

Addiction Professionals Certification Board, Inc.
(APCB, INC.)
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EDUCATION MANUAL

CERTIFIED MICA SPECIALIST



For Initial Certification
Non-Matriculated (Non-Credited) Coursework
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3/03

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Please note: Copies of the Submission Forms must be made when submitting coursework. Providers must complete the following on each form: Date(s) of course; Key Content; Instructional Methods to be Used, and Signature of Facility Representative.

APPROVED EDUCATION PROVIDERS ARE:

- A college or a university (Matriculated or Non-Matriculated).
- Public and private providers.

- * All Providers must be approved by the Certification Board Education Committee.
- * All Providers must submit pages 1 and 3 of the education manual.
- * Providers may not offer more than 60 hours to employees of their agency.
- * Coursework must be advertised and open to the public.

WHAT IS NOT ACCEPTABLE EDUCATION?

- In-service coursework.
- Staff training.
- Supervision.

WHO CAN TEACH CMS COURSEWORK?

ONE OF THE FOLLOWING IS REQUIRED:

- Masters or Doctorate and CADDC
OR
- Masters or Doctorate plus two years of specific, pre-approved experience in the content area.

WHAT INFORMATION MUST BE SUBMITTED?

- The appropriate page for the course you are submitting
- Page 4 of the Education Manual.
- Instructor's resume.

PLEASE RETURN THIS PAGE TO THE BOARD OFFICE

Agreement between Educational Provider and the APCB, Inc.:

- The learning objectives listed under each course will be covered in the course
- Courses will be a minimum of 6 hour blocks of time: “Block will mean up to a one week period (i.e., 2 hours per day over 3 days, etc.)
All courses must be completed in a consecutive week’s time (i.e., 1 week for a 6 hours course, 2 weeks for a 12 hour course, 3 weeks for an 18 hour course)
No credit will be given for lunch or breaks
- Courses will start and end on time
- Courses will not be advertised to the public until approval and a Board issued approval number are given to the approved Educational Provider
- Notification will be given to the Board each time a “pre-approved” course is presented, and will be given a unique approval number.
- The approved Educational Provider will keep on file, for a period of 5 years: the attendance roster; the evaluation tool for the course; the course outline; the instructor's resume and pre & post tests.
- **Courses must be submitted 12 weeks prior to presentation date.**
- A certificate or letter with an approval number must be given to students verifying their attendance at the course. **The Student's name must be written or printed on the certificate by the instructor prior to distribution. Distribution of "blank" certificates will be considered a violation of this contract and will result in its termination.** This verification, which must be signed by the instructor, educational provider, or supervisor, will be submitted with the certification application for approval by the APCB, Inc.
- Course applications are to be submitted by the Educational Provider, not the individual instructors.
- **Sign in sheets are to be sent to the Certification Board office after each class.**

Monitoring

It is hereby understood that the Addiction Professionals Certification Board, Inc. may, at their discretion, monitor the actual administration of the attached program to ascertain adherence to the approved program as submitted. Failure to maintain the program as approved may result in the withdrawal of approval.

Evaluations and Attendance Lists

The Provider is required to maintain the records of evaluations and attendance lists for a period of five years. During that period, it is understood that the APCB, Inc. has the right to request that information pertaining to these evaluations and attendance lists.

PROVIDER NAME: _____

“I hereby attest that all of the information provided in this application is true and valid to the best of my knowledge and is either the instructor’s original property or is properly credited to the original author”.

Authorized Provider Signature _____ Date _____

Executive Director, APCB, Inc. _____ Date _____

Date of expiration _____

INSTRUCTOR INFORMATION

PLEASE RETURN THIS PAGE TO THE BOARD OFFICE

NOTE: THIS PAGE MUST ACCOMPANY EACH COURSE
(Copies of this page may be reproduced)

Provider: Please Complete The Following

Course Title _____

Domain Number _____

Instructor's Name _____

Home Address _____

Day Phone _____

Degree(s)
(if applicable) _____

Certification Type and #
(if applicable) _____

Approved Provider _____

Provider Contact/Phone # _____

The following documentation must be submitted to the Board office:

- **Instructor's Resume**
- **Statement of Work Experience describing instructor's background in the applicable Domains, signed by a Supervisor/Administrator, Colleague, or Educational Provider**
- **A detailed, content outline for each course that will achieve the specific learning objectives**

COURSEWORK

- Masters or Doctorate with a minimum of 18 credit hours of Alcohol and Drug Counseling related coursework (Domain II) can count for 180 of the required 315 hours.
- Applicants must complete a 45 hour (3 credit) course that is MICA Specific that includes research and supervision in the course content. This course must be pre-approved.
- Applicants will have to complete the remaining 90 hours of coursework (if not included in the Academic Degree) from the following CADDC list:

Assessment – Domain I

<u>Domain I - C101: Initial Interviewing Process</u>	<u>(18 Hours)</u>
<u>Domain I - C102: Biopsychosocial Assessment, Differential Diagnosis (incl. Nicotine)</u>	<u>(18 Hours)</u>
<u>Domain I - C104: Compulsive Gambling</u>	<u>(6 Hours)</u>

Counseling – Domain II – transcript review (180 Hours)

Case Management – Domain III

<u>Domain III - C304: HIV Positive Resources</u>	<u>(6 Hours)</u>
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Client Education – Domain IV

<u>Domain IV - C401: Addiction Recovery</u>	<u>(6 Hours)</u>
<u>Domain IV - C403: Biochemical/Medical Client Education</u>	<u>(6 Hours)</u>
<u>Domain IV - C407: Community and Professional Education</u>	<u>(18 Hours)</u>

Professional Responsibility – Domain V

<u>Domain V - C501: Ethical Standards</u>	<u>(6 Hours)</u>
<u>Domain V - C502: Legal Aspects</u>	<u>(6 Hours)</u>

MICA Specific Counseling Coursework - to include a total of 45 hours which include the following 2 Domains:

Research – Domain VI

Domain VI – Counseling Research Issues – contained in MICA Specific Course

Supervision – Domain VII

Domain VII – Supervision Issues - contained in MICA Specific Course.

TOTAL 315 HOURS

NON-MATRICULATED COURSE APPROVAL FORM
C101

Facility Name: _____

Domain Number : C101 # of Learning Objectives: 11 # Hours: 18

Course Name: Initial Interviewing Process

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Using interview techniques, gather relevant information from the client in order to obtain current status and history.
2. Gather and evaluate information from sources other than the client, utilizing client-consented interviews and/or written reports, to validate his/her reports and provide a more complete history.
3. Observe and document psychological, social, and physiological signs and symptoms of alcohol and other drug abuse, including nicotine dependence in the client to make an accurate diagnosis and formulate a treatment plan.
4. Determine the client's appropriateness and eligibility for admission or referral to a range of programs by assessing the match between the client's needs and program target populations and services.
5. Request from the client appropriately signed releases when soliciting from or providing information to outside sources to protect client confidentiality.
6. Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services when such assessment is outside the areas of the counselor's expertise.
7. Develop a written diagnostic summary based on the results of separate assessments performed by an alcohol and drug abuse counselor and/or a multidisciplinary team including; a physical/chemical use/abuse history, psychological, psychiatric, social, spiritual, recreational, nutritional, educational, vocational, and/or legal information to provide an integrated approach to diagnosis and treatment planning.
8. Document ongoing treatment needs identified by regular assessments performed throughout the continuum of care and negotiate adjustments to the treatment plans to assure new treatment needs are addressed.
9. Formulate mutually agreed upon goals, objectives, and treatment methods based upon assessment findings of the client's strengths, weaknesses, needs, and problems for the purpose of directing a course of treatment.
10. Select, administer, score, and interpret to clients the results of alcohol, tobacco, and other drug assessment instruments in order to provide accurate, standardized measurements of data relating to the clients' problems.
11. Explain the purpose, rationale, and methods associated with the assessment process to the client to assure understanding and compliance.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C102

