

DUAL CERTIFICATION

California Alcohol & Drug Counselors

Certified Addiction Specialist (CAS) & Registered Addiction Specialist (RAS)

PROCEDURES & POLICIES MANUAL

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**American Academy of Health Care
Providers in the Addictive Disorders**
A Letter from the Executive Director

Dear California Alcohol and Drug Counselor:

On behalf of the Board of Directors of the American Academy, I am pleased to announce a **dual certification** for California alcohol and drug counselors, the Certified Addiction Specialist (CAS) certification offered by the American Academy of Health Care Providers in the Addictive Disorders and the Registered Addiction Specialist (RAS) offered by the Breining Institute.

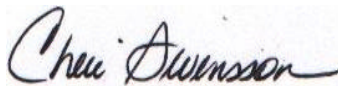
The American Academy was selected as one of ten agencies in California that would be recognized by the California Alcohol & Drug Program (CA ADP) for certification. The California regulations required these agencies to be accredited by the National Commission for Certifying Agencies (NCCA/NOCA). Although the Academy is continuing to work diligently through the accreditation process towards completion, it was unable to meet the CA ADP deadline of September 30, 2007.

As a result, all California non-licensed or non-certified alcohol and drug counselors providing counseling services in an AOD program and currently registered or certified by the Academy, in order to be in compliance, must re-register with one of nine approved agencies. The approved agencies and regulations affecting your current certification are posted at the CA ADP website: <http://www.adp.cahwnet.gov/lcb/lcbhome.shtml> .

The Breining Institute is one of the agencies approved by the California Alcohol & Drug Program. Registration and more information about the dual certification are available at the Breining Institute website: <http://www.breining.edu/AHCPandRAS.htmandras.htm> .

Thank you for your interest in providing high quality, credentialed services in the addictions field. We look forward to working with you towards receiving the Certified Addiction Specialist (CAS)/Registered Addiction Specialist (RAS) credential.

Best regards,



Cheri Swensson
Executive Director

**American Academy of Health Care
Providers in the Addictive Disorders
MISSION STATEMENT**

The American Academy of Health Care Providers in the Addictive Disorders:

- Establishes and fosters the highest standard of professional ethics and professional credentialing to ensure the competency of health care providers in the addictive disorders;
- Provides for the administration of examinations that assess the knowledge and skills underlying the performance of the tasks required by professional practice;
- Advances education, training and scientific research in the field of addictive disorders.

In addition to initial recognition, the American Academy provides a mechanism to recognize individuals who continue to demonstrate qualifications through adherence to standards of professional behavior and compliance with continuing education requirements.

STATEMENT OF NON-DISCRIMINATION

The American Academy is committed to adherence and compliance to all applicable laws as set forth and in regard to equal opportunities for all individuals in accordance with Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1991 (42 USC §1981, 2000e et seq), Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), the Age Discrimination Act of 1975, as amended (42 USC §6101 et seq), Title II of the Americans with Disabilities Act of 1990 (42 USC §12101 et seq), and Title IX of the Education Amendments of 1972. Neither the American Academy of Health Care Providers in the Addictive Disorders (AAHCPAD), nor the AAHCPAD officers or employees shall discriminate against applicants, registrants, members, employees or other professionals or individuals on the basis of sex, race, color, national origin, sexual orientation, economic condition, disability or age in the certification, membership, or registration process, or in its programs and activities.

In the event an individual submits, in writing, a report of a discriminatory act by the AAHCPAD or any of its officers or employees, receipt of the complaint will be addressed immediately by the AAHCPAD and every avenue will be considered and investigated to ensure a fair and lawful determination. If, after thorough investigation, it is determined that such unlawful act has occurred, swift and remedial action will be taken in accordance with the severity of the offense without retaliation on the part of the AAHCPAD Board of Directors or its employees.

