

FIRST NATIONS WELLNESS/ADDICTIONS COUNSELLOR CERTIFICATION BOARD



CERTIFICATION STANDARDS AND PROCEDURES MANUAL FOR INDIGENOUS ADDICTIONS SPECIALISTS

2012

CERTIFICATION STANDARDS AND PROCEDURES MANUAL FOR INDIGENOUS ADDICTIONS SPECIALISTS

INTRODUCTION

The First Nations¹ Wellness/Addictions Counsellor Certification Board (FNWACCB) was created at the direction of the Association of BC First Nations Treatment Programs. The intent driving the creation and development of FNWACCB certification process is to match and exceed existing competitive standards in the field, as well as to meet the increasing accountability required by the federal government.

The First Nations Wellness/Addictions Counsellor Certification Board provides a specialized process for certifying Aboriginal wellness & addictions Specialists that incorporates indigenous peoples culture, traditions and healing philosophies and that meet or exceeded certification standards in Canada and internationally.

Our Board certifies qualified Aboriginal addictions workers who are employed in Aboriginal addiction treatment centres and in community-based programs throughout Canada. Our certifications attest to the professional qualifications and competence of certified counsellors.

Our 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.

AUTHORITY

The authority of the Certification Board is derived from knowledgeable, experienced, and skilled Board members and staff who are dedicated to the wellness of counsellors and trainers working in the field of wellness/addictions, and of the individuals, families and communities that are benefiting from their services. This authority is embodied in the Corporate By-Laws of our Certification Board, that include and advocate First Nations culture and philosophies. Health Canada's First Nations and Inuit Health Branch (DGSPNI) has designated FNWACCB as the organization to operate as the National certification body for Aboriginal addictions workers.

The credibility of this certification is derived from the maintenance of standards, which the Counsellors reflect in their daily practice, and from the performance of the Certification Board itself. The Certification Board is governed by approved By-Laws and is incorporated under the laws of the Province of British Columbia. Members of the Board serve without remuneration. Provincial, federal and international agencies require certification. Individuals seeking certification choose to do so of their own free will and understand that granting of certification rests fully with the authority of the FNWACCB.

¹ The term First Nations embraces Inuit, Metis and First Nations

GOALS OF CERTIFICATION

In the establishment of a system for the Certification of Indigenous Certified Addictions Specialists, the FNWACCB recognizes the need to define the role of the addictions counsellor in a manner that is distinct from others who may provide additional services to the same client population.

The FNWACCB believes that addictions is a chronic, progressive, and potentially fatal disease, that effects the total person physically, psychologically, socially, culturally, and spiritually, and is characterized by tolerance, withdrawal, physical dependence, loss of control, denial, and pathological organ changes, (DSM IV).

The primary responsibility of the Indigenous Certified Addictions Specialists is to deal with the relationship between a person's use of alcohol/drugs, and the problems experienced as a consequence of such use. Therefore, the Indigenous Certified Addictions Specialists goals are centered around the following:

1. Assist the client to recognize that his/her use of alcohol/drugs is a primary and chronic illness rooted in bio-psycho-social impairment;
2. Assist the client and the family in gaining insight and motivation to make a commitment to resolve problems by taking appropriate action relative to the use of alcohol/drugs;
3. To provide experienced, culturally appropriate, professional guidance, assistance, and support for the client's efforts to establish a new lifestyle and value system which is designed to achieve the fullest possible recovery from addiction, which requires:
 - a) Total abstinence from all mood altering drugs;
 - b) Replacement of self-defeating behavior and attitudes with healthy ones;
 - c) Treatment of physical deterioration;
 - d) The learning of healthy personal social skills;
 - e) Re-entry into society with a sense of self respect and personal well-being;
 - f) The spouse, children and individuals close to the addicted person whom have been affected by the addiction need also be provided with care and treatment;
 - g) Resolution of cultural, traditional, and spiritual conflicts.
 - h) The principles of harm reduction where appropriate.
4. To recognize problem areas which are beyond the scope of his/her training, skill or competence, and assist the addicted individual or his/her family in accessing and utilizing professional assistance appropriate to their identified needs.

Such activities will, of necessity, cover a broad range of activities equal to the infinite variety of the addicted person's problems such as physiology, age, sex, religion, spirituality, education, culture, economics, and social status.

HOW TO APPLY FOR CERTIFICATION

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.

1. Start by reading the standards and the required qualifications in the sections that follow. If after reading these sections you believe that you meet the requirements for certification, download the application package from our website (www.fnwaccb.ca) under Publications.

If you are not able to download the application package, please contact our office and request a printed copy (a \$10.00 fee is charged). Remember that it is the review of your application by our Registrar/Director of Standards that will determine what level of certification is awarded.

2. If after examining the Manual, you decide that you do not yet fulfill all the requirement for this specialist level, you probably do have what is required to obtain our new Addictions Worker professional certification. If this is the case, please refer to the Guide for the Certification of Indigenous Wellness/Addictions Workers, and use the Application package that has been designed for it to apply for this certification.
3. 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 **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.

4. 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 as well as the level of certification you can be granted. If you qualify for certification you will be notified by the Registrar and a letter and certificate will be sent to you.

If you do not qualify for certification, the Registrar will send you a letter informing you of why you are not being awarded certification at this time. The 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 certification standard.

Your certificate as an Indigenous Certified Addictions Specialist is recognized for two (2) years. The recertification process is explained in this manual, page 27.

STANDARDS FOR CERTIFIED ADDICTION SPECIALISTS

An aboriginal addictions specialist (First Nations, Metis or Inuit) may be certified for either of three (3) levels of knowledge and competence:

- Indigenous Certified Addictions Specialist I (ICAS I)
- Indigenous Certified Addictions Specialist II (ICAS II)
- Indigenous Certified Addictions Specialist III (ICAS III)

The standards of the Addictions Specialist serve to determine the following:

1. Work experience
2. Academic education
3. Education/training on topics specifically linked to the domain of professional practice
4. Skills acquired through the practice of the functions linked to the professional domain
5. Third-party evaluations of the knowledge, skills and professional attitudes
6. Passing an exam

DETERMINATION OF CERTIFICATION LEVEL²

The decision regarding the level of certification that an applicant is awarded rests with the Registrar/Director of Standards and is based on a thorough assessment of the application forms and supporting documents that you provide.

The Registrar/Director of Standards Certification Board may require additional information or evidence, in some cases, to clarify the applicant's qualifications. In the process of certification, applicants have the right to access the 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 materials with respect to the application. Certification is awarded for a two-year (2) period.

REQUIREMENTS

- Adherence to the FNWACCB Professional Code of Ethics
- Fulfillment of the general knowledge and skills **common** to all certifications.
- Fulfillment of qualifications, training and experience requirements **specific** to each certification.
- Submission of a criminal Record Check
- Submission of Wellness Plan
- Payment of the certification fee (\$200)

² Certified Indigenous Wellness/Addictions Worker (CIWAW) is a basic certification level, offered from mid-January 2012. For further information on this new certification, please refer to the guide for the certification of Indigenous wellness/addictions workers, downloadable from our website at www.fnwaccb.ca, under publication.

