

Indian Alcoholism Commission of California, Inc. [IACC]

PROCEDURES FOR APPLICATIONS REVIEW AND CERTIFICATION

Professional competence is the most important qualification for the Certified Substance Abuse Counselor. There are certain educational requirements, but these are limited largely to specialized professional training.

Testing for certification will be conducted according to IC&RC schedule. Applications must be submitted no later than two (2) months prior to scheduled testing dates.

Application must include the following:

- A portfolio containing information that verifies an applicant's qualification and the non-refundable fee.
- Statements from present and previous employers verifying longevity of employment. Specific dates and duties of employment must be submitted.
- Record of Practicum.
- Submit COPIES of college academic transcripts unopened.

Board Responsibilities:

- Administer written certification examination and process examination back to IC&RC for review.

- When the application portfolio with verification of employment, fees, letters of support, counselor evaluation forms, and official transcripts have been approved by the Board, the applicant will be notified of the time and place for the examination.

The Board will first review the written documentation submitted by each candidate for certification. Incomplete applications will delay testing approval to the next scheduled testing date. A written examination will be scheduled four (4) times each year, according to IC&RC guidelines, to assess the applicant's knowledge and competency. Upon completion of test processing through the IC&RC, the Board will review the results and recommend approval or denial of Certification. The applicant will be notified of the Board's decision immediately. If approved, a certificate will be awarded. If denied, the applicant may reapply for the next scheduled testing date.

The process of application and deliberations of the Certification Board are designed to determine whether the applicant meets the standards for a Certified Substance Abuse Counselor. That determination is the province and responsibility of the Certification Board and in making application, the applicant agrees to submit to the Board's procedures and to accept its determination.