

NATIONAL  
CERTIFICATION  
COMMISSION  
EXAMINATION  
FOR  
ADDICTION  
COUNSELORS  
LEVEL I  
LEVEL II

Handbook for Candidates

SPRING 2012 TESTING PERIOD

Application Deadline: January 15, 2012

First Day of Testing: Saturday, March 3, 2012

Last Day of Testing: Saturday, March 10, 2012

SUMMER 2012 TESTING PERIOD

Application Deadline: April 15, 2012

First Day of Testing: Saturday, June 2, 2012

Last Day of Testing: Saturday, June 9, 2012

FALL 2012 TESTING PERIOD

Application Deadline: July 15, 2012

First Day of Testing: Saturday, September 8, 2012

Last Day of Testing: Saturday, September 15, 2012

WINTER 2012 TESTING PERIOD

Application Deadline: October 15, 2012

First Day of Testing: Saturday, December 1, 2012

Last Day of Testing: Saturday, December 8, 2012



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This handbook contains necessary information about the Addiction Counselors Level I and Level II (NCAC) Examinations. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

## CERTIFICATION

The National Certification Commission (NCC) supports the concept of voluntary certification by competency evaluation of addiction counselors. Certification focuses specifically on the individual and is an indication of current level of knowledge in alcoholism and drug abuse counseling.

By certifying individuals as addiction counselors, the National Certification Commission assumes no responsibility for the integrity or work performance of any nationally recognized certificant.

## OBJECTIVES OF CERTIFICATION

To promote competency in alcoholism and drug abuse counseling by:

1. Promoting the formal recognition of the professionalism of addiction counselors.
2. Providing a national standard of requisite knowledge in alcoholism and drug abuse counseling.
3. Recognizing formally those individuals who meet the standards established by the National Certification Commission.
4. Encouraging continued professional growth in alcoholism and drug abuse counseling for the purpose of improving the quality of care to addicted persons.
5. Establishing, measuring, and monitoring the level of knowledge required for certification in alcoholism and drug abuse counseling.
6. Assisting employers, labor unions, government entities, health care providers, educators, and other practitioners, as well as the public, in identifying qualified addiction counselors.

## ADMINISTRATION

The certification program is sponsored by the National Certification Commission (NCC). Questions concerning eligibility criteria should be addressed to:

National Certification Commission  
1001 North Fairfax Street, Suite #201  
Alexandria, VA 22314  
(703) 741-7686 or (800) 548-0497

The National Certification Commission Examinations for Addiction Counselors are administered for the NCC by the Professional Testing Corporation (PTC). Questions concerning the examinations should be referred to PTC at the following address:

Professional Testing Corporation  
1350 Broadway - 17th Floor  
New York, NY 10018  
(212) 356-0660  
[www.ptcnyc.com](http://www.ptcnyc.com)

The National Certification Commission Examinations for Addiction Counselors Level I and Level II are offered to support the following credentialing processes:

1. Initial certification at the National level as either National Certified Addiction Counselor (NCAC) Level I or Level II.
2. Upgrade of National certification from NCAC Level I to NCAC Level II.
3. Initial certification at the state level in selected states and other similar certification organizations.

#### ELIGIBILITY REQUIREMENTS

Candidates for the NCAC examinations must meet the following criteria:

##### LEVEL I

1. Have a current state certification/licensure as an alcoholism and/or drug abuse counselor from the list of accepted state credentials.
2. Have three years full-time or 6,000 hours (not more than 2,000 per year) of supervised experience in alcoholism and/or drug abuse counseling.
3. Document 270 contact hours of education and training in alcoholism and/or drug abuse or related counseling subjects.

NOTE: All counselors who are seeking National level certification must document at least six hours of AIDS/HIV training and six hours of ethics training as part of their total hours.

4. Read the NAADAC Code of Ethics (inside back cover of this handbook) and sign the statement on the Application affirming adherence to this code.
5. Send all of the required information along with completed Application and required fee to the Professional Testing Corporation. All pages of the Application must be completed.
6. Take and pass the written Level I examination.
7. Receive final approval of the National Certification Commission.

##### LEVEL II

1. Have a bachelor's degree from a regionally accredited college or university with emphasis in the counseling of addicted clients and provide an official or student copy of the transcript to the NCC.
2. Have a current state certification/licensure as an alcoholism and/or drug abuse counselor from the list of accepted state credentials.
3. Have five years full-time or 10,000 hours (not more than 2,000 per year) of supervised experience in alcoholism and/or drug abuse counseling.
4. Document 450 contact hours of education and training in alcoholism and/or drug abuse or related counseling subjects.

