

# **INDIGENOUS CERTIFICATION BOARD OF CANADA**



---

## **CERTIFICATION STANDARDS AND PROCEDURES MANUAL**

### **LEVEL IV INDIGENOUS SPECIALISTS**

**(mental Health, wellness and addiction fields)**

---

**2020**

**CERTIFICATION STANDARDS AND PROCEDURES MANUAL**  
**LEVEL IV INDIGENOUS SPECIALISTS (mental health, wellness and addiction fields)**

<b>TABLE OF CONTENTS</b>	
INTRODUCTION	<b>3</b>
HOW TO APPLY FOR LEVEL IV CERTIFICATIONS	
PREREQUISITES	
DETERMINATION OF CERTIFICATION LEVEL	
STANDARDS FOR CERTIFIED ADDICTION SPECIALIST LEVEL IV SPECIALIZATIONS	<b>5</b>
OTHER REQUIREMENTS	
WORK EXPERIENCE	
EDUCATION TRAINING (core knowledge)	<b>6</b>
RELATED EDUCATION/TRAINING	
SPECIAL COUNSELLING TECHNIQUES AND APPROACHES	
DEMONSTRATED EXPERTISE IN THE PRACTICE OF THE SPECIALIZATION	<b>7</b>
A. REQUIREMENTS – RESEARCH OR POSITION PAPER	
B. REQUIREMENTS – WORKSHOP OR COURSE	<b>8</b>
C. REQUIREMENTS – CASE STUDY OR INTERVENTION NARRATIVE	<b>9</b>
VERIFICATION OF AUTHORSHIP	
DOCUMENT OWNERSHIP	<b>10</b>
COMPETENCIES RELATED TO LEVEL IV SPECIALIZATIONS	
APPLICATION PROCEDURES	
ACQUIRING ANOTHER SPECIALIZATION	
RECERTIFICATION	
Procedure for certification renewal	
Late renewals	
Special cases	<b>11</b>
FILE REACTIVATION	
SUMMARY OF STANDARDS AND REQUIREMENTS - CIAS IV- FASD	<b>12</b>
SUMMARY OF STANDARDS AND REQUIREMENTS - CIAS IV- RG (Responsible gambling)	<b>13</b>
SUMMARY OF STANDARDS AND REQUIREMENTS - CIAS IV- COD (Concurrent disorders)	<b>14</b>
FEEES AND CONTACT INFORMATION	<b>15</b>

## INTRODUCTION

This Standards and Procedures Manual provides information about the Indigenous Certified Addictions Specialist certifications at level IV, that are based on a range of specializations

The CIAS Level IV certification is for professionals working with clients affected by the issue reflected in the title of the specializations (Concurrent Disorders, Gambling, FASD, Trauma, Diabetes etc..) with their significant others, and with their families. These professionals can apply specific approaches to treatment, based on an awareness of a client's needs and a sensitiveness to their condition, that may include possible mental health concerns associated with their primary issue.

This new certification category is open to all professionals who have already been granted their certification as an Indigenous Certified Specialist at Level III or who fulfill all the standards and requirements of this certification as well as the specific standards and requirements for the specialization they are applying for.

This new certification offers an opportunity, for those who are certified with ICBOC as an CIAS III, to expand their knowledge and skills by directing their professional development toward the acquisition of a specialization credential, instead of being limited to renewing their certification at the same level.

Professionals interested in obtaining their CIAS IV credentials can acquire the required experience, education and training over time, as there is no restriction as to the number of years an applicant must take to obtain this certification level. An CIAS III professional can renew his/her certification at that level until he/she has acquired the training and experience required to obtain the specialization.

In adherence to the philosophy at the core of our certification system, any training an applicant has acquired along the way as part of their training to obtain their CIAS III certification and/or recertification, and that satisfies the education training requirements for this specialization will be counted. No knowledge or skills that applicants have acquired are ever ignored or dismissed, but are transferred as they progress to higher or different certifications in their professional journey .

### About the Indigenous Certification Board of Canada

The Indigenous Certification Board of Canada provides a specialized process for certifying the unregulated Indigenous workforce, that incorporates indigenous peoples culture, traditions and healing philosophies and that meets or exceeds certification standards in Canada and internationally. ICBOC is the only Indigenous Certification Board in Canada with a culture-embedded workforce development model and certification system responding to the realities and aspirations of Indigenous workers in a range of unregulated occupations.

