

INDIANA WESLEYAN UNIVERSITY

Report on

**Federal Request for Academic Programs that Meet Graduate
Clinical Addictions Counseling State Licensure Requirements**

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October 28, 2020

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Summation

This document is a synopsis of each state's and district law for meeting requirements to become an addiction or substance abuse counselor. This document is intended as a guide for information. Individuals are advised to utilize the contact information contained in the document, to seek further clarification of the respective state or district, for their individual questions and circumstances before applying to Indiana Wesleyan University (IWU)

The Indiana Wesleyan University master's degree in Clinical Addictions Counseling (CAC) composed of 48 hours, meets academic requirements in 48 of 50 states, including the District of Columbia and Puerto Rico. The two states with additional requirements are Maryland and Virginia.

The state of Maryland requires a 60-hour master's degree. The state will accept a 48-hour master's degree with the applicant fulfilling an additional 28 hours of course work. Virginia requires a 60-hour master's degree.

States vary in the following practice designations. Some state have levels of certification, but not licensure. Yet other state have levels of only licensure. Two states do not have certification or licensure. They have a designated job title for those who meet requirements to practice in the state.

Please review the link below for state-by-state licensing regulations: [Addiction Counselor Licensing](#)

Federal Program Request for Addictions State Licensure

Web Address for Research

<https://www.addiction-counselors.com/>

Alabama

Substance Abuse Counselor Requirements in Alabama

Standards for Alabama substance abuse counselors are delineated in Alabama administrative code. The term 'Qualified Substance Abuse Professional' indicates that an individual has met state standards; it is sometimes shortened to QSAP. QSAP I is the highest qualification; an individual must hold a master's degree to reach this level. QSAP II and QSAP III are lower designations; they may be achieved with a bachelors.

Substance abuse counselors who do not hold licensing in another health care field will eventually need to be certified, but degreed counselors may work under 'qualified' status for a limited time period while working to achieve certification.

Substance Abuse Counselors with Education below the Master's Level

Individuals may qualify for QSAP I or II on the strength of a bachelors. Psychology, social work, community rehabilitation, pastoral care, and family therapy are among the degree options. Other behavioral health degrees may be accepted if they include relevant clinical coursework.

The QSAP II requires two years of "relevant clinical experience". A QSAP III who has not yet achieved certification must be under the supervision of a QSAP I.

An individual can be qualified on the basis of a license in registered nursing or bachelor's level social work.

Substance Abuse Counselors with Master's Degrees

Substance abuse professionals with master's degrees may be qualified on the basis of 1) licensing in a health discipline or 2) a combination of education, experience and certification.

A professional may be qualified as a QSAP I on the basis of licensure as one of the following: psychologist, physician, physician's assistant, psychiatric nurse practitioner, psychiatric clinical nurse specialist, professional counselor, certified social worker, or marriage and family therapist.

A non-licensed individual who holds a master's degree in a qualifying field and has completed a practicum is also eligible for QSAP I status, but not at the entry level.

With a master's in psychology, counseling, social work, or psychiatric nursing (or with a master's in another behavioral health field and sufficient coursework to establish equivalency), a professional can work as a QSAP II. He or she must work under the supervision of a QSAP I until such time as certification has been earned.

Qualifying Certifications

The Alabama Department of Mental Health recognizes certifications granted by the following:

- Alabama Alcohol and Drug Association
- Alabama Association of Addiction Counselors
- International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC & RC)
- National Association of Alcoholism and Drug Abuse Counselors (NAADAC)

The Alabama Association of Addiction Counselors, an affiliate of NAADAC, offers the State Certified Addiction Counselor (CAC) as an entry-level credential (http://www.naadac.org/assets/1959/alabama_cert_application_packet.pdf). Two years of work experience is required. The individual must have 60 hours of training in substance use disorder; the training must include six hours each in ethics and HIV/ AIDS. The applicant must be a member of a professional organization. Additionally, four qualifying points are required. Qualifying points may be earned for relevant college degrees, participation in self-help groups, and substance abuse training and work experience that go beyond the minimum requirements. The maximum allowed for self-help group participation is two points.

The National Association of Alcoholism and Drug Abuse Counselors offers the National Certified Counselor I and II (NAC I and II) and MAC certifications (<http://www.naadac.org/certification>). Among the requirements is state licensure or certification; in the case of the MAC, credentialing may be in a related field. A candidate can meet the state certification obligation by applying first to the Alabama Association of Addiction Counselors. Requirements are higher than they are for the CAC. A NAC I must have three years of experience and 270 hours of education. A MAC must have a master's degree (<http://www.naadac.org/mac>). There are separate examinations for NAC I, NAC II, and MAC certifications.

The Alabama Alcohol and Drug Abuse Association is a member board of the Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC & RC). There are boards in most U.S. states. Each branch of the U.S. military has one. In order to be certified by the Alabama Alcohol and Drug Abuse Association at the lowest (non-reciprocal) level, an individual needs a high school diploma or equivalency and one year of experience (http://www.hhs.gov/partnerships/resources/fbci_counselor_standards.pdf). The individual will need 140 hours of education and 150 hours of supervision. It will be necessary to pass a state examination.

The Alabama Certified Addictions Counselor (ACAP), a reciprocal level certification, requires 300 hours of supervision and 270 hours of relevant education. The education must be taken at accredited colleges or universities; at least ten hours must be devoted to each of the core functions: intake, assessment, client orientation, treatment planning, counseling, referral, crisis intervention, client education, case management, consultation with other professionals, and report and record keeping. The candidate must

take the IC & RC written examination. The amount of experience will depend on the degree earned. 6,000 hours of work experience is required if the candidate does not have a qualifying degree. A human services bachelor's substitutes for 2,000 while a human services master's substitutes for 4,000.

The Application Process

An individual may initiate the certification process by visiting the website of the Alabama Alcohol and Drug Abuse Association (<http://www.aadaa.us/certification-membership/>) or downloading the Alabama Association of Addiction Counselor Certification Board application packet (<http://www.naadac.org/alabama>). Candidates should make sure they have the most current version of the application.

Certification through either organization will require submission of professional evaluation forms as well as documentation of education. Candidates will sign a code of ethics and pay fees.

A candidate who goes through AAACCB should expect to pay \$110 for NAADC membership and \$250 for state certification; an individual who qualifies for NCAC certification will pay an additional \$70 to NAADC.

Contacts for Additional Information

Substance abuse counselors are subject to regulations of the Alabama Department of Mental Health Substance Abuse Services (<http://www.mh.alabama.gov/SA/>).

Standards for Alabama substance abuse counselors are delineated in Alabama administrative code (<http://www.alabamaadministrativecode.state.al.us/docs/mhlth/580-9-44.pdf>)

The Alabama Alcohol and Drug Abuse Association can be contacted at (256) 796-4490. Contact information for the Alabama Association of Addiction Counselors can be found on the NAADAC site (<http://www.naadac.org/alabama>).

Alaska

Substance Abuse Counselor Requirements in Alaska

The Alaska Commission for Behavioral Health certifies Alaska's chemical dependency professionals. Certification is based on coursework, experience, and examination. A college degree is not required, but candidates with degrees in related fields can move through the ranks more quickly. Degreed candidates also need to complete fewer contact hours of specific board mandated coursework.

Degree Track

The board has put together a matrix of certification requirement information for individuals with college degrees (<http://www.akcertification.org/files/Matrix%20CDC%20with%20Degree.pdf>). The following degrees are considered potentially certification qualifying: counseling, addiction, psychology, sociology, social work, psychiatric nursing, and human services. Degrees at any level may be considered, as can certificates from accredited institutions (<http://www.akcertification.org/files/CDC%20I%20Application.pdf>). Decisions are made on an individual basis. Counselors must meet additional training and examination requirements at each level.

Counselor Technician

At the technician level, a candidate will need an eight contact hour introduction to addictive behavior as well as six contact hours in HIV and infectious diseases and three contact hours each in NAADAC ethics and NAADAC confidentiality.

Chemical Dependency Counselor I

A degreed technician will not need any additional coursework to move up to counselor level, provided NAADAC ethics and confidentiality coursework was taken within the prior two years.

The prospective addiction counselor will, however, need 100 hours of supervised practicum. Practicum must include 35 hours of practice in evaluating clients using the DSM/ASAM. It must include 35 hours of practice evaluating community readiness and developing prevention plans. 30 hours must be spent in case management and development of treatment plans. All practicum work must be supervised.

Additionally, the candidate will need at least one year of work experience. (The board will determine on a case by case basis whether the degree can substitute for one of the two years of experience that is required of a non-degreed applicant.)

Chemical Dependency Counselor II

This level of certification requires three years of experience (6,000 hours). The degreed counselor will need two additional courses: special issues and documentation and quality assurance. The former is 16 contact hours, the latter, 12 contact hours. Ethics and confidentiality coursework must be repeated if it was not taken within the previous two years.

An additional 100 hours of practicum is required. 60 hours are to be spent in treatment planning, evaluation, and case management. 20 each are to be spent in quality assurance case review and clinical team leadership.

At this stage, the counselor will take a certification exam: the NAADAC level I or II or the MAC.

Clinical Supervisor

Five years (10,000 hours) of experience is required. The counselor will also need 30 hours of supervision coursework and 100 hours of practicum/ supervised practice in supervision. Practicum is to include 60 hours of clinical team leadership, 20 hours of role modeling, and 20 hours of consultation. A counselor who has not already taken the NAADAC II or MAC will need to do so.

Non-Degree Track

Counselor Technician: At the technician level, the candidate must demonstrate three contact hours in each of the following:

- NAADAC ethics
- NAADAC confidentiality

The candidate must have eight contact hours in each of the following:

- Introduction to addictive behavior

- Introduction to group counseling
- Documentation
- Crisis intervention
- Community resources and case management
- Recovery, health, balance, and wellness

Twelve contact hours will be required in each of the following:

- Introduction to client centered counseling
- Working with diverse populations

There must be six semester hours of coursework covering HIV/AIDS and other infectious diseases.

NAADAC ethics and confidentiality classes must have been taken in the prior two years.

Chemical Dependency Counselor I: To move up to counselor level, the non-degreed technician will need twelve contact hours in each of the following:

- Psychophysiology
- DSM practice
- ASAM practice
- Co-occurring disorders

Additionally, there is a sixteen contact hour requirement in motivational interviewing.

There is a recency requirement for NAADAC ethics and confidentiality coursework -- it must have been completed within the prior two years.

The practicum requirement is the same as it is for degreed counselors: 100 hours. However, a non-degreed individual will need to practice at the technician level for at least two years before moving up to a higher level of credentialing.

Chemical Dependency Counselor II: A non-degreed counselor must have four years of experience in order to progress to this level. The counselor must have, in addition to all coursework required for lower levels of certification, sixteen hours of coursework in special issues in behavioral health services and twelve hours in quality assurance and documentation.

Again, there is a recency requirement for ethics and confidentiality coursework.

The counselor will complete a second 100 hours of practicum; quality assurance case review and clinical team leadership will be among the required topics.

Clinical Supervisor: The substance abuse counselor will need 30 hours of coursework in supervision practices and principles in order to move up to clinical supervisor level. Additionally, the chemical dependency counselor will need 100 hours of practicum – and six full years of experience.

The Application Process

The candidate will need to get a background check from Alaska State Troopers. The candidate will pay a \$20 fee and present a picture ID. A reciprocity candidate who has not yet arrived in Alaska may present a background check from the current state of residence

(<http://www.akcertification.org/files/Application%20for%20Certification%20by%20Reciprocity.pdf>).

Candidates at any level must submit recommendations; there are blank forms in the application packet. Candidates above the technician level must include at least one recommendation from a supervisor. The practicum supervisor must also rate the candidate on a competency form; this is separate. Employment verification may come from human resources personnel or from a supervisor. All documents filled out by third parties are to be sent straight to the certifying agency from the source.

The candidate will need a resume and photocopy of an ID.

Applications and supplemental forms can be found on the site of the Alaska Certification Board

(http://www.akcertification.org/index.php?main_page=page&id=24).

Initial fees are as follows:

- Counselor Technician: \$180
- Chemical Dependency Counselor I: \$195
- Chemical Dependency Counselor II: \$210
- Clinical Supervisor: \$230

Reciprocal Certification

A reciprocity candidate must provide evidence of certification by an acceptable certifying agency. A copy of the certification requirements will also be required. The counselor will need to present evidence of recent continuing education, including coursework in ethics, confidentiality, and infectious diseases

(<http://www.akcertification.org/files/Application%20for%20Certification%20by%20Reciprocity.pdf>).

Additional Information

The Alaska Certification Board (<http://www.akcertification.org/>) can be reached by telephone at (907)332-4333 or by email at acbhc at akcertification.org.

[Alaska Counseling Association](#)

Arizona

Substance Abuse Counselor Requirements in Arizona

Arizona substance abuse counselors are licensed by the Arizona Board of Behavioral Health Examiners. The Board issues three substance abuse licenses: Licensed Independent Substance Abuse Counselor, Licensed Associate Substance Abuse Counselor, and Licensed Substance Abuse Technician. The level of

licensing depends on the level of education and whether the candidate has completed supervised practice.

Education and Training Requirements: Licensed Independent Substance Abuse Counselor

The independent license requires a master's degree in a behavior health field; this must be earned through a regionally accredited institution. The student must have 24 semester hours of coursework that is counseling-related. At this level, 'counseling-related' is defined as coursework that prepares a professional to deliver behavioral health assessment, diagnosis, and treatment services. The Board notes that general survey courses such as "Introduction to Human Services" are not accepted. Courses like statistics may not be applied to the 24 semester hour minimum either.

Candidates must also work under supervision for at least 24 months, post-master, and until such time as they have accrued 3,200 hours. They must spend at least 1,600 in direct client contact. Case management and administrative work are not credited as clinical contact hours.

At least 100 hours of clinical supervision must be provided by a Licensed Independent Substance Abuse Counselor; a list of supervisors is available on the Board site (<http://azbbhe.us/node/23>). Group supervision may include no more than six supervisees. Supervision hours can only be logged when the sole topic was clinical services; the Board notes that staff meetings generally do not qualify. The supervisor must spend at least ten hours observing or reviewing service delivery; this can include audio- or videotaped sessions.

While accruing supervised experience hours, the counselor will work under a license issued by the Arizona Board of Behavioral Health Examiners.

Education and Training Requirements: Licensed Associate Substance Abuse Counselor

An individual may attain the associate substance abuse counselor license with a behavioral science degree at the baccalaureate level.

Fully 30 semester hours of counseling-related coursework is required. No more than six semester hours may be completed outside the qualifying undergraduate degree. The Board will not accept courses like introductory psychology.

A baccalaureate level counselor must have 3,200 hours of practice. Again, there must be 1,600 hours of direct client contact and 100 hours of clinical supervision.

The counselor will be evaluated in the following areas:

- Intake
- Assessment
- Diagnostics
- Triage
- Treatment planning
- Crisis intervention

- Psychotherapy
- Outreach
- Consultation with Professionals

A master's level counselor needs only the required degree and coursework to achieve the associate license. The requirement for counseling-related coursework is the same as it is at the independent level: 24 semester hours. No more than three semester hours may be completed outside the qualifying graduate degree.

Educational Requirements: Licensed Substance Abuse Technician

An individual can qualify for a technician license with a chemical dependency degree at the associate's level. At least 30 semester hours must be counseling-related. At this level, 18 must be specifically related to chemical dependency.

A candidate with a bachelor's degree in behavioral science field will need to document 30 semester hours of counseling-related coursework, but will not need to document 18 semester hours in chemical dependency.

No more than six semester hours of coursework may be completed outside the qualifying degree.

In some cases, educational requirements may be waived at the technician level. This is only done when a candidate has had at least 6,400 hours of experience. The experience must have spanned at least four years and taken place during the prior seven. The worker must have had at least 200 hours of supervision.

Examination Requirements

All candidates must pass an approved examination. The Board has approved the following examinations: the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (IC & RC) exam and the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) exam (Level II or higher).

The Board has instructed candidates who are interested in NAADAC testing to call 1-800-548-0497 (<http://azbbhe.us/node/10>). Candidates interested in taking the IC & RC exam may call the Arizona Board for Certification of Addiction Counselors (ABCAC) at 602-251-8548 unless they are employed in the Indian Health System, in which case they will call the Southwest Indian Substance Abuse Counselor Certification Board (SISACCB) at 602-254-3247.

Candidates are allowed two examination attempts during a twelve month period.

Background Checks

The Arizona Board requires fingerprint-based criminal background checks. Candidates who do not have current fingerprint clearance cards will submit fingerprint cards directly to the Board. There is a \$40 fee; this is to be paid separately from the application fee.

A candidate who has a clearance card will instead copy the front and back.

The candidate will also need to do a self-query of the National Practitioner Data Bank database. This can be accomplished through a visit to the NPDB website at www.npdb.hrsa.gov. Candidates may call 1-800-767-6732 if they do not have internet access. The self-query carries an \$8 fee. It may take two weeks for the report to arrive at the candidate's address; it is to be submitted with the application in its original envelope. The Board will not accept self-queries that are more than 90 days old.

The Application Process

Application forms can be downloaded from the Board site (<http://azbbhe.us/node/25>). The candidate will submit a general application and a substance abuse supplement. The Board will require official transcripts of all license-qualifying coursework. A transcript must be provided from each institution even if courses were later accepted by another institution. Transcripts should accompany the license application in unopened envelopes.

The candidate will fill out a course worksheet, indicating which courses fulfill requirements.

Supervisor's verification is to be submitted in a sealed envelope with the supervisor's name signed across the seal.

The candidate will need to document legal residency and submit a copy of an ID or social security card.

The affidavit must be notarized. The application packet must include a nonrefundable fee of \$250; personal checks are not accepted.

Additional Information

The Arizona Board of Behavioral Health Examiners (<http://azbbhe.us/>) can be reached at 602-542-1882.

[Arizona Association of Alcohol and Drug Abuse Counselors](#)

Arkansas

Substance Abuse Counselor Requirements in Arkansas

Arkansas substance abuse counselors are licensed by the State Board of Examiners of Alcoholism and Drug Abuse Counselors (SBEADAC). Credentialing is based on education, supervised practice, and examination.

The Licensed Alcoholism and Drug Abuse Counselor (LADAC) credential is issued to professionals with master's degrees. The Licensed Associate Alcoholism and Drug Abuse Counselor (LAADAC) is for those with education at the bachelor's level. An individual may qualify for a Certified Alcoholism and Drug Abuse Technician (CADAT) credential with no college degree, provided other eligibility requirements have been met. SBEADAC also registers licensed counselors as clinical supervisors.

Individuals must be credentialed by the Board to provide services, unless they fall into one of the exemption categories (<http://www.sbeadac.org/faqs.html>).

General Requirements: Education and Experience

In order to be credentialed at any level, an individual must be at least 21 years old and possess, at minimum, a high school diploma or equivalency (http://www.sbeadac.org/licensure_info.html). The individual must have a combination of formal experience and supervised training. A total of 270 clock hours of education related to drug and alcohol counseling must be documented. This may include workshops, conferences, and in-service trainings. At least six hours must be in the area of ethics.

Three years (6,000 hours) of supervised experience is required. Both paid and volunteer hours may be credited. Supervision is to be provided by an approved supervisor. A list of approved supervisors can be downloaded from the Board website (http://www.sbeadac.org/licensure_info.html). The registered supervisor will maintain documentation.

General Requirements: Examination

All substance abuse counselors must pass a written examination. Generally, this is the IC&RC. General testing information is found on the IC & RC website (<http://internationalcredentialing.org/exams>). Candidates do not register directly with IC & RC; instead they go through their member board or licensing agency. Before approval can be granted to take a license-qualifying examination in Arkansas, a candidate must remit a \$265 fee.

The Department of Human Services notes that other examinations required for professional licensing may also be accepted (<http://humanservices.arkansas.gov/dbhs/Documents/SATS%20Frequently%20Asked%20Questions.pdf>)

LADAC and LAADAC Requirements

The LADAC and LAADAC licenses are awarded only to individuals with qualifying degrees. The degree may be in health, behavioral science, or another related area deemed acceptable by the Board.

The Application Process

Application materials can be found on the SBEADAC website (http://www.sbeadac.org/licensure_info.html). The applicant may submit a copy of a birth certificate or driver's license to document age. The candidate will provide information about all professional credentials currently held. Candidates who give "yes" responses to questions about professional history (revoked or denied licenses, current investigations) must provide explanation.

The applicant will need three references. The application form must be notarized. The applicant must also sign a code of ethics.

The 270 hours of required substance abuse education may be documented through certificates. Supervision is to be verified on the form supplied for this purpose; both the applicant and the SBEADAC-approved supervisor will sign. The supervisor will list the duties the applicant performed. The applicant must also provide a list of agencies where supervised work was performed; job title, agency contact information, and name of supervisor are to be documented.

Official transcripts showing qualifying degree should be mailed to the Board office in Bryant.

Clinical Supervisor Requirements

In order to be registered as a supervisor, a counselor must be a Licensed Alcoholism and Drug Abuse Counselor; this is the master's level designation ([http://www.sbeadac.org/pdf/RULES_FINAL - 6-27-12.pdf#page=34](http://www.sbeadac.org/pdf/RULES_FINAL_-_6-27-12.pdf#page=34)). The LADAC must meet experience requirements set by the Board.

Clinical supervisors must have at least six hours of training in each of the following IC & RC domains:

- Counselor development
- Treatment knowledge
- Program development and quality assurance
- Performance evaluation
- Professional and ethical standards
- Administration

Clinical supervisors must do six hours of supervision training during each renewal cycle in order to renew their status.

Reciprocity

SBEADAC notes that, while reciprocity is not automatic, applicants who hold credentialing through comparable boards will be reviewed on a case-basis; they may be found eligible for licensing without having to meet additional requirements in Arkansas.

Adjunct Certifications

An Arkansas substance abuse counselor may pursue other certifications through the Arkansas Substance Abuse Certification Board (<http://www.asacb.com/certifications.html>). ASACB offers substance abuse counseling credentials at two levels; it also offers certification for clinical supervisors, criminal justice addictions specialists, and peer recovery specialists. The Certified Co-Occurring Disorders Professional credential is offered at three levels.

ASACB is a member of IC&RC. There are member boards in most states as well as in U.S. military branches and some Native American regions.

Additional Information

Licenses are renewed on a two-year basis. Continuing education not provided by one of the nine approved sponsors must have prior approval. No more than half of the required hours may be completed through online learning.

The Board may be reached by telephone at (501) 295-1100 or by email at sbeadac at gmail.com. Additional contact information is available on the Board website (http://www.sbeadac.org/contact_us.html).

The Arkansas Substance Abuse Certification Board is an additional professional resource. ASACB has a new website (<http://www.asacb.com/home.html>).

California

Substance Abuse/Alcohol and Drug/Addiction Counselor Requirements in California

The California Department of Health Care Services licenses some types of drug abuse treatment facilities and voluntarily certifies drug abuse facilities that are not required to hold a license. California requires professionals who provide counseling and related services at these facilities to be certified by an approved agency. They begin the process by registering with an approved certification board. They then have five years to meet all requirements, including work experience.

- [Contacts and Additional Information Sources](#)

General Requirements for Education, Training, and Examination

All certification programs require candidates to meet minimum training requirements established in California Code (<http://www.adp.ca.gov/Licensing/lcbhome.shtml>). Addiction specialists must have, at minimum, 155 hours of classroom education. They must meet the competences set forth in Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice, also known as TAP 21. They must have training in delivering services to special populations, for example, individuals with disabilities or co-occurring disorders. They must have education in ethics, communicable diseases, and sexual harassment prevention.

Certification is also dependent on meeting work experience requirements. Candidates must pass an examination. There are multiple examinations that may be used; this will vary by certification agency.

Substance abuse counselors register with the certification board most suitable to their circumstances and carry out steps in accordance with that board's requirements; candidates must be registered within six months of commencing work. Beginning in 2014, addiction specialists take nine hours of introductory coursework before formal registration.

There are 5 boards listed as currently providing certification:

- Addiction Counselor Certification Board of California (an official affiliate of CAADE)
- American Academy of Health Care Providers in the Addictive Disorders (AAHCPAD)
- California Consortium of Addiction Programs and Professionals (CCAPP)
- Breining Institute
- California Association of Drinking Driver Treatment Programs (CADDTP)

The list was updated in the fall of 2013.

Option 1: Addiction Counselor Certification Board of California (an official affiliate of CAADE)

The Addiction Counselor Certification Board of California awards the Certified Addictions Treatment Counselor (CATC I) credential to those who have completed programs that are accredited by the California Association for Alcohol/ Drug Educators (CAADE) or deemed equivalent. Candidates must accrue 2,240 hours in a state-licensed facility. Programs must be housed in regionally accredited

institutions. There are accredited programs in Arizona and Nevada as well as California. Candidates also must take and pass the Certified Addictions Treatment Counselor (CATC) Exam.

The CATC II requires an associate's degree and completion of an accredited (or equivalent) program. The CATC III requires a bachelor's. The CATC IV requires a master's. The CATC V requires a doctorate. The designation 'N' is added to the credential when an individual has a nursing degree.

Option 2: American Academy of Health Care Providers in the Addictive Disorders (AAHCPAD)

The American Academy of Health Care Providers in the Addictive Disorders offers the Certified Addiction Specialist (CAS) credential. Individuals with graduate degrees in mental health are required to have three years (6,000 hours) of experience; pre-doctoral internship may count as one (http://www.americanacademy.org/pdf/CAS_Eligibility.pdf). Individuals who do not have graduate degrees must have five years of experience.

All candidates will need to put together a portfolio documenting 270 hours of training in required areas. They also need to furnish three professional recommendations. Once eligibility requirements are met, the candidate will sit for an examination.

Option 3: Breining Institute

The Breining Institute offers the Registered Addiction Specialist (RAS) certification. It is available at four levels (<http://breining.edu/RASCert05.htm>). The RAS depends on 155 hours of formal training, one year of full-time clinical experience (2,080 hours), 160 hours of supervised experience, and passing scores on the Addiction Counselor Exam.

A substance abuse counselor who has an associate's degree in healing arts/ sciences may achieve RAS II after three years; a counselor who does not may achieve RAS II after five years and 450 hours of education. RAS III may be achieved by an addiction specialist with an associate or baccalaureate degree in healing arts/ sciences; however, the experience requirement will vary. The M-RAS credential can be achieved more quickly by a professional with a graduate degree.

The Breining Institute also offers specialty credentials.

Option 4: California Association of Drinking Driver Treatment Programs (CADDTP)

The California Association of DUI Treatment Programs offers the Certified Alcohol and Other Drug Counselor (CAODC) credential based on completion of 155 hours of education, 160 hours of supervised training and 2,080 hours of work experience; candidates must also pass a written examination (<http://www.cadtp.org/certification-overview>). Addiction counselors may move up to Certified Alcohol and Other Drug Counselor - Advanced (CAODC-A) status when they have five years of work experience and have completed 320 hours of education. CADDTP also offers a clinical supervisor credential.

Option 5: California Certification Board of Alcohol and Drug Counselors

The California Certification Board of Alcohol and Drug Counselors, a member board of the International Certification & Reciprocity Consortium (IC & RC), offers credentials at multiple levels. Candidates may begin as Registered Students. The Certified Alcohol and Drug Counselor Associate (CADCA) credential is for individuals who have completed 315 hours of education and 255 hours of field practicum and who have passed the IC & RC examination. The Certified Alcohol and Drug Counselor I (CADC-I) credential is

for those who have also completed 4,000 hours of work experience; with 6,000 hours of work experience, professionals can attain CADC-II status. Professionals can also pursue specialty certifications like Certified Criminal Justice Addiction Professional.

The Application Process

Application materials are available on the sites of the individual certification boards. Candidates will take nine hours of introductory coursework and apply for registration. Candidates should be aware that if the board operates in states other than California, there may be separate California registration materials.

Once individuals are registered or certified, they will appear in the database of the certifying agency.

Reciprocity

While California does not recognize certification boards other than those specifically approved, the individual boards have the power to grant reciprocal certification based on requirements that were met through other programs.

Exemptions

Licensed professionals, including psychologists, social workers, and marriage and family therapists, are exempt from the certification requirement. However, they must fulfill a continuing education requirement.

Additional Information

Currently, candidates can go to the site of the Department of Alcohol and Drug programs to see their options (<http://www.adp.ca.gov/Licensing/lcbhome.shtml>). However, services have been transferred to the Department of Health Care Services. Substance abuse counselors can look for information to be added to the 'providers and partners' pages (<http://www.dhcs.ca.gov/provgovpart/Pages/default.aspx>).

Colorado

Addiction Counselor Requirements in Colorado

Colorado addiction counselors are regulated by the State Board of Addiction Counselor Examiners. There are four levels of credentialing:

- Certified Addiction Counselor I
- Certified Addiction Counselor II
- Certified Addiction Counselor III
- Licensed Addiction Counselor

Certified Addiction Counselor (CAC) levels I and II can be achieved with a high school education and training in areas mandated by the Board. CAC III requires a bachelor's degree while Licensed Addiction Counselor (LAC) requires a master's.

Additionally, all credentials require supervised experience; all beyond the CAC I level require passing scores on a national examination for addiction counselors.

- [Endorsement Candidates](#)
- [Contacts and Additional Information Sources](#)

Certified Addiction Counselor I Requirements

A CAC I must have a high school diploma or GED and coursework in addiction (<http://www.colorado.gov/cs/Satellite/CDHS-BehavioralHealth/CBON/1251581585896>). Coursework is to include 21 hours of addiction treatment principles and 21 hours of addiction counseling skills.

Additionally, a counselor at this level will need 14 hours in each of the following:

- Client record management
- Infectious diseases in addiction treatment
- Culturally informed treatment
- Professional ethics I
- Pharmacology I

In order to achieve the CAC I, an individual must have 1,000 hours of relevant work experience. It must take place over a period of at least six months and include at least three of the following:

- Orientation
- Service coordination
- Administrative intake
- Administrative discharge/ discharge planning
- Record keeping
- Education (client, family, community)

A full-time worker will need three hours of clinical supervision a month. Supervision can be prorated, but an individual will need at least one hour per month, no matter how light the work schedule.

An individual who does any psychotherapy before earning the 1,000 hours must be registered in the Registered Psychotherapist (RP)

database(<http://cdn.colorado.gov/cs/Satellite?c=Page&childpagename=DORA-Reg%2FDORALayout&cid=1251631998670&pagename=CBONWrapper>).

Certified Addiction Counselor II Requirements

A CAC II must have all coursework required for CAC I plus the additional coursework listed below.

There must be 21 hours each in group counseling skills and motivational interviewing.

There must be 14 hours in each of the following:

- Cognitive behavioral therapy
- Co-existing conditions

- Assessment and treatment planning
- Professional Ethics II
- Pharmacology II
- Trauma Informed Care for Diverse Populations

A counselor with a high school diploma or equivalency will take the National Certified Addiction Counselor I examination (NCAC I). A candidate with a bachelor's may take the NCAC I or II. A candidate with a graduate degree may opt for the NCAC II examination or the Master Addiction Counselor (MAC) examination. (These are examinations that will be required for higher level credentialing.)

Registration information is found on the site of the Colorado Association of Addiction Professionals (<http://www.caap.us/pages/macandncacexaminations.html>).

Certified Addiction Counselor II Experience Requirements

The CAC II credential requires 2,000 experience hours beyond what is required for CAC I. This is to be completed over at least a one-year period. The addiction counselor will need experience in at least six of the following (<http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632085774>):

- Clinical evaluation
- Treatment planning
- Intake, discharge planning, and discharge
- Care coordination
- Case management
- Co-facilitation of counseling sessions (with a professional with higher level credentialing)
- Education of client, family, and community
- Documentation for clinical record

At this level, the counselor still needs three hours of supervision a month (prorated to no less than one hour a month).

An individual who is not certified as a CAC I but earns hours toward CAC II must be registered in the Registered Psychotherapist (RP) database.

Certified Addiction Counselor III Requirements

A CAC III must have a bachelor's in a behavioral field. Psychology, counseling, social work, and human services are all qualifying (<http://www.caap.us/pages/macandncacexaminations.html>).

The CAC III must have all coursework required for lower certifications plus advanced motivational interviewing, clinical practice I and II, and professional practice.

2,000 hours of additional work experience is required. At this level, an addiction counselor can carry out counseling sessions independently; co-counseling is not required. The counselor will need experience in

all eight areas listed as relevant at the CAC II level. Supervision requirements are reduced to two hours per month.

A CAC III candidate will take the NCAC II unless in possession of a graduate degree; in this case, the Master Addiction Counselor (MAC) examination may be taken instead.

Licensed Addiction Counselor Requirements

The LAC will need a master's or doctorate in behavioral sciences (or a program deemed equivalent). The individual must also meet requirements for credentialing at the CAC III level.

An LAC candidate must take the MAC. The examination is to be taken post-master.

Jurisprudence Examination

The candidate must also take the Colorado Mental Health Jurisprudence Examination. This tests knowledge of statutes and rules, confidentiality and privilege, prohibited activities, disciplinary action, and emergency procedures. The examination is open book and can be taken online. A candidate pays an \$18 fee.

The Board does not place limits on the number of times a candidate attempts the exam. However, a candidate who fails an attempt must wait ten days and pay an additional \$18.

The Board notes that statutory information posted on the website is not the official version. The most current version of statutes is accessible online at the Colorado Statute Manager (<http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632085774>).

The Application Process

Application materials are available on the site of the Department of Regulatory Agencies, or DORA (<http://cdn.colorado.gov/cs/Satellite?c=Page&childpagename=DORA-Reg%2FDORALayout&cid=1251631998670&pagename=CBONWrapper>).

Degrees are verified through official transcripts. Equivalency can be verified through transcripts and additional materials such as syllabi. Candidates will document required training on the form supplied for this purpose; a different form is used for applicants with graduate level education. The Board places time limits on required training classes but does not place limits on earned degrees.

The fee for Certified Addiction Counselor is \$225. For Licensed Addiction Counselor, it is \$250. Fees are subject to change on an annual basis; DORA notes that the date is July 1.

The candidate will complete a healthcare professional profile online (www.dora.colorado.gov/professions/hppp) after submitting an application.

Application status can be monitored online.

Endorsement Candidates

Out-of-state candidates are to request official verification from their licensing or certification agency. They should include detailed information about licensing requirements met in the other state. A

candidate who has not passed an appropriate examination in another jurisdiction may be required to do so. All candidates will need to take the Colorado jurisprudence exam.

Addiction counselors should use the endorsement application if they are licensed in another jurisdiction.

Additional Information

The State Board of Addiction Counselor Examiners can be found on the web at <http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632282345>. The licensing office can be reached at (303) 894-7800.

The Colorado Association of Addiction Professionals is an additional professional resource (<http://www.caap.us/>).

Connecticut

Alcohol and Drug Counselor Requirements in Connecticut

Connecticut's alcohol and drug counselors (A&DCs) are credentialed by the Connecticut Department of Public Health. They may be licensed or certified, depending on level of education; licensure is reserved for professionals who hold graduate degrees.

Regardless of educational level, the candidate will need to complete a specified number of education and training hours, fulfill an experience requirement, and pass an examination.

Certified Alcohol and Drug Counselor Educational Requirements

An alcohol & drug counselor will need at least 360 hours of relevant education. 240 must be specifically related to drug and alcohol abuse. The remaining 120 may pertain to other areas of human behavior.

Drug and alcohol coursework must include the following:

- Assessment and treatment planning: 30 hours
- Special populations and ethnically diverse groups: 12 hours
- Pharmacology: 18 hours
- Ethics: 12 hours
- HIV/ AIDS: 6 hours

The counselor must have at least 90 hours of counseling theory and techniques. The A&DC is expected to learn the core counseling functions.

No more than 40 hours of in-service may be credited toward meeting educational requirements.

Licensed Alcohol and Drug Counselor Educational Requirements

A Licensed Alcohol and Drug Counselor will need a degree at the master's level or higher. The degree may be in counseling, psychology, marriage and family therapy, psychology or another related field. At least 18 semester hours must be in counseling and related subjects (http://www.ct.gov/dPh/cwp/view.asp?a=3121&q=389230&dphNav_GID=1821).

The candidate will also need to document 240 hours of education specifically related to drug and alcohol abuse. He or she will document a total of 360 hours of relevant education. (Some candidates will have fulfilled this requirement at the certification level).

Supervised Experience and Practical Training Requirements for Licensure or Certification

An alcohol and drug counselor must have three years (6,000 hours) of supervised work experience and/or internship (http://www.ct.gov/dph/lib/dph/practitioner_licensing_and_investigations/.pdf). It must involve direct work with individuals with alcohol or drug dependency issues. At least 2,000 hours must be spent in core counseling functions. A master's degree may substitute for one year of experience.

A Connecticut alcohol and drug counselor may be licensed or certified as a supervisor by the Connecticut Certification Board. A substance abuse counselor outside Connecticut should have similar credentials. A professional in a related field (medicine, psychology, professional counseling, clinical social work, marriage and family therapy, registered nursing, advanced practice nursing) may be qualified to supervise. However, a supervisor who is not an alcohol and drug counselor must have completed specialized training in alcohol and drug counseling and have experience at the level specified in state regulations

(http://www.ct.gov/dph/lib/dph/practitioner_licensing_alcohol_drug_counselor/adc_regs.pdf).

300 hours of supervised practical training is required. This may be completed as part of the work experience or internship. On the supervised practical training form, the supervisor will verify ten hours in each of the following:

- Screening
- Intake
- Orientation
- Referral
- Assessment
- Treatment planning
- Counseling
- Report and record keeping
- Case management
- Client education
- Crisis intervention
- Consultation

Examination Requirement for Licensing or Certification

A candidate for credentialing at either level will need to take the International Certification Examination for Alcohol and other Drug Abuse Counselors (IC & RC exam). This is administered by the Connecticut

Certification Board. The Department of Health will notify the Connecticut Certification Board that the candidate has been found eligible. The Department notes that the examination is administered four times annually.

Third Party Credentialing

Passing the examination for licensing or state certification purposes does not mean that the candidate qualifies as CCB-certified. Although many requirements are the same, CCB certification does entail additional steps. Counselors may opt to go through the process for various reasons; CCB has reciprocity with International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC & RC/AODA) member boards both in the United States and abroad. Certification information is available on the CCB website (<http://www.ctcertboard.org/certifications>).