1. ADHERENCE TO THE FNWACCB PROFESSIONAL CODE OF ETHICS

As Indigenous Certified Addictions Specialists, our “Code of Ethics” defines our responsibilities to ourselves, our families, our colleagues, our clients, our Nations and the public. It guides us in the performance of our professional duties and responsibilities. It also clearly defines our legal, ethical and professional conduct. This “Code of Ethics” that we choose to live by is built on the cultural integrity of traditional First Nations’ healing philosophy.

All applicants must agree with and adhere to the principles and values expressed in the FNWACCB Code of Ethics and Standards of Indigenous Certified Addictions (see next page).

Adherence/commitment to the principles and values of the Code of ethics is assessed by means of the information provided in the Assurances form and other documents that applicants must provide with their application.

A signed copy of this code of Ethics will be required from all applicants who have been granted their certification.

FNWACCB Code of Ethics

- Recognize the concept that addictions are treatable and the primary goal is to maintain recovery and wellness of the client.
- Abstain from substance mis-use and process addictions during our tenure as Indigenous Certified Addictions Specialists.
- Strive to incorporate the spiritual teachings of our ancestors into our daily lives.
- Take personal responsibility for continued growth through education and training and a personal wellness plan.
- Show a genuine interest in serving persons with addictions issues, in helping them to help themselves and be dedicated to the concept of wellness, recovery and holistic healing.
- Honour cultural and traditional teachings that empower clients to choose a healthy lifestyle.
- Respect the client by maintaining an objective professional relationship at all times. Avoid dual relationships at all times.
- Recognize the therapeutic value of humour.
- Do not discriminate among clients, colleagues or other professionals on the basis of race, colour, creed, age, sexual orientation, cultural/spiritual practices.
- Respect the rights and views of other wellness/addictions workers and other professionals.
- Respect and protect the client confidentiality including all records, materials and communications.
- Make a total commitment to provide the highest quality of service possible, evidenced by continued personal effort, utilization of other health professionals and/or services to assist and guide the client to support her/his recovery and wellness.
- Assess personal and vocational strengths, limitations, biases, and effectiveness and be willing to recognize when it is in the client's best interest to refer or release them to other individuals and/or support programs.
- Respect institutional policies and cooperate with management functions, strive to improve institutional policies and management functions.

2. GENERAL KNOWLEDGE AND SKILLS COMMON TO ALL LEVELS OF CERTIFICATIONS

This section defines the list of education/training topics and the description of the general knowledge and skills that Aboriginal addictions workers must demonstrate to practice their discipline in a proficient, effective manner.

Knowledge and skills are assessed through a review of all the information provided in the documents sent by the applicants, in particular those reporting on training/continuing education (course description and hours, transcripts, certificates, job description etc.), previous and present work experience, supervisor evaluation, letters of reference and endorsement.

The specific hours of experience and training/continuing education required for each certification level are indicated in section 3. ***SPECIFIC QUALIFICATIONS, TRAINING AND EXPERIENCE REQUIREMENTS FOR EACH CERTIFICATION***

COMMUNICATION

Possess sufficient communication skills to communicate effectively with clients and resources, whether First Nations or non-First Nations. Such skills may include fluency in a First Nations language.

Oral and written communications

- 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

KNOWLEDGE OF ADDICTIONS

Counselling individuals and families with alcohol related problems; knowledge of existing and generational effects of drugs/alcohol and its impact and influence on relationships is prerequisite. Knowledge of the effects of Addictions and Process Addictions falls into these major categories:

- a) Physiological and pharmacological - effects of alcohol on the human body, relationship between blood alcohol level and behavior, management of the illness and recovery process, and physiological mechanisms of chemical dependencies, addictions, and abuse.
- b) Psychological dependencies and complications, patterns of progression/regression, recovery, personal and social support for reconstruction.
- c) Sociocultural value and attitudinal systems relating to addictions, and alcohol and substance abuse, family, community, spiritual, industrial and legal ramifications amongst First Nations.
- d) All of the above in relation to other drugs/substances and in particular the synergistic potentiation of alcohol and drugs

KNOWLEDGE, SKILLS AND EXPERIENCE IN THE 12 CORE FUNCTIONS

- Screening
- Intake
- Orientation
- Assessment
- Treatment Planning
- Counselling* (individual, group and family)
- Case Management
- Crisis intervention
- Client Education
- Referral
- Report and Record Keeping
- Consultation with other Professionals

COUNSELLING SKILLS*

The 50 hours training/education required under the Counselling function that is part of the 12 core functions (related to individual, group and family counselling techniques) must be supplemented by knowledge & skills related to other aspects of the counselor's role. Hours of training acquired in other core functions such as client orientation and education, assessment, treatment planning, case management, crisis intervention, as well as hours in training related to other related skills - Interviewing techniques, conflict resolution - are accepted as part of the certification requirements in the area of Counselling.

CULTURAL COMPETENCY

Ability to respect, implement and incorporate First Nations culture, beliefs, values and traditions in treatment, including separate and combined Sweat Ceremonies, Coming of Age Ceremonies and all other cultural/spiritual ceremonies. Ability to support and assist client participation in traditional and cultural aspects of spiritual recovery.

PROFESSIONAL INTEGRITY

- a) Ability to maintain confidentiality of all records, materials and communications concerning the identity of clients.
- b) Ability to work under supervision and to cooperate with other personnel as well as function effectively with minimal supervision.
- c) Evidence of a genuine and authentic interest in supporting the addict and dedication to assist that individual to ultimately help themselves.
- d) Ability to share the assessment personal process to identify and support persons thorough relapses, personal crises and/or problem solving to reclaim sobriety, and when to seek support and help.

GROUP FACILITATION

- a) understanding the role of group facilitation in treatment process
- b) understanding the principles and methods of group facilitation
- c) capacity to match facilitation strategies to needs of groups
- d) direct experience in group facilitation

CONFLICT RESOLUTION

- a) knowledge of sources of conflict
- b) knowledge of conflict management approaches and practices
- c) experience with conflict management
- d) knowledge of resources to call on in situation of conflict

COLLABORATIVE SKILLS

- a) ability to work under supervision and to cooperate with other personnel as well as function effectively with minimal supervision.
- b) showing respect to all teams members whether internal or external teams
- c) ability to participate in team building by sharing knowledge and contributing to team work (honoring time lines, adhering to protocols, communicating clearly, addressing misunderstanding etc..)

INTERVIEWING APPROACHES AND TECHNIQUES

- a) Understanding the role of interviewing in gathering relevant information
- b) Knowledge of effective interviewing approaches and techniques
- c) Capacity to use a style of interviewing best able to establish good rapport with client, to motivate client and elicit information
- d) Knowledge of privacy, confidentiality protocols and regulations and client rights
- e) Ability to keep clear and accurate records from interviews

3. QUALIFICATIONS, TRAINING AND EXPERIENCE SPECIFIC TO EACH CERTIFICATION

An Aboriginal Addictions Specialist (First Nations, Metis or Inuit) may be certified for either of three (3) levels of knowledge and competence:

- Indigenous Certified Addictions Specialist I (ICAS I)
- Indigenous Certified Addictions Specialist II (ICAS II)
- Indigenous Certified Addictions Specialist III (ICAS III)

The basic difference between the specialist levels ICAS I, ICAS II and ICAS III is in the length of supervised training and/or work experience, and in the amount of education acquired. There is no waiver or substitution for the one-year full time supervised work experience as an addictions counselor.