CAS/RAS DUAL CERTIFICATION

To qualify for the internationally recognized CAS credential, applicants must have supervised clinical experience and specialized training, and they must demonstrate a critical understanding of the central tenets of addictions treatment. Applicants must complete a two-phase certification process; the CAS Application Phase and the RAS Examination Phase.

Prior to applying to the Academy, interested applicants should review the following **Minimum Eligibility Requirements**:

Professionals with advanced or graduate degrees must have:

1. A master's or doctorate degree from an accredited health care training program;
2. Three years (6,000 hours) of post-graduate, supervised full-time experience providing direct health care services to those identified with an addictive disorder. Pre-doctoral or pre-masters internships at an approved site may be applied towards one year of clinical supervision;
3. A portfolio of clinical training with a minimum of 120 hours of clinical training in basic counseling skills including assessment, interviewing and diagnosis, **and** a minimum of 60 hours of current training in alcohol and 60 hours of current training in other drugs.
4. Specializations in sexual addiction, eating disorders and gambling addiction are available. Please contact the Academy for information;
5. Three professional recommendations; at least one referent must be a supervisor who is personally familiar with the applicant's work and can document his or her health care experience; and
6. A completed application with the non-refundable \$50 application fee.

Professionals with other degrees or without a degree must have:

1. A high school diploma or equivalent;
2. Five years (10,000 hours) of full-time supervised experience providing direct health care services to those identified with an addictive disorder;
3. A portfolio of clinical training with a minimum of 120 hours of clinical training in basic counseling skills including assessment, interviewing, and diagnosis, **and** a minimum of 60 hours of current training in alcohol + 60 hours of current training in other drugs.
4. Specializations in sexual addiction, eating disorders and gambling addiction are available. Please contact the Academy for information;
5. Three professional recommendations; at least one referent must be a supervisor who is personally familiar with the applicant's work and can document his or her health care experience; and
6. A completed application with the non-refundable \$50 application fee.

Continual changes in the field of addictions requires CAS's to be committed to lifelong learning by maintaining an awareness of research findings, changes in treatment techniques and therapeutic approaches. The Academy's 20-hour continuing education annual requirement is designed to ensure that CAS's are well-informed about contemporary addictions research and treatment information.

CHECKLIST FOR SUBMITTING APPLICATION

- _____ Review the **Minimum Eligibility Requirements** before completing the application form.
- _____ Complete the forms with all requested information.
- _____ Forms must be typewritten or clearly printed, in ink. Illegible applications will be returned. If additional forms are necessary, you may copy any original contained in this packet.
- _____ Applicant's resume/ curriculum vitae.
- _____ Submit copies of all diplomas, licenses, and certifications.
- _____ Include documentation stating that a minimum of 120 hours of training in basic counseling skills, including assessment, interviewing, and diagnosis has been completed.
- _____ Documentation of a minimum of 60 hours of current clinical training in alcohol + 60 hours of current clinical training in other drugs.
- _____ Applicant must submit a minimum of three recommendations from professionals who are familiar with the applicant's clinical work. At least one professional referent must be a direct clinical supervisor and be able to document the required amount of clinical experience as detailed in the Minimum Eligibility Requirements.
- _____ Applicants must provide referents with a self-addressed stamped envelope for returning their completed Clinical Supervisor Recommendation Form. After completing the form, notarizing, and sealing it in the envelope provided, referents must sign their name across the seal and return it to the applicant.
- _____ Clinical Supervisor Recommendation Forms must be notarized, document the required amount of clinical experience, and include a copy of the supervisor's resume, curriculum vitae, or letter outlining his/her training and experience specifically in the treatment of addictive disorders. This is to determine that the supervision was provided by a qualified clinician with appropriate clinical expertise.
- _____ Submit the sealed envelopes containing Clinical Supervision Recommendation forms, the signed & notarized application, complete portfolio, and fee. Incomplete applications will be returned.
- _____ Include a check or money order for the \$50 application fee made payable to the American Academy. The application fee is non-refundable. Applications will not be accepted without payment of the application fee. Incomplete applications/portfolios requiring additional review will be subject to a \$25 fee per review.

