



# **By-Laws**

## **Policies and Procedures of the**

# **GCCC**

# **Commission**

# CONTENTS

<b>BY-LAWS</b>	
ARTICLE 1: PURPOSES	2
ARTICLE 2: AUTHORITY	2
ARTICLE 3: MEMBERSHIP	2
ARTICLE 4: OFFICERS	3
ARTICLE 5: ICAP PROGRAM RESPONSIBILITIES	4
<b>POLICIES AND PROCEDURES</b>	
1: COMMISSION	5
2: ICAP APPLICATION PROCESS	6
3: ICAP RENEWAL	6
4: EXTENSION OF ICAP EXPIRATION	6
5: INACTIVE STATUS	7
6: RETIRED STATUS	7
7: QUALITY ASSURANCE PLAN	8
8: CANDIDATE APPEAL PROCEDURE	9
9: ADMINISTRATIVE WITHDRAWAL OF ICAP	10
10: INDIVIDUAL INFORMATION SECURITY	10
11: ICAP FOR UNIVERSAL CURRICULA TRAINERS	11
12: USE OF A PROFESSIONAL TESTING AGENCY	11
13: CRITERIA FOR EXAM PROCTOR	12
14: ETHICS ENFORCEMENT PROCEDURE	12
15: CALCULATION OF CONTINUING EDUCATION HOURS	12
<b>ANNEXURES</b>	
ANNEX A: ETHICAL GUIDELINES FOR GCCC COMMISSION MEMBERS	13
ANNEX B: ELIGIBILITY REQUIREMENTS FOR ICAP – TREATMENT	14
ANNEX C: ELIGIBILITY REQUIREMENTS FOR ICAP- PREVENTION	15
ANNEX D: ELIGIBILITY REQUIREMENTS FOR ICAP - RECOVERY SUPPORT	15
ANNEX E: ENDORSEMENTS	15
ANNEX F: CODES OF ETHICS FOR PROFESSIONALS	16

# By-Laws

## ARTICLE 1: PURPOSES

The purposes of the Global Centre for Credentialing and Certification of Addiction Professionals Commission (hereinafter, written as the Commission) are to:

- I. develop standards of requisite knowledge in substance use disorder (SUD) prevention, treatment and recovery support;
- II. provide evaluation mechanisms for measuring and monitoring the level of knowledge required for GCCC ICAP credentialing and/or certification programs
- III. provide formal recognition to those who meet the GCCC ICAP credentialing and certification standards; and
- IV. establish policy and guidelines for acquiring and maintaining credentials and certifications in accordance with non-discrimination regulations regarding race, creed, religion, sex, age, ethnic background, and any other pertinent guidelines set by the GCCC Commission.

## ARTICLE 2: AUTHORITY

### Section A. Autonomous Function

The GCCC Commission is established by the Colombo Plan Secretariat, to function in the matters pertaining to the policies, procedures, and standards relating to credentialing. These matters are the sole decision of the Commission and not subject to approval by any other bodies. The Global Centre for Credentialing and Certification of Addiction Professionals (GCCC) will recommend to the Commission, its credentials and certifications for review and approval.

### Section B: Scope

Matters over which the Commission has authority are:

- I. Eligibility and Examination Qualifications
- II. Examination Content and Construction
- III. Examination Administration
- IV. Examination Scoring (in accordance with generally accepted psychometric principles)
- V. Special credentialing for Universal Curricula trainers
- VI. Rules of procedure for meetings including site, frequency and agenda
- VII. Ethical Standards for addiction professionals credentialed and/or certified through GCCC
- VIII. GCCC Process for credential/certification suspension, revocation, re-instatement, and decision appeal
- IX. Quality Assurance
- X. Fees

### Section C: Fiscal Responsibility

The Commission will be responsible for determining all fees pertaining to credentialing. All financial matters related to the operation of the credentialing program will be accounted for as a separate cost within the GCCC.

## ARTICLE 3: MEMBERSHIP

### Section A. Selection of GCCC Commission Members

The GCCC Commission shall be comprised of members from the participating (currently offering or expressing interest in offering training) countries. Of these members, at least two Commissioners shall be professionals in the field of addiction treatment and would be selected on the basis of their individual capacity; two Commissioners shall be from the DAP-Approved Training Organizations, two Commissioners representing affiliated professional associations, and two Commissioners representing the International Consortium of University Drug Demand Reduction (ICUDDR). The other Commissioners shall represent the drug focal points of the participating countries.

The commissioners representing drug focal points of the participating countries shall be selected by virtue of their position in the relevant government departments/nominated by the drug focal points of the participating country.

The Secretary-General of the Colombo Plan and a representative from the Bureau of Narcotics and Law

Enforcement Affairs (INL), US Department of State shall serve as an ex-officio member of the Commission. Other organizations may also be represented in an ex-officio role with the approval of the Commission.

Commission can make collaborative decisions and vote on important issues through electronic/virtual meetings and/or conference calls.

The representatives from other countries participating in GCCC initiatives but not on the Commission may attend the Commission meetings as observers. Similarly, GCCC approved Education Providers not represented on the Commission may also attend as observers.

The Commissioners will elect from among themselves, Chair, Deputy-Chair, Secretary, and Treasurer and determine Standing and/or Ad hoc Committees.

### **Executive Board**

The Executive Board shall include the 4 officers namely Chair, Deputy-Chair, Secretary, Treasurer; the current Standing Committee Chairs, and 2 at-large members appointed by the Commission Chair.

Of the members of the Executive Board, at least one member shall be a professional in the field of SUDs and shall be selected on the basis of his/her individual capacity; one member shall represent DAP Approved Education Providers.

