



California SUD Counselor Certification

*Candidate Application
for the
Substance Use Disorder Certified Counselor (SUDCC)*

Applications for Examination and Certification

Effective January 1, 2018

DO NOT FAX OR EMAIL THIS APPLICATION!

The Substance Use Disorder Certified Counselor (SUDCC) credential is accredited by the National Commission for Certifying Agencies and is recognized by the State of California, Department of Health Care Services, Substance Use Disorder Compliance Division. Those holding this credential are authorized to work in any substance use disorder (SUD) treatment modality.



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California SUD Counselor Certification

Table of Contents

Applicant Instructions.....	3
Exam Requirements.....	3
Important Information Regarding the Exam.....	4
Certification Requirements.....	4
Career Ladder – Certification Tiers.....	5
Academic Content Areas for SUDCC.....	7
STANDARD UNIFORM CALIFORNIA AOD COUNSELOR CODE OF CONDUCT.....	9
Principle 1:.....	9
Principle 2:.....	9
Principle 3:.....	10
CADTP CODE OF ETHICS FOR REGISTERED AND CERTIFIED SUBSTANCE USE DISORDER COUNSELOR.....	11
Certification Application.....	14
Exam Application.....	15
Payment Information.....	16
Supplemental Documents	
Credit Card Form	
Work Experience Verification	
Practicum Verification	



California SUD Counselor Certification

Applicant Instructions

READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY

All items of information are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete and will delay your progress. The information provided shall be used to determine qualification for examination and certification under the regulatory requirements of Section 13025 of Title 9, Chapter 8 of the California Code of Regulations.

Application processing times may vary based on ease of verifying your information with outside agencies. Normal processing time can be up to eight weeks from date received at the CADTP office.

Only those whose applications have been approved will be considered eligible for the examination. Upon approval, you will receive an email with instructions on scheduling your exam. This communication can only take place by email, all applicants are required to have an email address. You will need internet access to schedule your exam. You will be able to select a location nearest you to take the exam.

Submit a payment of \$350.00 with this application. \$175 is for the non-refundable exam fee and \$175 is for the non-refundable certification fee. You may pay by check, money order, cashier's check, Visa or MasterCard. A credit card payment form is included with this application.

If your application has been approved, all fees paid, and you have passed the exam you will be automatically sent your SUDCC certificate. Please note, it may take 30-90 days for the exam to be officially scored, even if you received an initial result. There is a 90-day waiting period if you do not pass your exam and need to retake it. The retake fee is \$175.

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA (c)(2)(C) authorizes collection of your social security number. Your social security number will be used exclusively for verification of examination eligibility. Submission does not give CADTP or any others permission to use or disclose your social security number for any other purpose.

Exam Requirements

Effective 1/1/17

To be eligible for the exam you must meet all requirements.

1. Exam candidates must have registered for certification with CADTP as Substance Use Disorder Registered Counselor (SUDRC) prior to applying for the exam and certification. Registrants must be in good standing with no pending disciplinary actions. If you need to register, the information and forms are available at www.cadtpcounselors.org;
2. An official transcript from an accredited state university, community college or post-secondary institution, which documents successful completion of at least 315 formal classroom hours of alcohol and/or drug related education (see [Academic Content Areas](#)). Official means sealed originals. No unsealed transcripts, copies, faxes, or email from applicant will be accepted. Emails directly from a college official may be accepted.
3. Documentation of at least two hundred and fifty-five (255) hours of supervised training as a substance use disorder counselor (effective for initial registrations on or after 11/1/2021);
4. Documentation of completion of at least two thousand and eighty (2,080) hours of paid or unpaid experience as a substance use disorder counselor;



California SUD Counselor Certification

Important Information Regarding the Exam

CADTP has contracted for the SUDCC candidates to take the IC&RC exam. If you have questions, contact the CADTP office only. Refer to the CADTP Candidate Handbook for details regarding the exam and exam process.

In December 2011, IC&RC began using pretest items on its exams. Pretesting allows IC&RC to streamline its exam development process, provide much needed data on questions and increase the security of its exams. On each IC&RC exam there are 25 “unweighted” items that do not count toward candidates’ final scores. Un-weighted items are also called pretest items. Pretest items are not identified on exams and appear randomly on all exam forms. All exams are 150 questions in length.