It is not mandatory that applicants attain certification as an Indigenous Certified Addictions Specialist I, before being certified as an Indigenous Certified Addictions Specialist II or III.

INDIGENOUS CERTIFIED ADDICTIONS SPECIALIST LEVEL I (ICAS I)

Level of education	High School Diploma or GED.	Hours
Experience	One year full time paid work experience as an addictions counselor in an aboriginal addictions program or treatment centre.	2000
Education/Training (Minimum of 240 hours)	Addiction-specific subjects/topics	95
	Addiction-related subjects/topics	10
	12 Core Functions	120
	Counselling-related knowledge and skills	15
Supervised on-the Job training	Focus on Counselling the chemically dependent individual and family as well as practice in the 12 core functions	200
EDUCATION/TRAINING ON ADDICTIONS-SPECIFIC TOPICS (ICAS I)		95 hours
Introduction to addictions/chemical dependencies		14
Physiological and pharmacological aspects <ul style="list-style-type: none"> - effects of alcohol on the human body, - relationship between blood alcohol level and behavior, management of the illness and recovery process, and - physiological mechanisms of chemical dependencies, addictions & abuse. 		20
Psychological dependencies and complications <ul style="list-style-type: none"> - patterns of progression/regression, recovery - personal and social support for reconstruction 		15
Sociocultural value and attitudinal systems <ul style="list-style-type: none"> - relating to addictions, and alcohol and substance abuse, family, community, spiritual, industrial and legal ramifications amongst First Nations. 		15
Human development/behaviour <ul style="list-style-type: none"> - Dynamics of human development - birth to adulthood - Consequences of maladaptive behavior on this process 		15
Self, Health and Wellness <ul style="list-style-type: none"> - personal care and individual responsibility for the practice of basic stress management as it relates to service delivery 		10
Ethics/cultural values		6
EDUCATION/TRAINING ON ADDICTIONS-RELATED TOPICS (ICAS I)		10 Hours
10 of addiction-related training in one or a combination of the following topics Please note that this list is not exhaustive		minumum
<ul style="list-style-type: none"> • HIV/AIDS • Grief work • FASD • Mental health • Residential School & Intergenerational Trauma • Aboriginal & Western therapeutic Approaches • Relapse prevention 	<ul style="list-style-type: none"> • Trauma work • Suicide • Prevention • Specific drugs/substances • Selfcare • Co-occurring disorders • Philosophies & theories related to Aboriginal healing practices 	

EDUCATION/TRAINING IN THE 12 CORE FUNCTIONS (ICAS I) Applicants must demonstrate a total of 120 education/training hours in the 12 core functions. <ul style="list-style-type: none"> The table below describes the required hours for each core function For a description of the 12 core functions see pages 18 to 24 	120 hours (minimum)
Screening	2.5
Intake	2.5
Assessment and evaluation	5
Treatment Planning	10
Counselling: Individual, Group and Family/Significant others	50
Case Management	10
Client Education	5
Referral	10
Reports and Record Keeping	10
Crisis Intervention	5
Orientation	5
Consultation With Other Professionals	5
EDUCATION/TRAINING IN OTHER COUNSELLING-RELATED TOPICS (ICAS I)	15 Hours
Interviewing Techniques and/or Conflict Resolution	15
SUPERVISED ON-THE JOB TRAINING	200 hours
Counselling the chemically dependent individual and family & 12 core Functions	200
CULTURAL COMPETENCY	
Cultural competency is an essential required component of all FNWACCB certifications	
Ability to respect, implement and incorporate First Nations culture, beliefs, values and traditions in treatment, including separate and combined Sweat Ceremonies, Coming of Age Ceremonies and all other cultural/spiritual ceremonies.	
Ability to support and assist client participation in traditional and cultural aspects of spiritual recovery.	
EXAMINATION (to be launched in 2012)	
From the launch date of the exam process, applicants for the Indigenous Certified Addictions Specialist Level II will complete a written exam. Details about the exam procedure will be published mid-2012	

NOTE: EDUCATION/TRAINING

The required addictions-specific and addictions related hours may be acquired through formal education programs at university or college level or through workshops, seminars, single courses delivered either in-house or by independent trainers or training organisations

INDIGENOUS CERTIFIED ADDICTIONS SPECIALIST LEVEL II (ICAS II)

Level of education	Associate of Arts (AA) Degree in Human Services field from an accredited College (this field includes wellness/addictions Counselling, social work, wellness, community wellness, psychology, psychiatry, Youth work etc..)	Hours
Experience	<p>Three years full time paid work experience as an addictions counselor in an aboriginal addictions program or treatment centre.</p> <p>a. An AA degree in Chemical dependency will reduce the work requirement by 1000 hours.</p> <p>b. A Bachelors degree with 30 semester hours or 40-quarter hours in Counselling courses will reduce work requirement by 2000 hours.</p> <p>c. A Masters or higher degree with 30 semester or 40-quarter hours in Counselling courses will reduce the work requirement by 4000 hours.</p>	6000
Education/ Training (Minimum of 270 hours)	Addiction-specific subjects/topics	110
	Addiction-related subjects/topics	20
	12 Core Functions	120
	Counselling-related knowledge and skills	20
Supervised clinical training	Supervised clinical training, with a minimum of 10 hours in each of the 12 core functions	300
EDUCATION/TRAINING ON ADDICTIONS-SPECIFIC TOPICS (ICAS II)		110 Hours
Introduction to addictions/chemical dependencies		14
Physiological and pharmacological aspects <ul style="list-style-type: none"> - effects of alcohol on the human body, - relationship between blood alcohol level and behavior, management of the illness and recovery process, and - physiological mechanisms of chemical dependencies, addictions, and abuse. 		20
Psychological dependencies and complications <ul style="list-style-type: none"> - patterns of progression/regression, recovery - personal and social support for reconstruction. 		20
Sociocultural value and attitudinal systems <ul style="list-style-type: none"> - relating to addictions, and alcohol and substance abuse, family, community, spiritual, industrial and legal ramifications amongst First Nations. 		20
Human development/behaviour <ul style="list-style-type: none"> - Dynamics of human development - birth to adulthood - Consequences of maladaptive behavior on this process 		20
Self, Health and Wellness <ul style="list-style-type: none"> - personal care and individual responsibility for the practice of basic stress management as it relates to service delivery 		10
Ethics/cultural values		6

