

## Procedures for Addiction Counseling Skills Videotape Demonstration

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If you are interested in pursuing the alternative process to meet the **Addiction Counseling Skills** and/or **Client Record Management** course requirements per Rule 300 (14.300) of the Nov 01, 2007, Addiction Counselor Certification & Licensure Regulations (NAADAC: NCAC II or MAC Exam; and a video demonstration), please thoroughly review these procedures.

**A Counseling Skills Videotape Demonstration is required to waive the Addiction Counseling Skills course. For preparation and submitting, please provide the following:**

1. Submit a (15 to 20 minutes in length) **VHS videotape or DVD** counseling demonstration containing a face-to-face session (camera focused on the counselor) demonstrating a **minimum of two** clear examples of each of the following counseling skills:
  - a. *Attending behaviors*
  - b. *Open questions and statements*
  - c. *Minimal encouragers*
  - d. *Underlining*
  - e. *Reflection of feelings*
  - f. *Paraphrases*
  - g. *Reflection of Thought*
2. **NOTE:** Closed questions and/or counselor self-serving agenda interventions are not expected and may result in a "NO PASS" evaluation. It is highly recommended that the applicant review the video prior to submission to assure the above criteria are met.
3. Send your demonstration videotape or DVD, along with the **fee of \$100.00**, check or money order only, **payable to SACC** and mail to:  
SACC VHS/DVD Review  
PO Box 9384  
Denver, CO 80209-0384.  
  
Direct questions to:  
Brad Osborn, SACC Board President: 303-763-7198 or  
Judy Moor, DBH: 303-866-7490.
4. SACC will return a skills demonstration evaluation and summary letter to the applicant indicating "PASS" or "NO PASS" within 55 days of receiving the above-mentioned demonstration. DBH approved Trainers / SACC Board Member / reviewers (CAC III or LAC) will use a DBH approved Skills Performance Rating Scale as criteria for the evaluation review. Videotapes and DVDs remain on file and will not be returned.
5. A "PASS" summary letter will be accepted by the Department of Regulatory Agencies (DORA) as evidence of meeting the skills portion of the Addiction Counseling Skills course requirement.

6. When a review results in a "NO PASS" decision, a copy of the review, summary, and videotape/DVD will be sent to DBH. In this situation, the applicant may resubmit a new demonstration video/DVD (again requiring a \$100.00 review fee). An applicant may also appeal the decision in writing to DBH within 10 working days from receipt of the SACC Review Letter. The appeal should be addressed to:  
Judy Moor, Clinical Training Coordinator, DBH  
Division of Behavioral Health  
3824 W. Princeton Circle, Bldg 15  
Denver, CO. 80236
7. If the applicant appeals the evaluation, the Clinical Training Coordinator or Director of DBH shall designate staff and/or CCTC (Counselor Certification Training Committee) to review SACC'S "NO PASS" evaluation and make a final determination. A written response will be sent to the applicant within 30 working days of receipt of the appeal letter.

Revised 12-09

## Skills Performance Rating Scale (criteria required to PASS - Addiction Counseling Skills)

Counselor's Name:  
Reviewer's Name

Date Received  
Date Received

Date Reviewed

1. Conveys respect and concern for client/interview  
(Acknowledges clients' feelings, thoughts, attitudes, and needs)  
 Above Standard  
 Acceptable  
 Not Acceptable
2. Demonstrates Attending Behaviors (Appropriate eye contact, posture, verbal following, and appears comfortable)  Above Standard  Acceptable  
 Not Acceptable
3. Use of open questions and statements  
 Above Standard  
 Acceptable  
 Not Acceptable
4. Use of minimal encouragers  
 Above Standard  
 Acceptable  
 Not Acceptable
5. Use of underlining  
 Above Standard  
 Acceptable  
 Not Acceptable
6. Use of reflection of feelings  
 Above Standard  
 Acceptable  
 Not Acceptable
7. Use of paraphrases  
 Above Standard  
 Acceptable  
 Not Acceptable
8. Use of Reflections of Thought  
 Above Standard  
 Acceptable  
 Not Acceptable
9. Ability to avoid closed leading questions  
 Above Standard  
 Acceptable  
 Not Acceptable
10. Ability to maintain a client centered focus and avoid counselor self-serving agenda  
 Above Standard  
 Acceptable  
 Not Acceptable

**Skills Demonstration SCORE: \_\_\_\_\_ PASS \_\_\_\_\_ NO PASS**

**COMMENTS: Suggestions/recommendations:**