

Certification Guidelines: Credential Standards and Requirements Table

Certified Addiction Professional (CAP)



*Define Yourself as a Professional
through Certification.*

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CAP STANDARDS & REQUIREMENTS TABLES

The purpose of this document is to provide detailed CAP credential specific information, including CAP standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process Credential Award](#)
- [Candidate Guide: Maintenance and Renewal Process](#)

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s [Code of Ethical and Professional Conduct and Disciplinary Procedures](#). All documents are posted online. Please contact the FCB at 850-222-6314 if you have any questions.

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CERTIFIED ADDICTION PROFESSIONAL (CAP)

The CAP designation is a professional substance abuse credential for those persons working in a licensed substance abuse disorder treatment program in Florida.

A CAP provides screening, clinical evaluation, intake, treatment planning, individual and group counseling, charting/documentation as appropriate, discharge planning, case management, consultation and referral to necessary resources, psychol-educational counseling, client/family/community education, and ongoing clinical assessment. For substance use only, a CAP can make diagnostic impressions/observations, as well as other mental, physical and social considerations. A CAP may not sign a Baker Act or Marchman Act Petition, may not offer counseling services as a private practitioner, and may not dispense or prescribe medications.

All CAPs have demonstrated competency through training, experience and clinical supervision in the performance domains of:

- Clinical Evaluation
- Treatment Planning
- Counseling
- Case Management and Referral
- Client, Family and Community Education
- Documentation
- Ethical and Professional Responsibilities

Individuals holding the CAP are recognized/hold the practice rights of a qualified professional as defined in Chapter 397, Florida Statutes.

RECIPROCITY

The Florida Certification Board is a member of the International Certification & Reciprocity Consortium (IC&RC). Professionals holding an eligible certification or license in another state may be able to transfer their credential. To transfer an ADC credential into Florida, please contact your licensing board to initiate the reciprocity process. The FCB will contact you once we receive the required paperwork from the IC&RC.

NOTE: The reciprocal credential for individuals transferring the ADC into Florida is the Certificated Addiction Counselor (CAC) credential. Applicant's seeking "qualified professional" status in Florida must upgrade to the CAP or MCAP credential. The FCB will review each individual's professional background against the CAP or MCAP standards when determining upgrade requirements.

APPLICATION PROCESS OVERVIEW

There are two distinct phases to earning the CAP credential

- Phase 1: Apply for, submit required supporting documentation and be approved to test for the credential. Please see the [CAP Standards and Eligibility Requirements](#) section and the [CAP Online Application Components and Submission Protocol](#) section of this document for additional details
- Phase 2: Once your application file has been approved, you will sit for the credential exam. Upon passing the exam, your certification will be issued. Please see the [Candidate Guide: Examination Process Credential Award](#) for additional details.

This document provides you with the program requirements and the process steps to apply for and hold the credential through the two-phase process.

ACCOUNT AND ONLINE APPLICATION REQUIREMENTS

There are several process steps involved in applying for certification.

To apply for the CAP credential, applicants are responsible to:

1. Establish an online account in the FCB online system. This is a one-time activity.
2. Create an online Certified Addiction Professional application for certification. This is the official application and payment pathway. However, there are additional forms and supporting documentation that must also be submitted to the FCB.
3. Download and complete the *Training Verification Form*. The completed form and supporting documentation can be uploaded to the online application or emailed to your Certification Specialist, once assigned.
4. Request an official transcript from the college or university. Transcripts or eTranscripts must be sent directly to the FCB. The FCB will not accept transcripts submitted by the applicant.
5. Download the *Work Experience Verification, On-the-Job Supervision Verification, and Professional Recommendation for Certification Forms*; complete Part 1 of each form; provide the form to the appropriate person(s) to complete and submit directly to the FCB on your behalf. **DO NOT** collect these forms back and submit them yourself. The FCB **WILL NOT** accept these forms or supporting documentation from an applicant.

The CAP application is considered to be successfully submitted when you have progressed through all screens and your fee has been processed. This will generate a system email notifying you that your application has been received and the initial review is underway.