EDUCATION/TRAINING ON ADDICTIONS-RELATED TOPICS (ICAS II)		20 hours
HIV/AIDS		6
Additional addiction-related training in one or a combination of the following topics Please note that this list is not exhaustive		14
<ul style="list-style-type: none"> • Conflict management • Grief work • FASD • Mental health • Residential School & Intergenerational trauma • Aboriginal & Western therapeutic approaches • Philosophies & theories related to Aboriginal healing practices 	<ul style="list-style-type: none"> • Trauma work • Suicide • Prevention • Specific drugs/substances • Selfcare • Co-occurring disorders • Relapse prevention 	
EDUCATION/TRAINING IN THE 12 CORE FUNCTIONS (ICAS II)		120 hours (minimum)
A description of the 12 core functions is offered pages 18 to 24		
Screening		2.5
Intake		2.5
Assessment and evaluation		5
Treatment Planning		10
Counselling (individual, group and significant others)		50
Case Management		10
Client Education		5
Referral		10
Reports and Record Keeping		10
Crisis Intervention		5
Orientation		5
Consultation With Other Professionals		5
EDUCATION/TRAINING IN OTHER COUNSELLING-RELATED TOPICS (ICAS II)		20 Hours
Group facilitation Skills		10
Interviewing Skills		10
ADDITIONAL QUALIFICATIONS FOR THIS LEVEL OF CERTIFICATION (ICAS II)		
<ul style="list-style-type: none"> a. Ability to speak knowledgeably on First Nations alcohol/drug problems. b. Knowledge of different Counselling philosophies and theories related to First Nations healing and recovery practices. c. Ability to coordinate, manage and facilitate continuance of treatment within the Treatment Center delivery system. d. Ability to assess the effectiveness of various treatment and program modalities as they apply to First Nations clients and their families. e. Successful completion FNWACCB Exam 		
SUPERVISED CLINICAL TRAINING (ICAS II)		300 Hours
Counselors must provide proof of 300 supervised training hours, by means of a Supervisor's evaluation, showing training in the skills required for this level as well as in the 12 core functions (a minimum of 10 hours in each of the 12 core functions are required)		

CULTURAL COMPETENCY

Cultural competency is an essential required component of all FNWACCB certifications

- Ability to respect, implement and incorporate First Nations culture, beliefs, values and traditions in treatment, including separate and combined Sweat Ceremonies, Coming of Age Ceremonies and all other cultural/spiritual ceremonies.
- Ability to support and assist client participation in traditional and cultural aspects of spiritual recovery.

EXAMINATION (to be made mandatory in 2012)

From the launch date of the exam process, applicants for the Indigenous Certified Addictions Specialist Level II will complete a written exam. Details about the exam procedure will be published mid-2012

NOTE: EDUCATION/TRAINING

The required addictions-specific and addictions related hours may be acquired through formal education programs at university or college level or through workshops, seminars, single courses delivered either in-house or by independent trainers or training organisations.

INDIGENOUS CERTIFIED ADDICTIONS SPECIALIST LEVEL III (ICAS III)

Level of education	Minimum Four Year Degree B.SC/BA in Human Services Field from an Accredited Educational Institution	Hours
Experience	Four years full time paid work experience as an addictions counselor in an aboriginal addictions program or treatment centre. <ul style="list-style-type: none"> a. An AA degree in Chemical dependency will reduce the work requirement by 1000 hours. b. A Bachelors degree with 30 semester hours or 40-quarter hours in Counselling courses will reduce work requirement by 2000 hours. c. A Masters or higher degree with 30 semester or 40-quarter hours in Counselling courses will reduce the work requirement by 4000 hours. 	8000
Education/Training (minimum of 270 hours)	Addiction-specific subjects/topics	110
	Addiction-related subjects/topics	20
	12 Core Functions	120
	Counselling-related knowledge and skills	20
Supervised clinical training	Supervised practicum/clinical training with a minimum of 10 hours in each of the 12 core functions	300
EDUCATION/TRAINING IN ADDICTIONS-SPECIFIC SUBJECTS/TOPICS (ICAS III)		110 Hours
Introduction to addictions/chemical dependencies		14
Physiological and pharmacological aspects <ul style="list-style-type: none"> - effects of alcohol on the human body, - relationship between blood alcohol level and behavior, management of the illness and recovery process, and - physiological mechanisms of chemical dependencies, addictions, and abuse 		20
Psychological dependencies and complications <ul style="list-style-type: none"> - patterns of progression/regression, recovery - personal and social support for reconstruction. 		20
Sociocultural value and attitudinal systems <ul style="list-style-type: none"> - relating to addictions, and alcohol and substance abuse, family, community, spiritual, industrial and legal ramifications amongst First Nations 		20
Human development/behaviour <ul style="list-style-type: none"> - Dynamics of human development - birth to adulthood - Consequences of maladaptive behavior on this process 		20
Self, Health and Wellness <ul style="list-style-type: none"> - personal care and individual responsibility for the practice of basic stress management as it relates to service delivery 		10
Ethics/cultural values		6

EDUCATION/TRAINING IN ADDICTION-RELATED TOPICS (ICAS III)		20 Hours
HIV/AIDS		6
Additional addiction-related training in one or a combination of the following topics Please note that this list is not exhaustive		14
<ul style="list-style-type: none"> • Conflict management • Grief work • FASD • Mental health • Residential School & Intergenerational Trauma • Aboriginal & Western therapeutic Approaches • Philosophies & theories related to Aboriginal healing practices 	<ul style="list-style-type: none"> • Trauma work • Suicide • Prevention • Specific drugs/substances • Selfcare • Co-occurring disorders 	
EDUCATION/TRAINING IN THE 12 CORE FUNCTIONS (ICAS III)		120 hours (minimum)
A description of the 12 core functions is offered pages 81 to 24		
Screening		2.5
Intake		2.5
Assessment and evaluation		5
Treatment Planning		10
Counselling: Individual, Group and Significant others		50
Case Management		10
Client Education		5
Referral		10
Reports and Record Keeping		10
Crisis Intervention		5
Orientation		5
Consultation With Other Professionals		5
EDUCATION/TRAINING IN OTHER COUNSELLING-RELATED TOPIC (ICAS III)		20 hours
Group facilitation Skills		10
Interviewing Skills		10
ADDITIONAL QUALIFICATIONS THIS LEVEL OF CERTIFICATION (ICAS III)		
<ul style="list-style-type: none"> a. Ability to speak knowledgeably on First Nations alcohol/drug problems. b. Knowledge of different Counselling philosophies and theories related to First Nations healing and recovery practices. c. Ability to coordinate, manage and facilitate continuance of treatment within the Treatment Center delivery system. d. Ability to assess the effectiveness of various treatment and program modalities as they apply to First Nations clients and their families. e. Successful completion of the ICRC Oral Case Presentation Method Exam process. 		
SUPERVISED CLINICAL TRAINING (ICAS III)		300 Hours
Counselors must provide proof of 300 supervised training hours, by means of a Supervisor's evaluation, showing training in the skills required for this level as well as in the 12 core functions (a minimum of 10 hours in each of the 12 core functions are required)		

CULTURAL COMPETENCY

Cultural competency is an essential required component of all FNWACCB certifications

Ability to respect, implement and incorporate First Nations culture, beliefs, values and traditions in treatment, including separate and combined Sweat Ceremonies, Coming of Age Ceremonies and all other cultural/spiritual ceremonies.

Ability to support and assist client participation in traditional and cultural aspects of spiritual recovery.

EXAMINATION (to be made mandatory in 2012)

From the launch date of the exam process, applicants for the Indigenous Certified Addictions Specialist Level II will complete a written exam. Details about the exam procedure will be published mid-2012

NOTE: EDUCATION/TRAINING

The required addictions-specific and addictions related hours may be acquired through formal education programs at university or college level or through workshops, seminars, single courses delivered either in-house or by independent trainers or training organisations.

