The Texas Certification Board

presents

The Texas System for Certification of

ADVANCED
ALCOHOL AND DRUG COUNSELOR
(AADC)

APPLICATION PACKAGE
Revised July 2020

TEXAS CERTIFICATION BOARD
401 Ranch Road 620 South, Suite 310
Austin, TX  78734
Tel:   (512) 708-0629
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Certification Criteria
and other information for

Advanced Alcohol and Drug Counselor

AS AUTHORIZED BY THE

TEXAS CERTIFICATION BOARD

Revised Edition
July 2020

Original Prepared by:
Texas Certification Board
401 Ranch Road 620 South., Suite 310
Austin, TX 78734
Telephone: (512) 708-0629 Fax: (888) 506-8123

REVISION AND CHANGE: All or any part of this handbook is subject to change as deemed necessary by TCB. Do not copy without permission from the Texas Certification Board.
TEXAS SYSTEM FOR CERTIFICATION OF ALCOHOL DRUG COUNSELORS

Statement of Purpose
The Advanced Alcohol and Drug Counselor credential upgrades and standardizes qualifications of those working in the field of addiction counseling. The following AADC credentialing guidelines have been developed by the Texas Certification Board (TCB). The AADC credential will separate those counselors who are content with a status quo existence from those who continue to achieve a higher level of excellence within the addiction profession. A counselor’s “level of expertise” can now be clearly defined.

Statutory Limitations
Certification as an AADC is not to be construed as authorization to charge or collect fees for services rendered if to do so conflicts with any statutory limitations. Where the statute requires that an AADC be supervised by a licensed provider, they shall be so supervised.

Principles
Certain important principles have emerged in regard to this credential.

Principle 1. This certification is based on a combination of competency and knowledge about addiction counseling, to include academic achievement.

Principle 2. Authority for this certification comes from professionals working in the field of addiction counseling who share a common concern for standards of competency.

Principle 3. Persons having addiction counseling skills and utilizing them in positions other than those called counselors may be certified. The basic requirement for certification is performance of addiction counseling and academic achievement.

Principle 4. Application for this certification is entirely voluntary.

Principle 5. Certification is offered to both member and non-members of the Texas Association of Addiction Professionals.

Authority
The authority of the Certification Board is derived from those persons who are dedicated to service as counselors and who are most affected by certification. This authority is embodied in the statewide association of alcohol and drug abuse counselors, the Texas Association of Addiction Professionals, Inc. Recognition of this certification is voluntary. The credibility of this certification results from the standards that are maintained, the performance level established by the Certification Board, and most importantly, the professional competency and integrity of Advanced Alcohol and Drug Counselors.
**Advanced Alcohol and Drug Counselor Requirements**
The minimum requirements for certification of an AADC shall include academic achievement, work experience, and formal training, including the following:

1. A Master’s degree in a Human Services Behavioral Sciences field with clinical application (i.e. practicum) from a regionally accredited college or university.
2. One hundred eighty (180) Alcohol and Other Drug Abuse Specific course work, which includes at least six (6) hours of professional ethics and six (6) hours specific to HIV/AIDS, STD’s and Hepatitis. The AADC domains are: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Client, Family & Community Education; Documentation; Professional & Ethical Responsibilities; Research, Design Analysis & Utilization; and Clinical Supervision
3. Verification of 2,000 hours (approximately one year) of supervised work experience in the alcoholism and drug abuse counseling field.
4. Verification of a three hundred (300) hour Chemical Dependency Counseling Practicum. The practicum must take place in a setting where AODA counseling is being performed. Training must be specifically related to the knowledge and skills necessary to perform all of the 12 Core Functions of the Substance Abuse Counselor and must include at least ten (10) hours in each core function.
5. Verification of a successful score on the ICRC International Advanced Alcohol and Drug Counselor Written Examination.
6. This credential will have reciprocity with other ICRC member boards.
7. Sign and agree to comply with the ethical standards as set forth in the Texas System of Certification for Alcohol Drug Counselors.
8. Residency: All persons who apply for the AADC certification through the Texas Certification Board should be a resident of Texas. At least fifty percent (51%) of the applicant’s work should be done in the State of Texas. Exceptions to the residency requirement will be considered on an individual basis by petition to the Texas Certification Board

**Fees for Certification**
The following fee structure shall apply for all individuals who apply for certification as an AADC.

- Application Fee: $140.00
- IC&RC Certificate Fee: $10.00 (optional)
- ICRC Written Examination Fee: $250.00 (This fee is paid when you register for the exam. Do not send this fee with this application).

