



## **Overview of the Addictions Counseling Practicum**

Post-Secondary/Undergraduate Certificate in Addictions Counseling  
<https://www.kent.edu/ehhs/ides/ces/addictions-counseling-undergraduate-certificate>

College of Education, Health and Human Services  
School of Lifespan Development and Educational Sciences

Counselor Education and Supervision (CES) Program  
**Kent State University**

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## I. What is Practicum in Addictions Counseling?

A practicum is field-based experience that takes place off campus in a community-based agency, medical facility or hospital, or school setting. It is structured and supervised practice in a real-life work setting. Practicum is the final requirement and the culminating experience of the post-secondary/undergraduate certificate in Addictions Counseling Certificate Program (ACCP) at Kent State University (KSU). Practicum begins only after students have officially declared the ACCP as a program of study at KSU and have completed a series of academic courses covering foundational content in addictions counseling, such as CES 34650: Practices and Theories of Addictions Counseling, and CES 37665: Planning Care in Addictions Counseling, which cover content in counseling approaches in addictions care, pharmacology, and the diagnosis and treatment of substance use disorders (SUDs). Practicum in addictions counseling is reserved for those students who have already obtained their Chemical Dependency Counselor Assistant (CDCA) Preliminary credential from the [Ohio Chemical Dependency Professionals \(OCDP\) Board](#) and who remain in good standing with the OCDP Board.

Practicum is the opportunity for students to “put to the test” their academic and classroom learning in an off-campus work environment. This practical experience is intended to help students transition to the role of a professional helper, specifically a licensed chemical dependency counselor, doing so under the supervision of a licensed behavioral health care provider in the field and with the assistance of the practicum course instructor. During the practicum experience, students are enrolled in CES 37692: Addictions Counseling Practicum for variable academic credit (4-9 credits). This course is offered every academic term (Fall, Spring, Summer) in-person or online. The in-person/on-ground delivery of CES 37692 requires students to attend a total of five or six class sessions during the semester or summer term. The online delivery of CES 37692 is asynchronous with no set meet times. As with any course, there are readings and other assignments to complete, whether this course is taken in-person or online. Time spent in these course activities are in addition to time spent at the practicum field site.

Practicum in Addictions Counseling may be paid (by virtue of the student holding the OCDP-issued CDCA-Preliminary credential) or it may be unpaid. The University does not require one or the other arrangement (i.e., paid or unpaid). Addictions Counseling Practicum students may be eligible for University scholarships during their practicum experience (e.g., stipend from a workforce development federal grant) and practicum sites may offer stipends to students.

If students are already employed at their practicum field site prior to the start of practicum, students will need to modify their work roles or responsibilities for the Addictions Counseling Practicum requirements. This may mean working at a different site of the facility/organization or in a different program of the facility/organization (e.g., residential, out-patient, outreach) during practicum or with a different population served by the facility/organization (e.g., adolescents, women-specific). It may also mean engaging in new tasks, such as co-facilitating a new group or providing individual counseling. Addictions Counseling Practicum cannot be completed by continuing to engage in customary and expected work responsibilities at the practicum site. As the culminating experience of the post-secondary/undergraduate certificate in addictions counseling at KSU, practicum needs to entail and introduce students to new field or worksite experiences.

## II. Structure and Expectations of Practicum in Addictions Counseling

The Addictions Counseling Practicum for post-secondary/undergraduate students enrolled in the 16-credit Addictions Counseling Certificate Program (ACCP) at Kent State University (KSU) requires enrollment in CES 37692: Addictions Counseling Practicum. Practicum students hold the CDCA-Preliminary credential from the Ohio Chemical Dependency Professionals (OCDP) Board and are expected to remain in good standing with the Board throughout their practicum experience. They also are expected to uphold the OCDP Board's rules of conduct set forth in the [Code of Ethics for Chemical Dependency Counselors](#), as well as the [Code of Ethics of NAADAC, The Association for Addiction Professionals](#).

