



CCS Application

Certified Clinical Supervisor

DIRECTIONS/CHECKLIST

- Official transcript required sent directly from college/university to the VCB Office unless applicant holds a current CADC, CAADC, CCJP or CCDP. It is recommended you request transcripts approximately three weeks prior to sending in your application.
- Certificates of attendance for trainings.
- Current job description signed and dated by applicant and supervisor.
- Previous relevant employment documentation (if needed). Acceptable documentation includes a letter (on company letterhead) from previous employer(s) verifying your duties and dates employed.
- Sign and date and notarized Acknowledgements page.
- If you have ever received any disciplinary action from another certification or licensing authority, please include a letter of explanation with your application.
- If you have ever been convicted of a felony, please include a letter of explanation with your application.
- Fee of \$250/\$350. Fee of \$250 if professional holds an active CADC, CCDP or CCJP. Fee of \$350 if the professional does not hold a CADC, CAADC, CCDP or CCJP. May be paid by check/money order (payable to VCB) or with VISA MasterCard, or Discover. One-half of fee is refundable if application is denied or cancelled prior to the exam – no refund if application is denied or cancelled after exam. If an employer or organization is covering the cost of your application fee, they must include the applicants name with the payment. Failure to include the applicants name will result in delay in approval of the application.

If there are any problems with the application, you will be notified by email. Applications are open for a period of one year after the date of review. If an applicant fails to fulfill all certification requirements within that year, the application will be closed and no refund will be issued.

Keep a photocopy of the entire application.

REQUIREMENTS FOR CCS

Employment

- Applicant must hold a current and valid reciprocal credential of CADC, CAADC, CCDP, CCJP or have a Master's degree in a behavioral science field. A CCS awarded to a professional that does not have a required reciprocal level credential does not qualify for reciprocity.
- Five years (10,000 hours) of alcohol and drug counseling experience.
- Two years (4,000 hours) of clinical supervisory experience in the alcohol and drug field. These two years may be included in the five years of alcohol and drug counseling experience.
- Applicant must be currently employed in a clinical supervisory position at the time of application to VCB.
- Acceptable employment is based on a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling. The format for supervision is commonly one-to-one and/or small groups on a regular basis. Methods for review often include case review and discussion, utilizing direct and indirect observation of a counselor(s) clinical work.
- Current job description dated and signed by supervisor and applicant.

Supervision

- 200 hours of on-the-job supervision in providing clinical supervision in the CCS domains. Applicant's supervisor must hold an active reciprocal certification with VCB or document another certification or license. A copy of the certification or license should be included in the application. No pre-approval is required.

Education

- 30 hours of didactic education in clinical supervision with a minimum of four hours in each domain.
- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and VCB approved distance education.
- Education must be specifically related to the tasks within the domains.
- Education in CPR/First Aid and computer learning will be acceptable for a maximum of six hours each.
- Three college credits are equivalent to 45 hours.
- Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.

Examination

- Pass the IC&RC Examination for Clinical Supervisors.

Other

- Signed, dated and notarized Acknowledgements.
- Applicant must either live or work in VA at time of application at least 51% of the time.

Domains

1. Counselor Development
2. Professional & Ethical Standards
3. Program Development & Quality Assurance
4. Performance Evaluation
5. Administration
6. Treatment Knowledge

Fees

Certification:	\$250/\$350
<i>(fee must accompany application and materials)</i>	
Retest:	\$150
Exam Cancellation:	\$150

CERTIFICATION TIME PERIOD

VCB certification encompasses two calendar years commencing on the date of successful completion of the examination. Two dates, date of issue and valid through, will appear on the certificate along with a certification number.

APPEAL PROCESS

The purpose of appeal is to determine if VCB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to VCB in writing within 30 days of the notification of the board's action. A person shall be considered notified three days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

EXAMINATION INFORMATION

Type: This credential requires successful completion of the IC&RC exam which is offered as an on-demand computer based exam administered at an approved testing site. Three hours are permitted to complete the 150 question, multiple choice exam. Candidates will be notified by VCB, once application for certification is approved, on how to register for the computer based exam.