The Academy will notify the applicant of acceptance status within six weeks of receiving the application.

APPLICATION REVIEW PROCESS

Upon receipt of the application, the Academy will review all documentation submitted by the applicant. If the application is complete in content and meets the requirements of the Academy, the applicant will be notified by mail. If an application is not complete, the Academy may choose to request in writing that the applicant provide missing information resulting in an additional review. Additional fees may apply.

In the event the application and portfolio do not meet the criteria, they will be returned to the applicant by mail with a detailed explanation of deficiencies. The application fee is non-refundable. Re-application is encouraged and will be considered a new submission requiring a non-refundable application fee.

CERTIFICATION EXAMINATION PROCESS - CALIFORNIA

The American Academy has elected to enter into an agreement with the Breining Institute (Breining) for use of Breining's Registered Addiction Specialist (RAS) examination. The Academy has determined that the use of the RAS exam is compatible with the purpose, standards, and objectives of the Academy's CAS certification. The American Academy acknowledges the high quality of the procedure used to develop, maintain, and administer the RAS exam. The Academy recognizes the research-based process for development of the exam has resulted in an assessment instrument for which applicants have adequate instruction for exam preparation.

The American Academy's continuing commitment is to establish and maintain eligibility requirements and application procedures that reflect and foster the highest standards of professional ethics and professional credentialing to ensure the competency of health care providers in the addictive disorders.

Examination Development and Standard Setting Procedures

Test items selected on the national certification examination are developed by the Breining Institute RAS Examination Review Board. Board members are Registered Addiction Specialists practicing in a variety of settings. Items are edited extensively and reviewed to confirm the accuracy of the item in the current literature.

A statistical analysis of the results for each item is performed following the administration of each examination. Items performing poorly or answered incorrectly by a substantial portion of exam participants are flagged for review by the Examination Review Board. The Board also reviews any items that were substantively critiqued by exam participants. If the Board determines that an item is defective; for example, ambiguous wording, more than one correct answer, the item may be deleted from final scoring, or more than one answer may be counted as correct.

Scoring

Each item on the examination is worth one point. A score is based only on the total number of correct answers selected. Each test item should be answered as there is

no penalty for choosing an incorrect response; however, only one response per item should be chosen. If more than one response is selected, the item will be scored as incorrect. Pretest items, which do not count toward the official scoring, may be scattered throughout the examination and are intended to accelerate the scoring process to provide earlier exam results to participants. The pass/fail standard is determined on the entire examination. Although there are several content areas within the exam, these content areas are not independent measures and, therefore, a participant who is retaking the RAS examination will be required to retake a complete, alternate form of the examination.

SCHEDULING THE EXAM

Academy applicants who have successfully completed the CAS application process will receive an Examination Admission letter from the Academy verifying that they are eligible to take the Academy/RAS exam. Upon receiving this letter, the applicant may contact the Breining Institute, <http://www.breining.edu>, to schedule the examination. Prior to scheduling, Breining will require the Examination Admission letter and completion of the Breining examination application.

The examination is administered by Applied Measurement Professionals, Inc. (AMP), available at AMP test centers Monday-Friday, 9 AM and 1:30 PM. When the Academy applicant receives notification by Breining that the examination application has been processed, it is the applicant's responsibility to schedule the exam appointment. Online scheduling is available. More detailed scheduling information will be provided once the examination applicant has been approved by Breining.

An applicant needing to reschedule the exam is allowed one time to do so at no charge and must contact the AMP testing center at least four (4) business days in advance of the scheduled exam. The RAS Certification Handbook policy for inclement weather, power failure, or an emergency is:

“In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to an Assessment Center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 913/495-4418 (24 hours a day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

Candidates are responsible for their own transportation, lodging and other expenses associated with taking the examination.”