A candidate who is certified by a member board of the IC & RB/ AODA is considered to have met experience and education requirements in Connecticut.

Endorsement

A counselor who is credentialed by an agency that has similar or higher requirements may be credentialed without examination in Connecticut (http://www.ct.gov/dph/lib/dph/alcohol_drug_counselor/adc_statute.pdf).

The Application Process

Applications and supplemental forms may be downloaded from the 'requirements' pages for either licensing or certification (<http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389228>).

There is a \$190 fee for certification or licensure. The application must be notarized. A recent photographed must be attached.

Supervisor verification forms are to be sent directly to the licensing agency by the person who completes them. (The candidate will fill out the top portion of the form before giving it to the person whose verification is needed.)

Application materials should be sent to the Department of Public Health in Hartford.

The licensing agency notes that it is not policy to send notification about incomplete applications unless a candidate queries. Candidates may inquire by email.

Exceptions to Licensure/ Certification Requirements

Whether a person needs to hold state licensing or certification depends on employment and supervision status and, in some cases, on the employing department (<http://www.cga.ct.gov/2011/pub/chap376b.htm#Sec20-74s.htm>).

Additional Information

The Department of Public Health is the source of information about current requirements (<http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389228>). Alcohol and Drug Counselor Licensure can be reached at (860) 509-7603 or dph.counselorsteam@ct.gov.

The Connecticut Certification Board is the source for examination information (<http://www.ctcertboard.org/>).

District of Columbia

Addiction Counselor Requirements in the District of Columbia

The District of Columbia's addiction counselors are certified by the Board of Professional Counseling. To qualify, individuals must complete degrees at the associate's level or higher. They must also take Board-mandated coursework, complete a supervised practice requirement, and pass two examinations: a national addiction counseling examination and a jurisprudence examination. There are two levels of certification: Certified Addiction Counselor I, or CAC I, and Certified Addiction Counselor II, or CAC II.

Education and Training Requirements: CAC I

A CAC I candidate will need an associate's degree in a human services or health field (http://doh.dc.gov/sites/default/files/dc/sites/doh/Addiction_Counselors_Regulations.pdf). The following degrees would be considered certification-qualifying: aging studies, criminal justice, health education, mental health, or registered nursing. The Board notes that this list is not all-inclusive.

The candidate must have three credit hours in each of the following:

- Co-occurring disorders
- Crisis intervention
- Cultural factors
- Diagnostic and screening criteria
- Ethics, regulations, and rules
- Human behavior and family system dynamics
- Models of addiction, recovery process, motivational interviewing, treatment, stages of change, group dynamics and adjunctive support groups, relapse prevention
- Professional identity
- Psychopharmacology resources
- Substance abuse signs and symptoms

Coursework taken outside the degree can be accepted if it taken through an accredited institution or through a program that holds National Association of Alcohol and Drug Abuse Counselors (NAADAC) approval.

A CAC I must have at least 500 hours of supervised experience. It must address the same concepts that are addressed in the required substance abuse courses (e.g. substance abuse signs and symptoms); counseling skills and treatment planning/ research must also be addressed. At least 40 hours of

supervised experience is required in each of the twelve mandated areas. While accruing hours, a graduate will work under supervision as specified in 8715 of DC regulations (http://doh.dc.gov/sites/default/files/dc/sites/doh/Addiction_Counselors_Regulations.pdf). If the agency operates multiple sites and is unable to have a qualified supervisor at the site where the graduate is practicing, the supervisor must be available by communication device; in such instances, the supervisor will need to meet with the supervisee at least an hour per week.

The candidate must also pass the National Association of Alcohol and Drug Abuse Counselors (NAADAC-NCC) Level I examination.

Education and Training Requirements: CAC II

A CAC II candidate must have a degree at the baccalaureate level; it should be in a health or human services field.

The specific coursework requirements are similar to those of a CAC I, but the baccalaureate level candidate will need nine semester hours of coursework in areas such as models of addiction, recovery process, group dynamics, treatment, and relapse prevention. The CAC II will also need three semester hours of treatment planning and research and three semester hours of individual and group counseling.

The candidate must have at least 180 hours of supervised experience with at least ten hours in each of the following: screening, intake, orientation, assessment, treatment planning, counseling, crisis intervention, client education, referral, reporting and charting, and consultation with other professionals.

A CAC II candidate must take the NAADAC-NCC Level II examination.

The Jurisprudence Examination

Candidates for certification at either level must take the District of Columbia Jurisprudence Examination. The exam covers the NAADAC code of ethics as well as DC statutes and regulations. DC regulations state that the exam will be administered at least three times per year. Retakes are allowed. However, any candidate who fails three examination attempts must take an approved refresher course.

A study guide is available in the 'forms' section of the certifying agency's website (<http://doh.dc.gov/node/20742>).

Criminal Background Checks

The District of Columbia requires pre-certification criminal background checks (<http://doh.dc.gov/node/120532>). These are carried out by the Metropolitan Police Department (MPD) and the FBI. Fingerprints may be made by L-1 Enrollment Services. L-1 does Livescan (electronic) fingerprint capture. Candidates can schedule appointments by visiting the DC page of the L-1 website (<http://www.l1enrollment.com/state/?st=DC>) or calling 877-783-4187. Fingerprinting locations are listed for DC, Virginia, and Maryland (<http://www.l1enrollment.com/locations/?st=dc>). Candidates who live too far from an L-1 center may have hard cards scanned and processed by L-1. DC residents who wish to utilize Metropolitan Police Department services may call 202-442-9004.

The Application Process

An addiction counselor first comes under Board jurisdiction while completing post-degree supervised practice. The supervisee must submit documentation within two weeks of beginning practice; the supervisor must also submit paperwork.

Candidates typically submit CAC I or CAC II application materials after all requirements have been met but the examinations; the Board will grant permission to sit for examinations. A candidate who has already taken the required NAADAC examination can call 1-800-548-0497 to request score verification.

Application materials can be downloaded from the Department of Health website (<http://doh.dc.gov/node/20742>).

Official transcripts are to be in sealed envelopes. Verification of supervision is also to be included in a sealed envelope with the supervisor's name signed across the seal.

Candidates will submit course requirements forms and training forms at the appropriate level. They must include two passport-type photographs and a copy of an ID with their application package.

Application for CAC I or CAC II costs \$190; there is an additional \$50 fee for the criminal background check.

Certification candidates who have questions can call 877-672-2174 between 8:30 and 4:45 on weekdays.

A candidate who needs to retake the NAADAC will submit another application form along with an \$85 fee.

Addiction Counselors Certified in Other U.S. Jurisdictions

Addiction counselors who are certified by other U.S. jurisdictions can be endorsed into the District of Columbia. DC will accept either the NAADAC examination or another state-approved examination. The addiction counselor will still need to pass the DC jurisprudence examination.

Internationally Educated Addiction Counselors

Internationally educated addiction counselors are eligible for licensure in the District of Columbia provided 1) they graduated from programs that were accredited in their own nations or 2) their education is found to be equivalent. Equivalency must be determined by a Board-approved evaluation service. Required documents that are not in English must be translated; the translator must attest to their accuracy. The Board may request an interview to ascertain that education and training are at the level DC requires.

Additional Information

Addictions Counselor Licensing (<http://doh.dc.gov/service/addiction-counselors-licensing>) can be reached by telephone at (877) 672-2174.

The District of Columbia Addiction Professional Consortium is an additional resource (<http://www.naadac.org/district-of-columbia>).

Delaware

Alcohol and Drug Counselor Requirements in Delaware

Delaware substance abuse counselors may be eligible for one or more credentials based on their educational level. They can be voluntarily certified by the Delaware Certification Board (DCB) with or without college degrees. However, the process is shorter for those who do hold degrees.

Substance abuse counselors with master's degrees can be licensed as Chemical Dependency Professionals through the Division of Professional Regulation/ Board of Mental Health and Chemical Dependency Professionals; unlike DCB, this is a governmental agency. In order to be licensed, professionals must first hold third party credentials through DCB or other accepted agencies.

Certification by the Delaware Certification Board

In order to be credentialed by the Delaware Certification Board (DCB) as a Certified Alcohol and Drug Counselor (CADS), a professional must be currently employed in the field (<http://www.delawarecertificationboard.org/certifications.asp>). The substance abuse counselor will need 270 hours of education that relates to the following domains:

- Clinical evaluation
- Service coordination
- Referral
- Treatment planning
- Counseling
- Documentation
- Education (client, family, community)
- Professional responsibilities and ethics

There must be at least six hours of study in ethics and professional responsibilities.

Education must be formal but can include in-service and workshops as well as traditional college credit. Three relevant college credits can be credited as 45 hours.

Experience is required. The amount of experience depends on degree level. A substance abuse counselor with a master's degree needs just 2,000 hours (one year). A counselor with a bachelor's needs 4,000. The requirement is 5,000 hours for an individual with an associate degree and 6,000 for one with no degree. Employment can be credited if it took place within the prior seven years. Supervision of drug and alcohol counselors is creditable.

The counselor will need 300 hours of supervision prior to certification. Each domain must be addressed with a minimum of ten supervision hours.

The candidate must take the IC&RC Examination for Alcohol and Drug Counselors.

Delaware Certification Board Application Process

Application and instruction packets are available on the DCB site (<http://www.delawarecertificationboard.org/certifications.asp>). The application includes a release that must be notarized and a verification form to be completed by the supervisor. Employment can be verified through a letter on letterhead. The candidate should provide a current job description, co-signed by a supervisor, and certificates from relevant trainings. DCB recommends that three weeks prior to application, candidates request to have official transcripts sent from the issuing academic institution. There is a \$350 fee for certification.

The candidate will submit the application before examination. Once approved, the candidate can schedule the examination on-demand at a computerized testing center. A candidate who fails an examination attempt will need to pay an additional \$150 for re-examination.

Board of Mental Health and Chemical Dependency Professionals Licensing

There are two methods to demonstrate qualifications for licensure: certification and reciprocity (http://dpr.delaware.gov/boards/profcounselors/chem_newlicense.shtml).

Candidates applying by certification must provide evidence of master's degrees and 30 semester hours of study in counseling or closely related subjects. A candidate will need 3,200 hours of experience as a substance abuse counselor with at least 1,600 of the hours supervised by an approved clinical supervisor (<http://dpr.delaware.gov/boards/profcounselors/cdpexperience.shtml>). The supervisor may be licensed as a chemical dependency professional, psychologist, clinical social worker, or professional mental health counselor. Supervision by a physician who specializes in chemical dependency is also acceptable. The supervisee will need at least 100 hours of face-to-face meetings; up to 40 of the required supervision hours may take place in a small group setting.

The counselor will present certification by the Delaware Certification Board or another comparable agency. Delaware will accept certification as a National Certified Addictions Counselor (NCAC) or Master Addiction Counselor (MAC) granted by the Association for Addition Professionals (NAADAC). A substance abuse counselor who is certified by another agency may furnish documents that will allow the Board to determine equivalence/ suitability.

A substance abuse counselor who holds a current license in a U.S. jurisdiction and has held the license in good standing for at least five years is deemed to have adequate training and education. It is not necessary to provide evidence of having met training requirements at the level Delaware normally requires. The applicant will have a background check and submit general application materials listed as required of all applicants.

A substance abuse counselor who is currently licensed but has not held a license for five years in any current jurisdiction will need to provide copies of the statutes, rules, and regulations under which he or she was licensed. If Delaware determines licensing standards were not comparable, the candidate will have the option of furnishing additional documentation and applying by certification.

Board of Mental Health and Chemical Dependency Professionals Application Process

Application packets are available on the Board site (http://dpr.delaware.gov/boards/profcounselors/chem_forms.shtml). The packet includes verification forms that can be sent to the Delaware Certification Board, NAADAC, and/or state licensing agencies;

there is a separate form for each. A substance abuse counselor who holds both DCB and NAADAC certification will need verification of each. The Board also requires verification from each jurisdiction where the counselor has held licensing as a mental health practitioner.

There are two separate experience verification forms: one for experience that was under the clinical supervision of an approved supervisor, one for experience that was not.

A fee of \$194 should be enclosed (<http://www.dpr.delaware.gov/boards/profcounselors/fees.shtml>). Official graduate transcripts should be sent straight to the Board from the issuing institution.

The Board requires fingerprint-based criminal background checks. An applicant who is residing in Delaware should have the background check made at one of the three locations listed in the application packet. The Kent County location accepts walk-ins; appointments are required at Sussex County or New Castle County. Both the authorization form and the fee are to be brought to the fingerprinting location. The fee is currently listed as \$69.

Out-of-state candidates may have the fingerprints made at a local police agency. The agency may provide a fingerprint card. Otherwise, the applicant may call (302) 739-2134 to request that one be sent. The out-of-state applicant will mail the completed fingerprint card, authorization, and fee to the Delaware State Police.

Additional Information

Certification and testing information is found on the Delaware Certification Board site (www.delawarecertificationboard.org). DCB can be reached by telephone at (717) 540-4456.

Licensure information is available on the site of the Board of Mental Health and Chemical Dependency Professionals (http://dpr.delaware.gov/boards/profcounselors/chem_newlicense.shtml).

Florida

Addiction Counselor Requirements in Florida

Florida licenses substance abuse providers, including receiving facilities and treatment facilities. Employees are not necessarily licensed. The state does set some standards for individuals who work at facilities, for example, that they must be fingerprinted if they will work with juveniles or developmentally disabled adults. The state also defines "qualified professional" as it relates to substance abuse practice.

Florida addiction counselors may seek third party certification through the Florida Certification Board, a member board of the International Certification and Reciprocity Consortium, an organization that has member boards in most states and a number of foreign nations. The FCB offers standard and specialty addiction credentials. The distinction between Certified Addiction Counselor (CAC) and Certified Addiction Professional (CAP) is based primarily on educational level. Both credentials require education and supervised experience.

Certified Addiction Counselor (CAC) Requirements

An individual may achieve CAC status with a high school diploma or GED (<http://flcertificationboard.org/certifications/certified-addiction-counselor-cac/>). The FCB describes the CAC as an “intermediate credential” and notes that is potentially reciprocal. Some additional requirements are imposed.

Addictions Education: A candidate seeking the Florida CAC must have at least 250 hours of training relevant to the job role. Education must include at least 60 hours each in 1) understanding addictions and treatment and 2) professional readiness/ application to practice. The certification board notes that a candidate seeking international certification will need an additional ten hours in each of these two domains. Professional readiness curriculum must include two hours of domestic violence training and four hours of HIV/AIDS, regardless.

The other 130 hours must be distributed in the following manner:

- Clinical evaluation - 25
- Treatment planning - 15
- Case management/ referral - 10
- Counseling - 30
- Documentation - 10
- Client/ family/ community education – 10
- Professional and ethical responsibilities - 30

Experience: The experience requirement is 6,000 hours for a trainee with education at the high school level, 4,000 for one with an associate or vocational degree. The supervision requirement is 300 hours for a non-degreed trainee, 150 hours for one with a degree.

Examination: Candidates must pass the Florida Certified Addiction Counselor Exam. Those who seek the IC&RC credential must also pass the IC&RC examination.

Certified Addiction Professional (CAP) Requirements

Education: To be eligible for the CAP credential, one must hold a bachelor's degree; any field is acceptable (<http://flcertificationboard.org/wp-content/uploads/CAP-Application-March-2014.pdf>). A candidate will need 350 hours of content-specific education and training. This can take a variety of forms. Conference break-out and plenary sessions may be credited. A three semester hour university course is considered the equivalent of 45 hours. The FCB has provided a list of training topics that relate to particular performance domains; this can be found in the candidate handbook. Hours are to be distributed as follows:

- Counseling - 50
- Clinical evaluation – 35
- Treatment planning – 20
- Case management and referral – 10

- Education – 15
- Professional and educational responsibilities – 30
- Documentation – 15
- Administrative supervision – 15
- Addiction and treatment knowledge – 80
- Application to practice – 80

Experience: The candidate will need 6,000 hours of work experience. In the case of a candidate who has a graduate degree in a related field (human services, psychology, social work, or mental health or family counseling), the experience requirement is reduced to 4,000 hours. The supervision requirement is 300 hours unless the candidate has a related graduate degree; in this case, the requirement will be reduced to 200 hours. The supervisee will need at least 20 hours in each of seven identified performance domains. Supervision must be provided by a qualified supervisor (a professional who is certified as a supervisor or meets the requirements of Florida statute).

Examination: Candidates must take the Florida Certified Addiction Professional Exam. Candidates who desire international reciprocity through the IC&RC must take the IC&RC ADC Exam.

The Application Process

Candidates apply after education and experience requirements have been met. They may submit their applications online or through the mail (<http://flcertificationboard.org/certification/certification-process/>). Online submission is preferred. There is a \$25 charge for mailed applications; this is in addition to the standard \$150 application fee. The FCB does recommend that candidates print a hard copy for reference.

Candidates who are applying on the basis of college education will need to request official transcripts. The certification board will allow candidates with high school diplomas or GEDs to supply documentation directly; an unofficial college transcript may also be accepted as evidence that a candidate has met the requirement for education at the high school level. Candidates must include documentation of content-specific training in the manner described in the candidate bulletin. If training event documentation does not include all information required by the FCB, candidates should contact providers and request that they furnish letters on official letterhead. If the title does not adequately reflect course content, an agenda, syllabus, or official description should be included in the application packet.

Candidates will need to request additional third party documents. The qualified supervisor will provide supervision verification; required employment-based documentation will be maintained in case of audit. Three professionals will submit recommendations to the certification board.

Candidates must provide information about any criminal history. An individual who has a criminal history must be free of sanctions for at least three years. Generally speaking, it is necessary that candidates be free of felony convictions. However, the certification board may review the crime. If a non-felony crime is considered to be a crime against persons, the certification board may also carry out

a review, even if the situation was resolved in the more distant past. Candidates may request a review before applying for certification. There is a \$50 fee. The FCB conducts random background checks.

After the FCB approves the application, the candidate will be allowed to schedule the required examination. The FCB will notify the testing company. The testing company will then contact the candidate. Examinations are computer-delivered and available at multiple sites. Candidates are allowed to select test dates.

There is a \$100 fee for the Florida examination. CAP and CAC candidates who are seeking IC&RC certification will pay an additional \$185 testing fee. Candidates should not pay examination fees until such time as they are authorized to test. A candidate who needs to retake either examination will pay the full fee again.

Candidates are expected to meet certification requirements within 12 months of application receipt.

Additional Certifications Offered by the Florida Certification Board

The FCB offers the following addiction-related credentials: Certified E-therapist (CET), Certified Tobacco Treatment Specialist (CTTS), Certified Gambling Addiction Counselor (CGAC), and Certified Recovery Support Specialist (CRSS). Certifications in prevention, criminal justice, and other human service/ mental health fields are also available.

Additional Information

The Florida Certification Board (<http://flcertificationboard.org/>) can be reached at 850-222-6314. Applicants are invited to call with questions.

Georgia

Addiction Counselor Requirements in Georgia

Georgia does not license addiction counselors. However, counselors can demonstrate qualifications through voluntary third party certification.

The Georgia Addiction Counselors Association Certification Board is affiliated with the Association for Addiction Professionals (NAADAC). The Alcohol and Drug Abuse Certification Board of Georgia is a member of the International Certification & Reciprocity Consortium (IC & RC).

Both organizations have provisions for reviewing and certifying addiction counselors who have been granted certification by other agencies.

Requirements: Georgia Addiction Counselors Association Certification

The Georgia Addiction Counselors Association offers two addiction counselor certifications: Certified Addiction Counselor, Level I (CACI) and Certified Addiction Counselor, Level II (CACII).

CAC I: A high school diploma or GED is the foundation for a CAC I credential. The candidate must also have 180 hours of education in drug abuse, alcoholism, and counseling-related topics. Included in the requirement are 18 hours of cultural diversity, six hours of ethics, and three hours of HIV/ AIDS. At least

100 hours of education/ training must have been accrued in the prior 5 years. GACA will credit no more than 90 hours from a college transcript.

The credential requires 4,000 hours of supervised experience. Volunteer work may be credited toward the requirement if supervised by a GACA Certified Clinical Supervisor. A CAC I candidate will need a total of 96 hours of supervision. Work experienced accrued more than five years in the past will not be credited. The CACI candidate will take the NCC AP examination.

CAC II: The CAC II must have a degree at the bachelor's level (<https://gaca.org/certification/certified-addiction-counselor-level-ii-cacii/>). Additionally, the CAC II must have 270 hours of education relevant to the addiction counseling role; 27 must be in cultural diversity.

The credential can be achieved after 6,000 hours of practice. The candidate will need 144 hours of supervision. Work experience accrued more than eight years in the past will not be credited. A CAC II candidate will take the national written certification exam at Level I or II.

GACA also offers a Counselor-in-Training (CIT) credential (<https://gaca.org/certification/counselor-training-cit/>). A CIT receives supervision from a GACA Certified Clinical Supervisor.

Georgia Addiction Counselors Association Application Process

A candidate will apply for a CAC credential after all requirements have been met except examination. Applications may be downloaded from the site; the candidate will click on the button of the 'requirements' page of the credential sought.

GACA will require professional references and verifications of skill competency; verifications are to come from clinical supervisors and work supervisors.

Required education is to be documented through original transcripts and certificates of completion.

Candidates should submit application materials by the posted deadline dates in order to be considered for the next examination (<https://gaca.org/certification/2014-cac-certification-application-testing-deadlines/>).

The certification fee ranges from \$100 to \$200, depending on NAADAC/ GACA membership status.

Applicants will be sent information on examination/ re-examination policies.

Alcohol and Drug Abuse Certification Board Requirements

The Alcohol and Drug Abuse Certification Board of Georgia offers the Certified Alcohol and Drug Counselor I (CADC I), Certified Alcohol and Drug Counselor II (CADC II), and Certified Advanced Alcohol and Drug Counselor (CAADC) credentials.

The CADC I can be attained by an individual with high school education. The CADC II requires a bachelor's degree. The CAADC requires a qualifying master's; to be qualifying, the graduate degree must be in the human services arena and must include clinical application.

CADC and CAADC candidates must have 270 hours of education specific to the addiction counselor's role with no fewer than six in professional ethics. Candidates must have 300 hours of supervised practical training which may be a part of the required supervised experience or obtained separately. There must

be at least ten hours of practical training in each of 12 identified core functions. During the time that practical training is being completed, the trainee must have face-to-face supervision. The supervisor must have appropriate credentialing, though it may be granted by another certification or licensing agency; CAC II or MAC credentials are qualifying, as is licensure as a mental health professional.

The CADC I requires 6,000 hours of supervised experience. The bachelor's and master's level credentials each require 4,000.

The certification board also offers a credential for individuals in training to become alcohol and drug counselors. The credential is CADC Trainee.

Prevention professionals and individuals with specialized roles (for example, criminal justice professionals) may also pursue certification through the Alcohol and Drug Abuse Certification Board of Georgia. Candidates with degrees in human services at the bachelor's level or higher can train to be co-occurring disorders professionals.

Alcohol and Drug Abuse Certification Board Application Process

A candidate will apply for CADC or CAADC after all requirements have been met but examination. Applications can be downloaded from the site of the certification board (<http://www.adacbga.org/ADACBGA-GA-international-certification.shtml>). The application includes a code of ethics that the candidate must sign.

A candidate for CADC or CAADC will need three professional evaluations. The certifying agency will also require official transcripts. ADACB-GA notes that application materials are to be sent by regular mail.

CADC and CAAC candidates must remit a nonrefundable \$125 application fee and a \$170 testing fee. Once approved, a candidate will be allowed to self-schedule a computerized examination. A candidate who fails may make another attempt; an additional \$170 fee will be assessed. After two failures, additional requirements will be imposed.

Certification Options for Experienced Addiction Counselors

The Georgia Addiction Counselors Association will consider reciprocity for addiction counselors who do not hold NAADAC or NAADAC-affiliated certification on an individual basis (<https://gaca.org/certification/counselor-reciprocity>). A candidate who did not pass an appropriate examination may be given the opportunity to test.

ADACBA-GA also offers a Georgia-only certification to candidates who have taken an examination in the past and been granted certification by a nationally recognized organization (<http://www.adacbga.org/apps-manuals/Georgia-Only-Certification-Application-rev130206.doc.pdf>). Candidates must meet basic requirements for experience, education, and training.

Additional Information

The Georgia Addiction Counselors Association may be contacted at (770) 434-1000 or via email contact form (<https://gaca.org/contact-gaca/>).

The Alcohol and Drug Abuse Certification Board may be contacted at (770) 825-0481 or via email contact form (<http://www.adacbga.org/ADACBGA-contact>).

Hawaii

Substance Abuse Counselor Requirements in Hawaii

Hawaii substance abuse counselors are certified by the Department of Health, Alcohol and Drug Abuse Division (ADAD). The agency is a member of the International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuse. As such, it has reciprocity with boards in a majority of U.S. states as well as some foreign nations; other U.S. entities like the military also have IC & RC boards. In order to be certified by Hawaii ADAD, a professional must either live or work in Hawaii at least 51% of the time or be stationed in Hawaii/ the Pacific region.

Hawaii recognizes multiple categories of drug and alcohol treatment and prevention services. The basic credential does not require a college degree but can be earned more quickly by an individual who does possess a degree in a recognized field. The 'Certified Co-Occurring Disorders Professional-Diplomate' designation requires a graduate degree.

Certified Substance Abuse Counselor

The basic credential is Certified Substance Abuse Counselor, or CSAC (<http://health.hawaii.gov/substance-abuse/counselor-certification>).

The foundation for practice as a CSAC is a high school diploma or equivalency. The individual will also need 270 hours of education relevant to alcohol and drug counseling. This must include at least six hours each in confidentiality, professional ethics and issues, and sexually transmitted diseases; confidentiality coursework is to cover 42CFR, Part 2.

The applicant may credit no more than 45 hours in any one of the following: multicultural competency, counseling theories and techniques, group counseling, and family counseling. There is no limit on courses that have a specific focus on substance abuse. However, no more than half the required courses can be earned through distance education.

Fully 6,000 hours of experience is required of an individual who does not have a qualifying college degree or certificate. A drug/alcohol certificate program may be credited as 2,000 hours, a bachelor's degree in human services as 2,00 hours, and a graduate degree in human services as 2,000 hours -- except that a minimum of 2,000 hours (one year) will be required no matter how many degrees the counselor has earned.

The trainee must have practical training that includes at least 400 total hours of supervision and at least 20 hours in each core competency:

- Screening
- Assessment
- Orientation
- Intake
- Counseling
- Treatment planning

- Case management
- Crisis intervention
- Client education
- Referral
- Record keeping
- Consultation

The candidate must also take the IC&RC/AODA Certification Examination for Alcohol and Drug Abuse Counselors.

Certified Co-Occurring Disorders Professional-Diplomate (CCDP-D)

The CCPD-D credential requires a master's degree. The degree may be earned in co-occurring disorders or in another behavioral health discipline that includes a clinical focus. The candidate must have 140 hours of education that focuses specifically on the relationship between mental disorders and drug/alcohol usage; six hours must be in ethics for counselors.

The counselor will need 2,000 hours of work experience in co-occurring disorders. This must be earned in the ten years prior to application.

The counselor will also need 100 face-to-face supervision hours; there must be ten hours in each of ten identified domains.

Certified Criminal Justice Addictions Professional (CCJP)

Certified Criminal Justice Addictions Professional training must address the following competences:

- Criminal behavior/ addiction dynamics
- Criminal justice system
- Screening, evaluation, and assessment
- Counseling
- Documentation
- Treatment planning
- Case management, participant supervision and monitoring
- Legal, professional, and ethical responsibility

An individual with a high school education will need 270 hours of education addressing the required competencies. An individual with a qualifying associate's degree will need 200. An individual with a CSAS or qualifying bachelor's degree will need 150. With a CCS or qualifying master's, the requirement is reduced to 100 hours.

The experience requirement is 6,000 hours unless reduced by behavioral science education or prior certification. An associate's degree can substitute for 1,000. 2,000 can be credited for either a CSAC credential or a bachelor's degree; 4,000 can be credited for a CSS or master's degree.

The 200 hours of supervision may also be reduced by education or certification.

All candidates, regardless of prior education or certification, are required to take the IC&RC Criminal Justice Addictions Professional Examination.

Certified Prevention Specialist

A prevention specialist must have 120 hours of prevention education. At least 60 must be specific to alcohol, tobacco, and other drugs.

2,000 hours of preceptor-supervised training are required. The training must include 120 hours of supervision in the prevention domains identified by IC&RC.

The candidate will take the IC & RC Prevention Specialist Examination.

Certified Clinical Supervisor

To be certified as a clinical supervisor, a candidate must hold a qualifying certification (CSAC, CCDP-D, or CCJP) or a graduate degree in another professional human services discipline. The professional will need 30 hours of education that addresses the first six clinical supervision domains identified by IC&RC.

The counseling experience requirement is 6,000 hours, but may be reduced by qualifying certifications or education. A qualifying certification is worth 6,000 hours. A degree is worth 1,000 to 4,000 hours, depending on level.

The counselor will still need 4,000 hours of supervision experience; this must include 200 hours of clinical supervision.

The professional will take the Clinical Supervisor Examination.

The Application Process

Application materials are available on the Department of Health website (<http://health.hawaii.gov/substance-abuse/counselor-certification/>). The Board notes that a candidate can submit the general application before all requirements have been met; a file will be opened at this time. A candidate must sign a code of ethics. Education is to be documented with official transcripts and/ or certificates of completion. The supervisor will document experience and send the required paperwork directly to the certification office.

The examination represents the last stage of the process. An applicant who has met all requirements will be sent examination materials. At this time, he or she will submit an exam application.

The fee for the general application is \$25. In most instances, the examination fee is \$100.

The Board stresses that applicants should call the Certification Office at 808-692-7518 if they are in doubt about the application process.

Adjunctive Certification for Licensed Health Professionals

The Department of Health also has a certification process for professionals who hold primary licensing in other health disciplines. Certification is granted to those who have completed six months of relevant supervised experience, met a clock hour requirement, and passed the examination. Psychologists and doctors need 50 clock hours of education while marriage and family therapists, mental health counselors, and advanced practice nurses need 180.

Additional Information

The Hawaii Department of Health, Alcohol and Drug Abuse Division is the source for current information (<http://health.hawaii.gov/substance-abuse/counselor-certification/>). The Drug Abuse Division can be contacted at 808-692-7506.

Idaho

Substance Abuse Counselor Requirements in Idaho

The Idaho Department of Health and Welfare Alcohol/Drug Abuse Prevention & Treatment Programs does not license substance abuse counselors but does define "qualified professional" as it relates to those delivering services in state facilities. According to state administrative code, there are multiple pathways to being deemed qualified; a professional may hold licensing in another health discipline or pursue certification through an approved organization (<http://adminrules.idaho.gov/rules/current/16/0720.pdf>).

The Idaho Board of Alcohol/Drug Counselor Certification (IBADCC) certifies individuals who might not otherwise be deemed qualified. IBADCC is a member board of the International Certification & Reciprocity Consortium (IC&RC). Idaho accepts credentialing at either of two levels. The lower level does not require a college degree; it is granted on the basis of addiction-specific education and training, examination, and supervised experience. Candidates need background clearance.

Idaho Board of Alcohol/Drug Counselor Certification

CADC certification: The introductory IBADCC credential is Certified Alcohol/Drug Counselor (CADC). To qualify, the individual must have 270 hours of education that addresses IC&RC domains and tasks. A minimum of 30 hours must address each of the following domains: counseling, assessment, case management, professional responsibility, and alcohol and drug education.

Education may include formal college courses or workshops and seminars approved by any of the following organizations: IC&RC, Association for Addiction Professionals (NAADAC), State of Idaho Department of Health and Welfare, National Board for Certified Counselors (NBCC), National Association of Social Workers (NASW), or IBADCC. One university credit hour is considered the equivalent of 15 clock hours. No more than five hours of in-service can be credited.

Six hours of ethics education is required. It must relate specifically to substance abuse counseling and must cover client welfare, professional development, federal and state law, institutional and professional relationships, financial issues, and professional wellness.

The substance abuse counselor must also fulfill an experience requirement. The amount of experience will depend on whether the candidate has earned a behavioral science degree, and if so, at what level. With no qualifying degree, an individual will need 6,000 hours of experience (the equivalent of one full-

time year). However, an associate's degree in alcohol/drug studies or another behavioral science field can substitute for 1,000 hours (half a year). A bachelor's degree counts for 2,000, a master's, 4,000. Counseling, psychology, social science, social work, and sociology are all considered behavioral science. IBADCC notes that this list is not all inclusive; however, it has been determined that a criminal justice bachelor's does not substitute for a year of experience (http://www.ibadcc.org/new_web/resources/faq/faq.shtml).

300 supervision hours will be required; IBADCC notes that while these hours may be thought of as practicum, it is not necessary that they be completed for college credit. The supervisor may have any of the following qualifications:

- Advanced Certified Alcohol/Drug Counselor (ACADC) credential
- CADC credential (if the individual has been certified for three years and has completed the required supervision training)
- Certified Clinical Supervisor (CCS) credential
- Master's degree and addictions counseling certification or licensure
- Idaho Health and Welfare Clinical Supervisor approval

An examination is also required.

ACADC Certification: To earn the Advanced Certified Alcohol/Drug Counselor (ACADC) credential, an individual must have a master's degree in a behavioral science discipline; the program must include a clinical component (http://www.ibadcc.org/new_web/certification/acadc/acadc.shtml). The individual must have 180 hours of education that addresses the required IC&RC performance domains, with at least 30 hours in each of the five identified areas. Ethics training is required, as is examination. The professional must also have 2,000 hours of experience; this must include 300 hours of supervision in 12 core functions.

Certification Reciprocity

IBADCC notes that professionals certified by other IC&RC boards may request a reciprocity form from IC & RC.

NBCC Master Addiction Counselor Certification

Also referenced in Idaho administrative code is the NBCC Master Addiction Counselor (MAC) credential. To be eligible for this credential, one must have a qualifying master's degree and meet general requirements for National Counselor Certification (NCC) as well as requirements pertaining specifically to addiction counseling. NCC certification requires completion of a 48 semester hour counseling program that includes fieldwork and coursework in eight required content areas (<http://www.nbcc.org/NCCReqs>). Candidates must pass the National Counselor Examination. Additionally, candidates from programs not accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) must demonstrate 3,000 hours of post-degree practice and 100 hours of supervision.

Candidates for MAC specialty certification must demonstrate 12 semester hours of addiction coursework. Up to 500 hours of addiction-related CE may be credited -- or up to six semester hours of marriage and family and/or group counseling coursework (<http://www.nbcc.org/Specialties/MAC>). The candidate must have at least three years of relevant experience at no less than 20 hours per week; at least two of these must be completed post-master. The Examination for Master Addictions Counselors (EMAC) will be required.

Examination information and study guides for the NCE and EMAC are available on the NBCC site (<http://www.nbcc.org/NCE>).

The Application Process

Clinicians may demonstrate that they are qualified to work in by mailing or faxing a copy of their qualifying license or certification to the Division of Behavioral Health (<http://healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders.aspx>). Some changes went into effect in 2013. A recent newsletter notes it's no longer necessary to document 1,040 hours (<http://healthandwelfare.idaho.gov/Portals/0/Medical/SUD/SUDNewsletterJuly2013.pdf>).

Individuals who have the requisite training and experience may visit the IBADCC website to initiate the certification process. IBADCC requires that transcripts of university coursework be sent straight from the issuing institution. Three references are required; they must be in sealed, signed envelopes. Background clearance is also required (http://www.ibadcc.org/new_web/resources/faq/faq.shtml). IBADCC refers candidates to the Idaho Criminal History Unit to initiate the process (<https://chu.dhw.idaho.gov/>). Individuals may apply and schedule online (<https://chu.dhw.idaho.gov/>). They may also view a list of Idaho fingerprinting locations.

A candidate applying for CADC or ACADC certification should be prepared to pay an \$80 application fee and a \$235 testing fee (http://www.ibadcc.org/new_web/certification/cadc/cadc.shtml#eligibility). The examination is not scheduled until after the application has been approved. Detailed candidate information is found in the candidate handbook.

Substance Use Disorders Professional Trainees

Idaho also recognizes qualified substance use disorders professional trainees. A trainee may be recognized on the basis of enrollment in a qualifying program, classification as an Idaho Student in Addiction Studies, or certification as a Northwest Indian Alcohol/Drug Specialist Counselor 1 (<http://healthandwelfare.idaho.gov/Portals/0/Medical/SUD/QSUDPTChecklist.pdf>). Employees of Idaho facilities can expect to be fingerprinted before beginning work.

Additional Information

Candidates should be aware that state policies have changed at more than one point in recent years. Individuals interested in being recognized as qualified professionals can find contact information on the Department of Health and Welfare website (<http://healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders.aspx>).

The Idaho Board of Alcohol/Drug Counselor Certification can be reached at 208-468-8802. Applicants with questions may email: ibadcc at ibadcc.org (<http://ibadcc.org/>)

Illinois

Alcohol and Other Drug Abuse Counselor Requirements in Illinois

Illinois substance abuse counselors can seek certification through the Illinois Alcohol and Other Drug Abuse Professional Certification Association. The Illinois Certification Board is a state member of the International Certification & Reciprocity Consortium (IC&RC).

The certification board offers the following standard addiction credentials: Certified Alcohol and Other Drug Abuse Counselor (CADC), Certified Reciprocal Alcohol and Other Drug Abuse Counselor (CRADC), Certified Advanced Alcohol and Other Drug Abuse Counselor (CAADC), and Certified Supervisor Alcohol and Other Drug Abuse Counselor (CSADC).

Certified Alcohol and Other Drug Abuse Counselor (CADC) Requirements

The CADC is a nonreciprocal credential for substance abuse professionals who are at the early stages of their careers. Candidates must have education at the high school (or GED) level. They must pursue 225 hours of relevant education, at least 100 of them 'AODA-specific' – concerned with alcohol and other drugs. The certification board requires 15 hours each in addiction services for women and families and addiction services for adolescents and families. Also required is six hours of coursework in professional responsibilities and ethics.

A prospective CADC must have 150 hours of supervised practical training. A nondegreed candidate will need two years (4,000 hours) of paid work experience. 1,000 hours of experience can be waived on the basis of a qualifying associate's degree. 2,000 hours can be waived on the basis of a degree at the bachelor's level or higher. (The certification board notes that a person can only credit one degree.) To be credited, the degree must be in the behavioral sciences and must include a clinical focus. Examples include community counseling, criminal justice, rehabilitation counseling, psychology, social work, and sociology.