Approximately 3-4 weeks later, you will receive a personal email of introduction from your assigned Certification Specialist, along with the results of the initial review of your application and supporting forms/documentation. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

All applicants have a maximum of 12-months to earn each credential, starting from the date the application and the certification fee are received by the FCB.

The length of time for an application to be approved depends on the timeliness and quality of the documents received by the FCB. We strongly recommend that you ensure you understand the certification process and create a plan to complete all steps before completing/submitting either of the online applications.

Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance.

CREATE AN ONLINE ACCOUNT

All applicants **MUST** first establish an online account with the FCB. Please go to our website at www.flcertificationboard.org and click on My Account to access the portal.

- If you have an account, simply login.
- If this is your first time working with the FCB, click on the My Account link to create a new account.
- If you have forgotten your login or password, please call the office. **DO NOT CREATE MULTIPLE ACCOUNTS.**

CREATE AN ONLINE APPLICATION FOR CERTIFICATION

Applicants will be required to complete an online application.

CAP Application: Once you have access to your online account, select the “Apply for New Certification” button and then select the **Certified Addiction Professional** application. See the [CAP Online Application Components and Submission Protocol](#) section of this document for additional details.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

- You can access the application for a maximum of 45 days. Applications not submitted within 45 days will be automatically deleted, including all data and attachments.
- Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. Please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

DOWNLOAD AND DISTRIBUTE/COMPLETE REQUIRED FORMS

All credential-specific requirements are documented on FCB forms. All forms are posted online, under Credentials at FCB’s website, www.flcertificationboard.org. All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax to (850) 222-6247.

US Mail: FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

Email: Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their Certification Specialist’s name and email address. In the absence of a specified person, FCB accepts email at admin_assist@flcertificationboard.org.

CAP STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<p><i>Please review the Candidate Guide: Application Process and the following CAP standards and eligibility requirements for application. For the most current application and exam fees, please see the Fee Schedule posted on FCB's website.</i></p>	
<p>Formal Education</p>	<p>Applicants must hold a minimum of a Bachelor's degree in a related field. Related fields are:</p> <p>Addiction Studies/Counseling; Art/Dance Therapy; Behavioral Healthcare; Child Development/Family Relations; Criminal Justice; Counseling/Guidance; Divinity/Religion/Theology (only with a concentration in counseling); Drama/Expressive Arts Therapy; Gerontology; Health Education; Health Sciences; Human Services; Marriage and Family Counseling; Medicine; Mental Health Counseling; Music Therapy; Nursing; Occupational Therapy; Pastoral Counseling; Pharmacy/Pharmaceutical Sciences; Psychology; Public Health; Recreational Therapy/Counseling; Social Work; Sociology; Vocational Counseling.</p> <p>Eligible degrees are issued by educational institutions holding United States Department of Education and/or the Council on Higher Education Accreditation (CHEA) recognized accreditation at the time of degree award.</p> <p>An official transcript must be submitted to the FCB by the degree-granting institution.</p> <p>If you believe you hold a related Bachelor's degree that is not listed, you may apply for a Degree Equivalency Review. The application is posted on FCB's website at www.flcertificationboard.org under Policy & Procedure.</p>
<p>Content Specific Training</p>	<p>350 total clock hours of training divided as follows:</p> <ol style="list-style-type: none"> 1. Clinical Evaluation: 35 hours 2. Treatment Planning: 30 hours 3. Counseling: 50 hours 4. Case Management and Referral: 15 hours 5. Client, Family and Community Education: 15 hours 6. Documentation: 15 hours 7. Ethical and Professional Responsibilities: 30 hours 8. Understanding Addiction/Treatment Knowledge: 80 hours 9. Application to Practice/Professional Readiness: 80 hours* <p>*Must include at least 4 hours of HIV-AIDS and 2 hours of Domestic Violence.</p> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 10 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Guidelines and Providers are listed online on FCB's website www.flcertificationboard.org under Education & Training.</p> <p>Recommended training topics for each domain are listed at the end of this document.</p> <p>Content specific training and supporting documentation is submitted to the FCB by the applicant. Applicants must complete (1) the FCB Training Verification Form and (2) attach approved supporting documentation for each entry listed on the Form.</p>

