

Michigan Certification Board for Addiction Professionals

APPLICATION MANUAL

for

Certified Clinical Supervisor – M
(Michigan Only; non-IC&RC reciprocal)
LIMITED GRANDPARENTING PERIOD-
October 1, 2006 thru September 30, 2008

CCS-M

Certified Clinical Supervisor – R
(IC&RC reciprocal)

CCS-R

INTRODUCTION

The CCS-M (Michigan only, non-IC&RC reciprocal) is a new credential being offered for a limited time in the state of Michigan. The grandparent period begins October 1, 2006 thru September 30, 2008. After September 30, 2008, individuals may no longer apply for the CCS-M as a new applicant, but can maintain the CCS-M by meeting renewal requirements.

Individuals applying for the CCS-M (Michigan only, non-IC&RC reciprocal) credential must complete and provide verification of all requirements outlined in this manual, with the exception of examinations. Applicants must currently hold the Certified Addictions Counselor (CAC-M, CAC-R) credential, Certified Advanced Addiction Counselor (CAAC), Certified Criminal Justice Professional (CCJP) or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher to be eligible to apply for the Certified Clinical Supervisor (CCS-M).

Individuals applying for the CCS-R (IC&RC reciprocal) credential must complete and provide verification of all requirements outline in this manual including examinations. Applicants must currently hold the Certified Addictions Counselor (CAC-R), Certified Advanced Addiction Counselor (CAAC), Certified Criminal Justice Professional (CCJP) credential or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher to be eligible to apply for the Certified Clinical Supervisor (CCS-R).

Implementation of certification for clinical supervisors began in 1993. This certification provides documentation that individuals have met the minimum standards necessary to provide clinical supervision in Michigan's substance abuse services delivery system.

In 1992, Columbia Assessment Services (CAS) completed a role delineation study of the practice of clinical supervision in substance abuse services delivery. The purpose of the role delineation study was to validate content areas that form the basis for the Certified Clinical Supervisor requirements. The role delineation study determined which tasks are applicable to the experience requirement, types of education applicable and the content of the written examination. This study was published and copyrighted in 1992. The Clinical Supervision written examination was developed for the IC&RC by clinical supervisors under the supervision of Columbia Assessment Services. This written examination has since then been updated every five years.

Michigan's membership in the IC&RC permits use of the CCS written examination and provides a mechanism for reciprocity for Michigan's Certified Clinical Supervisors with certification boards which have developed reciprocity level clinical supervisor certifications.

Table of Contents

SECTION	DESCRIPTION
Submission	Submission & Review
Overview	Overview of Requirements CCS-M CCS-R
Experience	Experience CCS-M CCS-R
Education	Education Description
Testing	Testing & Review IC&RC Clinical Supervisory Exam
Ethics	Residency & Code of Ethics Description
IC&RC	Reciprocity & ICRC Certification
Renewal	Renewal Description Requirements
Forms	Application Instructions & Forms Application Experience Education Code of Ethics Data Collection
Appendix A	Performance Domains and Job Tasks
Appendix B	Clinical Supervisor Code of Ethical Standards

Certified Clinical Supervisor
(CCS-M & CCS-R)

Submission

Certified Clinical Supervisor (CCS-M & CCS-R) Submission and Review

The process of certification requires the submission of enclosed forms and supporting documentation. Applicants should keep copies of all materials submitted for their own files. Please submit, ***in its entirety***, the forms and supporting documentation as your application (***complete all certification requirements before submitting to MCBAP.***)

Once the requirements have been met submit all forms and documentation to:

**MCBAP
3474 Alaiedon Parkway
Suite 500
Okemos, MI 48864**

If you have used any names other than the name on the application, please submit legal documentation of a name change along with the CCS-M application.

You will be notified by mail when the application has been received. Materials submitted are considered property of the board and may be disposed of after 3 years.

Your application will be processed within four (4) to six (6) weeks. You will be notified of any deficiencies and given 90 days to make the needed corrections. After 90 days, your application will be disposed of and your certification/renewal fee forfeited.

Any documentation not meeting the criteria specified in this certification manual will be sent to the Exceptions Committee of the Michigan Certification Board for Addiction Professionals. This may delay approval of your application.

If you have any questions, please call the Michigan Certification Board for Addiction Professionals at (517) 347-0891 or email us at micbap@aol.com

Certified Clinical Supervisor

(CCS-M & CCS-R)

Overview

**Certified Clinical Supervisor (CCS-M)
LIMITED GRANDPARENTING PERIOD-
October 1, 2006 thru September 30, 2008**

Overview of Requirements

Applicants must currently hold the Certified Addictions Counselor (CAC-M, CAC-R) credential, Certified Advanced Addiction Counselor (CAAC), Certified Criminal Justice Professional (CCJP) or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher to be eligible to apply for the Certified Clinical Supervisory (CCS-M).

Experience – No Degree; ten (10) years (20,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision) and five (5) years (10,000 hours) of counseling experience working as an AODA counselor. These five years may be included in the ten years of clinical supervisory experience.

Or

– Bachelors Degree (behavioral health/human services); five (5) years (10,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision) and two (2) years (4,000 hours) of counseling experience working as an AODA counselor. These two years may be included in the five years of clinical supervisory experience.

Or

- Masters Degree (behavioral health/human services) and (3) years (6,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision) and one (1) year (2,000 hours) of counseling experience working as an AODA counselor. This one- year may be included in the three years of clinical supervisory experience.

