

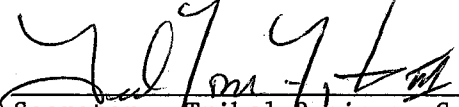
RESOLUTION OF THE GOVERNING BODY OF  
THE THREE AFFILIATED TRIBES OF THE  
FORT BERTHOLD RESERVATION

- WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act; and
- WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the Welfare and benefit of the Tribes and of the enrolled members thereof; and
- WHEREAS, The Three Affiliated Tribes Tribal Business Council, recognizes the present inadequacies of the state scheme of licensing chemical addiction counselors; and
- WHEREAS, The Northern Plains Native American Chemical Dependency Association in conjunction with the tribal chemical abuse program have presented a licensing procedure that better addresses the needs of members of the tribe; and
- WHEREAS, The Tribal Business Council is generally empowered to provide for the general welfare and public safety of the tribe;

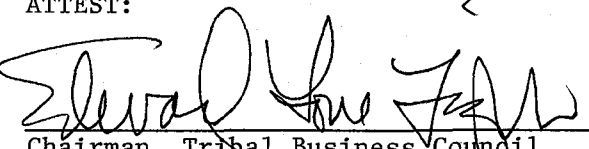
NOW THEREFORE BE IT RESOLVED, That the Tribal Business Council hereby approves and supports the Northern Plains Native American Chemical Dependency Association licensing format for chemical abuse counselors.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation hereby certify that the Tribal Business Council is composed of 7 members of whom 5 constitute a quorum, 7 were present at a Regular meeting thereof duly called, noticed, convened and held on the 8th day of March, 1990, that the foregoing Resolution was duly adopted at such meeting by the Affirmative vote of 7 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said resolution has not been rescinded or amended in any way.

  
Secretary, Tribal Business Council

ATTEST:

  
Chairman, Tribal Business Council

NORTHERN PLAINS NATIVE AMERICAN  
CHEMICAL DEPENDENCY ASSOCIATION

STANDARDS AND PROCEDURES

MANUAL FOR

INDIAN ALCOHOL/DRUG COUNSELOR

C-E-R-T-I-F-I-C-A-T-I-O-N

## PRINCIPLES

In developing the certification standards for Indian Counselors, certain principles have been recognized:

1. Certification is based largely on competence and on knowledge about alcoholism and Indian people, rather than an emphasis on academic achievement.
2. Authority for this certification comes from the NPNACD Association and is supported by professionals working in Indian alcoholism who share the concern of the Indian programs for a standard of excellence and competence.
3. Counselors and other alcoholism workers are offered certification.
4. Certification is entirely voluntary. Recognition of certification is entirely voluntary.
5. Certification is offered both to counselors working within Indian programs, as well as counselors working for other alcoholism programs in the Northern Plains States.

## AUTHORITY

This certification is totally and entirely voluntary. The authority of the Indian Certification Board is derived from knowledgeable individuals who are dedicated to service as alcoholism counselors, and who will be most affected by certification. This authority is embodied in and created under the auspices of the Northern Plains Native American Chemical Dependency Association, and supported by the Indian Health Services, Aberdeen Area Office.

Application for certification is entirely voluntary. No governmental agency requires this certification. Individuals seeking certification choose to do so of their own free will, and must agree to accept the decision of the Certification Board.

Recognition of certification is voluntary. Any value or credence given to certification by an alcoholism agency or other program is entirely at the discretion of that agency or program/

The credibility of this certification is derived from the maintenance of standards which the counselors reflect in their practice, as well as the performance of the Certification Board itself.

The Certification Board is governed by a set of By-Laws (herein appended) and is incorporated under the laws of State of South Dakota as a non-profit agency. All members of the Board, with the exception of the Secretary, serve without being paid. The Certification Board is composed of three counselor representatives, three program director representatives, an IHS representative knowledgeable about Indian alcoholism and Indian programs, and a representative from the Northern Plains Native American Chemical Dependency Association Board of Directors, in addition to the Secretary, who is selected by the NPNACDA.

