

GREAT PLAINS AMERICAN INDIAN CREDENTIALING BOARD (GPAICB)



POLICIES AND PROCEDURES

Modified December 2022

POLICIES AND PROCEDURES

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Section 1.00. Organization

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1.01 Legal Status of the Board

The Great Plains American Indian Credentialing Board is a voluntary board which was created by the Great Plains Behavior Health Directors Association. It is a special purpose Board which exists to certify the qualifications and competence of persons who are engaged in professional service to persons suffering from alcoholism and/or other chemical and behavioral dependencies. The Great Plains American Indian Credentialing Board is an organization member of the National Association for Alcoholism and Drug Abuse Counselors (NAADAC), and, as such, adheres to its requirements for Alcohol & Drug Counselor Trainee (ADCT), National Certified Addiction Counselor (NCAC), Master Addiction Counselor (MAC), National Clinical Supervisor Endorsement (NCSE), and National Certified Peer Recovery Support Specialist (NCPRSS). The Great Plains American Indian Credentialing Board hereinafter referred to as the “Board”, may also be referred to in documents as the Great Plains American Indian Credentialing Board (GPAICB).

1.02 Board Authority

Board members have no authority over certification matters as individuals, except as may be authorized by action of the majority of the Board. The Board has absolute authority over certification matters within the Great Plains Indian Health Service Area & participating providers within, who serve American Indian/Alaskan natives. Board members, by their seat on the Board, are given authority to make decisions regarding certification matters.

1.03 Composition of the Board

The Board shall consist of the members as defined in the By-Laws.

1.04 Board Powers and Duties

Board powers and duties are those which are spelled out in the By-Laws.

1.05 Staff/Contractors

Independent contractors may be employed by the Board as staff, to carry out special functions. They shall be directly responsible to the Board and reimbursed at a rate agreed to by the Board. The President of the Board will be the designated point of contact for independent contractors and may designate alternate duties to other Board members as appropriate.

1.06 Fiscal Year

The fiscal year is the period of time commencing January 1 and ending December 31 of the calendar year.

Section 2.00 Board Operations

2.01 Operation of the Board

2.02 Internal Organization

2.03 Meetings

2.01 Operation of the Board

The Board will conduct its business in accordance with its By-Laws and the various state, tribal and federal statutes which apply to not-for-profit corporations whether specifically itemized in Board policies or not.

[1] Equal Opportunity

The Board recognizes that equal opportunity is fundamental to equality in all forms of human endeavor. Therefore, all Board administrative and staff policies, practices, and procedures will be non-discriminatory as required by the Americans with Disabilities Act and other State, Tribal and Federal laws.

2.02 Internal Organization

The officers of the Board shall be elected in compliance with the By-Laws.

[1] Duty of Officers

The duties of officers shall be in compliance with the By-Laws.

[2] Board Member Development

All Board members must be familiar with the procedures used by the Board for:

- Alcohol & Drug Counselor Trainee (ADCT)
- National Certified Addiction Counselor (NCAC I & II)
- Master Addiction Counselor (MAC)

- National Clinical Supervisor Endorsement (NCSE)
- National Certified Peer Recovery Support Specialist (NCPRSS)

An orientation shall be provided by the Board for newly elected or appointed Board members. Board members will sign the Code of Ethical Conduct for Board Members when elected to or appointed to the Board and this will be kept in the office file.

[3] Board Member Reimbursement

Members of the Board may be reimbursed for food, lodging, travel, and other miscellaneous expenses incurred while on business of the Board. This reimbursement must be approved by the Executive Committee of the Board and may not exceed the expense allowance as set forth in the budget. The mileage rate will be set according to the current federal rate.

[4] Board Committees

The Board, in order to expedite its work, may establish standing committees or may act as a committee of the whole.

A. Standing Committees

[1] The following are standing committees of the Board:

a. Addiction Counselor Trainee Committee

This committee is responsible for all correspondence with the applicants during the trainee period. This committee is responsible for the review of portfolios and the accomplishment of the written test.

b. National Certified Addiction Counselor (I & II) Credentialing Committee

This committee is responsible for all correspondence with the applicants during the certification period. This committee is responsible for the review of portfolios and the accomplishment of the written test.

c. National Clinical Supervisor Endorsement Credentialing Committee

This committee is responsible for all correspondence with the applicants during the certification period. This committee is responsible for the review of portfolios and the accomplishment of the written test.

d. Master of Addiction Counselor Credentialing Committee

This committee is responsible for all correspondence with the applicants during the certification period. This committee is responsible for the review of portfolios and the accomplishment of the written test.

e. National Certified Peer Recovery Support Specialist Committee

This committee is responsible for all correspondence with the applicants during the certification period. This committee is responsible for the review of certification applications, making sure all documentation is present.

f. Re-certification Committee

This committee is responsible for all correspondence with the applicants during the re-certification period. This committee is responsible for the review of re-certification applications, making sure all documentation for Continuing Education is present in audited packets.

g. Ethics Committee

This committee is responsible for review of all ethical issues regarding the professional practice of addiction counselors, prevention specialists and clinical supervisors.

h. Continuing Education Committee

This committee is responsible for the development of materials related to continuing education for certified professionals. This committee will review all applications for continuing education hours by sponsors, individuals, and approved providers.

B. Ad hoc Committees

a. Appeal Committee

The full Board shall act as the Appeal Committee. A quorum of the Board shall be required to hear all Appeals. In case of a conflict of interest, the Board member with a conflict of interest shall not participate in an Appeal.

[2] Operating Procedures

- a. The President shall appoint chairpersons for each of the above committees, as well as designate Board members to serve on that committee. Committee members may be added from outside the Board. The chairperson of each committee shall establish annual goals for that committee prior to the Annual Great Plains

Behavioral Health Conference. At the Annual Great Plains Behavioral Health Conference, those goals will be reviewed and approved.

- b. All appointments shall be for the term of four (4) years;
- c. Any vacancy shall be filled in the same manner as the original appointment;
- d. All committees may call upon the staff to obtain the necessary information to enable the committee to function effectively;
- e. The chairperson or designee shall prepare a written or oral report on committee activities for each Board meeting.
- f. The written summary of the yearly activities shall be presented at the Annual Great Plains Behavioral Health Conference as a part of the annual plan.