NOTE: All counselors who are seeking national level certification must document at least six hours of AIDS/HIV training and six hours of ethics training as part of their total hours.

5. Read the NAADAC Code of Ethics (inside back cover of this handbook) and sign the statement on the Application affirming adherence to this code.
6. Send all of the required information along with completed Application and required fee to the Professional Testing Corporation. All pages of the Application must be completed.
7. Take and pass the written Level II examination.
8. Receive final approval of the National Certification Commission.

Definitions:

State Licensure / Certification:

- Defined as a certificate issued by the state level agency responsible for alcoholism and/or drug abuse counselors within the state. A current copy of state license/certificate must be included with the Application.
- Certifications which DO NOT fulfill this criteria include:
  - a. Entry-level certifications including associate, intern, counselor-in-service, counselor-in-training, apprentice, provisional, etc.
  - b. License/certifications in related professions which are not alcohol/drug specific, such as EAP, mental health counseling, social work, psychology, etc.
  - c. License/certifications as specialists in Prevention, Drinking and Driving programs, Criminal Justice, etc.

Experience:

- a. Full time employment which most of the time involved counseling of clients with alcoholism and/or drug abuse problems.
- b. Unpaid employment as an alcoholism/drug abuse counselor.
- c. Teaching, training, and clinical supervision PROVIDED it has been preceded by supervised experience as an alcoholism and/or drug abuse counselor.
- d. EAP, ACOA, and Codependency counseling.
- e. Prevention, intervention, and DUI experience PROVIDED there is, or has been, sustained client counseling in these positions.
- f. Internship (may be applied as experience OR education, but not both).

### Supervision:

- Supervision is provided by the individual who oversees the work and/or signs off on the candidate's reporting/client records. This individual is the candidate's supervisor by position and his/her credentials need not be presented as part of the application.
- Supervision for those in private practice may consist of oversight by a medical director or knowledgeable colleague attesting that the candidate is indeed in the practice of alcoholism and drug abuse counseling.

### Education:

- Contact hours are defined as the actual number of classroom or workshop hours spent in the activity, exclusive of breaks, or the actual supervised (direct or indirect) hours spent in training practice, internships, or apprenticeship primarily involved in alcohol/drug counseling activities.
- Instructors may receive credit for alcoholism/drug abuse counseling related courses presented. The instructor receives the same number of hours as the student received. Credit will be given only once for a course regardless of the number of times it is completed. There are no hours available for preparation activities.
- No education credit is offered for writing a book or other articles for publication.
- Practicum/in-service/internship may be counted as training hours OR as work experience, but not as both. For example, if a candidate participated in a one-year (2,000 hours) training program, that candidate could apply the first 270 hours (2 months) as training for Level I, and the remaining 1,730 hours (10 months) as experience.

### Documentation of Education:

What is needed?

- a. Documentation of all educational hours for the level of certification requested. This documentation may duplicate that provided to the state certification body but is necessary to show proof of attainment of educational hours required.
- b. Documentation may consist of copies of certificates of attendance at trainings, copy of college transcripts (student copies are acceptable), or a validated listing of appropriate trainings including name of provider, subject of training, dates attended and hours completed. Note: Send an official or student copy of bachelor's degree transcript if applying for Level II.
- c. The following conversions are used to translate college credit hours and CEU's into contact hours:
  - 1 quarter academic hour = 10 contact hours
  - 1 semester academic hour = 15 contact hours
  - 1 trimester academic hour = 5 contact hours
  - 1 CEU = 10 contact hours

## ATTAINMENT OF CERTIFICATION

The portfolios of counselors who successfully complete the eligibility review and the appropriate written examination will be presented to the National Certification Commission for final approval of award of the NCAC. Candidates will be notified of examination results approximately four weeks after the date of the examination. Portfolios of passing candidates will be presented to the National Certification Commission for final review and approval which may consume an additional six weeks. Upon notification of award, counselors are encouraged to use the appropriate designation, NCAC I or NCAC II, after their names in all professional endeavors. Validation of certification is available at all times through the NCC administrative offices. A registry of Certified Addiction Counselors is maintained by the National Certification Commission and may be reported in its publications and website.

