

GEORGIA ADDICTION COUNSELORS ASSOCIATION

APPLICATION REQUIREMENTS FOR CREDENTIALING AS A

CERTIFIED CLINICAL SUPERVISOR

To Apply:

- A. Hold a valid CACII certification through the Georgia Addiction Counselors Association
or
- B. Hold a valid state licensure as LCSW, LMFT, LPC, Addictionologist, Psychologist, or Psychiatrist who can demonstrate 5 years of addiction counseling experience upon application:
 1. Complete application in full with documentation of current certification or licensure
 2. Document 5 years experience as a practicing Addiction Counselor during which you carried a caseload of alcohol and other drug dependent clients.
 3. Document 2 years experience giving clinical supervision of the counseling work of addiction counselors.
 4. Attach a separate letter from individuals documenting 200 contact hours of face-to-face clinical supervision which you have *received*.
 5. Attach documentation of thirty (30) hours of didactic training **SPECIFIC TO CLINICAL SUPERVISION**. Three (3) of the hours must be **Professional Ethics for Clinical Supervisors**. The remaining twenty-seven (27) hours must include training in each of the following areas: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities. Courses must be specialized to enhancing your skills as a clinical supervisor. Classes are not required to be in-classroom but we highly encourage in-classroom study.
 6. List the name and location of three professionals in the addiction treatment field who are familiar with your work as a clinical supervisor. Completion of this application requires letters of reference from each of these individuals. One of the three references must have supervised your clinical supervision. Letters may be attached to this application or the individuals may mail separately to the GACA office. Your application will be pending until all reference letters are received.
 7. Sign NAADAC Code of Ethics
 8. Mail application and supporting documentation with non-refundable CCS Application Fee of \$125.00 for current NAADAC/GACA members or \$175.00 for non-members to:

**Georgia Addiction Counselors Association
4015 South Cobb Drive, Suite 160, Smyrna, Georgia 30080**

Applications that are incomplete, missing support documentation (other than letters of reference mailed separately) or received without payment of the appropriate processing fee will be returned without review.

9. Upon application approval, candidate must successfully pass the Written Examination for Certified Clinical Supervisors. Effective 2015, the CCS Written Examination will be endorsed by the National Certification Commission for Addiction Professionals (NCC AP) and administered by the Professional Testing Corporation (PTC). Testing fee is \$180.00. **Following approval of your CCS Application, GACA will provide instructions for testing to complete the supervisor certification process. DO NOT take the written exam on the PTC website until receiving notification from GACA of approval of your application.**

**GEORGIA ADDICTION COUNSELORS ASSOCIATION
INITIAL APPLICATION
CERTIFIED CLINICAL SUPERVISOR**

Name: _____ Daytime Phone: _____ Ext _____

Home Street Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____ E-Mail: _____

Home Phone: _____ Cell Phone: _____

EMPLOYMENT:

Current Employer: _____

Business Address: _____

City: _____ State: _____ Zip: _____

A. CREDENTIAL(S): Include a copy of each current credential with this application

Type	Certification or Licensure	Issuing Agency & Location	Date of Initial Issue	Current Expiration
<input type="radio"/> CAC / CADC				
<input type="radio"/> LPC / LADC				
<input type="radio"/> LCSW/ LMFT				
<input type="radio"/> PhD / MD				
<input type="radio"/> OTHER				

B. EDUCATION: Circle highest level of education. Include a copy of the Bachelor's, Master's or PhD degree

HS/GED Some College Associates Bachelor's Master's PhD Other _____

C. WORK HISTORY:

Document five (5) years' experience as a practicing Addiction Counselor during which you carried a caseload of alcohol and other drug dependent clients:

<u>Dates</u>	<u>Facility</u>	<u>Location</u>

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D. PROVIDING SUPERVISION: Document two (2) years' experience **giving** clinical supervision of the counseling work of addiction counselors

Dates	Facility	Location

E. RECEIVING SUPERVISION: Attach a separate letter documenting 200 contact hours of face-to-face clinical supervision that **you have received**.

D. Attach documentation/copies of certificates for thirty (30) hours of didactic training in clinical supervision to include (3) hours of Professional Ethics for Clinical Supervisors. This must include training in each of the following areas: Assessment/Evaluation, Counselor Development, Management/ Administration, and Professional Responsibilities. *Courses should be specific to enhancing your skills as a clinical supervisor.*

F. List the name and location of three professionals in the addiction treatment field who are familiar with *your work as a clinical supervisor*. Completion of this application requires letters of reference from each of these individuals. One of the three references must have supervised your clinical supervision. Letters may be attached to this application or the individuals may mail separately to the GACA office. Your application will be pending until all reference letters are received.

Name	Location
1)	
2)	
2)	

G. Mail application and supporting documentation with non-refundable CCS Application Fee of \$125.00/member or \$175.00/non-member to:

**Georgia Addiction Counselors Association
4015 South Cobb Drive, Suite 160
Smyrna, Georgia 30080**

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AFFIRMATION OF CODE OF ETHICS

I subscribe to and commit myself to professional conduct in keeping with the Code of Ethics of Georgia Addiction Counselors Association (GACA).

I DO AFFIRM

That in the practice of my profession, I will assert the ethical principles of autonomy, beneficence, and justice as a guide to my professional conduct.

That I will not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

That I will espouse objectivity and integrity, and maintain the highest standards in the services I offer.

That I recognize that the profession is founded on national standards of competency which promote the best interest of society, of the client, of myself and of the profession as a whole. I also recognize the need for ongoing education as a component of professional competency.

That I will uphold the legal and accepted moral codes which pertain to professional conduct.

That I will respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

That I will assign credit to all who have contributed to any published materials and for the work upon which the publications are based.

That I will respect the integrity and protect the welfare of the person or group with whom I am working.

That I will embrace, as a primary obligation, the duty of protecting the privacy of clients and will not disclose confidential information acquired in teaching, practice or investigation.

That I will inform the prospective client of the important aspects of the potential relationship.

That I will treat colleagues with respect, courtesy and fairness, and will afford the same professional courtesy to other professionals.

That I will establish financial arrangements in professional practice and in accord with the professional standards that safeguard best interests of the client, of myself, and of the profession.

That I will advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. I will inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and will act to guarantee that all persons, especially the needy and disadvantaged have access to the necessary resources and services. I will adopt a personal and professional stance, promoting the well-being of all human beings.

Signature

Date Signed

Professional Service	NAADAC GACA Member	Non Member
Initial CCS Application		
Certified Clinical Supervisor (CCS)	125.00	175.00
CCS Written Examination (NOTE: Testing required for all applicants as of 7/1/2015. <u>Do Not send Testing Fee until notified</u> that your application has been approved)	180.00	180.00
Certified Clinical Supervisor (CCS) Reciprocity <i>Must have proof of CCS exam results or must sit for CCS exam</i>	150.00	150.00
CCS Retest		
Written Examination – Retest, if applicable	180.00	180.00
Make Check or Money Order Payable To Georgia Addiction Counselors Association	\$_____	\$_____
TOTAL DUE		

ALL FEES ARE NON-REFUNDABLE

COMPLETE BELOW ONLY IF PAYMENT IS TO BE MADE BY VISA OR MASTERCARD ONLY

Acct# _____ - _____ - _____ - _____ Expiration Date ____/____ VIN# _____

X _____
(cardholder signature)

Print name as it appears on card) (Company, If Applicable)

Billing Address. MUST INCLUDE ZIP CODE