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# Counselor in Training Application



55 West Main Street, Box 4 Meriden, CT 06451  
[www.ctcertboard.org](http://www.ctcertboard.org)  
[info@ctcertboard.org](mailto:info@ctcertboard.org)

## Important Information about Your CIT Application

### Submission Requirements

- All forms submitted must be original and signed without any alterations or modifications. Any forms with white-out, scribble marks or changes will be denied. If a change is required, please complete a new form.
- No photocopies or faxed forms will be accepted. Please do not fax any materials to the CCB related to a certification application.

### Verification of a college degree or college course work

- If you are interested in utilizing a college degree as part of the certification process, you must submit your official transcript. The transcript must be mailed directly from the accredited educational institution to the CCB. Only relevant degrees qualify, and only transcripts from institutions accredited by the US Department of Education apply.
- In order to document college course work, you must submit your official transcript that shows the course has been completed (with a grade of C minus or better). Only transcripts from institutions accredited by the US Department of Education apply.

### Training Documentation

- When documenting training and education for the CIT credential, you must submit a CIT Training Documentation Form with all required information completed. Please attach a copy of all certificates of attendance or transcripts for all training/educational events listed on the form. Each certificate or transcript must be numbered as it appears on the form.

### CCB Certification Process Workshop

- Effective September 2010, all CIT candidates must complete a CCB Certification Process Workshop. Although other courses have been accepted in the past for this requirement (DARC, PACCT, etc.), you must complete a CCB workshop prior to applying for CIT. For information on how to register for one of these free courses, please visit the CCB website.

### Application Review Process

- You must pay the filing fee and submit all required application materials. Incomplete applications will not be reviewed.

## CAC/CCDP Exam

- All CITs are eligible to sit for the CAC/CCDP exam. However, this is not required or recommended until you feel that you are ready. If you pass the exam as a CIT, this does not mean that you are eligible to be certified. In order to be certified, you must complete all of the requirements of certification (see application for details).

## CIT – Counselor in Training Credential

The **Connecticut Certification Board (CCB)** developed the **CIT – Counselor in Training** credential for those interested in working towards becoming certified as **CAC – Certified Addiction Counselor or CCDP—Certified Co-Occurring Disorders Professional**. The CIT credential and program are designed to recognize those individuals interested in becoming CAC/CCDP certified and assist them in their professional development.

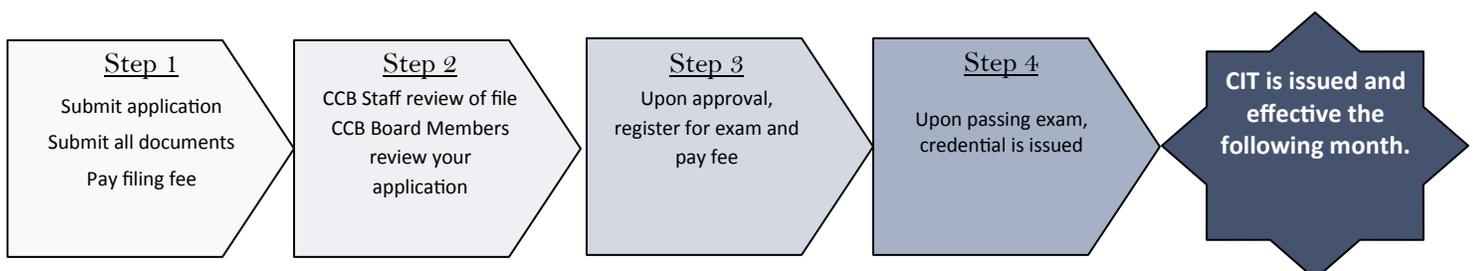
The CCB defines a **CIT** as *a person interested in becoming credentialed as an addiction counselor, which is a professional uniquely able to inform, motivate, guide, and assist persons with addictive disorders and the unique problems related to addictive disorders*. For this purpose, the ultimate goal of a CIT is to become credentialed as a CAC/CCDP. In order to become certified as a CAC/CCDP, a candidate must demonstrate they have completed appropriate education, training, and supervised experience relevant to the treatment of addiction and pass the CAC/CCDP exam.

The process of becoming a CIT requires three steps:

- 1) Identify your interest in and commitment to becoming a CAC/CCDP
- 2) Complete the required training
- 3) Complete CIT application process and submit the required fees

**Once you have submitted your application materials...** you will receive written confirmation your packet has been received. After your application has been reviewed, we will notify you in writing (via email) within approximately four weeks of the deadline about the status of your application. If changes or additional information are required, you will be notified in writing at that time. We will also notify you, by email, when your application has been accepted and you will be invited to sit for the standardized exam. If you have questions about your certification packet after submitting it to us for review, or if you have not received an electronic notification after 4 weeks, please email [jquamme@ctcertboard.org](mailto:jquamme@ctcertboard.org) for assistance. We will attempt to respond to your inquiry as soon as possible.