Facility Name: _____

Domain Number : C102 # of Learning Objectives: 6 # Hours: 18

Course Name: Biopsychosocial Assessment/Differential Diagnosis

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Using interviewing techniques, gather relevant information from the client in order to obtain current status and history.
2. Gather and evaluate information from sources other than the client, utilizing client-consented interviews and/or written reports, to validate his/her reports and provide a more complete history.
3. Observe and document psychological, social, and physiological signs and symptoms of alcohol and other drug abuse, including nicotine dependence in the client to make an accurate diagnosis and formulate a treatment plan.
4. Determine the client's appropriateness and eligibility for admission or referral to a range of programs by assessing the match between the client's needs and program target populations and services.
5. Request from the client appropriately signed releases when soliciting from or providing information to outside sources to protect client confidentiality.
6. Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services when such assessment is outside the areas of the counselor's expertise.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C104

Facility Name: _____

Domain Number : C104 **# of Learning Objectives: 3** **# Hours: 6**

Course Name: Compulsive Gambling

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Using interview techniques, gather relevant information from the client in order to obtain current status and history.
2. Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services when such assessment is outside the area of the counselor's expertise.
3. Provide relevant information to the client through formal and informal processes to introduce specific knowledge to support the recovery process.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C304

Facility Name: _____

Domain Number : C304 # of Learning Objectives: 8 # Hours: 6

Course Name: HIV Positive Resources

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Using interview techniques, gather relevant information from the client in order to obtain current status and history.
2. Determine the client's appropriateness and eligibility for admission or referral to a range of programs by assessing the match between the client's needs and program target populations and services.
3. Request from the client appropriately signed releases when soliciting from or providing information to outside sources to protect client confidentiality.
4. Recognizing signs and symptoms that indicate a need to refer the client for additional professional assessment services when such assessment is outside the areas of the counselor's expertise.
5. Obtain and maintain information about community resources and services by establishing contact with other service providers in order to evaluate the appropriateness of referring the client.
6. Match community resources with client needs in order to improve the effectiveness of treatment by paying particular attention to cultural and lifestyle characteristics of clients.
7. Advocate for client's interest in targeted systems by negotiating plans in order to help resolve client's problems.
8. Verbally explain to the client the need for consultation and obtain written consent when needed in order to provide quality care.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C401

Facility Name: _____

Domain Number : C401 **# of Learning Objectives: 1** **# Hours: 6**

Course Name: Addiction Recovery

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Provide relevant education to the client through formal and informal processes to introduce specific knowledge to support the recovery process.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C403

Facility Name: _____

Domain Number : C403 **# of Learning Objectives: 1** **# Hours: 6**

Course Name: Biochemical/Medical Client Education

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Provide relevant education to the client through formal and informal processes to introduce specific knowledge to support the recovery process.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C407

Facility Name: _____

Domain Number : C407 **# of Learning Objectives: 2** **# Hours: 18**

Course Name: Community and Professional Education

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Provide alcohol and drug education to schools, service clubs, business, industry and labor, media representatives, political and community leaders, and other significant persons to raise awareness and enhance community support.
2. Provide drug and alcohol education and information to colleagues and other professionals, via lectures, discussions, and meetings to enhance professional exchange of information and ensure continuum of care for the client.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C501

Facility Name: _____

Domain Number : C501 **# of Learning Objectives: 1** **# Hours: 6**

Course Name: Ethical Standards

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Demonstrate ethical behaviors by adhering to established professional codes of ethics in order to maintain professional standards and safeguard the best interests of the client.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

NON-MATRICULATED COURSE APPROVAL FORM
C502

Facility Name: _____

Domain Number : C502 **# of Learning Objectives: 1** **# Hours: 6**

Course Name: Legal Aspects

Date(s) of Course: _____

Learning Objectives being addressed:

At the end of this course, the student should be able to:

1. Adhere to federal, state, and agency regulations regarding alcohol and other drug abuse treatment by following appropriate procedures to protect client rights.

Key Content (i.e., concepts, topics, points, models, strategies, ideas, elements, components) to be taught in order to meet the learning objectives:

Instructional Methods to be used to cover Key Content:

The undersigned agree by signing that all learning objectives for this course will be taught and that the required hours will be fulfilled in a classroom setting:

Signature of Facility Representative _____

Name of Instructor (please print) _____

Signature of Instructor _____

Board Representative _____ Course Approved Until _____