## GOALS OF CERTIFICATION

In the establishment of a system for the Certification of Indian alcoholism counselors, the Northern Plains Native American Chemical Dependency Association, recognizes the need to define the role of the alcoholism counselor in a manner that is distinct from others who may provide additional services to the same person in the same setting.

The primary responsibility of the Indian alcoholism counselor is to deal with the relationship between a person's use of alcohol and the problems experienced as a consequence of such use. This is basically a four-fold process:

1. To assist the client to recognize that his/her use of alcohol is abusive and self-destructive.
2. To assist the client in gaining insight and motivation to make a commitment to resolve the problems by taking appropriate action relative to the use of alcohol.
3. To provide experienced, professional guidance, assistance, and support for the client's efforts to establish a new life style and value system which is designed to eliminate abuse of alcohol and/or drugs and the problems related to them.
4. To recognize problem areas which are beyond the scope of his/her training, skill, or competence, and to assist alcoholic persons in the utilization of the skills and knowledges of other professionals/

Such activities will, of necessity, cover a broad range of activities equal to the infinite variety of the alcoholic person and his problems (such as age, sex, religion, education, culture, economic, and social status).

## STANDARDS FOR A CERTIFIED ALCOHOLISM COUNSELOR

In order that a person be certified as a CD counselor by the NPNACDA Board, the applicant must have two years sobriety.

An alcoholism counselor may be certified for either of three levels of knowledge and competence: Counselor I, Counselor II, or Counselor III,

The basic difference between Counselor I, Counselor II, or III lies in the length of supervised training and/or work experience, and some differences in the amount of education required.

It is not mandatory that an applicant attain certification as a Counselor I before being certified as a Counselor II, or III. The important distinctions to consider when making an application for any category is the qualifications for each level.

In developing a system of certification, the Certification Board must, of necessity, be vested with broad powers to assess the applicant, his/her work experiences, competencies, and training. The Certification Board may require additional information or evidence in some cases to make an adequate determination of the applicant's qualifications.

Applicants must agree to waive the right to inspect the results of inquiries made of employers, co-workers, references, or educational institutions which were sought and acquired in the process of making a determination on certification.

Certification will be awarded for a two-year period. Re-certification will be required every two years on the anniversary of the original certification.

There shall be no waiver or substitution for the full time supervised work experience required for each level.

#### SPECIFIC PROCEDURES

The NPNACDA Certification Board has established that it will issue a certificate for Indian Alcoholism Counselor I, Counselor II or III to those applicants who meet the following conditions, and who, in the opinion of the Board, are qualified to hold this credential.

As mentioned previously, the NPNACDA Certification Board offers three levels of credentialing: Alcoholism Counselor I, Native American Alcoholism Counselor II, and Native American Alcoholism Counselor III.

Acceptance of and adherence to the Professional Code and Ethical Standards which immediately follow, and possession of the abilities, knowledge and competencies outlined below are requirements essential to all levels of certification. Applicant must sign a statement adhering to the Professional code of ethics.

#### A. Requirements for Native American Alcoholism Counselors I, II, III

##### 1. Professional Code and Ethical Standards:

- a. Be dedicated to the concept that alcoholism is treatable and that all efforts with the alcoholic client shall have as a primary goal the recovery of the alcoholic client.
- b. Respect the client by maintaining an objective, non-possessive professional relationship at all times.
- c. Respect the confidentiality of all records, materials, and communications concerning the client.
- d. Do not discriminate among clients, colleagues, or other professionals on the basis of race, color, creed, age, sex, or sexual orientation.
- e. Respect the rights and views of other alcoholism workers and other professionals.
- f. Respect institutional policies and cooperate with management functions; strive to improve institutional policies and management functions.
- g. Evidence a genuine interest in helping persons with alcohol problems and be dedicated to the concept of helping people to help themselves.
- h. Take personal responsibility for continued professional growth through further education and training.

i. Assess personal and vocational strengths and limitations, biases, and effectiveness and be willing to recognize when it is to the client's best interest to refer or release them to another individual or program.

j. Make a total commitment to provide the highest quality services through personal effort and the utilization of other health professionals or services which may assist the client in his/her recovery.

k. Make a total commitment to provide the highest quality services through personal effort and the utilization of other health professionals or services which may assist the client in his/her recovery.

k. Must maintain a commitment to sobriety by not using or abusing alcohol or mood altering chemicals.

