

**NEW MEXICO CREDENTIALING BOARD FOR
BEHAVIORAL HEALTH PROFESSIONALS**

**CERTIFICATION MANUAL
All Levels**



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STATEMENT OF PHILOSOPHY

The statement of philosophy is intended to provide direction and purpose to the NMCBBHP credentialing process. The philosophy includes the general belief regarding the need for Alcohol & Drug Abuse Counselor, Clinical Supervisor, Prevention Specialist and Criminal Justice Addiction Professional qualification and the desired standards of alcohol and drug abuse counselor, clinical supervisor, prevention specialist competency, knowledge and skills for the public good.

Current data shows that alcoholism/drug abuse is a treatable condition and illness with specific symptomology. It is increasingly evident that no one-treatment modality can be successful with all persons who exhibit substance abuse problems. Since individual needs and resources vary greatly, a variety of treatment and prevention strategies must be made available. It is critical that prevention specialists be responsible in upgrading their skills by remaining current on new prevention theories and practices. The major focus of any philosophy concerning addiction prevention must be centered on the clients' needs. The client should have reasonable assurance that he or she is provided the best possible assistance regardless of financial consideration. Most prevention specialists in the chemical dependency field accept that addiction is a life-threatening disease accompanied by family, health, emotional, employment, financial, legal, and spiritual and other problems. Effective treatment will include intervention, prevention, recovery, and rehabilitation assistance. In keeping with this philosophy, the prevention specialist should take a "holistic view" in the prevention process. With this emphasis, that prevention specialist will more readily accept the need for maintaining proficiency and skills in dealing with the many varied problems and social consequences of alcoholism and drug abuse.

PHILOSOPHICAL GOALS

The eight major goals of the NMCBBHP are as follows:

1. Provide professional assistance to clients.
2. Enhance incentives for prevention specialist professional growth.
3. Clarify and define prevention specialist duties and responsibilities.
4. Develop professional identity.
5. Develop credibility, confidence and trust.
6. Reduce alcoholism/drug abuse stigma.
7. Increase reimbursement potential.
8. Increase potential of certification reciprocity.

PRINCIPLES

Certain important principles have emerged:

1. Credentialing is based largely on competence and knowledge about alcoholism and drug abuse rather than solely on academic achievement.
2. Authority for this credential comes from professionals working in substance abuse who share a common concern for standards of competence.
3. Employees having prevention skills and utilizing them in position other than those called "Prevention Specialist" may be certified. The basic requirements are the knowledge and skills in the ICRC domains specific for the credential. (CCI, CADAC, CCP, CPS, CCJP)

AUTHORITY

The authority of the NMCBBHP is derived from those persons who are dedicated to service as Alcohol & Drug Abuse Counselor, Clinical Supervisor, Prevention Specialist and Criminal Justice Addiction Professional and who are most affected by certification and embodied in the individual providers

Recognition of certification is voluntary. The credibility of this certification results from the standards which are maintained, the performance level established by the NMCBBHP and, most important the professional competence and integrity of Certified Counselor-Intern, Certified Alcoholism and Drug Abuse Counselor, Certified Prevention Specialist, Certified Clinical Supervisor, and Certified Criminal Justice Addiction Professional.

The NMCBBHP is governed by it's own policies and procedures. Members serve without remuneration. Travel and per diem may be allowed, depending on the financial status of the Board. The composition of the Board is established in the N.M.C.B.B.H.P. By-Laws.

