



# California Consortium of Addiction Programs and Professionals

Inspiring Excellence, Promoting Change

EDUCATIONAL INSTITUTIONS: ALCOHOL/DRUG STUDIES  
[PROGRAMS OR COURSE APPROVAL APPLICATION](#)

For applications submitted on or after January 1, 2017

## INSTRUCTIONS AND GENERAL INFORMATION

California Consortium of Addiction Programs and Professionals recommends that all alcohol and drug counseling study programs be advised of these instructions and approval requirements and be provided the same. All required documents **MUST BE SENT** with the completed application page and applicable fees. Applicants for a web-based or online education program must also see [Article V](#) before applying. To apply for course or program approval you must have the information (outlined within this manual) available upon request for inspection.

CCAPP reserves the right to audit (site visit) to review the program or class offering alcohol and drug counseling education. Audits may be unannounced.

### 1. To apply for comprehensive program approval

- a) Read the entire Program & Individual Course Handbook/Application manual
- b) Complete application ([page 21](#))
- c) Mark application as program approval
- d) Attach course or program syllabus and outlines; and any supporting documentation**
- e) Send fees to CCAPP Education (as per fee schedule in [Article XI](#))

### 2. To apply for Single Course Approval

- a) Read the entire Program & Individual Course Handbook/Application manual
- b) Complete application ([page 21](#))
- c) Mark application as Single Course Approval
- d) Attach course or program syllabus and outlines and any supporting documentation**
- e) Send fees to CCAPP Education (as per fee schedule in [Article XI](#))

### 3. To Renew Program or Course Approval

- a) Review Program & Individual Course Handbook/Application manual
- b) Complete application ([page 21](#))
- c) Mark application RENEWAL program/course
- d) Attach course or program syllabus and outlines and any supporting documentation**
- e) Submit renewal fees to CCAPP Education as per fee schedule in [Article XI](#))

## Article I. Definitions

- a) **CCAPP:** California Consortium of Addiction Programs and Professionals.
- b) **Comprehensive alcohol and drug studies program:** a program of an educational institute that provides a complete alcohol/drug counseling studies program that includes for credit education that incorporates a transcript and/or degree/certificate that meets or exceeds the requirements outlined by CCAPP Credentialing.

- c) **CCAPP Requirements:** Program education must meet the required hours delineated by CCAPP. This requires a minimum 315 education/didactic hours, a minimum of 45 hours of supervised practicum, and a minimum of 255 hours of clinical supervision (externship). (Refer to [Article III](#) for course content required by CCAPP.)
- d) **Content relevant to counselors:** content relevant to the development of competency in the delivery of Alcohol and Drug Counseling services.
- e) **Courses:** means the classes offered within the comprehensive program for alcohol and drug counseling studies.
- f) **Evaluation:** the method used by the institute to measure the participant's successful completion of the course objectives of the program/single course.
- g) **Institute:** referring to the school offering the alcohol/drug counseling education. (Institute may offer a single class or comprehensive alcohol/drug counseling studies program.)
- h) **On-line education:** any web-based education received by an accredited web-based educational institute. (See [Article V](#) for specific requirements of online education.)
- i) **Program approval:** an institution is approved as a comprehensive alcohol and drug counseling studies program (which meets or exceeds the educational requirements of CCAPP.)
- j) **Single Course Approval:** the institution has been approved for a specific class offering within the profession of alcohol/drug counseling.
- k) **Successful completion:** the participant has met the certification requirements of the CCAPP for designation of RADT, CADC I, CADC II, CPS, LAADC and the academic requirements of the institute, program or single class.

## Article II. AOD Counseling Comprehensive Program/Single Course Approval Requirements

- a) Comprehensive Program or Single Course approval by the California Bureau for Private Post-Secondary Education (BPPE) and/or
- b) Regional or National accreditation, (this will not be a sole basis of determining approval.)
- c) Agree to adhere to all laws and regulations within the Alcohol/Drug Counseling Profession and laws governing educational programs/courses in the state of California.
- d) Advertisement must represent CCAPP with the full statement: “[school name] is approved by CCAPP “California Consortium of Addictions Programs and Professionals.” It must also include the school approval number assigned by CCAPP. Misrepresentation may result in loss of approval status. (If approval has expired, the institute may not advertise CCAPP approval on any medium such as, brochures, catalogs, advertisements etc.) See [Article VII](#).
- e) Educational programs and classes must represent specifically what they are offering in terms of education to all prospective participants. Such as, course outlines/syllabus, (the syllabus must be submitted with the application) admissions requirements, course fee's, method of payment required, etc. Misrepresentation may result in loss of approval status.
- f) Educational Institutions must have a satisfactory attendance and academic policy in place and provide proof to CCAPP upon request.