For further information regarding pretest items please visit IC&RC’s website at the following link: <http://www.internationalcredentialing.org/news?mide=PostView&bmi=690907>.

Special Accommodations:

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, by completing the especial accommodation form, and submit to CADTP along with this application. With the written request, the candidate must provide official documentation of the accommodation requested. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last three years. All medical/physical conditions require documentation of the treating physician’s examination conducted within the previous three months. Candidates will receive further information on scheduling an examination with accommodations once their request has been reviewed and approved.

The special accommodation form can be found online at <https://cadtpcounselors.org/become-an-sud-counselor/>.

Candidates with accommodations will be held to IC&RC’s cancelling, rescheduling, and missed examination policies. In addition, a candidate with accommodations deemed as a “No-Show,” may be responsible for any fees incurred for the coordination of their accommodations in addition to forfeiting their examination fee. Candidates will be required to pay these fees to CADTP prior to scheduling another examination.

Certification Requirements

Effective 1/1/17

This section of the application and stated requirements are for the CADTP Substance Use Disorder Certified Counselor (SUDCC) credentials only. CADTP applicants may apply for IC&RC credentials with additional requirements and fees. Any currently certified SUDCC counselor may apply for IC&RC credentials and are required to meet the IC&RC requirements and take the exam, even if you took a different exam with CADTP. Additional fees will be required.

CADTP has a six-tier career ladder. This ladder begins with registration (Separate application). The certification tiers are below. Please choose the correct level based on the requirements listed.



California SUD Counselor Certification

Career Ladder – Certification Tiers

Substance Use Disorder Certified Counselor (SUDCC)

Applicants for the Substance Use Disorder Certified Counselor (SUDCC) certification must include the following documentation with this application:

- Exam Application and Certification Application completed and signed (Pg. 14 & 15)
- 2x2 Passport style photo attached to Exam Application
- Payment of \$350
- Initialed and signed Code of Conduct/Ethics (Pgs. 9-13)
- Official transcript(s) (original or certified copy) from an accredited college or post-secondary institution, which documents successful completion of at least 315 hours of formal classroom hours of substance use disorder related education (see [Academic Content Areas](#));
- Documentation of two hundred and fifty-five (255) hours of supervised training as a substance use disorder counselor (effective for initial registrations on or after 11/1/2021);
- Documentation of completion of two thousand and eighty (2,080) hours of paid or unpaid experience as a substance use disorder counselor;

Substance Use Disorder Certified Counselor II (SUDCC II)

Applicants for the Substance Use Disorder Certified Counselor- Advanced Experience (SUDCC II) certification must include the following documentation with this application:

- Exam Application and Certification Application completed and signed (Pg. 14 & 15)
- 2x2 Passport style photo attached to Exam Application
- Payment of \$350
- Initialed and signed Code of Conduct/Ethics (Pgs. 9-13)
- Official transcript(s) (original or certified copy) from an accredited college or post-secondary institution, which documents successful completion of at least 315 hours of formal classroom hours of substance use disorder related education (see [Academic Content Areas](#));
- Documentation of five (5) years or ten thousand (10,000) hours of actual work experience in providing alcohol and drug counseling services;

Substance Use Disorder Certified Counselor III (SUDCC III):

Applicants for the Substance Use Disorder Certified Counselor- Advanced Experience and Bachelor Level Education (SUDCC III) certification must include the following documentation with this application:

- Exam Application and Certification Application completed and signed (Pg. 14 & 15)
- 2x2 Passport style photo attached to Exam Application
- Payment of \$350
- Initialed and signed Code of Conduct/Ethics (Pgs. 9-13)
- Official transcript(s) (original or certified copy) from an accredited college, which documents applicant holds a bachelor's degree in SUD or related field (380 hours), (see [Academic Content Areas](#) which must be included in the 380 hours);
- Documentation of five (5) years or ten thousand (10,000) hours general clinical experience);



California SUD Counselor Certification

Substance Use Disorder Certified Counselor III-CS (SUDCC III-CS):