## 2 Knowledge and Competence Requirements

### a. Communication:

(1) Possess sufficient communication skills to communicate effectively with clients and resources, whether Indian or non-Indian. Such skills may include fluency in an Indian language.

(2) Be able to maintain accurate and timely client records and make reports (either written or by dictation).

### b. Knowledge of Alcohol Use and Alcoholism:

To counsel individuals and families with problems caused by the effects of the ingestion of alcohol, basic knowledge of the effects of the drug alcohol and its impact and influence on human beings is a prerequisite. Knowledge of the effects of alcohol should fall into three major categories:

(1) Physiological and pharmacological - effects of alcohol on the human body, relationship between blood alcohol level and behavior, management of the illness and recovery process, and physiological mechanisms of chemical dependencies among other knowledges.

(2) Psychological - psychological dependencies and complications, patterns of progression, recovery, and personal and social reconstruction.

(3) Socio-cultural value and attitudinal systems relating to alcohol, drinking and alcohol abuse, family community, spiritual, industrial and legal ramifications among Indian people.

### c. Screening

The process by which a client is determined appropriate and eligible for admission to a particular program.

This function requires that the counselor consider a variety of factors before deciding whether or not to admit the potential client for treatment.

The eligibility criteria are generally determined by the focus, target population and funding requirements of the counselor's program or agency. Many of the criteria are easily ascertained. These may include the client's age, sex, place of residence, legal status, veteran status, income level and the referral source.

additionally, it is imperative that the counselor use appropriate diagnostic criteria to determine whether the applicant's alcohol or other drug "use" constitutes "abuse". All counselors must be able to describe the criteria they use and demonstrate their competence by presenting examples of how the use of alcohol and other drugs has become dysfunctional for a particular client. The most commonly used methods are the DSM III criteria, the NCA criteria and the Feighner criteria.

The determination of a potential client's appropriateness for a program requires a greater degree of judgement and skill by the counselor and is influenced by the program's environment and modality (i.e. inpatient, outpatient, residential, chemotherapy, detoxification or day care). Important factors include the physical condition of the client, the psychological functioning of the client, outside supports/resources, previous treatment efforts, motivation and the philosophy of the program.

If the applicant is found ineligible or inappropriate, the counselor should be able to suggest an alternative.

D. Intake - The administrative and initial assessment procedures for admission to a program.

The intake usually becomes an extension of the screening, when the decision to admit is formally made and documented. Much of the intake process includes the completion of various forms. Typically, the client and counselor fill out an admission or intake sheet, document the initial assessment, complete appropriate releases of information, collect financial data, sign a consent for treatment and assign the primary counselor.

E. Orientation - Describing to the client:

- general nature and goals of the program;
- rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program;
- in a non-residential program, the hours during which services are available;
- treatment costs to be borne by the client, if any, and;
- client's rights.

The orientation may be provided before, during and/or after the client's screening and intake. It can be conducted in an individual, group or family context. Portions of the orientation may include other personnel for certain specific parts of the treatment, such as medication.

F. Evaluation and Assessment:

To insure appropriate services to meet the needs of clients, the ability to evaluate and assess the needs of clients, and the ability to evaluate and assess the needs and problem stage of the recipient of counseling is a prerequisite.

- (1) Knowledge of human growth and development.
- (2) Knowledge of family dynamics and interactions, with particular emphasis on the unique differences among Indian families.
- (3) Knowledge of environmental and socio-cultural aspects as they relate to Indian people, including:
  - (a) early, middle and late signs and symptoms of alcoholism and/or poly-drug abuse;
  - (b) signs and symptoms of problems needing other medical/psychological and/or social assessment;
  - (c) characteristics of family dysfunctioning.
- (4) Analytical skills, including:
  - (a) assessing the stage of alcoholism in which the client's current drinking behavior places him;
  - (b) case history methodology;
  - (c) ability to recognize appropriate treatment modalities;
  - (d) evaluation of the client's progress.