2.03 Meetings

- [1] Meeting dates for the Board will be established on a yearly basis. Those meetings shall during the months of Sept, Dec, March, and June.
- [2] A schedule of all Board meetings will be distributed to the Board members.
- [3] The Board must meet at least four times a year as per the By-Laws. A quorum shall consist of a majority of the Board members. A decision shall be made by a majority of those present.
- [4] The meetings of the Board shall be held in compliance with the By-Laws.
- [5] The President shall preside at Board meetings and in his or her absence, the Vice President-elect may preside. In the absence of the Secretary, the Board may select another member to act as Secretary of the meeting.
- [6] No motion to hold a closed session or to recess an open meeting into a closed session shall be adopted unless the President announces to those present at the meeting at which such motion is made, the general nature of the business to be considered at such a closed session. No other business will be taken up at such closed sessions. The President shall also announce the approximate time the Board anticipates reconvening to an open meeting.
- [7] The President shall prepare an agenda for each Board meeting and shall send it to each Board member at least 14 days prior to the meeting.

[8] Minutes of all Board meetings shall be taken by the Secretary or designee and distributed to all the Board members prior to the next Board meeting.

[9] Roberts Rules of Order

- a. Meetings shall follow generally accepted rules of order.
- b. Regular and special Board meetings shall be open to the public except when the Board recesses to closed session for valid purposes.
- c. The Board shall provide an opportunity for individuals and organizations to appear and address the Board at every meeting. There must be written notice 14 days in advance for someone wanting to attend.

Section 3.00 Office Operations

3.01 Certification

3.02 Recertification

3.03 Reciprocity

3.04 Financial Procedures

3.05 Miscellaneous Procedures

3.06 Continuing Education Approved Provider Status

3.07 Grandfathering

3.01 Certification

Certification is a process which is broken down into two essential steps: Portfolio Review and Computer Based Exam.

[1] Portfolio Review

All applicants must apply to the Great Plains American Indian Credentialing Board for an application packet. Packets will be available online or by contacting the certification board office. Packets will consist of yearly standards for certification, i.e., Certification Manual, Certification Application, practical experience outline, and a Code of Ethics brochure. Applications must be on current forms. No applications will be accepted on old forms. Applications received in the office will be filed in pending applications. All data regarding an applicant's portfolio will be filed in his or her file and a portfolio will be

considered open upon receipt of the formal application and appropriate fees. No other receipt of forms will render a portfolio open without formal application being made. Applications are reviewed by the Board or Board committee. Complete applications will be acknowledged and an invitation to sit for the computer-based exam will be issued. An applicant must then obtain a new application and submit all new documentation for his/her portfolio and pay the appropriate fees.

[2] Computer Based Test Procedures

The National Certification Commission for Certification Professionals (NCC-AP) Computer Based Test/Web-based Testing (CBT/WBT) date will be arranged once the application/portfolio is received and has been reviewed and found to be complete. All eligible applicants will be pre-registered for the test three weeks prior to the test date. All application fees and computer-based/web-based test fees must be paid prior to taking the computer-based test. Passing scores for the computer-based test are established by NCC-AP.

Applicants who do not successfully pass their first attempt, will be given an option to retest. They must wait for 90 days to reschedule to retest. The applicant will be responsible for the second retest fee and any additional testing fees thereafter. An applicant who does not pass the NCC-AP examination three consecutive times will be subject to remedial action at the discretion of the GPAICB, to include but not limited to, completing 15 hours of Continuing Education training in the area of the applicant's lowest score(s) on the NCC-AP exam within 12 months of applicant's first attempt in taking the test.

Applicant's may request to have the test given to them orally rather than a written exam. This request **MUST** be made in writing prior to pre-registration for taking the NCC-AP exam.

[3] Post Interview Procedures

The Board will prepare certificates and credential cards for new applicants as well as for re-certified counselors. A yearly alphabetical list will be prepared of credentialed Alcohol & Drug Counselor Trainees (ADCT), National Certified Addiction Counselors (NCAC), Master of Addiction (MAC), National Clinical Supervisor Endorsement (NCSE), and National Certified Peer Recovery Support Specialist Professionals (NCPRSS). All will be assigned a five-digit identification number.

- a. The first two digits will represent the original year of credentialing of that certified professional. The last three digits which follow a dash (-) will be assigned as follows:
- b. If the first letter following the dash (-) is a:
 - a. T - it will indicate that the individual is a Counselor Trainee;
 - b. 1 - it will indicate that the individual is a Counselor certified at the NCAC level;

- c. 8 - It will indicate that the individual began their certification through reciprocity.
- c. The numbers after the T, 1, or 8 indicates the last two numbers of individuals date of birth.

[4] Award of Certification

All certificates will be awarded once test results are received. All newly certified professionals will be recognized for their achievement at the Annual Great Plains Behavioral Health Conference at the Fall Conference, sponsored by the Great Plains Behavior Health Association. All newly certified professionals will receive a certificate and a wallet card. Standards for re-certification are found in the various certification manuals.

3.02 Re-certification

[1] Trainee recognition status will be issued for up to five (5) years. Trainee applicants will renew their application annually. Trainee applicants must send their renewal notice the month prior to their renewal date. Any trainee who has allowed their status to lapse may have it restored within 15 days of the expiration day, providing they request reinstatement, submit the application and all applicable documents and pay required fees.

[2] All addiction professionals must re-certify every two (2) years by completing a re-certification application documenting 40 hours of continuing education units. It is the responsibility of each professional to get the re-certification application either on-line or by calling the GPAICB office. Certified Counselors must document at least 6 hours of addiction-specific training. These six hours may be part of the total 40 CEUs. Certified individuals must submit a completed re-certification application packet with appropriate fees, postmarked by the last day of the calendar year for re-certification. Applications will be reviewed by the re-certification committee and letters will be sent out to applicants advising them of their re-certification status. All re-certified individuals will be acknowledged at the Annual Great Plains Behavioral Health Conference. Letters or cards with stamps to update certificates will either be sent in the mail or given to re-certified professionals at the Annual Behavioral Health Conference.

[3] Renewal date for certification will be at the end of the calendar year or prior to the expiration date on certificate.

[4] Late Fees:

A late fee of \$75 is charged to any re-certification applicant if the application has not been postmarked by the last day of the calendar year.

[5] Inactive Status:

Certified or licensed practitioners, in good standing, may request to be placed on inactive status. Inactive status allows the practitioner to maintain their certification or license by payment of the required renewal fee. Continuing Professional Training is not required while the practitioner is on inactive status. A practitioner on inactive status may not actively practice in the field and is not eligible for reciprocity.

A certified or licensed practitioner can place their certification or license on inactive status at any time. However, it is not the intent of this policy for practitioners to enter inactive status to avoid the requirement to obtain Continuing Professional Training hours. Certification/licensure can be reactivated with submission of the renewal application and documentation of Continuing Professional Training hours. A practitioner who is reinstating from inactive status shall obtain the number of hours related to the time frame the certification/license was placed on inactive status up to 40 hours if singly credentialed, or 60 hours if dually credentialed. Under no circumstance will a practitioner be required to submit more than 40 Continuing Professional Training hours if singly credentialed, or 60 hours if dually credentialed.