A CADC candidate takes the Certified Alcohol and Drug Counselor Examination, a state-specific test. Candidates may order study guides for \$65. An order form is available in the forms section.

Requirements for the CADC and other counseling certifications are described in the "AODA Counseling Model" document, which can be downloaded from the credentialing section of the board website; a candidate should select "credentialing forms" and then "counselor".

Certified Reciprocal Alcohol and Other Drug Abuse Counselor (CRADC) Requirements

The CRADC credential is reciprocal with participating IC&RC boards. It does not require a college degree. It is dependent on completing 300 hours (or 20 semester hours) of relevant education, at least 160 of them AODA-specific. There must be 30 hours of education addressing treatment of women and their families and another 30 addressing treatment of adolescents and their families. The professional responsibility and ethics requirement is the same as it is at the CADC level: six hours.

The work experience requirement is increased: three years (6,000 hours). However, candidates with degrees can waive a portion of the experience requirement; degree equivalencies are the same as they are at the CADC level. The candidate will need 300 hours of supervised practical training.

To be certified at this level in Illinois, one needs to pass both the state-specific examination and the IC&RC ADC Examination.

Certified Supervisor Alcohol and Other Drug Abuse Counselor (CSADC) Requirements

An addiction counselor can be certified as a supervisor without a college degree, but must first hold the CRADC credential. The counselor will need 350 hours of qualifying education. The certification board requires five years of recent experience, at least two spent performing supervisory duties. A candidate will need to pass three examinations before earning this credential: the state-specific examination, the IC&RC ADC Examination, and the IC&RC Supervisor (CS) Examination.

Certified Advanced Alcohol and Other Drug Abuse Counselor (CAADC) Requirements

To qualify for the CAADC certification, one must have a graduate degree in human behavioral sciences; the program must include a clinical component. The candidate must demonstrate 180 hours of AODA-specific education, including 45 hours each in services for women and families and services for adolescents and families.

One year (2,000 hours) of experience is required. The candidate must pass the IC&RC Advanced AADC Examination.

The Application Process

Candidates apply when they have met all requirements with the exception of examination. Application materials are found in the certification section of the board website (<http://www.iaodapca.org>). Candidates must sign a code of ethics and authorize release of information from third parties. The application includes a statement that requires notarization. Degrees must be documented through official transcripts. Training may be documented through certificates or letters of attendance. The certification board will require a current job description.

Candidates for CADC, CRADC, and CAADC pay a \$75 application fee. A certified candidate wishing to upgrade to a higher level pays \$30. The CADC examination is currently \$125. Higher level examinations are \$155.

Certified Associate Addiction Counselor Requirements

An entry-level professional can apply for the Certified Associate Addictions Professional (CAAP); the individual must pass an examination. There is no experience requirement, but ongoing supervision is required. At this level, a candidate can take the examination without first submitting an application.

Adolescent Treatment Endorsement (ATE) Requirements

Illinois offers an endorsement for treating adolescents. To qualify, one must be certified as an alcohol and drug counselor or hold a license in the healing arts. The certification board requires evidence of 45 hours of education in adolescent-specific domains. The counselor will need 2,000 hours of qualifying work experience with 25 hours of supervision provided by a knowledgeable professional.

Other Related Certifications

The Illinois Certification Board also offers a number of specialty credentials, including Certified Prevention Specialist (CPS) and Mental Illness/Substance Abuse I or II (MISA I or II).

Out-of-State Addiction Counselors

The Illinois Certification Board will issue equivalent credentials to addiction professionals who are certified by other IC&RC member boards (http://www.iaodapca.org/?page_id=36) Certificate holders will need to request reciprocity applications from their current board. There is a \$100 fee for transferring a credential. The new credential will have the same expiration date as the old one. The substance abuse professional will follow Illinois renewal procedures.

Credentials go by different names in different jurisdictions. The Illinois Certified Reciprocal Alcohol and Other Drug Abuse Counselor is equivalent to the IC&RC Alcohol and Drug Counselor (ICADC). The Certified Supervisor Alcohol and Other Drug Abuse Counselor is equivalent to the IC&RC Clinical Supervisor (ICCS).

A nonresident is allowed to seek reciprocal-level certification in Illinois if 51% or more of recent work experience has been in an Illinois facility.

Additional Information

The Illinois Alcohol and Other Drug Abuse Professional Certification Association can be reached by telephone at 217-698-8110. Additional contact information is available on the website (http://www.iaodapca.org/?page_id=24).

Indiana

Substance Abuse / Addiction Counselor Requirements in Indiana

The Indiana Professional Licensing Agency recently began licensing addiction counselors. The 'grandfathering' period ended in 2012; all candidates must now meet stated requirements. There are two levels of licensure. 'Licensed Addiction Counselor' is granted to professionals with bachelor's degrees. 'Licensed Clinical Addiction Counselor' is granted to professionals with master's degrees. Candidates at either level must complete a supervised experience requirement and pass a licensing examination.

Licensed Addiction Counselor

The Licensed Addiction Counselor will need a bachelor's degree in addiction studies or a related field like psychology, counseling, social work, or family relations.

Transcripts must show 40 semester hours (or the equivalent) of college coursework in the following areas (http://www.in.gov/pla/files/IBHSLB_2012_Edition.pdf):

- Personality theory
- Developmental psychology
- Abnormal psychology
- Psychoactive drugs
- Addictions theory

- Addiction counseling
- Treatment planning
- Cultural competency
- Family education
- Professional development and ethics
- Other approved areas

The addiction counselor will need 350 hours of internship, practicum, or acceptable supervised experience. This may be supervised by an appropriately credentialed addiction counselor or by a psychologist, psychiatrist, psychiatric or mental health nurse specialist, mental health counselor, marriage and family therapist, clinical social worker, or equivalent professional.

The Licensed Addiction Counselor will also need two years of post-degree experience; the required hours may be completed in a period of 21 to 48 months. 150 hours must consist of face-to-face supervision; there should be 100 individual supervision hours and 50 group supervision hours.

Licensed Clinical Addiction Counselor

An LCAC must hold a master's or doctoral degree (http://www.in.gov/pla/files/IBHHSLB_2012_Edition.pdf). The degree may be in addiction studies or in a related field like psychology, human services, social work, or human development. There must be at least 27 semester hours of addiction counseling coursework.

The candidate will need to demonstrate coursework in all required areas:

- Psychopathology
- Psychopharmacology
- Human development
- Theories and techniques of addiction counseling
- Group addiction counseling
- Counseling of addicted family systems
- Multicultural counseling
- Clinical assessment and appraisal
- Clinical problems
- Research methods in addiction

Additionally, the counselor will need a two or three semester hour course in each of the following:

- Assessment and appraisal of individual or interpersonal disorders

- Professional, ethical, and legal standards, as related to addiction counseling (or another similar approved course)

It is permissible to take coursework outside the master's or doctorate. However, it must be taken through an institution that has accreditation or approval by one of the following:

- National Association of Alcohol and Drug Abuse Counselors (NAADAC)
- International Certification and Reciprocity Consortium (IC & RC)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE)
- Council on Social Work Education (CSWE)
- American Psychological Association (APA)

The candidate will provide evidence of at least 350 hours of services in the form of internship, practicum, or other supervised work for which credit was granted

(http://www.in.gov/pla/files/LCAC_APPLICATION_INSTRUCTIONS_2013.pdf).

Two years of supervised post-graduate work experience is required. Doctoral internship may be credited. 200 hours must be under qualified supervision; this is to include 100 individual supervision hours and 100 group supervision hours.

The Examination Process

Candidates at either level may elect to take either of two nationally recognized licensing examinations. A candidate for Licensed Addiction Counselor may opt for the International Examination for Alcohol & Drug Counselors (ADC) or the National Certified Addiction Counselor II (NCAC II). A candidate for Licensed Clinical Addiction Counselor may opt for the International Advanced Examination for Alcohol & Drug Counselors (AADC) or the Master Addiction Counselor (MAC) examination. The ADC and AADC are administered by IC & RC. The NCAC II and MAC are administered by the Association for Addiction Professionals (NAADAC). Candidates do not register directly but go through their own licensing agency or certification board.

The candidate will indicate the desired examination on the application. The candidate will need to take the examination within one year of approval. Re-examination is permitted; the candidate will need to submit a retake examination and an additional fee. A candidate who fails three examination attempts, however, will not be allowed to retest without an appearance before the Board.

The Application Process

Application forms for Licensed Addiction Counselors (<http://www.in.gov/pla/3459.htm>) and Licensed Clinical Addiction Counselors (<http://www.in.gov/pla/3460.htm>) are available on the Professional Licensing Agency website. The applicant must submit official transcripts and fill out a form to verify coursework. The licensing agency suggests that candidates also include syllabi or course catalog descriptions. (A candidate may be approved for licensure without detailed course information if it is clear that all requirements have been met. However, sometimes the application process is delayed by requests for additional information.)

Experience and supervision verification are to be submitted to the licensing agency directly from the source.

A candidate who has held health licensing in any state must submit official verification. A candidate who answers 'yes' to background history questions will need to submit a notarized statement.

A 2 by 3 photograph should be included with the application. There is an application fee of \$50 for licensure at either level.

After the application has been received, the candidate will receive instructions about completing a fingerprint-based background check; this step is not to be carried out beforehand (<http://www.in.gov/pla/3240.htm>). At this stage, an in-state candidate will register with Identogo and schedule an appointment for electronic fingerprinting; fingerprints will be submitted electronically. Out-of-state candidates will register with the approved vendor but have prints made on FBI cards and then mailed to the vendor for scanning.

Out-of-State Addiction Counselors

Under certain circumstances, an out-of-state counselor may be licensed without taking the examination. The counselor must be credentialed on the basis of examination; if the examination was not one that is approved for licensure in Indiana, it must be judged substantially equivalent. The licensed addiction counselor must have worked in the field for three of the prior five years.

It is still necessary to meet Indiana's education and experience requirements. The endorsement candidate will also need to pass an examination on Indiana's laws and rules.

An out-of-state addiction counselor may be granted a temporary permit if either of the following apply: 1) The addiction counselor is state licensed or state certified. 2) The addiction counselor is nationally certified and has been practicing in a state that does not license addiction counselors. There is an additional fee of \$25 for the temporary permit. It is valid for up to 180 days. The temporary permit is invalidated if the candidate is found ineligible for licensing; failing the required examination would be a possible reason. A candidate who is unable to take a scheduled examination is sometimes issued another temporary permit; the Board must concur that there was good cause.

Additional Information

Addiction counselor licensing information is available on the Professional Licensing Agency website (<http://www.in.gov/pla/3050.htm>). The licensing agency can be contacted by telephone at (317) 234-2064 or by email at: pla5 at pla.in.gov.

The Indiana Association for Addiction Professionals is an additional professional resource (<http://www.iaapin.org/>).

Iowa

Substance Abuse Counselor Requirements in Iowa

Iowa licenses substance abuse programs, not substance abuse personnel. However, Iowa Administrative Code 156.3(2) sets minimum standards for personnel who provide screening, assessment, evaluation, and treatment (<https://www.legis.iowa.gov/docs/ACO/chapter/641.156.pdf>). They are to be certified by

the Iowa Certification Board or by a member board of the International Certification and Reciprocity Consortium (IC & RC) or otherwise demonstrate education, training, and experience appropriate to the field.

The Iowa Certification Board (ICB) is a member board of the IC & RC. While certification requirements are not identical from jurisdiction to jurisdiction, substance abuse counselors are typically required to seek certification in a jurisdiction where they live or work more than half of the time.

The Iowa Certification Board offers multiple levels of certification. The Certified Alcohol and Drug Counselor (CADC) is a nonreciprocal entry-level credential. The International Alcohol and Drug Counselor (IADC) is reciprocal credential; requirements are set somewhat higher. The International Advanced Alcohol and Drug Counselor (IAADC) is the advanced credential for professionals with graduate degrees.

ICB also offers a Certified Treatment Assistant certification and several specialty certifications.

Certified Alcohol and Drug Counselor (CADC) Requirements

A candidate may opt to meet the requirements for the basic credential, CADC, primarily through education or primarily through experience (http://www.iowabc.org/PDFs/cadc_Handbook.pdf). Ultimately, the candidate will need to pass a national examination and earn a satisfactory supervisor evaluation.

Education Track: The candidate will need 24 semester hours of related coursework plus 150 clock hours of education relevant to the role of a substance abuse counselor. The 24 semester hours may be in substance abuse or in counseling, criminal justice, human services, social work, sociology, or psychology. 33 quarter hours is considered the equivalent of 24 semester hours. In order for coursework to be credited, the candidate must earn at least a 'C'.

The 150 clock hours of relevant training must include at least 45 hours of theories and techniques of counseling, six hours of counseling ethics, 45 hours that are directly related to substance abuse, six hours that are related to special populations, and three hours related to race and ethnicity. These hours may be earned through college credit, workshops, or other trainings. A semester hour of academic coursework is credited as fifteen clock hours, a quarter hour as ten. Up to half the hours may be online learning or approved in-service.

Additionally, the trainee will need at least 1,000 recent hours of experience. At least 500 must be spent doing tasks related to eight identified domains: clinical evaluation, counseling, treatment planning, referral, service coordination, documentation, client/ family/ community education, and professional/ ethical responsibility; there must be at least ten hours in each. The trainee will need at least 36 hours of direct supervision.

Experience Track: The CADC candidate will need a high school diploma or general education diploma. The candidate will also need 150 hours of relevant training; these are to be distributed in the same manner as they would be for a candidate pursuing the education track. However, the candidate will not need any college-level academic coursework. (Academic coursework can, though, be credited at the rate of one semester hour for fifteen clock hours.)

The candidate applying through this pathway will need fully 3,000 hours of experience performing the required domains. At least 36 must consist of direct supervision.

International Alcohol and Drug Counselor (IADC) Requirements

An IADC will need 270 hours of training pertinent to the role of a substance abuse counselor. At least 90 must be in theories and techniques of counseling; at least 90 must be substance abuse related. At least 30 hours must have been earned in the prior two years.

No college degree is required. However, candidates with degrees in the behavioral sciences will have reduced work experience requirements. With no qualifying degree, the requirement is 6,000 hours. With an associate's degree in behavioral sciences, it is 5,000 hours. With a bachelor's in behavioral sciences, it is 4,000; with a master's in behavioral sciences, it is just 2,000.

A trainee who has education at less than the bachelor's level will need 500 hours of qualifying on-the-job training. A candidate who has at least a bachelor's in behavioral sciences will need just 300. There must be at least ten hours in each of the identified domains.

International Advanced Alcohol and Drug Counselor (IAADC) Requirements

The advanced credential can only be obtained by individuals with master's degrees in behavioral sciences. The candidate must have 180 clock hours of education specific to alcohol and drug abuse; at least 30 must have been earned in the prior 24 months.

The advanced trainee will need supervised experience in ten domains. Included are the eight domains required for the IADC certification, plus 1) clinical supervision and 2) research, design analysis, and utilization.

The Application Process

An individual must document education and experience requirements before examination approval can be granted. At this time, the candidate will purchase an application; there is a \$40 fee (http://www.iowabc.org/PDFs/cadc_fees.pdf).

A supervisor evaluation must be submitted. It must cover a minimum of three months if the supplicant is applying for the ADC credential. It must cover a minimum of six months if a higher credential is sought. A candidate who scores below the minimum cannot be scheduled for an examination. However, the candidate may be found eligible for examination at a future date if a higher score is achieved. The candidate handbook includes a description of expected competencies under each domain.

An approved addiction counselor candidate must pass the IC & RC examination at the appropriate level. The Certification Board will pre-register the candidate; the candidate will be notified and asked to schedule. Candidate handbooks are available for download on the Certification Board website (<http://www.iowabc.org/cadc.html>). The fee for the computer-based examination is \$140.

It may take four to six weeks for exam results to be known (<http://www.iowabc.org/faqs.html>). Certification can be granted following the next meeting of the Board of Directors. A candidate who has met all requirements, including examination, will be asked to pay a certification fee; this must be done within 30 days. The fee is currently \$200.

The Upgrade Process

A substance abuse counselor who is certified at the ADC level and wishes to upgrade to IADC may fill out a short form application. The alcohol and drug counselor will need to submit documentation of education that was completed after issuance of the ADC credential. ADCs certified in the more distant past may not have taken the IC & RC examination; they will be required to do so as part of the upgrade process.

There is an additional test (and lengthier application) required to upgrade to IAADC.

Reciprocity

Alcohol and drug counselors certified by other IC & RC boards will be granted reciprocity in Iowa without additional training or experience (<http://www.iowabc.org/faqs.html>). There is a \$100 fee for candidates requesting reciprocity.

Specialty Certifications

Certified Co-Occurring Disorders Professional certifications (CCDP and CCDP-D) both require academic degrees in behavioral sciences or co-occurring disorders (<http://www.iowabc.org/ccdp.html>). The CCDP requires a bachelor's, the CCDP-D, a master's. The experience requirement is lower for the CCDP-D certification. The IC & RC examination is the same whichever level of certification is sought.

The Certified Prevention Specialist (CPS), Certified Criminal Justice Professional (CCJP), and Certified Clinical Supervisor (CCS) certifications do not require academic degrees (http://www.iowabc.org/PDFs/credential_comparison.pdf). However, individuals with higher education can achieve CCJP or CCS with fewer years of experience. The CCS is an add-on credential.

Additional Information

Candidates with questions may contact the Iowa Certification Board (<http://www.iowabc.org/>) at 515-965-5509.

Kansas

Substance Abuse Counselor Requirements in Kansas

Kansas addiction counselors are licensed by the Behavioral Sciences Regulatory Board. Licensed Addiction Counselors (LACs) have education at the baccalaureate level. Licensed Clinical Addiction Counselors (LCACs) have education at the master's level. Licensure at either level requires examination. Licensure at the LCAC level also requires post-graduate supervised practice.

Licensed Addiction Counselor (LAC) Requirements: Education

An individual may be licensed at the LAC level with a bachelor's degree in addictions or a related field.

The student will need at least three semester hours in each of the following content areas:

- Addiction pharmacology: Psychoactive chemicals and their effects, intoxication, withdrawal, screening, use of pharmacotherapy in treatment.
- Introduction to Addiction: Theories and models of addiction, impact of addiction, strategies for prevention, treatment, and continuing care.

- Group counseling methods: Culturally sensitive, evidence-based strategies for facilitating groups and establishing goals and treatment outcomes.
- Individual counseling methods: Establishing therapeutic relationships, setting goals, assessing progress, and managing crises.
- Co-occurring disorders: Understanding the disorders that often co-exist with addiction, carrying out screenings and assessments and managing risks.
- Addiction services coordination: Navigating the various systems that connect people with services, acting as case manager and advocate.
- Ethical and legal issues: Professional standards, codes of conduct, and issues such as confidentiality.
- Family and community studies: Family and social systems and how they are affected by addiction, cultural competence.
- Research: Research design, interpretation and evaluation of research, application of research to professional practice. (This is not required of candidates who graduated before July 1, 2012.)

The student will also need a six semester hour practicum that integrates learning with service delivery. There is to be experience in the following functions: intake and assessment, treatment planning, counseling, case management, documentation, and discharge planning. The student is to have 400 hours of experience, supervised at the rate of one hour for every ten hours of practice.

A detailed description of required coursework is found in 102-7-3 (<http://www.ksbsrb.org/pdf/102-7-3.pdf>).

Licensed Clinical Addiction Counselor (LCAC) Requirements: Education

A Licensed Clinical Addiction Counselor must have a master's degree in addiction counseling or a related field. A master's program that is accredited by the National Addiction Studies Accreditation Commission (NASAC) is accepted as meeting requirements. Other degrees may be accepted, but the candidate will need to provide detailed course information.

Candidates with degrees in the following fields may be licensed, provided they take any additional coursework necessary to meet Kansas requirements:

- Education
- Counseling
- Criminal justice
- Human development/ family studies
- Human services
- Healing arts
- Psychology

- Nursing
- Social work
- Marriage and family therapy
- Theology

The clinical counselor will need at least three graduate semester hours in each of the following:

- Individual and group counseling
- Addiction recovery services
- Treatment of dual disorders
- Pharmacology
- Substance use disorder diagnosis
- Ethical, legal, and professional issues
- Applied research
- Supervision

The student will six semester hours of practicum or equivalent supervised experience. Candidates that apply by equivalency must have degrees from regionally accredited institutions.

LCAC Requirements: Supervised Practice

Additionally, the master's level clinical addiction counselor will need 4,000 hours of post-graduate supervised experience (<http://www.ksbsrb.org/pdf/102-7-6.pdf>). At least 1,500 hours must be spent in client assessment and treatment. The counselor will need an appropriately credentialed clinical supervisor. An hour of supervision must be provided for every 20 hours of direct client contact. The trainee will need a minimum of 50 hours of individual supervision and a minimum of 100 hours of supervision that include up to six supervisees. There must be at least two supervisory sessions per month.

The post-degree experience requirement may be reduced by half if the counselor holds a doctoral degree. The number of supervision hour is reduced by half, but the candidate will still need at least two sessions each month.

The Examination Process

The last step is testing. Candidates will first apply to the Board. A candidate for LAC will take the NCAC II. A candidate for LCAC will take the MAC. Candidates may visit the website of the Association for Addiction Professionals (NAADAC) to find information about examination content (<http://www.naadac.org/ncacii>). However, applications are to be submitted to the Kansas Board.

The examination is offered one week out of each month; a list of upcoming testing dates is available on the Board site (<http://www.ksbsrb.org/drugalcoholcounselors.htm>). Applications should be submitted at least eight weeks in advance of the intended testing window.

An LAC will pay \$160 in examination fees; An LCAC will pay \$180.

The Application Process

The Board asks that candidates read all relevant statutes and regulations before submitting applications.

Students are permitted to apply for LAC when they are within four months of graduation. In this instance, a 'verification of education' form will be required; it is to be signed by the director.

Applications are available on the Board site (<http://www.ksbsrb.org/forms.htm#alcohol>). They can also be mailed to candidates upon written request.

Official transcripts are required. LCAC candidates who graduate from non-NASAC programs will need to have a director verify that standards were met; the necessary form is included in the application packet.

The candidate will need three references. They are to be included in the application packet in signed, sealed envelopes.

The application fee is currently \$100.

Individuals Licensed in Other Professions

There is a separate simplified application process for professionals already licensed by BSRB in related fields. Application forms may be downloaded (<http://www.ksbsrb.org/forms.htm#alcohol>).

Out-of-State Addiction Counselors

An addiction counselor who holds active licensure in another state may apply by reciprocity (http://www.ksbsrb.org/pdf/statutes_regs/65-6613.pdf). The counselor may apply by either of two pathways: demonstrating that the standards of licensing were at least equivalent to those of the Kansas Board or demonstrating five years of continuous practice. An addiction counselor who applies by the latter pathway must have a degree at the level that Kansas requires; it will also be necessary to verify coursework and at least part-time employment. The minimum is fifteen hours a week for nine months a year (as delineated in the current application).

Additionally, a candidate for LCAC will need to demonstrate competence in diagnosing and treating substance use disorders. The LCAC will need to demonstrate two of the following: 1) passing scores on a national examination or fifteen semester hours of graduate coursework 2) an attestation of competence by a qualified professional 3) three years of qualifying clinical practice.

An out of-state addiction counselor will need a clearance form from all states of licensure, past and present.

Additional Information

The Kansas Behavioral Sciences Regulatory Board (<http://www.ksbsrb.org/>) can be reached at (785) 296-3240.

The Kansas Association of Addiction Professionals is an additional professional resource (<http://www.ksaap.org>).

Kentucky

Alcohol and Drug Counselor Requirements in Kentucky

Kentucky alcohol and drug counselors are certified by the Kentucky Board of Certification of Alcohol and Drug Counselors, under the banner of the Public Protection Cabinet. Certification is based on education and supervised practice as well as an examination process.

There is one credential, Certified Alcohol and Drug Counselor. Candidates can achieve the certification more quickly if they possess a graduate degree or a bachelor's degree in a related field.

Education and Training Requirements

A certified alcohol and drug counselor must be majority age (at least eighteen) and in possession of a bachelor's degree (<http://adc.ky.gov/Documents/Laws%20and%20Regulations%20Booklet.pdf>). The counselor must have 270 clock hour of approved education. Education must address the core functions of an alcohol and drug counselor. These include the following: counseling, screening, intake, orientation, assessment, treatment planning, report and record keeping, case management, consultation with other professionals, crisis intervention, client education, and referral. At least 135 education hours must pertain specifically to alcohol and drug counseling.

Education must include six hours of training in ethics and two hours of training in HIV; HIV training is to cover transmission, control, prevention, and treatment. At the time of application, the candidate will fill out a training resume, coding courses by subject (alcohol, drugs, counseling, ethics, HIV, or other). The candidate will also need to note which core function was addressed by the course in question.

The 270 hours do not have to be taken through a university. The Board will accept other organized programs of study taught by qualified instructors. Education may include seminars, conferences, and in-service. Candidates who complete their education through accredited colleges and universities may credit one semester hour as fifteen classroom hours. Credit can be granted for authoring works relevant to addiction counseling. Publication of a book chapter can be credited as ten hours; publication of an article in a refereed professional journal can be credited as 15 hours. A book can be credited as 30.

Without a qualifying degree, a trainee will need three full-time years (6,000 hours) of experience. The Board will credit both paid and unpaid work experience. The experience requirement will be longer if only a portion of the trainee's caseload is with alcohol and drug counseling clients. Instructions for determining required experience hours for work that falls under this category can be found in the application packet (<http://adc.ky.gov/Form%20Library/Application%20for%20Certification%20.pdf>).

A candidate with a master's degree will have a reduced experience requirement. If the degree is in addictions counseling, it is worth 4,000 experience hours. If it is in another related field, it is worth 3,000 experience hours.

A bachelor's degree in addiction or a related field may be credited as 2,000 hours. However, no substitution credit is granted for a degree at the bachelor's level that is not deemed to be related to the practice of alcohol and drug counseling. Counseling, psychology, social work, and psychiatric nursing are examples of fields that would be considered related.

At least 300 hours must be under direct supervision. The clinical supervisor must be a certified alcohol and drug counselor who has accrued no fewer than two years of post-certification experience. At least 200 hours of clinical supervision must be conducted face-to-face. The remaining hours may be carried out through teleconferencing or video conferencing. The trainee will need a minimum of ten hours of face-to-face supervision in each of the core functions. Group supervision sessions are creditable.

Examination Requirement

A certified alcohol and drug counselor must pass the International Certification Reciprocity Consortium on Alcoholism and Drug Abuse (IC & RC) examination.

There is a \$150 fee for written examination; a candidate who fails an examination attempt will need to submit an application for re-examination and pay an additional \$150. The application form is short; its purpose is to attest that there has been no “change in circumstances”.

The Application Process

A candidate may download application materials from the Board site (<http://adc.ky.gov/Pages/applications.aspx>).

The candidate will need to submit a typed case presentation that follows the outline found in the application packet. The supervisor will need to sign that it represents an actual case.

Official transcripts are to be sent straight to the Kentucky Board from the issuing institution. A candidate who is qualifying on the basis of a master’s degree, though, will not need to furnish official transcripts of baccalaureate level education.

The supervisor(s) will evaluate the candidate. Two letters of reference are also required. They must come from certified alcohol and drug counselors.

A candidate who answers “yes” to potentially disqualifying questions about legal or professional history will be required to furnish supporting documentation.

There is a \$50 application fee. This does not include the fee for initial certification.

Applications may be mailed, or hand delivered to the Board address in Frankfort; mailing address and street address can both be found in the application packet.

Additional Information

The Kentucky Board of Certification of Alcohol and Drug Counselors (<http://adc.ky.gov/Pages/default.aspx>) can be reached by telephone at 502-564-3296, ext. 222.

The Kentucky Association of Addiction Professionals serves as an additional professional resource (<http://www.naadac.org/kentucky>).

Louisiana

Addiction Counselor Requirements in Louisiana

Louisiana addiction counselors are credentialed by the Addiction Disorder Regulatory Authority. There are three levels of credentialing: Licensed Addiction Counselor (LAC), Certified Addiction Counselor

(CAC), and Registered Addiction Counselor (RAC). Each of these credentials requires an examination and a period of supervised work experience; the work experience period is shorter for individuals who hold degrees. The credential granted is also based on academic level.

A trainee can begin providing counseling services with a Counselor in Training (CIT) credential. Substance abuse coursework will be required.

Counselor in Training Requirements

CITs must be at least 18 years old and hold high school diplomas or GEDs. They must complete 180 hours of training that is specific to the treatment of substance abuse. They may not have had substance abuse or gambling problems during the prior two years.

A CIT works under a clinical supervisor. CIT status is renewed each year. A trainee can hold CIT status for a total of six years (<http://www.la-adra.org/index.php/faq-test/103-registered-addiction-counselor-questions-3>).

Registered Addiction Counselor: Pre-Examination Requirements

A Registered Addiction Counselor must be at least 21 years old and in possession of a high school diploma or GED (<http://www.la-adra.org/index.php/faq-test/102-registered-addiction-counselor-questions-2>). The individual may not have had problems with substance abuse or compulsive gambling in the prior two years. In order to earn the credential, the individual must have 270 hours of ADRA-approved coursework. At least 180 hours must relate specifically to treatment of substance abuse issues. Six hours must be in ethics. The remaining hours may consist of other supportive coursework. One university credit hour is considered the equivalent of 15 clock hours. One continuing education unit may be counted as ten clock hours.

The trainee will need 6,000 hours of supervised experience (the equivalent of three full-time years). Included in the experience requirement is a 300 hour practicum. The practicum experience must address the 12 core addiction counseling functions; there must be at least 20 hours of practicum in each function. Functions include the following: screening, intake, orientation, assessment, treatment planning, counseling, client education, case management, crisis intervention, referral, record keeping, and consultation with other credentialed professionals.

The supervisor may be a Certified Clinical Supervisor (CCS) or other professional who has been granted a waiver.

Certified Addiction Counselor and Licensed Addiction Counselor: Pre-Examination Requirements

To be eligible for the CAC or LAC credential, an individual must have a degree in an approved human services or behavioral science field. The CAC requires a bachelor's while the LAC requires a graduate degree. The following fields are recognized: addiction studies, behavioral science, counseling, criminal justice, educational psychology, health administration, psychology, public health, public policy or administration, rehabilitation counseling, social work, and sociology (<http://www.la-adra.org/index.php/faq-test/97-general-questions>). Other comparable degrees will be considered. The licensing agency may sometimes grant a waiver to an individual who has a degree outside the human services arena; this is done only upon consultation with the IC & RC.

The minimum age is the same as it is for the RAC credential: 21 years. The graduate must meet most requirements for credentialing at the RAC level, including having completed 270 hours of qualifying coursework and 300 hours of practicum/ supervision. However, at the CAC level, only 4,000 hours of supervised practice are required. At the LAC level, only 2,000 hours are required; this obligation may be met through one year of full-time service. Direct supervision may include observations, treatment team meetings, private conversations and chart or medical record review.

The Examination Process

Candidates for credentialing at all levels will take an International Certification and Reciprocity Consortium (IC & RC) examination. They must submit an application to the regulatory authority to be granted authorization to test. A candidate handbook is available on the ADRA site. Additional information is available on the IC & RC site (<http://internationalcredentialing.org/exams>).

The Application Process

Application forms are available on the ADRA website (<http://www.la-adra.org/index.php/forms-and-payment>).

A candidate will typically apply first at the CIT level. CIT candidates will provide information about their clinical supervisors. They will note which credential they are working toward and will submit one-year supervision plans. Substance abuse-specific coursework must be listed on the worksheet found in the application packet; it can be verified through transcripts or certificates. References are required. A fee of \$111 is due at this stage.

The candidate will also sign a release for a background investigation (http://www.la-adra.org/images/Docs/Background_Check_Forms/21402_Addictive_Disorder_Regulatory.pdf). This is comprehensive and may include not only criminal history but other background information such as employment record, credit history, and driving record.

The application packet includes an affidavit that must be notarized. A photograph is to be attached.

A candidate at the RAC level or higher must submit three professional references along with a supervisor evaluation. These documents are to be included in the application packet in signed, sealed envelopes.

The candidate must also write a case summary of actual client treatment. An outline can be found in the application packet.

Copies of transcripts or qualifying certificates are to be attached to the educational history form. The ADRA will require official transcripts sent straight from issuing universities, but may begin the evaluation process before they arrive.

The cover letter includes a checklist of required materials; it, too, is to accompany the application. The application fee for RAC, CAC, or LAC is \$186; included is a \$36 background check fee. The fee for a credential upgrade is \$136; there is a separate application for this purpose.

Application packages are to be mailed to ADRA – Certification in Baton Rouge.

Reciprocity Candidates

Addiction counselors who have passed qualifying examinations may submit requests for exemption from examination as part of the reciprocity application process (http://www.la-adra.org/images/Docs/8.2013_Applications/Addiction_Counselors/Reciprocity_Application.pdf).

Prevention Professional Requirements

A candidate for prevention professional at any level must demonstrate 100 clock hours of approved education (http://www.la-adra.org/images/Docs/Complete_LPP_CPP_RPP_Application.pdf). Six must pertain to ethics. At least 50 must specifically address substance abuse. The ADRA requires 30 hours of National Prevention Training. The candidate must have a 120 hour practicum, with at least 20 hours each in five required domains.

In order to qualify for the Certified Prevention Professional credential, an individual must hold a bachelor's degree. A master's degree is required for the Licensed Prevention Professional credential.

A Registered Prevention Professional will need 6,000 hours of experience. A Certified Prevention Professional will need 4,000 and a Licensed Prevention Professional, 2,000.

Candidates at any level will take the IC&RC Prevention Specialist Examination once other requirements have been met and approval has been granted.

Individuals may begin training as PSITs on the strength of a high school diploma or GED; they must have attained the age of 18.

Additional Information

The Addiction Disorder Regulatory Authority (<http://www.la-adra.org>) can be reached by telephone at (225) 361-0698.

The Louisiana Association for Addiction Professionals is an additional resource (<http://www.naadac.org/louisiana>).

Maine

Substance Abuse Counselor Requirements in Maine

Maine alcohol and drug counselors are credentialed by the Board of Alcohol and Drug Counselors. The Board offers a Certified Alcohol and Drug Counselor (CADC) credential and a Licensed Alcohol and Drug Counselor (LADC) credential. Credentialing at the lower level requires college education or supervised practice while credentialing at the higher level requires both. Examination is required at each level.

The Maine Board also offers an Alcohol & Drug Counseling Aide credential and a Certified Clinical Supervisor (CCS) credential.

State credentialing is required unless a drug and counselor falls under one of the exemption categories described in state statute (<http://www.mainelegislature.org/legis/statutes/32/title32sec6206.html>).

Certified Alcohol and Drug Counselor Requirements

An applicant may apply for the CADC on the basis of 1) post-secondary education or 2) high school diploma or GED plus 4,000 hours of work experience

(<http://www.mainelegislature.org/legis/statutes/32/title32sec6214-C.html>).

Generally speaking, an alcohol and drug counselor applying on the basis of post-secondary education is expected to have a degree at at least the associate's level

(<http://www.maine.gov/sos/cec/rules/02/chaps02.htm#384>). The degree may be in any of the following fields: counseling, childhood development, educational psychology, social and behavioral sciences, social work, education and human development, mental health and human services, nursing, rehabilitation services, or psychology.

The Board will accept, in lieu of a degree, 30 semester hours of coursework in approved areas. Approved education may include coursework focused on chemical dependency and addiction as well as coursework in the following:

- Case management
- Community mental health
- Crisis intervention
- Cultural competency
- Dual diagnosis (with substance abuse)
- Group processes
- Mental health and aging
- Psychology
- Psychosocial rehabilitation
- Recovery from sexual abuse and trauma
- Social service systems
- Vocational aspects of disability

The Board notes that the following certificate programs have also been deemed certification qualifying:

- Rehabilitation Technician Certificate from University of Maine-Augusta
- Mental Health Rehabilitation Technician Certificate from University of Southern Maine or University of Maine-Augusta

An individual applying on the basis of supervised experience will need one hour of supervision for every 20 client contact hours. While working under supervision, a trainee will hold state credentialing. Although regulations state that an individual will work under an Alcohol and Drug Counseling Aide, other professional licenses may be accepted

(http://www.maine.gov/pfr/professionallicensing/professions/alcohol/faq_board.html).

A CAC will take the International Certification Reciprocity Consortium (IC & RC) ADC examination.

Licensed Alcohol and Drug Counselor Requirements

The LAC credential depends on education and experience. A professional who holds certification as a CADC will need 2,000 hours of additional experience to be licensed at the LADC level. With no qualifying degree and no certification, the Board will require 6,000 hours of experience (<http://www.mainelegislature.org/legis/statutes/32/title32sec6214-D.html>). With a qualifying degree at the associate or baccalaureate level, the candidate will need 4,000 hours of supervised experience. With a qualifying degree at the master's level, just 2,000 hours of experience are required. The qualifying degree may be in addiction counseling or behavioral science or in any of the following fields: childhood development, education and human development, educational psychology, mental health and human services, nursing, psychology, rehabilitation services, social sciences, or social work.

Addiction counselors must take two examinations prior to being licensed at the LADC level (http://www.maine.gov/pfr/professionallicensing/professions/alcohol/faq_board.html). They may opt to take the International Certification Reciprocity Consortium (IC & RC) ADC and Advanced ADC examinations. It is also an option to take the CPM (Case Oral) examination along with the ADC examination.

The Examination Process

Examinations are now computer-delivered. Candidates may refer to the IC & RC candidate bulletin for a list of dates. The Maine Board advises candidates to download study guides at www.readytotest.com.

Alcohol & Drug Counseling Aide Requirements

Alcohol and drug counseling aides must be at least 18 years of age and hold diplomas or GEDs (<http://www.mainelegislature.org/legis/statutes/32/title32sec6213-B.html>). They must be employed at agencies. The Board will require the name of the person who will serve as clinical supervisor.

Certified Clinical Supervisor Requirements

In order to be certified as a clinical supervisor, a person must hold a license in a mental health discipline and have 1,000 hours of licensed drug and alcohol counseling experience (<http://www.maine.gov/sos/cec/rules/02/chaps02.htm#384>). The professional must also have 30 hours of training; training must include at least six hours in each of the following: counselor development, evaluation and skills assessment, management/ administration, and professional responsibility.

