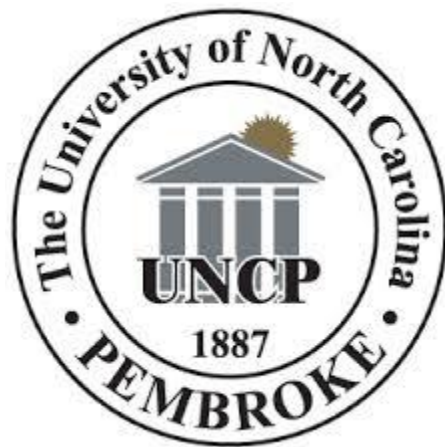


**GRADUATE CERTIFICATE IN ADDICTIONS
COUNSELING HANDBOOK**

2019-2020



**The University of North Carolina at Pembroke
College of Health Sciences
Department of Counseling**

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Graduate Certificate of Addictions Counseling Coordinator



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Graduate Certificate in Addictions Counseling

The aim of UNCP's Graduate Certificate in Addictions Counseling (GCAC) program is consistent with the mission and goals of UNCP and is focused on and committed to preparing students for addictions-related professional careers, leadership roles, and social advocacy in variety of community settings. The 12-credit hour addictions certificate program prepares addiction professionals to meet the increasing complex needs of individuals and families dealing with addictive use disorders. The curriculum includes coursework in areas of substance-related and addictive disorders, co-occurring disorders, methods and theories of addiction specific assessments and interventions, psychopharmacology and addiction, family impact of substance disorders, and current issues and special populations in addiction.

The program meets the substance abuse educational requirements specified by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) for the North Carolina Licensed Clinical Addictions Specialist (LCAS) credential. Students who are currently enrolled in UNCP's counseling program can also complete an addictions specific field placement experience to satisfy the practicum required for the LCAS licensure.

Admission Requirements

The GCAC is offered to currently enrolled UNCP students from qualifying degree programs, graduates of qualifying UNCP graduate degree programs, and applicants who hold or are enrolled in a master's degree in a relevant field from an accredited educational institution. Applications are accepted throughout the year.

Currently enrolled UNCP graduate students from qualifying degree programs must complete the [GCAC Student Application](#) and notify their advisor of their intentions to complete the GCAC. Student should then request that their academic advisors complete the [GCAC Advisor Approval Form](#).

Applicants who are not currently UNCP graduate students must apply through the [UNCP Graduate School](#). To be eligible for the GCAC program, applicants must meet the general requirements for admission to a GCAC program and submit official transcripts from all universities and colleges attended.

GCAC students who wish to withdraw from the GCAC program must notify their academic advisor and complete the [GCAC Withdrawal Form](#).

Program Requirements

To earn the GCAC, the student must successfully complete 12 credits of approved courses for the certificate program. GCAC students cannot earn less than a grade of a B- in CNS 5900 in order to progress to the other three courses and remain in the certificate program. Any student who earn less than a B- in CNS 5900 will be removed from the GCAC program.

For currently enrolled counseling students, the 12 credits will be applied to both the certificate and the counseling graduate degree (subject to approval of the Program Director). For students with a master's degree, the certificate is awarded when the student has completed all of the GCAC educational requirements. If the student is earning the certificate concurrently with a master's degree, the certificate is awarded when all the requirements of both the certificate and the degree have been met.

Required Courses

The GCAC offered at UNCP meets the educational requirement for licensure by the NCSAPPB as a LCAS. Students enrolled in the program must take all four of the addictions specific courses offered through the certificate program. The courses offered are:

CNS 5900: Issues in Addictions for Counselors [Prerequisite]

Offered in the Fall, Spring, & Summer.

The focus of this course will be on the assessment, diagnosis, prevention, and treatment of substance abuse related disorders and process addictions across the lifespan. Students will learn about the intersection of addictions issues with mental health issues from diagnostic and intervention perspectives. Current research and evidence-based practices in the treatment of addictions will be emphasized. The course will address ethical, legal, and cultural aspects of addictions counseling. Students will become familiar with practices, philosophies, and treatment modalities related to the field of addictions counseling. Students will develop an understanding of the impact of various addictions on all clinical and educational settings. Students must earn a grade of a B- or higher in this course to remain in the GCAC program.

