



Master's Level Certified Addiction Professional Training Verification Form

DIRECTIONS

This form allows for documenting training hours as required for the MCAP credential. The applicant completes all required fields of data on the *Training Verification Form* and uploads the completed form and copies of supporting documentation to their online application prior to submitting.

All information must be TYPED. Handwritten forms will be denied.

If submitting by hard copy, please attach copies of the supporting documentation to the completed *Training Verification Form* and send as instructed below. Supporting documentation must be attached in the same order listed on the form.

Mail: Florida Certification Board
Attn: Certification Operations
1715 South Gadsden Street
Tallahassee FL 32301

Email: Certification Specialist's email or
admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: Training Verification (applicant name)

REQUIREMENT

MCAP Content Specific Training Requirement	<p>161 total clock hours of training divided as follows:</p> <ol style="list-style-type: none"> 1. Understanding Addiction: 45 hours 2. Treatment Knowledge: 45 hours 3. Application to Practice: 20 hours 4. Professional Readiness: 20 hours 5. Clinical Supervision: 16 hours 6. Electives: 15 hours
Supporting Documentation	<p>Training documentation must provide the following information: Applicant Name; Title of Course/Training/Educational Event; Event Sponsor/Provider; Delivery Date(s); and Number of Contact Hours.</p> <p>If training certificates do not include all required information, contact the training provider and request additional information on their official letterhead to submit as documentation. If using college coursework for training credit, you must provide a copy of your transcript as well as a copy of the course description.</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). Eligible Training Providers are listed on FCB's website at www.flcertificationboard.org under Education & Training.</p>

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Understanding Addiction (45 hours)	<ul style="list-style-type: none"> • Symptoms of substance use disorders that are similar to those of other medical and/or mental health conditions and how these disorders interact. • Medical and mental health conditions that most commonly exist with addiction/substance use disorders. • Fundamental concepts of pharmacological properties and effects of all psychoactive substances. • The continuum of drug use, such as initiation, intoxication, harmful use, abuse, dependence, withdrawal, craving, relapse, and recovery. • The effects of chronic substance use on clients, significant others, and communities within a social, political, cultural, and economic context. • The varying courses of addiction. • Current philosophy and best practices for recovery-oriented services. • The relationship between infectious diseases and substance use. • Basic concepts of social, political, economic, and cultural systems and their impact on drug-taking activity. • The history of licit and illicit drug use. • Risk and resiliency factors for substance use. • Statistical information regarding the incidence and prevalence of substance use disorders in the general population and major demographic groups. • Medication-assisted treatments for substance use. • Harm reduction. •
Treatment Knowledge (45 hours)	<ul style="list-style-type: none"> • Treatment models, such as but not limited to: pharmacotherapy, mutual help and self-help, behavioral self-control training, mental health, self-regulating community, psychotherapeutic, relapse prevention. • The philosophy, practices, policies, and outcomes of evidenced-based treatment models. • Alternative treatments for holistic care and practices. • Clinical evaluation methods (screening, assessment, treatment planning) • The role of family, social networks, and community systems as assets or obstacles in treatment and recovery services. • Methods for incorporating family and social dynamics in treatment and recovery processes. • The prevention and treatment of substance use disorders. • Roles and contributions of multiple disciplines to treatment efficacy, such as care coordination, case management, recovery supports, etc. • Resources to develop individualized treatment plans. • The strengths and limitations of available treatment settings and modalities. • How to access and make referrals to available treatment settings and modalities. • Current literature regarding medical and pharmacological interventions. • Telehealth practices.

DOMAIN	TOPICS
Application to Practice (20 hours)	<ul style="list-style-type: none"> • Established diagnostic criteria, including but not limited to current Diagnostic and Statistical Manual of Mental Disorders (DSM) standards and current International Classification of Diseases (ICD) standards. • Service models, such as trauma-informed care, culturally-responsive services, etc. • Strengths and limitations of various diagnostic and placement criteria. • Continuum of treatment services and activities. • Specialized treatment and support services for special populations (women, adolescents, older adults, veterans, developmentally disabled, etc.) • A variety of helping strategies, including but not limited to: evaluation methods and tools, stage-appropriate interventions, motivational interviewing, involvement of family and significant others, mutual-help and self-help programs, and brief interventions. • Strategies appropriate to the various stages of dependence, change, and recovery. • Various cultural norms, values, beliefs, and behaviors. • Cultural differences in verbal and nonverbal communication. • The features of crisis, which may include but are not limited to: family disruption, social and legal consequences, physical and psychological, panic states, and physical dysfunction. • Substance use screening and assessment methods. • Principles of crisis case management, post-traumatic stress characteristics, critical incident debriefing methods, and available resources for assistance in the management of crisis situations.
Professional Readiness (20 hours)	<ul style="list-style-type: none"> • Assessment and intervention methods that are appropriate to culture and gender. • Ethics and professional codes of conduct. • Self care, care for the caregiver, and compassion fatigue. • Appropriate use of supervision. • Environmental strategies and prevention campaigns. • Exceptions to confidentiality rules in crisis or dangerous situations. • Information and resources regarding racial and ethnic cultures, lifestyles, gender, and age as well as relevant needs of people with disabilities. • Crisis intervention and prevention. • The Americans with Disabilities Act and other legislation related to human, civil, and clients' rights. • The relationship between prevention and treatment. • The relationship between substance use and diverse cultures, values, and lifestyles. • The unique influence the client's culture, lifestyle, gender, and other relevant factors may have on behavior.
Clinical Supervision (16 hours)	<ul style="list-style-type: none"> • Supervision Skills/Best Practices • Clinical Supervision Theories and Practice
Electives (15 hours)	<ul style="list-style-type: none"> • Electives related to any of the above performance domains



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APPLICANT NAME: _____ EMAIL ADDRESS: _____

TRAINING TOPIC: TREATMENT KNOWLEDGE (2 OF 6)

Training Requirement: Minimum 45 hours of training in topics directly related to Treatment Knowledge.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



Master's Level Certified Addiction Professional for Licensed Professionals Training Verification Form

APPLICANT NAME: _____ EMAIL ADDRESS: _____

TRAINING TOPIC: APPLICATION TO PRACTICE (3 OF 6)

Training Requirement: Minimum 20 hours of training in topics directly related to Application to Practice.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



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APPLICANT NAME: _____ EMAIL ADDRESS: _____

TRAINING TOPIC: PROFESSIONAL READINESS (4 OF 6)

Training Requirement: Minimum 20 hours of training in topics directly related to Professional Readiness.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	