Applicants for the Substance Use Disorder Certified Counselor- Advanced Experience and Bachelor Level Education- Clinical Supervisor (SUDCC III-CS) certification must include the following documentation with this application:

- Exam Application and Certification Application completed and signed (Pg. 14 & 15)
- 2x2 Passport style photo attached to Exam Application
- Payment of \$350
- Initialed and signed Code of Conduct/Ethics (Pgs. 9-13)
- Official transcript(s) (original or certified copy) from an accredited college, which documents completion of a minimum of 380 hours of formal classroom education (bachelor's degree) related to substance use disorder and related fields (see [Academic Content Areas](#) which must be included in the 380 hours);
- Documentation of five (5) years or ten thousand (10,000) hours general clinical experience), including 2 years' experience in the direct supervision of SUD counselors;
- Documentation of completion of 40 hours of Clinical Supervisor specific education;

Substance Use Disorder Certified Counselor IV (SUDCC IV):

Applicants for the Substance Use Disorder Certified Counselor- Advanced Experience and Master Level Education (SUDCC IV) certification must include the following documentation with this application:

- Exam Application and Certification Application completed and signed (Pg. 14 & 15)
- 2x2 Passport style photo attached to Exam Application
- Payment of \$350
- Initialed and signed Code of Conduct/Ethics (Pgs. 9-13)
- Official transcript(s) (original or certified copy) from an accredited college, which documents applicant holds a master's degree in SUD or related field (450 hours), (see [Academic Content Areas](#) which must be included in the 450 hours);
- Documentation of five (5) years or ten thousand (10,000) hours general clinical experience);

Substance Use Disorder Certified Counselor IV-CS (SUDCC IV-CS):

Applicants for the Substance Use Disorder Certified Counselor- Advanced Experience and Master Level Education- Clinical Supervisor (SUDCC IV-CS) certification must include the following documentation with this application:

- Exam Application and Certification Application completed and signed (Pg. 14 & 15)
- 2x2 Passport style photo attached to Exam Application
- Payment of \$350
- Initialed and signed Code of Conduct/Ethics (Pgs. 9-13)
- Official transcript(s) (original or certified copy) from an accredited college, which documents applicant holds a master's degree in SUD or related field (450 hours), (see [Academic Content Areas](#) which must be included in the 450 hours);
- Documentation of five (5) years or ten thousand (10,000) hours general clinical experience); including 2 years' experience in the direct supervision of SUD counselors.
- Documentation of completion of 40 hours of Clinical Supervisor specific education



California SUD Counselor Certification

Academic Content Areas for SUDCC

(for exam applicants starting 1/1/17)

Minimum hours for each area are 45 (which is equal to 3 semester units.) Education must be obtained from an approved school. Listings of approved schools are available on our website at www.cadtpcounselors.org. You must submit official sealed transcripts with your application to verify successful completion. In some cases, you may have the school email CADTP directly with your transcripts from an official email address.

Introduction and Overview:

This course will examine the history of alcohol and other mood changing drugs in the US; the myths and stereotypes of alcohol/drug use; sociocultural factors that contribute to the use of drugs; and the patterns and progression of alcoholism.

- Cultural/Lifestyle Consideration; norms and differences; issues specific to special populations (e.g., ethnic minorities, women, youth, elderly, homosexuality, physically disabled or impaired); the nature and extend of alcoholism/drug dependency problems among target populations.
- Human Behavior: theories of personality and human development; emotional states (e.g., dependency, resentment, guilt); theories of human needs and motivation; denial process.
- Family Dynamics: Recognition of family roles, modalities of treatment; communication issues; role play.
- Treatment and Recovery Approaches: Treatment and recovery modalities; (e.g., psychiatric, psychosocial, clinical; Alcoholics Anonymous (and other support groups); Aversion Therapy; medical modalities; behavioral modification, social models, drinking driver programs. (etc.)
- Program Planning and Client Education: Goals and objectives; program policies and procedures; program strengths and limitations, service delivery planning, client education, lectures.