- i. The minimum academic requirement must not fall below 70% as a passing grade in a course or program. (This standard does not include individual grades for tests, assignments or quizzes.)
  - ii. The minimum attendance standard must not fall below 70% average.
- g) Programs and classes must have proof of attendance and academic records on file for a minimum of four years. Rosters must be on file for a period of four years.
- h) Comprehensive programs and single courses must consent to audit by CCAPP. Failure to do so will result in revocation of approval, and there will be no refunds.
- i) CCAPP reserves the right to audit the Alcohol/Drug Counselor education program to ensure compliance with the foundations requirements. The authorization to audit includes: records, courses, instructors' qualifications, related activities of the institute, licenses/certifications for instructors and institute.
  - i. CCAPP may request for an institution to provide course or program information. The institute will be given specific dates in which to respond. Failure to do so may result in loss of approval status. In addition, the foundation may schedule a random unannounced site visit to assure compliance with the foundations requirements.
- j) The educational institute must make transcripts available to participants who successfully complete the alcohol and drug counseling program or course. The institute may charge a nominal fee for administration and printing costs.
- k) The institutes' course units/credits are not required to be transferable to another institute of higher learning, but must include transcripts and a certificate of completion or degree. Institutions must disclose verbally and in writing to prospective students if units/credits are or are not transferable.
- l) The institute must provide a certificate of completion or degree (as per the institutes' policy) for participants who successfully complete the program or class. The document must be kept on file at the school for a minimum of five years.
- m) The institute must have written policies available upon request for:
  - Refunds for non-attendance, cancellations and students who drop out of the course/program.
  - Notification Process for cancelled courses
  - Time period for refunds for full or partial registration fees.
  - Refund calculation sheet for partial refunds
- n) An approved institution accepts full responsibility for each course; this includes but is not limited to:
  - Record Keeping
  - Content of advertising and courses
  - Issuing certificates
  - Course/Program Curriculum
  - Instructor qualifications

- Providing full contact information, phone number, email address, physical address and availability for phone/office hours.
- o) The institute must provide on-going training for instructors to ensure that current information is disseminated to participants.
  - The on-going education must relate specifically to the field in which instructor(s) teach. The institution may choose to pay for the training, offer training on site at no charge to the employee or require that the employee pay for the continuing education training.
  - The institution must provide in-service training for instructors that include instructional skills, student advisement processes, and academic policies and requirements.

### Article III. Comprehensive Program/Single Course Curriculum/Content

- a) If applying for a comprehensive Alcohol/Other Drug counselor program, courses/curriculum must include the following course topics in the curriculum:
  - i. Must total 21 Semester Units or 31.5 Credit Units.
  - ii. Introduction and Overview of Alcohol and Drugs (45 hours).
  - iii. Law and Ethics (45 hours).
  - iv. Personal and Professional Growth (45 hours).
  - v. Physiology and Pharmacology (45 hours).
  - vi. Case Management (45 hours).
  - vii. Counseling Theories and Techniques (45 hours).
  - viii. Supervised Practicum (minimum 45 Hours).
  - ix. Clinically Supervised Externship (minimum 255 hours).
- b) Content of all courses must be relevant to alcohol/drug counseling, and must relate to the scientific knowledge or technical skills required for alcohol/drug counseling, or be related to direct and/or indirect patient care.
- c) Single Course or Comprehensive Program or Single Course Evaluation of Completion.
  - i. The students must meet all course/program requirements. Partial credit may not be granted for partial attendance or for completing partial course requirements.
  - ii. Upon completion of a Single Course or Comprehensive Program, the student must be evaluated according to the objectives of the program/course. Examples of evaluation are:
    - 1. Written or Oral Exam.
    - 2. Demonstration of skills mastered.
    - 3. Solving of hypothetical counseling situations.

4. Essays.
  5. Oral Presentations.
  6. Clinical Practicum Presentations.
- d) If applying for a comprehensive program or single class approval content must be relevant to the development of current competency in the delivery of alcohol/drug counseling.
  - e) The course objectives describe measurable outcomes the participant will demonstrate or achieve upon successful completion of the program.
  - f) The institution must disclose in advance *if* the program or course credits are transferable to a university or other institution of higher learning.

#### Article IV. Institutions Records/Record Keeping

- a) The institution is required to clearly state the overall course objectives, have a concise course description in the institutes catalog, marketing brochures, advertising, etc. Clear representation of the program and course(s) should be identified, documented and disclosed to all prospective participants.
- b) Course schedule for each single class or comprehensive program.
- c) Course evaluations by participants must be completed at the end of a course or comprehensive program.
- d) The institution must have evidence of instructor's qualifications and license/certification.
- e) Instructor's curriculum vitae, resume and application must be kept on file while employed and for a minimum of five years' post-employment.
- f) Documentation above ([Article IV](#), items a-e) must be kept on file at the institution or at a location within California for a period of five years, if the institution closes or transfers all documentation must be kept in California and CCAPP must be given access if required to validate completion of education as required for certification.

