential information acquired in teaching, practice or investigation.

- a) The chemical dependency specialist must inform the client and obtain agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes and the observation of an interview by another person.
- b) The chemical dependency specialist must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c) The chemical dependency specialist must reveal information received in confidence only when there is a clear and present danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d) The chemical dependency specialist must discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports must present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.

The chemical dependency specialist must use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

**Principle 9: Client Relationships.** The chemical dependency specialist must inform the prospective client of the important aspects of the potential relationship.

- a) The chemical dependency specialist must inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes and /or observation of an interview by another person.
- b) The chemical dependency specialist must inform the designate guardian or responsible person of circumstances which may influence the relationship, when the client is a minor or incompetent.
- c) The chemical dependency specialist must not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.
- d) The chemical dependency specialist must not engage in any type of sexual activity with a client.

**Principle 10: Interprofessional Relationships.** The chemical dependency specialist must treat colleagues with respect, courtesy and fairness, and must afford the same professional courtesy to other professionals.

- a) The chemical dependency specialist must not offer professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b) The chemical dependency specialist must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

**Principle 11: Remuneration.** The chemical dependency specialist must establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a) The chemical dependency specialist must consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.
- b) The chemical dependency specialist must not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor must not engage in fee splitting.
- c) The chemical dependency specialist in clinical or counseling practice must not use one's relationship with clients to promote personal gains or the profit of an agency or commercial enterprise of any kind.

- d) The chemical dependency specialist must not accept a private fee or any gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its clients by members of its staff, and in such instances the client must be fully apprised of all policies affecting the client.

**Principle 12: Societal Obligations.** The chemical dependency specialist must advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The counselors must inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug abuse addiction and must act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The chemical dependency specialist must adopt a personal and professional stance which promotes the well-being of all human beings.

I have read, understand and commit to the preceding Ethical Standards.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CERTIFIED CHEMICAL DEPENDENCY SPECIALIST (CCDS)**  
**PROFESSIONAL WORK EXPERIENCE DOCUMENTATION FORM**

*The information on this form must be supplied and attested to by the applicant.* This form should be photocopied and completed for each separate counseling experience claimed to meet the work experience requirement.

Name (Last, First, Middle Initial) \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Title or Position \_\_\_\_\_

Supervisor \_\_\_\_\_

Period Worked (From/To) \_\_\_\_\_

Average clock hours of work experience per week \_\_\_\_\_

Total clock hours claimed for this counseling experience \_\_\_\_\_

I, \_\_\_\_\_, affirm that the information provided on this form is true and accurate. I can document this information should I be audited by TCBAP.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_