Physiology and Pharmacology of Alcohol and Other Drugs:

- Examination of the effects of alcohol and similar legal psychoactive drugs to the body and behavior; damage to the body and behaviors; damage to the brain, liver and other organs.
- Tolerance, cross tolerance, and synergistic effects.
- Physiological differences between males and females.
- Disease model including signs and symptoms, research, neurobiological, AMA definition, Jelinek's work.
- Communicable diseases including tuberculosis, HIV and Hepatitis etc.

Law and Ethics:

- Community prevention and education: the concepts of prevention, community education and outreach; education and prevention models; effectiveness of prevention strategies and training methods; adult education techniques.
- Outreach: Businesses and clubs that can be used as identification and referral sources.
- Assessing needs for training and technical assistance.
- Screening techniques: communication theories and techniques; interviewing techniques; considerations in assessing, client needs, resources, strengths and limitations. Identification of appropriateness and eligibility.
- Intervention and referral: emphasis on the chronic disease model and recovery process. Continuum of care issues, including employee assistance programs; information and referral; detoxification; various treatment modalities etc.
- Crisis Counseling Techniques and theories: The signs and symptoms of potential suicide, aggression, and other self-destructive behaviors.

Case Management: Assessment, Orientation, Treatment Planning, and Relapse Prevention/Aftercare Planning:

- Initial intake and case management: administrative requirements for admission, interpersonal dynamic and potential influence of client behaviors; signs and symptoms of physical disabilities, assessment of potential violence, self-harm, activities that bring agencies, resources of people together within a planned framework of action toward the achievement of established goals; including alcohol/drug history, vocational, cultural, educational background, lifestyle, living situation, medical, strengths and weaknesses for the development of a treatment plan.
- Orientation: General nature and goals of the program; rules governing conduct, infractions that can lead to disciplinary action or discharge, hours of services, costs, client's rights. etc.



California SUD Counselor Certification

- Treatment/Recovery Planning: the components of a treatment plan; problem solving models and processes; theories and behavioral components of change; techniques used in behavioral contracts; the stages of recovery; identification of problems, ranking problems, realistic and unrealistic treatment goals at various stages of recovery; the value of participant concurrence or expresses disagreement in the process; how to organize client information for presentation to other professionals, case presentation procedures.
- Reports and Record keeping: Charting the results of the assessments; treatment plans; writing reports, progress notes, discharge summaries, and other client related data. (Practical application is required.)
- Aftercare and follow up: the role of aftercare in the treatment process; the role and importance of client follow up; relapse dynamics; self-help groups and/or support groups. (AA, NA etc.)
- Consultation and Referral: Alternative resources available to provide treatment and supportive services; roles and functions of individuals in resources agencies and their position in the decision-making process; advocacy techniques; assessing the need for consultation and referral; identifying counselor limits and scope of practice.

Individual, Group and Family Counseling:

- Counseling is a relationship in which the counselor helps the client mobilizes resources to resolve his/her problems and/or to modify attitudes and values.
- Exploration of a problems, its ramification and examination of attitudes and feeling; consideration of alternative solutions; decision making; therapeutic approaches, (e.g., Reality Therapy, RET; Brief Therapy; Motivational interviewing; etc.)
- Provisions of services to special populations, co-occurring disorders, people with disabilities, cultural differences, criminal justice etc.
- Family Counseling: (All family counseling must be relative to substance abuse issues.) Theories of family codependency; techniques for motivation family involvement in the treatment process; techniques of multifamily group counseling; working with family therapists, selecting therapists for family work; counselor identification of limitations relating to family issues.
- Group Counseling: Purpose and function of different types of counseling groups; models of group; group techniques; stages of group; group intervention, group patterns; therapeutic factors in groups; expression, commitment, process groups, didactic training; role of the counselor; group orientation.
- This course must include practical applications in role play settings.

Personal and Professional Growth:

- Counselor burnout; signs and symptoms; early warning signs; unique needs of the recovering counselor; prevention techniques.
- Personal and Professional Growth: recognizing personal strengths, limitations, and knowledge to promote professional growth; importance of stress management; relaxation techniques; leisure skills, exercise; proper nutritional; time management etc.
- The recovering counselor: “two hats” and the limitations and liability. (Include ethical situations.)
- Professional Growth: Ethics and professional conduct/standards; consultations, counselor support and performance; the skills of a successful helper; ongoing education and training; translation of the code of ethics into professional behavior.
- Certification requirements: Review the CADTP Candidate Handbook for the Substance Use Disorder Certified Counselor. Review the State of California Counselor Regulations and code of conduct.
- Professional contacts and organizations.

