



KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS

P.O. Box 1360
Frankfort, KY 40602
(502) 782-8814
<http://adc.ky.gov>

FREQUENTLY ASKED QUESTIONS

Please email the Board Administrator with questions not answered on the website at adc@ky.gov

The KBADC website is your "one-stop-shop" for laws, regulations, requirements, application processes & more!
<https://adc.ky.gov/>

Specific Requirements: [KRS & KAR](#)

Application Checklists: [FORMS & CHECKLISTS](#)

Apply Online: [APPLICATIONS NOW SUBMITTED ONLINE](#)

This document is to be used as a guide, not an interpretation of the law. To read the law in its entirety see Kentucky Revised Statutes KRS 309.080 to KRS 309.089 and Kentucky Administrative Regulations 201 KAR 35:010 to 201 KAR 35:090.

❖ *Besides the LCADC, LCADCA & Peer Support Specialist Levels, what other major changes came with the new regulations?*

TEMPORARY CREDENTIALS [201 KAR 35:055](#)

Persons may apply for a temporary credential and provide alcohol and drug services under the auspices of the temporary credential. One might be a **Temporary Alcohol and Drug Peer Support Specialist (TRADPSS)** or a **Temporary Certified Alcohol & Drug Counselor (TCADC)**. During the time that one has a temporary credential, it is expected that the applicant will be operating under the direct supervision of a board approved CADC or LCADC Board-Approved supervisor.

The direct supervision must be documented on the forms provided under ["FORMS & DOCUMENTS"](#)

To document TCADC supervision use Form 13.

To document PSS supervision use Form 8.

The applicant will also be accumulating and documenting the required training hours. Having achieved all of the requirements, the applicant may apply for the credential he/she has been working towards, and no longer have a "temporary" credential.



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SUPERVISION [201 KAR 35:070](#)

Both the supervisor and the supervisory agreement must be approved by the Board before supervision begins. At the time of application for temporary credentials or an LCADCA, the applicant will be submitting the supervisory agreement via eservices as part of the online application. The Board approved supervisor will sign off on the request before submitting the request for Board review at a regularly scheduled monthly meeting. To see a list of meeting dates [CLICK HERE](#)

The Board will then notify the applicant via email after the supervisory agreement is approved. While obtaining supervision, annual supervision reports must be submitted to the Board via your eservices account. You will receive reminders, notifications etc. from the Board via email. It is important to maintain current contact information at all times to avoid missing communications from the Board.

CADCs and LCADCs wishing to supervise must register with the board as a Board-Approved supervisor of record by submitting the Request to Provide Supervision Form via eservices. All Board-Approved supervisors have 12 months from obtaining approval as a supervisor to attend the initial Board training in supervisory practices. **The initial training must be offered by the Board; other supervision trainings will not count.**

If you are supervising candidates pursuing the LCADC you must be a Board-Approved LCADC supervisor for those hours to count. Supervision sessions occurring prior to the regulatory changes may count towards licensure as long as the supervision was under a CADC in good standing with at least 2+ years post-certification experience.

❖ *What credentials are currently offered by the KBADC?*

TEMPORARY REGISTERED ALCOHOL AND DRUG PEER SUPPORT SPECIALIST

- High School Diploma or equivalent
- Attest to being in recovery for a minimum of 2 years from a substance related disorder
- Still obtaining the work experience, supervision, and training needed for the Registered Alcohol and Drug Peer Support Specialist (RADPSS)
- The period of a temporary credential is 2 years (one may apply for an extension by renewing)

REGISTERED ALCOHOL AND DRUG PEER SUPPORT SPECIALIST

- High School Diploma or equivalent
- Attest to being in recovery for a minimum of 2 years from a substance related disorder
- Might currently be a Temporary Registered Alcohol and Drug Peer Support Specialist
- Ready to take the Peer Support Specialist exam
- Have already met the requirements for work experience, supervision, and training



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TEMPORARY CERTIFICATION AS AN ALCOHOL AND DRUG COUNSELOR (TEMPORARY CADC)

- Bachelor's degree or higher
- Still obtaining the work experience, supervision, and training needed for CADC or LCADC
- The period of a temporary credential is 2 years (one may apply for an extension through renewal)

CERTIFICATION AS AN ALCOHOL AND DRUG COUNSELOR (CADC)

- Bachelor's degree or higher
- Might currently be a Temporary CADC
- Ready to take the Alcohol and Drug Counselor written exam
- Have already met the required work experience, supervision, and training

LICENSURE AS A CLINICAL ALCOHOL AND DRUG COUNSELOR ASSOCIATE (LCADCA)

- Master's degree (60 hr/30 hr advanced placement) or Doctorate in a behavioral science w/ clinical application
- Still obtaining the work experience and supervision required for LCADC.
- Already have met classroom-training requirements
- Ready to take the AADC licensure exam
- May apply for LCADC after meeting the work experience and supervision requirements

LICENSURE AS A CLINICAL ALCOHOL AND DRUG COUNSELOR (LCADC)

- Master's degree (60 hr or 30 hr advanced placement) or Doctorate in a behavioral science w/ clinical application
- Ready to take the AADC licensure exam (if have not already taken it)
- Have already met the required work experience, supervision, and training

❖ *Will my CADC or LCADC be accepted by Medicaid?*

THE BOARD IS NOT ABLE TO ANSWER BILLING QUESTIONS. Please contact your agency, employer, and/or Medicaid directly for answers to these questions. You can email questions directly to Medicaid at dms.issues@ky.gov

❖ *I am not yet ready to submit my CADC application because I have more hours to obtain. Should I apply for the Temporary CADC?*

YES. This is one of the biggest changes for the ADC Board. Before, you would not send in an application until you had all of your hours completed and were ready to take the exam. If you are under supervision and working, you must register with the Board in some capacity. This is why the temporary credentials were created.