### A. Enrollment, Academic Credit, and On-Site Clock Hour Requirements and Reporting

Post-secondary/undergraduate students at KSU enroll in CES 37692 for variable academic credit, depending on Summer term or Fall/Spring semester enrollment. The number of clock hours to be completed at the practicum site is determined by the number of credits for which the student is enrolled in CES 37692. The university guideline is that seven (7) hours per week must be completed in the field/at the practicum site for each credit hour of enrollment beyond one (1) credit (and 1 credit is the equivalent of 15 contact/clock/training/education hours). Because the minimum number of credits for CES 37692 to qualify for ACCP completion is four (4) credits, students are expected to complete a minimum total of 315 clock hours of field work (i.e., supervised experience at the practicum site).

The ACCP requires all students enrolled in Addictions Counseling Practicum to obtain a subscription to the software and digital portfolio program, [Tevera](#)<sup>®</sup>. Tevera is used to (a) connect addictions counseling practicum students with approved practicum sites, (b) complete forms associated with practicum (e.g., addictions counseling supervision contract), (c) complete and document practicum site supervisor evaluations of students, and (d) log practicum hours according to the [core functions of an addictions counselor](#) required by the OCDP Board for CD counselor licensure eligibility.

Addictions Counseling Practicum Students cannot begin accruing clock hours towards practicum requirements until (a) the practicum site has been determined to be an appropriate training site for KSU addictions counseling practicum by the ACCP Coordinator, (b) the student has established a [Tevera](#)<sup>®</sup> account, (c) all relevant forms have been completed and signed by all parties in [Tevera](#)<sup>®</sup>, and (d) the academic term (Fall, Spring, Summer) at KSU has begun.

Regardless of the number of academic credits of practicum students are enrolled in, practicum students are required to participate in and complete 15 clock hours of class instruction (i.e., the equivalent of **five 2.5-hour class sessions**). CES 37692 is offered during the Summer term and during the Fall/Spring semester. If the student is enrolled in the in-person section of CES 37692, the practicum site must make accommodations to allow the addictions counseling practicum student to attend in their entirety each of their required practicum classes at the University.

Tables 1 presents the allotment of credit and corresponding clock hours completed at the practicum site for a **12-week** practicum undertaken in the Summer term. The maximum number of credit hours in the Summer is 6.

**Table 1**  
*Summer Credit and Clock Hours for Addictions Counseling Practicum*

Credit Hours	Number of Weeks	Weekly Clock Hours of Supervised Practice at Practicum Site	Total Clock Hours of Supervised Practice at Practicum Site
4	12	26.25	315
5	12	35	420
6	12	43.75	525

Table 2 presents the allotment of clock hours and respective activities for a **15-week** practicum (not including final exams week), undertaken in the Fall or Spring semester. Please note that, with the University’s observance of holidays (e.g., Thanksgiving) and academic breaks (e.g., Fall Break, Spring Break), the total number of weeks in either the Fall semester or the Spring semester is actually 16. The maximum number of credit hours in the Fall or Spring semester is 9.

**Table 2**  
*Fall/Spring Credit and Clock Hours for Addictions Counseling Practicum*

Credit Hours	Number of Weeks	Weekly Clock Hours of Supervised Practice at Practicum Site	Total Clock Hours of Supervised Practice at Practicum Site
4	15	21	315
5	15	28	420
6	15	35	525
7	15	42	630
8	15	49	735
9	15	56	840

Practicum students who have established an account with [Tevera®](#), the digital portfolio and program management software program used by the KSU CES program, will use Tevera® to enter and keep track of their field-based practicum hours, as well as their weekly practicum experiences and supervisor evaluations of their work. Tevera® offers lifetime access so that, among other features, practicum students can track their practice hours after Practicum toward CD counselor licensure eligibility. There is no cost to practicum site supervisors to access and use Tevera® for the purposes of tracking and evaluating the work of their supervisees.

