

Michigan Alcohol and Drug Counselor Development Plan - CADC

Read This First - General Information and Instructions

What is a Development Plan and why are you being asked to apply for this?

- You are becoming employed at a licensed program providing substance use disorder services, but you do not yet hold the specialty certification from the Michigan Certification Board for Addiction Professionals (MCBAP) that is required under a State of Michigan funded contract, State licensing, by another payer source or quality assurance source, or employer which requires it.
- An approved MCBAP -registered Development Plan is a time-limited, one-time opportunity to gain employment in these services prior to having completed the needed professional specialty certification. The Plan is an agreement between you and your employer.
- MCBAP certification requires focused preparation and demonstration of competencies in alcohol/drug addiction and related fields, meeting the requirements of certification: formal education, working experience with supervision, and passing of the fitting IC&RC* examination. Since this may take some time, the Development Plan allows you to work while completing the requirements, with a time limit. *IC&RC is International Certification & Reciprocity Consortium – the world's largest addiction specialty certification standards system. Requirements for all MCBAP certifications are detailed at: www.mcbap.com.
- If you formerly held an earlier (now lapsed) MCBAP credential or had a past MCBAP Development Plan which expired before completion, you may not be eligible for a new Plan, however you may be able to apply for Reinstatement. Contact MCBAP to determine eligibility.
- A registered Development Plan is not recommended unless it is required by your employer and their payment sources as an alternative to full certification.
- **A Development Plan is not required prior to applying for a MCBAP credential.** If you do not complete the full certification process before your Development Plan expires, you may continue to prepare for the MCBAP certification on your own schedule. However, your position with your employer may be affected in the interim.
- If you are working as a temporary or short-term student intern, discuss this with your employer, regional public funding entity, or contact MCBAP before applying for a Development Plan. You may not need to register for a Development Plan at this time.

How long will you have to complete the certification requirements? Are there extensions?

- Development Plans vary in length depending on their level and sometimes on the candidate's starting point. Development Plans leading to the CADC (Certified Alcohol and Drug Counselor), and CAADC (Advanced Alcohol and Drug Counselor) are normally 3 years or less. Clinicians working part time may be given additional time in their Plan.
- The Development Plan is **not** designed to be renewed or extended. Once begun, if the Plan expires before you have completed all the requirements in the application process, and submitted your application, you may have a gap in your professional status which could affect your employment.

Does the Development Plan move with you if you change employers?

- The Development Plan you are applying for is specific to the place of employment sponsoring your Plan. It does not automatically transfer to other programs or employers.

- If you do relocate, you should file an updated Plan application, signed by the new employer, with MCBAP. This will not normally change your overall Development Plan schedule or expiration date.

What are the steps to complete the Development Plan Application?

- The Development Plan should be completed and submitted to MCBAP within 30 days of the start of state-funded substance use disorder services. Plans submitted later will not be dated to begin more than 30 days prior to receipt at MCBAP. The date the application is signed by the Program Administrator/Director is usually the key date MCBAP uses.
- Before completing the Development Plan, please read the requirements and instructions for applying for certification found at www.mcbap.com/certifications/. An overview may also be found later in these Development Plan materials. You need to be familiar with the overall requirements of the credential you expect to apply for.
- Information must be typed or printed clearly. A valid email contact address for the applicant is required. Follow-up contact from MCBAP will be sent via email.
- Agency information should include the official name of all agencies at which you are providing services, no acronyms or abbreviations. Please list the primary agency first, and have your supervisor and program director at the primary agency sign the application documents.
- Documentation of completion of at least **3 hours of professional boundaries education, 2 hours of professional code of ethics education, and at least 1 hour of substance use disorder confidentiality education (42 CFR)** must be submitted with the Development Plan application, or within 60 days. This education may be verified in-services, or MCBAP-approved online or home-study if necessary. If done via in-service, online or via home-study, do not rely on using these ethics education hours to meet the later professional ethics education requirement of the initial CADC credential. Education topics may be within combined courses or taken separately.
- Submit proof of the ethics / professional boundaries / confidentiality education with your application. Copies of completion certificates or college transcripts are acceptable. If you are unable to complete the minimum hours of ethics/boundaries/confidentiality education prior to submitting your Development Plan Application, MCBAP will review the Plan but will hold your application for up to 60 additional days, awaiting the needed education. Failure to provide education documentation will invalidate your Application and it will not be registered.
- The MCBAP Counselor Code of Ethics must be read prior to signing the Development Plan Assurances.
- Development Plan application must be submitted **with a copy of the current job description under which required experience will be gained**, or a copy of recent past job description if you believe you have already met the minimum experience standards for the credential in an earlier position.
- Submit a \$75.00 **non-refundable** processing fee, the official job description from experience you plan to use in your future CADC application, required education proof, and completed forms 1-5. **Keep a copy of the Plan for your own files.**
- **Once your Development Plan is approved and registered, if your address, other contact information, name, or employment changes, report these changes to MCBAP.**

Reporting Information Updates:

Notify MCBAP if your name, home address, place of work, email, or other contact information changes after your Development Plan application has been submitted.