G. Treatment Planning:

To assure healthy participation of individuals and families in the counseling/treatment process, counselors should involve their clients in the counseling/treatment process in planning and individualized treatment program, including:

- (1) skill in sharing evaluation findings with the clients and in working through client reactions and/or resistance to this evaluation;
- (2) skill in involving clients in the process of individualized planning for counseling and treatment;
- (3) skill in informing clients of their legal rights;
- (4) skills in assisting clients to accept and resolve financial responsibilities including, where appropriate, paying for treatment and counseling.



#### H. Referral Skills:

Indian clients and their families have a multitude of needs that may require a multi-disciplinary approach. Appropriate agencies must be recognized and utilized by the counselor if these needs are to be met.

- (1) Outreach skills: ability to choose appropriate methods of recruiting clients and mobilizing community resources.
- (2) Knowledge of referral sources and their eligibility requirements, services, treatment philosophies, administrative and contact procedures.
- (3) Skills in making referrals, including:
  - (a) ability to contact and contract with other agencies, persons, or groups, including those of different treatment philosophies than one's own;
  - (b) determining proper and suitable referral resources;
  - (c) skill in interpreting to the client the referral resource and its function in relationship to the client's needs and problems;
  - (d) ability to assist individuals and families with alcohol related problems by referrals for other types of counseling and services, such as pastoral counseling, public assistance, and vocational or occupational counseling;
  - (e) ability to elicit responsiveness of service providers.

#### I. Counseling and Treatment:

The counseling and treatment process relates to the primary direct delivery of service. Counseling constitutes a major portion of treatment; therefore, the skills and knowledges identified here are paramount.

- (1) Ability to establish a therapeutic relationship with a client.
- (2) Knowledge and ability to use counseling techniques, e.g. to educate, elicit feelings, facilitate self-understanding, and motivate the client.
- (3) Knowledge of and skill in goal setting, contracting, and problem solving.
- (4) Ability to recognize and deal with an alcoholic's denial, rationalization and/or other defense systems.

J. Client Education:

Ability to locate and/or develop and utilize basic informational support systems, such as:

Materials, pamphlets, literature, films, research reports, etc;

K. Consultation - consultation services, such as medical, psychiatric, legal, vocational, etc.

(5) Skills in individual and/or group counseling methods including techniques of working with spouses, families and significant others.

(6) Ability to participate in and coordinate a client's continuum of treatment and/or services.

(7) Knowledge of and ability to participate in various comprehensive treatment processes, knowledge of their rationale, relationship to other methods, and their limitations.

(8) Be familiar with and understand the philosophy and process of recognized and accepted self-help groups such as Alcoholics Anonymous, Al-Anon, Alateen, Adult Children of Alcoholics, Parents Anonymous, Gamblers Anonymous, Talking Circles, Red Road, Sweat lodge, etc.

(9) Knowledge and understanding of the predominant Indian culture, tribal customs, and traditions of the client.

(10) Ability to utilize Indian culture, values, and traditions in treatment.

(11) Ability to assist clients in the spiritual aspects of recovery.

(12) Knowledge of long-range rehabilitative processes including management of the problems attendant to recovery and to each of the stages of the recovery process, awareness of needs for medical care, post treatment crisis, and problems of readjustment.

L. Crisis Intervention - Those services which respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.

A crisis is a decisive, crucial event in the course of treatment that threatens to compromise or destroy the rehabilitation effort. These crises may be directly related to alcohol or drug use (i.e. overdose or relapse) or indirectly related. The latter might include the death of a significant other, separation/divorce, arrest, suicidal gestures, a psychotic episode or outside pressure to terminate treatment.

It is imperative that the counselor be able to identify the crises when they surface, attempt to mitigate or resolve the immediate problem and use the negative events to enhance the treatment efforts, if possible.

- M. Report and Recordkeeping - Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.

