



Certified Addiction Professional (CAP) Application and Examination Requirements

Introduction

The Certified Addiction Professional (CAP) certification offered by the FCB is for professionals who provide direct, clinical counseling to persons affected by substance use. Applicants have documented experience demonstrating the clinical skills necessary to provide a full range of recovery-oriented, substance use clinical services, including but not limited to screening, assessment, intake, treatment/discharge/recovery planning, individual and group counseling, case management and referral to necessary resources, and psychoeducation.

Individuals holding the CAP are recognized as, and hold the practice rights of, a qualified professional as defined in Chapter 397, Florida Statutes. The CAP credential does not authorize independent practice.

This document provides details about the scope of the CAP credential, as well as the education, training, and work experiences required to take the CAP exam. It also provides information about the exam process and the credential award itself. **Please carefully review this document BEFORE applying for certification.**

Certified Addiction Professional (CAP) Credential

Certified Addiction Professionals (CAPs) have the knowledge and skills necessary to be a primary counselor and assures the public that the CAP is a trained professional who has met the standards required to provide clinical services ethically and according to quality standards. There are two certification pathways or tiers that are designated by academic degree. The education tier will determine training, work experience, and on-the-job supervision requirements specified by the FCB.

- The Tier 1 pathway is for applicants who hold a bachelor's degree in a specified counseling field. The additional requirements are streamlined to recognize the counseling-related course content in the designated bachelor's degree programs.
- The Tier 2 pathway is for applicants who hold a bachelor's degree in a health and human services field. Additional requirements must be met in full as the designated degree programs for this tier generally have less counseling-related course content.

The CAP performance domains are:

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

Application, Exam, and Certification Processes

Earning an FCB credential is a multi-step process that enables the FCB to validate the eligibility of applicants before allowing them to register for any certification exam. It is important to understand the sequence and steps of the certification process, as well as the individuals who will be involved.

All steps occur online from the FCB website at www.flcertificationobard.org.



E-application: The first step is to apply for the CAP, which requires:

- an online account
- an electronic application
- an application fee payment
- supporting documents submitted by the applicant
- supporting documents submitted directly to the FCB by others on your behalf



Examination: The second step is to register for the CAP exam, which requires:

- official approval from the FCB to register for the exam (sent via email)
- an electronic exam confidentiality agreement, testing month request, and exam fee payment
- an electronic exam registration & proctor fee payment



Certification: The CAP credential is issued within seven (7) business days of passing the exam. Applicants who do not pass the exam will receive directions about how to re-test.

Applicant Eligibility, Timelines, and Fees

CAP applicants must meet the requirements established for certification by the FCB. Applicants who provide documentation of these qualifications are approved to take the CAP exam. The CAP is awarded after passing the CAP exam.

Applicants have 12-months to earn the CAP credential, starting from the date the FCB receives the electronic application and certification fee. Within this time, the application must be approved, and the exam must be passed. Applicants who do not pass the exam may re-take it within this same 12-month period. After that, applicants can obtain a 12-month extension by paying a fee equal to the original application fee.

The timeframe to process an application depends on the timeliness and quality of the documents submitted in support of the CAP application. The persons involved in the processing of an application are the applicant, the individuals providing documentation and recommendations for the applicant, and the FCB Certification Specialist, who processes the application, supporting documents, and examination requirements, and issues the CAP credential.

The fees associated with CAP application, testing, and renewal are as follows:

Fee Type	Fee Amount	Notes
Application Fee	\$150	One-time fee. If CAP credential is not earned within 12 months of application, a 12-month extension can be obtained with an extension fee
Exam Fee	\$150	Fee is due with each exam attempt
Proctoring Fee	\$35	Fee is due with each exam attempt
Annual Renewal Fee	\$125	Fee is due every 12 months, on or before the CAP expiration date
Application Extension Fee	\$150	Fee is assessed for each 12-month application extension request

CAP Credential Requirements

All CAP applicants must meet formal education, content specific training, on-the-job supervision, related work experience, and recommendation requirements. All requirements must be complete within 5 years of application for the CAP, with the exception of required degree coursework, which does not expire. All work experience and supervision must occur after degree award. The FCB does not grant cross-over work or supervision experience for the CAP. The specific requirements under each topic area vary based on the applicant's degree. Applicants who believe their degree is a counseling or health and human services degree that is not listed above may contact the FCB to inquire about a degree equivalency review.

