



**Colorado Division of Behavioral Health**

# **CAC Clinical Training Program**

## **CAC Handbook for Addiction Counselors**



Colorado Division of Behavioral Health

**CAC Handbook for Addiction Counselors**  
**Revised January 2012**

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Welcome to the CAC Handbook for Addiction Counselors (known as the CAC Handbook), developed by the Division of Behavioral Health CAC Clinical Training Program to help guide individuals interested in obtaining an addiction counselor credential in Colorado. This Handbook is designed to be used in conjunction with the Addiction Counselor Certification and Licensure Rules for a complete understanding of the certification process.

## **Addiction Counselor Certification and Licensure Rules Information**

The State Board of Human Services approved and adopted the revised Addiction Counselor Certification and Licensure Rules (CAC Rules) effective Sept. 1, 2010. The revised CAC Rules were fully implemented on March 1, 2011. A copy of these rules can be found on the DBH website: [www.colorado.gov/cdhs/dbh](http://www.colorado.gov/cdhs/dbh). Click on Workforce Development, then CAC Clinical Training Program for all related information.

The revised CAC Rules establish a new standard of excellence in training addiction counselors in Colorado. The updates and enhancements include:

- ▶ Clarification of the core competencies expected of addiction counselors
- ▶ Reconfiguration of the required classes for all three certification levels
- ▶ Prerequisites for specific required training classes
- ▶ Education requirements for each certification level
- ▶ Increased emphasis on clinical supervision preparation and practice
- ▶ National examination requirements for CAC II and CAC III
- ▶ Five-year limit on training classes
- ▶ A simplified certification pathway for individuals who hold a clinical Masters or Doctorate degree and wish to acquire an addiction credential.

The CAC Clinical Training Program is designed to train addiction counselors as generalists and to prepare them to work effectively within a variety of treatment settings and with a variety of addictive behaviors. The required training classes for certification have been updated and realigned. Some training classes have been renamed. All required trainings are expected to incorporate evidence-based practices currently being utilized in the addiction treatment field. Prerequisites have been added. Every student will be required to present certificates or transcripts, as proof of having taken the prerequisite, in order to participate in specific training classes. Electives are no longer a part of the required trainings for CAC II or III. All of these changes support the emphasis on a progressive path that builds upon existing skill sets and enhances the professional development of the addiction counselor workforce in Colorado.

## **Roles of the Colorado Division of Behavioral Health (DBH) and Colorado Department of Regulatory Agencies (DORA)**

### **DORA**

The Colorado Department of Regulatory Agencies (DORA) is the state agency that regulates the mental health professions in Colorado and is responsible for the registration, certification and licensure of addiction counselors; establishes fees; evaluates the qualifications of applicants; approves certification and licensure for qualified practitioners; and investigates grievances against mental health professionals. [www.dora.state.co.us/mental-health/](http://www.dora.state.co.us/mental-health/)

### **DBH**

The Colorado Division of Behavioral Health (DBH) was created by the merger of the Alcohol and Drug Abuse Division and the Division of Mental Health in 2008, and is located in the Colorado Department of Human Services (CDHS). DBH is responsible for the management and oversight of the Certified Addiction Counselor (CAC) Clinical Training Program and establishes the education, training and supervised work experience standards for the addiction professional workforce. [www.colorado.gov/cdhs/dbh](http://www.colorado.gov/cdhs/dbh)

### **Addiction Counseling in Colorado**

Certified and licensed addiction counselors possess a body of knowledge, skills, training and work experience in the treatment of addictive behaviors that distinguishes the addiction counseling profession from other health care professions. Preparation for a career as an addiction professional is available through DBH approved training classes; clinically supervised work experience; and demonstration of a knowledge base through passage of a national examination. The potential applicant will need to access information from both the DORA and the DBH websites to create a career development plan.

### **Certification**

Counselor certification is available to those individuals with various levels of academic preparation in the counseling field and is comprised of three levels:

- Certified Addiction Counselor Level I (CAC I) is defined as an entry-level certification.
- Certified Addiction Counselor Level II (CAC II) is defined as a counselor who may conduct addiction treatment services independently and may perform the complete range of duties associated with addiction treatment, with the exception of clinical supervision.
- Certified Addiction Counselor Level III (CAC III) has the authority to practice independently and assume clinical supervision duties.

### **Licensure**

A Licensed Addiction Counselor (LAC) is a credentialing level that requires a clinical Masters degree, proof of passing the NAADAC MAC exam, and completion of all requirements for a CAC III.

## **DBH Approved Trainer Program**

### **Advisory Group**

The CAC Clinical Training Program consults with an advisory group that meets monthly. The Counselor Certification Training Committee (CCTC) is made up of stakeholder representatives with an interest in developing and supporting the addiction counselor workforce in Colorado. The CCTC plays a key role in approving trainers and training class curricula and determining policies for the DBH approved trainer program.

### **Trainer Approval Process**

The CAC Clinical Training Program establishes the required training classes for certification as a CAC I, II or III. Qualified individuals who wish to provide the training for these classes submit an application that meets all DBH requirements and a training curriculum that meets the core competencies for the class being applied for approval to train. Approval is granted by DBH with the advice of the CCTC.

### **DBH Approved Trainer Program Handbook**

The Trainer Handbook, developed and published by the CAC Clinical Training Program at DBH, contains DBH expectations of its approved trainers, the qualifications and core competencies required of a trainer, and the role of trainers in helping individuals to move toward professional readiness. For further information, see the DBH Approved Trainer Handbook on the DBH website. [www.colorado.gov/cdhs/dbh](http://www.colorado.gov/cdhs/dbh)  
Click on Workforce Development, then CAC Clinical Training Program.

## Pathways to Certification and Licensure

Certification and/or licensure for addiction counseling may be obtained through a combination of clinically supervised work experience, addiction specific training and education, and a national examination in the field of addiction counseling.

