

PCB

PENNSYLVANIA

CERTIFICATION

BOARD

CAAP

**Certified Allied Addiction
Practitioner**

**Written Test
Candidate Guide**

“Offering competency-based
credentialing to the substance abuse
& other behavioral health professional”

TABLE OF CONTENTS

Purpose of the Candidate Guide	1
Examination Content	1
Sample Questions	1
Sample Examination Schedule	4
Taking the Examination	4
Examination Rules	5
Special Administrations	6
Admission to the Examination	6
Examination Dates	6
Scoring	7
Test Disclosure	8
References	8

Purpose of the Candidate Guide

The Written Examination for Certified Allied Addiction Practitioner is an examination to test knowledge and skills about alcohol and other drug abuse. A select committee of PCB has developed it.

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

Examination Content

PCB identified seven performance domains for the CAAP. Within each performance domain there are several identified tasks and knowledge areas, which provide the basis for questions in the examination. The CAAP Application contains detailed information on the domains, tasks, and knowledge areas. The following is a list of the seven performance domains and the number of test questions in each.

DOMAIN	NUMBER OF QUESTIONS
Data Gathering	7
Early Intervention	7
Education	8
Systems Integration	7
Reports and Record Keeping	7
Crisis Management	7
Professional Responsibility	7

Sample Questions

The questions on the CAAP Examination were developed from the tasks identified by PCB. 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 areas identified for each task statement. A brief summary of the tasks is listed in this brochure under Examination Content. For a complete list of tasks and their related knowledge and skills, please see the CAAP Application. The application is available through the PCB Office for a nominal fee or can be downloaded free from the PCB web site at www.pacertboard.org.

The following is taken from the instructions that will be read to you prior to taking the examination:

The questions in the examination are multiple choice with five (5) choices: A, B, C, D, and E. There is only one correct choice for each question. Carefully read each question and all the choices before making a selection. Choose the single best answer. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. It is advisable to answer every question, since the number of questions answered correctly will determine your final score. There is no penalty for guessing.

Following are sample questions, which are similar to those you will find on the CAAP exam.

1. One of the primary reasons an alcohol and other drug abuse professional might refer a client to an outside community resource is:
 - A. The family is constantly telling you the client is not responding to help at your agency.
 - B. The client attempts to transfer amorous feelings to you that make you feel uncomfortable.
 - C. Alcohol and other drug abuse professionals should not work with clients presenting problems with which they have no prior experiences.
 - D. If there is a personality conflict, it is best to change agencies.
 - E. The client cannot pay for services.

2. Under what condition should a CAAP refer a client for additional professional assessment services?
 - A. The client is homicidal
 - B. There is a substance induced psychiatric disorder
 - C. The client is depressed and suicidal
 - D. All of the above
 - E. None of the above

3. In the initial interview, questions about siblings, parents, and how the client was raised constitute what broad interview category?
 - A. Mental status
 - B. Family history
 - C. History of alcohol and other drug abuse
 - D. Work/Employment record
 - E. Legal history

4. You are conducting a support group for adolescents "at-risk" for alcohol and other drug abuse. Which of the following is the **most** accurate statement regarding confidentiality?
- A. As group leader you are bound by the laws of confidentiality
 - B. The participants must waive their right to confidentiality to protect the safety of all members
 - C. All members are bound by confidentiality
 - D. The group leader can break confidentiality only if he/she knows a participant is breaking the law
 - E. Since this is a group of adolescents, confidentiality laws will not apply
5. Effective intake personnel should **not** make assumptive statements. What is an assumptive statement?
- A. Descriptions of K. Stellar Ross
 - B. A statement based on fact
 - C. Evaluations based on conjecture
 - D. An assessment grounded in detail
 - E. A protractive interference

Answer Key

- 1. C**
- 2. D**
- 3. B**
- 4. A**
- 5. C**

Sample Examination Schedule

The examination, which consists of 50 multiple-choice questions, is to begin at 9:00 a.m. (unless otherwise specified). One hour and fifteen minutes (1 and 1/4 hours) have been provided for completion of the written examination.

<u>Schedule</u>	<u>Activity</u>
8:00 - 8:30 a.m.	Admit and seat candidates
8:45 a.m.	All candidates are seated
8:45 - 9:00 a.m.	Give instructions Distribute materials
9:00 a.m.	Begin examination (50 questions)
10:15 a.m.	End examination Collect materials

Taking The Examination

The CAAP Examination follows a 5-option multiple-choice format. Questions of this type begin with a stem, the premise statement, and are followed by five 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 seven major Performance Domains as defined by PCB. 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 so as to increase the probability of selecting the best response. If you determine that there are two or more reasonable options, you should select the most plausible choice. There is no penalty in the scoring formula for guessing.

1. The questions in the examination are multiple choice with five (5) choices marked A, B, C, D, and E. 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. Mark your answer on the answer sheet by blackening the circle under the letter of your choice.

2. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. Be certain to mark your answer on the correct line and in the correct column for the question you are working on.
3. Read each question carefully. Choose the best answer for each question. If you change your answer, make sure that you completely erase your previous answer.
4. It is advisable to answer every question since the number of questions answered correctly will determine your final score. There is no penalty for guessing.
5. You may bring a watch in order to budget your time.

Examination Rules

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 Admission Letter. If an emergency arises, and you are unable to take the examination as scheduled, you may call 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 letter confirming your participation in the exam approximately two (2) weeks prior to the examination date. This letter will also contain the reporting time, test time, location, driving directions, contact person, and other relevant information.

Your Admission Letter and a PICTURE IDENTIFICATION CARD (Student ID, Driver's License, etc.) must be presented for entrance to the examination. You will be required to sign in and out of the examination site.

Examination Dates

The CAAP Examination is administered four times per year (March, June, September and December). Please contact PCB for the exact date, time, and location of the examination.

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.

Test Disclosure

If candidates wish to appeal their scores on the written test, 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.

References

The following resources were used as the basis for most of the questions on the Certified Allied Addiction Practitioner 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.

About Addiction. Channing Bete Co.

APA Confidentiality Guidelines

Bissell, LeClair, Royce, James. (1987) *Ethics for Addiction Professionals.* Hazelton Foundation.

Blue Cross/Blue Shield. *It's Up To You.* Associations As A Public Service.

Brammer, L.M. *The Helping Relationships: Process and Skills.* (1993) 5th Ed. Allyn and Bacon.

Center for Substance Abuse Prevention. (1987) *Signs of Effectiveness in Preventing Alcohol and Other Drug Problems.*

Columbia University College of Physicians and Surgeons. (1992) *Complete Guide to Mental Health.* Henry Holt and Company.

Commonwealth of PA, Department of Health. PA Bulletin, Vol. 15, No. 42, Part III. October 19, 1985.

Corey, Gerald. (1982) *Theory and Practice of Group Counseling.* Brooks/Cole Publishing Co.

Crisis Prevention Institute. RN March 1984. CPI National Report, Vol. 3, No. 2, Fall 1983, CPI National Report, Vol. 3, No. 1, June 1983.

Crowly, James. (1982) *Community Intervention Resource Manual.* Community Intervention Inc.

Diagnostic and Statistical Manual of Mental Disorders. (1994) 4th Ed. American Psychiatric Association.

Federal Register. Vol. 52, No. 110. June 9, 1987.

George, R.L. (1990) *Counseling the Chemically Dependent: Theory and Practice*. Prentice Hall.

Gibbs, Jeanne and Bennett, Sherain. *Together We Can*. Health Education Foundation .

Gravitz, H. and Bowden, J. *Guide to Recovery*. (1985) Learning Publications. Hawkias and Catalano. *Here's Looking at You 2000 Curriculum*.

Johnson, Elaine M. U.S. Department of Health and Human Services, Public Health Service, Substance Abuse and Mental Health Services Administration.

Kinney and Leaton. *Loosening the Grip*. Times Mirror/Mosby College Publishing.

Kulewicz, Stanley F. (1992) *The Twelve Core Functions of a Counselor*. David and Goliath Publishing.

Lawson, Gary, Enis, D.C., Rivers, P.C. (1984) *Essentials of Chemical Dependency Counseling*. Aspen Publications.

Lewis, J.A., Dana, R.Q., Blevins, G.A. (1994) *Substance Abuse Counseling: An Individualized Approach*. 2nd Ed. Brooks/Cole.

National Institute on Drug Abuse. *Model Plan for a Comprehensive Drug-Free Workplace*.

Newson, Barbara Sprague. *Student Assistance Program Handbook*.

Okun, Barbara F. (1992) *Effective Helping - Interviewing and Counseling Techniques*. Brooks/Cole Publishing Co.

Pennsylvania Department of Education. (1994) *SAP Manual*.

Powell, David J. (1993) *Clinical Supervision in Alcohol and Drug Abuse Counseling*. Lexington Books/MacMillian Inc.

Reamer, Frederic. (1984) *Ethical Dilemmas In Social Service*. Columbus University Press.

SAMHSA News, SAMHSA, Vol. III, No. 1, Winter 1995.

Screening and Assessment of Alcohol and Other Drug Abusing Adolescents. (1993) U.S. Department of Health and Human Services.

Seymour, R.B., Smith, D.E. (1987) *Drug Free Facts on File Publications.*

State Confidentiality Regulations. Sec. 108 of PA Drug and Alcohol Abuse Control Act. April 14, 1992.

Sue, David and Derald Wing. (1990) *Counseling the Culturally Different – Theory and Practice.* Willy-Interscience Publications.

Trzepacz, P.T. and Booker, R.W. (1993) *The Psychiatric Mental Status Examination.* Oxford University.

U.N. and R.W. Johnson Foundation. (1994) *United Nations International Drug Control Program.* United Nations.

© 2003 PA Certification Board (PCB). All rights reserved. No part of this document may be disclosed or reproduced in any form without written authorization of PCB. For more information, write to PCB, 298 S. Progress Avenue, Harrisburg, PA 17109.