- a. Once a certified professional fails to submit the re-certification packet by the last day of the calendar year in which he/she is supposed to re-certify, the credential is considered to be “inactive” and may not be used until re-certification is obtained. The individual may not identify him/herself as a National Certified Addiction Counselor (NCAC) or a Master Addiction Counselor (MAC) and must notify his/her employer of the inactive status of the credential in question.
- b. The individual can regain his/her credential up to 90 days past the expiration date by completing the re-certification process and paying all late fees (\$75.) After the 90-day period, your certification will be null and void and the individual will have to re-apply, complete all certification paperwork, and take all tests in order to be re-credentialed.

- [6] Equivalence of College and University Credits: One (1) college credit hour = 15 CEU
- [7] In-house (intra-agency) training: The maximum hours of within agency (in house) training allowed to be used toward recertification are 20.
- [8] Credit for Providing Training: Individuals who teach classes, workshops, etc. may be credited with two (2) hours for each hour taught. (E.g.: a six-hour workshop would count for 12 hours of credit.) The maximum number of such hours allowable to be used toward re-certification is 20.

3.03 Reciprocity

National Association for Alcoholism and Drug Abuse Counselors (NAADAC),
The Great Plains American Indian Credentialing Board is a member of NAADAC

TRANSFER THROUGH RECIPROCITY

Addiction Counselors meeting the standards and successfully completing the NCC-AP computer-based/web-based Examination are eligible for reciprocity through the NAADAC.

Reciprocity is the transfer of an NAADAC credential from one jurisdiction (state, country, nation) to another usually without having to retest.

RECIPROCITY TO THE GPAICB

- [1] Great Plains IHS Area addiction professionals seeking reciprocity in other states must obtain an NAADAC reciprocity application from the GPAICB office. This form must be submitted along with a \$150.00 fee to the Great Plains American Indian Credentialing Board for verification. The GPAICB office will verify their certification and send the application and fee to NAADAC. NAADAC in turn, sends the reciprocity application to the state in which the professional is applying. Upon receipt of the copy of the application from NAADAC, the new board must issue a certificate to the certified professional.
- [2] For professionals in other states wishing to receive reciprocity in Great Plains IHS Area, the Board will receive an approval letter with copies of the reciprocity application from the NAADAC office. At that time, a certification number will be assigned to the individual according to the following policies: The certified professional will be assigned to the year in which reciprocity was obtained. A portfolio will be made up for him/her with information received from NAADAC and the professional will be notified of his/her certification in Great Plains IHS Area. He/she will then be put on the certification list for that year and sent information regarding re-certification requirements.

3.04 Financial Procedures

The certification administrator manages the budget in accordance with generally accepted accounting practices and procedures and sends the Board Treasurer a monthly statement, with copies of receipts, and explanations for expenditures.

3.05 Miscellaneous Procedures

[1] Board Membership

Board composition is described in the By-Laws, Article IV, Section 4.

[2] New Board Members

New Board members are given a Board book which includes By-Laws, minutes of the last two meetings, and a current list of Board members. Each new member will sign the Code of Ethical Conduct for Board Members.

3.06 [1] Continuing Education Approved Provider Status

It is the policy of the Great Plains American Indian Credentialing Board (GPAICB) that approved provider status shall be conveyed to agencies, programs or individuals who demonstrate the capacity to conduct and provide professional development events that enhance the knowledge, skills and abilities of addiction and prevention professionals. Approved provider status will permit the agency, program or individual to conduct professional development events/training for which professionals are eligible to receive continuing education hours to be applied toward re-certification requirements.

The approved provider status will remain in effect for two (2) years, at which time a new application for approved provider status will be completed. The applicant for approved provider status will do the following:

[A] Complete and submit the approved provider application form and a fee of \$300 made payable to GPAICB.

[B] On the form, name a National Certified Addiction Counselor (NCAC), Master Addiction Counselor (MAC), National Clinical Supervisor Endorsement (NCSE), National Certified Peer Recovery Support Specialist (NCPRSS) Professional who will be charged with reviewing training events to assure adherence to practice consideration, 12 Core Functions, Counselor Skills and Knowledge Areas, and Prevention Performance Domains and Skills and Knowledge areas as delineated in the certification manuals and the approved provider application form.

[C] Submit sample documentation of at least three prior presentations sponsored by the agency, program or individual in the past. The samples should include agendas; curriculum vitae or professional resumes of presenters; methods of participant evaluation; methods of recording attendance.

[D] Notify GPAICB whenever the named NCAC, NCSE, MAC, or NCPRSS reviewing the training changes.

[E] Complete and submit a description for each sponsored event within 30 days of the event.

GPAICB will review completed applications and notify applicants of approved provider status by mail within 30 days of application.

3.07 Grandfathering

Counselors who were credentialed under the previous board (Aberdeen Area or Northern Plains) who satisfy the criteria for the Great Plains American Indian Credentialing Board were considered candidates for grandfathering beginning May 27, 2015. Grandfathered counselors will forward the application submitted for certification from the previous board. There is no fee attached to the grandfathering process. Counselor certifications are no longer going to be grandfathered in by the GPAICB, effective July 11, 2018.

Section 4.00 Fiscal Management

4.01 Annual Operating Budget

4.02 Revenues

4.03 Depositing of Funds

4.04 Accounting and Auditing

4.05 Purchasing Goods and Services

4.06 Contracting Services and Requesting for Proposals

4.07 Advancing of Funds

4.08 Dissolution of Board

4.01 Annual Operating Budget

The Treasurer shall prepare annually an operating budget to be presented during the annual retreat. This budget shall be voted upon by the full Board.

4.02 Revenues

The Board shall obtain the necessary revenues for conducting the business of the Board. All fees may be set by the Board as needed.

4.03 Depository of Funds

The Treasurer in correspondence with the President shall designate the institution(s) which will serve as the depository of funds. All checks must be signed by the Treasurer or designated Board member. The Treasurer shall keep the full Board apprised of the financial status of the Board.

4.04 Accounting, Reporting and Audit

[1] A system of accounts shall be maintained. These will provide an accurate record of receipts and expenditures in accordance with generally accepted accounting practices and procedures.

[2] The Certification Board Administrator shall be responsible for maintaining a record of receipts and expenditures. He or she shall then submit to the Board Treasurer a quarterly report of receipts and expenditures. Such quarterly report shall be approved by the Board at regular meetings.

- [3] The Board shall review and approve the following:
 - a. The general program-operating budget;
 - b. All single expenditures totaling \$1,000.00 or more;
 - c. Equipment rental and/or purchase agreements;
 - d. Equipment purchases.
- [4] The Board shall grant authority to the Treasurer to promptly make payment for all expenses which are covered in the line-item budget approved annually.
- [5] Accounting system records, (journals, ledgers, check registers, canceled checks, bank statements, etc.) shall be kept indefinitely.
- [6] The Board shall provide for a financial review or formal audit on an annual basis.

