

**Section I – Knowledge of Alcoholism and Substance Abuse (85 clock hours) – [Must include a minimum of 4 hours of training related to tobacco use and nicotine dependence.]**

**Section I must include the following course content and associated clock hours:**

➤ **Basic Knowledge: Physical and Pharmacological Effects - Course work that provides knowledge of:**

- Alcohol, Tobacco and Other Drugs (ATOD) use and abuse;
- how the brain and other body parts react to ATOD ingestion;
- ATOD pharmacology and interaction of ATOD with other medications;
- the nature of addiction;
- the natural history of alcoholism and other drug dependence;
- genetic factors that may contribute to dependence;
- the Bio-Psycho-Social model of addiction; and particular substances of abuse (e.g., alcohol, amphetamine and related substances, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine and related substances, sedatives, hypnotics, anxiolytics, etc.).

**[Content must cover a minimum of 30 clock hours - - a minimum of 4 of the 30 must be related to tobacco use; nicotine dependence; interventions; treatment and recovery and nicotine replacement therapy (NRT)];**

➤ **Overview of the Addictions Field - Course work that provides knowledge of:**

- the history of alcohol and drugs;
- terms and concepts related to theory, research and practice and faith based treatment approaches;
- basic concepts of social, political, economic and cultural systems and their impact on drug-taking activity;
- risk and protection factors that characterize individuals and groups and their living environments;
- the continuum of addiction services, prevention, treatment, recovery and relevant levels of intervention and care;
- the continuum of drug use to include initiation; intoxication; harmful use; abuse; dependence; withdrawal; relapse and recovery.

**[Content must cover a minimum of 28 clock hours]**

➤ **Diversity of Intervention and Treatment Approaches - Course work that provides knowledge of:**

- specific therapy models;
- medication supported recovery (medication assisted treatment) [including but not limited to methadone; buprenorphine; alcohol dependence medications and psychiatric medications];
- non-traditional treatment methods;
- the theory and practice of recognized (i.e., having some basis in literature, research, common or licensed/regulated practice) intervention and treatment approaches; and OASAS licensed and/or funded modalities and therapy models that address ATOD-related problems and diagnoses.

**[Content must cover a minimum of 12 clock hours]**

**Examples include - - Chemical Dependence Services**

[Part 816 - Chemical Dependence Withdrawal and Stabilization Services](#)

[Part 817 - Chemical Dependence Residential Rehabilitation Services for Youth](#)

[Part 818 - Chemical Dependence Inpatient Rehabilitation Services](#)

[Part 819 - Chemical Dependence Residential Services](#)

[Part 822 - Chemical Dependence Outpatient and Opioid Treatment Programs](#)

**Section I – Knowledge of Alcoholism and Substance Abuse (85 clock hours) – [Must include a minimum of 4 hours of training related to tobacco use and nicotine dependence.]**

**Section I must include the following course content and associated clock hours:**

[Part 823 - Outpatient Chemical Dependency Services for Youth](#)

[Part 824 - Specialized Services](#)

➤ **Introduction to Diagnostic Criteria - Course work that provides knowledge of:**

- various assessment instruments and diagnostic tools for alcoholism and substance abuse treatment, including but not limited to the current Diagnostic and Statistical Manual (DSM), International Classification of Diseases (ICD) standards and the Addiction Severity Index (ASI), as well as level of care determination tools such as the OASAS LOCADTR and A.S.A.M. Patient Placement Criteria.

**[Content must cover a minimum of 6 clock hours]**

➤ **Knowledge of 12 Step and Mutual Aid Groups - Course work that provides knowledge of:**

- the history, theory/philosophy, principles and practices of the 12 Steps and other types of mutual aid groups.

**[Content must cover a minimum of 6 clock hours]**

➤ **Toxicology Testing/Screening - - Course work that provides knowledge of:**

- basic concepts of toxicology screening options, limitations and legal implications as well as reporting language and the meaning of toxicology reports.

**[Content must cover a minimum of 3 clock hours]**

**Section II – Alcoholism and Substance Abuse Counseling (150 clock hours) - - [Must include 15 hours specific to Cultural Competence]**

**Section II must include the following course content and associated clock hours:**

➤ **Individual Counseling - Course work that provides knowledge of:**

- the essentials of alcoholism and substance abuse counseling with individuals, including the theory and practice of clinical management of the recovery of individuals, and the application of diagnostic criteria;
- counselor communication skills;
- skills and techniques that focus on the barriers to recovery including vocational habilitation and other multiple rehabilitation needs;
- dealing with the biological, psychological, social, emotional and spiritual aspects of recovery and how to integrate these to prevent the onset of active Alcohol, Tobacco and Other Drugs (ATOD) use, relapse prevention planning, and long term recovery;
- counseling individuals about the use of addiction medications (including but not limited to methadone; buprenorphine; alcohol dependence medications; and psychiatric medications).