Tier I: bachelor's degree or higher in a counseling-related field. Tier I degrees are:

- Addiction Studies
- Addiction Counseling
- Counseling
- Psychology
- Social Work
- Behavioral Health

Tier II: bachelor's degree or higher in a health and human services field. Tier II degrees are:

- Child Development
- Criminal Justice
- Education
- Family Relations
- Guidance Counseling
- Health Education/Health Sciences
- Human Services
- Nursing
- Occupational Therapy
- Pharmacy/Pharmaceutical Sciences
- Public Health
- Recreational Therapy
- Sociology
- Vocational Counseling

The CAP requirements are presented in two tables: one for Tier I and one for Tier II.

Tier I COUNSELING Degree – CAP Requirements

Topic	Tier I Requirements	Applicant Actions and/or Notes
<p>Account, Electronic Application, and Application Fee</p>	<p>Personal FCB account</p> <p>\$150 payment</p>	<p>Applicants open an FCB account, create an e-application for certification, and pay the \$150 application fee.</p> <p><u>NOTE:</u> Applicants are assigned a dedicated Certification Specialist who processes their application, supporting documents, and examination requirements, and issues the CAP credential. This process must be completed within a 12-month period starting from the date the application fee was paid.</p>
<p>Formal Education</p> <p><i>Eligible degrees are issued by educational institutions accredited by the Federal Department of Education and/or Council on Higher Education Accreditation (CHEA).</i></p>	<p>Tier I bachelor’s degree or higher (see page 3)</p>	<p>Applicants enter their formal degree information into the electronic application.</p> <p>Applicants also contact their degree-granting institution and request an official transcript is provided directly to the FCB, either electronically or by U.S. mail.</p>
<p>Content-Specific Training</p> <p><i>Eligible training occurs within 5-years of application for the CAP (except for degree-related coursework, which has no time limit) AND was provided by an FCB approved education and training provider.</i></p> <p><i>Sample/recommended training topics within each domain are listed at the end of this document.</i></p>	<p>Tier I: 150 hours, allocated as follows:</p> <ul style="list-style-type: none"> • Understanding Addiction/Treatment Knowledge: 80 hours • Application to Practice/Professional Readiness: 25 hours – 6 hours must be specific to professional ethics • Documentation: 15 hours • Client/Family/ Community Education: 15 hours • Case Management: 15 hours 	<p>Applicants enter their content specific training information and upload supporting documentation into the electronic application.</p>

Tier I COUNSELING Degree – CAP Requirements

Topic	Tier I Requirements	Applicant Actions and/or Notes
<p>On-the-Job Supervision</p> <p><i>Eligible supervision occurs after the applicant's eligible degree was awarded AND within 5 years of application for the CAP.</i></p>	<p>100 hours of on-the-job supervision, delivered and documented by an FCB-approved qualified supervisor.</p> <ul style="list-style-type: none"> • At least 50 hours of supervision must have been individual, one-on-one supervision and/or observation of skills. • Administrative supervision is not eligible for certification purposes. 	<p>Applicants download the <i>CAP Supervision Verification Form</i> and send it to current and/or former qualified supervisors to complete and return directly to the FCB.</p> <p><u>NOTES:</u> Qualified supervisors are 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 Practice Registered Nurse (APRN) licensed under Part 1 of Chapter 464, Florida Statutes, a Masters-level Certified Addiction Professional (MCAP), or a Certified Addiction Professional (CAP).</p> <p>Eligible supervision meets the FCB benchmark for reasonable supervision at the rate of 3 hours per week/no more than 156 hours per year.</p> <p>Supervision hours submitted by the applicant are not eligible for application purposes.</p>
<p>Related Work Experience</p> <p><i>Eligible work experience occurs after the applicant's eligible degree was awarded AND within 5 years of application for the CAP.</i></p>	<p>2,000 hours of addiction-specific work experience.</p>	<p>Applicants download the <i>CAP Work Experience Verification Form</i> and send it to current and/or former employers to complete and return directly to the FCB.</p> <p>Work experience submitted by the applicant is not eligible for application purposes.</p>
<p>Recommendation for Certification</p>	<p>Three (3) professional letters of recommendation for certification.</p>	<p>Applicants download the <i>CAP Recommendation for Certification Form</i> and send it to three (3) recommenders to complete and return directly to the FCB.</p> <p>Recommendations submitted by the applicant are not eligible for application purposes.</p>

