



ELON
UNIVERSITY

**DEPARTMENT OF COUNSELING
SUBSTANCE USE & ADDICTIONS
CRITERIA C PATHWAY**

STUDENT HANDBOOK

2026-2027

Table of Contents

Introduction

Coursework & Training

Required Courses

Required Trainings

Criteria C Clinical Placement

Supervisions Requirements

**NCASPPB & Governor's Institute
Scholarship**

Forms and Logs

- *Clinical Supervision Log*
- *Supervision Agreement*
- *Letter Template for CCS/CSI*
- *Field Supervision Completion Form*

INTRODUCTION

CRITERIA C PATHWAY

The Elon University Clinical Mental Health Counseling (CMHC) Program offers a research-informed and practice-based course of study in substance use and behavioral addictions through its **Criteria C** pathway. The curriculum emphasizes prevention, early intervention, assessment, and evidence-based treatment of substance use disorders within a comprehensive biopsychosocial framework. Instruction is grounded in clinical counseling theory and integrates strengths-based, culturally responsive, trauma-informed, and developmentally appropriate approaches across the lifespan.

Upon successful completion of the Criteria C pathway, students graduate with specialized training in Substance Use and Addictions Counseling and satisfy the educational requirements necessary for significantly reduced requirements toward becoming a Licensed Clinical Addictions Specialist (LCAS) under North Carolina Addictions Specialist Professional Practice Board (NCASPPB) guidelines. The LCAS credential enhances professional competency in working with individuals, families, and groups affected by substance use disorders and provides a distinct professional advantage in behavioral health employment settings.

In addition to required graduate coursework, students must complete specific supplemental training requirements aligned with NCASPPB standards, including clinical supervision training and HIV/Bloodborne Pathogens education.

Criteria C students must complete an approved addiction-focused clinical placement that provides experience working with individuals impacted by substance use disorders or behavioral addictions. These placements are vetted to ensure compliance with NCASPPB Criteria C standards and G.S. 90-113.40 requirements.

The Criteria C curriculum consists of four required addiction-focused courses for a total of 12 credit hours that are embedded within the 60-credit-hour Clinical Mental Health Counseling degree. These courses count toward the overall credit hours required for graduation. Students register for Criteria C courses in the same manner as all other CMHC coursework through Elon University's standard registration procedures.

Elon University's Criteria C pathway within the Clinical Mental Health Counseling Program satisfies all educational requirements and fifty percent (50%) of the supervised clinical field experience requirements for the Licensed Clinical Addictions Specialist (LCAS) credential administered by the North Carolina Addictions Specialist Professional Practice Board (NCASPPB).

Students enrolled in the Clinical Mental Health Counseling program are eligible to pursue the Criteria C specialty. Upon successful completion of all required coursework and internship requirements, graduates earn a specialty in Substance Use and Addictions Counseling and meet the educational criteria necessary to apply for the LCAS-Associate (LCAS-A) designation, as well as qualify for reduced post-graduate requirements toward full LCAS licensure.

In addition, practitioners who already hold a graduate degree in a related behavioral health field may enroll in the addiction-specific courses to obtain the required substance use disorder education hours; however, enrollment in individual courses does not constitute completion of the full Criteria C program unless all program requirements are met.

Clinical Mental Health Counseling students who complete all required Criteria C coursework fulfill the NCASPPB requirement of 180 hours of substance use disorder–specific education as outlined in G.S. 90-113.40 and related administrative rules. Additional information regarding credentialing requirements may be found on the NCASPPB website @ <https://www.ncsappb.org/credentialing/licensed-clinical-addiction-specialist/>.

COURSEWORK & TRAINING

The Licensed Clinical Addictions Specialist (LCAS) credential requires completion of 180 hours of substance use disorder–specific education, along with a minimum of 300 hours of addiction-focused clinical field experience. In addition, the 300-hour internship must be completed at an approved facility that provides addiction-specific treatment and receive a minimum of 30 hours of addiction-specific supervision from a NCASPPB-approved supervisor (e.g., CCS or CSI).

To satisfy these requirements, students in Elon University’s Criteria C pathway complete 12 credit hours of approved addiction-specific graduate coursework, fulfill required trainings, and complete the mandated clinical field hours and CCS/LCAS supervision through an Elon University–vetted addiction treatment placement during their final year of study. Clinical Mental Health Counseling students enroll in these Criteria C courses as part of their degree program and complete all requirements within the structure of the master’s curriculum.

