

Maryland Board of Professional Counselors and Therapists

4201 Patterson Avenue

Baltimore, MD 21215

410-764-4732 or 410-764-4740

www.dhmh.maryland.gov/bopc

Pre-Application for Certified Associate Counselor Alcohol and Drug (CAC-AD) (Revised October 1, 2015)

*The pre-application is only for the purpose of determining whether or not certain courses or education programs may meet the education requirements for certification. The pre-application is not an approval for certification and it **CAN NOT** be used to formally apply for certification.*

Instructions

1. Put your name, mailing address, phone number, email address, degree and major on the form.
2. Fill out the Course Description Form. Include the course name and course number along with the college/university name, the date when course(s) were taken and grade(s) earned. All information must be completely filled out or the pre-application will be returned to you.
3. Include your Transcripts and Catalog Course Descriptions of the courses if the titles of your courses are different from those listed.
4. Include \$50.00 fee (Check or Money Order made payable to the Maryland Board of Professional Counselors and Therapists).
5. Mail the pre-application with the fee to the address above.
6. Please note you will receive a response in writing within 60 to 90 days of receipt of your pre-application and fee.

COURSE DESCRIPTION FORM: CAC-AD

I AM REQUESTING A PRE-EVALUATION FOR CAC-AD
 I CURRENTLY HOLD Trainee Status CSC-AD LG/LGPC LC/LGPAT LG/LGMFT Other _____ N/A
 (LCSW-C, MD, APRN)

Requirements: Bachelor's Degree in Health or Human Service Counseling field with 33 credits from the list below that includes 3 credits in Ethics and 6 credits of an alcohol and drug internship/practicum/field placement, **OR** a Bachelor's Degree in a program of study judged by the Board to be substantially equivalent, that has a counseling emphasis in terms of subject matter and extent of training required for certification, from an accredited institution approved by the Board, with a minimum of 45 credits in counseling including the required alcohol and drug coursework for CAC-AD. Each course must be 3-credits (or 5 quarter credits), with the exception of 6 credits required for the internship/practicum/field placement course. *A course applied to one core area cannot be used again to fulfill another core area.* If the titles of the courses on your transcript are different from those listed below, you must include the catalog course description or college syllabi. If you fail to include description(s), your application will be returned and you will have to pay another review fee.

ALL COURSE WORK MUST BE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY. CONTINUING EDUCATION, WORKSHOPS, OR TRAINING HOURS DO NOT MEET EDUCATION REQUIREMENTS.

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|-------|--------------------------|------|----------------|----------|
| Name | Street Address/ P.O. Box | City | State | Zip Code |
| Email | Home Phone Number | Cell | Business Phone | |

| <i>Required Courses 3 credits must be in each core area below. 6 credits required for internship/practicum/Field placement.</i> | <i>Please Write in Course number(s) & Course title(s) on this form. Courses must be on official transcript(s)</i> | <i>Credits Earned</i> | <i>College/University</i> | <i>Date</i> | <i>Grade</i> |
|---|---|-----------------------|---------------------------|------------------------|--------------|
| Required Counseling Courses for CAC-AD (Certified Associate Counselor Alcohol and Drug) | | | | | |
| <i>Ex: Pharmacology</i> | <i>ADC 102: Intro To Pharmacology</i> | <i>3</i> | <i>BCCC</i> | <i>Sept – Dec 2014</i> | <i>A</i> |
| (a) Medical Aspects of Chemical Dependency (Pharmacology) | | | | | |
| (b) Individual Counseling Techniques | | | | | |
| (c) Group Counseling | | | | | |
| (d) Abnormal Psychology | | | | | |
| (e) Addictions Treatment Delivery | | | | | |