Tier I COUNSELING Degree – CAP Requirements		
Topic	Tier I Requirements	Applicant Actions and/or Notes
Exam Pre-Registration and Fee Payment	Agree to follow exam confidentiality policies, identify the requested testing month, and pay the FCB exam fee.	<p>Applicants receive an automatic email from the FCB database system when their application is approved.</p> <p>Applicants then login to their account, click on <i>Upgrade or Add to Your Application Information</i>, and click on the Exam Pre-Registration link, respond to all questions and pay the exam fee.</p> <p>DO NOT PAY THE EXAM FEE from “anytime pay” option online or the FCB will not be able to complete the exam registration processes.</p>
Complete Exam Registration and Pay Proctoring Fee	<p>Click on the link embedded in the FCB’s EXAM INSTRUCTIONS email.</p> <p>Select a test site, date, and time and pay the proctoring fee.</p> <p>The proctoring fee is routed directly to the test site and is not collected by FCB.</p>	<p>Applicants watch for an email from the FCB with EXAM INSTRUCTIONS in the subject line.</p> <p>Applicants click on the link in this email to complete the exam registration process.</p>
Exam	A passing score on the CAP exam.	Applicants arrive at their selected exam site and follow proctor directions to take the exam. The exam software will provide an unofficial score at the end of the exam; the score cannot be printed. An official score will be provided by the FCB within seven (7) days of the exam date. Official scores may increase, they will not decrease.
Retest	<p>Decide whether to request a re-test after failing the exam.</p> <p>If yes, contact your certification specialist for next steps.</p>	<p>Applicants who fail the exam may decide whether to take the exam again.</p> <p>NOTE: Applicants may re-test every 30 calendar days if they wish. Information about re-testing directions and fees can be obtained from their Certification Specialist.</p>

Tier II Health and Human Service Degree – CAP Requirements

Topic	Tier II Requirements	Applicant Actions and/or Notes
<p>Account, Electronic Application, and Application Fee</p>	<p>Personal FCB account</p> <p>\$150 payment</p>	<p>Applicants open an FCB account, create an e-application for certification, and pay the \$150 application fee.</p> <p><u>NOTE:</u> Applicants are assigned a dedicated Certification Specialist who processes their application, supporting documents, and examination requirements, and issues the CAP credential. This process must be completed within a 12-month period starting from the date the application fee was paid.</p>
<p>Formal Education</p> <p><i>Eligible degrees are issued by educational institutions accredited by the Federal Department of Education and/or Council on Higher Education Accreditation (CHEA).</i></p>	<p>Tier II bachelor’s degree or higher (see page 3)</p>	<p>Applicants enter their formal degree information into the electronic application.</p> <p>Applicants also contact their degree-granting institution and request an official transcript is provided directly to the FCB, either electronically or by U.S. mail.</p>
<p>Content-Specific Training</p> <p><i>Eligible training occurs within 5-years of application for the CAP (except for degree-related coursework, which has no time limit) AND was provided by an FCB approved education and training provider.</i></p>	<p>Tier II: 250 hours, allocated as follows:</p> <ul style="list-style-type: none"> • Understanding Addiction/Treatment Knowledge: 80 hours • Application to Practice/ Professional Readiness: 25 hours • Documentation: 15 hours • Client/Family/ Community Education: 15 hours • Case Management: 15 hours • Clinical Evaluation: 25 hours • Treatment Planning: 15 hours • Counseling: 30 hours • Ethical and Professional Responsibilities: 30 hours - 6 	<p>Applicants enter their content specific training information and upload supporting documentation into the electronic application.</p>

