



Virginia Board of Counseling

Certified Substance Abuse Counselors (CSAC)

Requirements for Certification by Examination

Scope of Practice - A certified substance abuse counselor shall be (i) qualified to perform, under appropriate supervision or direction, the substance abuse treatment functions of screening, intake, orientation, the administration of substance abuse assessment instruments, recovery and relapse prevention planning, substance abuse treatment, case management, substance abuse or dependence crisis intervention, client education, referral activities, record keeping, and consultation with other professionals; (ii) qualified to be responsible for client care of persons with a primary diagnosis of substance abuse or dependence; and (iii) qualified to supervise, direct and instruct certified substance abuse counseling assistants. Certified substance abuse counselors shall not engage in independent or autonomous practice.

Education:

- Bachelor's degree

- 400 clock hours of substance abuse education
 - Must be completed through a university or college, or via seminars and workshops approved by one of the following:
 - The American Association of Marriage and Family Counselors, and its state affiliates
 - The American Association of Marriage and Family Therapists, and its state affiliates
 - The American Association of Marriage and Family Counselors and its state affiliates
 - The American Association of Marriage and Family Therapists and its state affiliates
 - The American Association of State Counseling Boards
 - The American Counseling Association and its state and local affiliates
 - The American Psychological Association and its state affiliates
 - The Commission on Rehabilitation Counselor Certification
 - NAADAC, The Association for Addiction Professionals and its state and local affiliates
 - National Association of Social Workers
 - National Board for Certified Counselors
 - A national behavioral health organization or certification body
 - Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.

- Of the 400 clock hours, at least 220 hours must include didactic training in substance abuse counseling in the following areas:
 - 20 clock hours in substance abuse counseling treatment planning and substance abuse research
 - 20 clock hours in group counseling
 - 10 clock hours in understanding the dynamics of human behavior
 - 10 clock hours in signs and symptoms of substance abuse
 - 10 clock hours in treatment approaches

- 10 clock hours in continuum of care and case management skills
 - 10 clock hours in recovery process and relapse prevention methods
 - 10 clock hours in ethics
 - 10 clock hours in professional identity in the provision of substance abuse services
 - 10 clock hours in crisis intervention
- The remaining 180 hours must consist of experience performing the following tasks with substance abuse clients (each requirement must be performed for at least eight hours under supervision):
 - Screening clients to determine eligibility and appropriateness for admission to a particular program;
 - Intake of clients by performing the administrative and initial assessment tasks necessary for admission to a program;
 - Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;
 - Assessment of client's strengths, weaknesses, problems, and needs for the development of a treatment plan;
 - Treatment planning with the client to identify and rank problems to be addressed, establish goals, and agree on treatment processes;
 - Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives;
 - Case management activities which bring services, agencies, people and resources together in a planned framework of action to achieve established goals;
 - Crisis intervention responses to clients' needs during acute mental, emotional or physical distress;
 - Education of clients by providing information about drug abuse and available services and resources;
 - Referral of clients in order to meet identified needs unable to be met by the counselor and assisting the client in effectively utilizing those resources;
 - Reporting and charting information about client's assessment, treatment plan, progress, discharge summaries and other client-related data; and
 - Consultation with other professionals to assure comprehensive quality care for the client.

Experience:

- Preapproval of supervision is not required. However, without prior board approval, supervision will not be accepted towards certification if it does not meet the experience requirements in effect at the time the application for certification is submitted to the Board.
- Supervised experience shall include:
 - 2,000 hours of supervised experience in the delivery of clinical substance abuse counseling services.
 - 100 hours of supervision between the supervisor and the applicant. At least one hour of supervision per week is required but no more than four hours per week will be allowed.
 - No more than 50 hours of group supervision may be used towards the requirement

Exam:

- The National Certified Addiction Counselor Level I (NCAC I) Exam



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Certified Substance Abuse Counselors (CSAC)

Requirements for Certification by **Endorsement**

Scope of Practice - A certified substance abuse counselor shall be (i) qualified to perform, under appropriate supervision or direction, the substance abuse treatment functions of screening, intake, orientation, the administration of substance abuse assessment instruments, recovery and relapse prevention planning, substance abuse treatment, case management, substance abuse or dependence crisis intervention, client education, referral activities, record keeping, and consultation with other professionals; (ii) qualified to be responsible for client care of persons with a primary diagnosis of substance abuse or dependence; and (iii) qualified to supervise, direct and instruct certified substance abuse counseling assistants. Certified substance abuse counselors shall not engage in independent or autonomous practice.

