

# **The Illinois Model For The Certification of Alcohol and Other Drug Counselors**



**Illinois  
Certification  
Board, Inc.**

**Mission: To protect the public by providing  
competency-based credentialing of Human Service  
Professionals**

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©Revised July 2024  
Supersedes all previous certification requirements

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## PREFACE

This document defines the role, purpose, functions and responsibilities of the certified alcohol and other drug counselor, and establishes a fair methodology for evaluation of competency. The credential defines minimum acceptable standards for the certified alcohol and other drug (AOD) counselor knowledge and skills to insure that the AOD counselor meets an acceptable standard of competency.

**Competency Based** - This professional, voluntary certification system is competency based, meaning that the minimum standards for AOD counselors are the knowledge and skill base identified for the profession. The competencies are specific to alcohol and other drug counseling, thus distinguishing this profession from other behavioral health/human services professions.

**Experience Based** – This certification system recognizes two ways to acquire the minimum AOD counselor competencies: paid work experience and/or supervised practicum/internship experience that is a part of a curriculum approved by the Illinois Certification Board (ICB).

## PURPOSE

**Mission** – To protect the public by providing competency-based credentialing of Human Service Professionals.

- To establish standards and procedures for the voluntary, professional certification of AOD counselors
- To assure competent, professional counseling to persons suffering from substance use disorders and their family members
- To provide professional standards required for program licensing and accreditation and reimbursement
- To provide a respected credential of professional competency
- To provide a method for maintaining and updating professional standards

## RATIONALE

ICB endorses the concept that the treatment of substance use disorders is a specialty field requiring performance by competent professionals. The standards for certification of these professionals are weighted on the side of proven experience and education.

## ICB PHILOSOPHY STATEMENT

Substance use disorders result in many negative consequences, including loss of productivity, deteriorating relationships, arrested emotional and physical development and in many cases death. Such consequences mandate that care be available to those suffering from substance use disorders. Treatment must be comprehensive in nature by treating the whole person and not just the symptoms.

Counselors seeking AOD counselor certification must be proficient in the performance domains and core functions in order to provide quality care. While these may be learned in a variety of settings, such knowledge and skills must be present regardless of how they were obtained.

ICB recognizes the disease model of substance use disorders as well as the bio-psycho-social-spiritual approach and other philosophies effective in promoting recovery. It supports ongoing research and technology and remains open to new techniques as they are proven to be effective. ICB is committed to the professional growth of counselors and to openness and enthusiasm about new information that allows AOD counselors to become more effective in their work. ICB recognizes the abstinence (from the use of mind-altering drugs unless under medical supervision) model in the treatment of persons who suffer from substance use disorders. ICB also recognizes the harm reduction model, specifically methadone maintenance, for those clients for whom this is appropriate.

## **INTRODUCTION**

Alcohol and other drug (AOD) counselors fill a unique role among health and human service professionals. AOD counselors work in a variety of settings, use multidisciplinary treatment approaches and serve a client population that varies greatly in its needs. Recognizing the need to assure the provision of quality care to clients, AOD counselors created the Illinois Certification Board, Inc. (ICB), a voluntary credentialing system that evaluates counselor competency and grants recognition only to counselors who meet specific minimum standards.

AOD counselors in Illinois support such a credentialing process for other reasons besides quality client care. A growing professionalization of AOD counseling services is widely recognized largely in response to the need expressed by treatment facilities as well as third party payers. Such factors require insistence of specific standards for AOD counselors and can guide employers in hiring and promotion.

The credentialing system identifies the functions, responsibilities, knowledge and skill bases required by AOD counselors. The Illinois Model is the basic document that describes the rationale and competencies of the credentialing process. ICB recognizes that AOD counselors are educated in a wide range of disciplines, utilize many different therapeutic approaches and techniques and bring to the field diverse personal and professional experiences. The certification system is designed to accommodate and evaluate counselors regardless of treatment setting, academic preparation or professional training and orientation.

## **DEFINITION AND SETTING**

The AOD counselor is a professional who has the skills and knowledge to deal with the unique attitudes and behavior of individuals who suffer from alcohol and/or other drug problems. The AOD counselor also provides counseling services to the family members/significant others of persons with alcohol and other drug problems.

