

**MASSACHUSETTS BOARD OF
SUBSTANCE ABUSE COUNSELOR CERTIFICATION**

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

CADC APPLICATION INSTRUCTIONS

Enclosed are the instructions for completing the Application Packet. Please make note of the following:

*With regard to **Work Experience**, applicants must provide an official agency job description, signed by the clinical supervisor of record, for each separate work entry.*

*With regard to the **Education Requirement**, applicants must provide an official course description for all academic courses, as well as 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 where the applicant has filled in his/her own name will not be accepted.***

Application for Certification may be made once all of the requirements have been met. Approved applicants must take and pass the IC&RC International Certification Exam.

IMPORTANT - TO ALL CERTIFICATION APPLICANTS

1. *The eligibility requirements for Certification must be completed before applying for Certification.*
2. *The Certification is a two-step process. The first step is the Application Review. It must be documented via the application materials that all of the requirements have been satisfied. CADC approved applicants will be assigned to take the IC&RC ADC International Certification Examination. Provided a passing score is achieved on the exam and the final processing fee is paid, Certification at the CADC level will be issued.*

Certification is valid for two years, after which the counselor may renew Certification following the policies and procedures for Recertification.

3. *The fees for the Certification process are as follows:*

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

*Fees are subject to change without notice. If a significant amount of time has elapsed from the time you receive the application packet to the time you must submit a fee, contact the Certification Office to be sure that the fee has not changed. Sending in the wrong fee amount with your application can cause serious delays. Checks or money orders should be made payable to **MCVCAC**. There is a \$20.00 charge for any check returned for insufficient funds. All fees are non-refundable.*

If you have any questions regarding the Application Forms or the process for Certification, please feel free to contact the Certification Office at (508) 842-8707.

**INSTRUCTIONS FOR COMPLETING
APPLICATION PACKET**

GENERAL INFORMATION

Individuals must meet all requirement regarding experience, education/training, and supervised practical training at the time of initial application. No one will be allowed to complete these requirements during the application process. You have one year from the time you apply in which to complete the certification process.

All applicants for Certification must live and/or work in the state of Massachusetts a minimum of 51% of the time.

All materials submitted to MBSACC as part of the application (and throughout the Certification process) are considered to be the property of MBSACC. Said materials include (but are not limited to) the application portfolio, any evaluations, any supporting documentation (such as certificates of attendance and transcripts), and test results. The applicant waives all rights to the application (or any part thereof) once it has been submitted; the applicant may not request return of the application (or any part thereof), even if the application has been declined.

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

Please do not place application materials in binders, report covers, etc. You may use a paper clip to keep materials together if you wish.

*MBSACC will not accept Supervisory Evaluation Forms which have been sent in by the applicant with the application submittal. Supervisory Evaluation Forms **must** be returned directly to MBSACC by the Supervisor.*

APPLICATION FORM

Front Cover - be sure to print your name where indicated.

Please do not write anything in the area designated as "For Office Use Only."

Pages 2 & 3 APPLICANT INFORMATION

Information on these pages is mandatory except where specifically indicated. Do not omit area codes or zip codes where requested. Under special accommodations, if you check "yes" an Examinee Request for Reasonable Accommodations Form will be sent to you. This form must be completed and returned to MBSACC a minimum of 90 days prior to the exam.

INSTRUCTIONS (CONTINUED)

Page 4 AUTHORIZATION AND RELEASE FORM

Read this form carefully. Your application will not be processed unless this form has been signed, dated and witnessed.

Page 5 PROFESSIONAL CODE OF ETHICS/CONDUCT

*Your application will not be considered complete without your printed name, signature, and date in **both** places at the bottom of this page.*

Pages 6 & 7 WORK EXPERIENCE

This part of the application pertains to your work history in the field of alcohol and drug abuse treatment. If more than one job title has been held within a given organization, list each job title as an individual position. Begin by listing the most recent position first. If you require additional blank entry space in which to list positions you've held, photocopy page 7(seven).

List the number of years and months in full-time and part-time experience in direct alcohol and other drug abuse counseling.

*An official agency job description must be included for each separate position listed. The job description must be signed and dated by the applicant **and** the applicant's clinical supervisor.*

Pages 8 & 9 EDUCATION RÉSUMÉ

In the spaces provided, list each separate course, workshop, and other formal training which you are submitting to satisfy the education requirement. If you require additional blank space in which to list your training/education, photocopy page 9 (nine).

*You must provide Certificates of Attendance with documentation of training hours for workshops, seminars, conferences, etc. **Each Certificate of Attendance must have the applicant's name officially recorded on it by an agent of the sponsoring agency.** If the Certificate of Attendance has no name recorded on it, or if the name is hand-printed, it will **not** be accepted unless an agent of the sponsoring agency prints his/her full name **and** the date in parentheses **beside** the participant's name. For college courses you must provide an official transcript.*

*In this section, **do not** include Supervised Practical Training, (i.e., Internships, Practicum). A separate form has been provided for those listings.*

INSTRUCTIONS (CONTINUED)

Page 10 SUPERVISION

On these pages, document time spent in supervision, not time spent performing the function.

If Supervision was completed under more than one supervisor or at more than one agency, please be sure to make copies of these pages to give to other clinical supervisors.

BASIC EDUCATION DOCUMENTATION:

All applicants are required to provide a copy of **either** their High School Diploma **or** their 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.

CLINICAL SUPERVISOR EVALUATION FORM

In order to fully document all of your work experience, more than one supervisor may be required to complete an evaluation form; if this is the case, you should photocopy the evaluation form while it is blank. Any supervisor who completes an evaluation form must have provided direct clinical supervision to the applicant for a minimum of six (6) months.

Before providing the evaluation form to the supervisor you must complete the information requested in the box on the front cover, and affix your signature in all places where required. It is essential to remember to advise the Supervisor of any deadline date by which the evaluation form must be postmarked.

The form must be returned **to the Certification Office directly by the supervisor**, postmarked no later than the application deadline date.

Under no circumstances is the applicant allowed to complete any portion of the Clinical Supervisor Evaluation Form, with the exception of the box marked **TO BE COMPLETED BY APPLICANT** on the front cover of the form. To do so would result in an automatic denial of the application and could constitute an ethical violation which could jeopardize any future application. The supervisor must complete the entire evaluation form.

**REMEMBER TO ENCLOSE YOUR REVIEW FEE (\$125.00)
MADE PAYABLE TO MCVAC.
YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT IT.**