Addiction Professionals of South Carolina

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MANUAL

Counselor Certification, Recertification, & Reciprocity

Addiction Professionals of South Carolina

Welcome to the Addiction Professionals of South Carolina's (APSC) certification process. We are excited to help you on your path toward becoming an addictions professional. New innovations in treatment are creating ongoing changes within the field. Please be aware that just as our field is changing that this manual will be changed / revised at the discretion of the APSC Certification Commission.

Please ensure that you are using the most recent version of the Certification Manual. The most recent version can be found on the APSC website. APSC does not discriminate based on race, color, religion, sex, national origin, age, sexual orientation, or disability.

This Certification Manual was revised on September 8, 2025.

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ELIGIBILITY

SPECIALTIES

Alcohol & Drug Counselor (ADC) Requirements	Advanced Alcohol & Drug Counselor (AADC) Requirements	Clinical Supervisor (CS) Requirements
Pay application fee (Appendix III)	Pay application fee (Appendix III)	Current ADC or AADC Certification Pay upgrade fee (Appendix III)
Complete Application on Certemy	Complete Application on Certemy	Complete Application on Certemy
Transcripts showing completion of bachelor's degree or higher in a human services field from an accredited institution	Transcripts showing completion of master's degree or higher in human services field from an accredited institution	Transcripts showing completion of master's degree or higher in human services field from an accredited institution
Official transcripts must be sent directly to the APSC office from the accredited institution or uploaded online. Complete Clinical Supervision Plan (pg 26)	Official transcripts must be sent directly to the APSC office from the accredited institution or uploaded online. Complete Clinical Supervision Plan (pg 26)	Official transcripts must be sent directly to the APSC office from the accredited institution or uploaded online. Complete Clinical Supervision Plan (pg 26)
After completing the In-Process application via Certemy, an official "In-Process Letter" will be uploaded to the applicant's digital wallet. **Applicant is now considered an ADC In-Process (ADC-IP)**	After completing the In-Process application via Certemy, an official "In-Process Letter" will be uploaded to the applicant's digital wallet. **Applicant is now considered an AADC In-Process (ADAC-IP)**	After completing the In-Process application via Certemy, an official "In-Process Letter" will be uploaded to the applicant's digital wallet. **Applicant is now considered an CS In-Process (CS-IP)**
Application expires after 3 years	Application expires after 3 years	Application expires after 3 years
Affirmation in writing of adherence to the South Carolina Certification Ethical Standards or completed online	**Affirmation in writing** of adherence to the South Carolina Certification Ethical Standards or completed online	**Affirmation in writing** of adherence to the South Carolina Certification Ethical Standards or completed online
4,000 hours of experience in the Alcohol & Drug Counseling Domains within previous five years	8,000 hours of experience in the Alcohol & Drug Counseling Domains within previous five years	10,000 hours of experience in the Alcohol & Drug Counseling Domains within previous five years
Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full- or part-time, job title and duties performed in domains of addictions counseling	Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full- or part-time, job title and duties performed in domains of addictions counseling	Two years of the five years of the full-time employment must be as clinical supervisor candidate who is providing clinical supervision to in-process candidates Clinical supervision plan and log need to include name of clinical supervisor for clinical supervisor candidate. (Reference clinical supervision plan)

Alcohol & Drug Counselor (ADC) Requirements	Advanced Alcohol & Drug Counselor (AADC) Requirements	Clinical Supervisor (CS) Requirements
Minimum of 300 clock hours in education or training related to the counseling domains	Minimum 450 clock hours in education or training related to the counseling domains	Current and/or previous employers must verify experience on official letterhead and must include dates of employment, whether full- or part-time, job title and duties performed in domains of addictions counseling
Documentation of 200 hours of clinical supervision by a certified addictions professional noted on required form (pg. 20-23) *Supervision must include minimum of 10 hours in each counseling domain*	Documentation of 200 hours of clinical supervision by a certified addictions professional noted on required form (pg. 20-23) *Supervision must include minimum of 10 hours in each counseling domain*	Documentation of thirty (30) hours of education specific to clinical supervision Thirty-six (36) hours of clinical supervision provided by an APSC approved Clinical Supervisor within two years.
Documentation of six (6) hours in Professional Ethics for counselors	Documentation of six (6) hours in Professional Ethics for counselors	Pass IC & RC written exam for Clinical Supervisor
Documentation of three (3) hours in HIV/AIDS issues. Documentation of six (6) hours in ASAM.	Documentation of three (3) hours in HIV/AIDS issues. Documentation of six (6) hours in ASAM	Receive final approval of CS from APSC Certification Commission
Evaluator's Statement from current APSC Clinical Supervisor (Appendix II)	Evaluator's Statement from current APSC Clinical Supervisor (Appendix II)	
Official job description for current employment position signed by both you and your employer	Official job description for current employment position signed by both you and your employer	
Pass IC&RC written exam for ADC	Pass IC&RC written exam for AADC Receive final approval of AADC from APSC Certification Commission	
Additional requirements for bachelor's level Narrative Philosophy of Addictions Treatment Sample case file Pass oral interview Receive final approval for ADC from APSC Certification Commission		

CERTIFICATION PROCESS

All levels of certification shall be valid for a period of two years. No applicant should use the ADC, AADC, or CS certification or refer to being certified as such until obtaining the designation. However, one may identify themselves as “In-Process” once receiving a verification from the APSC office.

The chart shown on pages 1-2 lists the steps required for each credential. An in-process letter will be uploaded to a candidate’s online profile once the candidate has completed the in-process application on Certemy, and all steps have been reviewed and approved.