TOPIC	MINIMUM REQUIREMENT
Related Work Experience	<p>6,000 hours (approximately 3 years of full-time work) of addiction-specific, professional-level work experience. One year of full-time employment at 40-hours per week, equals 2,080 hours.</p> <p>Individuals applying for the CAP may use 1,000 hours of BHT related work experience toward the total work experience requirement.</p> <p>Work experience must be directly related to the core competencies of the credential and must have occurred within the last 5 years.</p> <p>Volunteer experience and non-clinical internships are not eligible for certification purposes.</p>
On-the-Job Supervision	<p>300 hours of on-the-job supervision in either an individual or group setting.</p> <p>Of the 300 hours, a minimum of 20 hours of supervision must be provided and documented in each of the following categories. The remaining 100 hours may be allocated across any category.</p> <ol style="list-style-type: none"> 1. Clinical Evaluation 2. Treatment Planning 3. Counseling 4. Case Management and Referral 5. Client, Family and Community Education 6. Documentation 7. Ethical and Professional Responsibilities <p>For certification purposes, the FCB benchmarks reasonable and achievable supervision at the rate of 3 hours per week/156 hours per year.</p> <p>Eligible clinical supervision can be individual, one-on-one supervision and/or observation of skills OR group supervision/case staffings.</p> <p>At least 50% of the hours of clinical supervision must be individual, one-on-one supervision and/or observation of skills. No more than 50% of the required hours of supervision may be in a group setting. Administrative on-the-job supervision will not be accepted for certification purposes.</p> <p>Supervision must be provided by a qualified supervisor. Qualified supervisors are:</p> <ul style="list-style-type: none"> • A physician or physician’s assistant licensed under Chapters 458 or 459, Florida Statutes • A professional licensed under Chapters 490 or 491, Florida Statutes • An Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, Florida Statutes • A Master’s Level Certified Addiction Professional (MCAP) • A Certified Addiction Professional (CAP) <p>Eligible on-the-job supervision occurred within the last 5 years.</p>
Recommendations	<p>Three (3) professional letters of recommendation for certification.</p>
<p><i>Please review the <u>Candidate Guide: Examination and Credential Award</u> and the following CAP exam requirements.</i></p>	
Exam	<p>Florida Certified Addiction Professional Exam (required)</p> <p>IC&RC ADC Exam (only required for those seeking international reciprocity.)</p>
<p><i>Please review the <u>Candidate Guide: Credential Maintenance and Renewal</u> and the following CAP requirements.</i></p>	
Continuing Education	<p>20 hours per year. Training content must be related to at least one of the CAP performance domains as indicated under Content Specific Training.</p>

TOPIC	MINIMUM REQUIREMENT
	Continuing Education (CE) credit hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course is taken annually).
Renewal	Annual, on June 30th of each calendar year.

ONLINE APPLICATION COMPONENTS & SUBMISSION PROTOCOL

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
Other Certification or Licensure	<p>Enter the requested information for any non-FCB certification or license you may hold.</p> <p>If you do not hold other credentials, select the “next” button.</p>	<p>No applicant-provided attachments are required. If you report another credential(s), please upload a copy of the credential.</p>
Formal Education/Degree	<p>Enter the requested information for the highest-level degree you hold.</p>	<p>Request an official transcript or eTranscript from your college or university. The FCB will only accept transcripts from the college or university. Transcripts provided by the applicant will be denied.</p>
Content Specific Training	<p>You are not required to enter any fields of data; you only upload mandatory files.</p>	<p>Upload a completed <i>Training Verification Form</i> and supporting documentation for each course/training event listed on the form.</p>
References	<p>You are required to identify at least one supervisor who provided you with On-the-Job Supervision for certification purposes.</p> <p>You are required to identify the three individuals who will submit recommendations for certification on your behalf. Three professional references are required.</p>	<p>There is not an option to upload documents to this section of the application.</p> <p>You must download the <i>On-the-Job Supervision Verification Form</i> and provide a copy to each supervisor for completion & submission to the FCB.</p> <p>You must download the <i>Professional Recommendation for Certification Form</i> from the FCB website and provide a copy to your references for completion & submission to the FCB.</p> <p>Note: Do not collect completed supervision or recommendation forms and submit them to the FCB yourself.</p>
Current Employer	<p>Enter the requested information for your current employer AND each additional employer you will contact to document the required work experience hours.</p>	<p>There are no applicant-provided attachments in this section.</p> <p>You must download the <i>Work Experience Verification Form</i> and provide a copy to each employer for completion & submission to the FCB.</p> <p>Note: Do not collect completed work verification forms and submit them to the FCB yourself.</p>
Assurance and Release	<p>Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.</p>	<p>There are no applicant-provided attachments in this section.</p>