Supervised Practicum:

- This course consists of (45) classroom hours. The course includes supervision by a qualified instructor and includes direct supervision. The instructor must also be available for consultation while student is completing field work requirements.

Supervised Field Work Practicum (Internship):

- A minimum requirement of 255 hours of practical experiences performed at an agency approved by the instructor. The student must complete all the 12 Core functions at internship site. Each core function requires a minimum of number of hours practicum. The application of knowledge and skills in a practice setting is essential to professional counseling. The field work is how students learn to apply and integrate acquired knowledge and values; and to refine skills that are taught in the classroom.



California SUD Counselor Certification

STANDARD UNIFORM CALIFORNIA AOD COUNSELOR CODE OF CONDUCT

Adopted May 2012

The current California Regulations governing registrants and certified alcohol and other drug (AOD) counselors require each certifying organization (CO) to develop a code of conduct which establishes “minimum” standards that are designed to safeguard the rights of clients in SUD programs and facilities. CO’s may impose more stringent standards that do not conflict with the standards contained within this Uniform Code of Conduct.

Principle 1:

Registrants and Certified AOD Counselors shall conduct themselves in an honest, forthright and professional manner. Registrants and Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a registrant or counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;
- c. Refusal or failure to provide proper identifying registration, credential, certification or license where appropriate or required (e.g., when offering or providing AOD counseling services, on business cards, on informational or marketing materials, etc.);
- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in Business and Professions Code sections 17200, et seq.

Principle 2:

Registrants and Certified AOD counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful manner, and are prohibited from:

- e. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- f. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- g. Engaging in a business relationship with clients, patients, program participants, residents and/or other persons significant to them within one year from the termination of the counseling relationship;

Initial Here: _____



California SUD Counselor Certification

- h. Physically, verbally, sexually harassing, threatening or abusing other staff members, clients, patients, program participants, residents and/or other persons significant to any of the above;
- i. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public.

Principle 3:

Registrants and Certified AOD counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements and patient/client records access. Registrants and Certified AOD counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to, Title 42 Code of Federal Regulations Part 2, Child Abuse, Elder Abuse and Public Safety laws and Regulations;
- b. Failing to maintain records consistent with the nature of the services being rendered;
- c. Refusing or denying patient/client access to charts and records as required by law;
- d. Violating, attempting to violate, or conspiring to violate any law or regulation governing AOD registrants, certified or licensed AOD counselor.

1 California Code of Regulations (CCR) Title 9, Division 4, Chapter 8, Sections 13000, et seq., as enacted April 1, 2005.

2 CCR Title 9, Div. 4, Chap. 8, Section 13060.

3 CCR Title 9, Div. 4, Chap. 8, Section 13060(f).

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California SUD Counselor Certification

CADTP CODE OF ETHICS FOR REGISTERED AND CERTIFIED SUBSTANCE USE DISORDER COUNSELOR

Adopted: September 1, 2009
Revised: November 13, 2017

This Code of Ethics shall prohibit all CADTP registrants and certified alcohol and other drug (AOD) counselors from violating any of the standards contained in the Uniform California Counselor Code of Conduct (May 2012), as well as the following Code of Ethics established by CADTP (May 1, 2012)

1. I shall comply with the Standard Uniform California AOD Counselor Code of Conduct and CADTP's Code of Ethics and any additional standards or code of ethics which have been duly adopted by any agency I am employed by, as long as such additional standards do not supersede or conflict with the Standard Uniform California AOD Counselor Code of Conduct and CADTP's Code of Ethics.
2. I understand this Code of Ethics shall prohibit me from securing a certification or registration by fraud, deceit, or misrepresentation on any application submitted by me to a certifying organization for certification or registration whether engaged in by an applicant for certification or registration or in support of any application for certification or registration.
3. I am prohibited from providing counseling services, attending any program services or activities, or being present on program premises while under the influence of any amount of alcohol or illicit drugs. As used in this subsection, "illicit drugs" means any substance defined as a drug in Section 11014, Chapter 1, Division 10, Health and Safety Code, except:
 - a. Drugs or medications prescribed by a physician or other person authorized to prescribe drugs in accordance with Section 4036, Chapter 9, Division 2, Business and Professions Code, and used in the dosage and frequency prescribed; or
 - b. Over-the-counter drugs or medications used in the dosage and frequency described on the box, bottle, or package insert.
4. Gross negligence or incompetence in the performance of alcohol and other drug counseling.
5. I am prohibited from discriminating against program participants, patients, residents, or other staff members based on race, religion, age, gender, disability, national ancestry, sexual orientation, or economic condition.

