



**Certificate in Drug, Alcohol & Addictions Counseling
(CDAAC)**

Candidate Handbook

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Association of Christian Alcohol & Drug Counselors
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Overview of ADADC

The Association of Christian Alcohol & Drug Counselors (ACADC) was established as a 501(c) 3 non-profit corporation in 2002 with the purpose of training and educating Drug, Alcohol & Addictions Counselors in accordance with biblical Christian principles.

ACADC has its roots in a Non-denominational Christian counseling and education ministry outreach that began in 1995 founded by Rev. Dr. Michael Belzman. Its original mission was to provide effective biblical counseling to adult men and women and youth desiring to come out of bondage to drugs & alcohol and other addictions. Its mission has expanded since it began to include the training and equipping of effective, cutting edge counselors filled with the Holy Spirit and Bible Wisdom sufficient to speak to any condition pertaining to the mind, will, emotions, soul and spirit of man.

ACADC offers an educational certificate program in which anyone pursuing a certificate in drug, alcohol & addiction counseling can take. After the educational courses and through completion of the CDAAC (Certificate in Drug, Alcohol & Addiction Counseling) certificate program, certificants can go on to take an alcohol and drug counselor examination through one of the two California Department of Health Care Services (DHCS) approved alcohol and other drug (AOD) counselor certification agencies (CCAPP and CADTP). (Cal. Code of Regulations Title 9, Division 4, Chapter 8, Sections 13000, et seq.)

We believe that...

1. The Christian Bible is God's inspired and inerrant Word and is complete and sufficient to equip all counselors with the wisdom needed to counsel & set people free from bondage of every sort.
2. Over the years, Christian biblical counseling has been removed from the public and professional arenas, and has been replaced by humanistic counseling which has kept a nation of suffering people in deeper bondage and in need of true recovery that only belief in and surrender to Jesus Christ can provide.
3. Surrender to Jesus Christ, the application of biblical truth and wisdom, the empowerment of the Holy Spirit to be healed, delivered, and transformed, and willingness to adopt a simple faith based upon trust and obedience to God in a deepening personal relationship with HIM are necessary for recovery.
4. We believe that the true definition of "Addiction" is a condition in which a person attaches his or her affections upon anything other than God to be their main source of worship, peace, joy, happiness, satisfaction, pain relief, or meaning in life.

Mission

The Mission of the Association of Christian Alcohol and Drug Counselors Is to Education Men and Women who want to become addictions counselors. We are here to educate Christian men and women who desire to do professional drug, alcohol and addiction counseling from a biblical Christian world view and to certify:

1. That Christian men and women who desire to practice drug, alcohol and addiction counseling as a profession and/or as lay ministers, understand how to counsel from a biblical Christian world view.
2. That Christians who desire to practice drug, alcohol and addiction counseling as a profession, understand Professional Counseling Competencies from a biblical perspective.
3. That students are equipped biblically, through training from the ACADC Institutes, local churches, or other institutions of learning approved by the Association of Christian Alcohol & Drug Counselors, to grow in grace and be people who demonstrate the character, wisdom, love, and knowledge required to effectively reach people coming out of addictive lifestyles of any kind.
4. That Christian men and women have the opportunity to become effective counselors who have nurtured a deep personal relationship with Christ and can, from that relationship, counsel with the penetrating power of biblical truth.

Purpose of the Certificate Program

If you are seeking a professional certificate to enable you to work in the field of drug and alcohol recovery, and desire to do so from a Christian perspective, ACADC holds the solution and all the requirements to set you on the course to success, *without* compromising your belief systems. The purpose of the CDAAC certificate program is to certify Christian men and women who desire to do professional drug, alcohol and addiction counseling from a Biblical Christian world view.

ACADC provides an educational certificate program in Christian Alcohol, Drug, and Addiction Counseling. At the end of the program, participants will hold a certificate that demonstrates accomplishment and specialized training of the intended learning outcomes (See page 10). The CDAAC Christian Alcohol, Drug & Addictions Counseling certificate program is currently seeking national accreditation by the Institute for Credentialing Excellence.

Participants that wish to continue on and pursue state certification in Addiction Counseling (a non-denominational certificate) will have all the necessary 315 hours required to qualify for alcohol and other drugs (AOD) examinations offered by one of the two California approved counselor certification agencies (CCAPP and CADTP). Both the CCAPP and the CADTP examinations will provide the state-certification necessary to be professionally qualified to work in the professional field of alcohol and drug recovery.

Objectives

- That Christians who desire to practice drug, alcohol and addiction counseling as a profession, understand how to counsel from a Biblical Christian world view.
- That Christians who desire to practice drug, alcohol and addiction counseling as a profession also understand TAP 21 Counseling Competencies from a Biblical perspective.
- To ensure CDAAC counselors are people who demonstrate the character, wisdom, love, and knowledge required to effectively reach people coming out of addictive lifestyles of any kind.

- To ensure CDAAC counselors who have nurtured a personal relationship with Christ are effective counselors and counsel with the penetrating power of Biblical truth.

Scope of the Certificate Program

ACADC provides an educational certificate program in Christian Alcohol, Drug, and Addiction Counseling. At the end of the program, participants will hold a certificate that demonstrates accomplishment and specialized training of the intended learning outcomes (See page 10). The Certificate in Christian Alcohol, Drug, and Addiction Counseling is currently seeking national recognition by the Institute for Credentialing Excellence.

Overview of Education/Training and Intended Learning Outcomes

The ACADC certificate program (Certificate in Christian Drug, Alcohol & Addiction Counseling) is a recognized education provider in Christian-based addiction counseling. The central focus of the alcohol and other drug (AOD) counselor training program is to train and equip counselors to be effective, more fully using the gifts given to them by God. ACADC doesn't neglect the educational part of the program and is committed to teach TAP 21 as it should be taught and as is required by the Department of Health Care Services (DHCS). Therefore, in addition to meeting all accreditation requirements concerning what to teach, ACADC will teach what scripture says about the principles contained in TAP 21.

Steps to CDAAC Program Certificate

1. *Review* this Candidate Handbook to learn about the certificate process. Contact ACADC with any questions.
2. *Complete* required education in the Certificate Program for Christian Drug, Alcohol & Addiction Counseling
3. *Schedule* the assessment-based test at the end of the certificate program
4. *Take* your assessment through ACADC sites
5. *Submit* a copy of your assessment results to ACADC to apply for your CDAAC certificate.

Registration Procedures

Individuals planning to pursue CDAAC must first complete a membership or registration form available in this booklet or on the ACADC Web site and submitting it with the registration fee.

Membership: Individuals pursuing the Certificate in Christian Drug, Alcohol & Addiction Counseling but not pursuing state certificate in Addiction Counseling, must register as a member of ACADC. This membership provides a certificate of learning in the Christian Drug, Alcohol & Addiction Counseling Certificate Program. The membership agreement must be read and signed by the candidate and includes the statement, "I understand that the CDAAC Certificate Program is not a state certification to be used at a licensed treatment facility, until I have obtained proper certification through a Department of Health Care Services (DHCS) - approved certifying organization."

Once registered as a *member*, candidates can:

1. Begin the CDAAC program through ACADC
2. Take the assessment-based test at the end of the program

3. Receive CDAAC Certificate and national recognition as a Christian Alcohol and Drug Counselor
4. Have the option to register (see below: “Registration”) and pursue a state certification through CCAPP or CADTP.

Registration: Completing the registration process serves to register the candidate with one of the DHCS approved AOD counselor certification programs; CAADE, CCAPP or CADTP. Candidates who register with CCAPP or CADTP will be entered into the ACADC database and will be listed as a “registrant.” Once registered a candidate has **five years to complete the state certification process through CAADE, CCAPP or CADTP.**

Once registered, candidates have the option to:

1. Begin classes at ACADC or another educational provider for the Certificate in Christian Drug, Alcohol & Addiction Counseling Program
2. Contact CCAPP or CADTP to take their exam and follow their Certification Process

Eligibility

CDAAC Program Requirement: No prior experience in the mental health or counseling fields is required to enter the CDAAC Certificate Program.