The role of the AOD counselor generally includes:

1. Assisting clients in recognizing the need for help with alcohol/drug problems
2. Motivating clients to enter the counseling process
3. Providing professional counseling services to clients that helps them develop and/or maintain a responsible and functional recovering lifestyle
4. Providing professional counseling services to family members/significant others of persons with alcohol/drug problems
5. Recognizing limits of knowledge, skills and experience and in such cases, referring the client to other appropriate professional services

The knowledge and skill base of the AOD counselor is generally acquired through a combination of specialized training and education and supervised work experience.

## **ACCOUNTABILITY**

This system is accountable to other professionals. The credentials are independent, private, freestanding and self-supporting. The profession determines and maintains its own standards.

## HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examinations and payment of all fees. The following outlines the application, review and approval process.

1. Read the entire Illinois Model thoroughly.
2. A valid email address is required to apply. The address must be written or typed legibly on the first page of the application where indicated. All correspondence regarding the application will be sent to the provided email address. If you do not have an email address, contact the ICB office for assistance.
3. Complete all parts of the application. Print legibly or type application.
4. Attach all required documentation to support employment and education (i.e., current job description, official transcripts, copies of training certificates, letters of attendance/participation).
5. A current job description is required. Job descriptions must be on agency letterhead, dated and signed by the applicant and supervisor and must reflect the applicant's actual counseling duties and responsibilities.
6. Sign, date and notarize the Counselor's Code of Ethics. *Please submit page 17 of the application only.*
7. Verify the completeness of the application by using the "Application Checklist" included in the front of the application.
8. Completed application materials and the application fee must be mailed to, ICB, 401 East Sangamon Avenue, Springfield, IL 62702. **Applications will not be accepted by email.**
9. After the application is approved, the applicant has paid the exam fee and passed the exam, the applicant will be sent an invoice for the initial certification fee. Once the fee is paid and the applicant receives the certificate in the mail, he/she will be officially certified and will be required to renew the certification in two years.
10. Applicants have one year to complete the application process. The year time limit starts when ICB receives your application and fee.

### **Review of Materials**

Upon receipt, the application and materials will be screened by ICB for completeness and correctness. The results may be one of the following:

**Application Approved** – The application meets all certification standards, and the applicant must pass the examination, if he or she has not already done so, in order to meet the requirements for certification.

**Application Pending** – Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in writing by email of the problem(s). **Within one year of the application date, corrected materials must be submitted to ICB or the applicant will need to restart the application process.**

## FEES

|  |          |
|--|----------|
| Application Fee .....                    | \$ 85.00 |
| Examination Fee .....                    | \$175.00 |
| Biennial Certification Fee .....         | \$160.00 |
| Inactive Status (Biennial) .....         | \$ 20.00 |
| Retired Emeritus Status (Biennial) ..... | \$ 10.00 |
| Extension Fee (maximum 1 month).....     | \$ 30.00 |
| Late Fee .....                           | \$ 30.00 |
| Returned Check Fee.....                  | \$ 50.00 |
| Certificate (replacement copy) .....     | \$ 25.00 |

**All fees are non-refundable. The fee schedule is subject to change without notice.**

## REQUIREMENTS FOR CERTIFICATION

Applicants must meet all requirements to obtain certification, including an approved application, passing an examination and payment of the appropriate fees (application fee, exam fee, and initial certification fee). The following chart details the minimum requirements for certification based on work experience, supervised practical experience and training/education:

| Certification Level | Degree Requirement | Required Work Experience   | Supervised Practical Experience | Training/ Education  | Required Examinations     |
|---------------------|--------------------|--|---------------------------------|--|---------------------------|
| CADC                | High School/GED    | 2 years (4,000 hours) of paid AOD qualified work experience in the past four years | 150 Hours                       | <p style="text-align: center;"><b>225 clock hours/CEU's</b></p> <p><u>100 hours</u> - AOD Specific (examples on page 8 Category I/Counselor I)</p> <ul style="list-style-type: none"> <li>• 15 hours AOD Treatment Services for Women and/or their Families*</li> <li>• 15 hours AOD Treatment Services for Adolescents and/or their Families*</li> </ul> <p><u>6 hours</u><br/>Professional Ethics and Responsibility</p> <p><u>10 hours</u><br/>Race and Equity</p> <p><u>109 hours</u><br/>*Performance Domains</p> | CADC Illinois Examination |

