



Certified Addiction Professional (CAP) Requirements and Application Process

The FCB is pleased to offer the Certified Addiction Professional (CAP) credential.

CAPs are skilled professionals who offer counseling and related services to individuals affected by mental health conditions. Those with the CAP credential have completed specified training, supervised work, professional endorsements, and exams (refer to Table 1). A bachelor's degree in a related field is required, along with proven skills and abilities in specific performance domains and their associated competencies.

CAP Performance Domains

- Assessment
- Person Centered Service/Recovery Planning
- Counseling
- Service Coordination
- Ethical and Professional Responsibilities

Individuals holding the CAP credential are recognized as Qualified Professionals as defined by Chapter 397, Substance Abuse, Florida Statutes. The CAP credential does not permit independent practice; CAPs are authorized to offer services in community mental health centers and licensed inpatient or outpatient mental health treatment settings. This document outlines CAP standards, requirements, application policies, and procedures. Additional policies can be found on the FCB website and in the FCB Candidate Guides.

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Table 1 Requirements Overview

Category	Requirement	Eligibility Standard
Criminal History	Pass a Level 2 employment background screening as specified by section 435.04 of the Florida Statutes.	The FCB does not perform these background checks; instead, it verifies the applicant's eligibility to work with the credential's target population through access to the state's Background Clearinghouse.
Formal Education	Bachelor's degree or higher in a related field*	Eligible diplomas must be issued by colleges or universities accredited by federally recognized accrediting bodies at the time of degree conferral. Official transcripts should be sent directly from the school to FCB.
Training	150-250 hours, depending on degree field	Eligible training must have occurred within the 5 years prior to the application. However, degree coursework does not expire.
Work Experience	2,000-4,000 hours, depending on degree field	Eligible work experience must have taken place within the 5 years prior to the application. The applicant's employer must document this experience and send it directly to FCB.
Supervision	100-150 hours, depending on degree field	Eligible supervision must (1) have occurred within the 5 years prior to the application and (2) not exceed 3 hours per week or 156 hours per year. The applicant's supervisor must document this supervision and send it directly to FCB.
Professional Recommendation	Three (3)	Eligible recommendations must come from individuals who know the applicant in a professional capacity and are not subordinates, relatives, or anyone who might have a conflict of interest.
Exam**	Passing score on the CAP multiple choice exam	Exams are administered throughout Florida. During the online registration process, the applicant must pay a \$35 proctor fee directly to the test site.

The credential is awarded upon achieving a passing score on the exam. To maintain certification, individuals must:

1. Adhere to the FCB Code of Ethical and Professional Conduct.
2. Complete 20 hours of continuing education annually.
3. Renew their credential each year by June 30th.

For more detailed information, please refer to Table 3: Credential Award and Maintenance Requirements.

*Degree fields related to the credential are categorized into two groups: (1) Counseling degree fields and (2) Behavioral Health degree fields. The requirements for training, experience, and supervision differ based on the applicant's specific degree field.

Counseling Degrees: Counseling, Psychology, Social Work, Behavioral Health

Behavioral Health Degrees: Child Development, Criminal Justice, Education, Child and Family Studies/Services, Guidance Counseling, Health Education/Health Sciences, Human Services, Nursing, Pharmacy/Pharmaceutical Sciences, Public Health/Community Health, Specialized Therapy (art, music, dance, equine, etc.), Sociology, Vocational/Occupational Counseling-Rehabilitation-Therapy

**The application portfolio, including formal education, training, work experience, and supervision, must be approved before applicants can register for the exam. This ensures that the exam is taken by individuals who have met the minimum requirements for the credential, as each exam item is designed for someone with this level of preparation. Allowing unqualified individuals to take the exam could compromise its integrity and performance.

The Application Process

Step 1: Creating and Accessing Your FCB Account

Before applying for the CAP credential, you must have an FCB online account. You can create or access your FCB account and find the CAP credential applications on the website flcertificationboard.org.

Step 2: Understanding the Credentialing Process

The process of applying for the CAP credential involves several steps:

Create or Access an FCB Account: You need an FCB account to access the CAP online applications.

Complete an Online Application: Start by filling out the online application to provide initial information about yourself; note that this does not constitute the complete application.