Dates: The IC&RC exam is offered on-demand at approved testing centers thereby allowing candidates to test on a date and time convenient for them. Candidates will receive information from VCB on registering for on-demand testing once application for certification is approved.

Content: The IC&RC Job Analysis for this credential identified domains which make up the questions in the exam. Within each domain are several identified tasks that provide the basis for questions in the exam.

Candidate Guide: The domains, including the task statements per domain, sample exam questions, and a list of references are included in the free Candidate Guide. Candidate Guides are available from the VCB website at www.vacertboard.org.

Study Guides: A study guide can be found at www.internationalcredentialing.org under Exam Prep.

Locations: There are several computer based testing sites in Virginia. Candidates can choose the testing site that is closest for their travel.

Special Situations: Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing, to VCB no fewer than 90 days prior to the scheduled exam date. With the written request, candidate must provide official documentation of the disability or religious issue. Contact VCB on what constitutes official documentation. VCB will make arrangements for appropriate modifications to its procedures when documentation supports this need.

Cancellation/Rescheduling Policy: Candidates are required to arrive on time for their exam. Candidates who arrive late will not be permitted to test and will be charged a \$150.00 cancellation/rescheduling fee. Candidates who cancel or reschedule their exam less than five days prior to their scheduled date will be charged the full testing fee. Candidates who cancel or reschedule more than five days before their scheduled date will be charged a \$25.00 cancellation/rescheduling fee.

Retest: Candidates failing the exam can retest after a 90 day wait period from date of last taking the exam. Candidates will be sent retest instructions from VCB. Additionally, candidates will have three (3) opportunities to re-take an examination beyond their original first failed examination. If a candidate re-tests their allotted three times and fails on their third and final opportunity, the candidate must submit a plan of study to VCB and wait a mandatory one-year from the date of the final failed examination before they will be permitted to re-test again.

RECERTIFICATION

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, VCB requires recertification every two years.

To be recertified as a CCS, an individual must:

1. Hold a current and valid certificate issued by VCB;
2. Acquire 6 hours of VCB approved education within the two year recertification cycle and may be included in the total number of hours needed for recertification.
3. Verify that you have reviewed, read and will uphold by practice the VCB Code of Ethical Conduct for professional behavior;
4. Complete an application and pay the recertification fee.

LAPSED CERTIFICATION

The completed recertification application should be received at VCB prior to the expiration date. If the application is incomplete, applicant will be notified by email.

A credential is valid for a two year period. If your credential lapses, you have 12 months from your expiration date to recertify. After 12 months, you must re-apply for your credential(s) and complete all the requirements for initial certification.

INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM (IC&RC)

The purpose of the IC&RC is:

- to promote uniform professional standards and quality assurance for the alcohol and drug profession and to give the profession greater visibility throughout the United States and other countries;
- to negotiate reciprocity agreements for alcohol and drug professionals with certification bodies throughout the United States and other countries;
- to provide support services, including consultation and training to all states in all areas of certification, such as establishment of standards, evaluation of competence, establishment and training of boards and committees;
- to provide information on certification and certification activities throughout the United States and other countries;
- to provide an International Certificate (ICCS) for clinical supervisors meeting specified qualifications certified by individual IC&RC member certification boards. Addiction Professionals who hold a reciprocal level credential through VCB are eligible for an International Certificate from IC&RC. VCB will add a seal to your certificate indicating the international status of your certification. If you would like to receive an international certificate you can download the necessary form at www.internationalcredentialing.org.
- to promote uniform professional standards in CCS specialty disciplines.

Certified professionals in the state of Virginia have reciprocity with many certifying bodies throughout the United States and other countries as well as all of the armed services. For reciprocity information, email VCB at info@vacertboard.org.

VCB APPLICATION FOR CCS

Please type or print only.

Date: _____ Date of Birth: _____ Male Female

Name: _____ SSN: _____
Please print your name as it should appear on your certificate

Home Address: _____

City: _____ State: _____ Zip: _____

County: _____ Home Phone: _____ Email: _____
(required)

College/University: _____ Name on Transcript: _____

Employer: _____ Position/Title: _____

Employer City: _____ Employer Zip: _____

County: _____ Work Phone: _____ Ext: _____

Dates Employed: _____ Hours per Week: _____

Immediate Supervisor: _____ Title: _____

Phone: _____ Email: _____

I hereby attest that the applicant is working in a position where a minimum of 51% of his/her time is spent providing supervision of counseling.

