

The Texas Certification Board

presents

The Texas System for Certification of

CERTIFIED CHEMICAL DEPENDENCY SPECIALISTS

APPLICATION PACKAGE

Revised January 2019

TEXAS CERTIFICATION BOARD

401 Ranch Road 620 South, Suite 310

Austin, TX 78734

(512) 708-0629 FAX (888) 506-8123

Email: admin@tcbap.org



**Certification Criteria
and other information for
Certified Chemical Dependency Specialists**

AS AUTHORIZED BY THE
TEXAS CERTIFICATION BOARD

Revised Edition
January 2019

**Original Prepared by:
Texas Certification Board**

REVISION AND CHANGE: All or any part of this handbook is subject to change as deemed necessary by TCB. Proposed revisions and changes will be posted in the association newsletter or mailed to all CCDS credentialed members .

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TEXAS SYSTEM FOR CERTIFICATION OF CERTIFIED CHEMICAL DEPENDENCY SPECIALISTS

Statement of Purpose

The Chemical Dependency Specialist credential upgrades and standardizes qualifications of those working in the field of addiction counseling. The following CCDS credentialing guidelines have been developed by the **Texas Certification Board (TCB)**. The CCDS 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 CCDS 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 CCDS 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 Chemical Dependency Specialists.

Certified Chemical Dependency Specialist

Individuals who apply for certification as a CCDS come from greatly varied backgrounds. In recognition of that fact, the requirements for formal training, work and other experiences are designed to be flexible, while at the same time being stringent enough to ensure high quality and professionalism. The minimum requirements for certification of a CCDS shall include academic achievement, work experience, and formal training, including the following:

A. Academic Achievement: The requirement for certification as a CCDS shall be a master 's degree in a counseling related area with a licensure or certification in the State of Texas. An allied health professional is a person who is licensed and/or certified in the following areas: (a) LCDC; (b) ADC; (c) LPC; (d) LMSW; (e) LMFT; (f) licensed psychologist; (g) licensed physician; (h) certified addictions registered nurse (CARN); (i) licensed psychological associate; or (j) advance practice nurse recognized by the Board of Nurse Examiners as a clinical nurse specialist or nurse practitioner with a specialty in psyche-mental health (APN-P/MH).

B. Work Experience: All applicants must meet the following requirements for work experience:

1. A minimum of 4,000 hours of supervised work experience is required. This experience must consist of counseling or related duties carried out while under the supervision of a licensed professional subject to a code of ethics.
2. All 4,000 hours of work experience must be in the area of chemical dependency as defined in the DSM IV (not to be accumulated at more than 40 hours per week.)

C. Formal Training: All applicants must complete a minimum of 135 classroom hours of specific chemical dependency counseling education.

D. Ethics: All applicants must sign and agree to comply with the ethical principles as set forth in the Texas System of Certification of the Certified Chemical Dependency Specialist.

E. License/Certification Requirement: All applicants must present, as a requirement, a current valid Texas certification or license in a counseling related area. (See A, above)

F. Letter of Recommendation: All applicants must present a letter of recommendation from a licensed or certified colleague.

G. Private Practice: All applicants engaged in private practice must have two (2) letters of recommendation from licensed or certified colleagues stating how long the applicant has been in private practice, percent of time spent with chemically dependent clients and the quality of their work.

H. Reciprocity: This credential **will not** have reciprocity with other International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. (ICRC/AODA) member boards.

Fees for Certification

The following fee structure shall apply for all individuals who apply for certification as an CCDS.

Original Application Fee	\$125.00
Application Packet Fee	\$15.00

Requirements for Recertification

The CCDS 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. Currently active and licensed in the field of alcoholism and drug abuse.
2. Absent of any ethical or malpractice violations.
3. Completion of forty (40) hours of continuing education.
4. Submission of an application including a signed copy of the ethical standards for Certified Chemical Dependency Specialists.
5. The fee for recertification shall be \$100.00.

**CERTIFIED CHEMICAL DEPENDENCY SPECIALIST
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) _____

Specialized Training in Chemical Dependency Counseling (Schools, Seminars, Workshops, etc.)

Professional Work Experience

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Chemical Dependency Work Experience

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Facility _____

Address _____

City/State/Zip _____

Position _____

Dates _____

Chemical Dependency Colleague References

Name _____

Address _____

City/State/Zip _____

Name _____

Address _____

City/State/Zip _____

Enclosures

- _____ Certification Application
- _____ Signed Statement of Understanding
- _____ Signed Code of Ethics
- _____ Copy of master’s degree in counseling related field (If you already have a certification with TCB that required a masters degree transcript you DO NOT have to send them in again)
- _____ Copy of Texas counseling license or certification
- _____ Documentation of 135 chemical dependency specific education hours
- _____ Letter(s) of reference

CCDS Fees

- _____ Certification Fee.....\$125.00
- _____ Application Packet Fee.....\$15.00

Payment Information

_____ I have enclosed a check or money order payable to TCB
 _____ I authorize TCB to charge my credit card in the amount of \$_____

_____ Visa _____ Mastercard _____ American Express _____ Discover
 Card No. _____ Exp Date _____ CVC
 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

<p>Return Completed Application to:</p> <p>TCB, 401 Ranch Road 620 South, Suite 310, Austin, TX 78734</p>

ETHICAL STANDARDS FOR ADVANCED CHEMICAL DEPENDENCY

SPECIALISTS

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 contributions 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: Inter professional 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.

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

Signature _____

Date _____

CERTIFIED CHEMICAL DEPENDENCY SPECIALIST (CCDS)
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** _____