Education - 30 contact hours of didactic training in clinical supervision with a minimum of six (6) hours of training in each of the following performance domains: assessment/evaluation, counselor development, professional responsibility and management/administration.

Testing - None.

Code of Ethics - Sign and adhere to the Clinical Supervisor Code of Ethics.

Residency - Must live or work within the State of Michigan fifty-one (51%) percent of the time.

Application – When all standards have been met, submit your complete application to MCBAP for review. All documentation must be on copies of the forms provided and in the format specified in this manual to be applicable to this standard.

Fee – Submit \$150.00 non-refundable, two-year certification fee (online application manual included.)

Renewal – Applicants currently holding the Certified Addictions Counselor (CAC-M, CAC-R) credential, Certified Advanced Addiction Counselor (CAAC) or a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher and in good standing.

- Six- (6) contact hours of MCBAP approved continuing education training is required for a two (2) year certification, since the beginning of your previous certification period, submission of the signed Code of Ethics, and a \$25 non-refundable renewal fee.

Certified Clinical Supervisor (CCS-R) Overview of Requirements

Applicants must currently hold the Certified Addictions Counselor (CAC-R), Certified Advanced Addiction Counselor (CAAC) credential, Certified Criminal Justice Professional (CCJP) or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher to be eligible to apply for the Certified Clinical Supervisor (CCS-R).

Experience – Five (5) years (10,000 hours) of counseling experience working as an AODA counselor and two (2) years (4,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision). These two years may be included in the five years of counseling experience.

Education - 30 contact hours of didactic training in clinical supervision with a minimum of six (6) hours of training in each of the following performance domains: assessment/evaluation, counselor development, professional responsibility and management/administration.

Testing – IC&RC Clinical Supervisory Examination.

Code of Ethics - Sign and adhere to the Clinical Supervisor Code of Ethics.

Residency - Must live or work within the State of Michigan fifty-one (51%) percent of the time.

Application– When all standards have been met, submit your complete application to MCBAP for review. All documentation must be on copies of the forms provided and in the format specified in this manual to be applicable to this standard.

Fee – Submit \$150.00 **non-refundable**, two-year certification fee (online application manual included.)

Renewal – Applicants currently holding the Certified Addictions Counselor (CAC-R) credential, Certified Advanced Addiction Counselor (CAAC), Certified Criminal Justice Professional (CCJP) or a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher and in good standing.

Six- (6) contact hours of MCBAP approved continuing education training is required for a two (2) year certification, since the beginning of your previous certification period, submission of the signed Code of Ethics, and a \$25 **non-refundable** renewal fee.

Certified Clinical Supervisor
(CCS-M & CCS-R)

Experience

**Certified Clinical Supervisor (CCS-M)
LIMITED GRANDPARENTING PERIOD-
October 1, 2006 thru September 30, 2008**

Experience

Description

To meet the experience standard, the applicant must provide documentation of ten (10) years (20,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision) and five (5) years (10,000 hours) of counseling experience working as an AODA counselor. These five years may be included in the ten years of clinical supervisory experience.

Or

– Bachelors Degree* (behavioral health/human services); five (5) years (10,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision) and two (2) years (4,000 hours) of counseling experience working as an AODA counselor. These two years may be included in the five years of clinical supervisory experience.

Or

- Masters Degree* (behavioral health/human services) and (3) years (6,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision) and one (1) year (2,000 hours) of counseling experience working as an AODA counselor. This one- year may be included in the three years of clinical supervisory experience.

*Degrees must be from a regionally accredited college or university with a major in sociology, psychology, social services, counseling, or related behavioral health/human services field. To be considered for the education credit you should submit a copy of your transcripts with the major and date of completion highlighted.

The experience must either be in an MDCH licensed substance abuse treatment program or in a substance abuse treatment setting approved for applicability to the CCS. Experience at non-MDCH licensed treatment programs will be considered on a case-by-case review. Applicants must contact the Michigan Certification Board for Addiction Professionals to request an application form and procedures.

To be applicable to the experience standard, the experience must be specific to:

AODA Counseling – Performance Domains and Global Criteria.

AODA Clinical Supervision – Performance Domains of assessment/evaluation, counselor development, professional responsibility and management/administration.

The Global Criteria and Performance Domains are listed in Appendix A.

Process

Applicants must use the CCS **Documentation of Experience** form in this manual. Submit a separate form for each program where you were employed (paid or volunteer).

Certified Clinical Supervisor (CCS-R) Experience

Description

To meet the experience standard, the applicant must provide documentation of five (5) years (10,000 hours) of counseling experience working as an AODA counselor and two (2) years (4,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision). These two years may be included in the five years of counseling experience.

The experience must either be in an MDCH licensed substance abuse treatment program or in a substance abuse treatment setting approved for applicability to the CCS. Experience at non-MDCH licensed treatment programs will be considered on a case-by-case review. Applicants must contact the Michigan Certification Board for Addiction Professionals to request an application form and procedures.

To be applicable to the experience standard, the experience must be specific to:

AODA Counseling – Performance Domains and Global Criteria.

AODA Clinical Supervision – Performance Domains of assessment/evaluation, counselor development, professional responsibility and management/administration.

The Global Criteria and Performance Domains are listed in Appendix A.