LADCs may achieve certification as clinical supervisors by passing the clinical supervisor examination and demonstrating that other requirements have been met.

The Application Process

Once education and practice requirements have been met, the prospective alcohol and drug counselor will submit an application to be qualified to take the examination. The applicant will need a supervisor verification form; this is to be included in the same package as the application. It will also be necessary to verify age with a birth certificate or other legal document. Education is to be documented with transcripts. The application fee at this stage is \$25.

The successful candidate will then submit an application package that includes examination results; a \$40 license fee and \$21 background check fee will be due. At this stage, the applicant will also need to

submit a ten-year driving record. This can be obtained by calling 624-9000 or visiting the Bureau of Motor Vehicles website (<http://www.informe.org/bmv/drc/index.html>).

Any candidate who has ever been convicted of a crime must submit official court documents. A candidate who holds, or has held, professional licensing must submit license verification. The Board prefers that candidates have verification forms sent to their own address so that they can be included in the same envelope as the other application materials. If a licensing agency is unwilling to do this, the candidate will submit an application with a note that verification will arrive separately (http://www.maine.gov/pfr/professionallicensing/professions/alcohol/faq_board.html).

Application forms are available on the Board site (<http://www.maine.gov/pfr/professionallicensing/professions/alcohol/forms.html>). All pages of the application include a space for signature or initials.

Applications are to be delivered to the Office of Professional and Occupational Regulation in Augusta. It is permissible for candidates to hand deliver application materials. However, candidates are advised that there will still be processing time; licenses cannot be issued the same day.

Out-of-State Addiction Counselors

Out-of-state addiction counselors who have not already passed the appropriate IC & RC examination may be required to do so (<http://www.maine.gov/pfr/professionallicensing/professions/alcohol/pdf/endorsement.pdf>). A candidate who has already taken the required examination may submit documentation.

Additional Information

The Maine Board of Alcohol and Drug Counselors (<http://www.maine.gov/pfr/professionallicensing/professions/alcohol>) can be reached by telephone at 207-624-8689 or by email at alcoholdrug.lic@maine.gov.

The Maine Association of Substance Abuse Programs is an additional professional resource (<http://www.masap.org/site/default.asp>).

Maryland

Substance Abuse Counselor / Alcohol and Drug Counselor Requirements in Maryland

Maryland substance abuse counselors are regulated by the Board of Professional Counselors and Therapists (<http://dhmh.maryland.gov/bopc/SitePages/Home.aspx>). There are multiple levels of credentialing. All require degrees at the associate's level or higher.

An individual who holds a graduate degree in a qualifying field may, after working under supervision, attain Licensed Clinical Alcohol and Drug Counselor (LCADC) status. An individual with a bachelor's degree may earn a Certified Associate Counselor - Alcohol and Drug (CAC-AD) credential; an individual with an associate's degree can earn a Certified Supervised Counselor – Alcohol and Drug (CSC-AD) credential.

Trainee status may be awarded before a degree has been earned.

Requirements: Alcohol and Drug Trainee

An individual can be credentialed as a trainee with, at minimum, fifteen semester hours of coursework in alcohol and drug counseling. Coursework in ethics is also required. A candidate who holds a degree at the associate's level or higher does not need to provide evidence of having coursework in board-mandated areas (with the exception of ethics). A candidate who does not yet hold a degree must provide evidence of coursework specifically related to alcohol and drug counseling; qualifying courses are listed on the course worksheet

(<http://dhmh.maryland.gov/bopc/pdfs/PreapplicationCredentialEvaluationforAandDTrainee.pdf>).

An individual may hold trainee status for up to six years

(<http://www.dsd.state.md.us/comar/getfile.aspx?file=10.58.07.08.htm>). The credential must be renewed every two years.

Requirements: Certified Supervised Counselor - Alcohol and Drug

An applicant at the CSC-AD level will need an associate degree and coursework in substance abuse topics prescribed by the Board. A candidate with a qualifying human services degree must demonstrate 15 semester hours of coursework from the list.

An individual whose associate's degree is not in a counseling-oriented health and human services field may be found eligible for certification. However, the individual must complete a program that is substantially equivalent. It will be necessary to document 30 semester hours of counseling coursework.

The trainee will need at least two years of total supervised substance abuse counseling experience. It will be necessary to work for at least one year, and accrue at least 1,000 hours, after the associate's degree is earned

(<http://dhmh.maryland.gov/bopc/pdfs/AandDSupervisionRequirementsCertification2013.pdf>).

Requirements: Certified Associate Counselor - Alcohol and Drug

A candidate for CAC- AD must have a baccalaureate degree. If the degree is in a qualifying health and human service field, the candidate must have 21 semester hours of coursework in drug and alcohol counseling and one semester hour in ethics. If the candidate is applying on the basis of a substantially equivalent program, fully 45 semester hours of counseling-related coursework must be demonstrated. The program must be from an accredited, approved institution and must include the required drug and alcohol counseling coursework.

Additionally, the CAC-AD must have three years of work experience; he or she must accrue at least 2,000 hours of substance abuse counseling experience under an approved supervisor

(<http://dhmh.maryland.gov/bopc/pdfs/AandDSupervisionRequirementsCertification2013.pdf>). At least two years of work experience must be earned post-baccalaureate; the counselor must accrue no fewer than 1,750 supervised hours.

The candidate must pass the IC & RC examination. Approval will be granted after education and experience requirements have been met. The IC & RC examination is now computer-delivered. There

are sites in Annapolis, Bel-Air, and Columbus. Also required is the Maryland State Law Test; this is administered at the Board office.

Requirements: Licensed Clinical Alcohol and Drug Counselor (LCADC)

An LCADC will need a master's degree of 60 semester hours or a doctoral degree of 90 semester hours. The Board notes that a candidate who completed a 48 semester hour master's degree could qualify by taking additional coursework (<http://dhmh.maryland.gov/bopc/SitePages/faqs.aspx>).

The degree should be in a counseling-related health or human service field. Graduate degrees in other arenas may be accepted if the candidate has completed a program that is substantially equivalent. In this instance, fully 51 counseling credits must be documented.

The candidate will need a total of at least 27 semester hours related to drug and alcohol counseling; this may include coursework taken at the undergraduate level.

The candidate will need at least three semester hours of undergraduate or graduate coursework in each of the following*:

- Human growth and development
- Counseling theory
- Professional practice/ ethics
- Individual counseling
- Group therapy
- Family counseling
- Substance abuse models
- Addictions service delivery
- Pharmacology of psychoactive drugs
- Alcohol and drug counseling topics

*If the school uses a quarter hour system, courses must be five quarter hours.

The following courses must be taken at the graduate level:

- Psychopathology and diagnosis
- Psychotherapy and treatment of mental disorders
- Addiction treatment delivery

The graduate-level addiction treatment delivery course includes clinical evaluation. (A description of content covered in each course can be found in the application packet.)

While completing post-master supervised practice requirements, the professional will be licensed as a Licensed Graduate Alcohol and Drug Counselor (LGADC).

The candidate must pass the Examination for Masters Addiction Counselors (EMAC). This is administered by the National Board for Certified Counselors. The state law test must also be passed.

Candidates who will be taking the EMAC examination should note the application deadlines listed in the application packet. The EMAC is administered just four times a year and requires pre-approval. Application deadlines may be set more than three months in advance of an upcoming administration; failure to submit by the deadline will mean not receiving consideration until the next application cycle.

A candidate with a 60 semester hour master's will need three years of experience, at least two of them at the post-master level (<http://dhmh.maryland.gov/bopc/Pages/alcoholoverview.aspx>).

A candidate with a 90 semester hour doctoral degree will need three years of experience, at least one at the post-doctoral level. A candidate with either degree will need at least 2,000 total hours of supervised clinical experience.

The Board requires 100 hours of face-to-face supervision for either a master's or doctoral level candidate; at least half the required hours must be individual supervision.

The Application Process

The Board now requires criminal background checks. Candidates can expect to receive background check information through the mail.

Application materials are available on the Board site (<http://dhmh.maryland.gov/bopc/SitePages/forms.aspx>).

Candidates will document qualifying coursework on a course description form. Examples of qualifying course titles are found on the Board site (<http://dhmh.maryland.gov/bopc/SitePages/alcoholdrug.aspx>). If titles don't match those in the application packet, candidates will attach supporting documentation in the form of syllabi or course descriptions. Candidates who are unsure about the acceptability of courses may fill out a pre-application credentials evaluation.

Degrees are to be verified through official transcripts.

The candidate will need to have three professional references. References will fill out confidential assessment forms and return them to the candidate in sealed envelopes; they are to be included in the application packet.

Employment may be verified by a letter from the supervisor or from the personnel department.

The application must be notarized. There is a space on the application form to attach a passport-style photograph.

The CSC-AC, CAC-AC, and LGADC applications carry a \$75 nonrefundable fee; an additional \$100 fee will be assessed later if the candidate is approved for certification.

An alcohol and drug counselor may transfer from LGADC to LCADC after submitting additional references and documentation of hours; the verification form will be filled out by the supervisor. A \$100 licensing fee will be required if the counselor is found eligible (<http://dhmh.maryland.gov/bopc/SitePages/forms.aspx>).

Additional Information

The Maryland Board of Professional Counselors and Therapists (<http://dhmh.maryland.gov/bopc/SitePages/licenseinfo.aspx>) can be reached at 410-764-4732.

Massachusetts

Licensed Alcohol and Drug Counselor Requirements in Massachusetts

Massachusetts substance abuse counselors are regulated by the Executive Office of Health and Human Services. There are multiple levels of credentialing. A Licensed Alcohol and Drug Counselor I (LADC I) has education at the graduate level while a Licensed Alcohol and Drug Counselor II (LADC II) may or may not have a college degree. The Department also issues a Licensed Alcohol and Drug Counselor Assistant license. Candidates for licensure at any level must complete a supervised practice requirement and go through an examination process. Candidates need to demonstrate U.S. citizenship but are not required to demonstrate Massachusetts residency.

Licensed Alcohol and Drug Counselor I Pre-Examination Requirements

An individual may be licensed as a LADC I on the basis of a master's or doctoral degree from an institution with national or regional accreditation

(<http://www.mass.gov/eohhs/docs/dph/regs/105cmr168.pdf>). The degree must be in the behavioral sciences. The graduate must have at least 18 semester hours of counseling or related subjects.

Regulation 168.004 includes a definition of 'behavioral sciences'

(<http://www.mass.gov/eohhs/docs/dph/regs/105cmr168.pdf>). Among the qualifying options are anthropology, art therapy, child development, community mental health, dance therapy, divinity, education, gerontology, health administration, human services, music therapy, occupational therapy, psychology, recreational therapy, sociology, social work, speech pathology, and vocational counseling.

Additionally, the LADC candidate must complete a program of study that includes at least 270 hours that address a "full range" of concepts related to alcohol and drug counseling. At least 110 hours must develop knowledge of drug abuse and alcoholism. At least 75 will pertain to drug and alcohol counseling, assessment, treatment planning, evaluation, and case management. 75 must address client, family, and community education as it pertains to drug abuse and other issues like infectious diseases and ending tobacco usage. Ten hours must address professional and ethical responsibilities.

A minimum of 300 hours of practicum are required. At least ten hours must be spent performing each of the twelve core counselor functions. Practicum is to be supervised at the rate of one hour of supervision per ten hours of practical experience.

The professional must have 6,000 hours, or three years, of supervised professional experience. The trainee must provide direct services and gain experience carrying out counseling, diagnostic assessment and intervention in individual and group settings. There must be weekly clinical supervision provided on-site. In order to be creditable, experience hours must have been accrued within the prior ten years.

Licensed Alcohol and Drug Counselor II Pre-Examination Requirements

Pre-examination requirements for the LADC II license are similar to those of the LADC I, but a college degree is not required. A candidate with a bachelor's degree may earn the LADC II after 4,000 hours of supervised practice; a candidate without a degree will need 6,000.

The Examination Process

Candidates take a written examination after other requirements have been met; Department authorization is required. An unsuccessful candidate will be allowed one retake during the subsequent twelve month period (<http://www.mass.gov/eohhs/docs/dph/regs/105cmr168.pdf>). Successful candidates may be asked to appear for an oral examination.

The Application Process

A candidate will need three evaluations, one of which must come from a current supervisor (or, if necessary, from the most recent one). All evaluators should be individuals who have known the applicant for at least six months. Education and training must be verified through transcripts, certificates, or completion letters. (<http://www.mass.gov/eohhs/docs/dph/regs/105cmr168.pdf>). The candidate must agree to abide by the ethical code. There is an application fee of \$100.

Candidates will apply online using the BSAS eLicensing System (<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/providers/alcohol-and-drug-counselor/>). They may get access to the system by calling 617-624-5076 or using the email contact information found on the Health and Human Services website (<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/providers/forms/license-apps-and-forms.html>).

An applicant whose application is not complete can expect to receive notification from the Department.

Reciprocity and Examination Waivers

An out-of-state substance abuse counselor who holds a comparable license that is current and in good standing may be licensed in Massachusetts without taking either the written or oral examination (<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/providers/alcohol-and-drug-counselor/licensing-requirements.html>).

A candidate who holds certification through an accepted organization may be licensed without written examination. Certification agencies can include, but are not limited to, the American Academy of Healthcare Providers in the Addictive Disorders, the International Certification & Reciprocity Consortium (IC&RC), the Massachusetts Board of Substance Abuse Counselor Certification (MBSACC), and the National Association of Alcohol and Drug Abuse Counselors (NAADAC). MBSACC has reciprocity with the IC&RC.

Licensed Alcohol and Drug Counselor Assistant Pre-Examination Requirements

A candidate must be at least eighteen and have completed high school or earned a GED (<http://www.mass.gov/eohhs/docs/dph/regs/105cmr168.pdf>). Additionally, the candidate must have 2,000 hours of supervised work experience. The Department requires ten hours of continuing education in each of the following five areas: counseling, assessment, case management, education, and professional responsibility.

Additional Information

Alcohol and drug counselor licensing information can be found on the Executive Office of Health and Human Services website, in the section for providers

(<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/providers/alcohol-and-drug-counselor>). Licensing contacts may be reached at 617-624-5076 or 617-624-5173.

The Massachusetts Association of Alcoholism and Drug Abuse Counselors is an additional resource (<http://www.maadac-ma.org>).

Michigan

Substance Abuse Professional Requirements in Michigan

Michigan licenses substance abuse programs and requires certification for staff members with certain job classifications (http://www.michigan.gov/mdch/0,4612,7-132-2941_4871_48558-59278--,00.html).

In most cases, Michigan substance abuse professionals will be certified by the Michigan Certification Board for Addiction Professionals (MCBAP). Addiction counselors who work with Indian populations may be certified by the Upper Midwest Indian Council on Addictive Disorders (UMICAD). Medical doctors may be certified by the American Society of Addiction Medicine (ASAM). Psychologists may be certified by the American Psychological Association (APA). Prevention specialists have the option of certification through the National Commission for Health Education Credentialing (NCHEC).

Development Plan while completing qualifications for MCBAP certification

In Michigan, under some limited public funding sources, an individual who does not yet hold an approved certification may work under a time-limited Development Plan, while they are completing their qualifications for MCBAP certification. However, a Development Plan is not a credential; it is not correct for the person to list themselves or add after their name "DP-C".

Someone working under a Development Plan is not a "Development Plan - Counselor".

You might correctly say that "Some payment contracts may allow an individual who has not yet gained addiction specialty certification to work under supervision, with a MCBAP-registered Development Plan."

*Thank you Karen Y. Hartley, MPH and Executive Director Michigan Certification Board for Addiction Professionals for clarifying what the Development Plan is and means for students pursuing certification in Michigan.

Substance Abuse Treatment Specialist Certification

The Michigan Certification Board for Addiction Professionals offers the Certified Alcohol and Drug Counselor (CADC) and Certified Advanced Alcohol and Drug Counselor (CAADC) credentials.

CADC Requirements: A trainee with no qualifying degree must accrue 6,000 hours of experience. An associate's degree may be credited as 1,000, a bachelor's as 2,000, and a master's as 4,000. The Board will not award more than 4,000 total hours for degrees earned. Qualifying degrees must be in the

behavioral sciences or related fields; they must include clinical application. The trainee will need 300 hours of practical training in the core functions.

A CADC candidate must also complete 270 hours of education related to drug and alcohol counseling. 180 must be specific to substance abuse counseling; six must be in ethics. MCBAP has put together a suggested course distribution (http://www.mcbap.com/cac_r1.htm). The candidate must pass the IC&RC/ADC Written Exam before certification. A candidate who fails an attempt must wait 60 days (<http://www.mcbap.com/mrdpac.pdf>).

CAADC Requirements: A candidate who has a master's degree in counseling, marriage and family therapy, psychology, or social work may be eligible to train for the Certified Advanced Alcohol and Drug Counselor certification (http://www.mcbap.com/caac_m1.htm); to be qualifying, the degree must have a clinical focus.

The individual will need 180 hours of coursework that specifically addresses substance abuse. Also required are 2,000 hours of experience and 300 hours of practical training.

MCBAP notes that some state agencies require professionals to pass the Michigan Addiction Fundamentals Exam (MAFE), and that the exam can be credited for a portion of the required education hours (<http://www.mcbap.com/mrdpac.pdf>).

Other MCBAP Credentials: Michigan recognizes other MCBAP substance abuse treatment credentials, including the Certified Co-Occurring Disorders Professional (CCDP) and Certified Co-Occurring Disorders Professional Diplomat (CCDP-D) (http://www.michigan.gov/documents/mdch/Credential_Staff_Qualif_Require_Sep2011_431435_7.pdf). The CCDP is dependent on a qualifying bachelor's degree, the CCDP-D on a master's. The required education hours include both substance abuse and mental health. Experience and practical training must address the CCDP performance domains. Candidates take the IC&RC Written Co-Occurring Disorders Professional Examination.

Also referenced is the Certified Criminal Justice Professional (CCJP) certification; this is designed for professionals applying substance abuse training in the criminal justice arena. Academic degrees and advanced professional credentials can shorten the timeframe; experience requirements may range from 1,000 to 6,000 hours (http://www.mcbap.com/ccjp_r1.htm).

Upper Midwest Indian Council on Addictive Disorders Certifications: UMICAD is also a member of IC & RC. UMICAD offers the Certified Alcohol and Drug Counselor credential at three levels (<http://www.umicad.com/CADC.html>). American Indian History & Issues is among the performance domains. The CADC I can be earned after just 150 hours of relevant education and 300 hours of supervised experience. The required examination is the UMICAD Level I. The CADC II requires 6,000 hours of experience and 270 hours of specialized training as well as a passing score on the IC & RC examination. The CADC requires additional experience.

Prevention Specialist Certification

Michigan prevention professionals have more than one certification option. Certifying agencies differ in the relative value placed on experience and formal academic education.

MCBAP Certification: The Certified Prevention Specialist credential is based on work experience, training and education hours, and an examination process. A total of 2,000 hours of experience is required; academic degrees do not shorten the pathway (http://www.mcbap.com/cps_r1.htm). The candidate must pass the IC&RC-Prevention Specialist written examination. The higher credential, Certified Prevention Consultant – Reciprocal, makes some distinction based on degree level. 8,000 hours of experience are required of a non-degreed individual. An academic degree may reduce the requirement to 6,000 or 4,000 hours (depending on degree level).

NCHEC Certification: Also acceptable is health education certification earned through the National Commission for Health Education Credentialing (NCHEC). The CHES certification is based on education and examination (<http://www.nchec.org/exam/eligible/ches/>). It can only be earned by an individual with a degree at at least the baccalaureate level. There are two pathways: 1) The individual may have a degree in some discipline of health education (for example, community health education or school health education). 2) The individual may demonstrate at least 25 semester hours of coursework that address the NCHEC's seven areas of responsibility/ competency. The credentialing agency will accept 37 quarter hours of coursework as the equivalent of 25 semester hours.

The Application Process

Applications are submitted directly to the certification agency. An inexperienced counselor applying through the Michigan Board for Addiction Professionals will first submit an application to work.. The individual will make a plan for completing experience, education, and supervision hours. The clinical supervisor will need to sign the development plan. A \$50 fee is due at this time.

Developmental plans include time frames for carrying out certification steps. The individual must make adequate progress toward completion of the plan in order to be considered to meet the state's certification requirements (http://www.michigan.gov/documents/mdch/Credential_Staff_Qualif_Require_Sep2011_431435_7.pdf).

A trainee will need to pay a \$165 fee before scheduling an IC & RC exam. Registration information is available on the MBCAP site (http://www.mcbap.com/cbt_icrc_info.htm).

The certification fee is currently \$150 (<http://www.mcbap.com>).

In some cases, individuals who qualify for certification through other agencies may meet full requirements more quickly. A prevention specialist who is unsure of eligibility for the CHES may opt for pre-screening (<http://www.nchec.org/exam/eligible/ches/>).

Reciprocity

Substance abuse counselors who hold reciprocal certification through other IC & RC member boards may have their certification transferred. MCBAP advises them to first contact their own member board for a reciprocity application.

Additional Information

The Michigan Certification Board for Addiction Professionals (<http://www.mcbap.com/>) can be reached at 517-347-0891 or micbap at aol.com.

NAADAC-Michigan: <http://www.naadac.org/michigan>

Minnesota

Alcohol and Drug Counselor Requirements in Minnesota

Minnesota addiction counselors are licensed by the Minnesota Board of Behavioral Health and Therapy (BBHT). Credentialing as a Licensed Alcohol and Drug Counselor (LADC) is based on education, practicum, and examination. Licensees must hold degrees at the bachelor's level or higher. They may utilize any of several pathways to demonstrate that post-degree requirements have been met.

Education and Training Requirements

An LADC must hold a bachelor's degree (<http://www.bbht.state.mn.us/Default.aspx?tabid=970>). The student must have 270 hours of education that is specific to the role of the alcohol and drug counselor; coursework may be taken outside of the qualifying degree. It must address the core competencies: screening, intake, orientation, case management, assessment, treatment planning, counseling, client education, consultation with professionals, crisis intervention, record keeping and reports, and referral.

Additionally, Minnesota requires coursework in the transdisciplinary foundations of the profession, the pharmacology and dynamics of addiction, co-occurring disorders, multicultural aspects, and professional and ethical responsibility.

Coursework must be taken through an accredited institution. Online coursework is acceptable; however online coursework taken as continuing education does not meet the requirements (<http://mn.gov/health-licensing-boards/behavioral-health/ladcandtemporarypermit/faqs.jsp>).

The candidate will need 880 hours of practicum. Practicum is also to be completed through an accredited educational institution.

Method I: Written Examination and Post-Degree Practice

Candidates have the option of completing a written examination and post-degree supervised practice (<http://mn.gov/health-licensing-boards/behavioral-health/ladcandtemporarypermit/faqs.jsp>) or going through a comprehensive examination process.

Candidates completing post-degree supervised practice in Minnesota must meet standards set forth in state statute (<https://www.revisor.mn.gov/statutes/?id=148F.04#stat.148F.04>). The 2,000 hours of supervised practice must be completed in a period of 12 to 36 months. The trainee will need a total of at least 50 hours of supervision (one hour for 40 hours of practice). Up to half the required supervision hours may take place in a group; up to one-fourth may be carried out by telephone or electronic device. The supervisor must be an LADC or other qualified professional and must have three years of experience; training in supervision is also required.

Method D: Comprehensive Examination

Examinations are administered by approved third parties. In the case of candidates who have passed a comprehensive examination, or written and oral examinations, the Board will not require direct

evidence of supervised practice. However, candidates will need to meet standards set by the credentialing/ examination agency in order to gain admission to the comprehensive examination.

LADC candidates have multiple examination options (<http://www.bbht.state.mn.us/Default.aspx?tabid=971>). One option is the IC & RC written comprehensive exam. Typically, Minnesota candidates will go through the Minnesota Certification Board. There are separate applications for candidates who are seeking to take the written examination only and those who also seek state or reciprocal certification. There are no prerequisites for the written examination, but MCB recommends that one wait until after completing pertinent coursework.

The Minnesota Certification Board is a source of information about both the examination and licensing process in Minnesota. The MCB notes that credit will be given for an IC & RC exam taken in another jurisdiction, provided that it was the new comprehensive exam (<http://www.mcboard.org/frequently-asked-questions>). The former written examination did not include an oral component and is not equivalent. Further testing may be required.

Certification through the Minnesota Certification Board can make it easier to transfer credentials and earn licensing in some other jurisdictions. However, certification must be at the Alcohol & Drug Counselor Reciprocal - Minnesota (ADCR-MN) level. This credential will require 2,000 to 6,000 hours of experience, depending on degree level.

Some candidates may have the option of taking their examination through the Upper Midwest Indian Council On Addictive Disorders, or UMICAD (<http://mn.gov/health-licensing-boards/behavioral-health/ladcandtemporarypermit/examinformation.jsp>). UMICAD Level 2 RC & IC examinations are offered only to individuals working at Native American treatment centers (<http://www.umicad.com/Training.html>).

Another option is the NCC Level 2 written comprehensive. The Minnesota Board has provided the following link: <http://www.ptcny.com/clients/NCC>. The NCC is offered at PSI testing centers (<https://candidate.psiexams.com/testdate/testdate.jsp0>).

While the Minnesota Board no longer administers oral examinations, candidates can be licensed on the basis of having passed both.

The Application Process

Applications are available on the site of the BBHT (<http://mn.gov/health-licensing-boards/behavioral-health/ladcandtemporarypermit/requirementsandapplication.jsp>).

The Board will require official transcripts documenting degree, substance abuse coursework, and practicum. Applicants are encouraged to include syllabi to demonstrate that coursework met state mandates. A copy of examination results is to be included.

A fee of \$324.50 is to be included as well.

Method F: Reciprocity

Out-of-state substance abuse counselors may apply for reciprocity if their credentials were granted on the basis of substantively similar requirements (<http://mn.gov/health-licensing-boards/behavioral-health/ladcandtemporarypermit/faqs.jsp>). The Board has clarified that national certifications as well as

state-issued credentials may be considered. The candidate will need to furnish a copy of the credentialing standards. License/ certification verification must also be provided; the credential must be current and in good standing.

The Board notes that an out of-state license is not a guarantee of licensure in Minnesota. If the licensing standards were not substantively similar, the counselor will need to demonstrate that Minnesota's standards have been met (utilizing Method 'I' or 'D').

Additional Information

The Minnesota Board of Behavioral Health and Therapy (<http://mn.gov/health-licensing-boards/behavioral-health/home>) can be reached at (651) 548-2177.

The Minnesota Association of Resources for Recovery in Chemical Health, a state professional association, is an additional resource (<http://www.marrch.org>).

Mississippi

Addiction Counselor Requirements in Mississippi

A Mississippi addiction counselor may hold one or more credentials; credentials may be granted by a state agency or a third-party organization.

The Mississippi Department of Mental Health/ Division of Professional Licensure and Certification (PLACE) certifies addictions therapists. Professionals who hold graduate degrees and meet other training requirements may work in the state mental health system as Certified Addictions Therapists; this status may be obtained by some individuals who would not qualify for licensure as professional counselors or therapists.

Individuals with or without graduate degrees who provide services to individuals with substance abuse disorders may be certified by the Mississippi Association of Addiction Professionals (MAAP); the certification board is a member of the International Consortium (IC & RC).

PLACE Addictions Therapist Certification Requirements

PLACE certifies individuals as Provisionally Certified Addictions Therapists (PCATs) and Certified Addictions Therapists (CATs). Individuals must have graduate degrees. A doctoral degree is accepted; a master's degree is accepted if it meets board requirements.

The master's degree should be in addiction studies or in another field related to mental health or human services (<http://www.dmh.ms.gov/wp-content/uploads/2012/07/DMH-Addictions-Therapist-SR-FINAL-VERSION-with-FORMS-January-1-2012-TNR1.pdf>). Qualifying fields include the following: behavioral science, counseling and guidance, family and child studies, family and consumer studies, health science, healthcare administration, nursing, psychology, psychometry, rehabilitation services, social sciences, or social work. Pastoral ministries is an acceptable field if the focus was on counseling or addictions. Sociology or interdisciplinary studies is acceptable if there was a focus on addictions.

Individuals with atypical degrees may be certified if they complete additional qualifying education outside the degree. They will need a minimum of five graduate courses in areas acceptable to the board. These may include abnormal psychology, addiction studies, behavior modification, counseling, cultural sensitivity, developmental psychology, group processes, and professional ethics, among others. Acceptance of coursework is at board discretion. The Review Board notes that in no circumstances is the requirement for a degree at the master's level waived.

The individual must be employed within the state mental health system to be certified. Evidence must be provided that a background check has been carried out. Personnel officers may verify that appropriate checks have been done. The process will typically include checking the Motor Vehicle Registry and Child Abuse Registry as well as screening for criminal history.

The individual will need to complete training to receive full certification. The DMH Addictions Therapist Web-based Training Component includes online courses with built-in examinations. Training may be completed through the Department of Mental Health or another vendor. Candidate who entered programs prior to 2012 may have taken the DMH Chemical Dependency Unit (CDU) Exam.

The individual will also need to document two years of full-time experience. The PCAT certification is issued for only two years at a time and is not renewable. It may be extended in extenuating circumstances at Board discretion. Individuals may request status changes if they are not currently working within the state system. Provisional credentials are not generally issued to the same individual more than two times, but exceptions may be made.

Active status as a CAT is held only while working within the system.

The Addictions Therapist (CAT) Application Process

An individual often applies first as a PCAT and upgrades after meeting additional requirements.

Some individuals may qualify for CAT at first application; an application may be held if requirements have not all been met. A \$75 fee is due upon first application. There is no fee for upgrade from PCAT to CAT. Documentation of work experience will be required.

The application is found at the back of the handbook (<http://www.dmh.ms.gov/wp-content/uploads/2012/07/DMH-Addictions-Therapist-SR-FINAL-VERSION-with-FORMS-January-1-2012-TNR1.pdf>). Candidates should make sure they have the current version. The application must be notarized. Verification of employment must be included. Most application materials are to be included together in a single envelope. The exception is the transcripts; these can either be included in a sealed envelope in the application package or arrive separately.

MAAP Alcohol and Drug Counselor Certification Requirements

MAAP offers the Certified Alcohol and Drug Counselor (CADC) credential at several levels; it also offers a Certified Advanced Alcohol and Drug Counselor (CAADC) credential (<http://www.msaap.net/pdfs/certification-brochure-03-2014.pdf>). The basic CADC does not depend on having a college degree. The CADC I requires a bachelor's degree while the CADC II and CAADC both require master's degrees. To qualify as a CADC II, one needs a behavioral sciences degree; to qualify as a CAADC, one needs a behavioral science degree that has a clinical component

(<http://www.msaap.net/certification-requirements.html>). A CAADC takes the IC & RC examination at a higher level. Experience requirements, however, are lower for the CAADC.

All CADC and CAADC certifications are contingent on completing 270 hours of education relevant to the addiction counseling performance domains; there is a specific require for six hours each of ethics and HIV/ AIDS training. Education is to be formal but may include conferences, in-service, and online study as well as traditional coursework.

All MAAP reciprocal certifications are also dependent on having 300 hours of supervised practical training. Supervision may be provided by an alcohol and drug counselor who is certified as a clinical supervisor or who holds a reciprocal level certification at least equal to the one the supervisee is seeking. It may also be provided by an individual who holds licensing as a doctor, professional counselor, marriage and family therapist, or clinical social worker or who has earned a PhD.

All certifications require work experience (paid and/or voluntary). The CADC requires three years of experience; the CADC I, four; the CADC II, five. The CAADC credential requires the equivalent of just two full-time years.

Candidates must submit a written case. Once other requirements have been met, the candidate will be authorized to take the certification examination.

MAAP also offers nonreciprocal introductory credentials.

The MAAP Application Process

Candidates may submit a form to request a certification handbook and application materials (<http://www.msaap.net/pdfs/request-app-port-03-14.pdf>); a fee of \$30 to \$40 will be assessed at this stage.

The application packet is known as a portfolio. A candidate will provide documentation of education, experience, and training. The candidate must also secure written assessments from several individuals, including a professional who directed supervised practical training and a supervisor or project director from the workplace; these will be sent directly to the certification board.

The IC& RC examination is currently offered four times a year in Mississippi.

Fees will vary depending on whether one is a member of the Mississippi Association of Addiction Professionals (<http://www.msaap.net/pdfs/fee-schedule-rev-3-14.pdf>). Membership is currently \$50 for a student and \$90 for a professional. The portfolio processing fee is \$100 for members and \$150 for nonmembers. Examination fees include a one-year membership. The examination costs \$150 for members and \$240 for those who are not yet members.

Additional Information

The Mississippi Department of Mental Health/ Division of Professional Licensure and Certification can be reached by telephone at 601-359-5360 or by email at 'place at dmh.state.ms.us'. Information is available on the web at www.dmh.ms.gov.

The Mississippi Association of Addiction Professionals (<http://www.msaap.net/credentialing.html>) can be reached by telephone at 601-321-2085.

Missouri

Substance Abuse Counselor Requirements in Missouri

Missouri does not certify substance abuse professionals directly. However, there are policies in place for hiring; frequently referenced is certification from a third-party certification board.

While requirements set by the Office of Administration/ Division of Personnel may not be mandatory in all instances, they provide a guideline. An individual may be hired as a Substance Abuse Counselor Assistant I or II or a Substance Abuse Counselor I, II, or III. Professionals can meet minimum education and/ or experience requirements to enter at a particular level or they can work their way up to that level by experience at a lower level. They can demonstrate requirements to enter the system as a counselor by presenting a qualifying certification issued by the Missouri Substance Abuse Professional Credentialing Board (MSAPCB). MSAPCB is an IC&RC member board.

Substance Abuse Counselor I Standards

An individual may achieve Substance Abuse Counselor I with a bachelor's from an accredited institution and fifteen semester hours of coursework drawn from the following (or closely related) fields: counseling, criminal justice, nursing, rehabilitation, psychology, sociology, or social work (<http://content.aa.mo.gov/personnel/classification-specifications/4493>).

If the candidate has experience providing related services (for example, registered nursing or corrections casework), this may make up for educational deficiencies.

An individual is also eligible for this job classification with a certification through MSAPCB at the Recognized Associate Substance Abuse Counselor II (RASAC II) level or higher (<http://content.aa.mo.gov/personnel/classification-specifications/4493>). An individual with a qualifying degree at the bachelor's level or higher can achieve RASAC II with no experience; an individual with a lower education level will need experience (<http://www.msapcb.com/careerladder.pdf>). An individual with education below the bachelor's level will also need 90 hours of education pertinent to the substance abuse counseling job role.

In addition to standard substance abuse counselor and drug/ alcohol counselor certifications, the hiring agency may accept the Certified Criminal Justice Addictions Professional (CCJP) certification.

Substance Abuse Counselor II Standards

To begin as a Substance Abuse Counselor II, one would need both a year of experience and a bachelor's degree with 15 or more semester hours of related coursework. Again, experience that went beyond the minimum could substitute for educational deficiencies. Education can also substitute for experience; a candidate would need 24 semester hours of coursework beyond that normally required for the classification.

Certification at the Certified Alcohol Drug Counselor (CADC) level or higher may be used to demonstrate qualifications. The CADC requires some work experience. For an addiction counselor with a master's, the requirement is 1,000 hours (the equivalent of half a full-time year). For an addiction counselor with a bachelor's, the requirement is 2,000 hours. The requirement goes up to 3,000 for candidates with

associate's degrees and 4,000 for those with no related degree. At the CADC level, examination is required.

Substance Abuse Counselor III Standards

A substance abuse counselor III would need a bachelor's, fifteen semester hours of related coursework, and two years of experience. Again substitutions are allowable.

Credentialing at the Certified Reciprocal Alcohol Drug Counselor (CRADC) level or higher is considered qualifying. The CRADC credential will require at least 2,000 hours of experience, even for a substance abuse counselor with a master's degree (<http://www.msapcb.com/careerladder.pdf>). With a bachelor's, the requirement is 4,000 hours. With an associate's degree, the requirement is 5,000 hours; with no applicable degree, it becomes 6,000. CRADC candidates take the IC&RC Alcohol and Drug Counselor Examination.

MSAPCB Certification Basics

The Missouri Substance Abuse Professional Credentialing Board offers a number of alcohol and drug abuse credentials. Many are reciprocal with other IC & RC boards around the nation; an exception is lower level credentials like the RASAC and CADC. Reciprocal level credentials require varying amounts of experience. Internships and volunteer work are both creditable if they meet MSAPCB standards. A volunteer must perform duties comparable to those of an employee.

Academic degrees are not a requirement for most certifications. However, candidates who hold academic degrees in relevant areas can often achieve certification more quickly. The Missouri Substance Abuse Professional Credentialing Board recognizes the following fields: applied behavioral science, art therapy, chemical dependency, counseling, criminal justice, family therapy, human services, nursing, psychology, social work, and sociology (<http://www.msapcb.com/careerladder.pdf>). A similar degree with a different title may be accepted. Candidates may call 573-751-9211 if unsure whether they have a qualifying degree. Degrees must be from institutions that are appropriately accredited and can be found in the U.S. Department of Education database (<http://ope.ed.gov/accreditation>).

The Certified Reciprocal Advanced Alcohol Drug Counselor (CRAADC) credential is available only to master's degree holders who have completed human services/ behavioral science programs that include clinical application. The credential can be obtained after as little as 2,000 hours of practice.

CADC, CRADC, and CRAADC credentials require 300 hours of practicum. Candidates for certification at any of these levels must provide a case study as part of the application process. Certification candidates below this level work under supervisor agreements.

Most certifications require a set number of education hours relevant to the job role. Generally speaking, online courses are acceptable if they are from MSAPCB-approved providers (<http://www.msapcb.com/faq.pdf>). Candidates are, however, required to do their ethics training live. Three to six hours of ethics may be required, depending on the certification sought.

MSAPCB offers various specialty credentials, including Co-Occurring Disorders Professional (CCDP). In order to be a CCDP, one needs at least a bachelor's degree.

The MSAPCB Application Process

Application materials for professional certification can be found on the MSAPCB site (<http://www.msapcb.com/rasac2app.html>). They may be downloaded in Adobe or Word format. The application includes Family Care Safety Registry registration/ background release authorization materials.

