

DIRECTIONS FOR COMPLETING THE PORTFOLIO

Helpful Information

TYPE OR PRINT USING BLACK INK ON ALL FORMS.

Complete the application process STEP BY STEP. Do one section at a time.

Photocopy blank forms before making entries.

Photocopy completed material before sending them to the Certification Board so that you will have a complete copy of your own portfolio. The Certification Board will not return completed applications, even if you are denied certification. (A photocopy of your application is available from the Board for a \$10.00 service fee).

Applications for certification will be reviewed when all the above materials have been received by the Certification office.

Do not send your application booklet until all sections are completed and signed where required.

NOTIFY THE CERTIFICATION BOARD OF ANY CHANGE OF MAILING ADDRESS.

Completing the portfolio REQUIRED PORTFOLIO FORMAT MUST BE FOLLOWED

1) Application for Licensure Sheet - pages 1-3

Complete the Application for Licensure. Attach a passport size photo and official birth certificate. Required portfolio format must be followed.

2) Clinical Supervisor Evaluation Forms - page 4

Fill in the upper half of the Supervisor Evaluation Form and give the form (pg 6- 9 & 17 -19) to the direct supervisor of your counseling for completion. Clinical Supervisor Evaluation Forms must be received from all facilities from which experience is submitted for credit.

3) Professional References - page 4

Fill in the upper half of the Professional Reference Form and give the form (pg.10 - 12) to three (3) individuals who know you professionally, not past or present supervisors, and can attest to your competency as an LCDP. These forms must be received by the Board in order to process your application.

4) Assurance & Release Forms - page 5

Complete form and sign where indicated

5) Professional Experience Resume - page 13

Complete the Professional Experience Resume. This resume measures the amount of experience you have with alcohol/drug/chemical dependency clients.

6) Experience Verification Form - page 14

Have your Executive Director complete this form documenting a cumulative amount of hours employed as a chemical dependency counselor.

7) A **formal** job description on facility letterhead must be submitted from the facilities verifying experience. Please note that an acceptable job description must state that you provided substance abuse counseling along with performing all the Core Functions listed on pages 17 - 19. **Applicants will not be given the opportunity to revise the job description they have submitted. If the RIBCCDP does not accept the submitted job description, the applicant will be denied application.**

8) Training & Education Forms - pages 15 - 16

Complete the Training and Education Resume. Document all Substance Abuse Specific Training on Table II A. and all Counselor Training in Knowledge/Skills on Table II B. Document appropriate clock hrs, title, date/place and sponsor of training. Any formal training event may fulfill these requirements. Examples of these are: in-service training, seminars, workshops, college courses and training programs. Quantity is measured in clock hours (i.e., sixty minutes = one hour.)

Convert credit hours to clock hours by using this formula:

-One (1) college or university semester hour credit is the equivalent of fifteen (15) clock hours.

-One (1) college or university quarter hour credit is equivalent of ten (10) clock hours.

-One (1) hour credit for each clock hour spent in workshops, etc.,

9) Attach copies of transcripts, certificates of completion, statements from your trainer, etc., as documentation that you completed training. Simple enrollment slips are not acceptable.

10) Clinical **Supervision Received - pages 17 - 19**

Complete the Supervision Received Form. Review the list of Core Functions and document supervised training in each of the four groups. Have your documented Clinical Supervisor sign and date form.

Requirements for Clinical Supervisors:

Clinical Supervisor credentials:

- 1) Licensed Chemical Dependency Clinical Supervisor (LCDCS), or;
- 2) Master's degree in Behavioral Sciences with two (2) years clinical experience and documentation of 120 clock hours Substance Abuse Specific training. Included in this 120 clock hours must be 30 hours chemical dependency clinical supervisor education which includes training in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
- 3) LCDP with 30 clock hours Clinical Supervisor training. This training must include education in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
- 4) Ph.D. in Behavioral Science or M.D. With documentation of two (2) years of specialization/experience in the Chemical Dependency field, or;
- 5) Recognized Clinical Supervisor (RCS)

This section is designed to address the onsite clinical training you have received in specific counselor functions. We are requesting that you record here the time actually spent discussing your work with a clinical supervisor. Individual, group or team supervisions all apply. Practicum time spent in individual or group on-site supervision may be applicable. Practicum time spent in group supervision in the classroom may be applicable. Actual time spent in performing the Core Functions is not applicable in this section. This work may be recorded in the "Professional Experience Resume." **LCDP level of counselor certification has a Supervision Received requirement of 300 clock hours with a minimum of 20 hours in each Core Function.**

- 11) Enclose your check for \$250.00 made payable to The Rhode Island Board for the Certification of Chemical Dependency Professionals (RIBCCDP) , and mail to 31 Smith Avenue, 3 Rear Greenville, RI 02828

12) Special **Accommodations- pages 20 - 22**

If special accommodations are needed, please complete forms and submit 60 days prior to written exam.