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California SUD Counselor Certification

6. I shall make no misrepresentation as to the type or status of certification or registration held by me, or otherwise misrepresenting or permitting misrepresentation of my education, professional qualifications, or professional affiliations to any person or entity, and failure to state appropriate certification or licensure initials, numbers and/or level of registration or certification on business cards, brochures, websites, etc.
7. I acknowledge that I am prohibited from any impersonation of another counselor, registrant, or applicant for a certification or registration, or, in the case of a counselor, allowing any other person to use my certification or registration.
8. I will not aid or abet any uncertified or unregistered person to engage in conduct for which certification or registration is required.
9. I acknowledge that this Code of Ethics prohibits me from providing services beyond the scope of my registration or certification as an AOD counselor or my professional license, if the individual is a licensed counselor as defined in §13015 of the regulations. the individual is a licensed counselor as defined in §13015 of the regulations.
10. I shall not intentionally or recklessly cause physical or emotional harm to any client.
11. I will not initiate or perpetrate the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions, or duties of a counselor or registrant.
12. I shall not engage in any form of sexual relationship with a client or with a former client within two years from the termination date of therapy with the client, soliciting sexual relations with a client, or committing an act of sexual abuse, or sexual misconduct with a client, or committing an act punishable as a sexually related crime, if that act or solicitation is substantially related to the qualifications, functions, or duties of an alcohol and other drug counselor.
13. I shall not engage in a social or business relationship with clients, program participants, patients, or residents or other persons significant to them while they are in treatment and exploiting former clients, program participants, patients, or residents, and will refrain from engaging in any such relationship for a period of two years after their treatment or services have been concluded.
14. I shall not verbally, physically, or sexually harass, threaten, or abuse any program participant, patient, resident, their family members, other persons who are significant to them, or other staff members.
15. I shall protect any program participant's, any patient's, or any resident's right to confidentiality, and I shall not fail to maintain confidentiality, except as otherwise required or permitted by law, including but not limited to the Code of Federal Regulations, Title 42, Part 2, as well as any applicable "Notice of Privacy" regulatory requirements required by the Health Insurance Portability & Accountability Act of 1996 [HIPAA].

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California SUD Counselor Certification

16. I will not participate or engage in any form of advertising that in reasonable probability, will cause an ordinarily prudent person to misunderstand or be deceived; (ii) makes a claim either of professional superiority or of performing services in a superior manner, unless that claim is relevant to the service being performed and can be substantiated with objective scientific evidence; or (iii) make a scientific claim that cannot be substantiated by reliable, peer reviewed, published scientific studies.
17. I will maintain and protect client and other confidential records consistent with sound professional judgment and within the standards of the AOD profession and the nature of services being rendered.
18. I will not willfully deny access to client records as otherwise provided by law.
19. I shall cooperate with complaint investigations and will respond to requests for information during complaint investigations as long as disclosure of such information does not violate the confidentiality requirements of Title 42 of the Code of Federal Regulations.
20. I understand that any act of gross negligence or incompetence in the performance of alcohol and other drug counseling on my part will result in appropriate sanctions [suspension or revocation] against my registration or certification.
21. I shall not attempt to provide counseling or education services, attend any other type of program activity or service, or be present on program premises while under the influence of any mood-altering substance.
22. I shall be responsible for completing the continuing education requirements for alcohol and other drug counselors prescribed in Title 9 of the California Code of Regulations and approved by CADTP and for providing proof of same as requested.

