

LETTER OF AGREEMENT

Vermont Department of Health, Division of Alcohol and Drug Abuse Programs and the Vermont Alcohol and Drug Abuse Certification Board

I. Purpose:

The purpose of this agreement between the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs (VDH/ADAP) and the Vermont Alcohol and Drug Abuse Certification Board (VADACB) is to delineate the specific responsibilities of each of the parties to ensure the efficient certification, approval, licensure, and regulation of Alcohol and Drug Abuse Counselors in the State of Vermont. This agreement follows and refers to Title 33, Chapter 8: (Alcohol and Drug Abuse Counselors) of the Vermont Statutes Annotated (VSA) referred to as (the law) as well as the Alcohol and Drug Abuse Counselor Administrative Rules referred to as (the rules).

II. Certification:

The certification of alcohol and drug abuse counselors includes but is not limited to those who are certified to provide prevention, treatment and recovery services in the State of Vermont, and is recognized to be the responsibility of the VADACB.

1. **Process** – The VADACB currently certifies counselors in Vermont using the International Certification & Reciprocity Consortium/Alcohol & Other Drug Abuse (IC&RC/AODA) process. The IC&RC/AODA is the original and most widely accepted method of certification internationally. The VADACB will continue to use the IC&RC/AODA certification process unless both VDH/ADAP and VADACB agree to adopt an alternative certification process.
2. **Fees** – The VADACB will collect all fees connected with fulfilling the requirements for all levels of certification. Fees will be established with the input of the VDH/ADAP.
3. **Administration** - The VADACB will employ at least one person responsible for all of the administrative tasks for certification. The VADACB will be made up of



a peer group of volunteers. Fees will be used to pay the VADACB administrator and the expenses of VADACB members and others in their duties in carrying out board functions and IC&RC/AODA required training and administering of certification exams. No administrative fee will be required of the VDH/ADAP for the certification of counselors.

III. Approval:

- 1. Process - Per (the rules) counselor approval will be the function of the VDH/ADAP. Upon certification of a counselor by the VADACB they will be recommended for approval by the VDH/ADAP.**
- 2. Fees – No additional fee will be assessed by the VDH/ADAP for counselor approval**
- 3. Administration – The VDH/ADAP will upon the certification and recommendation of the VADACB for counselor approval deem the counselor approved. Beginning January 2009 counselor’s certification/approval number will be included on their license in addition to their license number. No counselor will be granted approval that has not been certified via the IC&RC/AODA procedure.**

IV. Licensure:

- 1. Process – By law the Director of the Division of Alcohol and Drug Abuse Programs (at this time the Deputy Commissioner) will carry out the function of licensing counselors. Counselors who have been granted approval and have a master’s degree or higher in a related discipline as described by the law will be eligible for licensure.**
- 2. Fees – The VDH/ADAP will collect all fees for reviewing applications for the requirements for licensure. Fees will be established in accordance with the law at T. 33 §§ 811, 812.**
- 3. Administration – The administration and costs connected with licensing counselors will be the responsibility of the VDH/ADAP. The VDH/ADAP will employ at least one person that will review license applications, verify counselor approval and review sealed transcripts in order to advise the deputy commissioner to issue a license or the renewal of license.**

V. Renewals:

- 1. Process – Beginning in January 2009 all licensed and certified/approved counselors renew on a fixed 24 month schedule: January 31 of the odd numbered years. Initial licenses issued within 90 days of the renewal date will not be required to pay a renewal fee. The license, certification/approval will be issued through the next full license period. Applicants issued an initial license more than 90 days prior to the renewal expiration date will be required to renew and pay the renewal fee.**
- 2. Fees - The VDH/ADAP and the VADACB will collect and distribute the renewal fees as per the law and the VADACB fee schedule.**
- 3. Administration – VDH/ADAP will send out in December preceding the renewal year the application for relicensure and recertification/approval. The VDH/ADAP Director (Deputy Commissioner) will authorize the VADACB to review the applications for continuing education requirements. VDH/ADAP will review the applications for any other requirements. Renewals for apprentice counselors, certified only counselors and certified clinical supervisors will remain the sole function of the VADACB.**

VI. Regulation

- 1. Process – The VDH/ADAP will be responsible for the regulation of all alcohol and drug abuse counselors, certified, approved and or licensed. This will include violations of the law and or ethical complaints.**
- 2. Fees – Fees collected by the VDH/ADAP for licensure and re-licensure will be primarily used for the purpose of paying for the costs associated with regulating alcohol and drug abuse counselors.**
- 3. Administration – Per (the law) the VDH/ADAP will contract with the Office of Professional Regulation (OPR) to investigate violations of the law and or ethical complaints. The VDH/ADAP will suspend, revoke, or impose stipulations on counselor’s certification, approval or license as recommended by the OPR administrative law officer. The VDH/ADAP will be responsible for making a list of all alcohol and drug abuse counselors which includes any sanctions/violations that they have received available to the general public.**

It is further understood that this letter of agreement replaces the letter of agreement signed in June of 1996 between OADAP, VADACA, and VADACB. The VDH/ADAP as referenced above understands and agrees that the VADACB is a member of the IC&RC/AODA and therefore anticipates and expects the VADACB will carry out its duties and responsibilities in keeping with the recommendations of the governing IC&RC/AODA body. This includes the certification process, testing, policies and procedures and makeup of the VADACB members. Using any other certification procedure would need to be agreed to by both the VDH/ADAP and the VADACB. The VDH/ADAP and the VADACB will review this agreement periodically to insure it is up to date and continues to reflect the current law, rules and policies. The agreement will be considered to be in effect as of the date of signing and automatically renew annually.

We, the undersigned parties, agree to the terms and conditions outlined in the above Letter of agreement.

Annie Ramwiczew 9-22-09
Chairperson of the Vermont alcohol and Drug Abuse Certification Board

Barbara Cimafo 8-25-09
Deputy Commissioner, Division of Alcohol and Drug Abuse Programs

Dated at: _____ this _____ day of _____