Our Board certifies qualified Indigenous and mainstream workers who are employed in Indigenous services such as addiction treatment centres, community-based programs or in unregulated occupations providing services in the health and social support fields throughout Canada. Our certifications attest to the professional qualifications and competence of certified workers and specialists.

Our technical and professional standards for certification are compliant with 11 International Boards and 70 US Districts, including alcohol/drug groups and authorities in most Provinces, and the U.S, First Nations alcohol/drug programs as well as various foreign alcoholism commissions, branches of the military and the First Nations Health Services. Our cultural standards and requirements exceed those of all mainstream certification boards.

## HOW TO APPLY FOR LEVEL IV CERTIFICATIONS

This Standards and Procedures Manual can be used to help you identify the work experience, qualifications, education/training and skills you might require to meet the criteria for certification as an Indigenous Certified Specialist at Level IV with specializations available in a range of topics.

1. Start by reading Summary of Standards and Requirements corresponding to the specialization you are interested in. If after reading this document, you believe that you meet the requirements for your chosen specialization certification, download the application package from our website ([www.ICBOC.ca](http://www.ICBOC.ca)) under Certification ► list of certifications ► (click the right application)

If you are not able to download the application package, please contact our office and request an electronic copy, or a printed copy (a \$10.00 fee is charged for printed copies).

2. Some sections of the application package must be completed by yourself, other sections must be completed by other people. You are responsible for making sure all the sections (yours and those who must be completed by others) are gathered together, and that the payment of the fee is enclosed before you send your application to us.

**Once you have all of the completed sections, send the complete package along with your cheque or money order for \$200 to the Registrar at the address noted on the application package.**

3. The review of your application can only start once we have received the complete application package and the certification fee. This review will determine if you have met the qualifications for certification.
4. If you qualify for certification you will be notified by the Registrar and a letter and certificate will be sent to you.
5. If you do not qualify for certification, the Registrar will let you know the reason why you are not being awarded the certification you applied for at this time. The message or letter will identify what you must do to complete your application or what additional education/training or work experience is required for you to meet the expected certification standards (work experience, training etc...).

Your certificate as a Certified Indigenous Specialist at level IV is valid for two (2) years. The recertification process is explained in this manual, page 11.

## PREREQUISITES

If you are already certified with ICBOC as a Certified Indigenous Addictions Specialist at level III, ICBOC will review your entire file and any training you have already acquired on the required topics related to the level IV specialization you are interested in will be taken in consideration.

If you are not already certified with ICBOC as a Certified Indigenous Addictions Specialist at level III, you must first complete the application package for that certification, available on our website.

In certain circumstances, for example if you are an ICBOC-registered and approved trainer or an instructor in a college or university delivering education/training on Concurrent Disorders, your level IV application will be verified to ensure you do meet the standards and requirements for the CIAS III certification. If you not meet these standards and requirements, you will be contacted.

## DETERMINATION OF CERTIFICATION

The decision regarding the certification that an applicant is awarded rests with the Registrar/Director of Standards and is based on a thorough assessment of the information provided in the applicant's application and of the supporting documents that are provided as part of the application. Accepted supporting documents are certificates, transcripts or letters of declaration/affidavits, in the format required by ICBOC. Please contact ICBOC if you have any doubt.

In some cases, the Registrar/Director of Standards may require additional information or evidence to clarify the applicant's qualifications. In the process of certification, ICBOC may seek to access information from employers, co-workers, references or educational institutions.

The Certification Board and its staff are required to respect the confidentiality of all submitted oral or written information related to applications.

## STANDARDS FOR LEVEL IV CERTIFIED SPECIALISTS

The standards for the Indigenous Specialists certification at level IV serve to determine the following:

1. Work experience
2. Level of education
3. Education/training on topics specific to the specialization (core knowledge)
4. Education/training related to the specialization
5. Special techniques and approaches related to the practice of the specialization
6. Documents demonstrating expertise in the specialized area
7. Competencies related to the practice of the specialization
8. Third-party evaluations of the knowledge, skills and professional attitudes

## OTHER REQUIREMENTS

- Completion of a Wellness Plan
- Adherence to the ICBOC Professional Code of Ethics
- Employer's Letter of declaration
- Payment of the certification fee (\$250.00)

### Submission of a Wellness Plan

This is a document that fosters reflection on the certified specialists' responsibility for self-care and is meant to encourage their personal commitment to maintain balance in their professional life, to avoid burn-out, overstress, vicarious trauma and compassion fatigue.