Additional supporting documents will be required. Transcripts should be sent straight to MSAPCB from the issuing institution. (MSAPCB suggests that this step be carried out two or three weeks in advance of application.)

A candidate who is beyond the entry-level must provide a supervisor competency rating. Competency ratings and practicum and experience verification should also be sent straight to the certification board from the professionals who complete them.

The RASAC application costs \$110 (<http://www.msapcb.com/feeschedule13.pdf>). Candidates for CADC, CRADC, CRAADC, CCJP, or CCDP/CCDP-D pay a \$400 fee that includes testing. Fees are lower for candidates upgrading from one level to another. The required fee must be included even if it is being paid by a third party.

Application materials must be mailed to the Jefferson City address.

Certification Reciprocity

MSAPCB will grant reciprocity based on comparable reciprocal-level credentials from any IC&RC member board (<http://www.msapcb.com/MSAPCBreciprocity.pdf>). Counselors initiate the process by contacting their current board. Processing times will vary from one board to another; certificate holders should recognize that the process takes an average of 30 to 45 days. MSAPCB advises candidates to take into account renewal dates and make sure their out-of-state certification is active.

Additional Information

The Missouri Substance Abuse Professional Credentialing Board (<http://www.msapcb.com/>) can be reached by phone at 573-751-9211. The email address is help at msapcb.com.

The Missouri Addiction Counselors Association is an additional professional resource (www.missouriaddictioncounselors.org).

Montana

Addiction Counselor Requirements in Montana

Montana addiction counselors are regulated by the Licensed Addiction Counselors Program of the Montana Department of Labor & Industry. Credentialing as a Licensed Addiction Counselor (LAC) is based on education, examination, and supervised practice. There were some changes to the requirements in 2013.

Educational Requirements

Students should pursue degrees at the associate's level or higher (<http://leg.mt.gov/bills/mca/37/35/37-35-202.htm>). Candidates educated at the associate's level must hold degrees specifically in addiction, chemical dependency or drug and alcohol studies.

Candidates who hold degrees at the bachelor's level or higher have a broader range of choices, including counseling, psychology, sociology, or social work.

Montana will also accept comparable degrees. In order to be considered comparable, the program must include the following:

- Psychology, sociology, or human behavior - 6 credit hours
- Psychopathology or deviant behavior - 3 credit hours
- Counseling - 9 credit hours (including 3 in counseling theory and 6 in group counseling)

Coursework may be credited as being part of a comparable program whether it was taken at the associate's, baccalaureate, or master's level.

Candidates enrolling later than September 20, 2013 will need to verify 300 clock hours of education specific to addictions and counseling. Training may or may not take the form of traditional academic coursework. A semester hour is considered equivalent to 15 contact hours. A quarter hour is considered equivalent to 10.

Specific coursework requirements are as follows:

- Assessment, diagnosis, testing, and patient placement with patient placement criteria based on the American Society of Addiction Medicine or other nationally recognized criteria – 60 contact hours
- Licensed addiction counseling - 90 contact hours
- Drug and alcohol studies- 30 contact hours
- Pharmacology - 30 contact hours
- Documentation and treatment planning - 30 hours
- Co-occurring disorders - 30 contact hours
- Licensed Addiction Counselor ethics - 15 contact hours
- Multicultural competencies - 15 contact hours

Pharmacology coursework must include detoxification and withdrawal as well as drug classification and effects.

A student who enrolled prior to September 20, 2013 is held to different standards regarding chemical dependency and counseling coursework (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E405>).

Supervised Experience Requirements

An addiction counselor will need, at minimum, 1,000 hours of supervised practice (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E409>). This is the equivalent of six months of full-time work experience. The counselor will need practice and supervisor observation in 11 defined skill areas. Minimum hours are as follows:

- Screening - 30 hours
- Assessment and patient placement - 100 hours
- Treatment planning - 50 hours
- Case management - 50 hours
- Group counseling - 100 hours
- Individual counseling - 60 hours
- Referrals - 20 hours
- Documentation - 35 hours
- Client education - 35 hours
- Multicultural competency - 10 hours
- Ethical and professional responsibility - 10 hours

The above minimums are defined by Rule 24.154.409 and reflect 2013 to 2014 revisions (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E409>). Candidates applying under the current application may find minor differences.

When it is time to begin supervised practice, an in-state candidate may apply for a temporary permit. This is not necessary, however, in the case of students completing university-supervised internship. Candidates earning hours outside of their academic program are not permitted to accrue supervised experience hours in more than two treatment settings. Volunteer work is acceptable if it takes place in a qualified setting and is supervised by an LAC in accordance with state policy. Qualified settings are defined in Rule 24.154.409 (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E409>).

Supervisees will need weekly time sheets. These must be signed by the supervisor. Individuals who accrue hours in more than one setting will need separate time sheets for each setting, signed by the appropriate supervisor.

In order to be approved as a supervisor, an addiction counselor must have at least three years of post-licensure (or post-certification) chemical dependency experience in an approved setting.

The supervisee will need at least 80 hours of direct supervision over the course of the 1,000 experience hours (as per current application form). Requirements may be redefined by forthcoming rule.

Examination Requirements

The examination is typically the last requirement met. The NAADAC examination is the one generally taken; Level 1 is acceptable. Study resources for the NAADAC examinations can be found on the site of

the Association for Addiction Professionals (<http://www.naadac.org>). The licensing agency notes that one may order a study guide from NAADAC by calling 1-800-548-0497.

Candidates who are working under temporary permits are authorized take the exam after supervised practice is complete. A counselor who fails an examination attempt is no longer authorized to work under a temporary permit.

The Licensed Addiction Counselor Program application lists the testing fee as \$135. Fees are paid to the vendor (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E401>).

Montana will also accept the Northwest or Southwest Certification examination at Level II (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E407>).

Out-of-State Addiction Counselors

Out-of-state addiction counselors will need to provide verification from any state they have ever held licensing (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E408>). Addiction counselors credentialed by other states or by the military may be endorsed into Montana if they have passed either the NAADAC exam (Level I or II) or another equivalent exam and were practicing continually as LACs in the two years before application. Endorsement candidates can verify supervision by affidavit if it is not possible to have the supervisor verify it.

Practice by LACs who are not Montana residents and not licensed within Montana can be carried out only on a very limited basis (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E420>).

The Application Process

Application forms can be downloaded from the site of the Licensed Addiction Counselor Program (http://bsd.dli.mt.gov/license/bsd_boards/lac_board/board_page.asp).

Official transcripts are required. Supervision is to be verified through submission of a summary sheet as well as weekly time sheets.

There is a fee of \$250 (<http://www.mtrules.org/gateway/RuleNo.asp?RN=24%2E154%2E401>).

Routine applications are typically processed within 30 days of receipt.

Additional Information

Questions can be directed to the Licensed Addiction Counselors Program (http://bsd.dli.mt.gov/license/bsd_boards/lac_board/board_page.asp) via email contact form (http://bsd.dli.mt.gov/license/bsd_boards/lac_board/email_form.asp). Interested parties can keep on top of rule changes by asking to be placed on the notification list.

Nebraska

Alcohol and Drug Counselor Requirements in Nebraska

Nebraska's alcohol and drug counselors are licensed by the Nebraska Department of Health and Human Services. Licensure depends on completing addictions-related coursework and practical training,

working under supervision, and passing a licensing examination. A counselor who has met all requirements is known as a Licensed Alcohol and Drug Counselor (LADC). One who is working to meet requirements is known as a Provisional Licensed Alcohol and Drug Counselor (PLADC).

It is possible to become an LADC with just a high school diploma, but the credential can be attained more quickly by individuals with college degrees. The minimum age for either credential is 19.

Educational Requirements

The foundation is a high school diploma, GED, or post-secondary degree. The prospective addiction counselor will need 270 contact hours of education related to a drug and alcohol counselor's role.

The student will need 45 contact hours in each of the following:

- Theories and techniques of counseling
- Group counseling
- Medical and psychosocial aspects of drug and alcohol use and addiction

30 contact hours will be required in each of the following:

- Human growth and development
- Multicultural counseling
- A/D assessment, case planning and management
- Chemical dependency treatment issues

Additionally, there must be 15 contact hours in professional issues and ethics.

A semester hour may be credited as 15 contact hours, a quarter hour as 10.

Some educational institutions have applied to the Licensure Unit for pre-approval of courses. A list is available on the DHHS website

(<http://dhhs.ne.gov/publichealth/Licensure/Documents/ADCPreapprovedEduc.pdf>).

A person licensed as a Provisional Mental Health Practitioner is deemed to have met some coursework requirements. The licensee will still need to document coursework in chemical dependency treatment issues, medical and psychosocial aspects of alcohol and drug use, and assessment, case planning, and management.

Training and Experience Requirements

A PLADC candidate will need at least 300 hours of practical training. This must include at least ten hours in each of twelve identified domains. Training must be completed under a practical training supervisor that meets the requirements of state regulation. An in-state practical training supervisor may be an LADC or a psychologist or psychiatrist with training in substance abuse counseling. At this level, the trainee is to have at least one hour of face-to-face evaluative supervision for every ten hours spent in core A/D counseling functions. The 300 hours will be completed before the candidate applies for a provisional license.

Full licensure is dependent on completing supervised clinical experience. In order to qualify as clinical experience, the work must include carrying a caseload of alcohol/ drug abuse patients and performing the following functions: assessment, case management, consultation with professionals, counseling, record keeping, referral, and treatment planning ([http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health and Human Services System/Title-172/Chapter-015.pdf](http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-172/Chapter-015.pdf)). The other functions are to be performed as well, but not necessarily with all clients.

A candidate without a degree will need 6,000 hours of experience (the equivalent of three full-time years). With an associate's degree in addictions or chemical dependency, the requirement is reduced to 5,000 hours. The requirement is 4,000 hours for a candidate with a qualifying bachelor's degree and 2,000 for one with a master's. Qualifying degrees at the bachelor's and master's levels include addictions, counseling, psychology, social work, and sociology.

Before beginning supervised practice, an in-state candidate will apply for a provisional license. The supervisor must be registered; the Board must be notified of any subsequent change of supervisor. If the candidate fails to register supervision, work will not be credited even if it was performed under an otherwise qualified supervisor.

The individual is to have at least an hour of face-to-face evaluative supervision for every 40 hours of paid work in drug and alcohol counseling. The supervisor may be an LADC or a psychologist or psychiatrist who has adequate preparation.

Out-of-state supervised practice may be credited if it is supervised by an alcohol and drug counselor who holds reciprocity-level credentials in another International Certification and Reciprocity Consortium (IC&RC) jurisdiction or, in the case of jurisdictions that do not hold IC&RC membership, a professional who is credentialed at the highest level. In the latter instance, the Licensure Unit must concur that credentials were issued on the basis of similar requirements.

Examination Requirements

Nebraska has adopted the IC & RC examination. Candidates will take the computer-based written ADC Examination. They will apply to the DHHS for permission to take it (http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_adc_examinations.aspx).

A candidate requesting exam permission will pay \$100. Once eligibility has been communicated, the candidate will receive information about scheduling the examination (<http://dhhs.ne.gov/publichealth/Licensure/Documents/LADCexamInfo.pdf>). There are testing sites in Omaha and North Platte. Candidates may opt to test at a Schroeder Measurement Technologies/ Iso-Quality Testing site in another state if they prefer.

A candidate who fails the examination is allowed to retest, but a 60 day wait time is imposed. The candidate must submit another examination application.

The Application Process

Applications may be filled out online and then printed and mailed to the Licensure Unit in Lincoln (http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_adc_apps.aspx). Candidates can request paper applications by calling 402-471-2117.

Education and practical training must be verified at first application. The supervisor will verify practical training. A candidate applying at the LADC level will verify employment.

The Licensure Unit will require official transcripts of qualifying academic coursework. Workshops and institutes may be verified through certificates of completion.

A candidate at either level must document age and citizenship or lawful presence. The candidate will either attest to not having practiced in Nebraska or pay a per-day fine. The application includes a code of ethics that must be signed.

The LADC licensing fee is \$175.

IC & RC Reciprocity

Addiction counselors who are credentialed by IC & RC member boards may request that their member boards endorse them. In order to be eligible, they must hold credentials at the reciprocal level. There is a separate application for reciprocity candidates.

Additional Information

The Licensure Unit can be reached at 402-471-2117. Additional contact information is found on the site of the Department of Health and Human Services (http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_adc_contactus.aspx).

Nebraska NAADAC, a state affiliate of the Association for Addiction Counselors, serves as an additional resource for addiction professionals (<http://www.naadac.org/nebraska>).

Nevada

Alcohol and Drug Abuse Counselor Requirements in Nevada

The Nevada State Board of Examiners for Alcohol, Drug, and Gambling Counselors credentials the state's alcohol and drug counselors. Alcohol and drug counselors must earn social science degrees, complete supervised practice, and pass written and oral examinations.

Counselors with degrees at the bachelor's level are known as Certified Alcohol and Drug Abuse Counselors (CADCs); those with degrees at the master's level are known as Licensed Alcohol and Drug Abuse Counselors (LADCs). While completing requirements, individuals are credentialed as Certified Alcohol and Drug Abuse Counselor Interns (CADC-Interns). An individual may work as a CADC-Intern before degree completion.

The Board of Examiners also licenses Native American Alcohol and Drug Abuse Counselors (NAADCs). It is possible to earn the credential without a degree, but substance abuse education and training is mandatory.

General CADC, LADC, and NAADDC Requirements

To be credentialed as an alcohol and drug counselor in Nevada, one must be at least 21. Candidates may not have had alcohol, drug abuse or problem gambling issues in the prior two years; nor may they have

been on parole or probation during the prior two years. They must be legally authorized to work in the United States. They must have criminal background checks.

CADC-Intern Requirements

A CADC-Intern must have a high school diploma or GED. It is necessary to work toward a college degree. An individual who has not already enrolled in (or completed) a program will need to submit an affidavit that he or she will be enrolled at the beginning of the next semester. A non-degreed intern must take, at minimum, one course per semester (<http://alcohol.nv.gov/Licensure/ADBC/CADC-Intern/>).

An intern will enter into a supervision agreement with an approved supervisor. The intern will receive at least an hour of supervision a week. The supervisor will observe the intern at least once a month. The intern is subject to six-month reports.

CADC Pre-Examination Requirements

A prospective CADC must complete a baccalaureate degree in a social science field (<http://www.leg.state.nv.us/nac/nac-641c.html#NAC641CSec070>). Majors that focus on the mind or mental illness are considered qualifying. The Board may choose to accept a degree program that includes at least 24 semester hours of counseling coursework as qualifying.

The licensing agency at one point compiled a list of degrees that were typical of those accepted (<http://add.nv.gov/Alcohol/forms/DEGREES%20THAT%20ARE%20APPLICABLE.pdf>). The following are listed among the options:

- Counseling
- Criminal justice
- Human development and family studies
- Nursing
- Psychology
- Social work
- Education (with a minor in addictions, psychology or counseling)
- Human relations (with adequate coursework in psychology or counseling)
- Sociology (with 24 semester hours of counseling-related coursework)

The Board requires 4,000 hours of supervised practice (two full-time years) unless the individual has completed 18 semester hours of addiction coursework. In this case, the requirement may be reduced to 1,500 hours (http://alcohol.nv.gov/Licensure/ADBC/General_Information/).

LADC Pre-Examination Requirements

A prospective LADC must complete a social science graduate degree. The following degrees are qualifying:

- Alcohol and substance abuse or gambling counseling

- Marriage and family therapy
- Medicine
- Nursing
- Psychology

The Board may choose to accept a master's program that includes 24 semester hours (or the equivalent quarter hours) of counseling-related coursework as license qualifying.

A master's level candidate who has completed 12 semester hours of coursework specifically addressing addiction may be licensed after just 1,500 hours of experience; otherwise, the requirement is 4,000 hours.

NACADC Pre-Examination Requirements

An individual may be licensed as a Native American Alcohol and Drug Abuse Counselor without a college degree if he or she is 1) of Native American descent or 2) providing services under a contract with, or grant issued by, the government to individuals who are eligible under 25 U.S.C. §§ 450 et seq. or 25 U.S.C. §§ 1601 (http://alcohol.nv.gov/Licensure/NAC/NA_Counselor).

The NAADC must have 270 hours of formal education; this can include seminars and institutes. Qualifying education prepares candidates for the following: assessment, case management, counseling, education and professional responsibilities, and ethics. The individual will need at least ten hours of training in each of twelve identified core functions. Additionally, the individual will need 4,000 hours of supervised practice; a qualifying social science associate's degree can reduce the requirement to 3,000 hours.

The Examination Process

Candidates must pass a written examination and an oral board examination. Nevada has adopted NAADAC examinations. CADC candidates take the Level II examination. LADC candidates take the MAC examination. Candidates can take a practice examination for \$60. The Nevada Board has provided the following link: <http://www.ptcny.com/clients/NCC>.

A list of upcoming test dates can be found on the Board site (<http://alcohol.nv.gov/Testing/InfoDates/>). Candidates should submit applications 90 days in advance of the time they wish to test.

A candidate who lacks only examination may work under a provisional license (http://alcohol.nv.gov/Licensure/NAC/NA_Counselor/). The candidate must have scheduled an exam and paid fees.

The Application Process

A candidate will fill out a request for an application. Request forms are found on the Board site (http://alcohol.nv.gov/Forms/Alcohol_Drug_Abuse_Counselors/); they include a description of requirements. A \$150 fee is due with the request. Candidates can expect to receive fingerprint cards; they will have prints made and submit to a criminal background check. An examination application will also be included.

The candidate will pay an additional \$60 processing fee when the application is submitted. Examination fees are also due at this time. The Level II examination is \$260, the MAC, \$280

The Board will require official transcripts. A checklist of required materials will be included in the application packet.

Reciprocity

Addiction counselors who hold licensing in other U.S. states or territories may request to be licensed as CADCs or LADCs without further examination. The addiction counselor must have already passed an examination. It will be necessary to verify that education and experience requirements were met.

Addiction counselors who are certified by North West or South West Indian Certification can request to be certified as NACADCs without further examination.

Additional Information

The Nevada State Board of Examiners for Alcohol, Drug, and Gambling Counselors can be reached by phone at (775) 684-8922. Additional contact information is found on the Board site (http://alcohol.nv.gov/Contact/Contact_Us).

The State of Nevada Association of Addiction Professionals (SNAAP) is an additional professional resource (<http://www.naadac.org/nevada>). SNAAP is the state NAADAC affiliate.

New Hampshire

Licensed Alcohol and Drug Counselor (LADC) Requirements in New Hampshire

New Hampshire addiction counselors are credentialed by the New Hampshire Board of Licensing for Alcohol and Other Drug Use Professionals. There are two levels of licensing, which are distinguished by educational level. A person can qualify as a Licensed Alcohol and Drug Counselor (LADC) with an associate's or baccalaureate degree. The Master Licensed Alcohol and Drug Counselor (MLADC) requires a master's degree.

The Board also issues Certified Recovery Support Worker and Clinical Supervisor credentials. One can become a Certified Recovery Support Worker with a high school education.

Licensed Alcohol and Drug Counselor (LADC) Requirements

The foundation for a LADC license is a qualifying associate's or bachelor's degree (<http://www.gencourt.state.nh.us/rsa/html/XXX/330-C/330-C-mrg.htm>). If the degree is at the associate's level, it should be in addiction studies or substance abuse counseling. The Board will also accept degrees deemed equivalent. A bachelor's in psychology, social work, or another human services or clinical mental health discipline is qualifying.

Candidates with degrees at either level must complete 270 hours of education in drug and alcohol use. These hours may or may not be earned in conjunction with the qualifying degree. The New Hampshire Center for Excellence, a resource for substance abuse professionals, has provided a list of in-state

alcohol and drug counseling programs (<http://www.nhcenterforexcellence.org/certification-and-licensure/item/70>).

An individual with an associate's degree will need 6,000 hours of supervised practice while one with a baccalaureate will only need 4,000. 300 hours of supervised practical training will be required regardless of degree level. The 300 hours do not have to be obtained as part of the qualifying degree program; they may be a part of the supervised work experience or may be pursued separately.

The candidate must pass an examination administered by the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC). The examination process includes submission of a case study (<http://www.nhes.nh.gov/elmi/products/licertocc/documents/lic-occs.pdf>).

Master Licensed Alcohol and Drug Counselor (MLADC) Requirements

A Master Licensed Alcohol and Drug Counselor will need to complete a master's degree program that includes clinical coursework and internship (<http://www.dhhs.nh.gov/dcbcs/bdas/licensing.htm>). The degree may be in clinical psychology, clinical mental health, social work, substance abuse treatment, human services, or another discipline deemed equivalent. The master's program should be at least 60 semester hours, though the Board will allow graduates of shorter master's programs to take additional coursework and make up the difference. The student will need 270 hours of education in alcohol and drug use; credit will be awarded for relevant education that was included as part of the degree program.

The professional will need 3,000 hours of post-master internship; this is to include experience with substance abuse and co-occurring disorders. The Board will credit up to 1,500 hours for experience attained as a CADC. A professional licensed by the Mental Health Board can have 1,500 hours credited (<http://www.gencourt.state.nh.us/rsa/html/XXX/330-C/330-C-mrg.htm>).

Candidates who are not licensed as LADCs will need to take the qualifying exam. Additionally, the candidate will need to take an examination in substance use/ co-occurring disorders. Candidates already licensed as mental health professionals will be exempted.

Some MLADCs were licensed under older regulations. Those who were 'grandfathered' have until September 4, 2015 to meet new standards, including the 60-semester hour requirement; otherwise, their license will become 'LADC'. The New Hampshire Alcohol and Drug Abuse Counselors Association is a resource for those working to meet the new standards (<http://www.nhadaca.org/Licensing.html>).

The Application Process

Applicants can contact the Board to initiate the application process. They will need to have fingerprints made by a law enforcement agency or a Department of Safety employee. The fingerprint cards must be submitted to the Board along with a records release. Candidates can expect to pay \$260 in application fees and \$100 in examination fees (<http://www.nhes.nh.gov/elmi/products/licertocc/documents/alcohol.pdf>). A candidate who needs to retake the examination will pay an additional \$100.

Clinical Supervisor Requirements

In order to be certified as a clinical supervisor, an LADC or MLADC must have 10,000 hours of substance abuse counseling experience and 4,000 hours of experience in a supervisory role

(<http://www.gencourt.state.nh.us/rsa/html/XXX/330-C/330-C-mrg.htm>). The 4,000 hour supervisory experience requirement may be included within the 10,000 hours of total experience. Candidates will need 200 hours of supervision and 30 hours of education relevant to the supervisor's role. An additional examination will be required.

Reciprocity

The Board has the authority to license out-of-state addiction counselors who were credentialed on the basis of similar or higher requirements (<http://www.gencourt.state.nh.us/rsa/html/XXX/330-C/330-C-mrg.htm>).

New Hampshire is a member board of the International Certification and Reciprocity Consortium. Professionals who hold reciprocal level credentialing in other member jurisdictions can contact the IC&RC (<http://www.nhes.nh.gov/elmi/products/licertocc/documents/lic-occs.pdf>). The reciprocity process will entail payment of a \$100 fee.

Additional Information

The New Hampshire Board of Licensing for Alcohol and Other Drug Use Professionals can be reached at (603) 271-6761 or NHLADC at nh.gov. Licensing information is found online at <http://www.dhhs.nh.gov/dcbcs/bdas/licensing.htm>.

The New Hampshire Alcohol and Drug Abuse Counselors Association (<http://www.nhadaca.org/Home.html>) and the New Hampshire Center for Excellence (<http://www.nhcenterforexcellence.org/>) are additional professional resources. The New Hampshire Alcohol and Drug Abuse Counselors Association is the state's NAADAC affiliate.

New Jersey

Alcohol and Drug Counselor Requirements in New Jersey

New Jersey alcohol and drug counselors are credentialed by the Alcohol and Drug Counselor Committee. In order to be credentialed, one must meet education, training, and supervised experience requirements. Once these requirements have been met, the candidate will take written and oral examinations. Master's level counselors are issued the Licensed Clinical Alcohol and Drug Counselor (LCADC) credential. Bachelor's level candidates are issued the Certified Alcohol and Drug Counselor (CADC) credential.

An in-state trainee will come under state jurisdiction while working to meet experience requirements.

Certified Alcohol and Drug Counselor Requirements

A CADC must have a bachelor's degree. Additionally, the counselor must have 270 hours of coursework in mandated areas. The requirement is 54 hours in each of five identified domains. The student may take classes approved by the Association for Addiction Professionals, the National Association of Alcoholism and Drug Abuse Counselors (NAADAC), or International Certification Reciprocity Consortium of Alcohol and Other Drug Abuse (IC&RC) member boards. Coursework from a regionally accredited university may also be applied. If the university coursework was not pre-approved as meeting

requirements, the candidate will need to have transcripts evaluated by the Addiction Professionals Certification Board (APCBNJ), an IC & RC member board. A list of approved providers is available on the APCBNJ site (<http://certbd.org/approved-providers/>).

Coursework distribution must meet the following standards:

- Assessment topics: at least six hours each in initial interviewing, differential diagnosis, biopsychosocial assessment, substance abuse physiology/ pharmacology, diagnostic summaries, compulsive gambling.
- Counseling topics: six hours each in introduction to counseling, approaches and techniques, individual counseling, family counseling, group counseling, and crisis intervention.
- Case management topics: six hours each in consultation, community resources, HIV resources, documentation.
- Client education topics: six hours each in addiction recovery, psychological client education, sociocultural client education, medical/ biomedical client education, sociocultural and biomedical family education, addiction recovery/ psychological family education, community/ professional education.
- Legal aspects: six hours each in legal standards, ethical standards, personal growth, professional growth, recovery dimensions, cultural competency, community involvement, supervision, and consultation.

A summary of required courses can be found on the APCBNJ website (<http://certbd.org/courses-that-need-to-be-completed-for-non-degree-training-programs>).

The prospective CADC must attend 30 self-help group meetings, in attendance at at least five meetings hosted by each of the following organizations: Alcoholics Anonymous, Narcotics Anonymous, and Alanon.

The prospective CADC must work under supervision for at least two years and until such time as 3,000 experience hours have been earned. It is permissible to work part-time and take longer than two years. However, the experience requirement must be met within a period of five consecutive years.

The clinical supervisor may be an LCADC, an APA-qualified psychiatrist, an ASAM-certified physician, or an mental health professional who has been certified as a clinical supervisor by the Addiction Counselors Certification Board.

The intern must have at least 50 hours of supervision a year, and at least two evaluations.

The candidate must have 300 hours of practical training in 12 competency areas. The application packet includes a breakdown of training hours by competency area.

A CADC candidate will take IC & RC written and oral examinations. The oral examination is based on a case. Information and preparatory materials can be found on the site of the Addiction Professionals Certification Board of New Jersey (<http://certbd.org/testing/oral-test-questions/>).

Licensed Clinical Alcohol and Drug Counselor Requirements

An LCADC candidate will need a master's degree in a counseling field or in a field related to addictions or counseling.

The candidate must have 18 counseling-related credit hours; it is acceptable to take courses post-master to make up for educational deficiencies. The following content must be covered:

- The helping relationship
- Counseling practice and theory
- Counseling profession
- Growth and development/ maladaptive behavior
- Social and cultural foundations
- Group dynamics, counseling, processing, consulting
- Lifestyle/ career development
- Individual assessment
- Pharmacology and physiology
- Research and evaluation

The candidate will need 270 hours of drug and alcohol education, 300 hours of supervised practical training, and at least two years of supervised experience. (The minimum number of experience hours is 3,000; an individual who works more than 1,500 hours in a year can only credit 1,500 of them.)

In most cases, interns will need at least 50 hours of supervision a year and will receive at least two evaluations each year. Credentialed interns (those who hold healthcare licensing) will need at least 50 hours of supervision. They will have at least one annual evaluation.

The candidate will also need to attend at least 30 alcohol and drug abuse-related self-help group meetings.

The candidate must take IC & RC written and oral examinations. Professionals already licensed in other health care disciplines (for example, advanced practice nursing, psychology, or clinical social work) are exempted from examination requirements.

Background Checks

A candidate will need to have a criminal background check. If the candidate was fingerprinted by a New Jersey Division of Consumer Affairs Board or Committee after November of 2003, it will not be necessary to have prints made again; however, the candidate will still need to remit \$22.55 to have a background check run.

The Application Process

An individual who is interning to meet experience requirements will fill out a proposed plan of supervision. This and other pertinent forms and instructions can be downloaded from the New Jersey

Consumer Affairs website (http://www.njconsumeraffairs.gov/alcohol/adc_applications.htm). The intern must read applicable statutes and regulations before submitting the form.

An in-state candidate will apply to the Committee for licensure or certification before taking the examination. An alcohol and drug counselor who has held certification through an IC&RC Board will submit verification. Candidates who have not held certification will provide forms to their supervisor(s) to have practical training verified. The clinical supervisor will provide an evaluation. The application includes an affidavit that must be notarized. There is a \$75 application fee.

If all requirements have been met except examination, the candidate will be authorized to test. This will entail payment of additional fees. The Committee will allow up to three examination attempts before imposing additional requirements. Candidates can find links to study resources in the FAQ manual provided by the Division of Addiction Services (<http://www.state.nj.us/humanservices/das/workforce/LCADC%20ADC%20FAQs.pdf>).

Reciprocity

Addiction counselors may be granted reciprocal credentials if the licensing agency determines that the standards were substantively similar. Addiction counselors who hold certification through an IC & RC Board will have reciprocity processed by the Addiction Professionals Certification Board. The APCBNJ will provide a transcript to the New Jersey licensing agency verifying coursework in applicable domains.

Additional Information

The New Jersey Alcohol and Drug Counselor Committee is found on the web at <http://www.njconsumeraffairs.gov/alcohol>. Applicants and other interested individuals may use the email contact form to address their questions or comments (http://www.njconsumeraffairs.gov/alcohol/adc_contact.htm).

The New Jersey Association for Addiction Professionals, the state NAADAC affiliate, is an additional professional resource (<http://naadacnj.org>).

New Mexico

Licensed Alcohol and Drug Addiction Counselors Requirements in New Mexico

The New Mexico Counseling and Therapy Practice Board credentials substance abuse professionals as Licensed Alcohol and Drug Addiction Counselors (LADACs). Licensure is based on education, supervised practice, and examination. While working under supervision, an addiction counselor is credentialed as a Licensed Substance Abuse Associate (LSAA).

An individual must be at least 21 to be licensed at either level. The licensee will need a qualifying college degree. The Board will accept degrees from the associate's level to the graduate level. The degree level determines the length of time that the trainee must work under supervision.

Licensed Substance Abuse Associate Requirements

A person will not begin training as an LSAA until a qualifying degree has been earned (<http://www.nmcpr.state.nm.us/nmac/parts/title16/16.027.0013.htm>). The degree should be in counseling, addictions, or a counseling-related field. The following degrees are considered related: agency counseling, art therapy, clinical psychology, guidance counseling, human and family studies, mental health/ community counseling, psychology, and social work (<http://www.nmcpr.state.nm.us/nmac/parts/title16/16.027.0001.htm>). The Board will consider degrees that are not related to counseling or addictions on a case by case basis.

At the LSAA level, a candidate must demonstrate 90 clock hours of education in alcohol and/ or drug abuse. Education may take a variety of forms. Formal education, seminars, and in-service are potentially creditable.

LSAA Supervision may be provided by a LADAC who has at least three years of experience. Professionals in other mental health fields are also permitted to provide clinical supervision if they have experience in drug and alcohol counseling. The supervisor may hold licensing as a psychologist, psychiatrist, clinical mental health counselor, marriage and family therapist, art therapist, or independent social worker. A clinical nurse specialist may provide supervision if substance abuse is the specialty. The supervisor will verify supervision and report whether performance was adequate.

Licensed Alcohol and Drug Addiction Counselor Requirements

A LADAC must meet additional education requirements. At this point, the counselor must have 276 hours of coursework in content areas mandated by the Board (<http://www.nmcpr.state.nm.us/nmac/parts/title16/16.027.0011.htm>). 90 hours are required in each of the following areas: counseling, alcohol abuse, and drug abuse. The remaining six hours must be in ethics. Ethics coursework must be focused specifically on drug and alcohol counseling. It must be recent (completed in the two years prior to application).

All candidates are required to fulfill a supervised practice requirement. An individual with a degree at the associate's level will need to work under supervision for three years and accrue no fewer than 3,000 client contact hours; 200 hours of face-to-face supervision are required. An individual with a bachelor's degree must work under supervision for two years, accrue 2,000 client contact hours, and have at least 100 hours of face-to-face supervision. With a qualifying graduate degree, the experience requirement is reduced to one year and 1,000 hours; the supervision requirement is just 50 hours.

The candidate must pass the Level 1 NCAC examination. It is a multiple choice examination designed by the Association of Addiction Professionals (NAADAC).

The NCAC examination currently costs \$135 (http://www.rld.state.nm.us/boards/Counseling_and_Therapy_Practice_Fees.aspx).

The Application Process

An in-state candidate first comes under Board jurisdiction as an LSAA. The candidate must submit the appropriate application; this can be downloaded from the Board site (http://www.rld.state.nm.us/boards/Counseling_and_Therapy_Practice_Forms_and_Applications.aspx). The applicant must submit official transcripts from all institutions where credit was earned that was applied toward the qualifying degree. An exception may be made for internationally educated

candidates if an official certified transcript cannot be obtained (<http://www.nmcpr.state.nm.us/nmac/parts/title16/16.027.0011.htm>). The candidate will need to submit a certified copy of the degree certificate and an explanation about why the transcript cannot be provided. The Board will need curriculum information; additional information may be requested.

Addiction coursework can be documented through transcripts or certificates of attendance; if a certificate of attendance is submitted, the candidate will also include the following information: date, number of hours, course title, and description. At this level, an experience plan and a signed statement from a supervisor are required.

A candidate will submit a license application before taking the licensing examination.

At the LADAC level, supervisor verification is required; this is to be included in a sealed, signed envelope. In cases where it is not possible to obtain the required verification, the applicant may provide sworn affidavits from other individuals; the applicant will also need to document the reason supervisor verification could not be obtained.

The applicant must attach a recent two by two photograph and sign a code of ethics. The application requires notarization. The application fee is \$75 (http://www.rld.state.nm.us/boards/Counseling_and_Therapy_Practice_Fees.aspx). LSAA's later pay a \$75 licensing fee; LADACs pay \$150.

The Board notes that applications are typically reviewed in ten to fifteen business days.

Temporary Licenses

An addiction counselor who has met all requirements but the licensing exam may be granted a temporary license. The temporary license may be reissued after a failed examination attempt (<http://www.nmcpr.state.nm.us/nmac/parts/title16/16.027.0014.htm>).

Out-of-State Addiction Counselors

A candidate who is found ineligible because of deficiencies can request to have the application reviewed at the lower level. There is a \$25 fee for the review (<http://www.nmcpr.state.nm.us/nmac/parts/title16/16.027.0003.htm>).

Addiction counselors who have taken a recognized national examination and are currently licensed or certified by the appropriate regulatory authority in their state or territory can apply by credentials. The New Mexico Board will accept either the NCAC or the International Certification & Reciprocity Consortium (IC & RC) examination.

Additional Information

The New Mexico Counseling and Therapy Practice Board can be reached by phone at (505)-476-4622 or by email at counseling_board@state.nm.us. Interested individuals can request to be placed on the email contact list to stay apprised of new developments (http://www.rld.state.nm.us/boards/Counseling_and_Therapy_Practice.aspx).

New York

Credentialed Alcoholism and Substance Abuse Counselor Requirements in New York

New York alcohol and drug counselors are credentialed by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) Credentialing Unit. OASAS is a member board of the International Certification & Reciprocity Consortium (IC&RC).

Eligible professionals are awarded the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) credential on the basis of addiction-specific education, work experience, and examination. A CASAC must have at least a high school diploma or equivalency. College degrees are not required but can substitute for a portion of the experience requirement.

An individual can be credentialed as a CASAC Trainee when some of the requirements have been met. The Credentialing Unit notes that in certain OASAS-certified facilities, Trainees may be counted as Qualified Health Professionals (QHPs) for the purpose of meeting staffing requirements; this is not the case in most settings

Educational Requirements

A candidate will need 350 clock hours of education and training that develop addiction counseling competencies (<https://www.oasas.ny.gov/sqa/credentialing/CASACreq.cfm#education>).

A minimum of 85 hours will develop substance abuse and alcohol knowledge. Of these, at least four must address tobacco usage and nicotine dependence.

At least 150 will address alcohol and substance abuse counseling. Of these, at least 15 must be in cultural competence.

At least 70 must be in the combined areas of assessment, evaluation, case management, treatment planning, and patient/ family/ community education.

No fewer than 45 may address professional and ethical responsibilities. At least 15 of these must cover ethics as it relates to addictions professionals. At least two must cover mandatory reporting of child abuse and maltreatment.

Education can be obtained through colleges or universities, government agencies, or other approved organizations. Distance learning is accepted if it is offered by an accredited college or through an approved provider. A CEU is awarded for ten clock hours of education; a semester hour is credited as 15 clock hours.

NYS OASAS Certified Education and Training Providers for the CASAC 350 hours certificate program can be found here: <https://www.oasas.ny.gov/training/providers.cfm?providerType=CASAC-350>

New York has recently moved to a standardized curriculum (<https://www.oasas.ny.gov/workforce/training/CASAC350.cfm>). Candidates may opt for an educational package that offers academic credit or one that does not. All certified providers cover the same material. It is still permissible to credit college coursework provided it meets requirements. The agency notes that some coursework taken as part of the qualifying degree program may be applied to

education and training requirements. Candidates will use the credentialing application to request that their transcripts be evaluated. Those with questions can call 1-800-482-9564.

Examination Requirements

CASAC candidates must take a written examination (<https://www.oasas.ny.gov/sqa/credentialing/exam.cfm>). The exam was developed by the IC&RC. The Credentialing Unit has provided the following resources (<https://www.oasas.ny.gov/sqa/credentialing/resources/CASACExamResources.cfm>).

Candidates will call the Credentialing Unit at 1-800-482-9564 to request a registration form. A candidate can be approved any time after educational requirements have been met; it will be necessary to submit an application (https://www.oasas.ny.gov/FAQs/index.cfm?org_code=4#anchor33). The exam will cost \$245.