The Executive Board within the Commission shall be responsible for overseeing the quality and standards of GCCC Programs, initiatives, and the effective implementation of the Commission policy and procedures particularly as issues arise between full Commission meetings. Any recommendation made by the Executive Board will be approved by the Commission through electronic voting if necessary. However, the Commission may give the Executive Board the power to make final decisions in specific cases.

### **Section B. Terms of Office**

The term for all Commission members is two years. All members may serve two terms.

Member Country Focal Points (or their designee) may serve as long as they hold their position or are designated by their country to continue.

### **Section C. Regular Meetings**

At least one regular meeting of the Commission will be held each year in person or electronically.

### **Section D. Quorum**

A simple majority will constitute quorum.

### **Section E. Compensation**

Commission members shall not receive any compensation for their services, but the Commission may authorize travel expense reimbursements for the purpose of Commission business based on available funding and other budget resources.

### **Section F. Ethics**

The highest ethical standards must guide members of the Commission during their terms of service. Membership on the Commission requires signing the "Ethical Guidelines for the GCCC Commission" provided in **Annex A**. The signed statements will be maintained by the GCCC office as hard or electronic copies.

## **ARTICLE 4: OFFICERS**

### **Section A. Officers**

The officers of the Commission will consist of a Chair, Deputy-Chair, Secretary, Treasurer. One person may not hold more than one office.

The GCCC Director is the Executive Director of the Commission and responsible for implementing the decisions of the Commission.

### **Section B. Qualifications and Election**

The Chair, Deputy-Chair, Secretary and Treasurer will be elected from among the current Commission members at a Commission meeting. The elections will be held every two years.

### **Section C. Term**

The elected office bearers will serve a term of 2 (two) years with a possibility of 2 (two) terms.

## **Section D. Duties and Responsibilities of the Chair**

- I. Approve the agenda for the meetings of the Commission.
- II. Biennially appoint standing or special committees and advisory groups as may be required by these Policies and Procedures or as he or she may deem necessary, and he or she shall be an ex-officio member of all committees of the Commission.
- III. Cast the deciding vote in the event of a tie vote on any matter pending before the Commission.
- IV. Assume active responsibility for coordination with the GCCC Director on policy matters that have publicity implications for GCCC.
- V. The Deputy-Chair will assume the functions and responsibilities of the Chair in his or her absence.

## **Section E. Duties and Responsibilities of the Secretary**

- I. Develop agenda for the Chair for approval.
- II. Distribute the agenda at least two weeks before the meeting.
- III. Ensure that all notices are given in accordance with these Policies and Procedures.
- IV. Coordinate with Commission members for travel /reimbursements for Commission meetings.
- V. Attend all meetings of the Commission and be responsible for keeping and preserving meeting records.
- VI. Minutes of the proceedings of all such meetings.
- VII. Distribute the minutes to the Commission members.
- VIII. The above duties may be delegated to the GCCC officers while retaining responsibility for the timely and accurate performance of these duties.

## **Section F. Duties and Responsibilities of the Treasurer**

- I. Be responsible for developing and reviewing the financial policies of the Commission in coordination with the GCCC.
- II. Coordinate with the GCCC to ensure that all funds received and expended for credentialing purposes are accounted for as a separate cost center of the organization.
- III. Coordinate with the GCCC to develop necessary information to maintain or adjust the credentialing fee schedule to produce income adequate to cover expenditures.
- IV. Prepare an annual budget.
- V. Prepare an annual financial report
- VI. Delegate the preparation of the budget and the financial report to the GCCC while retaining responsibility for the timely and accurate performance of these duties.

## **ARTICLE 5: ICAP PROGRAM RESPONSIBILITIES**

### **Section A. ICAP Programs**

The Commission through GCCC will administer programs and initiatives related to all credentials and certifications offered by the Commission.

### **Section B. ICAP Support**

The Commission through GCCC will review and update all current, and consider any new, proposed credentials and certifications annually.

### **Section C. Eligibility for ICAP Credentials**

The Commission through GCCC will review and update all current eligibility requirements and consider any new credential and certification requirements annually.

# Policies and Procedures

## 1: COMMISSION

### A. Resignation

Any Commission member may resign at any time by giving a written notice to the Chair. Such resignations will take effect at the time specified therein or, if no time is specified, at the time of acceptance thereof as determined by the Chair. It would be the responsibility of the Chair to report this decision to the Commission.

### B. Termination

Any Commission member may be terminated from such office by a two-third vote of the Commission members at any regular meeting at which a quorum is present.

- I. **Reasons for Termination.** The violation of any of the following can lead to the termination of membership in the Commission:
  - a. Violation of the GCCC Commission By-Laws or Policies and Procedures
  - b. Engagement in any conduct prejudicial to the best interest of the Commission
  - c. Unexcused absence from two Commission meetings
  - d. An ethical violation
  - e. A conflict of interest
- II. **Procedure for Termination.** Anyone can file a complaint of violation regarding a Commission member with a written statement to the Commission Chairperson or the Director of the GCCC
  - a. The concerned Commission member is provided with adequate written notice specifying the meeting at which the complaint will be heard and actions considered. Such notification must be sent by email and certified or registered mail to the last known address of the Commission member involved.
  - b. The concerned Commission member will be afforded an opportunity to appear before the Commission meeting or the Executive Committee if the next Commission meeting is more than 6 months in the future or to forward a written statement presenting any defense against such charges. Appearances or statements will not be required sooner than thirty days after sending of the notice on the allegations.
  - c. The Commission will consider the complaint, defense, and any other pertinent information within three months.
  - d. The Commission will provide a written explanation of its final action to the concerned Commission members within 3 months.

### C. Notice

Notice of the time, day, and place of any meeting of the Commission shall be given at least 30 (thirty) days prior to the meeting. The notice can be sent by email, or telephone to each Commission members at his or her address or phone number as shown by the records of the Commission.

