

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

560 Lincoln Street  
P.O. Box 7070  
Worcester, MA 01605  
(508) 842-8707

**CARC INFORMATION AND REQUIREMENTS**

The attached is information pertaining to the **Certified Addiction Recovery Coach (CARC)** Credential. Pay particular attention to the enclosed **CONTINUING EDUCATION CREDIT GUIDELINES**. After reading the enclosed material, if you have any questions, please contact the Certification Office at (508) 842-8707. MBSACC will **not** be responsible for information that is obtained outside of this office.

**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.

**IMPORTANT**

The application, including the supervisory form, **must** be hand-printed/ written (typed applications will not be accepted and will be returned to the applicant).

**DISTANCE LEARNING**

**NO** distance learning (on-line courses or programs, home study, correspondence courses, etc.) is accepted for initial Certification.

**51% RULE**

Please be advised that you must be working and/or living in Massachusetts at least 51% of your time at the time application for Certification is made.

**DO NOT** send anything to the letterhead address by any delivery service such as UPS or FedEx, etc., to meet a deadline date or for any other reason. They cannot deliver mail to a post office box at a postal station. Just be certain that any submittal is **postmarked** by any deadline date that must be met.

## **CONTINUING EDUCATION CREDIT GUIDELINES**

*All training and education must have been completed within the past ten (10) 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 does not accept academic credit which is awarded for:*

- 1) "prior learning" experience,*
- 2) courses certified by use of a challenge examination,*
- 3) on-line courses/programs or correspondence/home study courses,*
- 4) courses that were audited, or*
- 5) courses of independent study research*

*Academic courses must be specific to the CARC education requirement and no partial credit is given. A passing grade of "C" or better is required (or "P" in a pass/fail situation).*

*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 submitted with the application 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. If an agent of the sponsoring agency affixes the participant's name to the certificate **by hand**, s/he must print his/her own name (initials will not suffice) **and** the date in parentheses on the same line as the participant's name or the certificate will not be admissible. 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, etc., do **NOT** constitute proper documentation and will not be accepted.*

*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). Be advised that MBSACC is under no obligation to accept training hours approved by other organizations.*

*Continuing education credit is not admissible in situations where the applicant has provided the training and/or teaching. Also, **in-service education and on-the-job training are NOT admissible for credit.***

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**CARC APPLICATION AND EXAM INFORMATION**

*The IC&RC written exam for the CARC Certification will not be required during the test exempt (grand-parenting) period. Following the completion of the grand-parenting period, MBSACC will make application to the IC&RC for acceptance for the MBSACC CARC Certification to receive reciprocity status.*

**MBSACC does not take orders for the application packets over the phone.** You may order an application by requesting a **free** printable version via email from [MBSACC@aol.com](mailto:MBSACC@aol.com). Applications must be submitted on the original forms that you print out from the email file; photocopies are not admissible. Applications must be **hand-printed/written**, and it is not admissible to use the form fill-in function of word processing software. Typed forms will not be accepted. When you request an application via email, you **must** type the code words **CARC Application** in the email reference line.

**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 postmarked by the deadline date.** They must also be made aware that the forms **must** be **hand-printed/written**, and it is not admissible to use the form fill-in function of word processing software. Typed forms will not be accepted.

Any portion of the application portfolio (i.e., the application itself, Supervisory Work Verification Form(s), all documentation, review fee, etc.) postmarked after the deadline date will render that application inadmissible for that application period, and **no exceptions** will be made. Any verification form that is submitted to us with the application, by the applicant, will automatically render the application void for that application period and a new verification form will have to be submitted. The verification form(s) must be returned to us directly by the supervisor.

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

## **IMPORTANT - TO ALL CARC APPLICANTS**

1. The eligibility requirements must be completed before applying for CARC Certification.
2. Your application must include all supporting documentation **and** the review fee or it will be considered incomplete. The application, including the supervisory form, **must** be hand-printed/ written (typed applications will not be accepted and will be returned to the applicant).
3. The fees during the test exempt (grand-parenting) period for the CARC Certification process are as follows:

\$250.00 - Application Review Fee - this fee **must** be mailed in with your application.