Requirements for Certification:

- Verification of certification in another jurisdiction that is substantially equivalent to the Virginia CSAC
 - Certificate must be in good standing
 - Applicant shall have no unresolved action against a license or certificate; disciplinary action will be reviewed by the board on a case-by-case basis

- Verification of a passing score on a licensure examination in the jurisdiction in which licensure or certification was obtained

- The Board of Counseling will accept the following national certification in substance abuse counseling, towards certification by endorsement:
 - NAADAC issued National Certified Addiction Counselor Level II (NCAC II) accreditation
 - NAADAC issued Master Addiction Counselor (MAC) accreditation
 - IC&RC issued Advanced Alcohol & Drug Counselor (AADC) accreditation



Virginia Board of Counseling

Certified Substance Abuse Counseling Assistants (CSAC-A)

Requirements for Certification

Scope of Practice - A certified substance abuse counseling assistant shall be qualified to perform, under appropriate supervision or direction, the substance abuse treatment functions of orientation, implementation of substance abuse treatment plans, case management, substance abuse or dependence crisis intervention, record keeping, and consultation with other professionals. Certified substance abuse counseling assistants may participate in recovery group discussions, but shall not engage in counseling with either individuals or groups or engage in independent or autonomous practice.

Education:

- High school diploma or general educational development (GED) certificate
- 300 clock hours of substance abuse education
 - Must be completed through a university or college, or via seminars and workshops approved by one of the following:
 - The American Association of Marriage and Family Counselors, and its state affiliates
 - The American Association of Marriage and Family Therapists, and its state affiliates
 - The American Association of Marriage and Family Counselors and its state affiliates
 - The American Association of Marriage and Family Therapists and its state affiliates
 - The American Association of State Counseling Boards
 - The American Counseling Association and its state and local affiliates
 - The American Psychological Association and its state affiliates
 - The Commission on Rehabilitation Counselor Certification
 - NAADAC, The Association for Addiction Professionals and its state and local affiliates
 - National Association of Social Workers
 - National Board for Certified Counselors
 - A national behavioral health organization or certification body
 - Individuals or organizations that have been approved as continuing competency sponsors by the American Association of State Counseling Boards or a counseling board in another state.
- Of the 300 clock hours, at least 120 hours must include didactic training in substance abuse counseling, with at least 10 clock hours in each of the following areas:
 - Understanding the dynamics of human behavior
 - Signs and symptoms of substance abuse
 - Treatment approaches
 - Case management skills and continuum of care;
 - Recovery process and relapse prevention methods;
 - Ethics;

- Professional identity in the provision of substance abuse services; and
- Crisis intervention.
- The remaining 180 hours must consist of experience performing the following tasks with substance abuse clients (each must be performed for at least eight hours under supervision):
 - Screening clients and gathering information used in making the determination for the need for additional professional assistance;
 - Intake of clients by performing the administrative tasks necessary for admission to a program;
 - Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the client;
 - Assisting the client in identifying and ranking problems to be addressed, establish goals, and agree on treatment processes;
 - Implementation of a substance abuse treatment plan as directed by the supervisor;
 - Implementation of case management activities that bring services, agencies, people and resources together in a planned framework of action to achieve established goals;
 - Assistance in identifying appropriate crisis intervention responses to clients' needs during acute mental, emotional or physical distress;
 - Education of clients by providing information about drug abuse and available services and resources;
 - Facilitating the client's utilization of available support systems and community resources to meet needs identified in clinical valuation or treatment planning;
 - Reporting and charting information about client's treatment, progress, and other client-related data; and
 - Consultation with other professionals to assure comprehensive quality care for the client.

Exam:

- Virginia Board of Counseling administered jurisprudence exam.