## RECERTIFICATION

The NCAC certification is awarded for a period of two years, at which time the candidate must meet current eligibility requirements for the level at which he/she wishes to recertify. Note: All training hours for Ethics and HIV/AIDS must be within the past 5 years.

## REVOCAION OF CERTIFICATION

Certification may be revoked for any of the following reasons:

1. Falsification of any information, including experience data, requested in the Application.
2. Misrepresentation of certification status.
3. Revocation or suspension of state level certification or licensure.
4. Violation of the NAADAC Code of Ethics (see inside back cover).

## APPEALS PROCEDURE

Upon notification of ineligibility for NCAC, a candidate wishing to appeal the decision must initiate the process in writing within 30 calendar days of the date of notice from the Commission. The appeal, addressed to the National Certification Commission, must indicate specific grounds for reconsideration by the Commission.

## APPLICATION PROCEDURE

Handbooks for Candidates and Applications for the National Certification Examinations for Addiction Counselors may be obtained from the Professional Testing Corporation, 1350 Broadway - 17th Floor, New York, New York 10018, (212) 356-0660, [www.ptcny.com](http://www.ptcny.com).

Read and follow the directions on the Application and in this Handbook for Candidates.

## COMPLETION OF APPLICATION

### PART I

Complete or fill in as appropriate ALL information requested on the Application. Mark only one response unless otherwise indicated.

NOTE: The name you enter on your Application must match exactly the name shown on your current government-issued photo ID such as driver's license or passport. Do not use nicknames or abbreviations.

CANDIDATE INFORMATION: Starting at the top of the Application, print your name, address, daytime phone number, evening phone number, e-mail address, and language in which you wish to take the exam (English or Spanish), and your choice of testing period, in the appropriate row of empty boxes.

ELIGIBILITY AND BACKGROUND INFORMATION: All questions must be answered. Mark only one response unless otherwise indicated.

OPTIONAL INFORMATION: These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

CANDIDATE SIGNATURE: When you have completed all required information, sign and date the Application in the space provided.

### PART II

NOTE: Any questions on this portion of the Application should be addressed to the National Certification Administrator at: (800) 548-0497 or (703) 741-7686.

1. Complete Sections A through E in full. Enter information requested and enclose copies of state certification/licensure, transcripts, CEU's, in-service records, etc.
2. Section F - VERIFICATION OF WORK EXPERIENCE

The accuracy of the candidate's career history, as stated in this Application, as well as competency in accepted counseling techniques and practice, and adherence to ethical standards must be verified by the candidate's supervisor of the immediate past 12 months. The statement in Section F must be signed by the candidate's current supervisor. If this individual has been the supervisor for less than 12 months, the immediate previous supervisor, covering the remaining months, should also sign the Application.

3. Section G - CANDIDATE AFFIRMATION

The candidate must sign both parts of the Application, in the lower right of side 1, Part I and the lower left corner of side 2, Part II. (Note: Unsigned Applications will not be accepted.)

4. COMPLETION OF APPLICATION

Mail the completed Application together with:

- nonrefundable Application fee (see Fees below)
- copy of current state certificate/license in alcoholism and/or drug abuse counseling
- documentation of contact hours of education/training
- documentation of six hours of AIDS/HIV training and six hours of ethics training

Applications must be postmarked by the deadline shown on the cover of this Handbook and mailed to:

NCC EXAMINATIONS  
 PROFESSIONAL TESTING CORPORATION  
 1350 BROADWAY - 17th FLOOR  
 NEW YORK, NY 10018

FEES

Please note: Fees are NOT refundable.

1. Application Fee for the National Certification Commission Examinations for Addiction Counselors (Level I, Level II, or upgrade to Level II):

NAADAC Members.....	\$205.00
Non-NAADAC Members.....	\$305.00

Applications for NAADAC membership must be received in the National office by the test application deadline in order to be eligible for the Member fee. All others must pay the non-NAADAC Member fee.

2. Rescheduling or Retesting Fees.....\$135.00

NOTE: Candidates wishing to retest or reschedule must submit, along with their fee, a new Part I of the Application. It is not necessary to resubmit Part II when rescheduling or retesting. However, candidates are limited to a maximum of 3 retests and/or reschedules within a 24 month period of their initial application.

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
 NCC EXAMINATION

DO NOT SEND CASH.