**Requirements for Recertification**
The AADC certification shall be issued for a period of two (2) years, therefore requiring an individual to recertify every two (2) years on that same date. The requirements for recertification shall be as follows:

1. Absent of any ethical or malpractice violations.
2. Completion of forty (40) hours of continuing education, including three (3) hours of ethics and three (3) hours of clinical supervision.
3. Submission of an application including a signed copy of the ethical standards for Advanced Alcohol and Drug Counselors.
4. The fee for recertification shall be $100.00.
ADVANCED ALCOHOL AND DRUG COUNSELOR
CERTIFICATION APPLICATION

Name ____________________________________________________________________________

Address __________________________________________________________________________

City/State/Zip _______________________________________________________________________

Work Phone __________________ Home Phone __________________

Fax Number __________________ Social Security No. __________________

Email __________________________ Gender _________ D.O.B. __________________

Ethnic Origin

[ ] African American
[ ] American Indian
[ ] Asian American
[ ] Caucasian
[ ] Hispanic
[ ] Other ________________

Texas Counseling License Type__________ Number ____________ Expires ____________

Health Care Licenses/State Certifications (Please list type and expiration date) ____________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Have you ever undergone a disciplinary action for violation of any Code of Ethics?

YES________________ NO________________ (If YES, please attach letter of explanation)

Education

Associate’s Degree (Type & Date Awarded) _____________________________________________

Undergraduate Degree (Type & Date Awarded) __________________________________________

Graduate Degree (Type & Date Awarded) ______________________________________________

Doctorate Degree (Type & Date Awarded) ______________________________________________
Enclosures

- Certification Application
- Signed Statement of Understanding
- Signed Code of Ethics
- Documentation of 300 hour practicum
- Documentation of successful ICRC written examination score
- Work Experience Documentation reflecting 2000 hours of chemical dependency work experience
- Documentation of Master’s Degree in Human Services Behavioral Sciences field with a clinical application
- Documentation of 180 A&D Specific Education Hours, including 6 hours of professional ethics and 6 hours of HIV/AIDS.
- International Certificate Application, optional (requires additional $10.00 fee)

AADC Fees

- Certification Fee...................................................$140.00
- IC&RC Certificate Fee............................................$10.00 (optional)

Payment Information

- I have enclosed a cashier’s check or money order payable to TCB
- I authorize TCB to charge my credit card in the amount of
  Card No. ____________________________
  Exp Date: _______________ CVC: __________ Billing Zip: _______________________
  Cardholder Name
  Cardholder Signature

I understand that my credit card billing statement will show charges from “TAAP”.

ASSURANCES AND RELEASES

TCB may request further information from all persons listed on the application form, in order to verify training, employment, etc. This information is not available to others outside the certification process without the written consent of the applicant.

“I give my permission for the TCB and staff to investigate my background as it relates to information contained in this application for certification. I understand that intentionally false or misleading statements, or intentional omissions, shall result in denial or revocation of certification.”

“I consent to the release of information contained in my application file, and other pertinent data submitted to, or collected by the TCB, to officers, members, and staff of the aforementioned board.”

“I further agree to hold the TCB, its officers, board members, employees, and examiners free from civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations, and/or the failure of TCB to issue certification.”

“I hereby affirm that the information provided on this form is correct and that I believe I am qualified for the certification for which I am applying.”

Applicant Signature_________________________ Credentials_________ Date________/______/______

Return Completed Application to:

TCB, 401 Ranch Road 620 South, Suite 310 Austin, TX 78734
ETHICAL STANDARDS FOR ADVANCED ALCOHOL AND DRUG COUNSELORS

The Texas Certification Board (TCB) is comprised of substance use disorder (SUD) prevention and treatment professionals and peer recovery support specialist who, as responsible healthcare professionals, believe in the dignity and worth of human beings. In the practice of their profession, they assert that the ethical principles of autonomy, beneficence and justice must guide their professional and societal expectations, obligations and conduct. As professionals dedicated to the prevention, treatment and recovery of service recipients with substance use disorders and their families, they believe that they can effectively prevent and treat its individual and familial manifestations. SUD professionals dedicate themselves to the promotion of the best interests of service recipients, colleagues, the profession and society.

SPECIFIC PRINCIPLES

Principle 1: Nondiscrimination
The applicant or SUD professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, pregnancy, religion, national origin, socio-economic status, political belief, citizenship, military service or affiliation, psychiatric or psychological impairment, physical disability, or the amount of previous therapeutic or treatment occurrences.

