

**Michigan Certification Board for Addiction Professionals**

**APPLICATION INSTRUCTIONS**

**for**

**Certified Clinical Supervisor  
(IC&RC reciprocal)**

**CCS**

# INTRODUCTION

The CCS (IC&RC reciprocal) is a credential being offered in the state of Michigan. Individuals applying for this credential must complete and provide verification of all requirements outlined in this manual, including the IC&RC Clinical Supervisor examination.

Certification is a statewide program of quality assurance operated by the **Michigan Certification Board for Addiction Professionals (MCBAP)**. An individual achieving the title of CCS is identified as an individual having demonstrated established competency standards for a substance abuse treatment professional and clinical supervisor professional in the State of Michigan.

**Substance Use Disorder (SUD)** counseling and supervision is a specialty field. Ethical codes require special knowledge and skills to attain status as a professional. Substance use disorder counselors and supervisors have an ethical obligation to demonstrate knowledge, skill, and continue personal growth and development as part of attaining and maintaining professional status.

Certification not only requires the time and effort of applicants, but also the time and effort of several organizations. Below is a brief description of the role of some of the organizations involved in certification.

**The Michigan Certification Board for Addiction Professionals (MCBAP)** sets the policies and procedures for alcohol and other drug abuse counselor and supervisor certifications in Michigan and is responsible for the implementation of these policies and procedures. MCBAP is also responsible for the implementation of the IC&RC standards.

**The International Certification and Reciprocity Consortium (IC&RC)** is responsible for setting the minimum standards for reciprocal certifications.

**Other Organizations** such as MDHHS, Prepaid Inpatient Health Plans, Licensed Programs and Professional Counselors within the substance use disorder discipline play a vital role in the certification process. It is through a cooperative effort among all of these organizations and individuals that substance use disorder counselor and supervisor certification is possible.

## Table of Contents

<b>SECTION</b>	<b>DESCRIPTION</b>
<b>Submission</b>	<b>Submission &amp; Review Appeal Process</b>
<b>Overview</b>	<b>Overview of Requirements CCS</b>
<b>Experience</b>	<b>Experience CCS</b>
<b>Education</b>	<b>Education Description</b>
<b>Supervision</b>	<b>Supervision Description</b>
<b>Testing</b>	<b>Testing &amp; Review IC&amp;RC/CCS Exam</b>
<b>Ethics</b>	<b>Residency &amp; Code of Ethics Description</b>
<b>IC&amp;RC</b>	<b>Reciprocity &amp; ICRC Certification</b>
<b>Renewal</b>	<b>Renewal Overview Requirements</b>

# **Certified Clinical Supervisor (CCS)**

## **Submission**

# **Certified Clinical Supervisor (CCS) Submission and Review**

The process of certification requires the submission of enclosed forms and supporting documentation, please use black or blue ink only, no pencil. Make copies of all documentation. 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 mail all forms and documentation to:

**Michigan Certification Board for Addiction Professionals  
6639 Centurion Drive  
Suite 170  
Lansing, MI 48917**

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

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.

If your application has been denied or found incomplete, you may file an appeal. The Appeal Form, found on [mcbap.com](http://mcbap.com), must be sent to the Executive Director within 30 days of the notification of application denial.

If you have any questions, please call the Michigan Certification Board for Addiction Professionals at (517) 347-0891.

# **Certified Clinical Supervisor (CCS)**

## **Overview**

# **Certified Clinical Supervisor (CCS) Overview of Requirements**

Individuals applying for the CCS credential must currently hold the Certified Alcohol and Drug Counselor (CADC), Certified Advanced Alcohol and Drug Counselor (CAADC), Certified Criminal Justice Professional (CCJP), Certified Co-Occurring Disorders Professional (CCDP) or Certified Co-Occurring Disorders Diplomat (CCDP-D) to be eligible to apply for the Certified Clinical Supervisor (CCS).

**Experience** –10,000 hours, full- or part-time clinical counseling experience working with substance use disorder clients at a program licensed by the state of Michigan. Included in this must be 4,000 hours, full- or part-time clinical supervisor experience at a program licensed by the state of Michigan. Refer to “Experience” section in the application instructions on [mcbap.com](http://mcbap.com) for further explanation.

**Education** - 30 contact hours in clinical supervision with a minimum of four (4) hours of education in each of the following CCS Domains: Counselor Development, Professional & Ethical Standards, Program Development & Quality Assurance, Assessing Counselor Competencies and Performance, and Treatment Knowledge. Refer to “Education” section in the application instructions on [mcbap.com](http://mcbap.com) for further explanation.