All application requirements and examinations must be completed within three years of the initial application date. If requirements are not met within the prescribed period, a new application and fee will be required.

It is important to note you will be certified only in South Carolina connected to substance use disorder. If you desire to work in another state, please reach out to the APSC administrative office to begin the reciprocity process.

THE FORMAL ONLINE APPLICATION MUST INCLUDE

- The completed application with fee
- Official transcript received directly from the accredited institution.
- Documentation of work experience from places of employment on official letterhead.
- Official copy (issued by the employer) of the applicant’s current signed job description.
- Documentation of training. (See Section VI: Guidelines for Accepted Training Hours)
- Evaluation completed by an APSC Clinical Supervisor.
- Documentation of clinical supervision.
- Bachelor’s level candidates seeking ADC must provide a written case record in which the applicant, as primary counselor, has demonstrated the ability to provide the full range of care from intake through continuing care/termination. Case record must include case notes. (Appendix V).
- Bachelor’s level candidates seeking ADC must provide a written philosophy of treatment that is not longer than one page.
- A signed affirmation to the Code of Ethics for Addictions Counselors.
- Completing, and passing the IC&RC written exam.

EXAMINATIONS

The process of evaluation consists of written examination for applicants with a master's degree and a written examination and oral interview for candidates with a bachelor's degree. The written exam is administered by a third-party company designated by IC&RC. Persons who are qualified and designated by the APSC Certification Commission administer the oral interview. The Certification Commission assumes full responsibility for adequate safeguards to protect the integrity of the oral testing procedures.

WRITTEN EXAMINATION

The written examination serves as an objective measure of applicants' knowledge of substance use disorders and the Domains for each level of certification (see Appendix I).

The APSC Certification Commission uses the IC&RC written examination for Alcohol and Drug Counselor and Advanced Alcohol and Drug Counselor. No other examinations are accepted.

The candidate will receive an automatically generated email with instructions on how to choose examination date, time, and location for your examination.

A counselor may take an examination up to three times in a calendar year. The IC&RC requires a 90-day waiting period before retesting. A non-refundable fee is required for each time an examination is taken.

The results of written examinations will be sent by the testing authority in writing to the applicant.

ORAL INTERVIEW

(BACHELOR'S CANDIDATES ONLY)

The oral interview measures the ability to apply knowledge and demonstrate competency in the Domains. Scheduled quarterly, oral interview dates and locations will be listed on the APSC website.

Candidates who have successfully completed all of the requirements by the deadline must request 30 days prior to the preferred interview date by notifying the APSC office. It is the expectation that the Oral Interviews are completed prior to application expiration date.

Oral interview fee is non-refundable.

Candidates will present their philosophy of treatment and their case study during their oral interview. All oral interviews are recorded.

The Certification Commission will give the results of the oral interview in writing to the applicant within 21 business days after completion of the oral interview. No results will be given via telephone or by personal email.

Candidates who do not pass the oral interview may reapply and pay additional fees to retake the oral interview. Oral interviews may be taken no more than three times within a calendar year. Candidates who disagree with the Certification Commission results may appeal this decision. There is an appeals fee. The candidate may view and/or hear the recording of their oral interview with their supervisor at the APSC Office.

RECERTIFICATION PROCEDURE

Renewal of certification is required every two years. The following procedure governs the recertification process that is completed online.

RECERTIFICATION APPLICATION

It is always the responsibility of the applicant to maintain certification, which includes personal and professional address changes and/or name changes.

Applicants are encouraged to submit the recertification application with recertification fee to the APSC Certification Commission 30 days prior to expiration date of certification to avoid lapse in certification. Applicants must pay a late fee if their applications are received after expiration of their certification. (See Appendix V for the Late Application Fee that must accompany a late application.) If the applicant allows their certification to expire, the applicant will be required to submit an updated certification application with appropriate fees (See Appendix V for fee schedule.)

EXTENSIONS

Extensions may be granted only prior to the date of certification lapsing. (See Appendix V for fee schedule.) Extensions for In-Process counselors will be considered on a case-by-case basis. A letter explaining the need for an extension must be submitted prior to the date of certification lapsing.

DOCUMENTATION

Counselors who are recertifying will need to upload to their online profile certificates or official transcripts from undergraduate, graduate or professional studies totaling 40 hours completed during the previous two years. **The primary focus of trainings should be related to the Domains** (See Appendix I). Training certificates must contain the trainer's and trainee's name, date of training, training name and the number of clock hours for the training event.

RECERTIFICATION REQUIREMENTS

40 Hours of continuing education

A minimum of 20 hours as an attendee

Six hours of professional ethics

A maximum of 20 hours may be earned through events where the applicant is the trainer

A maximum of 20 of the hours may be earned through home study and/or online education

UPGRADING FROM ADC TO AADC

Applicants upgrading from ADC to AADC must:

Already possess the ADC certification level.

Provide documentation of 8,000 hours of experience in the AADC Domains within the previous five years.

Submit official transcript showing completion of a master's degree in a human services field.

Passing score on the IC&RC AADC written exam.

Submit an Evaluator's Statement that has been completed by a Clinical Supervisor who has evaluated counselor's work while counselor was an ADC.

Document 60 hours (15 in each domain) of clinical supervision that has occurred within the last two years.

Submit a signed affirmation of adherence to the APSC Code of Ethics.

Make payment of upgrade fee.

UPGRADING FROM AADC TO CS

Applicants upgrading from AADC to CS must:

Already possess the AADC certification level.

Official transcripts showing master's degree or higher in a health and human services field from a regionally accredited institution must be in the counselor's online profile or must be sent directly to the APSC office.

Passing score on the IC&RC CS written exam.