The SUD professional shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with participants with disabilities, and make available physical, sensory, and cognitive accommodations that allow individuals with disabilities to receive services. The SUD professional should comply with all local, state and Federal laws regarding the accommodation of individuals with disabilities.

Principle 2: Responsibility
The SUD professional must espouse objectivity and integrity, and maintain the highest standards in the services the SUD professional offers.

A. The SUD professional, as teacher, must recognize the SUD professional's primary obligation to help others acquire knowledge and skill in dealing with substance use disorders.
B. The SUD professional, as practitioner, must accept the professional challenge and responsibility deriving from the SUD professional is work.

Principle 3: Competence
The SUD professional must recognize that the profession is founded on national standards of competency, which promote the best interests of service recipients, colleagues, the profession and society as a whole. The SUD professional must recognize the need for ongoing education as a component of professional competency.

A. The SUD professional must prevent the practice of substance use disorder counseling by unqualified and/or unauthorized persons.
B. The SUD professional who is aware of unethical conduct or unprofessional modes of practice must report within seventy-two (72) business hours of such violations to the appropriate certifying authority.
C. The SUD professional must recognize boundaries and limitations of a SUD professional's competencies and not offer services or use techniques outside of these professional competencies.
D. The SUD professional must recognize the effect of impairment on professional techniques and must be willing to seek appropriate treatment for oneself or for a colleague. The SUD professional must support peer assistance programs in this respect.

Principle 4: Legal Standards and Moral Standards
The SUD professional must uphold the legal and accepted moral codes, which pertain to professional conduct, legal and accepted moral codes of our society.
A. The SUD professional must not claim either directly or by implication, professional qualifications/affiliations that the SUD professional does not possess.
B. The SUD professional must not use the relationship with the TCBAP for purposes that are not consistent with the stated purposes of the Board.
C. The SUD professional must not associate with or permit the SUD professional's name to be used in connection with any services or products in a way that is incorrect or misleading or discredit the profession.
D. The SUD professional associated with the development or promotion of books or other products offered for commercial sale must be responsible for ensuring that such books or products are presented in a professional and factual way.
E. The SUD professional must obey civil and criminal laws and commit no act involving moral turpitude of which would bring discredit to the profession.

**Principle 5: Public Statements**
The SUD professional must respect the limits of present knowledge in public statements concerning substance use disorders.

A. The SUD professional who represents the profession of substance use disorder counseling to service recipients, other professionals, or to the general public must report fairly and accurately the appropriate information.
B. The SUD professional must acknowledge and document materials and techniques used.
C. The SUD professional who conducts training in substance use disorder counseling skills or techniques must indicate to the audience the requisite training/qualification to properly perform those skills and techniques.

**Principle 6: Publication Credit**
The SUD professional must assign credit to all who have contributed to the published material and for the work upon which the publication is based.

A. The SUD professional must recognize joint authorship, major contributions of professional character made by several persons to a common project. The author who has made the principal contribution to a publication must be identified as a first listed.
B. The SUD professional must acknowledge in footnotes or an introductory statement minor contribution of a professional character, extensive clerical or similar assistance and other minor contributions.
C. The SUD professional must acknowledge, through specific citations, unpublished, as well as published, materials that have direct influences the research or writing.
D. The SUD professional who compiles and edits for publication the contributions of others must list oneself as editor, along with the names of those others who have contributed.

**Principle 7: Client Welfare**
The SUD professional must respect the integrity and protect the welfare of the person or group with whom the SUD professional is working.

A. The SUD professional must define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
B. The SUD professional, in the presence of professional conflict, must be concerned primarily with the welfare of the service recipient.
C. The SUD professional must terminate counseling or consulting relationship when it is reasonably clear to the SUD professional that the service recipient is not benefiting from it.
D. The SUD professional, in referral cases, must assume the responsibility for the service recipient's welfare either by mutual agreement and/or by the service recipient becoming engaged with another professional. In situations when a service recipient refuses treatment, referral or recommendations, the SUD professionals must carefully consider the welfare of the service recipient by weighing the benefits of continued treatment or termination and must act in the best interest of the service recipient.
E. The SUD professional who asks a service recipient to reveal personal information from other professionals or allows information to be divulged must inform the service recipient of the nature of such transaction. The information released or obtained with informed consent must be used for expressed purposes only.
F. The SUD professional must not use a service recipient in a demonstration role in a workshop setting where such participation would potentially harm the service recipient.
G. The SUD professional must ensure the presence of an appropriate setting for clinical work to protect the service recipient from harm, and the SUD professional and the profession from censure.

