

# **CANDIDATE GUIDE**

## **CERTIFIED ALLIED ADDICTION PRACTITIONER (CAAP)**

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## PURPOSE OF THE CANDIDATE GUIDE

The examination for Certified Allied Addiction Practitioner is an examination that tests knowledge and skills about alcohol and other drug abuse. The exam is based on current research in the field.

The purpose of the Candidate Guide is to provide you with guidance for the CAAP examination process. By providing you with background information on examination domains and sample questions, your preparation for the exam can be enhanced.

## EXAMINATION CONTENT

The 2011 Job Analysis for the CAAP identified three performance domains. Within each performance domain there are several identified tasks, knowledge and skill areas that provide the basis for questions in the examination. This Candidate Guide contains detailed information on the domains, tasks, knowledge and skill areas. The following is a list of the three performance domains for the examination and the number of test questions in each.

CAAP DOMAINS	NUMBER OF QUESTIONS
Clinical Competence	24
Professional Responsibility	17
Systems Integration	9

## DOMAINS

### Domain 1: Clinical Competence

#### Tasks:

1. Establish a helping relationship with the person receiving services by demonstrating empathy, respect, and genuineness to build rapport.
2. Assist in gathering information.
3. Understand and utilize placement criteria.
4. Work as part of a treatment team to assist the person receiving services in formulating measurable service/recovery goals.
5. Monitor the behavior of the person receiving services to measure response to service/recovery goals.
6. Provide relevant education to the individual and family through formal and informal processes.
7. Recognize signs and symptoms that indicate a need to refer the client for additional professional assessment services.
8. Assist persons receiving services to obtain needed resources.
9. Support participation in social, educational, spiritual, cultural, and recreational activities.
10. Apply non-violent, passive crisis intervention techniques as needed to de-escalate/defuse behavior.

#### Knowledge of:

1. Qualities, characteristics, needs, developmental level of population served.
2. Documentation and mandatory reporting requirements.
3. Client rights and responsibilities.
4. Placement and level of care criteria.
5. Purpose and components of a treatment/recovery plan.
6. Substance abuse, mental health, co-occurring disorders and process addictions.
7. Impact of addiction and recovery on the family system and its dynamics.
8. Resources available to population served.
9. Signs/symptoms of potential suicide, aggression, and self-destructive behaviors.
10. Risk factors and rules/regulations regarding clients in crisis.

*Skill in:*

1. Using strategies and techniques in reaching treatment/recovery goals.
2. Using helping relationships to facilitate change, including modeling desirable behavior and reinforcing target behaviors.
3. Using effective oral and written communication.
4. Performing various tasks associated with quality client care.
5. Applying non-violent, passive crisis intervention techniques as needed.

**Domain 2: Professional Responsibility**

*Tasks:*

1. Comply with all rules/regulations governing the privacy/confidentiality of population served.
2. Adhere to all ethical standards/guidelines related to the provision of services.
3. Maintain appropriate boundaries with population served.
4. Recognize personal limitations in the provision of services and strive to enhance training and job skills.
5. Seek to work effectively with and learn from supervisors, peers, and other providers.
6. Provide services without discrimination and in a culturally competent manner.

*Knowledge of:*

1. Federal and State confidentiality laws.
2. Code of Ethical Conduct.
3. Professional Scope of Practice.
4. Collaborating with supervisors, peers, and other service providers.
5. Agency policy and procedures.
6. Personal strengths and limitations.
7. Cultural diversity.

*Skill in:*

1. Adhering to ethical guidelines.
2. Adhering to Federal/State laws and regulations.
3. Recognizing and respecting client diversity.
4. Conducting personal and professional self-evaluations.
5. Recognizing and addressing the need for continuing education.
6. Participating in supervision/consultation.
7. Practicing personal wellness.
8. Recognizing and addressing personal biases.
9. Recognizing and demonstrating appropriate boundaries in all interactions.
10. Using technology/social networking in an appropriate and ethical manner.

**Domain 3: Systems Integration**

*Tasks:*

1. Identification and development of appropriate resources to assist individuals.
2. Communicate purpose of referral to individual and why the resource is in their best interest.

*Knowledge of:*

1. Resources, services, and activities.
2. Fees, eligibility requirements, or other criteria of each service or activity.
3. Process to access these services, resources, and activities.
4. Scope and limitations of these resources, services, or activities.
5. Ability of these services, resources, and activities to respond to individuals with special needs.
6. Special needs of the individual and link/refer individual with appropriate resource.
7. Assistive technology.
8. Advocacy with resources to ensure that individual's needs are being addressed in a timely manner.

9. Benefits the resource will provide the individual.
10. Barriers/fears of individual which jeopardizes linking with appropriate resource.
11. Methods used to ease transition of individual to resource.

*Skill in:*

1. Effective communication.
2. Matching need of individual to appropriate resource.

## **SAMPLE QUESTIONS**

The questions on the CAAP examination were developed from the domains identified in the 2011 Job Analysis. Multiple sources were utilized in the development of questions for the exam. Each question is linked to one of the task statements as well as the knowledge and skill areas identified for each task statement.

*Following are sample questions that are like those you will find on the CAAP exam.*

1. A client's right to privacy, as defined by applicable state and federal statutes, is known as:
  - A. competency.
  - B. confidentiality.
  - C. advocacy.
  