## EXAMINATION ADMINISTRATION

The National Certification Commission Examination for Addiction Counselors is administered during an established one-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you, visit <http://www.ptcny.com/cbt/sites.htm> or call PSI at (800) 211-2754. Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

## TESTING SOFTWARE DEMONSTRATION

A Testing Software Demonstration can be viewed online.

- Go to <http://www.ptcny.com/cbt/demo.htm>

This online Testing Software Demonstration can give you an idea about the features of the testing software.

## SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your application has been received and processed and your eligibility verified, you will be mailed an Eligibility Notice approximately six weeks prior to the start of the testing period. The Eligibility Notice plus current government-issued photo identification must be presented in order to gain admission to the testing center. If you do not receive an Eligibility Notice at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

It is your responsibility as the candidate to call PSI to schedule the examination appointment.

It is highly recommended that you become familiar with the testing site.

Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

## SPECIAL NEEDS

Special testing arrangements will be made for individuals with special needs. Submit the Application, Examination Fee, and a completed and signed Request for Special Accommodations Form, available from [www.ptcny.com](http://www.ptcny.com) or by calling PTC at (212) 356-0660. Requests for special testing for individuals with special needs must be received at least EIGHT weeks before the testing date.

Please notify PTC at least two weeks prior to your examination appointment if you need to bring a service dog, medicine, food, or beverages needed for a medical condition with you to the test center.

## CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the one-week testing period, you must contact PSI at (800) 211-2754 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment.

## RULES FOR THE EXAMINATION

1. Electronic devices, including but not limited to cell phones, pagers, Blackberrys, Bluetooth type devices, MP3 players (IPOD, I-Touch, etc.), cameras, and voice recorders cannot be operative during the examination.
2. No books or reference materials may be taken into the examination room nor any papers and other material removed from the testing room.
3. Simple, non-programmable calculators are permitted. A calculator is also available on screen if needed.
4. No questions concerning content of the examination may be asked during the examination session. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.

## REPORT OF RESULTS

Candidates will be notified by PTC within four weeks of the closing of the testing period whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported.

## REEXAMINATION

The National Certification Examinations for Addiction Counselors may be taken as often as desired upon filing of a new Application and appropriate fee. There is no limit to the number of times the examinations may be repeated.

## CONFIDENTIALITY

1. The NCC will release the individual test scores in writing ONLY to the individual candidate.
2. Any questions concerning test results should be referred to the Professional Testing Corporation.

## CONTENT OF EXAMINATION

1. The National Certification Examinations for Addiction Counselors are written examinations each composed of up to 250 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examinations is described in the Content Outline starting below.
3. The questions for the examinations are obtained from individuals with expertise in alcoholism and drug abuse counseling and are reviewed for construction, accuracy, and appropriateness by the National Certification Commission.
4. The National Certification Commission, with the advice and assistance of the Professional Testing Corporation, prepares the examinations.
5. The National Certification Examinations for Addiction Counselors cover four areas and will be weighted in approximately the following manner:

	<u>LEVEL I</u>	<u>LEVEL II</u>
I. Pharmacology of Psychoactive Substances....	30%	25%
II. Counseling Practice.....	40%	25%
III. Theoretical Base of Counseling.....	15%	25%
IV. Professional Issues.....	15%	25%

## CONTENT OUTLINE

### I. PHARMACOLOGY OF PSYCHOACTIVE SUBSTANCES

- A. Definitions of Pharmacology
  1. Relationship to Addiction Counseling
  2. Content Areas of Pharmacology
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
      - 1) Antabuse
      - 2) Use of Pharmaceuticals
- B. Drug Classification
  1. Alcohol
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  2. Depressants
    - a. Terminology
      - 1) Anti-Anxiety (Minor Tranquilizers)
      - 2) Barbiturates
      - 3) Sedative-Hypnotics
      - 4) Psychotropics (Major Tranquilizers)
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions

- f. Treatment Applications
  - 3. Cocaine
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 4. Other Stimulants
    - a. Terminology
      - 1) Amphetamines
      - 2) Nicotine
      - 3) Caffeine
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 5. Opiates
    - a. Terminology
      - 1) Natural Derivatives
      - 2) Synthetics
      - 3) Antagonists
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 6. Hallucinogens
    - a. Terminology
      - 1) Natural Derivatives
      - 2) Synthetics
      - 3) Antagonists
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 7. Cannabinoids
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 8. Other
    - a. Inhalants
    - b. Designer Drugs
    - c. Steroids
    - d. OTC Drugs
- C. The Addiction Process
  - 1. The Disease Model
  - 2. Tolerance Mechanisms
  - 3. Detoxification
  - 4. Stages of Addiction
- D. The Recovery Process
  - 1. Medical Stabilization
  - 2. Non-Pharmaceutical Treatment Applications