### D. Election of Officers

The Chairperson shall appoint a nominating committee made up of 5 Commissioners. The Chair will serve in an ex-officio position but can offer counsel. They will bring a nomination slate of Officers and Committee Chairpersons to the Commission. Others may be nominated from the floor before a vote is taken.

### E. Resignation of Officers

Any officer of the Commission may resign at any time by giving written notice to the Chair. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance as determined by the Chair. Resignation of the Chair will be made by written notice to the GCCC Director.

### F. Termination of Elected Officers

The Deputy-Chair, Secretary or Treasurer may be terminated by the Commission at any regular meeting of the Commission by a two-thirds majority vote. The Chair may be terminated if the members of the Commission consisting of at least two third majority submit a written complaint for any violation of the code of ethics by the elected office to the GCCC Director for consideration., The reason for termination shall be as follows: engaging in conduct against the best interests of the Commission, ineligibility/violation of any of the provision of the code of ethics.

## **G. Officer Vacancies**

In the case of resignation or termination of any Officer, the Commission will decide to select a successor to complete the remainder of the term.

## **H. Committees**

The Commission will determine before each officer election, which Committees are needed to perform their duties. The responsibilities of the current Committees shall be as follows:

- I. The Training Committee shall advise GCCC and DAP on maintaining the high quality and standards of training and also the quality of training provided by GCCC Approved Education Providers;
- II. The Examination and Credentialing Committee shall advise GCCC on the Examination and Credentialing process and procedures; and
- III. The Ethics Committee shall review complaints of ethical violations against individuals credentialed and/or certified by the Commission and advise GCCC on the course of actions to be taken in case of such violation.

## **H. Ex-Officio Members**

In addition to the Secretary-General of the Colombo Plan and a representative from the INL, a representative from the Inter-American Drug Abuse Control Commission (CICAD) and the African Union (AU) will also be included to sit on the Board in an ex-officio role.

## **2: ICAP APPLICATION PROCESS**

The GCCC staff will review each application for completeness and eligibility based on the requirements found in *Annexures B, C, D, and E*.

- I. Candidates for any credentialing and/or certification, whose submitted portfolios indicate that the requirements are met, will be provided the appropriate information to participate in the examination. Those applicants whose applications are deemed incomplete will be notified that they may submit missing requirements if the deadline for this exam has not passed. Otherwise they will have to wait until a future exam.
- II. The names of applicants whose applications are deemed by GCCC staff to be complete will be sent to the Commission Chair for approval to sit for the exam.
- III. Candidates who meet the eligibility requirements will provide the appropriate fee for the exam.
- IV. Subsequent to the examination, unsuccessful candidates will be sent a letter from the GCCC Director indicating they did not receive a passing score. Successful candidates will be processed for the appropriate credential and/or certification certificate.
- V. After an unsuccessful exam, candidates may reapply after a minimum of 3 months.

## **3: ICAP RENEWAL**

ICAP Credentials and Certifications are valid for 3 years from the date of issue. If the Candidate wants reciprocity with NAADAC in the United States, their ICAP must have been renewed in the last 2 years. The candidate will be required to renew in order to stay in good standing by complying with the following requirements:

- I. Documentation of 40 contact hours of education/training during the 3-year period of credentialing. Of the 40 contact hours, 20 hours must be on SUD-related topics. The other 20 hours may be in other subjects, but should be related to the development of the professional's expertise in the field, including a minimum 4 hours of ethics training.
- II. Submission of the Renewal application for the appropriate ICAP, including professional agreement to continue to adhere to the GCCC Code of Ethics for addiction professionals.
- III. Payment of non-refundable application fee of \$50.

## **4: EXTENSION OF ICAP EXPIRATION**

### **B. Purpose**

The Commission recognizes that there are extenuating circumstances of a personal, professional or financial

nature that may preclude the timely completion of the renewal requirements.

### **C. Scope**

The scope of this policy covers all addiction professionals currently holding any valid ICAP credential, certification, and/or endorsement who have not received a credential extension previously.

### **D. Objective**

The objective of the policy is to allow certified addiction professional the ability to extend a renewal deadline by six months, if the professional qualifies. This option is only open once to an addiction professional.

### **E. Procedure**

The procedure for receiving the credential extension is as follows.

- I. The professional will send a written request to the GCCC Director prior to the expiration of their credential.
- II. The GCCC Director checks eligibility and then brings the request to the Commission Executive Committee for approval.
- III. If the extension is granted, the renewal date will be awarded based upon the original award date. For example, a professional whose credential expires on January 31, who is granted a six-month extension, must be re-credentialed no later than July 31, of the same year. The new expiration date will, however, remain two years from the original award date.

## **5: INACTIVE STATUS**

### **A. Purpose**

The Commission recognizes there are reasons for a professional to need inactive status. The Commission may grant inactive status for reasons such as education, illness, or temporary professional change. Inactive status will facilitate a smooth return to credentialing when active work is resumed by elimination of the need to re-test and re-document original qualifications.

### **B. Scope**

This policy covers all addiction professionals holding any valid ICAP Credential, Certification, and/or endorsement.

### **C. Objective**

During the period of inactive status, the professional will not be required to acquire continuing education and will not be required to pay renewal fees. The professional will be required to abide by the GCCC Commission Ethical Guidelines. Accordingly, inactive status may only be granted to addiction professional who request such status prior to the expiration of their current credential.

### **D. Procedure**

The procedure for obtaining the inactivity status is as follows:

- I. A written request for inactivity should be submitted to the GCCC Director, along with their credentials (which will be held until the professional requests reactivation or the inactivity period expires).
- II. The GCCC Director will determine eligibility, and issue the inactivity status. The Commission will offer inactive status for a maximum of five continuous years.
- III. Upon expiration of the inactive status or when the professional applies to be reinstated, the professional must present proof of 40 hours training in the last two years.
- IV. Credentials will then be reinstated to expire 2 years from the date of reissue. Normal continuing education requirements will resume and must be met during the ensuing period.