CDAAC Assessment for Program Completion: Submit the Certificate of Completion to ACADC for approval to take the assessment-based test for the CDAAC Certificate.

Attestation Statement: Sign a statement documenting whether his/her prior certificate/certification as an AOD counselor has ever been revoked.

Code of Conduct: Sign an agreement to abide by ACADC’s Code of Conduct.

The eligibility standards for the certificate program have been conformed to those required in California after discussion with multiple industry experts in California and in consideration with the standards set forth in the Tap 21 Counseling Competencies. The eligibility standards are followed by ACADC in determining the CDAAC educational-based program.

The education, training and experience requirements should be met before applying for the CDAAC certificate assessment. The signed Attestation Statement (included on the application form) and the signed Code of Conduct must be submitted with the completed CDAAC application form. The candidate will be contacted for scheduling of the CDAAC Certificate Program after the application and application fee have been received. Candidates for the CDAAC certificate receive an assessment admission letter so that they may schedule their assessment after all of these steps have been successfully completed.

Application Process

Overview

Once the eligibility requirements above are met the next step towards earning the CDAAC Certificate is to apply for the assessment. Candidates should complete the Assessment Application Form included in this booklet or on the ACADC Web site. The completed application will include documentation of all required courses and training. Once the application has been processed the candidate will receive the assessment admission letter authorizing them to schedule the assessment.

Assessment Development and Standard Setting

Test items used on the national certificate assessment are developed by consultants, ACADC representatives, subject matter experts, and the review board.

Following each assessment administration, a statistical analysis of the results for each item is performed. Items that perform poorly or are answered incorrectly by a substantial portion of candidates are flagged for review by the Assessment Development Committee. The committee reviews all flagged items in addition to any items that were substantively critiqued by candidates. If the committee determines that an item is defective – for example, ambiguous wording, more than one correct answer-the item may be deleted from final scoring, or more than one answer may be counted as correct.

Scoring

Each item on the assessment is worth one point. Your score is based only on the total number of correct answers selected. Since there is no penalty for choosing an incorrect response, you should answer all test items. However, you should choose only one response per item. If more than one response is selected, that item will be scored as incorrect. Assessments may contain a minority of pretest items which do not count toward the official scoring. Pretest items are scattered throughout the assessment. The intended use of pretest items is to accelerate the scoring process in order to provide earlier results to candidates. The pass/fail standard is determined on the entire test.

Scheduling the Assessment

Candidates who have successfully completed the CDAAC Certificate Program should submit the Assessment Eligibility Application. You will hear from ACADC verifying that you may take the CDAAC Assessment. Once you receive this confirmation, you may contact ACADC's Assessment Center to schedule. When your assessment is scheduled your date, time and location will be confirmed. Once your assessment is scheduled please take note of the time to report to the Assessment Center.

Once you receive your assessment admission letter, you must schedule your own assessment. Online scheduling is available. More detailed scheduling information will be sent to you once you have been cleared to take the assessment.

If you need to reschedule the assessment you may do so once at no charge by contacting ACADC at least 4 business days in advance of your scheduled assessment.

Assessment Format

The coverage of the topics indicated above is tested within a 100-question multiple choice assessment. Assessment items are presented in a random order and are not grouped according to content area. This structure resembles a clinical practice in which the addiction professional encounters a variety of client issues throughout the day. Each question contains four options from which the candidate must choose the best response.

The assessment has a two-hour time limit. The time begins when the candidate starts the actual assessment, and ends two hours later, whether or not a restroom break is taken. The answers must be entered on the scantron provided. Each scantron and assessment booklet must be turned in to the proctor at the end of your assessment, no exceptions.

Candidate Identification

A sign-in roster listing the names of applicants approved to take the assessment will be provided by the Site Administrator. Upon entering the assessment room, each applicant must sign the roster and show two forms of picture identification (such as a driver license and passport). No one is permitted to take the assessment if their name does not appear on the roster.

Physical Arrangements

The following is a list of physical arrangements to be provided for the assessment administration. Each head proctor should make these arrangements well in advance of the assessment administration. Good physical arrangements help create a favorable environment.

- Good lighting and ventilation
- A quiet place (free from outside noises)
- Adequate room for spacing the candidates (if possible, at least one empty seat between candidates)
- Adequate desk space for the candidates to open their assessment booklets and write on their answer sheets
- Comfortable chairs and tables
- Table(s) located by the door for proctor's to check candidates in and verify identification.
- Accessibility to a water fountain/restrooms

Special Accommodations

Every *reasonable* accommodation should be made to insure that candidates with disabilities are not placed at an unfair advantage during the assessment. A candidate with a visual impairment, that makes marking the answer sheet difficult, will be allowed to circle their answers directly in the assessment booklet. However, an answer sheet must be completed by the proctor or site administrator before the assessment materials are returned to ACADC.

Outline of the Assessment

The Certificate in Christian Drug, Alcohol & Addiction Counseling Program 100-question multiple-choice assessment will test on the following 8 areas – **Clinical Evaluation** 28%, or 28 questions), **Treatment Planning** (11%, or 11 questions), **Referral** (9%, or 9 questions), **Service Coordination** (6%, or 6 questions), **Counseling** (18%, or 18 questions), **Client, Family, and Community Education** (4%, or 4 questions), **Documentation** (8%, or 8 questions), **Professional and Ethical Responsibilities** (9%, or 9 questions), **Spirituality** (6% or 6 questions). – as more fully described below:

- I. **Clinical Evaluation** (28%, or 28 questions): The systematic approach to screening and assessment of individuals thought to have a substance use disorder; being considered for admission to addiction-related services, or presenting in a crisis situation.
- II. **Treatment Planning** (11%, or 11 questions): A collaborative process in which professionals and the client develop a written document that identifies important treatment goals; describes measurable, time-sensitive action steps toward achieving those goals with outcomes; and reflects a signed agreement between a counselor and client.
- III. **Referral** (9%, or 9 questions): The process of facilitating the client's use of available community support systems and resources to meet the identified needs.
- IV. **Service Coordination** (6%, or 6 questions): The administrative, clinical, and evaluative activities that bring the client, treatment services, community agencies, and other resources together to focus on issues and needs identified in the treatment plan.
- V. **Counseling** (18%, or 18 questions): A collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives.
- VI. **Client, Family, and Community Education** (4%, or 4 questions): The process of providing clients, families, significant others, and community groups with information on risks related to substance use, as well as available prevention and treatment resources.
- VII. **Documentation** (8%, or 8 questions): The recording of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.
- VIII. **Professional and Ethical Responsibilities** (9%, or 9 questions): The obligations of an addiction counselor to adhere to accepted ethical and behavioral standards of conduct and continuing professional development.
- IX. **Spirituality** (6% or 6 questions): The core competencies for clergy/pastoral ministers to counsel individuals and families on drug and alcohol abuse with a biblical worldview

There are five learning objectives for the CDAAC certificate program:

Objective 1A: Understanding Addiction And Substance Abuse Disorders (8 modules)

Understanding a variety of models and theories of addiction and other problems related to substance use; recognizing the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments; understanding the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others; and recognizing the potential for substance use disorders to mimic a variety of medical and psychological disorders and the potential for medical and psychological disorders to co-exist with addiction and substance abuse.

Objective 2A: Addiction Counseling Skills And Techniques (11 modules)

Understanding the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance related problems; recognizing the importance of family, social networks, and community systems in the treatment and recovery process; understanding the importance of research and outcome data and their application in clinical practice; and understanding the value of an interdisciplinary approach to addiction treatment.

