



# KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

P.O. Box 1360, Frankfort, Kentucky 40602

Email: [adc@ky.gov](mailto:adc@ky.gov) Website: <http://adc.ky.gov> Phone: (502) 782-8814

## **CERTIFIED ALCOHOL AND DRUG COUNSELOR ASSOCIATE 1 (CADCA1) APPLICATION CHECKLIST**

**Description:** Applicants have a high school diploma or equivalent. If you have a qualifying Bachelor's Degree or higher, you could be pursuing the TCADC instead of CADCA1. Review the TCADC application for further details.

1. **18 years of age** or older.
2. **Section 1** of application completed.
3. **Section 2 completed** – describing education attainment of a high school diploma or equivalent.
4. **Submit an official copy of your high school diploma or equivalent** with your application.
5. **Section 3 completed** – list your relevant work experience obtained thus far, as well as where you expect to obtain your relevant work/supervision experience.
6. **Sign the Affidavit Form 1** at bottom of page 3.
7. **Complete the Supervisory Agreement Form 3** with a Board approved supervisor.
8. **Complete the Verification of Board Approved Training Form 20** – demonstrating that you have completed 40 classroom hours of Board approved curriculum, 20 hours of which shall have been obtained in the previous 2 years that include the 4 domains below.
  1. Screening assessment and engagement;
  2. Treatment planning, collaboration, and referral;
  3. Counseling;
  4. Professional and ethical responsibilities;
9. **Submit payment with application** (check or money order ONLY) payable to Kentucky State Treasurer

**Certification as an Alcohol and Drug Counselor Associate 1 Application Fee** **\$50.00**

**Certification as an Alcohol and Drug Counselor Associate 1 Issuance Fee** **\$200.00**

The completed application may be submitted with payment to the PO Box address at the top of the page. Materials must be received by our office at least **10 DAYS PRIOR** to the next scheduled Board Meeting to ensure review.

If this deadline is not met, your application will most likely be added to the next month's agenda for review. The Board meets on a monthly basis. Board meeting dates are on our website under "Quick Links" Board Members & Meetings.

## IMPORTANT INFORMATION

- Incomplete applications will not be reviewed.
- Applicants will not be notified when their application arrives.
- Your check being cashed does not mean your application has been reviewed.
- It is the applicant's responsibility to ensure materials have been received by the Board Administrator.
- Applicants may contact the office to check on the status of their application. Email is best: [adc@ky.gov](mailto:adc@ky.gov)

**DURING THE FIRST 12 MONTHS AS A CADCA1 YOU MUST COMPLETE** at least 30 additional classroom hours of Board-approved curriculum including each of the Four Domains.

Print off CADCA1 Verification of Board-Approved Training for first 12 months (Form 21) to start recording your training.

### For those working to obtain the CADC:

Supervision hours accrued prior to February 5<sup>th</sup>, 2016 must be with a Kentucky CADC in good standing with the Board for at least 2 years of post-certification experience at the time of supervision. Any supervision occurring after February 5<sup>th</sup>, 2016 must be with a Board-approved CADC or LCADC supervisor of record and Board-approved supervisory contract as tied to the supervisee's active and issued Temporary CADC. One must be an approved and active TCADC, approved by the Board, **prior** to starting supervision and engaging in the practice of alcohol and drug counseling.

### CADCA1 Requirements by Law:

Please visit <http://adc.ky.gov> and click on "LEGAL" in the bar across the top of the page. On this page, you will find requirements for the Certified Alcohol and Drug Counselor Associate 1 (CADCA1).

**Where to find a list of Board-approved Supervisors:** <http://adc.ky.gov> under "Quick Links."

### When you start supervision:

It is best to document it on a regular basis. Keep good notes and **maintain copies of everything for your own records**. You should begin to document your supervision on the **Verification of Supervision Form 13** found on the ADC website under "Forms & Documents." **Your supervision hours must be submitted on an annual basis** (based on the issuance date of your CADCA1) using eservices, along with the **Supervision Annual Report Form 14** via your online eServices account.