Process

Applicants must use the CCS ***Documentation of Experience*** form in this manual. Submit a separate form for each program where you were employed (paid or volunteer).

Certified Clinical Supervisor
(CCS-M & CCS-R)

Education

Certified Clinical Supervisor (CCS-M & CCS-R) Education

Description

Education is defined as formal classroom education (workshops, seminars, institutes, in-services, and college/university work) or home study courses (internet, correspondence, teleconference).

One clock hour of education is equal to (50) minutes of continuous instruction. Education must be specific or related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS Performance Domains. All education must be MCBAP approved and documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and a content description.

Thirty- (30) contact hours of didactic training in clinical supervision is required; this must include a minimum of six (6) hours of training in each of the following performance domains: assessment/evaluation, counselor development, professional responsibility and management/administration. The job tasks associated with each of these performance domains (*see Appendix A*) provide additional detail regarding acceptable types of education.

Sources of Education - Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted to MCBAP for approval.

College and University Courses

Courses specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains, offered by a regionally accredited institution of higher education and accepted by the institution toward a recognized degree (e.g. A.A., B.A., M.A., M.S., etc.), with a clinical application, or approved by a college or university for Continuing Education Units (CEUs) will be accepted toward completion of this standard. Credit is **not allowed** for any audited college courses. **One college credit is the equivalent of 15 contact hours.**

IC&RC Member Approved

Education events attended out of state, which have received approval by the state's IC&RC member board, may be applied to this standard.

In-service Education

Contact hours may be earned for participating in an in-service education at MDCH licensed treatment programs if it is specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains. In-services can be applied to meet 100% of the hours required. Home study and teleconferences can be applied to this standard if they are part of a licensed treatment programs in service education. A list on agency letterhead, signed by the applicants supervisor or director can be used to document attendance.

State of Michigan Departments

Education sponsored by State of Michigan Departments, which is specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains, can be applied to this standard.

Regional Substance Abuse Coordinating Agencies

Education sponsored by a Regional Substance Abuse Coordinating Agency, which is specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains, can be applied to this standard.

Professional Associations

Education specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains, provided by state or national professional associations, may be approved and applied to this standard. Please contact the MCBAP office for more information.

These associations include: Michigan Association of Substance Abuse Coordinating Agencies (MASACA), National Association of Social Workers (NASW), Michigan Association of Community Mental Health Board (MACMHB), Employee Assistance Programs Association (EAPA), Michigan Counseling Association (MCA), Michigan Psychological Association (MPA), National Association of Alcohol and Drug Abuse Counselors (NAADAC), Michigan Associations of Alcohol and Drug Abuse Counselors (MAADAC), Michigan Association of Professional Psychologists (MAPP)

Other Sources

Addiction Technology Transfer Center (ATTC), Center for Substance Abuse Prevention (CSAP), Center for Substance Abuse Treatment (CSAT), Substance Abuse and Mental Health Service Administration (SAMHSA), Central Center for the Application of Prevention Technologies (CAPT)

MDCH Licensed Training Provider

Education approved by MCBAP that is specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains and is sponsored by a MDCH licensed training provider may be applied to this standard.

Any education, other than from these sources must be MCBAP-approved.

Home Study Courses- Home study training includes coursework completed in a non-traditional education setting. Information can be presented through distant learning medias (internet, correspondence, teleconferences). **Home study courses may be used for both initial certification and renewal; these courses must be pre-approved by MCBAP.** There is no limit on the number of contact hours from home study that can be used for initial certification. **All home study hours must be specific to substance abuse; no substance abuse related hours are acceptable.**

Computer courses, language courses and medical technology courses can be applied to the education requirement; however, therapeutic education and attendance at meetings of AA, Alanon, etc., are NOT applicable to CCS certification.

Process

After each educational offering is completed, make it a point to complete the information required on the **Documentation of Education** form. Keep all certificates of completion to document attendance and the number of contact hours. **Documentation of attendance is required when submitting the CCS application packet.**

A **Documentation of Education** form has been provided for you to document **individual training** events. Applicants are responsible for submitting documentation of attendance, the topic, the date(s), and amount of time for all education events. If a certificate of attendance was not provided which includes all of this information, a letter from your supervisor is acceptable.

**Certified Clinical Supervisor
(CCS-R)**

Testing

Certified Clinical Supervisor (CCS-R) Only Testing and Review

All CCS-R applicants must pass the IC&RC Clinical Supervisor Examination. There are no prerequisites to take the examination. The performance domains addressed in the exam are counselor assessment/evaluation, counselor development, professional responsibility and management/administration. (Appendix A provides the job tasks associated with each performance domain.) A passing score is based upon your total score. If you fail the exam, you must retake the entire exam.

Contact IC&RC/AODA, Inc. to obtain exam study materials (717) 540-4457; 298 South Progress Avenue, Harrisburg, PA 17109

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes. The request must be submitted in writing to MCBAP no fewer than 120 days prior to the scheduled test date. Official documentation of the disability or religious issue must be submitted with the request. Candidates should contact MCBAP regarding what constitutes official documentation.

Examination Dates and Locations

The exam is offered in Lansing, Detroit, Marquette and Gaylord on the second Friday of March, June, September and December.