\*Performance domains are defined as: 1. Clinical Evaluation 2. Treatment Planning 3. Counseling 4. Case Management and Referral 5. Documentation 6. Client, Family and Community Education 7. Professional and Ethical Responsibilities

### Work Experience

ICB defines qualified work experience as paid, supervised work experience in a position where at least **51% of the applicant's time is spent providing direct, primary alcohol and other drug counseling**. Volunteer work and unpaid internships are not applicable. The applicant minimally must have primary responsibility for providing drug and alcohol counseling to an individual and/or group, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in AOD counseling.

### ***Waiving Work Experience –***

- A **Bachelor's degree or higher** that is clinically focused from an accredited school of higher education with a course of study in behavioral sciences or relevant field (i.e., community counseling, mental health, social work, rehabilitation counseling, criminal justice, psychology, sociology), with at least twelve (12) semester, fifteen (15) trimester or eighteen (18) quarter credit hours of AOD specific topics, will substitute for one year (2,000 hours) of employment.
- An **Associate's degree** that is clinically focused from an accredited school of higher education with a course of study in behavioral sciences or relevant field (i.e., community counseling, mental health, social work, rehabilitation counseling, criminal justice, psychology, sociology), with at least twelve (12) semester, fifteen (15) trimester or eighteen (18) quarter credit hours of AOD specific topics, will substitute for six (6) months (1,000 hours) of employment.

Applicants must supply an official transcript indicating completion of the course of study and a copy of the award of the degree. ICB reserves the right to disqualify any course of study that does not meet the requirement of a behavioral science or relevant field.

Counseling of the adjuvant nature (i.e., life skills, recreation, music, etc.) does not meet the employment standard for counselor certification. Also, internships are not acceptable.

### **Supervision**

Clinical supervision is the process of assuring the AOD counselor is provided monitoring and feedback to assure quality AOD services are being delivered. The applicant must submit documentation of on-the-job clinical supervision in the 12 core skill areas of counseling. No single core skill area is to be performed for fewer than ten (10) hours. Supervised hours are understood to be face-to-face supervision. Hours that the counselor spends providing AOD counseling services are NOT counted as supervision.

Realizing that supervision may take place in a variety of settings and have many faces, ICB determined not to place limiting criteria on qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's Technical Assistance Publication Number 21. TAP 21 defines supervision/clinical supervision as: the administrative, clinical and evaluative process of monitoring, assessing and enhancing counselor performance.

### **Education**

- High School or GED
- Documentation that applicant has obtained a diploma, or a degree or certificate of completion from an institution accredited by the US Department of Education's Office of Post Secondary Education
- All required education may be alcohol and other drug specific as long as they include the specified number of hours of education pertaining to specialized alcohol and drug treatment services for women and adolescents
- Performance domains are defined as: Clinical Evaluation, Treatment Planning, Counseling, Case Management and Referral, Documentation, Client, Family and Community Education, and Professional and Ethical Responsibilities.
- Race and equity topic areas include, but are not limited to, a) self-knowledge, self-awareness, and reflective practice, b) culturally-specific strengths and resources that aid in recovery (including a discussion of recovery capital; awareness of and caution to not reinforce any stereotyping bias), c) culturally-specific barriers and risks – awareness and how to address (systemic/structural inequities; intersectionality; implicit bias and microaggressions; historical, intergenerational, collective, and migration trauma, including “war on drugs” failures), d) evidence-based culturally responsive care (evidence-based approaches tested with racially diverse populations; adapting evidence-based approaches to be responsive to individual, family, and community culture and context; model programs), and e) cultivating and sustaining diverse organizations (hiring, supporting, retaining, and promoting diverse teams).
- Sources of education are college courses, seminars, conferences, in-services and home study courses. Education does not have to be ICB approved for initial applications.

1 college semester hour = 15 clock hours, 1 college trimester hour = 12 clock hours, 1 college quarter hour = 10 clock hours. A 3 semester hour college course equals 45 clock hours/CEUs.