I also attest that the applicant has received at least 200 hours of on-the-job supervision providing substance use or co-occurring supervision with a minimum of 10 hours in each domain.

Supervisor's Signature

Why are you pursuing certification? _____
(required)

Have you ever received any disciplinary action from another certification or licensing authority? Yes No
If yes, provide full details on a separate sheet.

Have you ever been convicted of a felony violation in any state or federal law? Yes No
If yes, please explain in full on a separate sheet.

Race (check all that apply): American Indian or Alaska Native Black or African American Asian
 Native Hawaiian or Other Pacific Islander Latino Hispanic Caucasian Other: _____

What best describes your employment plans for the next 12 months (select one)? Increase hours Decrease hours
 Retire No change Seek career advancement Move to a different career Unknown

Fee of \$250/\$350 can be paid using one of the following:

Payment (circle one): Check Money Order VISA MasterCard Discover
Checks & Money Orders made payable to VCB

Number: _____ - _____ - _____ - _____

3-digit code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____
(If different than Home Address)

Email address for receipt *(if paying by credit card only)*: _____

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

Mail:
VCB
298 S. Progress Avenue
Harrisburg, PA 17109

Email:
info@vacertboard.org

Fax:
717-540-4458

Please allow 5-10 business days for review and processing of your application.
To confirm receipt of your application, or check on the status you must email info@vacertboard.org.

PREVIOUS RELEVANT EMPLOYMENT, IF APPLICABLE

Include letter (on company letterhead) from previous employer verifying your duties and dates employed.

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

CLINICAL SUPERVISOR CODE OF ETHICAL CONDUCT

UNLAWFUL CONDUCT

- Rule 1.1** Once certified, a certified clinical supervisor shall not be cited, arrested, or convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming a certified professional as determined by VCB.
- Rule 1.2** A certified clinical supervisor shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

ROMANTIC/SEXUAL MISCONDUCT

- Rule 2.1** A certified clinical supervisor shall, under no circumstances, engage in romantic/sexual activities or romantic/sexual contact with persons served, whether such contact is consensual or forced.
- Rule 2.2** A certified clinical supervisor shall not engage in romantic/sexual activities or romantic/sexual contact with persons' relatives or other individuals with whom persons served maintain a close personal relationship when there is a risk of exploitation or potential harm to the person.
- Rule 2.3** A certified clinical supervisor shall not engage in romantic/sexual activities or romantic/sexual contact with former persons served because of the potential harm to the person.
- Rule 2.4** A certified clinical supervisor shall not provide clinical services to individuals with whom they have had a prior romantic/sexual relationship.

FRAUD-RELATED CONDUCT

- Rule 3.1** A certified clinical supervisor shall not:
1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
 2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
 3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
 4. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.
- Rule 3.2** An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.
- Rule 3.3** An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4** A certified clinical supervisor shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

Rule 3.5 A certified clinical supervisor shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

Rule 3.6 A certified clinical supervisor shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

Rule 3.7 A certified clinical supervisor who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the CCS should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

DUAL RELATIONSHIPS/EXPLOITATION OF CLIENTS

Rule 4.1 A certified clinical supervisor shall not develop, implement, or maintain dual/exploitative relationships with persons served and/or family members of persons served.

Rule 4.2 A certified clinical supervisor shall not misappropriate property from persons served and/or family members of persons served.

Rule 4.3 A certified clinical supervisor shall not enter into a relationship with a person which involves financial gain to the certified clinical supervisor or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.

Rule 4.4 A certified clinical supervisor shall not promote to a person for their personal gain any treatment, procedure, product, or service.

Rule 4.5 A certified clinical supervisor shall not ask for nor accept gifts or favors from persons served and/or family members of persons.

Rule 4.6 A certified clinical supervisor shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a person referral.