### Employer's Letter of Declaration

ICBOC no longer requires a criminal record check from applicants, as it has determined that the responsibility to protect vulnerable clients lies with employers. ICBOC's Board has approved a new policy that ensures that applicants' employers abide by the law, and thus protect their clients.

As part of the application for certification, employers must complete and sign a special form and applicants must include this form with the other required documents.

### Adherence to the ICBOC's Professional Code of Ethics

The ICBOC "Code of Ethics" defines Certified Addictions Specialists' responsibilities to themselves, their families, colleagues, clients, Nations as well as the public. All applicants must agree with and adhere to the principles and values expressed in the ICBOC Code of Ethics. The signed and dated copy of this code of Ethics included in this application package is required from all applicants.

## WORK EXPERIENCE

This Certification is available to applicants who:

- Are already certified with ICBOC as Indigenous Specialists at level III (8000 hours of work experience), provided they demonstrate **at least 350 hours** (equivalent to 10 weeks) of direct counselling to clients in the area of specialization, as part of their current job responsibilities.
- This certification is also available to applicants who can demonstrate experience gained in a permanent, remunerated position in the area of specialization, that they have **held for the last 6 months at least** (1000 hours). They will need to submit the required evaluation from their current supervisor (*to provide an evaluation, supervisors must have supervised the applicant for at least six months.*)

### NOTE ON ELIGIBILITY

- Applicants are encouraged to verify eligibility by examine the Summary of Standards and requirement for level III, before applying for level IV.

## EDUCATION TRAINING

### Education/training specific to level IV specializations (core knowledge)

The 80 hours of required core education/training specific to a level IV specialization, and accumulated by an applicant, will be calculated from the support documents submitted with the application (certificates, transcripts, declarations/affidavits). Each specialization has a specific list of education/training topics. Please consult the Summary of Standards and Requirements pertaining to the level IV specialization you wish to apply for.

### Level IV – related education/training

The 20 hours of required education/training on topics related to a level IV specialization, and accumulated by an applicant, will be calculated from the support documents submitted with the application (certificates, transcripts, declarations/affidavits).

Each specialization has a list of related education/training topics. Please consult the Summary of Standards and Requirements pertaining to the level IV specialization certification you wish to apply for. The list provides examples of topics that will be accepted towards ICBOC Level IV specializations. Please note that the list is not exhaustive or in any particular order of importance or priority.

### Special counselling techniques and approaches

The 10 hours required in counselling techniques and approaches must be focused on the issue faced by clients, their significant others, their family. and can be acquired through formal or informal education/training.

Out of these 10 hours, a minimum of 6 hours must be devoted to the technique of motivational interviewing. The remainder can be focused on any other counselling techniques or approaches relevant to the issue being addressed in the context of the specialization.

## DEMONSTRATED EXPERTISE IN THE PRACTICE OF THE SPECIALIZATION

Applicants to the Indigenous Certified Addictions Specialist at level IV must submit **two** documents they have researched and written themselves, focused on the topic of specialization:

1. An original research or position paper (2000 to 3000 words) that addresses responsible/problem gambling issues specific to First Nations, Inuit or Metis individuals, families or communities.

**OR**

A workshop or a course (one day – 7 hours), delivered to a live audience<sup>1</sup> of at least 8 Indigenous participants.

**AND**

2. A case study (1000 to 2000 words) reflecting a real situation where the applicant has applied his knowledge and skills to reach a positive outcome for his/her responsible gambling client.

### Requirements - research or position paper

To insure fair and consistent evaluation of their research or position paper, candidates must follow the following structure :

- A. **Introduction** (general statement of purpose in regard to the topic chosen, main points, thesis)
- B. **Body** (series of paragraphs each with main point, supporting details, concluding paragraph, transition)
- C. **Conclusion** (summary of the main points used to prove the thesis with personal evaluation and views regarding needs and gaps)
- D. **Set of recommendations** (related to identified needs and gaps)

All supports/sources for the content of the document, whether quoted or paraphrased, must be cited in the form of end notes, footnotes or references. The document must also include a bibliography.