All fees are **non-refundable**. Sending in the wrong fee with your submittal can cause serious delays. Checks or money orders should be made payable to **MCVCAC**. MBSACC charges a \$20.00 fee for checks returned to us (for **any** reason) by our bank.

## **BASIC REQUIREMENTS FOR THE CERTIFIED ADDICTION RECOVERY COACH (CARC)**

### **WORK EXPERIENCE:**

500 Hours of Supervised work experience specific to the domains (see below). Work experience must have been completed within the past ten (10) years and can be as paid or volunteer staff.

### **EDUCATION:**

60 hours in the following areas:

<b>HOURS</b>	<b>EDUCATION DOMAINS</b>
10	Advocacy
10	Mentoring/ Education
10	Recovery/ Wellness Support
16	Ethical Responsibility
	<b>ADDITIONAL TRAINING</b>
3	Cultural Competency
5	Addictions 101
3	Mental Health
3	Motivational Interviewing (MI)
<b>60 TOTAL</b>	

All training and education must have been completed within the past ten (10) years and must be properly documented. See **CONTINUING EDUCATION CREDIT GUIDELINES** for specific information pertaining to documentation requirements.

### **SUPERVISION:**

35 hours specific to the Domains with a minimum of 5 hours in each Domain (see below). Supervision must be provided by an organization's documented and qualified supervisory staff per job description. The supervisor must be a trained Recovery Coach and/or have completed the Recovery Coach supervision training. The supervision may have been completed under more than one supervisor and/or agency.

### **CODE OF ETHICS:**

Applicant must sign a specific code of ethics statement or affirmation statement.

### **CARC DOMAINS**

- 1) Advocacy
- 2) Mentoring/ Education
- 3) Recovery/ Wellness Support
- 4) Ethical Responsibility

## **CARC GENERAL INFORMATION**

*The following general information applies to the CARC credential:*

- ❖ *An official college transcript is required as documentation of academic education and should be sent directly to MBSACC from the college or university.*
- ❖ *Documentation of all other training and education (for example, Certificates of Attendance).*
- ❖ *Applicants will be required to sign a Code of Ethical Conduct.*
- ❖ *Applicants will be required to sign and date an Authorization and Release form.*
- ❖ *Problems with individual applications will be addressed in writing to the applicant.*
- ❖ *All fees are non-refundable.*
- ❖ *All questions regarding the application and the Certification process should be directed to the MBSACC Certification Office at (508) 842-8707.*

### **CERTIFICATION TIME PERIOD**

*All MBSACC certifications encompass a 2-year period. Two dates, the date of issue and the date of expiration, will appear on the issued certificate of Certification along with an official Certification Number.*

### **RECERTIFICATION**

*MBSACC requires recertification every two years. To be recertified an individual must:*

- 1. Hold a current and valid CARC Certificate issued by MBSACC.*
- 2. Submit 30 contact hours of approved continuing education, approved by MBSACC, as described in the Recertification Policy.*
- 3. Complete a Recertification Application, and pay the Recertification fee.*

## **CARC APPLICATION PROCESS**

*An applicant for certification must:*

- ❖ *Complete and submit application postmarked on or before the application deadline date.*
- ❖ *Submit all required Supervisory Forms postmarked on or before the application deadline date. **Please Note:** Supervisory Verification Forms must be returned directly to MBSACC by the supervisor.*
- ❖ *All applications and all Supervisory Forms must be hand-printed/ written. Typed forms will not be accepted.*
- ❖ *Submit one copy of your current résumé.*
- ❖ *Submit official job descriptions for all work entries. The job description must be signed and dated by the applicant **and** the supervisor.*
- ❖ *Document the completion of all required approved training and/or coursework. Documentation must include transcripts for applicable coursework and Certificates of Attendance for all other formal training specific to the educational requirements. All training and education must have been completed within the past ten (10) years.*
- ❖ *Remit the non-refundable application fee of \$250.00 with the application to:*

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*MBSACC will review the completed application package to determine completeness and eligibility for the certificate. Applicants who meet all certification requirements will be notified in writing of the approval of the application, and will be issued a Certificate of Certification.*

*Once issued the Certified Addiction Recovery Coach (CARC) Certification covers a two-year period, after which it must be renewed. Renewal information will be forwarded with the CARC Certificate of Certification.*