2. The return to a pattern of substance use after a period of abstinence is known as:
  - A. sobriety.
  - B. lapsing.
  - C. relapse.
  
3. Sexual involvement with a client is:
  - A. never ethical even after treatment ends.
  - B. only ethical after treatment ends.
  - C. only ethical once the client has been in recovery for five years or more.
  
4. The right of clients to be informed about their therapy and decisions pertaining to it is known as:
  - A. informed consent.
  - B. confidentiality.
  - C. duty to warn.
  
5. What skill is **not** important when confirming a client's eligibility for admission?
  - A. Effectively interviewing and communicating with clients who have cognitive or psychiatric impairment
  - B. Accessing available funding resources
  - C. Willingness to collaborate with service providers
  
6. Once a client referral has been completed, it is critical to:
  - A. evaluate the outcome of the referral.
  - B. evaluate the goals of the client.
  - C. evaluate the health of the client.

## Answer Key

- |      |                                    |
|------|------------------------------------|
| 1. B | Clinical Competence domain         |
| 2. C | Clinical Competence domain         |
| 3. A | Professional Responsibility domain |
| 4. A | Professional Responsibility domain |
| 5. C | Systems Integration domain         |
| 6. A | Systems Integration domain         |

## TAKING THE EXAMINATION

The examination consists of 50 multiple-choice questions. One and a half (1.5) hours is provided for completion of the examination.

The CAAP examination follows a three-option multiple-choice format. Questions of this type begin with a stem, the premise statement, and are followed by three options. In answering the questions, candidates should read the stem and options carefully. They should then select the one best answer and fill in the letter on the answer sheet that corresponds to the best answer for the question.

The test measures the three performance domains about alcohol and other drug abuse. Test questions are designed to assess knowledge as well as the candidate's ability to assess typical client or drug and alcohol circumstances and apply sound principles. Successful candidates will draw on knowledge, analysis, and application to identify the one best option.

In taking the test, you may find it helpful to eliminate obviously incorrect responses after the first reading to increase the probability of selecting the best response. If you determine that there are two reasonable options, you should select the most plausible choice.

The questions in the examination are multiple choice with three choices marked A, B, and C. There is only one correct choice for each question. Carefully read each question and all the choices before selecting. Choose the single **best** answer. Mark your answer on the answer sheet by blackening the circle under the letter of your choice.

## EXAMINATION RULES

No books, papers, or other reference materials may be taken into the examination room.

No examination materials or documents of any type may be taken from the room by any candidate.

The examination will be given only on the date and time noted on the confirmation email you will receive. If an emergency arises, and you are unable to take the examination as scheduled, you must contact the PCB Office.

No questions concerning the content of the examination may be asked during the examination period. The candidate should listen carefully to the directions given by the Proctor and read the directions carefully in the examination booklet.

## SPECIAL ADMINISTRATIONS

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to PCB, no fewer than 60 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. Candidates should contact PCB on what constitutes official documentation. PCB will offer appropriate modifications to its procedures when

documentation supports the need for them.

## **ADMISSION TO THE CERTIFICATION EXAMINATION**

Upon fulfillment of the appropriate eligibility requirements and completion of the application process for CAAP, you will be seated for the examination. PCB will send you a confirmation email confirming your enrollment approximately two (2) weeks prior to the examination date. This confirmation email will also contain the reporting time, test time, location, contact person, and other relevant information. Your confirmation email and a PHOTO IDENTIFICATION CARD (Work ID, Driver's License, etc.) must be presented for entrance to the examination.

## **EXAMINATION DATES**

The CAAP examination is administered on an as-needed basis. The available dates and location of the examination will be provided to you after your CAAP application has been submitted to and approved by PCB.

## **SCORING**

PCB will score all examinations and mail score reports to candidates. Scores will be broken down by category so that candidates can see areas of strength and weakness. This process takes approximately three to four weeks.

The passing point is fixed to assure that all candidates must achieve the same score to be granted certification. To achieve a passing score, candidates must correctly answer 37 questions out of 50 total questions.

## **TEST DISCLOSURE**

If candidates wish to appeal their scores on the examination, they must submit a written request to PCB within 30 days of the postmark on the test score report. Candidates should be aware that test security and item banking procedures do not permit candidates' access to test questions, answer keys, or other secure materials.

## **RE-TESTING**

Candidates who fail the test may re-test if they choose. Candidates must re-test at least one time in the 12-months following the date of the test they failed. All reasonable requests will be considered if a candidate is unable to re-test within the 12-month time frame. Such requests for additional time beyond the 12-months must be submitted in writing to PCB prior to the 12-month deadline.

## REFERENCES

The following resources were used as the basis for most of the questions on the CAAP examination. Consulting these references may be beneficial to you as you prepare for the exam. Please note that not all questions on the exam came from these references.

Center for Substance Abuse Treatment. (2011). *Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice*. Technical Assistance Publication (TAP) 21. DHHS Publication No. (SMA) 08-4171. Rockville: Substance Abuse and Mental Health Services Administration.

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Van Wormer, K., & Davis, D. R. (2012). *Addiction Treatment: A Strengths Perspective* (3<sup>rd</sup> ed.). Belmont: Brooks/Cole.

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