Upload Supporting Documents: Attach all required documents to your application.

Download and Distribute Required Forms: Obtain necessary forms from the FCB website and distribute them to the appropriate individuals who must complete and submit them on your behalf.

Monitor Your Email and FCB Account: Regularly check for emails from your assigned Certification Specialist and for automatically generated system emails. Log in to your FCB account frequently and respond promptly to any inquiries or required actions to move your application process forward.

After your account, online application, and supporting documents are approved by FCB, you will be eligible to take the CAP examination. Upon passing the exam, FCB will issue your CAP credential.

Step 3: Connecting with Your Certification Specialist

After you submit the online application and fee, a Certification Specialist will be assigned to you. This specialist will serve as your primary point of contact throughout the credentialing process.

You should receive an email from your assigned Certification Specialist within 30 business days after your application submission and approval. Email is the primary means of communication; make sure to regularly check your inbox for messages from your Certification Specialist and for automatically generated system emails. These emails will instruct you to log into your account, view updates, and perform any necessary actions.

If you need immediate assistance or prefer to speak directly, you may also call the office to speak with your Certification Specialist.

Timeframes

Certification Specialists will notify applicants of the results of the initial application review within 30 days of receiving a complete, paid application. The time needed to process an application varies based on the current workload and the quality of the supporting documents submitted. Applicants have up to 12 months from the date of application acceptance to obtain their credential, including passing any required exams. If needed, a continuation fee can be paid to extend the processing period by an additional 12 months.

CAP Requirements

Table 2 outlines the requirements for the Certified Addiction Professional (CAP). Please also consult Table 3 for the necessary supporting documentation requirements.

