

International Co-Occurring Gambling Specialist (ICOGS) Checklist

- Go to www.igccb.org and click on “Certification Criteria”
- Click on the top hyperlinked text that says, “CLICK HERE,” to download the Certification Criteria & Instructions packet
- ICOGS requirements begin on page 8
- Before beginning any paperwork, ensure that you have:
 - Bachelor’s degree or equivalent, such as a license/certification in a behavioral health field (and can provide documentation of it)
 - A certification/licensure in case management, substance use disorder counseling, or mental health counseling (or have the equivalent work experience)
 - 30 hours of gambling specific training (IPGAP can help provide documentation of this if you are unable)
 - 100 direct contact hours addressing problem gambling (with at least four hours of clinical consultation with a BACC)
 - If you need assistance identifying what counts toward these 100 direct contact hours, please refer to the top of page 9 of the packet.
- Complete the Application Form (A.1) that begins on page 13 of the packet
 - Fill out the standard information about yourself
 - Identify the Board Approved Clinical Consultant (BACC) as RonSonlyn Clark (see BACC Requirements document for information regarding what is required for your BACC hours)
 - Check that you are applying for ICOGS and identify your licenses or certifications
- Read and sign the Code of Ethical Conduct Form (A.2) on pages 14-16 of the packet
- Complete the Counselor Directory Authorization Form (A.3) on page 17 of the packet
 - If you wish to be listed on the IGCCB website, fill out the form; if you do not, simply select “No” and sign at the bottom
- Complete the Consent to Release of Information Form (A.4) on page 18 of the packet
 - Double check that no name is repeated in a different category (Supervisor cannot also be a BACC or a Colleague and vice versa)
- Send the Colleague Evaluation Forms (C.1 and C.2) on pages 19-20 to the individuals you listed as colleagues on A.4
 - Provide the colleague with the appropriate information to fill out the form:
 - Identify that you are applying for the ICOGS certification
 - Provide them with pages 8-11 of the packet, so he/she can speak to the certification standards
 - Remind him/her that this is confidential, and you will not see this form
 - Provide him/her with an envelope that is addressed and ready to be mailed to:

International Gambling Counselor Certification Board
730 11th Street, NW Suite 601
Washington DC 20001
- Send the Clinical Supervisor Forms (S.1, S.2, S.3, and S.4) on pages 21-28 to your clinical supervisor (See Clinical Supervisor Qualifications on page 21 to ensure he/she qualifies)

- Provide the clinical supervisor with the appropriate information to fill out the forms:
 - Provide him/her with pages 8-11 of the packet, so he/she can speak to the certification standards
 - Remind him/her that this is confidential, and you will not see this form
 - Form S.1 is basic information about your Clinical Supervision, where the only information he/she needs to fill out about you is your name
 - Form S.2 begins the evaluation of your requirements. Explain to your Clinical Supervisor that you are applying for the ICOGS certification, and you have 100 counseling hours for Co-Occurring Gambling Specialist (ICOGS)
 - Form S.3 describes the responsibilities that you have. The Clinical Supervisor must do his/her best to identify what percentage of your time is used for each task and must rate you on each.
 - Form S.4 is the Code of Ethics that your Clinical Supervisor must read and sign if he/she feels your performance is consistent with the ethics outlined.
 - Provide him/her with an envelope that is addressed and ready to be mailed to:

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Washington DC 20001

- Send the BACC Information Forms (S.5, S.6, S.7, and S.8) on pages 29-35 to your BACC
 - Provide the BACC with the appropriate information to fill out the forms (Note that these forms are essentially the same as those being filled out by your Clinical Supervisor, so the same information is provided below):
 - Provide him/her with pages 8-11 of the packet, so he/she can speak to the certification standards
 - Remind him/her that this is confidential, and you will not see this form
 - Form S.5 is basic information about your BACC, where the only information he/she needs to fill out about you is your name
 - Form S.6 begins the evaluation of your requirements. Explain to your BACC that you are applying for the ICOGS certification, and you have 100 counseling hours for Co-Occurring Gambling Specialist (ICOGS)
 - Form S.7 describes the responsibilities that you have. The BACC must do his/her best to identify what percentage of your time is used for each task and must rate you on each.
 - Form S.8 is the Code of Ethics that your BACC must read and sign if he/she feels your performance is consistent with the ethics outlined.
 - Provide him/her with an envelope that is addressed and ready to be mailed to:

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730 11th Street, NW Suite 601
Washington DC 20001

- Have the Director or Personnel Department of your agency send a Confirmation of Employment Letter including:
 - Dates of your employment
 - Your official duties

- On official letterhead if applicable
- Sent to:
 - International Gambling Counselor Certification Board
 - 730 11th Street, NW Suite 601
 - Washington DC 20001
- Send the application to the International Gambling Counselor Certification Board for review:
 - Keep all originals and only send copies to the Board
 - Include:
 - Documentation of Bachelor's degree or equivalent
 - Documentation of certification/licensure in case management, substance use disorder counseling, or mental health counseling (or have the equivalent work experience)
 - Documentation of 30 hours of gambling specific training or education (e.g. training certificates)
 - Payment of \$185
 - Completed forms A.1, A.2, A.3, and A.4
 - Other documents that will be sent from individuals outside of applicant:
 - Forms C.1, C.2, S.1, S.2, S.3, S.4, S.5, S.6, S.7, and S.8
 - Confirmation of Employment Letter
- Wait 4-6 weeks for your application to be processed and approved

If you have any questions along the way, feel free to contact IPGAP's Heather Dolne at hdolne@iu.edu to assist with this process, as she has a more direct contact with the IGCCB.