REQUIRED COURSES

Students complete four required courses (12 credit hours total) in addition to clinical internship:

COU 6000 – Introduction to Substance Use and Addictions Counseling

Course Description:

This course provides an overview of substance use and behavioral addictions, including etiology, commonly abused psychoactive drugs, diagnostic criteria, and intervention strategies. Topics include the neurobiology of addiction, co-occurring disorders, motivational interviewing, harm reduction, recovery treatment models and support groups, and culturally responsive treatment approaches. Students examine prevention, ethical considerations, relapse prevention strategies, and the role of family and community in recovery. 3 sh

COU 6100 – Addiction Assessment & Treatment Planning

Course Description:

This course equips students with the knowledge, skills, and frameworks to conduct comprehensive, culturally responsive assessments and develop evidence-based treatment plans for individuals with substance use disorders and co-occurring conditions. The course covers the use of screening tools, diagnostic criteria, biopsychosocial models, case management, and treatment resources alongside motivational interviewing and collaborative goal setting. Students learn to apply relapse prevention, harm reduction, and recovery-oriented strategies and will gain competency in assessment, treatment planning, ethical decision-making, record keeping and interprofessional collaboration in addiction counseling contexts. 3 sh

COU 6200 – Addiction Counseling for Individuals, Families, & Groups

Course Description:

This course prepares students to provide effective, ethical, and culturally responsive addiction counseling to individuals, families, and groups across diverse settings. The course emphasizes psychological, emotional, personality, and developmental issues, evidence-based practices for addressing substance use disorders and co-occurring conditions. Students will explore theoretical models of addiction counseling, family systems approaches, peer support models, and group dynamics. Students will develop competencies in establishing therapeutic alliances, facilitating group processes, engaging families, and integrating community resources to promote sustained recovery and wellness. 3 sh

COU 6800 – Special Topics in Addictions, Treatment, and Recovery

Course Description:

This advanced, seminar-style course offers an in-depth exploration of emerging issues, specialized interventions, and innovative practices in the field of addictions, treatment, and recovery. The course addresses current research, evolving clinical approaches, and policy trends impacting addiction counseling. Topics include crisis intervention, trauma-informed care, co-occurring disorders, and medication-assisted treatment, recovery-oriented systems of care, culturally specific interventions tailored to special populations, and the impact of social determinants of health on recovery outcomes. Students critically evaluate contemporary literature, engage in case-based discussions, and apply advanced counseling skills to complex clinical scenarios. Emphasis is placed on integrating ethical decision-making, advocacy, and interprofessional collaboration to meet the diverse needs of clients and communities in recovery. 3 sh

Required Trainings

In addition to comprehensive coursework in substance use and addiction counseling, the North Carolina Addictions Specialist Professional Practice Board (NCASPPB) requires training in specific specialty areas. The Elon Criteria C pathway ensures that each of the required areas is fully addressed as outlined below.

1. Six Hours of HIV/AIDS/STDS/TB/Bloodborne pathogens training and education. These trainings are embedded into the Addictions Courses

Completed as part of the COU 6100 addictions course curriculum, through assignments, videos and completing trainings by the **National Association for Alcoholism and Drug Abuse Counselors** @ <https://www.naadac.org/on-demand-webinars>

2. Six hours of clinical ethics training.

The required **six hours of clinical ethics training** are embedded across multiple courses in the Criteria C curriculum, including **COU 5100, COU 5400, COU 5500, COU 5600, COU 6000, COUN 6200, COU 6600, COU 6800, COU 7000, and COU 7100**. Ethics is **integrated throughout the program**, reinforcing ethical decision-making, professional standards, and culturally responsive practice across all stages of training.

3. Six hours of clinical supervision specific training.

Completed as part of the **COU 6100** addictions course curriculum, through assignments, videos and completing trainings by the **National Association for Alcoholism and Drug Abuse Counselors** @ <https://www.naadac.org/on-demand-webinars>

4. Six hours from the list below.

The required **six hours of training** in the identified content areas are completed as part of the course curriculum within the Criteria C program. The topic areas listed below are **integrated across multiple courses** through didactic instruction, case-based learning, and applied clinical experiences.

