



Illinois Department of Corrections

Administrative Directive

Number: 04.02.101	Title: Professional Qualifications Advisory Board	Effective: 8/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	04.02.101 effective 9/1/2020

Authority: 730 ILCS 5/3-2-2 20 IAC 107F 77 IAC 2060.309	Related ACA Standards: 5-ACI-1D-03
Referenced Policies:	Referenced Forms:

I. POLICY

The Professional Qualifications Advisory Board shall establish an Alcohol and Drug Abuse Counselor Certification Program to ensure personnel delivering addiction recovery assessment, education and treatment services to individuals in custody, residents, parolees and releasees of the Department are qualified to provide these services in accordance with 77 Ill. Adm. Code 2060.309.

II. PROCEDURE

A. Purpose

The purpose of this directive is to appoint a Professional Qualifications Advisory Board to develop quality assurance standards and annual training curricula for the Department's Alcohol and Drug Abuse Counselor Certification Program.

B. Applicability

This directive is applicable to all correctional facilities and programs within the Department, the Parole Division and the Office of Mental Health Management.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Professional Qualifications Advisory Board

1. The Director shall appoint at least one representative from each of the facilities, Transitional Security facilities, the Parole Division and the Office of Mental Health Management to the Professional Qualifications Advisory Board.

a. The members shall have:

- (1) Demonstrated professional commitment to the delivery of addiction recovery services;
- (2) Achieved professional substance use certification; or

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- (3) Be qualified under 77 Ill. Adm. Code 2060.309 to provide addiction recovery services.
 - b. The Board shall be chaired by the Manager of the Addiction Recovery Services Unit.
2. The Board shall:
- a. Draft Administrative Directives governing the Department's Alcohol and Drug Abuse Counselor Certification program.
 - b. Develop a Standard Operating Procedures Manual for the Alcohol and Drug Abuse Counselor Certification program.
 - c. Establish the annual addiction recovery services training curriculum for the Department.
 - d. Meet semi-annually to review the performance of the certification program and make any needed modifications to the directives or manual.
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