CNS 5860: Contemporary Issues and Special Population in Addiction

Offered in Fall & Summer.

This course provides an overview of contemporary issues in addictions counseling and research. The course will also discuss about the unique problems and needs of special populations who have addiction issues.

CNS 5870: The Family and Addiction

Offered in the Spring & Summer.

This course will examine the impact of chemical and process addictions on the family system. Course work will focus on the integration of assessment, theory, and technique. Related sociocultural implications of assessment and treatment will be discussed.

CNS 5890: Diagnosis, Treatment, and Psychopharmacology in Addiction

Offered in the Fall & Spring.

The focus of this course is to examine the procedures for assessment and diagnosis of substance-related and addictive disorders. Students in this course will gain a basic understanding of addiction neurobiology, psychopathology, and psychopharmacology. Emphasis is placed on the role of the counselor as a member of a treatment team who helps facilitate client treatment compliance and monitors the efficacy of psychotropic treatment, while helping to integrate other non-pharmacological modalities. An overview of biopsychosocial case conceptualization, psychological tests and assessments, and treatment planning related to substance abuse and other addictions is provided.

Transfer Credits

In order to obtain the GCAC from UNCP, all required certificate courses must be taken at UNCP. If you are currently enrolled in or a graduate of UNCP's Clinical Mental Health Counseling program, we will accept all addictions courses you have taken at UNCP and apply them to the addictions certificate plan of study.

Addiction Specific Field Placement Policies & Procedures

The field placement experience is for currently enrolled UNCP Clinical Mental Health Counseling students only and is designed to meet the field placement experience required for the LCAS by NCSAPPB. The GCAC field placement experience allows for enhanced counseling skills development and exposure to professional and ethical practices specific to addictions counseling in a supervised setting. Currently enrolled students can satisfy this requirement through one (1) of the Clinical Mental Health Counseling program Internships. Currently enrolled counseling students must adhere to both the Counseling Department's Field Placement Manual and the GCAC Handbook.

Addiction Specific Field Placement Setting and Hours

The field placement experience is required to take place in a setting appropriate to the addictions certificate program of study and must be approved by the CMHC Field Placement Coordinator and the Addictions Certificate Coordinator. Field placement requirements are to be completed in North Carolina. Students work with the CMHC Field Placement Coordinator to obtain an appropriate field placement site one semester in advance of enrollment. Students may only have one field placement site at a time. Students should indicate on Form A-Field Placement Application that they are enrolled in the GCAC.

Students must complete a minimum of 300 clock hours at an field placement site that provides addiction treatment under the direct supervision of a Board approved Certified Clinical Supervisor (CCS). The counseling services provided must align with the [Twelve Core Functions](#) associated with addictions counseling.

Students may not begin accruing hours on site until they have submitted their liability insurance to their university supervisor. Students cannot accrue hours for practicum or internship between academic semesters. Hours accrued in one semester cannot be applied to a future semester.

Students can elect to complete the GCAC field placement experience over the course of one internship, two internships, or over their complete practicum and internship experience. However, it is generally recommended that all students select practicum and internship placement sites that expose them to a variety of client populations, issues, and settings.

Addiction Specific Supervision

In addition to satisfying the counseling department's field placement supervision requirements, CMHC GCAC students interested in applying for the LCAS are also required to receive

addiction specific supervision from a NCSAPPB approved supervisor. Students can receive this supervision at their site (if it is provided) or through addiction specific university supervision provided by the counseling department. Please note, it is the student's responsibility to ensure that their academic advisor, the Field Placement Coordinator, and the GCAC Coordinator are aware of their intentions to receive this addiction specific supervision.

Field placement site supervisors are required to meet with the university at least once during the semester and must provide midterm and final evaluations of the supervisee's professional performance at the site. These evaluations are considered part of the formal evaluation of student progress in the field placement course. The university instructor will also discuss student progress with the site supervisor throughout the semester as needed; either party may request additional in-person or telephone communication as needed.