1. **Nicotine use disorder**
2. **Psychopathology**
3. **Evidence-based treatment**
4. **Substance use disorder issues and older adults**
5. **Substance use disorder issues and veterans**
6. **Substance use disorder issues and domestic violence**

CRITERIA C CLINICAL PLACEMENT

The Internship experiences adhere to the standards and requirements outlined in the CMHC Practicum and Internship Manual, with additional Criteria C–specific requirements as detailed below.

Criteria C Addiction-Specific Field Placement Requirements and Vetting:
Criteria C students complete an addiction-focused field placement, typically during their final year of study. The placement must provide a minimum of 300 addiction-related clinical hours and include at least 30 hours of direct supervision by a North Carolina Addictions Specialist Professional Practice Board (NCASPPB) Certified Clinical Supervisor (CCS) or Clinical Supervisor Intern (CSI). Supervisor credentials are verified through the NCASPPB Learning Builder portal and formally documented in the student file.

The Criteria C curriculum aligns with current competencies, ethical standards, and emerging research in addiction prevention, treatment, and recovery. Central to this advanced training is the addiction-specific field placement experience. The program emphasizes a whole-person, integrated model of wellness that incorporates biopsychosocial, cultural, and developmental perspectives. Field placements are selected to reflect and advance this integrated approach.

Addiction placements are established with agencies—or designated units within agencies—that demonstrate a sustained commitment to serving individuals affected by Problematic Substance Use and Addictions (PSU&A). Typical placements function as primary PSU&A treatment providers or integrated co-occurring mental health and substance use disorder programs, offering services such as screening, assessment, treatment planning, counseling, and aftercare. All placements are formally vetted by the CMHC field office and Criteria C faculty to ensure compliance with NCASPPB Criteria C standards and expectations for addiction-specific field experience.

All placement documentation, supervision verification, and tracking will be stored and maintained in Lumivero.

Overview

Students enrolled in the Criteria C pathway must complete an addiction-focused clinical placement that provides direct experience working with individuals affected by substance use disorders or behavioral addictions.

The placement must meet the standards required for NCASPPB Criteria C addiction training and the CMHC program’s internship requirements.

Addictions Criteria C field placements must:

- Provide addiction counseling services
- Offer experience working with clients impacted by substance use or behavioral addictions
- Provide supervision by an NCASPPB-approved supervisor
- Be formally vetted and approved by the program prior to beginning internship hours.

Securing a Placement

Students are responsible for identifying and initiating contact with potential addiction treatment sites. While faculty and the Clinical Coordinator provide guidance, students must take the lead in securing their placement.

Students should begin searching for potential placements early and focus on agencies that:

- Provide substance use disorder treatment
- Offer co-occurring mental health and addiction services
- Provide counseling services including assessment, treatment planning, counseling, and aftercare.

Examples of appropriate Criteria C placement settings include:

The site must:

- Provide addiction-focused counseling services
- Allow students to participate in the core functions of addiction counseling
- Provide opportunities for screening, assessment, treatment planning, counseling, case management, and referral
- Support direct counseling experience with clients experiencing substance use or behavioral addictions.

Clinical Hour and Supervision Requirements

During the student's 300-hour addiction internship, each student completes a minimum of 180 direct hours and receives a minimum of thirty (30) hours of clinical supervision provided by a Certified Clinical Supervisor (CCS) or Certified Supervisor Intern (CSI) at their field placement site or another approved designee.

Prior to the initiation of addiction-specific supervision, the student and the CCS/CSI must sign a Supervision Agreement. Elon verifies the credentials of each CCS/CSI through the NCASPPB online database. Verification is documented in the student's file in Lumivero.

Students are required to maintain a Clinical Supervision Log to document supervision hours. The log must be signed by the supervising CCS/CSI to verify accuracy. Completed supervision logs are maintained electronically as part of each graduating student's official Elon file.

Required Supervision Forms

The following forms are required to ensure accurate documentation of supervision hours:

1. Clinical Supervision Log

- Used to document and track all supervision hours.
- Must be signed by the CCS/CSI to verify hours completed.

2. Supervision Agreement

- A formal agreement between the student and the CCS/CSI.
- Must be signed prior to the initiation of supervision.

Upon submission, the Elon Clinical Coordinator verifies the supervisor's credentials and documents for verification in the system.

3. Letter for CCS at Site Placement

- For students receiving supervision at their internship placement site.
- The CCS/CSI completes a template letter confirming the total number of supervision hours completed, as documented on the Clinical Supervision Log.

