

Pre-Application Course Evaluation

Certified Associate Counselor – Alcohol and Drug

(CAC-AD)

Instructions: This form may be submitted to the Board for the purpose of determining if certain courses or programs meet the requirements for certification as defined by Maryland law.

Approval of this pre-application does not constitute approval for certification. This form is not an application for certification and may not be used in lieu of a formal application.

Please complete all information on the form and include a check or money order in the amount of \$50.00 payable to the *Board of Professional Counselors and Therapists*. Incomplete pre-applications will be returned unprocessed.

Please note that it may take up to 60 days for the Board to review the pre-application and notify you of its findings.

CAC-AD Educational Requirements:

1) Hold a bachelor's degree or higher from a regionally accredited educational institution approved by the Board in a ***health and human services counseling field***; **OR**

2) Hold a bachelor's degree from a regionally accredited educational institution approved by the board in a program of studies judged by the board to be substantially equivalent in subject matter under COMAR 10.58.07.06A(3)(a); **AND**

3) Complete a minimum of 33 semester credit hours or 50 quarter credit hours in alcohol and drug counselor training from a regionally accredited institution of higher education approved by the Board including:

(i) A 3-semester credit hour or 5 quarter credit hour course taken at a regionally accredited educational institution **in each** of the following courses:

1. Medical aspects of chemical dependency;
2. Addictions treatment delivery;
3. Group counseling;
4. Individual counseling;
5. Ethics that includes alcohol and drug counseling issues; and
6. Abnormal psychology; and

(ii) **Any three** of the following 3 semester credit hour or 5 quarter credit hour courses taken at a regionally accredited educational institution:

1. Family counseling;
2. Theories of counseling;
3. Human development;
4. Topics in substance related and addictive disorders; and
5. Treatment of co-occurring disorders; **and**

4) Complete an internship in alcohol and drug counseling that totals 6 semester credit hours or 10 quarter credit hours.



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Name: _____ Email: _____

Address: _____

Phone: _____

List colleges or universities attended to satisfy academic requirements for licensure or certification. Do not list degrees unrelated to counseling. Please list the most recent colleges/universities first. Attach additional sheets, if necessary.

A. _____

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

B. _____

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

C. _____

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

D. _____

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

*Complete the chart below. If the title of your course differs from those listed, you must include a catalog course description or syllabus for each course. A course applied to one topic area **may not** be used to fulfill another topic area. Do not include continuing education courses/workshops. Unofficial transcripts are acceptable for this pre-application. Official transcripts are required with the formal application.

Topic Area	Course Title and Number (Must appear on transcript)	Credits Earned	College/Univ.	Date	Grade
Medical Aspects of Chemical Dependency					
Indiv. Counseling					
Group Counseling					
Abnormal Psychology					
Addictions Treatment Delivery					
Ethics that includes A&D Counseling Issues (course description /syllabus must indicate alcohol/drug counseling)					
Internship/Practicum /Field Placement (6 credits or 10 quarter credits)					
	Electives: At least 3 from the courses below:				
Family Counseling					
Topics in A&D Dependency					
Theories of Counseling					
Human Development					
Treatment of Co- occurring disorders					

Total Credits Earned: _____

**Complete certification requirements can be found under “Laws and Regulations” on the Board’s website www.health.maryland.gov/bopc.

CAC-AD Course Descriptions

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