Provide documentation of 10,000 hours of experience in the AADC Domains within the previous five years.

Two years of the five years of the full-time employment must be as a Clinical Supervisor Candidate who is providing clinical supervision to in-process candidates. Log needs to include clinical supervisor or supervisor candidate.

Documentation of thirty (30) hours of educational training specific to clinical supervision.

Twenty-four (24) hours of clinical supervision provided by a APSC approved supervisor to occur no less than one hour per month.

Make payment of upgrade fee.

Certification may be refused, suspended, or revoked for the following reasons, including but not limited to:

Failure to adhere to the APSC Professional Ethical Standards as signed and agreed to by the applicant.

Fraud or deception in reporting employment circumstances, training, or supervision when applying for certification or in taking the examinations provided in this process.

Conviction of felony.

Use of a false name or impersonation of another counselor (in person or in clinical documentation) while providing alcohol or other drug counseling.

Misuse of any substance that may interfere with competent and attentive performance of duties.

Providing services for which one is not licensed or certified to perform.

Intentional negligence or wrongful actions in the performance of one's duties.

Misrepresentation of credentials.

Non-adherence to continuing education/training requirement for recertification.

Written complaints concerning an ADC, AADC, or CS must be submitted to the APSC Board President.

Any person may make a complaint.

All complaints will be reviewed and investigated.

When warranted, the final phase of investigation will be a hearing with the accused, the complainant and all other pertinent witnesses present.

Persons making a complaint must be willing to follow the process all the way through for a complaint to be resolved. Failure to do so will result in termination of the complaint.

Online ethics complaint form can be found here. Alternatively, a PDF form for ethics complaint is available for download here.

A final decision on all ethics hearings will be submitted in writing to the APSC Board.

TRAINING HOURS GUIDELINES

INITIAL CERTIFICATION REQUIREMENTS

Alcohol & Drug Counselor - 300 clock hours (10 CEUs for bachelor's courses; 15 for master's)

Advanced Alcohol & Drug Counselor - 450 clock hours (15 CEUs for master's courses)

Clinic Supervisor - 30 hours in clinical supervision training and master's degree)

Acceptable workshop and training hours must be relevant to the Domains. If you are unsure the hours will be accepted, please contact the APSC office.

Contact hours are defined as actual number of classroom or workshop hours spent in the activity, exclusive of breaks, or the actual supervised hours spent in a practicum, internship, or apprenticeship. Internship or practicum may be counted as work experience.

Required hours: Six hours training in professional ethics and three hours in HIV/AIDS education for new application. A minimum of six hours of Ethics training is required every two years for recertification as part of the 40 hours required for recertification.

Credit will be given for college courses relevant to the field of counseling and/or addiction provided a grade of "C" or better is achieved for bachelor's level (ADC) certification only. A grade of "B" or better is required for master's level certifications. Three (3) semester hours equal thirty (30) clock hours for undergraduate courses and 45 clock hours for graduate courses. An official transcript received directly from the accredited institution is required when using college courses for clock hour credit. One (1) CEU equals 10 clock hours.

Continuing education must be sponsored by an organization, institution or group recognized as knowledgeable in the field of substance use disorders. All courses must be from human services and/or counseling fields to meet educational requirements for certification or recertification.

The APSC Certification Commission offers reciprocity for counselor certification for those counselors holding a current addictions certification or addictions counseling licensure at the time of application as described in Appendix VII: Requirements for Certification & AOD Reciprocity, and Appendix VIII: Requirements for Certification by Other Licensure Reciprocity.

APPENDIX I

Counseling Domains

The primary role of an Alcohol and Drug Counselor is to establish a therapeutic relationship while assisting clients in the recognition of problem areas that exist which may prohibit a successful recovery. To this end, the following Domains are utilized in the certification process to assure competence of the Addictions Counselor:

Alcohol and Drug Counselor (ADC)

Domain I: Scientific Principles of Substance Use and Co-Occurring Disorders
Domain II: Evidence-Based Screening and Assessment
Domain III: Evidence-Based Treatment, Counseling, and Referral
Domain IV: Professional and Ethical Responsibilities

Domain I: Scientific Principles of Substance Use and Co-Occurring Disorders

Task 1	Recognize how addiction effects the brain (e.g., disease model, reward pathways, tolerance, and cravings).
Task 2	Identify risk factors for developing substance use disorders (e.g., trauma, family history).
Task 3	Identify behavior, patterns, and progressive stages of substance use disorders.
Task 4	Differentiate among common substances of abuse and their characteristics. 1. Pharmacology (e.g., drug classifications, interactions, cross-tolerance) 2. Signs and symptoms of intoxication and overdose 3. Stages and symptoms of withdrawal 4. Physiological, psychological, and social effects
Task 5	Identify signs and symptoms of co-occurring mental health conditions.
Task 6	Identify signs and symptoms of co-occurring medical conditions (e.g., cirrhosis, respiratory deficits, sexually transmitted infections).

Domain II: Evidence-Based Screening and Assessment

Task 1	Utilize established interviewing techniques (e.g., Motivational interviewing, probing, questioning).
Task 2	Utilize established screening and assessment methods and instruments (e.g., ASI, ACE, SASSI).
Task 3	Identify methods and interpret results from drug and alcohol testing.
Task 4	Utilize established diagnostic criteria for evaluating substance use (i.e., DSM).
Task 5	Assemble a comprehensive client biopsychosocial history (e.g., health, family, employment, collateral sources).
Task 6	Determine the course of action to meet the individual's immediate and ongoing needs.
Task 7	Determine level of care based on placement criteria.