The report and recordkeeping function is extremely important. It can benefit the counselor by documenting the client's progress in achieving his/her goals. It can facilitate adequate communication between co-workers. It can assist the counselor's supervisor in providing timely feedback. It can be valuable to other programs that may provide services to the client at a later date. It can enhance the accountability of the program to its funding sources. Ultimately, if performed properly, it can enhance the client's entire treatment experience.

O. Specific Qualification:

Track I (Academic)

Level I

64 semester hours and  
15 CD specific semester hours and  
1 year (2000 hrs.) full-time  
CD counseling

Level II

BS and  
19 CD specific semester hours and  
2 years or (4000 hrs.)

Level III

Masters Degree or 160 sem. hrs.  
and 25 CD specific sem. hrs. and  
2 years or (4000 hrs.)  
CD specific or related field  
Masters degree and 1 year experience

Track II (Experience)

Level I

15 CD specific semester hours and  
2 years (4000) full-time  
CD counseling

Level II

19 CD specific semester hours and  
4 years or (8000 hrs.)

Level III

25 CD specific semester hours and  
6 years experience

Required courses for each level:

Level I semester hrs.

- 3 Introduction to Alcoholism
- 3 Introduction to Drug Abuse
- 3 Foundations of Counselling (Individual)
- 3 Foundations of Counselling (Group)
- 3 Native American Alcoholism

Level II (Level I courses plus)

- 3 Treatment (Continuum of Care)

Level III

Level III (Level I & II courses plus)

- 3 Families of Alcoholism
- 3 Electives

In addition to the requirements for certification as listed the applicant shall:

1. Submit an application for certification as an NA Alcoholism Counselor I, II, III or specialist accompanied by a bank certified check or postal money order for one hundred (\$100.00) or an alcoholism program check in behalf of the applicant if the program is sponsoring his/her application. If applicant does not qualify for certification he/she will have one year from date of notification to re-test at no additional cost.
2. Give consent to the Certification Board to seek specific information which will help to clarify the applicant's qualifications. The Board may, without further permission from the applicant, approach the individuals who made personal and professional references for additional information.
3. Affirm freedom from alcohol and/or drug abuse for a period of two years immediately prior to the processing of the application.
4. Arrange for the provision to the Certification Board of one letter of endorsement for the applicant from his/her supervisor or director; and two letters of competency from co-workers and others who might be knowledgeable about the applicant's performance as an Indian alcoholism counselor.
5. Be prepared to pass a written examination to determine one's level of knowledge concerning Indian alcoholism and counseling at a time and place to be arranged by the Certification Board. An oral examination will be arranged by the Board for applicants whose primary linguistic process lies in their native language.
6. Be prepared to meet with the Certification Board Representatives for the following purposes:
  - a. to allow the Certification Board Representatives to meet with the applicant;
  - b. to review the applicant's knowledge and competency in counseling Indian people;
  - c. to provide the applicant an opportunity for verbal expression with the Board Representatives.

Those applicants applying for Trainee status shall:

1. Affirm freedom from alcohol and/or drug abuse for a period of two years immediately prior to the processing of the application.
2. Be currently employed by a chemical dependency program.
3. Have a high school diploma or equivalent.
4. Submit an application for Trainee certification status, by a bank certified check or postal money order for twenty five dollars (\$25).
5. Trainee status is for a period of two years. Applicants may reapply for an additional two year period.
6. Applicants must show that they are pursuing certification in order to reapply for the second trainee status period.

## PROCEDURES AND RESPONSIBILITIES OF THE CERTIFICATION BOARD

1. When the application form, initial processing fee, letter of endorsement, and letters of recommendation (competency) have been received by the Certification Board, the applicant will be notified, within thirty days, of the time and place where the final review of knowledge and competency will be held.
2. As far as possible, it is the intent of the Certification Board to arrange for testing at a site convenient to the applicants from each of the state whose programs comprise the Northern Plains Native American Chemical Dependency Assoc.
3. Normally the interview and testing will be conducted by the three members of the Board, none of whom have any programmatic or personal ties to the individuals being examined.
4. Upon completion of the testing and interviewing, each member of the Certification Board will make written recommendations to the Board regarding the appropriate action to be taken (either approval or denial of the application). This recommendation will be considered at the next full meeting of the entire Board, and successful applicants will then be awarded their Certificate.
5. Within twenty days after the Certification Board meets, the applicant will be notified of the results and issued a certificate if she/he is found qualified.
6. If the applicant is found not to be eligible at the time of examination, the applicant will be made aware of the areas in which she/he is found deficient, so that remedial action can be taken by the applicant.