A thorough understanding of the 12-step fellowship philosophy and process is an essential tool for AOD counselors. ICB strongly encourages familiarity with the 12-step fellowship process to promote personal and professional growth.



## APPEAL PROCESS

When applicants question the results of the application review, question examination results or are subject to an action by ICB that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, the applicant (complainants) still thinks an action taken is unjustified, he or she may request an appeal. The complainant may appeal the decision within 30 days of receipt of the notice of denial or any other action deemed unjustified, by sending a certified letter to the Executive Director of ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

If applicants wish to appeal their examination scores, they must submit a written request to ICB within 30 days of the postmark of the examination score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures do not permit access to examination questions, answer keys or other secure materials by applicants.

## CERTIFICATION EXAMINATION

The examination is computer based and scheduled by appointment only. Testing candidates will need to have a current email account in order to set the exam appointment. Walk-in examinations are not allowed.

CADC applicants may take the examination prior to approval of their application. However, applicants must have appropriate pieces of the application and a letter requesting to test in our office 60 days prior to the examination you wish to take.

### **The minimum application requirements to take the exam prior to approval include:**

- the first two pages of the application that include general information about the applicant
- a signed and dated Assurance and Release form
- a signed, dated and notarized ICB Code of Ethics
- payment of the application fee
- a letter from the applicant requesting to take the examination prior to application approval as telephone requests are not accepted

ICB is not responsible for delays in your exam process if the proper forms are not submitted.

This information must be received prior to being eligible to test. Once the application has been processed, the applicant will receive an examination letter and pre-registration test code sheet via email. To be scheduled for the examination, the applicant must return a completed pre-registration test code sheet with payment of the non-refundable examination fee.

The Illinois Certification Board (ICB) utilizes a separate testing company to administer this exam. Upon ICB's receipt of this pre-registration form, and appropriate exam fee, your eligibility information will be forwarded to our testing administrators. You will then receive an email directly from our testing administrators allowing you to set your exam appointment. The email will contain complete instructions on how to choose your exam date, time and location.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to ICB no less than thirty days prior to the examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, ICB will offer appropriate modifications.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the alcohol and drug counselor does in practice. The knowledge and skill bases for the questions in the examination are derived from the actual practice of the counselor in alcohol and other drug counseling. Multiple sources were utilized in the development of questions for the examination. The examinations are comprised of multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Applicants are allowed two hours (2) to complete the examination.

Official examination results are distributed upon immediate completion of the exam. ICB will email the individual within 7-10 business days with official instructions of the next steps in the certification process. Applicants failing the examination will be given opportunities to retest providing the application is in good standing. Applicants must notify ICB of their intent to be seated for that examination by completing a test code sheet and paying the appropriate examination fee. Applicants are required to pay the exam fee each time they take the exam.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score or fails to complete the application within one year from the date in which the applicant first applied. In such a case, the applicant will be required to submit a new application and fees.

A comprehensive study guide is available for the CADC exam. The study guide is a tool to review the basic information required for the knowledge base covered on the examination. You can log on to our website, [www.iaodapca.org](http://www.iaodapca.org) and download the order form or you can click on the following link [Preparing to Test: A Review and Preparation Manual for \(iaodapca.org\)](#)

## **CERTIFICATION TIME PERIOD**

Once the application receives approval and the applicant has passed the examination, he or she will be invoiced for the biennial certification fee. Once payment is received the certification will be issued. Only after receiving the official certificate in the mail can one be deemed certified.

ICB certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration date) will appear on the counselor's certificate along with a certification number.

Certified counselors must display their certificates at their primary work site. Certified counselors are responsible for renewal of their certification.

## CERTIFICATION MAINTENANCE AND RECERTIFICATION

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, ICB requires all certified AOD counselors to renew their certification every two years. Certified AOD counselors have the responsibility to maintain and renew their credential, and any failure to act is their responsibility. Counselors must notify ICB, in writing, of any change of address. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Certified AOD counselors will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to ICB by their expiration date. Forms for the documentation of CEUs are available on our website and must be completed, signed and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs can be uploaded at time of payment.**

Certified AOD counselors may arrange a payment plan for the biennial certification fee by selecting a payment option on the fee statement provided to the counselor. Such requests must be received **PRIOR** to the expiration date. If 45 days have passed from the expiration date without payment of biennial certification fee and/or submission of continuing education units, that certification shall be terminated. A non-response to biennial notices will result in termination of certification.