Domain III: Evidence-Based Treatment, Counseling, and Referral

Task 1	Demonstrate practicing and responding to verbal and non-verbal communication skills. 1. Learning styles 2. Communication styles (e.g., person-centered language)
Task 2	Recognize methods and opportunities to build rapport with clients.
Task 3	Review client's patterns and methods of use.
Task 4	Recognize and respond to emergency/crisis events (e.g., de-escalation).
Task 5	Recognize when to utilize and how to facilitate referrals for clients (e.g., case management, follow- up).
Task 6	Identify and respond to concerns related to specific populations (e.g., LGBTQ+, pregnancy, youth, justice-involved, housing insecure).
Task 7	Collaborate with multidisciplinary team, other professionals, and client supports (e.g., family) to determine and provide care.
Task 8	Recognize the relationship between substance use and trauma. 1. Effect on client (e.g., adverse childhood experiences, domestic violence) 2. Effect on counselor (e.g., vicarious trauma, burnout)

Task 9	Utilize methods to address client ambivalence or resistance to change.
Task 10	Utilize best practices in developing and updating a treatment plan. 1. Goals and objectives 2. Strategies and interventions (e.g., relapse prevention, coping skills)
Task 11	Identify available resources to meet client needs.
Task 12	Utilize counseling approaches specific to group sessions. 1. Structured curriculum and process 2. Group dynamics and cohesiveness
Task 13	Recognize elements of discharge planning.
Task 14	Explore multiple pathways of recovery (e.g., MAT, holistic health, support groups).
Task 15	Utilize methods and techniques for providing feedback (e.g., reflection, reframing, clarification).
Task 16	Recognize when to terminate the counseling process.

Domain IV: Professional and Ethical Responsibilities

Task 1	Demonstrate professional boundaries and practice self-awareness regarding: 1. Dual relationships 2. Self-disclosure
Task 2	Develop and utilize multi-cultural perspectives throughout the counseling process.
Task 3	Recognize and respond to issues that are outside the practitioner's scope of practice.
Task 4	Demonstrate best practices in documentation. 1. Record keeping 2. Storage
Task 5	Demonstrate compliance with confidentiality and privacy laws.
Task 6	Identify and address potential conflicts of interest.
Task 7	Demonstrate compliance with informed consent guidelines.

Task 8	Identify and utilize sources of supervision and consultation.
Task 9	Recognize the grievance process and respond to client grievances.
Task 10	Identify, respond, and advocate for diversity, inclusion, and equity in care.
Task 11	Demonstrate adherence to established client/patient rights.

Alcohol and Drug Counselor (AADC)

Domain I: Screening, Assessment, and Engagement
Domain II: Treatment Planning, Collaboration, and Referral
Domain III: Counseling and Education
Domain IV: Professional and Ethical Responsibilities

Domain I: Screening, Assessment, and Engagement

Task 1	Demonstrate verbal and non-verbal skills to establish rapport and promote engagement with persons served presenting at all levels of severity.
Task 2	Recognize the interactions between co-occurring substance use, mental health and/or other health conditions.
Task 3	Assess for appropriateness of consultation and referral for Medication Assisted Treatment (MAT) for substance use and/or mental health disorders.
Task 4	Identify screening and assessment tools that are appropriate to the demographics of the person served.

Domain II: Treatment Planning, Collaboration, and Referral

Task 1	Discuss diagnostic assessment, findings, and recommendations with the person served and concerned others.
Task 2	Formulate and prioritize mutually agreed upon specific and reasonable short-and long-term goals, measurable objectives, treatment methods, and resources based upon ongoing assessment findings that address the interactive relationship of each disorder identified.
Task 3	Identify and facilitate access to community resources to support ongoing recovery.
Task 4	Collaborate with the person served in reviewing and modifying the treatment plan based on an assessment of progress and the level of readiness to address substance use and/or mental health goals.
Task 5	Develop a plan with the person served to strengthen ongoing recovery outside of primary treatment.

Task 6	Document treatment progress, outcomes, and continuing care plans.
Task 7	Determine effectiveness and outcome of referrals through ongoing evaluation and documentation.
Task 8	Document all collaboration, consultation and referrals.
Task 9	Collaborate with other professionals.

Domain III: Counseling and Education

Task 1	Develop a therapeutic relationship with persons served, families, and concerned others.
Task 2	Continually evaluate the safety and relapse potential of the person served and develop strategies to anticipate as well as respond to crises.
Task 3	Apply evidence-based, culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.
Task 4	Document services provided and progress toward goals and objectives.
Task 5	Educate the person served regarding the structure, expectations, and limitations of the counseling process.
Task 6	Utilize individual and group counseling strategies and modalities to match the interventions with the level of readiness of the person served to address substance use and/or mental health goals.
Task 7	Adapt counseling strategies to match the unique characteristics and choices of the person served.
Task 8	Educate the person served and concerned others about the biological and psychiatric effects of substance use and misuse.
Task 9	Educate the person served and concerned others about pharmacotherapies for substance use and mental health disorders.
Task 10	Assist families and concerned others in understanding the symptoms of specific disorders, their interactive effects including the relationship between symptoms and stressors, co-occurring substance use and/or mental health disorders, and the use of strategies that sustain recovery and maintain healthy relationships.
Task 11	Identify and adapt education strategies to the unique needs of the person served and concerned others.
Task 12	Communicate needed subject matter in a clear, understandable, culturally, and developmentally appropriate manner.

Task 13	Utilize outcome data to continually adapt counseling strategies and update treatment plan to maximize clinical effectiveness.
Task 14	Educate the person served and support system about self-efficacy and empowerment.