### Two Pathways

There are two pathways to certification and licensure in Colorado:

- Pathway 1 is for those individuals who hold a high school diploma or equivalent who are eligible to obtain a CAC I or CAC II and those who hold a bachelor's degree in the behavioral health sciences who are eligible to obtain a CAC III.
- Pathway 2 is for those individuals who hold a clinical Masters or Doctorate degree.

### Pathway 1:

- **CAC I** (Certified Addiction Counselor, Level I) CAC I is considered entry-level. Those individuals with a high school diploma or equivalent may obtain their CAC I by completing the required DBH approved training classes and clinically supervised work experience hours.
- **CAC II** (Certified Addiction Counselor, Level II) CAC II allows the counselor to practice independently with appropriate supervision. Those individuals with a high school diploma or equivalent are eligible to obtain a CAC II. The applicant must first obtain a CAC I or meet all the requirements for a CAC I, complete the required number of clinically supervised work experience hours, successfully pass the CAC II required training classes, and present proof of passing a national examination. It is recommended that an applicant for a CAC II obtain at least 1000 hours of work experience in the practice of psychotherapy (right hand box of Work Verification Form) to demonstrate ability to practice psychotherapy independently as a CAC II.
- **CAC III** (Certified Addiction Counselor, Level III) A CAC III is the supervisory level. A Bachelors degree in the behavioral health sciences is required. The CAC II must be awarded by DORA before an applicant is eligible to apply for a CAC III. The applicant for a CAC III must also complete the required number of clinically supervised work experience hours, successfully pass the CAC III required training classes, and present proof of passing a national examination.

See Form A on DORA website: <http://www.dora.state.co.us/mental-health/cac/CACFormA.pdf>

### Pathway 2:

Counselors holding a clinical Masters or Doctorate degree may obtain their CAC II, CAC III, or LAC by a combination of appropriately clinically supervised work experience hours, DBH

approved training classes (or the equivalent, or a combination thereof) and proof of passing a national examination. (See pages 21, 22, 23)

**Information every CAC applicant needs to know:**

- An applicant who has a clinical Masters degree or above and wants to apply directly for a LAC (no prior certification awarded) must submit all requirements for the CAC III. (See page 22).
- An applicant who submitted an incomplete application to DORA for a CAC III prior to 03-01-11 and did not complete Advanced Counseling Skills and/or Therapeutic Resistance classes (discontinued on March 1, 2011) may not substitute another CAC class for either of these requirements and now falls under the current CAC Rules. However they have one year from the DORA application-received date to complete the requirements.
- Certificates of training for Differential Assessment and Treatment Planning taken prior to 03-01-11 will be accepted by DORA to count for Clinical Assessment and Treatment Planning if within the five-year limit.
- The two-day Motivational Interviewing class will be accepted by DORA if dated prior to 03-01-11 AND within the five-year limit. The three-day Motivational Interviewing class only will be accepted after 02-28-11.
- These classes with a name change will be accepted by DORA if within the five-year limit:
  - Old name: Infectious Diseases in the Alcohol & Drug Treatment Setting  
New class, Infectious Diseases in Addiction Treatment
  - Old name: Diversity in Treatment Populations  
New name: Culturally Informed Treatment.
  - Old name: Ethical Issues in the Alcohol & Drug Clinical Setting  
New name: Professional Ethics I: Ethics & Jurisprudence.
- Which Bachelors, Masters, or Doctorate degrees will be accepted as qualifying in the behavioral health sciences? Currently, it is up to the applicant to evaluate the degree and make their own decision regarding pursuing an addiction credential with that degree. (See “Degree Evaluation” on pg. 20 for further information)

## **Work Verification Form and Documentation of Clinically Supervised Work Experience Hours**

- Work experience hours shall be documented using the Work Verification Form (WVF) from the CAC application found on the DORA (Department of Regulatory Agencies) website. The WVF may be removed from the application and duplicated as needed. It is strongly recommended that the counselor-in-training have a WVF signed periodically, but no less than quarterly, by the clinical supervisor that includes the **time frame, number of hours worked and numbers of hours of clinical supervision provided monthly**. The supervisee and the supervisor are responsible for keeping complete supervision records. Be aware that no more than 200 hours of work experience will be accepted by DORA in any one-month period.
- When submitting your CAC application to DORA, all work experience hours that have been provided by each respective supervisor must be consolidated on one WVF signed by that supervisor. The applicant is responsible for verifying actual work experience hours to the supervisor's satisfaction. The clinical supervisor will complete the WVF and sign it. Please contact DORA if you are unable to obtain the signature of a clinical supervisor of record on the consolidated Work Verification Form (WVF).
- The supervisor(s) who is verifying work experience hours and supervision on an application must have personally provided the supervision hours documented on the WVF.
- Original signatures on the WVF are required. Copies will not be accepted by DORA. Signatures cannot be dated prior to the last date of work experience obtained or supervision provided.

### **Work Experience Hours Completed at Time of Application**

- CAC I – 1000 hours of work experience clinically supervised by a CAC III or LAC that cannot be completed in fewer than six months.
- CAC II – 2000 hours of work experience beyond the CAC I clinically supervised by a CAC III or LAC that cannot be completed in fewer than twelve months.
- CAC III – 2000 hours of work experience beyond the CAC II clinically supervised by a CAC III, LAC or other qualified supervisor\* that cannot be completed in fewer than twelve months.

\* See definition of other qualified supervisor on page 9.

Note: Individuals accumulating work experience hours toward a CAC II must be properly listed and regulated by DORA in order for those hours to count. See page 12, DORA Requirements for Listing.

**Clinical Supervision Required**

Clinical supervision hours may be prorated based on number of hours worked each month, but no less than one hour per month may be provided for the work experience hours to count towards certification.

