



## DEPARTMENT OF ALCOHOL & DRUG SERVICES POLICIES & PROCEDURES MANUAL

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**SUBJECT: CREDENTIALING PROCESS FOR DADS EMPLOYEES**

### Policy

On April 1, 2005, Counselor Certification Regulations came into effect in California. It is the policy of the Department of Alcohol & Drug Services to make every reasonable effort to ensure that its employees and those of its contract providers meet the standard set by the State ADP. DADS has decided to accept certification by two organizations: California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and California Association of Alcohol and Drug Educators (CAADE). Licensed Psychologists, Marriage and Family Therapists, Clinical Social Workers, and interns registered with the California Board of Behavioral Sciences/Board of Psychology are exempt from the certification requirement.

### Procedures

Prior to making a job offer to any individual applying for a counseling position, the hiring manager will verify that the individual has been certified by or registered with CAADAC, CAADE, Board of Psychology or the California Board of Behavioral Sciences.

Managers will maintain a record of the of each employee's current certification, registration or licensure. It is the responsibility of each employee to ensure that his/her registration, certification or licensure remains in good standing. Any employee who allows his/her registration, certification or licensure to lapse or has his/her certification, registration or licensure suspended or revoked will cease providing services to clients and the matter will be referred to County Counsel and Labor Relations for further disposition.