EXAMINATION CONTENT

The following examination description is from the RAS Certification Handbook:

The RAS Examination is a multiple-choice examination. There is no oral examination, and there are no open-ended questions on the written exam. The Examination was developed to objectively measure the knowledge and practical skills required of professionals working in the field of addictions. The examination questions are based upon counselor competency standards identified by national industry experts, including those established by the National Institute on Alcohol Abuse and Alcoholism – *Development of Model Professional Standards for Counselor Credentialing* (1984), Birch and Davis, Inc. – known as the “Birch & Davis” study; by the International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse (“ICRC”) study and the 1991 publication of the *Twelve Core Functions of Alcohol and Other Drug Abuse Counselors*; and by the US Department of Health and Human Services, which published – within its Technical Assistance Publication Series, No. 21 (1998) – the *Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice* (known as the “TAP 21” competencies). More specifically, the Examination includes coverage of the following:

- The curriculum contained in the *TAP 21* counseling competencies study;
- Provision of services to special populations such as aging individuals, individuals with co-occurring disorders, individuals with post traumatic stress disorder; individuals with disabilities, diverse populations, individuals with cultural differences, individuals on probation/ parole, etc.;
- Ethics;
- Communicable diseases including tuberculosis, HIV disease and Hepatitis C;
- Prevention of sexual harassment.

(These topics satisfy those required by the California counselor certification law, Cal. Code of Regs., Title 9, Sections 13000, *et seq.*)

Examination Format

The coverage of the topics indicated above is tested within a 100-question multiple choice examination. Examination items are presented in a random order and are not grouped according to content area. This structure resembles a clinical practice in which the addiction professional encounters a variety of client issues throughout the day. Each question contains either three or four options from which the candidate must choose the best response. The exam has a two hour time limit. The time begins when the candidate starts the actual exam, and ends two hours later, whether or not a restroom break is taken.

Outline of the Examination

The Registered Addiction Specialist 100-question multiple-choice examination will test on following areas - Understanding Addiction (20 items); Treatment Knowledge and Application to Practice (40 items); Professional Readiness (20 items); and Professional Practice Dimensions (20 items) – as more fully described below:

Understanding Addiction: Understanding a variety of models and theories of addiction and other problems related to substance use; recognizing the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments; understanding the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others; and recognizing the potential for substance use disorders to mimic a variety of medical and psychological disorders and the potential for medical and psychological disorders to co-exist with addiction and substance abuse.

Treatment Knowledge: Understanding the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems; recognizing the importance of family, social networks, and community systems in the treatment and recovery process; understanding the importance of research and outcome data and their application in clinical practice; and understanding the value of an interdisciplinary approach to addiction treatment.

Application to Practice: Understanding the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care; understanding a variety of helping strategies for reducing the negative effects of substance use, abuse, and dependence; tailoring helping strategies and treatment modalities to the client's stage of dependence, change, or recovery; providing treatment services appropriate to the personal and cultural identity and language of the client; adapting practice to the range of treatment settings and modalities; familiarity with medical and pharmacological resources in the treatment of substance use disorders; understanding the variety of insurance and health maintenance options available and the importance of helping clients access those benefits; recognizing that crisis may indicate an underlying substance use disorder and may be a window of opportunity for change; and understanding the need for and the use of methods for measuring treatment outcome.

Professional Readiness: Understanding diverse cultures and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice; understanding the importance of self awareness in one's personal, professional, and cultural life; understanding the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship; understanding the importance of ongoing supervision and continuing education in the delivery of client services; understanding the obligation of the addiction professional to participate in prevention as well as treatment; and understanding and applying setting-specific policies and procedures for handling crisis or dangerous situations, including safety measures for clients and staff.

Professional Practice Dimensions: Clinical evaluation; Treatment planning; Referral; Service coordination; Counseling; Client, family and community education; Documentation; and Professional and ethical responsibilities.

