

## **INSTRUCTIONS TO ALL APPLICANTS**

1. The credential of Certified Substance Abuse Counsellor fulfills two purposes. First, the public has a means by which to identify individuals who have met the minimum requirements as set forth by the Association of Professionals Specialising in Addiction Counselling (APSAC), Singapore. Second, individuals are recognised for the time, education, and experience they have accumulated in the profession of substance abuse counselling. Certification is meant to recognise a counsellor's accomplishments and competence in providing counselling, and not as an entry-level credential.
2. The definition of a substance abuse counsellor is an individual who, through both education and demonstrated experience, is capable of assessing client needs, providing individual, group, and family counselling, and other services to clients, and who is certified as a substance abuse counsellor by the Association of Professionals Specialising in Addiction Counselling (APSAC), Singapore to provide such services in a substance abuse programme.
3. The following information must be received by APSAC before an applicant is eligible to begin the examination process:
  - a) Application form for Certified Substance Abuse Counsellor (CSAC).
  - b) Supervisor's Evaluation Form.
  - c) Verification of 3 years or 6,000 hours of work experience as a substance abuse counsellor. Work experience is defined as paid or voluntary experience as a counsellor who provided direct counselling services to substance abuse clients. Relevant undergraduate courses may be substituted for up to 1 year or 2,000 hours of the 3-year requirement. Graduate courses may be substituted for up to 2 years or 4,000 hours of the work experience requirement.
  - d) Verification of 300 hours of supervised experience that may be included in the 3 years of work experience.
  - e) Verification of 270 hours of specific education related to substance abuse, of which six (6) hours must be in professional ethics and responsibilities.
4. A statement signed by the applicant indicating no abuse of a substance for a period of three (3) years prior to application.
5. A statement signed by the applicant indicating agreement to and observance of the APSAC Code of Ethics.
6. All signatures on the applications forms must be original. Faxed signatures will not be accepted. Supervisor's evaluation forms must be sent by the supervisor(s) directly. Supervisor's evaluation forms submitted by the applicant will not be accepted.

7. The following fees apply to all applicants seeking certification:

- a. Processing fee for application: S\$30
- b. Written examination: S\$400

**8. Test Dates**

- **Written exam:** Check with APSAC - the exam may be held on the 2nd Saturday of March, June, September, and December.

9. Once an applicant satisfies all requirements for certification, he/she will be notified of his/her eligibility to sit for the written examination, together with the dates for the examination. Fees must be paid before the applicant is allowed to sit for the examination.

10. An applicant must pass the written examination before proceeding to the oral examination. When the applicant has been successful in the written examination, he/she may proceed to take the oral examination. A written case must be submitted and approved by APSAC before the applicant is allowed to take the oral examination.

11. When an applicant has passed both the written examination and oral examination, he/she will be certified as a substance abuse counsellor by APSAC. The successful applicant will also enjoy reciprocity with other member boards of the International Certification of Reciprocity Consortium (IC&RC), of which APSAC is also a member.

12. Re-certification is required every 2 years after completing forty (40) hours of continuing education.

13. Please do not send cash. Make out cheque payments to “**APSAC**” or “**Association of Professionals Specialising in Addiction Counselling**”.

14. Please submit all applications and enquiries to:

APSAC  
P.O. Box 16  
Bukit Batok Central Post Office  
Singapore 916501  
Tel/Fax: 6333-5251 or 6762-9881  
E-mail: [apsac@yahoo.com](mailto:apsac@yahoo.com) or [carolineong7@gmail.com](mailto:carolineong7@gmail.com).