



CERTIFIED EMPLOYEE ASSISTANCE PROFESSIONAL®

**PART I**  
**CEAP® Candidate Information**  
**Section 2 - Advisement**

**Revised 07/10**

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**Employee Assistance Certification Commission (EACC)**

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## PART ONE – CEAP® CANDIDATE INFORMATION

### 2.2.1 Meeting the Advisement Requirement

The Commission defines Advisement as a formal mentoring relationship between a CEAP candidate and an active CEAP. The relationship exists to assist the candidate with building the skills, knowledge, attitudes, and values necessary for practice of employee assistance programming. It is important to emphasize that Advisement is not supervision, nor is it a clinical practicum.

The Advisor and CEAP candidate hold joint responsibility for maximizing the benefits of Advisement, and for submitting correct and accurate forms at the time of the candidate's application to take the CEAP examination.

Each CEAP candidate must complete at least 12 advisement hours, **spread out over a minimum three-month period**, completed prior to a candidate applying for EACC approval to take the CEAP test.

For candidates in the international community, EACC has approved modified advisement guidelines, (see **Section 2.2.6**), to make advisement, and thus the CEAP, more accessible. Those outside of the U.S. experiencing problems locating an advisor will be assisted in finding one. The advisement time requirement for international candidates is the same as for US candidates, 12 hours spread out over a minimum three (3) month period.

### 2.2.2 Differences between CEAP Advisement and Supervision

Advisement and supervision may have some overlap, but the two concepts differ in means, purpose and intent.

CEAP advisement is a **mentoring** process whereby an experienced CEAP relays EA knowledge of a broad nature, generally focusing on the general understanding, foundation and philosophy of EA, which can then be applied to EA work. All aspects of competent EA practice should be covered, and a suggested topic listing is provided (see **Section 2.2.4**), even though some aspects may not be part of a candidate's current job.

By comparison, EA professional supervision relates to job performance and typically addresses the candidate's work in that organization, including issues of concern and specific EAP cases, rather than a broad overview of EA issues in diverse EA models and settings. A supervisor's job includes providing guidance and direction on a particular case, and the supervisor retains responsibility for the EA professional's work performance. The CEAP advisor holds no responsibility for candidate job performance, and provides general, rather than specific, work directives. CEAP advisement does not include any clinical or casework supervision.

A candidate's work supervisor who is a CEAP may concurrently provide advisement, with the prior understanding that each of the EA core areas would be discussed during

the advisement period. Focusing only on candidate work issues is not advisement, even though it may happen during what is supposed to be the advisement process. CEAP advisor focus should not be with advising the candidate with respect to his/her current job, but to provide advisement within the board field of EA programming. The mentoring relationship goes beyond concerns of the CEAP candidate in his/her current EA job, and helps to prepare the candidate for the future.

### **2.2.3 Advisement Specifics**

Although the EACC recommends that advisors not charge for their services, advisors are no longer prohibited from receiving reasonable compensation for advisement. Reimbursement for routine costs that an advisor may incur to provide advisement is also allowed (e.g. long-distance calls), as mutually agreed upon by the advisor and candidate prior to advisement.

Advisors receive compensation in the form of PDHs for providing advisement, at the rate of one PDH for every two hours of advisement, up to a maximum of 12 PDHs. While the advisement process need not be completed when the advisor applies for recertification (and wishes to use accrued PDHs), PDHs may be submitted only for those hours that have been completed at the time of the advisor's CEAP renewal application.

**An Advisor may apply for no more than 12 PDHs obtained by providing Advisement during any renewal period, even if s/he has provided Advisement to more than one candidate during this time.**

**The Advisement requirement may be waived on a case-by-case basis for candidates with no less than ten years EAP experience, as determined by the EACC, based on evidence of the breadth and relevance of EA experience in all three content practice domains. For information, contact [cert.dir@eap-association.org](mailto:cert.dir@eap-association.org).**

- Candidates participating in any form of advisement must formally contact EACC prior to the commencement of the process.
- All applicants are required to obtain appropriate forms and documentation related to advisement
- At least 12 hours of Advisement must be completed, spread out over at least three months.
- Advisement can occur with an advisor on a one-to-one basis, in groups of no more than eight (8) advisees, or by internet or telephone, or any combination thereof.
- During group advisement, the advisor is expected to ensure each candidate participates in each session. Each session is recorded on [Form D, the CEAP Advisement Contact Form](#) for each participant in the group.
- There is no maximum number of candidates with whom an advisor may work at the same time, as long as each candidate is afforded personalized attention.