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
<p>Final Review and Application Submission</p>	<p>Review all entered information. If any edits need to be made, make them at this time.</p> <p>Additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 45 days of starting the application, the system will delete the application, including all entered data and attachments.</p>	<p>There are no applicant-provided attachments in this section.</p> <p>When you submit your application, you will be taken to the fee payment screen.</p>
<p>Fee Payment</p>	<p>The certification fee is due at this time. The preferred method is to pay online by credit card.</p>	<p>Your application is not submitted until payment is made. See the Fee Schedule posted on FCB’s website for most current fees.</p> <p>Credit card payments made online are secure and have no additional fees. Payments may also be made by money order/check. Credit card payments made by phone will incur an additional \$5.00 convenience fee per transaction.</p> <p>All fees are non-refundable.</p>

HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

The following form is submitted by the applicant:

- Training Verification Form*

The following are submitted by those completing the form on behalf of the applicant:

- Work Experience Verification Form*
- On-the-Job Supervision Verification Form*
- Professional Recommendation for Certification Form*

Your assigned Certification Specialist will upload all hard copy documents to your online application. You will be able to track the status of each requirement from your online account.

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
Formal Education	Online Application: Report highest level degree(s).	Hard Copy Document: Official transcript or eTranscript must be provided to the FCB from the degree granting institution.
Work Experience Verification	Online Application: Report employer(s) who will submit verification documentation. Hard Copy Document: Provide each employer with a <i>Work Experience Verification Form</i>	Hard Copy Document: Employer completes and submits related work experience on the <i>Work Experience Verification Form</i> . Employers must attach a position description on agency letterhead specifying all related duties.
On-the-Job Supervision Verification	Online Application: Report supervisor(s) who will submit verification documentation. Hard Copy Document: Provide each supervisor with an <i>On-the-Job Supervision Verification Form</i> .	Hard Copy Document: Supervisor completes and submits <i>On-the-Job Supervision Verification Form</i> directly to the FCB.
Content Specific Training	Hard Copy Document: Complete <i>Training Verification Form</i> and collect copies of supporting documentation. Online Application: Upload all documents.	No documentation required from a non-applicant source.
Recommendation for Certification	Online Application: Report individuals who will submit a recommendation for certification. Hard Copy Document: Provide each individual with a <i>Professional Recommendation for Certification Form</i> .	Hard Copy Document: Individual providing the recommendation completes and submits the <i>Professional Recommendation for Certification Form</i> directly to the FCB.

All forms must be filled out electronically – handwritten forms will be denied.

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All hard copy documents and fee payments may be made to the FCB via mail, email or fax.

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Email: Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their Certification Specialist's name and email address. In the absence of a specified person, FCB accepts email at admin_assist@flcertificationboard.org.

FAX: 850-222-6247

CERTIFICATION PROCESS CHECKLIST

By submitting the CAP application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process and Credential Award](#)
- [Credential Specific Standards Table](#)
- [Code of Ethical and Professional Conduct and Disciplinary Procedures](#)

FCB System Registration and Application

- Online account created.
- Online application submitted.
 - Identify current or prior licenses/certifications, if held.
 - Identify highest level of education completed.
 - Request official transcript or eTranscript (have sent directly to FCB – we will not accept transcripts from the applicant).
 - Complete and upload the *Training Verification Form* and supporting documents.
 - Identify individuals who will submit *Professional Recommendation for Certification Forms*.
Download and distribute the required form to each individual for completion & submission.
 - Identify individuals who will submit *On-The-Job Supervision Verification Form(s)*. Download and distribute the required form to each individual for completion & submission.
 - Identify current and/or past employers who will submit *Work Experience Verification Form(s)*.
Download and distribute the required form to each individual for completion & submission.
- Fee payment made. All fees are non-refundable.