## B. Criteria for Approval of Practicum Sites

1. Practicum sites must be approved by the addictions counseling certificate program (ACCP) coordinator at KSU prior to the student entering into an agreement with a facility/agency to fulfill the practicum requirement of the ACCP. The ACCP coordinator maintains an updated practicum site list of approved facilities/organizations in Northeast Ohio. This list is also accessible in [Tevera](#)® for students who have already established a Tevera® account. An approved practicum site for the ACCP at KSU will have on file a complete and current **affiliation agreement** between the facility/organization and KSU, an affiliation agreement that has been approved by KSU legal counsel and the KSU VP for Academic Affairs/Provost.
2. An approved practicum site is one that provides students with a variety of training and professional growth experiences. These include attending in-service trainings (offered to the practicum student free of charge), floating around the facility/organization (i.e., exposure to various programs within the agency), shadowing senior clinical staff (particularly at the beginning of the practicum experience), and accompanying a licensed clinician to participate in off-site professional activities (e.g., conducting assessments at the local jail, attending court hearings). The practicum student is expected to follow the facility or organization's employee or volunteer policy and procedures manual.
3. At least **20%** of overall services provided by the practicum student at the practicum site must constitute addictions counseling services (i.e., servicing persons with substance use disorders or SUDs). Appropriate types of addictions counseling services (that correspond to the 12 core functions of [practical experience](#) required by the OCDP Board toward the 2,000 practice hours for CD counselor licensure eligibility) include:
  - a. providing orientation to new clients (e.g., co-facilitating a medication assisted treatment [MAT] induction group)
  - b. screening persons for possible SUDs
  - c. conducting intakes
  - d. initiating telephone contact with clients for follow-up
  - e. conducting diagnostic assessments to understand the nature and extent/severity of SUDs and possibly co-occurring psychiatric conditions
  - f. facilitating (or co-facilitating) individual, group, and/or family counseling sessions wherein at least one person receiving services is struggling with an addictive disorder (e.g., SUD, gambling)
  - g. engaging in case management and client education, including the provision of prevention-related services
  - h. data entry for reporting purposes
  - i. managing the referral process
  - j. consulting with supervisors and other staff

It is at the completion of the practicum experience that at least 20% of the student's overall field hours at the practicum site must constitute addictions counseling services (as defined by the [core functions of an addictions counselor](#)). This is calculated by dividing the total number

of clock hours of supervised practice at the practicum site (last column in Table 1 and in Table 2 of this Overview) by 5.

4. At least **one-third (33%)** and **no more than half (50%)** of overall services provided by the addictions counseling practicum student will be in providing direct client care. Direct client care is defined as interacting face-to-face or speaking live on the telephone with persons enrolled as clients at the practicum site. A portion of these direct services can entail observation (e.g., sitting in on a licensed clinician's counseling sessions) and shadowing another staff member in their interactions with clients. All services provided by the practicum student must be conducted under appropriate supervision.
5. The practicum site must make accommodations to allow the practicum student to attend the entirety of each of their required addictions counseling practicum classes at the University, if the student is enrolled in the in-person section of CES 37692.

### C. Practicum Site Supervisor Qualifications and Responsibilities

1. Qualifications of supervisors of KSU post-secondary/undergraduate ACCP practicum students are consistent with the. [State of Ohio's administrative rules for the supervision of persons practicing with the CDCA credential](#). These supervisory credentials include, but are not limited to, any of the following:
  - a. LICDC, LICDC-CS, or LCDC III (only if LCDC III is concurrently supervised by a LICDC or LICDC-CS)
  - b. MD (Doctor of Medicine) or DO (Doctor of Osteopathic Medicine, who has appropriate training in addictions)
  - c. Licensed Psychologist (who has appropriate training in addictions and supervision)
  - d. LPCC-S (who has appropriate training in addictions) or a LPCC whose work is overseen by and/or is currently reporting to an independently licensed professional (e.g., MD, LPCC-S)
  - e. LISW-S (who has appropriate training in addictions and supervision) or LISW whose work is overseen by and/or is currently reporting to an independently licensed professional (e.g., LISW-S)
2. The practicum site supervisor will provide at least one clock hour of individual and/or group supervision each week for every 15 clock hours of practicum/on-site services provided by the practicum student. In other words, a **1:15 ratio** of supervision hours to practicum service hours must be fulfilled each week. If group supervision is provided, the practicum student's on-site supervisor must be the leader/facilitator of group supervision sessions. By the end of the first week of practicum, the on-site practicum supervisor and the practicum student will have established a written supervision contract outlining such things as a supervision schedule, how evaluation will be conducted, and the practicum student's learning objectives. This supervision contract is one of the forms completed in [Tevera](#)©.

