



CCPC GLOBAL™

Certifying Your Future

Canadian Council of Professional Certification

CERTIFIED ADDICTION COUNSELLOR II CAC II ®

STANDARDS MANUAL

www.ccpcglobal.com

CCPC Head Office

1 Edenmills Drive
Toronto, ON M1E 4L1 Canada
Tel: 416-724-5339
Fax: 416-724-0884
info@ccpcglobal.com

Western Canada Office

#3404 – 3000 Somervale Court SW
Calgary, AB T2Y 4J2 Canada
Tel: 403-201-2123
Fax: 403-254-8385
wco@ccpcglobal.com



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STANDARDS MANUAL FOR THE CERTIFIED ADDICTION COUNSELLOR II (CAC II)

Canadian Council of Professional Certification Statement of Purpose

The Canadian Council of Professional Certification (CCPC) provides recognition to those professionals whose occupational activities meet its relevant criteria. In this manner we endeavour to help and encourage the upgrading of standards within Canada and International professional communities.

Introduction

The impact of alcoholism and drug addiction on individuals, families, and society has motivated many to commit themselves to train and assist those who seek help to recover.

These professional people realize that chemical addiction leads to a degenerate state affecting the physical, social, spiritual and psychological condition of a person.

The Canadian Council of Professional Certification (CCPC) provides the opportunity for all competent workers in the field of addiction and related fields, to be certified and recognized as Professional Addiction/Gambling Counsellors and Supervisors. It has a Federal Charter to issue professional credentials to those who qualify in their respective field.

The **Certified Addiction Counsellor II (CAC II)** certificate will be issued to those who apply and are approved by the CCPC Examining Board.

Purpose of Certification

The purpose of Certification for the **Certified Addiction Counsellor II (CAC II)** is to recognize, by way of the certification process, those who have acquired an acceptable level of training, skills and effectiveness as an Addiction Counsellor.

The Council encourages everyone having the required qualifications to apply regardless of age, race, nationality, religion, sex, or disability.



The focus is

- 1) To provide the avenue for qualified persons who have studied, worked, and developed skills in the addiction field to receive professional recognition.
- 2) To provide the public with confidence that Addiction Counsellors have attained an acceptable level of competency.
- 3) To provide Certified Counsellors with encouragement for continual education and professional development.

Certification as a Certified Addiction Counsellor II (CAC II)

Who may be certified?

Any person may apply for credentials as a **Certified Addiction Counsellor II (CAC II)**. However, he or she must be able to meet the Standards Criteria for education and experience set by the Examining Board of the Canadian Council of Professional Certification.

The application process provides the opportunity for the applicant to demonstrate adequate skill, knowledge and competence as an addiction counsellor.

Experience Required

The Canadian Council of Professional Certification has set the following standards for the Experience part of the certification process:

Experience is defined as supervised work, paid or voluntary, working directly with clients who have a primary problem of alcoholism and/or drug addiction.

Formal education or unsupervised work experience may NOT be substituted for the experience requirement. All experience must be documented.

The applicant must have the equivalent of **4000 hours of work experience** providing direct, supervised counselling services. Full time University or Community College students in Addiction Studies would be eligible, with 3000 hours of experience.

Volunteer, part-time or replacement hours may be acceptable providing it was under direct supervision. Actual time spent in a supervised alcoholism or drug addiction internship or in a human service setting may be applied toward a maximum of 1000 hours of the requirement.

On the application form, applicants must break out how they have attained their required hours i.e. (X # hours per week per job) x (X weeks per year) x (X # years)



Education Required

The Canadian Council of Professional Certification has set the following standards for the Education part of the certification process:

Education is defined as formal classroom education (workshops, seminars, institutes, in-services and college or university work) in the addiction field. Education must be related to the base of knowledge and skills associated with the Core Competencies listed below. All education must be documented.

An applicant applying for certification must have a **minimum of 200 documented hours of education**. This education must cover all Core Competencies. On the application form, applicants must indicate where their education has covered each area below.

After a person has been certified, it is expected that they will continue to attend workshops, seminars, and courses to keep abreast with new developments and maintain a high standard of professional competence in the addiction field.

Core Competencies

There are a number of basic Core Competencies which are required. The CCPC expects that these Core Competencies will be the minimum requirements for certification.

