



Kathleen Babineaux Blanco  
GOVERNOR



Frederick P. Cerise, M.D., M.P.H.  
SECRETARY

## Policy and Procedure

RE: ADRA Certified Clinical Supervisor Waiver

Effective: October 12, 2007

The ADRA awards and recognizes several specialty certifications. Certified Clinical Supervisor (CCS) is one of the ADRA specialty certifications. The CCS functions to mentor, and assist in the professional development of, those persons engaged in becoming addiction counselors who hold Counselor in Training (CIT) status with the ADRA. In order to maintain CIT status, a candidate **MUST** be supervised by a CCS.

In addition to other requirements found in the Practice Act and Rules, candidates for the CCS specialty certification must complete an ADRA approved course on Clinical Supervision and must successfully take the ADRA approved written examination.

The ADRA is cognizant of the fact that, at present, the availability of Certified Clinical Supervisors is not sufficient to meet the needs of everyone seeking to hold CIT status.

In order to foster workforce development, the ADRA is adopting the following policy regarding the issuance of a CCS Waiver to those credentialed professionals not holding the CCS specialty certification who, nonetheless, seek to supervise CIT's.

A. Those credentialed professionals who, with the exception of the course and examination, satisfy all CCS requirements of the Practice Act and Rules may apply for the CCS Waiver. The ADRA shall issue a CCS Waiver to each qualified applicant under the following conditions:

1. Any credentialed professional who wishes to supervise a CIT under the provisions of this policy must submit the CCS application. The application must be accompanied by the CCS fee and the Request for CCS Waiver and must verify and document compliance with all requirements of the Practice Act and Rules other than the CCS course and examination.
2. Any professional providing clinical supervision, whether as a CCS, or pursuant to this waiver, must maintain on file with the ADRA a current signed "CCS Code of Ethical Responsibility and Accountability".

**ADDICTIVE DISORDER REGULATORY AUTHORITY**  
628 NORTH FOURTH STREET • BATON ROUGE, LOUISIANA 70802  
PHONE #: 225/342-8941 • FAX #: 225/342-0441  
"AN EQUAL OPPORTUNITY EMPLOYER"

3. The applicant must be in good standing with the ADRA or, in the case of those persons not credentialed by the ADRA, with the appropriate state credentialing authority. "Good standing" shall mean that there are no complaints, investigations or actions pending with the ADRA or other appropriate credentialing authority. Those professionals not credentialed by the ADRA shall authorize the ADRA to obtain a full and complete disclosure from the appropriate credentialing authority. In addition, "good standing" shall mean that there are no pending criminal investigations or prosecutions.
4. By applying for the CCS Waiver, the applicant certifies that he or she will take all steps necessary to satisfy the CCS course and examination requirements.
5. The CCS Waiver shall be valid for a period of six (6) months from the date of issuance.
6. The CCS Waiver may be renewed, without the requirement of paying an additional fee, for an additional six (6) months for "good cause" and upon such conditions as the ADRA may deem appropriate or necessary. For purposes of this policy, "good cause" shall mean, at a minimum, that the applicant satisfied the course requirement and took all necessary steps to satisfy the examination requirement.
7. Under no circumstance will a CCS Waiver be renewed more than once. Persons providing supervision pursuant to the CCS Waiver for a period of one (1) year, who fail to satisfy both the course and examination requirements, will be ineligible to receive a CCS Waiver. In order to provide clinical supervision, such persons will be required to submit a new CCS application, together with the fee, and will be required to satisfy all requirements of the Practice Act and Rules.
8. The ADRA may revoke or suspend any waiver granted herein as it may deem necessary.
9. By requesting and accepting the CCS Waiver, the holder agrees to inform any CIT under his or her supervision of the existence and status of the waiver, including the date of expiration.
10. Any credentialed professional who received a waiver on or before October 12, 2006 must submit an application for a waiver as provided for by this policy and must document and verify having taken the required course in order to qualify for the CCS waiver.

The provisions of this policy do not change the requirements imposed by law and regulation for the granting of the Clinical Supervision specialty certification. This policy creates no rights to a CCS Waiver nor does such obligate the ADRA to renew any waiver granted.



Kathleen Babineaux Blanco  
GOVERNOR



Frederick P. Cerise, M.D., M.P.H.  
SECRETARY

## REQUEST FOR CCS WAIVER

I am submitting this request for a CCS Waiver under the provisions of the ADRA Certified Clinical Supervisor Waiver Policy. I understand that there are requirements imposed by law and regulation and that the waiver does not create any rights to the CCS specialty certification. I agree to inform any CIT under my supervision of the existence of this waiver and the date of its expiration. I agree to take all steps necessary to satisfy the course and examination requirements. I authorize the ADRA to contact any other credentialing authority from whom I hold a practice credential and I authorize that authority to disclose fully to the ADRA my status with that authority.

\_\_\_\_\_  
Name (Credential )

\_\_\_\_\_  
Date