

The following policies are current annual updates as of January 2005 and available for your information.

- **The ASACB neither registers nor certifies persons convicted of a sexual offense. Sexual offenses include, but are not limited to, any sexual offense that results in a felony conviction; any conviction, whether a felony or misdemeanor, any crime of violence involving involuntary sexual acts, incest, any conviction involving the sexual abuse of minors, or any offense that requires the perpetrator to be registered as a sexual offender under Arkansas or federal law.**
- **It is the responsibility of all Board-registered persons to keep the ASACB informed of a current address.**
- **The initial testing fee for all credentials is \$200.00.**
- **The re-testing fee for the written and oral examination is \$100.00.**
- **The 2<sup>nd</sup> criminal background clearance must be submitted with the testing packet.**
- **College and university coursework credits used for re-certification must be specifically related to addiction counseling. All courses/transcripts must be pre-approved prior to submission of re-certification hours.**
- **A counselor may request up to a 90-day (3 month) grace period for all credentials with an additional fee of \$50.00 per month.**
- **The ASACB Code of Ethics and Standards of Practice are based on the ACA Code of Ethics and Standards of Practice. The ACA Code of Ethics and Standards of Practice are reprinted with permission of the American Counseling Association. No further reproduction is authorized without express written permission from the American Counseling Association.**
- **Supervised Practicum- A practicum is defined as a formal systematic process that focuses on skill development and integration of knowledge. The 300-hour practicum includes ten (10) hours of face-to-face clinical supervision within each of the IC&RC/AODA performance domains which shall be documented by a Certified Clinical Supervisor (CCS), and completed within the immediate past five (5) years. Realizing that supervision may take place in a variety of settings and have many faces, the IC & RC/AODA, Inc. determined not to place limiting criteria on areas of supervision or qualifications of a supervisor. Supervision will be broadly defined as in the Center for Substance Abuse Treatment (CSAT)/Substance Abuse and Mental Health Services Administration's (SAMHSA) *Technical Assistance Publication (TAP)# 21*. TAP 21 defines supervision/clinical supervision as the administrative, clerical, and evaluative process of monitoring, assessing and enhancing counselor performance.**
- **All courses, transcripts and workshop contact hours (CEUs) must be pre-approved prior to submission of re-certification packets.**
- **College and university coursework credits used for re-certification must be specifically related to addiction counseling.**