Table 2: CAP Requirements

Topic	Certified Addiction Professional (CAP) Requirements															
Background Screening	<p>Applicants are required to pass a Level 2 employment background screening as specified by section 435.04 of the Florida Statutes. The FCB does not perform these background checks; instead, it verifies the applicant’s eligibility to work with the credential’s target population through access to the state’s Background Clearinghouse. The Certification Specialist will guide the applicant on the necessary steps to take.</p>															
Formal Education	<p>Applicants are required to have at least a bachelor’s degree in a field related to counseling or behavioral health. These related fields are categorized into two types: Counseling degrees and Behavioral Health degrees. The specific requirements for training, experience, and supervision will vary based on the field of the applicant’s degree.</p> <p>Counseling Degrees: Counseling, Psychology, Social Work, Behavioral Health</p> <p>Behavioral Health Degrees: Child Development, Criminal Justice, Education, Child and Family Studies/Services, Guidance Counseling, Health Education/Health Sciences, Human Services, Nursing, Pharmacy/Pharmaceutical Sciences, Public Health/Community Health, Specialized Therapy (art, music, dance, equine, etc.), Sociology, Vocational/Occupational Counseling-Rehabilitation-Therapy</p> <p>Eligible diplomas must be issued by colleges or universities accredited by federally recognized accrediting bodies at the time of degree conferral. Official transcripts should be sent directly from the school to FCB.</p>															
Content Specific Training Examples of training topics are available online	<p>Applicants are required to complete and document content-specific training that took place within the five years prior to the application date. However, coursework from a degree does not expire. The required hours and topics of training depend on the applicant's degree field:</p> <ul style="list-style-type: none"> • Counseling Degrees: 150 hours • Behavioral Health Degrees: 250 hours <table border="1" data-bbox="397 1680 1526 1942"> <thead> <tr> <th data-bbox="397 1680 1161 1759">Training Topic</th> <th data-bbox="1161 1680 1323 1759">Counseling Degrees</th> <th data-bbox="1323 1680 1526 1759">Behavioral Health Degrees</th> </tr> </thead> <tbody> <tr> <td data-bbox="397 1759 1161 1806">Understanding Addiction/Treatment Knowledge</td> <td data-bbox="1161 1759 1323 1806">40</td> <td data-bbox="1323 1759 1526 1806">60</td> </tr> <tr> <td data-bbox="397 1806 1161 1852">Trauma-Informed Care</td> <td data-bbox="1161 1806 1323 1852">7</td> <td data-bbox="1323 1806 1526 1852">7</td> </tr> <tr> <td data-bbox="397 1852 1161 1898">Suicide Prevention/Intervention</td> <td data-bbox="1161 1852 1323 1898">7</td> <td data-bbox="1323 1852 1526 1898">7</td> </tr> <tr> <td data-bbox="397 1898 1161 1946">Crisis Management/Intervention</td> <td data-bbox="1161 1898 1323 1946">7</td> <td data-bbox="1323 1898 1526 1946">7</td> </tr> </tbody> </table>	Training Topic	Counseling Degrees	Behavioral Health Degrees	Understanding Addiction/Treatment Knowledge	40	60	Trauma-Informed Care	7	7	Suicide Prevention/Intervention	7	7	Crisis Management/Intervention	7	7
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Topic	Certified Addiction Professional (CAP) Requirements		
	Application to Practice/Professional Readiness	35	35
	Medication-Assisted Treatment/Harm Reduction	6	6
	Documentation	12	15
	Recovery Oriented Systems of Care/Person Centered Counseling	12	15
	Case Management/Care Coordination	12	15
	Professional Ethics/Ethics for Helping Professionals	6	6
	Clinical Evaluation	0	26
	Treatment Planning	0	15
	Counseling	0	30
	Total Training Hours	150	250
Related Work Experience	<p>Applicants are required to fulfill related work experience requirements. Eligible work experience must (1) have taken place within the five years prior to the application, and (2) be documented by current or former employers. The required hours of experience vary depending on the applicant's degree field, as detailed below:</p> <ul style="list-style-type: none"> • Counseling Degrees: 2,000 hours • Behavioral Health Degrees: 4,000 hours 		
Direct Supervision	<p>Applicants are required to meet specific direct supervision requirements. Eligible supervision must (1) have occurred within the five years prior to the application, (2) not exceed 3 hours per week or 156 hours per year, and (3) be documented by current or former supervisors. The required hours of supervision vary depending on the applicant's degree field, as outlined below:</p> <ul style="list-style-type: none"> • Counseling Degrees: 100 hours • Behavioral Health Degrees: 150 hours 		
Recommendations for Certification	<p>Applicants must submit three professional letters of recommendation for certification. These recommendations should be (1) written by individuals familiar with the applicant's work history and job performance, (2) completed using an FCB recommendation form, and (3) sent directly to the FCB on the applicant's behalf. Eligible recommenders must know the applicant in a professional capacity and should not be subordinates, relatives, or anyone else who might have a conflict of interest.</p>		
Exam	<p>Achieve a passing score on a 100-item multiple-choice exam. The exam blueprint, available online, details the performance domains and core competencies for the credential. It specifies the number of questions per domain and further breaks down the number of questions for</p>		

Topic	Certified Addiction Professional (CAP) Requirements
	each competency within those domains. Information on passing scores can also be found online.
Credential Award	<p>The credential is awarded upon achieving a passing score on the exam. To maintain certification, individuals must:</p> <ol style="list-style-type: none"> 1. Adhere to the FCB Code of Ethical and Professional Conduct. 2. Complete 20 hours of continuing education annually. 3. Renew their credential each year by June 30th. <p>For more detailed information, please refer to Table 3: Credential Award and Maintenance Requirements.</p>

Application Documents and Submission Protocols

Applicants are required to provide documentation for each credential requirement. While applicants directly submit some documents, others must be submitted to the FCB by third parties on the applicant's behalf. The necessary documents include:

1. An official transcript of a related bachelor's degree or higher.
3. Content-specific training certificates.
4. Verification of related work experience.
5. Verification of direct supervision.
6. Letters of recommendation for certification.

Supporting documentation must be attached to the mandatory FCB application forms. These forms are available online. The following forms are required for the CMHP application:

- CAP Training Verification Form
- CAP Work Experience Verification Form
- CAP Supervision Verification Form
- Recommendation for Certification Form

It's important to note that the FCB will not accept Level 2 background checks, verifications of work experience, direct supervision, or letters of recommendation if submitted by the applicant themselves. These must be provided by appropriate third parties directly to the FCB.