**PLEASE DO NOT CALL THE CCB OFFICE TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION. If you have questions about the certification process, please email Jeff at [jquamme@ctcertboard.org](mailto:jquamme@ctcertboard.org) for assistance.**





Do not write above line

## Counselor in Training Application Form

Please clearly write or type all application forms

Submission deadline: ongoing

Type of Application:  CIT—Counselor in Training

Full Name: \_\_\_\_\_

Candidate's Email: \_\_\_\_\_

Candidate's Phone Number: \_\_\_\_\_

CCB Registry Number: \_\_\_\_\_

Effective Sept 1, 2010, all candidates must complete a CCB Registry Application prior to applying for any CCB credential.

### CIT Fees *(All CCB Fees are Non-Refundable)*

#### Initial Certification Fees for CIT – Counselor in Training

Application Filing Fee \$100.00\*\*\*

#### Renewal Fees for CIT – Counselor in Training

CIT Renewal Fee (Any CIT that has been initially issued between July 1, 2013 and June 30, 2015 will be allowed a single 1 (one) year renewal. ) \$40.00\*\*\*

\*\*\* ALL CIT CREDENTIALING FEES (INITIAL FILING AND ANY RENEWAL FEES) CAN BE APPLIED TO THE CAC/CCDP FILING FEE. REGISTRY FEES, LATE FEES, AND OTHER FEES MAY NOT BE APPLICABLE.

**CCB Fee Policy:** By signing below, I acknowledge the current fees associated with the CIT credential (listed above) and understand that all fees are non-refundable and may change at any time. I understand that I am responsible for all fees associated with the certification process at the time of my initial application. All fees must be paid by check, credit card (see CCB website) or money order. No cash payments will be accepted. A returned check fee of \$35.00 will be due, and a hold will be placed on my application until the original and return check fees are received by the CCB. A late fee of \$50 will be charged for all CIT renewal applications not received within 30 days of the due date.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requirements for the Counselor in Training Credential	
	CIT
Standards effective July 2015	CIT Credential <b>CERTIFICATION OBJECTIVE:</b> CAC – Certified Addiction Counselor or CCDP—Certified Co-Occurring Disorders Professional Initial credential is issued for three years with no renewal option CIT Credentials are valid for no more than 3 years from the date of issue
Supervised Work Experience (Addiction-specific)	None at this time
Training and Education (Addiction-Specific)	100 Hours (Addiction Specific) Including a minimum of 30 hours of co-occurring disorders specific coursework Including 12 hours of CCB-Approved Ethics Including 6 hours CCB Certification Process Overview Workshop Effective September, 2010, no equivalent courses will be accepted
<b>CAC/CCDP Exam (IC&amp;RC ADC/CCDP Exam)</b>	Optional: CITs are eligible to sit for the CAC/CCDP Exam
<i>Annual Renewal Standards</i>	CIT credentials that are issued after July 1, 2015 will be valid for a period of 3 years only, with no renewal option. Any CIT that has been initially issued between July 1, 2013 and June 30, 2015 will be allowed a single 1 (one) year renewal. 30 Hours of addiction-specific training 1 CEU of CCB-approved ethics
All CIT Application and renewal fees can be applied towards CAC/CCDP application fees.	

I have read the above CIT Standards and understand that I must meet ALL CURRENT STANDARDS in order to become certified as a CIT.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The Process of Becoming a Certified Addiction Counselor or Certified Co-Occurring Disorders Professional

In order to become certified as a CAC/CCDP, a candidate must demonstrate they have completed appropriate education, training, and supervised experience relevant to the treatment of addiction. A qualified clinician is considered to be performing as an addiction/co-occurring disorders counselor when:

- a) the clinician has primary responsibility for providing individual and group counseling interventions specifically related to addiction disorders
- b) the addiction-specific interventions are identified on a written recovery/treatment plan prepared and reviewed by the clinician in collaboration with the person receiving the services
- c) the interventions are directed toward promoting recovery from addiction/co-occurring disorders

Although a substantial portion of the clinician's work experience must be in the counseling domain, work experience must also involve experience with all of the performance domains in order to be considered appropriate to meet the certification work requirement. Additionally, all functions must be conducted under appropriate clinical supervision by a CAC, CCS, NCCS or LADC. In all activities, the clinician must demonstrate consistent adherence to the **CCB Code of Ethical Conduct** (2010) and **CCB Code of Ethical Conduct – Disciplinary Procedures** (2010) and agree to continue their professional development with ongoing education, training, and clinical supervision.

All CITs are encouraged to continue their professional development until they complete all of the requirements of becoming a CAC/CCDP. Please review the current application for details.