## **6: RETIRED STATUS**

### **A. Purpose**

The purpose of this policy is to allow retired professionals to retain their credentials

### **B. Scope**



This policy covers all addiction professionals holding any valid ICAP credential, certification, and/or endorsement who plan to no longer actively work in the field. The professional is expected to refrain from further paid professional employment in the SUD field of prevention, treatment and/or recovery support and abide by the Ethical Guidelines for GCCC.

### **C. Objective**

The objective is to allow these addiction professionals to retain their credentials after they decide to no longer actively work in the field.

### **D. Procedure**

The procedure to obtain retired status is as follows.

The professional will apply to the GCCC Director for retired status. The Commission will issue a new credential and/or certification with the same number marked "RETIRED" in place of an expiration date.

### **E. Reversal**

If, in the two years succeeding the receipt of the retirement credential, the individual decides they are going to return to paid work, they may reactivate their credential and/or certification by following the procedures as for inactive candidates. Volunteer work does not require the reversal of a RETIRED status.

## **7: QUALITY ASSURANCE PLAN**

### **A. Purpose**

The purpose of this Quality Assurance Plan is to ensure the criteria for award (or non-award) of the GCCCICAP credential and/or certification are in accordance with the established guidelines. The Commission recognizes the need for stringent quality control of the overall application, evaluation, awarding and renewal processes. The overall quality assurance of the program is the day-to-day responsibility of the GCCC Director GCCC. The GCCC Director and staff are responsible for ensuring that the established criteria are applied in all cases and that the credentialed and/or certified individuals are served in a professional and courteous manner.

### **B. Scope**

This plan includes the overall administration of the ICAP program which involves the verification of applicant requirements, determination of those who qualify, administration of the files for those not receiving credentialing and/or certification, renewal process, and monitoring of the examination validity.

### **C. Objective**

The objectives of this plan are to:

- I. Ensure the accurate and quality review of all applications,
- II. Enhance the credibility of the credentials and/or certifications,
- III. Provide the Commission members a status report of the program, and
- IV. Ensure the integrity and fairness of the application process.

### **D. Procedure**

The procedures for quality assurance are as follows:

#### **I. Quality Control Inspections.**

Quality control inspection is a function of the GCCC office. Annually, the GCCC Office will make a detailed assessment of the overall program and report to the Commission.

##### **a. Credentialing Records**

The records of all those receiving credentials are subject to auditing during an annual on-site inspection, during which approximately 2% of the records will be audited to ensure that those credentialed and/or certified meet the criteria for education, experience, local credentialing (where applicable), and fee payment. The records audit will be made through a selection of records, on a random basis by an Ad-hoc committee consisting of at least two members of the Commission appointed by the Chair.

##### **b. Non-Certified Records**

During the inspection, the Committee will also review all the records of applicants who were denied credentialing and/or certification. This review will employ the same standards as used in the credentialing files. This process will ensure that denial was also done in accordance with the established criteria.

c. Data Base Verification.

The hard copy files of both of those certified and of those not certified will be summarized in an electronic database. The GCCC office shall calculate data to the Ad-hoc committee electronically for verification.

d. Other credential and/or certification verification.

Photo or electronic copies of credentials will be required. Random checks with other officials will be made to ensure authenticity of the copies.

e. Education and Training Record.

Photo or electronic copies of course completion documents for education events are required to be retained by the applicants and furnished to the GCCC with a credential and/or certification application or renewal.

f. Career History.

Verification of employment will be requested by the GCCC Office during the evaluation process for new applicants.

**II. Quality Assurance Inspection Timing.**

a. The Commission will perform a formal review of the program at a time to be determined during the annual meeting.

b. The annual quality assurance inspection may only be made by current Commission members. In order to ensure an adequate assessment is made, all Commissioner members shall be prepared to assist in any and all assessments.

c. Because of the nature of the information available in the paper files and the electronic data bank, access to the files and the data bank will be limited to Commission member and GCCC only.

d. Quality assurance and control assessments by any other entities may be made only with the written approval of the Chair of the Commissioner.

**III. Confidentiality of Records.**

Access to the files and database is limited to the following:

a. Current Commission members.

b. The GCCC director and other GCCC staff.

**IV. Records Retention.**

To ensure the quality of the program, the records (hard or electronic) of the accredited individuals will be retained as follows:

a. Active addiction professional. The records will be kept for the duration of the active credentialing.

b. Inactive addiction professional. The records will be kept for five years from date of becoming inactive.

**V. Exam Information.**

The results of any examinations taken for GCCC Credentialing will be kept private and released only with written consent of the individual. The credentialed status of the individual, however, is public record, with consent given at the submission of the application.

## **8: CANDIDATE APPEAL PROCEDURE**

### **A. Purpose**

The purpose of this policy is to allow any candidate and/or professional to appeal any decision of the Commission which adversely affects their credentialing and/or certification.

## **B. Scope**

This policy covers all addiction professionals applying for, or holding, any valid ICAP credential and/or certification.

## **C. Objective**

The objective is to allow candidates and/or professionals an avenue to redress grievances.

## **D. Procedure**

An appeal will pursue satisfaction through the three opportunities in the order indicated.