### **Continuing Education Policy**

Forty (40) ICB approved continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. CEUs are not transferable to any other certification period. An average of 20 CEUs should be obtained each year. CEUs obtained prior to the initial date of certification are not eligible for maintaining certification. Certified AOD counselors may receive CEU credit only once for a training event, even if it is repeated during different certification periods. A CEU is equivalent to one clock hour. Excluded is non-program time such as breaks, social hours, registration time and meal times. One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.

All 40 CEUs required to maintain certification **must** be recognized by ICB or petitioned for ICB CEUs. The petition form can be downloaded from our website. Continuing education is broken down into two categories with some education recognized by ICB for both categories.

- **CATEGORY I (COUNSELOR I)** - *Minimum 15 CEUs* of education **specific to AOD**.

**Examples** - pharmacology, the effects of alcohol or drugs on the human body, signs and symptoms of alcohol and other drugs use, dynamics of substance use disorders, medical treatment issues, detoxification/withdrawal, relapse, AOD rules and regulations, AOD special populations, history of AOD.

- **CATEGORY II (COUNSELOR II)** - *Minimum 25 CEUs* of education **specific to knowledge and skills/Performance Domains** related to the Core Functions of AOD counselors, but does not have to be AOD specific. This education covers counselor skills, competencies and knowledge base.

**Examples** – theory/techniques of therapeutic approaches, human behavior/development, dysfunctional behavior, family dynamics, domestic violence, cultural issues, special populations, social services, confidentiality, legal systems, intervention/prevention strategies, health/safety, professional relationship dynamics, crisis intervention, psychology, clinical documentation.

**CADCs who are also Licensed Private Practitioners** - are required to **only** submit ten (10) Category I alcohol and other drug specific CEUs for recertification. Category II CEUs are **not** required. Recertification is contingent on continued good standing of the Illinois Department of

Financial and Professional Regulation (IDFPR) license; therefore, **proof of a current license is required and must be submitted with their biennial CADC renewal.**

Licensed Private Practitioner means a health care practitioner who is one of the following:

- A physician licensed to practice medicine in all its branches pursuant to the Medical Practice Act of 1987
- An Advanced Practice Nurse with a psychiatric specialty licensed under the Nursing and Advanced Practice Nursing Act [225 ILCS 65]
- A clinical psychologist licensed under the Clinical Psychologist Licensing Act [225 ILCS 15]
- A licensed clinical social worker (LCSW) licensed under the Clinical Social Work and Social Work Practice Act [225 ILCS 20]
- A licensed clinical professional counselor (LCPC) licensed under the Professional Counselor and Clinical Professional Counselor Licensing Act [225 ILCS 107]
- A licensed marriage and family therapist (LMFT) licensed under the Marriage and Family Therapy Licensing Act [225 ILCS 55]

### **Sources of Continuing Education Units**

- Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the name of the participant, name and date of the program, signature of instructor or sponsor, program number assigned by ICB, number of CEUs and the category designation.
- Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other home study programs, is available to certified AOD counselors with a maximum of 15 CEUs every two (2) years.
- Certified AOD counselors may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of another ICB committee.
- Providing clinical supervision to an AOD practicum student enrolled in an ICB AOD Counselor Training Program qualifies for up to 15 CEUs in a two-year certification period.
- Teaching and/or training other AOD professionals in AOD knowledge or competency areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education and public education lectures are not eligible for CEUs. Presentations for which the AOD counselor has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
- Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the AOD field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to alcohol and other drugs and address one of the core functions, performance domains, or knowledge or skill areas. The work can be counted only once, even though presented in more than one format or location. Petitions must be submitted for CEUs.

### **Agency In-service Education and Training Programs**

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by ICB must be petitioned for CEUs.