NCASPPB AND POST GRADUATION INFORMATION

The NC Addiction Specialist Professional Practice Board requires several items when applying for your LCAS license after graduating with the Criteria C Program.

1. **Sending an Official Transcript to the NCSAPP Board** upon graduation, send your official college transcript to the NCASPPB. *Please note- wait until your transcript reflects your graduation date before sending it to NCASPPB.
2. **Create your Online Profile with the Board** to register as an LCAS-A under Criteria C (i.e., Elon). You will need to create your online profile with the board (through their Learning Builder platform). You can find the link here <https://ncsappb.learningbuilder.com/account/login>
3. **Job Requirements after graduation to obtain your CAS:** Supervision by a CCS/CSI
Verification of clinical addiction counseling experience with 2,000 hours (post masters).
4. **Two LCAS references.** These are not required until applying for full licensure (LCAS). However, we encourage you to begin searching for your two LCAS references during your final year.

GOVERNOR'S INSTITUTE SCHOLARSHIP

This scholarship from the Governor's Institute supports North Carolina's workforce development initiatives specific to substance use and addiction. The amount of scholarship money and the number of students granted awards varies each year.

The Governor's Institute on Substance Abuse is a non-profit organization located in Raleigh, NC. The Governor's Institute aims to always be an important partner and resource, providing innovative professional education and technical assistance, workforce development, networking opportunities and other collaborations among research and educational programs, professional organizations, and clinics, hospitals and other treatment facilities.

As part of the Governor's Institute's contract with the NC Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMHDDSAS), the Governor's Institute has been able to provide scholarship funding to graduate-level students enrolled in a Criteria C program (such as Elon). Assistance includes but is not limited to standardized test payments, and registration fees for various substance use disorder conferences and training. Priority will be given to individuals serving historically marginalized and/or rural populations. To be considered, one must complete an online application for the Governor's Institute. SUAS will provide more information about this scholarship at the appropriate time.

FORMS AND LOGS

In this section, you will find the forms you will need for site documentation:

Supervision Log

- This is to keep track of your supervision during the academic year. Under duration, most students record round to 15-minute increments (e.g., 60, 75, 90 minutes).

Supervision Agreement

- This will act as a guide for supervision and be signed by the student and assigned CCS/CSI Clinical Supervisor for completion.

Letter Template for CCS/CSI supervisor at site placement.

- This is the supervision template that your CCS Supervisor will complete at the end of the academic year to verify supervision hours.

Addiction Supervision Completion Form.

- This form may be used to document and summarize the direct supervision provided by the CCS or CSI.

ELON UNIVERSITY CRITERIA C PATHWAY

CCS/CSI Clinical Supervision Log

Student Name:

Internship Agency:

Primary CCS/CSI Clinical Supervisor:

Instructions: Use this log to capture any CCS/CSI supervision you attend. A minimum of 30 hours of CCS/CSI supervision is required by graduation. Use additional pages as needed.

Date	Duration (15-minute increments)	Student Signature	Supervisor Signature	Notes

Supervision Agreement Acknowledgment

Criteria C Program

My signature below affirms that I understand and agree to the following requirements:

1. I am required to complete a minimum of thirty (30) hours of supervision provided by a Certified Clinical Supervisor (CCS) or Licensed Clinical Addictions Specialist (LCAS) to fulfill the requirements of the Substance Use & Addictions Specialist program and to qualify for LCAS-Associate (LCAS-A) credentialing.
2. I understand that multiple opportunities are available to obtain these supervision hours, including through my approved field placement supervisor (if the supervisor holds a CCS or CSI credential) and through SUAS Clinical Supervision groups.
3. For any online supervision sessions, I agree to maintain active video (camera on) and audio participation. Participation while driving or engaging in other activities that compromise attention and professionalism is strictly prohibited.
4. I agree to be fully present, professionally engaged, and actively participate in all supervision sessions to earn supervision credit.
5. I agree to maintain accurate and timely documentation of each supervisory session, including dates, duration, and required signatures.
6. I agree to make reasonable efforts to provide audio and/or video recordings of counseling sessions for supervisory review, in accordance with client consent procedures, confidentiality standards, and coordination with my field instructor.
7. I understand that all time-sensitive or urgent client concerns must be addressed immediately through my field placement supervisor.