APPLICATION DEADLINES:

January 1st
April 1st
July 1st
October 1st

WRITTEN TEST DATES

Mid-March
Mid-June
Mid-September
Mid-December

FEE SCHEDULE

Certificate Packet with application forms \$20.00
Application Review fee (each review) (for all levels of certification)..... \$30.00
Applications downloaded from website and submitted \$50.00
Counselor-Intern Oral Interview \$40.00
Administration of written exam (s) CADAC/AODA, CPS, CCS, CCJP... \$120.00
Administration of Oral Case Presentation, CPM (CADAC) \$60.00
Re-certification Fee (every 2 years) for each certificate.....\$100.00

(All fees are non-refundable and do not guarantee a credential. They are processing fees and the Board does the evaluative work on your credential whether or not it meets the eligibility criteria.) Fees are due prior to each service and may be paid separately for each service or paid in full at the time of the application is submitted. The application becomes the property of the NMCBBHP.

ORAL TEST DATES

You will be notified of your specific oral test date and time, after receipt of written test results indicating a passing test score.

CERTIFICATION REQUIREMENTS

Professional competence is the most important qualification for the Certified Professional. In the credentialing process consideration will be given to both professional experience and academic accomplishments. Certification is available to persons holding college or university degrees and to those who do not.

The process of application and the deliberation of the NMCBBHP are designed to determine whether or not the applicant meets the standards for a Certified Professional. The determination is the province and responsibility of the NMCBBHP, and in making application; the applicant agrees to submit to the NMCBBHP's procedures and to accept its determination. The NMCBBHP will assume no liability for the result of passing or failing of applicant to be certified.

PROCEDURES FOR CERTIFICATION

The entry level of the Counselor- Intern and Prevention- Intern is available which does not meet reciprocity requirements with the International Certification Reciprocity Consortium/Alcohol & other Drugs (IC&RC/AODA), States in the Consortium. The Counselor and Prevention-Intern must reapply for testing within the two-year period of the issued certificate and the level is not eligible for re-certification as Counselor/Prevention-Intern.

The deadlines for all application levels will be (60) sixty days prior to the testing dates. Applications will be reviewed and the applicant will be notified of approval or not. Incomplete applications may be returned to the applicant and another review fee will be charged for re-review when the application is submitted again.

Applicants approved for testing will be notified of the time, date and place for the written examination. When the written test have been scored and if a passing score is obtained, the CCI, CCS, CCJP, CPI and CPS applicant will be issued a Certificate for a two-year period. For the CADAC applicant, if written test has a passing score, the applicant will be notified of the time, date and place for the Oral Case Presentation (CPM) examination. If both the written and oral examination is passed, a Certificate will be issued for a two-year period. If either the written or oral examinations, or both, are not successfully passed, the applicant may retest after a six-month period for CADAC, CCS, CCJP and CPS levels.

Applicants for testing must meet all requirements of the level being applied for, and include the following:

1. A portfolio containing completed application (not resume), all documentation of education/training (*only training hours documented/received within the past five (5) years, prior to the date of submitting your application packet, will be accepted*), supervised practicum training, and verification of employment stating specific and duties.
2. A supervisor's evaluation completed and signed which states a recommendation for testing. Supervisor's credentials are attested to on the form.
3. Peer and outside agency support letters stating knowledge of competency, ethical conduct and endorsement of the applicant's certification level.
4. Signed Code of Ethics statement specific to the credential (CCI, CADAC, CCS, CCJP CPS), and Statement of Understanding.
5. Completion of a minimum of six (6) hours of Professional Ethics course specific to the credential, by a NMCBBHP approved instructor.
6. **For the CADAC level:** submit a completed typewritten Case Presentation according to the Outline in the application packet. The supervisor must sign where indicated on the Case Presentation. The client's name will be disguised but the case must be a representative client of the agency or program. Do not attempt to use a forged case history.
7. Payment of fees according to Fee Schedule.

IMPORTANT NOTICE!!

Once an application is submitted, it will be retained for one year only to allow for deficiencies to be met. At the end of one year the application is deemed inactive and the applicant will have to re-apply as a new applicant, submitting a new application, and all corroborating materials and fees.