3. Unsafe Medication in Recovery
4. Safe Medication in Recovery
5. Dual Disorders

## II. COUNSELING PRACTICE

- A. Client Evaluations
  1. Screening
  2. Intake
  3. Assessment
  4. Diagnostic Criteria
- B. Treatment Planning
  1. Problems, Identification, and Ranking
  2. Goals and Objectives
  3. Treatment Process and Resources Defined
  4. Levels of Care
- C. Counseling
  1. Problems and Ramifications
  2. Examination of Attitudes/Feelings
  3. Consideration of Alternative Solutions
  4. Skills
    - a. Individual
    - b. Group
    - c. Family/Significant Others
    - d. Intervention
- D. Patient Care/Management
  1. Case Management
  2. Crisis Intervention
    - a. Identification
    - b. Resolution
  3. Referral
  4. Reports and Recordkeeping
  5. Consultation
- E. Education
  1. Orientation
  2. Alcohol and Drug Information
  3. Non-Drug Issues
    - a. Mental
    - b. Emotional
    - c. Psychological
    - d. Nutritional
    - e. Disease
  4. Self-Help Programs
  5. Research
- F. Continuing Care
- G. Special Issues/Populations
  1. Adolescence
  2. Geriatrics
  3. Gender
  4. Sexual
  5. Cultural
  6. Relapse
  7. Suicide
  8. Co-occurring Diagnosis
  9. Survivors of Abuse
  10. Chronic Illness and Communicable Diseases
  11. Disabilities
  12. Criminal Justice

### III. THEORETICAL BASE OF COUNSELING

- A. Addiction Counseling
  - 1. Core Skill Groups
    - a. Treatment Admission
    - b. Clinical Assessment
    - c. Ongoing Treatment Planning
    - d. Counseling Services
    - e. Documentation
    - f. Case Management
    - g. Discharge/Continuing Care
    - h. Legal, Ethical, and Professional Growth
  - 2. Disease Model and Stages
  - 3. 12 Step Philosophy
  - 4. Relapse Prevention
  - 5. Family
    - a. System Theory
    - b. Children of Alcoholics/Addicts
    - c. Co-dependency
    - d. Abuse Issues
      - 1) Sexual
      - 2) Physical
      - 3) Psychological
- B. Human Growth and Development
  - 1. Life Stages
    - a. Childhood
    - b. Adolescence
    - c. Adulthood
    - d. Geriatrics
  - 2. Cultural Differences
  - 3. Gender Issues
- C. Behavioral/Cognitive/Analytical Theories
  - 1. Cognitive Approaches
    - a. Rational Emotive Psychotherapy
    - b. Cognitive Theory
    - c. Motivational Enhancement Therapy
  - 2. Learning Theory Approaches
    - a. Reinforcement Theory and Psychoanalytic Therapy
    - b. Behavior Therapy
    - c. Social Learning Approach
    - d. Cognitive - Behavior Modification
  - 3. Psychoanalytic Approaches
    - a. Psychoanalysis
    - b. Psychoanalytic Therapy
  - 4. Perceptual - Phenomenological Approaches
    - a. Transactional Analysis
    - b. Gestalt Therapy
    - c. Client Centered Therapy

### IV. PROFESSIONAL ISSUES

- A. Law and Regulation
  - 1. Patient Rights
    - a. Confidentiality
    - b. Informed Consent
    - c. Reporting
      - 1) Child/Spousal Abuse
      - 2) Duty to Warn
  - 2. Discrimination

3. Drug Testing
  4. Methadone Regulations
  5. Recordkeeping and Documents
  6. Infectious Diseases
    - a. HIV
    - b. Hepatitis
    - c. TB
    - d. STDs
  7. Continuous Quality Improvement
  8. Federal Controlled Substances
  9. Department of Transportation Regulations
  10. Managed Care
    - a. Utilization Review
    - b. Outcome Studies
- B. Ethics
1. Non-Discrimination
  2. Counselor Responsibility
  3. Competence
  4. Legal and Moral Standards
  5. Public Statements
  6. Publication Credit
  7. Client Welfare
  8. Confidentiality
  9. Client Responsibility
  10. Interprofessional Relationships
  11. Remuneration
  12. Societal Obligations
- C. Supervision
1. Administrative
  2. Clinical
- D. Research and Outcome Studies

### SAMPLE QUESTIONS

1. In the early stage of alcoholism, the drinker is
  1. unable to stop drinking.
  2. drinking in the morning.
  3. completely out of control.
  4. likely to experience a blackout.
  