H. The SUD professional must collaborate with other healthcare professionals in providing a supportive environment for the service recipient who is receiving prescribed medications.

**Principle 8: Confidentiality**

The SUD professional must embrace, as a primary obligation, the duty of protecting the privacy of service recipient and must not disclose confidential information acquired in teaching, practice or investigation.

A. The SUD professional must inform the service recipient and obtain agreement in areas likely to affect the service recipient’s participation including, but not limited to, the recording of an interview, the use of interview material for training purposes and the observation of an interview by another person.

B. The SUD professional must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.

C. The SUD professional must report information received in confidence only when there is a clear and present danger to the service recipient or to other persons within the organization, and then only to appropriate professional workers, public authorities, immediately, or no more than twenty-four (24) hours of information received.

D. The SUD professional must discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports must present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.

E. The SUD professional must use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

**Principle 9: Client Relationships**

The SUD professional must inform the prospective service recipient of the important aspects of the potential relationship.

A. The SUD professional must inform the service recipient and obtain the service recipient’s agreement in areas likely to affect the service recipient’s participation including the recording of an interview, the use of interview material for training purposes and/or observation of an interview by another person.

B. The SUD professional must inform the designate guardian or responsible person of circumstances, which may influence the relationship, when the service recipient is a minor, or incompetent.

C. The SUD professional must not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.

D. The SUD professional must not engage in any type of sexual activity with a service recipient.

E. SUD professionals should adhere to the same principles of professionalism outlined in the Code of Ethics online as they would offline. With this in mind, the following are additional guidelines regarding the use of technology:

1. SUD professionals are discouraged from interacting with current or past direct service recipients on personal social networking sites. It is recommended that SUD professional establish a professional social networking site for this purpose.
   a. SUD professionals should not affiliate with their own direct service recipients on personal social media sites.
   b. SUD professionals use professional and ethical judgment when including photos and/or comments online or in prevention materials.
   c. SUD professionals should not provide their personal contact information to direct service recipient, i.e. home/personal cell phone number, personal email, social media accounts, etc. nor engage in communication with direct service recipient through these mediums except in cases of agency/professional business

2. It is the responsibility of the SUD professional to ensure, to the best of his or her ability, that professional networks used for sharing confidential information are secure and that only verified and registered users have access to the information.

3. SUD professionals should be aware that any information they post on a social networking site may be disseminated (whether intended or not) to a larger audience, and that what they say may be taken out of context or remain publicly available online in perpetuity. When posting content online, they should always remember that they are representing the SUD profession, their organization and their community, and so should always act
professionally and take caution not to post information that is ambiguous or that could be misconstrued or taken out of context. It is recommended that employees not identify themselves as connected to their agency on their personal website.

4. Employees should be aware that employers may reserve the right to edit, modify, delete, or review organizational Internet communications and that writers assume all risks related to the security, privacy and confidentiality of their posts. When moderating any website, the SUD professional should delete inaccurate information or other’s posts that violate the privacy and confidentiality of service recipients or that are of an unprofessional nature.

5. SUD professionals should refer, as appropriate, to an employer’s social media or social networking policy for direction on the proper use of social media and social networking in relation to their employment.

**Principle 10: Interprofessional Relationships**
The SUD professional must treat colleagues with respect, courtesy and fairness, and must afford the same professional courtesy to other professionals.

A. The SUD professional must not offer professional services to a service recipient in counseling with another professional except with the knowledge of the other professional or after the termination of the service recipient’s relationship with the other professional.

B. The SUD professional must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

**Principle 11: Remuneration**
The SUD professional must establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the service recipient, of the SUD professional and of the profession.

A. The SUD professional must consider carefully the ability of the service recipient to meet the financial cost in establishing rates for professional services.

B. The SUD professional must not send or receive any commission or rebate or any other form of remuneration for referral of service recipient for professional services. The SUD professional must not engage in fee splitting.

C. The SUD professional in clinical or counseling practice must not use one’s relationship with service recipients to promote personal gains or the profit of an agency or commercial enterprise of any kind.

D. The SUD professional must not accept a private fee or any gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its service recipients by members of its staff, and in such instances, the service recipient must be fully apprised of all policies affecting the service recipient.