Objective 3A: Spirituality And Religion In Addiction Counseling (11 modules)

Understanding the philosophies, practices, policies, and outcomes of counseling from a Christian biblical worldview and supported models of treatment, recovery, and relapse prevention.

Recognizing the importance of family, social networks, and community systems in the treatment and recovery process; and understanding the value of a Christian perspective to addiction treatment.

Objective 4A: Specific Issues In Addiction Counseling (13 modules)

Understanding the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care; understanding a variety of helping strategies for reducing the negative effects of substance use, abuse, and dependence; tailoring helping strategies and treatment modalities to the client's stage of dependence, change, or recovery; providing treatment services appropriate to the personal and cultural identity and language of the client; adapting practice to the range of treatment settings and modalities; familiarity with medical and pharmacological resources in the treatment of substance use disorders; understanding the variety of insurance and health maintenance options available and the importance of helping clients access those benefits; recognizing that crisis may indicate an underlying substance use disorder and may be a window of opportunity for change; and understanding the need for and the use of methods for measuring treatment outcome.

Objective 5A: Law, Ethics, Cultural Competency (9 modules)

Understanding diverse cultures and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice; understanding the importance of self-awareness in one's personal, professional, and cultural life; understanding the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship; understanding the importance of ongoing supervision and continuing education in the delivery of client services; understanding the obligation of the addiction professional to participate in prevention as well as treatment; and understanding and applying setting-specific policies and procedures for handling crisis or dangerous situations, including safety measures for clients and staff.

Change of Address

The address on your registration form will be your address on file. It is your responsibility to directly notify ACADC in writing with any address change.

Deficient Test Sites

If there are any irregularities at the assessment sites, please use the Corrective Action Plan to report any deficiencies. Ask your Proctor for the Corrective Action Plan and submit to ACADC.

CDAAC Certificate Designation

The primary focus of an assessment-based certificate program is on facilitating the accomplishment of intended learning outcomes. Although assessment is an integral part of the certificate program, the primary purpose of the program is to provide education and training which supports the accomplishment of the intended learning outcomes. The certificate awarded designates that participants have completed the required education/training and demonstrated accomplishment of the intended learning outcomes.

CDAAC Certificate holders may state they have been awarded a certificate “Christian Drug, Alcohol & Addiction Counseling”. Candidates understand that the CDAAC Certificate Program is not a state certification to be used at a licensed treatment facility, until (they) have obtained proper certification through a Department of Health Care Services (DCHS)-approved certifying organization, such as CCAPP or CADTP.

IMPORTANT NOTE: Candidates may not, under any context, place the letters “CDAAC” after their name. This certificate recognizes excellence in the field of Christian Counseling as a “Christian Drug, Alcohol & Addictions Counselor” and is not a designation or title that could be misconstrued as degree, certification or license. The words “Christian Drug, Alcohol & Addictions Counselor” may be used.

CDAAC Certificate holders may professionally state they have a certificate of excellence in “Christian Drug, Alcohol & Addiction Counseling”. Please be advised that this is a nationally recognized *certificate*, not a state *certification*. Candidates understand that the CDAAC Certificate Program is not a state certification to be used at a licensed treatment facility, until (they) have obtained proper certification through a Department of Health Care Services (DCHS)-approved certifying organization, such as CCAPP or CADTP.

Renewal of the CDAAC Certificate

Purpose

The Association of Christian Alcohol and Drug Counselors (ACADC) requires Christian Drug, Alcohol and Addiction Counselors (CDAAC) to renew the program certificate every 2 years. Renewal is defined as documentation of continued professional development (continuing education) in the area of drug and alcohol counseling or mental health.

The renewal requirements are designed to enhance the continued competence of individuals with the CDAAC certificate. The renewal program is designed to recognize the ongoing commitment of CDAAC counselors, strengthen the knowledge of CDAAC counselors, and enhance the professional development of CDAAC counselors by continued learning and study.

Requirements

40 hours of continuing education, as outlined below, is required every 2 years in order to renew the program certificate. The education requirements are intended to meet the ongoing education and professional development needs of CDAAC certificate holders. The ACADC believes that the two-year renewal period established and required by the State of California is

appropriate to keep participants up to date with changes in the alcohol and drug counseling field.

The ACADC renewal policy was adopted on April 1, 2005 and was effective October 1, 2005. Certificates issued on or after October 1, 2005 expired 2 years after the date of issue.

Individuals who received the CDAAC credential prior to April 1, 2005 are also subject to the renewal requirement. Certification for those individuals expired on October 1, 2007. These individuals have been notified of the renewal requirement and organizational changes in the certificate program by email or letter.

The following requirements for certificate renewal are consistent with Title 9 Section 13055 of the California Code:

1. In order to renew the CDAAC certificate, each CDAAC counselor must complete a minimum of 40 hours of continuing education (CE), approved by ACADC, during each 2-year period of their certificate date.
2. The 40 hours of continuing education shall include any combination of the following:
 - a. The curriculum in contained TAP 21, as defined in Section 13040 of the California Code;
 - b. Provision of services to special populations including at least aging individuals; individuals with co-occurring disorders (e.g., alcoholism and mental illness); individuals with post-traumatic stress disorder [PTSD]); individuals with disabilities; diverse populations; individuals with cultural differences, individuals on probation/parole, etc.;
 - c. Ethics;
 - d. Communicable diseases including tuberculosis, HIV disease and Hepatitis C;
 - e. Prevention of sexual harassment; and
 - f. ACADC at its discretion will also offer advanced continuing education classes and seminars in any of the courses required for initial CDAAC counselor certification, Lay Minister Certification, and Recovery Pastor Ordination.
3. ACADC shall accept as continuing education hours training in the areas specified above, provided by any State, county, city, or other governmental agency or by any agency which provides services through a contractual arrangement with a State and/or county agency.
4. ACADC shall document completion of all continuing education hours and the subject matter studied in each CDAAC certificant's/counselor's record maintained pursuant to Section 13075.
5. If the ACADC denies renewal, it shall send the CDAAC counselor a written notice of denial. The notice shall specify the counselor's right to appeal the denial in accordance with the provisions of Section 13070.
6. If the ACADC decides to renew the certificate, upon completion of all continuing education requirements and payment of all fees charged by the ACADC, ACADC shall issue a written certificate to the registrant, stating that his/her certificate as CDAAC counselor has been renewed.

Renewal Process

An expiration date will be included with your certification. You will receive information about the renewal requirements when you receive your initial certification.

You will receive a reminder letter 6 months before their expiration date. The reminder letter will include a list of all renewal and CE requirements and a copy of the renewal forms.

Prior to renewing any certification ACADC will review your file to determine if your certification has been revoked during the previous two years.

Documented evidence of the required CE hours must be submitted for renewal. A recertification application and attached documentation must be received by ACADC at least 2 weeks before the certification expiration date. A recertification fee of \$150 is also due at the time the documentation is submitted. For each CE course the following documentation must be submitted:

- a. Date(s)
- b. CE Provider (must be approved by ACADC)
- c. Hours of attendance
- d. Location
- e. Brief summary of course objectives/topics
- f. Signature and date of instructor/representative or other official document fulfilling this purpose.

To renew certification you must complete a minimum of 40 hours of continuing education as described in item 2 (a-f) above.