Preparing for the Examination

As part of the examination fee, each eligible candidate will receive a comprehensive study guide - *The Addiction Professional: Manual for Counselor Competency* (418 pages) - and a DVD Tutorial, together with practice examination questions. Every question on the examination is derived from the information contained in the *Manual* and the references cited therein. If you know the information presented in the *Manual*, which is

more specifically identified and highlighted within the DVD Tutorial, you should do well on the examination. Examination scores are based on the number of questions correctly answered. A candidate should carefully consider the possible answers to each question and select the best response. It is better to answer every item than to leave any blank.

Sample Exam Questions

The following are samples of items that appear in the RAS Examination.

1. In the 1970s there was developed the Association of Labor and Management Administrators and Consultants on Alcoholism, or ALMACA, as it came to be called. The members of this organization worked, mostly part-time, in what they referred to as "OAPs." The National Council on Alcoholism created an advisory board of Labor and Management leaders to encourage the creation of "OAPs" throughout the country, and with NCA's dynamic leadership of the time, they were able to enlist the support of the very top executives in the nation. "OAP" is the acronym for which of the following?

- A. Organized Alcohol Program.
- B. Occupational Alcoholism Program.
- C. Outside Assistance Program.
- D. None of the above.

(Sample Question Reference: ***The Addiction Professional***, Chapter 9, Employee Assistance Programs, page 102.)

2. People with alcohol use disorders are more or less likely than the general population to contract HIV (human immunodeficiency virus)?

- A. More likely.
- B. Less likely.
- C. About the same.
- D. None of the above.

(Sample Question Reference: ***The Addiction Professional***, Chapter 15, Fetal Alcohol Syndrome, Hepatitis, AIDS and HIV Issues, pages 193-194.)

3. The benefits of smoking identified in *The Smoker's Book of Health* does not include which of the following:

- A. Improved concentration.
- B. Better able to deal with stress.
- C. Improved energy levels.
- D. Improved eyesight.

(Sample Question Reference: ***The Addiction Professional***, Chapter 16, Smoking and Nicotine Addictions, page 201.)

4. Which of the following diagnostic criteria for co-dependent personality disorder is not included in the definition offered by Dr. Timmen Cermak?

A. Continued investment of self-esteem in the ability to control both oneself and others in the face of serious adverse consequences.

B. Assumption of responsibility for meeting others' needs to the exclusion of acknowledging one's own.

C. Anxiety and boundary distortions caused by financial pressures.

D. Enmeshment in relationships with personality disordered, chemically dependent, other co-dependent, and/or impulse disordered individuals.

(Sample Question Reference: ***The Addiction Professional***, Chapter 20, Codependency, pages 262-263.)”

TAKING THE EXAMINATION

Applicants taking the exam should review the following information from the RAS Certification Handbook.

Taking the Examination

“Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for the signs indicating AMP Assessment Center Check in.

A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

Identification

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity. Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification. You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

Practice Examination

After your identification has been confirmed, you will be directed to a testing carrel. You

will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report. Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Multiple-choice Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen. The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right-hand corner of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right hand corner of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit. To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination.

To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided."

SECURITY

Academy applicants will follow the security procedures as outlined in the RAS Certification Handbook:

Breining Institute and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No calculators are permitted.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

Examination Restrictions

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the Examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular

phones, PDAs;

- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- Attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Copyrighted Examination Questions

All examination questions are the copyrighted property of Breining Institute. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.”

EXAMINATION RESULTS

A provisional score report will be generated immediately after the completion of the exam and it may be used for immediate documentation that the exam has been taken. The official score report will be mailed to the participant and to the American Academy home office. The Academy Certified Addiction Specialist (CAS) certificate will be mailed to the applicant within two to four weeks after issuance of the score report. The following information is from the RAS certification handbook:

Following the Examination

After completing the examination, candidates are asked to complete a short evaluation of their examination experience. Then, candidates are instructed to report to the examination proctor to receive their score report. Scores are reported in written form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a “pass” or “fail.” Your pass/fail status is determined by your raw score. Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions you answered correctly.