Submit a revised/updated form if your employment has changed. If you change agencies this plan is no longer valid until you update it to your new place of work. The revised form needs only to include new information, and appropriate signatures. No additional fee is required for routine personal information updates.

Reporting Status Corrections:

Notify MCBAP if you discover that you filled out an original Plan incorrectly, or have experienced changes in your work situation that require correction of Development Plan completion hours (Form 2). Submit a revised form with a written explanation from a supervisor describing how the original Plan form 2 was incorrect, or what has otherwise changed. Plan period or timeline changes may or may not be given based on MCBAP review of the corrections request. **A \$50 fee is required for a status change correct Plan.** Unless there have been verified breaks or cutbacks in your employment, the effective dates for your Plan will not be changed.

You should thoroughly read the Development Plan application information and forms, and also the full MCBAP credential application forms and instructions for the chosen credential, all found on www.mcbap.com. If more assistance is needed, contact MCBAP. It is important that you know how to estimate hours completed in the various requirements, and understand what education courses or past work experience can be used.

Progress on the Development Plan:

You are responsible for making needed progress within your Development Plan so as to complete the Plan and MCBAP certification requirements within the Plan period. You do not need to notify MCBAP if you choose to move faster or slower than described within the Plan, however, if you do not keep up progress and your Plan expires, you will not be given an extension or a new Plan period. If your employment depends on having a valid Development Plan or completed MCBAP certification and you do not meet the overall deadline, you may put your employment at risk.

A Development Plan does not replace the requirement to submit a complete initial application for the MCBAP credential you seek. You must complete the MCBAP initial certification application, provide full information and documentation, and pay all fees, as required for the certification, once all required elements have been completed and you are ready to apply.

Registration of a CADC Development Plan does not limit you to apply only for the original targeted credential. You may choose to pursue an alternate credential with MCBAP if you determine there is a better fit for your situation. Discuss considered changes in direction with your employer(s), and contact MCBAP if necessary to discuss alternatives.

MCBAP contact information:

(517) 347-0891 voice

(517) 347-1288 fax

info@mcbap.com email

RECOMMENDATIONS - CADC:

Your Plan schedule should take into account what you have already completed and what you have yet to do to meet the CADC credential requirements.

In order to complete the requirements for certification by the time your Development Plan expires, please consider the guidelines listed below. These guidelines are based on a full-time work schedule (32+ hours per week), for a candidate who has not already completed substantial progress towards the credential requirements before they start the Plan. Part time schedules will most likely require a different schedule, and may be longer overall. If you have more hours already completed, you may be able to finish sooner.

Again, please review the requirements, instructions, definitions, and application forms for the MCBAP certification you will be applying for. These can be found on www.mcbap.com/certifications/. An overview can also be found further on in this application material.

Experience Hours – total needed = 2000 to 6000, depending on level of academic degree

If working full time, up to 2,000 hours per year providing substance use disorder treatment services at a licensed substance use disorder services program or other approved provider can be expected. Base Plan goals on Form 2 on what you actually need to do and can realistically expect to complete.

Education Hours – total needed = 300, at least 180 SUD specific; up to 120 may be related

It is your responsibility to retain and be able to supply proof of completed education hours.

As many as 100 hours, or more, of substance use disorder and related focused education contact hours per year may be necessary if you have not already completed hours towards the required education.

NOTE: The MCBAP offered Michigan Addiction Fundamentals Exam (MAFE) is not required for certification but is required of new hires by some agencies. A MAFE passing score is worth 35 *specific* education hours towards the CADC and other MCBAP clinical credentials.

Supervision Hours – total needed = 200 to 300, depending on academic degree

100 hours of direct supervision per year (within your Experience hours)

Please view CADC level IC&RC Domains to be covered: www.mcbap.com

IC&RC Exam - You will need to gain a passing score for the ADC exam.