**Supervision sessions:** Should not be documented as "blocks" of dates. List each session individually with the corresponding date, time and board-approved supervisor signatures under the appropriate domain.

### If you have long supervision sessions:

Document as much detail as possible as to what those sessions looked like/the activities completed or it could cause your CADC application to be deferred. Supervision sessions do not "typically" last 3+ hours and should not be occurring every day. For information regarding the difference between "work experience" and working alongside of your board-approved supervisor versus "clinical supervision", please review the laws and regulations booklet found at <http://adc.ky.gov> under "LEGAL"

### Classroom Training Hours:

1 academic credit hour equals 15 actual training hours. Therefore, if you took a 3 credit hour course related to alcohol/drug counseling, it would equal 45 actual training hours. More information can be found within 201 KAR 35:050 Curriculum of Study under "LEGAL."

**The period of a temporary credential is two (2) years.** Upon receipt of an extension/renewal request cosigned by the Board-approved supervisor. The Board may approve no more than two, two-year extensions of the temporary credential. Should you extension request not be approved, you are welcome re-apply for the CADCA1 if you need more time.

## NEXT STEPS:

1. Read the Board's Laws and Regulations Booklet <http://adc.ky.gov>
2. If approved, you will receive an approval letter sent to your home address or via email, within **approximately 2 weeks** following the Board meeting with information about registering for the exam. Board meeting results **will not be disclosed via phone**. You must wait for your letter or email to arrive.  
  
If not approved, you will receive a letter or email of explanation within **approximately 2 weeks following the Board meeting**. Board meeting results **will not be disclosed via phone**. You must wait for your letter or email to arrive. You will have an opportunity to submit additional/missing information in time for the next monthly board meeting so your application can be reviewed a second time
3. Remain under your Board-approved supervisor(s) of record and continue meeting the minimum monthly supervision requirement of 4 hours.
4. Print off the Verification of Clinical Supervision Form 13 to start documenting your supervision. <http://adc.ky.gov> under "Forms & Documents"
5. Print off CADCA1 Verification of Board-Approved Training for first 12 months Form 21 and start recording your training <http://adc.ky.gov> under "Forms & Documents"
6. CADCA1 Continuing Education Requirements A minimum of 30 continuing education hours relevant to the field shall be accrued each year INCLUDING 6 hours in ethics. See **201 KAR 35:040E** for more information <https://apps.legislature.ky.gov/law/kar/201/035/040E.pdf>.
7. Make sure to read the Board's supervision regulation in full <http://adc.ky.gov> click on "LEGAL" and select **201 KAR 35:070 Supervision Experience**.
8. YOU MUST RENEW YOUR CREDENTIAL every 2 years on the anniversary of issuance. The fee to renew is \$100. You will receive renewal reminders to the email address on file.
9. It is your responsibility to keep the Board informed of any change of address, name, contact information, employment and/or supervisor changes. Changes should be submitted using eServices <https://oop.ky.gov/DPLServices/Login.aspx>. From the main menu click RECORD CORRECTION.



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P.O. Box 1360, Frankfort, Kentucky 40602 ~ 500 Mero St., 2 SC 32, Frankfort, Kentucky 40601  
Phone (502) 782-8814 ~ <http://adc.ky.gov>

- APPLICATION FOR:**
- TEMPORARY REGISTRATION AS PEER SUPPORT SPECIALIST ( )
  - REGISTRATION AS PEER SUPPORT SPECIALIST ( )
  
  - CERTIFIED ALCOHOL AND DRUG COUNSELOR ASSOCIATE I ( )
  - CERTIFIED ALCOHOL AND DRUG COUNSELOR ASSOCIATE II ( )
  
  - TEMPORARY CERTIFICATION AS AN ALCOHOL AND DRUG COUNSELOR ( )
  - CERTIFICATION AS AN ALCOHOL AND DRUG COUNSELOR ( )
  
  - LICENSED CLINICAL ALCOHOL AND DRUG COUNSELOR ASSOCIATE ( )
  - LICENSED CLINICAL ALCOHOL AND DRUG COUNSELOR ( )
  - LICENSED ALCOHOL AND DRUG COUNSELOR ( )

