

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.

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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.
11. **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 email: doh.adad.qaio@doh.hawaii.gov

Clinical Supervisor (CS) Code of Ethics

The IC&RC Clinical Supervisor (CS) Code of Ethics outlines basic values and principles of clinical supervisor practice. This Code serves as a guide for responsibility and ethical standards for IC&RC Clinical Supervisor.

Clinical Supervisors have a responsibility to provide effective, and ethical, supervision to clinical professionals that are under their supervision. This supervision will be guided by the following Clinical Supervisor competency domains: Counselor Development, Professional and Ethical Standards, Program Development and Quality Assurance, Assessing Counselor Competencies and Performance, and Treatment Knowledge. Clinical Supervisors shall maintain high standards of personal conduct and conduct themselves in a manner that supports the people they supervise and provide services to. Clinical Supervisors shall serve as advocates for treatment, and recovery, the professionals they supervise, and the populations served. supervision is defined as a person-centered, strength-based approach to supporting the ADC/AADC with identification of professional strengths, areas of improvement, implicit/explicit bias, growth opportunities, cultural responsiveness and/or other items that will support the professional receiving supervision with providing competent and ethical services.

Clinical Supervisors shall not perform services outside of the boundaries and scope of their expertise, shall be aware of the limits of their training and capabilities, and shall collaborate with other professionals to best meet the needs of the person(s) supervised and populations served. Clinical Supervisors shall always preserve an objective and ethical relationship with the individual(s) supervised and populations served. This includes reporting any ethical misconduct to the professional's credentialing/licensing body immediately. This credential does not condone, endorse, suggest, or intent that a Clinical Supervisor shall serve independently, without appropriate supervision. The Clinical Supervisor shall ensure that all professionals in their charge are provided appropriate supervision.

A. Supervision

As a Clinical Supervisor, I will:

1. Agree to provide appropriate supervision based upon organizational, and funding, requirements.
2. Ensure that appropriate supervision is provided based upon the stated guidelines and code of ethics for all professionals that I supervise and/or are housed within the organizations I am associated with.
3. Maintain regular supervision and ongoing support so I have a person with whom I can address challenging personal issues, behaviors, or conditions that may negatively impact my role as a Clinical Supervisor. I understand that misconduct may result in the suspension of my certification and negatively impact the professionals I supervise.
4. Ensure the professionals I supervise have access to supervision, as needed, outside of regularly scheduled supervision sessions.
5. Efficiently, and accurately, document all supervision I provide.
6. Ensure I monitor, and appropriately address, any concerns related to the service and conduct of the professionals I supervise.
7. Immediately address, and report as necessary, any ethical breaches of the code of ethics or actions/behaviors of the professionals I supervise.

B. Professional Conduct

As a Clinical Supervisor, I will:

1. Accurately identify my qualifications, expertise, and credentials to all whom I serve and to the public.
2. Conduct myself in accordance with the IC&RC CCS Code of Ethics.
3. Make public statements or comments that are true and reflect current and accurate information.
4. Not misuse any substances that may affect my ability and capacity to perform my duties as a Clinical Supervisor.
5. Recognize personal issues, behaviors, or conditions that may impact my performance as a Clinical Supervisor and seek out additional supervision as needed. This includes reporting any behaviors that may be perceived as a violation of this code of ethics.
6. Respect and acknowledge the professional efforts and contributions of others and not declare or imply credit as my own. If involved in research, I shall give credit to those who contribute to the research.
7. Maintain required documentation for all supervision sessions, and client records, as required by the agency through which I'm employed or the Federal requirements making certain that records are documented honestly and stored securely. Agency disposal of records policies shall be adhered to.
8. Protect the privacy and confidentiality of persons served in adherence with Federal Confidentiality, HIPAA laws, local jurisdiction and state laws and regulations. This includes electronic privacy standards (Social Media, Texting, Video Conferencing etc.)
9. Use client contact information in accordance with agency policy.
10. Ensure all services provided by myself, and those I provide supervision, are within my scope of practice, educational qualifications, competencies and are evidence-based, person-centered and outcome driven. If it is identified that a client is seeking services outside of the person providing services scope of practice, I will ensure appropriate referrals are made which support the client's needs.
11. Further my educational knowledge related to the person served and the practices of my profession. This includes identifying areas of educational growth and completing education to improve those areas. I understand that my education should be ongoing during my practice and relevant to the services I provide.
12. Report any personal, agency, or other professional ethical misconduct in accordance with agency policy and licensing/credentialing body protocol.
13. Advocate for person-driven treatment that focuses on the holistic aspects of recovery and advocate for the professionals I supervise, and populations served.
14. Not commit a criminal offense. I understand if I am charged for a criminal offense, I am to immediately report this information to my respective IC&RC affiliate board and my hiring organization. My respective IC&RC affiliate board ethics committee reserves the right, within their stated Ethics policy and procedure, to take immediate disciplinary action up to and including suspension of my credential.