Scheduling your IC&RC exam date at least **6 months before** the end of the Development Plan is highly recommended. If you fail the IC&RC ADC exam, you must wait 90 days to retest.

A study guide or course can be a useful tool for exam preparation. Links to study guides and practice exams may be found on the MCBAP website, www.mcbap.com, or via the IC&RC website, www.internationalcredentialing.org. MCBAP does not provide exam study courses, but these may sometimes be found from professional education providers listed on our website.

Overview of Requirements for full CADC initial Application
Please use these target requirements as a reference when filling out Form 2

Experience – Up to 6,000 hours (depending on level and focus of degree), full- or part-time clinical counseling experience working with substance use disorder clients at a program licensed by the state of Michigan. Refer to “Experience” section in the application instructions on mcbap.com for further explanation.

Education - 300 education hours. Of these hours, 180 must be specific to substance use disorders and the additional 120 may be related to the ADC Domains. Six (6) hours must be face-to-face, MCBAP approved education in behavioral health professional practice ethics, or MCBAP approved alternative. Refer to “Education” section in the application instructions on mcbap.com for further explanation.

Specific substance use disorder education for the CADC must be in the IC&RC ADC Domain topics and must be 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 count as *related* to SUD specialty services.

Supervision – Up to 300 hours (depending on level and focus of degree), of direct supervision in SUD services, specific to the IC&RC/ADC Performance Domains (with a minimum of 10 hours in each Domain. Refer to “Supervision” section in the application instructions on mcbap.com for further explanation.

Testing – IC&RC/ADC, Alcohol and Drug Counselor examination

Code of Ethics- Sign and adhere to the current MCBAP Counselor 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 CADC 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. Please note, all requirements must have been completed within the previous ten years of submitting the application.

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

Application for Michigan Development Plan Certified Alcohol and Drug Counselor CADC

New Plan (\$75)_____ Update of Address/Employment (No fee)_____ Correction /Status Change (\$50)_____

General Information (type or print clearly)

Last Name: _____ First Name: _____ MI: _____

Home Address: _____ Telephone: () _____

City: _____ County: _____ State: _____ Zip: _____

Fax: () _____ Email: _____

Social Security #: (last 4 digits only) _____ Month/Year of Birth (mm/yyyy) ___/____

Complete the following information regarding your current clinical services location.

Provider/Program Name: _____

Your Title: _____ Telephone: () _____

Street Address: _____ FAX: () _____

City/Township: _____ Agency LARA License Number: _____

County: _____ State: _____ Zip: _____

If you will be working for multiple substance abuse service providers during this Development Plan, attach a separate sheet with other program name, address and agency LARA license number.

***Attach a formal job description for the experience you will be using to meet certification requirements. For most applications, this is the current (new) job description. If you have completed other recent experience, provide a brief description of that past work, dates active, and identify service program by name, address and MiLARA license number.

Expected average number of hours you will work per week in SUD services during this Development Plan: _____

Highest Level of Academic Education Completed (please include graduation year and area of degree)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> High School Diploma or equivalent
<input type="checkbox"/> College, non-degree
<input type="checkbox"/> Addiction Studies Certificate
<input type="checkbox"/> Other (describe) _____ | <input type="checkbox"/> Associates Degree in _____
<input type="checkbox"/> Bachelors Degree in _____
<input type="checkbox"/> Masters Degree in _____
<input type="checkbox"/> Doctorate Degree in _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Six (6) hours education in Ethics/Boundaries/Confidentiality proofs required at or within 60 days of this application. May be separate or combined courses. May be in classroom, verified in-service, online, home study, or university course. Depending on the method, this may not meet the ethics requirement for initial certification.

- 3+hours Professional Boundaries Education completed: Yes (attach proof) No
 2+ hours Professional Code of Ethics Education completed: Yes (attach proof) No
 1+ hour SUD 42 CFR Confidentiality Education completed: Yes (attach proof) No

CADC - DEVELOPMENT PLAN – COMPLETION OF MCBAP REQUIREMENTS

Applicant: Compete the following Plan schedule filling in each line accurately and clearly. Read instructions for CADC credential applications, at www.mcbap.com.