### **Validation of Continuing Education**

Certified AOD counselors must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion for ICB recognized or petitioned trainings
- Transcripts or other official grade reports for college or university courses

### **Procedures for Counselors to Petition for CEUs**

Not all educational experiences available to the certified AOD counselor will have been awarded CEUs by ICB, requiring the counselor to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form located on our website with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the AOD specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the counselor will be notified of the results, and the number of CEUs, if awarded.

### **Extension of Continuing Education Requirements**

Certified AOD counselors unable to meet the continuing education requirements for recertification may request a one-month extension, in writing. To request an extension, certified AOD counselors must include the biennial certification fee plus \$30.00 with a written request.

The extension will not be granted beyond one month. If at the end of the extension certified AOD counselors have not met the requirements for recertification, their certification will be terminated. They will not be permitted to place their certification on inactive status. Reinstatement shall be through completing the full certification requirement.

## **INACTIVE STATUS**

ICB has established an Inactive Status to allow certified AOD counselors, who are experiencing extenuating circumstances, a means to prevent their certification from expiring. Inactive status is for certified AOD counselors who expect to be inactive for more than two years. This category allows them to avoid the full reapplication process.

Certified AOD counselors in good standing unable to meet the continuing education requirements for recertification maintenance due to health or extenuating personal reasons may place their certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when they wish to activate their certification.

### **Eligibility for Inactive Status for those AOD counselors who are:**

- Certified and in good standing, i.e., current with fees and continuing education units
- Moving to another state but remaining active in the AOD field
- Retired
- Pursuing academic coursework and not active in AOD work for the duration of such course work
- On extended military active duty
- Experiencing health problems
- Experiencing extenuating personal circumstances
- Leaving the AOD field and choosing not to maintain certification via CEUs

**Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status.**

### **Procedure for obtaining Inactive Status**

- Request "Inactive Status" in writing stating the specific reason(s) for the request.
- Include documentation for eligibility in your request.
- ICB will send you an approval or denial letter. If approved, the letter will request you to surrender your current original counselor certificate to ICB. The letter will also request you to pay a \$20 biennial fee. If denied, your credential is not eligible for inactive status.
- If approved, you will be required to maintain inactive status by paying the biennial fee.

During the period of inactive status, AOD counselors are considered to be without ICB certification. They cannot refer to themselves in writing or verbally as "certified AOD counselors."

### **Procedure for reactivating a certificate from Inactive Status**

#### **AOD counselors who have left the state and continued in the AOD field**

- Submit a written request for reactivation to ICB
- Document fulfillment of requirements for certification under the laws/rules of the jurisdiction in which the work experience is occurring
- Submit payment of appropriate fees based on level of certification

#### **AOD counselors who have left the AOD field but wish to reactivate their certification before two years have lapsed:**

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees based on level of certification
- Submit payment of reapplication fee
- Provide documentation of current AOD employment
- Provide documentation of current CEU experience

#### **AOD counselors who wish to reactivate their certification and have been on inactive status for more than two years:**

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees based on level of certification
- Submit payment of reapplication fee
- Submit payment of examination fee
- Successfully complete the examination required for certification
- Submit current job description on agency letterhead, signed and dated by counselor and counselor's current supervisor and include the amount of time spent in AOD direct service

## RETIRED EMERITUS STATUS

ICB has established a "Retired Emeritus Status" level to accommodate certified AOD counselors who are retired from the work force, but wish to maintain a connection to ICB.

### Eligibility for "Retired Emeritus Status" is:

- Certified and in good standing, i.e., current with fees
- At least fifty-five (55) years of age
- Minimum of 10 years work experience
- Retiring with no intention of returning to any form of AOD employment
- Pay \$10.00 biennial retired emeritus status fee (no continue education units (CEUs) are required for this status)

### Procedure for obtaining "Retired Emeritus Status":

- Request "Retired Emeritus Status" in writing from ICB
- Include documentation for eligibility with the request
- Surrender the current original counselor certificate to ICB
- A letter from ICB will be sent acknowledging retired emeritus status
- AOD counselors will sign a waiver stating they are no longer working in the field and a separate "Retired Emeritus Status" certificate will be issued
- Pay a biennial \$10.00 fee

### Procedure for reactivating a certificate from "Retired Emeritus Status"

AOD counselors deciding to return to the AOD work force must reactivate their certification level by completing the entire application process, examination and paying appropriate fees.