Domain IV: Professional and Ethical Responsibilities

Task 1	Adhere to established professional codes of ethics and standards of practice.
Task 2	Adhere to jurisdictionally specific rules and regulations regarding best practices in coordinating and/or providing co-occurring substance use, mental health, and health services.
Task 3	Demonstrate cultural competence.
Task 4	Recognize personal biases, including feelings, concerns, and other issues to minimize impact of these variables in the counseling process.
Task 5	Continue professional development through education, self-evaluation, clinical supervision, and consultation.
Task 6	Identify and evaluate the needs of the person served that are outside of the counselor's scope of practice and refer to other professionals as appropriate.
Task 7	Understand and apply current relevant research literature to improve the care of the person served and enhance the counselor's professional development.
Task 8	Understand and utilize technological advances in service delivery.
Task 9	Protect the integrity of the profession and best interests of persons served by identifying, addressing, and advocating for impaired professionals.
Task 10	Protect the integrity of the profession and best interests of persons served by identifying and addressing unethical practices.
Task 11	Uphold the rights of the person served to privacy and confidentiality according to jurisdictionally specific rules and regulations.
Task 12	Obtain required written consent to release information from the person served and/or legal guardian.
Task 13	Prepare timely, concise, clinically accurate, and objective reports and records.
Task 14	Advocate for and assist the person served in navigating the service delivery system.

Task 15	Provide all services in a trauma-informed manner.

Clinical Supervisor (CS)

Domain I: Counselor Development
Domain II: Professional and Ethical Standards
Domain III: Program Development and Quality Assurance
Domain IV: Assessing Counselor Competencies and Performance
Domain V: Treatment Knowledge

Domain I: Counselor Development

Task 1	Build a supportive and individualized supervisor alliance, teach the purpose of clinical supervision, and respect professional boundaries.
Task 2	Maintain a constructive, safe supervisory learning environment that fosters self-awareness and awareness of others.
Task 3	Help supervisees develop skills specific to working with culturally diverse clients.
Task 4	Provide ongoing feedback to supervisees on their conceptualizations of client needs and appropriate therapeutic interventions.
Task 5	Create a professional development plan in collaboration with supervisees that includes specific, measurable goals and objectives.
Task 6	Direct supervisory activities to teach and develop supervisees.
Task 7	Educate supervisees regarding best practice developments.

Domain II: Professional and Ethical Standards

Task 1	Ensure adherence to professional codes of ethics.
Task 2	Participate in Clinical Supervisor Professional Development.
Task 3	Seek supervision and implement a professional development plan.
Task 4	Ensure that supervisees disclose supervision practices to clients.
Task 5	Use and teach supervisees ethical decision-making models and monitor their use.

Task 6	Understand the risks of dual relationships.
Task 7	Provide timely consultation and guidance to supervisees in situations that present moral, legal, and/or ethical dilemmas.
Task 8	Recognize and address impaired practice of self and others.

Domain III: Program Development and Quality Assurance

Task 1	Structure and facilitate staff education.
Task 2	Recognize and understand the limitations of evidence-based practices.
Task 3	Develop strategies for enhancing client access, engagement, and retention in treatment.
Task 4	Support and develop the agency quality assurance plan and comply with all monitoring and documenting requirements.
Task 5	Utilize referral sources and other community programs.
Task 6	Identify and assess program needs and develop a plan to improve clinical services.
Task 7	Preform crisis intervention and management.

Domain IV: Assessing Counselor Competencies and Preformance

Task 1	Establish counselor role expectations.
Task 2	Understand supervision as a bi-directional evaluative process.
Task 3	Assess supervisees' motivation, professional development, cultural, and clinical competence.
Task 4	Participate in performance recognition, disciplinary actions, and other personnel decisions.

Domain V: Treatment Knowledge

Task 1	Demonstrate an understanding of substance-related addictive disorders, co-occurring disorders, and self-help philosophy.
Task 2	Understand the principles and theories of addiction, addiction prevention and treatment, and treatment limitations.
Task 3	Understand the use of pharmacological interventions and interactions.

APPENDIX II

Guidelines for Clinical Supervision

Supervision is an intervention that is provided by a senior member of a profession to a junior member of that same profession. This relationship is evaluative, extends over time, and has the simultaneous purposes of enhancing the professional function of junior members, monitoring the quality of professional services offered to the patients, and is a gatekeeper of those who are to enter the particular profession.

Clinical Supervision can be defined as an arena in which counselors acquire knowledge and skills for the substance abuse treatment profession due to consistent contact between a supervisor and an in-process counselor. Clinical Supervision aids the in-process counselor in taking classroom knowledge and using it in a real-world setting. The supervisor provides the in-process counselor with oversight and guidance in diagnosing, treating, and dealing with all clients, as well as evaluates the in-process counselor's clinical performance.

Clinical Supervision sessions are based on the in-person information from the in-process counselor that is made available to the supervisor through such means as one-on-one discussion, written clinical material, direct observation, co-therapy, audio and video recordings, and live supervision. In-person information can come from individual, group, couple, or family therapy sessions.

Clinical Supervision is not to be confused with one's own personal therapy. Clinical Supervision is to aid the in-process counselor in their professional development. Goals should be agreed upon by the supervisor and in-process counselor. The goal should be related to increasing counseling skills and judgment. The supervisor shall ensure that the in-process counselor is made aware of and understands the ethics of the National Association of Alcohol and Drug Abuse Counselors.

The results of written examinations will be sent by the testing authority in writing to the applicant.

The following will need to be in place prior to starting clinical supervision for an APSC certification

1 **The supervisor and supervisee shall outline together the process of supervision. Some issues that should be addressed include, but are not limited to, the following:**

Clarification of where, when, and for what length of time supervision will occur.

The availability of the supervisor in therapeutic emergencies.

