

## **CGAC-R Toolkit Checklist**

This toolkit is designed to serve as a one-stop guide for registrants completing the CGAC process. Its goal is to reduce stress by organizing requirements into a simple, accessible format. Some items include subcategories, which are explained when relevant.

### **Initial Steps**

- ☐ Review **CGAC-R registration requirements:**  
<https://www.mhacbo.org/en/gambling/cgac-r/>
- ☐ Review **CGAC-I testing requirements:**  
<https://www.mhacbo.org/en/gambling/cgac-i/>
- Review (Save and complete if going through the “3 years relevant work” route)  
CGAC-R Assessment Matrix  
[https://www.mhacbo.org/media/filer\\_public/97/7a/977ad32b-1492-48fe-93bf-7661586078b1/cgac\\_r\\_assessment\\_matrix.pdf](https://www.mhacbo.org/media/filer_public/97/7a/977ad32b-1492-48fe-93bf-7661586078b1/cgac_r_assessment_matrix.pdf)
- ☐ Meet with your agency supervisor to create a completion plan and contact the OHA Problem Gambling Treatment Specialist at [pgs.support@oha.oregon.gov](mailto:pgs.support@oha.oregon.gov) for guidance.

### **Education & Training Requirements**

- ☐ Bachelor’s degree in BH field, existing license or certification in BH field, or a combination of 3 years relevant work experience and education (See CGAC-R Assessment Matrix above)
- ☐ Coursework in the following:
  - Basic Counseling
  - Group Counseling
  - Counseling Ethics
  - Counseling Diverse Populations
  - Coexisting Disorders / Multiple Diagnosis / Dual Diagnosis
- ☐ **30 hours of Gambling Education**, including at least 2 hours in each of the following:
  - Gambling Client Assessment / Intake
  - Gambling Financial Planning & Budgeting

- Gambling Counseling (Individual, Group, Family)
- Gambling Case Management
- Professional Responsibility & Ethics
- Crisis Intervention
- Co-Occurring Disorders

## **Experience & Supervision**

- ☐ **500 hours of supervised experience** across the Four Domains:
  - Clinical
  - Documentation
  - Administrative
  - Client Advocacy
  - *Includes at least 100 hours of direct gambling treatment with clients and significant others*
- ☐ **24 hours of clinical supervision** (face-to-face, phone, email, or electronic communication) with an approved Problem Gambling Supervisor or Consultant
  - Below is the link to the list of MHACBO approved supervisors. Please take note that not all approved supervisors are consultants. Please connect with OHA PG Tx Specialist for approved consultants.
  - <https://www.mhacbo.org/en/gambling/consultants/>

## **Administrative Requirements**

- ☐ Signed Code of Conduct
- ☐ Download and complete all requirements in Certemy
- ☐ Pass the International Certification Exam for Gambling Counselors
- ☐ Track timelines carefully — extension requests must be submitted by your agency to OHA and are not guaranteed

## **Support Programs**

- ☐ **ACORN Precertification Course (30 Hours)**

- Recommended course for CGAC-R's as it covers all needed requirements for CGAC and exam
- ☐ **ACORN PGS Courses**
  - Online trainings, courses, and webinars that can help build a foundation of understanding while awaiting the ACORN Precertification Course.
  - <https://www.acorncourses.org/pages/oha-pgs-courses>
- ☐ **OHA PG Consultant Program**
  - For individuals without an approved Problem Gambling Supervisor in their agency
  - Provided at no cost through OHA contracts
- ☐ **PGS Certification Externship & Observation Program (CEOP)**
  - Offered through Lewis & Clark (L&C) and OHA
  - Supports candidates struggling to obtain clinical hours due to low client numbers
  - Connect with OHA PG Tx Specialist for more information as there is commitment to this program as there are limited spots available.
- ☐ **ECPG IPGGC Exam Prep eCourse**
  - ECPG self-paced course designed to supplement your study and core trainings with practice exam questions, listings of study resource materials, and test-taking tips
  - <https://www.evergreencpg.org/training/virtual/igccb-exam-pre-ecourse-program/>
- ☐ **ECPG Gambling Counselor Core Training**
  - ECPG offers a 30-hour course that is partially self-directed and partially a live-learning format.
  - <https://www.evergreencpg.org/training/virtual/gambling-counselor-core-training/>
- ☐ **CGAC Exam Prep Class**
  - Led by Kitty Martz and MHACBO

- 4-week study group format (specific dates only, not revolving)

#### **Orientation Option**

If you are reviewing this toolkit before registering and would like to schedule an orientation, please email the OHA PG Treatment Specialist at: [pgs.support@odhsosha.oregon.gov](mailto:pgs.support@odhsosha.oregon.gov)