

**MASSACHUSETTS BOARD OF
SUBSTANCE ABUSE COUNSELOR CERTIFICATION**

560 LINCOLN STREET
P.O. BOX 7070
WORCESTER, MA 01605
(508) 842-8707

REGISTRATION APPLICATION INSTRUCTIONS

Enclosed are instructions for completing the REGISTRATION Application for the examination.

Please take special note of the following:

*With regard to the **Education Requirement**, applicants must provide an official course description for all academic courses, as well as a training description for any workshops, seminars, etc., which are being submitted for consideration. This is in addition to transcripts and Certificates of Attendance which must be furnished for documentation purposes. Please remember that all **Certificates of Attendance must have the participant's name officially recorded on the certificate by an agent of the sponsoring agency**. Certificates will not be accepted if the applicant (or anyone else) has printed, written, or typed in his/her own name.*

If you have any questions regarding the packet or instructions, or if you need additional assistance, please feel free to call the Certification Office at (508) 842-8707.

IMPORTANT - TO ALL REGISTRATION APPLICANTS

1. *The eligibility requirements for REGISTRATION must be completed before making application.*
2. *It must be documented via the application materials that all of the REGISTRATION requirements have been satisfied. If your application is accepted, you will be assigned to take the Certification Examination. If you receive a passing score on this exam, you will be duly REGISTERED. You will have five years in which to complete the remaining "experience requirement" and "supervised practical training requirement" for Certification. There may also be additional "educational requirements" to fulfill if you are pursuing the CADDC level of Certification. Once these requirements are met, you will proceed to the next phase (Phase II) of the Certification process.*
3. *The fees for the REGISTRATION process are as follows:*
 - \$ 125.00 - Application Review Fee - **this fee is to be mailed in with your initial (PHASE I) application.***
 - \$300.00 - Exam Fee - to be paid upon notification*
 - \$ 15.00 - Initial REGISTRATION Certificate Fee - to be paid upon notification of passing the exam.*
 - \$ 25.00 - Annual Maintenance Fee - payable on your anniversary date every year up to five years or until you become Certified (whichever comes first) to maintain your REGISTRATION.*

*When you have reached Phase II of the process you will be apprised of the fees related to Phase II. All fees are non-refundable. Fees are subject to change without notice. If a significant amount of time has elapsed from your receipt of information to the time you must submit a fee, check with the Certification Office to be sure the fee has not changed. Again, sending in the wrong fee with your submittal can cause serious delays. Checks should be made payable to **MCVCAC**. There is a \$20.00 charge for any check returned for insufficient funds.*

INSTRUCTIONS FOR COMPLETING APPLICATION PACKET

GENERAL INFORMATION

The REGISTRATION Application must be complete before it can be reviewed. All basic REGISTRATION educational or training requirements must be met before initial application can be made. Courses/trainings must be completed before the deadline date. No one will be allowed to complete these requirements during the application process. You have five (5) years from the time you apply for REGISTRATION to complete the remaining Certification requirements.

Prior to making any entries on the application, make copies of the Education Résumé section if you anticipate the need for additional space. Photocopied applications are **not** accepted under any circumstances.

Please type or print (**legibly, please**) except where signatures are required.

Please do not place application materials in binders, report covers, etc. You may use a paperclip or metal fastener to keep materials together if you wish.

APPLICATION FORM

On the front cover, please fill in the outlined box completely (**do not omit any zip or area codes, please**), printing clearly. Do not write in the area marked for office use only.

PERSONAL DATA FORM (Page 2)

Please read and check off an answer for each question. Your application will not be complete if this form is not returned with your application or if your signature does not appear at the bottom of this form.

All applicants are required to submit a copy of **either** their High School Diploma **or** GED with their application. If an applicant has continued education, an official transcript from an accredited college or university may be submitted in lieu of the copy of the diploma or GED.

EDUCATION RESUME (Pages 3 & 4)

Before completing this section, please refer to the **Guidelines for Continuing Education Credit**. In this section, **do not** include Supervised Practical Training (i.e., Internships, Field Placement, etc.) as you will not be asked to provide that information until Phase II.

In the space provided, list each separate course, workshop, and other formal training which you are submitting in consideration of satisfying the education requirement. Photocopy the section prior to writing on it if you will need additional space for listing. Attach any additional sheets to the application.

(Cont'd.)

EDUCATION RESUME (Cont'd.)

*You must provide Certificates of Attendance with documentation of training hours for workshops, seminars, conferences, etc. For college courses, you must provide a transcript. **Again, no Certificate of Attendance which has been filled in by the participant will be accepted.***

PROFESSIONAL CODE OF ETHICS/CONDUCT (Page 5)

*Read the entire page carefully before signing. Your application will not be complete without your signature **and** date in BOTH places at the bottom of this form.*

FEES

REMEMBER TO ENCLOSE YOUR APPLICATION FEE. YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT IT.

GUIDELINES FOR CONTINUING EDUCATION CREDIT

The alcohol/drug specific education and the ethics training must have been completed within the past ten (10) years. For all other education/training, the applicant may go back as much as twenty (20) years.

In addition to transcripts, the applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration.

For initial Certification, MBSACC limits Distance Learning (i.e., online courses/programs or correspondence/home study courses) to no more than 30% of the total education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible. MBSACC does not accept academic credit which is awarded for:

"prior learning experience"

- 1) courses certified by use of a challenge examination,*
- 2) correspondence/home study courses/distant learning,*
- 3) courses for auditing purposes, or*
- 4) courses of independent study/research.*

*Internships, field placements and Practicums are **not** considered under the educational requirements, but rather under the experience and/or supervised practical training requirements.*

Academic courses must be alcohol/drug specific or counseling techniques specific to the category requirements as delineated in the certification criteria. No partial credit is given. A grade of "C" or better must be received in order to be considered. Credit is not given for term and/or research papers.

MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses specific to the certification education requirements.

*Documentation for workshops, conferences, etc., must be provided or the training will not be considered. The documentation of attendance must list the participant's name (**once again, officially recorded by an agent of the sponsoring agency**), and give the offering title, specific dates attended and the number of approved training hours. Brochures, registration forms, canceled checks, etc., do **not** constitute proper documentation.*

For programs that have not received official MBSACC approval, the following information must be provided:

- * training description*
- * name and credentials of instructor(s)*
- * location of training*
- * sponsor(s) of training*
- * program agenda, complete with beginning and ending times for each training segment*

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, social hours, etc. The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). Please be advised that MCVCAC/MBSACC is under no obligation to accept training hours approved by other organizations.

*For initial certification, continuing education credit is not admissible in situations where the applicant has provided the training and/or teaching, and **in-service education and on-the-job training are not admissible for credit.***