Tier II Health and Human Service Degree – CAP Requirements		
Topic	Tier II Requirements	Applicant Actions and/or Notes
<i>Sample/recommended training topics within each domain are listed at the end of this document.</i>	hours must be specific to professional ethics	
On-the-Job Supervision <i>Eligible supervision occurs after the applicant's eligible degree was awarded AND within 5 years of application for the CAP.</i>	150 hours of on-the-job supervision, delivered and documented by an FCB-approved qualified supervisor. <ul style="list-style-type: none"> At least 50 hours of supervision must have been individual, one-on-one supervision and/or observation of skills. Administrative supervision is not eligible for certification purposes. 	Applicants download the <i>CAP Supervision Verification Form</i> and send it to current and/or former qualified supervisors to complete and return directly to the FCB. <u>NOTES:</u> Qualified supervisors are 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 Practice Registered Nurse (APRN) licensed under Part 1 of Chapter 464, Florida Statutes, a Masters-level Certified Addiction Professional (MCAP), or a Certified Addiction Professional (CAP). Eligible supervision meets the FCB benchmark for reasonable supervision at the rate of 3 hours per week/no more than 156 hours per year. Supervision hours submitted by the applicant are not eligible for application purposes.
Related Work Experience <i>Eligible work experience occurs after the applicant's eligible degree was awarded AND within 5 years of application for the CAP.</i>	4,000 hours of addiction-specific work experience.	Applicants download the <i>CAP Work Experience Verification Form</i> and send it to current and/or former employers to complete and return directly to the FCB. Work experience submitted by the applicant is not eligible for application purposes.
Recommendation for Certification	Three (3) professional letters of recommendation for certification.	Applicants download the <i>CAP Recommendation for Certification Form</i> and send it to three (3)

Tier II Health and Human Service Degree – CAP Requirements		
Topic	Tier II Requirements	Applicant Actions and/or Notes
		<p>recommenders to complete and return directly to the FCB.</p> <p>Recommendations submitted by the applicant are not eligible for application purposes.</p>
Exam Pre-Registration and Fee Payment	Agree to follow exam confidentiality policies, identify the requested testing month, and pay the FCB exam fee.	<p>Applicants receive an automatic email from the FCB database system when their application is approved.</p> <p>Applicants then login to their account, click on <i>Upgrade or Add to Your Application Information</i>, and click on the Exam Pre-Registration link, respond to all questions and pay the exam fee.</p> <p>DO NOT PAY THE EXAM FEE from “anytime pay” option online or the FCB will not be able to complete the exam registration processes.</p>
Complete Exam Registration and Pay Proctoring Fee	<p>Click on the link embedded in the FCB’s EXAM INSTRUCTIONS email.</p> <p>Select a test site, date, and time and pay the proctoring fee.</p> <p>The proctoring fee is routed directly to the test site and is not collected by FCB.</p>	<p>Applicants watch for an email from the FCB with EXAM INSTRUCTIONS in the subject line.</p> <p>Applicants click on the link in this email to complete the exam registration process.</p>
Exam	A passing score on the CAP exam.	Applicants arrive at their selected exam site and follow proctor directions to take the exam. The exam software will provide an unofficial score at the end of the exam; the score cannot be printed. An official score will be provided by the FCB within seven (7) days of the exam date. Official scores may increase, they will not decrease.

Tier II Health and Human Service Degree – CAP Requirements

Topic	Tier II Requirements	Applicant Actions and/or Notes
Retest	Decide whether to request a re-test after failing the exam. If yes, contact your certification specialist for next steps.	Applicants who fail the exam may decide whether to take the exam again. NOTE: Applicants may re-test every 30 calendar days if they wish. Information about re-testing directions and fees can be obtained from their Certification Specialist.

Credential Award, Maintenance, and Renewal

The CAP credential is awarded within seven (7) business days after applicants pass the CAP exam. Generally, the CAP credential is issued for a one-year period. Because credentials renew on June 30th of the renewal year—versus one year from the date of award—the first expiration date will be pro-rated as described in the table below. After the first renewal, the credential will be issued for a one-year period, expiring on June 30th of each year.

One-Year Credentials – June Renewal		
Issue Date	First Expiration Date	Ongoing Expiration Date
July 1 st – March 31 st	June 30 th of the year following the current renewal period	June 30 th every year
April 1 st – June 30 th	June 30 th two years following the current renewal period	June 30 th every year

After earning the CAP credential, certificate holders must complete at least 20 continuing education (CE) credits every 12 months.

An electronic renewal application must be completed. The electronic renewal application includes a personal attestation that continuing education hours have been met and documentation is available in case of audit. The FCB will conduct an audit of CE credits the quarter after the renewal period closes to verify the certificate holder’s compliance with requirements. The FCB does not dictate CE content; credential holders are expected to ensure that their training is directly linked to one or more of the CAP competencies.