This Code of Conduct/ Code of Ethics may be amended or revised as needed. I understand and agree that it is my responsibility to inform CADTP, in writing, of any changes to my mailing address. CADTP will notify any registrants or certified counselors, in writing, via email and via CADTP's website within 60 days of any changes to the Code of Conduct/Code of Ethics.

Printed Name: _____

Signature: _____

Date: _____

IMPORTANT NOTE: After you sign and date this document, please send the original to CADTP. Keep a copy for your records and have your employer, if any, place a copy in your personnel file.



California SUD Counselor Certification

Certification Application

Check the certification below for the SUDCC level you are applying for. Use the checklist on pages 5 & 6 to ensure you are submitting all required documents for the level of certification you are applying for.

<input type="checkbox"/> SUDCC	<input type="checkbox"/> SUDCC II	<input type="checkbox"/> SUDCC III	<input type="checkbox"/> SUDCC III-CS	<input type="checkbox"/> SUDCC IV	<input type="checkbox"/> SUDCC IV-CS
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Making or giving any false statement or information in connection with an application for issuance of a certificate is reason for permanent denial of certification

All Information is Required and Must Be Typed or Legibly Printed

Name: First		Middle	Last	
Full Street Address		City	State	Zip Code
Birth Date: Month/Day/Year	Primary phone		CA Driver's License or ID #	
Email Address (Required)			Social Security Number (Required)	
Alcohol and/or Other Drug Counseling Employer. Write/type none if not currently employed.				
Address		City/State/Zip	Telephone No.	
Have you ever applied for certification even if under another name? If so, please list such name(s). YES <input type="checkbox"/> NO <input type="checkbox"/>				
If yes, have you ever been denied, suspended, or revoked? If so, please list details, attach additional pages if needed. YES <input type="checkbox"/> NO <input type="checkbox"/>				
By signing below, I am confirming all information is correct and that I have never been suspended or revoked by any other certifying organization or the Department of Health Care Services. Further, I understand that I am obligated to report any suspension or revocation by another certifying organization to CADTP. I also agree to adhere to the California State Department of Health Care Services (DHCS) Uniform Code of Conduct and the CADTP Code of Ethics. I understand that fees associated with this application are non-refundable.				
Signature of Applicant			Date	

**ATTACH
2x2
PHOTO
HERE**



California SUD Counselor Certification

Exam Application

Instructions to Applicants for Examination for Substance Use Disorder Certified Counselor (SUDCC) READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY

All the items of information are mandatory. Failure to provide any of the requested information will result in the application being rejected as incomplete. The information provided shall be used to determine qualification for examination under the regulatory requirements of Section 13025 Title 9 of the California Code of Regulations, as effective April 1, 2005.

Only those applicants whose applications have been approved will be considered eligible for the examination. Approved applicants will be notified by e-mail how to make exam arrangements (appointment, exam locations, etc.).

You must present a VALID GOVERNMENT ISSUED PHOTO ID WITH SIGNATURE in order to be admitted to the examination. The name on the ID MUST match the name on this application. If you change your name, address, or e-mail after submitting application, you are responsible for notifying CADTP immediately!

On the day of testing, candidates must bring a photo ID and their Candidate Admission Letter. Candidates are strongly encouraged to read the Candidate Admission Letter in its entirety to be aware of all testing policies and procedures.

Making or giving any false statement or information in connection with an application for issuance of a certificate is reason for permanent denial of certification

All Information is Required and Must Be Typed or Legibly Printed

Name: First		Full Middle	Last	
Address		City	State	Zip Code
Birth Date: Month /Day /Year		Business Phone		Home Phone
Email (REQUIRED)				
California Driver's License or ID #		Ethnicity		Male _____ Female _____
By signing below, I am confirming all information is correct and that I have never been suspended or revoked by any other certifying organization or the Department of Health Care Services. Further, I understand that I am obligated to report any suspension or revocation by another certifying organization to CADTP. I also agree to adhere to the California State Department of Health Care Services (DHCS) Uniform Code of Conduct and the CADTP Code of Ethics. I understand that fees associated with this application are non-refundable.				
Signature of Applicant			Date	

Social Security # _____

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA (e)(2)(C)) authorizes collection of your social security number. Your social security number will be used exclusively for verification of examination eligibility. Submission does not give CADTP or any others permission to use or disclose your social security number for any other purpose.



