

WESTERN CAROLINA UNIVERSITY ADDICTION STUDIES PROGRAM MANUAL



Department of
Social Work



NCASPPB
North Carolina Addictions Specialist
Professional Practice Board

Introduction to the Addiction Studies Program (ASP)

The ASP provides a rich course of study in prevention, treatment, and recovery from addictive disorders that is based in research and application. The curriculum is rooted in social work competencies, values, and ethics as well as being strength based, gender responsive, and creates space for students to explore and expand their cultural humility. Students that complete the ASP are eligible for licensure as a Clinical Addiction Specialist through the North Carolina Addiction Specialist Professional Practice Board (NCASPPB).

See the NCASPPB website for more information:

<https://www.ncsappb.org/credentialing/licensed-clinical-addictionspecialist/>.

History of WCU's Program

The Addiction Studies Program (ASP) at WCU was first approved in 2009 through a collaboration with the NC Addiction Specialist Professional Practice Board (NCASPPB). Criteria C programs, as they are designated by the Board, were created to increase specialized training and education to individuals wishing to enter the field of Addiction prevention, treatment, and recovery. Additionally, Criteria C programs aim to decrease the deficit of providers that are prepared to work with the addiction population. WCU's program specifically aims to decrease the deficit of providers that are prepared to work with the addiction population in rural settings. The program at WCU has maintained their approval with the Board since 2010 and continues to have a positive and productive relationship with the NCASPPB.

What is a Criteria C Program?

A program is designated as a Criteria C program after meeting all requirements and receiving approval by the NC Addiction Specialist Professional Practice Board (NCASPPB).

Criteria C is the application designation for individuals who have completed a pre-approved addictions master degree.

Benefits of Completing a Criteria C Program

Beyond the 180 hours of addiction specific education required in the program, students are eligible for Full licensure as an LCAS one year post-grad as long as they have completed the remaining required clinical hours and supervision. For a student that does not complete a Criteria C program, an LCAS can still be attained but it will require them to complete all the education requirements a Criteria C student has completed and will require a minimum of two years of supervised clinical work. Therefore, Criteria C programs provide all necessary education and decrease the amount of clinical and supervision hours that are required post-grad.

Who is Eligible at WCU?

Students who are enrolled in the Master of Social Work or Master of Clinical Mental Health Counseling programs at WCU.

Requirements for Completing the ASP at WCU

Completion of the ASP program at WCU requires the following:

- a. Taking and passing (grade of C or higher) four prescribed courses (listed below)
- b. Completion of a 6-hour clinical supervision training (that will be provided to you)
- c. Completion of Specialization Year Field Placement or Internship of 300 hours or more in an addiction treatment setting
- d. Completion of 30+ hours of clinical supervision provided by a Certified Clinical Supervisor (CCS) or a Certified Clinical Supervisor-Intern (CSI)

Required Courses and Training:

The courses contain content on the 12 core functions/ 8 Domains of addictive disorder counseling, ethics, and HIV/AIDs/STDs/TB/Blood Borne Pathogens training, nicotine use disorder, psychopathology, evidence-based treatment, substance use disorder issues and older adults, substance use disorder issues and veterans, substance use disorder issues and domestic violence. Students seeking to complete the ASP must also complete their specialization year field placement or internship in an addictive disorder treatment setting under the supervision of a Certified Clinical Supervisor (CCS) or Certified Clinical Supervisor Intern (CCS-I).

1. **SOCW 520: Addictions** - Provides an overview of complex issues related to addictions, including drug, alcohol, gambling, and eating addictions; examines addiction within the context of developmental life stages and culture.
 - This course is taught synchronously via zoom in the Spring and Summer I Semesters.
2. **SOCW 522: Methods of Addictive Disorder Treatment** - The methods course teaches knowledge and skills needed to work effectively in a variety of clinical settings specific to substance misuse.
 - This course is taught synchronously via zoom in the Fall semester.
 - PREQ SOCW 520.
3. **SOCW 524: Cultural Humility in Addictive Disorder Treatment** - Provides an overview of unique problems and needs related to substance misuse treatment among diverse populations; application of culturally sensitive intervention strategies.
 - This course is taught synchronously via zoom in the Summer II session.
 - PREQ SOCW 520
4. **SOCW 525: Science of Addiction** - Explores the biological basis of addiction; physiological and psychological effects of substance misuse.
 - This course is taught synchronously via zoom in the Spring Semester.