For those individuals who hold a high school degree or the equivalent:

- Working toward applying for a CAC I or already awarded a CAC I: Direct clinical supervision by a CAC III or LAC only at a minimum of three hours per month for full time work.
- Working toward applying for a CAC II: Direct clinical supervision by a CAC III or LAC only at a minimum of three hours per month for full time work.
- Already awarded CAC II: Direct clinical supervision by a CAC III, LAC or other qualified supervisor\* for two hours per month for full time work.

For those individuals who hold a Bachelors degree in the Behavioral Health sciences:

- Working toward applying for a CAC III with already awarded CAC II: Direct clinical supervision by a CAC III, LAC or other qualified supervisor\* at a minimum of two hours per month for full time work.
- Already awarded CAC III: One hour of documented consultation per month when working in the field.

For those individuals who hold a clinical Masters or Doctorate degree:

- Already awarded clinical Masters or Doctorate degree working toward a CAC II or CAC III: Direct clinical supervision by a CAC III, LAC or other qualified supervisor\* at a minimum of two hours monthly for full time work.

\*Other qualified supervisor means a behavioral health professional with demonstrated competence equivalent to a CAC III or LAC in addition treatment by education and experience, clinical Masters degree or above, and documented minimum of 3000 hours of addiction counseling work experience.

**Clinical Supervision in CAC Rules (14.700)**

The Addiction Counselor Certification and Licensure Rules (eff. 09-01-10) outline the requirements for the CAC III or LAC providing clinical supervision. The rules serve as a guide for the clinical supervisor in structuring and providing clinical supervision. All supervisors are responsible for maintaining a supervision log or record and providing copies of supervision records to their supervisees. In addition, the supervisee is responsible for making sure that the Work Verification Form (WVF) is filled out accurately and signed by the supervisor on a regular basis. The supervisee keeps all originals of the Work Verification Forms in order to submit with their certification applications. Anyone who becomes aware of a CAC III or LAC clinical supervisor who is signing off on supervision hours that were not provided by that same person and that may result in a fraudulent application being submitted to DORA, should report this violation to DORA. Here is the specific wording on the WVF relevant to the clinical supervisor:

*I affirm that the experience and supervision I have described on this form was conducted and completed in accordance with Title 12, Article 43, Colorado Revised Statutes and Addiction Counselor Certification and Licensure Standards. I further affirm that the supervisee's work towards the hours of experience, was conducted and completed under my supervision, and has met the generally accepted standards of practice. **I declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.***

For further information regarding work experience hours and clinical supervision, refer to the Addiction Counselor Certification and Licensure Rules (eff. 09-01-10).

## **NAADAC: THE ASSOCIATION FOR ADDICTION PROFESSIONALS NATIONAL EXAMS**

**NAADAC** is the association that advocates for the profession of addiction counseling nationally. Their website states “NAADAC’s Mission is to lead, unify and empower addiction focused professionals to achieve excellence through education, advocacy, knowledge, standards of practice, ethics, professional development and research.” NAADAC has many members and state affiliates, provides many membership benefits, publishes the magazine “Addiction Professional” and the newsletter “NAADAC News.” NAADAC offers national credentialing for three levels (see below for details) and provides national examinations that can be used by the states as a requirement for state certification or licensure as is the case in Colorado.

The revised Addiction Counselor Certification and Licensure Rules (eff. 09-01-10) added a national examination requirement for attaining a CAC II or CAC III certification in Colorado. Applicants seeking a CAC II or CAC III must take and pass a NAADAC exam and submit proof of passage along with their application to DORA. A letter from NAADAC verifying the passage of the exam will be accepted by DORA. Passage of a national exam does not confer a national credential from NAADAC.

### **Colorado Association of Addiction Professionals (CAAP)**

CAAP is a state affiliate of NAADAC: The National Association for Addiction Professionals and formerly known as the Society of Addiction Counselors of Colorado (SACC). CAAP represents the addiction counseling workforce in Colorado and is committed to offering its members many benefits, including educational opportunities and training and increased professional standing via representation at the local, state and national levels. Membership in NAADAC automatically confers membership in CAAP.

There are several options for national exam preparation including in-person workshops, online classes, and study guides that may be purchased. Please see the CAAP website under testing for further information.

## NAADAC National Examinations Required for CAC II and CAC III Applicants

All applicants for a CAC II and CAC III under the Addiction Counselor Certification and Licensure Rules (eff. 09-01-10) are required to take and pass a national examination approved by DBH. Proof of passing the exam must be submitted to DORA with the certification application. The examination must be taken within five years prior to submission of an application to DORA for a CAC II or CAC III.

### NAADAC: The Association for Addiction Professionals -- Examinations

DBH endorses the three examinations sponsored by NAADAC. NAADAC offers two options when applying to take one of these national examinations:

- Option 1: To take one of the national exams for the State of Colorado requirement, register and make payment through the Colorado Association of Addiction Counselors (CAAP) on their website.
- Option 2: To become nationally certified by NAADAC involves additional requirements in a separate process and is not be confused with the Colorado state requirement.

Successfully passing a required examination for State of Colorado requirements does not constitute national certification from NAADAC.

### The three levels of examination:

NCAC I	National Certified Addiction Counselor, Level I
NCAC II	National Certified Addiction Counselor, Level II
MAC	Master Addiction Counselor (Masters level only)

### Recommendations:

- Those individuals without a clinical Masters degree may consider taking either the NCAC I (with high school diploma) or the NCAC II (with a Bachelors degree).
- Those individuals with a clinical Masters degree or above should take the MAC regardless of whether they apply for a CAC II, CAC III or LAC.
- Selection of which national examination should be taken depends on the applicant's professional development plan, level of academic degree, and long-term career goals.