### Evaluation Criteria

The documents will be evaluated according to the following criteria:

#### Substantive evaluation (90%)

- a. Complexity of the research (10%)
- b. Originality/relevance of the topic/theme – approach, methodology (20%)
- c. Presentation of the issue (10%)
- d. Structure, flow and coherence of the document (10%)
- e. Validity of the content, analysis, author's arguments and scholarly sources (20%)
- f. Match between recommendations and needs/gaps identified (20%)

#### Other considerations (10%)

- Clarity and presentation of the text (5%)
- Sources and references (5%)

**Don't forget to check, correct and revise your case study/intervention narrative before submitting it.**

---

<sup>1</sup> The workshop/course can be delivered in the workplace of the applicant, in the context of a conference, or in an educational institution

## Requirements – workshop or course

To insure fair and consistent evaluation of the training workshop or course, candidates must provide the following information:

### Preparation

- **Short biography** (that you will use to present yourself to participants)
- **Training material** (list of the material/equipment used – handouts to participants)
- **Cultural aspect** (table and chairs arrangement, cultural elements integrated in the workshop, how the needs of participants have been determined)
- **Instructions and agenda** (messages and instructions to participants, schedule of training sessions and breaks)

### Structure of the workshop/course

- **Summary description of the workshop/course** (topic/theme, reasons for choice, target audience, main points, summary of anticipated learning outcomes, etc...)
- **List of the learning goals and objectives**
- **List of learning activities during the workshop/course** (lecture style, power point presentation, maps, graphs, images, audio/visual material, individual or collective experimentations or exercises, exchange and sharing sessions, valorisation activities etc...).
- **List of formative evaluations** (questionnaires, tests, games, exercises etc...to measure the progress of participants towards a given objective)

### Content of the workshop/course

- **Description of the content** – provide a complete description (different from the list required above) of what you have written and presented in the context of the workshop/course, including the materiel you have distributed (ex. bibliography/list of printed or internet resources, titles/internet links to audio-visual material, power point presentation, formative evaluations etc...)

### Evaluation from participants and certificates of completion or participation

- **List of participants** – supply the list, phone numbers and/or emails of each participant - minimum of 8 participants
- **Evaluation from participants** – Create an evaluation form and provide at least 8 completed evaluations from the participants appearing on the list provided
- **Certificates of completion or participation** – create and provide a copy of the certificate given to the participants, and that must bear the following information:
  - Titre of the workshop/course
  - Total number of hours of training offered by the workshop/course
  - Date the workshop/course was delivered
  - Signature of the applicant to this certification, and who delivered the workshop/course

### Reference

- Evaluation or reference letter from the person who has organized or authorized the workshop or the course (supervisor, host/coordinator of the event, school principal etc...)

## Evaluation Criteria

The workshop and the courses will be evaluated according to the following criteria:

1. Preparation (20%)
2. Structure of the workshop/the course (20%)
3. Content of the workshop/the course (40%)
4. References from the participants and the referee (10%)
5. General presentation of the workshop/the course (10%)

**Don't forget to check, correct and revise your case study/intervention narrative before submitting it.**



## Requirements – case study – intervention narrative

This case study or the intervention narrative is expected to be between 1000 and 2000 words and presented in the form of a structured narrative of a real situation you encountered with a client and of the approaches you used to guide your client and perhaps his/her family. The main purpose of this case study is to demonstrate how you integrate theoretical understanding and cultural practices in your counselling practice.

### Guidelines for the structure and content of the case study – intervention narrative:

1. **Brief introduction** – (just a few sentences - who you are, what you do, for how long)
2. **Information about the client** (no name or specific information that can lead to the identification of the client, but provide information about the age, gender, ethnic origin of the client, the number of sessions to date, the presenting problem)
3. **Description of the first interview** (physical characteristics, speech, dress, body language, capacity for insight, motivation for change, environmental factors/work situation, present relationships, other information you consider relevant to the study)
4. **History and development of the problem** (family history, previous counselling history, hospitalizations, current medications, substance misuse, early developmental issues, key relationships, significant losses, life changes)
5. **Assessment focused on the client** (how the client views his world, his understanding of the problem, how long he has had the problem, existential fears, how the client relates to you, why he is seeking help)
6. **Assessment focused on you** (how you understand the problem, how you relate to the client, your hypothesis on how the problem was acquired, how it is being maintained, your hypothesis on your client counselling needs and your plan to help)
7. **Counselling process** (how you and your client moved through the stages your counselling model identifies, how the counselling relationship evolved and developed, two or three pivotal events where a change occurred and the client moved to a different level due to a technique, intervention or sudden insight, your theoretical orientation, what you need to be demonstrating, staying congruent with your theoretical orientation, mistakes you made, what you learnt and should have done differently, changes in the person, their attitude to you and others, alterations in the symptoms of the presenting problem, your reflections about this and your feelings and insights and those of your client)