## RESPONSIBILITIES OF THE APPLICANT

In addition to the Specific Procedures outlined for the applicant to follow in making application, the following guidelines are provided to help the applicant.

1. It is the responsibility of the applicant to meet all time deadlines.
2. The applicant is responsible for alerting references to return their recommendations and to respond to any additional inquires from the Board as promptly as possible.
3. Applicants may use a Certification Board member as one of their references if needed. Applicants are advised that the Board member will abstain from voting on his/her application when the full board convenes.
4. Applicants are responsible for advising the Board of their correct addresses and zip codes on their references. The applicant's HOME ADDRESS should be used for Board communication.
5. Applicants are expected to exercise patience in communicating with the Board, recognizing that the certification process is an involved process that takes time and effort by Board members on behalf of the applicant; that considerable distances are involved in selecting convenient testing sites; and that Board members are volunteers who receive no remuneration for their services.

## RECERTIFICATION

Initial certification is good for two years from the anniversary of the date of certification. After two years have passed, it will be necessary to reapply for certification. Requirements pertaining to reapplication include:

1. Renewal of certification will be required every two years. Application for recertification must be made ninety days prior to the expiration of certification date and accompanied by a bank check, postal money order or program check in the amount of seventy five dollars (\$75.00).
2. Applicants for recertification shall have previously been certified by the NPNACD Certification Board and such certification shall still be in effect and good standing at the time of recertification.
3. Certification that has lapsed, in excess of thirty days, or that has been withdrawn by the Certification Board for any reason whatsoever, will not be subject to renewal. Applicants whose certification status falls under these two conditions must submit a new application subject to all the provisions of such an application.
4. Renewal applicants must provide documentary evidence of the following:
  - a. A minimum of three quarter or two semester hours, or the equivalent of same, (60 hours of continuing Ed credits). Directly relating to Indian counseling and aiding the client and his/her family. NOTE: a copy of the course announcement or brochure should be submitted in support of the record of the course if at all possible.
  - b. One letter of endorsement from the supervisor and two letters of competency shall accompany this application.
  - c. The Board, at its discretion, may require a personal interview with the applicant.

## SUSPENSION OR REVOCATION OF CERTIFICATION

The NPNACD - Certification Board shall be empowered to revoke or suspend an individual's certification as an Indian Alcoholism Counselor I, II, or III just cause. Conditions for revocation or suspension shall include but not be limited to:

1. Obtaining or attempting to obtain certification or renewal by deliberate misrepresentation.
2. Conviction of a felony during the certification period.

3. Use or abuse of alcohol and/or mood altering drugs.
4. Gross violation of the Professional Code of Ethics.

#### APPEAL PROCESS

The appeal process for those refused certification or who have had certification revoked or suspended shall be as follows:

1. Appeals must be made to the NPNACD Certification Board by the person so affected, in writing, and within thirty days of the action of denial, revocation or suspension.
2. A hearing date will be set not less than fifteen days nor more than ninety days, from the date the letter was received by the Certification Board. Notification of the appeal date, time and place will be provided in writing to the person who has had certification denied, revoked or suspended.
3. Allegations should be directed to the Board and said allegations must be signed by the person bringing the charge and any witnesses. Only written allegations will be recognized.
4. Notifications of the charge shall be made by certified mail delivered to addressee ONLY, with return receipt requested. A response shall be in writing within two weeks after receipt of the notification if an individual wishes to contest the charges at a formal hearing before the Board.
5. If the charges are not contested either by letter or at the next regular meeting of the Board, the certification of the individual in question will be revoked or suspended for a maximum of one year.
6. If the charge is contested, a hearing date shall be established, not less than fifteen days nor more than ninety days from the date notification of contested action was received by the Board. Notification of the appeal date, time and place will be sent in writing to all parties concerned. The individual who is charged may be represented by an attorney.
7. The decision of a simple majority of those present from the Certification Board will be binding.