15. I will disclose directly to my respective IC&RC affiliate board, per my respective IC&RC affiliate board ethics reporting guidelines, if a known, or perceived, ethical violation has been committed by myself or person(s) who are currently certified/licensed in my state (regardless of certification/license).
16. Set clear, appropriate, and culturally sensitive boundaries with all persons served.
17. Work to identify implicit and explicit biases using supervision, continued education, consultation with other counseling professionals, and other awareness opportunities to grow in opportunities to overcome potential barriers to person-centered care.
18. Provide culturally responsive services, continue to develop an awareness of cultural humility through supervision and continued education while seeking out diversity enrichment opportunities within my community. I understand it is my responsibility to provide services that practice cultural humility and conduct myself in a manner that preserves the dignity of the culture(s) of the person(s) served and community.

C. Conflict of Interest

As a Clinical Supervisor, I will:

1. Reveal any perceived conflict of interest immediately to any organization I represent and remove myself from the professional relationship as required.
2. Disclose any existing or pre-existing professional, social, or business relationships with person(s) supervised and/or populations served. I shall determine, in consultation with my organization, whether existing or pre-existing relationships interfere with my ability to provide supervision of professionals or services person(s) served.
3. Ensure that I am not romantically, sexually, or socially (in-person or online) involved with individuals served within my place of work, their close family and/or friends. I will immediately report any perceived boundary violations to my agency and to my respective IC&RC affiliate board if I violate this code of ethics. Regarding instances where I may have a current, or previous, relationship with a person who enters services at my agency, I will immediately disclose this to agency leadership.
4. Report unethical/unprofessional conduct of practices where potential harm to persons served or their immediate family or identified supports are evident or actual harm has occurred to the appropriate licensing authorities, state, or federal regulatory bodies, and my respective IC&RC affiliate board. Providers will seek out supervision or consultation as needed when filing an ethical complaint.
5. Obtain supervision or consultation regarding decisions of the acceptance/declining of gifts from clients.
6. Seek consultation/supervision when unsure of any current, previous, or perceived conflict of interest to the services provided.

D. Supervisor/Supervisee Relationship

As a Clinical Supervisor, I will:

1. Clearly explain my role and responsibilities to those I supervise, ensuring I outline any, and all, expectations during the supervision relationship.
2. Provide strength-based, supportive supervision that empowers the professional to provide effective and ethical services.

3. Assist the professional with identifying professional development opportunities and empowering them to pursue these opportunities.
4. Not engage in sexual activities or personal relationships with professionals I supervise, or person(s) served in my role as a CCS, or members of the immediate family of the professional or person(s) served.
5. Actively engage in competency reviews through self-identified measurements and professional development plans identified through my supervisor to grow my skill sets and ensure appropriate supervision is provided.
6. Maintain copies of all supervision documents to review professional growth opportunities with those I provide supervision.
7. Set clear, appropriate, and culturally sensitive boundaries with all professionals I supervise, and any person(s) served.
8. Ensure I provide adequate supervision for those I supervise, including the professional having, at minimum, one hour of supervision weekly and regular access to supervision between these times.

If at any point I feel I am unable to meet any of these requirements, I will immediately cease performance as a Clinical Supervisor and seek professional assistance. Failure to abide by this code of ethics may result in disciplinary action, up to, and including, suspension or termination of my credential.

I hereby attest that I have read, understand, and will adhere to the IC&RC CCS Code of Ethics, as described above; and including, a subsequent change to the code of ethics that is duly approved by the IC&RC Board of Directors at a regularly scheduled Board Meeting. It is my responsibility to remain current and comply with the code of ethics for this and other credentials awarded by my credentialing body throughout the life of the credential.