### Evaluation Criteria

The case study/intervention narrative will be evaluated on the clarity and the substance of the content of the sections of the case study listed above

1. Brief introduction - 3%
2. Information about the client - 5%
3. Description of the first interview - 5%
4. History and development of the problem - 5%
5. Assessment focused on the client - 10%
6. Assessment focused on you - 10%
7. Counselling process - 40%
8. Cultural practice - 15%
9. General presentation of the document - 7%

**Don't forget to check, correct and revise your case study/intervention narrative before submitting it.**

## VERIFICATION OF AUTHORSHIP

ICBOC expect all candidates and certified professionals to demonstrate personal and professional integrity. Through a Declaration of Authorship, assurances must be provided that the research and writing of the documents submitted to ICBOC is the work of the candidate, that their authorship is therefore genuine and free of plagiarisms. This Declaration of Authorship must be submitted with each of the documents a candidate is submitting (research paper or position paper or workshop/course **and** case study).

### Document ownership

The documents submitted to ICBOC in the context of this certification process remain the property of the author and will not be disseminated to the public, unless ICBOC obtains the written authorization from the author.

If authorized, successful research and positions papers may be published on the ICBOC website. With the agreement of a candidate, the hours of training delivered through an accepted workshop or course can be accredited by ICBOC and participants will be able to use them toward their certification.

## COMPETENCIES RELATED TO LEVEL IV SPECIALIZATIONS

CIAS III certified professionals applying for Level V specializations already have satisfied the requirements for the core functions of their specialist certification.

The Supervisor's evaluations are set to verify the range of knowledge and skills required for the efficient and culturally relevant practice associated with the area of specialization.

### Communication

All specialists at level IV will possess the ability to communicate in a variety of situations, to respond effectively to the needs of those confronting issues related to the specializations topics, their families and/or significant others. This ability will be demonstrated by:

- a) Knowledge of cultural differences in verbal and nonverbal communication
- b) Ability to apply culturally and linguistically responsive verbal and non-verbal communication styles and practices
- c) Ability to write reports and records
- d) Knowledge of how age, developmental level, culture, and gender affect communication

## APPLICATION PROCEDURES

- a. Please submit an application for certification using the application package that corresponds to the Level IV specialization you wish to apply for posted on our website [www.ICBOC.ca](http://www.ICBOC.ca) under Certifications.
- b. Complete a consent form allowing the registrar to seek specific information that will help to clarify the applicant's qualifications. The registrar may, without further permission from the applicant, approach the individuals who made personal and professional references for additional information.
- c. Complete all required forms, provide all other required documents and mail to the Certification Board.

Enclose payment of the certification fee. The Indigenous Certification Board of Canada accepts cheques or money orders made to ICBOC

## ACQUIRING ANOTHER SPECIALIZATION

Professionals who have been granted a Level IV certification in one specialization can pursue their professional development by adding new specializations to their certification portfolio.

To add a new specialization, an applicant who holds a Level IV in any given specialization just needs to qualify for the other specializations offered by ICBOC, in terms of their standards and requirements. The specializations granted to Level IV certified professionals are documented/listed on their certificate.

## RECERTIFICATION

If an applicant opts to maintain his/her certification, this certification must be renewed every two (2) years. The date when the initial certificate was granted (anniversary date) will be used to set the expiry date of subsequent certificates. The following conditions apply to certification renewals:

- Your latest certification must still be valid when you submit your renewal application.
- You must, as a certified professional, remain in good standing with ICBOC

### Procedure for Certification Renewal

- Complete the renewal form downloadable from the ICBOC website ([www.ICBOC.ca](http://www.ICBOC.ca) → Certification → Recertification → Recertification Form – CIAS-RG)
- Provide evidence of 40 hours of **new** training/education, obtained since the award date of your initial certification or latest recertification
  - 10 hours must be on topics specific to responsible gambling
  - 20 hours must be on topics related to responsible gambling or other addictions
  - 10 hours on cultural knowledge and skills
- Please provide copies of certificates and/or transcripts, or a signed list of in-house training provided in-house by your employer, dated and signed by your supervisor or employer.