Experience Hours (at licensed SUD service program or MCBAP-approved alternative). CADC req. 2000-6000 hours total

Estimate of Hours Already Completed within the last 7 years _____

Remaining Hours to be completed during Plan Year 1 _____

Remaining Hours to be completed during Plan Year 2 _____

Remaining Hours to be completed during Plan Year 3 _____

Remaining Hours to be completed beyond Year 3 (for part time only): _____

Direct Supervision Hours (within eligible Experience). CADC requires 200-300 hours total

Estimate of Hours Already Completed within the last 7 years _____

Remaining Hours to be completed during Plan Year 1 _____

Remaining Hours to be completed during Plan Year 2 _____

Remaining Hours to be completed during Plan Year 3 _____

Remaining Hours to be completed beyond Year 3 (for part time only): _____

Qualifying Education Contact Hours CADC requires 300 hours, at least 180 contact hours SUD specific

(see CADC application instructions for conversion of college credit hours to contact hours)

Estimate of Hours Already Completed within the last 7 years _____

Remaining Hours to be completed during Plan Year 1 _____

Remaining Hours to be completed during Plan Year 2 _____

Remaining Hours to be completed during Plan Year 3 _____

Remaining Hours to be completed beyond Year 3 (for part time only): _____

Is future completion of an academic certificate (non-degree) program part of this plan? Yes____ No____

If yes, identify the program, school, and completion date: _____

Is future college/university degree completion part of this plan? Yes____ No____

If yes, identify degree, school, and completion date: _____

IC&RC Examination (Recommended at least 6 months before overall target completion date below.)

Already Taken and Passed on (date) _____

Or - Your Planned IC&RC Exam Completion Date _____

Overall Target Date of Completion of ALL MCBAP Credential Requirements*: _____

(*The date by which you plan to have all elements of the full credential completed, and application sent to MCBAP. Maximum time for new, full time professionals is 3 years. Earlier completion is welcomed.

Prior to submitting this Development Plan Application to the Michigan Certification Board for Addiction Professionals (MCBAP) for review, all parties to this agreement: the Applicant, the Clinical Supervisor, and the sponsoring Agency Director, must fill out and sign and date their respective section of the assurances. The Development Plan is an agreement and commitment between these parties.

APPLICANT ASSURANCES

- I. I certify that I prepared the enclosed materials and information provided is true and correct.
- II. I acknowledge I have received, read and understand the MCBAP Counselor Code of Ethics and do agree to its terms. If my Development Plan is suspended or revoked as a result of my breaching the Counselor Code of Ethics, I understand that my Development Plan will no longer be valid.
- III. I agree to gain the education, supervision and experience necessary to meet the objectives of my Development Plan. I acknowledge that I have read and understand the requirements for the MCBAP credential for which I am preparing.
- IV. I understand that my Development Plan cannot be renewed or extended beyond the time limit allowed.
- V. I understand that all requirements needed to obtain certification must be met, and I must be certified by the time of the Development Plan expiration, in accordance with service contracts under which I may be working.
- VI. I hereby authorize MCBAP the release of my name and information in my development plan for review by the State of Michigan, employers, PIHPs and other entities vested in my professional development.

Applicant's Start Date of Employment in Substance Use Disorders Treatment at Current Agency

Applicant's Name (type or print clearly)

Applicant's Signature

Date

CLINICAL SUPERVISOR ASSURANCES

As the Clinical Supervisor, I attest to the following:

- I. I affirm my responsibility and commitment to assist the above named applicant of this Development Plan in gaining the necessary education, training and supervised counseling experience required for MCBAP certification as a specialized alcohol and drug counselor. This will include but may not be limited to the IC&RC Domains and Job Tasks categories.
- II. I understand that I may be held professionally and ethically responsible for the treatment services provided by the supervisee, under the limitations of Michigan law and the standards and code of ethics of MCBAP.
- III. I agree to meet the clinical supervision responsibilities of this Development Plan while this individual is under my supervision.
- IV. I understand the Development Plan is not renewable, and the applicant has committed to complete the MCBAP certification application process by the expiration date of the Plan.
- V. I agree to monitor the Development Plan of my supervisee to ensure timely completion.

Clinical Supervisor's Name (type or print clearly)

Supervisor's Signature and Credentials

Date

Supervisor E-mail _____

AGENCY DIRECTOR / ADMINISTRATOR ASSURANCES

- I. I affirm this treatment service agency's responsibility and commitment to assist the above named applicant of this Development Plan in gaining the necessary education, training and supervised counseling experience required for MCBAP certification as a specialized alcohol and drug counselor. This will include but may not be limited to the IC&RC Domains and Job Tasks categories.
- II. I affirm that the above-identified Clinical Supervisor has been assigned or is contracted to provide the clinical supervision responsibilities for the previously named applicant of the Development Plan.
- III. I understand the Development Plan is not renewable and the applicant has committed to complete MCBAP certification process by the expiration date of the plan.

