

Board of Addiction and Prevention Professionals (BAPP)

Overview of Proposed Additions and Changes to the Administrative Rules

- ‘Chemical dependency’ will change to ‘addiction’ throughout the entire document to reflect the broader nature of the profession.
- ‘Certified Chemical Dependency Counselor’ will change to ‘Certified Addiction Counselor’ (CCDC to CAC); and, ‘Chemical Dependency Counselor Trainee’ will change to ‘Addiction Counselor Trainee (CDCT to ACT).
- The academic & work experience requirements of CCDC I, II, III, and Academic Track / Experience Track, will be combined and modified into one designation of ‘Certified Addiction Counselor – CAC’, with a one-time grandfathering provision.
- Add a licensure option (Licensed Addiction Counselor- LAC) with a one-time grandfathering provision.
- Add requirements for Independent Practice.
- Add requirement of 2,000 hours of work experience for CPS certification because IC&RC prevention specialist standards require 2,000 hours of work experience for reciprocity with another IC&RC board (as currently stated in the BAPP Standards Manual).
- For retesting, state that applicant can retest a maximum of two times (rather than three times); and, if doesn’t pass exam within three consecutive cycles, will be required to reapply for certification, meeting the current standards.
- Modify the clinical supervision standards, due to the elimination of CCDC II and III and the addition of licensure, by saying practitioners shall hold an active CAC, LAC or CPS credential with the BAPP and comply with all Board adopted Code of Ethics and supervision requirements as set forth in Article 20:80:06.
- Simplify format and update fees (Article 20:80:03:02):
 - Trainee renewal fee increases from \$100 to \$150
 - Certification renewal fee increases from \$150 to \$175
 - Licensure renewal fee - \$200
 - Reinstatement Fee - \$150
 - CAC or CPS retirement status renewal fee - \$87.50
 - LAC retirement status renewal fee - \$100
 - LAC and CPS dual credential renewal fee - \$287.50
 - CAC and CPS dual credential renewal fee \$262.50
 - IC&RC certificate fee - \$20
 - Examination cancellation or rescheduling fee - \$25
 - Examination late cancelation or nonattendance fee - \$125
 - Mailing label fee - \$100

- Add a reinstatement provision stating that any practitioner who has allowed their status to lapse may have it restored within fifteen days of the expiration date, providing they request reinstatement, submit all applicable forms and documentation, and pay the \$150 reinstatement fee.
- Add a provision for trainees who have lapsed within their 5-year deadline, saying that they must successfully complete a minimum of three of the required courses for either CAC or LAC before being allowed to reapply for trainee recognition status.
- Modify ‘status upgrade’ requirements to allow for status upgrade from CAC to LAC (thus eliminating status upgrades from CCDC I to II or CCDC II to III).
- State that applications can be downloaded at no cost from the Board’s website (*a practice currently in place*).
- State that application for certification may be denied if all application materials are not received by the deadline (*a practice currently in place*).
- State that the Board reviews and approves each completed application for certification or licensure (*a practice currently in place*).
- State that partial applications will be maintained for a maximum of two years (*a practice currently in place*).
- Add statement that Trainees may not be supervised by a relative (*a practice currently in place*).
- Add information that reflects the current practice of the Board approving all specialized education courses from accredited post secondary institutions; and, maintaining and making available upon request, the list of approved courses.
- Add statement that the list of pre-approved sponsors for continuing professional training is available on the Board’s website.
- Change the either / or option for the Cultural Competency OR Special Populations course requirement to one course (Diverse Populations) since just one course in this area is required for certification.
- Add grounds for denial of applications (Article 20:80:02:05): (1) failure to provide accurate and complete responses; and, (2) if convicted of, pled guilty or no contest to, or received a suspended imposition of sentence for a felony offense within five years of the date of application.
- Clarify requirements regarding ethical complaints and investigations (Article 20:80:10).