1. Assessment (Minimum 15 hours required)

Techniques, Tools and Procedures

A basic knowledge and skill is required in the area of screening and assessing for substance use, abuse and dependence through the use of appropriate screening and assessment tools.

2. Treatment

Treatment Planning (Minimum 10 hours required)

Basic knowledge and skills are required to participate effectively in a collaborative process that seeks to identify the client's goals derived from the assessment findings and match the client to appropriate treatment.

Family & Social Supports (Minimum 10 hours required)

Knowledge and skill is required to work effectively with family members and concerned others in order to support treatment goals and effectively address the impact of the client's substance use on family and social groups.



Group Facilitation **(Minimum 15 hours required)**

Knowledge and skill is required to develop and implement research-informed models, methods and strategies when working in a group treatment setting. This requires understanding of how to manage group dynamics in order to motivate and engage participants in the group process.

Teamwork **(Minimum 10 hours required)**

Knowledge and skill is required to work cooperatively with others as part of a team comprised of colleagues within the field of substance abuse or allied professionals from other sectors.

Outreach **(Minimum 10 hours required)**

Knowledge of the tools, techniques and skills are required to design and deliver outreach services within the community.

Prevention **(Minimum 15 hours required)**

Knowledge and skill is required to design and deliver prevention programming and services in the community.

Cultural Awareness **(Minimum 15 hours required)**

The applicant taking this course should have the knowledge of aboriginal peoples and other populations as well as the consideration and respect for the historical and textual factors that face the customs, values, norms and community practices of that culture.

Program Development, Implementation and Evaluation – (elective) **(Min 10 hours)**

The applicant taking this course should have the knowledge and skill required to develop a new program or modify an existing program, oversee its implementation and evaluate program effectiveness in meeting the core goals and objectives.

3. Counselling Skills

The counsellor should have the knowledge and skill required to draw from counselling styles and techniques that are backed by an evidence-base. It should include an understanding of human development and an understanding of a wide range of approaches, skills and practices relating to the treatment of alcohol and other drugs.

Interviewing Approaches and Techniques **(Minimum 20 hours required)**

Knowledge and skill is required to use effective interviewing techniques to gather relevant and complete information to make informed observations and recommendations.

Conflict Management **(Minimum 10 hours required)**

Knowledge and skill is required to manage and bring an effective resolution to differences between parties using a variety of appropriate approaches and techniques.



Crisis Intervention (Minimum 10 hours required)

Knowledge and skill is required to recognize and respond to a client in crisis.

4. Relapse Prevention (Minimum 15 hours required)

Knowledge and skill is required to provide the appropriate information and techniques to clients to guide them in relapse prevention.

5. Case Management (Minimum 10 hours required)

Knowledge and skill is required to advocate on behalf of and guide the client through the barriers to service by coordinating and evaluating services available. This involves matching clients with the most appropriate available services.

6. Pharmacology (Minimum 10 hours required)

A working knowledge is required of the range and types of substances and their effect on functioning.

7. Drug/Alcohol Abuse (Minimum 15 hours required)

Factors and sources of Substance Use, Abuse and Dependency

The applicant must have knowledge about the continuum of substance use, abuse and dependency and the various factors that advance or deter progression along the continuum.

The Canadian Centre on Substance Abuse (CCSA) has developed a comprehensive set of competencies entitled "Competencies for Canada's Substance Abuse Workers". The competencies are a tool for attaining a high level of learning utilizing their competencies.

It is recognized that this is an expanded approach to the Core Competencies that the CCPC presently utilizes in its Manuals. It should be noted that the publication of the CCSA Competencies does not affect the status of those who have been or will be certified through the CCPC. CCPC Core competencies will be reviewed and updated if required. For more information on the CCSA competencies, go to www.ccsa.ca and look for the competencies under the above indicated title.

Professional Responsibilities

The applicant must:

- Adhere to the established code of ethics and professionalism which holds them accountable for ethical behaviour and professionalism in their relationships with clients, colleagues and external partners;
- Maintain federal, provincial and agency regulations concerning addictions by following proper procedures to preserve the client's rights;
- Set up and maintain a program of self-assessment of professional conduct (strength and weakness) using ethical and legal standards; and
- Continue the process of professional growth and development by assessing one's training needs and attaining the necessary education.