ALL TRAINING LETTERS OR ANYTHING WITH A SIGNATURE AND CLINICAL SUPERVISION FORMS SUBMITTED WITH APPLICATIONS MUST BE ORIGINAL DOCUMENTS. WE ACCEPT COPIES OF CERTIFICATES, HOWEVER IF YOU ARE SENDING ORIGINAL CERTIFICATES AND WISH TO HAVE IT RETURNED PLEASE SEND A SELF-ADDRESSED STAMPED ENVELOPE AND WE WILL RETURN CERTIFICATES TO YOU WHEN WE HAVE COMPLETED YOUR REVIEW.

CERTIFICATION BOARD RESPONSIBILITIES

1. Review applications and notify applicants of decisions.
2. Administer written and oral examination; determine the ability of the applicant to satisfactorily demonstrate knowledge and skills of the certification level.
3. Assess the applicant's competence and ethics to meet the Standards of Professional Alcoholism and/or Drug Abuse Counselors, Clinical Supervisors, Criminal Justice Addiction Professionals, and Prevention Specialists.
4. Issue certificates.
5. Approve or deny re-certification applications according to requirements.
6. Review reports and documentation of professional standards violation of unethical conduct by certified and take appropriate actions.
7. Approve and issue certificates for reciprocity under IC&RC/AODA guidelines from member states.

The process of application and the deliberation of the New Mexico Credentialing Board for Behavioral Health Professionals (NMCBBHP) are designed to determine whether or not the applicant meets the "Standards for an AODA Counselor" and domains of "Prevention Specialist". That determination is the province and responsibility of the Certification Board, and in making application; the applicant agrees to submit to the Board's procedures and to accept its determination. Upon completion of the testing, a committee of Certification Board members' will consult with each other and decide to recommend approval or denial. The application will be notified of the Board's decision within approximately 30 days following completion of testing.

RECIPROCITY

The ICRC/AODA, Inc. is a membership organization for state certification authorities. They promote professional standards with the commitment to providing high quality services from their clients. Each member board accepts the certificates of other member boards as meeting the requirements of its own board. This process of reciprocity creates a new level of mobility for the professional counselor.

Reciprocity Procedures: Send your completed Application for Reciprocity with a copy of your current certificate, and your check/money order for \$100.00 (US Funds) to the ICRC/AODA office. The board to which you are applying for reciprocity will send you a new certificate and information about reciprocity requirements in the new state. The IC&RC will then officially request transfer verification of the valid certification to the new state's certifying body. The new state's Board will issue the new certificate to a date approximately the same as the expiration date of the other certificate.

Exceptions: Not all states currently administer the same types of credentials. Contact the ICRC/AODA board in the state to which you are applying to determine if they administer an equivalent certification. If you find that your current certification does not have an equivalent in your intended state, find out exactly what you will need to do to become fully certified.

IC&RC INTERNATIONAL CERTIFICATE

As a holder of a reciprocity-eligible, certified alcohol and other drug abuse counselor certification (CADAC), certified clinical supervisor (CCS) and certified prevention specialist (CPS) issued by your IC&RC-member certifying authority, you are eligible to receive an international certificate. This certificate identifies you as an International ADOA (ICADC), International Clinical Supervisor (ICCS), International Criminal Justice Professional (ICCJP), and International Prevention Specialist (ICPS). Participation in the International certificate also entitles you to be listed in the Directory of International Alcohol and Drug Abuse Counselors and International Prevention Specialists to be published by the International Certification & Reciprocity Consortium, renewal Certificates will be for a full year or part of a year, consistent with the month of your Certifications Board renewal, as long as you remain a counselor, clinical supervisor, criminal justice addiction professional and prevention specialist in good standing with your local Board.

CODE OF CONDUCT

A Certified Professional holds a unique position of trust and responsibility. He or she must be cognizant, at all times of the ethical requirements imposed upon a Certified Professional as a result of that special position. The Certified Professional recognizes that all people have rights and responsibilities through every stage of their human development. The Certified Professional's goal is to treat each individual with the dignity, honor and respect which should be accorded to all as human beings; and thereby provide the highest quality of care, act in the best interest of those individuals who seek the certified professional services and assist the individual to help themselves.