- I. A review of the appropriate information by the established "Appeals Committee" of the Commission nominated by the Chair of the Commission.
- II. An opportunity shall be offered, but not required, for the appellant to present his or her case to the Commission in person, electronically, or by conference call at a meeting of the Appeals Committee.
- III. Upon notification of a denial or revocation, an applicant or professional has the right of appeal. The appeal must be initiated in writing within 30 days of the date of notice of the disputed decision. The letter should be addressed to the Chairman of the Commission, sent by international mail or email, and must indicate specific grounds for reconsideration by the Commission.
- IV. When an appeal is received, the GCCC Director will provide any documents related to the grievance to the members of the Appeal Committee. The Committee will review all appeal and documentation, reach a decision, and draft a response to be sent to the appellant within 60 days of receipt of the appeal unless the appellant makes a request for a meeting with the Appeals Committee.
- V. The decision of the appeals committee is final.
- VI. All correspondence and reports generated in the course of the appeal process shall become a part of the professional's file at the GCCC office and will be maintained there.

## **9: ADMINISTRATIVE WITHDRAWAL OF ICAP**

### **A. Purpose**

The purpose of this policy is to provide an administrative vehicle to withdraw any ICAP credential and/or certification before the normal expiration period based on information provided by a local credentialing/certification body that a professional's credential/certification is no longer in effect.

### **A. Objective**

The objectives of this policy are to further protect those seeking services and the public and, to ensure that quality care is being provided under the ICAP banner by:

- I. Ensuring that only qualified addiction professionals are credentialed and/or certified.
- II. Empowering the GCCC office to work with other credentialing bodies where ethical violations are reported and where local or other required basic credentialing and/or certification is absent.

### **B. Procedure**

The GCCC office will inform other known licensing, credentialing, and/or certification entities about addiction professionals credentialed by GCCC Commission on a periodic basis.

- I. These organizations shall be requested to screen the list provided and inform the GCCC office of any individuals whose credentialing may be in question.
- II. These organizations shall be invited to periodically provide the GCCC office with a list of individual credentialing that have been terminated for various reasons.
- III. The GCCC Office will expeditiously communicate with such individual addiction professional to inform them that their credential is to be terminated.

A letter will inform the professional that their credential and/or certification is being revoked and that any use of the credential and/or certification is an ethical violation. The individual will be expeditiously removed from GCCC rolls.

## **10: INDIVIDUAL INFORMATION SECURITY**

### **A. Purpose**

The purpose of this policy is to provide guidelines for the release of information concerning credentialed and/or certified professionals to third parties. The GCCC office is responsible for holding substantive personal information on all certified members. Some of that information is considered sensitive under any circumstances and must be properly safeguarded and furnished to others only under proper authorization.

### **B. Scope**

These guidelines apply to giving information to or about:

- I. Any active ICAP credentialed and/or certified professional
- II. Any former ICAP credentialed and/or certified professional
- III. Any applicant for an ICAP credential and/or certification.

### **C. Objective**

The objective of this policy is to control information and to keep appropriate information confidential.

### **D. Procedure**

- I. Types of information. The Commission may provide the following types of information.
  - a. Credential and/or certification status in writing upon an organization's request
  - b. Credential status from an investigative arm
- II. Portfolio contents from the professional information release. It is the objective of the Commission to provide the public with appropriate information concerning addiction professionals who are credentialed and/or certification. Such information requests are to be honored as follows:
  - a. Status of any credentialed and/or certified addiction professional or certification status upon written request from an organization.
  - b. Credential status from an investigative agency. More in-depth information such as provision of copies of the complete portfolio would require that the information be demanded through subpoena from an investigative arm upon written request.
  - c. Requests for information on an individual professional will be processed as follows:
    1. If there is none, we will so state to any requester.
    2. If an investigation is ongoing, the requester will be required to make the request in writing
    3. Upon receipt, the request will be answered that the professional is credentialed and/or certified but no other information will be given.
    4. If a complaint has been adjudicated and found invalid, no indication of the proceedings will be made public.
    5. If a complaint has been adjudicated and found valid, the sanctions imposed by the Commission will be stated along with their duration, as appropriate.
    6. Other than revocation of credentials or denial of future credentialing, sanctions whose effective period has expired will not be revealed except as required under legal processes.
    7. Except as required by law, no information will be released by the Commission concerning the nature of any complaint against any professional.
  - d. Blanket requests for information on any professional will not be honored.
  - e. Requests for portfolio copies from credentialed and/or certified professionals will be sent to their address of record only. Requests for portfolio copies to be sent to third parties will require written authorization from the professional concerned.

## **11: ICAP FOR UNIVERSAL CURRICULA TRAINERS**

### **A. Purpose**

The purpose of this policy is to provide a process for those who want, or need to pass the ICAP exam but do not have the required clinical experience to work in the field.

## **B. Scope**

This policy covers all professionals applying to take any ICAP exam.

## **C. Objective**

The objective is to allow candidates and/or professionals who have been trained in at least one of the Universal Curricula to take the exam, but also protecting the public from confusion as to a qualified professional.

## **D. Procedure**

Any individual who has been trained in at least one of the Universal Curricula and passed the exam will receive a certificate indicating passage of the ICAP exam.

## **12: USE OF A PROFESSIONAL TESTING AGENCY**

### **A. Purpose**

The Commission, in its authority over all policies, procedures and standards governing the credentialing program, will utilize a professional testing agency

### **B. Scope**

The Commission, in its authority over all policies, procedures and standards governing the credentialing and certification program, has the power to contract through GCCC with a professional testing company to **handle** any part of the testing procedures, as long as their decision does not conflict with the by-laws of the Commission

### **C. Objectives**

The objectives of this policy are to promulgate, review & approve testing procedures by the Commission for administration of any examination.

### **D. Procedure**

The GCCC will request proposals from qualified testing entities and make a recommendation to the Commission based on quality of service, reference reports, and price.

The chosen entity will:

- I. Assist with development of examinations
- II. Score the exams
- III. Assist with translations
- IV. Collect and report data for exam evaluation
- V. Prepare the notices of test results for applicants
- VI. Retain the test scores for whatever amount of time the Commission deems necessary
- VII. Ensure the testing procedures are compliant with all appropriate laws and regulations.
- VIII. Test may be administered in paper form or online.