Reminder: There is no national credential awarded or needed when applying to take one of these NAADAC sponsored exams to meet the Colorado Addiction Counselor Certification and Licensure Rules (eff. 09-01-10) requirement.

## **DORA DATABASE LISTING REQUIREMENTS FOR ADDICTION COUNSELORS**

The Colorado Mental Health Practice Act is the law that regulates and defines the practice of psychotherapy in Colorado. The law states that all persons who engage in activities that meet the psychotherapy practice definition must be regulated by the Department of Regulatory Agencies (DORA). Regulation means listing in the Board of Registered Psychotherapists as a registered psychotherapist OR holding a Colorado credential awarded by DORA, either by certification or licensure.

Those individuals who are accumulating work experience hours toward their CAC I (1000 hours) and are being appropriately supervised by a CAC III or LAC are not required to be listed in the Registered Psychotherapist database as long as their work activities do not meet the definition of the practice of psychotherapy. In this scenario, when the counselor-in-training has accumulated 1000 hours of properly supervised work experience and has not been engaging in any activities that meet the definition of psychotherapy practice, they must either apply for their CAC I or apply to be listed in the Registered Psychotherapist database in order to be in compliance with the law and regulated by DORA. Once properly listed with DORA, the individual is assured that hours worked toward a CAC II will be accepted by DORA.

1. If the counselor-in-training has reached 1000 hours of non-psychotherapy work experience but has not completed all of the required training classes for a CAC I, they must apply to the Registered Psychotherapist database using the database application on the DORA website. It is recommended that the beginning counselor-in-training apply to the database within six months of beginning work in the field.
2. If the counselor-in-training has completed 1000 hours of work experience AND has completed all of the required training classes for a CAC I, it is recommended that they apply for their CAC I.
3. In either of the above scenarios, the counselor-in-training must make application to DORA to become properly listed and regulated on or before the time when they have reached the 1000-hour mark of work experience hours.
4. All original applications submitted to DORA must be accompanied by the Jurisprudence exam answer sheet and affidavit. It is recommended that the entry-level counselor-in-training begin to study for this exam well before they are ready to make application to DORA. If the applicant is already listed and regulated by DORA, they do not have to retake the Jurisprudence exam unless the exam version has changed.

Remember: At any point in time when an individual engages in activities that meet the definition of psychotherapy practice, regardless of status, they must be listed and regulated by DORA.

*The Mental Health Practice Act can be found in the Colorado Revised Statutes, Title 12, Article 43.*

## COUNSELOR TRAINING REQUIREMENTS FOR CAC I, II, III

(Revised 09-01-2010)

CAC I High school diploma/GED	CAC II High school diploma/GED	CAC III Bachelors Degree in a Behavioral Health Science
<hr style="width: 20%; margin: 0 auto;"/> <ul style="list-style-type: none"> <li>▪ <b>Addiction Counseling Skills (21 hrs)</b></li> <li>▪ <b>Client Record Management (14 hrs)</b></li> <li>▪ <b>Principles of Addiction Treatment (21 hrs)</b></li> <li>▪ <b>Professional Ethics I: Ethics and Jurisprudence (14 hrs)</b></li> <li>▪ <b>Culturally Informed Treatment (14 hrs)</b></li> <li>▪ <b>Infectious Diseases in Addiction Treatment (14 hrs)</b></li> <li>▪ <b>Pharmacology I (14 hrs)</b></li> </ul>	<hr style="width: 20%; margin: 0 auto;"/> <p><i>CAC I training plus:</i></p> <ul style="list-style-type: none"> <li>▪ <b>Professional Ethics II (14 hrs) <i>Prerequisite is Professional Ethics I</i></b></li> <li>▪ <b>Motivational Interviewing (21 hrs) <i>Prerequisite is Addiction Counseling Skills</i></b></li> <li>▪ <b>Cognitive Behavioral Therapy (14 hrs)</b></li> <li>▪ <b>Group Counseling Skills (21 hrs)</b></li> <li>▪ <b>Pharmacology II (14 hrs) <i>Prerequisite is Pharmacology I</i></b></li> <li>▪ <b>Clinical Assessment and Treatment Planning (14 hrs) <i>Prerequisite is Client Record Management</i></b></li> <li>▪ <b>Co-occurring Disorders (14 hrs)</b></li> <li>▪ <b>Trauma Informed Care for Diverse Populations (14 hrs)</b></li> </ul>	<hr style="width: 20%; margin: 0 auto;"/> <p><i>CAC II Certification plus:</i></p> <ul style="list-style-type: none"> <li>▪ <b>Clinical Supervision I (21 hrs)</b></li> <li>▪ <b>Advanced Motivational Interviewing (14 hrs) <i>Prerequisite is Motivational Interviewing</i></b></li> <li>▪ <b>Clinical Supervision II (14 hrs) <i>Prerequisites are Advanced Motivational Interviewing and Clinical Supervision I</i></b></li> <li>▪ <b>Professional Practice (7 hrs)</b></li> </ul>
<hr style="width: 20%; margin: 0 auto;"/> <p><b>Total training hours = 112</b></p> <p><b>1000 hours of clinically supervised work experience</b></p> <p><b>3 hours of clinical supervision* per month for full time work</b></p>	<hr style="width: 20%; margin: 0 auto;"/> <p><b>Total training hours = 126</b></p> <p><b>Additional 2000 hours of clinically supervised work experience</b></p> <p><b>3 hours of clinical supervision* per month for full time work</b></p>	<hr style="width: 20%; margin: 0 auto;"/> <p><b>Total training hours = 56</b></p> <p><b>Additional 2000 hours of clinically supervised work experience</b></p> <p><b>2 hours of clinical supervision* per month for full time work</b></p>
<b>National Examination</b>	<b>National Examination</b>	<b>National Examination</b>

\*Three (3) hours of clinical supervision per month is required until the CAC II is awarded, then two (2) hours per month until the CAC III is awarded, and then one hour of consultation monthly. For less than full time work, supervision may be prorated but must be no less than one hour per month.