The Certified Professional recognizes that each individual is entitled to the physical, social, psychological, spiritual, and emotional care required meeting that individual's human needs.

SUSPENSION OR REVOCATION OF CERTIFICATION

INTRODUCTION: Prior to expiration of the specific period of certification, a person who has been certified by NMCBBHP may have that certification suspended or revoked. In the event of suspension or revocation, or notification of intent to suspend or revoke, the person credentialed shall be entitled to a fair hearing to determine the appropriateness of the suspension or revocation.

Suspension or revocation is classified as follows:

1. Immediate Suspension
 2. Notice of Intent to Suspend
 3. Revocation
-
- A. The complaint must be made in writing, addressed to the NMCBBHP, fully describing the grounds and circumstances under which the person is believed to be unworthy of certification.
 - B. The NMCBBHP has the obligation to investigate further the complaint.
 - a. The NMCBBHP shall have the person initiating the complaint confront the person being charge with the evidence.
 - b. Should the NMCBBHP during its' investigation determine that there is justification for the complaint; the written complaint will be filed in the person's personal certification folder to be considered a negative-support letter.
 - c. The NMCBBHP may required other evidence from the person who has been charged that the alleged compliant has been resolved in some way (i.e. the person has completed treatment for substance, etc.)
 - C. An Ethics Committee will be appointed by the Chairperson of the NMCBBHP, per case, for initiating any investigation of serious charges which include:
 - a. Obtaining or attempting to obtain certification or renewal by misrepresentation of a material fact; or
 - b. Conviction of a felony; or
 - c. Misuse or abuse of alcohol and/or mood-altering chemicals or substances; or
 - d. Violation(s) of the "Code of Ethics".The appointed Ethics Committee may call the person making the complaint to appear before the Ethics Committee or to appear at the hearing regarding suspension or revocation of certification of the person charged with specific grounds.
 - D. The NMCBBHP shall be empowered to revoke or suspend an individual certification.

PROCEDURE UPON NOTICE OF SUSPENSION

When a person is certified by the NMCBBHP is given notice of immediate suspension or notice of intent to suspend certification, that person shall be entitled to the following procedures:

Notice of Intent to Suspend/Immediate Suspension: Notification in writing by certified mail to the person's address of record on the date of the immediate suspension is to be effective.

- a. The notice shall specify in writing with reasonable certainty the basis for the suspension in clear language, which permit a person a reasonable intelligence to understand the basis for the suspension.
- b. The person notified of immediate suspension shall be allowed ten (10) business days after receipt of notice to answer in writing to the NMCBCDP.
 1. The answer shall contain an adequate response to the matter stated as the basis for suspension.
 2. Failure to respond with ten (10) business days or failure to obtain an extension of time in written form, the NMCBBHP shall constitute a waiver of hearing. In the event, the temporary suspension shall become absolute, subject to appropriate procedures established by NMCBBHP previously determined and appropriately published.
 3. Within fourteen (14) business days after receipt of the written answer, the NMCBBHP shall conduct a hearing by a panel appointed by Chair's "Ethic Committee".
- c. The panel shall consist of one (1) Executive Certification Board members and two (2) Board members who are currently certified at the same or higher level, as the person who is the subject of the hearing.
 4. The NMCBBHP and the person whose certification is the subject of the hearing shall each have a fair opportunity to present evidence by testimony and documents. Either or both parties to the hearing shall be entitled to representation by lawyers at their own expense.
 5. The panel must reach a conclusion in writing within ten (10) business days following the hearing and notify the person of the results. The conclusion must be concerned on by at least two (2) of the three (3) members of the panel.
 6. Suspension for a period short of the normal expiration time for the certification will permit resumption of the certification for the period specified by the original certification.
 7. Suspension for a period at or beyond expiration time for the certification shall constitute a revocation of certification, subject to procedures for re-certification which shall previously have been determined by the NMCBBHP and appropriately published.
 8. The purpose of the hearing shall be to assure fundamental fairness in the determination whether a person's certification may be suspended or revoked.