**Supervision** - 200 hours of direct supervision specific to the IC&RC/CCS Performance Domains. Refer to “Supervision” section in the application instructions on [mcbap.com](http://mcbap.com) for further explanation.

**Testing** – IC&RC/CCS, Clinical Supervisor examination

**Code of Ethics**- Sign and adhere to the current MCBAP Clinical Supervisor Code of Ethical Standards.

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

**Application** - When all requirements have been completed, submit your CCS application to MCBAP for review. All documentation must be on copies of the forms provided and in the format specified in the application forms and instructions found on [mcbap.com](http://mcbap.com). Please note, all requirements must have been completed within the previous ten years of submitting the application.

**Fee** - Submit \$150.00 **non-refundable** application fee.

Initial Certification – Once approved, the initial CCS certification period will be for two (2) years.

Renewal – Renewal at the end of the two (2) year period requires submission of the Renewal Application and proof of completion of at least six hours of continuing education specific so the CCS domains.

# **Certified Clinical Supervisor (CCS)**

## **Experience**



# **Certified Clinical Supervisor (CCS) Experience**

## **Description**

To meet the experience standard, the applicant must provide documentation of 10,000 hours of clinical counseling experience working with substance use disorder clients, including 4,000 hours of clinical supervisor experience, at a program licensed by the state of Michigan.

An associate's degree in behavioral science may substitute for 1,000 hours; a bachelor's degree in behavioral science may substitute for 2,000 hours; a master's degree in behavioral science may substitute for 4,000 hours.

All degrees must be from an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation. To be considered as an applicant for the CCS credential, you must submit an official college transcript (online transcripts are not accepted) that indicate the major and date of completion.

Experience at non-licensed 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:

## **Process**

Applicants must use the Certified Clinical Supervisor Documentation of Experience form (Form #2.) Submit a separate form for each program where you have accumulated experience. Submit copy of formal job description(s).

**Certified Clinical Supervisor  
(CCS)**

**Education**

# Certified Clinical Supervisor (CCS) Education

## Description

Education is defined as formal classroom education (workshops, seminars, in-services, and college/university courses) and home study courses (internet, correspondence, teleconference). One clock hour of education is equal to (60) minutes of continuous instruction. Education must be specific to the knowledge and skills necessary to perform the tasks within each IC&RC/CS Performance Domain. All education must be MCBAP approved and documented, or by a MCBAP approved alternative. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and a content description. Education training must be within the previous 10 years of the date your application is submitted.

**Thirty- (30) contact hours of didactic training in clinical supervision is required;** this must include a minimum of four (4) hours of training in each of the following performance domains: Counselor Development, Professional & Ethical Standards, Program Development & Quality Assurance, Assessing Counselor Competencies and Performance, and Treatment Knowledge. The job tasks associated with each of these performance domains (see *Appendix A*) provide additional detail regarding acceptable types of education.

**Sources of Education** – Education credits, typically referred to as contact hours or continuing education units (CEUs), may be earned from various sponsors of education, many of which do not require formal approval by MCBAP. **Regardless of the source, in order to count toward certification, the content of the educational activity must meet the definition of SPECIFIC– see below.**

Applicants for certification are expected to acquaint themselves with the criteria that apply to the types of acceptable sponsoring organizations/ agencies/ sources listed below. In all cases a certificate of completion or comparable alternative documentation (e.g. college transcript) must be submitted.

**Specific** – Educational activities are considered SPECIFIC when the title, goals, objectives or course outline are specifically focused on alcohol, tobacco, and/or other drug use issues. Key words in course titles are: substance abuse, substance use disorder, drug addiction, chemical dependency, alcohol, tobacco, drug use, or co-occurring disorders. General courses in clinical theory and therapeutic methods will not count if not specific to SUD specialty services.

**Related** – Educational activities are considered RELATED when the title, goals, objectives or course outline content clearly indicate the course content addresses development of any of the domains, but the context may not directly address SUD issues (e.g. general counseling skills, clinical theory, therapeutic methods).

**MCBAP Approved Provider** – Although **not required** in order to have educational programs accepted for certification, any organization offering education may choose to seek Approved Provider Status by successfully completing the proscribed application. Qualifying organizations are authorized to insert language identifying their approved provider status in advertising materials and to have their name, website and courses listed at [www.mcbap.com](http://www.mcbap.com).