## **13: CRITERIA FOR EXAM PROCTOR**

- I. A person is not a curriculum trainer
- II. Agrees not to seek an ICAP credential and/or certification within a time frame of three years.

## **14. ETHICS ENFORCEMENT PROCEDURE [Under Review]**

## **15: CALCULATION OF CONTINUING EDUCATION HOURS**

## Calculation of Continuing Education Hours on the Basis of Training Programs on Addiction Services

Program	Number of Hours	Documents to be Submitted
Training Courses attended in last 5 years	6 hours of continuing education for each training day. The training should be recognized by the GCCC Commission.	Certified true copies of the training program certificates attained
Training courses conducted	Numbers of training hours + 1-hour preparation time for each 2 hours of training. However, preparation time for same training topics will be counted once in 2 years.	Details to be verified by the Employer/Supervisor

## Calculation of Contact Hours on the basis of University Degrees on General and Relevant Subjects

University Degrees	General Subjects	Relevant Subjects	Addiction Science Studies	Req Hours
Diploma	10 hours	40 hours	80 hours	
Degree	20 hours	80 hours	100 hours	ICAP I=120
Post Graduate Diploma	30 hours	120 hours	200 hours	ICAPII 2=240
Masters	40 hours	180 hours	220 hours	
PhD	50 hours	400 hours	450 hours	ICAP III 500

**Relevant Subject for Bachelor's Degree:** Psychology, Social Work, Behavioral Sciences Science courses Nursing Courses and Addiction Science.

**Relevant Subjects for Master's Degree:** Clinical Psychology, Psychiatric Social Work, Behavioral Science courses and Nursing Courses

# Annexures

## ANNEX A: ETHICAL GUIDELINES FOR GCCC COMMISSION MEMBERS

The GCCC Commission, as the constituted body responsible for safe guarding, promoting, and developing a competency-based credential award system, is an important contributor to the well-being of the prevention, treatment, and recovery support profession.

The GCCC Commission demonstrates a strong commitment to advancing the professionalism of the individual professional while simultaneously working to protect the ultimate consumer: a patient/client in need of and/or participating in prevention, treatment and/or recovery support services.

The highest ethical standards must guide the GCCC Commission in all of its deliberations. The Ethical Standards for Addiction Professionals promulgated by GCCC direct the work of the Commission expanded by the following guidelines.

- I. The members of the Commission shall uphold the professional well-being of GCCC and of the Commission itself. The GCCC Commission membership shall not be used for personal or professional aggrandizement.
- II. The Commission shall conduct all of its business in a responsible and professional fashion. The members of Commission are expected to honor the confidentiality of discussions and materials when such is appropriate. Such confidentiality covers all communication (written, spoken, electronic, or otherwise shared) which are so designated by the Chair or the Centre, including, but not limited to those in the following categories:
  - a. Discussion/review of any individual professional files, appeals, ethical issues, educational levels, etc.
  - b. All deliberations concerning the Commission examination packages to include not only the examination content but also the specifics of any generated statistical information.
  - c. Information and decisions of closed session meetings.
- III. The members of GCCC Commission shall respect the consensus reached in any deliberations and the right of the Chair and his/her representative to make statements reflecting the Commission's consensus concerning particular issues. No member of the Commission shall make public statements in conflict with a final decision.
- IV. The members of the GCCC Commission shall not engage in activities constituting a conflict of interest with the purpose of the Commission as stated in the GCCC Commission's Policies and Procedures. The Ethics Committee of the GCCC Commission shall review any relative issues and designate when such conflict of interest exists. Unresolved issues will be brought to the Ethics Committee for final resolution under their operating processes.
- V. It is not a conflict of interest or a breach of confidentiality for a member of the Commission to present preparatory training or other discussions for examination participation as long as it is abundantly clear to the students/recipients of the information that what is being offered is based solely on the examination content outline(s) and is not privileged information. The information presented must be generic in nature gathered from the overall profession knowledge base, not based on information directly obtained from items contained in the GCCC ICAP examinations
- VI. The GCCC Commission shall conduct its business in open sessions except when discussing individual addiction professionals or the specifics of the written examination package. Any communication or discussion in closed sessions shall not be communicated to the public without full agreement of the Commission.
- VII. The members of the GCCC Commission shall refrain from participation in any written examination sponsored by the Commission for a period of not less than three years following the end of the Commissioner's term of service.
- VIII. The members of the GCCC Commission shall make every attempt to be present at all in-person, virtual, and/or conference call meetings and will actively participate within the Commission as long as he/she is serving.

**I have read and understood the above ethical guidelines. I agree to comply with these ethical guidelines.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **ANNEX B: ELIGIBILITY REQUIREMENTS FOR ICAP - TREATMENT**

### **1. International Certified Addiction Professional I (ICAP I):**

- a. At least 1 year of full time or 1500 hours of supervised working experience in SUD-related field. Passed the first public examination, High School/Secondary diploma, or equivalency.
- b. Written verification of competency in required counselling skills and functions as certified by an addiction professional, supervisor or other health care professional who has personally observed the candidate's SUD-related counselling work. The Candidate should have conducted screening, intake, patient/client education, group counselling, referral services for at least 50 patients/clients. To endorse competency, the certifier should observe counselling done with at least 5 patients/clients and also gone through the case records of 5 patients/clients. Certifier should be a senior professional with (self-attested) experience of at least 3 years of addiction counselling.
- c. Documentation of a total of 120 contact hours of education and training in SUD-related subjects. Included in this total must be at least 6 contact hours of HIV/AIDS training, 6 contact hours of training in co-occurring disorders, and at least 6 contact hours of ethics training. (Relevant topics should include all the areas covered in the UTC Basic level series)
- d. Submission of a signed and dated statement that the candidate has read the GCCC Commission's Code of Ethics for addiction professionals and has agreed to adhere to it.
- e. Completion of an application for the appropriate level of credential and submission of the same to GCCC
- f. Payment of **non-refundable** application fee.