Any person who certification shall have been suspended or revoked under these procedures shall not be disqualified from asking a new application for certification under procedures established for that purpose by the NMCBBHP.

Effects of Conclusion by Panel: If the conclusion of the hearing panel finds no justification for the suspension or the proposed suspension, the certified professional, who is the subject of the hearing, shall be allowed an extension of the period of certification necessary to compensate for any period of suspension already suffered by the person following notice of immediate suspension.

Revocation

- a. It is determined that the basis for suspension is clear and the evidence presented is fair, and;
- b. Revocation is justified under procedures previously determined by the NMCBBHP and appropriately published.

RIGHT TO REVIEW RECORDS

All counselors, clinical supervisors, prevention specialist or candidates have the right to review their own certification folders and records provided that they sign a waiver, which states that no score will change even if an error is found. Letters addressed to the Board, regarding the certified professional, remain property of the Board and will not be released or show to any non-Board member.

Grievance Procedure: Certified Professionals for certification may appeal a Board decision by the following process:

1. Notify in writing the reason and purpose of the appeal.
2. Allow up to thirty- (30) days for the Board to set a hearing date by the Grievance Committee, and notify the certified professional of the time, date and place of the hearing. A choice of two (2) dates will be offered.
3. The Grievance Committee will consist of one (1) Executive Certification Board member, one (1) Board member and one (1) currently Certified Professional at the same or higher level as the professional, but not serving on the NMCBBHP. The certified professional may approve of one (1) of the two (2) board members. A secretary or designate may be present to take notes, but will have no vote on the committee.
4. The Grievance Committee will make a recommendation to the NMCBBHP Chairperson, and the Board will inform the certified professional of the decision within fifteen (15) business days of the hearing.
5. The decision of the Board will be final.

CERTIFIED PROFESSIONAL RE-CERTIFICATION REQUIREMENTS

Certification is granted for a two-year period. It may be renewed by Re-Certification, a process designed to assist the Certified Professional in maintaining and expending competence.

1. Re-certification is required every two (2) years, with application to be made sixty- (60) days prior to expiration of the two-year period.
2. The applicant for re-certification shall have been previously certified by this NMCBBHP, and the certification shall be current. If certification has lapsed or been withdrawn, regular certification shall be applied for. Persons seeking to have certification by Board from other States for the purpose of certification or re-certification in New Mexico shall follow the Reciprocity requirements. Contact the New Mexico Credentialing Board for Behavioral Health Professionals, concerning policies and procedures for reciprocity.
3. The applicant for Re-Certification will be required to do the following:
 - a. Submit an application for re-certification on the forms provided by the Board, and submit non-refundable fees.
 - b. Have one letter of endorsement sent directly to the NMCBBHP from the immediate clinical supervisor or Case Consultant* which evaluates the Credential Professional's knowledge and competency. Be prepared to submit two other competency evaluations at the Board's request. The person who has first hand knowledge of the counselor's work, position, skills and ethics should write the letters.
(We highly recommend that all counselors in private practice contract for a paid or unpaid Case Consultant who is either certified at the same or higher level and/or who has an academic degree, which qualifies them as a Substance Abuse Case Consultant. The consultant will submit the letter of endorsement directly to the NMCBCDP).
 - c. Provide documented evidence of completion of the training, which meets the following requirements.
 1. A minimum of forty- (40) hours per two-years, (6 hours of which must be in Ethics Training specific to credential), and conducted by Board approved trainers, e.g. (NMCTPB, AAITCSACB, AITI, NMCBBHP, BHSD). Recognition may be given to a sponsor or agency who provides:
 - a) *Documentation of attendance,*
 - b) *Number of hours of course work,*
 - c) *Date and title of presentation,*
 - d) *Credentials of trainer and;*
 - e) *Justify that the subject area will increase the provider knowledge and skills specific to the five domains and to the credential held (CADAC, CCS, CPS).*
 2. Certificates of training must indicate the number of contact hours. College level courses in behavioral sciences will receive ten (10) contact hours per academic hour successfully completed with a passing grade. Some distance learning courses are permitted.
 3. It is the responsibility of the applicant to maintain training documentation in a personal file until application for re-certification is complete.
4. Inactive Status Policy: Application for Re-Certification at the same level of CADAC, CPS, and CCS is postmarked/due 60 days prior to the expiration date of the Certificate. An application received after due date will be reviewed at the next quarterly review cycle; providers will be considered INACTIVE STATUS, neither certified nor non-certified. The counselor must be reinstated to ACTIVE STATUS within the next six (6) months of expiration date or RE-TESTING will be required to continue active certification. A charge of \$100.00 late fee will be assessed beyond the expiration date in addition to the re-certification fees of \$100.00.

