

Florida Certification Board
Documenting Education/Training Requirements

Addictions Credentials & the TAP 21

To earn certification in all of FCB's addiction related credentials, candidates must document a minimum number of hours of education and/or training in specified content areas. This document provides guidance on how to assign coursework, training events, conferences, seminars, or other eligible educational event to a particular content area.

Candidates must provide verifiable documentation that they have completed coursework, training, or participated in another eligible educational event directly related to the specified content areas. Each credential requires candidates to document a different number of hours of training. The following table identifies each content area and the minimum number of hours of training candidates must document as part of the Application Portfolio.

Content Area	CAS Hours	CAC Hours	CAP Hours
Application to Practice/Professional Readiness	40	60*	80
Client, Family, and Community Education	5	10	15
Clinical Evaluation	10	25	35 **
Counseling	20	30	50
Documentation	5	10	15
Professional and Ethical Responsibility	15	30	30
Referral	5	5	5
Service Coordination	5	5	5
Supervision	N/A	N/A	15
Treatment Planning	5	15	20
Understanding Addiction/Treatment Knowledge	40	60*	80

* If seeking reciprocity at the CAC level, applicants must document an additional 20 hours of training across these two topics.

** CAP applicants must document 20 hours in assessment and 15 hours in screening to total the 35 hour requirement.

Calculating Training Hours

- ✓ Training hours received through traditional training settings in which certificates of attendance are distributed are credited on an hour-for-hour basis, as documented on the certificate.
- ✓ Formal education credit hours claimed for training requirements are calculated as follows: 10 clock hours per quarter credit; 15 hours per semester credit.
- ✓ Credit hours for a single educational event can be divided up and allocated to multiple content areas.

Documenting Training Hours

- ✓ Candidates must request that their high school/college/university send an official transcript to the FCB.
- ✓ When claiming formal education credit hours for training requirements, candidates must provide a copy of the course syllabus or a course description, as published by the college or university.
- ✓ When claiming training events, seminars, or other eligible educational events for training requirements, candidates must provide a copy of a Certificate of Attendance, or similar documentation of participation. Documents must indicate the candidates first and last name, the provider, the date of the event, the number of credit hours awarded.

Florida Certification Board
Documenting Education/Training Requirements

Assigning Training to Content Areas

The training content areas consist of *practice dimensions* and *transdisciplinary foundations*. Each practice dimension focuses on a significant area of an addiction professional's job responsibility, such as conducting clinical evaluations or developing effective treatment plans. The transdisciplinary foundations refer to the professional body of knowledge and skill base that the addiction professional is expected to bring when performing tasks in each professional dimension.

When assigning a particular educational event to a specific content area, there are several guidelines that can provide clues. First, look at the title of the educational event. Titles often include key terms that let the reader know the general course content. When the title does not clearly indicate the session's content, the FCB reviews published documents such as course descriptions, syllabus, or other material.

The following chart identifies examples of course content that is eligible to satisfy training requirements in each of the required content areas. *Please note: these are examples only and do not indicate mandatory courses nor is it intended to be an exhaustive list of allowable topics.*

Required Content Areas: Transdisciplinary Foundations*

Application to Practice/Professional Readiness*	Understanding Addiction/Treatment Knowledge*
Care for the Caregiver	Disease of Addiction
Ethics and Ethical Decision-making	Dual or Triple Diagnoses (mental illness, HIV, mental retardation)
Individual, Group and Family Counseling Techniques	Etiology/Causation of Addiction
Laws Governing Privacy, Confidentiality and HIPAA	History of Addiction and/or Addiction Treatment
Management and Leadership Skills	Involvement and Treatment of Family in Recovery
Medication-Assisted Treatment	Models of Treatment
Models of Treatment	Other Substances and Behavioral Addictions
Observation and Communication Skills	Pharmacology
Rules and Regulations that Govern Full Continuum of Services and Referrals	Physical Aspects of Addiction, Brain Science
Special Population Needs/Cultural Competence	Relationship of Addiction to Health, Crime, and Other Social Problems
Supervision Techniques	Signs, Symptoms, Progression of Addiction
Understanding Research/Translating Research to Practice	Treatment Components
Wellness, Alternative Therapies, Nutrition	Types of Service Modalities (residential, outpatient, etc)
	Use of Support Groups

*all applicants are required to document a minimum of 4 hours of HIV/AIDS and 2 hours of Domestic Violence training. These six hours will be applied to the total number of hours required in the transdisciplinary foundations.

Florida Certification Board

Documenting Education/Training Requirements

Client, Family, and Community Education	Clinical Evaluation	Counseling
<p>Adult Learning Theory Anger Management Skills Changing Criminal Behavior / Criminal Thinking Errors / Offender Treatment Co-Dependency Cultural Diversity / Special Populations Domestic Violence Family Dynamics Group Facilitation/Styles of Presentation HIV / TB / Hepatitis C Life Skills Moral Development Theories of Counseling / Personality Toxicology Victim / Perpetrator Counseling</p>	<p>Abuse Reporting Addiction & Human Growth/Development Addictive Process Assessment Instruments, Procedures and Techniques Client Matching to Service Array Detoxification Domestic Violence DSM IV/Diagnosis Criteria / ASAM Dual Diagnosis / Co-Occurring Disorders Effects on Brain / Body HIV/Blood-borne Pathogens/Hepatitis/ STD/Universal Precautions Legal Issues Mental Status Other Substance & Behavioral Addictions – Gambling/Smoking/Food Pharmacology / Psychopharmacology Readiness and Motivation for Treatment Relapse / Relapse Prevention Risk Factors/ Risk Management Screening Instruments, Procedures and Techniques Signs / Symptoms / Stages Urinalysis and Other Biological Assessments</p>	<p>Brief Therapy / Therapy Dynamics Client Needs /Special Population Needs Counseling Theories /Techniques Crisis Intervention/ Verbal De-escalation Evidence-based Practices Individual / Group / Family Psychology / Developmental Psychology</p>

Florida Certification Board

Documenting Education/Training Requirements

Documentation	Professional and Ethical Responsibility	Referral
Clinical Documentation Discharge or Transfer Summaries Privacy & Confidentiality Progress Notes Psychosocial Summaries Referral Reports / Record Keeping / Records Management	Boundaries / Transference Computer Ethics Cultural Competence Ethical Decision Making / Code of Ethics Laws / Rules & Regulations Organizational Ethics Policy in Human Services Privacy / Confidentiality / HIPPA Relationships / Dual Relationships Sexual Misconduct	Communication Skills Community Resources/Services Confidentiality/HIPPA Continuum of Care/Placement EAP Group Process/ Facilitation Managed Care Systems Motivational Enhancement Referral Outcome/Evaluation Self-help Groups
Service Coordination	Supervision	Treatment Planning
Advocacy / Liaison Activities Case Management Communication Skills Consultation Orientation Special Population Needs	Administrative Skills Business/ Office Management Clinical Supervision Theories (licensed,CAP) Communication Skills Observation Skills Performance Reviews Professional Development	Care Coordination Chemotherapy for Addiction (Methadone) Correction-based Treatment/Policy/Theory Documentation Drug Court Policy / Theory Enhancing Client Choice/Client-Directed Care Patient Placement Criteria Special Population Needs Stages of Change Treatment Planning / Models of Treatment