

ICGC-II INSTRUCTIONS FOR THOSE WITH CURRENT ICGC-I CERTIFICATION

Below you will find instructions for applying for ICGC-II status if you hold a current ICGC-I certification.

Candidates are required to:

- Submit **updated Form A.1 Applicant Information Form** which includes names of Board Approved Clinical Consultant (BACC) and On-Site Supervisor. A list of BACCs is available in the counselor directory on www.igccb.org or by contacting the Certification Administrator (certification@ncpgambling.org or 202-547-9204).
- Submit completed **Form A.3 ICGC Directory Authorization**.
- Submit completed **Form A.4 Consent to Release of Information**.
- Submit any **update** of documentation of **Bachelor's degree or equivalent** (with explanation and request for equivalency consideration).
- Documentation of **60 hours of gambling specific training for ICGC-II**. These 60 hours can include the initial 30 hours documented for ICGC-I.
- Upon completion of your 2000 direct contact hours (ICGC-II), request two **co-workers or peers to complete Forms C.1 and C.2 Colleague Evaluation Form** (one for each co-worker). These forms are to be returned directly to the IGCCB by the evaluators. Peers who complete these forms may not also complete the S1, S2, S3, and S4, S5 nor S6 supervisor forms.
- Upon completion of your 2000 direct contact hours (ICGC-II), request your **on-site Clinical Supervisor to complete updated Form S.1 Clinical Supervisor Information, Form S.2 Clinical Supervisor Evaluation and Form S.3 Delineation of Responsibilities and S.4 Professional Code and Ethical Standards**. These forms are to be returned directly to the IGCCB. Supervisors who complete these forms may not complete the C.1 or C.2 co-worker forms or the S.4, S.5, S.6, or S.7 BACC forms.
- Upon completion of your 2000 direct contact hours (ICGC-II), request **your BACC to complete updated Form S.5 BACC Information, Form S.6 BACC Evaluation, Form S.7 Delineation of Responsibilities and S.8 Professional Code and Ethical Standards**. These forms are to be returned directly to the IGCCB. BACCs who complete these forms may not complete the C.1, C.2, S1, S.2, S.3 nor S.4 forms.
- An updated **Confirmation of Employment Letter** must be sent to the IGCCB by either the Director of your agency or the Personnel Department. This letter should state the dates of your employment and your official duties. For those in a private practice setting, send this letter on your official letterhead. Should this be a volunteer position the Director should indicate so in his/her letter.
- Along with the above described forms and documentation **include payment of \$50.00 processing fee** in the form of non-refundable check, credit card or money order.
- For those working in a private practice setting, a previous clinical supervisor or a third peer may complete forms S.1, S.2, S.3 and S.4.

A confirmation letter and certificate from the IGCCB will be sent to the applicant once all requirements have been met. Please allow 4-6 weeks for the IGCCB to review each application.

PLEASE KEEP COPIES OF ALL DOCUMENTS SUBMITTED FOR YOUR FILES. DO NOT SEND ORIGINALS, SEND COPIES. Permission is granted to reproduce these forms.

The Board reserves the right to ask for the credentials of any individual signing that they have supervised you in your gambling counseling duties. Please be sure the names listed on the application correspond to those on the forms