#### Article V. Web-based/Online Education Programs

- a) All Articles/requirements outlined in the course/comprehensive program are in effect for Web-based/online Education programs. In addition, the following information is required for submission for approval. Including, but not limited to:
  - i. Proof of Accreditation (Not a sole basis of determining approval)
  - ii. Syllabus
  - iii. Lesson Plans
  - iv. Assignments
  - v. Quizzes
  - vi. Exams
  - vii. Projects

- viii. Evaluation Processes
  - ix. Certificate of Completion
  - x. Instructor(s)/Author(s) Resume/Curriculum Vitae, Credentials
  - xi. Full access to the distance learning course is required for review
  - xii. Full access to data base that includes answer keys and grading format or a hard copy of such
- b) Proof of accreditation by a national or regional accreditation body.  
(Legitimacy of the accreditation will be verified as part of the approval process.)
- c) Distance learning programs must be consistent with the institution's mission and limited to those subject areas for which the institution has expertise.
- d) Admissions policies, procedures, and practices must fully and clearly represent the conditions and requirements related to distance learning.
- e) All distance learning programs must be approved and administered under established institutional policies and procedures, and supervised by an administrator who is part of the institutional organization. There must be appropriate involvement of on-campus administrators and faculty in planning, approval, and ongoing evaluation.
- f) The distance learning courses and programs must have educational learning objectives and outcomes that are consistent with the program objectives and the credential awarded. The delivery method must be appropriate for the students and the curriculum.
- g) Instructors who teach at a distance must be appropriately oriented and trained in the effective use of technology to ensure a high level of student motivation and quality of instruction.
- h) Any distance learning programs offered by an institution must provide students *with reasonable technical support and full disclosure* of all program requirements, including any courses that cannot be completed via distance learning. (See [item "o"](#) in this article.)
- i) Institutions must assess whether students have the skills and competencies to succeed in a distance-learning environment. Proper training and support must be provided. The technology chosen must support and enhance the program's goals and objectives.
- j) The institution must employ faculty who have the qualifications and experience to teach using distance-learning methods. The qualifications, credentials, and experience of such faculty to provide instruction in the subject matter of distance learning program or courses must be comparable to those of faculty teaching programs or courses with similar subject matter in traditional settings.
- k) Programs must provide for timely and appropriate interaction between students and faculty and among students.
- l) Distance learning standards require that there is faculty support, resources, facilities and equipment needed to engage in effective instruction at a distance.

- m) If applying for a comprehensive or single course Alcohol/Other Drug counselor program, courses/curriculum must include the following course topics in the curriculum:
- i. Introduction and Overview of Alcohol and Drugs (45 hours)
  - ii. Law and Ethics (45 hours)
  - iii. Personal and Professional Growth (45 hours)
  - iv. Physiology and Pharmacology (45 hours)
  - v. Case Management (45 hours)
  - vi. Counseling Theories and Techniques (45 hours)
  - vii. Supervised Practicum (minimum 45 Hours)
  - viii. Clinically Supervised Externship (minimum 255 hours)
- n) Content of all courses must be relevant to alcohol/drug counseling, and must relate to the scientific knowledge or technical skills required for alcohol/drug counseling, or be related to direct and/or indirect patient care.
- o) Courses that may not be taught via distance learning:
- i. Practicum Courses
  - ii. Clinical Supervision
  - iii. Clinical Externship
- p) Comprehensive Program/Single Course Evaluation of Completion
- i. Observable, measurable, and achievable student performance outcomes must be identified so that distance learning programs and courses can be compared to courses and programs with similar subject matter and objectives, whether delivered by distance education methods or traditional means. The institution must specify the expected knowledge, skills, and competency levels that students will achieve in a distance learning program or course, and such must be equivalent to those expected for comparable (site-based) courses and programs. Completion, placement, and licensing/certification exam pass rates must be assessed for the distance learning program and must be found to be comparable to site-based programs.
  - ii. The students must meet all course/program requirements. Partial credit may not be granted for partial completing partial course requirements.
  - iii. Courses must have an allocation of time delegated in advance and must be disclosed to prospective students.
  - iv. When examinations are given, they must take place under circumstances that include firm student identification. The institution must seek to assure the integrity of student work.
  - v. Time expended on each course must be monitored and have in place a verification method.



- vi. Upon completion of a single course or comprehensive program, the student must be evaluated according to the objectives of the program/course. Examples of evaluation are:
  - 1. Written or Oral Exam
  - 2. Demonstration of skills mastered
  - 3. Solving of hypothetical counseling situations
  - 4. Essays
  - 5. Oral Presentations
  - 6. Clinic Practicum Presentation

## Article VI. Instructor Requirements

- a) At least two years of experience in the field of alcohol/drug counseling or related behavioral health profession. (The Behavioral Health profession is indicative of psychology, abnormal psychology, human services, etc.)
- b) Certification, license or accreditation that meets or exceeds the minimum requirements of California Department of Health Care Services Regulations.
- c) Preferably, the instructor is certified by CCAPP.
- d) Must be free from any disciplinary action by the certification, licensing or accreditation body in which they are licensed or certified.
- e) Must adhere to all applicable ethical standards and laws within the alcohol/drug counseling profession and the laws that govern educational programs.

## Article VII. Advertisement

- a) Information disseminated by approved programs/courses shall be true and not misleading and shall include the following:
  - i. The statement "The \_\_\_\_\_ (Indicated name of program or course) is approved by CCAPP, Approval number\_\_\_\_\_."
  - ii. Clear, concise description of the program or course content.
  - iii. Institution name as officially on file with CCAPP.
  - iv. Must indicate if the course or program is accredited and if yes, include name of accreditation body.