Confidentiality issues and record keeping.

Knowledge of, and commitment to abide by, the code of ethics and applicable federal and state laws.

Boundary issues including, but not limited to, personal issues (i.e., dual relationships, gifts, self-disclosure).

2 **The Commission does not consider the following appropriate methods of Clinical Supervision:**

Any supervision conducted by a current or former family member, or other person connected to the supervisee in such a way that would prevent or make difficult the establishment of a professional relationship.

Peer support supervision, consultation, professional or staff development.

Administrative supervision.

Any process that is primarily didactic or involves teaching or training in a workshop.

Agency clinical staffing or treatment team meetings.

3 **Clinical Supervision logs should be completed by the supervisor and in-process counselor, and then uploaded to online profile. Two hundred (200) hours of clinical supervision are required for ADC and AADC certification, with 10 hours in each specific counseling Domain.**

4 **Following the completion of supervision the Evaluator's Statement should be completed by the supervisor and uploaded to online profile by the supervisee.**

APPENDIX III

Guidelines for Case Record Presentation (Bachelor Candidates Only)

Purpose of the Case Record

All applicants for clinical counselor credentialing whose highest level of education is a bachelor's degree must submit a case record. It is one method by which the applicant's competency in the clinical counselor Domains is judged. Candidate will be required to present their case during their oral interview.

Description

An actual or composite case may be submitted. The case record must include a description of a full range of care for the client, from intake through termination, including session-by-session notes of individual, group or family counseling. These notes should include information on the client's progress and the actions taken by you as the primary counselor to facilitate the client's movement toward identified treatment goals. Services may be provided in an inpatient or an outpatient setting and should be of sufficient duration to allow you, as the primary counselor, to demonstrate that you can take the client through a spectrum of services. You may use any forms as long as all essential components are included in the case record. Do not submit drug testing orders. Information contained in written notes is sufficient. **If a photocopy of an actual client file is used, please blank out all names, except your own, to protect client and staff privacy**. In all cases, the content must be legible. Illegible records or those with client names will be returned.

COMPONENTS OF THE CASE RECORD

The following services must be included in the case record that is submitted:

1 **Intake & Assessment**

Intake - Basic demographic information on the client should be documented along with the appropriateness to serve the client.

Assessment - Assessment information should include the presenting problem, substance use history, circumstances of entry into services, bio-psychosocial information, such as health, mental status, treatment history, family, education and work. All information pertinent to determining the client's needs should be included.

2 **Treatment Plan**

The treatment plan should be based on analysis of the assessment information and should include person-centered therapeutic goals, services to be provided, estimated frequency of services and referrals made.

3 **Treatment Process**

Direct Services- The case record should include documentation of all direct services provided to the client, with sample session notes. These notes should include information about the client's progress and the actions taken by you as the primary counselor.

Indirect Services - The case record should also include a sample case consultation related to serving the client.

4 **Transition Planning & Continuing Care**

Pre-Discharge Planning - Session notes or case consultation(s) should document the criteria used to determine the client's readiness for discharge, as well as your work with the client in the discharge planning process.

Documentation of Transition Plan

5 **Discharge Summary**

Summary of services client participated in or was offered.

Progress made while client involved in treatment

6 **Philosophy of Treatment**

Write a one-page statement of your philosophy of treatment, including your theoretical orientation and your use of various counseling theories. State how your philosophy affects your work with substance use disorder clients.

APPENDIX IV

Glossary of Terms

Addictions Counselor: Demonstrates professional competence necessary to perform tasks directly related to the Domains while providing treatment to clients in a variety of treatment

ADC: Alcohol and Drug Counselor

AADC: Advanced Alcohol and Drug Counselor

Case Record: A written case record where applicant as primary counselor has provided the full range of care from intake through termination/continuing care. Client name and other identifying information must not be evident on the case record

CS: Clinical Supervisor

Client: A person receiving any type of alcohol and drug services from counselor's place of employment. A person(s) receiving any type of alcohol and drug services from your place of employment. Additionally, for persons receiving clinical services, the client may include family members or significant others

Clinical Services: Activities related to assessment, counseling and rehabilitative services

Clinical Supervisor Requirements: Clinical Supervisor must be an APSC Clinical Supervisor

Clinical Supervision: Clinical Supervision Documentation Form is supplied. Number of hours and/or minutes should be carefully documented on this form and notation identifying supervision session as individual or group supervision. Documentation of clinical supervision, not administrative supervision, is required. Treatment team or clinical staffing are not clinical supervision

Code of Ethics: As a state affiliate of NAADAC: the Association of Addiction Professionals, the APSC adheres to the Code of Ethics set by NAADAC. View or download the code at https://www.naadac.org/codeofethics

Evaluator's Statement: An APSC Certified Clinical Supervisor or CS completes this form noting strengths and needs for specific domains

IC&RC: The International Credentialing & Reciprocity Consortium

Non-Clinical: Activities related to prevention, education, communication organization, training and professional development

Philosophy of Treatment: Counselor's definition of substance use disorders and how they should be treated to include theory or technique(s) applied in the practice of treatment

APSC: The Addiction Professionals of South Carolina is comprised of alcoholism and drug abuse counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. APSC members dedicate themselves to promote the best interests of their society, their clients, their profession and their colleagues

Certified Addictions Professional: A person who has been certified by APSC, NAADAC or IC&RC

APPENDIX V

Fee Schedule - All fees are non-refundable

	NAADAC/APSC Member	Non-Member
Certification Fee	$175	$225
Recertification	$125	$225
Upgrade	$75	$125
Oral Exam	$100	$175
Written Examination	$150	$175
Appeals	$50	$75
Late Fee	$50	$75
Extension Fee	$50	$75
Reinstatement Fee	$100	$150
Inactive Fee	$350	$375

Late 30-60 days past renewal date: Submit recertification application form plus recertification fee and late application fee. **Member: $175 Non-Member: $300**

Late 61 days to 1 year: Submit recertification application form plus recertification fee and pay late application fee and reinstatement fee. **Member: $275 Non-Member: $450**

1 year and a day to as much as 5 years (Inactive): Submit recertification application form plus recertification fee, and inactive fee. Recertification hours must be within two years of recertification application regardless of recertification expiration date. Hours must be in the Domains of addictions counseling and should include updated training in ASAM and DSM-5. **Member: $475 Non-Member: $600**

Counselors lapsed more than five years: Restart the certification process.