Only continuing education from an approved provider will be accepted. Providers approved by ACADC are:

- a. Any California, county, city, or other governmental agency or by any agency which provides services through a contractual arrangement with a State and/or county agency.
- b. Programs provided by an accredited college or university.
- c. Programs are provided by the following professional alcohol and drug abuse organization:
- d. The following list of schools is a non-exhaustive list of schools recognized by ACADC. ACADC will accept transfer courses from these schools and grant CEU credit for courses taken at these schools pertaining to Drug, Alcohol and/or Addiction counseling, education or studies:
 - Azusa Pacific University
 - Bethany College
 - California Baptist University
 - Kingsway College
 - La Sierra University
 - Legacy Christian Bible College
 - Life Pacific College
 - Recovery Pastor School of Applied Biblical Studies
 - Rosemead School of Psychology
 - Southwestern University
 - Trinity Faith Based University
 - Westmont College

Once all requirements are met and verified ACADC will issue a renewal letter and CDAAC certificate with the new expiration date.

Verification of CEUs

ACADC will verify all renewal applications and CE documentation. Information collected through the verification process will remain confidential unless release is required by law. Any renewal applications containing false information will be denied. Incomplete applications will be returned to the renewal applicant for corrections.

Certificate Verification & Published Directory

A directory of certificants is maintained and published on the ACADC Web site. The directory includes the name, credential, expiration date, certificate number, school code, student ID and certificate date for each individual. The directory will also include investigation and the outcome of the investigation of any complaints regarding a CDAAC. The Directory is kept current at all times. Information included in the directory is retained for five years from the date of initial certification, denial, last renewal, temporary suspension, or revocation, whichever occurs last.

Re-designation of CDAAC Credentials

All previously “certified” ACADC Counselors prior to November 30, 2014, will be recognized as having a Certificate in Christian Drug, Alcohol & Addiction Counseling (CDAAC), upon ICE approval. After November 30, 2014 (pending ICE approval), all program participants will only be enrolled in ACADC’s Christian Alcohol, Drug & Addictions Counseling (CDAAC) Certificate Program. This certificate program maintains the same education and assessment requirements, but clarifies the scope of work and practice for the addictions professionals within ACADC.

Reciprocity

Reciprocity is granted on the basis of having a current program certificate in good standing through ACADC.

Code of Conduct

The following are to be observed by the Association of Christian Alcohol & Drug Counselors (ACADC) staff, volunteers, and certified counselors:

The ACADC CODE OF CONDUCT is bound to the original Greek & Hebrew writings of the Word of God which we know as the Christian Holy Bible.

I believe that as a Drug & Alcohol Counselor, in order to be safe, proficient, and effective, I must have the Word of God, not only in the intellect, but living in the heart, spirit, mind, will and emotions (2 Corinthians 3:1-6). In this way, I will be spiritually mature and a counselor who is self-governing, able to respect the written Word of God understood and interpreted by the Holy Spirit in the full context of the Old and New Testaments, Psalms and Proverbs, as my code of conduct.

I also agree to submit to proper governmental authorities and their requirements knowing that God has orchestrated the existence of their authority into my life. Therefore I agree as a Drug & Alcohol Counselor to abide by all regulations placed upon my profession by the California Department of Alcohol and Drug Programs and all other duly appointed authorities governing us (Hebrews 13:17) to the best of my ability.

I understand that consumption of Alcoholic beverages or mind altering drugs by staff members, counselors, volunteers, Association members and participants is behavior contrary to the values held by ACADC and is not permitted on the premises of any chartered institution or professional activity conducted by an ACADC certified counselor.

Sexual relationships or conduct between counselors, participants, staff members or volunteers is prohibited.

All official sessions with participants shall be conducted in a professionally appropriate capacity, and in an approved counseling location.

Staff members, counselors and volunteers are not to use their position to establish an unwholesome personal relationship with any participants.

Staff members, counselors and volunteers are prohibited from using their positions to abuse power in ways that might disqualify, obstruct or hinder the professional development of certification applicants.

Appropriate professional boundaries shall be observed by all counselors, staff and volunteers of the Association of Christian Alcohol & Drug Counselors Institute.

I _____ understand the significance and importance of the Living Word of God in my life as it applies to professionalism as a drug & alcohol counselor. I understand it is needed to be an effective counselor and is able to pierce through to the soul and the spirit discerning the thoughts and intents of the heart. (Hebrews 4:12). I will continue to nourish my spirit throughout the days of my life by keeping God's inspired Word and the person of Jesus Christ in the forefront of my thoughts and in the center of my life as a counselor and a person.

Signed: _____

Date: _____

Statement of Faith

We believe that...

1. The Christian Bible is God's inspired and inerrant Word and is complete and sufficient to equip all counselors with the wisdom needed to counsel and set people free from the bondages of addiction.
2. Over the years, Christian biblical counseling has been removed from the public and professional arenas, and has been replaced by humanistic counseling which has kept a nation of suffering people in deeper bondage and in need of true recovery that only belief in and surrender to Jesus Christ can provide.
3. Surrender to Jesus Christ, the application of biblical truth and wisdom, the empowerment of the Holy Spirit to be healed, delivered, and transformed, and willingness to adopt a simple faith based upon trust and obedience to God in a deepening personal relationship with HIM are necessary for lasting recovery.
4. We believe that the true definition of "Addiction" is a condition in which a person attaches his or her affections upon anything other than God to be their main source of worship, peace, joy, happiness, satisfaction, pain relief, or meaning in life.

The Scriptures

We believe that "all Scripture is given by inspiration of God" ([2 Timothy 3:16](#)). We understand this to mean that the whole Bible is inspired, in that holy men of God "were moved by the Holy Spirit" ([2 Peter 1:21](#)) to write the very words of Scripture. We believe that this divine inspiration extends equally and fully to all parts of Scripture as it appeared in the original manuscripts. We believe that the whole Bible in those original manuscripts is, therefore, without error. We believe that all Scripture centers around the Lord Jesus Christ in His person, work, and in His first and second coming. Therefore, no portion of the Old Testament is properly read or understood until it leads to Christ. We also believe that all Scripture was designed for our practical instruction, and that contained therein is the wisdom to guide man and give answers and solutions for whatever spiritual, emotional, and physical problem besets him. ([Luke 24:27, 44](#); [John 5:39](#); [Romans 15:4](#); [1 Corinthians 10:11](#); [2 Timothy 3:16](#))

The Triune Godhead

We believe in the one true and living God, the Creator, Redeemer, Sustainer, and Ruler of all things. He is infinite, eternal, and unchangeable, and is revealed to us as the Father, Son, and Holy Spirit.

God the Father

God, as Father, reigns over all of His universe with providential care. He is all-powerful, all-loving, all-knowing, and all-wise. He is fatherly in attitude toward all men but is Father, indeed, to those who have become children of God through Jesus Christ, who will deliver them into the Father's hands. ([Genesis 1:1](#); [1 Chronicles 29:10](#); [Jeremiah 10:10](#); [Matthew 6:9](#); [Acts 1:7](#); [Romans 8:14-15](#); [1 Corinthians 8:6](#); [1 Corinthians 15: 24](#); [Ephesians 4:6](#))

God the Son

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived of the Holy Spirit and born of a virgin, in order that He might reveal God and redeem sinful man. He accomplished this redemption by voluntarily giving Himself as a sinless, substitutionary sacrifice on the cross, thereby satisfying God's righteous judgment against sin. After substantiating the accomplishment of that redemption and

justification by His bodily resurrection from the grave, He ascended to the right hand of His Father, where He intercedes on behalf of those who trust Him. ([Luke 1:34-35](#); [John 1:1, 2, 14, 18](#); [Romans 3:24-26](#), [Romans 8:34](#))

The Great Commission

Until the return of Christ, it is the Christian's duty and privilege to seek the fulfillment of Christ's Great Commission and to minister in His name to a needy world. We are to be instruments of Jesus Christ as the Holy Spirit ministers redemption and reconciliation in the world. ([Matthew 25:31-46](#); [Matthew 28:18-20](#))