Pass/Fail Score Determination

The methodology used to set the minimum passing score is the Angoff method, applied during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates.

Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meet the content distribution requirements of the examination content blueprint. Because each

question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each question selected for each version of the examination, attempting to match the difficulty level of each version as closely as possible.

To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

Scores Cancelled

Breining Institute and AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. Breining Institute and AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

If you Pass the Examination

Candidates who pass the examination will be issued an RAS Credential Certificate within four weeks, mailed to the address on the RAS Application (unless a different mailing address is provided, in writing, by the candidate)."

RETESTS

Applicants may take the examination once every thirty (30) days. Applicant must notify the American Academy and reapply through the Breining Institute.

MAINTAINING RAS/CAS DUAL CERTIFICATION Policies & Procedures

ANNUAL CAS RECERTIFICATION/RENEWAL

The American Academy requires an annual recertification/renewal of the CAS certification. Changes in the field of addictions require Academy members to be committed to lifelong learning by maintaining an awareness of research findings, advancements in treatment techniques and therapeutic approaches. The Academy's minimum 20-hour continuing education annual requirement is designed to foster professional development and to ensure the Academy members are well-informed about contemporary addictions research and treatment information. A Code of Ethics must be signed annually. Recertification is not automatic.

RECERTIFICATION/RENEWAL REQUIREMENTS

1. All continuing education hours must be addiction-related coursework.
2. The Academy will not accept coursework that has been completed more than one year prior to the annual renewal date.
3. The coursework generally must be approved by a state or national accrediting body. The Academy provides a partial list of accepted accrediting organizations on the bottom of its Continuing Education Documentation form. If the coursework has not been approved by a state or national accrediting body, the Academy may be contacted and approval requested.
4. Coursework must be documented by a certificate of attendance on the agency's letterhead listing the attendee, the approved CEU hours, the dates of attendance, the approval body and signature of the presenter.
5. The Academy will accept teaching hours provided that the instruction took place at a college level. Teaching hours apply to one presentation only and they are calculated at 50% of their credit hour value.
6. Clinical supervision hours and/or hours associated with employment responsibilities are not approved.
7. Continuing education hours may only carry forward for one year.
8. The Academy reserves the right to disallow CEU's if they do not meet requirements as set forth.
9. Extensions must be requested prior to the renewal date.

10. The Academy Code of Ethics form must be signed and submitted with each annual renewal.
11. Late fees apply to all of the above if not completed by the renewal date.

CONTINUING EDUCATION

Continuing education hours submitted for annual recertification/renewal must be documented with approved certificates of attendance, to include the name of the certificant, the name of the program/class, date, sponsor, approval agency, location of the training, number of approved CEU hours. Continuing education hours submitted are subject to the review and approval of the American Academy.

The American Academy requires a minimum of 20 CEU hours annually; however, if additional hours are submitted, they will be carried forward for one year only and credited towards the next renewal.

The American Academy approved online distance learning courses may be accepted towards recertification/renewal CEU hours.

(www.americanacademy.org/resources)

RECERTIFICATION/RENEWAL NOTIFICATION

A certificant's recertification/renewal submission that meets the requirements will be renewed for one year and the certificant will receive written notification of renewal and an updated membership card.

If the recertification/renewal is incomplete, the member will be notified and incomplete areas noted.

Late fees apply to recertification/renewals that are not completed by the renewal date.

POLICIES/PROCEDURES

DISABILITY POLICY

It is the commitment of the American Academy to adhere to and be in compliance with the Americans with Disabilities Act (ADA), Section 36.309, which requires certification and testing organizations to comply with the Act. Section 36.309 states, “Any private entity that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.”