**College and University Courses** – Courses offered by an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation and which are accepted by that institution toward a recognized degree may be applied to meet the education requirements for certification. **One semester college credit is equivalent to 15 contact hours, one quarter college credit is equivalent to 10 contact hours.** An official transcript must be submitted from the college or university as documentation

Continuing Education Courses or individual trainings offered by an accredited institution may be applied to meet the education requirements for certification. Events are credited the number of contact hours on the documentation (e.g. certificate of completion). A copy of an official certificate of completion must be submitted as documentation.

**IC&RC Member Approved** – Most states or jurisdictions have a certification board that is a member of IC&RC. Any educational activity approved by an IC&RC member board may be applied to meet the educational requirements for certification.

**In-service Education** – Many licensed programs as well as their respective providers offer in-service training and/or sponsor one-time educational programs. These activities may be applied to meet the educational requirements for certification.

**State of Michigan**– Various departments of Michigan State Government (e.g. Community Health, Corrections) directly or jointly sponsor training activities and the MDHHS licenses certain specific training providers. Education activities from these sources may be applied to meet the educational requirements for certification.

**Home Study Courses** – This category includes home study courses, online trainings, correspondence courses and teleconferences. These activities must be offered by a MCBAP Approved Provider listed on our website or through educational sources identified in this manual. **Home study courses may be used for both initial certification and renewal; these courses must be pre-approved by MCBAP.**

**Prepaid Inpatient Health Plan (PIHP) and Community Mental Health Provider Networks** – Education provided by a Prepaid Inpatient Health Plan Agency or CMH Provider Network, which is relevant to the IC&RC/CS Performance Domains can be applied to this standard.

#### **Professional Associations, Federal Government and other sources**

This list is intended to identify additional sponsors/ sources of education that are acceptable without having to include specific language regarding MCBAP approval. Educational activities sponsored or co-sponsored by any of these agencies may be applied to meet the educational requirements for certification. Training sources merely linked from any of these organization websites are only acceptable if they meet the sponsorship criteria for one of the sources found in this manual.

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

**Therapeutic education and attendance at meetings of AA, Alanon, etc., are NOT applicable to the counselor certification.**

**Process**

After each educational offering is completed, make it a point to complete the information required on the Documentation of Education form (Form #4) Keep all certificates of completion to document attendance and the number of contact hours.

Applicants are responsible for submitting documentation of attendance, the topic, the date(s), and amount of time for all education events on the Documentation of Education form. If a certificate of attendance was not provided which includes all of this information, submit the training on the Education Form for Undocumented Events (Form #5.)

**Certified Clinical Supervisor  
(CCS)**

**Supervision**

# **Certified Clinical Supervisor (CCS) Supervision**

## **Description**

Supervision is defined as a formal, systematic process that focuses on skill development and integration of knowledge. This supervision must take place in a setting where SUD counseling and supervision is being provided. This supervision must occur as part of an eligible work experience and may be completed under more than one supervisor.

**200 hours of direct supervision** specific to the IC&RC/CS Performance Domains Functions (with a minimum of 40 hours in each Domain) is required.

1. Counselor Development
2. Professional and Ethical Standards
3. Program Development and Quality Assurance
4. Assessing Counselor Competencies and Performance
5. Treatment Knowledge

## **Process**

Submit the Supervision form (Form #3) to verify completion of hours. A minimum of ten (10) hours in each Domain must be documented.

**Certified Clinical Supervisor  
(CCS)**

**Testing**



# Certified Clinical Supervisor (CCS) Testing and Review

This standard requires that all CCS applicants successfully complete the testing within the previous 10 years of the date your application is submitted.

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to MCBAP no fewer than 120 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. Candidates should contact MCBAP on what constitutes official documentation.

## Examination Dates and Locations

Computer Based Testing allows candidates to test on demand. Testing hours vary at each location. Many sites are open on weekends. Preliminary test results are available upon completion of the exam.

Applicants are required to pass the International Certification and Reciprocity Consortium/Clinical Supervisor (IC&RC/CS) written examination as part of their CCS requirement. There are no prerequisites to take the exam. A passing score is based upon the total score. If you fail the exam, you must wait 90 days to retake the entire exam.

To register for the exam, complete the IC&RC Registration Application. Visit our website [www.mcbap.com](http://www.mcbap.com) or call (517) 347-0891 to obtain an application. Mail the completed application and **\$175.00 non-refundable exam fee** (check or money order) to MCBAP. **The application and fee must be received at least six weeks prior to your preferred exam date.** Registration may be limited.