- PREQ SOCW 520

Additionally, students are required to complete the following:

- 6 hours of Clinical Supervision training
- 6 hours of Clinical Ethics
- 6 hours of HIV/AIDs/STDs/TB/Blood Borne Pathogens training.
- 6 hours selected from the list below.
 - Nicotine use disorder
 - Psychopathology
 - Evidence-based treatment
 - Substance use disorder issues and older adults
 - Substance use disorder issues and veterans
 - Substance use disorder issues and domestic violence
- A Field Placement or Internship in an ASP approved site for a minimum of 300 hours.
- 30+ hours of clinical supervision by a Certified Clinical Supervisor (CCS) or Certified Clinical Supervisor- Intern (CSI)

The additional training requirements are provided to students enrolled in the ASP either in the course content or through scheduled trainings. Ideally, the required supervision will occur at your Field Placement or Internship site, but in the event there is not an supervisor with the CCS or CCS-I credential, this supervision will be provided to you through the ASP.

FIELD PRACTICUM

ASP Field Placement/Internship Site Requirements and Vetting:

ASP students complete a field placement/internship in their final year of the program. The placement must offer a minimum of 300 field hours and include a minimum of 30 hours of supervision by a North Carolina Addiction Specialist Professional Practice Board (NCASPPB) Certified Clinical Supervisor (CCS) or Clinical Supervisor Intern (CSI). The ASP Coordinator will verify the credentials of the supervisor and students will have the supervisor complete the supervision contract, prior to beginning the Field Placement/Internship. The ASP meets all requirements as designated by the NC Addiction Specialist Professional Practice Board.

A typical placement functions as a primary addiction prevention, treatment, and/or recovery provider or a co-occurring mental health/addiction prevention, treatment and/or recovery provider with a range of services including assessment, treatment, and aftercare.

Additional Field Placement/Internship requirements can be located in the MSW Field Manual for Master of Social Work students on the MSW webpage and the webpage for Clinical Mental Health Counseling students. Students also encouraged to discuss these requirements with their advisor and the Field Director or Internship Coordinator within their designated program.

Application Process

Students officially apply to the program in January. The application for the program is located on the University website: Master of Social Work > Addiction Studies Program > Current Students. These applications are due by January 31st prior to the Specialization Year. Completed applications should be submitted to the Addiction Studies Program Coordinator.

***Advanced Standing students, wishing to complete the ASP, should complete their application after acceptance to the program.

Path to Licensure

1. Complete all ASP course work and additional training requirements
2. Complete Field Placement/Internship in an addiction treatment setting
3. Complete all degree requirements
4. Apply for LCAS-A (process on p. 6)
5. Obtain 1 year of post graduate experience (2,000 hours of supervised clinical practice)
6. Pass the LCAS exam (can be taken anytime in the year)
7. Apply for LCAS

Getting Your LCAS-A Post Grad

- 1) Navigate to the NC Addictions Specialist Professional Practice Board (NCASPPB) at <https://www.ncsappb.org/> (bookmark this page – you will come back here often)
- 2) When you navigate to this page, click on **Start your application process here: learning builder.**
- 3) Click create and account – Fill in the info and click submit
- 4) It should then guide you to creating an LCAS-A application.
- 5) You are considered **Criteria-C**
 - a. What is needed for Registration?
 - i. Documentation of an Advanced Degree
 - ii. A supervision agreement by a CCS or CCS intern
 - iii. Agreement to the ethical principles of conduct
 - iv. Completion of 3 clock hours of ethics training (if you took 520: Addictions, you have completed these)
 - v. Resume and job description
 - vi. Pay registration fee
 - vii. Completion of livescan background check at local law enforcement office
- 6) You will be provided with a certificate that states you have completed all requirements of WCU's Criteria C certificate program prior to graduation.
- 7) Once the board approves your application, you can put LCAS-A behind your name and start practicing. You will receive a certificate via mail which needs to be displayed where clients can see it.