Examination Fee and Registration

To register for the exam, applicants must submit the completed IC&RC Clinical Supervisor Written Exam Registration Application with a check or money order for \$100.00 (non-refundable) made payable to MCBAP. Visit our website www.mcbap.com or call (517) 347-0891 to obtain an application. The application and fee must be received by MCBAP at least six (6) weeks prior to the desired exam date. Mail application and fee to:

**MCBAP
3474 Alaiedon Parkway
Suite 500
Okemos, MI 48894**

Cancellation or postponement notices must be given in writing at least two (2) weeks prior to the examination date. All fees are non-refundable. Those canceling prior to the two-week deadline may reschedule to take the exam at a future date. Individuals are allowed to cancel and reschedule twice, after which they will be required to re-submit the registration application as well as the examination fee.

Certified Clinical Supervisor
(CCS-M & CCS-R)

Residency
&
Code of Ethics

Certified Clinical Supervisor (CCS-M & CCS-R)

RESIDENCY

Applicants must live or work 51% of the time in Michigan at the time of application. Most applicants document residency when their experience is documented. If this is not the case, residency can be documented with a copy of a current Michigan driver's license or the employer can document, on agency letterhead, that the applicant is working 51% of the time in Michigan at the time of application.

CODE OF ETHICS

Description

Each applicant for the CCS Certification must read, sign and adhere to the Certified Clinical Supervisor Code of Ethical Standards (*see appendix B*). Penalty for violation of the Ethical Standards for Certified Clinical Supervisors may result in suspension, sanctions or revocation of certification.

Process

Read the Certified Clinical Supervisor Code of Ethical Conduct principles (*see appendix B*). Applicant must then sign the Code of Ethics Agreement and submit as a part of their application.

Certified Clinical Supervisor

(CCS-M & CCS-R)

**International Certification & Reciprocity
Consortium (IC&RC)**

Certified Clinical Supervisor (CCS-R) Only Reciprocity & IC&RC Certification

Michigan has membership in the **International Certification Reciprocity Consortium (IC&RC)**. The IC&RC membership currently includes more than 64 certification boards within the United States and foreign countries. Each certifying board that offers the CCS credential, belonging to the IC&RC agrees to accept the CCS credential conferred by other IC&RC member bodies. In turn, each certifying body assures the other certifying bodies that every Certified Clinical Supervisor has met the IC&RC minimum standards.

Persons who possess a valid CCS-R from Michigan can request reciprocal recognition from other IC&RC member board. Similarly, CCS holders from other member boards can obtain current certification in Michigan without meeting further requirements. If two boards use slightly different means to meet the minimum standards of equivalent certifications, the board asked to grant reciprocity cannot require the already certified CCS applicant to meet additional requirements.

Michigan's CCS-R seeking reciprocity in another IC&RC member board should obtain the IC&RC reciprocity application and release form from MCBAP, complete the one page form, and send it to the IC&RC office with the appropriate fee. The IC&RC will then officially request MCBAP to send a copy of the applicant's records to the new states certifying body.

Certified Clinical Supervisor
(CCS-M & CCS-R)

Renewal

Certified Clinical Supervisor (CCS-M & CCS-R) Description

Description

During the certification period the applicant must complete at least six (6) contact hours of continuing education specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains. **It is your responsibility to apply for renewal.**

See the **EDUCATION** section of this manual for information on acceptable sources of education.

Process

Notification by mail will be made approximately ninety- (90) days prior to the impending expiration date. This is a courtesy reminder and failure to receive it does not negate responsibility to renew in a timely manner. The Renewal Application can be downloaded per our website (www.mcbap.com) or you may contact our office if you would like to receive a Renewal Application by mail.

Complete and submit the Renewal Application form(s) no later than the date your certification expires. Failure to submit documentation in a timely manner may result in loss of certification. Be sure to sign the affidavit attesting to the fact that you have obtained the required number of hours of continuing education. **Do not** submit any documentation of education with your application; *however, do submit a listing of the continuing education trainings obtained.* Maintain documentation of your continuing education hours, as you will be subject to a random audit.

Expiration

The clinical supervisor can apply for renewal up to 90 days after the expiration date by making application and meeting renewal requirements. If the clinical supervisor is successfully renewed, the new expiration date will be the same as if the renewal had occurred in a timely manner. If application for renewal is not made within 90 days after the expiration date the individual no longer holds their current credential and may no longer use the acronym or refer to him/herself as certified. Individuals failing to renew within 90 days after the expiration date will be removed from the current certification list.

To hold the credential an individual must re-apply for the certification as if they had never held it and meet all current standards. This may include additional documentation and/or exams.

Extension of Expiration Date

The expiration date of certification may be extended up to 90 days with documentation of a medical condition, which severely limits normal activities for at least 30 days within the last 180 calendar days prior to expiration date. Application for extension must be made on or before the expiration date.

Escrow

A certified professional may request in writing that his/her credential be placed in escrow for a period of up to two (2) years. Reason for such action must be a documented medical condition, which prevents the individual from working.

The individual will be responsible for meeting renewal requirements when the full two (2) years active status (not counting the time the certification is in escrow) has lapsed. Education completed during the escrow cannot be applied toward renewal.

A written request to remove the certification from escrow and a \$50 fee must be submitted to MCBAP prior to the end of the escrow period.

Additional continuing education contact hour options:

Item Writing - Continuing education credit may be earned by writing questions for the IC&RC Clinical Supervisor Exam. Call MCBAP for details.

Teaching - An applicant can submit up to 12 hours maximum for a combination of teaching and training of events specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains. Teaching must be **sponsored** by one of the acceptable types previously listed on pages.