CODE OF ETHICS

The certified counsellor will adhere to the following Code of Ethics:

- 1) Believe in the dignity and worth of all human beings, and pledge my service to the well-being and betterment of all members of society.
- 2) Recognize the right to humane treatment of anyone suffering from alcoholism or drug abuse, whether directly or indirectly.
- 3) Promote and assist in the recovery and return to society of every person served endeavouring to provide the highest quality of care.
- 4) Maintain a proper professional relationship with all persons served, assisting them to help themselves, and referring them promptly to other programs or individuals when in their best interest.
- 5) Adhere strictly to established precepts of confidentiality in all knowledge, records and materials concerning persons served — also in accordance with any current government regulations.
- 6) Ensure that all interpersonal transactions between myself and persons served are non-exploitive and essential to their good recovery.
- 7) Give due respect to the rights, views and positions of any other alcoholism counsellors, referral agents and related professionals.
- 8) Respect institutional policies and procedures, and cooperate with any agency management with which I may be associated — consistent with recognized standards and procedures.
- 9) Contribute my ideas and findings regarding alcoholism, treatment and recovery to any body of knowledge — through appropriate channels.
- 10) Refrain from any activities, including the abuse of alcohol, drugs or other mood-altering chemicals, where my personal conduct might diminish my personal capabilities, denigrate my professional status, or constitute a violation of law.
- 11) Avoid claiming or implying any personal capabilities or professional qualifications beyond those I have actually attained — recognizing that competence gained in one field of activity must not be used improperly to imply competency in another.
- 12) Regularly evaluate my own strengths, limitations, biases or levels of effectiveness always striving for self-improvement and seeking professional development by means of further education and training.



Professional References

All applications must be accompanied by two professional references. All references are for the purpose of assisting the Examining Board of the Canadian Council of Professional Certification (CCPC) to make a fair and complete evaluation of the competency of the applicant.

All references are treated with **strict professional confidentiality**.

They should be addressed to the Canadian Council of Professional Certification and included with the application under confidential cover.

Two current written references should include the following information concerning the applicant:

- 1) How does the applicant demonstrate self control?
- 2) How has the applicant demonstrated reliability?
- 3) Show how honesty is a part of the applicant's personal/professional conduct.
- 4) Give examples of the applicant's ability to work with others.
- 5) How informed is the applicant about the Addiction field.
- 6) Comment on the communication skills of the applicant.
- 7) Comment on the applicant's ethical (professional) conduct.

The CCPC reserves the right to request additional information if required.

Supervisor Letter and Evaluation

All applications must be accompanied by a completed Supervisor Evaluation (See page 15) and a letter from your current supervisor on employer letterhead. The letter should confirm your position title, length of time in position, and number of hours of work experience as outlined in the Experience section of the Manual.

Keep a Record of your Application

It is recommended that you start a personal file for your records including: a copy of your complete application, copies of all past, current and future training undertaken including transcripts, diplomas, certificates; keep track of your hours associated with your education and work experience in relation to your certification. The CCPC does periodic checks in those certifications requiring annual education or work.



APPLICATION PROCESS

It is important that you follow the instructions carefully and read the complete manual and application form first.

Certification for **CAC II** is authorized by the Canadian Council of Professional Certification. Following approval of the professional designation, **CAC II** can be affixed after your name and you may use the professional "CCPC Certified" stamp on your resume or business cards.

Instructions for Certification (All forms are available via the web site)

1. Please **complete the application** form including sections detailing how you have achieved the total number of required work hours in direct counselling (4000) and required education hours (200 hours) in core competency areas.
2. Please **sign application**.
3. Attach the following to your **completed** application:
 - ___ Your current resume
 - ___ Signed "Consent to Release Information" form
 - ___ Supervisor's Evaluation form in separate envelope
 - ___ Photocopies of specific addiction training totalling 200 hours as indicated in the Education section of the manual and core competency areas. Please include transcripts, certificates, workshops, showing what has been completed to date.
 - ___ A letter from your supervisor, on employer letterhead, indicating length of time in current position and number of hours of work experience as outlined in the Experience section of the Manual
 - ___ Two current professional letters of reference in separate envelopes
(*Ensure they follow the format outlined on the professional reference page*)
4. ___ Keep a personal file including: a copy of your complete application, copies of all past, current and future training undertaken including transcripts, diplomas, certificates; track hours associated with your education and work experience in relation to your certification.
5. Application Fees / Keeping Your Certification In Good Standing

The fee for certification must accompany your application. All fees are listed on the Certification page on the www.ccpcglobal.com website. To keep your certification in good standing you must renew annually at your anniversary date. You will receive notification 30 days prior to this date from the CCPC Head Office in Toronto.