Table 3: Supporting Documents Requirements

Topic	Documentation Requirements
Formal Education	<p>Applicants are required to document their formal education in the online application by filling out the necessary data fields and uploading an unofficial copy of their transcript.</p> <p>Additionally, applicants must request that an official transcript be sent directly from the degree-issuing institution to the FCB. Only transcripts sent directly from the educational institution are considered valid.</p>
Content-Specific Training	<p>Applicants must document their content-specific training within the online application. They should complete the FCB Content Specific Training form, available online, and upload both the completed form and the training certificates for each event listed on the form to the online application.</p>
Related Work Experience	<p>Applicants are required to enter details of their work experience in the online application. They must provide their employers with the FCB Related Work Experience form, which is available online. Employers are then responsible for completing this form and submitting it to the FCB on the applicant's behalf, along with an attached position description for the role they are verifying.</p>
Direct Supervision	<p>Applicants must record details about their direct supervision and supervisors in the online application. They should provide their supervisors with the FCB Direct Supervision form, available online, to be filled out and submitted directly to the FCB on the applicant's behalf.</p>
Recommendations	<p>Applicants must list individuals who will provide recommendations for certification in the online application. They should give each reference an FCB Recommendation for Certification form, available online, to complete and submit directly to the FCB on the applicant's behalf.</p>

Table 4: Credential Award, Maintenance, and Renewal Requirements

Topic	Minimum Requirement
Credential Award	The CAP credential is issued for a one-year period. Since credentials are issued throughout the year, the initial expiration date may be slightly more or less than a full year from the issue date. After the first renewal, the credential will expire annually on June 30.
Ethical Conduct	Uphold the FCB Code of Ethical and Professional Conduct and comply with reporting, investigation, and disciplinary procedures.
Continuing Education	Twenty hours of continuing education are required each year and must be submitted to the FCB during the renewal period. The training must be relevant to at least one of the CAP performance domains. CE credits or hours must be non-repetitive, meaning the same course cannot be counted more than once during each credentialing period, even if it is taken annually.
Renewal	Timely renewal requires submitting an online renewal application, paying the renewal fee, and confirming compliance with continuing education requirements. The credential expires annually on June 30. A 30-day grace period is allowed for late payments, but any renewal submitted in July must include CE documentation. Credentials not renewed by August 1 will be placed on inactive status. To reactivate or reinstate an inactive credential, applicants must contact the FCB directly.

Fees

The fees associated with application, examination, and renewal are:

Fee Type	Fee Amount	Notes
Application	\$150	Provides 12 months of in-process status.
Exam	\$150	Due to FCB with each exam attempt; not paid until application is approved.
Proctoring	\$35	Due to the test site with each exam attempt; not paid until the exam registration process.
Annual Renewal	\$125	Annual fee, due before the credential expires. FCB will notice individuals 3 months prior to their expiration date.
Application Extension	\$150	Provides 12 additional months of in-process status.

Certification Application Process Checklist

Account & Application

- Create an online FCB account.
- Create an online CAP application.

Documentation

- Identify the highest level of education you have completed and upload a copy of your unofficial college transcript.
- Request that your college or university send an official transcript directly to the FCB on your behalf.
- Upload completed Training Verification Form(s) and supporting documentation to demonstrate compliance with the content-specific training requirements.
- Identify current and/or past employers who will verify your work experience. Download the Related Work Experience Verification Form, provide it to each employer, and have them complete and submit it to the FCB on your behalf.
- Identify current and/or past supervisors who will verify your direct supervision. Download the Direct Supervision Verification Form, provide it to each supervisor, and have them complete and submit it to the FCB on your behalf.
- Identify individuals who will submit a letter of recommendation in support of your CAP certification application. Download the Recommendation for Certification Form, provide it to each reference, and have them complete and submit it to the FCB on your behalf.

Fee Payment

- Pay the non-refundable application fee. This is the final step in the online application process. Applications that remain unpaid for 30 days will be automatically deleted, requiring the applicant to start the process over. The application will enter the work queue once the online payment is completed.

Monitor Email

- Within 30 days, you will receive an email from your assigned Certification Specialist with the status of your application, indicating whether the requirements are approved, pending, or denied.
- Continue to monitor your email for updates and information from your Certification Specialist. Applicants have 12 months to resolve any deficiencies and pass the exam.

Examination

- Receive approval to register for the examination.
- Follow exam pre-registration and registration procedures (directions are given after application approval).
- Take the examination.