God the Holy Spirit

We believe that the Holy Spirit is the Divine Person who convicts the world of sin (righteousness and judgment); that He alone brings new life to those who are spiritually dead; that He baptizes (or places) all believers into the one true Church, which is the Body of Christ; that He indwells them permanently, seals them unto the day of final redemption, bestows spiritual gifts upon them, and fills (controls) those who are yielding to Him. Every believer is called to live in the power of the indwelling Holy Spirit so that he will not fulfill the lust of the flesh but will bear fruit to the glory of God. ([John 3:3-8](#); [John 14:16-17](#); [John 16:7-11](#); [1 Corinthians 12:7-11, 13](#); [Ephesians 4:30](#); [5:18](#))

Creation

We believe that man was created directly by and in the image of God. We believe that God created the heavens and the earth, including all life, by direct act. ([Genesis 1:1](#); [John 1:3](#); [Colossians 1:16-17](#))

Man

Although man was created in the image of God, he fell into sin and is lost. This is true of all men; and except a man be born again by the Holy Spirit, he cannot see the kingdom of God. ([Genesis 1:26-27](#); [John 3:3](#); [Romans 3:10, 23](#))

The Devil - Satan

We believe that Satan is a person, the author of sin, and the reason for the fall of man, and is destined to the judgment of an eternal punishment in the lake of fire. ([Matthew 4:1-3](#); [Acts 5:3](#); [2 Corinthians 4:4](#); [Revelation 20:10](#))

Atonement For Sin

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice and that all who believe on Him are redeemed by His shed blood. We believe in the resurrection of the crucified body of our Lord Jesus Christ and in His ascension into heaven; He is our High Priest and Advocate. ([John 1:1-3, 14](#); [John 3:1-7](#); [Hebrews 10:4-14](#); [1 John 2:2](#))

Salvation

We believe that salvation is the gift of God's grace. It cannot be gained or made more secure by meritorious works, but is freely bestowed upon all who put their faith in the finished work of Jesus Christ at Calvary. All who so trust the Savior are forgiven of their sins and born into the family of God by the regenerating work of the Holy Spirit. ([John 1:12](#); [Acts 16:30-33](#); [Romans 10:9-10](#); [Ephesians 1:7](#); [Ephesians 2:8-9](#))

The Christian Walk

We believe that we have a holy calling to walk not after the flesh but after the Spirit, and so to live in the power of the indwelling Spirit in order that we will not fulfill the lust of the flesh. The

flesh is never eradicated in this life. Individuals must choose to keep the flesh in subjection to Jesus Christ through the power of the Holy Spirit, or it will surely manifest its presence in life and dishonor our Lord. ([Romans 6:11-13](#); [Romans 8:2, 4, 12-13](#); [Galatians 5:16-23](#); [Ephesians 4:22-24](#); [Colossians 2:1-10](#); [1 Peter 1:14-16](#); [1 John 1:4-7](#); [John 3:5-9](#))

Other Policies

Confidentiality

All candidate information is considered confidential except as noted below. ACADC will maintain all confidential information in a secure manner to include locked file cabinets and/or password protected electronic files. Access to these files will be limited to authorized employees.

Information that is publicly available and published on the ACADC Web site via the directory of certified individuals includes name, certificate credential, expiration date, certificate number, school code, and certificate date. Any additional information will only be released to individuals other than the member or certificate holder if there is a written release of information form on file.

Information will be released as required by law.

Nondiscrimination

It is the policy of the Association of Christian Alcohol & Drug Counselors, as required by all applicable laws and regulations, not to discriminate in its programs or activities on the basis of race, color, national origin, sex, age, disability or any basis not listed herein, unless in conflict with clear scriptural admonition.

Accommodations

ACADC is committed to providing accommodations for people with disabilities in compliance with federal law. See [ADA Accommodations Policy](#) on page 31.

Disciplinary Policy

The Certification Board follows the disciplinary policy and appeals process outlined in Title 9, Sections 13065 – 13070 of the California Regulations. These regulations are included below. In addition the Governance Board will also conduct its own investigation of any complaints against a CDAAC student. Complaints should be submitted to the Governance Board in writing. Within ninety days of the receipt of the report the Governance Board will conduct an investigation which will include interviewing involved individuals and examining any relevant documentation. After the initial investigation an informal hearing will take place and all involved individuals will be invited to be present to state their case. The Governance Board will make a determination following the hearing. If the Board orders ACADC to temporarily suspend or revoke the individual's certificate, ACADC will inform the person by telephone and written notification immediately. The status of the individual's certificate as well as the outcome of the investigation shall be updated in the ACADC database immediately.

Section 13070. Administrative Review.

- (a) The Department may initiate administrative review if a certifying organization registers or certifies an individual whose previous registration or certification was revoked.
- (b) A counselor or registrant whose registration or certification was denied, temporarily suspended, or revoked may request an informal review by sending a written request for review to the Director, Department of Alcohol and Drug Programs, 1700 K Street, Sacramento, California 95814.

(c) The written request for review shall be postmarked within fifteen (15) working days of the date of the written notice of denial, temporary suspension, or revocation. The written request for review shall state:

(1) The alleged violation of the code of conduct which is at issue and the basis for review.

(2) The facts supporting the request for review.

(d) Failure to submit the written request for review, pursuant to Subsections (b) and (c) of this regulation, shall be deemed a waiver of administrative review.

(e) Within fifteen (15) working days of receipt of the request for review, the Director or the Director's designee shall schedule and hold an informal conference to review the Department's determination, unless:

(1) The counselor or registrant waives the fifteen (15) day requirement, or

(2) The Director or the Director's designee and the counselor or registrant agrees to settle the matter based upon the information submitted with the request for review.

(f) At the informal conference, the counselor or registrant shall have the right to:

(1) Be represented by legal counsel,

(2) Present oral and written evidence, and

(3) Explain any mitigating circumstances.

(g) The representatives of the Department who conducted the investigation shall and their attorney may:

(1) Attend the informal conference, and

(2) Present oral and/or written evidence and information substantiating the alleged violation.

(h) The informal conference shall be conducted as an informal proceeding.

(i) Neither the counselor or registrant nor the Department shall have the right to subpoena any witness to attend the informal conference. However, both the counselor or registrant and the Department may call witnesses to present evidence and information at the conference.

(j) The proceedings of the informal conference may be recorded on audio tape by either party.

(k) The Department shall mail its decision to affirm, modify, or dismiss the notice of denial, suspension, or revocation to the counselor or registrant. The decision shall:

(1) Be postmarked and mailed no later than fifteen (15) working days from the date of the informal conference.

(2) Specify the reason for affirming, modifying, or dismissing the suspension or revocation.

(3) Include a statement notifying the counselor or registrant of his/her right to appeal the decision made at the informal conference in accordance with Chapter 5 (commencing with Section 11500) Part 1, Division 3, Title 2 of the Government Code.

(l) The counselor or registrant may appeal the decision made at the informal conference by submitting a written request to the Director of the Department of Alcohol and Drug Programs, 1700 K Street, Sacramento, California, 95814, postmarked no later than fifteen (15) working days from the date the decision was mailed. Upon receipt of the request for appeal, the Department shall:

(1) Request the Office of Administrative Hearings to set the matter for hearing, and

(2) Notify the counselor or registrant of the time and place of the hearing.

(m) Failure of the counselor or registrant to submit a written request to appeal the decision made at the informal conference postmarked within 15 working days from the date the

decision was mailed shall be deemed a waiver of further administrative review and the decision of the Director or the Director's designee shall be deemed final.

Appeals Policy

Appeals may be filed in regards to the results of a disciplinary hearing, denial of certificate or certificate renewal, or determination that an individual is not eligible to attend ACADC. Appeals must be filed in writing and addressed to the Governance Board within thirty days of the action being appealed. The request for appeal should include detail on the action being appealed, the resolution requested by the candidates, and any information or documentation to support the appeal. Individuals who file an appeal are responsible for their own expenses.

