



AFFILIATE PROFESSIONAL STANDARDS & EXPECTATIONS

Education & Experience:

- ✓ A minimum of a master's degree in counseling or social work
- ✓ A minimum of two years professional counseling experience
- ✓ Knowledge of substance abuse principles sufficient to assess and make referrals to a qualified treatment provider
- ✓ Knowledge of crisis intervention strategies
- ✓ Knowledge of community resources and referral options when longer term or a specialized level of care is indicated

Licensure/Certification:

- ✓ Independent state licensure is preferred (LPCC, LISW, LCSW, LMFT, LPAT, PhD, LADAC)
- ✓ Non-Independent state licensure may be considered. Resume and Clinical Supervision Contract is required for consideration.
- ✓ Compliance with licensing board requirements, including continuing education
- ✓ A licensing record free of any refusal or suspension

Professional Liability & Malpractice Insurance Coverage

- ✓ A minimum of \$1,000,000 per occurrence/\$3,000,000 aggregate
- ✓ A professional record free of malpractice or other professional misconduct

Professional Business Practice for Record Keeping & Availability

- ✓ Intake procedures that inform clients of adherence with state and federal confidentiality guidelines and requirements regarding mandatory reporting of child and dependent adult abuse/neglect and "duty to warn" conditions
- ✓ Availability sufficient to offer services to a referred client within 10 business days
- ✓ After hours coverage for established clients, which may include informing the client of TSG after hours on-call phone number and/or other appropriate crisis call options in or near the client's location
- ✓ A secure and standard client record-keeping procedure
- ✓ Adherence to a non-discriminatory practice in which clients are not denied service based on race, creed, color, religion, political affiliation, national origin, gender, age, physical or mental disability, sexual orientation, or positive test for AIDS –related virus.

Submission of Affiliate Application Forms & Required Documentation

- ✓ Contact the EAP Referral Specialist at (866) 254-3555 to request an Application Packet

Periodic Updates

- ✓ **State board licenses, certifications and professional liability insurance documentation** must be updated with TSG upon renewal. It is the Affiliate's responsibility to fax or email this documentation to the attention of the EAP Referral Specialist.
- ✓ **The Affiliate's availability for referrals** is paramount to the success of the EAP program. TSG maintains a database that can manage Affiliate availability and non-availability. Please contact the Referral Specialist to advise of dates of unavailability for vacations, full caseload, etc. This enables TSG to make successful client referrals.
- ✓ **Changes in practice/demographics** including: office location, billing address, phone, fax and email addresses, and new areas of expertise/training should be reported to the EAP Referral Specialist.