CAPs are subject to the FCB Code of Ethical and Professional Conduct. The FCB accepts and investigates allegations of misconduct by all FCB-certified professionals. Failure to follow the FCB Code of Ethical and Professional Conduct may result in disciplinary action.

Credentialing Checklist

- Online account opened and electronic CAP application and supporting documentation:
 - Formal education documentation uploaded into electronic application
 - Content Specific Training documentation uploaded into electronic application
 - CAP *Work Experience Verification Form* downloaded and provided to employers to submit to the FCB
 - CAP *Supervision Verification Form* downloaded and provided to employers to submit to the FCB
 - CAP *Recommendation for Certification Form* downloaded and provided to references to submit to the FCB
- Application fee paid
- Exam pre-registration information submitted and exam fee paid online
- Exam registration completed online (select exam site, date, time, and pay proctor fee)
- Exam taken
- Re-test requested, if desired

Once you earn your CAP, you should keep certain responsibilities in mind. CAP credential holders are expected to ...

- Comply with CAP continuing education requirements
- Follow the FCB Code of Ethical and Professional Conduct
- Renew the CAP prior to expiration

Sample CAP Training Topics by Domain

The goal of the content specific training requirement is to ensure that applicants have comprehensive training in all CAP performance domains. Do not repeat the same content/topic areas in multiple domains – when combined, documentation demonstrates comprehensive training in the knowledge and skills necessary to provide quality services.

DOMAIN	ELIGIBLE/SAMPLE TOPICS
Clinical Evaluation Tier I – waived Tier II – 25 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 DSM IV/Diagnosis Criteria /ASAM Criteria 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 Tier I – waived Tier II – 15 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 Tier I – waived Tier II – 30 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 Tier I – 15 hours	<ul style="list-style-type: none"> Advocacy/Liaison Activities Case Management Community Resources/Services Confidentiality/HIPPA Issues with Referrals

DOMAIN	ELIGIBLE/SAMPLE TOPICS
Tier II – 15 hours	<ul style="list-style-type: none"> • Consultation • 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 Tier I – 15 hours Tier II – 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 Tier I – 15 hours Tier II – 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 Tier I – waived Tier II – 30 hours	<ul style="list-style-type: none"> • Boundaries / Transference • Computer Ethics • Cultural Competence • Professional ethics • Ethical Decision Making / Code of Ethics • Laws / Rules & Regulations • Organizational Ethics • Policy in Human Services • Privacy / Confidentiality / HIPPA • Relationships / Dual Relationships • Sexual Misconduct

DOMAIN	ELIGIBLE/SAMPLE TOPICS
<p>Understanding Addiction/Treatment Knowledge</p> <p>Tier I – 80 hours</p> <p>Tier II – 80 hours</p>	<ul style="list-style-type: none"> • Brain Science and Addiction • Co-occurring conditions (mental illness, HIV, developmental disabilities, etc.) • Etiology/Causation of Addiction • History of Addiction and/or Addiction Treatment • Recovery-oriented Systems of Care (ROSC) • Involvement and Treatment of Family in Recovery • Models of Treatment • Evidence Based Programs and Practices • Pharmacology • Relationship of Addiction to Health, Crime, and Other Social Problems • Signs, Symptoms, Progression of Addiction • Treatment Components • Continuum of Care/Types of Service Modalities (residential, outpatient, etc) • Mutual Aid Groups and other Recovery Supports
<p>Application to Practice/Professional Readiness</p> <p>Tier I – 25 hours. Note: 6 of the 25 hours must be related to professional ethics</p> <p>Tier II – 25 hours</p>	<ul style="list-style-type: none"> • Crisis Intervention/Verbal De-escalation • Ethics and Ethical Decision-making • Individual, Group and Family Counseling Techniques • Trauma-informed Care • Laws Governing Privacy, Confidentiality and HIPAA • Management and Leadership Skills • Medication-Assisted Treatment • Models of Treatment • Observation and Communication Skills • Care Coordination • Special Population Needs/Cultural Competence • Supervision Techniques • Understanding Research/Translating Research to Practice • Wellness, Alternative Therapies, Nutrition • Self-care