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❖ *I am applying for the LCADCA. Once I pass the AADC exam, do I have to take another one for the LCADC?*

No. There is only one exam for Licensure. It is the advanced level (AADC) exam – which is different than the CADC (ADC) exam. If you pass the Licensure exam and become an LCADCA, you will NOT need to take another exam to become a LCADC. All you need to do is finish obtaining the required hours of supervision as an LCADCA before applying online for the LCADC.

❖ *How Do I go about finding a Board approved Supervisor?*

[CLICK HERE FOR A LIST OF BOARD APPROVED SUPERVISORS](#)

❖ *My check was cashed... why haven't I heard anything from the Board?*

CHECKS ARE NOT PROCESSED AT THIS OFFICE. THEY ARE FIRST SENT TO THE TREASURY BEFORE THE BOARD ADMINISTRATOR RECEIVES THE APPLICATION OR DOCUMENTATION FOR FURTHER PROCESSING. Upon mail arriving at our office, all checks are entered by the fiscal department and sent to the Kentucky State Treasury for processing. If your application is received by our office **at least 10 business days prior to the regularly scheduled Board meeting**, then it will be reviewed at that meeting. It takes approximately 2 weeks for correspondence regarding your application to be emailed. Board Meeting dates can be found on the Board's website under "Quick Links" on the right-hand side. It is a much faster process to apply online. [BOARD MEMBERS & MEETING INFORMATION](#)

❖ *CEU Application Guidance:*

There has been confusion in distinguishing between what constitutes a workshop and what constitutes a course of study. A workshop is a single educational offering that takes place on a single day or consecutive days. It can also be an educational offering that contains multiple topics and presenters that takes place within a specific period of time, such as the Kentucky School of Alcohol and Other Drug Studies or CAPTASA.

A course of study is multiple workshops offered at separate times over an extended period: Examples are staff development and training events that cover multiple topics occurring on separate days over a period of six months or a series of on-line CEU trainings that are available over a year. The distinction is that these workshops are not part of a single or consecutive day event. Read more about CE requirements & pre-approved CE providers here: [201 KAR 35:040](#)



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❖ *How do I extend my Temporary Credential?*

Temporary credentials expire after two years. If you need more time to be under your temporary, follow these instructions to request a two-year extension through renewal:

1. Submit this request online via your eServices account 1-2 months prior to your expiration date, so you can obtain the approval for your extension prior to it expiring. There is no grace period. If your temporary credential expires, you will not be eligible to engage in the practice of alcohol and drug counseling, nor the practice of engaging in peer support services. You also will not be able to accrue any supervision hours.
2. Log in to your eservices account. <https://oop.ky.gov/DPLServices/Login.aspx>
3. If you need assistance with your username or password, email adc@ky.gov
4. Click on "License Renewal/Extension" from the main page, Select your temporary credential and then click "RENEW"
5. There are no fees for renewing the TCADC or TRADPSS
6. The system will ask you to update your personal information including entering your birthdate if the information is not already on file. You must select "YES" or "NO" by the question "Do you wish to update your address, phone, email, or birthdate?" Then scroll to the bottom of the page and click "Continue" to save the changes.
7. No continuing education is required for temporary credential holders.
8. You will need to upload your annual supervision information for the last year leading up to the expiration of your temporary credential.

TCADC use "Verification of Supervision" **Form 13** Logs to document supervision with supervisor's signatures for your personal record keeping. You can find Form 13 by visiting <http://adc.ky.gov> and clicking on "Forms & Documents" in the bar across the top of the page.

TRADPSS use the "Verification of Supervision" **Form 8** to document supervision.



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9. Your board-approved supervisor(s) of record will need to log into their eServices account and select the "Supervision" option from the main menu to approve and sign off on your renewal request. Please have your supervisor email the Board Administrator directly if he/she needs any assistance with this step.

10. Your request will need to go before the Board for review and approval at one of their regularly scheduled monthly board meetings.

11. If approved, you will receive an email stating your credential has been renewed for an additional 2-year period. If not, you will receive an email with reasoning why or a request for additional information.

❖ *How do I submit an official college transcript for my application?*

To be official, the transcript must come direct from the university to PO Box 1360, Frankfort, KY 40602 or electronically to adc@ky.gov. The Board will not accept transcripts from the applicant unless delivered in a sealed envelope from the university.

❖ *How often does the Board offer the Initial Training in Supervisory Practices for CADCs & LCADCs? Where can I find more information?*

The Board typically offers this training 2-3 times per year. Trainings are posted on the KBADC website homepage under "Latest News"

❖ *I am moving to/from a different state and want to transfer my IC&RC credential via reciprocity.*

You can find more information about the reciprocity process here:

<https://www.internationalcredentialing.org/reciprocity>

IC&RC Board Directory

<https://www.internationalcredentialing.org/memberboards>