## CAC Certification Tracking Sheet

**For those individuals who hold a high school diploma or equivalent AND those who hold a bachelor's degree in the behavioral health sciences.**

<b>Requirements for Certification</b>		<b>Date Completed</b>
<b>CAC I</b>		
	Addiction Counseling Skills (21 Hrs.)	
	Client Record Management (14 Hrs.)	
	Principles of Addiction Treatment (21 Hrs.)	
	Professional Ethics I: Ethics and Jurisprudence (14 Hrs.)	
	Culturally Informed Treatment (14 Hrs.)	
	Infectious Diseases in Addiction Treatment (14 Hrs.)	
	Pharmacology I (14 Hrs.)	
	1000 Clinically supervised work experience hours	
<b>CAC II</b>	All of the above plus:	
	Professional Ethics II (14 Hrs.)	
	Motivational Interviewing (21 Hrs.)	
	Cognitive Behavioral Therapy (14 Hrs.)	
	Group Counseling Skills (21 Hrs.)	
	Pharmacology II (14 Hrs.)	
	Clinical Assessment and Treatment Planning (14 Hrs.)	
	Co-occurring Disorders (14 Hrs.)	
	Trauma Informed Care for Diverse Populations (14 Hrs.)	
	NAADAC Exam--NCAC I recommended with high school degree	
	2000 Clinically supervised work experience hours	
<b>CAC III</b>	All of the above plus:	
	Clinical Supervision I (21 Hrs.)	
	Clinical Supervision II (14 Hrs.)	
	Advanced Motivational Interviewing (14 Hrs.)	
	Professional Practice (7 Hrs.)	
	Bachelors degree in behavioral health science	
	NAADAC Exam--NCAC II recommended for Bachelors level	
	2000 Clinically supervised work experience hours	

**This form for personal use only, do not submit to DORA.**

## **DESCRIPTIONS AND UPDATES OF THE REQUIRED TRAINING CLASSES as of March 1, 2011**

### **CAC Clinical Training Program, Colorado Division of Behavioral Health**

#### **Required classes for CAC I:**

Addiction Counseling Skills, Client Record Management, and Principles of Addiction Treatment are the three classes that make up the Core Curriculum and are basic to the foundational training of a beginning addiction counselor.

- **Addiction Counseling Skills** (21 hour CAC I class)  
The purpose of this class is to provide a framework and counseling model for working with clients with substance use disorders. This class teaches a client-centered, counselor-directed model using a motivational style and spirit. The counselor will experience and learn the counseling skills to support the client to move through identifying and changing behaviors. Videotaping and feedback will assist the participants in developing a standard level of counseling skills proficiency.
- **Client Record Management** (14 hour CAC I class)  
This class is part designed to provide the counselor with an understanding of the clinical record and the continuum of client care that the record documents. This class will include an introduction to diagnosing substance abuse and dependence using the most current version of the Diagnostic and Statistical Manual (DSM). It will also include an introduction to the ASAM Patient Placement Criteria. Participants in this training will learn how to properly document for the clinical record including intake summaries, the use of screening and assessment instruments, treatment plans, progress notes, and discharge summaries. Confidentiality of the client record will be emphasized along with informed consent, releases of information and mandatory disclosure.
- **Principles of Addiction Treatment** (21 hour CAC I class)  
This class presents the models of addiction, defines and outlines various types of addiction treatment, presents the National Institute of Drug Abuse (NIDA) principles of effective treatment and reviews the use of evidence-based treatment approaches. The competencies required of an addiction counselor and scope of practice will be reviewed along with addiction counselor certification and licensure in Colorado, applicable rules and professional readiness.
- **Infectious Diseases in Addiction Treatment** (14 hour CAC I class) (formerly Infectious Diseases in the Alcohol & Drug Treatment Setting)  
Those who are abusing substances are at risk for contracting and spreading infectious diseases. Helping clients understand these risks is a cornerstone of addiction counseling. In this training, the focus will be on the complex relationship between the client's use of drugs and alcohol, lifestyle choices, and physiological health. This class will prepare addiction professionals to screen for infectious diseases, determine client risk, educate clients about disease prevention and assist clients in obtaining appropriate treatment as needed.

- **Culturally Informed Treatment** (14 hour CAC I class) (formerly Diversity in Treatment Populations)  
This class will provide a basic foundation for understanding how cultural competence, awareness and sensitivity can improve quality of care and increase positive outcomes. The importance of cultural diversity as a factor in substance use disorder treatment will be discussed and cultural competency will be defined. This class provides an introduction to aid the counselor in working with culturally diverse individuals, explores barriers to treatment and recovery, and presents recommended treatment approaches for diverse populations. Exercises will involve self-examination and exploration of attitudes and beliefs regarding working with various cultural groups.
- **Professional Ethics 1: Ethics and Jurisprudence** (14 hour CAC I class) (Formerly Ethical Issues in the Alcohol & Drug Clinical Setting)  
Knowledge of ethics and the law related to the practice of psychotherapy is essential for safe practice. This class will present ethical issues specific to the practice of addiction counseling and an overview of Colorado laws that regulate the practice of psychotherapy. There will be an emphasis on developing ethical decision making skills, the NAADAC code of ethics and the federal confidentiality regulation. The Colorado Mental Health Practice Act will be reviewed to include disciplinary procedures, prohibited activities and the role of the Department of Regulatory Agencies.
- **Pharmacology I** (14 hour CAC I class)  
Training in pharmacology is a cornerstone of addiction counseling and a major part of what differentiates the professional field of addiction counseling from other mental health disciplines. This class will provide a solid base of knowledge about the drugs of abuse including alcohol, depressants, stimulants, cannabis, inhalants, designer drugs, hallucinogens, caffeine, nicotine and prescription drugs. It will identify physical effects of these drugs, withdrawal syndromes and process of detoxification. Various methods of drug testing and monitoring will be discussed.