- Any active CEAP may serve as an Advisor, though a CEAP cannot serve as an Advisor to their spouse, child or other relative.
- A lapsed or otherwise inactive CEAP may not serve as an advisor, nor can a non-CEAP, regardless of background or experience.

#### **2.2.4. Advisement Content**

Advisement is meant to be flexible, and so there is no set of required topics that must be covered. The first session is generally used to introduce the process and review the content areas with the candidate to determine the focus of the advisement. The role of the advisor is to help the candidate apply what they are learning to the EA work setting.

As a general guide, suggested EA professional practice areas the CEAP advisor may want to discuss with the candidate are listed below, in no particular order. The Advisor can also reference the CEAP Test Blueprint for additional topics. While some advisors help their advisee(s) prepare for the test, this is not a purpose or function of advisement:

- Organizational Dynamics
- Work Organizations and Organizational Development
- Risk Management
- Supervision
- Labor Relations
- Legal Mandates
- Benchmarking and Performance Management
- Employment Benefits
- General EAP Practice and Principles
- Policy Development
- HR Management
- Supervisory Training
- Supervisory Consultation
- Providing Direct EAP Services
- Special Interventions
- Case Management
- Prevention Education
- Illegal Drugs and Drug Testing
- Legal System (e.g., going to court)
- Confidentiality
- EAP Policy Development
- Mediation and Conflict Resolution
- Chemical dependency Problems
- Non-Chemical Addictions
- Work-Life
- Diversity
- Mental Health Diagnosis
- EAP Management

## 2.2.5 Documenting Advisement

Completed Advisement is documented on the CEAP Contact Form (located at the back of this document), which must be filed with the candidate's exam application when applying to EACC for approval to take the CEAP test. Candidates submitting an altered, unsigned, incomplete or questionable Advisement Form will be denied eligibility to take the test.

## 2.2.6 Advisement for Candidates Outside of the U. S.

Location, language and practice differences, as well as the fact that there are few CEAPs outside of the U.S. to provide advisement can make it difficult for non-U.S. CEAP candidates.

Remember that advisement need not be face-to-face. Long-distance advisement, such as by telephone, is allowed for all candidates. In addition, outside of the U.S., experienced EA practitioners can be used as peer certification advisors until the country can develop a sufficient core number of CEAP's. Once the country has established a core number of CEAP's (defined as 10 CEAP's per 20 million per country), then the regular advisement guidelines become applicable.

International CEAP candidates and potential advisors are encouraged to follow the guidelines below and contact the EACC Certification Department, prior to beginning the advisement process, for approval.

Peer certification advisors must be experienced employee assistance professionals who meet each of the following criteria:

- Minimum four years full-time equivalent and current work experience in an EAP setting in the core competencies of employee assistance work within the past 10 years. Documentation will need to be submitted to the EACC for approval.
- Written recommendation by the local EAPA chapter or, where one doesn't exist, the recommendation of at least two (2) other EAPA members who can attest that the candidate possesses the necessary intellect, knowledge, experience, and personal qualities to successfully act as a peer certification advisor.
- The potential certification advisor and the candidate cannot provide advisement to each other.
- Be a member in good standing of EAPA and any other professional organization to which they belong. The advisor must also be in good standing and not have been found to be in violation of any ethical standards or codes of conduct of any other licensing and/or certification entity which has granted them employee assistance related credentials (e.g. social work, psychology, counseling, nursing, medicine, etc.).
- International peer certification advisors are approved for a period of three years.

- At some point during the three year period, the peer certification advisor is expected to earn their own CEAP credential, which means that future advisement will meet the usual EACC criteria.
- International peer certification advisors can provide advisement individually, in groups, or in some combination, but to no more than 8 in a group.
- International peer certification advisors may serve as an advisor to no more than 3 individuals during any advisement period.