Exams

- Receive approval to register for the exam(s).
- Exam Fee Payment Made.
- Register for the exam(s).
- Take the exam(s).

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Clinical Evaluation (35 hours)	<ul style="list-style-type: none"> • Addiction & Human Growth/Development • Addictive Process • Assessment Instruments, Procedures and Techniques • Client Engagement • Client Matching to Service Array • Detoxification • DSM IV/Diagnosis Criteria / ASAM • Motivational Interviewing • Other Substance & Behavioral Addictions – Gambling/Smoking/Food • Readiness and Motivation for Treatment • Risk Factors/Risk Assessment/Risk Management • Screening Instruments, Procedures and Techniques • Screening/Assessment for Dual Diagnosis/Co-Occurring Disorders • Signs/Symptoms/Stages of SUD, Active Use and Withdrawal • Urinalysis and Other Biological Assessments
Treatment Planning (30 hours)	<ul style="list-style-type: none"> • Client Placement Criteria • Developing Individualized Treatment Plans • Drug Court/Correction-based Treatment/Policy/Theory • Enhancing Client Choice/Client-Directed Care • Evidence Based Practice (EBP) Treatment Protocols • Intake/Orientation to Treatment • Medication-assisted Treatment • On-going Assessment • Overcoming Barriers to Treatment Progress • Special Population Needs • Stages of Change and Treatment Goals/Interventions • Treatment Goals and Measuring Success • Treatment Planning/Models of Treatment
Counseling (50 hours)	<ul style="list-style-type: none"> • Client Progress Assessment and Response • Counseling Theories/Techniques • Developing a Therapeutic Alliance • Evidence-based Practices • Individual/Group/Family Counseling • Motivational Interviewing • Types of Treatment Programs/Levels of Treatment
Case Management and Referral (15 hours)	<ul style="list-style-type: none"> • Advocacy/Liaison Activities • Case Management • Community Resources/Services • Confidentiality/HIPPA Issues with Referrals • Consultation

DOMAIN	TOPICS
	<ul style="list-style-type: none"> • Continuum of Care/Placement • Making Referrals • Managed Care Systems • Referral Outcome/Evaluation • Self-help Groups • Service/Care Coordination/Collaboration • Special Population Needs
Client, Family and Community Education (15 hours)	<ul style="list-style-type: none"> • 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
Documentation (15 hours)	<ul style="list-style-type: none"> • Assessment, Treatment, Progress, Discharge or Transfer Summaries • Clinical Documentation • Electronic Health Records/Technology • Privacy & Confidentiality • Progress Notes • Psychosocial Summaries • Reports/Record Keeping/Records Management
Ethical and Professional Responsibilities (30 hours)	<ul style="list-style-type: none"> • 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

DOMAIN	TOPICS
Understanding Addiction/Treatment Knowledge (80 hours)	<ul style="list-style-type: none"> • Disease of Addiction • Dual or Triple Diagnoses (mental illness, HIV, mental retardation) • Etiology/Causation of Addiction • History of Addiction and/or Addiction Treatment • Involvement and Treatment of Family in Recovery • Models of Treatment • Other Substances and Behavioral Addictions • Pharmacology • Physical Aspects of Addiction, Brain Science • Relationship of Addiction to Health, Crime, and Other Social Problems • Signs, Symptoms, Progression of Addiction • Treatment Components • Types of Service Modalities (residential, outpatient, etc) • Use of Support Groups
Application to Practice/Professional Readiness (80 hours) *	<ul style="list-style-type: none"> • Care for the Caregiver • Crisis Intervention/Verbal De-escalation • Ethics and Ethical Decision-making • Individual, Group and Family Counseling Techniques • Laws Governing Privacy, Confidentiality and HIPAA • Management and Leadership Skills • Medication-Assisted Treatment • Models of Treatment • Observation and Communication Skills • Rules and Regulations that Govern Full Continuum of Services and Referrals • Special Population Needs/Cultural Competence • Supervision Techniques • Understanding Research/Translating Research to Practice • Wellness, Alternative Therapies, Nutrition

*** Must include 4 hours of HIV-AIDS and 2 hours of Domestic Violence training content.**