### Once you become a CIT, you will:

- 1) Be several steps closer to becoming a CAC/CCDP
- 2) Hold a recognized credential that represents your commitment to the field and dedication to becoming certified as an addiction professional
- 3) Become eligible to sit for the CAC/CCDP exam
- 4) Have access to mentorship around the certification process
- 5) Offered a discount on the CAC/CCDP application fee and the **CCB Science 2 Service Distance Learning Program**
- 6) Need to complete all of the CAC/CCDP requirements prior to applying for CAC/CCDP (see application for details). Please note that if you choose to sit for the CAC/CCDP exam as a CIT, you are still required to complete all CAC/CCDP requirements and submit a complete CAC/CCDP application in order to obtain your credential.

### In order to maintain your CIT and to accomplish your goal of becoming a CAC/CCDP, you will:

- 1) Need to attain your work experience hours towards CAC/CCDP
- 2) Need to complete addiction-specific training

## CIT Application Submission Requirements

Please make sure you complete all of the following items in order to ensure timely processing of your application. Your application will not be processed until you submit the filing fees and all of the following items have been met:

- Interested in becoming certified as a CAC/CCDP
- Read the current CAC/CCDP application
- Enclose the application filing fee of \$100.00 (*check or money order payable to CCB*)

### **OR**

- Pay online at [www.ctcertboard.org](http://www.ctcertboard.org)                      Date of online payment:
- Complete the entire CIT Application and submit all 7 pages of this packet
- Sign and initial all pages
- Read, sign, and initial pages of the CCB Code of Ethical Conduct & Auth. to Obtain Information
- Submit a CIT Training Documentation Form listing all education and training events you wish to apply towards the CIT that includes at minimum all the following information:
- Training Date, Title of Training Event and Location of Event
  - ✓  Trainer/instructor and Host Organization
  - ✓  Length of event (*i.e., 6 hours, etc.*)
  - ✓  Type of event: addiction-specific or elective with addiction content

### **Complete the training documentation form**

- Attach a copy of certificates of attendance or transcripts for all training/educational events included on the CIT Training Documentation Form
- Request copies of your academic transcripts be sent directly to the CCB (*if needed*)
- Make a copy of the entire packet for your records prior to submitting to the CCB**

*I have completed all of the above items and submitted them according to the CCB submission requirement and current CIT standards.*

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CCB Code of Ethical Conduct

### UNLAWFUL CONDUCT

**Rule 1.1** - Once certified, a certified professional shall not be convicted for any misdemeanor or felony relating to the individual's ability to provide substance abuse and other behavioral health services as determined by CCB.

**Rule 1.2** - Once certified, a certified professional shall not be convicted of any crime that involves the possession, sale or use of any controlled or psychoactive substance.

### SEXUAL MISCONDUCT

**Rule 2.1** - A certified professional shall, under no circumstances, engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.

**Rule 2.2** - A certified professional shall not knowingly engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.

**Rule 2.3** - A certified professional shall not engage in sexual activities or sexual contact with former clients when there is a risk of exploitation or potential harm to the client.

**Rule 2.4** - A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

### FRAUD-RELATED CONDUCT

**Rule 3.1** - A certified professional shall not: 1) present or cause to be presented a false or fraudulent claim, or provide any proof in support of such claim, to be paid under any contract or certificate of insurance; 2) prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing; 3) present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program; 4) seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

**Rule 3.2** - An individual shall not use misrepresentation in the procurement of certification or renewal, or assist another in the preparation or procurement of certification or renewal through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and renewal materials, or the falsification of references.

**Rule 3.3** - An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

**Rule 3.4** - A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

**Rule 3.5** - A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

**Rule 3.6** - A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

**Rule 3.7** - A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials prior to any such use or publication.

### EXPLOITATION OF CLIENTS

**Rule 4.1** - A certified professional shall not develop, implement, condone or maintain exploitative relationships with clients and/or family members of clients.

**Rule 4.2** - A certified professional shall not misappropriate property from clients and/or family members of clients.

**Rule 4.3** - A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or to a third party resulting from the promotion or the sale of services unrelated to the provision of services or of [the sale or acquisition of?] goods, property, or any psychoactive substance.

**Rule 4.4** - A certified professional shall not promote to a client, for the professional's personal gain, any treatment, procedure, product, or service.

**Rule 4.5** - A certified professional shall neither ask for nor accept favors/free services/gifts of substantial monetary value or gifts that impair the integrity or efficacy of the therapeutic relationship.

**Rule 4.6** - A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.

**Rule 4.7** - A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

### PROFESSIONAL STANDARDS

**Rule 5.1** - A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.

**Rule 5.2** - A certified professional shall timely seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related condition or adversity that interferes with his or her professional functioning.

Where any such condition exists and impedes his or her ability to function competently, a certified professional must request inactive status of their CCB credential for medical reasons for as long as necessary.