The certified professional is responsible for meeting re-certification deadlines.

DEFINITIONS

A.D.C. Alcohol/Drug Counselor. A single acronym adapted by ICRC/AODA and NMCBBHP to designate professional competency for State certification/licensure. A.D.C. will be added to the CADAC certificate staged with a seal.

CADAC: Certified Alcohol and Drug Abuse Counselor.

CCS: Certified Clinical Supervisor

CCJP – Certified Criminal Justice Addictions Professional

CPS – Certified Prevention Specialist

Case Presentation Method (CPM): This is a standardized process by which an applicant's competence in the twelve core functions measured by peers through an oral examination.

Client: A consumer of services of a licensable intervention or treatment service component.

Counselor: A staff member who provides any of the twelve core function services or is a clinical supervisor that holds a fiduciary relationship with a client and acts in the capacity of an advisor, guide, mentor and/or advocate on behalf of the client as permitted within the scope of their training and experience.

Education: Defined as formal classroom education (workshops, seminars, institutes, in services, and college/University work). A one-clock hour of education is equal to 50 minutes of continuous instruction. For the purpose of ICRC/AODA clock hours of education must be related to the knowledge and skill base associated within the core functions. All education must be documented.

Ethics: The applicant must sign a code of ethics or a statement of affirmation that the applicant has read and will abide by a code of ethics. The certification board must have a written enforcement and appeals mechanism to maintain ethical standards. The applicant must sign a code of ethics and complete six (6) hours of training in professional ethics specific to their credential.

Experience: is defined as supervised work experience, paid or voluntary, working in direct services to AODA clients (CI/CADAC/CCS), working directly with individuals involved in the criminal justice systems (CCJP), or ATOD prevention work experience (CPS). All experience must be documented.

International Written Examinations: All certification boards must use IC&RC's international written examination in their certification process for all new applicants.

Prevention: prevention as a proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing healthy behavior and lifestyles and by reducing risks contributing to alcohol, tobacco and other drug misuse and other related issues.

Reciprocity: As a member of the ICRC/AODA, NMCBBHP offers reciprocity one who holds a current valid CADAC, CCS, CPS certificate, credential from another ICRC/AODA certifying body.

Reprimand: A formal, written report or warning.

Revocation: A permanent lose of certification.

Supervised work experience: Experience in which the applicant receives direct supervision in the CADAC/CCS/CPS/CCJP performance domains. All experience must be documented.

Supervised Practical Training: The supervised training requirement is defined as a formal systematic process that focuses on skill development and integration of knowledge in the CADAC/CCS/CPS/CCJP performance domains. The training must take place in a setting where direct services are being provided. Supervision hours are to be face-to-face supervision received in the performance domains. All training hours must be documented.