

## 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.
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.

## General Information

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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.

**APPLICATION  
CERTIFIED CLINICAL SUPERVISOR**

Please type or print in ink.

1. Name: \_\_\_\_\_ (Previous Name(s): \_\_\_\_\_)  
(Legal Name)

2. Gender:  Male;  Female      3. Date of Birth: \_\_\_\_\_

4. Home Address: \_\_\_\_\_  
Street/P.O. Box  
\_\_\_\_\_  
City/State/Zip Code

5. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Area Code & Number for Each

6. Email: \_\_\_\_\_

7. Social Security Number: \_\_\_\_\_

8. What language(s) are you fluent in other than English? \_\_\_\_\_

9. What is your ethnicity? (Optional -- research purposes only)

- |                         |                             |
|-------------------------|-----------------------------|
| ___ (1) Alaskan Native  | ___ (14) Micronesian        |
| ___ (2) American Indian | ___ (15) Samoan             |
| ___ (3) Cambodian       | ___ (16) Tongan             |
| ___ (4) Chinese         | ___ (17) Other Pacific Isle |
| ___ (5) Filipino        | ___ (18) African American   |
| ___ (6) Japanese        | ___ (19) Caucasian          |
| ___ (7) Korean          | ___ (20) Portuguese         |
| ___ (8) Laotian         | ___ (21) Cuban              |
| ___ (9) Okinawan        | ___ (22) Mexican            |
| ___ (10) Other Asian    | ___ (23) Puerto Rican       |
| ___ (11) Fijian         | ___ (24) Other Hispanic     |
| ___ (12) Hawaiian       | ___ (25) Mixed              |
| ___ (13) Part Hawaiian  | ___ (26) Other Specify      |

**FOR OFFICIAL USE ONLY**

Fee Amount: \_\_\_\_\_ Transcripts: \_\_\_\_\_

Date Received: \_\_\_\_\_ Supervisor Forms: \_\_\_\_\_

Code of Ethics: \_\_\_\_\_

DBASE: \_\_\_\_\_ Background Check: \_\_\_\_\_

Check all other certifications you may possess:

- Certified Substance Abuse Counselor (CSAC)
- Certified Criminal Justice Addiction Professional (CCJP)
- Certified Co-Occurring Disorder Professional (CCDP)

I have requested that official transcripts be sent to ADAD:                    YES                    NO

<p><b>EDUCATION</b> (must be documented by an official transcript and/or copies of certificates of completion)</p> <p>Type of Behavioral Science Degree: _____</p> <p>Clinical Supervision ..... _____ hours (Minimum of twenty-six hours)</p> <p>Professional and Ethical Standards: ..... _____ hours (Minimum of four hours)</p>
<p><b>TOTAL:</b> _____ (minimum of 30 hours)</p>

**SUPERVISORY WORK HISTORY**

Work history must be verified through the enclosed Work Experience Verification Record.

NOTE: A copy of your resume may substitute for this work history.

Start with your present employer, or if unemployed, your last employer and list your employment record in **REVERSE CHRONOLOGICAL** order. You must provide sufficient information to clearly document alcohol and other drug counseling supervisory work experience. You may attach job descriptions or other relevant materials to provide further clarification. **INFORMATION WHICH CANNOT BE VERIFIED WILL NOT BE ACCEPTED.**

Indicate your employment status for each position as full-time (40 hours or more per week); part-time (less than 40 hours per week); Intern (position within a structured training program); or volunteer (unpaid position). **IF YOU ARE WORKING AS A VOLUNTEER, YOU MUST ATTACH A JOB DESCRIPTION FROM YOUR EMPLOYER.**

The following form may be reproduced, as needed, to complete your work history.

<b>EMPLOYER:</b>	<b>DATES OF EMPLOYMENT:</b>  <b>FROM:</b> <b>TO:</b>
<b>EMPLOYER'S ADDRESS:</b>	<b>AVERAGE NUMBER OF HOURS WORKED PER WEEK:</b>
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S PHONE NUMBER:</b>
<b>EMPLOYMENT STATUS, DUTIES &amp; RESPONSIBILITIES:</b>  <b>EMPLOYER:</b>	<b>PERCENT OF YOUR TIME SPENT IN PROVIDING SUPERVISORY WORK:</b>

<b>EMPLOYER:</b>	<b>DATES OF EMPLOYMENT:</b>  <b>FROM:</b> <b>TO:</b>
<b>EMPLOYER'S ADDRESS:</b>	<b>AVERAGE NUMBER OF HOURS WORKED PER WEEK:</b>
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S PHONE NUMBER:</b>
<b>EMPLOYMENT STATUS, DUTIES &amp; RESPONSIBILITIES:</b>  <b>EMPLOYER:</b>	<b>PERCENT OF YOUR TIME SPENT IN PROVIDING SUPERVISORY WORK:</b>

Have you at any time (EVER!), been the subject of a finding of unethical, unprofessional, or illegal conduct made as part of a final decision by a regulatory body (e.g. certification or licensing board) or by a **court** (civil or criminal)? Note: Mandatory background checks **are conducted**, and falsifying any information may result in your application being declined!