Publishing in a professional journal - An applicant can receive 12 hours credit for an article of more than 4,000 words specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains which is published, provided the applicant was the primary author. Publication must be documented on the journals letterhead and a copy of the article submitted with the Renewal Application.

Presenting papers - An applicant can receive up to 12 hours education credits for presenting a paper at national and state conferences of professions licensed or certified in Michigan. Presentation of the paper must be documented on the sponsoring organization's letterhead or publicity materials. The number of contact hours applicable is equal to the length of time of the presentation.

CPM Evaluator - An applicant can receive up to 12 hours education credits for participation as a CPM evaluator. Hours are awarded based upon the number of applicants evaluated.

Documentation of Events

For all educational events, you are responsible for documenting successful completion, the number of contact hours, the dates, and supplying content descriptions such that the relevancy to the clinical supervisor performance domains can be determined.

Certified Clinical Supervisor (CCS-M & CCS-R) Requirements

Continuing Education:

Six (6) contact hours of education specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains.

Code of Ethics:

Sign the current Code of Ethics.

Application:

Complete the renewal application form, being sure to sign the affidavit attesting that you have obtained the required number of contact hours. **Do not** submit any documentation of continuing education hours with your renewal application; *however, you must submit a listing of the continuing education trainings obtained.*

All newly certified individuals are mandated to an audit of their continuing education training for the first two (2) renewal periods; after two (2) renewal periods an individual is not mandated to an audit, but may be subject to an audit. Failure to produce these education hours when requested **will** result in a loss of the credential. Maintain documentation of your continuing education hours during the time you are certified, as you will be subject to random audit.

Fee: \$25 non-refundable renewal fee.

Certified Clinical Supervisor
(CCS-M & CCS-R)

Application Instructions
&
Submission Forms

**Certified Clinical Supervisor
(CCS-M & CCS-R)
Directions for Submitting Application**

Submit your application forms in the following order with supporting documents.

1. Application - (Submit copy of any name change legal documents).
2. Experience - Documentation of Experience form(s).
3. Education - Documentation of Education form.
4. Code of Ethics – Sign Code of Ethics.
5. Fees & mailing Instructions – Submit all forms, documentation and \$150.00 (check or money order) non-refundable two-year certification fee payable to MCBAP (online application manual included).

Mail to:

**MCBAP
3474 Alaiedon Parkway
Suite 500
Okemos, MI 48864**

Certified Clinical Supervisor (CCS-M & CCS-R) APPLICATION

(All information must be typed or legibly printed)

Please check the appropriate level of certification you are applying for:

CCS-M
LIMITED GRANDPARENTING PERIOD-
October 1, 2006 thru September 30, 2008

CCS-R

I - Personal Information

Name _____
(As you want it to appear on your certificate)

Address _____
Street Apt.

City State Zip Code

Email Address _____ Highest Level of Education _____

Business Address _____
Street Suite

City State Zip Code

(_____) _____ (_____) _____
Home Telephone Business Telephone Soc. Sec. Number
(Last 4 digits only)

II - Signature Requirement

I hereby certify that all the above information is true and accurate. In signing, I am applying for the Certified Clinical Supervisor credential.

Applicants Signature _____ Date _____

Supervisor Signature (verifying applicant signature) _____ Date _____

III - Fees and Mailing Instructions

Submit all forms, documentation and \$150.00 (check or money order) non-refundable two-year certification fee payable to MCBAP.

Mail to: **MCBAP**
3474 Alaiedon Parkway
Suite 500
Okemos, MI 48864

**Certified Clinical Supervisor
(CCS-M & CCS-R)
DOCUMENTATION OF EXPERIENCE**
(All information must be typed or legibly printed)

Applicable to this experience is verification of Bachelors degree, five years (10,000 hours) of clinical supervisory experience in the AODA field (including a minimum of 200 hours of direct clinical supervision), two years (4,000) of counselor experience working as an AODA counselor. These two years may be included in the five years of clinical supervisory experience). Experience must be specific to the IC&RC performance domains (Appendix A). Section II, III and IV should be completed by the applicants supervisor, program director or personnel office. Additional copies of these forms may to be made. **Include a copy of the applicant's job description.**

Section I - Applicant Information

Name _____

Address _____ Apt. _____

City _____ State _____ Zip Code _____

Section II - Program Information - *To be completed by the applicant's supervisor, program director or personnel office.*

Program name _____

Program address _____

MDCH Program license number _____ Telephone # (____) _____

Section III - Documentation of Experience - *To be completed by the applicant's supervisor or program director or personnel office.*

Applicant's Position _____

Beginning Date _____ Ending Date _____

Counseling - Total hours counseling AODA clients _____

Clinical Supervision - Total hours of AODA Supervision _____

Section IV – By signing below, I attest the applicant (Section I), performed adequately at the program (Section 2), providing AODA counseling and AODA Clinical Supervision.

Signature and title of Supervisor, Program Director or Personnel Manager

**Certified Clinical Supervisor
(CCS-M & CCS-R)
DOCUMENTATION OF EDUCATION**
(All information must be typed or legibly printed)

Thirty- (30) contact hours of didactic training in clinical supervision is required; this must include a minimum of six (6) hours of training in each of the following performance domains: assessment/evaluation, counselor development, professional responsibility and management/administration. Document each training course, seminar, workshop, etc., date(s) and contact hours using this format. Attach certificates of completion or other documentation verifying attendance at the below listed educational events. **(Make copies of this form if additional space is required.)**

Applicant Name

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Title training course, seminar, workshop, etc.	Date(s)	Contact Hours
--	---------	---------------

Signature Requirement:

I hereby certify that all the above information is true and accurate.