## Article VIII. Revocation of Approval Status

- a) CCAPP may withdraw any approval of a program/course or deny an application for causes which include, but are not limited to the following:
  - i. Conviction of a felony of any offense substantially related to the activities of the institution providing a program or course.
  - ii. Failure to comply with any provision of Chapter VI, division 2 of the Business and Professional Code and/or Chapter XIV of the California Administrative Code.
  - iii. Failure to comply with the standards of Bureau of Private Post-Secondary Education (BPPE), which applies to the course or program.

- iv. Failure to comply by the educational institutes own policies for student refunds
  - v. Failure to comply with the program or course requirements that meet the CCAPP standards for certification, as outlined in this document.
- b) Revocation of BPPE approval status.
- c) Any material misrepresentation of fact by the educational institute or applicant in any information required to be submitted to CCAPP is grounds for revocation of approval or denial of application.
- d) Should CCAPP deny the educational institute (the applicant) the applicant has the opportunity to formally appeal the action to CCAPP within thirty days from receipt of the denial.

### Article IX. Hold Harmless

- a) It is expressly agreed and understood that the institute offering alcohol/drug counseling studies programs are independent from CCAPP. The institute shall hold harmless CCAPP from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any act of omission by the institute or his employees, or from any claims or amounts arising or recovered under Workmen's Compensation laws or any other law, by-law, ordinance, regulation, order or decree. The institute shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, neglect, or misconduct of any employee or agent of said provider in the manner of method of performing the work of the institute.

### Article X. Mailing Lists

- a) Mailing Lists for members of CCAPP may be available from:  
 California Consortium of Addiction Programs and Professionals  
 2400 Marconi Avenue  
 P.O. Box 214127  
 Sacramento, CA 95821  
 916-338-9460  
 www.ccapp.us

**\* We reserve the right to distribute or disseminate any/all information**

### Article XI. Fees, Approval and Renewal

- a) The institute must submit an application to CCAPP and wait a period of four to six weeks for approval/denial. Missing documents will pro-long the review/approval process, therefore, we suggest all fees and documents be submitted together, at the same time.
- b) Approval expires triennially at a cost of \$695
- i) Three-year single course or comprehensive program approval and three year web site link.
  - ii) Refunds are not granted regardless of the final status (approval or denial) of the application.

- c) As a courtesy to institutions, CCAAP will send a renewal notice prior to the expiration date. However, it is the sole responsibility of the institution to renew their approval status and pay the associated fee to avoid a lapse in their status.

## Article XII. Change in Status

- a) Educational institutes must notify CCAAP within thirty days of any changes in the organizational structure, courses or program; including, but not limited to name, phone number and address changes. Failure to do so may result in revocation of approval.

## Article XIII. Audits

- a) Random unannounced on-site audits may be conducted on a random basis or as per CCAPP Education board requests, because of complaints received, notification of misrepresentation, or at the request of CCAPP's Education board chairperson.
- b) Audits (Site visits) may occur to review the program or class offering alcohol and drug counseling education. Audits may be unannounced.
- c) The purpose of the audit is to assure compliance with the Approval Requirements. The audit may consist of:
  - i) One or more CCAAP committee member(s)
  - ii) Record reviews
  - iii) Review of Program courses, curriculum and evaluations.
  - iv) Inspection of policies/procedures of the institution to assure compliance with CCAAP's approval requirements. (i.e. academic/attendance policies.)
  - v) Faculty qualification reviews may include resume, curriculum vitae, application for employment, and certification/license.
  - vi) Interviews with staff, faculty or administration as needed to validate compliance with CCAAP requirements.
  - vii) Audit of the course/program.
- d) Random off-site audits: CCAAP may request specific documentation from an institute to assure compliance with approval requirements. Such audits are conducted via United States postal services, by way of certified mail. The institute will be given a minimum of 30 days to respond to the request. The audit letter may request:
  - i) Records
  - ii) Documentation verifying content of courses, curriculum, evaluations, advertising, certificate of completions, transcripts etc.
  - iii) Documentation of policies/procedures of the institution to assure compliance with CCAAP's approval requirements. (i.e. academic/attendance policies.)
  - iv) Faculty qualification documents may include resume, curriculum vitae, application for employment, and certification/license.
  - v) Interviews with staff, faculty or administration as needed to validate compliance with CCAAP requirements (may be conducted on the telephone.)



#### XIV. EDUCATION REQUIREMENTS DEFINED:

**ADC ACADEMIC CONTENT AREAS:** Minimum hours for each area are 45 hours (which are equal to 3 semester units) within the domains of TAP 21 and IC&RC standards, as outlined below:

**Abnormal Psychology/Introduction and Overview (8 weeks)** This course will go over Disorders and Behaviors

- Cultural/Lifestyle Consideration; norms and differences; issues specific to special populations (e.g., ethnic minorities, women, youth, elderly, homosexuality, physically disabled or impaired); the nature and extend of alcoholism/drug dependency problems among target populations.
- Human Behavior: theories of personality and human development; emotional states (e.g., dependency, resentment, guild); theories of human needs and motivation; denial process.
- Family Dynamics: Recognition of family roles, modalities of treatment; communication issues; role play.
- Treatment and Recovery Approaches: Treatment and recovery modalities; (e.g., psychiatric, psychosocial, clinical; Alcoholics Anonymous (and other support groups); Aversion Therapy; medical modalities; behavioral modification, social models, drinking driver programs. (etc.)
- Program Planning and Client Education: Goals and objectives; program policies and procedures; program strengths and limitations, service delivery planning, client education, lectures.
- Biopsychosocial assessment.
- Co-occurring disorders, referral processes, and the evaluation of clients using placement criteria, including the American Society of Addiction Medicine patient placement criteria or other validated clinical tools, to determine the most appropriate level of care for the client and eligibility for admission to a particular alcohol and other drug abuse treatment program.
- Recognize the potential for substance use disorders to mimic a variety of medical and psychological disorders and the potential for medical and psychological disorders to co-exist with addiction and substance abuse;\*
- Describe how the mental health and addiction treatment fields operate separately and the implications of this separation for persons with both psychiatric and substance use disorders;
- Describe how to use the DSM/ASAM criteria to develop a multi-axial diagnosis;
- Understand how each of a client's co-occurring disorders can affect treatment for other co-occurring disorders;
- Become familiar with the most commonly utilized treatment approaches for substance use disorders;
- Become familiar with the most commonly utilized treatment approaches for mental health disorders;
- Understand how to integrate treatment approaches for clients with co-occurring disorders;

- Recognize typical management, treatment problems and dilemmas faced by professionals attempting to help clients with co-occurring disorders, and identify and employ strategies for resolving these problems and dilemmas.
- Two treatment approaches traditionally utilized for mental health problems;
- Two treatment approaches traditionally utilized for substance use disorders;
- Describe the treatment needs of clients who have a substance dependence disorder and describe at least three psychiatric diagnoses;
- Explain the need for integrated treatment services for dually diagnosed individuals;
- Symptoms of a "behavioral addiction."
- Describe the relationships among trauma, substance use disorders, and psychiatric disorders.
- Process addictions
- Explain the importance of cultural sensitivity in the dual diagnosis field.

### **Physiology and Pharmacology of Alcohol and Other Drugs:**

- Examination of the effects of alcohol and similar legal psychoactive drugs to the body and behavior; damage to the body and behaviors; damage to the brain, liver and other organs.
- Tolerance, cross tolerance, and synergistic effects.
- Physiological differences between males and females.
- Disease model including signs and symptoms, research, neurobiological, AMA definition, Jellinek's work.

### **Law and Ethics**

- Current legal sanctions; liabilities, auto accidents, bars, restaurants, liquor stores, traffic laws.
- Specific issues regarding employment problems.
- Patient rights; professional liability.
- Code of conduct or ethical codes.
- Legal and Regulatory Restrictions: federal confidentiality regulations; state regulations; potential hazards resulting from noncompliance with regulations: state and federal agencies.
- Community prevention and education: the concepts of prevention, community education and outreach; education and prevention models; effectiveness of prevention strategies and training methods; adult education techniques.
- Outreach: Businesses and clubs that can be used as identification and referral sources. Assessing needs for training and technical assistance.
- Screening techniques: communication theories and techniques; interviewing techniques; considerations in assessing client needs, resources, strengths and limitations. Identification of appropriateness and eligibility.
- Intervention and referral: emphasis on the chronic disease model and recovery process. Continuum of care issues, including employee assistance programs; information and referral; detoxification; various treatment modalities etc.
- Crisis Counseling Techniques and theories: The signs and symptoms of potential suicide, aggression and other self-destructive behaviors.

## **Case Management; Assessment, Orientation, Treatment Planning and Relapse Prevention/Aftercare Planning**

- Initial intake and case management: administrative requirements for admission, interpersonal dynamic and potential influence of client behaviors; signs and symptoms of physical disabilities, assessment of potential violence, self-harm, activities that bring agencies, resources of people together within a planned framework of action toward the achievement of established goals; including alcohol/drug history, vocational, cultural, educational background, lifestyle, living situation, medical, strengths and weaknesses for the development of a treatment plan.
- Orientation: General nature and goals of the program; rules governing conduct, infractions that can lead to disciplinary action or discharge, hours of services, costs, client's rights, etc.
- Treatment/Recovery Planning: the components of a treatment plan; problem solving models and processes; theories and behavioral components of change; techniques used in behavioral contracts; the stages of recovery; identification of problems, ranking problems, realistic and unrealistic treatment goals at various stages of recovery; the value of participant concurrence or expresses disagreement in the process; how to organize client information for presentation to other professionals, case presentation procedures.
- Reports and Record keeping: Charting the results of the assessments; treatment plans; writing reports, progress notes, discharge summaries, and other client related data. (Practical application is required.)
- Aftercare and follow up: the role of aftercare in the treatment process; the role and importance of client follow up; relapse dynamics; self-help groups and/or support groups. (AA, NA etc.)
- Consultation and Referral: Alternative resources available to provide treatment and supportive services; roles and functions of individuals in resources agencies and their position in the decision making process; advocacy techniques; assessing the need for consultation and referral; identifying counselor limits and scope of practice.