**[Content must cover a minimum of 45 clock hours including 6 hours of vocational-related skills and 6 hours of relapse prevention skills]**

➤ **Group Counseling - Course work that provides knowledge of:**

- the essentials of alcoholism and substance abuse counseling with groups of individuals;
- the use of addiction medications (including but not limited to methadone; buprenorphine; alcohol dependence medications; and psychiatric medications);
- group theory including stages of group development and tasks of the counselor at different stages of the process;
- group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations;
- support groups.

**[Content must cover a minimum of 30 clock hours including 6 hours of relapse prevention material]**

➤ **Counseling Special Populations/Cultural Competency - Coursework that provides knowledge of:**

- the specific ATOD prevention/treatment needs of particular populations and development of the skills necessary to effectively counsel individuals in those populations;  
***“Special population” is defined*** by race; minority/protected status; ethnicity; gender; religion; legal status; age; and/or other status (to include content specific to veterans, trauma survivors, criminal justice-involved, sexual orientation, domestic violence, co-existing psychiatric disorders, compulsive behavior disorders or other disabilities.);
- an ability to understand, communicate with, and effectively interact with people across diverse cultures;  
***Cultural competence comprises four components:*** (a) Awareness of one’s own cultural worldview, (b) Attitude towards cultural differences, (c) Knowledge of different cultural practices and worldviews, and (d) Cross-cultural skills.

**[Content must cover a minimum of 30 clock hours including 15 hours specific to Cultural Competency]**

➤ **Effects on Family - - Counseling Families and Significant Others - Course work that provides knowledge of:**

- the basic theory and skills needed by alcoholism and substance abuse counselors to work effectively with individual family members, significant others and whole families, including co-dependency; issues relating to

children of chemically addicted persons;

- genograms;

**Section II – Alcoholism and Substance Abuse Counseling (150 clock hours) – [Must include 15 hours specific to Cultural Competence]**

➤ **Effects on Family - - Counseling Families and Significant Others (continued) - Course work that provides knowledge of:**

- the application of systems theory to practice with families;
- In addition, this section must address relapse prevention topics (e.g. awareness of relapse process, maintaining commitment to recovery, utilizing available resources) aimed to assist the families/significant others of ATOD clients.

**[Content must cover a minimum of 21 clock hours including 6 hours specific to relapse prevention with families/significant others]**

➤ **Theories of Human Development and the Relationship to Substance Abuse - Course work that provides knowledge of:**

- various theories on human growth and development (i.e., physical, psychological, emotional and spiritual development of human beings) with the emphasis on substance abuse.

**[Content must cover a minimum of 12 clock hours]**

➤ **Health, Wellness and Communicable Diseases – Course work that provides knowledge of:**

- the medical issues common to individuals with ATOD disorders, including HIV and AIDS, STD's, TB, hepatitis and other communicable diseases, as well as interventions which promote health and wellness.

**[Content must cover a minimum of 12 clock hours].**

## Section III – Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family and Community Education (70 clock hours)

Section III **must include** the following course content and associated clock hours:

➤ **Assessment and Evaluation** - - *Course work that provides:*

- knowledge sufficient to determine the presence and extent of any Alcohol, Tobacco and Other Drugs (ATOD)-related problems and make a determination of any needed initial services to include:
  - rapport building;
  - systematic data gathering from client and collateral sources concerning all functional areas;
  - screening and assessment instruments;
  - application of accepted substance use disorder diagnostic criteria to make treatment recommendations;
  - screening for other non-substance specific issues which can impact on assessment and treatment planning (e.g., suicidality, indicators of possible mental health disorder, medical conditions, gambling problems, etc.);
  - determining treatment readiness;
  - sharing of assessment results.

**[Content must cover a minimum of 24 clock hours]**

➤ **Treatment Planning, Client Record Keeping and Discharge Planning** - - *Course work that provides:*

- knowledge of the cooperative process by which counselor and client devise an alcoholism and substance abuse treatment plan;
- knowledge of components of the treatment plan including goal setting, measurable objectives, time frames; activities, evaluation, relapse prevention and discharge planning;
- knowledge of the roles and tasks of the interdisciplinary treatment team in carrying out the treatment and discharge plan;
- knowledge of the content of clients' records and related documentation and record-keeping methods and processes;
- knowledge of the essential components of client records; including release forms, assessments, treatment plans, progress notes and discharge summaries and plans – to include skills to compose timely, clear, complete and concise records that comply with regulations; documentation of information in an objective and legible manner;
- skills to utilize new technologies in the production of client records

**[Content must cover a minimum of 24 clock hours].**

➤ **Case Management, Referral and Service Coordination** - - *Course work that provides:*

- practical knowledge, and develops skills in case management, monitoring, ongoing assessment, and referral of the alcoholism or substance abusing/dependent client to the appropriate services in a suitable level of care;
- knowledge on documentation of service coordination activities throughout the continuum of care and the ability to apply placement, continued stay and discharge criteria for each modality on the continuum of care.

