

GENERAL INFORMATION & INSTRUCTIONS FOR APPLICANTS CERTIFIED CLINICAL SUPERVISOR

1. The credential of Certified Clinical Supervisor (CCS) fulfills two purposes. First, and most important, the public has a means by which to identify individuals who have met the minimum requirements as set forth in Hawaii Administrative Rules 11-177.1. Second, individuals are recognized for the time, education, and experience they have accumulated in the profession of alcohol and drug counselor clinical supervision. Certification is meant to recognize a clinical supervisor's accomplishments and competence in providing alcohol and drug counselor clinical supervision, and not as an entry-level credential.
2. Prerequisite: an applicant must hold and maintain an International Certification & Reciprocity Consortium (IC&RC) reciprocal certification as a CSAC, CCJP, or CCDP-D or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher.
3. Criteria for Certified Clinical Supervisor (CCS):
 - CSAC, CCJP, or CCDP-D or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher.
 - Live or work 51% of the time in Hawaii or be a member of the Armed Forces stationed in Hawaii or the Pacific region.
 - 30 hours of education specific to the first five of the IC&RC clinical supervision domains (see below) with a minimum of four hours in each.
 - Counselor development
 - Professional and ethical standards
 - Program development & quality assurance
 - Performance evaluation
 - Administration
 - Treatment knowledge
 - 10,000 hours of alcohol and other drug counseling specific work experience to include a minimum of 6000 hours of counseling experience and a minimum of 4000 hours of alcohol and other drug counselor supervisor work experience. Included in the 4000 hours of supervisor experience must be the provision of 200 hours of face-to-face clinical supervision. An associate's degree in a behavioral science may substitute for 1000 hours of counseling experience; a bachelor's degree in a behavioral science for 2000 hours of counseling experience; and a master's degree in a behavioral science for 4000 hours of counseling experience. Documentation of holding the CSAC, CCJP, or CCDP-D will substitute for 6000 hours of counseling experience.
 - Agree to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics included in the General Application Packet and found in HAR 11-177.1, Subchapter 3.
 - Successful completion of the IC&RC International Written Clinical Supervisor Examination.
4. The following information must be received by ADAD **before** an applicant is eligible to apply for the computer examination: **Submit an application first and receive a response from ADAD before you send in any other documents; this opens a file for you in our office.**
 - A completed application for certification.
 - Documentation (official transcripts or copies of certificates of completion) of 30 hours of ADAD-approved clinical supervisor education specific to the first five IC&RC clinical supervisor domains.
 - Documentation on the "Work Experience Verification Record" of 10,000 hours of alcohol and other drug counseling specific work experience, including 6000 hours of counseling experience and/or the substitutes in number 3 above, and 4000 hours of supervisor work experience. The supervisor work experience must include 200 hours of face-to-face clinical supervision.
 - A signed Code of Ethics statement agreeing to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics.

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5. All signatures must be originals. Faxed signatures will not be accepted. The originating clinical director must send the "Work Experience Verification Record" and the college or university send official transcripts. Work Experience forms or transcripts received from the applicant will not be accepted. The applicant may send copies of continuing education certificates of completion.
6. **All fees must be paid by certified check or money order only to "State Director of Finance." Personal checks will not be accepted!**
7. Deadlines will not be extended.
8. Fees: General Application: \$25.00
IC&RC Computer Examination: \$125.00 (Available on Oahu and Hawaii islands)
CCS Renewal: \$25.00
9. Submit application for renewal along with 40 hours of continuing education earned during the current two-year period of certification, including 6 hours in counselor ethics. The continuing education may be part of the 40 hours obtained to renew the CSAC, CCJP, or CCDP-D.
10. Refer to Chapter 11-177.1 HAR, entitled "Certification Standards for Substance Abuse Counselors, Program Administrators, Prevention Specialists, Clinical Supervisors, Criminal Justice Addictions Professionals, and Co-Occurring Disorders Professional-Diplomate" for more specifics regarding certification criteria. These rules can be found at: <http://co.doh.hawaii.gov/sites/har/admrules/Rules/1/11-177.1.pdf>
11. Application materials may be found at: <http://hawaii.gov/health/substance-abuse/prevention-treatment/adcert.htm>
12. **Mail completed applications to:**
Alcohol & Drug Abuse Division (ADAD)
Attn: Certification
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707

Once ADAD receives the application information a review of the applicant's file will be conducted and a status letter sent to the applicant. Only those applicants who have completed and documented the required education requirement and supervised experience, including the supervisor experience requirement, will be eligible to register for the written examination. Although general applications are accepted at any time, the applicant is strongly advised to plan ahead and submit the general application requirements well ahead of the published deadlines to register for an upcoming examination so an eligibility determination can be made. General applications received less than 2 weeks prior to the registration deadline for an examination may not be reviewed in time to determine the applicant's eligibility for the upcoming examination. When the applicant qualifies for the written examination by virtue of documenting the education, supervised experience and supervisor experience requirements, an examination application packet will be sent with instructions to submit the application by the established deadline for the upcoming examination cycle. If the applicant does not pass the examination, the applicant will have the opportunity to apply to re-take the examination and pay the examination fee.

If the applicant passes the computer examination, a certificate of certification will be issued, signed by the Director of Health.

For questions regarding the certification process, please contact the Certification Office at 692-7518.