4.05 Purchasing Goods and Services

- [1] The Board shall be responsible for purchasing and/or contracting for all goods and services in order to accomplish its goals.
- [2] All capital expenditures over \$1,000.00 will receive prior approval by the Board and will be documented in the minutes.
- [3] All purchases shall be made from the companies offering the most reasonable prices consistent with quality and service; with preference to Indian owned enterprises.
- [4] Whenever possible, competitive quotations shall be sought when quantity or cost involved warrant such action.

4.06 Contracting Services and Request for Proposals

The Board shall provide for an advance of funds payment to an employee or other duly authorized representative of the Board whose responsibilities or activities are on behalf of the Board or who will be incurring personal expenses to accomplish such activities.

4.07 Advancing of Funds

The request must be submitted in writing two (2) weeks prior to the anticipated date of incurring this expense.

4.08 Dissolution of Board

If the Great Plains American Indian Certification Board is dissolved the monies and assets are to be distributed to Great Plains Behavioral Health Association.

Section 5.00 Personnel

- 5.01** Personnel or an independent contractor will be procured based upon required tasks. Should needs and funds provide for full time staff, full personnel policies will be developed at that time.

Section 6.00 Ethics

6.01 GPAICB Ethics Committee Policy and Procedure Statement

[1] Policy

It is the policy of the GPAICB to promote and safeguard the quality, effectiveness and competence of professional alcoholism and drug abuse counseling, therapy, prevention and service to the client, through the insistence of adherence to its Code of Ethics by all GPAICB certified professionals. The primary goal of treatment and prevention is recovery for the client and/or the family and prevention of at-risk behaviors.

[2] Purpose

The committee shall develop and recommend a Code of Ethics for adoption by the Board of Directors. When adopted, the Board shall cause to be circulated copies of said ethics to all certified counselors, prevention specialists, clinical supervisors and applicants. The committee shall have jurisdiction over all matters of violation and misconduct by all certified professionals. It shall immediately and thoroughly investigate such charges and shall make recommendations to the Board of Directors for appropriate action.

[3] General

The Ethics Committee will investigate breach of ethics complaints against certified individuals using the following guidelines:

- a. Ensure that factual information is obtained from the complainant and the certified professional, and making judgments concerning individual certified professionals.
- b. Permit both parties to a complaint the opportunity to be heard before the Ethics Committee to explain their positions and present documentation to the Committee.
- c. Make appropriate recommendations to the Board in matters relating to disciplinary action. In instances where the Committee concludes that a violation is

unsubstantiated, the complaint will be dismissed by the Ethics Committee, and the Board will be so advised.

d. Publish results of investigations of breach of ethics as deemed necessary, with the approval of the Board and within acceptable standards of confidentiality.

e. Investigate and conclude complaints of ethics violations within 90 days after the complaint is received in writing by the Ethics Committee Chairperson.

[4] Composition of Ethics Committee

The Ethics Committee shall consist of five (5) members, all of which must be Certified Addiction Professionals; three (3) of the committee will be members of the Certification Board selected by the members of the Great Plains American Indian Credentialing Board for a term on the Ethics Committee to run concurrently with their term on the Certification Board. Two members of the Committee will be Certified Professionals, not members of the Certification Board. They will serve terms of two (2) years.

[5] Selection of the Ethics Committee

Selection of Ethics Committee members will be made, as much as possible, based on geographic location, so that all areas of the Great Plains IHS area will have access to an Ethics committee member. The chairperson of the Ethics Committee will be selected by the committee members.

[6] Authority

The Ethics Committee is not empowered to take disciplinary actions or to make decisions on credentialing. The Committee's authority is solely investigatory and advisory, and direct action is taken by the full Board.

[7] Procedure

The following procedures will be used by the Ethics Committee to investigate alleged breaches of ethics:

a. Complaints may be received orally, but the complainant must document the complaint in writing before the Committee will act and before the complaint will be "officially" recognized.

b. The Chairperson of the Ethics Committee shall, within ten (10) days of written receipt of a complaint, acknowledge receipt of it in writing to the complainant by certified mail, return receipt requested.

c. The Chairperson of the Ethics Committee will advise the complainant that

he/she must agree to appear before the Committee to provide personal knowledge and/or other evidence to support the complaint, if necessary. The complainant will also be urged to respect the confidence and/or privacy of those involved who are not automatically protected by confidentiality mandates.

d. If the complainant agrees to appear before the Committee and appears cooperative, proceed to item (f).

e. If the complainant is unwilling to appear or is uncooperative, the complaint cannot proceed.

f. The complainant will be advised that his/her name will be disclosed to the person accused of unethical conduct along with the specific charges. This action will always be discussed with the complainant before any disclosure will be made to the accused person.

[8] Ethics Committee-Investigation

The Ethics committee will conduct an investigation, gathering information from:

a. The person accused of unethical conduct.

b. Peers, fellow workers and/or family members, if appropriate.

c. Employers, if appropriate.

d. Every effort will be made to protect the confidentiality of the investigation and the person being investigated. It is important to note that the protection of the client takes precedence over all other issues at hand.

e. The Ethics Committee may conduct a hearing requesting that the person accused of unethical conduct and significant others, as appropriate, be present. Such hearing will be held no less than 15 days nor more than 60 days after the date the Committee determines that a hearing shall, in fact, be held. If at any point in the process after a complaint has been filed, the Committee finds that no ethical violation can be substantiated, the investigation will be concluded, the complaint dismissed, and the Board will be advised.

f. At the time of the Ethics Committee hearing, if it is determined that the action shall be dismissed, a written summary of the proceedings will be mailed to the complainant, as well as the accused individual. A copy of the proceedings shall be filed with the Board.

g. Should unethical conduct be viewed by the Ethics Committee as behavior resulting from inappropriate alcohol use, alcoholism, drug use, drug addiction, brain disorders, psychological, or other health problem, the member will be

expected to address his/her impairment and will be referred accordingly. In such a case the Ethics Committee shall:

1. Recommend holding further action in abeyance pending the outcome of treatment (as determined by documentation or testimony from the treating professional(s); or,
2. Make necessary and appropriate recommendations for disciplinary action to the Board if the member refuses to access appropriate assistance for his/her impairment, or to follow through with treatment recommendations once accessed.