### **Required classes for CAC II:**

- **Clinical Assessment and Treatment Planning** (14 hour CAC II class) (Prerequisite is Client Record Management)  
Client motivation and commitment to treatment begins with the assessment and diagnostic phase that occurs at intake. Participants in this class will learn the components of the clinical assessment including use of a biopsychosocial interview, use of screening and clinical assessment instruments, creation of a problem list, assessing risk of self-harm, identification of cultural needs and supports, trauma screening, determining state of readiness for change, client strengths and how this information translates to the treatment plan. Treatment planning and report writing will be emphasized along with determining appropriate level of care using the ASAM PPC-2.
- **Motivational Interviewing** (21 hour CAC II class) (Prerequisite is Addiction Counseling Skills)  
Motivational interviewing is an evidence-based practice with widespread use in the field of addiction counseling. MI is a client-centered collaborative counseling style based on client's

level of motivation and ambivalence about changing behaviors. In this training, participants will learn the model of stages of change, motivational interviewing skills for creating an environment where positive change can occur, and how MI is effective at increasing client engagement, retention, compliance and improving treatment outcomes. Videotaping and feedback will assist the participants in developing a standard level of counseling skills proficiency in MI.

- **Cognitive Behavioral Therapy** (14 hour CAC II class)  
CBT has been shown to be a particularly useful treatment approach with substance use disorders. Participants will learn the theoretical foundations of CBT and how to incorporate CBT skills in a comprehensive treatment strategy that includes intake, assessment, case conceptualization, treatment planning, and therapy. Counselors will learn and practice effective ways to utilize the tools specific to CBT with their clients.
- **Co-Occurring Disorders** (14 hour CAC II class)  
For the purposes of this class, co-occurring disorders refers to co-occurring mental and substance use disorders existing at the same time. The class will focus on the interrelationship of these disorders and the differing needs of this population group focusing on the diagnostic criteria for mental disorders most often seen with substance use disorders. It will discuss three types of substance abuse programs: addiction only services, dual diagnosis capable, and dual diagnosis enhanced. Evidence-based treatment approaches with co-occurring disorders will be presented along with elements of treatment planning, importance of diagnosis and the use of medications to enhance treatment.
- **Group Counseling Skills** (21 hour CAC II class)  
This experiential training covers the process of change as it relates to the dynamics of an effective group experience and the qualities of group facilitation. Groups help draw clients into the culture of recovery Models of group therapy, the use of observation and feedback, group relational experience, group leadership and cultural diversity within groups will be discussed and experienced in classroom group exercises.
- **Professional Ethics II** (14 hour CAC II class) (Prerequisite is Professional Ethics I)  
This class will provide participants with a comprehensive introduction to ethical and risk management issues related to addiction treatment services with a special emphasis on professional boundaries and conduct. It will focus on three key topics: 1) ethical dilemmas encountered by addiction professionals with the use of case studies; 2) ethical decision-making strategies; and 3) risk management concepts designed to prevent ethics complaints and ethics-related lawsuits. Issues addressed will include professionals' handling of confidential information, informed consent, conflicts of interest, the ethics of service delivery to culturally diverse groups, supervision, consultation, referral and termination of services.
- **Pharmacology II** (14 hour CAC II class) (Prerequisite is Pharmacology I)  
This class will present the neuroscience of addiction and research that is making a significant contribution to the understanding of addiction and addictive behaviors. Pharmacology II will explore the influence of contextual variables on addiction and recovery from a neuropsychological and cultural framework. Functional changes to the brain and the brain's

ability to recover after exposure to drugs of abuse, medical problems associated with substance abuse, and the use of pharmacological assists in recovery will be discussed.

- **Trauma Informed Care with Diverse Populations** (14 hour CAC II class)  
This class will introduce the counselor to the concept of trauma-informed care, an approach that is being adopted more frequently within the human services fields based upon an increased awareness of the ways in which trauma impacts functioning. It will describe and define what trauma informed care is and ways in which a traditional treatment setting can be modified to increase the sense of safety experienced by clients. Participants will learn how to incorporate trauma-informed practices into treatment with diverse populations, such as military veterans, women, people with co-occurring disorders and other groups.

### **Required Classes for CAC III**

- **Advanced Motivational Interviewing** (14 hour CAC III class) (Prerequisite is Motivational Interviewing)  
This advanced training will serve as a booster session for Motivational Interviewing skills for the counselor as well as introducing advanced motivational interviewing skills including strategic use of MI, skills to respond to resistance from clients, basic coding skills, elicitation of change talk, developing change plans and deepening commitment language.
- **Clinical Supervision I** (21 hours CAC III class)  
This training is designed to help a counselor learn the models of supervision and tools necessary to use as a standard of supervision practice. In this course the counselor will be exposed to supervision that is tailored to the supervisee's developmental level of experience. Ethical supervisory practices, including supervision contracts and work verification practices, will be discussed. Videotaping and feedback will assist the participant in developing a standard level of supervisory skills proficiency.
- **Clinical Supervision II** (14 hour CAC III class) (Prerequisites are both Advanced Motivational Interviewing and Clinical Supervision I)  
Clinical supervision II is designed to reinforce the motivational interviewing skills of the supervisor through the use of the MIA:STEP process. MIA:STEP (Motivational Interviewing Assessment: Supervisory Tools for Enhancing Proficiency) will be utilized as a format of supervision. Specialized techniques, coaching, coding, teaching, and use of video or audio taping in supervision will be discussed. Videotaping of practice sessions may be utilized.
- **Professional Practice** (7 hour CAC III class)  
This training will focus on administrative supervision, organizational issues, DBH-licensed treatment agency requirements including policies and procedures, challenges of the current treatment environment, confidentiality concerns in the electronic era, personnel and staff development, measuring performance treatment outcomes, and related topics. In addition, the implications of healthcare reform and the future of integrated care will be explored.