Once pre-registered, the testing company will contact you via email to set up a test date and time. You may cancel or reschedule your examination five (5) or more calendar days prior to your scheduled examination date by logging on to the IQT website. You will be required to pay a \$25 fee to IQT before you are able to cancel or reschedule. If you miss the window given to set up your test date and time, you will have to pre-register again with the MCBAP office and pay \$25 to receive a new window of dates.

Links for study materials can be found on [mcbap.com](http://mcbap.com)

**Certified Clinical Supervisor  
(CCS)**

**Residency  
&  
Code of Ethics**

# **Certified Clinical Supervisor (CCS)**

## **RESIDENCY**

**Applicants** must live or work 51% of the time in the State of Michigan at the time of initial application.

## **CODE OF ETHICS**

### **Description**

All applicants must read, sign and adhere to the Supervisor Code of Ethical Standards. Penalty for violation of the Ethical Standards for Certified Clinical Supervisors may result in suspension, sanctions, or revocation of certification.

### **Process**

Read the Supervisor Code of Ethical Conduct principles. Applicant must then sign the Code of Ethics Agreement form (Form #7) and submit it as a part of their CCS Application.

**Certified Clinical Supervisor  
(CCS)**

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

# **Certified Clinical Supervisor (CCS) Reciprocity & IC&RC Certification**

Michigan has membership in the **International Certification and Reciprocity Consortium (IC&RC)**. The IC&RC's membership currently includes more than 64 boards in the U.S., Indian Health Services, U.S. Military, U.S. Federal Court Administrators, and many foreign countries including Canada, Sweden, Bermuda, Germany, Singapore, and the United Kingdom.

## **How Reciprocity Functions**

Each certifying body belonging to IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. For example, if an IC&RC member board offers a reciprocity-eligible supervisor certification, then the IC&RC's minimum standards for supervisor certification must be used.

In turn, each IC&RC member certifying body agrees to accept the reciprocity-eligible certification(s) of the other members if they offer an equivalent certification.

## **The Relationship of Michigan's CCS to Reciprocity**

Minimum standards for supervisor certification have been established by IC&RC. These minimum standards are for the Certified Clinical Supervisor (CCS). However, not all IC&RC members have developed a reciprocity-eligible CS certification.

Individuals holding the Michigan's Certified Clinical Supervisor (CCS) and apply for reciprocity to another IC&RC member board will receive the equivalent of the Certified Clinical Supervisor (CCS) if a reciprocity-eligible counselor certification is available through that certification body.

## **Applying for Reciprocity**

If you are moving to an IC&RC member board's jurisdiction, contact the Michigan Certification Board for Addiction Professionals for an IC&RC Reciprocity application for counselor certification and for verification that the certification board in your new location offers a reciprocity-eligible counselor certification

**Certified Clinical Supervisor  
(CCS)**

**Renewal**

# Certified Clinical Supervisor (CCS) Renewal Overview

## Continuing Education

At least six (6) contact hours of MCBAP approved continuing education specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC/CCS performance domains is required for a two (2) year certification, since the beginning of your previous certification period.

Refer to the **EDUCATION** section of this manual for information on acceptable sources of education. **It is your responsibility to apply for renewal.**

## Application

Complete the renewal application forms, being sure to sign the affidavit attesting that you have obtained the required number of contact hours and agree to the current code of ethics. **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:** \$40 renewal fee for each additional credential for those Individuals who hold more than one MCBAP certification when applying for a two-year period, and \$50 when applying for a three-year period.

## Older Adult Status for Certified Professionals

Certified Professionals may request “older adult” status. To be eligible the certified Individual must submit supportive documentation that he/she is at least 65 years of age. Renewal continuing education standards will remain the same, however, **the fee will be waived**. If renewing after expiration, the additional late penalty fee will still apply.

## 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 from our website ([www.mcbap.com](http://www.mcbap.com)) or you may contact our office if you would like to receive a Renewal Application by mail.

Failure to submit the fee and 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**

Renewal may be applied for up to 180 days after the expiration date by documenting continuing education and paying the renewal fee and an additional late penalty fee.

If 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 180 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 180 days after the expiration date will be removed from the current certification list.

If the application for renewal is not made within 180 days after the expiration date, please contact the MCBAP office for information on reinstatement.

All documentation is property of the board and may be destroyed after 3 years.

### **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.