Payment can be made by cheque, money order or credit card directly to:

CCPC

1 Edenmills Dr., Toronto, Ontario M1E 4L1 Canada



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CAC II APPLICATION FORM

NAME	Surname	First Name
TELEPHONE	Home / Cell	Business
E-MAIL	Personal	Business
HOME ADDRESS	Street	City
	Province	Postal Code
BUSINESS	Name	
ADDRESS	Street	City
	Province	Postal Code

WORK EXPERIENCE – Current Position	
Present Position Title	Length of Time in this position
Type of Business	Number of employees supervised/managed

REQUIRED WORK EXPERIENCE - CAC II (4000 hours) / AAC (500 hours)				
<i>Calculate # hours per position (X # hours per week per job) x (X weeks per year) x (X # years)</i>				
Dates	Employer	Title	Job Description	Number of Counselling Hours

		Total Counselling Hours		

FORMAL EDUCATION		
<i>State highest level obtained and year of graduation and any degrees/diplomas obtained.</i>		
Year	Level	Institution

If you are currently enrolled in further education, please complete the following

Name of University, College or Institution		Web Site Address:	
Faculty/Department:		Program Name	

SPECIFIC EDUCATION		
List all professional degrees or education as required for certification: CAC II - 200 hours education in addictions // AAC - 100 hours education in addictions		
Degree/Credential	Institution	Number of Hours

RELATED DATA
<i>Please provide data on any other position held or experience gained which is considered necessary to establish the grade of certification to which you are entitled. Examples are: Consulting, lecturing, Voluntary Offices held, Management, Technical or Scientific Papers printed or presented. (Add additional pages if required.)</i>

Please initial:

_____ Yes I have read and will adhere to the Counsellor Professional Responsibilities and Code of Ethics

Please ✓ indicate where you received training/education related to the following:

Assessment: Techniques, Tools, Procedures (__ 15 hrs min) _____

Treatment Planning (__ 10 hrs min) _____

Family & Social Supports (__ 10 hrs min) _____

Group Facilitation (__ 15 hrs min) _____

Teamwork (__ 10 hrs min) _____

Outreach (__ 10 hrs min) _____

Prevention (__ 15 hrs min) _____

Cultural Awareness (__ 15 hrs min) _____

Program Development, Implementation and Evaluation (__ 10 hrs min) _____

Counselling Skills: Interviewing Approaches and Techniques (__ 20 hrs min)

Conflict Management (__ 10 hrs min) _____

Crisis Intervention (__ 10 hrs min) _____

Relapse Prevention (__ 15 hours min) _____

Case Management (__ 10 hrs min) _____

Pharmacology(__ 10 hrs min) _____

Drug/Alcohol Abuse (__ 15 hrs min) _____

Comments:

Signature

Date

Any information provided on this application is for use of the CCPC for certification purposes only. This application must be accompanied by the appropriate forms and registration fee. Please make cheque or money order payable to the CCPC. Do not send cash. A receipt will be issued upon receipt of payment. Please advise us of a change of address.

To pay by Credit Card, complete the following:

Credit Card Type: _____ Visa _____ Master Card _____ American Express

Card #: _____ **Expiry:** _____

Name on Card: _____ **(Pls print)**

Authorizing Signature: _____



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Consent to Release Information

I give permission to Canadian Council of Professional Certification (CCPC) to request information from my present and past employers and any institution or agency with which I am, or have been, associated in a professional capacity.

I consent to the CCPC consulting with any person who may have information on my competence and ethical standards of behaviour.

I consent to CCPC inspecting any documents or records necessary, to determine my "acceptable standard" for certification.

I hereby release from any liability, all representatives of CCPC and all individuals and organizations who provide information to the CCPC, while acting in good faith, to determine my credentials and character.

