

**ALCOHOL AND DRUG COUNSELOR APPLICATION FOR A SUPERVISOR'S CERTIFICATE**

Submit application, and application fees of \$60.00. Make check payable to the Board of Examiners for Alcohol, Drug and Gambling Counselors. All applicants are required to complete a two day in-person Clinical Supervision Training, Webinars Part 1 & 2, and 14 hour online Clinical Foundations Course. Please contact CASAT to enroll in class. [www.casat.org](http://www.casat.org) or 775-784-6265

**1. DEMOGRAPHICS:**

Name \_\_\_\_\_ Dr. Mr. Ms. Miss Mrs.  
Last First Initial (Circle one)  
Unmarried Name/or other names(s) Known by \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email Address : \_\_\_\_\_ SS# \_\_\_\_\_  
Valid Drivers License # \_\_\_\_\_ STATE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

**2. ARREST/DISCIPLINARY RECORD:**

Have you ever been arrested, convicted or indicted of any offense? Yes \_\_\_ no \_\_\_  
Have you ever had a license or certificate revoked; suspended or had disciplinary action taken against you? Yes \_\_\_ No \_\_\_  
Conviction or suspension is not an automatic barrier to certification. Each case is considered on its individual merits. My arrests, convictions or indictments include the following:  
Date: \_\_\_\_\_ Conviction \_\_\_\_\_  
Date: \_\_\_\_\_ Conviction \_\_\_\_\_  
Continue on back if necessary;

**If you answered "yes" to any of the above questions, please provide a complete explanation in your own words and a copy of the final judgment and the sentence of all convictions and of all offenses. Lack of providing any information requested is a basis for rejecting this application. Failure to acknowledge a conviction is grounds for suspension of certification. Attach explanation to this application.**

**3. EDUCATION:** LADC must show Master's level degree in an approved social science field; CADC must show a Bachelor's level degree in an approved social science field.

College or University:  
Name \_\_\_\_\_ Location \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_  
Graduate School:  
Name \_\_\_\_\_ Location \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_  
List any other professional licenses or certificate your possess and its number \_\_\_\_\_

**4. EXPERIENCE:** Please document a minimum of (2 years for LADC and 3 years for CADC) experience as an alcohol and drug abuse counselor:

Employer: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ and State \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_

List Your Duties in Detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE CONTINUED**

Employer: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ and State \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_

List Your Duties in Detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need additional space, please add an additional page(s).

**5. Have you ever served in the military?** Yes \_\_\_ No \_\_\_

**Branch (s) of service?** (Check all that apply)

\_\_\_ Army/ Army Reserve    \_\_\_ Marine Corps/Marine Corps Reserve    \_\_\_ Navy/Navy Reserve

\_\_\_ Air Force/Air Force Reserve    \_\_\_ Coast Guard/Coast Guard Reserve    \_\_\_ National Guard

**Military occupation specialty/specialties?** \_\_\_\_\_

Dates of service: \_\_\_\_\_ to \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**6. FOR THE BOARDS USE – PLEASE DO NOT WRITE IN THIS SPACE**

Approved for CASAT training: \_\_\_\_\_

Certificate: The above application was approved by the Board on \_\_\_\_\_ . Certificate No: \_\_\_\_\_ Date: \_\_\_\_\_

Board Staff Signature or Initials

## **RESPONSIBILITIES OF A SUPERVISOR**

### **a. It is your responsibility to read the following before signing the application NAC 641C.280 Supervisors of certified interns: Generally. (NRS 641C.200)**

1. To be eligible to supervise a certified intern, a licensed/certified counselor must:
  - (a) Be in good standing with the board and not under any investigation by the board;
  - (b) Have satisfactorily completed a course approved by the board for the training of supervisors; and
  - (c) Have been licensed by the board for and have engaged in the practice of counseling alcohol and drug abusers for at least 2 years for LADC and 3 years for CADC.
  
2. A licensed/certified counselor may not supervise a certified intern until he has:
  - (a) Submitted a completed application to the board on a form provided by the board; and
  - (b) Received notification from the board that it has approved his application.
  
3. The board will maintain a list of the names of the licensed counselors who have been approved to supervise interns and, upon request, will provide a copy of that list to any applicant for certification as an alcohol and drug abuse counselor intern.
  
4. A licensed/certified counselor who is supervising a certified intern shall not:
  - (a) Reside with the certified intern, have an intimate relationship with the certified intern or be related to the certified intern by blood or marriage;
  - (b) Have had the certified intern as a client; or
  - (c) Supervise more than five certified interns at one time without the prior approval of the board.
  
5. A licensed/certified counselor who is supervising a certified intern is subject to disciplinary action by the board for any violation of this chapter and chapter 641C of NRS committed by the certified intern while the certified intern is working under the supervision of the licensed counselor.
  
6. A licensed/certified counselor who is supervising a certified intern shall inform the board in writing of any termination or cessation of his supervision of the certified intern not later than 5 working days after the date on which his supervision of the certified intern terminates or ceases.

### **b. NAC 641C.285 Supervisors of certified interns: Duties.**

1. A licensed/certified counselor who is supervising a certified intern shall ensure that:
  - (a) The work of the certified intern is conducted in an appropriate professional setting;
  - (b) The work of the certified intern is consistent with the standards of the profession;
  - (c) The certified intern is assisted with the development of his professional identity;
  - (d) The certified intern has gained the skills required to manage his practice;
  - (e) The certified intern has gained the skills required for continuing competency;
  - (f) The certified intern has gained knowledge of the laws and regulations applicable to the practice of counseling alcohol and drug abusers; and
  - (g) The certified intern is familiar with the current literature concerning those areas of alcohol and drug abuse counseling which are relevant to his area of practice.
  