3. Addictions counseling practicum students will only be allowed to practice on site at the practicum facility if a clinician with the appropriate supervisory qualifications is also on site at the same time or is accessible remotely and immediately (i.e., on call) during that time. In no instance will a practicum student be allowed to practice on site without a licensed clinician physically and immediately accessible to the practicum student. Any off-site and/or telehealth services the practicum student conducts (e.g., in-home services, at school, in court) will only be possible once the practicum student has **(a)** completed agency training regarding the provision of off-site and/or telehealth services (including emergency procedures), **(b)** been accompanied an agency employee to off-site settings, and **(c)** received from the agency safety directives (e.g., agency-issued cell phone, use of agency vehicle).
4. The on-site practicum supervisor will ensure the provision of appropriate working conditions and physical arrangements for the addictions counseling practicum student, such as desk space for completing paperwork, access to a telephone and computer, and office space in which to meet with clients confidentially. The supervisor will also provide an ethical clinical environment that is conducive to modeling, demonstration, and training.
5. On-site practicum supervisors, their designee, or other qualified providers at the practicum site must be able to observe (live observation or listening to audio recordings) **at least 25%** of the practicum student's direct interactions with clients and submit weekly written evaluations to the practicum instructor using an evaluation form provided by the University. Audio recordings will be the property of and managed by personnel at the practicum site (including client release forms for audio recording). No audio recordings will be released to the University or listened to in a practicum class at the University. Only under certain circumstances (e.g., student remediation) and with practicum site approval (e.g., signing a confidentiality agreement) will the KSU practicum instructor and/or the KSU ACCP coordinator have access to audio recordings of practicum student interactions with clients.
6. The practicum site supervisor will assume all legal responsibility for the welfare of all clients seen by the Addictions Counseling Practicum Student.

### **III. Roles and Responsibilities of Addictions Counseling Practicum Participants**

There are three major participants in practicum: (A) the University faculty consultant, (B) the field or on-site supervisor, and (C) the addictions counseling practicum student. Each person has their own set of roles and responsibilities, which are further described in this section.

#### **A. The University Faculty Consultant**

1. The University faculty consultant is a full-time or part-time faculty member in the Counselor Education and Supervision (CES) program at KSU and serves as the coordinator of the addictions counseling certificate program (ACCP) on one or more KSU campus. The University faculty consultant coordinates, collaborates, advises, and evaluates the addictions counseling practicum experience for all parties involved. This includes maintaining communication between the practicum site supervisor and each addictions counseling practicum student, making sure that each participant is clear about the goals and experiential criteria for the practicum experience.
2. The University consultant will assume full responsibility for the administrative duties associated with the academic requirements of the ACCP, including approval of the practicum field site and experience, maintaining ongoing and direct communication with practicum field site representatives, ensuring that Addictions Counseling Practicum Students are academically ready to begin the practicum experience, and grading.
3. Once the student has identified a practicum site, the university consultant will contact the practicum site supervisor to establish a professional connection and to review the expectations of practicum in addictions counseling. The site will be registered in [Tevera](#)© by the University faculty consultant. Throughout the practicum experience, the University consultant will maintain routine contact with the practicum site supervisor by telephone, email, [Tevera](#)©, and, as needed, in-person.
4. The University consultant will oversee the work of a full-time or part-time faculty member who is assigned as instructor of one or more sections of CES 37692: Addictions Counseling Practicum. Throughout the practicum experience, it is the course instructor who monitors each practicum student's work at their practicum site. This includes reviewing the practicum student's routinely submitted timesheets and weekly activity reports in [Tevera](#)©, as well as the supervisor's submission of evaluation forms, also in [Tevera](#)©. Furthermore, the instructor will conduct at least one in-person or virtual practicum site visit during each student's practicum experience, meeting jointly with the practicum site supervisor and the practicum student. The instructor is the one to grade all assignments outlined in the course syllabus and determine a final grade for each student enrolled in their section of CES 37692.