The Board approved site supervisor or a licensed counselor who is qualified to provide supervision must be on-site while addiction certificate student interns are conducting counseling sessions. Addictions certificate student interns are not allowed to see clients if an eligible supervisor is not on-site. This includes providing counseling or coaching services offered through an on-call or afterhours phone. Students are not permitted to be an on-call counselor for their site while completing their field placement experience.

Students may not choose a site supervisor with whom they have familial ties, romantic relationships, or personal friendships. Failure to disclose this information could result in removal from the site, which could result in failure of the field placement course and dismissal from the program.

GCAC students completing the addictions specific field placement experience are required to abide by both the policies and procedures of the Clinical Mental Health Counseling Field Placement Manual and the GCAC handbook.

Liability Insurance

Liability insurance serves to financially protect counselors-in-training in the event a civil suit or licensure board matter arises during the field placement experiences. Without proper liability and risk management help, addressing legal and/or ethical matters can become costly and financially devastating.

Counseling students are required to secure professional liability insurance before beginning practicum. Liability insurance must be renewed annually and extend through the last day of the field placement experience. Proof of professional liability insurance is a required component of the field placement application. Placement will not be approved and students will not be allowed to enroll in the field placement course without documentation of professional liability insurance. Liability insurance should be obtained through a student membership in any of the following:

1. The American Counseling Association (ACA): www.counseling.org
2. The American School Counseling Association (ASCA): <https://www.schoolcounselor.org/>

3. The American Mental Health Counseling Association (AMHCA):
<http://www.amhca.org/?page=studentbenefits>
4. Licensed Professional Counselors Association of North Carolina:
<http://www.lpcanc.org/?page=MembershipBenefits>

Students wishing to purchase professional liability insurance through an organization other than ACA/ASCA/AMHCA must receive approval from the field placement instructor. The minimum coverage required for any insurance policy maintained by a student across field placements is \$1,000,000 per occurrence/\$3,000,000 aggregate. Liability coverage by an employer or site does not negate the professional liability policy requirement outlined here within.

Evaluation of Student Progress

Students are required to adhere to the ethical and legal implications outlined in both the CMHC Field Placement Manual and the GCAC handbook. Students are also required to comply with all requirements outlined in the syllabi for each of the required addictions certificate courses and field placement courses. Students enrolled in the GCAC program must adhere to UNCP's grading policy, the Counseling Department's grading policy, the course grading policy, and the Internship evaluation policy.

Ethical and Legal Conduct

The UNCP Department of Counseling and the GCAC strive to foster and facilitate ethical behavior of students engaged in field placement experiences. Students are expected to comply with the [American Counseling Association Code of Ethics](#) as well as the [North Carolina Substance Abuse Professional Practice Board Ethical Principles of Conduct for Substance Abuse Professionals](#). Students are also required to comply with the [UNCP Code of Conduct](#):

Nondiscrimination

Discrimination based on a person's status as a veteran or an individual with a disability, age, race, color, religion, sex, sexual orientation, gender identity, genetic information, or national origin is strictly prohibited by The University of North Carolina at Pembroke.

<https://www.uncp.edu/resources/title-ix-clery-compliance/non-discrimination-statement>

GCAC Forms

Graduate Certificate in Addictions Counseling forms can also be located on the [GCAC webpage](#).

GCAC Student Application

All currently enrolled graduate students from qualifying degree programs interested in the GCAC program must complete the [GCAC Student Application](#). Post-master's students should apply to the GCAC program through the [UNCP Graduate School](#).

GCAC Advisor Approval Form

Currently enrolled graduate students should request that their advisor complete the GCAC Advisor Approval Form, which is also on the Graduate Certificate in Addictions Counseling page.

https://uncp.co1.qualtrics.com/jfe/form/SV_24WUzVkGC5kbQG1

GCAC Withdrawal Form

In the event any student (currently enrolled and post-master's) wishes to no longer be enrolled in the GCAC program, the GCAC Withdrawal Form must be completed.

https://uncp.co1.qualtrics.com/jfe/form/SV_bJgS8owuQF59sPz