Student Printed Name _____

Student Signature _____ Date _____

CCS/CSI Supervisor's Printed Name: _____

CCS/CSI Supervisor's Signature _____

Date: _____ CCS/CSI License# _____

Administrative Use Only:

Date CCS/CSI credential verified and by whom: _____

Practicum Placement Agreement

Students enrolled in the M.S. Counseling – Clinical Mental Health Counseling Program have the opportunity to apply for the Associate level Licensed Clinical Addiction Specialist (LCAS-A) credential upon graduation should they decide to complete 300-hours (180 – direct addictions counseling client hours) of their 600-hours of internship in addictions counseling.

In order to meet requirements of the Elon University's Clinical Mental Health Counseling Program the internship must be addiction-specific and Criteria C pathway standards:

Student agrees to:

Follow all protocols and policies outlined in the Student Handbook.

1. Enroll in and pass all required courses.
2. Select a requisite approved internship placement site for one or both of their internship placements that provides the opportunity to deliver addiction counseling services as a regular part of internship duties. The internship must coincide with CCS/CSI clinical supervision.

Addiction counseling service should:

1. Cover the 12 Core Functions and 46 Global Criteria (e.g., screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, referral, reporting, and recording keeping, and integrative treatment planning with other professionals).
2. Include counseling services that explore issues directly or indirectly related to substance-related and addictive disorders.
3. Secure an internship placement site that satisfies the requirements of the M.S. in Counseling Program as outlined in the M.S. in Counseling Practicum and Internship Handbook.
4. Practicum/Internship education placements that satisfy Elon's M.S. in Counseling – Clinical Mental Health Counseling Program Criteria – C status guidelines for addictions counseling are with agencies (or within specific agency units) with a clear history of providing Problematic Substance Use & Addictions (PSU&A) prevention, treatment, and/or recovery programming. M.S. in Counseling – Clinical Mental Health Counseling Program Criteria – C status guidelines for addictions counseling specific placements: 1) function as a primary PSU&A or co-occurring MH/PSU&A provider with a range of services including assessment, treatment, and aftercare placements or 2) address PSU&A as complimentary and integrated facets of the overall program to offer screening for PSU&A, brief intervention, and referral.
5. All M.S. in Counseling – Clinical Mental Health Counseling Program Criteria – C status guidelines for addictions counseling placements are fully vetted by the Counseling Program Clinical Coordinator and have made a clear commitment to meeting the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) Criteria C standards and expectations for practicum education experience.

6. Students' weekly reports of internship activities, supervision agreement, and participation in supervision demonstrate and account for their accrual of hours in Elon's M.S. in Counseling – Clinical Mental Health Counseling Program Criteria – C status specific work.

7. Track 300 hours with a minimum of 180 direct client addictions counseling specific contact hours over the course of the entire 600 total internship hours on the *Addictions Counseling Internship Weekly Log* separate from the Clinical Mental Health Internship Tracking Logs.

Supervisor agrees to:

1. Submit a copy of their current professional license and CCS/CSI certification to the Counseling Program Clinical Supervisor through Tevera prior to the interning student starting work in their agency/organization along with other required placement documents (e.g. Site Supervisor Agreement, and Practicum/Internship Agreement).
2. Provide students with the opportunity to deliver addiction counseling services to clients as a regular part of their internship duties. Addiction counseling service should:
3. Cover the 12 Core Functions and 46 Global Criteria (e.g., screening, intake, orientation, assessment, diagnosis, treatment planning, counseling, case management, crisis intervention, referral, reporting, and recording keeping, and integrative treatment planning with other professionals)
 4. Include a caseload of both individual and group counseling services that explore issues directly or indirectly related to substance-related and addictive disorders.
 5. Provide a total of 30 hours of addiction-specific CCS/CSI supervision at the placement site.

Internship Instructor and Date

Student and Date

Site Supervisor and Date

Addiction Supervision Completion Form

This form may be used to document and summarize the direct supervision provided by the CCS or CSI. Please note that this form is intended to capture only the direct supervision hours you personally provided to the student.

Upon completion, please sign the form and submit it as a scanned attachment via email to: **Dr. Judy Folmar** jfolmar@elon.edu

Please complete the following:

Number of hours of CCS/CSI supervision (a minimum of 30 hours is required to complete the program): _____

Name of field practicum agency: _____

Name of supervisor: _____

CCS/CSI credential number: _____

Contact phone number for supervisor: _____

Email for supervisor: _____

Signature of CCS/CSI supervisor: _____

Date: _____