

## CRITERIA FOR: CERTIFIED SUBSTANCE ABUSE COUNSELOR

1. The credential of Certified Substance Counselor 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 substance abuse counseling. Certification is meant to recognize a counselor's accomplishments and competence in providing counseling, and not as an entry-level credential.
  
2. Criteria for Certified Substance Abuse Counselor (CSAC):
  - High school diploma or its equivalent.
  - Live or work 51% of the time in Hawaii or be a member of the Armed Forces stationed in Hawaii or the Pacific region.
  - 300 clock hours of ADAD-approved substance abuse specific education within the performance domains of clinical evaluation; treatment planning; referral; service coordination; counseling; client, family and community education; documentation; and professional and ethical responsibility. Courses must be documented either by official transcripts or copies of certificates of completion. Fifty percent (135) of these hours may be through distance learning. These courses may include:
    - Any course with a specific substance abuse focus (unlimited)
    - Professional Ethics and Issues (6 hours required)
    - Sexually Transmitted Diseases, including HIV/AIDS (6 hours required)
    - Confidentiality, including 42CFR, Part 2 (6 hours required)
    - Counseling Theories and Techniques (maximum 45 clock hours)
    - Group Counseling (maximum 45 clock hours)
    - Family Counseling (maximum 45 clock hours)
    - Multicultural Competency (maximum 45 clock hours)
  - A supervised practical training that includes receiving a minimum of 400 hours of daily supervision in the 12 Core Functions in a work setting where alcohol/drug treatment counseling is provided. A minimum of 20 hours must be supervised in each core function.  
**The supervisor must hold Hawaii's CSAC :**
    - **12 CORE FUNCTIONS:**
      - Screening for substance abuse problems
      - Intake to your substance abuse services
      - Orientation to your substance abuse services
      - Assessment of substance abuse problems
      - Treatment planning to address substance abuse problems
      - Counseling (individual/group/family) re substance abuse and recovery
      - Case management that addresses treatment and recovery issues
      - Crisis intervention with substance abuse clients
      - Client education re substance use and recovery issues
      - Consultation in addressing treatment needs of substance abuse clients
      - Referral for services that can't be provided for substance abuse clients
      - Report and record keeping re substance abuse treatment
  - **\*These domains are combined for IC&RC exam score reporting into: 1. Screening, Assessment, and Engagement; 2. Treatment Planning, Collaboration, and Referral; 3. Counseling; 4. Professional and Ethical Responsibilities**
  - 6000 hours (3 years) of clinically supervised work experience (including the supervised practical training) providing alcohol/drug abuse treatment counseling services to alcohol and other drug abuse clients. The clinical supervisor must be a CSAC or Qualified Health Professional as specified in HAR 11-177.1, Subchapter 1, 11-177.1-2, in order for the work experience to be applicable for certification purposes.

- Completion of an alcohol/drug counseling certificate program may be substituted for 2000 hours of the work experience, or
- A bachelor's degree with a major in a Behavioral Science field may be substituted for 2000 hours of the work experience; or
- A master's degree or higher in a Behavioral Science field may be substituted for 4000 hours of the work experience.
- In no case may more than 4000 hours of supervised experience be credited for a certificate program and/or degrees.

7. Fees: General Application: \$25.00  
Computer-Based IC&RC Exam: \$115.00 (Available on Oahu and Hawaii islands)  
CSAC Renewal: \$25.00
8. Refer to Chapter 11-177.1 HAR, entitled "Certification Standards for Substance Abuse Counselors and Program Administrators," 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>
9. Application materials may be found at:  
<http://health.hawaii.gov/substance-abuse/counselor-certification/>
10. For questions regarding the certification process, please contact the Certification Office at 808-692-7518. Applications process may take up to 4-6 weeks.
11. The address of ADAD is: **Alcohol and Drug Abuse Division, Certification Office, 601 Kamokila Boulevard, Room 360, Kapolei, Hawaii 96707.**