\_\_\_\_\_YES      \_\_\_\_\_No *(If yes, you must attach an explanation and copies of official court documents showing all charges have been adjudicated and you are not on probation or parole.)*

*“I hereby certify that all of the information given herein and on any attachment is true and complete to the best of my knowledge. I also authorize any necessary investigations and the release of personal information to the Alcohol and Drug Abuse Division (ADAD). I understand that falsification of any portion of this application or attachments may result in the revocation of this application.*

*I further agree to hold the Department of Health, Alcohol and Drug Abuse Division agents, staff and examiners free from any civil liability for damages or complaints about any action within the scope and arising out of the performance of their duties and which is taken in connection with this application, the examinations, grades received on examinations, and/or the failure of the Division to issue me a certificate.”*

\_\_\_\_\_  
Applicant’s Name (PRINT IN INK)

\_\_\_\_\_  
Applicant’s Signature (SIGN IN INK)                      \_\_\_\_\_  
Date

**\*\* You must sign the “Code of Ethics Statement” which is included in this packet. Unsigned or incomplete applications will not be processed.**

**RECORD STORAGE**

The Alcohol and Drug Abuse Division maintains records on all applicants for Certified Clinical Supervisor. **Inactive records are archived for three (3) years from date of last correspondence and may be destroyed after three (3) years from the date of last correspondence.** Therefore, it is important to keep ADAD informed of any address change.

**Please mail your completed application to:  
Certification Department  
Alcohol and Drug Abuse Division  
601 Kamokila Boulevard, Room 360  
Kapolei, HI 96707**

**Remember to include your \$25 certified check or money order (only!!) made out to the “State Director of Finance.” Please mail your application, payment, and signed code of ethics statement BEFORE you include any certificates of completed trainings or send for any transcripts so that we can first open a file for you in our office. Mahalo!**

## **Certified Substance Abuse Counselor (CSAC)**

### **Code of Ethics**

(Adopted from the Code of Ethics of the National Association of Alcoholism and Drug Abuse Counselors - Revised 5/20/95)

#### **Principle 1: Non-Discrimination**

The substance abuse counselor shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- a. The substance abuse counselor shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the counselor guards the individual rights and personal dignity of clients.
- b. The substance abuse counselor shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

#### **Principle 2: Responsibility**

The substance abuse counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a. The substance abuse counselor shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.
- b. The substance abuse counselor, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- c. The substance abuse counselor who supervises others accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.
- d. The substance abuse counselor who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

#### **Principle 3: Competence**

The substance abuse counselor shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The substance abuse counselor shall recognize the need for ongoing education as a component of professional competency.

- a. The substance abuse counselor shall recognize boundaries and limitations of the counselor's competencies and not offer services or use techniques outside of these professional competencies.
- b. The substance abuse counselor shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The counselor shall support peer assistance programs in this respect.

#### **Principle 4: Legal and Moral Standards**

The substance abuse counselor shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The substance abuse counselor shall be fully cognizant of all federal laws and laws of the counselor's respective state governing the practice of alcoholism and drug abuse counseling.
- b. The substance abuse counselor shall not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- c. The substance abuse counselor shall ensure that products or services associated with or provided by the counselor by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

#### **Principle 5: Public Statements**

The substance abuse counselor shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- a. The substance abuse counselor, in making statements to clients, other professionals, and the general public shall state as fact only those matters which have been empirically validated as fact. All other opinions, speculations, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated
- b. The substance abuse counselor shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgment should extend to the source of the information and reliability of the method by which it was derived.

#### **Principle 6: Publication Credit**

The substance abuse counselor shall assign credit to all who have contributed to the published material and for the work upon which the publication is based

- a. The substance abuse counselor shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- b. The substance abuse counselor shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.
- c. The substance abuse counselor shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.



### **Principle 7: Client Welfare**

The substance abuse counselor shall promote the protection of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all substance abuse counselors.

- a. The substance abuse counselor shall disclose the counselor's code of ethics, professional loyalties and responsibilities to all clients.
- b. The substance abuse counselor shall terminate a counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from the relationship.
- c. The substance abuse counselor shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- d. The substance abuse counselor shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed. (See Principle 9)
- e. The substance abuse counselor shall take care to provide services in an environment that will ensure the privacy and safety of the client at all times and ensure the appropriateness of service delivery.

### **Principle 8: Confidentiality**

The substance abuse counselor working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- a. The substance abuse counselor shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- b. The substance abuse counselor shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The counselor shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- c. The substance abuse counselor shall adhere to all federal and state laws regarding confidentiality and the counselor's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- d. The substance abuse counselor shall discuss the information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.

- e. The substance abuse counselor shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

**Principle 9: Client Relationships**

It is the responsibility of the substance abuse counselor to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The substance abuse counselor shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- a. The substance abuse counselor shall 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 substance abuse counselor shall not engage in professional relationships or commitments with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The substance abuse counselor shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- d. The substance abuse counselor shall not under any circumstances engage in sexual behavior with current or former clients.
- e. The substance abuse counselor shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

The substance abuse counselor shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- a. The substance abuse counselor shall refrain from offering 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 substance abuse counselor shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The substance abuse counselor shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

**Principle 11: Remuneration**

The substance abuse counselor shall establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client first, and then of the counselor, the agency, and the profession.

- a. The substance abuse counselor shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The substance abuse counselor shall consider the ability of a client to meet the financial cost in establishing rates for professional services.

- c. The substance abuse counselor shall not engage in fee splitting. The member shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- d. The substance abuse counselor, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.
- e. The substance abuse counselor shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

**Principle 12: Societal Obligations**

The substance abuse counselor shall to the best of his or her ability actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

**PLEASE READ THE "CERTIFIED SUBSTANCE ABUSE COUNSELOR CODE OF ETHICS," AND COMPLETE THIS "CODE OF ETHICS STATEMENT" AND RETURN IT TO ADAD WITH YOUR GENERAL APPLICATION**

**CODE OF ETHICS STATEMENT**

I HAVE RECEIVED A COPY OF, READ, AND AGREE TO ABIDE BY THE CERTIFIED SUBSTANCE ABUSE COUNSELOR (CSAC) CODE OF ETHICS (REFERENCE: HAR 11-177.1, SUBCHAPTER 3, 11-177.1-33.)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE