

The Illinois Model For The Adolescent Treatment Endorsement (ATE)



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

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PREFACE

This document defines the role, purpose, functions, and responsibilities for professionals who provide substance use disorder treatment for adolescents, and establishes a fair methodology for evaluation of competency. The credential defines the minimum standards of competency, which are the Adolescent Treatment Endorsement (ATE) performance domains.

This professional endorsement is competency based, meaning the minimum standards for the ATE are the performance domains identified for the profession. The competencies are specific to substance use disorder treatment for adolescents. The ATE recognizes paid work experience and education as means to acquiring the competencies to provide substance use disorder treatment for adolescents.

PURPOSE

- To establish standards and procedures for the voluntary, professional endorsement of counselors who provide substance use disorder treatment specifically for adolescents.
- To provide a respected credential of professional competency that recognizes counselors' efforts toward continuous learning and their willingness to work to provide specialized services for adolescents.
- To provide a method for maintaining and updating professional standards by keeping current with research and evidence-based practices in providing services to adolescents.

RATIONALE

The Illinois Certification Board Inc. (ICB) endorses the concept that the treatment of substance use disorders in adolescents is a specialty field requiring performance by competent and professional individuals. The standards for the endorsement are weighted on the side of proven experience and training.

PHILOSOPHY STATEMENT

The mission of the ATE is to be committed to the provision and improvement of effective, specialized treatment services for adolescents in Illinois. The endorsement identifies a workforce that possesses the knowledge, skills and attitudes necessary to use best practices and evidence-based treatment to support safe passage to recovery for substance use dependent adolescents and their families.

Substance use disorder and treatment are significantly different for adolescents than for adults. This adolescent endorsement is designed to draw attention to these differences, to a better understanding of the complexity of factors that lead to substance use disorder, and to aid in treating the disorder more effectively. The endorsement also provides a means of identifying clinicians who have studied, become competent and possess the knowledge, skills and attitudes necessary to provide state-of-the-art services for adolescents and their families.

Professionals with the ATE combine a distinct knowledge base with human service skills to deal with the unique attitudes and behaviors associated with the support for treatment of substance use disorder in adolescents. Knowledge and skill bases may be acquired through a combination of specialized training, education, and supervised work experiences.

ICB supports ongoing research and technology and remains open to new techniques as they are proven to be workable and effective. ICB is committed to the professional growth of those working in the alcohol and other drug field and to openness and enthusiasm about new information that allows professionals with the ATE to become more effective in their work.

INTRODUCTION

Professionals with ATE fill a unique role among health and human service professionals by filling a need for substance use disorder training, specifically for adolescents. They work in a variety of settings, using a combination of strategies and recognizing the need to provide quality services to the public. ICB, a voluntary credentialing system, provides the ATE based on a combination of experience, education and training, and supervised practical experience.

The Illinois Model is the basic document that describes the rationale and competencies of the credentialing process for the ATE. ICB recognizes that Professionals with ATE are educated in a wide range of areas, utilize many different approaches and techniques, and bring to the field diverse personal and professional experiences. The endorsement system is designed to accommodate and evaluate these professionals regardless of academic preparation, or professional training and orientation.

DEFINITION

Adolescent specific substance use disorder treatment services are distinguished as those that:

- Address adolescent treatment needs
- Reduce barriers to recovery from alcohol and other drug dependence that are more likely to occur for adolescents
- Are delivered in a context that is compatible with adolescent lifestyles and orientations
- Take into account the adolescent role, socialization and relative status within the larger culture

The ATE defines the minimum competencies for counselors who provide substance use disorder treatment specifically for adolescents.

REQUIREMENTS

The ATE is specifically developed for professionals who are competent in the ATE domains and who possess enhanced abilities to increase engagement and retention of adolescents in treatment, and improve treatment success and outcomes as well as support on-going recovery and aftercare. The ATE provides a process by which counselors can demonstrate competencies in providing substance use disorder treatment specifically for adolescents.

To obtain this seal of endorsement, applicants must be Certified Alcohol and Other Drug Counselors and/or Licensed Practitioners of the Healing Arts pursuant to Title 77, Part 2060.309 and can provide proof that they are certified or licensed in good standing.

The following chart details the minimum requirements for the ATE based on work experience, supervised practical experience and training/education:

Required Work Experience	Supervised Practical Experience	Training/Education	Letter Of Support
1 year (2,000 hours) qualified work experience	25 hours of supervision by an individual knowledgeable in adolescent substance use disorder counseling	45 hours in the adolescent-specific domains	From a credentialed professional (through ICB and/or a Licensed Independent Practitioner)

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 substance use disorder counseling services to adolescents. Volunteer work is not applicable. The applicant minimally must have primary responsibility for providing substance use disorder counseling to an individual and/or group, preparing treatment plans and documenting client progress.

Supervision

The applicant must be working under or receiving clinical supervision from an individual who is knowledgeable in providing substance use disorder counseling to adolescents.

Education

- Performance domains
 - Understanding Adolescent Addiction
 - Adolescent Treatment Knowledge
 - Application of Knowledge to Practice
 - Professional Readiness to Treat Adolescents
- Sources of education are college courses, seminars, conferences, in-services, lectures, etc.
 - 1 college semester hour = 15 clock hours, 1 college quarter hour = 10 clock hours, 1 college trimester hour = 12 clock hours

EXAMINATION

Persons applying for the ATE who are not current members of ICB will be required to take and pass an examination.

Applicants may take examinations prior to approval of their application. The minimum application requirements 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 Code of Ethics
- payment of the application fee
- a letter from the applicant requesting to take the examination prior to application approval

The applicant will receive an examination letter and pre registration test code sheet. 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

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 fewer than sixty days prior to the scheduled 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 credentialing 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 counselor with ATE does in practice. The knowledge and skill bases for the questions in the examination are derived from the actual practice of substance use disorder treatment for adolescents. Multiple sources were utilized in the development of questions for the examination.

The examinations are comprised of 100 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 to complete examination.

Examination results are Pass/Fail and will be reported to applicants upon completion of the exam. 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 pre registration test code sheet and paying the appropriate examination fee.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score. In such a case the applicant will be required to submit a new application.

A comprehensive study guide is available. The study guide is a tool to review the basic information required for the knowledge base covered on the examination.

FEES

Fees apply to applicants who are **not** members of ICB. Members who hold an ICB alcohol and other drug counselor certification (CADC, CRADC, CSADC, CAADC), in good standing, are not required to pay fees.

Application Fee	\$50.00
Examination Fee.....	\$175.00
Biennial Endorsement Fee	\$25.00
Extension Fee (Up to 6 months) (per month)	\$10.00

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

Endorsement will be granted contingent upon documentation of eligibility, submission of all required application materials and payment of all fees. Following is the application, review and approval process:

- Read the entire Illinois Model for the Adolescent Treatment Endorsement thoroughly.
- Complete all parts of the application. Print legibly or type application.
- Attach all required documentation (job description, transcripts, education, etc.).
- Sign, date, and obtain a notary signature for the Code of Ethical Conduct.
- Verify the completeness of the application by using the **Checklist** in this model.
- Mail the application materials to:

(Applications will not be accepted by email)

ICB, Inc.
401 East Sangamon Avenue
Springfield, IL 62702
- Once the application is approved, the applicant will be invoiced for the endorsement fee.
- Once payment is received the endorsement will be issued.

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 standards for the ATE.
- Application Pending – Some of the materials need clarification, submission, or resubmission of any part of the application. The applicant will be notified in writing of the problem(s). **Within one year of the application date, corrected materials must be submitted to ICB or the application will be destroyed resulting in reapplication.**
- Application Denied – The endorsement criteria were not met resulting in denial of application.

ENDORSEMENT TIME PERIOD

The Adolescent Treatment Endorsement period will be the same as the certification and/or licensure the applicant holds. At the completion of the application process, the applicant will receive an embossed sticker, to attach to the certificate of certification and/or licensure that will signify they have received the endorsement to provide substance use disorder treatment services to adolescents.

ENDORSEMENT MAINTENANCE AND RENEWAL

To maintain the high standards of professional practice and to assure continuing awareness of new knowledge in the field, Professionals with ATE are required to renew their credentials every two years and are responsible for maintaining their credentials. Any failure to act is the responsibility of the member.

Professionals with ATE are required to pay a biennial endorsement fee and submit continuing education units (CEUs). No biennial endorsement fee will be assessed for ICB certified alcohol and other drug (AOD)A counselors. Professionals with ATE will be notified that their endorsement is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial fee (if applicable) and CEUs to ICB by their expiration date. Non-responsiveness to credential renewal notices will result in termination of the endorsement status. Any change of address must be submitted to ICB in writing. Forms for the documentation of CEUs can be downloaded from the ICB website, www.iaodapca.org, under Credentialing/Credentialing Forms. The form must be completed, signed and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs may be uploaded at time of payment.**

Continuing Education requirements are in addition to those needed to maintain the counselor credential. ICB will allow use of the Adolescent Specific hours to be counted as Counselor Category II continuing education hours.

Continuing Education Policy

The purpose of continuing education is to promote ongoing professional development. It benefits the individual, group, organization and community to whom services are provided.

Ten (10) continuing education units (CEUs) are required to maintain the ATE and must be earned within the two-year endorsement period. CEUs are not transferable to any other endorsement period. CEUs obtained prior to the initial endorsement date are not eligible for maintaining the endorsement. Credit may be received once for a training event, even if it is repeated during different endorsement periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, 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.

The 10 CEUs required to maintain the ATE must be education in adolescent specific AOD performance domains, and **must** be recognized or petitioned for ICB CEUs.

The performance domains are, Understanding Adolescent Addiction, Adolescent Treatment Knowledge, Application of Knowledge to Practice, and Professional Readiness to Treat Adolescents.

Renewal for Professionals with ATE who are Certified AOD Counselors will be contingent on continued good standing of their certification. Proof of current certification will be required and submitted with their biennial ATE renewal.

Renewal for Professionals with ATE who are Licensed Private Practitioners will be contingent on continued good standing of their Illinois Department of Financial and Professional Regulation (IDFPR) license. Proof of a current license will be required and submitted with their biennial ATE renewal.

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 program number assigned by ICB, the number of CEUs and the category.

Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other self-study programs, is available.

Agency In-Service Education and Training Programs

Agency in-service training programs may be counted for all CEUs required for endorsement renewal.

- The training must be adolescent specific topics related to the four performance domains.
- The training must be documented on agency letterhead with a qualified supervisor's signature.
- In-services not awarded CEU recognition by ICB may be petitioned for CEUs.

Validation of Continuing Education

Professionals with ATE must document they have obtained CEUs and submit certificates or other proof of completion such as transcripts or official grade reports for college or university courses.

Procedures to Petition for CEUs

Not all educational experiences available have been awarded CEUs by ICB, requiring the need to petition for CEU credit. Requests are to be submitted to ICB on the petition form 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 specific performance domain content
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the Professional with ATE will be notified of the results. If recognized, they will be informed of the number of CEUs awarded.

Extension of Continuing Education Requirements

Professionals with ATE unable to meet the continuing education requirements for renewal of their endorsement may request an extension for up to six months past their expiration date. Extensions are \$5.00 per month for professionals who are not ICB certified AOD counselors for up to six months from the expiration date. No fees will be assessed for extensions for ICB certified AOD counselors. Professionals with ATE not meeting the CEU requirement after the six-month extension will be terminated. Reinstatement shall be through completion of the full endorsement requirement.

NOTE: The extension process leaves only 18 months to obtain CEUs for the current endorsement period.

INACTIVE STATUS

Professionals with ATE, in good standing, unable to meet the continuing education requirements for endorsement renewal due to health or extenuating personal circumstances, may place their endorsement on inactive status. The process for reactivation from inactive status will then be followed when they wish to activate the endorsement.

ICB established an Inactive Status to allow Professionals with ATE, who are experiencing extenuating circumstances, a means to prevent their endorsement from expiring. It has been established for those who expect to be inactive for more than two years.

Eligibility Requirements for Inactive Status:

- Endorsement is in good standing, i.e., current with fees and continuing education units
- Moving to another state but remaining active in the alcohol and other drug addiction field
- Retired
- Pursuing academic coursework and not active in AOD work for the duration of such course work
- On extended military active duty
- Having health problems
- Having extenuating personal reasons
- Leaving the AOD field and choosing not to maintain the ATE via CEUs

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

Procedure for Obtaining Inactive Status:

- Request inactive status, in writing from ICB, stating specific reason(s) for the request.
- Provide documentation for eligibility with the written request.
- Members will receive a letter acknowledging their endorsement is on inactive status.
- Pay a \$20.00 biennial fee.

During the period of inactive status, members are considered to be without the ATE endorsement, and as such cannot refer to themselves, in writing or verbally, as holding the ATE.

Procedure for Reactivating an Endorsement from Inactive Status:

Professionals with ATE who have left the state and continued in the AOD field must:

- Submit a written request for reactivation to ICB.
- Submit payment of endorsement fees.

Professionals with ATE who have left the AOD field but wish to reactivate their endorsement before two years have lapsed must:

- Submit a written request for reactivation to ICB.

- Submit payment of endorsement fees.
- Submit payment of reapplication fee.
- Provide documentation of current AOD treatment for adolescents' employment.
- Provide documentation of current CEU experience.

Professionals with ATE who wish to reactivate their endorsement and have been on inactive status for more than two years must:

- Submit a written request for reactivate to ICB.
- Submit payment of endorsement fees.
- Submit payment of reapplication fee.
- Submit current job description. This must be on agency letterhead, signed and dated by members and their current supervisors and include the amount of time spent in direct service.

TERMINATED ENDORSEMENT

Endorsement will be terminated for:

- Failure to apply for an extension prior to the expiration date.
- Failure to comply with the conditions of an extension by the deadline.
- Failure to document 10 continuing education units (CEUs) over the two-year endorsement period and no request for extension.
- Ethics violations.
- Failure to pay the Biennial Fee.

ICB will give written notice at least 30 days before the endorsement expires.

APPEAL PROCESS

When an applicant is denied a credential, questions the results of the application review, or is subject to an action by ICB that the applicant deems unjustified, the applicant has the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, and the applicant still thinks that an action taken is unjustified, he or she may appeal. The applicant 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, Springfield, IL 62702.

If applicants wish to appeal 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. They should be aware that examination security and item banking procedures does not permit them to have access to examination questions, answer keys or other secure materials.

DISCIPLINARY REVIEW PROCESS

Professionals with ATE hold a unique position of trust and responsibility and as a result must be aware at all times of ethical requirements imposed on them.

ICB has established a "disciplinary review process" which provides an avenue through which complaints can be filed about ethical conduct of Professionals with ATE or an applicant of the ICB credentialing system.

If a breach of the code of ethics is suspected, it should first be brought to the professional's attention. If this does not result in a satisfactory outcome, the supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to ICB. For a copy of this formal process, contact ICB directly.

ADOLESCENT TREATMENT ENDORSEMENT PERFORMANCE DOMAINS

Professionals competent in the ATE Domains have enhanced abilities to increase engagement and retention of adolescents in treatment, improve treatment success and outcomes, as well as support ongoing recovery and aftercare. Four performance domains for the ATE were identified. Following is a brief outline of those domains.

Domain 1: Understanding Adolescent Addiction

Knowledge

Understanding adolescent brain development and the resulting complex factors that mandate different approaches and perspectives in treatment.

Skills

- Ability to plan and treat adolescents based on cognitive abilities and deficits.
- Ability to identify any delays and make connections to academic performance, self-esteem, or social interactions.
- Ability to work effectively with adolescents with under-developed reasoning abilities and lack of awareness about the chronicity and fatalistic nature of the disease.

Attitudes

- Exhibiting expectations regarding adolescent behavior and decision making that are in line with maturation.

