



THE CLINICAL MENTAL HEALTH
COUNSELING PROGRAM

John Carroll University

The Substance Use Disorder Certificate Program Handbook

General Information

Certificate Program Overview

John Carroll University is helping meet the demand for qualified counselors by preparing you to be a Licensed Chemical Dependency Counselor (LCDC or LICDC, depending on prior academic work). According to the U.S. Bureau of Labor Statistics, employment of substance use, behavioral orders, and mental health counselors is projected to grow by 23 percent from 2016 to 2026, much faster than the average for other occupations.

The Substance Use Disorder Concentration provides in-depth training to students who want to work with clients experiencing addiction and chemical dependency issues. The LCDC or LICDC credential is highly valued by employers in Ohio. All undergraduate students, and college graduates seeking licensure are eligible for the five-course program.

This program is aimed at current JCU undergraduates, students enrolled in master's programs other than CMHC, and members of the community.

This program requires five courses. These courses are:

- CG 414/514- Addiction Knowledge
- CG 415/515- Treatment Knowledge
- CG 416/516- Service Coordination and Documentation
- CG 417/517- Group & Individual Family Counseling for Substance Use Disorders
- CG 418/518- Field Experience in Substance Use Disorders Counseling
 - See below for course descriptions

Costs

These courses can be taken for undergraduate credit, graduate credit or for continuing education credit (CEU's)

- Applicants seeking undergraduate or graduate credit will pay the corresponding John Carroll tuition rate
- Applicants not seeking credit will pay at a continuing education rate of **\$1,295 per course.**

Qualified Students

- Undergraduate students seeking a bachelor's degree
- Individuals with a bachelor's degree in any field

- Individuals with an associate's degree in an behavioral science or nursing
- Individuals with a master's degree in a behavioral science

Course Descriptions

CG 414/514. Addiction Knowledge 3 cr. Substances of abuse and their effects on the processes of body and how to screen and assess for substance use disorders, including withdrawal. Includes information on the current medical and pharmacological resources used in the treatment of substance use disorders; also, the biopsychosocial, cultural, and spiritual factors related to addiction

CG 415/515. Treatment Knowledge for Chemical Dependency & Addictive Disorders 3 cr. How to complete a comprehensive substance abuse assessment, including screening for co-occurring disorders; the principles of effective treatment, models of treatment, recovery, relapse prevention, and continuing care for addiction clients; how to assess for levels of institutional care; how to develop and implement treatment plans.

CG 416/516. Service Coordination and Documentation for Chemical Dependency and Addictive Disorders 3 cr. How to assess a client's ongoing need beyond formal treatment, including the client's recovery process. Interdisciplinary approached to addiction treatment, including the counselor's role in the interdisciplinary team.

CG 417/517. Group and Individual Counseling for Chemical Dependency and Addictive Disorders 3 cr. Reviews basic theories and techniques of group and individual counseling for chemical dependency and addictive disorders and the role of the family in treatment; managing group interactions; and the ethics of group, family and individual counseling.

CG 418/518. Field Experience in Chemical Dependency and Addictive Disorders 3 cr. Prerequisites CG 414/514, CG 415/515. Placement in the community under the supervision of a licensed chemical dependency counselor; completion of a minimum of **220 hours**; field work is coupled with regular class meetings

- Student may not need CG 418/518 if you already working in the chemical dependency field. Please make an appointment with advisor, Dr. Moore mmoore@jcu.edu ; office located in AD 317 to confirm necessary course sequence.
- Students enrolling in CG 418/518 Field Experience in Chemical Dependency and Addictive Disorders **MUST** enroll in Dr. Britton's Saturday morning section of internship.

Substance Use Disorders Certification Program Field Placement Forms

Selecting Field Experience Placement Sites

A Field Experience Site must meet the Following Requirements:

- All sites must have a LPCC-S OR LICDC-CS for supervision
- The site must provide direct contact hours with clients and the opportunities to perform (under appropriate supervision) all activities that a regularly employed staff member is expected to perform
- All sites must provide the 12- core functions of substance use counseling (i.e. screening, intake, assessment, treatment planning, etc.)

SUBSTANCE USE DISORDERS CERTIFICATE PROGRAM FIELD EXPERIENCE REGISTRATION INTENT FORM

<https://jcu.edu/form/substance-use-disorders-certific>

This form is to be submitted by student no later than **October 1** for a Spring semester field experience start, **February 1** for a Summer semester field experience start, and no later than **March 1** for a Fall semester field experience start. If you miss the deadline the Counseling Department reserves the right to not enroll you in field experience and/or to choose your section for you.

SUBSTANCE USE DISORDERS CERTIFICATE PROGRAM FIELD EXPERIENCE SITE INFORMATION FORM

<https://jcu.edu/form/substance-use-disorders-experien>

Notification of finding a site must be submitted by **May 1** for a field experience starting during Fall semester; no later than **December 1** for a field experience starting during Spring semester; and no later than **April 1** for a field experience starting during the Summer semester. These deadlines are non-negotiable. Failure to submit this form by the deadlines indicated above may result in a student being unable to enter the course.

To fill out this form you must attest that you will complete and retain copies of the following BY THE FIRST DAY OF CLASS: 1) Substance Use Disorders Certificate Program Field Experience Registration Intent Form 2) Field Agreement 3) Supervisor Qualification Form 4) CT Initial Application Sent to Board 5) Proof of Insurance and 6) Proof of Current CT Status.

Background Check Information: Field Experience

All students enrolled in CG 418/518 Field Experience in Chemical Dependency and Addictive Disorders but complete a background check. **All background checks must be sent to your field experience site.** This must be completed before starting field experience OR have applied for a background check and are awaiting the results.

Where to have your Finger Prints Done: Go to a WebCheck location in your area, which may include your local police, sheriff's department or department of motor vehicles. Your employer or school may also be a WebCheck® location; ask the background check office to review these instructions. Click on **the link below** to find a WebCheck® location in your area.

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

The Process: Your finger prints will be scanned and sent electronically to BCI in London, Ohio. BCI completes the state of Ohio (BCI) and Federal (FBI) background checks by comparing fingerprints received against a database of criminal fingerprints to determine if there is a criminal record. BCI then mails the results of both background checks to your field experience site.

How Long Will it Take for the Site to Receive the Results?: Up to 4-6 weeks if you have a criminal history, 4-5 business days if you do not. Start the process at least one (1) month before you want/expect to be licensed.

If you have had issues in the past with a WebCheck® location capturing quality fingerprints, you should start the process at least three (3) months before you want/expect to be licensed. If your fingerprints are rejected, you will need ink and roll cards to have fingerprints done manually, which takes extra time.

Certificate of Qualification for Employment

Practicum and internship placements are required as part of the curriculum in the Clinical Mental Health Counseling program. Students who have a prior criminal conviction may require a [Certificate of Qualification for Employment](#) (CQE) in order to work in the field during practicum and internship. Neither John Carroll University nor the practicum or internship sites are responsible for determining if a student will need a CQE. Individuals with a prior conviction must contact the Court of Common Pleas with questions and may apply for a CQE at drc.ohio.gov/cqe. Students who require a CQE and who have not obtained one may not be able to begin practicum and internship. Because of an external facility's discretion regarding

the acceptance of students, John Carroll University cannot guarantee placements for students that have criminal convictions