### Late Renewals

- Certificates that are not renewed on their expiry date and up to six (6) months after will be considered late renewals
- Six (6) months after the expiry date of the latest certificate, the file of an applicant who failed to renew his/her certificate is archived
- Late fees are required for late renewals and a reactivation fee is charged for archived files

### Special Cases

In certain cases, ICBOC-certified professionals may be exempted from a late renewal fee, for example if/when they take a break from their employment (maternity leave, illness, loss of employment, change of career etc...).

If an applicant cannot renew and wishes to keep his/her file open, a signed and dated letter explaining the circumstances must be sent to the registrar.

The letter will be inserted in the file and the file will be temporarily archived until the member decides to reactivate it. If these conditions are respected, no late nor reactivation fee will be charged for a late renewal or for an application reactivation.

## FILE REACTIVATION

When a first-time or incomplete certification file has been archived, an applicant will be able to reactivate their application by submitting the required documents and paying the reactivation fee, in addition to the certification/recertification fee. When an existing certification has not been renewed six (6) months after the expiry date and has been archived, an applicant will be able to reactivate their application by completing a file reactivation form, submitting the proof of training required (see below) and paying the reactivation fee, in addition to the certification/recertification fee.

<b>SUMMARY OF STANDARDS AND REQUIREMENTS</b>	
<b>CERTIFIED INDIGENOUS SPECIALISTS (mental health, wellness or addictions) Level IV</b>	
<b>FASD Specialization (CIAS IV-FASD)</b>	
<b>Work experience</b>	
<ul style="list-style-type: none"> <li>This Certification is available to applicants who can demonstrate recent remunerated work experience in treating clients with FASD, in a residential or community-based setting for at least six months (1000 hours) and demonstrate at least 3 years of previous experience in the wellness/addictions field.</li> <li>It is also available to applicants who are already certified with ICBOC as Indigenous Certified Specialists (Mental health, wellness or addictions) at level III (ICAS III), provided they demonstrate at least 350 hours (equivalent to 10 weeks) of direct services to clients with FASD and their family (either as part of an applicant's current work responsibilities or through verified volunteer work or both)</li> </ul>	
<b>Level of education</b>	Level III accepted or a combination of academic qualifications, experience and training
<b>Education/training Specific to FASD with a focus on Indigenous perspectives</b>	
	<b>80 hrs. min</b>
Socio-historical background	<b>10</b>
Introduction to FASD	<b>10</b>
Effect of alcohol on embryo and the fetus	<b>10</b>
Identification and diagnostic criteria	<b>10</b>
Interventions/Treatment strategies for working with clients with FASD	<b>10</b>
Prevention and outreach	<b>10</b>
Continuing Care of Families Affected by FASD	<b>10</b>
Ethical, legal, and policy issues related to FASD (Aboriginal focus)	<b>10</b>
<b>Education/training related to FASD</b>	
(one or a combination of the topics below - list is not exhaustive)	
Fetal Alcohol Exposure, FAS, FAE, pFAS and ARND New trends in FASD treatment Trauma and FASD Child abuse and FASD Examples of community-based approaches to FASD Music and FASD Genetics and FASD Screening and diagnostic tools	Brain-Based Teaching Methods Social Skills and Behaviors Families and FASD Receptive Language Development FASD and Life Skills for Success FASD-related grief and loss FASD and co-occurring disorders FASD and other neurodevelopmental conditions
<b>Special counselling techniques and approaches</b>	
	<b>10 hrs. min.</b>
Motivational interviewing (6 hours minimum)	
Any other technique & approach relevant to FASD	
<b>Demonstrated expertise</b> (applicant must submit two documents)	
<ul style="list-style-type: none"> <li>A research or position paper (2000 to 3000 words) <b>OR</b> 1 day workshop/course <b>AND</b></li> <li>A case study/intervention narrative (1000 to 2000 words) drawn from first-hand experience</li> </ul>	
<b>Evaluation of competencies related to FASD</b>	
	<b>Supervisor's score</b>
<ul style="list-style-type: none"> <li>Communication</li> <li>Screening and diagnosis</li> <li>Referral</li> <li>Intervention</li> <li>Community mobilization &amp; education</li> <li>Family outreach</li> <li>Prevention</li> <li>Cultural approaches</li> <li>Professional integrity</li> </ul>	70% minimum
<b>Recertification requirements</b>	
Every two years, 40 hours of new training on topics related to FASD (10 hours of specialization-specific education + 20 hours of specialization-related related education + 10 hours on cultural knowledge)	

