



Alcohol & Drug Abuse Certification Board of Georgia

ADACBGA Certification Application Manual

Introduction

This manual provides step-by-step guidance on how to apply for certification through the ADACBGA (Alcohol and Drug Abuse Certification Board of Georgia). All applications are submitted through the online portal Certemy. Please read through the entire manual to understand the application process, requirements, and procedures.

Residency Requirement

Applicants are required to work or reside in the state of Georgia for a minimum of 51% of the year at the time of application and testing. Proof of residency or employment may be requested to verify compliance with this requirement.

Step 1: Obtain Your Login Information

To begin the application process, you need to request login credentials. To receive your login information and the application, contact ADACBGA at info@adacbga.org. Once you have your login credentials, you will be able to access and complete your application through Certemy.

Step 2: Accessing and Navigating the Application on Certemy

- Login to Certemy: Visit the Certemy online portal and enter your login credentials.
- Go to the "My Credentials" Section: After logging in, navigate to the "My Credentials" section where you will find the application process outlined in steps.
- Complete All Sections: It is crucial that every step of the application is fully completed. This includes:
 - Personal information
 - Required documentation
 - Payment of all applicable fees
- Submit the Application: Once all steps are completed, your application will be reviewed by the ADACBGA for approval to test.

Important Note:

Your application will only be reviewed after you have completed all sections of the application and paid the necessary fees. Ensure everything is fully completed before submitting.

Step 3: Certification and Examination Procedures

Certification Requirements

The specific requirements for each credential offered by ADACBGA are outlined in the respective application packet. Each packet is available on the ADACBGA website and will contain all the necessary details.

Minimum Standards

The ADACBGA's application requirements exceed the minimum standards set forth in Georgia Code § 43-10A-7 and by the International Certification and Reciprocity Consortium (IC&RC).

Step 4: Documentation and Work Experience Requirements

Continuing Education (CE) Requirements

- Accredited Education: Only continuing education (CE) hours awarded by regionally accredited colleges or universities or those indicating a valid provider number from a recognized organization or an ADACBGA educational provider number will be accepted.
- Relevance: The CE hours must be related to the 12 Core Functions of the Alcohol and Drug Counselor or the specific domains for which the credential is being applied.
- Validity: CE hours must be documented on a certificate of completion, including approval from a recognized accreditor such as ADACBGA or other approved accrediting bodies. All CE certificates must include a valid and current provider number.

Direct Work Experience & Job Supervisors

- Direct Work Experience: This refers to supervised, paid or voluntary work involving direct contact and responsibility for a caseload of individuals with substance use or co-occurring mental health disorders.
 - CADC-II/CAADC: Requires 4,000 hours of documented work experience.
 - CADC-I: Requires 6,000 hours of documented work experience.
 - CPRC: Requires 500 hours of documented work experience.
 - CCJP: Requires 2000 hours of documented work experience.
 - CCS: Requires 10,000 hours of documented work experience.
- Job Supervisors: Work experience must be supervised by an individual in an appropriate supervisory role, such as a licensed professional (e.g., CADC-II, CAADC, LMSW, LPC, etc.). A Job Supervisor's Statement form must be submitted for all agencies and hours listed in the work experience documentation. The job supervisor must be an appropriate professional, as outlined by the ADACBGA.

Clinical Supervision Requirements

- Clinical Supervision: This process includes observing, mentoring, and evaluating the supervisee to ensure quality clinical care.
- Minimum Supervision Hours:
 - CADC-I: 300 hours
 - CADC-II/CAADC: 200 hours
 - CCJP: 100 hours
 - CPRC: 50 hours
 - CCS: 200 hours
 - Supervision Types: At least 25% of supervision must be one-on-one (individual supervision). Group supervision should not exceed 12 counselors per supervisor.
- Preferred Clinical Supervisors: Clinical Supervisors should have a good clinical background in substance abuse, chemical dependencies and co-occurring disorders. Clinical Supervision will only be accepted across the board and without case-by-case approval when provided by an individual with the ADACBGA's Certified Clinical Supervisor (CCS) and/or the IC&RC Internationally Certified Clinical Supervisor (ICCS). With prior written approval from the ADACBGA ahead of the provision of any clinical supervision, other acceptable credentials for clinical supervisors are:
 - Licensed Professional Counselor (LPC) who also holds the Certified Professional Counselor Supervisor (CPCS) through Clinical Certification Association of Licensed Professionals and/or the Approved Clinical Supervisor (ACS) through the Center for Credentialing & Education (CCE) of the National Board for Certified Counselors (NBCC),
 - Licensed Clinical Social Worker (LCSW) who also holds board certification in Clinical Supervision through the American Board of Examiners in Clinical Social Work (ABE) or otherwise qualifies to offer clinical supervision under the rules of the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists,
 - Licensed Marriage and Family Therapist (LMFT) who also holds the Approved Supervisor designation through the American Association for Marriage and Family Therapy (AAMFT),
 - Certified Clinical Supervisor (CCS) through the Georgia Addiction Counselors Association (GACA) including proof of having taken and passed the NCC AP's written clinical supervisor examination, and/or
 - National Clinical Supervision Endorsement (NCSE) through the National Association of Alcohol & Drug Abuse Counselors (NAADAC).

- If the clinical supervisor does not hold the ADACBGA CCS and/or IC&RC ICCS but instead holds one of the other acceptable credentials for clinical supervisors listed above, the clinical supervisor must first be approved by the ADACBGA ahead of the provision of clinical supervision to the candidate, provide documentation of a minimum of two (2) years practice and supervisory experience specific to substance use disorder treatment and/or the treatment of co-occurring disorders, and must document a minimum of 5 hours of co-occurring- or substance use- specific continuing education hours each year. A non-ADACBGA CCS Approved Supervisor must have an ADACBGA Approved Supervisor Letter BEFORE providing clinical supervision.

Step 5: Education and Coursework

Education Requirements for Certification

- Education: Applicants must have completed formal education in fields directly relevant to addiction counseling. Acceptable degrees and fields of study include:
 - Psychology
 - Social Work
 - Addiction Counseling
 - Nursing
 - Sociology
 - Criminal Justice
 - Health Education
- College/University Courses: Only courses from regionally accredited institutions will be accepted. Core subjects such as English, Math, and Science are not considered applicable for certification.

Step 6: Submission of Documents

Required Documents for Submission

- Application Form: Fully completed application forms in Certemy.
- Job Supervisor's Statement: For each agency and work experience.
- Proof of Continuing Education: Documentation of CE hours completed.
- Education Transcripts: Official transcripts sent directly to the ADACBGA via email to info@adacbga.org from accredited institutions.
- Other Forms: Any additional forms requested by the ADACBGA as part of the credentialing process.

Examinations - Applicants must meet all requirements for the IC&RC reciprocal credential level they wish to obtain and pass the IC&RC examination.

Completing the certification process through ADACBGA requires careful attention to detail and full documentation of your qualifications. Be sure to:

- Complete all application steps in Certemy.
- Pay all applicable fees.
- Submit all required documents and certifications.

Once the board approves your application, you will receive an approval to test. For any further questions or assistance, please contact ADACBGA at info@adacbga.org.