[9] Disciplinary Process

- a. Disciplinary actions will be based on an act or acts of substantial violation of the Professional Code of the Great Plains American Indian Credentialing Board. Interpretation of the word “substantial” will be made by the Ethics Committee, based upon the actual or probable consequences of the violation(s).
- b. If, at the conclusion of its investigation, the Ethics Committee finds that the violation warrants sanctions against the member, a recommendation will be made to the Board for one of the following disciplinary actions:

1. **Denial of Certification:** The denial of certification/re-certification application will not be less than one (1) year. Application may be made to the GPAICB by filing the application with the Ethics Committee for certification/re-certification after the specified time set forth in the denial, which period shall be no less than one (1) year. Any applicant who has his/her application denied and has reapplied for certification/renewal, must bear burden of proof. This means that the applicant must show proof that he/she has been functioning in his/her professional capacity in an ethical and professional manner during the period of denial set by Board. If Board does not find that substantial evidence has been provided that the applicant has been performing in an ethical and professional manner, certification/re-certification shall be denied.
2. **Revocation of Certification:** The permanent removal of credentials. The Board may permanently revoke the credentialing of any professional if the Board determines that the conduct of that professional merits a permanent revocation in the sole discretion of the Board.
3. **Suspension of Certification:** Any suspension of the certification of an Alcohol & Drug Counselor Trainee (ADCT), National Certified Addiction Counselors (NCAC), Master Addiction Counselor (MAC), National Clinical Supervisor Endorsement (NCSE), or National Certified Peer Recovery Support Specialist (NCPRSS), shall be issued by the Board. The length of suspension shall be no less than one (1) year, based on the severity of the violation(s). Application may be made to the Board (by filing the application with the Ethics Committee) for reinstatement after the specified time period. Any Certified professional who has his/her certification suspended and who applies for reinstatement bears the burden of proof that he/she has been functioning in his/her capacity in an ethical and professional manner during the period of suspension. Prior to restoration of certification, the Ethics Committee will review the case to determine whether to recommend to the Board reinstatement, revocation, or continued suspension. After review of the case, the Ethics Committee will make a recommendation to the Board.
4. **Voluntary Suspension:** If a Certified professional feel that he/she should not continue to practice, or if it is suggested by the Ethics Committee that he/she consider voluntary suspension, then that person can choose to voluntarily relinquish his/her certification. This will occur through mutual agreement by the individual, the Ethics Committee and the Board. An appropriate time period should not exceed one (1) year for the voluntary suspension and will be agreed upon by all parties. Prior to the end of the suspension period, the

Ethics Committee will review the case to determine whether certification will be reinstated. Burden of proof of ethical behavior will lie with the suspended professional. After review of the circumstances, the Ethics committee will make recommendations to the Board.

5. **Censure**: Censure of a certified professional may be invoked at the discretion of Board with respect to a violation not deemed severe enough to warrant denial, suspension, or revocation of certification. Censure may occur without reference to time or may be invoked for no longer than on (1) year. Censure shall automatically be lifted if said professional qualified for, and is granted, recertification. Censure includes a reprimand which is a formal written reproof or warning.
6. **Other**: Any disciplinary action deemed appropriate by the Board which does not fit into one of the other categories.

- (c) The Certified professional will be provided with a copy of the Ethics Committee recommendation to the Board within seven (7) calendar days of the Ethics Committee recommendation being issued. The Certified professional may file an appeal of the Ethics Committee recommendation in accordance with the Appeal procedures set forth in Appendix II. The Board shall make a decision on any disciplinary action regardless of whether the certified professional files a written appeal of the recommendation of the Ethics Committee. There shall be no right to further appeal the final decision of the Board on disciplinary action.

7.02 GPAICB Code of Ethical Conduct for Board Members

**GREAT PLAINS AMERICAN INDIAN CREDENTIALING BOARD
FOR ADDICTION PROFESSIONALS**

CODE OF ETHICAL CONDUCT FOR BOARD MEMBERS

1. I shall not seek Board or committee position nor serve on the Board or its committees for pecuniary reasons or for personal gain or profit.
2. I shall not advertise, promise, or provide special treatment to any individual because of my position on the Board or its committees.
3. I shall not divulge the content of the certification written exam(s) other than by the ordinary administration or reconstruction of the exam(s).
4. I shall comply with the GPAICB Code of Ethical Conduct for GPAICB representatives and procedures for disciplinary action.
5. I shall uphold the GPAICB by-laws, policies, and procedures.
6. I accept the jurisdiction of the Ethics and Executive Committees to enforce and rule upon these standards of conduct for the members of the Board.
7. I accept that it is my responsibility to contact, in advance, when possible, the Ethics Committee of the GPAICB for discussion of any issue which the above ethical statements do not provide clear directive.
8. Alleged violations of Board Member Code of Ethical Conduct shall be evaluated by the Ethics Committee. Should the violation be substantiated, the Board may censor the individual or terminate the individual's membership on the Board.

Board Member Signature

APPENDIX I

APPROVED FEES ALL FEES ARE BASED ON A 2 YEAR RENEWAL

Application Packet

Alcohol & Drug Counselor Trainee Application Fee.....	\$150.00
Alcohol & Drug Counselor Trainee Renewal Fee.....	\$150.00
National Certified Addiction Counselor Application & Test Fee	\$250.00
National Certified Addiction Counselor Retest Fee.....	\$200.00
National Certified Addiction Counselor Renewal Fee (every 2 years)	\$200.00
Master Addiction Counselor	\$250.00
Master Addiction Counselor Retest fee	\$200.00
Master Addiction Counselor Renewal fee	\$200.00
National Certified Addiction Counselor Retirement Status Fee	\$100.00
National Clinical Supervisor Endorsement Application Fee.....	\$250.00
National Clinical Supervisor Endorsement Renewal Fee.....	\$200.00
Continued Educational Unit Provider Fee	\$300.00
National Certified Peer Recovery Support Specialist Application Fee.....	\$250.00
National Peer Recovery Support Specialist Recertification (two year)	\$200.00
Reciprocity (paid directly to NAADAC)	\$150.00
Application	
Upgrade Fee.....	\$150.00
Inactive Status fee	\$50.00

Reinstatement Fee (Trainee, Level 1, 2,)	\$150.00
Computer Based Test..... (Paid out of application and testing fee)	\$115.00
Transfer Fee for Dual Credentialing..... (Reciprocity between NAADAC and State, no testing required)	\$200.00
<u>Replacement Cost</u>	
Replacement or Duplicate Certificate.....	\$30
Replacement Credential Identification Card.....	\$5
Duplicate NAADAC Certificate Fee.....	\$20
Returned check fee	\$30

****Application fees will be pro-rated from the time completed applications are approved to the end of the calendar year.**