#### RECIPROCITY

The NPNACD Certification Board will recognize the credentials of certified Indian Alcoholism Counselors from other regional Indian alcoholism boards, state certification boards for alcoholism counselors, or other comparable certification bodies, providing that reciprocity agreements have been established with these authorities in advance.

**CERTIFICATION BY PRIOR EXPERIENCE**  
(Grandfathering)

It is assumed that the first Certified Indian Alcohol Counselors and Specialists to be recognized within the Northern Plains will be individuals currently working in the Indian Alcoholism field who meet certain requirements.

Their classification will be that of Indian Alcohol Counselor I, or the same as subsequent certifications for those individuals who stand for examination and evaluation as applicants for the Counselor I Certificate.

REQUIREMENT FOR CERTIFICATION BY PRIOR EXPERIENCE

1. The applicants shall have worked in the Indian Alcoholism field, in an Indian alcoholism facility, or an Indian alcohol program on a permanent full-time basis as a paid employee, and shall have been utilizing counseling skills for a least two years immediately prior to January 1, 1989. The Board, however, will look favorably upon a greater length of experience depending upon individual circumstances.
2. The applicant must apply for Certification by Prior Experience within one year of the above date, that is, prior to January 1, 1990.
3. The applicant must submit an application for Certification by Prior Experience, accompanied by a postal money order, certified check, or program check in the amount of \$75.00.
4. Responsibility for providing sufficient information to enable the Indian Certification Board to verify the type and length of employment as well as other information rests with the applicant.
5. The applicant must have submitted in his/her behalf five letters of reference from persons in the work-related field of Indian alcoholism. Three of these letters must attest to the fact that applicant is drug and alcohol free.
6. Final determination of types of employment which may qualify as prior experience shall be made by the Northern Plains Indian Alcohol/Drug Specialist Certification Board.



## PROCEDURES FOR LICENSE APPLICATION

### Academic Requirements:

- 1) Abnormal Psychology
- 2) Theories of Personality
- 3) Theories in Practice of Psychotherapy
- 4) Pharmacology
- 5) Introduction to Group Counseling
- 6) Introduction to Individual Counseling
- 7) Advanced Counseling and/or Marriage and Family Counseling
- 8) Dynamics of Addiction
- 9) Professional Ethics
- 10) Marriage and the Family
- 11) Child Psychology/Development
- 12) Adolescent Psychology/Development

### Clinical Requirements:

- 1) Minimum nine month full-time practicum/clinical experience with an inpatient and outpatient component.
- 2) Minimum one year full-time addiction counseling work experience
- 3) Written Examination as prescribed by the Board
- 4) Oral Case Presentation Examination as prescribed by the Board

The application process has been established as follows:

#### A. Out-of-State applicants seeking employment in North Dakota:

- 1) The applicant should submit to the Board of Addiction Counseling Examiners a resume, official transcript of college coursework or verification of academic requirements, documentation verifying completion of practicum experience including inpatient and outpatient components, and documentation verifying completion of a minimum one year full-time addiction counseling experience.
- 2) The Board of Addiction Counseling Examiners will then review the credentials and determine any areas of deficiency; notifying the candidate of same. In addition, if qualified, the Board will notify the candidate and Central Personnel of eligibility for employment in North Dakota as an intern.

An out-of-state applicant qualifies for employment as an intern at an approved internship site providing completion of a major portion of academic requirements and the verified completion of the practicum experience including an inpatient and outpatient component.

- 3) Following employment as an intern, the applicant will then need to verify completion of deficient coursework before being eligible to take the written and then oral case presentation examination.

Then, before being licensed, an applicant will need to verify one year of full-time work experience (if not previously verified), successfully complete the testing, complete a formal application and pay a \$100.00 licensing application fee. The candidate has a maximum of two years to complete this process after being employed as an intern.