### **2. Student Eligibility Criteria for ICAP I:**

The following individuals without work experience will be allowed to write the GCCC level I Examination on condition that the credential will only be released upon completion of the required supervised working experience, certified by a recognized and licensed treatment and rehabilitation institution in their region. This applies to:

University students who are currently pursuing Bachelor's/Master's Degree in Psychology, Social Work, Behavioral Science courses and Nursing Courses and individuals who have completed their University Degree.

### **3. International Certified Addiction Professional II (ICAP II):**

- a. At least 2 years of full-time or 3,000 hours of supervised working experience as a SUD-related professional. The 2 years need not be consecutive. Passed the first public examination, High School/Secondary, or equivalency.
- b. Successful completion of ICAP I and practicing as an addiction professional for at least 2 years following ICAP I credentialing or Master's/higher in relevant field (Psychology, Social Work, Behavioral Science courses and Nursing Courses).
- c. Written verification of competency in required counselling skills and functions as certified by an addiction professional, supervisor, or other health care professional who has personally observed the candidate's SUD-related work. The candidate should have conducted assessment, treatment planning and counselling for at least 75 patients/clients following ICAP I. To endorse competency, the certifier should observe counselling done to at least 5 patients/clients and gone through the case records. Certifier should be a senior professional with (self-attested) experience of at least 4 years of addiction counselling.
- d. Documentation of a total of 240 contact hours of education and training in SUD-related subjects. Included in this total must be at least 6 contact hours of HIV/AIDS training, 6 contact hours on co-occurring disorders and at least 6 contact hours of ethics training. (Relevant topics should include all the areas covered in the UTC series)
- e. Submission of a signed and dated statement that the candidate has read the GCCC Commission's Code of Ethics for addiction professionals and has agreed to adhere to it.
- f. Completion of an application for the appropriate level of credential and submission of the same to the GCCC.
- g. Payment of **non-refundable** application fee.



#### 4. International Certified Addiction Professional III (ICAP III)

- a. At Least 5 years of full-time or 7,500 hours of supervised working experience as a SUD-related professional. The 5 years need not be consecutive. Holds a University or College Bachelor's Degree or it's equivalency
- b. Successful completion of ICAP II and practicing as an addiction professional for at least 2 years following ICAP II or Masters/higher in relevant field. (Clinical Psychology, Psychiatric Social Work, Behavioral Science courses and Nursing Courses). May be waived with a Master's or higher degree in SUD-related field).
- c. Written verification of competency in required counselling skills and functions as certified by an addiction professional, supervisor, or other health care professional who has personally observed the candidate's SUD-related work. The candidate should have conducted assessment, treatment planning and counselling for at least 100 patients/clients following ICAP II.
- d. Documentation total of 500 contact hours of education and training in SUD-related subjects. Included in this total must be at least 20 contact hours on supervision, 6 contact hours of HIV/AIDS training, 6 hours on co-occurring disorders, and at least 6 contact hours of ethics training. (Related topics should include areas covered in UTC Series).
- e. Submission of a signed and dated statement that the candidate has read the GCCC Credentialing Code of Ethics for addiction professionals and agreed to adhere to it.
- f. Completion of an application for the appropriate level of credential and submission of the same to GCCC.
- g. Payment of **non-refundable** application fee.
- h. Passing of the GCCC examination for ICAP III credentialing.

#### 5. International Certified Addiction Professional IV (ICAP IV)

- a. Master's degree or higher in SUD/ Addiction and/ or related counselling subjects.
- b. At least 5 years of full-time or 7,500 hours of supervised working experience as a SUD-related professional. The 5 years need not be consecutive.
- c. Current ICAP credential or credential/ license as an SUD/ addiction professional issued by a national entity or other credentialing authority.
- d. Written verification of competency in required counselling skills and functions as certified by an addiction professional, supervisor, or other health care professional who has personally observed the candidate's SUD-related work. The candidate should have conducted assessment, treatment planning and counselling for at least 100 patient/ clients.
- e. Documentation total of 500 contact hours of education and training in SUD-related subjects. Included in this total must be at least 20 contact hours on supervision, 6 contact hours of HIV/ AIDS training, 6 hours on co-occurring disorders, and at least 6 contact hours of ethics training. (Related topics should include areas covered in UTC series).
- f. Signed agreement to adhere to the GCCC Code of Ethics for counsellors.
- g. Completed application for the ICAP IV.
- h. Payment of **non-refundable** application fee if qualifications are met.

### **ANNEX C: ELIGIBILITY REQUIREMENTS FOR ICAP- Prevention [under Review]**

### **ANNEX D ELIGIBILITY REQUIREMENTS FOR ICAP - RECOVERY SUPPORT**

#### 1. International Certified Addiction Professional – Recovery Support

- a. Documentation of at least one year of supervised experience in the area of substance use disorders.
- b. Documentation of 100 hours of education/training in SUDs and/or Peer Recovery which should

include Basic UTC 1 and 2, Specialised Recovery Course, 6 hours of Ethics and 6 hours of HIV. Passed the first public examination (9th/10th/11th Grade) or its equivalency. Competency in reading and writing.

- c. Sign and adhere to the GCCC Code of Ethics for Recovery Professionals.
- d. Passing the GCCC Recovery Professional Examination for ICAP-Recovery Support.