#### **2.4 CEAP Forms (all forms are located at the end of this document)**

- The CEAP [Advisement Documentation Form](#), must be filed with EACC prior to the start of Advisement. It is signed by both the CEAP candidate and his/her Advisor, then returned to EACC. (*Receipt of the form is acknowledged by EACC e-mail.*)
- The [Advisor Attestation](#), must be filed with EACC prior to the start of Advisement.
- The [Advisement Contact Form](#), initialed by both parties after each Advisement session, must be included with the candidate's application to EACC to verify that the Advisement requirement has been completed — at least 12 hours over a minimum three-month period.

#### **Questions about Advisement**

**Q. I'm a CEAP advisor and I've reviewed the advisement topics list. It's rather intimidating. How can I cover all of it in just 12 hours of advisement?**

A. You don't have to. The shown topics are those in which the CEAP candidate should be knowledgeable in order to work competently as a CEAP, and to pass the CEAP examination.

But finding readings and workshops to fill in major gaps remains the candidate's responsibility. Advisement content is not standardized but is purposefully designed to be flexible, depending on each candidate's particular needs.

**Q. Is group advisement permitted, perhaps in the interest of minimizing employee time away from the office or not working?**

A. Yes. Citing valuable group dynamics and cost-effectiveness, EACC has approved group advisement (as opposed to one advisor concurrently advising multiple candidates, one at a time), with eight (8) as the maximum allowable number in a group. It is the advisor's responsibility to ensure that each CEAP candidate in the group participates.

**Q. Does advisement have to be face-to-face?**

A. No, advisement can proceed using any medium that the advisor and candidate agree to use, for all or a portion of advisement. In-person is the most common

advisement means, but the process can, and has successfully happened, via telephone, e-mail and video-conferencing.

**Q. Does the same advisor have to provide the entire 12 advisement hours?**

A. No. While it is strongly suggested that the same advisor work with a candidate during the full advisement process in the interest of maintaining continuity, things happen and changes are always possible. The candidate must advise EACC of the change and provide the new advisor's name by again submitting the signed Advisement Documentation and Advisor Attestation forms. The advisement hours conducted under the first advisor are counted toward meeting the requisite 12 advisement hours.

**Q. As a CEAP advisor, am I responsible in any way, for candidate competency and practice, whether during or after Advisement?**

A. No. While EACC recommends that advisors carry professional liability insurance, as we recommend for all CEAPs, you are not accepting any supervisory responsibility for candidate work behavior or decisions by providing advisement. Those remain with the candidate and his/her work supervisor.

**Q. Can any active CEAP serve as an advisor?**

A. Yes, with the exception of current EACC Commissioners, current EAPA Board members, and individuals related to the CEAP (i.e., a CEAP cannot serve as an Advisor to their spouse or other relative). Work associates, including supervisors, may provide advisement. The criterion is that the Advisor be currently "active". A lapsed or former CEAP may not provide advisement, nor can a CEAP provide advisement when any part of his/her active period has lapsed—another reason why the Advisement Agreement Forms must first be filed with EACC. Upon receipt, EACC verifies that the advisor is, in fact, a CEAP and is active, to avoid possible candidate surprises down the road.

**Q. As a candidate, the CEAP process seems already demanding. Why is Advisement necessary?**

A. Advisement is an important CEAP qualification criterion. In many settings, the work of EA professionals has become increasingly specialized. At the same time, legislators in states moving in the direction of EA licensure tend to ask why an advanced degree is not required to pursue the CEAP, nor is an internship. We've worked hard to protect the dual-Track option available to pursue the CEAP credential, while maintaining an emphasis on work experience. An advanced degree can be important, but knowledge application is key. Advisement is one of the ways of helping to ensure that new CEAPs have access to the knowledge of experienced EA professionals, without requiring formal degrees or internships.

**Q. How do I find an advisor?**

A. Attending EAPA chapter meetings is a good place to start, as is contacting local chapter officers. EACC can provide their names and telephone numbers. Candidates still experiencing difficulty locating an advisor are encouraged to contact the EACC for names of CEAPs willing to provide long-distance advisement. Advisement need not be conducted face-to-face.

