

**CERTIFIED CLINICAL SUPERVISOR  
(CCS)**

**Education and Work Experience**

1. Applicant must be certified as a CADC for five years.
2. Applicant must hold a Master’s Degree in Health and Human Services or related fields. Applicant must submit verification of the degree.
3. Verification of two years clinical supervisory experience in the alcohol/drug field. These two years may be included in the counseling experience as a CADC.
4. Verification of 30 hours didactic training in clinical supervision. All applicants, regardless of educational level must have 30 hours. Training must include Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities. The training/education should be reflective of the 12 Core Functions in the clinical applications and practice.

**Letters of Reference**– Submission of 3 references from individuals familiar with your work as a clinical supervisor, one of whom must have supervised your clinical supervision.

- A. All letters of reference must be sent directly to IBADCC office by the person evaluating the applicant.
- B. Letters of reference must be received by application deadline date.

**Testing**

Applicants are required to pass the ICRC/AODA Clinical Supervision Exam. Applicants may be asked to test in another region if necessary.

**Renewal Procedures**– Documentation of 15 hours continuing education is required every 2 years. 1. Education must be related to the knowledge and skills necessary to perform the tasks within the Performance Domains. 2. Must maintain a current CADC certification each year. 3. Education presented by the candidate does not count toward continuing education hours.

**Fees**- Application ~ \$80, Written Exam ~ \$150 , Certificate Fee ~\$80.00 2 Year Renewal Fee ~ \$80.00

**CERTIFIED PREVENTION SPECIALIST  
(CPS)**

The CPS is a certification level granted by the IBADCC recognizing those persons working in the Alcohol/Drug field who specialize in the Education and Prevention of Alcohol/Drug Abuse. This level of certification does not give authority to the individual to provide any form of counseling. This level of certification does recognize and grant a certificate for the recognition of meeting the following minimum standards established by the Idaho Board of Alcohol/Drug Counselor’s Certification and the International Certification Reciprocity Consortium /Alcohol and Other Drug Abuse, Inc.

**ELIGIBILITY CRITERIA**

**Education-** 1. Documentation of a high school diploma or an equivalent. Documentation is not required if applicant is documenting credit for college courses or a degree. 2. Documentation of 210 hours Education, 100 hours alcohol/drug prevention training, 50 hours alcohol, tobacco and/or other drugs training, completion of 10 hours of education in each of the Performance Domains as identified by ICRC and Columbia Assessment Service. Documentation of 2000 hours work experience, with 120 hours supervised by a CPS with 10 hours in each of the Six Performance Domains as identified by ICRC and Columbia Assessment Services. This may be practicum and volunteer or paid hours. Hours must be verified in writing by a Supervisor. Documentation of 6 hours of Ethics Education and the Signed Prevention Code of Ethics contained in the manual.

**Letters of Reference-** 3 letters must be provided, information packet outlines from whom these letters must be obtained.

**Testing-** Applicants are required to pass the ICRC/AODA CPS Exam.

**Renewal Procedure**– Documentation of 30 hours of continuing education is required annually. Requirements can be found in the information packet.

**Residency-** As an ICRC member board, Idaho subscribes to the residency requirement of ICRC. If a counselor lives or works in an ICRC state, s/he must certify in that state. If a counselor lives or works in a non-ICRC state, that counselor is allowed to certify in an ICRC state, including Idaho.

**Fees**- Application ~ \$75.00 Written Exam~ \$150 Certificate~ \$55 Annual Renewal Fee~ \$55

**APPLICATION PROCESS & TESTING  
INFORMATION/DEADLINES**

After reviewing the eligibility criteria, if you feel that you are interested and would like to receive further information regarding certification or apply for certification, you may download the pertinent manual for your certification level from our website at [www.ibadcc.org](http://www.ibadcc.org). All of the “logged” pages in that manual must be filled out and returned to the IBADCC office. **No applications will be processed without the application fee.**

**Completed application deadlines**

**for all certifications:**

(Completed application must be postmarked and paid for by this date to be considered for the next testing period)

April 10

October 10

**Written Exams:**

The second Friday in June and December

**APPLICATION FEES**

ISAS	\$65
CADC	\$80
ACADC	\$80
CCS	\$80
CPS	\$65

More information on IBADCC can be obtained on our website at [www.ibadcc.org](http://www.ibadcc.org)

I B A D C C

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