## **Individual, Group and Family Counseling**

- Counseling is a relationship in which the counselor helps the client mobilizes resources to resolve his/her problems and/or to modify attitudes and values.
- Exploration of a problems, its ramification and examination of attitudes and feeling; consideration of alternative solutions; decision making; therapeutic approaches, (e.g., Reality Therapy, RET; Brief Therapy; Motivational interviewing; etc.)
- Family Counseling: (All family counseling must be relative to substance abuse issues.) Theories of family codependency; techniques for motivation family involvement in the treatment process; techniques of multi-family group counseling; working with family therapists, selecting therapists for family work; counselor identification of limitations relating to family issues.
- Group Counseling: Purpose and function of different types of counseling groups; models of group; group techniques; stages of group; group intervention, group

patterns; therapeutic factors in groups; expression, commitment, process groups, didactic training; role of the counselor; group orientation.

- This course must include practical applications in role play settings.

### **Personal and Professional Growth:**

- Counselor burnout; signs and symptoms; early warning signs; unique needs of the recovering counselor; prevention techniques.
- Personal and Professional Growth: recognizing personal strengths, limitations and knowledge to promote professional growth; importance of stress management; relaxation techniques; leisure skills, exercise; proper nutritional; time management, etc.
- The recovering counselor: “two hats” and the limitations and liability. (Include ethical situations.)
- Professional Growth: Ethics and professional conduct/standards; consultations, counselor support and performance; the skills of a successful helper; on-going education and training; translation of the code of ethics into professional behavior.
- Certification requirements: Outline and review of the CCAPP career path. Review the State of California Counselor Regulations and code of conduct.
- Professional contacts and organizations.

### **Supervised Practicum:**

- This course consists of (45) classroom hours. The course includes supervision by a qualified instructor and includes direct supervision. The instructor must also be available for consultation while student is completing field work requirements.

### **Supervised Field Work Practicum (Internship)**

- A minimum requirement of 255 hours of practical experiences performed at an agency approved by the aforementioned instructor. The student must complete all of the 12 Core functions at internship site. Each core function requires a minimum of 21 hours for the practicum. The application of knowledge and skills in a practice setting is essential to professional counseling. The field work is the means by which students learn to apply and integrate acquired knowledge and values; and to refine skills that are taught in the classroom.

#### **Breakdown of Internship Hours:**

- Supervised Practicum Course (Classroom) 45 Hours
- Supervised Field Work (Internship) in the Core Functions: 252 Hours
- Agency Orientation: 3 Hours
- **Total: 300 Hours**

**AADC ACADEMIC CONTENT AREAS:** Minimum hours for each area are 45 hours (which are equal to 3 semester units) within the domains as outlined below:



**Psychopharmacology and physiology of addiction**, including any of the following subjects:

- i. Examination of the effects of alcohol and similar legal psychoactive drugs to the body and behavior.
- ii. Damage to the body and behaviors.
- iii. Damage to the brain, liver, and other organs.
- iv. Tolerance, cross tolerance, and synergistic effects.
- v. Physiological differences between males and females.
- vi. Disease model, including neurobiological signs and symptoms.

**Clinical evaluation and psychopathology**, including any of the following subjects:

- i. Initial interviewing process.
- ii. Biopsychosocial assessment.
- iii. Differential diagnosis.
- iv. Diagnostic summaries.
- v. Co-occurring disorders, referral processes, and the evaluation of clients using placement criteria, including the American Society of Addiction Medicine patient placement criteria or other validated clinical tools, to determine the most appropriate level of care for the client and eligibility for admission to a particular alcohol and other drug abuse treatment program.

**Counseling psychotherapy for addiction**, including all of the following subjects:

- i. Introduction to counseling.
- ii. Introduction to techniques and approaches.
- iii. Crisis intervention.
- iv. Individual counseling focused on addiction.
- v. Group counseling.
- vi. Family counseling as it pertains to addiction treatment.

**Case management**, including all of the following subjects:

- i. Community resources.
- ii. Consultation.
- iii. Documentation.
- iv. Resources for persons who are HIV positive.

**Client education**, including all of the following subjects:

- i. Addiction recovery.
- ii. Psychological client education.
- iii. Biochemical and medical client education.
- iv. Sociocultural client education.
- v. Addiction recovery and psychological family education.
- vi. Biomedical and sociocultural family education.
- vii. Community and professional education.

**Professional responsibility law and ethics**, including all of the following subjects:

- i. Ethical standards, legal aspects, cultural competency, professional growth, personal growth, dimensions of recovery, clinical supervision, and consultation.
- ii. Community involvement.
- iii. Operating a private practice.

**Three semester units, or the equivalent, of supervised fieldwork.**

**Prevention Specialist ACADEMIC CONTENT AREAS:** Minimum requirements within the domains as outlined below:

**Core Area I:**

**Planning & Evaluation:**

- A. Information gathering and data analysis techniques.
- B. Prevention program evaluation instruments/models.
- C. Assessing and building community resources and readiness.
- D. Logic models as a planning and evaluation tools.
- E. Continuum of care.
- F. Risk and Protective Factor Theory.
- G. strategies to build community capacity.
- H. Theory of Change concepts.
- I. Evidence-based prevention interventions in behavioral health.
- J. Components of effective prevention program planning.
- K. Problem prioritization strategies; sustainability strategies cultural diversity.
- L. Validity and reliability of evaluation instruments/models.
- M. Collecting, organizing, and interpreting data.
- N. Best practices in documentation.