2. Most drugs taken by the oral route of administration are primarily absorbed in the
  1. mouth.
  2. stomach.
  3. small intestine.
  4. large intestine.
  
3. A program must allow the court to see a client's file when
  1. a subpoena is presented.
  2. a court order is presented.
  3. the client verbally requests it.
  4. any involved attorney requests it.

4. What is the most common method for administration of marijuana?
  1. Eating
  2. Smoking
  3. Injection
  4. Free basing
5. An effect of cocaine that contributes to its abuse potential is its
  1. long half-life.
  2. long duration of action.
  3. short duration of action.
  4. slow absorption into the brain.
6. Which of the following has the greatest influence on the effects of alcohol?
  1. Time of day
  2. Height of the individual
  3. Body weight of the individual
  4. Amount of food in the stomach

Correct Answers to Sample Questions:

1. 4; 2. 3; 3. 2; 4. 2; 5. 3; 6. 3

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The following reference material is suggested for use in the preparation for National Certification Examinations in the areas of alcohol and/or drug abuse counseling. The list does not attempt to include all acceptable references nor is it suggested that the Examinations are necessarily based on these references.

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NOTE:

This bibliography intentionally omits the large number of references specific to each of the individual therapies. Counselors are encouraged to seek and review such references as may be necessary to ensure a fundamental knowledge of each therapy.

## NAADAC CODE OF ETHICS PRINCIPLES

### Introduction

NAADAC recognizes that its members and NCC certified counselors live and work in many diverse communities. The NAADAC Code of Ethics was written to govern the conduct of its members and it is the accepted standard of conduct for addiction counselors certified by the National Certification Commission.

### I. The Counseling Relationship

It is the responsibility of the addiction professional to safeguard the integrity of the counseling relationship and to ensure that the client is provided with beneficial services. The client will be provided access to effective treatment and referral giving consideration to individual educational, legal, and financial needs. Addiction professionals also recognize their responsibility to the larger society and any specific legal obligations that may, on limited occasions, supersede loyalty to clients.

The addiction professional shall provide the client and/or guardian with accurate and complete information regarding the extent of the professional relationship. In all areas of function, the addiction professional is likely to encounter individuals who are vulnerable and exploitable. In such relationships he or she seeks to nurture and support the development of a relationship of equals rather than to take unfair advantage. In personal relationships, the addiction professional seeks to foster self-sufficiency and healthy self-esteem in others. In relationships with clients, he or she provides only that level and length of care that is necessary and acceptable.

### II. Evaluation, Assessment, and Interpretation of Client Data

The addiction professional uses assessment instruments as one component of the counseling/treatment and referral process, taking into account the client's personal and cultural background. The assessment process promotes the well-being of individual clients or groups. Addiction professionals base their recommendations and reports on approved evaluation instruments and procedures. The designated assessment instruments are ones for which reliability has been verified by research.

### III. Confidentiality/Privileged Communication and Privacy

Addiction professionals shall provide information to clients regarding confidentiality and any reasons for releasing information in adherence with confidentiality laws. When providing services to families, couples, or groups, the limits and exceptions to confidentiality must be reviewed and a written document describing confidentiality must be provided to each person. Once private information is obtained by the addiction professional, standards of confidentiality apply. Confidential information is disclosed when appropriate with valid consent from a client or guardian. Every effort is made to protect the confidentiality of client information and, in very specific cases or situations, to disclose information appropriately and according to federal law.