The exam is offered via computer at ISO Quality Testing centers. There are six New York locations: New York City, Syracuse, Buffalo, Albany, Flushing, and Binghamton.

A candidate who fails an examination attempt must wait 60 days before retesting. An unsuccessful candidate may continue to retest as long as the credentialing application remains active. However, each attempt entails a \$245 fee.

Experience Requirements

An individual who has not earned a college degree in a field related to the human services will need to accrue 6,000 work experience hours before credentialing. A qualifying associate's degree may substitute for 1,000 experience hours. A qualifying bachelor's degree can substitute for 4,000, a master's for 6,000.

The credentialing agency has provided a list of approved human service fields (<https://www.oasas.ny.gov/sqa/credentialing/resources/HumServDeg.cfm>) Among the options are anthropology, audiology, community mental health, criminal justice, dance therapy, divinity, education, gerontology, music therapy, nursing, nutrition, occupational therapy, psychology, and rehabilitation counseling.

Work must take place in an approved setting. There must be at least 300 hours of supervised practical training. The trainee must have a minimum of ten hours of practical training in each of the core addiction counseling functions; this will necessitate direct supervision by a Qualified Health Professional (QHP).

Volunteer work is creditable without limit if it is completed under a formal agreement and otherwise meets Credentialing Unit standards (including supervision requirements). A candidate may choose to credit a formal internship experience as education/ training or supervised experience, but cannot count it as both.

Additional Requirements

The prospective CASAC will need to have three professionals provide evaluations of competency and ethical conduct. One must come from the current or most recent clinical supervisor. One must come from a CASAC or an addiction counselor who holds reciprocal-level credentialing through some IC&RC board. One must come from a professional who is designated as a Qualified Health Professional. The

professional must have substance abuse training and experience. He or she may hold credentialing as any of the following: counselor, family therapist, master or clinical social worker, registered nurse, occupational therapist, physician, physician's assistant, psychologist, rehabilitation counselor, or therapeutic recreational therapist; a CASAC would also qualify. The Credentialing Unit has provided detailed information about evaluator requirements (<https://www.oasas.ny.gov/sqa/credentialing/CASACreq.cfm#evaluations>).

The Credentialing Unit requires fingerprint-based criminal background checks. Candidates must use the approved vendor, MorphoTrust. The candidate may visit the 'New York' page of the Identogo site to view fingerprinting locations and initiate the registration process (<http://www.identogo.com/FP/NewYork.aspx>). It will be necessary to provide the correct ORI and provider ID.

The Application Process

A candidate may apply before all requirements have been met. Trainee status can be awarded when the substance abuse worker has either completed the 350 hour education requirement or accrued 4,000 work experience hours and completed 85 hours of applicable education; the 85 hours must be in the alcoholism and substance abuse knowledge arena. There is not a separate application for Trainee. The candidate will file a CASAC application.

The CASAC application will stay open for five years (based on application postmark date). During this time, the Trainee is expected to complete all requirements for CASAC. There is an application fee of \$100 (<https://www.oasas.ny.gov/sqa/credentialing/fee.cfm>). The Credentialing Unit notes that it is not necessary to pay additional fees to add materials to the file. Trainee status may be extended one time for three years. The Trainee will need to provide ethical conduct evaluations.

IC&RC Certificate

Although New York is a member board of the IC&RC, state credentialing alone does not place a candidate in the IC&RC database. An addiction counselor who wants the international certificate will pay the IC&RC \$25 (https://www.oasas.ny.gov/FAQs/index.cfm?org_code=4#anchor59).

Additional Information

The Credentialing Unit (<https://www.oasas.ny.gov/sqa/credentialing/index.cfm>) can be contacted by email at Credentialing at oasas.ny.gov.

The New York Association of Alcoholism and Substance Abuse Providers is an additional resource (<http://www.asapnys.org>).

NYS OASAS Certified Education and Training Providers for the CASAC 350 hours certificate program can be found here: <https://www.oasas.ny.gov/training/providers.cfm?providerType=CASAC-350>

North Carolina

Substance Abuse Counselor Requirements in North Carolina

North Carolina substance abuse counselors receive their credentials from the North Carolina Substance Abuse Professional Practice Board (<http://www.ncsappb.org/credentialing/certified-criminal-justice-addictions-professional>). This organization is officially recognized in state statute (http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_90/Article_5C.pdf). Professionals may be credentialed as Licensed Clinical Addictions Specialists (LCAS) or Certified Substance Abuse Counselors (CSAC); the distinction is made based on education.

The NCSAPPB also issues credentials to prevention specialists and to professionals who work in the criminal justice system. Addictions counseling professionals licensed at the LCAS level may pursue supervisor certification.

Certified Substance Abuse Counselor Requirements

The Certified Substance Abuse Counselor may be earned by a graduate with any level of education from the high school level on (<http://www.ncsappb.org/credentialing/certified-substance-abuse-counselor/>). Individuals who hold master's degrees but do not meet requirements for the clinical license can be certified at this level.

Candidates must have 270 hours of pertinent education; at least 190 of these will specifically address substance abuse. The candidate will need at least six hours each in ethics and infectious diseases and at least six hours in one or more of the following: psychopharmacology, evidence-based treatment, substance abuse among the elderly, substance abuse among veterans, nicotine dependence. No more than 20% of the required education hours can be met through in-service training. No more than half may be online or independent study (<http://www.ncsappb.org/credentialing/certified-substance-abuse-counselor/>).

The candidate must have 300 hours of practicum. At least ten hours must be spent in each of twelve core counseling functions. Supervision is to be provided by a Certified Clinical Supervisor or Clinical Supervisor Intern at a 1:10 ratio (<http://www.ncsappb.org/credentialing/>). Once this requirement has been met, the professional can take the IC&C examination at the ADC level and achieve intern status (<http://reports.oah.state.nc.us/ncac/title%2021%20-%20occupational%20licensing%20boards%20and.pdf>).

Certification follows 6,000 hours of experience (the equivalent of three years of full-time work). The intern must have CCS or CSI supervision at a 1:40 ratio while completing the experience requirement. Certified substance abuse counselors do not practice independently. Once certification has been granted, however, LCAS supervision is adequate (<http://www.ncsappb.org/credentialing>). Supervision requirements decrease with time.

Licensed Clinical Addictions Specialist Requirements

In order to qualify as a Licensed Clinical Addictions Specialist, one must have a master's degree that includes clinical application.

There are multiple pathways, which apply to different subsets of candidates (for example, those who have already been certified as substance abuse counselors). Professionals who already hold certification from certain recognized organizations are deemed to have met the education, experience (and, in many cases, examination) requirements. The following is a list of application categories:

Category A: Category A applicants demonstrate that education and experience requirements have been met. They must have 180 hours of addictions-specific coursework and 4,000 hours of supervised practice. They must take an examination through IC&RC before full licensure can be achieved.

Category B: Category B applicants are professionals who have held certification as substance abuse counselors (http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5C.html). With a qualifying master's degree, passing examination scores and references, they can achieve licensing at the LCAS level.

Category C: Candidates are considered 'Category C' if they complete an approved program through a regionally accredited school; the student must specialize in substance abuse (http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5C.html). North Carolina has provided a list of approved programs (<http://www.ncsappb.org/credentialing/licensed-clinical-addiction-specialist/criteria-c-schools>).

Category C candidates progress through a series of levels as they meet requirements. They need only one year (2,000 hours) of postgraduate supervised practice to achieve full licensure.

Category D: Substance abuse professionals can demonstrate qualifications by presenting one of the following certifications (<http://www.ncsappb.org/credentialing/licensed-clinical-addiction-specialist/deemed-status/>):

- ATOD – National Association of Social Workers (NASW)
- Master's Level CARN or CARN-AP – Addiction Nursing Certification Board (ANCB)
- MAC – Association for Addiction Professionals (NAADAC)
- MAC – National Board for Certified Counselors (NBCC)

One may also present addiction credentials earned through the American Psychological Association (APA) or the Commission on Rehabilitation Counselor Certification (CRCC).

Candidates who hold ATOD certification through NASW must take the IC & RC examination.

The Application Process

Candidates who are in the process of meeting requirements for certification or licensure initiate the process by opening a Learning Plan through the Learning Builder Platform. There is a \$25 associated fee.

Registration is a first step in the credentialing process. Registration requires submission of several documents. Candidates will submit transcripts 'as appropriate' to document that educational requirements have been met. All candidates must have ethics training before they can be registered. They will submit resumes and job descriptions and demonstrate that appropriate supervision is in place. They will agree to be bound by the code of conduct. Registration entails payment of a \$125 fee. A criminal background check is required. This requires payment of a \$38 fee. A criminal record does not automatically preclude licensing or certification.

Substance abuse professionals will submit additional documentation as they complete requirements. A second supervision agreement may be required when the professional is finished with the practicum

and ready to move on to subsequent supervised experience. Candidates will pay an additional fee when they reach the examination stage. Currently, the fee is \$125. Full credentialing as a CSAC or LCAS will require submission of references or evaluations.

Candidates applying by deemed status have lesser fees.

Other Credentials Awarded by NCSAPPB

The Certified Substance Abuse Prevention Consultant certification can be granted to individuals with education at the high school level or higher (<http://www.ncsappb.org/credentialing/certified-substance-abuse-prevention-consultant>). In order to achieve the credential, one must complete relevant education in the IC&RC-identified domains, fulfill practicum and supervised practice requirements, and take the IC&RC examination for prevention specialists. With a qualifying degree at the bachelor's level or higher, the experience requirement can be reduced from three years to two.

The Certified Criminal Justice Addictions Professional is awarded to individuals who have at least a high school diploma or GED and who complete the requisite training and supervision and pass the appropriate IC&RC examination (<http://www.ncsappb.org/credentialing/certified-criminal-justice-addictions-professional/>). North Carolina Certified Criminal Justice Addictions Professionals work under ongoing supervision.

In order to apply for Certified Clinical Supervisor status, one must be an LCAS (<http://www.ncsappb.org/credentialing/certified-clinical-supervisor>). The CSS candidate must complete 15 hours of role-specific education before registration. Full licensure is dependent on completing 4,000 hours of supervised experience and an additional 15 hours of education.

Both CSACs and LCASs are eligible to train for the Certified Substance Abuse Residential Facility Director certification (<http://www.ncsappb.org/credentialing/certified-substance-abuse-residential-facility-director>). Though offered through NCSAPPB, this is not an IC&RC credential.

Reciprocity

Substance abuse professionals can be granted reciprocal credentialing on the basis of qualifying certifications issued by other IC&RC member boards (<http://www.ncsappb.org/forms-resources/reciprocity>). The North Carolina Substance Abuse Professional Practice Board notes that an AADC certification is considered equivalent to the LCAS.

The reciprocity process must be initiated through one's current IC&RC board. In addition to securing the necessary documentation from one's member board, a reciprocity candidate must have a criminal background check.

Additional Information

Staff members of the North Carolina Substance Abuse Professional Practice Board can be contacted by email (<http://www.ncsappb.org/contact-us>).

North Dakota

Substance Abuse Counselor Requirements in North Dakota

North Dakota requires addiction counselors to be licensed. They are licensed and regulated by the North Dakota State Board of Addiction Counseling Examiners. The Licensed Addiction Counselor (LAC) credential is granted on the basis of education, supervised training, and examination. An in-state candidate will come under board jurisdiction while completing training.

North Dakota Licensed Addiction Counselors can earn private practice status. The requirements can be met sooner if one has a master's degree. However, a bachelor's degree is sufficient.

Licensed Addiction Counselor Educational Requirements

A Licensed Addiction Counselor will need a degree at the bachelor's level or higher (<http://www.legis.nd.gov/information/acdata/pdf/4.5-02.1-01.pdf?20140705004033>).

It may be in addictions or in a related field (provided that the candidate can demonstrate 32 credit hours of addictions study). Licensees will need at least three credits in each of the following:

- Human development across the lifespan
- Addiction dynamics
- Treatment theories and techniques
- Group counseling
- Psychopharmacology
- Family systems
- Co-occurring disorders
- Cultural competence

The student will need two credits in professional ethics. A description of the content that must be covered in each required courses is found in 4.5-02.1-01-03 of state administrative code (<http://www.ndbace.org/rules.htm>).

Addiction studies programs with any of the following accreditations can be expected to meet coursework requirements:

- International Coalition for Addiction Studies and Education Accreditation
- National Addiction Studies Accreditation Committee
- Counsel for Accreditation of Counseling and Related Educational Programs (if the program is in addiction counseling)

Training Requirements

The North Dakota Board requires 1,400 hours of clinical training; hours are to be accrued in a board approved program (<http://www.legis.nd.gov/information/acdata/pdf/4.5-02.1-01.pdf?20140705004033>). A list of approved training programs is found on the Board site (<http://www.ndbace.org/ClinicalTraining.htm>). The Board has a process by which individualized training plans can be approved.

An individual cannot become a trainee until all or most educational requirements have been met. It is permissible to take two required courses concurrently with training. Trainee registration is granted for two years. It may be extended in certain circumstances

Trainees in approved programs receive at least 50 hours of supervision (<http://www.legis.nd.gov/information/acdata/pdf/4.5-02.1-03.pdf?20140705013844>). They can expect direct observation of at least 30 hours of the work that they perform in each of the following clinical areas:

- Counseling services
- Screening, assessment, treatment planning
- Case management, service coordination, referral
- Multicultural counseling, ethics, education

The trainee's documentation skills will also be monitored.

An individual who has completed training may request intern status.

An individual who has completed a program not approved by the board will need to demonstrate that training was substantially equivalent.

A professional can credit a year of experience as a licensed mental health professional or substance abuse counselor as 150 hours. If the license was in a field other than addiction counseling, a maximum of 900 training hours can be credited. The professional will still need 500 hours of training addressing the DSM, ASAM patient criteria, and counseling domains.

Examination Requirements

Candidates take the IC&RC AODA written examination (<http://www.ndbace.org/exams.htm>). They may not attempt the examination until all coursework has been completed. It will be necessary to submit an examination application. The examination fee (currently \$155) is to be submitted with the examination application. If a candidate is simultaneously submitting coursework for approval, it may take several weeks for review to be completed. If coursework has already been accepted, the approval process is generally quicker. An approved candidate will receive registration information via email.

The examination is administered via computer year-round. North Dakota has examination sites in Minot and Bismarck. The candidate will bring a copy of the eligibility email to the examination site.

The Application Process

A candidate who trains in North Dakota will come under board jurisdiction as a trainee. Training consortiums will register their trainees (<http://www.ndbace.org/forms.htm>). Later, they will verify completion. At this point, the candidate will submit a license application.

Applications can be downloaded from the Board site (<http://www.ndbace.org/licensure.htm>). A candidate will need three reference letters. A first-time candidate will need to submit official transcripts, training documentation, and verification of exam scores if applying at the counselor level.

License fees will depend on the part of the renewal cycle in which the application is received; the fee schedule is included in the application.

Out-of-State Addiction Counselors

Out-of-state addiction counselors will need to provide verification of all licenses, past and present.

The counselor may apply by reciprocity if 1) the license is currently in good standing and 2) the other jurisdiction's requirements were at least equal to those of North Dakota. The Board notes that reciprocity applications must be approved by the full Board and that the process can take as long as several months.

Private Practice Registration

A Licensed Addiction Counselor with a master's degree in a social science or healthcare field can be registered as a private practice addiction counselor after as little as 4,000 hours (two years of post-master, post-licensure practice). Without a qualifying master's, the requirement is 10,000 hours (<http://www.legis.nd.gov/information/acdata/pdf/4.5-02.1-04.pdf?20140705205641>).

The addiction counselor will submit an application that includes a description of the intended practice. The counselor will need to document either experience or education. There is a \$100 fee.

Clinical Supervisor Registration

A Licensed Addiction Counselor can be registered as a clinical supervisor after practicing at that level for three years (6,000 hours). It is necessary to do 20 hours of training and secure references.

Additional Information

The North Dakota State Board of Addiction Counseling Examiners may be contacted by email, using the link found on the home page (<http://www.ndbace.org/index.htm>). Applicants may call (701) 255-1439 if they have questions.

The North Dakota Addiction Counselors Association does not issue licenses but serves as an additional professional resource (<http://www.naadac.org/north-dakota>).

Ohio

Chemical Dependency Counselor Requirements in Ohio

Ohio substance abuse counselors are licensed by the Ohio Chemical Dependency Professionals Board. Counseling licenses are issued at three levels: Licensed Chemical Dependency Counselor II (LCDC II),

Licensed Chemical Dependency Counselor III (LCDC III), and Licensed Independent Chemical Dependency Counselor (LICDC). All require education, supervised practice, and examination. The distinguishing factor is degree level; higher licenses also have more stringent curriculum requirements.

The Board also issues Chemical Dependency Counselor Assistant licenses. For these, no college degree is required.

Educational Requirements: Chemical Dependency Counselor II and III

The foundation for a Licensed Dependency Counselor II license is an associate's degree in a behavioral science field or in nursing; a candidate can also qualify with a baccalaureate degree in any field. The foundation for a Licensed Dependency Counselor III credential is a bachelor's degree in behavioral science or nursing.

The candidate will need to complete 180 hours of chemical dependency education. There must be 24 hours in each of the following areas:

- Addiction theories
- Diagnosis and assessment of addiction
- Relationship counseling with the addicted

There must be 18 hours in each of the following:

- Pharmacology
- Treatment planning
- Group processes and techniques

The following content areas require 12 hours:

- Prevention
- Legal/ ethical issues

The remaining 30 hours are to be in addiction counseling strategies and procedures.

An academic semester hour may be credited as 15 hours, an academic quarter hour as ten. At least half of the required hours must be earned in the five years preceding application.

Educational Requirements: Licensed Independent Chemical Dependency Counselor

An LICDC must have a behavioral science degree at at least the master's level. The candidate will need to document education in ten Board-mandated areas. Requirements are as follows. There must be 80 clock hours each in counseling and psychotherapy theories and assessment and diagnosis; assessment and diagnosis coursework must cover measurement and appraisal. There must be 40 hours each in human development, psychopathology, counseling procedures, relationship therapy, group process and techniques, research methods and statistics, and cultural competency. There must be 30 clock hours in professional ethics.

Semester hours can be converted to clock hours at a 1:15 ratio. The application form includes a description of coursework that would be qualifying under each content area. The Board will allow candidates to split courses which cover more than one content area and apply some hours to each.

400 hours of practicum, internship, or other supervised experience will be required. The Board also requires master's level candidates to have 180 hours of education that is specific to chemical dependency counseling; the 180 hours are to be distributed in the same manner as they are for LCDC I or LCDC II licensing.

Experience and Practical Training Requirements

Whatever the educational level, a candidate will need at least 2,000 hours of work experience or supervised internship before a counseling license can be issued.

The candidate must have 220 hours of practical experience in core functions. Hours are to be distributed as follows: 30 hours each in individual counseling and group counseling, 25 in treatment planning, and 20 each in family counseling and 'reports and record keeping'. The trainee will also need 15 hours of case management and 10 hours in each of the following: screening, intake, assessment, orientation, client education, referral, consultation and crisis intervention. The 220 hours may be included as part of the 2,000 experience hours.

The Board requires that 20% of the required experience hours be spent in the 'counseling' core area.

Examination Requirement

The chemical dependency counselor candidate must take the ADC examination. Board approval is required. Examinations are computer-delivered. The Board notes that there are testing sites not only in Ohio but in bordering states as well.

The examination is waived for professionals who already hold a license in a field that includes AOD (alcohol and drug service provision) in its scope of practice. In this instance, candidates will submit a waiver form.

The Application Process

Candidates may download applications (<http://ocdp.ohio.gov/forms.stm>) or call the Board office to request them. The form requires notarization. Several supplemental materials will be required. The supervisor will need to fill out the reference form and also sign the job description. Practical experience will also require supervisor verification. Degrees must be verified through official transcripts. Education may be documented through transcripts or through certificates or letters of completion,

Application carries a \$50 fee. The examination is an additional \$150. The Board notes it can take 30 days to review an application and approve the candidate to sit for the examination.

Licensed chemical dependency counselors who subsequently meet requirements for higher level licensing will fill out conversion applications. They will provide official transcripts to document the new degree; those seeking the independent license will also fill out a coursework grid. The conversion application carries a \$35 fee.

Chemical Dependency Counselor Assistant Requirements

Chemical Dependency Counselor Assistants are licensed through a two-stage process. Although no degree is required, candidates must have chemical dependency education that covers the following content areas: addiction knowledge, individual counseling, group counseling, treatment knowledge, service delivery, documentation, evaluation, and professionalism. Candidates must have 40 hours of education before they are eligible for Phase I licensure; the areas must be distributed among content areas in the manner mandated by the Board.

Counselor assistants must have another 30 hours before they can progress to Phase II. Education completed before attaining Phase I status will not be credited. The counselor assistant must also hold Phase I status for at least ten months before progressing to Phase II.

The application includes a description of required content. The Board has provided a list of vendors that offer complete education packages for Phase I or Phase II (<http://ocdp.ohio.gov/apps/CDCA%20Education%20Packages.pdf>).

Earning Reciprocal Level Credentialing

Ohio is a jurisdiction of the International Certification and Reciprocity Consortium (IC&RC). Holding a reciprocal level credential can make it easier to achieve certification or licensure in many other jurisdictions. The basic state-level credential is not sufficient, however. Trainees have the option of going beyond what is required for basic Ohio licensure and earning a reciprocal credential. Chemical dependency counselors who go this route will need 90 hours of education beyond the 180 that Ohio requires; they will need 80 hours of practical training beyond the 220 that Ohio requires. The additional education and training hours may be in any of the content or core areas required for the basic credential.

A candidate who does not have a degree in a behavioral science field will need 4,000 experience hours beyond those required for licensure. A candidate with a qualifying associate's degree will need 3,000 additional hours while a candidate with a bachelor's degree will need 2,000. Professionals with qualifying master's degrees will not need additional hours, as a master's degree in a behavioral science field is allowed to substitute for 4,000 experience hours at the reciprocity level.

The application for reciprocal certificate can be downloaded from the applications section of the Board website. Candidates who meet all requirements at the time of licensure may simultaneously apply for a reciprocal certificate.

Additional Information

The Ohio State Chemical Dependency Board (<http://ocdp.ohio.gov/licensing.stm>) can be reached by phone at 614-387-1110.

The Ohio Association of Alcoholism and Drug Abuse Counselors is an additional resource for the state's substance abuse professionals (<http://www.naadac.org/ohio>).

Oklahoma

Alcohol and Drug Counselor Requirements in Oklahoma

Oklahoma substance abuse counselors are credentialed by the Oklahoma Board of Licensed Alcohol and Drug Counselors. Credentialing is based on education, supervised practice, and written and oral examination.

There are multiple levels of credentialing. A Certified Alcohol and Drug Counselor (CADC) has education at the bachelor's level; a Licensed Alcohol and Drug Counselor has education at the master's level. Licensees can pursue additional training in co-occurring disorders and receive a Bachelor of Co-occurring Disorders Certification (BCDC) or a Licensed Addiction Counselor/ Mental Health (LADC/MH;) credential; the LADC/MH has a greater scope of practice.

An individual must be at least 21 to hold licensing or certification.

Certified Alcohol and Drug Counselor (CADC) Requirements

A CADC must hold a bachelor's degree in an appropriate behavioral science or counseling field (<http://www.okdrugcounselors.org/download.php/1/Title%2059%20Amended.pdf>).

The degree must come from an institution that holds accreditation through some entity recognized by the Council on Higher Education or the U.S. Department of Education.

Before making application to the Board, the candidate will need to complete 45 clock hours of education that addresses co-occurring disorders and the referral process. Before full licensure, the candidate will need 270 hours of education related to drug and alcohol counseling.

The CADC will complete 300 hours of supervised alcohol and drug counseling practicum. The candidate must have at least two years of supervised work experience; the Board defines this as 4,000 hours. At least half the required work experience hours must be spent in direct client contact. The supervisee will receive an hour a week of supervision.

Licensure is dependent on passing an examination. Examination takes place after other requirements have been met. A candidate who fails an examination attempt may retest.

Bachelor of Co-Occurring Disorders Certification (BCDC)

A professional who seeks adjunct Bachelor of Co-Occurring Disorders Certification must have 200 contact hours of related training with 30 hours specific to addiction, 30 specific to mental illness, and 140 covering co-occurring disorders (<http://www.okdrugcounselors.org/download.php/64/CURRENT%20TITLE%2038%20CORRECTED.pdf>).

The Board notes that many of these hours may have been included in the qualifying degree program.

The candidate will need to complete a 200 hour practicum with at least 20 hours in each of eight identified domains.

The BOCD must have a total of at least 6,000 experience hours, including 4,000 specifically in co-occurring disorders (COD) and 2,000 in counseling. The 4,000 hours of COD experience are to be completed under a professional approved as a co-occurring disorders supervisor.

Certification is dependent on passing a written examination in co-occurring disorders.

Licensed Alcohol and Drug Counselor (LADC) Requirements

A Licensed Alcohol and Drug Counselor must have a master's degree in substance abuse counseling or a degree deemed equivalent. A counseling or behavioral science master's may be considered content-equivalent if it includes three courses in the treatment and assessment of drug and alcohol problems and one course in each of the following:

- Drug and alcohol addiction
- Drug and alcohol counseling theory
- Pharmacology (as it relates to drug abuse)
- Human development
- Psychopathology
- Family systems theory
- Theory of addiction in the family
- Counseling of families with addiction
- Cultural competence issues
- Research method
- Ethics
- Practicum (300 hours)

Classes may be three semester hours or four quarter hours. Requirements for coursework became more stringent in 2012. Professionals licensed before this time were held to different standards.

2,000 hours of supervised experience are completed after application to the Board. Half the experience hours must consist of direct client contact.

The candidate must also pass an examination. (A candidate who has already passed an IC&RC examination will indicate this on the application.)

180 hours of continuing education must be documented before full licensure; at least 90 are to be specific to drugs and alcohol.

LADH-MH Requirements

An LADH or LADH candidate can also pursue licensure as a LADH-MH. The professional may have a degree in co-occurring disorders or another behavioral science field; it must include clinical work (<http://www.okdrugcounselors.org/download.php/236/38-10-7-10%20CO-OCCURRING.pdf>). The individual will need 140 hours of training in co-occurring disorders. 100 hours of practicum will be required. The practicum must include at least ten hours in each of the following:

- Psychopathology and etiology
- Psychopharmacology
- Counseling and intervention

- Treatment and recovery planning
- Screening and assessment
- Crisis management and prevention
- Recovery support and care coordination
- Ethics

The LADH-MH license also depends on completing 2,000 hours (one full-time year) of supervised practice in co-occurring disorders and achieving a passing score on a written examination.

The Application Process

A trainee will come under Board jurisdiction while completing supervised practice. Before beginning supervision, the candidate will submit a transcript, job description, and supervisor-supervisee contract. The application will also be submitted at this time.

Application materials can be downloaded from the 'Board website (<http://www.okdrugcounselors.org/forms.php>) The applicant will need to secure three references, sign a code of ethics, and compose a personal philosophy. Official transcripts are to be included in the application package in sealed envelopes. The application must be notarized; a recent photo is to be attached. The application carries a \$140 fee.

The practicum supervisor will fill out a training form. The professional who provides general supervision for work experience will eventually evaluate the candidate for licensing or certification purposes. A supervision log must also be submitted.

The Board notes that examinations are now offered in a computer delivered format. Candidates may call 405-793-1545 for examination information.

Reciprocity

An alcohol and drug counselor licensed or certified in another state on the basis of similar or higher requirements is a candidate for reciprocity (<http://www.okdrugcounselors.org/download.php/64/CURRENT%20TITLE%2038%20CORRECTED.pdf>).

Additional Information

Proposed rule changes are posted on the site of the Oklahoma Board of Licensed Alcohol and Drug Counselors. The Board can be reached by telephone at (405) 521-0779. Additional contact information can be found on the Board site (<http://www.okdrugcounselors.org/contact.php>).

The Oklahoma Association for Addiction Professionals is an additional professional resource (<http://www.naadac.org/oklahoma>).

Oregon

Certified Alcohol Drug Counselor Requirements in Oregon

Oregon sets minimum standards for individuals who work in public funded treatment programs, for example, prohibiting employment of individuals who have been convicted of certain criminal offenses. Oregon Addictions and Mental Health Services refers addiction service providers to the Addiction Counselor Certification Board of Oregon (ACCBO) for professional certification.

The Addiction Counselor Certification Board of Oregon is an affiliate of the Association of Addiction Professionals (NAADAC). ACCBO offers three levels of alcohol and drug counseling certification. The lowest certification does not require a degree, but requires education, training, and experience comparable to an associate degree. The highest certification requires a graduate degree. All three require examination and supervised practice.

Certified Alcohol Drug Counselor I (CADC I) Requirements

A CADC I candidate must have 150 hours of alcohol and drug related education (<http://www.accbo.com/certifications.php>).

The following must be addressed:

- Basic counseling
- Group counseling
- Alcohol and drug pharmacology
- HIV risk assessment and reduction
- Counseling-related ethics

Basic counseling and group counseling coursework is to include practice; it is not to be completed online. Other exclusions are described in the application packet.

The trainee will need 1,000 hours of supervised practice. Work must be carried out under the supervision of a professional who meets state standards and holds an advanced credential. The CADC II is accepted as are comparable credentials like the NCAC II; advanced licenses or certifications issued by other states are also accepted. The certification board has set minimum hours for time spent in tasks related to eight domains recognized in the CSAT Technical Assistance Publication and has further broken down some domains into tasks. A CADC I candidate, for example, must spend at least 50 hours each in case management, discharge planning, and relapse prevention (all covered under Domain 4). A full description of competencies is found in the application packet.

The candidate must pass the NCAC I National Certification Exam.

A NCAC I candidate who has had chemical dependency issues must verify two years of sobriety.

Certified Alcohol Drug Counselor II (CADC II) Requirements

CADC II candidates must earn bachelor's degrees or pursue equivalent studies (<http://www.accbo.com/certifications.php>). The certification board may accept an associate's degree if the candidate has taken additional coursework beyond the associate's and has comparable education hours.

The candidate must have a minimum of 300 hours of alcohol and drug education in board-mandated areas. Alcohol and drug education must include all concepts required at the CADC I level, plus cultural diversity, co-occurring disorders, and clinical evaluation; clinical evaluation coursework must incorporate American Society of Addiction Medicine (ASAM) placement criteria. The certification board notes that courses in general psychology, mental health, or abnormal psychology may not be credited as alcohol and drug related education.

The counselor will need 4,000 hours of supervised practice, performing the required addiction counselor competencies under a qualified professional.

It will be necessary to pass both the NCAC II National Certification Examination and the NAADAC Case Presentation Examination. A candidate for oral examination will receive a copy of the NAADAC Applicant's Guide. The candidate will submit a case history for review. Once it has been approved, the candidate will be scheduled for oral examination. (If the case history is not accepted, the candidate will receive directions for resubmission.)

The certification board requires that a recovering CADC II candidate be free of alcohol/ illicit drug use or prescription medication abuse for at least three years.

Certified Alcohol and Drug Counselor III Requirements

CADC III candidates must hold graduate degrees in "human arts" fields. Additionally, they must demonstrate 300 hours of alcohol and drug education. Alcohol and drug education must include all concepts required at the CADC II level plus evidence-based addiction treatment practices.

6,000 hours of supervised practice will be required. Candidates must pass the Master Addictions Counselor (MAC) National Certification Exam and the NAADAC Case Presentation Examination.

Three years of sobriety is required in the case of recovering counselors.

ABCCO notes that professionals who are already licensed in mental health disciplines (for example, clinical social work, counseling, or marriage and family therapy) can apply for MAC certification directly through NAADAC or through the National Board for Certified Counselors.

The Application Process

Application forms and instructions can be downloaded from the ACCBO site; the packet includes an examination application (<http://www.accbo.com/certifications.php>). Candidates will submit their applications before examination. Written exams are now offered on a monthly basis. However, candidates will need to have application materials in well in advance of the time they intend to test; upcoming deadlines are found in the application packet. The certification board advises anyone sending application materials by overnight mail to sign a waiver allowing it to be delivered without signature.

Education is to be documented through official transcripts and copies of certificates. Applicants must include copies of their state IDs. Supervisors will need to sign the experience verification forms, noting their credentials after their names and including phone numbers for verification. Recovering professionals will have a supervisor or colleague write a letter, verifying the length of time they have (to the best of the other professional's knowledge) been alcohol/ drug free.

Fees are as follows: \$50 for application, \$225 for written examination, \$125 for case presentation.

Certified Addictions Recovery Mentor Requirements

Individuals who are in recovery for chemical dependency issues and have been substance-free for two or more years may achieve certification as Addictions Recovery Mentors through ACCBO. No examination or experience is necessary, but the individual must complete a state approved recovery mentor training program (<http://www.oregon.gov/OHA/amh/peer.shtml>).

Other Certification offered by ACCBO

ACCBO also certifies prevention specialists; in this arena, it functions as a member board of the International Certification and Reciprocity Consortium (IC&RC).

Additional Information

The Addiction Counselor Certification Board of Oregon can be reached between 9:00 and 5:00 Pacific Time (<http://www.accbo.com/contact.php>).

Pennsylvania

Substance Abuse Counselor Requirements in Pennsylvania

Pennsylvania does not mandate substance abuse counselor licensure, but does set staffing requirements for professionals employed at state facilities. Individuals may meet education and experience requirements directly or demonstrate them through third party certification. Those who have graduate degrees in appropriate fields have the option of pursuing licensure as counselors.

Minimum Requirements

A professional may qualify as a substance abuse counselor with a degree at the associate's level in chemical dependency, counseling, psychology, social work, or another related field, provided there was appropriate practicum or clinical experience (<http://www.pacode.com/secure/data/028/chapter704/chap704toc.html>). A registered nurse can qualify with a year of experience providing counseling services in a human service or health setting; an individual with a nursing degree and a clinical specialty in human services will also qualify.

An associate or baccalaureate degree holder is expected to have clinical experience in an agency that provides health or human services. If the degree is at the associate level, 3,640 hours (two years) of experience is required. If the degree is at the bachelor's level, 1,820 hours will suffice. A master's degree may demonstrate practicum experience in a qualifying agency.

If the health or human service agency is not considered to be a "drug and alcohol setting", the individual will have a training plan that specifically addresses the development of competency in chemical dependency counseling; this is the case whether the degree is at the associate's or master's level. (Substance abuse facilities may hire counselor assistants with lesser qualifications provided ratios are in compliance with state standards.)

An individual can also demonstrate qualifications at the counselor level by presenting full certification from a state certification board that is a member of a national board or by presenting credentials from a board that is operating under the auspices of the government of another state.

Certification by the Pennsylvania Certification Board for Alcohol and Drug Counselors and Addiction Counselors

The Pennsylvania Certification Board, a member board of the International Certification and Reciprocity Consortium, offers qualifying credentials at several levels (<https://www.pacertboard.org/certifications>).

Certified Associate Addiction Counselor: The CAAC credential can be attained by an individual without a degree; the certification board notes that this level of certification meets state staffing requirements and is reciprocal through the IC&RC. A candidate who takes this route must begin at a lower level; the Associate Addiction Counselor II (AAC II) credential must be held for at least a year. The AAC II credential itself requires two years of experience (<https://www.pacertboard.org/sites/default/files/applications/PCBAACApplication.pdf>).

The CAAC must have 300 hours of education that is relevant to addiction counseling, There must be 100 hours specifically in addiction. Six hours of ethics training are required. Education may include workshops, institutes, and in-service. A three semester hour college course is credited as 45 hours.

The candidate must have 300 hours of supervision. This must be provided by a Certified Clinical Supervisor (CCS) or by another professional who meets supervisor requirements set by the Pennsylvania Department of Health.

The candidate must pass the IC&RC Examination for Alcohol and Drug Counselors.

Certified Alcohol and Drug Counselor: In order to earn the CADC credential, one must have a bachelor's degree from an accredited school and 300 hours of education in areas related to addiction counseling; addiction studies requirements are similar to those of counselors at the CAAC level.

An individual will need at least 4,000 hours of work experience in the alcohol and drug counseling arena to achieve this level of certification. A candidate who graduated with a degree outside the behavior sciences will need 6,000 hours.

Trainees will need 300 hours of supervision with at least ten in each of eight identified domains. They must also pass the IC&RC Examination for Alcohol and Drug Counselors.

Certified Advanced Alcohol and Drug Counselor: In order to be eligible for the CAADC credential, a professional must have a master's degree from an accredited school (<https://www.pacertboard.org/sites/default/files/applications/PCBCAADCAApplication.pdf>). The candidate will also document 180 hours of education relevant to the addiction counseling role. Six must be in ethics and professional responsibility. The candidate will need 2,000 experience hours and 300 supervision hours. The CAADC candidate will take an advanced IC&RC Examination.

The Pennsylvania Certification Board also issues specialty credentials such as **Certified Criminal Justice Addictions Professional (CCJP)**; the CCJP is listed as meeting staffing requirements.

The Pennsylvania Certification Board Application Process

Candidates can download application packets for the particular credential they are interested in (<https://www.pacertboard.org/certifications>). Application packets include detailed information about certification requirements. Candidates will sign the code of ethics and have the release form notarized.

Fees vary, depending on the certification sought, and whether the candidate needs to take an examination. A CADC candidate who needs to take the examination pays \$350; a candidate who has already taken it pays \$200. An AAC credential is just \$100.

The application, fee, and some supporting documents will be accepted whether they come by mail, email, or fax. The transcript must be official and must come directly from the issuing institution. The certification board recommends that candidates request official transcripts several weeks before making application.

The certification board will access candidate's exam eligibility and pre-register them. The candidate will schedule later. A candidate who fails must wait 60 days; another examination fee will be assessed.

Applications are held open for one year.

A certified addiction counselor may upgrade to CAADC by documenting a master's degree and passing the IC&RC at the master's level. There is a separate upgrade application.

Licensure through the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors

Master's level addiction counselors may be licensed as professional counselors. Pennsylvania recognizes a number of professional counseling specializations. Licensure will require, at the minimum, a 60-semester hour master's (or a 48-semester hour master's with additional coursework to make up the difference). The degree may be in counseling or a closely related field, but must include coursework in Board-mandated areas

(http://www.dos.state.pa.us/state_board_of_social_marriagefamilytherapistsprofessional_counselors).

