

**Vermont Alcohol and Drug Abuse Certification Board
P.O. Box 8566
Essex, VT 05451**

Dear Student Assistance Professional Applicant:

Thank you for your interest in becoming a Student Assistance Professional (SAP) Counselor. As you are aware, you must be apprenticed or certified as a CADC before you can begin this process and meet the following requirements. **Please be sure to send a copy of your current certificate along with this application.**

- 1. Experience:** 2000 hours as an SAP Counselor
- 2. Supervision:** 70 documented hours of supervision by a *CADC/LADC* (see supervisor's sheet attached, which must be filled out)
- 3. Education:** 100 education hours in 8 performance domains (see attached form)

Please return the completed application to the above address with the fee of \$125. The check should be made out to the Vermont Certification Board.

If your application is incomplete in any way, the processing of your application will be delayed. Please note that the certification fee is not refundable.

If you have any questions, please visit our web page, www.vtcertificationboard.org. Should you need further assistance call either the Certification Board administrator, Nan Kolok, at 802-878-7776 or Debby Haskins, Executive Director of the Association of Student Assistance Professionals of Vermont, at 802-456-1100.

Thank you and good luck as you begin this process!

Sincerely,

Annie Ramniceanu, Ms, LCMHC, LADC
Chairperson
Vermont Certification Board

Type of Application: ____ Apprenticed Substance Abuse Counselor (ASAC)
 ____ Certified Alcohol and Drug Abuse Counselor (CADAC)
 ____ Certified Clinical Supervisor (CCS)
 ____ Student Assistance Professional Counselor (SAP)

BIOGRAPHICAL DATA

Name (last, first, middle initial)			
Home Address (street & no., city, state, zip)		Phone	
		Home:	
		Work:	
		Cell:	
Date of Birth (month, day, year)			
Male _____		Female _____	
E-mail address			
Home:			
Work:			
Schools Attended	Location	Dates Attended	Degree

Have you been convicted of a crime other than a minor traffic violation? ___Yes ___No

List any other states in which you are certified:

Has certification been denied or revoked in another state? ___Yes ___No

If yes to any of the above, you must explain on a separate sheet.

I hereby certify that all information I have provided in this application is true and accurate to the best of my knowledge. Should I furnish any false information on this application, I hereby understand that such an act shall constitute cause for denial of my application for licensure / certification as an alcohol and drug abuse counselor.

Signature

Date

The Alcohol and Drug Abuse counselor Licensing Rules meant to implement the provisions of Title 33, chapter 8 of the Vermont Statutes Annotated (VSA), #5, Ethical Standards, state that "Vermont alcohol and drug abuse counselors must comply with the conduct standards listed at 3 VSA 129a and 33 VSA 810. Attachment B of this Rule is designed to further describe specific principles of moral fitness and behavioral standards under 33 VSA 810 (3)."

SAP Education / Performance Domain Check List

Please organize and attach the certificates or sealed, official transcript(s) to document your education/training for each performance domain in the order listed below.

NOTE: The hours required in each domain do not add up to 100 hours. The remaining required hours can be in any of the domains. Your actual hours must equal at least 100.

Performance Domain	Min. # of Hrs.	Actual Hrs.	Organization/College
Alcohol, tobacco, or other drug pharmacology/chemical dependency	24		
Brief counseling/crisis intervention/risk behavior identification	12		
Screening	12		
Classroom teaching/management/presentations/curriculum development	6		
Ethics	6		
Prevention education/programming	6		
Program development & recordkeeping	6		
School & legal issues	6		
TOTAL NO. OF HOURS			Must be at least 100 (see note above)

SAP Certification Requirements

(Please return this sheet with your completed application & payment)

NAME: _____

WORK EXPERIENCE

_____ 2000 hours of experience in a Student Assistance Counselor Program as recognized by the Vermont Department of Health Division of Alcohol and Drug Abuse Programs.

SUPERVISION

_____ 70 hours documented clinical supervision by a Certified Alcohol and Drug Abuse Counselor

EDUCATION

_____ The education requirement is a total of 100 hours. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, college/university credit courses and distance education. One hour of education is equal to 50 minutes of continuous instruction. Education must be specifically related to the knowledge and skills necessary to perform the tasks within the SAP performance domains. All education must be documented.

These 8 Performance Domains must be documented with certificates attached:

- 24 hours specific to alcohol, tobacco or other drug pharmacology/chemical dependency
- 12 hours specific to brief counseling/crisis intervention/risk behavior identification
- 12 hours specific to screening
- 6 hours specific to classroom teaching/management/ presentations/curriculum development
- 6 hours specific to ethics
- 6 hours specific to prevention education and programming
- 6 hours specific to program development & recordkeeping
- 6 hours specific to school & legal issues

_____ FEE \$125.00 ENCLOSED