DESCRIPTION OF THE KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED IN THE 12 CORE FUNCTIONS

All applicants must demonstrate knowledge and/or experience in the 12 core functions as defined in this section, through documented training/education and work experience.

Assessment of this requirement will be made through a review of the course descriptions and hours, transcripts, the job description, the Supervisor evaluation, and the reference and endorsement letters.

The competencies documented through this review are then assessed according to a competency scale, which is part of the certification level determination process.

The twelve Core Functions of the Chemical Dependency Counsellor

1. Screening

The process by which a client is determined appropriate and eligible for admission to a particular program. Through this process, the counselor, client and available significant others determine the most appropriate initial course of action, given the client's needs and characteristics, and the available resources within the community.

Education/training/experience required for this core function:

- a) knowledge and understanding of the role of screening
- b) knowledge of screening methods, tasks and tools to gather data systematically from the client and other sources to assess if a client is ready for treatment (screening instruments)
- c) knowledge of methods/approaches to screen for psychoactive substance toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and coexisting mental health problems.
- d) capacity to interpret the results of screening.
- e) ability to establish rapport and motivate clients
- f) ability to intervene with clients assessed to be at risk to harm themselves or others
- g) ability to facilitate brief interventions with clients
- h) knowledge of resources for clients's referral

2. Intake

The Administrative and initial assessment procedure for admission to a program.

Education/training/experience required for this core function:

- a) capacity to communicate clearly and sensitively
- b) knowledge of data gathering tools related to admission (forms, filing procedures)
- c) knowledge of interviewing techniques
- d) knowledge of protocols regarding the gathering and storing personal client information (confidentiality, clients legal rights)

- e) capacity to listen, offer choices, respect client preference and make client feel valued
- f) capacity to assess clients' needs and to prioritize these needs
- g) knowledge of services that will respond to these needs (internal or external services)
- h) knowledge of necessary administrative procedures for admission to treatment

3. Orientation

Describing to the client the general nature and goals of the program, rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program; in a non-residential program, the hours during which services are available; treatment costs to be borne by the client, treatment costs to be borne by the client, if any; and, client rights.

Education/training/experience required for this core function:

- a) communications/interpersonal skills to communicate effectively with clients
- b) knowledge of rules, protocols, costs and financial assistance available
- c) knowledge of clients' rights

4. Assessment and evaluation

Procedures by which a counsellor/program identifies and evaluates an individual's strengths, weakness, problems and needs for the development of the treatment plan.

Evaluation and assessment skills insure that appropriate services meet client needs and include the ability to evaluate and assess client needs, and the ability to evaluate and assess the needs and problem stage level of the counseling recipient.

Education/training/experience required for this core function:

- a) knowledge of the role of assessment as an important component of a client-centered plan
- b) knowledge of the assessment methods, tasks and instruments
- c) ability to interpret assessment results
- d) knowledge of human growth and development, stages of recovery and strategies related to client motivation.
- e) knowledge of family dynamics and interactions, with particular emphasis on the unique differences among First Nations families and communities.
- f) knowledge of environmental and sociocultural aspects as they relate to First Nations, including:
 - early, middle and late signs and symptoms of addictions and/or polydrug abuse.
 - signs and symptoms of problems needing other medical/psychological and/or social assessment.
 - characteristics of family dysfunctions.

5. Treatment Planning

Process by which the counsellor and the client:

- identify and rank problems needing resolution;
- establish agreed upon immediate and long-term goals, and;
- decide on a treatment process and the resources to be utilized.

Treatment planning or case planning assures healthy participation of individuals and families in the counseling/treatment process, Counsellors should involve their clients in the counseling/treatment process of planning and individualized treatment programs.

Education/training/experience required for this core function:

- a) knowledge of treatment approaches and long range rehabilitation processes, including management of the new and emerging problems attendant to the stages of change, of barriers and readiness for treatment
- b) awareness of needs for medical care, post treatment crisis and support to forge and maintain a wellness lifestyle.
- c) capacity to translate assessment information into treatment plans with clear goals and outcomes
- d) ability to involve clients in the process of planning individualized treatment, admission and discharge.
- e) ability to share evaluation findings with the clients and their families and in working through their reactions and/or resistance to this evaluation.
- f) knowledge of and ability to participate in various comprehensive treatment processes, knowledge of their rationale, relationship to other methods, and their strengths, limitations and appropriateness for treatment.
- g) ability to make treatment recommendations based on information obtained from relevant instruments (ex: screening and assessment results) and matching treatment to clients needs, ability and preferences , including clients legal rights
- h) ability to assist clients to accept and resolve financial responsibilities including acquiring financial knowledge and where appropriate, paying for treatment and Counselling
- i) writing skills and documentation to effectively communicate necessary information to clients, management, co-workers, colleagues, and other agencies.

6. Counselling: individual, groups and significant others

The utilization of special skills to assist individuals, families or groups in achieving objectives through:

- exploration of a problem and its ramifications;
- examination of attitudes and feelings;
- consideration of alternative solutions, and;
- decision making.

The counselling and treatment process relates to the primary direct delivery of service. Counselling constitutes a major portion of treatment: and therefore requires a deepened level of skills and knowledge.

Education/training/experience required for this core function:

Knowledge and skills in individual and group Counselling methods, including cultural techniques for including spouses, families, and other significant individuals or groups.

- a) knowledge of addictions counseling theories and practice
- b) ability to use Counselling models, techniques, to educate, elicit feelings, facilitate self-understanding, and motivate the client to Wellness.
- c) ability to establish and maintain a genuine, warm, respectful, and empathic therapeutic relationship with a client.
- d) familiarity with the philosophy and process of recognized and accepted self-help groups such as: Alcoholics Anonymous, Al-Anon, Codependency Anonymous, Adult Children of Alcoholics, Al-A-Teen, Parents Anonymous, Gamblers Anonymous, Sexual Addiction Anonymous, Narcotics Anonymous, Over-Eaters Anonymous and recognition about the importance of these supports for long term rehabilitation.
- e) knowledge of and skill in goal setting, contracting, and problem solving.
- f) ability to recognize denial defense behaviors and mechanisms. And to motivate clients to achieve their treatment goals
- g) ability to locate and/or develop and utilize informational support systems, such as:
 - materials, pamphlets, literature, films, videos, research reports, workshops, etc.
 - consultation services, such as traditional/cultural, medical, psychiatric, legal, vocational, etc.
- h) Ability to recognize own professional and personal limitation

7. Case Management

For each client, the continuum of substance abuse treatment ranges from case finding to treatment planning and treatment implementation to aftercare that responds to his/her particular needs. Case management supports a client as he moves through the recovery continuum and reinforces treatment goals.

The difference between substance the treatment function and the case management function is that treatment involves activities that help clients recognize their problems, that inspire their motivation and offer them tools to stay abstinent, and to use these tools.

Case management focuses on helping the substance abuser acquire needed resources. It includes a range of activities which bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contracts.