Candidates must have at least 3,000 hours of supervised experience. Experience is accrued after the candidate has earned at least 48 graduate semester hours. Supervision must meet the standards outlined in Chapter 49 of state code.

The Pennsylvania Board accepts a number of examinations as license-qualifying. Options include the Advanced Alcohol & Other Drug Abuse Counselor Examination (AAODA) developed by the IC&RC and the Examination for Master Addictions Counselors (EMAC), given by the National Board for Certified Counselors.

Additional information

The Pennsylvania Certification Board can be contacted by phone at 717-540-4455. Applicants may use the email contact form (<https://www.pacertboard.org/contact>).

[The State Board of Social Workers, Marriage and Family Therapists and Professional Counselors](#) can be reached at 717-783-1389.

The Pennsylvania Association for Addiction Professionals is an additional professional resource (<http://www.naadac.org/pennsylvania>).

Rhode Island

Chemical Dependency Professional Requirements in Rhode Island

Rhode Island substance abuse counselors are credentialed by two organizations. The Rhode Island Board of Licensing for Chemical Dependency Professionals, a governmental entity, issues licenses. Before professionals can attain licensure, however, they must hold third party certification at the advanced (or post-entry level) through the Board for the Certification of Chemical Dependency Professionals (RIBCCDP). The RIBCCDP is a member board of the International Certification and Reciprocity Consortium (IC&RC).

The Board of Licensing accepts the Advanced Chemical Dependency Professional and Advanced Chemical Dependency Professional II certifications as license-qualifying. The ACDP II can only be achieved by professionals with graduate education. The ACDP does not require a degree. However, behavioral science degrees can shorten the timeframe.

RIBCCPP Certification

The Board for the Certification of Chemical Dependency Professionals grants 'chemical dependency professional' certifications at multiple levels. CDP candidates must be currently employed in the field and must live and/ or work in Rhode Island.

The Provisional Chemical Dependency Professional (PCDP) certification is an entry-level credential. Individuals must have high school diplomas or GEDs. They must complete 140 hours of education that is relevant to alcohol and drug counseling. Workshops, seminars, and in-service are creditable. A student may credit a three-semester hour academic course as 45 hours. Education must include 12 hours of confidentiality and six hours each in communicable diseases, chemical dependency counselor ethics, and medication assisted treatment/ medication attitudes. Eight of the required confidentiality hours must address 42 CRF Part 2.

The PDCP is not granted until a professional has one year (2,000 hours) of experience; both paid and volunteer experience can be credited. The PDCP candidate must have 150 hours of supervision. The certification board describes the PDCP as a time limited credential; it can be held for only two years.

At the Advanced Chemical Dependency Professional I (ACDP) level, a chemical dependency professional must have 270 hours of education relevant to alcohol and drug counseling domains (http://www.ribccdp.com/uploads/2/4/5/3/24535823/ribccdp_acdp_application.pdf). 120 must be specific to substance abuse.

A nondegreed candidate must have 6,000 hours (three years) of experience. An associate's degree in a behavioral science field can substitute for 1,000 experience hours. A bachelor's in a behavioral science field can substitute for 2,000, a master's degree for 4,000. Practicum and internship experiences can be credited as employment. Volunteer work is acceptable if it meets standards. Clinical supervision must be provided by someone who has one of the following qualifications:

- Is certified or licensed as a clinical supervisor
- Holds an ACDP, ACDP II, or LCDP credential and has done 30 hours of supervisor training

- Holds a master's degree in a behavioral science field, has two years of experience, and has 30 hours of supervisor training plus at least 90 additional hours of substance abuse training
- Is a licensed PhD level behavioral health professional or licensed MD with two years of experience in substance abuse

The candidate will need 300 hours of supervision with at least 20 in each domain: clinical evaluation, service coordination, treatment planning, counseling, referral, documentation, client/family/community education, and professional and ethical responsibility. At this stage, the professionals must pass the IC&RC Examination for Alcohol and Drug Counselors.

An Advanced Chemical Dependency Professional II (ACDP II) must hold a master's degree from an accredited school (<http://www.ribccdp.com/uploads/2/4/5/3/24535823/ribccdpacdpiiapplication.pdf>). Additionally, candidates must document 180 hours of education applicable to the chemical dependency counseling role. Substance abuse education must address confidentiality, ethics, communicable diseases and medication assisted treatment. The ACDP II candidate must have 2,000 hours of experience; again, qualifying practicum and internship hours may be credited. The candidate will need 300 supervision hours. At this level, there are two additional performance domains: research and supervision. ACDP II candidates take the IC & RC Advanced Alcohol and Drug Counselor Examination.

The certification board grants additional specialty credentials. Only one, Chemical Dependency Clinical Supervisor (CDCS) is recognized by the Rhode Island Board of Licensing for Chemical Dependency Professionals for licensing purposes. A nondegreed CDCS candidate must have the equivalent of five years of total drug and alcohol counseling experience. There is a separate requirement for two years of supervised experience as a supervisor; this may or may not be included within the five years of total alcohol and drug counseling experience.

Board of Certification Application Process

Application packages are available on the site of the certification board (<http://www.ribccdp.com/certifications.html>). The candidate will sign a code of ethics and a release form; the latter must be notarized. Trainings may be verified with certificates of attendance. Official transcripts should come directly from the issuing university. The clinical supervisor will submit a confidential evaluation to the certification board.

An ACDP candidate will remit \$350 for testing and certification; half the fee can be refunded if the candidate is not found eligible to test.

Board of Licensing Application Process

A candidate must submit a notarized application with a two by two photograph attached. The candidate must also remit a \$75 fee and provide proof of citizenship or lawful status. Verification of certification is to come directly from the certification board. Applications can be downloaded from the site of the Rhode Island Department of Health (<http://health.ri.gov/licensing//index.php>).

The application includes questions about legal history and professional background. The Board of Licensing prohibits licensure of individuals who have ethics sanctions by either the IC& RC or the National Association of Alcohol and Drug Abuse Counselors (NAADAC) but may waive this prohibition

under certain circumstances; the burden of proof is on the applicant to demonstrate that public safety is not compromised.

Reciprocity

The Rhode Island Board of Licensing will consider candidates for endorsement into Rhode Island on the basis of licensure or certification in another jurisdiction provided that the requirements were substantively similar (<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOH/7002.pdf>).

Chemical dependency professionals certified by other IC&RC boards will be granted certificate reciprocity by RIBCCDP; the organization notes that additional requirements are not imposed (<http://www.ribccdp.com/reciprocity.html>). Out-of-state addiction counselors initiate the process through their own member boards.

Additional Information

The Rhode Island Board for the Certification of Chemical Dependency Professionals (<http://www.ribccdp.com>) can be reached at 717-540-4456.

The Rhode Island Board of Licensing for Chemical Dependency Professionals can be reached at 401-222-3045. Regulations can be downloaded from the site of the Department of Health (<http://health.ri.gov/licensing//index.php>).

South Carolina

Addiction Counselor Requirements in South Carolina

South Carolina requires professional counselors to hold licensing. Excluded from licensing requirements are professionals who hold recognized state or national certification as addiction counselors and who work under supervision at state facilities (<http://www.scstatehouse.gov/code/t40c075.php>). South Carolina's certification agency is the South Carolina Association of Alcoholism and Drug Abuse Counselors. SCAADAC is an affiliate of the Association for Addiction Professionals (NAADAC).

The minimum requirement is an associate's degree. Addiction counselors must also complete a supervised work experience requirement and pass an examination. Counselor certification is issued at two levels: Certified Addiction Counselor I, or CAC I, and Certified Addiction Counselor II, or CAC II. SCAADAC also issues Certified Clinical Supervisor credentials.

Certified Addiction Counselor I Requirements

A CAC I may earn an associate's degree in human services or a bachelor's degree in any field. The candidate must have 270 hours of coursework related to core counseling functions. Content areas include human growth and development, helping relationships, psychopathology, psychopathology diagnosis, appraisal, social and cultural foundations, groups, career and lifestyle development, research and evaluation, and professional orientation. SCAADC notes that most, but not all, social and behavioral health courses are creditable. Introductory coursework in health promotion, psychology, sociology, religion, or anthropology may be credited. The candidate must document six hours of training in ethics and three in HIV/AIDS.

A semester hour at the undergraduate level is worth ten hours while a semester hour at the graduate level is worth 15. The value of a quarter hour is one semester hour multiplied by .667. The minimum grade is 'C'. Workshops may be credited, but those that are not approved by NAADAC or other accepted agencies should be pre-approved; the certifying agency suggests inquiring before paying fees.

The CAC I is dependent on completing 4,000 hours of supervised work experience. The trainee will need 150 clinical supervision hours. Candidates must pass the Level I written examination and an oral examination.

The certification agency notes that internship or practicum may be creditable as either experience or education.

Certified Addiction Counselor II Requirements

The CAC II credential may also be achieved by individuals with degrees at the associate's or baccalaureate levels; again, a degree at the baccalaureate level will be accepted whatever the major. At this level, the individual will need 450 hours of related education. The credential is not awarded until a counselor has 4,000 hours of experience – the equivalent of four full-time years. A CAC II candidate will take the NCAC Level II examination.

The Application Process

Application materials are found in the certification manual, which can be downloaded from the SCADAAC site; candidates will select the 'certification' tab (<http://www.scaadac.org/index.html>). The certification board stresses the importance of making sure that one has the most current version of the document.

The applicant will need to sign a code of ethics and write up a case record and treatment philosophy. The job description is to be signed by an employer. A current supervisor will fill out the evaluator's statement and submit it directly to the certification board. Transcripts must also be sent directly from the school. Other trainings may be verified through certificates.

A candidate cannot be scheduled for written and oral examinations until all other requirements have been met and the file is complete. The candidate must observe file deadlines and request/ fee deadlines. The oral examination is administered four times a year (<http://www.scaadac.org/EventsSchedule/examdeadlineschedule/oral.html>). Written examinations are administered on a monthly basis. Candidates can find information about upcoming examinations by selecting the educational events/ schedules tab. Tips and resources are also available.

A candidate who does not pass the oral examination will be allowed to retake it. The Certification Commission will provide feedback to unsuccessful candidates. Candidates who make revisions to their case studies will need to submit these in advance. The Certification Commission will allow up to three attempts at the oral examination. Beyond this point, a candidate must re-apply. If any requirements remain unmet three years after initial application, the application is no longer valid.

Associated fees will vary, depending on whether one is a member of the NAADAC professional organization. The application is \$175 for members and \$225 for nonmembers. Members pay no additional fee for the written examination beyond what is assessed by the testing center; nonmembers pay \$65. Members pay \$100 for oral examination while nonmembers pay \$175. Candidates who must

retake an examination remit a second fee (if applicable). Addiction counselors applying for upgrade will pay \$75 or \$125 depending on status. Candidates wishing to join the organization may apply online.

Reciprocity

SCAADAC will grant reciprocity based on credentials issued by NAADAC, the International Reciprocity and Certification Consortium (IC&RC), or by state boards that utilize NAADAC or IC&RC examinations (<http://www.scaadac.org/documents/Reciprocity%20Checklist.pdf>). Reciprocity candidates will need to document education, experience, and examination. Those who have not yet passed oral examinations will be required to submit case studies and treatment philosophies. NAADAC members pay \$175; other reciprocity candidates pay \$225. NAADAC members must include a copy of their membership card.

While there is a member board of the IC&RC in South Carolina, it offers credentials only to prevention specialists (<http://internationalcredentialing.org/Sys/PublicProfile/12938099/1738791>). Currently, addiction professionals do not go through this organization for reciprocity of their counseling credentials.

Clinical Supervisor Requirements

A CAC II who holds a degree at the baccalaureate level or higher can eventually be certified as a clinical supervisor. The professional will need 10,000 hours of experience; at this level, either human services or alcohol and drug counseling experience may be accepted. A candidate whose highest degree is a bachelor's will need 250 hours of education in core functions; candidates with master's degrees in clinical fields do not need to demonstrate these hours. The certifying agency will require 30 hours of education specifically related to supervision, regardless of degree level. The candidate will submit a supervision philosophy. Oral examination will be required.

Additional Information

The [South Carolina Association of Alcoholism and Drug Abuse Counselors](#) can be reached at 803-540-7527.

South Dakota

Addiction Counselor Requirements in South Dakota

South Dakota addiction counselors are credentialed by the South Dakota Board of Addiction Professionals (BAPP). There are multiple levels of credentialing. A Licensed Addiction Counselor (LAC) holds a graduate degree. A Certified Addiction Counselor (CAC) has pursued college studies in addiction but may or may not hold a degree. Both credentials require supervised experience and passing scores on a written examination. Candidates first come under Board jurisdiction as trainees.

BAPP is a member of the International Certification and Reciprocity Consortium (IC&RC), and as such, has a residency/ work requirement. To apply in South Dakota, one must live or work in the state 51% of the time.

Addiction Counselor Trainee (ACT) Requirements

A trainee must have, at the minimum, a high school diploma or general education diploma and must be in a position which entails direct service with people who have been diagnosed with substance abuse or dependency issues.

The trainee will need an hour of supervision for every ten client contact hours; the minimum is eight hours per month. A counselor may hold trainee status for up to five years. Status is renewed annually.

Certified Addiction Counselor (CAC) Requirements

A CAC will need 27 hours of coursework, which may be pursued at the undergraduate or graduate level. The following courses are required:

- Introduction to use and abuse of alcohol
- Introduction to use and abuse of drugs
- Individual counseling foundations
- Group alcohol and drug counseling
- Treatment continuum
- Counseling families with drug or alcohol issues
- Diverse populations
- Ethics for substance abuse professionals
- Elective (specific to alcohol/ drug use)

The student must earn at least a 'C' in required courses.

Experience requirements vary, depending on the level of the highest behavioral science degree a candidate has earned. With no behavioral science degree, the requirement is 8,000 hours. With an associate's degree in behavioral sciences from an accredited institution, the requirement is reduced to 6,000 hours. With a bachelor's degree, the requirement is 4,000 hours. With a graduate degree, it is just 2,000 hours. All candidates will need, as part of their experience, 300 hours of practical training in core functions. Detailed documentation will be required.

Candidates must also achieve a passing score on the IC&RC Written Examination. BAPP refers candidates to the IC&RC for study resources (www.internationalcredentialing.org).

Licensed Addiction Counselor (LAC) Requirements

An LAC candidate must hold a master's degree in a behavioral science discipline (<http://dss.sd.gov/behavioralhealthservices/docs/ADA/StandardsManualOct2013.pdf>).

The candidate will need 21 semester hours in Board-mandated areas. The Board requires three semester hours in each of the following:

- Theories and techniques of addiction counseling
- Psychopathology or psychopharmacology

- Treatment planning
- Case management/ assessment of co-occurring disorders
- Multicultural competency
- Ethical, legal, and professional standards
- Clinical supervision

Candidates may not credit courses in which less than a 'C' was earned.

The trainee will need 2,000 hours of experience. The experience must include 300 hours of supervised practical training. There must be at least ten hours in each of 12 core functions. The candidate must pass a written IC&RC examination.

Private Practice by LACs

In order to be deemed eligible for private independent practice, an LAC must have accrued two years of qualifying post-licensure or post-certification practice.

The Application Process

In-state trainees first submit applications at the ACT level. They must verify high school diploma or GED or provide transcripts. They must sign a code of ethics and a release form; they will either attest to not having a past felony or provide information about the disposition. (The Board will consider credentialing an individual if sentencing was five or more years in the past and all sentencing requirements have been completed.) Trainee applications may be requested from the Board.

The certification process entails review of an application portfolio. Specialized education must be approved. A candidate may request a list of approved courses from the Board. If coursework has not been pre-approved, the applicant will submit a review request form along with course descriptions, transcripts, and fee (currently \$25). BAPP requires transcript documentation of all post-secondary coursework.

Application materials can be downloaded from the Board website (http://dss.sd.gov/behavioralhealthservices/licensingboards/board_ada.asp). Work experience verification, professional recommendation forms, and supervisor evaluation form are included in the application packet. The professionals who complete these documents will return them directly to the Board.

The Board will also require a current job description. A \$250 fee is due with the CAC or LAC application (<http://dss.sd.gov/behavioralhealthservices/docs/ADA/faqs.pdf>). This covers the cost of the examination.

Candidates will not take the examination until their application portfolios have been approved. In order to be eligible for the next examination, candidates must apply by the deadline listed in the application. Currently, there are just two testing windows a year. Application deadlines are listed as January 1 and July 1. A list of upcoming examination windows is available on the Board site (http://dss.sd.gov/behavioralhealthservices/licensingboards/board_ada.asp). A candidate who fails the test will need to submit a letter of intent to re-test along a \$200 fee.

A CAC who completes requirements for the LAC license will submit an upgrade application. A candidate who is upgrading pays \$150.

Out-of-State Addiction Counselors

Addiction counselors who are credentialed by other IC&RC boards should request a reciprocity application from their current board (<http://dss.sd.gov/behavioralhealthservices/docs/ADA/faqs.pdf>). They will pay the \$100 reciprocity fee to the IC&RC.

Certified Prevention Specialist (CPS) Requirements

The Board also certifies prevention specialists (<http://dss.sd.gov/behavioralhealthservices/docs/ADA/StandardsManualOct2013.pdf>). The CPS credential requires a college degree. Individuals cannot be credentialed as trainees until they have completed their bachelor's. Candidates will need to complete fifteen semester hours of education in Board-mandated areas before certification. They will also need 2,000 hours of experience with 750 hours of practical training. Prevention specialist candidates must pass the applicable IC&RC examination.

Additional Information

The South Dakota Board of Addiction Professionals (http://dss.sd.gov/behavioralhealthservices/licensingboards/board_ada.asp) can be reached at 605-332-2645.

The South Dakota Association of Addiction and Prevention Professionals is an additional professional resource (<https://sites.google.com/site/sdaapp>).

Tennessee

Substance Abuse Counselor Requirements in Tennessee

Tennessee substance abuse counselors are regulated by the Board of Alcohol and Drug Abuse Counselors. Licensure is granted on the basis of coursework in addictions, practice under supervision, and written, oral, and jurisprudence examinations.

Educational Requirements

Licensed Alcohol and Drug Abuse Counselors must be at least 21 and hold, at minimum, high school diplomas or GEDs. Additionally, they must have 270 hours of classroom education that addresses the primary functions of the job (<http://health.state.tn.us/boards/A&D/education.htm>). The Board defines these as screening, intake, orientation, counseling, treatment planning, assessment, case management, client education, crisis management, referral, consultation with other professionals, and record keeping and reports (<http://www.state.tn.us/sos/rules/1200/1200-30/1200-30-01.20111103.pdf>). The candidate will document at least ten hours in each. The candidate must have six hours of ethics training; ethics coursework may be included as part of the required 270 hours. Education may take the form of formal workshops or courses offered by community colleges and other approved providers.

Supervised Practice Requirements

Trainees must have 6,000 hours of supervised experience (<http://health.state.tn.us/boards/A&D/education.htm>). Experience must be accrued over a period of at least three years. The clinical supervisor is to be an alcohol and drug counselor who holds a Certificate of Qualified Supervision (CQS). An internship or training program may count for up to a year of experience. Unpaid work may be credited if it is done in accordance with a job description and otherwise meets Board requirements (<http://www.state.tn.us/sos/rules/1200/1200-30/1200-30-01.pdf>).

Examination Requirements

Candidates take three examinations. The first one is the jurisprudence examination. This is to be submitted with the application. It is open book. Applicants must score 90% (<http://www.state.tn.us/sos/rules/1200/1200-30/1200-30-01.pdf>).

The written and oral examinations will not be taken until the candidate's application file has been reviewed. The written exam is one that was developed by the Association for Addiction Professionals (NAADAC). It is currently offered in Tennessee three times a year. A candidate who fails an examination attempt will retake the test the next time it is offered. A successful candidate will be notified when the oral examination will be held. Candidates are usually given 30 days advance notice.

The oral examination includes a case presentation. The candidate will write up the case study before application and solicit a supervisor's signature. The original and four copies will be mailed with the application materials; the candidate will need to retain a copy. Detailed instructions can be found in the application packet. The oral exam may address the NAADAC Code of Ethics, primary functions, and other issues related to practice.

A candidate is allowed two attempts at the oral examination. The Board requires candidates who fail a second time to reapply and retake the written exam if they still seek licensure (http://health.state.tn.us/boards/A&D/PDFs/AD_SECOND_FAILURE_POLICY.pdf).

Criminal Background Check Requirement

Tennessee requires criminal background checks carried out by the Tennessee Bureau of Investigation (TBI) and the FBI. All candidates will have fingerprints processed by Tennessee's approved vendor, Identogo. However, procedures will be different for in-state and out-of-state applicants. In-state candidates will make appointments to have fingerprints captured electronically. Out-of-state candidates will contact the Board to request fingerprint cards, then have the fingerprints made at a local law enforcement agency. They will register through Identogo and send their cards through the mail for scanning and electronic processing. The fee may be paid online. An applicant who chooses not to do so may include a money order for the processing fee (currently \$42) with the fingerprint cards.

Wherever they reside, candidates can register by visiting the 'Tennessee' page of the Identogo site (<http://www.identogo.com/FP/Tennessee.aspx>) or calling (855) 226-2937.

The Application Process

Application materials are available for download on the Board site (<http://health.state.tn.us/boards/A&D/applications.htm>). Candidates who request applications from the Board will receive the jurisprudence examination in hard copy form.

The applicant will write a three page paper outlining his or her philosophy of treatment; this is in addition to the eight to fourteen page case study. The applicant will also need two recent letters of recommendation.

The application packet includes several pages that require notarization. Among them is an affidavit of ethical conduct. An applicant who has a college degree should request that transcripts be sent. Otherwise, the applicant should submit a notarized copy of the high school diploma or GED. The birth certificate copy should also be certified or notarized.

The applicant must remit \$260 in fees; these are nonrefundable. Testing and licensing fees will be assessed later (<http://www.state.tn.us/sos/rules/1200/1200-30/1200-30-01.pdf>).

The candidate will need to fill out a practitioner profile questionnaire (<http://health.state.tn.us/Downloads/PH-3585.pdf>).

Reciprocity Candidates

Substance abuse counselors who hold licenses or equivalent credentials in other states may be licensed by reciprocity provided the licensing standards were comparable to, or higher than, those of Tennessee (<http://www.state.tn.us/sos/rules/1200/1200-30/1200-30-01.20111103.pdf>). Candidates must be at least 21 years of age. They will be required to pass the state jurisprudence examination.

Additional Information

The Tennessee Board of Alcohol and Drug Abuse Counselors (<http://health.state.tn.us/boards/A&D>) can be reached by telephone at 615-532-3202 or 1-800-778-4123.

The Tennessee Association of Alcohol, Drug & other Addiction Services (<http://www.taadas.org>) and the Tennessee Association of Alcoholism & Drug Abuse Counselors (<http://www.naadac.org/tennessee>) are additional professional resources.

Texas

Chemical Dependency Counselor Requirements in Texas

Texas addiction counselors are licensed by the Licensed Chemical Dependency Counselor Program, a part of the Licensing and Certification Unit of the Department of State Health and Human Services.

A professional can earn the Licensed Chemical Dependency Counselor (LCDC) credential by completing relevant education, fulfilling a supervised experience requirement, and performing satisfactorily on a licensing examination. While working to meet requirements, individuals are registered as Counselor Interns (CIs).

Counselor Intern Requirements

A person can begin training as a counselor intern with a high school diploma or equivalency ([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=140&sch=I&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=140&sch=I&rl=Y)). Individuals must be at least eighteen years old. Candidates who do not hold qualifying degrees are required to complete 270 hours, or eighteen semester hours, of relevant coursework. 135 hours must

be in substance abuse disorders and treatment, the remaining hours must relate to chemical dependency counseling if they do not address the field directly. As per Rule 140.406, behavioral science, counseling, ethics, mental health, psychiatric nursing, psychology, and sociology are considered related.

Candidates must also complete a 300 hour practicum in the field. The program, whether paid or unpaid, must be under the auspices of a career school or accredited college or university. Training must be provided by Qualified Credentialed Counselors (QCCs). The student will observe and deliver addiction counseling services. The program must have a written curriculum and must include at least 20 hours in each KSA (Knowledge, Skills, and Attitudes) dimension. The Board notes that KSA dimensions are from TAP 21 "Addictions Counseling Competencies: the Knowledge, Skills, and Attitudes of Professional Practice.

Candidates who hold degrees at the bachelor's level or higher in substance abuse counseling or other approved fields are exempted from some requirements. These candidates do not need to demonstrate the 270 hours of coursework or the 300 hours of practicum. Approved fields relate to human development and behavior; psychology and sociology are both qualifying.

The counselor intern registration is issued for five years and may be reissued once for an additional three years. During this time frame, the intern must meet all LCDC requirements, which may include academic degree, work experience, and examination.

Licensed Chemical Dependency Counselor: Education and Training Requirements

In order to move up to LCDC, an individual will need to hold a degree at the associate's level or higher. (The individual must also meet educational requirements at the intern level.)

Individuals will also need to accrue 4,000 hours of supervised work experience unless they hold qualifying graduate degrees. Work experience must be supervised by a Certified Clinical Supervisor (CSS) unless it is done through a clinical training institution (CTI). A CSS may be a chemical dependency counselor or a Qualified Credentialed Counselor (QCC) who holds licensing in an appropriate health discipline. Texas approves counselors for CSS status based on presentation of credentials from the International Certification & Reciprocity Consortium (IC&RC). The intern will not begin accruing experience until notification of successful registration is received.

Interns are assigned training activities as a supplement to actual job duties. They are classified by Level. Level I interns have up to 1,000 hours of experience. Level II interns have 1,001 to 2,000 hours of experience. Level III interns have 2,001 to 4,000 hours of experience. Interns will have weekly supervision and will have evaluations after completing work requirements at each level. After 4,000 hours have been accrued, the intern has graduate status but may continue to provide services under the intern registration. Rule 140.421 includes a detailed description of the training process.

As per Rule 140.408, the Board may waive the experience requirement for individuals who hold graduate degrees in counseling-related fields or in social work and who have completed at least 48 semester hours of coursework. Counseling-related is defined in administrative code to include psychology and marriage and family therapy but not dance therapy, education, or theology.

The licensing unit may accept work experience earned out-of-state if 1) the trainee was either certified or licensed in the other state or in the process of seeking credentialing and 2) the standards were at least equal to those of Texas.

Licensed Chemical Dependency Counselor: Examination Requirement

The International Certification Reciprocity Consortium (IC&RC) examination is a licensure requirement. Candidates are eligible to take the examination as interns. Examinations are scheduled through the Texas Certification Board of Addiction Professionals (TCBAP). Candidates can visit the TCBAP website for information and study resources (<http://www.tcbap.org/?page=A2>). The organization notes that examinations are now offered via computer.

Texas candidates are allowed to take the licensing examination up to four times during their five years of intern registration.

Background Checks/ Criminal History Evaluations

Texas requires criminal background checks. Fingerprints are captured electronically using the Fingerprint Applicant Services of Texas (FAST) system. Included in the application packet is a FAST fingerprint pass. It includes all required information to schedule an appointment through Identogo.

Candidates who have criminal records may pay a fee to have their eligibility determined before they enter educational programs (https://www.dshs.state.tx.us/plc_cheval.shtm). The fee for the service is currently \$50.

The Application Process

An in-state candidate applies first at the CI level. Education must be documented through official transcripts except in the case of coursework which was completed as continuing education through a college or university; in this instance, a copy of the classroom certificate will suffice (https://www.dshs.state.tx.us/lcdc/lcdc_intern.shtm). If practicum was completed as continuing education, the applicant will need not only the certificate but a letter from the coordinator or chair. The applicant will confirm that fingerprints have been submitted and pay a \$65 fee. The application requires notarization; a wallet-size photograph must be attached.

An intern's CTI or CCS will submit documentation to the Board after the required 4,000 hours have been accrued. (Documentation will also be submitted if the intern leaves an agency prior to completion of the 4,000 hours.)

At the LCDC level, two letters of recommendation will be required. Application materials are available on the Department of Health Services website (https://www.dshs.state.tx.us/lcdc/lcdc_forms.shtm).

Additional Information

The Licensed Chemical Dependency Counselor Program (<http://www.dshs.state.tx.us/lcdc/>) can be reached at (512) 834-6605.

The Texas Association of Addiction Professionals, the state NAADAC affiliate, is an additional professional resource (<http://www.taap.org/>).

Utah

Substance Use Disorder Counselor Requirements in Utah

Utah substance abuse counselors are licensed by the Substance Use Disorder Counselor Licensing Board, under the banner of the Utah Division of Professional and Occupational Licensing (DOPL). There are multiple levels of licensure. To qualify as an Advanced Substance Use Disorder Counselor (ASUDC), one must have a college degree at the baccalaureate level or higher. The Substance Use Disorder Counselor (SUDC) license requires an associate's degree or equivalent education.

The designation 'Certified' (as in Certified Substance Use Disorder Counselor or Certified Advanced Substance Use Disorder Counselor) indicates that a counselor has completed education and examination requirements but has not yet met the experience requirement for full licensure.

An individual may be authorized to work as a Certified Substance Use Disorder Counselor Intern (CSUDCI) or Certified Advanced Substance Use Disorder Counselor Intern (CASUDCI) while waiting to take the qualifying examination.

Substance Use Disorder Counselor Education and Training Requirements

Substance use disorder counselors are required to pursue education at the associate's level. 60 semester hours of coursework can be accepted as the equivalent of an associate's degree (<http://www.rules.utah.gov/publicat/code/r156/r156-60d.htm>). The 60 semester hours must be awarded by institutions that hold accreditations that are recognized by the Council for Higher Education Accreditation.

Candidates must complete prerequisite coursework in psychology and human development across the lifespan. They must have 200 hours of education related to substance use disorders. Additionally they must have 200 hours of practicum.

The certified counselor will accrue 2,000 hours of work experience. In most cases, an individual is expected to complete the experience requirement within two years of completing the substance use disorder education. The timeframe may be extended in extenuating circumstances.

For every 40 hours of services that a trainee provides an hour of direct supervision must be provided. Supervision must be face-to-face unless the Board has approved an exception. The supervisor will be expected to report to the licensing agency that the candidate is qualified and competent.

Advanced Substance Use Disorder Counselor Education and Training Requirements

The advanced license is dependent on earning a degree at the baccalaureate or graduate level (http://le.utah.gov/code/TITLE58/58_60.pdf). The student must have at least 300 hours of education related to substance use disorders; credit may be awarded for up to 200 hours that were obtained in pursuit of the Substance Use Disorder Counselor license. Psychology and human development must also appear on the candidate's transcripts.

The candidate will also need 350 hours of practicum prior to initial credentialing as a CASUDC. 200 hours may be credited for practicum completed in fulfillment of requirements for the lower license.

Full licensure as an ASUDC is dependent on accruing 4,000 hours of supervised practice. A candidate who completed 2,000 hours while qualifying for the SUDC credential may credit these hours. Supervision requirements are the same for the second 2,000 hours: one hour of supervision for every 40 hours of service. In most cases, the 4,000 hours must be completed within four years of completing the educational program.

Examination Requirements

Utah utilizes the Association of Addiction Professionals (NAADAC) examinations. Candidates should register with the Association of Utah Substance Abuse Professionals (AUSAP). A person can be licensed at the SUDC level on the basis of passing the examination at Level I; scores from higher level examinations will also be accepted. A CASUDC is dependent on passing the examination at Level II or passing the Master Addiction Counselor (MAC) examination.

A professional who has taken the International Certification & Reciprocity Consortium (IC&RC) examination at an appropriate level may be excused from taking the NAADAC. A candidate applying for the ASUDC license will need to verify having passed the ICRC Advanced Alcohol and Drug (AADC) examination. The Alcohol and Drug (ADC) examination will be adequate for the SUDC license.

Intern Licenses

A person who has completed all requirements for the CSUDC or CASUDC license with the exception of the examination may be granted an intern license; this will allow the candidate to begin accruing experience while waiting to take the exam. The intern license is valid for a maximum of six months.

The Application Process

Application packets can be downloaded from the DOPL website (http://www.dopl.utah.gov/licensing/substance_use_disorder_counseling.html). Candidates should make sure they have the current version as licensing requirements have gone up.

Candidates must submit official copies of their transcripts. These may come straight from the issuing institution or may be included in the application packet in original envelopes with the official seal or stamp across the flap. The supervisor will verify experience. Candidates with criminal records will attach a narrative and additional supporting documentation.

Applicants for full licensure pay a nonrefundable \$85 processing fee; applicants at the certification level pay \$70. Additional fees are due to the testing agency. Applicants may mail application materials or hand deliver them to the DOPL office in Salt Lake City.

Out-of-State Substance Abuse Counselors

Out-of-state substance abuse counselors can be licensed by endorsement provided their licenses are in good standing and provided they have the required professional experience (http://le.utah.gov/code/TITLE58/58_60.pdf). Endorsement candidates may have their professional experience verified by a colleague or employer representative (as opposed to a supervisor). However, the endorsement candidate will need to verify 4,000 hours of practice, even at the SUDC level. Out-of-state candidates will also need to verify that they have passed an examination acceptable to the licensing agency.

Substance abuse counselors who are currently licensed in other jurisdictions will submit the request for license verification (found in the application packet) to their own licensing agency. They will submit the standard application to the Utah Board at the licensing level they seek; the SUDC and ASUDC applications include directions for both standard and endorsement applications.

Additional Information

The Division of Professional and Occupational Licensing may be reached by email at dopl.bureau3@utah.gov or by telephone at (801) 530-6628. Applicants located within Utah may call (866) 275-3675.

The Association of Utah Substance Abuse Professionals (<http://www.naadac.org/utah>) can be reached at (801)335-0537.

Vermont

Alcohol and Drug Abuse Counselor Requirements in Vermont

Vermont addiction counselors hold third party certification. They may be deemed "Approved Counselors" on the basis of certification from the Vermont Alcohol and Drug Certification Board or other International Certification & Reciprocity Consortium (IC&RC) member boards (http://healthvermont.gov/adap/counselor/license_rules.aspx). Candidates with master's degree in health or human services may also apply for state licensure as Licensed Alcohol and Drug Abuse Counselors through the Vermont Department of Health. Approved counselors work under the supervision of Licensed Alcohol and Drug Abuse Counselors (<http://www.leg.state.vt.us/statutes/fullchapter.cfm?Title=33&Chapter=008>).

Certification through the Vermont Alcohol and Drug Addiction Certification Board (VADACB)

The Vermont Alcohol and Drug Addiction Certification Board grants the Alcohol and Drug Counselor (ADC) certification. The foundation is a high school diploma or equivalent education.

ADC Educational Requirements: The prospective counselor must have at least 270 hours of education in the 12 core functions identified by the IC&RC (<http://vtcertificationboard.org/home/certifications/adc/>). Education falls into two categories: counseling and substance abuse. At least 180 hours must pertain specifically to substance abuse; 90 must pertain to counseling. The student must have six hours of professional ethics, which must include coverage of both HIPAA and 42 CFR Part 2. Education may be pursued through institutes and seminars as well as traditional college courses. Three hours of in-service may be credited as one hour of education; a maximum of 15 in-service hours are allowed. A three-semester hour undergraduate course is credited as 39 hours; a graduate course is credited as 45. The certification board does not place limits on online or distance learning. At least half the required hours, though, must have been earned in the prior ten years.

ADC Supervised Experience Requirement: A counselor who does not have a degree in an approved field will need 6,000 hours of work experience to achieve the ADC certification. With an associate's degree in behavioral sciences or human services, the requirement is reduced to 5,000 hours. With a bachelor's degree, the minimum is 4,000 hours; with a master's degree, it is just 2,000. At least half the required hours must be spent in direct counseling; family counseling is acceptable if the primary substance

abuser is involved. Experience must be accrued within ten years of application. Practicum and internship are credited as work experience. The trainee will need at least 300 hours of supervision in core functions identified by the IC&RC. There must be no less than ten hours of face-to-face supervision in each function. Supervision may be provided by an ADC or by an LADC.

ADC Examination Requirement: A candidate must also take the IC&RC written examination. Vermont does not require addiction counselors to have an approved application on file prior to testing. Candidates may attempt the examination before completing requirements. However, all requirements must be met, and application made, within two years of the date the candidate receives notification of having passed the examination. Candidates can access study resources online (<http://vtcertificationboard.org/home/exam-information/>). The certification board is in the process of transitioning to computer-based examination.

VADACB also offers a nonreciprocal entry-level credential, Apprentice Addiction Professional (AAP). Individuals must complete 40 hours of acceptable education/ training (with 34 in substance abuse and six in professional ethics). They must pass the TAP 21 exam (<http://vtcertificationboard.org/home/certifications/apprentice-addiction-professional-aap/>). AAP candidates must be working in the field at least 16 hours a week. Volunteer work counts if the volunteer is performing at least some of the core counseling functions; work must be appropriately supervised. A candidate may attempt the examination before meeting all requirements for credentialing, but will need to retake it if application requirements are not met within two years. A list of examination dates is found on the VADACB site (<http://vtcertificationboard.org/home/exam-schedule/>).

The VADACB Application Process

Candidates should submit applications after all requirements have been met for the desired certification. They will need official transcripts. The supervisor will verify that the applicant is physically and psychologically capable of performing the duties of an alcohol and drug counselor. Candidates can download ADC (<http://vtcertificationboard.org/home/certifications/adc>) or AAP (<http://vtcertificationboard.org/home/certifications/apprentice-addiction-professional-aap/>) applications from the VADACB site. Application fees may be paid through PayPal.

ADC application/ registration costs \$125; the examination costs \$150. AAP application/ registration costs \$75; the examination costs \$100.

If the certification board determines that the candidate has not met all requirements or has not put together a satisfactory application package, the candidate will receive advice about remedying the situation.

Licensure through the Department of Health

To be license eligible, an individual must complete a graduate degree in a human services field such as counseling, psychology, or social work. Professionals with master's degrees in health fields are also eligible provided they complete programs that include clinical practicum as well as coursework in human development, techniques of counseling and diagnosis, and professional ethics. Qualifying health fields are those regulated in Title 26 or Title 33 (http://healthvermont.gov/adap/counselor/license_rules.aspx).

Candidates must be certified at the reciprocal level by an IC&RC board. (Addiction counselors must seek certification in a jurisdiction where they either live or work at least 51% of the time.)