Rule 4.7 A certified clinical supervisor shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the CCS is employed.

PROFESSIONAL STANDARDS

Rule 5.1 A certified clinical supervisor shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.

Rule 5.2 A certified clinical supervisor who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified clinical supervisor must request inactive status of their VCB credential for medical reasons for as long as necessary.

Rule 5.3 A certified clinical supervisor shall meet and comply with all terms, conditions, or limitations of a certification or license.

Rule 5.4 A certified clinical supervisor shall not engage in conduct that does not meet the generally accepted standards of practice.

- Rule 5.5** A certified clinical supervisor shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6** A certified clinical supervisor shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7** The certified clinical supervisor shall not permit publication of photographs, disclosure of person or community served names or records, or the nature of services being provided without securing all requisite releases from the person, or parents or legal guardians of the clients.
- Rule 5.8** The certified clinical supervisor shall not discontinue professional services to a person nor shall they abandon the person without facilitating an appropriate closure of professional services for the person.
- Rule 5.9** A certified clinical supervisor shall not fail to obtain an appropriate consultation or make an appropriate referral when the person's problem is beyond their area of training, expertise, competence, or scope of service.
- Rule 6.0** A certified clinical supervisor shall maintain respect for institution policies and management functions of the agencies and institutions within which the services are being performed but will take initiative toward improving such policies when it will better serve the interest of the person. The certified clinical supervisor should adhere to any agency or institutional rules/regulations unless doing so violates a person's confidentiality.

SAFETY & WELFARE

- Rule 6.1** A certified clinical supervisor shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.2** All certified clinical supervisors are mandated child abuse reporters.

RECORD KEEPING

- Rule 7.1** A certified clinical supervisor shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the person record.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

- Rule 8.1** A certified clinical supervisor shall not refer a person served to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

- Rule 9.1** A certified clinical supervisor holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

COOPERATION WITH THE BOARD

- Rule 10.1** A certified clinical supervisor shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending.

Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the CCS's credential until the ethical complaint is resolved.

Rule 10.2 A certified clinical supervisor shall:

1. not make a false statement to the VCB or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 A certified clinical supervisor shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 A certified clinical supervisor with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the VCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the VCB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 A certified clinical supervisor shall not file a complaint or provide information to the VCB, which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to VCB, a certified clinical supervisor shall comply with any requirements pertaining to the disclosure of person information established by the federal or state government.

CCS APPLICATION ACKNOWLEDGEMENTS

This page must be completed and notarized and submitted with the application.

Please initial each statement below:

- ___ I have read, and understood the VCB CCS Code of Ethics.
- ___ I either live or work in Virginia at least 51% of the time.
- ___ I understand that one-half of fee is refundable if application is denied or cancelled prior to the exam – no refund if application is denied or cancelled after exam.
- ___ I understand that my application is open for a period of one year after the date of review. If I fail to fulfill all certification requirements within that year, the application will be closed and no refund will be issued.
- ___ I understand that if I request to have my application re-reviewed for another credential VCB offers prior to testing, or after an unsuccessful attempt at the exam I will incur a \$50 application change/review fee.

I hereby request that VCB grant the credential to me based on the following assurances and documentation:

- ___ I subscribe to and commit myself to professional conduct in keeping with the VCB Code of Ethical Conduct;
- ___ I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;
- ___ I consent to the release of information contained in my application and any other pertinent data submitted to or collected by VCB to officers, members, and staff of the aforementioned Board;
- ___ I consent to authorize VCB to gather information from third parties regarding continuing education and employment and understand that such communication shall be treated as confidential;
- ___ Allegations of ethical misconduct reported to VCB before, during, or after application for certification is made will be investigated by VCB and could result in the nullification of the application or denial or revocation of certification.

Applicant Signature: _____ **Date:** _____

On this the ___ day of _____, 201_, by me _____
 a notary public, the undersigned officer, personally appeared: _____,
 known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and
 acknowledged that she/he executed the same for the purposes therein contained. In witness whereof, I hereby set my
 hand and official seal. Sworn and subscribed before me this ___ day of _____, 201_.

SEAL:
 Notary Public