The American Academy, by an agreement with the Breining Institute (Breining) for use of Breining’s Registered Addiction Specialist (RAS) examination, supports Breining’s policy on accommodations for use by the Academy’s Certified Addiction Specialists applicants:

Accommodation for Disabilities

“Breining Institute and AMP comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the RAS examination solely by reason of that disability. AMP will arrange for reasonable accommodations for candidates with disabilities. Wheelchair access is available at all Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements, by submitting the “Request for Special Examination Accommodations” form at the back of this handbook. Candidates testing with approved special accommodations should schedule their test via AMP’s toll-free number to ensure their accommodations are confirmed. Be sure to inform AMP of your need for special accommodations when calling to schedule your examination. AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at 913/495- 4437. This TDD phone option is for individuals equipped with compatible TDD machinery.”

RECERTIFICATION AFTER EXPIRATION POLICY

Expiration of certification is effective 90 days from the renewal due date. A certificant who has allowed their CAS to lapse may contact the Academy and request recertification. The Academy will allow recertification up to two years from the last recertification/renewal, based on the certificant providing approved continuing education hours for the times of lapse, including the current renewal period. Fees include all recertification/renewal fees and late fees. The American Academy reserves the right to accept or reject recertification after expiration requests.

All others who do not meet the recertification requirements are encouraged to reapply to the American Academy for certification.

DISCIPLINARY POLICIES

Disciplinary:

The American Academy will not consider for applications from applicant(s) whose certification history includes a suspended or revoked status. In the event pending disposition has been rendered as resolved, restored to current, active, and in good-standing status, application to the American Academy is permissible.

Disciplinary Procedure:

Upon written notification by the American Academy of an alleged violation, pursuant to the American Academy's Code of Ethics, the named registrant or certificant will be given written notice of the allegation within five working days indicating the nature of the allegations.

Investigation and final disposition shall be completed within 90 days from the date of the written allegation, based on the severity of violation of such allegation and including any action by the American Academy

Disciplinary Procedure – American Academy - Suspension, Revocation, Denial

If, after review, it is the decision of the American Academy to temporarily suspend or revoke an individual's registration or certification, notice will be provided in writing of the said decision and of the individual's right to a hearing before the American Academy's Ethics Committee. The request for hearing must be made in writing, within fifteen (15) days of the dated suspension or revocation notice, to:

American Academy of Health Care
Providers in the Addictive Disorders
314 West Superior Street, Suite 508
Duluth, MN 55802

Investigation and final disposition shall be completed within 90 days from the date of the written allegation, based on the severity of violation of such allegation and including any action by the American Academy.

The American Academy, after investigation whether to take appropriate action or to dismiss the allegation, will provide a written final determination to the registrant, applicant, or certificant, within 90 days of the dated allegation

APPEALS POLICY

Appeals:

The American Academy's commitment to the highest of standards for the provision of treatment in the addictive disorders requires a like commitment to the same high standards for professional conduct by and for its membership. The appeals process is to ensure that registrants, applicants, and certifiants whose registration, application, or certification has been denied, temporarily suspended, or revoked have the right to appeal to the American Academy.

Appeals Procedures:

Registration

A denied or revoked registration which is believed by the registrant to be in error should immediately submit a written request for review stating the reason for his/her appeal of the decision.

Application

A denied or revoked application which is believed by the applicant to be in error should immediately submit a written request for review stating the reason for his/her appeal of the decision.

Certification

A revoked certification which is believed by the certificant to be in error should immediately submit a written request to the American Academy for review stating the reason for his/her appeal of the decision.

Examination Appeals Procedure

An applicant who fails the exam and believes a scoring error may have occurred may request that his/her exam be rescored. This request must be made in writing and must be submitted with a \$50.00 fee to the Breining Institute. Requests must be made within 30 days of the postmark on the applicant's results.