REQUIRED PORTFOLIO FORMAT

1. Licensure Application
2. Roster of Clinical Supervisor Evaluations
3. Roster of Professional References
4. Completed Assurance and Release
5. Completed Professional Experience Resume
6. Completed Executive Program Director Experience Verification Form.
7. Official Job Descriptions
8. Completed Table II. A - Substance Abuse Specific Training and Education Resume - number each training.
9. All copies of official transcripts or certificates of completion to correspond with complete and numbered Table II A - Substance Abuse Specific - Training and Education Resume.
10. Completed Table II. B - Counselor Training in Knowledge/Skill Base - Training and Education Resume - number each training.
11. All official transcripts or certificates of completion to correspond with complete and numbered Table II B - Counselor Training in Knowledge/Skill Base - Training and Education Resume.
12. Completed Clinical Supervision Received Forms

***PLEASE BE ADVISED - ALL PORTFOLIOS MUST BE SUBMITTED IN THIS FORMAT. IF THIS FORMAT IS NOT FOLLOWED, THE PORTFOLIO WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT.**

POLICIES FOR CERTIFICATION

- 1) Written exams for LCDP and LDCS certification will be given yearly in March, June, September and December.
- 2) Portfolio submission deadlines for LCDP & LDCS application will be 1/1 for March exam, 3/1 for June exam, 7/1 for September exam and 10/1 for the December exam. CEU's can begin to accrue after the date your portfolio was received. PCCDP applications are accepted anytime.
- 3) ***APPLICATIONS WILL BE OPEN FOR ONE (1) YEAR. IF ALL REQUIREMENTS ARE NOT MET WITHIN ONE (1) YEAR, THAT APPLICATION WILL EXPIRE AND THE APPLICANT WILL BE REQUIRED TO RESUBMIT A NEW PORTFOLIO & FEE TO GO THROUGH THE WHOLE PROCESS AGAIN.**
- 4) Applicants with incomplete portfolios who do not complete the process within one year after initial submission, must reapply.
- 5) Applicants who fail the written exam twice within one year, must reapply.
- 6) Applicants who submit a complete portfolio and get approved but do not sit for the next two written exams must reapply.
- 7) The date a portfolio is received will be recorded on that portfolio. Applicants can use all training after this date for credit towards recertification/requalification.
- 8) All applicants who apply for LCDP must sit for the oral exam within one year after successfully passing the written exam.
- 9) LCDP applicants that fail the oral exam twice within one year of eligibility must reapply.
- 10) Applicants that apply for certification must either live or work in Rhode Island 50% of their time.
- 11) Applicants must successfully pass the International Certification Examination to upgrade from CDP/CIT to LCDP.
- 12) **Requirements for Clinical Supervisors:**
 - Clinical Supervisor credentials:
 - 1) Licensed Chemical Dependency Clinical Supervisor (LCDCS), or;
 - 2) Master's degree in Behavioral Sciences with two (2) years clinical experience and documentation of 120 clock hours Substance Abuse Specific training. Included in this 120 clock hours must be 30 hours chemical dependency clinical supervisor education which includes training in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
 - 3) LCDP or LCDP II with 30 clock hours Clinical Supervisor training. This training must include education in the following Domains: Assessment/Evaluation, Counselor Development, Management/Administration, and Professional Responsibilities, or;
 - 4) Ph.D. in Behavioral Science or M.D. with documentation of two (2) years of specialization/experience in the Chemical Dependency field, or;
 - 5) Recognized Clinical Supervisor (RCS)
- 13) Late applications: Applications that are received 1-30 days pass the portfolio submission deadline must submit an additional \$50.00 late fee. Applications received more than 30 days pass the portfolio submission deadline will not be accepted.
- 14) A **formal** job description on facility letterhead must be submitted from the facilities verifying experience. Please note that an acceptable job description must state that you provided substance abuse counseling along with performing all the Core Functions listed on pages 29 - 30. **Applicants will not be given an opportunity to revise the job description they have submitted. If the RIBCCDP does not accept the submitted job description, the applicant will be denied application.**
- 15) Applicants who request the written examination be translated into their native language must pay all fees incurred. In addition, the applicant must choose an organization approved by the Board to provide this service.