## **Class Time Limits, Prerequisites, Certificates, Degree Evaluation**

### **Training Class Time Limits—Five-Year Rule Clarification**

All required class training certificates expire five years prior to the DORA application-received date. *Example: Applicant takes a class on 01-15-2006 and submits an application to DORA on 07-01-2011. This class is beyond the five-year limit and is therefore invalid. However the applicant has one year following submission of the application in which to take the appropriate class to correct the application.*

### **National Examination Time Limits**

A national examination taken and passed has an expiration date of five years prior to the received date of application to DORA.

### **Prerequisites for Certain Classes**

It is the responsibility of the student/participant who is enrolling in a specific DBH approved training class who wishes to apply the class toward certification as an addiction counselor, to provide a copy of the certificate or other proof of the required prerequisite class at time of enrollment. *Example: Professional Ethics II is a CAC II level class that cannot be taken until Professional Ethics I: Ethics and Jurisprudence has been completed. The certificate or transcript for Professional Ethics I class must be submitted at time of enrollment in the Professional Ethics II class.*

Note: See the Counselor Training Requirements Summary in this handbook for all of the classes that have prerequisites.

### **Certificates and Sign-In Sheets**

When signing in for a CAC class, always use your legal name and sign in the same way each time you take a CAC class. Check to make sure that the certificate you receive has your legal name to assure that all class certificates are consistent. Following this simple step avoids possible rejection of a certificate by DORA due to the use of nicknames, partial names, initials, etc.

**Degree Evaluation:** The submission of a Bachelors or higher degree with a certification or licensure application may need evaluation as to whether or not it will be accepted by DORA. It is the responsibility of the applicant to evaluate their degree and determine to the best of their ability if that degree is in the behavioral health sciences. Some degrees will be more obvious than others, such as a degree in Applied Psychology and others will not, such as a degree in theology or nursing. Then the applicant must decide if they wish to submit their degree to meet the requirements in the Addiction Counseling Certification and Licensure Rules (eff. 09-01-10).

## Requirements for Certification at CAC II or CAC III for Those Who Hold a Clinical Masters or Doctorate Degree

**Following are the training, clinically supervised work experience, and examination requirements for those holding a clinical Masters or Doctorate degree in the behavioral health sciences who seek certification for a CAC II or CAC III.**

All of the following DBH approved training classes (including any prerequisite classes) must be completed prior to application for certification as a CAC II for those individuals holding a clinical master's degree or clinical doctorate degree in the behavioral health sciences. Passage of a national examination is required as approved by DBH.

### **Requirements for application for a CAC II with a Masters or Doctorate degree in the behavioral health sciences:**

- **Training:** Successful completion of the following DBH approved required training or its equivalent that must be completed within five years prior to submitting an application to DORA:
  1. Principles of Addiction Treatment – 21 clock hours
  2. Infectious Diseases in Addiction Treatment – 14 clock hours
  3. Pharmacology I – 14 clock hours
  4. Pharmacology II – 14 clock hours (Prerequisite is Pharmacology I)
  5. Motivational Interviewing – 21 clock hours
  6. Group Counseling Skills – 21 clock hours
  7. Professional Ethics II – 14 clock hours
- **Clinically Supervised Work Experience:** Completion of 2000 hours of work experience in the addiction treatment field with direct clinical supervision by a CAC III, LAC or other qualified supervisor\* at a minimum of two hours per month for full time work.
- **Passage of a national examination sponsored by NAADAC**—the MAC exam is recommended. (See page 12 for an explanation of the three levels of national NAADAC examinations).

*\*Other qualified supervisor means a behavioral health professional with demonstrated competence equivalent to a CAC III or LAC in addiction treatment by education and experience, clinical Master's degree or above, and documented minimum of 3000 hours of addiction counseling work experience.*

**Requirements for application for a CAC III with a Masters or Doctorate degree in the behavioral health sciences:**

- **Training:** Documentation of successful completion of the following DBH approved required training or its equivalent that must be completed within five years prior to submitting an application to DORA:
  1. Principles of Addiction Treatment – 21 clock hours
  2. Infectious Diseases in Addiction Treatment – 14 clock hours
  3. Pharmacology I – 14 clock hours
  4. Motivational Interviewing – 21 clock hours
  5. Group Counseling Skills – 21 clock hours
  6. Pharmacology II – 14 clock hours (Prerequisite is Pharmacology I)
  7. Professional Ethics II – 14 clock hours
  8. Clinical Supervision I – 21 clock hours
  9. Clinical Supervision II – 14 clock hours (Prerequisite is both Advanced Motivational Interviewing and Clinical Supervision I)
  10. Advanced Motivational Interviewing – 14 clock hours ((Prerequisite is Motivational Interviewing)
  
- **Clinically Supervised Work Experience:** Completion of 3000 hours of work experience in the addiction treatment field with direct clinical supervision by a CAC III, LAC or other qualified supervisor\* at a minimum of two hours per month for full time work.
  
- **Passage of a national examination sponsored by NAADAC**—the MAC exam in recommended. (See page 12 for an explanation of the three levels of national NAADAC examinations).