Applicant's Signature	Date
-----------------------	------

Supervisor, Program Director or Personnel manager signature

**Certified Clinical Supervisor
(CCS-M & CCS-R)
CODE OF ETHICS AGREEMENT**

I, the undersigned individual, agree to adhere to the Code of Ethical Standards for Certified Clinical Supervisors (see appendix B) and understand that violation of the Ethical Standards for Certified Clinical Supervisors may result in suspension, sanctions or revocation of certification.

Applicant Signature

Date

Certified Clinical Supervisor (CCS-M & CCS-R) Data Collection Form

This data is important in identifying the on-going status of substance abuse workforce in the state of Michigan. The information will assist with identification of future needs, e.g. competency standard, credentialing, training, education, future funding and other planning activities. The aggregate data will be shared with groups such as providers, Regional Coordinating Agencies, Office of Drug Control Policy, elected officials and other interested parties.

Type of service in which you spend the majority of your time

<input type="checkbox"/> Prevention	<input type="checkbox"/> Detoxification
<input type="checkbox"/> Residential	<input type="checkbox"/> Intensive Outpatient
<input type="checkbox"/> Outpatient	<input type="checkbox"/> Methadone
<input type="checkbox"/> Supervision/Management/Administration	

Typical hours worked per week in substance abuse treatment or prevention work

_____ Hours

Primary role/responsibility function

<input type="checkbox"/> Primary Therapist	<input type="checkbox"/> Didactics
<input type="checkbox"/> Case Management	<input type="checkbox"/> AAR Screener/Assessor
<input type="checkbox"/> Clinical Supervisor	<input type="checkbox"/> Medical/Psychiatric
<input type="checkbox"/> Administrator	<input type="checkbox"/> Residential Aid/Milieu Technician
<input type="checkbox"/> Other _____	

Annual salary from treatment or prevention work (optional)

<input type="checkbox"/> \$ 0 - \$10,000	<input type="checkbox"/> \$31,000 - \$40,000	<input type="checkbox"/> \$61,000 - \$70,000
<input type="checkbox"/> \$11,000 - \$20,000	<input type="checkbox"/> \$41,000 - \$50,000	<input type="checkbox"/> \$71,000 - \$80,000
<input type="checkbox"/> \$21,000 - \$30,000	<input type="checkbox"/> \$51,000 - \$60,000	<input type="checkbox"/> \$81,000 - \$90,000 plus

Gender (optional) Female Male

Primary Race/Ethnic Group (optional)

<input type="checkbox"/> White/Caucasian (non-Hispanic)	<input type="checkbox"/> Asian American
<input type="checkbox"/> Black/African American (non-Hispanic)	<input type="checkbox"/> Native American/Indian
<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Alaska Native
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Arab/Chaldean
<input type="checkbox"/> Other (please specify) _____	

Certification(s)/Licensure(s) (identify ALL and if temporary status)

Certified Clinical Supervisor
(CCS-M & CCS-R)

APPENDIX A

Performance Domains
&
Job Tasks

APPENDIX A

Certified Clinical Supervisor Performance Domains and Job Tasks*

Domain I Assessment and Evaluation

Task 1: Assess the supervisees experience with and/or knowledge of the field of alcohol and other drug abuse, social and behavioral science, and 12-step philosophy and tradition, by interview, questioning, exploration, and/or discussion in order to determine the supervisee's strengths and weaknesses.

Task 2: Assess supervisee temperament, leadership style, interpersonal strength, weakness, and reactions to stress within the work setting by use of interviews, observations, and assessment instruments in order to promote supervisee growth.

Task 3: Analyze supervisee performance of tasks related to the 12-core functions in order to identify levels of performance by interview, direct observation, review of case records, and use of evaluation tools.

Task 4: In order to become familiar with the supervisee's levels of clinical functioning, explore his/her ability to utilize various therapeutic approaches by direct, ongoing observation.

Task 5: Evaluate the supervisee's strengths and weaknesses by interviews, observations, and feedback solicited from other appropriate sources in order to make appropriate work assignments and to formulate a plan for the supervisees ongoing development.

Domain II Counselor Development

Task 1: Build with the supervisee a developmental framework for a supervisory relationship through the use of assessment activities, case presentation, demonstration, and dialogue, for the purpose of facilitating supervisee development.

Task 2: Promote a career development process with the supervisee through the use of mutual planning, assessment activities, and motivational techniques, in order to stimulate a desire for continuing personal and professional growth.

Task 3: Work with clinical staff to facilitate clinical teamwork behaviors by using observational tools, staff discussion, demonstration, and reading/writing tasks, for the purpose of improving and maintaining clinical staff resource utilization and effectiveness.

Task 4: With supervisee participation, develop and implement a clinical training

and education program based on an assessment of the supervisee's learning needs in order to operationalize clinical training and educational practices for the purpose of strengthening the supervisee's clinical competence.

Task 5: Provide direct clinical supervision to supervisees, using a variety of supervisory methods, in order to build supervisees' clinical skills.