<b>SUMMARY OF STANDARDS AND REQUIREMENTS</b>	
<b>CERTIFIED INDIGENOUS SPECIALIST (mental health, wellness or addictions) Level IV</b>	
<b>Responsible Gambling Specialization</b>	
<b>Work experience</b>	
<ul style="list-style-type: none"> <li>This Certification is available to applicants who can demonstrate recent remunerated work experience as a Responsible Gambling counsellor in an Indigenous residential or community-based setting for at least six months (1000 hours) and demonstrate at least 3 years (6000 hours) of previous experience in the wellness/addictions field.</li> <li>It is also available to any applicant who is already certified with ICBOC as an Indigenous Certified Addictions Specialist at level III, provided he/she demonstrates <b>at least 350 hours</b> (equivalent to 10 weeks) of direct counselling to clients with gambling problems and their family, either as part of an applicant's current work responsibilities or through verified volunteer work or both.</li> </ul>	
<b>Level of education</b>	Level III accepted, or a combination of academic qualifications, experience and training
<b>Education/training specific to responsible gambling with a focus on Indigenous perspectives</b>	
	<b>80 hrs. min.</b>
Introduction to Gambling	8
How Gambling works	8
What is responsible gambling	10
Psychology and Gambling	12
Theories and framework	12
Clinical Approaches	12
Special Treatment issues: concurrent disorders	10
Affected persons issues	10
<b>Education/training related to responsible gambling or other dependencies</b>	
(one or a combination of the topics below - this list is not exhaustive or in order of priority)	
Gambling and other disorders	New trends in gambling
Youth and gambling	Cultural aspects of gambling
Women and gambling	Historical aspects of gambling
Seniors and gambling	Gambling and violence
Youth and gambling	Bingo and other social gaming
Barriers to seeking help	Any topics related to addictions or wellness
<b>Special counselling techniques and approaches</b>	
	<b>10 hrs. min.</b>
Motivational interviewing (6 hours minimum)	
Any other counselling technique & approach relevant to responsible/problem gambling	
<b>Demonstrated expertise</b> (applicant must submit two documents)	
<ul style="list-style-type: none"> <li>A research <b>OR</b> position paper (2000 to 3000 words) <b>OR</b> one-day workshop/course <b>AND</b></li> <li>A case study/intervention narrative (1000 to 2000 words), drawn from first-hand experience</li> </ul>	
<b>Competencies</b>	
<ul style="list-style-type: none"> <li>Communication</li> <li>Screening and assessment</li> <li>Treatment planning</li> <li>Counselling</li> <li>Case management</li> <li>Information and referral</li> <li>Cultural approaches to treatment and recovery</li> <li>Professional integrity</li> </ul>	70% minimum
<b>Recertification Requirements</b>	
Every two years 40 hours of new training related to Responsible Gambling (10 hours of specialization-specific education + 20 hours of specialization-related related education + 10 hours on cultural knowledge)	