**Core Area II:**

**Prevention Education & Service Delivery:**

- A. Public Speaking.
- B. Pharmacology\*.
- C. Theories of Addiction\*.
- D. Signs & Symptoms of ATOD Abuse and Dependence\*.
- E. **HIV/AIDS+ (6 hours).**
- F. ATOD Prevention Resources & Models/ Historical Perspectives\*.
- G. Supervisory/Management Skills.
- H. Group processes.
- I. Training and group facilitation techniques.
- J. Interagency dynamics and/or power relationships.
- K. Prevention program best practices and models.

- L. Target audience.
- M. Financial, human, and organizational resources.
- N. Networking/outreach to community stakeholders.

### Core Area III

#### **Communications:**

- A. Policies, procedures, regulations, and ethical codes that guide interactions with the media and public.
- B. Learning styles, instructional strategies, presentation methods.
- C. Media literacy and advocacy, effective communication methods.
- D. Behavioral health promotion current behavioral health trends.
- E. Utilizing media outlets.
- F. Developing, modifying, and implementing culturally appropriate materials.
- G. Developing and implementing media strategies.
- H. Advocacy and public health promotion.
- I. Effective written and interpersonal communication utilizing media outlets.
- J. Evaluating effectiveness of media campaign.
- K. Effective marketing strategies.
- L. Rules/laws related to mandated reporting.

### Core Area IV

#### **Community Organization:**

- A. Strategies for engaging community members.
- B. Community characteristics.
- C. Community sector representatives.
- D. Intercommunity organizational structures and patterns of communication.
- E. strategies for moving leaders to higher levels of readiness.
- F. Advocacy strategies.
- G. Transferring ownership of prevention programs to the community.
- H. Increasing level of involvement of local and state organizations and cultural groups.
- I. Training, mentoring, and organizing community groups, volunteers, and other stakeholders.
- J. Integrating behavioral health and physical health.

### Core Area V:

#### **Public Policy and Environmental Change:**

- A. Political processes.**
- B. Environmental change strategies.**
- C. Socioecological systems theories.**
- D. Public health models.**
- E. Communicating prevention policies to decision makers.**
- F. Working within local political systems.**
- G. Implementing environmental change strategies.**
- H. Working with political, judicial, and law enforcement systems.**
- I. Training, mentoring, and organizing community groups and volunteers**
- J. Community characteristics**

### Core Area VI:

**Professional Growth and Responsibility:**

- A. Guidelines for program fidelity and adaptation.**
- B. Personal biases, beliefs, limitations, and cultural assumptions.**
- C. Professional associations and organizations related to behavioral health.**
- D. Professional codes of conduct/ethics related to the prevention profession (6 hours).**
- E. Public Speaking to community stakeholders.**
- F. Process of addiction, its effect on the brain, developmental processes and family systems.**
- G. Following a work plan.**
- H. Maintaining fidelity when adapting evidence-based programs.**
- I. Working collaboratively within the public health system.**
- J. Applying federal and local mandates regarding confidentiality and reporting of suspected abuse and neglect of service recipients.**
- K. Demonstrating personal use of strategies for healthy living.**
- L. Obtaining informed consent of participants.**
- M. Continuing professional development through education & self-evaluation.**
- N. Preventing and managing conflict.**
- O. Recognizing personal limitations and seeking assistance when needed.**

*Hours of education obtained while completing education requirements for certification as an alcohol drug counselor can be credited for up to 50 hours.*

*\* indicates core ADC courses that may be used. Items in BOLD are required hours for the domain.*

**CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS**

**APPROVED SCHOOL – INITIAL APPROVAL APPLICATION**

**Check all that applies and mail to: P.O. Box 214127, Sacramento, CA 95821**

**Course**

Initial Single Course (On-ground) Approval (\$695.00)     Initial single Web-Based Course (\$695.00)

**Program**

Initial Program (On-ground) Approval (\$695.00)     Initial Web-Based Program (\$695.00)

ADC (CADC I & II) (\$695.00)

AADC (LAADC & LAADC-S) (\$695.00)

Prevention Specialist (\$695.00)

\_\_\_\_\_  
Business Name (    )  
Business Phone

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
(    ) (    )

\_\_\_\_\_  
Contact Name Telephone Number Fax Number

\_\_\_\_\_  
Address of Record Storage City State Zip Code

\_\_\_\_\_  
Application Submitted by: Title

\_\_\_\_\_  
Email Phone

**RENEWAL STATUS: Check all that applies: *PLEASE MAKE CHECKS PAYABLE TO CCAPP***

Three-year Class or Program Approval **\$695.00** (per program offered, 3-year web-link included)

▪ Periodic check will be made to ensure functionality of link

Website Address: \_\_\_\_\_

\_\_\_\_\_  
Please denote if the letters are uppercase (i.e. A) or lowercase (i.e. a)

Phone number for publication on CCAPP website and other media provided: (    ) \_\_\_\_\_

***I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct and that I have read, understand, and will comply with the requirements for program/course approval.***

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **3-digit Code:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Title Date

\_\_\_\_\_  
Print Name

## Approved School – Initial Application Requirements

### Checklist:

CCAPP-EI requires the following documentation to be submitted **with** your Approved School **Initial** Application. Failure to do so will result in a delay of the application process.