#### IV. Professional Responsibility

The addiction professional espouses objectivity and integrity and maintains the highest standards in the services provided. The addiction professional recognizes that effectiveness in his or her profession is based on the ability to be worthy of trust. The professional has taken time to reflect on the ethical implications of clinical decisions and behavior using competent authority as a guide. Further, the addiction professional recognizes that those who assume the role of assisting others to live a more responsible life take on the ethical accountability of living responsibly. The addiction professional recognizes that even in a life well-lived, harm might be done to others by words and actions. When he or she becomes aware that any work or action has done harm, he or she admits the error and does what is possible to repair or ameliorate the harm except when to do so would cause greater harm. Professionals recognize the many ways in which they influence clients and others within the community and take this fact into consideration as they make decisions in their personal conduct.

#### V. Working in a Culturally Diverse World

An addiction professional understands the significance of the role that ethnicity and culture play in an individual's perceptions and how he or she lives in the world. Addiction professionals shall remain aware that many individuals have disabilities which may or may not be obvious. Some disabilities are invisible and unless described might not appear to inhibit expected social, work, and health care interactions. Included in the invisible disabled category are those persons who are hearing impaired, have a learning disability, have a history of brain or physical injuries, and those affected by chronic illness. Persons having such limitations might be younger than age 65. Part of the intake and assessment must then include a question about any additional factor that must be considered when working with the client.

#### VI. Workplace Standards

The addiction professional recognizes that the profession is founded on national standards of competency which promote the best interests of society, the client, the individual addiction professional, and the profession as a whole. The addiction professional recognizes the need for ongoing education as a component of professional competency and development.

#### VII. Supervision and Consultation

Addiction professionals who supervise others accept the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations, and constructive consultation. Counseling supervisors are aware of the power differential in their relationships with supervisees and take precautions to maintain ethical standards. In relationships with students, employees, and supervisees, he/she strives to develop full creative potential and mature independent functioning.

## VIII. Resolving Ethical Issues

The addiction professional shall behave in accordance with legal, ethical, and moral standards for his or her work. To this end, professionals will attempt to resolve ethical dilemmas with direct and open communication among all parties involved and seek supervision and/or consultation as appropriate.

## IX. Communication and Published Works

The addiction professional who submits for publication or prepares handouts for clients or students or for general distribution shall be aware of and adhere to copyright laws.

## X. Policy and Political Involvement

The addiction professional is strongly encouraged, to the best of his or her ability, to actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

Revised March 28, 2011

PTC11189



NATIONAL CERTIFICATION EXAMINATION  
FOR ADDICTION COUNSELORS



**Eligibility and Background Information**

**I. TREATMENT OR MODALITY YOU PROVIDE:**

- Inpatient only
- Outpatient only
- Inpatient and outpatient
- Halfway house
- Other

**J. PROFESSIONAL BACKGROUND:**

- Counselor
- Rehabilitation Therapist
- Administrator
- Social Worker
- Psychologist
- Nurse
- Physician other than Psychiatrist
- Psychiatrist
- Clergy
- Other

**K. EXPERIENCE IN ALCOHOLISM AND ADDICTION COUNSELING:**

- Less than 3 years
- 3 years
- 4 years
- 5 years
- 6 to 10 years
- More than 10 years

**L. HIGHEST ACADEMIC LEVEL:**

- Less than high school graduate
- High school graduate or equivalent
- Vocational or technical school graduate
- Some college
- Associate degree
- Bachelor's degree
- Master's degree
- Doctoral degree
- Other

**M. IN WHICH OF THE FOLLOWING ARE YOU LICENSED OR HOLD CERTIFICATION OR REGISTRATION?**

- (Darken all that apply.)*
- Social work
  - Psychology
  - Counseling
  - Medicine
  - Nursing
  - Employee assistance programming
  - Marriage and family therapy
  - Other

**Optional Information**

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your certification.

**Race:**

- African American
- Asian
- Hispanic
- Native American
- White
- Other

**Age Range:**

- Under 25
- 25 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60+

**Gender:**

- Male
- Female

**Candidate Signature**

I have read the handbook for Candidates and understand I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with the Leaflet and is accurate, correct, and complete.

**CANDIDATE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date    1550 1560 1570  
          1580 1590 1600  
                          1610

Fee:    |    |    |    |

CC     Check

|    |    |    |    |



# APPLICATION FOR NATIONAL CERTIFICATION EXAMINATION FOR ADDICTION COUNSELORS - PART II

**DIRECTIONS:** Candidates for the National Certification Examination for Addiction Counselors, Level I, must have at least three years full-time, or 6,000 hours in MORE than three years, supervised experience in alcohol and drug abuse counseling. Level II candidates must have at least five years full-time, or 10,000 hours in MORE than five years, supervised experience in alcoholism and drug abuse counseling. **NOTE:** Failure to complete all requested information in both Parts I and II will delay processing of your Application and may make you ineligible to sit for the examination.