2. A licensed/certified counselor who is supervising a certified intern shall:
  - (a) Communicate with the certified intern on an individual basis for at least 1 hour every week, unless the board specifically directs a different schedule or frequency for the meetings, to discuss and evaluate the performance of the certified intern in his practice.
  - (b) Prepare a progress report for each period of certification in which the licensed counselor supervises the certified intern, on forms provided by the board, concerning the progress of the certified intern in his practice.
  - (c) Be available to consult with the board about a certified intern being supervised by the licensed counselor concerning the record, competence in practice, emotional and mental stability, and professional and ethical conduct of the certified intern.

3. Upon the completion of the period of certification, if the certified intern seeks to renew his certification as an alcohol and drug abuse counselor intern and continue his practice as a certified intern under the supervision of the licensed/certified counselor, the licensed/certified counselor shall ensure that the progress report prepared by the licensed counselor pursuant to this section is included in the application for the renewal of the certificate for the certified intern. If, upon the completion of the period of certification, the certified intern has completed his internship, or if the supervision of the certified intern by the licensed counselor ceases or is otherwise terminated, the licensed/certified counselor shall submit a progress report for that last period of certification to the board as soon as practicable after his supervision of the certified intern ends.

4. A licensed/certified counselor who is supervising a certified intern shall analyze the performance of the certified intern through information obtained:

- (a) By observing or participating in the practice of the certified intern at least once a month; and
- (b) From the notes taken by the certified intern.

**c. Supervisors of certified interns: Responsibilities related to education of certified interns.**

1. Any hours which a certified intern accumulates while: (a) Working under the supervision of a counselor who has not been approved by the board to supervise alcohol and drug abuse counselor interns;

(b) Working in an arrangement covered by an agreement relating to the supervision of the intern if the agreement has not been approved by the board; or

(c) Engaged in any activities that are not within the scope of the practice of counseling alcohol and drug abusers, or the provision of any services relating thereto, will not be counted toward the number of hours necessary to become a licensed or certified counselor.

2. Except as otherwise provided in this subsection, if, at the time when a certified intern received his most current certification from the board, the certified intern is enrolled in a program of education from which he will receive an associate's degree, bachelor's degree, master's degree or doctoral degree in a field of social science, the licensed counselor supervising the certified intern shall ensure that the certified intern is properly enrolled in that program of education during each semester within the certification period. If a certified intern withdraws from his courses such that he is no longer enrolled in at least 3 credit hours for a given semester the certified intern may not work as a certified intern during the remainder of that semester and any hours which he accumulates during this time working as a certified intern will not be counted toward the number of hours necessary to become a licensed or certified counselor. If a certified intern completes and receives his degree from his program of education during a certification period and a new semester for that program of education begins before the end of the certification period, the licensed/certified counselor supervising the certified intern is not required to ensure that the certified intern is enrolled in the program of education for the new semester.

3. A certified intern must complete the education and training necessary to become a licensed or certified counselor not later than 5 years after the date on which he initially applies to become a certified intern.

**d. Supervisors of certified interns: Withdrawal of approval to supervise.** The board will withdraw its approval for a licensed/certified counselor to supervise certified interns if:

1. The licensed/certified counselor:

(a) Fails to supervise a certified intern adequately;

(b) Fails to comply with the provisions of this chapter and chapter 641C of NRS relating to the supervision of certified interns;

(c) Fails to ensure that two or more consecutive progress reports regarding the progress of each certified intern under the supervision of the licensed counselor is submitted to the board as required in NAC 641C.285; or

(d) Knowingly allows a certified intern under the supervision of the licensed counselor to violate any provision of this chapter or chapter 641C of NRS; and

2. The board determines that the withdrawal of its approval for the licensed counselor to supervise certified interns is appropriate under the circumstances.

7. **Affirmation:** I hereby affirm under penalty of perjury that:

1. **Please circle one:**

- a. I am in active recovery from chemical dependency and/or problem gambling and have maintained my abstinence for a minimum of past two years; if in recovery from problem gambling for how many years? \_\_\_\_\_ . If in recovery from a substance use disorder, please state for how many years\_\_ or
- b. I have never been chemically dependent, and/ or have a problem gambling and for a minimum of the past two years I have used alcohol and other drugs and/or gambled only in a responsible manner - if at all.

2. I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to penalty provisions.

3. I will adhere to the code of Ethics as established in NRS 641C.

4. If I have been convicted of a felony or gross misdemeanor within the past 5 years, I agree not to participate in the treatment process for any individual under the age of 18.

**FEDERAL LAW REQUIRES AN APPLICANT TO CIRCLE ONE OF THE FOLLOWING:**

- a. I hereby certify I am not subject to any support order; or
- b. I am subject to a support order and I owe no past due support with respect to the order or I am in full compliance with a plan to pay any and all past due support as of the date of this application; or
- c. I hereby certify I am not in full compliance with a plan to pay past due support with respect to a support order as of the date of this application.

This acts as documentation that I understand and will abide by the Administrative Code 641C:

Signature \_\_\_\_\_ Date \_\_\_\_\_