**[Content must cover a minimum of 12 clock hours]**

**Section III – Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family and Community Education (70 clock hours)**

**Section III must include the following course content and associated clock hours:**

➤ **Patient, Family and Community Education and Prevention - - *Course work that provides:***

- Presentation and training techniques that address how to provide relevant information about ATOD abuse and related problems to patients, families & communities to encourage wellness and increase understanding of addiction;
- Presentation and training techniques that address and support substance abuse prevention, treatment and the recovery process;
- Knowledge of the connection of the theories and models of ATODG prevention to current best practices, including OASAS' Risk & Protection framework, SAMHSA's Strategic Prevention Framework, model programs and environmental strategies;
- Knowledge of the importance of life skills to the prevention and treatment of substance use disorders.

**[Content must cover a minimum of 10 clock hours]**

**Section IV – Professional and Ethical Responsibilities (45 clock hours) – [Must include 15 hours specific to Ethics for Addiction professionals and a minimum of 2 hours in Child Abuse and Maltreatment: Mandated Reporter NYS Education Department approved training]**

**Section IV must include the following course content and associated clock hours:**

➤ **Counselor-Client Relationships - - *Course work that provides:***

- knowledge of the therapeutic alliance as a unique relationship between counselor and client, integrating basic counseling skills, critical thinking, ethical standards and professional responsibilities to the client. Topics include, but are not limited to - -
  - clinical boundaries,
  - transference and countertransference
  - counselor self-disclosure
  - recovery issues
  - sexual harassment
  - response and responsibility to seek and utilize clinical supervision.
  - self-awareness regarding cultural bias and the need for cultural competency within the counselor/client relationship.

**[Content must cover a minimum of 18 clock hours]**

➤ **Ethical Decision Making & Conduct - - *Course work that:***

- provides knowledge of the use of critical thinking and analysis in effective ethical decision-making;
- examines the differences between virtue ethics and ethical decision-making by formal codes of ethics;
- provides knowledge of professional and ethical responsibilities of Addictions Counselors; includes formal canons of ethical principles, must include but is not limited to, the CASAC Canon of Ethical Principles, the American Psychological Association Code of Ethical Principles and Code of Conduct, the ethical codes of the American Counseling Association and of the National Association of Social Workers, the American Association for Marriage and Family Therapy and the National Organization for Human Service Education;
- examines clinical supervision as an ethical obligation throughout the career of a counselor.

**[Content must cover a minimum of 9 clock hours]**

➤ **Confidentiality/Legal Issues - - *Course work that provides:***

- knowledge of current federal (42CFR Part 2, Health Insurance Portability and Accountability Act [HIPAA] Sections 160 & 164), and state laws governing the appropriate delivery of alcoholism and substance abuse services;
- emphasizes on program specific policies/procedures involving confidentiality, as well as legal issues that relate to alcoholism and substance abuse clients;
- an understanding to seek clinical supervision on complex issues relating to confidentiality and legal matters;
- information which addresses confidentiality and legal issues associated in work with clients impacted by HIV/AIDS.

**[Content must cover a minimum of 9 clock hours]**

**Section IV – Professional and Ethical Responsibilities (45 clock hours) – [Must include 15 hours specific to Ethics for Addiction professionals and a minimum of 2 hours in Child Abuse and Maltreatment: Mandated Reporter NYS Education Department]**

**Section IV must include the following course content and associated clock hours:**

- **Child Abuse and Maltreatment: Mandated Reporter Training –New York State Education Department approved training/curriculum - - The NYS Office for Children and Family Services (OCFS) Mandated Reporter Resource Center offers NYS Education Department approved on-line training for mandated reporters in New York State so that every mandated reporter has the knowledge and skills to be able to: effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register. To access this course: <http://www.nysmandatedreporter.org/TrainingCourses.aspx> (2.00 clock hours)**
- **Counselor Wellness - - *Course work that provides:***
  - the definition of compassion fatigue, burnout and other job-related stresses and how to identify, prevent and recover from its effects through knowledge on: why compassion fatigue occurs and who is at risk; connection between PTSD and compassion fatigue; recognition of symptoms; and prevention and recovery strategies, including the role of clinical supervision;
  - knowledge of the importance of self-care for the Alcoholism & Substance Abuse Counselor, and the relationship between a healthy body, a healthy mind and counselor wellness, and techniques for fostering that relationship (Examples include but are not limited to, nutrition awareness, relaxation techniques, personal growth and clinical supervision);
  - knowledge of Counselor Wellness programs, including how to develop agency resources to offer counselor assistance, especially alcoholism & substance abuse intervention services and referrals (e.g. Employee Assistance Programs (EAP); and peer support;
  - knowledge of alcoholism & substance abuse impairment and misconduct and identification of such, as well as guidelines for a counselor’s return to work as a direct care provider following a period of impairment.**[Content must cover a minimum of 7 clock hours]**

**May 2012**