



CANDIDATE GUIDE

Certified Allied Addiction Practitioner Examination

PURPOSE OF THE CANDIDATE GUIDE

The examination for Certified Allied Addiction Practitioners (CAAP) is an examination that tests knowledge and competency about the field of alcohol and other drug abuse. The exam is based on current research in the field and was developed by Subject Matter Experts.

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, your preparation for the exam can be enhanced.

EXAMINATION CONTENT

The 2021 Content Outline for the CAAP identified six domains. Within each performance domain there are several identified knowledge and competency areas that provide the basis for questions in the examination. The complete list of knowledge and competency areas are located in the Content Outline.

CAAP DOMAINS

Behavioral Health Competence
Case Management
Ethical Responsibility and Professionalism
Safety and Self-Care
Professional Communication and Interpersonal Skills
Cultural Competency.

TAKING THE EXAMINATION

The CAAP examination is a 50-question multiple choice exam given in paper and pencil format and on-demand online. One and a half (1.5) hours is the time permitted to complete the exam.

The CAAP examination follows a 3 and 4 option multiple-choice format. Questions of this type begin with a stem (the premise statement/question) and are followed by three or four options with only one correct answer. In answering the questions, candidates should read the stem and options carefully. They should then select the one best answer.

The test measures the six major domains about the CAAP. Exam questions are designed to assess knowledge as well as the candidate's ability to work with in the field of alcohol and other drug abuse. 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 so as 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 or four choices marked A, B, C and D. There is only one correct choice for each question. Carefully read each question and all of the choices before making a selection. Choose the single **best** answer.

EXAMINATION RULES: IN-PERSON EXAMINATIONS

Seating is limited and based on a first come first-served basis. If seating capacity is reached at site that date will be closed. The dates listed on the examination form are the only in-person examinations scheduled at this time.

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.

A PHOTO IDENTIFICATION CARD (Work ID, Driver's License, etc.) must be presented for entrance to the examination.

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

EXAMINATION RULES: ONLINE EXAMINATIONS

Candidates can choose to take the examination on an on-demand basis on any computer (desktop or laptop computers only – no cellphones or tablets may be used) if they meet all requirements listed below. No exceptions will be made.

1. Reliable high-speed internet (not hotspot)
2. Computer with quality webcam and microphone
3. A valid ID with picture will be required to show prior to the examination. Examples of valid IDs include state issued ID card, driver's license, passport, work ID and/or college/university ID.
4. Google Chrome web browser
5. Proctorio Extension – instructions for download will be provided upon approval
6. Private and interruption free area to take the examination

Do not register for an online examination until you are sure you can meet the above requirements. If you cannot meet the requirements you must choose an in-person examination.

Do not access your online examination until you have:

1. Downloaded and installed Google Chrome
2. Installed the Proctorio Google Chrome extension
3. Tested your webcam and microphone

A valid ID with picture will be required to show prior to the examination. Examples of valid IDs include state issued ID card, driver's license, passport, work ID and/or college/university ID.

Before your examination begins, you will be taken through a series of pre-checks. These will establish and verify your internet connection, operating system, camera, and microphone. The time allotted to take the examination will NOT begin until the pre-checks are completed.

You will be asked for permission to access the camera and microphone. You **must** click "Allow" to continue. Your entire online examination will be audio and video-recorded and the audio and video-recording will be reviewed by PCB personnel for examination irregularities.

Clear away any materials from your area. Cell phones and tablets are not permitted in the room while you are taking the examination. Reference materials are not permitted.

Each question in the examination will be followed by three or four choices. Only one of these choices is the correct or best answer. You should have time to work on every question. Try to answer all of the questions. If you are not sure of an answer, you may guess.

Once you begin your examination, you may not leave the room. You have 90 minutes to complete your examination. The time will be shown to the left of the examination questions.

Reproducing or copying the examination you are taking is a serious copyright violation, a breach of security and an ethics violation. Any individuals caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the examination and the examination will be invalidated. The consequences for cheating or copying examination materials include denial of your application for the certification you are pursuing and financial responsibility for any examination materials compromised by your actions.

Reasons an examination result will be invalidated include but are not limited to:

- Someone in or entering the room while you are taking the examination.
- Talking to anyone while you are taking the examination.
- Leaving the room once the examination has started.
- Attempting to copy examination content.
- Attempting to open web browsers or any other documents.
- Attempting to block your webcam or muting your microphone.
- Indications of head and/or eye movement away from your computer screen when the examination is underway that suggest you are reading, viewing, or handling materials.
- Looking at/holding/reading/using any reference materials of any sort during the examination.
- Any use of electronic devices (cellphones, tablets, etc.) other than the laptop or desktop computer being used for the examination.

REMINDER: Your entire online examination will be audio and video-recorded and the audio and video-recording will be reviewed by PCB personnel for examination irregularities. Any examination irregularity will result in your examination being invalidated and you will not be permitted to take the examination again.

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.

SCORING

PCB will score all examinations and mail score reports to candidates. Scores will be broken down by domain so that candidates can see areas of strength and weakness. The passing point is fixed to assure that all candidates must achieve the same score. To achieve a passing score, candidates answer 75% of the questions correctly

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 candidate's 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.

1. Brooks, F., & McHenry, B. (2015). *A contemporary approach to substance use disorders and addiction counseling* (2nd ed.). American Counseling Association.
2. Capuzzi, David. (2021) *Foundations of Addictions Counseling* (4th ed.). Pearson.
3. Corey, G., Corey, M.S. & Corey, C. (2019). *Issues and Ethics in the Helping Professions*. (10th ed.). Brooks/Cole, Cengage Learning.
4. Herlihy, Barbara P., "Ethical, Legal, and Professional Issues in Counseling (6th Edition)" (2019). *Counseling & Human Services Faculty Books*.
5. Pennsylvania Certification Board. *Recovery Specialist Curriculum*. (2021)
6. Pennsylvania Department of Drug and Alcohol Programs. *Case Management and Clinical Services Manual*. Retrieved from <https://www.ddap.pa.gov> October 2022.
7. Pennsylvania Department of Drug and Alcohol Programs. *Guidance for the Application of The American Society of Addiction Medicine*. (3rd ed.) 2013.. Retrieved from <https://www.ddap.pa.gov> October 2022.
8. Substance Abuse and Mental Health Services Administration. (2021). *Comprehensive Case Management for Substance Use Disorder Treatment. Advisory. Retrieved from*

<https://store.samhsa.gov/product/advisory-comprehensive-case-management-substance-use-disorder-treatment/pep20-02-02-013> (October 2022)

9. Substance Abuse and Mental Health Services Administration (2014). Trauma-Informed Care in Behavioral Health Services. Treatment Improvement Protocol (TIP) Series 57. HHS Publication No. (SMA) 13-4801.
10. Substance Abuse and Mental Health Services Administration. *Improving Cultural Competence*. Treatment Improvement Protocol (TIP) Series No. 59. Rockville, MD: SAMHSA, 2014.

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