**Principle 12: Societal Obligations**
The SUD professional is expected to advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the substance use disorders. The SUD professional must inform the public through active civic and professional participation in community affairs of the effects of substance use disorders and must act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The SUD professional must adopt a personal and professional stance, which promotes the well-being of all human beings.

1. In addition to the 12 Principles stated above, CERTIFIED CLINICAL SUPERVISOR (CCS) and CERTIFIED SUPERVISOR CONSULTANT (CSC) must also follow Principle 13 below.

**Principle 13, Responsibility to Students, Employees, and Supervisors**
The Certified Clinical Supervisor (CCS) and Certified Supervisor (CSC) must not exploit the trust and dependency of students, employees, and supervisors.

A. The CCS and CSC is aware of their influential position with respect to students, employees, and supervises, and they must avoid exploiting the trust and dependency of such persons. CCS and CSC, therefore make every effort to avoid dual relationships that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, CCS and CSC take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or
close personal relationships with students, employees, or supervisors. Provision of counseling to students, employees, or supervisors is prohibited.

B. The CCS and CSC must not engage in sexual intimacy with students or supervisors.

C. The CCS and CSC must not permit students, employees, supervisor's to perform or to hold them out as competent to perform professional services beyond their training, level of experience, and competence.

D. The CCS and CSC must not disclose a supervisor’s confidences except:
   1. as mandated by law;
   2. to prevent clear and immediate danger to a person or persons;
   3. where the CCS and CSC is a defendant in a civil, criminal, or disciplinary action arising from the supervision (in which case supervisors’ confidences may be disclosed only in the course of that action);
   4. in educational or training settings where there are multiple supervisors, and then only to other professional colleagues who share responsibility for the training of the supervisors; or
   5. If there is a waiver previously obtained in writing, and then such information may be revealed only in accordance with the terms of the waiver.

I have read, understand and commit to the preceding Ethical Standards.

Signature _______________________________ Date _______________________________

PROCEDURE FOR CODE OF ETHICS COMPLAINTS

TCB has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCB AADC or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be irresolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the AADC professional or through the AADC professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

Ethic complaints must be submitted in writing and mailed to TCB Headquarters at 401 Ranch Road 620 South, Ste. 310, Austin, and TX 78734.
ADVANCED ALCOHOL AND DRUG COUNSELOR (AADC)
PROFESSIONAL WORK EXPERIENCE DOCUMENTATION FORM

The information on this form must be supplied and attested to by the applicant. This form should be photocopied and completed for each separate counseling experience claimed to meet the work experience requirement.

Name (Last, First, Middle Initial) ..............................................................................................................

Employer .................................................................................................................................................

Address .....................................................................................................................................................

City/State/Zip ............................................................................................................................................

Telephone Number .....................................................................................................................................

Title or Position ........................................................................................................................................

Supervisor ................................................................................................................................................

Period Worked (From/To) .........................................................................................................................

Average clock hours of work experience per week ...................................................................................

Total clock hours claimed for this counseling experience ........................................................................

I, ........................................................................................................................................................., affirm that the information provided on this form is true and accurate. I can document this information should I be audited by TCB.

Applicant Signature ................................................................................................................................. Date ____________________

Return to: TCB, 401 Ranch Road 620 South, Suite 310, Austin, TX 78734
ADVANCED ALCOHOL AND DRUG COUNSELOR (AADC)
SUPERVISED FIELD WORK PRACTICUM VERIFICATION

Applicant Name (Last, First, Middle Initial) ____________________________________________

Practicum Location __________________________________________________________________

Address __________________________________________________________________________

City/State/Zip ______________________________________________________________________

Telephone Number ___________________________________________________________________

Practicum Supervisor ________________________________________________________________

The practicum must take place in a setting where AODA counseling is being performed. Training must be specifically related to the knowledge and skills necessary to perform all of the 12 Core Functions of the Substance Abuse Counselor and must include at least ten (10) hours in each core function.

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<th>Supervisor Signature</th>
<th>Core Function</th>
<th># of Hours</th>
<th>Supervisor Skills Rating (1-5, 5 being Excellent)</th>
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“I hereby certify that the above named individual has successfully completed a 300 hour chemical dependency counseling practicum to include at least 10 hours in each of the Twelve Core Functions of the Substance Abuse Counselor.”

Supervisor Signature ____________________________ Date ________________

Return to: TCB, 401 Ranch Road 620 South, Suite 310, Austin, TX 78734