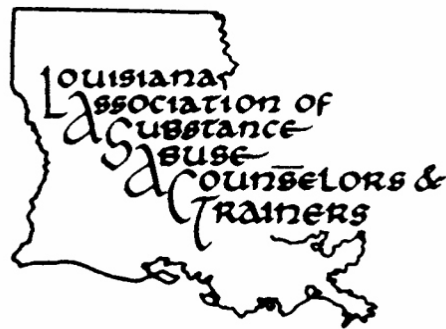


**ADVANCED ALCOHOL AND DRUG COUNSELOR
(AADC)**

**INQUIRY PACKET
ON
CERTIFICATION CRITERIA
AND OTHER INFORMATION**

as authorized by the
CERTIFICATION EXAMINING BOARD
of the
**LOUISIANA ASSOCIATION OF SUBSTANCE ABUSE
COUNSELORS AND TRAINERS**



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Introduction

The Advanced Alcohol and Drug Counselor (hereinafter referred to as AADC) credential upgrades and standardizes qualifications of those working in the field of alcohol and drug abuse counseling. The following AADC credentialing guidelines have been developed by LASACT/CEB in conjunction with the IC&RC.

Certain important principles have emerged in regard to this credential.

1. This certification is based on a combination of competence and knowledge about alcohol and drug abuse counseling and includes academic achievement.
2. Authority for this certification comes from professionals working in the field of alcohol and drug abuse counseling who share a common concern for standards of competency.
3. Persons having alcohol and drug abuse counseling skills and utilizing them in positions other than those called counselors may be certified. The basic requirement for certification is performance of alcohol and drug abuse counseling and academic achievement.
4. Application for this certification is entirely voluntary.
5. Certification is offered to both members and non-members of LASACT.

Certification as an AADC is NOT to be construed as authorization to practice in the State of Louisiana. Only State Board certification gives that authorization.

Time Schedule for Submission of Application and Portfolios

We recommend that applicants give themselves at least six weeks from time of submission of request for Application Packet from the Inquiry Packet to complete and submit the Application and Portfolio.

Submit application & Portfolio by:

2004

October 10

2005

January 11

April 10

July 9

October 9

2006

January 10

April 9

July 8

October 8

2007

January 9

April 8

July 14

October 14

To test on:

December 10 & 11

March 11 & 12

June 10 & 11

September 9 & 10

December 9 & 10

March 10 & 11

June 9 & 10

September 8 & 9

December 8 & 9

March 9 & 10

June 8 & 9

September 14 & 15

December 14 & 15

Requirements for Certification

The minimum requirements for certification of an AADC shall include academic achievement, work experience, and formal training, including the following:

1. A valid certificate to provide substance abuse counseling services in the State of Louisiana (BCSAC).
2. A Master's Degree in a Human Services or Behavioral Sciences field with clinical application (i.e. practicum)
3. The **required** experience is two thousand (**2,000**) hours of supervised AODA-specific work experience that includes documentation of a 300-hour practicum in the Twelve Core Functions, with one hour of supervision for every ten hours of practice.
4. The **required** training is a total of **180** hours of AODA-specific work that includes six hours of professional ethics. All training hours must be documented.

Training is defined as a formal, systematic process that focuses on skill development and integration of knowledge. This training must take place in a setting where AODA counseling is being provided. Training must be specifically related to the knowledge and skills necessary to perform all of IC&RC/AODA's Twelve Core Functions. At least ten hours in each Core Function is required. This training may occur as part of the eligible work experience and may be completed under more than one supervisor or agency.

5. Verification of a successful score on the IC&RC/AODA Advanced Alcohol and Drug Counselor Written Examination.
6. Verification of a successful score on the IC&RC/AODA Case Presentation Oral Examination.

POLICIES AND PROCEDURES FOR CERTIFICATION

I. Policies

- A. Written exams for AADC are given quarterly.
- B. Applications will be held open for one year. If all requirements are not met within one year from the date that LASACT's CEB receives the application, the application will expire. If the applicant wishes to reapply later, he/she will be required to submit a new portfolio and fee and go through the entire process again.
- C. Applicants with incomplete portfolios who do not complete the process within one year after initial submission must reapply.
- D. Applicants who fail the written exam twice within one year must reapply.
- E. Applicants who submit a complete portfolio that is approved but do not sit for the next written exams must reapply.
- F. The date a portfolio is received will be recorded on that portfolio. Applicants can use all training after this date for credit towards recertification.
- G. All applicants who apply for the AADC credential and who have not previously taken the IC&RC/AODA oral examination must take it within one year after successfully passing the written exam.
- H. Applicants who fail the oral exam twice within one year of eligibility must reapply.
- I. Applications received in the LASACT office one to thirty days past the portfolio submission deadline must be accompanied by a \$50 late fee. Applications received more than 30 days past the portfolio submission deadline will not be accepted.
- J. Applications will be reviewed only when **all** required materials have been received by the LASACT office.
- K. Two weeks before the test date applicants will be notified of any deficiencies in portfolios. Applicants can submit corrections during that time period. All deficiencies must be corrected before applicant will be allowed to test.
- L. Case Presentations for oral testing, if needed, are not submitted until application has been approved. Applicants will be notified by mail of the deadline for submission of the Case Presentation

II. Procedures

- A. Applicants must complete the application form and submit it along with their portfolio and all required documentation and fees to the LASACT office in accordance with the schedule included in this Inquiry Packet. Test fees must be paid with application fees. If portfolio is not acceptable for testing, the test fees can be refunded upon written request by payer. (See note on “Application for Portfolio Packet” form for information on waiving oral test fees.)
- B. Application packets are reviewed by the Portfolio Review Committee of the LASACT Certification Examining Board (CEB). This Committee, which meets quarterly for this purpose, recommends to the CEB approval, rejection, or approval with contingencies of portfolios that it has reviewed.
- C. Committee’s recommendations to approve, disapprove, or approve with contingencies are presented to the full CEB for action.
- D. Applicants whose portfolios are approved by the CEB will be notified in writing that their Portfolios are accepted and of the schedule for the written exam.

FEE STRUCTURE

Fees for Certification

The following fee structure shall apply for all individuals who apply for certification as a
Advanced Alcohol and Drug Counselor (AADC).

Inquiry Packet

If downloaded from web site	\$0
If mailed	\$5.00

Application Packet Fee

If e-mailed	\$0
If mailed	\$5.00

Original Application Fee

Member	\$ 75.00
Non-member	\$125.00

IC&RC Written Examination Fee*

Member	\$ 75.00
Non-member	\$100.00

Fees for Recertification every 2 years

Recertification Fee – Member	\$ 75.00
Non-member	\$125.00

Applications that arrive after the expiration of the original certification date will be assessed a \$50.00 late fee.

*The \$75.00 or \$100.00 testing fee pays for one (1) AADC Examination. A \$75.00 fee will be assessed for each subsequent examination. Written notice of cancellations must be postmarked seven (7) days prior to the date of testing. Failure to provide proper notification will result in forfeiture of testing fee(s).