Education/training/experience required for this core function:

- a) knowledge of case management models
- b) knowledge of treatment options
- c) capacity to develop, evaluate, adjust, treatment plans as appropriate

- d) knowledge of methods to assess client's progress toward treatment goals
- e) ability to match clients and most appropriate available services
- f) knowledge human resources (self-help groups, agencies, crisis intervention programs, other professionals, governmental entities, and the community-at-large etc..) to address needs and ensure appropriate referrals,
- g) ability to establish and maintain helping relationship with clients, family members, co-workers and external colleagues
- h) ability to advocate for clients
- i) ability to work as part of a team

8. Crisis Intervention

The services able to respond to an alcohol and or other drug abuser's needs during acute emotional and/or physical distress.

Education/training/experience required for this core function:

- a) knowledge and understanding of what constitutes a crisis and ability to recognize a client in crisis
- b) knowledge of the principles of crisis intervention
- c) ability to use effective verbal and non verbal communication to deal with a client in crisis
- d) capacity to develop and implement a plan for resolving a crisis
- e) knowledge of counseling techniques for individuals in crisis in order to ensure safety and promote positive change
- f) knowledge of community resources and supports that may assist in the management of the crisis

9. Client Education

Provision of information to individuals and groups concerning alcohol and other drug abuse, on risks and implications related to psychoactive substance use, as well as available prevention, treatment and recovery resources and the available services.

Education/training/experience required for this core function:

- a) ability to provide appropriate (culture, age, gender, individual, family etc..) information that raise awareness and support substance abuse prevention/treatment/recovery processes
- b) knowledge of alcohol and other drugs, their signs, symptoms and their effects on the individual and families
- c) knowledge of principles and philosophy of prevention, treatment and recovery
- d) ability to offer information to the client through formal and/or information processes.
- e) knowledge about available alcohol and other drug services and resources
- f) understanding of health and behavior problems related to substance abuse, including transmission and prevention of HIV/AIDS, FASD

10. Referral

Identifying the needs of the client that cannot be met by the counsellor or agency and assisting the client to utilize the support systems and community resources available.

First Nations clients and their families have a multitude of needs that may require a multidisciplinary approach. Appropriate community agencies must be utilized by the Counsellor in order to meet and serve a wide spectrum of needs

Education/training/experience required for this core function:

- a) understanding of the role and scope of outreach services
- b) knowledge of and access to community support sources, their eligibility requirements, treatment philosophies, administrative contact and service procedures.
- c) ability to interpret the needs of individuals and families with drugs and alcohol related problems and to determine appropriate referrals referral and educational resources (other types of Counselling and services, such as traditional cultural, spiritual, pastoral church counseling, public assistance, and vocational or occupational counseling)
- d) ability to contact and contract with other agencies, persons or groups, including those with different treatment philosophies.

11. Reports and Record Keeping

Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.

Education/training/experience required for this core function:

- a) knowledge of accepted principles of client record management (components of client records, including release forms, assessments, treatment plans, progress notes, and discharge summaries and plans).
- b) ability to prepare reports/records that comply with regulations (ie: screening, intake, assessment reports, plans and other documents).
- c) capacity to analyse and summarise information
- d) knowledge of technologies in use for client records
- e) ability to protect client rights to privacy and confidentiality in the preparation and handling of records
- f) ability to record progress of client in relation to treatment goals

12. Consultation With Other Professionals In Regard To Client Treatment/Services

This core function involves relating with our own and other professionals to assure comprehensive, quality care for the client. It involves the administrative, clinical, and evaluative activities that bring the client, treatment services, community agencies, and other resources together to focus on issues and needs identified in the treatment plan.

It also involves collaboration with the client and significant others, coordination of treatment and referral services, liaison activities with community resources and managed care systems, client advocacy, and ongoing evaluation of treatment progress and client needs.

Education/training/experience required for this core function:

- a) ability to gather information about client and client's treatment process to identify consultation needs
- b) knowledge of internal and external resources able to provide assistance in regards to client's needs
- c) ability to summarize client's personal and cultural background, treatment plan, recovery progress, and problems inhibiting progress for purpose of assuring quality of care, gaining feedback, and planning changes in the course of treatment
- d) Understand terminology, procedures, and roles of other disciplines related to the treatment of substance use disorders
- e) Knowledge and respect of confidentiality protocols, regulations, and clients rights
- f) Respect and non-judgmental attitudes toward clients in all contacts with community professionals and agencies.

APPLICATION PROCEDURES

- a. Submit an application for certification using the Application package posted on our website www.fnwaccb.ca under Publications.
- b. Give consent to the Certification Board to seek specific information, which will help to clarify the applicant's qualifications. The Board may, without further permission from the applicant, approach the individuals who made personal and professional references for additional information.
- c. Complete all required forms and mail to the Certification Board for approval.
- d. In 2012, take a written exam to determine the level of knowledge in the field of Aboriginal wellness/addictions.
- e. Submit a current criminal record check.

RESPONSIBILITIES OF THE CERTIFICATION BOARD

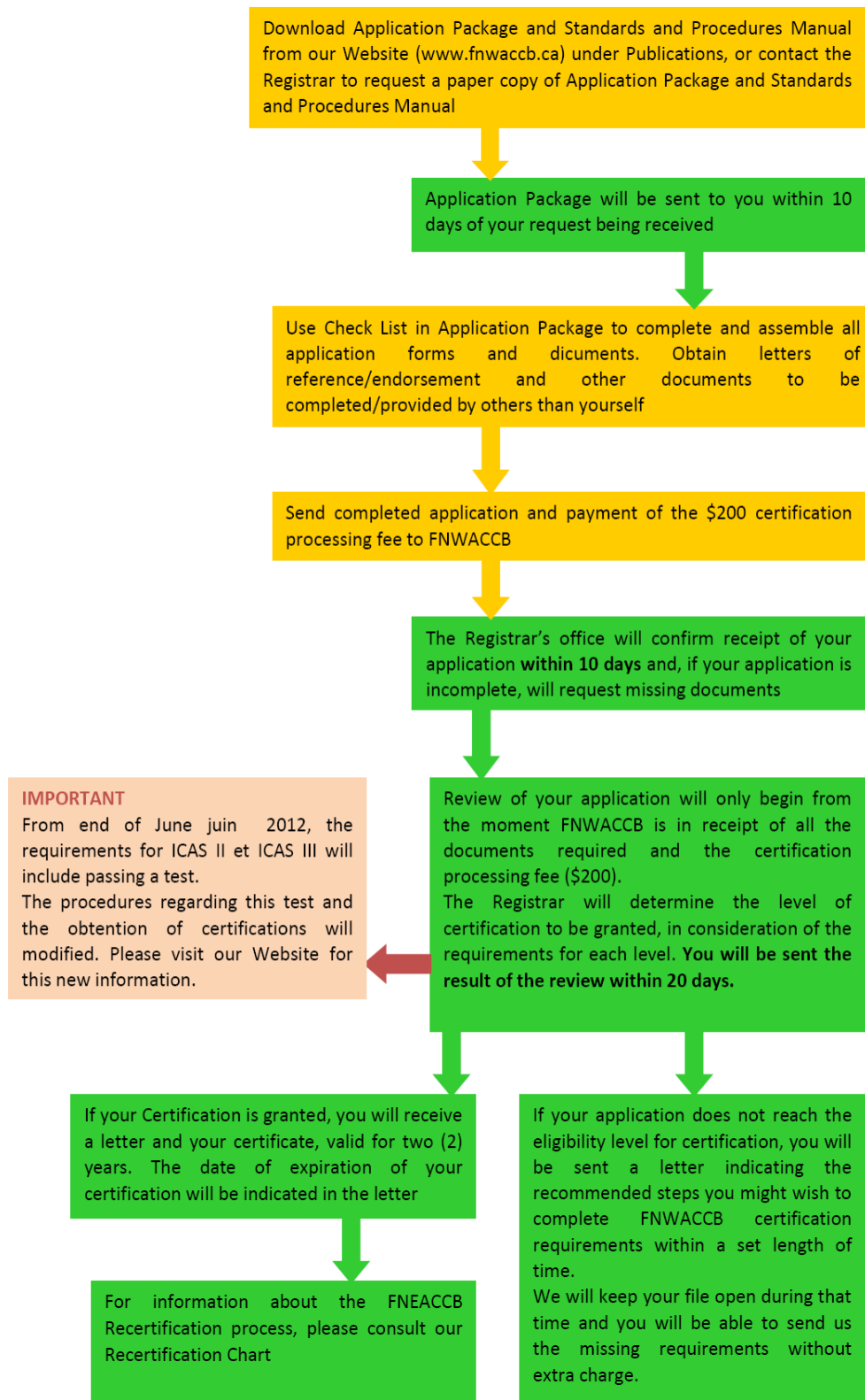
- a. When a candidate's application is received and is incomplete, the registrar's office will inform the applicant about what documents are missing.
- b. The Registrar will review an application only when it is complete, including the payment of the certification processing fee.
- c. When the application is complete, the Registrar will finalise the review within twenty (20) working days and will either grant or decline the certification. Applicants who are granted certification will be sent a letter accompanied by their certificate.
- d. Candidates whose application have been declined will be sent a letter with information about the steps they can take to obtain their certification or make an appeal
- e. When a certified worker or specialist does not submit the required application for the renewal of his/her certification before/at the prescribed date , the Registrar's office will send a notice of renewal