California SUD Counselor Certification

Payment Information

Fees and Credit Card Authorization

SUDCC Candidate fees required with this application

Exam Fee	\$175
Certification Fee	\$175
<hr/>	
Total Fee's Due	\$350

Payments are non-refundable and must be submitted with your application. You may pay by check, cashier's check, money order or credit card (Visa or MasterCard only). If paying by credit card, please use the credit card authorization form included with this application.

Mail your completed application to:

CADTP
1026 W. El Norte Pkwy. PMB 143
Escondido CA 92026

Please note: This address is a third-party Private Mailbox and does not get delivered directly to the CADTP office. If you send by certified mail, or any type of return receipt it is signed by a third party. Your confirmation of delivery does not guarantee that your parcel has arrived at the CADTP office. It may take an addition 2-3 days, due to weekends and Holidays, before arriving in the CADTP office. Please allow up to 60 days for processing.



California SUD Counselor Certification

CREDIT CARD INFORMATION (Master Card or Visa Only)

CADTP does not process the payment until we process your application.

If you would like to make immediate payment, please pay online on the payment portal at www.cadtpcounselors.org/payment-portal

The information below will be shredded after your card has been charged; we do not keep your credit card information on file.

Please type or print legibly:

Full Name (as it appears on the card): _____

Company Name (If using company card): _____

Complete Billing address: _____
Street number and name, City, State and Zip Code are required

Credit Card Number: _____

Expiration Date: _____ Card ID Number*: _____
*Card ID Number appears on the reverse side of the card as the last 3 numbers near the signature

Total Amount to be charged: \$ _____

Authorized Signature: _____

Email for copy of receipt (optional): _____



California SUD Counselor Certification

SUD Counseling Work Experience Verification

This form is intended to expediate the process for a CADTP certification candidate, to verify the required employment hours necessary to meet the certification criteria of substance use disorder (SUD) counselors.

The SUD services provided by the counselor that are to be counted towards work experience are limited to the SAMHSA publication Addiction Counseling Competencies, The Knowledge, Skills and Attitudes of Professional Practice which outline the Addiction Counselors Practice Dimensions:

- Clinical Evaluation
- Treatment Planning
- Professional and Ethical Responsibilities
- Service Coordination
- Counseling
- Client, Family and Community Education
- Documentation
- Referral

Complete One Form Per Employer

I _____ give my employer _____ permission to release my work experience hours to CADTP regarding my position as _____.

Counselor signature: _____ Date: _____

DATES	POSITION TITLE	HOURS	AUTHORIZING AGENT
TOTAL HOURS			

Authorizing Company Representative Contact Information

Contact information is required for verification by CADTP Certification Office

Name _____ Email Address _____

Phone _____ Company _____ Position _____

Signature _____ Date _____

CADTP Certification Office Use Only

Verified by: _____ Called: _____ Emailed: _____

Total Hours verified: _____ Total years verified: _____ Notes: _____



California SUD Counselor Certification



California SUD Counselor Certification

PRACTICUM VERIFICATION LOG

Intern/Student Name _____

Agency where Intern/Student was supervised _____ Name of School _____

Practicum hours = 255	Date From	Date To	Total Hours	Supervisor Signatures
Classroom Hours — 45 hours				
Agency Orientation — 16 Hours				
Screening — 16 hours				
Intake — 16 hours				
Orientation — 16 hours				
Assessment — 16 hours				
Treatment Plan — 18 hours				
Counseling — 18 hours				
Case Management — 18 hours				
Crisis Management — 16 hours				
Client Education — 16 hours				
Client Referral — 16 hours				
Reports/Record Keeping — 14 hours				
Consultations w/Professionals — 14 hours				

Practicum Instructor/Supervisor Attestation

Supervisor Name _____ Email Address _____ Phone _____

Supervisor years in AOD Profession _____ Position _____ Credential # _____

The undersigned attests that by signing the Practicum Hours Verification Log, the Intern/Student has satisfied the practical experience requirements in a satisfactory manner.

Supervisor Signature _____ Date _____