Overview of Proposed Deletions to the Administrative Rules

- Delete 'Bachelor Level Trainee Recognition' since there is no difference in Bachelor Level Trainee Recognition and Trainee Recognition, once the application has been processed.
- The three levels and two tracks for certification (CCDC I, II, III and Academic / Experience Track) will be replaced with updated academic and work experience requirements for 'Certified Addiction Counselor' (CAC).
- Delete case study and case presentation method oral examination since IC&RC no longer endorses the oral examination.
- Delete Student Internship Status since these students can apply for trainee recognition status.
- Delete 'Inactive Status' for Trainees since there are provisions in place for allowing them to reapply for trainee status within their 5-year recognition period.
- Delete the continuing professional training requirement for Trainees so their focus can be on completion of the academic and work experience requirements for certification or licensure.
- Delete the following restrictions pertaining to continuing professional training hours: (1) the maximum of 50% of the required continuing professional training hours from the practitioner's employer; and, (2) the maximum of 50% from internet or other on-line education.
- Delete the 24 month waiting period for trainees who have not become certified or licensed within their 5-year recognition period. Trainees are eligible for just one 5-year trainee recognition period.
- Delete the provision requiring trainees to complete three of the required courses within two years of obtaining trainee recognition status. *(Maintain that all academic and work experience requirements, and successfully passing the exam, must be completed within the 5-year recognition period.)*
- Delete all subdivisions addressing requests for 'waivers and extensions' since these matters can be handled through the appeals process (Article 20:80:10:03).

PROPOSED TRAINEE RECOGNITION STATUS AND INFORMATION
Addiction Counselor Trainee (ACT)

Applicants for Trainee Recognition Status shall have a minimum of a high school diploma or GED; shall be employed by or volunteer for an agency to participate in activities related specific to the alcohol and drug counselor domains, to include the 12 core functions; and, shall be supervised throughout the entire recognition period by a qualified CAC or LAC Clinical Supervisor, as defined by the Board.

Trainee recognition must be renewed annually during the trainee's birth month. Recognition status may be granted for up to five (5) years.

Supervision must include a minimum eight (8) contact hours each month with a minimum of one (1) hour of supervision for every ten (10) hours of client contact. The supervisor shall determine and direct any need for supervision beyond the eight hours per month requirement.

Trainees shall complete all academic and work experience requirements for either CAC or LAC and successfully pass the written examination prior to the end of their 5-year recognition period.

Any trainee who has allowed their status to lapse within the 5-year deadline, shall complete a minimum of three of the required courses for either CAC or LAC before being allowed to reapply for trainee recognition status.

PROPOSED CERTIFICATION STANDARDS AND INFORMATION
Certified Addiction Counselor (CAC)

Applicants for Certified Addiction Counselor (CAC) shall have a minimum of a high school diploma or GED.

A minimum of three (3) semester hours and a grade of "C" or higher is required in each of the following specialized education courses (undergraduate or graduate level):

- Introduction to the Study of Alcohol Use and Abuse
- Introduction to the Study of Drug Use and Abuse
- Alcohol and Drug Group Counseling
- Ethics for the Alcohol and Drug Professional
- Foundations of Individual Counseling
- Alcohol and Drug Treatment Continuum
- Counseling Families with Alcohol or Other Drug Issues
- Diverse Populations
- Alcohol and Drug Specific Elective

Qualifying Work Experience Requirement:

The qualifying work experience requirement must include supervised work experience specific to the alcohol and drug counselor domains. The total number of required work experience hours depends upon the educational level of the applicant, as follows:

- With high School Diploma (or GED):* 8,000 hours
- With Associate's Degree:* 6,000 hours
- With Bachelor's Degree:* 4,000 hours
- With Master's degree or above:* 2,000 hours

(The degree must be in a behavioral science field and from an accredited post secondary institution.)

Of the required work experience hours (above), applicants shall provide detailed documentation for a minimum of 300 hours of supervised practical training experience in the 12 core functions with a minimum of ten hours in each core function.

