

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

560 Lincoln Street
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Worcester, MA 01605
(508) 842-8707

**REQUIREMENTS FOR REGISTRATION
&
EXAM INFORMATION**

*The following is information pertaining to obtaining Certification via **REGISTRATION**. Applicants who already have all of the requirements met for Certification do not complete a REGISTRATION application. Go directly to the information pertaining to the level of certification for which you wish to apply (i.e., CAC, CADC, CADC-II).*

*REGISTRATION is **only** for those individuals who can meet the minimum educational requirement for Certification, but have little or no work experience as yet with which to meet the work experience requirement for Certification. By becoming "REGISTERED," an applicant demonstrates a commitment to pursuing Certification, which can help to provide opportunities to gain work experience.*

Please pay particular attention to the Continuing Education Credit Guidelines herein.

TESTING:

All REGISTRATION applicants for 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 (SMT). The testing company will notify the applicant **via email** of the instructions for taking the computer-based test along with information on the locations of testing centers. The applicant will have six months from notification by the testing company in which to schedule and take the exam at a 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 will be provided to the applicant via email by the testing company. If an applicant fails the exam, s/he will have to wait for a period of 90 days before re-scheduling an exam.

BASIC EDUCATION DOCUMENTATION –

*At the time application is made, all applicants will be required to provide documentation of having earned **either** a High School Diploma **or** a GED. Any applicant who has continued academic education may substitute a transcript from an accredited college or university as documentation in lieu of the diploma or GED if s/he wishes to do so.*

DISTANCE LEARNING –

Distance Learning (i.e., on-line courses or programs, home study, correspondence courses, and the like) is limited for initial Certification to no more than 30% of the total education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible.

IMPORTANT NOTICE

DO NOT send anything to the letterhead address by any delivery service such as UPS or FedEx, etc., to meet a deadline date of for any other reason. The best method for mailing submittals is through the United States Postal Service.

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) 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:

- 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 requirement 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. If the name is filled in by hand, it must be by an official agent of the sponsoring agency, and that agent must **print** his/her name (initials are **not** sufficient) and the date in parentheses **beside** the participant's name. The offering title, specific dates attended, and the number of approved training hours must appear on the certificate as well. Brochures, registration forms, canceled checks, etc., do **NOT** constitute proper documentation.

For programs that have not received official MBSACC approval, or for trainings over 3 hours in length, 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 instances: 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 REGISTRATION APPLICANTS

1. *The eligibility requirements for REGISTRATION must be completed before making application. Also, please refer to the "Continuing Education Credit Guidelines" in this packet.*
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 IC&RC International Certification Exam. If you receive a passing score on this exam, you will be required to complete and submit an Initial REGISTRATION form and fee. You will not be duly REGISTERED until we receive these items and an initial REGISTRATION certificate is sent to you. You will then have five years in which to meet the "experience requirement" and the "supervised practical training requirement" for the level of certification for which you are applying. 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 REGISTRATION (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.*
 - \$ 25.00 - PHASE II Application Review Fee - **this fee to be mailed in with the PHASE II Application** for Certification when the remaining requirements have been completed.*

IMPORTANT: Your REGISTRATION application must include all documentation AND the review fee or your application will be considered incomplete.

*All fees are **non-refundable** and are subject to change without notice. Sending in the wrong fee with your submittal can cause serious delays. **Checks and/or money orders should be made payable to MCVCAC.** A \$20.00 charge will be assessed against any check returned for insufficient funds.*

REGISTRATION CRITERIA

BASIC REQUIREMENTS

In order to qualify for **REGISTRATION**, the following criteria must be met:

A. EDUCATION

The applicant must have a minimum of 180 clock hours of continuing education training related to the substance abuse field. The 180 clock hours must be comprised of a minimum of 70 hours in counseling techniques training, a minimum of 70 hours of alcohol/drug specific studies, and 6 hours of ethics training pertaining to the substance abuse field. The remaining hours can fall within the behavioral sciences area.

(NOTE: Practicums/Field Placements are not considered for meeting the Education requirement; however, when you reach PHASE II, they will be considered under the sections of Experience and Supervised Practical Training.) MBSACC recommends that training in the following areas could be helpful in taking the exam:

*In Alcohol/Drug Specific - Nicotine dependence trainings
In Counseling Techniques - Cross-cultural counseling
In Behavioral Sciences - AIDS/HIV trainings*

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.

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

B. EXAMINATION

Approved **REGISTRATION** applicants must take and pass the IC&RC International Examination. Additional information on the exam is provided once the official application has been reviewed and approved.

NOTE: IT WOULD BE IN YOUR BEST INTEREST TO FAMILIARIZE YOURSELF WITH ALL OF THE REQUIREMENTS FOR CERTIFICATION AT THIS POINT, REGARDLESS OF THE FACT THAT YOU MAY BE ONLY IN THE REGISTRATION PHASE.