*\*Other qualified supervisor means a behavioral health professional with demonstrated competence equivalent to a CAC III or LAC in addiction treatment by education and experience, clinical Master's degree or above, and documented minimum of 3000 hours of addiction counseling work experience.*

**COUNSELOR TRAINING REQUIREMENTS SUMMARY  
FOR CAC II, III & LAC  
FOR THOSE WHO HOLD A CLINICAL MASTERS OR DOCTORATE DEGREE  
Revised 09-01-10**

<b>CAC II</b>	<b>CAC III</b>	<b>LAC</b>
<p>Training classes required with a clinical Masters or Doctorate degree</p> <hr/> <ul style="list-style-type: none"> <li>▪ Principles of Addiction Treatment (21 hours)</li> <li>▪ Infectious Diseases in Addiction Treatment (14 hours)</li> <li>▪ Professional Ethics II (14 hours)</li> <li>▪ Pharmacology I (14 hours)</li> <li>▪ Pharmacology II (14 hours) <i>Prerequisite is Pharmacology I</i></li> <li>▪ Motivational Interviewing (21 hours)</li> <li>▪ Group Counseling Skills (21 hours)</li> </ul> <hr/> <p>2000 hours of clinically supervised work experience</p> <p>Two (2) hours of clinical supervision per month for full time work</p> <p>National examination</p>	<p>Training classes required with a clinical Masters or Doctorate degree</p> <hr/> <ul style="list-style-type: none"> <li>▪ Principles of Addiction Treatment (21 hours)</li> <li>▪ Infectious Diseases in Addiction Treatment (14 hours)</li> <li>▪ Professional Ethics II (14 hours)</li> <li>▪ Pharmacology I (14 hours)</li> <li>▪ Pharmacology II (14 hours) <i>Prerequisite is Pharmacology I</i></li> <li>▪ Motivational Interviewing (14 hours)</li> <li>▪ Group Counseling Skills (21 hours)</li> <li>▪ Advanced Motivational Interviewing (14 hours) <i>Prerequisite is Motivational Interviewing</i></li> <li>▪ Clinical Supervision I (21 hours)</li> <li>▪ Clinical Supervision II (14 hours) <i>Prerequisites are both Advanced Motivational Interviewing and Clinical Supervision I</i></li> </ul> <hr/> <p>3000 hours of clinically supervised work experience</p> <p>Two (2) hours of clinical supervision per month for full time work</p> <p>National examination</p>	<p>Must have a clinical Masters or Doctorate degree</p> <hr/> <p>Meet all requirements for the CAC III and passage of the MAC exam</p>

## CAC II and CAC III Certification Tracking Sheet for holders of a clinical Masters or Doctorate Degree

<b>Requirements for Certification</b>		<b>Date Completed</b>
<b>CAC II</b>	When applying for a CAC II:	
	Principles of Addiction Treatment (21 Hrs.)	
	Infectious Diseases in Addiction Treatment (14 Hrs.)	
	Pharmacology I (14 Hrs.)	
	Pharmacology II (14 Hrs.)	
	Motivational Interviewing (21 Hrs.)	
	Group Counseling Skills (21 Hrs.)	
	Professional Ethics II (14 Hrs.)	
	MAC exam recommended*	
	2000 Clinically supervised work experience hours	
	*If planning to apply for a LAC credential in future, the MAC will be required	
<b>CAC III</b>	When applying for a CAC III, all of the above plus:	
	Advanced Motivational Interviewing (14 Hrs.)	
	Clinical Supervision I (21 Hrs.)	
	Clinical Supervision II (14 Hrs.) (Prerequisites are both Adv MI and Clinical Sup I)	
	MAC exam recommended*	
	3000 Clinically supervised work experience hours total	
	*If planning to apply for a LAC credential in future, the MAC will be required	
<b>LAC</b>	Meet requirements for CAC III above	
	Passage of the MAC exam	

Note: NAADAC requires that only those who hold a clinical Master's degree or above are eligible to sit for the Master Addiction Counselor (MAC) examination whether the exam is needed for a state requirement only or whether applying to NAADAC for a national credential.

## **Education Equivalency for Addiction Counselor Certification**

When an applicant submits college courses on an application to DORA in lieu of one of the required training classes, it is the applicant's responsibility to demonstrate how their college course is equivalent to the DBH approved core competencies for that class. They are advised to compare the class syllabus to the core competency for the CAC required class. Anyone wishing to use college equivalents must submit the following to DORA:

1. An official transcript from an accredited college or university in a sealed envelope. The courses must be in a behavioral health science or field. Each college class being offered as the equivalent of a CAC required class must have a grade of C or above.
2. A cover letter with an attached syllabus and a written description about why the college class is equivalent to the CAC required class.
3. A college course must offer college credits that are equivalent or greater than the number of clock hours required for the DBH training class.

### **College equivalency hours:**

One semester credit hour = 15 clock hours  
Two semester credit hours = 30 clock hours  
Three semester credit hours = 45 clock hours  
One quarter credit hour = 8.5 clock hours  
Two quarter credit hours = 17 clock hours  
Three quarter credit hours = 25.5 clock hours

### **CAC required classes that must be taken (no college course equivalency)**

Client Record Management, 14 hrs  
Infectious Diseases in Addiction Treatment, 14 hrs  
Pharmacology I, 14 hrs  
Pharmacology II, 14 hrs  
Trauma Informed Care for Diverse Populations, 14 hrs  
Clinical Supervision I, 21 hrs  
Clinical Supervision II, 14 hrs

### **CAC required classes that may have college equivalency (See core competencies posted on the DBH website)**

Addiction Counseling Skills, 21 hrs  
Principles of Addiction Treatment, 21 hrs  
Culturally Informed Treatment, 14 hrs  
Professional Ethics I: Ethics and Jurisprudence, 14 hrs  
Professional Ethics II, 14 hrs  
Motivational Interviewing, 21 hrs  
Cognitive-Behavioral Therapy, 14 hrs  
Clinical Assessment and Treatment Planning, 14 hrs  
Co-Occurring Disorders, 14 hrs  
Group Counseling Skills, 21 hrs  
Advanced Motivational Interviewing, 14 hrs  
Professional Practice, 7 hrs