

CCS Requirements Checklist

About This Checklist

This comprehensive checklist will guide you through all the requirements needed to obtain your Certified Clinical Supervisor (CCS) credential. Use this document to track your progress and ensure you meet all necessary criteria before submitting your application.

Pillar 1: Prerequisite

Prerequisite Credential

Applicants must meet one of the following criteria:

- Hold and maintain a reciprocal-level ADC credential, or
- Hold a specialty credential in substance use dependence credential within another professional discipline in the human services field at a master's level or higher.

Prerequisite Documentation

- Reciprocal-level ADC credential
- Specialty credential in substance use dependence credential at a master's level or higher

Pillar 2: Experience

Clinical Supervision Work Experience Hours Required (6,000 - 10,000 hours)

The required total work experience hours must be **specific to ADC counseling** and range from 6,000 to 10,000 hours, depending on the applicant's level of education:

- **Master's Degree or Higher:** 6,000 hours (~3 years full-time)
- **Bachelor's Degree:** 8,000 hours (~4 years full-time)
- **HND or Associate Degree:** 9,000 hours (~4.5 years full-time)
- **SSCE or No Degree:** 10,000 hours (~5 years full-time)

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Clinical Supervisor Work Experience Hours Required (Included in Total Hours)

All applicants, regardless of education level, must complete **4,000 hours** of Clinical Supervisor work experience, which may be included within the total required experience hours.

Experience Documentation

- Employment verification letters from all relevant positions
- Detailed work experience log with dates and hours
- Job descriptions showing ADC counseling duties
- Supervisor contact information for verification

Pillar 3: Supervision

Face-to-Face Clinical Supervision Hours Required (200 hours)

Within the **4,000 hours** of supervisor experience, all applicants must complete a minimum of **200 hours** of face-to-face clinical supervision, of which up to **100 hours** may be completed electronically, provided the supervision is conducted in real time.

Clinical Supervision Documentation

- Supervision log signed by supervisor(s)
- Supervisor credentials and license verification
- Supervision contract or agreement
- Supervisor evaluation of your competencies

Pillar 4: Education

Education Hours Required (30 hours)

The required education hours are **30 hours** of education specific to the Clinical Supervisor domains, as outlined on [IC&RC's CS Minimum Standards](#) page, with a minimum of **5 hours** in each domain.

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Educational Substitution

Formal education in behavioral science may substitute for a portion of the required 10,000 counseling experience hours as follows:

- **Master's Degree or Higher:** 4,000 hours
- **Bachelor's Degree:** 2,000 hours
- **HND or Associate Degree:** 1,000 hours
- **SSCE or No Degree:** Not applicable

Education Documentation

- Certificates of completion from all training programs
- Course syllabi or descriptions showing clinical supervision domains-specific content
- Transcripts (if claiming formal degree education)
- Total hours calculated and verified

Pillar 5: Examination

IC&RC CS Examination

- Register for the IC&RC Clinical Supervisor (CS) examination
- Pay examination fee
- Schedule examination date at approved testing center
- Prepare using IC&RC study materials and practice tests
- **Pass the IC&RC Clinical Supervisor (CS) examination**

Examination Preparation

- Review all education materials and notes
- Complete practice exams and self-assessments
- Attend exam preparation workshops (if available)
- Review IC&RC examination candidate handbook
- Understand exam format and scoring

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Other Requirements

- Completed CCS Application Form
- Signed Clinical Supervisor Code of Ethics Statement

Recertification

Once certified, you will need to maintain your CCS certification through:

- **6 hours** of continuing education earned every 2 years. The 6 hours may be a part of the 40 hours obtained for the CADC recertification.
- Adherence to code of ethics
- Payment of renewal fees

Checklist Summary

Use this quick reference to track your overall progress:

1. **Education:** ____ hours completed out of ____ required
2. **Experience:** ____ hours completed out of ____ required
3. **Supervision:** ____ hours completed out of ____ required
4. **Examination:** Registered [] Scheduled [] Passed []
5. **Application:** Prepared [] Submitted [] Approved []

Your Journey as “The Mentor”

Remember, as a CCS, you are **The Mentor**. You move beyond direct service into a role of leadership, mentorship, and stewardship of the profession. If the CADC is the Builder, the CCS is the Architect — shaping systems, guiding counselors, and ensuring that quality, ethical care is delivered consistently across teams.

This advanced credential reflects a higher level of responsibility and expertise. The requirements are more rigorous because your impact extends beyond individual clients to the counselors and programs you help develop. Each requirement in this checklist represents a step toward becoming a more effective mentor and leader in the addiction treatment field, affirming your ability not only to support recovery, but to build, guide, and sustain the teams that make recovery possible.

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Contact Information

If you have any questions or require additional clarification, please feel free to contact us using any of the options below:

Phone: +234 708 062 9700

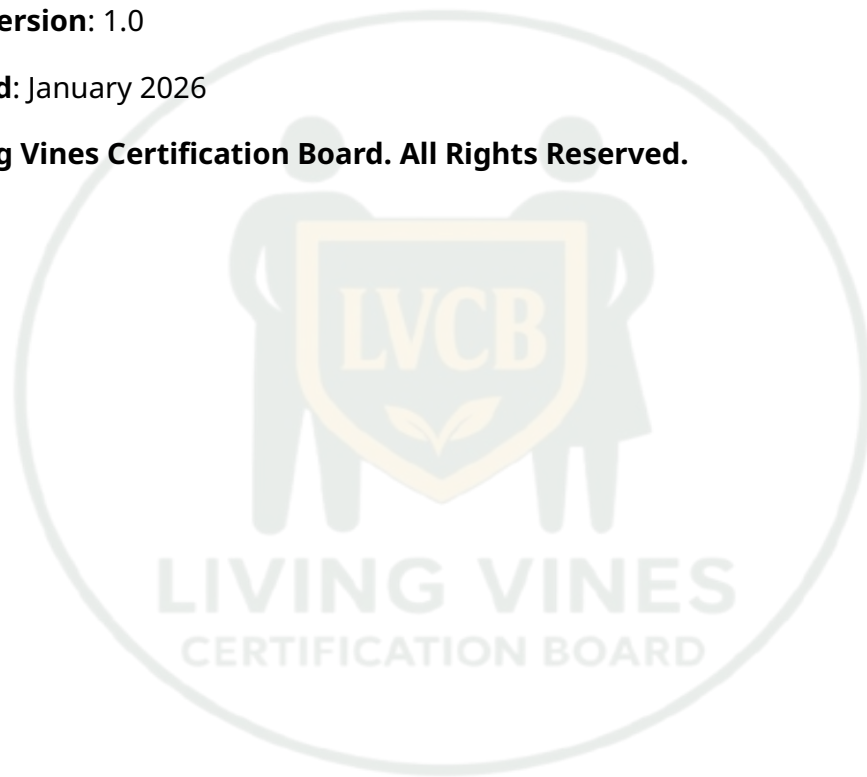
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