

**Indiana Office of Court Services Application
for the
Court Substance Abuse Management Specialist (CSAMS)
Credential**

Application Guidelines:

- The application may be typed or printed legibly.
- Applicants must be currently employed by an Indiana Office of Court Services (IOCS) – certified court alcohol and drug program to be eligible for the CSAMS credential.
- Applications will not be accepted until all the requirements to obtain the credential are complete. All applicable documentation must accompany the application.
- Applicants must provide the date of attendance at any IOCS – sponsored training events but do not need to provide certificates of attendance.
- Refer to Section 30 of the Rules for Court-Administered Alcohol and Drug Programs for a detailed list of the requirements to obtain the CSAMS credential.

I. Applicant information:

Name:

Date of Birth:

A&D Program:

Title or Position:

Hire date or date assigned professional staff duties:

Are you an Indiana certified probation officer?

Yes

No

If YES, skip Section II.

II. Education requirement: [Sec. 30(b)(1)]

College or university attended:

Type of degree(s) earned:

Date degree(s) conferred:

Please enclose a copy of your diploma or transcript documenting the above information.

III. Experience requirement: [Sec. 30(b)(2)]

Candidates must document at least nine (9) months of full-time employment experience related to assessment, referral, and case management of clients with substance use problems.

Agency	Position	Dates Employed

IV. Supervised practical training requirement: [Sec. 30(b)(4)]

- a. Do you possess a current substance abuse certification recognized by the Division of Mental Health and Addiction or a current addictions counselor license regulated by the Indiana Professional Licensing Agency? If yes, please provide a copy of your certificate or license.

Yes No

The 500-hour supervised practical training requirement is not required for program staff members who hold a current substance abuse certification recognized by the Division of Mental Health and Addiction or a current addictions counselor license regulated by the Indiana Professional Licensing Agency. Must provide credentials or license.

- b. Applicants must document at least five hundred (500) hours of direct supervision in the areas of assessment, referral, and case management of clients, with a minimum of one hundred (100) hours in assessment of clients. 30(b)(4) Applicants that pass the written exam within the first year of hire or assignment as a professional staff member must complete only half of the hours of supervised practical training (min. of 50 hours of assessment of clients) required under Sec.30(b)(8)(D)(i).

Number of hours completed in assessment and referral:

Number of hours completed in case management:

Total number of supervised practical training hours completed (a+b)

Supervised practical training **beginning date:**

Supervised practical training **end date:**

- c. Practical training must be supervised by a person who has at least two years' experience in the criminal justice field and possesses either a CSAMS credential, assessment staff status under Sec. 30(c) and maintained under Sec.30(c)(1), or a current substance abuse certification recognized by the Division of Mental Health and Addiction or is a Licensed Addictions Counselor (LAC) or Licensed Clinical Addictions Counselor (LCAC) 30(b)(5)(C)

Name of individual supervising the above training hours:

Title and agency supervisor of above training hours:

Does this individual have at least two years' experience in the criminal justice field?

Yes No

- d. Does this individual have at least one of the following criteria?

A current CSAM credential

An assessment staff status under Sec. 30(g) and maintained under Sec. 30(h)(2)

A current substance abuse certification recognized by the Division of Mental Health and Addiction or is a Licensed Addictions Counselor (LAC) or Licensed Clinical Addictions Counselor (LCAC)

V. Training Requirement: [Sec. 30(b)(6)]

Candidates hired on or after January 1, 2005, must *document the required Indiana Office of Court Services approved trainings* within one year from the date the staff was originally hired. This includes staff and program directors.

Please indicate the dates that you attended the following training: Dates Attended

Indiana Office of Court Services A&D Staff Orientation:

Director Orientation (If Applicable):

VI. Code of ethics requirement: [Sec. 30(b)(7)]

Applicants must submit a signed statement indicating the applicant understands and will adhere to the CSAMS Code of Ethics and the Indiana Code of Judicial Conduct. Your signature below indicates you understand the ethics requirement and commit to adhere to the CSAMS Code of Ethics and the Indiana Code of Judicial Conduct.

VII. Applicant and program director signatures:

I attest under penalty of perjury that the information contained in all parts of this application is complete and accurate to the best of my knowledge.

Signature of Applicant

Date

Signature of Program Director

Date

The CSAMS application can be submitted via email:
iocjusticeservices@courts.in.gov or mailed to the following address:

CSAMS Credential Indiana
Office of Court
Services 251 N. Illinois Street, 8th
Floor Indianapolis, IN 46204