CALENDAR YEAR – JANUARY 1ST – DECEMBER 31ST

APPENDIX II

APPEAL PROCEDURE

1. The individual desiring to appeal a decision regarding certification status, or an Ethics Committee recommendation for disciplinary action must do so in writing, addressed to the President of the Great Plains American Indian Credentialing Board within thirty (30) days of the postmark of the announcement of the certification status or receipt of the Ethics Committee recommendation to the Board in disciplinary actions. This letter must include the following:
 - a. The specific decision being appealed.
 - b. The outcome desired.
 - c. The justification for the outcome.
2. The Board as a whole will review the appeal and all appropriate data, and the President will respond in writing to the appeal letter within thirty (30) days.
3. The Appellant may request a personal appearance before the Board. This appearance must be requested in writing at the time the written appeal is filed. This appearance must be held within sixty (60) days of the filing of the written appeal.
4. The applicant may be accompanied to this personal appearance by the person of his/her choice. However, it should be noted that the appeal shall include only the records and evidence considered during the initial decision process, unless the appellant can demonstrate that the appellant was prevented by the GPAICB from providing relevant evidence that should have been considered in the original decision. The appeal is a review of the record to determine whether the Board acted in an arbitrary or capricious manner.
5. The applicant may present information to the Board in the written appeal and at hearing to demonstrate that the decision rendered by the Board was arbitrary and capricious. All information must be included in the written appeal. No information shall be heard during the appeal hearing that is not included in the written appeal.
6. The Board shall issue Notice of Hearing in writing to the Appellant. The notice shall include the date and time of the hearing, a set time allowance for presentation of information at hearing, notice of whether the request for personal appearance was granted, and a list of records and documents comprising the record for review on appeal no later than thirty (30) days after the GPAICB receives the written appeal, and no less than seven (7) calendar days prior to the appeal hearing.
7. The applicant will be notified of the Board's appeal decision in writing within seven calendar (7) days of the hearing.

APPENDIX III

MISREPRESENTATION OF CREDENTIALS

Protocol for Investigation of Report

Any report of misrepresentation of credentials will be investigated by the Certification Board. Misrepresentation includes verbal or written use of the credentials Alcohol & Drug Counselor Trainee (ADCT), National Certified Addiction Counselors (NCAC), Master Addiction Counselor (MAC), National Clinical Supervisor Endorsement (NCSE), and National Certified Peer Recovery Support Specialist (NCPRSS) in the Great Plains IHS Area by a person who has not earned such, either through the application/examination process or through reciprocity.

Reports of misrepresentation of credentials by those not credentialed by the GPAICB will be handled in the following manner:

1. Any report of misrepresentation of credentials will be forwarded to the Certification/Credentialing Committee of the Certification Board.
2. The committee will contact the named individual through registered mail with documentation of alleged misrepresentation: 1) inquiring about such representation and, 2) informing the individual of both application and reciprocity process. This letter will request a response to the Board within thirty (30) days.
3. If any individual continues to misuse such, a second notice will be sent by registered mail to the individual asking that he/she stop using the unearned credential. It will also inform the individual that a third notice would be sent to his/her employer.
4. If the individual continues to misuse the credential, a third notice will be sent by registered mail to him/her with a copy to his/her employer, notifying him/her that continued misuse will be published as such in The Professional Contact.
5. If the individual continues to misuse the credential, publication will be made in The Professional Contact.
6. If the individual is a member of the Great Plains Behavioral Health Association or any other professional association, consideration of filing an ethics complaint will be made.
7. Other issues, such as utilization of a credential earned in a nonreciprocal state, will be addressed on a case-by-case basis.

APPENDIX IV

CREDENTIALING REQUIREMENTS

ALCOHOL & DRUG COUNSELOR TRAINEE

Alcohol and Drug Counselor Trainee recognition is available to persons with a minimum of a high school diploma or general education diploma (GED) who are working in the addictions field.

Applicants must have a current place of employment where it is possible to gain the necessary experience and supervision. The experience must be in direct service with clients who have a diagnosis of alcohol or other drug abuse or dependence. This experience must include both direct and indirect activities related specific to the alcohol and drug counselor domains to include the Twelve Core Functions. Formal education and unsupervised work experience after Trainee recognition is granted may not be substituted for the experience requirements. All experience must be documented and verifiable.

To have Trainee recognition status, a person must be employed on either a paid or voluntary basis. Trainees are required to be supervised by a certified Alcohol & Drug Counselor- II (Certified Addiction Counselor (CAC) or National Certified Addiction Counselor (NCAC-I, II)) or a (Licensed Addiction Counselor (LAC) or Master Addiction Counselor (MAC)) throughout their entire recognition period as a Trainee. **Supervision must include a minimum of eight (8) contact hours each month with a minimum of one (1) hour of supervision for every ten (10) hours of client contact.** The supervisor shall determine and direct any need for supervision beyond the eight hours per month requirement. A Trainee may not be supervised by a relative.

Addiction Counselor Trainees must follow the Code of Ethics and Standards of Practice of the GPAICB and identify himself/herself to the public as an Alcohol & Drug Counselor Trainee. Trainee recognition is granted for up to five (5) years. Before the Trainee recognition period ends, Trainees must complete all academic and work experience requirements for either National Certified Addiction Counselor Levels 1 or II and successfully pass the NCC-AP computer-based/web-based Examination.

- Have a minimum of a High School diploma or general education diploma (GED).
- Be employed for an agency to participate in activities related specific to the alcohol and drug counselor domains to include the 12 core functions.
- Must be supervised by a qualified addiction professional throughout the entire recognition period and must adhere to all applicable ethical standards adopted by the Great Plains American Indian Credentialing Board.
- Must pass a background check
- Have no felony convictions within 5 years of the date of application.

- Trainee must meet all academic and work experience requirements for a National Certified Addiction Counselor, Level 1 and successfully pass the examination before their five-year recognition period ends.
- Applicants listed on the State Registry will not be granted Trainee Recognition, Certification, Licensure, or Renewal per SDCL 255-7A-56 which is a prohibition against the issuance of professional license, registration, certification, or permit of application in the event of child support arrearages. Until arrangements have been made with the Department of Social Services, Office of Child Support Enforcement and the individual's name is cleared via monthly written reports from that office.

NATIONAL CERTIFIED ADDICTION COUNSELOR LEVEL 1 (NCAC I)

In order for an applicant to be accepted for testing by the GPAICB, he/she must satisfy the residency/work requirement. This means the applicant must live and/or work at least fifty-one (51) percent of the time within the jurisdiction of the GREAT PLAINS SERVICE AREA.

Applicants for NCAC I must work directly with clients who have a diagnosis of alcohol or other drug abuse or dependence on a voluntary or paid basis in activities related specific to the alcohol and drug counselor domains to include the Twelve Core Functions and be supervised by a Certified Addiction Counselor (CAC)) or a Licensed Addiction Counselor (LAC) or Master Addiction Counselor (MAC)).