Domain III Professional Responsibility

Task 1: Participate actively in professional organizations to model and encourage professional involvement by the supervisee.

Task 2: Promote, maintain and safeguard the best interests of the supervisee by adhering to established codes of ethics in order to encourage high standards of conduct.

Task 3: Pursue personal and professional development by participating in related professional and educational activities in order to improve supervisory competence.

Task 4: Strive to maintain or improve personal, physical, and mental health by participating in activities, which promote professional effectiveness.

Task 5: Recognize the uniqueness of the individual supervisee by gaining knowledge about personality, culture, life-style, personal feelings, and other factors in order to influence the supervisee in the process of his/her development.

Task 6: Subscribe to federal, state, local, and agency rules/regulations and other legal and liability guidelines regarding alcohol and other drug abuse treatment by following appropriate procedures in order to protect supervisee rights.

Domain IV Management and Administration

Task 1: Assist in developing quality improvement guidelines, implementing those procedures and standards with staff involvement in a continuing quality improvement plan, in order to monitor and upgrade clinical performance.

Task 2: Monitor compliance with federal and state regulations, implementing existing Quality Improvement mechanisms, in order to protect supervisees and clients rights.

Task 3: Evaluate and monitor agency policies and procedures using accreditation standards to ensure compliance.

Task 4: Plan and coordinate the activities of supervisees to promote effective management in order to maintain clinically effective programming, through the review of daily schedules, consultation, knowledge of on-site and community resources, etc.

- Task 5:** Meet with new staff to orient them to all program components and professional expectations in order to enable new staff to adhere to the programs performance standards.
- Task 6:** Identify and assess program needs utilizing available mechanisms in order to formulate a plan for enhancing clinical services and program development.
- Task 7:** Coordinate consultation services with supervisee utilizing additional resources for the purpose of providing continuity of quality care for clients.
- Task 8:** Recommend, in accordance with agency policy and procedures, the employment and termination of clinical staff by participation in review, selection, and evaluation processes in order to retain quality clinical staff.

*Reprinted from ICRC Role Delineation Study for the Clinical Supervisor

Certified Clinical Supervisor
(CCS-M & CCS-R)

APPENDIX B

Code of Ethical Standards

APPENDIX B

Certified Clinical Supervisor Code of Ethics

This code of ethics applies to Alcohol, and Other Drugs (AOD) Substance Abuse Professionals who are credentialed as Certified Clinical Supervisors {AOD/CCS} and applies to their conduct during the performance of their clinical duties as supervisors.

Supervision:

A disciplined, structured and defined clinical activity. It has a parallel, and linked relationship to education, consultation, administration and research. It is a necessary, significant and meaningful aspect of the delivery of ethical, competent, humane, and appropriate services to clients/consumers.

Rules of Conduct:

These ethics constitute the standards an AOD/CCS should maintain. These ethics shall be used to aid in resolving any ambiguity, which may arise in the application and interpretation of these rules.

Competence:

An AOD/CCS shall limit practice to areas of competence in which proficiency has been gained through education or documented experience or through the awarding of a reciprocal professional certification or license. An AOD/CCS shall accurately represent areas of competence, education, training, experience and professional affiliations in response to responsible inquiries, including those from appropriate boards, the public, supervisees, and colleagues. An AOD/CCS shall aggressively seek out consultation with other professionals when called upon to supervise counseling situations outside their realm of competence. An AOD/CCS will refer supervisees to other professionals when they are unable to provide adequate supervisory guidance to the supervisee.

Client Welfare and Rights:

The primary obligation of an AOD/CCS is to train S/A counselors to respect the integrity and promote the welfare of their clients. AOD/CCS should have supervisees inform and receive permission from clients that they are supervised and that details of their treatment may be discussed or reviewed with a supervisor. Any audio or video taping of a client/consumer's treatment must be authorized in writing. An AOD/CCS should make supervisees aware of client's rights, including protecting client's rights to privacy and confidentiality in the counseling relationship and the information resulting from it. Clients should also be informed that their right to privacy and confidentiality would not be violated by the supervisory relationship. Records of the supervisory relationship, including interview notes, test data, correspondence, the electronic storage of these documents, audio and video recordings are to be treated as confidential materials. Written permission for use of these materials outside of the supervisory session must be granted in writing by the client. An AOD/CCS is responsible for monitoring the professional actions of their supervisees. An AOD/CCS is responsible for monitoring the professional actions of their supervisees. An AOD/CCS is responsible for the presentation of adequate training for all supervisees in the area of transference, dual relationships, cultural sensitivity and professional deportment.

Professional Behavior:

Due to the unique scope of practice S/A counselors provide, AOD/CCS must monitor the following behaviors of their staff and themselves:

