

**THE MASSACHUSETTS BOARD OF
SUBSTANCE ABUSE COUNSELOR CERTIFICATION**

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(508) 842-8707

CADC CERTIFICATION REQUIREMENTS

The attached is information pertaining to the **CERTIFIED ALCOHOL & DRUG ABUSE COUNSELOR (CADC)**. Please pay particular attention to the attached **Continuing Education Credit Guidelines**. Once an applicant can meet all of the requirements, application for CADC Certification can be made. Applicants may download the CADC Certification Application, the Clinical Supervisor Evaluation Form, and the corresponding CADC Certification Application Instructions. Approved CADC applicants must take and pass the IC&RC International Certification Examination.

TESTING:

All applicants for CADC Certification must take and pass the IC&RC International Examination for Alcohol & Drug Counselors (ADC). Testing will be computer-based.

Once an application is reviewed and approved, the applicant will be sent a Certification Test Reservation Form, which must be completed and returned to the Certification Office along with the test fee (\$300.00). The information supplied on the reservation form by the applicant will be provided to the testing company (ISO-Quality testing). The testing company will notify the applicant **via email** of the instructions for taking the computer-based test along with information on the location of testing centers. The applicant will have six months from notification by the testing company in which to schedule and take the exam at an approved testing center. Failure to appear at the scheduled testing will result in the forfeiture of the test fee. The testing company will provide additional information on cancellation policies.

Test results on a Pass/Fail basis will be made available upon completion of the exam and a more detailed exam score letter will be mailed to the applicant about 7-10 days following the exam. If an applicant fails the exam, s/he will have to wait for a period of 90 days before rescheduling an exam.

The supervisor(s) who will be completing the Work Verification Form(s) must be made aware that they must mail the form(s) directly back to MBSACC. Any verification form that is submitted to us by the applicant with the application will render the application void. The verification form(s) must be returned to us directly by the supervisor.

IMPORTANT: DO NOT send anything to the letterhead address via a delivery service such as UPS or FedEX, etc., to meet a deadline date, or for any other reason. Delivery services such as these cannot deliver to a post office box at a postal station. Doing so will only cause a delay in the receipt of your submittal. The best method of mailing submittals is through the United States Postal Service.

MBSACC will not be responsible for any information regarding certification that you obtain outside this office. If you have any questions, please call the Certification Office at (508) 842-8707.

CONTINUING EDUCATION CREDIT GUIDELINES

The alcohol/drug specific education and the ethics training must have been completed within the past ten (10) years. For trainings and non-credit courses in the categories of counseling techniques and behavioral sciences, the applicant may go back as much as twenty (20) years. For academic (credit-bearing) courses in counseling techniques and behavioral sciences there is no time limit provided a grade of C (or higher) was received.

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. Transcripts must be official; transcripts downloaded from the internet will not be accepted.

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 number of education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible. MBSACC does not accept academic credit which is awarded for:

- 1) "prior learning experience,"
- 2) courses certified by use of a challenge examination,
- 3) courses for auditing purposes, or
- 4) courses of independent study/research.

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. Also, no credit is 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. For graded courses, a grade of C (or higher) must be received in order to be admissible for Certification.

Documentation for workshops, conferences, etc. must be provided or the training will not be considered. The participant's name must be officially recorded on the certificate by the sponsoring agency. The participant may not affix his/her own name to any certificate, either by hand or by typing. Only an authorized agent of the sponsor of the training may fill in the participant's name by hand, and then only by printing his/her own name (initials will not suffice) and the date in parentheses **beside** the participant's name. The offering title, specific dates attended, the location of the training, and the number of approved training hours must appear on the certificate as well. Brochures, registration forms, canceled checks, sign-in sheets, 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, 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 MBSACC is under no obligation to accept training hours approved by other organizations.

Continuing education credit is not admissible in the following situations: where the applicant has provided the training and/or teaching; in-service or on-the-job training; hours accrued by taking exam preparation workshops or trainings. There may be other items that are not admissible which are not specifically listed here. If you have a specific instance which is not addressed in these guidelines, do not assume its acceptability. You should contact the Certification Office at the letterhead phone number to see if it is admissible.

IMPORTANT - TO ALL CERTIFICATION APPLICANTS

1. *The **51% Rule** states that a candidate must be working and/or living in this state at least 51% of their time when application for Certification is made.*
2. *The eligibility requirements for Certification must be completed before applying for Certification. Please refer to "Continuing Education Credit Guidelines" in this packet.*
3. *Applications must include all supporting documentation **and** the review fee or it will be considered incomplete.*
4. *If a Certification Application is denied, the applicant may appeal the decision, but it must be done in writing within thirty (30) days of notification that the application was denied.*
5. *All applicants must sign an Authorization and Release Form.*
6. *All applicants must sign a Professional Code of Ethics attesting to their agreement to adhere to same. Any individual who feels that they have the basis for a meritorious complaint should contact the MBSACC Certification Office to obtain detailed information regarding the Grievance/Complaint Process.*

FEE SCHEDULE

The fees for the Certification process are as follows:

*\$125.00 - Application Review Fee - this fee **must** be mailed in with your Certification Application.*

\$300.00 - Exam Fee – to be paid upon notification.