Treatment Agency Director/Administrator's Name (type or print clearly)

Treatment Agency Director/Administrator's Signature

**Date

***This will be the start date once the plan is approved at MCBAP. The MCBAP office must receive this Development Plan within 30 days of your signature. Later submissions will not be backdated.*

IDENTIFY the State-designated substance abuse services regional entity or Medicaid Prepaid Inpatient Health Plan (PIHP) for your primary service area. Name of Regional Entity / PIHP:

Note: Some regions may require a copy of the Development Plan, please check with your regional contract manager. It is the applicant agency's responsibility to send copy(ies) of the Development Plan to funding authority(ies) if required.

Please MAIL (do not fax) completed and signed forms with job description supporting past experience if any, ethics-boundaries-confidentiality education proofs, and \$75 payment to:

MCBAP
6639 Centurion Drive, Suite 170
Lansing, MI 48917

Payments to MCBAP may be sent by check or money order via mail; or made via the MCBAP website: www.mcbap.com using a credit, debit, or PayPal account. MCBAP cannot take credit card payments by phone or mail.

(517) 347-0891
info@mcbap.com

Note: Retain copies of Development Plan and documents for your files.

<u>MCBAP OFFICE USE ONLY</u>	Start Date: _____	Submission Date: _____
Expiration Date: _____		

MCBAP Data Collection Form

This data is important in identifying the on-going status of the substance use disorder services workforce in the State of Michigan. The information will assist with identification of future needs, e.g. training, competency standards, credentialing, education, workforce supply, future funding and other planning activities. Aggregated data may be shared with groups such as employer groups, regional funding authorities, State of Michigan departments, elected officials and other interested parties. This information is collected for statistical purposes only. Individual data will not be distributed.

Type of SUD service(s) in which you expect to spend the majority of your time during this Plan.

- | | |
|-------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Prevention | <input type="checkbox"/> Detoxification |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Intensive Outpatient with housing |
| <input type="checkbox"/> Outpatient (incl. Assessment, IOP) | <input type="checkbox"/> Medication Assisted Treatment(Methadone+) |
| <input type="checkbox"/> Funding Management /Insurance/PIHP | <input type="checkbox"/> Drug / Sobriety Court |
| <input type="checkbox"/> Jail / Prison – in house | <input type="checkbox"/> Recovery Support Program |
| <input type="checkbox"/> Probation or Parole Services | <input type="checkbox"/> Recovery Residence |

Primary role / functions in planned substance use disorder service work:

- | | |
|-----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Prevention Specialist / Educator | <input type="checkbox"/> Quality Assurance or Staff Trainer |
| <input type="checkbox"/> Primary Therapist/Counselor | <input type="checkbox"/> Group Support / Aid / Outpatient Tech |
| <input type="checkbox"/> Case Manager | <input type="checkbox"/> Screener/Assessor |
| <input type="checkbox"/> Clinical Supervisor | <input type="checkbox"/> Medical / Nursing |
| <input type="checkbox"/> Administrator/Manager | <input type="checkbox"/> Residential Aid/Technician |
| <input type="checkbox"/> Recovery Support/Mentor | <input type="checkbox"/> Probation/Parole Monitoring |

Work schedule: work full or part time in behavioral health or associated services:

- Full Time (32 hrs per week +, year round) Part Time &/or Variable

Estimated annual income from work at licensed substance use disorder program(s):

- | | | |
|----------------------------------------------|----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> no answer | <input type="checkbox"/> \$31,000 - \$40,000 | <input type="checkbox"/> \$71,000 - \$80,000 |
| <input type="checkbox"/> \$ 0 - \$10,000 | <input type="checkbox"/> \$41,000 - \$50,000 | <input type="checkbox"/> \$81,000 - \$90,000 |
| <input type="checkbox"/> \$11,000 - \$20,000 | <input type="checkbox"/> \$51,000 - \$60,000 | <input type="checkbox"/> \$91,000 - \$100,000 |
| <input type="checkbox"/> \$21,000 - \$30,000 | <input type="checkbox"/> \$61,000 - \$70,000 | <input type="checkbox"/> over \$100,000 |

Gender Identity: Female Male

Primary Race/Ethnic Identity:

- | | |
|----------------------------------------------------------------|-------------------------------------------------|
| <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) _____ | <input type="checkbox"/> no answer / unknown |

Other Certification(s)/Health License(s) (Indicate if expired, revoked, limited, temporary status)