**Q. I'm going for the CEAP. A while back, I met a CEAP at a chapter meeting and we've been talking about EAP and practice issues for several months. If I start advisement with that person, how many advisement hours from the past few months can be credited toward the needed 12 hours?**

A. None. Advisement is a formal process with an agreed-to agenda and defined content areas, and which begins after EACC is formally notified by the filing of a signed Advisement Agreement Form. Flexibility is available within advisement to discuss issues as they may arise, and specialized issues of particular candidate (or advisor) interest, but credit for prior informal sessions is not given. Advisement hours must be clearly documented to be applicable.

**Q. Can I do advisement with more than one advisor? I started advisement with John Smith and we completed 8 hours, but John is unable to continue providing advisement because of pressing business concerns, and I don't want to lose the 8 hours already completed.**

A. While the large majority of CEAP candidates have only one advisor, there is no restriction on the number of advisors a candidate may have. Each advisor, however, must be an active CEAP, and advisement hours accrued under each Advisor must be documented. As such, the 8 advisement hours that you accrued with John Smith do count toward the needed 12 Advisement.

**Q. How do I contact EACC?**

A. Write EACC, 4350 North Fairfax Drive, Suite 410, Arlington, Virginia 22203 U.S.A.  
Call  
703.387.1000 (x 311 or x 318), e-mail: [certdir@eap-association.org](mailto:certdir@eap-association.org) or visit [www.eap-association.org](http://www.eap-association.org)

**Advisement Documentation Form**

**CEAP ADVISEMENT DOCUMENTATION FORM**  
(please type or legibly print all information)

<b>CEAP Candidate:</b>	
Home Address:	Work Address:
Home Phone:	Work Phone:
E-Mail:	Fax:
<b>CEAP Advisor:</b>	
Home Address:	Work Address:
Home Phone:	Work Phone:
E-Mail:	Fax:

- Discussed goals and objectives, general instructions, and information requirements; developed learning plan.

\_\_\_\_\_  
Signature: Candidate

\_\_\_\_\_  
Signature: Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For the Advisor's use only**—To claim a maximum of 6 PDHs for providing Advisement to this candidate, state the number of advisement hours provided to this candidate, and return this form with your CEAP recertification application: \_\_\_\_\_. Please note: only 12 PDHs in total from advisement may be used for any recertification period regardless of the number of candidates advised or number of hours of advisement given.

**Advisement Contact Form**

**CEAP ADVISEMENT CONTACT FORM**

**Candidate:**

**Advisor:**

<b>Date:</b>	<b>Session Time (Hours / Minutes)</b>	<b>Candidate's Initials</b>	<b>Advisor's Initials</b>

TOTAL # OF ADVISEMENT HOURS THIS PAGE: \_\_\_\_\_  
(Print additional pages, if needed, documenting at least 12 hours of Advisement)

TOTAL # OF ADVISEMENT HOURS: \_\_\_\_\_

**Advisor Attestation**

**To be Completed by the Advisor**  
**and filed with the Advisement Agreement Form**  
**(Please print or type)**

Name of Applicant \_\_\_\_\_ SS # \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Work Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Advisor \_\_\_\_\_

Advisor's Title \_\_\_\_\_

Please list your (Advisor) professional licenses and certificates, and the state(s) held:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where? \_\_\_\_\_ Expiration Date \_\_\_\_\_

Original Date of CEAP \_\_\_\_\_ Expiration Date \_\_\_\_\_

(continued on page 2)

Please answer each of the following questions:

1. Have you ever been the subject of an ethics complaint or related disciplinary proceeding?  
NO ( ) YES ( ) (Explain in a separate attachment, including case disposition)
  
2. Do you have pending against you any complaints from a regulatory board or professional organization?  
NO ( ) YES ( ) (Explain in a separate attachment, including case disposition)
  
3. Have you ever been or are you currently a defendant in a criminal or civil proceeding related to your professional activities?  
NO ( ) YES ( ) (Explain in a separate attachment, including case disposition)
  
4. Years in Employee Assistance Practice \_\_\_\_\_

I HEREBY ATTEST THAT THE ABOVE-NAMED APPLICANT FOR CEAP WILL BE UNDER MY ADVISEMENT FROM THE PERIOD OF \_\_\_\_\_ TO \_\_\_\_\_.  
(month/year) (month/year)

I HAVE READ AND COMPLETED THIS APPLICATION AND I ATTEST THAT ALL INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE TO FOLLOW THE REVISED CEAP CODE OF CONDUCT (APPROVED OCTOBER, 2002).

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_