## **ANNEX E: ENDORSEMENTS**

### **Eligibility Criteria for Women's Services Endorsement**

- a. Hold an ICAP I or higher credential.
- b. Evidence of practice as a SUD counsellor/treatment practitioner within the past 2 years.
- c. At least 2 years of full-time or 3,000 hours of supervised working experience as SUD counsellor/treatment practitioner for women. The 2 years need not be consecutive.
- d. Written verification of required counselling and/ clinical skills as certified by an Addiction Professional, supervisor, or health care professional who has personally observed the candidate's SUD-related work in Women's services.
- e. Documentation of a total of 200 contact hours in Women's Treatment Education
- f. Submission of a signed and dated statement that the candidate has read the GCCC Commission's Code of Ethics for addiction professionals and has agreed to adhere to it.
- g. Completion of an application for the endorsement and submission of the same to the GCCC.
- h. Payment of non-refundable application fee.
- i. Passing of the Women's Services Endorsement examination.

## **ANNEX F: CODES OF ETHICS FOR PROFESSIONALS**

The highest ethical standards must guide the addiction professionals credentialed through the GCCC Commission during their terms of service. All the addiction professionals credentialed through GCCC are required to sign the "Ethical Guidelines for GCCC addiction professionals. The signed statements will be maintained by the GCCC office.

### **1. Code of Ethics for Treatment Professionals Credentialed by GCCC Commission**

"I do affirm:

- I.** That in the practice of my profession, I shall assert the ethical principles of autonomy and justice as a guide to my professional conduct;
- II.** That I shall not discriminate against patients/client based on race, religion, age, gender, disability, nationality, sexual orientation or economic condition;
- III.** That I shall maintain objectivity and integrity and uphold the highest standard in the services I offer;
- IV.** That I recognize the profession is founded on national standards of competency which promote the best interest of my patient/client, of myself, of the profession and the society. I also recognize the need for ongoing education as a component of professional competency;
- V.** That I shall respect the best interest and promote the welfare of the person or group with whom I am working with;
- VI.** That I shall protect patient/client rights and shall not disclose confidential information acquired during treatment, teaching or investigations without an executed consent;
- VII.** That I shall safeguard the integrity of the counselling relationship and shall ensure that the patient/client has reasonable access to effective treatment;
- VIII.** That I shall not exploit the current or former patient/client in any manner for personal or agency gains;
- IX.** That I shall not under any circumstances involve myself in sexual/romantic and /or business relationships with current or former patients/client;
- X.** That I shall terminate the counselling relationship when it is not benefiting the patient/client

- XI. That I shall uphold the legal and accepted codes of conduct which pertain to my profession;
- XII. That I shall not give false assurances, make comments, and/or public statements which are not reflective of the current scientific understanding of substance use disorders and/or its treatment;
- XIII. That I shall assign credit to all who have contributed to the published material and for the work upon which the publication is based;
- XIV. That I shall abide and uphold these standards in the conduct of my profession. Any violation thereof shall be subject to disciplinary action from the GCCC Commission or revocation of my credential.
- XV. Holding this credential requires that a professional having knowledge about a possible ethical violation, report it to the GCCC Commission as the credentialing authority.”

**“I agree to the above ethical guidelines as an ICAP certified Addiction Professional.”**

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

## **2. Code of Ethics for Prevention Professionals Certified by GCCC Commission [Under Review]**

### **3. Code of Ethics for Recovery Support Professionals Certified by GCCC Commission**

The responsibility of Recovery Support Professionals’ is to help persons in recovery achieve their personal recovery goals. The Professional shall maintain high standards of personal conduct, and conduct themselves in a manner that supports their own recovery. The **“Principle of Self-Determination for All”** guides all Professionals who serve as advocates for the individuals in recovery.

Recovery Support Professionals shall not perform services outside of the boundaries of their expertise, shall be aware of the limits of their training and capabilities, shall collaborate with other professionals to best meet the needs of the individuals served, and preserve an objective and professional relationship at all times.

As a Recovery Support Professional, I shall:

#### **Section I: Conduct:**

- I. Accurately identify my qualifications, training and credentials to all whom I serve and to the public.
- II. Ensure that all public statements or comments are true and may reflect positively on my profession.
- III. Maintain abstinence from alcohol or other mood-altering substances.
- IV. Recognize personal issues that may impact or impair my performance as a Recovery Support Professional and seek professional aid when needed to maintain my own recovery.
- V. That I shall not under any circumstances involve myself in sexual/romantic and /or business relationships with current or former individuals served;
- VI. Respect and acknowledge the professional efforts and contributions of others and give appropriate credit to others.
- VII. Maintain required documentation for and in all patient/client records as required by my agency. Make certain that records are documented ~~in my file~~, and stored securely.
- VIII. Protect the privacy and confidentiality of persons served.

#### **Section II: Conflicts of Interest:**

- I. Reveal any perceived conflict of interest immediately to my supervisor and remove myself from the professional relationship as required.
- II. Disclose any existing or pre-existing professional, social, or business relationships with person(s) served and determine, in consultation with my supervisor, whether those relationships interfere with my ability to provide Recovery Support services.
- III. Inform persons of costs of services as established by the agency (where applicable) for which I am

employed and not charge any person served beyond the established fees.

- IV. Discontinue any existing support-group-sponsor relationships with those served in my capacity as a Recovery Support Professional.

**Section III: Recovery Professional/ Patient/client Relationship**

- I. Clearly explain my role and responsibilities to those served.
- II. Terminate the relationship with a person(s) served when services appear to no longer benefit the individual and to respect the rights of the person served to terminate or change services at their request.

**Section IV: Adherence to the Code of Ethics as Outlined.**

- I. I shall adhere to this code of ethics and I understand that breach of any of these codes may lead to disciplinary actions.
- II. Holding this credential requires that a professional having knowledge of a possible ethical violation, report it to the GCCC Commission as the credentialing authority.

***“I have read, understand and commit to the afore-mentioned Ethical Standards.”***

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_