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|---|--|--|--|--|--|
| (f) Ethics that includes alcohol and drug counseling issues (<i>Must be 3 semester/5 quarter credits</i>) | | | | | |
| (g) Internship/Practicum/Field Placement (<i>Must have at least 6 credits or 10 quarter credits</i>). | | | | | |
| Elective counseling courses : Choose three (3) of any of the following 3 semester credit (5 quarter credit) courses below: | | | | | |
| (h) Family Counseling | | | | | |
| (i) Topics in Substance related field and addictive disorder. | | | | | |
| (j) Theories of Counseling & Psychotherapy | | | | | |
| (k) Human Development | | | | | |
| (l) Treatment of Co-Occurring Disorders | | | | | |

Total credits earned _____ out of 33 credits required

| <i>Additional Counseling Courses</i> | | | | |
|---|-----------------------|---------------------------|-------------|--------------|
| <i>Write in Course number(s) & Course title(s). Must be on transcript</i> | <i>Credits Earned</i> | <i>College/University</i> | <i>Date</i> | <i>Grade</i> |
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Maryland Board of Professional Counselors and Therapists

Course Descriptions for Alcohol and Drug Certification

Each course must be at least 3 semester credit (5 quarter credit) with the exception of the 6 semester credit (10 quarter credit course requirement for the alcohol and drug internship/practicum/field placement.

Continuing Education/Trainings/Workshops certificates are NOT ACCEPTABLE for certification.

- A. Medical Aspects of Chemical Dependency:** (1) Brain structure and function as it relates to psychoactive drugs, and (2) Classes of psychoactive drugs, including their addiction potential, withdrawal syndromes, and associated medical problems. **Examples of courses in this area:** (1) Intro to Psychopharmacology (2) Pharmacological Aspects of Addiction.
- B. Addictions Treatment Delivery covering:** (1) Screening (2) Intake (3) Orientation (4) Case Management (5) Crisis intervention (6) Education and prevention (7) Referral (8) Consultation (9) Reports and record keeping (10) Assessment and diagnosis based on standard criteria and (11) Treatment planning. **Examples of courses in this area:** (1) Substance Abuse Counseling (2) Addictions Counseling Theories and Approaches.
- C. Ethics (with a focus on Alcohol & Drug) coversg:** (1) Self disclosure of recovering counselors (2) Ethics of being a two-hatter (3) Self-help fellowship participation (4) Avoiding dual relationships (5) Relapsing Counselor (6) Confidentiality Laws.
- D. Alcohol and Drug Counseling Internship/Practicum/Field Placement (6 credits)**
- E. Individual Counseling covers:** (1) The formation of therapeutic relationships, and (2) Therapeutic communication skills. **Examples of courses in this area:** (1) Counseling Methods (2) Techniques of Counseling.
- F. Group Therapy covers:** (1) Therapeutic factors in groups (2) Stages of development, (3) Types of therapy groups. **Examples of courses in this area:** (1) Group Counseling (2) Group Therapy and Practice.
- G. Family counseling covers:** (1) Family systems theory and dynamics (2) Family processes in addiction and (3) Family recovery Models. **Examples of courses in this area:** (1) Marriage and Family Counseling (or Therapy) (2) Family Systems and Intervention.
- H. Abnormal Psychology covers:** (1) Major categories of mental disorders, and (2) Theoretical models of mental disorders. **Examples of courses in this area:** (1) Abnormal Psychology (2) Psychopathology.
- I. Topics in substance related and addictive disorder:** (1) Various theories of addictive disorders (2) Models of treatment and (3) Other topics related to alcohol and drug dependency. **Examples of courses in this area:** (1) Alcoholism and Other Drug Dependency (2) Issues in Theories in Alcoholism and Other Drug Dependence.
- J. Theories of Counseling covers** major theoretical schools and theorists. **Examples of courses in this area:** (1) Theories of Counseling (or Psychotherapy) (2) Introduction to Psychotherapy Theories.
- K. Human Growth and Development covers:** (1) Developmental stages and (2) Expected milestones. **Examples of courses in this area:** (1) Human Growth & Development (2) Personality Development.
- L. Treatment of Co-Occurring Disorders covers:** (1) Screening, assessment and treatment of people with co-occurring disorders (2) types of integrated treatment. **Examples of courses in this area** (1) Dual Diagnosis (2) Treatment of Substance Abuse and Mental Health Disorders.