- a. Public intoxication, defined as any incident of alcohol consumption or use of mood altering substances that result in public display of behavior commonly associated with intoxication.
- b. Arrest for the possession or use of any illegal drug, narcotic or mood altering substance.
- c. The use of intoxicants and/or non-physician prescribed and monitored mood-altering substance when engaged in professional pursuits.
- d. The conducting of intimate, personal, and/or business relationships of any kind with any client or their families.
- e. Clinical Supervisors who are members of Alcoholics Anonymous, Cocaine Anonymous, Narcotic Anonymous, Al-Anon, etc. shall not become a sponsor to any active, discharged client or family member.
- f. The Clinical Supervisor is in violation of this code and are subject to revocation and/or other appropriate action if they:
 - 1. Are convicted of any felony
 - 2. Are convicted of a misdemeanor related to their qualifications or functions
 - 3. Engaged in conduct that could lead to a conviction of a felony or misdemeanor related to their qualifications and/or function
 - 4. Are expelled or disciplined from any other professional organization
 - 5. Have their license or certification revoked, suspended or disciplined by a regulatory body
 - 6. Shall refuse to seek treatment if deemed impaired
 - 7. Fail to cooperate in any ethical complaint investigation
- g. The Clinical Supervisor respects the dignity and protects the welfare of participants in research and are aware of regulations and professional standards governing research including informed consent.
- h. The Clinical Supervisor makes financial arrangements with clients, third party payers and supervisees that are understandable and conform to accepted professional practices. Supervisors do not allow the agency and/or supervisees to accept payment for referrals. Clinical Supervisors disclose any fees to the clients and supervisees at the beginning of services and represent facts truthfully to clients, third party payers and supervisees.
- i. The Clinical Supervisor accurately represents their level of competence, education, training and experience relevant to their role of supervision and clinical experience. The Clinical Supervisor assures that any advertisement and/or promotional material accurately conveys information that is necessary for the public to make an informed choice for selection of services.

Supervisory Role:

Inherent and integral to the role of supervisor are responsibilities for monitoring of client welfare, insuring compliance with relevant legal and professional standards of service delivery, monitoring clinical performance and professional development of supervisees and evaluating and certifying current performance and potential of supervisees for academic, screening, selection, placement, employment, and credentialing purposes.

- a. The Clinical Supervisor must maintain professional decorum and standards. Unprofessional behaviors outlined in #6 above will not be tolerated.
- b. An AOD/CCS should pursue professional and personal continuing education activities to maintain their AOD/CCS credential and to improve their supervisory skills. Competency in the

Four Performance Domains of AOD Clinical Supervision must be maintained.

- c. An AOD/CCS shall make their supervisees aware of professional and ethical standards and legal responsibilities of the counseling profession. In the absence of agency or state policy industry standards of ethical behavior should be explained to the supervisee.
- d. An AOD/CCS should strive to enable supervisees to be competent, autonomous, professional, judicious, aware of limitations and to become future supervisors if that is an appropriate career goal.
- e. Procedures for contacting the supervisor, or an alternative supervisor, to assist in handling crisis situations should be established and communicated to supervisees.
- f. Actual work samples via audio, counselor report, video or observation should be part of the regularly scheduled supervision process.
- g. Supervision is maintained through regular face-to-face meetings with the supervisee in-group or individual sessions.
- h. An AOD/CCS should provide supervisees with ongoing feed back on their performance.
- i. An AOD/CCS who has multiple roles (e.g., teacher, clinical supervisor, administrator, etc.) with supervisees should avoid any conflict of interest caused by these disparate roles. The supervisee should know the limitations placed on the AOD/CCS and the supervisor should share supervision when appropriate.
- j. An AOD/CCS should not participate in any form of sexual contact (including sexual harassment and sexual advances) with supervisees. Supervisors should not engage in any form of social contact or interaction, which would compromise the supervisor-supervisee relationship. Dual relationships (including outside consultants, partnerships, nepotism, etc.) with supervisees that might impair the supervisor's objectivity and professional judgment should be avoided and/or the supervisory relationship terminated.
- k. AOD/CCS shall not use the supervision process to further personal, religious, political or business interests.
- l. AOD/CCS should not endorse any treatment that would harm a client either physically or psychologically.
- m. An AOD/CCS should not establish a psychotherapeutic relationship as a substitute for or as an addition to supervision. Personal issues should be addressed in supervision only in terms of the impact on these issues on clients and on professional functioning.
- n. An AOD/CCS should never supervise past or current clients who are staff or their families.
- o. An AOD/CCS should model appropriate use of supervision themselves for problem solving and practice review.
- p. An AOD/CCS must be straightforward with supervisees about observed professional and clinical limitations of the supervisee. These concerns must be clearly documented and shared with the supervisee.
- q. An AOD/CCS who is a member of Alcoholics Anonymous, Narcotics Anonymous, Al Anon, etc., should never sponsor a supervisee.

- r. An AOD/CCS should not endorse a supervisee for certification or credentialing if the supervisor has documented proof of impairment or professional limitations that would interfere with the performance of counseling duties in a competent and ethical manner. The presence of any such impairment should begin with a process of feedback and remediation whenever possible so that the supervisee understands the nature of the impairment and has the opportunity to remedy the problem and continue with his/her professional development.
- s. An AOD/CCS should incorporate the principles of informed consent and participation; clarity of requirements, expectations; roles and rules; and due process and appeal into the establishment of policies related to progressive discipline.
- t. An AOD/CCS must be able to integrate the 12 Core Functions of Substance Abuse Clinical Competency into their theoretical and supervisory approach. A clear understanding of the 46 Global Criteria is essential.
- u. An AOD/CCS ensures the professional quality of the program that their supervisees participate in.
- v. An AOD/CCS should be an active participant in quality assurance and peer review.
- w. The supervision provided by an AOD/CCS must be provided in a professional and consistent manner to all supervisees regardless of age, race, national origin, religion, physical disability, sexual orientation, political affiliation, marital, social or economic status. When a supervisor is unable to provide non-judgmental supervision a referral to an appropriate supervisor with a complete explanation to the supervisee must be made.