Knowledge

Understanding the prevalence and impact of co-occurring disorders in treating adolescents.

Skills

- Ability to treat co-occurring disorders such as, oppositional defiant disorder, conduct disorder, ADHD, generalized anxiety disorder, major depressive disorder, victimization trauma.

Attitudes

- Willingness to work with adolescents and to practice tolerance, patience and understanding in an appropriate manner.
- Ability to recognize one's own limitations and refer out for problems that are outside of practitioner's expertise.

Knowledge

Understanding environmental influences that impact adolescent substance use.

Skills

- Ability to counter strong peer influences by assisting in developing strategies and coping skills.
- Ability to help adolescents whose disorder or substance use might stem from their family of origin and the necessity of living in that environment.

Attitudes

- Belief in the ability to change in spite of adverse environments.
- Belief in the necessity of family involvement and willingness to engage the family in the adolescent's treatment.

Domain 2: Adolescent Treatment Knowledge

Knowledge

Understanding that adolescent treatment must incorporate gender, age, ethnicity, sexual identity, cultural background and stage of readiness to change.

Skills

- Ability to assess, examine, and understand these variables and to develop a plan that matches the adolescent with the proper treatment.
- Ability to interpret these variables in a way that is age appropriate and that is not modeled on adult treatment.

Attitudes

- Openness to working with adolescents whose backgrounds, cultures and ways of identifying may be different from one's own.
- Belief and practice in individualized treatment planning.

Domain 3: Application to Practice

Knowledge

Understanding the relevance of using strength-based approaches.

Skills

- Ability to incorporate resiliency and protective factors in treatment planning.
- Ability to engage and retain clients by focusing on what they do well.

Attitudes

- Belief in eliciting and supporting adolescents' strengths.

Knowledge

Understanding the stages of substance use dependence and the implications for treatment planning.

Skills

- Engage in consistent outreach efforts as part of early intervention.
- Ability to assess and differentiate degrees of severity and be able to distinguish those who might be using and also experiencing other risks and/or disorders, but who are not dependent on substances.

Knowledge

Understanding the role and implications of medication in treating co-occurring disorders in adolescents.

Skills

- Ability to work with medical personnel regarding the continued use and ongoing evaluation of medication prescribed for co-occurring disorders.

Attitudes

- Acceptance of the special needs of adolescents in treatment, regardless of personal philosophies.

Domain 4: Professional Readiness to Treat Adolescents

Knowledge

Understanding that specific education and training on adolescent issues is essential to effective treatment.

Skills

- Evidence of continuing education, college courses, workshops, on-line studies in adolescent issues.
- Use oversight/supervision in developing and practicing new techniques and approaches.

Attitudes

- Willingness to broaden knowledge base and enhance skills.

Knowledge

Understanding legal and ethical issues pertaining to consent to treatment, right to privacy and confidentiality in adolescent treatment.

Skills

- Know and comply with state and federal regulations as they relate to disclosing treatment information, adolescent/parental consent, communicating with others (parents/guardians, agencies, school, coordinating care).
- Know and comply with special rules as they relate to adolescents involved in the criminal or juvenile justice systems.

Attitudes

- Do no harm.

Knowledge

Study, research and seek to understand best practices and evidence-based treatment approaches.

Skills

- Participate in organizational and team efforts to evaluate current practices for effectiveness.
- Ability to revise practices based on evaluation.
- Ability to work towards goal of more effective treatment outcomes by developing different strategies based on scientific research.

Attitudes

- Openness to contributing to the implementation of new treatment approaches.
- Willingness to change one's thinking and practices as the need arises.

Knowledge

Understanding the clinicians' role, limits and boundaries in treating adolescents.

Skills

- Ability to provide firm direct support without becoming the parent.
- Ability to be flexible in thinking and expectations.
- Ability to convey limits and consequences without harshness.
- Ability to adapt to crises, impulsiveness and testing.

Attitudes

- A sincere, unconditional "liking" of teenagers.
- A sense of humor that is used appropriately.