Requirements for a Full LCAS License

1. Additional requirements to get fully licensed:
 - a) 2,000 Hours of supervised practice (1-year, post-Masters)
 - b) No additional education is needed this round. You will need CEU's after you become fully licensed – 40 every renewal
 - c) 3 references from current LCAS's or CADC's with a master's degree
 - d) Passage of the IC&RC AADC Exam
 - i. Below is the best study guide out there for this exam:
 1. [ICRC Advanced Alcohol and Drug Counselor Exam Study Guide](#)
 2. It is expensive but it is a good investment (cheaper than retaking the exam). It provides you with lots of educational interventions to use with clients after you have completed the test.
 - e) Continue supervision at a rate of 1 hour of supervision to 40 hours of work
 - i. Supervisor must be an LCAS and a CCS/CCS-I

Recommendations for Dually Licensed Clinicians

1. Find a supervisor who is both an LCSW with two years of experience **and** a CCS or CCS-I for ease in meeting your supervision requirements for both licensures. Some agencies may provide an LCSW for supervision and then have a SUD supervision group, this is acceptable.
2. Find CEU's that meet requirements for both licensures. You need 40 hours total to renew each license, but these can be the same 40 for both licensures. The NCASPPB has stricter requirements for their ceu's then the NCSWCLB does. Look for trainings that are credentialled by NCASPPB, NBCC, NAADAC.
 - a. For LCSW – You need 40 hours total, 4 of which need to be ethics
 - b. For LCAS – You need 40 total, of which 3 need to be ethics, 3 need to be HIV/AIDS/BBP, and 3 hours of education should be completed from one or more of the topics below: (i) Nicotine Dependence; (ii) Psychopathology; (iii) Evidence-Based Treatment Approaches; (iv) Substance Abuse Issues in Older Adults; and/or (v) Substance Abuse Issues Affecting Veterans.

Required Forms

Below is a list of forms that ASP students will need to complete during their Specialization Field/Internship Placement. The forms can be found on subsequent pages or downloaded from the ASP webpage.

1. Supervision Agreement (p.8-9): This will act as a guide for supervision and be signed by the student and assigned CCS/CSI Clinical Supervisor.
2. Supervision Log (p.10-11): This is to keep track of your supervision hours during the academic year.

3. Letter Template for CCS/CSI supervisor at field placement (p.12): This is the supervision template that your CCS Supervisor will complete at the end of the academic year to verify supervision hours.

Criteria C Supervised Practicum Contract

This is a contract for supervision. I agree to following expectations for the provision of supervision to (enter student name) _____.

I understand that the student listed above should receive 1 hour of clinical supervision weekly for the entirety of their 600 hours practicum.

During this process of supervision, I will address issues raised in the Domains listed below.

Domains:

1. Screening
2. Intake
3. Orientation
4. Assessment
5. Treatment Planning
6. Counseling
7. Case Management
8. Crisis Intervention
9. Client Education
10. Referral
11. Reports and Recordkeeping
12. Consultation with Other Professionals in Regard to Client Treatment

Along with these domains, I will also address ethical issues. I will review the Board's Code of Ethical Conduct with the supervisee and help him/her see the active role ethics must play in professional growth. Should the supervisee engage in unethical conduct, I accept my responsibility to report such activity to the designated Field Liaison of the student.

I will maintain a supervisory file documenting the supervisee's growth and development.

Each semester, I will provide the supervisee with a written evaluation summarizing their professional development and outline a plan to address areas identified as needing further growth.

- I recognize my responsibility to present the field liaison with an accurate representation of that student's readiness for completion of their field placement.
- You also must provide both the name and number of the credential that you possess which qualifies you to perform this supervision.

NCASPPB Supervisor Name: _____

NCASPPB Supervisor LCAS and CCS(I) Number: _____

Supervisor Agency: _____

Supervision Start Date: _____

Signature and Date: _____



Addiction Studies Program CCS/CSI Clinical Supervision Log

Student Name: _____

Field Practicum Agency: _____

Primary CCS/CSI Clinical Supervisor: _____

Instructions: Use this log to capture any CCS/CSI SUAS supervision you attend. A minimum of 30 hours of CCS/CSI supervision is required by graduation. Use additional pages as needed.

Supervision Sessions

Date	Duration	Student Signature	Supervisor Signature	Notes

Date	Duration	Student Signature	Supervisor Signature	Notes



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ASP Field Supervision Completion Form

This form validates the hours of CCS/CSI supervision you provided to the WCU Addiction Studies Program student. Upon completion of their Field Placement/Internship, please return the completed form to the student so that they can submit it with their closing paperwork.

On behalf of the Department of Social Work, we thank you for your service and support.

Aaron Plantenberg, MSW, LCSW, LCAS, CCS
Addiction Studies Program Coordinator
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Phone: (828) 227.2703

Complete the following:

Number of hours of CCS/CSI supervision (a minimum of 30 hours is required to complete the program): _____

Name of field practicum agency: _____

Name of supervisor: _____

CCS/CSI credential number: _____

Contact phone number for supervisor: _____

Signature of CCS/CSI supervisor: _____

Date: _____