**PROFESSIONAL STANDARDS** (continued)

**Rule 5.3** - A certified professional shall meet and comply with all terms, conditions, or limitations of any professional certification or license he or she holds.

**Rule 5.4** - A certified professional shall not engage in conduct that does not meet generally accepted standards of practice.

**Rule 5.5** - A certified professional shall not perform services outside of his or her area of training, expertise, competence, or scope of practice.

**Rule 5.6** - A certified professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.

**Rule 5.7** - The certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients except as authorized or required by law.

**Rule 5.8** - The certified professional shall not discontinue professional services to a client nor shall he or she abandon the client without facilitating an appropriate closure of professional services for the client or facilitating an appropriate referral for future counseling.

**Rule 5.9** - A certified professional shall obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.

**SAFETY & WELFARE**

**Rule 6.1** - A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to the professional, a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

**Rule 6.2** - All certified professionals are mandated reporters (abuse & neglect) and each shall comply with all mandatory reporting requirements.

**RECORD KEEPING**

**Rule 7.1** - A certified professional shall keep timely and accurate records consistent with current standards of best practices and shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

**ASSISTING UNQUALIFIED/UNLICENSED PRACTICE**

**Rule 8.1** - A certified professional shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

**DISCIPLINE IN OTHER JURISDICTIONS**

**Rule 9.1** - A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action and provide the Board with such information concerning such discipline and/or authorizations to obtain such information about such discipline as the Board deems reasonably necessary or desirable.

**COOPERATION WITH THE BOARD**

**Rule 10.1** - A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to: 1) the willful misrepresentation of facts before the disciplining authority or its authorized representative; 2) the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action; 3) the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed; 4) refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.

**Rule 10.2** - A certified professional shall: 1) not knowingly make a false or misleading statement to the CCB, the State of Connecticut, or any other disciplinary authority; 2) promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action; 3) report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

**Rule 10.3** - A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of an alleged violation. Failure to report a violation may be grounds for discipline.

**Rule 10.4** - A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the CCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the CCB investigation or disciplinary proceeding shall be grounds for disciplinary action.

**Rule 10.5** - A certified professional shall not file a complaint or provide information to the CCB, which he/she knows or should have known, is false or misleading.

**Rule 10.6** - In submitting information to the CCB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

**MODIFICATION OF CODE OF ETHICAL CONDUCT/DISCIPLINARY PROCEDURES**

**Rule 11.1** - The CCB Board of Directors reserves the right to amend and modify the **Code of Ethical Conduct** and the **Code of Ethical Conduct – Disciplinary Procedures**. When changes are made, all certified professionals will be notified of all changes made and when changes become effective.

*Revised 5/09, 09/09, 1/10; CCB Board Approved, September 10, 2009; January 14, 2010; Published – January 15, 2010*

## Signed Assurances and CCB Code of Ethical Conduct

- A. I hereby attest that all of the information given is true and complete to the best of my knowledge and belief. I understand that falsification of any portion of this application will result in my being denied certification or revocation of same, upon discovery.
- B. I acknowledge the right of CCB, Inc. to verify the information in this application or to seek further information from employers, schools, or persons mentioned within.
- C. I have read, understand, and agree to act in accordance with the **CCB Code of Ethical Conduct** (2010) and the **CCB Code of Ethical Conduct – Disciplinary Procedures** (2010) available on the CCB’s website at [www.ctcertboard.org](http://www.ctcertboard.org)
- D. I will hold CCB, Inc., its Board members, officers, agents, and staff free from any civil liability for damages or complaints by reason of any action that is within their scope and arising out of the performance of their duties which they, or any of them, may take in connection with any examination, and/or failure of the Board to bestow upon me certification with the CCB, the IC&RC, CT Department of Public Health or any other entity.
- E. I understand that upon acceptance of my application, additional fees may be due and payable including exam fees, renewal fees, etc and that all CCB fees are non-refundable without exception.

Applicant’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate’s Signature: \_\_\_\_\_

## Authorization to Obtain Information

I hereby authorize the CCB to request and receive all records and/or information in any way relating to my application for a CCB credential. I understand that this includes, but is not limited to, verbal or written contacts with my employer(s), colleagues, academic and training institutions, and/or other persons or organizations having pertinent information related to the review of my application. This is a waiver of my privilege that may otherwise exist in respect to the disclosure of such information. I understand that this authorization will expire one year after certification lapses or when my certification expires, once CCB is notified of my intent not to renew. I further understand that the status of any CCB credential is public record and may be shared by CCB and is available on the CCB website, including effective date, expiration date and certification type. I further understand that if my CCB credential is sanctioned in any way including revocation or suspension that this information is public.

Applicant’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate’s Signature: \_\_\_\_\_