Within 14 days of the receipt of the appeal request the Governance Board Chair will appoint an Appeal Committee. The Appeal Committee will include three members and will be chaired by the President of the ACADC Board. Members of the Governance Board will not serve on the Appeal Committee. The Appeal Committee will reach a decision on the appeal request within 30 days. The decision will be sent to the individual who requested the appeal by certified mail.

Appeals Regarding Assessment Results

Certificate candidates who fail the assessment and believe that a scoring error may have occurred may request that his/her assessment be rescored. This request must be made in writing and must be submitted with a \$50.00 fee to ACADC. Requests must be made within 30 days of the postmark on the candidate's results.

**Association of Christian Alcohol & Drug Counselors
Membership/Registration Form**

Attach your membership or registration fee (check or money order made payable to ACADC in the amount of \$395.00). This fee includes your registration with ACADC and enrollment in the next CDAAC Certificate Program.

Membership Only **Registration Only**

NAME _____ EMAIL _____
ADDRESS _____ CITY _____ STATE ____ ZIP _____
DAY PHONE _____ DATE OF BIRTH _____ Last 4 digits of SS# _____

Have you ever been certified (by any organization) as an AOD counselor: Yes No
If yes, list dates of valid certification. If certification is not current, please indicate why: _____

If yes, has any previous AOD certification ever been revoked? _____

I understand that the education program for which I am applying is granted under the authority of the Association of Christian Alcohol & Drug Counselors and will be subject to the Association's ethical standards described as in its Code of Conduct. I understand that upon completion of all program requirements, I will be granted the certificate of learning in the Christian Drug, Alcohol, and Addiction Counseling Certificate Program. I acknowledge that all fees paid go to the work of the Association of Christian Alcohol & Drug Counselors and are non-refundable. I understand that it is my responsibility to know and meet all requirements for the Certificate Program. I agree to take no legal action against the Association of Christian Alcohol & Drug Counselors or any individual minister, counselor, educator or employee associated with the Association of Christian Alcohol & Drug Counselors. I understand that the CDAAC Certificate Program is not a state certification to be used at a licensed treatment facility, until I have obtained proper certification through a Department of Health Care Services (DHCS)-approved certifying organization. With the CDAAC Certificate, I am eligible to pursue state certification through an approved certifying organization. The CDAAC nationally approved Certificate Program shows my accomplishment and understanding of the intended learning outcomes for Christian alcohol and drug counselors.

I certify that I have read the CDAAC Candidate Handbook and believe that I comply with all of the requirements for the Certificate Program. The information in this application and the attached documents are complete and correct. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be returned or my assessment may be delayed.

Signature: _____ Date: _____

I am including a check or money order made payable to ACADC in the amount of: \$ _____

Mail the completed form to: ACADC Institute, PO BOX 326, Yucaipa, CA 92399. If you have questions or need information you may contact us at Tel. 909-795-5655, or email: acadcoffice@gmail.com or visit our website at www.acadc.org

Association of Christian Alcohol & Drug Counselors
Assessment-based Assessment Application Form for the
Certificate in Christian Drug, Alcohol & Addiction Counseling

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Last 4 digits of Social Security number: _____ Date of Birth: _____

Have you ever taken the CDAAC assessment? * Yes * No (If yes, date: _____)

Have you ever been certified (by any organization) as an AOD counselor: * Yes * No

- If yes, list dates of valid certification. If certification is not current, please indicate why: __

- If yes, has any previous AOD certification ever been revoked? _____

ACADC is committed to providing accommodations for people with disabilities in compliance with federal law. Do you need any special accommodations? * Yes * No

If yes, please attach an explanation.

Requirements:

- I have completed a minimum of 315 documented hours of classroom AOD education as outlined in the CDAAC Candidate Handbook and received the CDAAC Certificate of Completion.

Fees:

The costs of processing this application are included in the registration fee. Fees for taking the CAADC assessment will be paid directly to ACADC after you have been approved to take the assessment and before you schedule your assessment date.

Confidentiality:

The information submitted on this application and any other information submitted during the application process is considered confidential and will only be released to the candidate except as required by law. Regulations in the state of California require that the following information be made publicly available and is published on the ACADC Web site via the directory of certified individuals. This information includes name, credential, expiration date, certificate number, school code, and date. Any additional information will only be released to individuals other than the candidate/certificant if there is a written release of information form on file.

Application Checklist:

- * This application completed in full. Please check to make sure all information is complete.
- * Attach a list of all education along with transcripts or other proof of the required minimum 315 hours of classroom AOD education.
 - Attach the Certificate of Completion received from the CDAAC program.

- Attach the signed Code of Conduct form.

I understand that the education program for which I am applying is granted under the authority of the Association of Christian Alcohol & Drug Counselors and will be subject to the Association's ethical standards described as in its Code of Conduct. I understand that upon completion of all program requirements, I will be granted the certificate of completion for my education, for which this application is made. I acknowledge that all fees paid go to the work of the Association of Christian Alcohol & Drug Counselors and are non-refundable. I understand that it is my responsibility to know and meet all state requirements for certification. I agree to take no legal action against the Association of Christian Alcohol & Drug Counselors or any individual minister, counselor, educator or employee associated with the Association of Christian Alcohol & Drug Counselors.

I certify that I have read the CDAAC Candidate Handbook and believe that I comply with all of the requirements for the certificate. The information in this application and the attached documents are complete and correct. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be returned or my assessment may be delayed.

Applicant's signature: _____

Date: _____

Questions? Please contact the ACADC Institute, PO Box 326, Yucaipa, CA 92399, phone 909-795-5655, or email: acadcoffice@gmail.com or visit our website at www.acadc.org.



Association of Christian Alcohol & Drug Counselors Code of Ethics & Conduct

The following are to be observed by the Association of Christian Alcohol & Drug Counselors (ACADC) staff, volunteers, and certified counselors:

The ACADC CODE OF CONDUCT is bound to the original Greek & Hebrew writings of the Word of God which we know as the Christian Holy Bible.

I believe that as a Drug & Alcohol Counselor, in order to be safe, proficient, and effective, I must have the Word of God, not only in the intellect, but living in the heart, spirit, mind, will and emotions (2 Corinthians 3:1-6). In this way, I will be spiritually mature and a counselor who is self-governing, able to respect the written Word of God understood and interpreted by the Holy Spirit in the full context of the Old and New Testaments, Psalms and Proverbs, as my code of conduct.

I also agree to submit to proper governmental authorities and their requirements knowing that God has orchestrated the existence of their authority into my life. Therefore I agree as a Drug & Alcohol Counselor to abide by all regulations placed upon my profession by the California Department of Alcohol and Drug Programs and all other duly appointed authorities governing us (Hebrews 13:17) to the best of my ability.

I understand that consumption of Alcoholic beverages or mind altering drugs by staff members, counselors, volunteers, Association members and participants is behavior contrary to the values held by ACADC and is not permitted on the premises of any chartered institution or professional activity conducted by an ACADC certified counselor.

Sexual relationships or conduct between counselors, participants, staff members or volunteers is prohibited.

All official sessions with participants shall be conducted in a professionally appropriate capacity, and in an approved counseling location.

Staff members, counselors and volunteers are not to use their position to establish an unwholesome personal relationship with any participants.

Staff members, counselors and volunteers are prohibited from using their positions to abuse power in ways that might disqualify, obstruct or hinder the professional development of certification applicants.

Appropriate professional boundaries shall be observed by all counselors, staff and volunteers of the Association of Christian Alcohol & Drug Counselors Institute.

I _____ understand the significance and importance of the Living Word of God in my life as it applies to professionalism as a drug and alcohol counselor. I understand it is needed to be an effective counselor and is able to pierce through to the soul and the spirit discerning the thoughts and intents of the heart. (Hebrews 4:12). I will continue to nourish my spirit throughout the days of my life by keeping God's inspired Word and the person of Jesus Christ in the forefront of my thoughts and in the center of my life as a counselor and a person.