I am aware that any false or misleading information deliberately given, will be considered a serious matter, and will be dealt with accordingly.

I understand that none of the information referred to herein constitutes "personal information" as defined under the *Personal Information Protection and Electronic Documents Act*.

Applicant's Name (please print)

Applicant's Signature

Date



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CAC II / AAC Supervisor's Evaluation Report

Applicant Name: _____

When a person applies for credentials as a Certified Addiction Counsellor II or an Associate Addiction Counsellor, we, the Examining Board of the CCPC, seek to determine their competence/character and knowledge, by authentication from various sources.

As their Supervisor, we consider your comments very important, because of your first hand observation of the applicant's skills, knowledge and ethical standard. Please provide us with the following information on the basis of your knowledge through supervised work:

(1) ASSESSMENT

TECHNIQUES, TOOLS AND PROCEDURES		POOR	ACCEPT-ABLE	OUT-STANDING
Provide written comments where possible				
1)	Effective method of interviewing Comment			
2)	Ability to form an accurate assessment Comment			
3)	Knows when to refer a client Comment			

(2) TREATMENT

TREATMENT PLANNING		POOR	ACCEPT-ABLE	OUT-STANDING
Provide written comments where possible				
1)	Formulates goals/objectives/treatment with client Comment:			
2)	Ability to match client's needs to appropriate service Comment:			

FAMILY AND SOCIAL SUPPORTS		POOR	ACCEPT-ABLE	OUT-STANDING
Provide written comments where possible				
1)	Demonstrates ability to work effectively with family members and concerned others Comment:			
2)	Addresses the impact of a client's substance use on family and social groups Comment:			



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GROUP FACILITATION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Understands models, methods and strategies of group facilitation Comment:			
2)	Manages group dynamics in order to motivate and engage participants in the group process Comment:			
TEAMWORK Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Works cooperatively with others as part of a team comprised of colleagues and allied professionals from other sectors Comment:			
OUTREACH Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has demonstrated the skill in designing and delivering outreach services within the community Comment:			
PREVENTION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Understands prevention programming and has skill in delivering prevention services in the community Comment:			
CULTURAL AWARENESS (ELECTIVE) Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has a knowledge of aboriginal peoples and other populations in the community Comment			
2)	Respects the historical and textual factors that deal with the customs, values, norms and community practices of those cultures Comment:			
PROGRAM DEVELOPMENT, IMPLEMENTATION & EVALUATION (ELECTIVE) Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has the knowledge and skill required to develop a new program or modify an existing program Comment:			



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2)	Has the skill to oversee its implementation and evaluate program effectiveness Comment:			
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(3) COUNSELLING SKILLS

INTERVIEWING APPROACHES AND TECHNIQUES Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has the knowledge of effective interviewing techniques to gather relevant and complete information Comment:			
2)	Makes informed observations and recommendations Comment:			
CONFLICT MANAGEMENT Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Manages and brings an effective resolution to differences between parties using a variety of approaches and techniques Comment:			
CRISIS INTERVENTION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Recognizes and responds to a client in crisis Comment:			
(4) RELAPSE PREVENTION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has the knowledge and skill required to provide appropriate information and techniques to guide clients in relapse prevention Comment			
(5) CASE MANAGEMENT Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Demonstrates the ability to advocate on behalf of clients and guide them through the barriers to service by coordinating and evaluating services available Comment:			



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2)	Matches clients with the most appropriate service			
3)	Manages accurate case records and files			
(6) PHARMACOLOGY Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has a working knowledge of the range and types of substances and their effect on functioning			
(7) DRUG/ALCOHOL ABUSE Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has a knowledge of the continuum of substance use, abuse and dependency			
2)	Has a knowledge of the various factors that advance or deter progression along the continuum			
(8) PROFESSIONAL RESPONSIBILITIES Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Adheres to the established Code of Ethics and professionalism which holds them accountable for their behaviour with clients, colleagues and external partners			
2)	Follows proper procedures to protect the client's rights			
3)	Has established a program of self-assessment of their strengths and weaknesses using ethical and legal standards			
4)	Has an established plan for professional growth and development			

Supervisor's Name

Applicant's Name

Supervisor's Professional Qualifications

Supervisor's Phone Number and Email

Please place your report in a separate envelope to be returned with the application.