## **B. The Practicum Site Supervisor**

1. The practicum site supervisor serves as a mentor and a guide for the student(s) they supervise. They hold the appropriate credentials (e.g., LICDC/LICDC-CS, LPCC-S, LISW) to provide direct supervision to a practicum student in addictions counseling (who holds the CDCA) and remain in good standing with each state regulatory board that has issued their professional license. Site supervisors are expected to help meet the educational and professional goals unique to each practicum student's focus in addictions counseling, such as working with adolescents or practicing in a criminal justice setting. Site supervisors are regarded as the educational colleagues of the University faculty consultant. At the start of the practicum experience, practicum site supervisors will review and complete the Practicum/Field Supervision Contract with each practicum supervisee. This Contract includes a listing of each practicum student's devised learning objectives for practicum.
2. For the duration of practicum, the site supervisor will meet weekly and face-to-face with each Practicum Student supervisee for a structured supervision session. This time will be to review the counseling services the practicum student is providing (e.g., client case review) and the student's professional development (e.g., challenges of addictions counseling work). The supervisor will provide oral (or formative) feedback to the supervisee in each supervision session, noting strengths or skills demonstrated and areas that require improvement. As stated in section C.2. of the *Overview of the Addictions Counseling Practicum*, a **1:15 ratio** of supervision hours to practicum service hours must be fulfilled each week.
3. The supervisor will review and sign the Weekly Practicum Activity Report and Supervisor Evaluation Form provided by the practicum student. These forms are accessible (and for free) to the site supervisor Tevera<sup>®</sup>. The practicum student will submit this completed form to the practicum course instructor. A Final Evaluation of Addictions Counseling Practicum, completed by the practicum site supervisor, is required at the conclusion of the student's practicum experience. This form is also accessible in [Tevera<sup>®</sup>](#).
4. The practicum site supervisor's evaluation of each student supervised will be based on live observation of the student's work at the site, review of audio recorded samples of the practicum student's interactions with clients, and/or consultation with other licensed helping professionals at the practicum site who have worked directly with the practicum student and observed the practicum student's work. Supervisors must not limit their evaluation of the practicum student to the student's self-report of their work.

### C. The Addictions Counseling Practicum Student

1. The practicum student in addictions counseling is responsible for locating and securing a practicum site that meets the addictions counseling certificate program's (ACCP) minimum requirements for an approved or appropriate site. The coordinator of the ACCP maintains a list of approved practicum sites in the Northeast Ohio area. This list is also accessible in [Tevera®](#). Students are strongly encouraged to begin their search at least 2 months prior to the start of practicum by contacting possible facilities to inquire about a practicum opportunity and to schedule, if invited, an interview at the practicum site.
2. Once a practicum site has been secured, the practicum student must initiate the necessary forms required of the University and submit completed forms to the ACCP Coordinator prior to the start of the practicum course and the practicum experience. These forms are accessible in [Tevera®](#). The student must also complete any additional paperwork required by the practicum site (e.g., drug screening and/or immunization and vaccination reporting required of all volunteers or employees at that organization). Furthermore, practicum students will need to have completed on-site orientation and training (e.g., for all new hires or volunteers) prior to the start of practicum. Students will not be able to begin accruing clock hours of practicum until all orientation/training has been completed and verified at the practicum site. Practicum students are expected to be familiar with and to follow the practicum site's employee or volunteer policy and procedures manual.
3. Addictions counseling practicum students at KSU are required to have obtained their [chemical dependency counselor assistant \(CDCA\)](#) credential from the [Ohio Chemical Dependency Professionals Board](#) *prior to* the start of their addictions counseling practicum. They also are required to maintain their CDCA credential for the duration of practicum.
4. Addictions counseling practicum students must complete **criminal background checks** (federal and state) and have the results available to their practicum site prior to the start of the practicum course and the practicum experience. These fingerprinted background checks can be completed in the Instructional Resource Center (<https://www.kent.edu/ehhs/centers/irc>) in 221 White Hall, on the Kent campus of KSU.
5. Addictions counseling practicum students are required to purchase and maintain **Student Professional Liability Insurance** for the duration of their practicum experience. This type of student professional liability insurance can be purchased from NAADAC, The Association for Addiction Professionals (see <https://www.naadac.org/student-insurance>).
6. Throughout practicum, students must conduct themselves as helping professionals, upholding the Ohio Chemical Dependency Professionals Board's rules of conduct set forth in the *Code of Ethics for Chemical Dependency Counselors* (<https://ocdp.ohio.gov/Laws-Rules/Laws-and-rules>) and the NAADAC *Code of Ethics* (<https://www.naadac.org/code-of-ethics>). They are also expected to fulfill their responsibilities as a student enrolled in CES 37692 (i.e., following the course syllabus).