## TERMINATED CERTIFICATION

### Certification will be terminated for the following:

1. Failure to pay maintenance fees
2. Failure to document 40 continuing education units (CEUs) over the two-year period of certification and no request for extension or payment plan
3. Failure to comply with the conditions of an extension by the expiration date
4. Ethics violations

### Notification procedure for termination of certification:

ICB will give certified counselors written notice at least 30 days before the certification expires.

If your credential is terminated, a request for reinstatement must be put in writing and submitted to ICB. Telephone inquiries will not be accepted. A written response will be sent to the member.

## COUNSELOR ASSISTANCE

ICB believes that certified AOD counselors are role models and have a responsibility to be physically, emotionally and spiritually healthy. In addition, certified AOD counselors have an ethical responsibility to clients to provide quality service and, if impaired, to excuse themselves from service to the client until such time as they are ready and able to again provide quality counseling services.

ICB believes that certified AOD counselors have a responsibility not only to themselves, but also to their peers and the field at large to preserve, promote and protect the professional image of AOD counselors.

ICB recommends that impaired certified AOD counselors utilize a Counselor/Employee Assistance Program to deal with problems that affect professional competence. These include but are not limited to emotional or mental illness, severe grief reaction, financial problems and relapse to alcohol and other drugs.

ICB supports Counselor/Employee Assistance Programs.

Certified AOD counselors can assist impaired colleagues in the following ways:

- Observe impaired behaviors and constructively confront or intervene, either formally or informally. Inform the counselor about the ICB Code of Ethics. Refer the counselor to a Counselor/Employee Assistance Program.
- Offer encouragement for actions leading to recovery.
- If these steps do not result in an elimination of impaired behaviors, inform the counselor's supervisor. If no one is available in the work environment to report this to, or impaired behavior continues, report this ethics violation to ICB.

Certification may be terminated if impaired professionals continue to violate the ICB Code of Ethics.

## **DISCIPLINARY REVIEW PROCESS**

Certified AOD counselors hold a unique position of trust and responsibility and must be aware at all times, of the ethical requirements imposed on them as a result of this special position.

ICB has established a "disciplinary review process" that provides an avenue through which complaints can be filed about the ethical conduct of ICB certified AOD professionals or applicants to the ICB certification system.

If it is suspected that a breach of the Code of Ethics has occurred, it is suggested that this be brought to the counselor's attention first. If this does not result in a satisfactory outcome, the counselor's supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to ICB.

The complainant will submit a request for an ethics complaint packet to Ethics Committee, ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to ICB. Once the ethics complaint packet is received by ICB the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of ICB.



## AOD COUNSELOR CORE FUNCTIONS AND SKILLS

**Screening** - The process by which a client is determined appropriate and eligible for admission to a particular program.

**Intake** - The administrative and initial assessment procedures for admission to an AOD program area.

**Orientation** - The process of describing the following to the client:

- General nature and goals of the program
- Rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program
- In a nonresidential program, the hours during which services are available
- Treatment costs to be borne by the client, if any
- Client's rights

**Assessment** - The procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and need for the development of a treatment plan.

**Treatment Planning** - The process by which the counselor and the client:

- Identify and rank problems needing resolution
- Establish agreed upon immediate and long-term goals
- Decide on a treatment process and the resources to be used

**Counseling** - The utilization of special skills to assist individuals, families or groups in achieving objectives through:

- Exploration of a problem and its ramifications
- Examination of attitudes and feelings
- Consideration of alternative solutions
- Decision making

**Case Management** - Activities bringing services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.

**Crisis Intervention** - Provision of services, which respond to the needs of someone suffering from alcohol and other drug problems during acute emotional and/or physical distress.

**Client Education** - Provision of information to individuals and groups concerning alcohol and other drugs and the available services and resources.

**Referral** - Identifying the needs of a client that cannot be met by the counselor or agency and assisting the client in using the support systems and community resources available.

**Reports and Recordkeeping** - Charting the results of the assessment and treatment plan and writing reports, progress notes, discharge summaries and other client related data.

**Consultation With Other Professionals** - In regard to client treatment/services, communicating with professionals to assure comprehensive, quality care for the client.