Suspension, Revocation, or Denial Appeals Procedure

An applicant or certificant whose application or certification has been denied, temporarily suspended, or revoked, and whose appeal was sustained by the AAHCPAD, may submit in writing a request for review, including supporting documentation, to:

American Academy of Health Care
Providers in the Addictive Disorders
314 West Superior Street, Suite 508
Duluth, MN 55802

1. The written request for review shall be postmarked within fifteen (15) days of the date of the written notice that AAHCPAD has sustained the appeal of denial.

- a. The alleged violation of the code of conduct which is at issue and the basis for review.
 - b. The facts supporting the request for review, including the written notice that AAHCPAD has sustained their appeal.
2. Failure to submit the written request for review shall be deemed a waiver of administrative review.
3. Within fifteen (15) working days of receipt of the request for review, the American Academy shall schedule and hold a conference to review the determination, unless:
 - a. The applicant or certificant waives the fifteen (15) day requirement, or
 - b. The American Academy and applicant or certificant agree to settle the matter based on information submitted with the request for review.
4. At the conference, the applicant or certificant shall have the right to:
 - a. Present oral and written evidence; and
 - b. Explain any mitigating circumstances.
5. The representatives of the American Academy who conducted the investigation shall present oral and /or written evidence and information substantiating the alleged violation.
6. The conference shall be conducted as an informal proceeding.
7. The applicant or certificant and the American Academy may ask witnesses to present evidence and information at the informal conference.
8. The proceedings of the conference may be recorded on audio tape by either party.
9. The American Academy will mail its decision to affirm, modify, or dismiss the notice of denial, suspension, or revocation to the applicant or certificant. The decision shall:
 - a. Be postmarked and mailed no later than fifteen (15) days from the date of the conference.
 - b. Specify the reason for affirming, modifying, or dismissing the suspension or revocation.
10. Failure of the applicant or certificant to submit a written request to appeal the decision made at the conference, postmarked within fifteen (15) days from the date the decision was mailed, shall be deemed a waiver of further administrative review and the decision of the American Academy shall be deemed final.

DATABASE INFORMATION POLICY

The record for each registrant, applicant, or certificant certified by the American Academy shall be maintained by an electronic database, and made username/password accessible only for authorized American Academy personnel and contracted agents of the American Academy.

The database of CAS' is accessible to the public at www.americanacademy.org/resources and is updated daily. The information available includes name, city, state and area of specialization.

RECORDS RETENTION

Personal information will be retained and deemed confidential for a period of 50 years. The information will be stored securely, and can be released only as per legal regulations require, to include: registration, application/portfolio information, examination results, and details, if applicable, of suspension, revocation or denial of certification.

SECURITY POLICY

EXAMINATION SECURITY PROCEDURES

The RAS exam is administered through the Breining Institute, and security is set forth as follows:

Breining Institute and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

STORAGE PROCEDURES

Personal information will be retained for a minimum of five years and deemed confidential. This information includes all registration files, application/portfolio information, examination results, and details of suspensions, revocations or denials of certification. All information on file and all files placed in storage are secured in the office of the American Academy in locked files, within a secure and locked building.

The examination, item banks, and other secure materials are stored in an electronic file which is encrypted and username/password protected, accessible only by authorized Academy personnel. Duplicate storage of electronic files is off-site in a secured location.

BUILDING SECURITY

Access by staff and authorized visitors to the building in which the Academy office is located is restricted to business hours only. After hours building security is monitored by authorized building staff and security system.

STAFF SECURITY

Access to the Academy office is restricted to staff, contractors, authorized personnel, and guests. Vendors and guests are restricted to authorized areas only. It is the policy of the Academy that staff and contractors are responsible for maintaining the confidential integrity of information obtained through an employment or business relationship with the Academy and are required to sign a Confidentiality Agreement which is placed on file with the Academy. Breach of conduct or policy will not be tolerated and may be subject to further action by the Academy.