\$ 60.00 - Certification Fee – to be paid prior to the issuance of the Certification certificate.

*All fees are **non-refundable** and are subject to change without notice. Sending in the wrong fee with your submittal can cause serious delays. MBSACC charges a \$20.00 fee for checks returned to us (for **any** reason) by our bank.*

CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO MCVCAC.

REQUIREMENTS FOR CADC

In order to qualify for the Certified Alcohol/Drug Abuse Counselor (CADC) level, a counselor must meet the following criteria:

A. WORK EXPERIENCE

In order to meet the work experience requirement, the applicant must document 6,000 hours (equal to 3 years full time) providing alcohol/drug counseling services under clinical supervision. Supervised work experience may be paid or voluntary experience. The counselor must carry a client case load and provide the full-range of direct counseling services to clients with a diagnosis of alcohol and/or other drug abuse or dependency. A minimum of six (6) months of the total experience must be acquired in one facility, under one supervisor.

Practicum experience, in order to be considered eligible for the experience requirement, must be of such nature that the counselor have his/her own clients and case load and be responsible for maintenance of case records. No more than 1,000 hours of practicum/internship experience can be used to meet the work experience requirement.

NOTE: For the CADC, counselors with an Associate's Degree in the behavioral sciences area may waive 1,000 hours of the required 6,000 hours of the field experience. Those with a Bachelor's Degree in the behavioral sciences area may waive 2,000 hours. Counselors with a Master's Degree (or higher) in **Counseling (or a closely related field)** may waive 4,000 hours. Eligibility to waive hours must be documented by providing an **official** transcript from a regionally-accredited college or university within the United States, or colleges and universities outside of the United States deemed equivalent by MBSACC, as evidence of the degree.

B. EDUCATION

The education requirement is documentation of 300 clock hours of continuing education specifically related to the knowledge and skills necessary to perform the tasks within the following IC&RC performance domains for alcohol & other drug abuse: 1) Screening, Assessment, and Engagement; 2) Treatment Planning, Collaboration, and Referral; 3) Counseling; 4) Professional and Ethical Responsibilities. The 300 hours must be comprised of a minimum of 120 hours of alcohol/drug specific studies, 120 hours of counseling techniques, and 10 hours of ethics training related to the substance abuse field. The remaining 50 hours can fall within the behavioral sciences area.

(NOTE: Practicums/Field Placements are not considered in meeting the Education requirement; however, they will be considered under the sections of Experience and Supervision.)

B. EDUCATION (Cont'd)

The alcohol/drug specific training/education and the ethics training must have been completed within the past ten (10) years. For trainings and non-credit courses in the categories of counseling techniques and behavioral sciences, the applicant may go back as much as twenty (20) years. For academic (credit-bearing) courses in counseling techniques and behavioral sciences there is no time limit provided a grade of C (or higher) was received.

NOTE: See Continuing Education Credit Guidelines for specific criteria regarding documentation of education/training.

C. SUPERVISION

*The applicant must submit documentation of supervision specific to the following domains, **with a minimum of ten (10) hours in each domain.** The Domains are: 1.) Screening, Assessment, and Engagement; 2.) Treatment Planning, Collaboration, and Referral; 3.) Counseling; 4.) Professional and Ethical Responsibilities. TAP 21 Competencies and the 12 Core Functions are contained within the Domains.*

The supervision required will be tiered based on the applicant's highest level of education as follows:

300 hours of supervision with a high school diploma or GED

250 hours of supervision with an Associate's Degree in the Behavioral Sciences Field

200 hours of supervision with a Bachelor's Degree in the Behavioral Sciences Field

100 hours of supervision with a Master's (or higher) Degree in Counseling or a closely related field

*This section requires documentation of the time spent in face-to-face supervision, **not the time spent performing the function.** Individual, group/team supervision and formal case presentations all apply.*

D. INTERNATIONAL ADC EXAMINATION

The applicant must pass the IC&RC's International Certification Examination for Alcohol and Other Drug Abuse Counselors. More specific information is provided as the applicant continues with the Certification process.

E. RECERTIFICATION

Recertification consists of 40 hours of continuing education accrued every two years. Detailed Recertification information is provided to each individual who attains Certification.