DOH Application Process

Candidates can download licensure applications online (<http://healthvermont.gov/adap/counselor/license.aspx>) or request them by calling (802) 651-1550. The application includes questions about child support and tax status as well as legal and professional history and general fitness.

The candidate should request that the degree-granting institution send transcripts directly to the licensing agency. The applicant will submit a list of courses that cover the Board-mandated areas. The licensing agency will also require documentation of IC&RC certification. The application carries a \$75 fee.

Reciprocity

The Vermont Alcohol and Drug Certification Board will grant reciprocity to addiction counselors who hold equivalent, reciprocal-level credentials granted by other IC&RC boards (<http://vtcertificationboard.org/home/policies-and-procedures/reciprocity/>). No additional requirements will be imposed. Candidates should request reciprocity applications from their own member board.

Additional Information

The Department of Health Division of Alcohol & Drug Abuse Programs (<http://healthvermont.gov/adap/counselor/license.aspx>) can be reached at (802) 651-1550.

The Vermont Alcohol and Drug Addiction Certification Board can be contacted via online form (<http://vtcertificationboard.org/home/contact-us/>).

Virginia

Substance Abuse Counselor Requirements in Virginia

Virginia's substance abuse counselors are credentialed by the Virginia Board of Counseling. There are multiple levels of credentialing: Licensed Substance Abuse Treatment Practitioner, Certified Substance Abuse Counselor, and Certified Substance Abuse Counselor Assistant. The credential one ultimately becomes eligible for depends on whether one has a degree and, if so, at what level.

Licensed Substance Abuse Treatment Practitioner (LSATP) Requirements

In order to attain the LSATP credential, an individual must pursue a graduate degree of at least 60 semester hours (http://www.dhp.virginia.gov/Counseling/counseling_forms.htm).

The degree may be in substance abuse or in a related counseling field. The student will need at least three semester hours in each of the following:

- Counseling and psychotherapy theories

- Counseling and psychotherapy techniques
- Group counseling and psychotherapy
- Appraisal, evaluation, and diagnosis
- Psychopathology/ abnormal psychology
- Multicultural counseling
- Marriage and family systems
- Professional identity and ethics
- Research

The student will also need a 600 hour internship, with at least 450 hours specific to substance abuse treatment. The internship must include at least 240 hours of direct, face-to-face client contact, at least 200 of them focused on substance abuse treatment.

The Board requires 4,000 hours of supervised residency. The residency must include at least 2,000 client contact hours. Graduate level internship may be credited. A CACREP- or COAMFTE-accredited internship may count for up to 900 hours, provided supervision meets Virginia standards. There must be at least 20 hours of on-site supervision and 20 hours of off-site supervision; off-site supervision may take place in a group setting. The supervisor may be licensed in a related field provided he or she has no less than two years of appropriate post-licensure experience and has received training in supervision. An internship that is not part of a CACREP- or COAMFTE-accredited program may count for up to 600 hours.

Residents register their supervision with the Board. They will need 200 supervision hours before a license can be issued. Up to 100 supervision hours may be completed in a group setting. Supervisees are subject to quarterly evaluations.

The final step is passing the Examination for Master Addictions Counselors (EMAC). The exam was developed by the National Board for Certified Counselors (NBCC). Resources are available on the NBCC site (<http://www.nbcc.org/EMAC>).

An LSATP candidate pays \$50 to register the supervision contract and \$140 later for application and licensure. The \$120 exam fee is paid to the NBCC.

Candidates who began supervision under different regulations will be held to those regulations.

Certified Substance Abuse Counselor Requirements

A Certified Substance Abuse Counselor must have education at the bachelor's level or higher. Additionally, the candidate must have 220 hours of didactic education in substance abuse and 180 hours of experiential tasks. Didactic education must include at least twenty hours of group counseling and twenty hours of treatment planning and research. It must include at least ten hours in each of the following:

- Human behavior dynamics
- Substance abuse signs and symptoms

- Case management and continuum of care
- Relapse prevention and recovery process
- Treatment approaches, group dynamics, support groups, and adjunctive treatment
- Crisis intervention
- Professional identity
- Ethics

The Board has identified twelve necessary tasks; the trainee must have a minimum of eight hours in each of them.

The 400 required education/ training hours may be done through an accredited school or a Board-approved integrated program. The Board may approve individualized programs consisting of seminars and workshops. Regulation 18VAC115-30-50 includes a list of organizations that are considered qualified to approve seminars and workshops; examples include the National Association of Social Workers and the American Counseling Association and its affiliates (http://www.dhp.virginia.gov/Counseling/counseling_laws_regs.htm). The Board notes that individuals who take classes as part of a personal treatment program may not credit them.

The trainee must accrue 2,000 hours of experience. This must include at least 100 hours of supervision; up to 50 may take place in a group setting. A candidate will take the Certified Substance Abuse Counselor Examination through the NBCC. The Board will communicate approval to the NBCC. At this point, the candidate will receive registration information; a study guide will also be provided. Examinations are offered twice a year, in April and October.

A candidate pays \$50 to register supervision, \$90 to apply for certification, and \$120 to take the exam; the latter is paid to the NBCC.

Substance Abuse Counselor Assistant Requirements

A Substance Abuse Counselor Assistant must have, at minimum, a high school diploma or GED. The candidate will need 300 hours of substance abuse education, comprised of 120 hours of didactic training and 180 hours of experiential training. Education does not necessarily have to consist of college or university coursework. A list of potential sponsors/ approval agencies can be found in Regulation 18VAC115-30-62 (http://www.dhp.virginia.gov/Counseling/counseling_laws_regs.htm). The Certified Substance Abuse Counselor Assistant Examination, a jurisprudence test, is another certification requirement. Applicants will be mailed the exam and must complete it by the specified deadline; otherwise, it will be invalidated and a retake will be necessary. The Board will also send a copy of regulations for study purposes.

The counselor assistant application fee is \$90. Candidates must enter into a supervision agreement and file it with the Board. Supervisors must fall into one of the professional categories outlined in application materials.

The Application Process

An in-state Substance Abuse Treatment Practitioner or Substance Abuse Counselor candidate first registers supervision, then applies for examination and licensure at a later stage. Supervisor credentials will be verified at the registration stage. The required documentation for each stage is included in a single application packet, which can be downloaded from the Board site (http://www.dhp.virginia.gov/Counseling/counseling_forms.htm).

Candidates are required to read applicable statutes and regulations. They will need to submit official documentation of having met educational requirements.

Endorsement

Substance abuse counselors and treatment practitioners may be eligible for endorsement into Virginia if they were licensed on the basis of similar requirements. In most cases, examination will not be required.

Counselors can also demonstrate certification qualifications by presenting certification from NAADAC or another nationally recognized entity, provided the certification has been issued on the basis of similar requirements. Treatment practitioners may be endorsed on the basis of licensing in other mental health disciplines provided they also hold national board certification and have adequate experience (http://www.dhp.virginia.gov/Counseling/counseling_laws_regs.htm). Qualifying degree programs must include 60 semester hours of mental health coursework. If the degree was not in substance abuse, the practitioner will need to provide evidence of at least 12 semester hours of didactic coursework in substance abuse treatment.

Additional Information

The Virginia Board of Counseling (www.dhp.virginia.gov/counseling) can be reached by telephone at 804-367-4610 or by email at Coun at [dhp.virginia.gov](mailto:Coun@dhp.virginia.gov).

The Virginia Association of Addiction Professionals is an additional professional resource (<http://www.naadac.org/virginia>).

Washington

Chemical Dependency Professional Requirements in Washington

Washington's addiction counselors are credentialed by the Washington State Department of Health (DOH). Certification as a Chemical Dependency Professional is based on meeting education, examination, and supervised practice requirements. Individuals may hold Chemical Dependency Professional Trainee status while they are working toward meeting requirements.

Addiction counselors who are coming under Washington jurisdiction may use third party certifications to demonstrate that some requirements have been met.

Educational Requirements

The foundation for certification is an associate's degree or 60 semester hours of college coursework (<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-811-030>) At least 30 semester hours must relate to the chemical dependency profession. The following topics are to be covered:

- Pharmacological actions of drugs and alcohol
- Understanding addiction
- Treatment methods
- Addiction placement/ discharge criteria/ continuing care
- Treatment planning
- Developmental psychology
- Psychopathology
- Cultural diversity and treatment implications
- Clinical evaluation, including referral for comorbid disorders
- HIV/ AIDS brief risk intervention
- Service coordination
- Community resources and referral
- Case management
- Individual counseling
- Group counseling
- Chemical dependency family and couple counseling
- Relapse prevention
- Client/ family/ community education
- Professional and ethical responsibility
- Confidentiality
- Adolescent chemical dependency
- Documentation
- Rules and regulations

National/ international certification through an approved organization is taken as evidence that the counselor has met the above addiction-specific educational requirements (<http://www.doh.wa.gov/LicensesPermitsandCertificates/ChemicalDependencyProfessional>).

An individual may be granted trainee status on the basis of enrollment in a qualifying program (<http://www.doh.wa.gov/LicensesPermitsandCertificates/ChemicalDependencyProfessional/CDPtrainee>). Washington mandates four hours of AIDS training; this must be completed for credentialing at the trainee level. A worker seeking to renew trainee status must be in the process of meeting educational requirements (if they are not yet complete).

Examination Requirement

Certification depends on successful examination performance. Candidates attempt the examination after other requirements have been met. Washington will accept either the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) or International Certification and Reciprocity Consortium (ICRC) examinations. The IC&RC examination must be Level II or higher; Level I is acceptable on the NAADAC exam (<http://www.doh.wa.gov/ChemicalDependencyProfessional/ExamSchedule.aspx>).

Application and fees are to be submitted to the licensing agency at least 90 days before examination; all supporting documentation is to be in no less than 60 days before. The DOH has provided a list of NAADAC test dates and associated deadlines

(<http://www.doh.wa.gov/LicensesPermitsandCertificates/ChemicalDependencyProfessional/ExamSchedule>).

Supervised Experience Requirement

Experience requirements vary, depending on educational level. Professionals who hold associate's degrees in human services or other related fields must accrue 2,500 hours of supervised experience (<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-811-046>). Those who hold bachelor's degrees in qualifying fields must do 2,000 hours; if the degree is at the master's or doctoral level, the requirement is reduced to 1,500 hours. The following are considered related degrees: behavioral science, counseling education, criminal justice, divinity, health education, marriage and family therapy, mental health counseling, psychiatry, psychology, and social work. Professionals who are licensed as advanced registered nurses, advanced or independent clinical social workers, psychologists, marriage and family therapists, or mental health counselors are required to complete only 1,000 hours.

Experience must be accrued under an approved supervisor. The first 50 hours of direct client contact will be under the observation of the supervisor or another chemical dependency professional. On the application form, the supervisor will verify 100 hours of face-to-face clinical evaluation, 100 additional hours of clinical evaluation, 50 hours of discussions pertaining to ethical and professional responsibilities, and 600 face-to-face counseling hours. The number of hours spent in transdisciplinary foundations will vary by degree level. Experience that took place more than seven years in the past cannot be credited.

An individual who is simultaneously providing services in co-occurring disorders will need to hold another credential; agency-affiliated counselor will suffice

(<http://www.doh.wa.gov/ChemicalDependencyProfessional/FrequentlyAskedQuestions.aspx#2>).

The trainee credential must be renewed annually. An individual can renew four times and hold the credential for a maximum of five years. The licensing agency notes that individuals who lose trainee status may still be eligible for other credentials, for example, certified adviser or agency affiliated counselor. Options will depend on educational level.

The Application Process

Application materials are available on the DOH site

(<http://www.doh.wa.gov/ChemicalDependencyProfessional/ApplicationsandForms.aspx>). Candidates

answer questions about professional and legal history and about health status. Affirmative answers require supporting documentation. Such applications will take longer to review.

Applicants at the professional level will need to submit official transcripts. Transcripts that are not in English must be translated and evaluated. Syllabi may be needed if course titles do not clearly reflect topics. Supervisor verification will also be required (except in the case of NAADAC or IC&RC certified candidates).

A Chemical Dependency Professional Trainee pays a \$110 application fee

(<http://www.doh.wa.gov/LicensesPermitsandCertificates/ChemicalDependencyProfessional/Fees.aspx>).

A Chemical Dependency Professional pays a \$200 application fee and a \$225 initial certification fee.

Additional fees will be due to the testing company.

The Department of Health utilizes the Washington State Patrol database for criminal background checks (<http://www.doh.wa.gov/LicensesPermitsandCertificates/FingerprintBackgroundCheck.aspx>). Out-of-state candidates are required to have fingerprint-based background checks. Candidates with criminal backgrounds may also be required to have their fingerprints made. The DOH will notify those who need to go through the fingerprinting process.

Out-of-State Addiction Counselors

Candidates must request verification from all states where they have held licensing; on the application, they must list all states where they have applied, even if a credential was not granted.

Out-of-state addiction counselors can be certified by reciprocity if their state has similar requirements. Washington has reviewed the licensing policies of most other states to determine which are substantially equivalent. The following were found not substantially equivalent: California, Indiana, Iowa, Maine, Minnesota, Montana, Nebraska, Nevada, New Jersey, North Carolina, North Dakota, Pennsylvania, Rhode Island, South Dakota, Virginia, and West Virginia. Some states have more than one credentialing level. Out-of-state addiction counselors can view the DOH list to see which credentials from their home state can be accepted

(<http://www.doh.wa.gov/ChemicalDependencyProfessional/SubstantialEquivalency.aspx>).

Candidates who have passed the examination may have their scores verified by the state. Candidates who hold international IC&RC certification or national NAADAC certification may have their credential verified by the certifying body. Candidates who verify certification will need to provide transcripts documenting that they have the required semester hours, but will not need to document addictions coursework or supervised experience. The application form states that 30 semester hours must be verified beyond those required for certification.

An applicant who is a spouse or domestic partner of a service member who has been relocated to Washington may be eligible for expedited certification

(<http://www.doh.wa.gov/Portals/1/Documents/Pubs/600067.pdf>).

Additional Information

Candidates may visit the Department of Health website for certification information

(<http://www.doh.wa.gov/ChemicalDependencyProfessional/LicenseRequirements.aspx>).

Chemical Dependency Professionals of Washington State is the state's NAADAC affiliate and serves as an additional professional resource (<http://www.cdpws.net>).

West Virginia

Alcohol and Drug Counselor Requirements in West Virginia

West Virginia addiction counselors may seek certification from the West Virginia Certification Board for Addiction & Prevention Professionals, a nongovernmental agency that is a member board of the International Certification and Reciprocity Consortium (IC&RC). Professionals with master's degrees can be certified as Advanced Alcohol and Drug Counselors. Professionals with education below the master's level can be certified as Alcohol and Drug Counselors. Certification at either level requires addiction-specific education, examination, and supervised practice.

Candidates should be aware that there is proposed legislature in West Virginia to license advanced addiction counselors. Licensure would be granted largely on the basis of meeting the certification requirements of the West Virginia Certification Board for Addiction & Prevention Professionals.

Alcohol and Drug Counselor Certification Requirements

An ADC candidate must have 270 hours of relevant education, with at least 70 hours specific to addictions (<http://www.wvcbapp.org/Content.aspx?Topic=Certification>). Generally, at least 50% of coursework must be face-to-face. There are some exceptions, for example, online college or university coursework. A three-semester hour college course is considered the equivalent of 45 hours.

The ADC candidate will also need 300 hours of supervised practical training, with at least 10 hours in each core function. The certification board notes that the practical experience requirement does not equate to hours of supervision. Practical training must be supervised by an Advanced Alcohol & Drug Counselor (AADC) or a certified supervisor (ADC-S).

The candidate will need to document both general experience and addiction-specific experience. General experience is work that demonstrates the ability to interact with others in a therapeutic capacity. The general experience requirement may be three to six years, depending on whether the candidate has an academic degree.

A candidate must have at least 36 months of work experience in addictions. If the job does not consist entirely of addiction-specific work, the candidate will only be able to credit a portion of it. Other duties, including administrative duties and non-addiction related counseling, may be credited as general work experience. The certification board considers 35 hours a week the equivalent of full-time.

Trainees may write up competency goals and begin the documentation process before beginning work. Experience can also be documented retrospectively, provided that the individual has held a qualifying job where tasks were performed in all required domains and where work was supervised by a professional who meets certification board standards. It will be necessary to have the supervisor sign a document verifying goals and activities. The application packet includes documentation guidelines for professionals at various stages, including those who have begun their qualifying experience but have not yet completed it.

ADC candidates take the IC&RC International ADC Examination. In West Virginia, it is administered via computer.

Advanced Alcohol and Drug Counselor (AADC) Requirements

To be eligible for the advanced credential, a counselor must earn a degree at the master's level or higher. The degree must be in the behavioral sciences; a qualifying program is one that includes clinical application.

AADC candidates need at least 180 hours of addiction-specific coursework. Six hours must be in ethics for addiction professionals.

AADCs must have three years of addiction-specific experience, at least one at the post-master level. They need 300 hours of supervised practical experience performing the core functions, with a minimum of ten hours in each function.

AADC candidates will take the IC&RC International AADC Examination.

The Certification Application Process

Candidates apply when all requirements have been met except examination. Applications can be downloaded from the site of the West Virginia Certification Board (<http://www.wvcbapp.org/Content.aspx?Topic=Resources>). The application packet includes a statement that must be notarized. Addiction counselors must subscribe to the NAADAC code of ethics.

College coursework must be documented through official transcripts. Other education can be documented through certificates of attendance; these should include hours, date, and sponsor information. ADC candidates pay \$75. The application fee is also \$75 for candidates making their first application at the AADC level; it is \$25 for ADCs wanting to upgrade to AADC status.

Candidates who do not meet requirements and cannot be approved to take the examination will be notified of deficiencies; in some instances, an application packet may be returned.

After the application is approved, the candidate will be pre-registered for the examination. Scheduling will be done later. Candidates must take and pass required examinations within two years of application. Otherwise, they will need to begin the application process anew.

Reciprocity

Addiction counselors who are certified by other IC&RC member boards can have their status transferred to West Virginia; the certification board does not impose additional requirements (<http://www.wvcbapp.org/Content.aspx?Topic=Reciprocity>). The fee is \$100. Counselors initiate the process through their current member board.

Other Addictions Certifications Offered by the West Virginia Certification Board

The West Virginia Certification Board also offers Certified Criminal Justice Professional (CCJP), Prevention Specialist (PS), and Clinical Supervisor (CS) certifications.

The Certified Criminal Justice Professional credential is available to individuals with high school diplomas or college degrees; higher education can reduce the required experience hours. The Certified Criminal

Justice Professional credential is available at two levels: one for individuals with 60 semester hours of coursework, the other for those with bachelor's degrees. The supervisor credential is available to ADCs, AADCs, and CCJPs who have the requisite experience and supervision-specific training hours.

All three specialty credentials are awarded on the basis of examination. The candidate will take the IC&RC examination designed for the particular job role.

Additional Information

The West Virginia Certification Board for Addiction and Prevention Professionals (<http://www.wvcbapp.org/Content.aspx?Topic=Main>) can be contacted by email form or by telephone at (304) 768-2942.

Text of the proposed licensure legislation can be found on the site of the West Virginia Association of Alcoholism and Drug Abuse Counselors (<http://www.wvaadc.com/pages/laadcregs.html>).

Wisconsin

Substance Abuse Counselor Requirements in Wisconsin

The Wisconsin Department of Safety and Professional Services certifies the state's substance abuse counselors. Certification as a Substance Abuse Counselor or Clinical Substance Abuse Counselor is granted to individuals who complete approved substance use disorder education, pass certification and jurisprudence examinations, and fulfill supervised practice requirements; the CSAC credential also requires an academic degree. An individual begins accruing hours under a Substance Abuse Counselor-in-Training credential.

Requirements: Substance Abuse Counselor-in-Training

An individual can receive the substance abuse counselor-in-training credential after completing 100 hours of education in Department-mandated areas. Requirements are as follows: 15 hours each in substance abuse counseling, assessment, and education, ten hours in substance abuse case management, and 20 in professional responsibility. The remaining 25 may consist of electives in the core performance domains. A clinical supervisor will confirm that the educational hours are appropriate for the job role.

The individual will have to have at least an offer of employment or a written volunteer agreement before the credential will be granted. The credential depends on passing an open book examination on relevant state law and administrative code; a reference list is available online (<http://dsps.wi.gov/Default.aspx?Page>). The exam can be taken on a MAC computer. The candidate will have up to three months to complete it. The minimum score is 76%. A candidate who completed the exam but does not perform satisfactorily will be required to submit a retake application and \$75 fee.

A Counselor-in-Training will need two hours of clinical supervision for every 40 hours worked; at this stage, supervision must be provided by a clinical supervisor who is beyond the initial training stage (https://docs.legis.wisconsin.gov/code/admin_code/sps/professional_services/160/162.pdf). The trainee has a limited scope of practice

(https://docs.legis.wisconsin.gov/code/admin_code/sps/professional_services/160/163/02/2). He or she may begin performing some functions immediately. Counseling will not be authorized until the worker has completed at least 300 hours of training or experience. Counselor-in-Training is a time-limited status. Two renewals are allowed.

Substance Abuse Counselor Education Requirements

A substance abuse counselor must have, at minimum, a high school diploma, GED, or HSED (<http://dsps.wi.gov/LicensesPermitsRegistrations/Credentialing-Division-Home-Page/Health-Professions/Substance-Abuse-Counselor/Substance-Abuse-Counselor-Certification-Information>). The prospective counselor must have 360 hours of core substance abuse counseling curriculum. There must be at least 60 hours in each of the following substance abuse performance domains: counseling, assessment, education, case management, and professional responsibility. The remaining 60 hours can be electives in the core substance abuse performance domains. Coursework must be completed as part of a comprehensive program; an exception is made for individuals who had accrued at least 100 hours by March 1, 2007. No more than half the hours in any performance domain may be completed online (https://docs.legis.wisconsin.gov/code/admin_code/sps/professional_services/160/166/02). A candidate who completes a Department-approved degree program will not need to complete the 360 hours separately (<http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm2751.pdf>).

Substance Abuse Counselor Experience Requirements

A trainee must accrue at least 4,000 hours of supervised experience prior to licensure unless he or she holds a clinically focused degree that has a concentration or emphasis in addictions. At least 2,000 of the 4,000 hours must be spent with individuals who have substance use disorders as their primary diagnosis. At least 1,000 hours must be spent in substance use disorder counseling. At least 200 counseling hours must have been earned during the 12 month period prior to application; of these, at least 100 must consist of individual counseling.

A candidate who holds an approved associate's degree will have the experience requirement reduced by 500 hours. An approved baccalaureate degree is considered to be the equivalent of 1,000 hours of experience; an approved graduate degree is equivalent to 2,000. All experience must be earned in the five years prior to application. An applicant may not credit more than 2,000 hours a year (or more than 40 hours in a given week).

Substance Abuse Counselor Examination Requirements

An individual must pass the IC&RC examination before certification. The licensing agency will approve candidates to take the examination once their education is complete. Once approved, the candidate will be contacted about scheduling. Wisconsin testing sites are located in Fon du Lac, Milwaukee, and Oshkosh. Candidates can schedule examinations at their own convenience.

According to the application packet, the threshold score is 500. Candidates who have already passed the required examination may call the IC&RC at 717-540-4457 to have their scores sent to the licensing agency.

A prospective counselor who has not passed the jurisprudence examination during the prior five years will need to do so before credentialing. (Some candidates will have passed it at the Counselor-in-Training level.)

Clinical Substance Abuse Counselor Requirements

An addiction professional with a degree at the associate's level or higher may achieve CSAC status (<http://dsps.wi.gov/Default.aspx?Page=7bb64c2c-0274-4227-ad11-bb6ca97c2c95>). The individual will need additional supervised practice. Without an approved degree, the total experience requirement is 7,000 hours. With a qualifying degree, the experience requirement is reduced. An associate's degree is worth 1,000 hours; a bachelor's degree, 2,000 hours; a graduate degree, 4,000 hours.

Some candidates will have already passed the required examinations. Some candidates may need to go through the process again. The Wisconsin Board will accept scores on the IC&RC written examination if the examination was taken June 1, 2008 or later. Candidates who took the examination before this date may be exempted from retaking the exam if they also completed the case presentation interview by the end of 2008

(https://docs.legis.wisconsin.gov/code/admin_code/sps/professional_services/160/161.pdf).

Wisconsin's clinical substance abuse counselors continue to work under supervision. However, supervision requirements are reduced

(https://docs.legis.wisconsin.gov/code/admin_code/sps/professional_services/160/162.pdf).

The Application Process

Applicants can download and print forms from the licensing agency website (<http://dsps.wi.gov/Default.aspx?Page=360a6765-7c33-4757-bf04-793320967e0c>). At the trainee level, employer verification will be required. The supervisor will need to provide a notarized statement of supervision

(<http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm2749.pdf>).

Applicants at the clinical level must provide official transcripts showing degree completion. CSAC applicants must also confirm that they live or work in Wisconsin at least 51% of the time.

The fee for the initial credential is \$75. The IC&RC examination currently costs \$115, the state law examination, \$75. The application requires notarization.

Application packets are typically processed within ten business days of payment processing (<http://dsps.wi.gov/Default.aspx?Page=1521432d-dddd-4dd9-9cff-c7f79d47c58b>). However, the timeline may be longer during peak periods. Applicants can expect email notification as subsequent supporting documents arrive. Once all requirements have been met, a newly certified counselor will be able to verify and print the credential online. The review process may take considerably longer in cases where the applicant has a legal or disciplinary history.

Out-of-State Substance Abuse Counselors

A substance abuse counselor who holds licensing in any other state must provide a letter from the Board; this applies to inactive licenses as well as active ones.

Additional information

Certification information can be found on the site of the Wisconsin Department of Safety and Professional Services (<http://dsps.wi.gov/Licenses-Permits/Credentialing/Health-Professions>).

Recovery and Addiction Professionals of Wisconsin, a state affiliate of the Association of Addiction Professionals (NAADAC), is an additional professional resource (<http://www.naadac.org/wisconsin>).

Wyoming

Substance Abuse Counselor Requirements in Wyoming

Wyoming addiction counselors receive their credentials from the Mental Health Professionals Licensing Board. Licensing or certification is mandatory. Credentials are issued at multiple levels. In order to achieve the Licensed Addictions Therapist (LAT) credential, a person must earn a master's degree, pass an examination, and complete a supervised practice requirement. The PAT (Provisional Addictions Therapist) credential authorizes supervised practice.

The CAP (Certified Addictions Practitioner) can be achieved with a bachelor's degree; the CAPA (Certified Addictions Practitioner Assistant) requires addiction-specific coursework. Both credentials are dependent on examination. Practitioners work under ongoing supervision

Licensed Addictions Therapist Requirements

Education: The foundation for practice as an LAT is 1) a graduate degree in substance abuse, chemical dependency, or addictionology or 2) a graduate degree in a mental health field with coursework in board-mandated areas.

Qualifying coursework can be taken at the undergraduate or graduate level. The program must include three semester credits (or four quarter credits) in each of the following:

- Counseling theory
- Counseling skills
- Professional ethics
- Chemical dependency practicum

Additionally, there must be ten semester credits drawn from among the following:

- Alcoholism
- Drugs and behavior
- Addictions and special populations
- Addictive behaviors (which may include eating disorders, gambling, and cults)
- Addiction prevention and education
- Administration of addiction services

- Addiction/ chemical dependency assessment

Coursework in addiction assessment is mandatory.

The candidate will also need six contact hours of training in communicable diseases. This requirement may be met through workshop attendance.

Supervised Practice: The provisional therapist must accrue 3,000 hours of supervised experience. Unless the PAT license was issued by January 2011, the trainee must earn all 3,000 hours at the post-master level; at least 1,200 hours must consist of direct client contact.

The licensing agency will require 100 hours of individual or triadic post-master supervision. The supervisor will submit verification directly to the licensing agency; the verification form asks for evaluation and for a recommendation for or against licensure.

The Wyoming Board will accept the Association for Addictions Professionals (NAADAC) Master Addiction Counselor (MAC) exam or the National Board for Certified Counselors (NBCC) Master Addiction Counselor (MAC) exam. The Wyoming Board will allow up to three examination attempts. A fourth attempt may be authorized if the candidate has a remediation plan.

LAT Credentialing Requirements for Licensed Mental Health Professionals

Professionals already licensed in Wyoming as professional counselors, marriage and family therapists, or clinical social workers have special provisions. They must complete 150 hours of addiction-related education, which is to include content in four of six areas recognized by the Board. The practicum may be met in one of three ways: a university-sponsored practicum, 150 hours of appropriately supervised face-to-face client contact, or five years of full-time experience in the addictions field (<http://plboards.state.wy.us/mentalhealth/pdf/RulesRegs/Chapter8.pdf>). Examination requirements are the same as they are for other candidates.

Certified Additions Practitioner Requirements

Education: The foundation for CAP practice is a baccalaureate degree in a mental health field. The degree must be granted by a college or university that holds accreditation by a regional or national agency that is recognized by the Council for Higher Education Accreditation, or CHEA (<http://www.chea.org/search/default.asp>). The program is to include a concentration in addictionology or substance abuse (<http://plboards.state.wy.us/mentalhealth/pdf/RulesRegs/Chapter3.pdf>). The candidate must have 21 credit hours in Board-mandated areas. The program must include two credit hours of counseling ethics and three credit hours each in counseling theory, counseling skills, and addiction theory. The remaining ten credit hours may be drawn from the following:

- Alcoholism
- Drugs and behavior
- Addictive behavior
- Addiction and special populations
- Addiction assessment

Assessment coursework is mandatory. Required coursework can be taken subsequent to the granting of the bachelor's degree if necessary.

The candidate will need six contact hours of education in communicable diseases. This may or may not be taken as college coursework.

Examination: The Wyoming Board will accept the NAADAC Level II exam or the IC&RC AODA (Alcohol and Other Drug Abuse Counselor) exam as certification-qualifying. Candidates will be authorized to test after their applications have been reviewed. At this point, they will receive registration information.

Professionals may be employed for a maximum of six months before certification is achieved. They must not render services until they have been notified that the grace period has begun. Professionals with CAP certification work under ongoing supervision.

Certified Addictions Practitioner Assistant Requirements

Education: A CAPA may earn an accredited associate's degree in addiction studies, chemical dependency, or similar field or pursue education in specific addiction-related areas (<http://plboards.state.wy.us/mentalhealth/pdf/RulesRegs/Chapter4.pdf>). The candidate will need 270 hours of education and/or training. This may or may not take the form of formal university coursework. At least 200 hours are to be specific to addictions; the six required hours of training in communicable diseases may be applied to this coursework requirement. Up to 70 hours of education in general mental health subjects may be credited; the candidate will need at least 30 hours of counseling ethics.

Examination: A CAPA candidate takes the NAADAC Level I exam. A CAPA candidate who has submitted an application may hold employment for up to six months prior to certification.

The Application Process

Candidates may download application forms from the Board website (<http://plboards.state.wy.us/mentalhealth/instrguide.aspx>). There are multiple application packets available at the LAT, CAP, and CAPA levels; selection will depend on the pathway the candidate is utilizing. An LAT may apply on the basis of reciprocity, licensing in another mental health discipline, or completion of requirements under provisional licensing. Candidates at all levels are asked to read applicable regulations before submitting applications.

Applications include questions about legal and professional history and about whether the applicant has provided services in Wyoming without licensing. "Yes" answers require explication.

PAT and LAT candidates must write professional disclosure statements.

Applicants should request that official transcripts be sent straight to the licensing agency. The Wyoming Board will accept transcripts sent by colleges or universities whether they arrive by mail, fax, or email. The Board will also accept official transcripts submitted by applicants provided there is a stamp across the seal of the envelope. Other training may be verified through copies of certificates of attendance; the certificate must include all information described in the application packet.

Three professional references will be required. Applicants must also document citizenship other legal status.

Fees are as follows: PAT \$150; LAT by examination or reciprocity, \$350; LAT based on completion of provisional \$200; CAP or CAPA, \$300.

Candidates can expect email notification that their applications have been received. Email inquiry is permitted.

Out-of-State Addiction Counselors

Wyoming will grant reciprocity to out-of-state candidates if their credentials were based on similar standards. A Licensed Addiction Therapist who has met degree requirements but does not meet all Wyoming standards may be granted a provisional license; supervision will be required until such time as the counselor qualifies for full licensure.

A counselor who holds current certification as a National Certified Addictions Counselor Level II (NCAC II) through NAADAC is deemed to have met education requirements at the CAP level. A candidate who holds either NCAC Level I or IC&RC AODA certification meets CAPA training requirements.

Candidates who have taken certification examinations not expressly approved by the Wyoming Board may be reviewed on a case-by-case basis.

Additional Information

The Wyoming Mental Health Professionals Licensing Board is found on the web at <http://plboards.state.wy.us/mentalhealth>. A licensing specialist can be reached at (307) 777-3628 or WyoMHPLB at wyo.gov.

The Wyoming Association of Addiction Professionals, the state NAADAC affiliate, is an additional resource (<http://www.naadac.org/wyoming>).

Puerto Rico

Alcohol and Drug Counselor Requirements in Puerto Rico

Puerto Rico is home to two well-known addiction professional certifying agencies: The Certification Board for Professionals in Addiction & Alcoholism of Puerto Rico (or Junta de Certificación para Profesionales a Adicción y Alcoholismo de Puerto Rico) is a member board of the International Certification & Reciprocity Consortium (IC&RC). As such, it enjoys reciprocity with many U.S. states and a number of licensing agencies in other nations.

The Comisión Certificadora de Profesionales de Ayuda en Sustancias Sicoactivas de Puerto Rico (or Certification Commission) uses Association of Addiction Professionals (NADAAC) examinations. Candidates subscribe to the NAADAC code of ethics. They have the option of also seeking national certification through NAADAC.

Comisión Certificadora de Profesionales de Ayuda en Sustancias Sicoactivas Requirements

The Comisión Certificadora de Profesionales de Ayuda en Sustancias Sicoactivas de Puerto Rico (CCPASS) issues 'Profesional de Ayuda en Sustancias Sicoactivas' (PASS) credentials at three levels (http://www.comisioncertificadora.org/2013/Solicitud_de_Certificacion_Completa_2013.pdf).

Education and Training: The PASS I requires at least 6,000 hours of experience. The counselor must also have 36 hours of alcohol and drug education. HIV/ AIDS must be included. A PASS II must have a bachelor's degree in a field related to health or human behavior. This credential also requires 36 hours of pertinent education with five hours each in HIV/AIDS and ethics. A PASS II must either complete three years of full-time experience (not necessarily consecutive) or accrue 10,000 hours of experience. To be credited, experience must have been accrued during the prior ten years.

A PASS III holds a master's or doctoral degree. Again, 36 hours of continuing education is required. The candidate must have at least one year/ 2,000 hours of post-graduate supervised practice accrued within the five years prior to application.

Examination: Candidates at all levels must go through an examination process. NAADAC examinations are administered monthly in Puerto Rico and the United States. The certification board notes that the exam is administered in English and Spanish.

The CCPASS Application Process

The CCPASS application process is explained in detail in a candidate bulletin which is available for download on the certification board website

(http://www.comisioncertificadora.org/2013/Solicitud_de_Certificacion_Completa_2013.pdf).

Instructions are in Spanish. Candidates should make sure they have the most current version.

A supervisor or other appropriate person must verify competencies. Candidates must sign the NAADAC code of ethics. The certification board seeks originals of continuing education documents, but will return them if the candidate makes copies and includes a stamped self-addressed envelope.

Candidates will visit the website of the testing company (<http://www.ptcny.com/clients/ncc>) to register and pay for examination. They will need the code for Puerto Rico, which is found in in the certification handbook. Examination fees are listed as \$160 for Levels I and II, \$180 for Level III. The application fee is \$35. A candidate who needs to retake the examination will pay testing fees again, but will not have to submit a second application fee.

Certification fees will be due later. Certification is renewed on a three year basis.

Certification Board for Professionals in Addiction and Alcoholism Requirements

The JCPAA (CBPAA) offers the 'Consejero en Adicción y Alcoholismo' (Alcohol and Drug Counselor) at levels I, II, and III. It also offers a 'Consejero en Alcohol y Drogas Avanzado' (Advanced Alcohol and Drug Counselor) certification for practitioners with graduate degrees. 'Consejero en Adicción y Alcoholismo I' is a non-reciprocal credential for professionals at the early stages of their careers.

Education and Training: Reciprocal credentials are based on education and training in addictions, as well as on supervised practice and examination. Candidates at Level II and III are required to pass the IC&RC international examination. A U.S. Department of Health and Human Services publication lists 270 hours of continuing education as the requirement for JCPAA's level II credential and 350 hours of continuing education as the requirement for the level III credential; the agency notes that training in ethics and HIV is required at both levels. Candidates should check with JCPAA directly to make sure they have the most current information. According to the HHS publication, counselors with high school or associate's level education must have 6,000 hours of supervised practice to achieve Level II and 8,000 hours to achieve

Level III (http://www.hhs.gov/partnerships/resources/fbci_counselor_standards.pdf). Experience requirements are reduced for addiction counselors with higher degrees.

The advanced designation (Consejero en Alcohol y Drogas Avanzado) can be earned only by individuals who have master's degrees in the behavioral sciences (<http://www.jcpaapr.org/espanol/niveles.htm>). They must pass both oral and written examinations. As with other levels of certification, there is a supervised practice requirement.

The JCPAA Application Process

Candidates must request application handbooks from the certification board. A fee is to be included with the request; this is \$35 for Advanced Alcohol and Drug Counselor candidates, \$25 for Alcohol and Drug Counselor candidates. Those desiring application materials may call 787-918-3039, use the email request form, or send their check by mail to the JCPAA office in San Juan.

Applicants will provide three references (<http://jcpaapr.org/english/applying.htm>). They will provide evidence of formal education, continuing education, and supervision, and will sign a code of ethics.

Additional Information

Individuals can access the Certification Board for Professionals in Addiction & Alcoholism of Puerto Rico website in English or Spanish (<http://www.jcpaapr.org/>); they can click a button on the sidebar to switch languages. The certification board can be reached at info at jcpaapr.org. Messages can also be sent through the IC&RC (<http://internationalcredentialing.org/Sys/PublicProfile/12938106/1738791>).

Communication can be sent to the Comisión Certificadora de Profesionales de Ayuda en Sustancias Sicoactivas by email contact form (<http://www.comisioncertificadora.org>).