RESPONSIBILITIES OF THE APPLICANT

In addition to the Specific Procedures outlined for the applicant to follow in making application, the following guidelines are provided to help the applicant.

- a. It is the responsibility of the applicant to meet all time deadlines.
- b. The applicant is responsible for alerting the person who are providing references to answer the questions in their letter of reference and to return these letters to the applicant as promptly as possible.
- c. If an applicant is know personally to a member of the FNWACCB Board, he/she may, if the Board member grants permission, use the Board member as one of their references.
- d. Applicants are advised that the Board members will abstain from voting on her/his application when the full board convenes. Applicants are advised that the Board members will abstain from voting on her/his application if the full board must convene on his/her case.
- e. Applicants are responsible for advising the Registrar's office of the correct contact information such as addresses with full postal code, phone, email, of their references.
- f. The applicant's HOME ADDRESS will be used for all communications between the applicant and the FNWACCB, unless otherwise noted by the applicant.
- g. Once the completed application package has been submitted to FNWACCB any questions the applicant may have should be directed to the Registrar's office at the phone number or address on page one (1) of this manual.

FNWACCB CERTIFICATION PROCESS



CERTIFICATION UPGRADE

A certification upgrade can be granted if an applicant satisfies the eligibility criteria for a level of certification higher than was obtained for a first application or for the latest certification renewal (education qualifications, years of work experience, training hours, supervisor's evaluation, etc...). for example, a Certified Indigenous wellness/addictions Worker (CIWAW) can request an upgrade to Specialist level I (ICAS I), and each specialist level can be upgraded to the next higher level.

An upgrade application is processed like a new certification application, and the applicant for an upgrade will need to update the information in the original application file by providing again the majority of the forms and documents in the Application Package, as well as the payment of the certification upgrade processing fee (200\$).

Information already on file regarding transcripts and other documents related to education/training will not have to be provided again. However, applicants will need to provide the supplementary documents verifying that they satisfy the education/training requirements for the upgrade level they are applying for.

The upgrade application process is the same as for a first certification application. The Registrar will determine the level of certification that can be granted in consideration of all the documents submitted by the applicant for his upgrade application

RECERTIFICATION

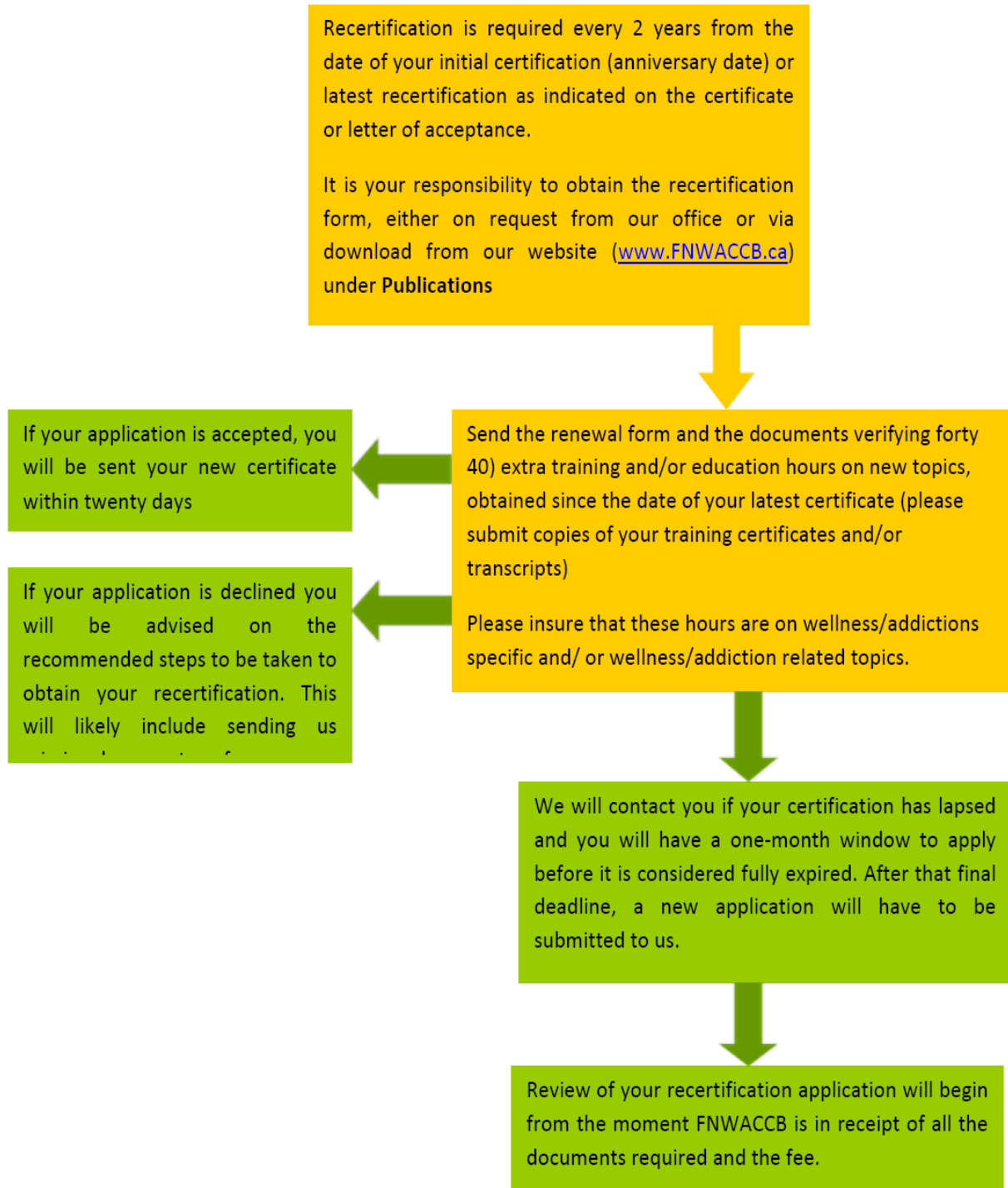
Initial certification is good for two years from the anniversary date of your certification. to maintain your Indigenous Certified Addiction Specialist status, and obtain your recertification, the following conditions apply:

- Your latest certification must have been granted by FNWACCB. It must still be valid when you submit your renewal application.
- You must, as a certified counsellor, remain in good standing with FNWACCB
- A \$25.00 fee will be required for late (up to one month after the anniversary date of the latest certificate)
- If your certificate has lapsed for more than one month, it will be considered expired and you will need to submit a completely new certification application

Training Requirements

- Provide evidence of 40 hours of **new** training/education, obtained since the award date of your certification or latest recertification (please provide copies of certificates and/or transcripts).
- Insure that these new training/education hours are on wellness/addiction **specific** or on wellness/addiction **related** topics

RECERTIFICATION PROCESS



FILE REACTIVATION

When a certification has not been renewed after the stipulated time line or when an application remains incomplete 3 months or more past the date of its receipt (new certification, upgrade), the file will be considered inactive and will be archived.

In these cases, those wishing to reactivate their application will be able to do so by including, with their certification or renewal application, the reactivation form and the \$50.00 reactivation fee. These fees are in addition to the normal certification fees of \$200.

DECLINED CERTIFICATION

Applications are generally declined because requirements for a given level of certification are not yet fulfilled. In this case, applicants are sent a letter explaining the reasons and the measures that need to be taken to obtain the certification.

A declined application is never a rejected application. FNWACCB keeps files opened for a time so that applicants are encouraged to acquire what they are missing for full certification.

APPEAL PROCESS FOR DECLINED CERTIFICATION

An applicant can appeal a declined application or if he/she wishes to appeal the level that has been granted. In those cases, the applicant can send an appeal in writing to the Registrar, indicating the reasons why the application or level should be granted. Any new information that may strengthen an application should accompany the letter of appeal.

A final review of your application, taking the reasons contained in your letter and the new information you provided will be conducted, and a letter with the outcome of this review will be sent to you within 20 days from the receipt of your appeal letter.

If you are still not in agreement with the decision, you may send a final appeal in writing to the Executive Director of FNWACCB. On receipt of your final appeal, your application file and appeal documents will be passed on to the Executive Director, who will convene the appeal committee to process your appeal.

The decision of the Appeal Committee is final and binding, and will be communicated to the appeal applicant within 30 days of the receipt of the final appeal

SUSPENSION OR REVOCATION OF CERTIFICATION

Our Board shall be empowered to revoke or suspend an individual's certification(s) for just cause. Conditions for revocation or suspension shall include but not be limited to:

- a. Obtaining or attempting to obtain certification or renewal by deliberate misrepresentation.
- b. Conviction of a felony during the certification period.
- c. Mis-use and/or chronic abuse of alcohol and/or mood altering drugs.
- d. Violation of the Professional Code of Ethics, i.e., sexual harassment and intimacy, breach of confidentiality, gross negligence and reasonable care.

THIRD PARTY VIOLATIONS REPORTING PRINCIPLES AND PROCESS – SUSPENSION OR REVOCATION OF A CERTIFICATION

Third parties do communicate on occasion with FNWACCB in regard to violations committed by certain persons, in regard to the conditions that underpinned the granting of their certification, and that, in the view of the person or organization doing the reporting, should lead to the suspension or revocation of the violator's FNWACCB certification.

Principles underpinning the process of Suspension and revocation of certification

- Third parties wishing to report a violation to FNWACCB must have conducted an ethical investigation of the violation and substantiate the violation claims.
- Complaints for violations must first respect the complaint/conflict resolution protocols in place in organisations. In most case the means that the employer will be the one sending the report to the FNWACCB.
- FNWACCB will not accept requests for investigation of violations, but will, to both insure fairness, equity and respect of its integrity and its requirements give the opportunity, to those who have been reported for violations, to present their case once the report has been received.

Process for third party violations reporting

- a. The Violation Report must be sent by certified mail, deliverable to the FNWACCB Executive Director **ONLY**, at the FNWACCB's address, with return receipt requested. Only written and signed Reports will be recognized.
- b. FNWACCB Executive Director will inform the FNWACCB committee in charge of this process.
- c. The person charged with the violations will be sent a registered letter from FNWACCB, informing him/her of the charges and offering the opportunity to prepare and contest these charges at a formal hearing.
- d. A response indicating if the charges are to be contested or not, is required within 20 days from the posting date of the FNWACCB registered letter.
- e. If the charge is contested, a hearing day shall be established, not less than fifteen (15) days or more than ninety (90) days from the date when notification of contested action was received by FNWACCB. Notification of the hearing date, time and place will be sent in writing to the person concerned, who may hire an attorney to be represented.
- f. If the charges are not contested the individual in question will be revoked depending on Board decision or be suspended for a maximum of one year.
- g. The decision of the FNWACCB Committee in charge of the suspension and revocation process is final and binding, and will be communicated to the person having submitted the violation report and the person charged with the violations within 30 days of the formal hearing

INDEPENDENT APPEALS FROM PERSONS WHOSE CERTIFICATION HAS BEEN REVOKED OR SUSPENDED

- a. The person affected must make his/her appeal in writing to FNWACCB Executive Director and send it by certified mail deliverable at the FNWACCB's address, with return receipt
- b. This letter of appeal must be sent within thirty (30) days of the action of revocation or suspension.
- c. FNWACCB will respond, within two (2) weeks from the receipt of the appeal letter, with a written notification indicating the date, time and place of a formal hearing, to offer the person who has had certification revoked or suspended to present/contest his/her case.
- d. the person who has had certification revoked or suspended may hire an attorney to be represented
- e. The decision of the FNWACCB Committee in charge of the suspension and revocation process is final and binding, and will be communicated to the person within two (2) weeks of the formal hearing

RECIPROCITY

Our Certification Board recognizes the credentials of other IC & RC certified professionals.

FEES

- a. Application Packet \$10.00
- b. Application for Certification \$200.00
- c. Recertification \$200.00
- d. Duplicate certificate \$15.00
- e. Late renewal \$25.00
- f. Inactive status \$50.00
- g. NSF Check Fee \$55.00

CONTACT

For more information please contact:

Registrar, **FNWACCB**
207-2735 East Hastings Street,
Vancouver, BC.
V5K 1Z8
Phone: 604-874-7425
Toll free 1-877-974-7425
Email: Registrar@fnwaccb.ca
Website: www.fnwaccb.ca