Certification is granted upon completion of the application process and successfully passing the written examination. Certification must be renewed annually during the practitioner's birth month after issuance of the certificate. Certification expires on the last day of the month of the practitioner's birth month.

Once certified the practitioner shall complete at least 40 contact hours of approved continuing professional training every two years. These hours must be submitted to the BAPP during the practitioner's birth month every two years, in even numbered years.

PROPOSED LICENSURE STANDARDS AND INFORMTAION
Licensed Addiction Counselor (LAC)

Applicants for Licensed Addiction Counselor (LAC) shall have a minimum of a Master’s Degree in a behavioral science field from an accredited post secondary institution.

A minimum of three (3) semester hours and a grade of “C” or higher is required in each of the following specialized education courses, with a minimum of five courses at the graduate level:

- Addiction Counseling Theories and Techniques
- Psychopharmacology or Psychopathology
- Legal, Ethical and Professional Standards
- Case Management & Assessment of Co-Occurring Disorders
- Treatment Planning
- Clinical Supervision
- Multicultural Competency

Qualifying Work Experience Requirement:

The qualifying work experience requirement must include a minimum of 2,000 hours of supervised work experience specific to the alcohol and drug counselor domains. Of the 2,000 required hours, applicants shall provide detailed documentation for a minimum of 300 hours of supervised practical training experience in the 12 core functions with a minimum of ten hours in each core function.

Licensure is granted upon completion of the application process and successfully passing the written examination. Licensure must be renewed annually during the practitioner’s birth month after issuance of the certificate. The license expires on the last day of the month of the practitioner’s birth month.

Once licensed the practitioner shall complete at least 40 contact hours of approved continuing professional training every two years. These hours must be submitted to the BAPP during the practitioner’s birth month every two years, in even numbered years.

Proposed Independent Practice Requirements:

In order for a practitioner to qualify as a private independent addiction counselor, the practitioner shall meet the following requirements:

- Hold an active LAC credential with the Board; and
- Have completed a minimum of two years of qualifying supervised work experience in the field of addiction counseling following initial licensure.

The requirements above do not apply to any person engaged in independent practice prior to April 1, 2014.

**PROPOSED CAC GRANDFATHERING REQUIREMENTS
(One Time Only)**

An applicant for CAC is exempt from the CAC requirements if the applicant is certified as CCDC II before April 1, 2014.

CCDC I practitioners will maintain their CCDC I status until completion of the academic and work experience requirements for CAC. (Note: CCDC I is not a reciprocal level with IC&RC.)

**PROPOSED LAC GRANDFATHERING REQUIREMENTS
(One Time Only)**

An applicant for LAC is exempt from the LAC requirements if the applicant is certified as CCDC III before April 1, 2014.

An applicant for LAC is exempt from the LAC requirements if the applicant is certified as CCDC II before April 1, 2014 and has successfully completed one of the following options before April 1, 2014:

Option 1

- CCDC II with a minimum of a Master’s Degree in a behavioral science field.

Option 2

- CCDC II with a minimum of a Bachelor’s Degree in a behavioral science field and five (5) years of clinical addiction counseling experience.

Option 3

- CCDC II with a minimum of an Associate’s Degree in a behavioral science field and ten (10) years of clinical addiction counseling experience.

Option 4

- CCDC II with a minimum of a high school diploma or GED and fifteen (15) years of clinical addiction counseling experience.

The years of experience must be years accrued after initial certification.

Certified CCDC II applicants who meet the requirements above shall submit an application approved by the board prior to July 1, 2014. Official transcripts showing proof of degree are also required, if not on file with the BAPP Administrative Office.

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NOTE

Please refer to the proposed ‘Administrative Rules’ document showing overstrikes for deletions and underscores for additions.

Copies of the proposed rules may be obtained from
the BAPP Administrative Office
3101 West 41st Street, Suite 205
Sioux Falls, SD 57105
or downloaded from the BAPP website at:
www.dss.sd.gov/behavioralhealthservices/licensingboards.