The applicant for NCAC I must meet the following requirements:

Academic requirements:

- Have a minimum of a High School diploma or general education diploma (GED). Associate degree preferred. The degree must be in a behavioral science field and from an accredited post-secondary institution.
- Evidence of 270 contact hours of education and training in Substance Use Disorders/Addiction or related counseling subjects
- Your education must include 24 semester hours from an accredited college or university composed of the following classes:
 - Introduction to the Study of Alcohol Use and Abuse (3 hours)
 - Introduction to the Study of Drug Use and Abuse (3 hours)
 - Foundations of Individual Counseling (3 hours)
 - Alcohol and Drug Group Counseling (3 hours)
- Must include at least six hours of Ethics education and training within the last six years.
- Must include at least six hours of HIV or other Pathogens education and training within the last six years
- Transcript must be sent directly to the NCC AP from your college/university.

Qualifying Work Experience Requirement:

- The qualifying work experience requirement must include supervised work experience specific to the alcohol and drug counselor domains. The total number of required work experience hours depends upon the educational level of the applicant, as follows:
 - With High School Diploma (or GED) 8,000 hours
 - With Associate degree 6,000 hours
- This work experience must be within the 12 Core Functions. Your verification of work experience must be signed by a level NCAC II, LAC, or equivalent.
- You must complete 300 hours of Addictions Counseling training/ education in the 12 Core Functions with ten hours in each area: Screening; Intake; Orientation; Assessment; Treatment Planning; Counseling; Case Management; Crisis Intervention; Client Education; Referral; Reports and Record Keeping; Consultation.
- You must have three professional recommendations.
- You must pass the NCC-AP exam OR ADC exam through the International Certification & Reciprocity Consortium (IC&RC).

NATIONAL CERTIFIED ADDICTION COUNSELOR LEVEL 2 (NCAC II)

In order for an applicant to be accepted for testing by the GPAICB, he/she must satisfy the residency/work requirement. This means the applicant must live and/or work at least fifty-one (51) percent of the time within the jurisdiction of the GPAICB.

Applicants for NCAC II must work directly with clients who have a substance use disorder diagnosis on a voluntary or paid basis in activities related specific to the alcohol and drug counselor domains to include the Twelve Core Functions and be supervised by a Certified Addiction Counselor (CAC) or a Licensed Addiction Counselor (LAC) or Master Addiction Counselor (MAC). The applicant for NCAC II must meet the following requirements:

Academic requirements:

- Have a minimum of a High School diploma or general education diploma (GED). Bachelor's degree preferred. The degree must be in a behavioral science field and from an accredited post-secondary institution.
- Evidence of 450 contact hours of education and training in Substance Use Disorder/Addiction.
- Your education must include 56 semester hours from an accredited college or university composed of the following classes:
 - Introduction to the Study of Alcohol Use and Abuse (3 hours)
 - Introduction to the Study of Drug Use and Abuse (3 hours)
 - Foundations of Individual Counseling (3 hours)
 - HIV or other Pathogens (6 hours) with last six years
 - Alcohol and Drug Group Counseling (3 hours)
 - Ethics for Chemical Dependency Counselors (6 hours) within last six years.
 - Alcohol and Drug Treatment Continuum (3 hours)
 - Counseling Families with Alcohol or Other Drug Issues (3 hours)
 - Cultural Competency or Special Populations (3 hours)
 - Chemical Dependency Specific Elective (3 hours).
- Transcript must be sent directly to the NCC AP from your college/university.

Qualifying Work Experience Requirement:

- The qualifying work experience requirement must include supervised work experience specific to the alcohol and drug counselor domains. The total number of required work experience hours depends upon the educational level of the applicant, as follows:
 - With High School Diploma (or GED) 8,000 hours
 - With Associate degree 6,000 hours
 - With Bachelor's Degree: 4,000 hours
- This work experience must be within the 12 Core Functions. Your verification of work experience must be signed by a level LAC, MAC, or equivalent.
- You must complete 300 hours of Addictions Counseling training/education in the 12 Core Functions with ten hours in each area: Screening; Intake; Orientation;

Assessment; Treatment Planning; Counseling; Case Management; Crisis Intervention; Client Education; Referral; Reports and Record Keeping; Consultation.

- You must have three professional recommendations.
- You must pass the NCAC level II NCC-AP exam. OR eMAC exam through the National Board of Certified Counselors (NBCC) OR AADC exam through the International Certification & Reciprocity Consortium (IC&RC).

MASTER ADDICTION COUNSELOR (MAC)

In order for an applicant to be accepted for testing by the GPAICB, he/she must satisfy the residency/work requirement. This means the applicant must live and/or work at least fifty-one (51) percent of the time within the jurisdiction of the GPAICB.

Applicants for MAC must work directly with clients who have a substance use disorder diagnosis on a voluntary or paid basis in activities related specific to the alcohol and drug counselor domains to include the Twelve Core Functions and be supervised by a qualified Licensed Addiction Counselor (LAC).

The applicant for MAC must meet the following requirements:

Academic requirements:

- Have a minimum of a High School diploma or general education diploma (GED). Master's Degree in a behavioral science field from an accredited post-secondary institution preferred.
- Evidence of 500 contact hours of education and training in Substance Use Disorder/Addiction.
- Your education must also include 21 semester hours from an accredited college or university composed of the following classes:
 - Addiction Counseling Theories and Techniques (3 semester hours)
 - Psychopharmacology or Psychopathology (3 semester hours)
 - Legal, Ethical and Professional Standards (6 hours)
 - HIV or other Pathogens (6 hours)
 - Case Management and Assessment of Co-Occurring Disorders (3 semester hours)
 - Treatment Planning (3 semester hours)
 - Clinical Supervision (3 semester hours)
 - Multicultural Competency (3 semester hours)
- Transcript must be sent directly to the NCC AP from your college/university.

Qualifying Work Experience Requirement:

The qualifying work experience requirement must include supervised work experience specific to the alcohol and drug counselor domains. The total number of required work experience hours depends upon the educational level of the applicant, as follows:

- With High School Diploma (or GED) 8,000 hours
 - With Associate degree 6,000 hours
 - With Bachelor's Degree: 4,000 hours
 - With Master's Degree or above: 2,000 hours
- This work experience must be within the 12 Core Functions. Your verification of work experience must be signed by a level NCAC II, MAC, or equivalent.
- You must complete 300 hours of Addictions Counseling training/education in the 12 Core Functions with ten hours in each area: Screening; Intake; Orientation; Assessment;

Treatment Planning; Counseling; Case Management; Crisis Intervention; Client Education; Referral; Reports and Record Keeping; Consultation.

- You must have three professional recommendations.
- You must pass the NCAC level II NCC-AP exam. OR eMAC exam through the National Board of Certified Counselors (NBCC) OR AADC exam through the International Certification & Reciprocity Consortium (IC&RC).