## SECTION A. PERSONAL AND EXAMINATION DATA

Name: \_\_\_\_\_  
(Print) Last First Middle

Applying for: \_\_\_\_\_ LEVEL I \_\_\_\_\_ LEVEL II

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip + 4

Telephone: Work: (\_\_\_\_\_) \_\_\_\_\_  
Home: (\_\_\_\_\_) \_\_\_\_\_  
FAX: (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Choice of testing date: \_\_\_\_\_ March \_\_\_\_\_ June \_\_\_\_\_ September \_\_\_\_\_ December

## SECTION B. CURRENT STATE LICENSE/CERTIFICATION (Enter information requested and enclose copy of State License/Certification.)

<u>Credential</u>	<u>Issuing State/Authority</u>	<u>Expiration Date</u>	<u>Number</u>

## SECTION C. CAREER HISTORY IN ALCOHOLISM AND/OR DRUG ABUSE COUNSELING (List current position first.)

(1) Institution/Practice Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Title \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

(3) Institution/Practice Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Title \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

(2) Institution/Practice Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Title \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

(4) Institution/Practice Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From \_\_\_\_\_ To \_\_\_\_\_ Position Title \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

**SECTION D. PROFESSIONAL EDUCATION AND TRAINING**

A. TRAINING HOURS SUMMARY - Please attach copies of all training event documentation (college transcripts, conference/seminar attendance certificates, CEU's, etc.). A minimum of 270 contact hours is required for Level I, and 450 contact hours is required for Level II.

- \_\_\_\_\_ Graduate level hours in related subjects (if applicable)
- \_\_\_\_\_ Undergraduate level hours in related subjects
- \_\_\_\_\_ Certificates of training
- \_\_\_\_\_ Other
- \_\_\_\_\_ **TOTAL HOURS**

B. BACHELOR'S DEGREE (Required for NCAC Level II)  
**NOTE:** An official or student copy of your Bachelor's transcript must accompany this application. Degrees must be from a regionally accredited institution.

Institution which awarded Bachelor's degree: \_\_\_\_\_

Degree awarded: \_\_\_\_\_

Date awarded: \_\_\_\_\_

C. CREDENTIALS HELD: \_\_\_\_\_

**SECTION E. CONTRIBUTION SUMMARY** (List awards, publications, offices held, or other evidence of accomplishments in the field of alcoholism and/or drug abuse counseling.)

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**SECTION F. VERIFICATION OF WORK EXPERIENCE** - In the box provided below, have your supervisor over the last (3 years for Level I / 5 years for Level II) verify your work experience.

I verify that this candidate has demonstrated competency in accepted counseling techniques and practice, that to the best of my knowledge the career history as stated above is accurate, and that the candidate engages in ethical practice.		
Signature _____	Title _____	Date _____

**SECTION G. CANDIDATE AFFIRMATION**

I certify that the information on this Application is accurate, correct, and complete; and that I have read and agree to abide by the NAADAC Code of Ethics and subscribe to it. I agree to be listed on the NCC website as an addiction professional should I complete this process successfully. I also certify that the state license/certification presented is not encumbered in any manner and that I do not hold a license/certification from any other state that is or has been subject to criminal or ethical complaint. The NAADAC Certification Commission is authorized to contact any institution, organization, or individual listed on or included with this Application for verification of my alcoholism and/or drug abuse counseling history. I understand that the NAADAC Certification Commission retains ownership of NCAC Certificates and may, from time to time, make available certificate holder names and other information to potential service users.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\* \* \* \* \* APPLICATION CHECK LIST \* \* \* \* \*

- \_\_\_\_\_ Application Part I, completed and signed
- \_\_\_\_\_ Application Part II, completed, signed, and verified
- \_\_\_\_\_ Copy of State Certification/Licensure enclosed
- \_\_\_\_\_ Copies of Training Documentation enclosed for trainings received within the past 5 years to include 6 hours of Ethics and 6 hours of HIV/AIDS
- \_\_\_\_\_ Appropriate Fee enclosed:
  - \_\_\_\_\_ Member \_\_\_\_\_ Nonmember