APPENDIX VI

Easy Checklist for Application for Certification

It is the responsibility of the applicant to submit a complete application. All questions must be answered. Please check each item to ensure that your application is complete. Incomplete or unsigned applications will be returned to applicants for completion, causing delay or disqualification.

• Completed application for certification online.

• Online payment or check made payable to APSC for $175 if sent with a copy of a valid NAADAC membership card or $225 non-refundable application fee.

• Requested transcript sent directly to Addiction Professionals of South Carolina from an accredited college, university, or training institution.

Documented of Eligibility for Certification:

• 4,000 hours experience in past five years for ADC
• 8,000 hours experience in past five years for AADC
(**Work experience must be verified by current and/or previous employers on official letterhead and should specify dates of employment, full-time or part-time status, job title and that job duties were in Domains of addictions counseling.*)
• 300 clock hours training in the counseling Domains for ADC
• 450 clock hours training in the counseling Domains for AADC

• Documentation of 200 hours of clinical supervision for ADC and AADC (until June 1, 2021 AADC, NCACII, MAC or CS can sign off on supervision)

• Documentation of 6 hours training in Professional Ethics for counselors

• Documentation of 3 hours training in HIV/ AIDS issues for counselors

• Evaluator's Statement requested from a current supervisor who must be certified in addictions (3 pages)

• Official job description for present position enclosed (must be signed by employee and employer)

• Narrative Philosophy of Addictions Treatment enclosed for bachelor's certification candidates for the ADC

• Sample Case File for bachelor's certification candidates for the ADC

• Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics, and Assurance and Release as provided in the application

• Passed written exam (until June 1, 2021 APSC will accept both the NAADAC or the IC&RC written exams)

• Oral Interview successfully completed for bachelor's certification candidates for the ADC

APPENDIX VII

Requirements for Certification by AOD Reciprocity

The APSC Certification Commission accepts reciprocity of individuals coming from other IC&RC or NAADAC boards on a case-by-case basis. The candidate receiving reciprocity should only apply for reciprocity of the appropriate level of certification.

1 Applicant must submit proof of current certification/licensure as follows (must remain current until awarded APSC certification):

NCAC I, II or MAC;
IC&RC clinical counselor certification; or
Any State Addictions Certification or License that utilizes either the NAADAC or IC&RC written exam.

Completed application for certification through our website address at:
http://addictionprofessionalsofsouthcarolina.org/get-certified/

2 A payment made to APSC of $75 through our online system Certemy or one made by check to our mailing address listed on the website will be accepted. Checks must be made out to APSC.

3 While waiting on all the documents to be submitted by the appropriate bodies and then reviewed by APSC, the counselor will receive an in-process status and in-process letter which will allow them to begin working as an AOD counselor in South Carolina.

4 Bachelor's degree or higher in a human services field. Official transcript should be sent directly to the Addiction Professionals of South Carolina from an accredited college or university. Other education hours must be listed on the Education Verification Form with copies of certificates and/or other verification attached.

5 The Counselor's Degree must match the level they are applying for. A candidate with a bachelor's degree will only be able to apply for reciprocity to the ADC credential, while a candidate with a master's degree may apply for an AADC or CS depending on eligibility based on other requirements.

6 Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in the online application.

APPENDIX VIII

Requirements for Certification by Other Licensure Reciprocity

The APSC Certification Commission will accept for certification (Alcohol and Drug Addiction and Advanced Alcohol and Drug Addiction) licensed mental health professionals who have been practicing AOD counseling full-time (see year requirements below), provided the applicant can show proof of current South Carolina state licensure, fifty (50) hours of Alcohol and Other Drug specific clinical supervision and all of the following requirements must be met; otherwise the applicant will need to qualify under current certification application requirements:

1. Applicant must submit proof of current South Carolina state licensure as follows

   Licensed Professional Counselor
   Licensed Independent Social Worker
   Licensed Marriage and Family Therapist

2. Completed application for certification.

3. Non-refundable application fee $175 (members) $225 (non-members). Fees may be paid by check payable to APSC or debit/credit at www.addictionprofessionalofsouthcarolina.org

4. Requested transcript(s) sent directly to the Addiction Professionals of South Carolina from an accredited college, university or training institution. Other education hours must be listed on the Education Verification Form with copies of certificates and/or other verification attached.

5. Documentation of eligibility for certification.

   2,000 hours experience in the past year for ADC.
   4,000 hours of experience in the past 3 years for AADC.

6. Documentation of 50 hours of clinical supervision by a Clinical Supervisor or In-Process Supervisor.

   Supervision within the past 2 years.

7. Documentation of 6 hours training in Professional Ethics for counselors.

8 Documentation of 3 hours training in HIV/ AIDS issues for counselors.

9 Evaluator's Statement requested from a current supervisor who must be certified in addictions.

10 Official job description for present position enclosed (must be signed by employee and employer).

11 Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in this application.