National Clinical Supervisor Endorsement (NCSE)

Applicants must currently hold and maintain the National Certified Addiction Counselor level II or Licensed Addiction Counselor or Master Addiction Counselor or hold a specialty substance abuse credential in another professional discipline in the human services field at the master's level or higher to be eligible to apply for the National Clinical Supervisor Endorsement (NCSE).

Experience

- Five years (10,000 hours) of alcohol/drug disorder treatment specific work experience plus two years (4000 hours) of alcohol/drug treatment supervisor work experience (4000 hours may be included in the 10,000 hours and must include 200 hours of face-to-face clinical supervision).

DEGREE CREDIT: 1,000 hours credit for an Associate's degree; 2,000 hours credit for a Bachelor's degree; 4,000 hours credit for a Master's degree

The maximum degree credit allowed is 4,000 hours toward the experience requirement.

*Degree must be in a behavioral health, human services, or related field from a regionally accredited institution of higher learning. Experiential degrees are not accepted.

- Experience is defined as full or part-time work providing direct treatment services to alcohol/drug use disorder clients at a Great Plains Tribal Alcohol & Drug Treatment program. The experience may be as a paid or volunteer employee and must be in clinical supervisor Performance Domains including the Twelve Core Counseling Functions.

Education - 40 contact hours in clinical supervision (with a minimum of 5 hours of GPAICB approved training in each of the following Performance Domains)

1. Counselor Development
 2. Professional & Ethical Standards
 3. Program Development & Quality Assurance
 4. Performance Evaluation
 5. Administration
 6. Treatment Knowledge
- Must include at least six hours of Ethics education and training within the last six years.
 - Must include at least six hours of HIV/other pathogens education and training within the last six years.
 - Education must be specific or related to the knowledge and skills necessary to perform the tasks within each Performance Domain.
 - Education is defined as formal classroom education (workshops, seminars, institutes, in-services, and college/university work) or home study courses (internet, correspondence,

and teleconference). All education must be documented and from a GPAICB approved source. Course credits awarded based on experience alone are not accepted.

Testing – NCC-AP Clinical Supervisor (NCSE) Examination or Both AADC and CS exams through the International Certification & Reciprocity Consortium (IC&RC).

Applicants for NCSE are required to pass the National Clinical Supervisor Endorsement exam through NCC-AP or International Certification and Reciprocity Consortium/Clinical Supervisor (IC&RC/CS) written examination as part of their NCSE requirement. There are no prerequisites to take the exam. A passing score is based upon the total score. If you fail the exam, you must register again and retake the entire exam.

Code of Ethics: Applicant must sign and return copy to GPAICB.

Fee - Submit completed application with a \$200.00 three-year initial certification fee.

Renewal

- Complete and submit a NCSE application
- A total of 40 contact hours of education/training (online or in-person) is required within the three years between the start date of your current credential and the upcoming expiration date. At least 20 hours of the 40 contact hours must be specific to clinical supervision.

Renewal fee - \$200.00 three (3) year renewal fee, concurrent with other GPAICB credential renewal.

National Certified Peer Recovery Support Specialist (NCPRSS)

Education: High School Diploma or GED, and 46 hours peer recovery-focused education specific to each Domain; except ethics which needs 16 hours:

1. **Advocacy** – 10 Hours
2. **Mentoring/Education** - 10 Hours
3. **Recovery Support/Wellness** – 10 Hours
4. **Ethical Responsibility** – 16 Hours

Candidate must provide evidence of earning 60 contact and training hours (CEs) of peer recovery-focused education and training.

- Must include at least 48 hours of peer recovery-focused education/training, including education in documentation, community/family education, case management, crisis management, Recovery-Oriented Systems of Care (ROSC), screening and intake, identification of indicators of substance use and/or co-occurring disorders for referral, service coordination, service planning, cultural awareness and/or humility, and basic pharmacology.
- Must include at least six hours of ethics education and training within the last six years.
- Must include six hours of HIV/other pathogens education and training within the last six years.

Experience/Practicum Requirements

Supervisor to attest to candidate having a minimum of 200 hours of direct practice (volunteer or paid) in a peer recovery support environment.

Supervision Requirements

An applicant is required to have a minimum of 60 hours of direct supervision specific to the Domains. Supervision must be provided by an organization's documentation and qualified supervisory staff per their job description. Documentation of these hours are included in the application and verified by the supervisor.

References

Candidate must provide two references, at least one of which must be professional. References must accompany NCPRSS application in a sealed envelope.

Examination

Applicants must pass the NCC-AP National Certified Peer Recovery Support Specialist (NCPRSS) examination.

Certification Process

The certification period will be two years. The certification process will commence the first day of the month following approval from the Great Plains American Indian Credentialing Board (GPAICB). Renewal process will be required by the last day of the calendar year.

Recertification Process

The recertification process is done every two years. The certified professional must submit 20 hours of continuing education every two years. A renewal application must be completed along with the renewal fee of \$200 and proof of 20 CE credits when submitting renewal application.

Application Process

Applications will be found on the GPAICB website or by contacting the administrator.

To complete the application, follow these steps:

1. The applicant is required to complete the application and sign the Peer Recovery Code of Ethics form and submit it to the GPAICB administrator along with a copy of the certification of completion for required Domain training hours. In addition, the non-refundable fee of \$250 that includes the application fee, one exam fee of \$150 and the first two years certification.
2. Candidate must self-attest to having a minimum two years of recovery from lived experience in substance use and/or co-occurring mental health disorders
3. When the application is received, the administrator will review and notify the applicant to let them know if anything further is needed. If the application is complete, the administrator will pre-register the applicant to take the NCPRSS exam and pay testing fees to the NCC-AP. Once the administrator has pre-registered the applicant and paid the testing fees, the administrator will notify the applicant. It is then applicant's responsibility to complete the NCC-AP registration process. This includes scheduling a testing date and a testing location.
4. If the applicant fails the exam on the first attempt, they will have one more opportunity to retest without additional fees. If the applicant fails the exam a second time, it is their financial responsibility to retake the test.
5. Once the applicant passes the exam, the GPAICB administrator will be notified. Once notified that the applicant has passed the exam, the testing results will be submitted to the GPAICB for review and approval. Once approved by the GPAICB, a certificate will be mailed to the applicant.

CERTIFICATION

I hereby certify that these By-laws of the Great Plains American Indian Credentialing Board as a Standing Committee of the Great Plains Behavioral Health Directors Association were duly adopted by the Great Plains American Indian Credentialing Board by a vote of ____ for, __ opposed, __ not voting, __ absent at a duly called ____ meeting held on _____, 2022.

Secretary

Date

Attest:

President

Date