Signed: _____ Date: _____

Mail the completed form to: ACADC Institute, PO BOX 326, Yucaipa, CA 92399. If you have questions or need information you may contact us at Tel. 909-795-5655, or email: acadcoffice@gmail.com or visit our website at www.acadc.org

Association of Christian Alcohol & Drug Counselors
Christian Drug, Alcohol, and Addiction Counseling (CDAAC) Certificate Renewal Form

Name: _____ Email: _____
Address: _____
City: _____ State: _____ Zip: _____
Day Phone: _____ Evening Phone: _____
Last 4 digits of Social Security number: _____ Date of Birth: _____

Renewal Requirements:

40 hours of continuing education, as outlined below, is required every 2 years in order to renew the CDAAC certificate. The education requirements are intended to meet the ongoing education and professional development needs of CDAAC certificate holders.

Approved Providers:

ACADC accepts as continuing education hours training in the areas specified below (see Subject Areas below). Only continuing education from an approved provider will be accepted. Approved providers are:

1. Any California, county, city, or other governmental agency or by any agency which provides services through a contractual arrangement with a State and/or county agency.
2. Programs provided by an accredited college or university
3. The following list of schools is a non-exhaustive list of schools recognized by ACADC. ACADC will accept transfer courses from these schools and grant CEU credit for courses taken at these schools pertaining to Drug, Alcohol and/or Addiction counseling, education or studies:

- [Azusa Pacific University](#)
- [Bethany College](#)
- [California Baptist University](#)
- [Kingsway College](#)
- [La Sierra University](#)
- [Legacy Christian Bible College](#)
- [Life Pacific College](#)
- [Recovery Pastor School of Applied Biblical Studies](#)
- [Rosemead School of Psychology](#)
- Southwestern University
- Trinity Faith Based University
- Westmont College

Subject Areas:

The 40 hours of continuing education shall include any combination of the following:

1. The curriculum contained in TAP 21, as defined in Section 13040 of the California Code;
2. Provision of services to special populations including at least aging individuals; individuals with co-occurring disorders (e.g., alcoholism and mental illness); individuals with post-traumatic stress disorder [PTSD]); individuals with disabilities; diverse populations; individuals with cultural differences, individuals on probation/parole, etc.;
3. Ethics;
4. Communicable diseases including tuberculosis, HIV disease and Hepatitis C;
5. Prevention of sexual harassment; and
6. Advanced continuing education courses offered by ACADC in Lay Minister Certification and Recovery Pastor Ordination.

Fees:

A non-refundable certificate renewal fee of \$150 must be submitted with your renewal application.

Confidentiality:

The information submitted on this application and any other information submitted during the application process is considered confidential and will only be released to the candidate except as required by law. Regulations in the state of California require that the following information be made publicly available and is published on the ACADC Web site. This information includes name, certificate name, expiration date, certificate number, school code, and certificate date. Any additional information will only be released to individuals other than the candidate if there is a written release of information form on file.

Renewal Application Checklist:

The following items must be submitted **at least two weeks** before your certificate expiration date.

- This Certificate Renewal form
- \$150 renewal fee
- Signed Code of Conduct form
- Documentation for all continuing education hours which includes: date, provider, hours of attendance, location, brief summary of course objectives/topics, and signature and date of the instructor/representative or other official document fulfilling this purpose.

Continuing Education Hours:

Complete the information below for each course completed. Please use additional pages if needed.

1. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

2. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

3. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

4. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

5. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

6. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

7. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

8. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

9. Class Title & Brief Description: _____

Agency/Organization providing the course: _____

Hours: _____ Date(s): _____ Location: _____

10. Class Title & Brief Description: _____

Agency/Organization providing the course: _____
Hours: _____ Date(s): _____ Location: _____

11. Class Title & Brief Description: _____

Agency/Organization providing the course: _____
Hours: _____ Date(s): _____ Location: _____

12. Class Title & Brief Description: _____

Agency/Organization providing the course: _____
Hours: _____ Date(s): _____ Location: _____

13. Class Title & Brief Description: _____

Agency/Organization providing the course: _____
Hours: _____ Date(s): _____ Location: _____

14. Class Title & Brief Description: _____

Agency/Organization providing the course: _____
Hours: _____ Date(s): _____ Location: _____

I certify the information in this application and the attached documents is complete and correct. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be returned or my renewal may be delayed.

Signature: _____ Date: _____

Questions? Please contact the ACADC Institute, PO Box 326, Yucaipa, CA 92399, phone 909-795-5655, or email: acadcoffice@gmail.com or visit our website at www.acadc.org.



Association of Christian Alcohol & Drug Counselors

STATEMENT OF GRIEVANCE

1. Name (Please print or type):

Student I.D. Number:

Address:

Phone or best way to reach you:

2. (Please give a very short summarizing statement and the date of the incident or the date that you discovered the problem.)

On (date): (Describe incident):

3. Full name of instructor or individual

4. What class is involved (title of the course)

5. Before requesting a student hearing for your grievance, it is important to try and resolve your grievance informally. Please discuss this issue with these people:

(a) ___ the person directly involved in the facts giving rise to this grievance;

(b) ___ the faculty member's division dean, or supervisor of the employee;

(c) ___ the vice president of that dean's or employee's division.

If you are still unable to resolve your issue after speaking with these people, please contact the ACADC Program Staff at 909-795-5655 or acadcoffice@gmail.com.

Signature:

Today's Date:

Please send to the ACADC Institute, PO Box 326, Yucaipa, CA 92399, phone 909-795-5655, or email: acadcoffice@gmail.com.

**STUDENT GRIEVANCES
REQUEST FOR HEARING FORM**

1. Name: **(Please print or type)** _____
Address: _____
Phone: _____ Student I.D. Number: _____

2. I have met with and discussed this issue with these people:
(a) ___ the person directly involved in the facts giving rise to this grievance;

(b) ___ the faculty member's division dean, or supervisor of the employee;

Name of dean or supervisor _____ **Date of meeting** _____

(c) ___ the vice president of that dean's or employee's division.

Name of VP _____ **Date of meeting** _____

3. Date most recently enrolled as a student:

4. Against **whom** and about **what class** are you filing this grievance (give person's full name; if a course is involved, course title and number)

5. What specific rule, regulation, law, or student right do you allege the college has violated?

(Do not simply state "Student Honor Code". Give the exact rule being violated.) Write a short statement. **"See attached" will not be accepted** although you may also add material.

6. What facts do you believe established the violation? **(Do not simply write "see attached")**

7. What remedy do you request?

8. Are there any documents you wish to have considered? If so, please attach a copy of the document(s) to this form.

Signature: _____ Date: _____

Please send to the ACADC Institute, PO Box 326, Yucaipa, CA 92399, phone 909-795-5655, or email: acadcoffice@gmail.com.



Association of Christian Alcohol & Drug Counselors

CORRECTIVE ACTION PLAN

Date of incident:

Describe the incident or deficiency in the school site, testing site or software:

Comments/Response to incident:

Please send to the ACADC Institute, PO Box 326, Yucaipa, CA 92399, phone 909-795-5655, or email: acadcoffice@gmail.com.

ADA Accommodations Policy

Policy

The ACADC is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the ACADC to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Definition

Disability: For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

Reasonable accommodation

A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

Reasonable accommodation applies to three aspects of employment:

1. To assure equal opportunity in the employment process;
2. To enable a qualified individual with a disability to perform the essential functions of a job; and
3. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Procedure - Current employees and employees seeking promotion

1. The ACADC will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.
3. The ADA Coordinator designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.

4. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
 - Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
 - Determine the precise job-related limitation.
 - Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
 - Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the (agency name) is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
 - The ADA Coordinator designee will work with the employee to obtain technical assistance, as needed.
 - The ADA Coordinator will provide a decision to the employee within a reasonable amount of time.
 - If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator designee shall work together to determine whether reassignment may be an appropriate accommodation.

Procedure - Job applicants

1. The job applicant shall inform the ADA Coordinator designee of the need for an accommodation. The ADA Coordinator designee will discuss the needed accommodation and possible alternatives with the applicant.
2. The ADA Coordinator designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for funding accommodations

Funding must be approved by the (agency name) for accommodations that do not cause an undue hardship (M.S. 43A.191(c)).

Definition

Undue hardship. An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the ACADC.

Procedure for determining undue hardship

1. The employee will meet with the ADA Coordinator designee to discuss the requested accommodation.
2. The ADA Coordinator designee will review undue hardships by considering:
 - The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and
 - The impact of the accommodation on the nature or operation of the ACADC.
 - The ADA Coordinator designee will provide a decision to the employee.

Appeals

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the agency head, within a reasonable period of time, for a final decision.

If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure as outlined in this plan.

Supported work

The ACADC will review vacant positions and assess the current workload and needs of the office, to determine if job tasks might be performed by a supported employment worker(s). The ACADC will work with the State ADA/Disability Coordinator to recruit and hire individuals for supported employment if such a position is created.

Sample Assessment

1. An example of screening is:
 - A. Looking for signs of intoxication
 - B. Obtaining history of substance abuse
 - C. Understanding the person's economic status
 - D. Identifying client needs
2. What is the main cause of alcoholism?
 - A. Cultural expectation of drinking heavily
 - B. The family hiding the person's drinking and letting them get away with it
 - C. Physiology – endocrine and biochemical changes
 - D. Family problems
3. Which is not a core competency for clergy and pastoral ministers in addressing the impact of alcohol and drug dependence on family members?
 - A. Be able to coerce family members into alcohol/drug treatment
 - B. Be knowledgeable of the signs of alcohol/drug dependence
 - C. Be able to communicate messages of hope and caring
 - D. Have knowledge of 12-step programs
4. In order for a person to accept treatment, he/she must:
 - A. Hit bottom before being willing to seek treatment
 - B. Have an organized intervention
 - C. Admit the need for help
 - D. Stop drinking or using for 1 week
5. There are at least three reasons God seeks our surrender; which one of these reasons are incorrect?
 - A. He waits for the freedom to bless us
 - B. He accepts pride as the main key for our surrender
 - C. Wants our service for him to be effective and fruitful
 - D. He loves us and desires our fellowship and worship
6. In what way can the family system be included in the counseling process?
 - A. Only including the nuclear family in the counseling sessions
 - B. Having the client structure their treatment around the family's wishes
 - C. Looking at and dealing with unresolved issues from the family of origin
 - D. Leaving the family out of the process and focusing only on the client's needs

7. Which is the best example of a good counseling skill?
- A. Showing sympathy
 - B. Being authoritative
 - C. Problem-solving
 - D. Being a good friend to the client
8. When does anger become a problem?
- A. Only when it leads to violence
 - B. When it is felt too frequently
 - C. When it is expressed appropriately
 - D. When a person learns to cope from it
9. The primary requirement for group counseling is:
- A. Experience with individual counseling
 - B. Acceptance by the peer group
 - C. A desire to be there
 - D. A commitment to actively participate and speak
10. An example of a co-occurring disorder is:
- A. Being diagnosed with narcissistic personality and obsessive-compulsive disorder
 - B. Abusing alcohol and having post-traumatic stress disorder
 - C. Being diagnosed with post-traumatic stress disorder and depression
 - D. Abusing methamphetamine and alcohol together
11. What is unique to counseling elderly persons with addictions?
- A. They may have an estrangement from their family
 - B. They may have financial problems
 - C. They tend to be more isolated from their peers
 - D. They cannot drink or use as much as they used to so abstinence is easier
12. Which of the following approaches should counselors take when working with clients who are in a domestic violence situation?
- A. The counselor needs to work to keep the client safe from the batterer
 - B. The counselor should guide the client through dealing with the emotional feelings and trauma
 - C. The counselor should refer the client to a domestic violence program or to an employee trained in this area
 - D. The counselor should not include anything about the domestic violence in the treatment plan

13. What are the three legs of the stool for Christian counseling techniques?
- A. Psychology, Spirituality, and Psychiatry
 - B. Theology, Psychology, and Spirituality
 - C. Spirituality, Theology, and Psychotherapy
 - D. Psychotherapy, Psychology, and Psychiatry
14. When working with a client struggling with Spirituality, what would be the most effective tool?
- A. An Exorcist
 - B. The Serenity Prayer
 - C. Baptism
 - D. Fear
15. Why is codependency seen as dysfunctional?
- A. It is not – being codependent helps the addicted person through recovery
 - B. Because the codependent person will acknowledge the family problems
 - C. Because codependents place other's health, welfare, and safety before their own
 - D. Because the codependent becomes the center of the treatment focus
16. When we allow the Holy Spirit to work in us and through us to help others we become:
- A. A perfect Christian
 - B. Vessels of his love in action
 - C. A powerful person
 - D. A Sinless and self-righteous believer
17. Which is considered a non-substance addiction?
- A. Insomnia
 - B. Eating disorders
 - C. Hypochondriasis
 - D. Steroid abuse
18. Which statement about PTSD and a substance addiction is true?
- A. Treatment of the addiction must not occur until the PTSD has been treated
 - B. Treatment of the PTSD must not occur until the addiction has been treated
 - C. PTSD automatically causes problems with substances
 - D. People with addiction disorders often have PTSD
19. Which of the following is one of the 12 Steps of AA?
- A. Continued to take inventory of others and when they were wrong promptly confronted it
 - B. Made a list of all persons that had harmed us
 - C. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs
 - D. We admitted we had power over our addictions and our life could become manageable

20. In what way is prayer appropriate during the counseling session?
- Only if you pray silently during or after the session
 - Only if you pray with your eyes open to observe the client
 - Prayer should not occur at all
 - Having a closure prayer with the client
21. How can a counselor practice active listening?
- Summarizing content after the client shared
 - Staying silent and taking in-depth notes while the client is sharing his/her story
 - Offering quick advice
 - Sharing the counselor's own experience on the issue to relate to the client
22. What is an exception to client confidentiality?
- Discussing what a client revealed in group therapy to another client
 - A client is threatening suicide
 - Being asked to provide mental health status from a spouse
 - Background check requesting mental health records
23. What is the requirement for certification for individuals providing counseling services in AOD recovery and treatment programs, according to the Code of Regulations, Title 9, Division 4?
- All staff must at a minimum be certified with the state
 - At least 20% of staff providing counseling services should be licensed or certified
 - At least 60% of staff providing counseling services should be licensed or certified
 - The AOD recovery and treatment program can decide what percent should be registered or certified.
24. Which of the following is true about women and substance abuse?
- Hispanic women generally have higher rates of alcoholism and abuse than Hispanic men
 - Hispanic women generally have higher rates of abstinence from alcohol than Hispanic men
 - 75% of admissions to treatment for Asian and Pacific American women are for alcohol abuse
 - Methamphetamine was the most frequently reported abused drug by Native American women
25. What is a definition of humility?
- Saying "I could have done better" when someone compliments you.
 - Being honest and open about who you are and the areas in which you need growth.
 - Responding dismissively when someone praises you.
 - Telling others of your accomplishments and achievements.

1.A
2.C
3.A
4.C
5.B
6.C
7.C
8.B
9.C
10.B
11.C
12.C
13.B
14.B
15.C
16.B
17.B
18.D
19.C
20.D
21.A
22.B
23.C
24.B
25.B