<b>SUMMARY OF STANDARDS AND REQUIREMENTS</b>	
<b>CERTIFIED INDIGENOUS SPECIALIST (mental health, wellness or addictions) Level IV</b>	
<b>Concurrent Disorders Specialization (CIAS IV-COD)</b>	
<b>Work experience</b>	
<ul style="list-style-type: none"> <li>This Certification is available to applicants who can demonstrate recent remunerated work experience in treating clients presenting a co-occurring substance use and mental health disorder, within a residential or community-based setting for at least six months (1000 hours) <b>and</b> demonstrate at least 3 years of previous experience in the wellness/addictions field.</li> <li>It is also available to applicants who are already certified with ICBOC as Indigenous Certified Specialists (Mental health, wellness or addictions) at level III (ICAS III), provided they demonstrate at least <b>350 hours</b> (equivalent to 10 weeks) of direct services to clients with concurrent disorders and their family (either as part of an applicant's current work responsibilities or through verified volunteer work or both)</li> </ul>	
<b>Level of education</b>	Level III accepted or a combination of academic qualifications, experience and training
<b>Education/training Specific to Concurrent Disorders with a focus on Indigenous perspective</b>	
	<b>80 hrs. min.</b>
Introduction to Concurrent Disorders	<b>10</b>
Issues and Techniques in the Screening and Assessment of Concurrent Disorders	<b>10</b>
Strategies for Working with Clients with Concurrent Disorders	<b>10</b>
Treatment of Concurrent Disorders	<b>10</b>
Relapse Prevention	<b>10</b>
Referral and Care Support for Clients with Concurrent Disorders	<b>10</b>
Concurrent Disorders and the Family	<b>10</b>
Concurrent Disorders - Professional issues and ethics	<b>10</b>
<b>Education/training related to Concurrent Disorders</b>	
(one or a combination of topics below - list is not exhaustive or in order of priority)	
Best Practices - Concurrent Disorders	Trauma
Attitudes and stigma and concurrent disorders	Concurrent Disorders across lifespan, gender or sexual orientation
Integrated treatment of concurrent disorders	Specific Concurrent Disorders and cross-cutting issues (ex. attention deficit, hyperactivity, PTSD, eating disorders, problem gambling, nicotine dependence, suicidality)
Screening and assessment tools	Any topics related to addictions and mental health
Stages of change	Topics related to traditional healing/Indigenous history
Mutual self-help programs	
DBT for clients with concurrent disorders	
<b>Special Counselling Techniques and approaches</b>	
	<b>10 hrs. min.</b>
Motivational Interviewing (6 hours minimum)	
Any other counselling technique & approach relevant to Concurrent disorders	
<b>Demonstrated expertise</b> (applicant must submit two documents)	
<ul style="list-style-type: none"> <li>A research or position paper (2000 to 3000 words) <b>OR</b> 1 day workshop/course <b>AND</b></li> <li>A case study/intervention narrative (1000 to 2000 words) drawn from first-hand experience</li> </ul>	
<b>Evaluation of competencies related to concurrent disorders</b>	
	<b>Supervisor's score</b>
<ul style="list-style-type: none"> <li>Communication</li> <li>Knowledge of Concurrent Disorders</li> <li>Screening and Assessment</li> <li>Client-Counsellor Relationship</li> <li>Treatment</li> <li>Relapse Prevention</li> <li>Crisis Management</li> <li>Care Support</li> <li>Professional Issues</li> </ul>	70% minimum
<b>Recertification requirements</b>	
Every two years, 40 hours of new training on topics related to COD (10 hours of specialization-specific education + 20 hours of specialization-related related education + 10 hours on cultural knowledge)	

## ICBOC LIST OF FEES 2020 – Addictions & Wellness Certifications

Certifications are valid for 2 years and need to be renewed at the date of expiry indicated on certificates

### CERTIFICATION APPLICATIONS

Certification application - workers level	\$210.00
Certification application - Specialists Levels I to III	\$225.00
Certification application to Level IV - without level III prerequisite	\$270.00
Certification application - Clinical Supervisor or Team Leader	\$250.00
Application for a certification switch	\$225.00
Application for a certification by equivalence	\$220.00

### CERTIFICATION UPGRADE APPLICATIONS

Certification upgrade application - Worker level up to Specialist level III	\$225.00
Certification upgrade application - Specialist III to Level IV	\$250.00
Certification upgrade Application - level III or IV to Clinical Supervisor or Team Leader	\$275.00

### RECERTIFICATION APPLICATIONS

Recertification application - Workers Level	\$210.00
Recertification application - Specialists levels I to III	\$225.00
Recertification application - Level IV	\$250.00
Renewal of a Clinical Supervisor or Team Leader Certification	\$250.00
Renewal of a first certification obtained through ICBOC equivalence process	\$250.00
Renewal of a certification obtained through ICBOC Certification switch process	\$225.00

### LATE/REACTIVATION FEES

Late Renewals (late fee to be added to certification or recertification fees)	\$25.00
File Reactivation (reactivation fee to be added to certification or recertification fees)	\$50.00

Management track registration	\$20.00
-------------------------------	---------

NSF Cheque Fee	\$55.00
----------------	---------

Mailed Application Packet	\$10.00
Duplicate of certificates (up to 5 certificates)	\$5.00
Duplicates of certificates (more than 5 certificates)	\$50 cents per certificate
Duplicate of application	\$20.00

**Fees can be paid by cheque or money order, made up to ICBOC and must be sent at the same time as the application.**

## ICBOC CONTACT INFORMATION

Registrar, **ICBOC**  
#207 – 2735 East Hastings Street  
Vancouver, BC.  
V5K 1Z8

**Phone:** 604-874-7425  
**Toll free** 1-877-974-7425  
**Email:** Registrar@ICBOC.ca  
**Website:** [www.ICBOC.ca](http://www.ICBOC.ca)