12 Passed Written Exam.

APPENDIX IX

Requirements for Clinical Supervisor Certification by Licensure Reciprocity

The APSC Certification Commission will accept for certification (Clinical Supervisor) licensed mental health professionals who have been practicing AOD counseling full-time (see year requirements below), provided the applicant can show proof of current South Carolina state licensure, and all of the following requirements must be met; otherwise, the applicant will need to qualify under current certification application requirements:

1 Applicant must submit proof of current South Carolina state licensure as follows:
- LPC/S
- LISW-CP
- LMFTS
- LAC/S

2 Complete application for certification

3 Non-refundable application fee $75 (members) $125 (non-members). Fees may be paid by check payable to APSC or through applicant's Certemy account.

4 Documentation of eligibility for certification
- 5 years full-time experience in AOD Clinical Supervision within the last 10 years.

5 Official job description for position showing supervisory duties. Must be signed by employee and employer.

6 Read the Code of Ethics provided in this manual. Sign the Affirmation of Code of Ethics and Assurance and Release as provided in the application.

7 Pass IC&RC written exam.

8 Have no active disciplinary action.

APPENDIX X

Coursework Criteria for Certification

Coursework accepted toward certification must be in related areas to the Domains for certification and it must be from an accredited institution. Although most social and behavioral health coursework will be accepted, some limitations are made. Below is an attempt to guide the candidate for certification with both acceptable coursework and those limitations. As always, the APSC Certification Board is there to serve both the field and the candidate for certification.

If you have any questions about those limitations to your education, please contact the APSC Certification Board, and a response to the inquiry will be provided.

Required areas of study include:

Human Growth and Development

Social and Cultural Foundations

The Helping Relationship

Group Dynamics, Processing, and Counseling

Lifestyle and Career Development

Appraisal of Individuals

Research and Evaluation

Professional Orientation

Psychopathology

Diagnostics of Psychopathology

Introductory courses in sociology, psychology, health promotion, anthropology and religion will be accepted.

The APSC's Human Services Degree guidelines for those seeking accreditation. In all instances 300 clock hours of education and training in the Domain areas is required for an ADC and 450 clock hours for an AADC.

Candidates for any credentials offered through APSC may not necessarily meet the requirements of third-party payers for reimbursement. The candidate assumes exploration of the requirements for any reimbursement through insurance, Medicaid, or Medicare.

Addiction Professionals of South Carolina Clinical Supervision Plan

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

In-process Dates: Start _____ to End _____

Certification receiving supervision for: ☐ ADC ☐ AADC ☐ CS

Clinical Supervisor Information:

Name of Supervisor(s): _____

Name of Agency: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

License or Certification Type	License or Certification Number	Expiration Date

Plan for Supervision:

I, _____ will provide clinical supervision of substance use counseling connected to the domains to _____. Supervision will begin _____(month/year) and will end on approximately _____(month/year). I will adhere to the guidelines set forth by the certification commission of the Addiction Professionals of South Carolina.

The Supervisor and/or Su[ervisee are responsible for informing APSC of any changes to the Clinical Supervision Plan.

Supervisor Signature: _____ Date: _____

In-Process Counselor Signature: _____ Date: _____

Addiction Professionals of South Carolina Clinical Supervision Log

Name of Applicant: _____

Certification receiving supervision for: ADC ☐ AADC ☐ CS ☐

In the following spaces, please indicate the date and time of supervision session with the domain covered and the type of supervision. Please provide your signature, indicating that you personally conducted the session on the given date and time. This form documents clinical supervision only and 200 clinical supervision hours are required for Certification of ADC and AADC. 24 hours specific to clinical supervision are required for the Clinical Supervisor certification. All clinical supervision hours are required to be completed with an APSC Certified Clinical Supervisor that has completed the plan of supervision form. All hours must be done within the 3-year timeframe of being in-process. **See pages 17 & 20 for more information.**

Date	Time in 15 minute Increments	Domain (10 hours per Domain) pg 11-15	Type of Supervision (group or individual)	Signature
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
			Page Total:	

Supervisor Signature _____ Date _____

Date	Time in 15 minute Increments	Domain (10 hours per Domain) pg 11-15	Type of Supervision (individual or group)	Signature
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
		1 2 3 4 5	G ☐ I ☐	
			Page Total:	

Name of Supervisor: _____

APSC Clinical Supervisor Number: _____

I affirm that the performance demonstrated by this applicant is consistent with the standards of certification for counselors by the Addiction Professionals of South Carolina

Clinical Supervisor Signature _____ **Date**_____

Evaluator's Statement

APPLICANT'S NAME: _____

I hereby certify that I have been the Clinical Supervisor in a position to observe and/or supervise the applicant's work at the:_____

I have observed this applicant's work from _____ to _____

I have provided _____ hours of supervision, and my clinical supervision has included all four required domains.

The information I am giving is my best judgment of this applicant's capabilities to be certified as (check one)

☐ Alcohol and Drug Counselor ☐ Advanced Alcohol and Drug Counselor ☐ Clinical Supervisor.

Comments:_____

_____

_____

_____

_____

Clinical Supervison Information:

Print Name: _____

CS Certificate Number and Expiration Date: _____

Signature:_____

Date: _____

Agency: _____

Agency Address:_____

Phone Number: _____

Email Address: _____

Addiction Professionals of South Carolina Work Experience Form

Applicant Name: _____ Certification Applied for: _____

Place of Employment: _____

Current Position: _____

Start Date: _____ End Date: _____

Type of Employment (Full or Part-time): _____

Number of Hours Worked: _____

_____ _____

Print Name Title

_____ _____

Signature Date