

ADRA Guidelines for CIT and PSIT Supervision

These guidelines are meant to serve as **minimum** standards for the persons charged with the responsibility of supervising the clinical experiences and training of CIT's and PSIT's. There is, perhaps, no greater service to the public and to the profession than the opportunity to assist in the clinical development of addiction counselors and prevention professionals. For that reason, the ADRA takes seriously the discharge of the obligation and will hold supervisors accountable in adhering to these minimum standards. The ADRA may institute disciplinary proceedings for any failure to follow the guidelines. Disciplinary proceedings may include investigation by the ADRA and may result in the imposition of sanctions which could include the suspension or revocation of any practice credential, specialty certification or status issued by the ADRA.

Unless granted a waiver by the ADRA, all persons holding the status of CIT or PSIT shall be supervised. Supervision shall be provided by a Certified Clinical Supervisor. The ADRA may waive this requirement for good cause. In the event this requirement is waived, supervision shall be provided by an individual who, for a period of not less than two (2) years, has either held a practice credential issued by the ADRA or who has been a qualified mental health professional. CIT's shall be supervised by a person holding a treatment practice credential. PSIT's shall be supervised by a person holding a prevention practice credential.

A supervisor shall not supervise more than four (4) CIT's or PSIT's. The ADRA may waive this requirement for good cause.

A person holding the status of CIT or PSIT shall be actively engaged in the pursuit of a practice credential. Active pursuit of a practice credential means that the person holding the status is engaged in the training and/or education process in a manner that reasonably allows satisfaction of the requirements for the practice credential in the time allowed for the status.

The Supervisor and the candidate shall develop a supervision plan designed to timely satisfy the education and/or experience requirements for a practice credential. In addition, the plan shall set forth the goals for the current year. The plan shall be signed and dated by the supervisor and the candidate and be amended as needed. Any amendments shall be signed and dated by the supervisor and the candidate and designated as an amendment to the supervision plan. A copy of the supervision plan and any amendments shall be sent to the ADRA and shall become a part of the candidate's file. At the time that the status is renewed, the supervisor and the candidate shall review the supervision plan for the prior year and, if necessary to maintain active and timely pursuit of a practice credential, shall amend the plan accordingly. The amendment shall be attached to the status renewal form. The renewal form shall be signed by the candidate and the supervisor. The signature of the supervisor on the renewal application shall serve to certify to the ADRA that the candidate is actively engaging in the pursuit of a practice credential.

During the period of registration, the candidate shall:

1. Provide direct client care utilizing the core function and the knowledge skills and attitudes (KSA's) of substance abuse counseling **only under** the direct supervision of a Certified Clinical Supervisor, or a supervisor approved by the ADRA;
2. Not identify nor represent himself, to any third party, as a counselor or as a prevention professional or as a consultant to any substance abuse facility;
3. Notify the ADRA of any change in employment, residence, supervisor, recovery status, legal status (arrests/convictions) and/or intention to actively pursue a practice credential.

As an exception to the requirement of direct supervision, a candidate may perform counseling functions when the supervisor is on duty, or on-call, and available for immediate assistance, if needed, and when the candidate and supervisor have documented and verified to the satisfaction of the ADRA, the following:

1. The candidate has successfully completed a minimum of 40 hours of training (including at least 6 hours of ethics, and training in confidentiality, the 12 core functions and the knowledge, skills and attitudes (KSA's) of substance abuse counseling); and
2. The candidate has successfully completed a minimum of 120 hours of direct supervision with a minimum of 10 hours in each core function.

Any candidate, who chooses not to register as a counselor-in-training or prevention specialist-in-training, shall provide detailed documentation and verification of having satisfied the experience requirements for a practice credential. The ADRA may require that the candidate for the practice credential and the person or persons providing supervision appear personally at the offices of the ADRA, or such other location as may be convenient for the ADRA, to answer questions regarding the nature and substance of the supervision and the candidate's clinical experiences.

The requirement of supervision may be waived for any candidate who maintains full time status as a student at an accredited institution of higher education and pursues a degree which satisfies the degree requirements for a practice credential issued by the ADRA. The candidate must file a degree plan with the ADRA which indicates that he or she will, within the time allowed by the status of CIT or PSIT, complete the requirements for the degree. In order to renew the status, an official copy of the candidate's complete and current transcript(s) must be provided and must indicate that the candidate is in compliance with the degree plan on file with the ADRA. Any amendments to the degree plan shall be provided to the ADRA prior to the conclusion of the first semester in which the amendment to the degree plan is to be effective. The ADRA may refuse to grant the waiver, or may revoke the waiver at any time, when to do so is deemed to be in the best interest of the public or would enhance the candidate's preparation for or pursuit of a practice credential.

The waiver provided for herein shall not apply to the actual providing of direct client care. CIT's or PSIT's to whom this waiver has been granted, may engage in providing direct client care in the field of addictive disorders/substance abuse **only under** the direct supervision of a Certified Clinical Supervisor, or a supervisor approved by the ADRA. In those instances, all provisions of these guidelines pertinent to the supervision of CIT's and PSIT's shall apply, including but not limited to, the development and submission of the supervision plan.