- Completed Approved School **Initial** Application
- Completed Comparison Chart
  - If using a course for more than one section of the comparison chart you must break down the hours to show how many hours of that course are applicable to that section of the comparison chart. For example, if “Intro to Pharmaceuticals-AD 101” were a 50-hour course that covers Introduction and Overview of Alcohol & Drugs (Section 1 of Comparison Chart) and Physiology & Pharmacology (Section 4 of Comparison Chart), you would show that 30 hours are in Section 1 and the remaining 20 hours are in Section 4.
- Course Description for each course listed on Comparison Chart
- Post-Course/Program Questions & Answer Key
  - Must have a minimum of three questions related to course/program
- Copy of Transcript
- Copy of Certificate of Completion or Degree issued at end of Course/Program
- Copy of Instructors Resumes/Qualifications to instruct AOD Course/Program
- List of AOD Advisory Board Members
- Proof of Accreditation, if applicable (not a sole basis of determining approval)
- Copy of Course Catalog; to include:
  - Purposes, objectives, entrance requirements, rules & regulations of conduct, completion requirements, tuition, grievance policy
  - Attendance & Academic policy (minimum academic requirement must not fall below 70% as a passing grade in a course/program, and a minimum attendance standard must not fall below a 70% average)

**\*\*\*If course/program is web-based; full access (username and password) to the web-based materials are required for review. If access codes are not included, the approval process will be delayed until codes are received\*\*\***

**CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS  
APPROVED SCHOOL – RENEWAL APPLICATION**

Check all that applies and mail to: P.O. Box 214127, Sacramento, CA 95821

**Course**

Initial Single Course (On-ground) Approval (\$695.00)     Initial single Web-Based Course (\$695.00)

**Program**

Initial Program (On-ground) Approval (\$695.00)     Initial Web-Based Program (\$695.00)  
 ADC (CADC I & II) (\$695.00)  
 AADC (LAADC & LAADC-S) (\$695.00)  
 Prevention Specialist (\$695.00)

Business Name	( )	Business Phone
Address	City	State    Zip Code
	( )	( )
Contact Name	Telephone Number	Fax Number
Address of Record Storage	City	State    Zip Code
Application Submitted by:	Title	
Email	Phone	

**RENEWAL STATUS: Check all that applies: PLEASE MAKE CHECKS PAYABLE TO CCAPP**

- Three-year Class or Program Approval **\$695.00** (per program offered, 3-year web-link included)
  - Periodic check will be made to ensure functionality of link

Website Address: \_\_\_\_\_

Please denote if the letters are uppercase (i.e. A) or lowercase (i.e. a)

Phone number for publication on CCAPP website and other media provided: ( ) \_\_\_\_\_

***I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct and that I have read, understand, and will comply with the requirements for program/course approval.***

**Credit Card Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **3-digit Code:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Approved School – Renewal Application Requirements

### Checklist:

CCAPP-EI requires the following documentation to be submitted **with** your Approved School **Renewal** Application. Failure to do so will result in a delay of the application process.

- Completed Approved School “**Renewal** Application”
- Completed Comparison Chart
  - If using a course for more than one section of the comparison chart you must break down the hours to show how many hours of that course are applicable to that section of the comparison chart. For example, if “Intro to Pharmaceuticals-AD 101” were a 50-hour course that covers Introduction and Overview of Alcohol & Drugs (Section 1 of Comparison Chart) and Physiology & Pharmacology (Section 4 of Comparison Chart), you would show that 30 hours are in Section 1 and the remaining 20 hours are in Section 4.
- Course Description for each course listed on Comparison Chart
- Post-Course/Program Questions & Answer Key
  - Must have a minimum of three questions related to course/program
- Copy of Transcript
- Copy of Certificate/Degree issued upon completion of Course/Program

**\*\*\*If course/program is web-based; full access (username and password) to the web-based materials are required for review. If access codes are not included, the renewal process will be delayed until codes are received\*\*\***



**CCAPP SCHOOL APPLICATION – COMPARISON CHART**

<b>CCAPP COURSE REQUIREMENTS</b>	<b>SCHOOL COURSE NAME</b> <i>(List each course name and hours to correspond with category in the left column)</i>	<b>HOURS</b>
Introduction and Overview of Alcohol and Drugs (45 hours)		
Law and Ethics (45 hours)		
Personal and Professional Growth (45 hours)		
Physiology and Pharmacology (45 hours)		

Case Management (45 hours)		
Counseling Theories and Techniques (45 hours)		
Supervised Practicum (minimum 45 Hours)		
Clinically Supervised Externship (minimum 255 hours)		