## SECTION 1 – APPLICANT INFORMATION

1. \_\_\_\_\_
- |                            |                |            |            |
|----------------------------|----------------|------------|------------|
| Name: First                | Middle         | Last       | Maiden     |
| _____                      |                |            |            |
| Social Security Number     | Date of Birth  | Home Phone | Cell Phone |
| _____                      |                |            |            |
| Mailing Address: Street    | City           | State      | Zip Code   |
| _____                      |                |            |            |
| Employer                   | Business Phone |            |            |
| _____                      |                |            |            |
| Employer's Address: Street | City           | State      | Zip Code   |
| _____                      |                |            |            |
| Home Email                 | Business Email |            |            |
| _____                      |                |            |            |
2. Have you had a credential in Kentucky or any other state that has ever been suspended or revoked?  
 YES  NO If yes, give details:  
\_\_\_\_\_
3. Have you been convicted of a felony or plead guilty, including an Alford plea (other than minor traffic violations) under the laws of the United States in the last 5 years?  YES  NO If yes, what offense?  
\_\_\_\_\_ (If yes, send supporting documentation.)
4. Are you credentialed as an Alcohol or Drug Counselor in any other state?  YES  NO  
If yes, what state? \_\_\_\_\_ Type of Credential? \_\_\_\_\_
5. Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position from any professional training program, or from the program of any university?  YES  NO  
(If yes, send supporting documentation.)
6. Have you ever been sanctioned by the Kentucky Board of Alcohol and Drug Counselors or by any other credentialing board or professional associations for ethical misconduct?  YES  NO  
(If yes, send supporting documentation.)

7. Are you currently on active military duty?  YES  NO

8. Are you or your spouse a member of the United States military, Reserves, or National Guard, or are you or your spouse a veteran?  YES  NO

If yes, do you currently hold or recently held an equivalent credential issued by another state, the District of Columbia, or any possession or territory of the United States?  YES  NO

If yes, please answer the following questions:

Has your credential issued by another state, the District of Columbia, or any possession or territory of the United States been expired for more than two years?  YES  NO

Is your credential issued by another state, the District of Columbia, or any possession or territory of the United States in good standing?  YES  NO

Has your credential issued by another state, the District of Columbia, or any possession or territory of the United States been suspended for disciplinary reasons?  YES  NO

The United States military service member, Reserves or National Guard member, veteran, or spouse shall submit:

(1) Proof of issuance of a valid license, permit, certificate, or other document issued by another state, the District of Columbia, or any possession or territory of the United States that is active or has been expired for less than two (2) years;

(2) Proof that the valid license, permit, certificate, or other document issued by another state, the District of Columbia, or any possession or territory of the United States is in good standing or was upon the date of expiration; and

(3) His or her DD-214 form or other proof of active or prior military service with an honorable discharge, discharge under honorable conditions, or a general discharge under honorable conditions.

## SECTION 2 – APPLICANT EDUCATION

School	Name and Location	Dates Attended	Date of Graduation	Number of Hours	Degree Obtained
High School/Equivalent					
Baccalaureate					
Master's					
Doctoral					

**Submit proof of your highest education achieved:**

- High school / equivalent - submit a copy of your diploma or certificate.
- Other higher education - submit official transcript sent from registrar of the college or university.

**SECTION 3 – WORK EXPERIENCE (Attach Additional Related Experience If Needed)**

Name of Employer:	_____
Title or Position:	_____
Employment Start Date:	_____ End Date: _____
Address of Employer:	_____
Clinical Supervisor:	_____ Credential Number: _____
Total Number of Work Hours per Week Related to Alcohol and Drug Clients:	_____
Describe Work Duties Related to Alcohol and Drug Clients:	_____ _____
Name of Employer:	_____
Title or Position:	_____
Employment Start Date:	_____ End Date: _____
Address of Employer:	_____
Clinical Supervisor:	_____ Credential Number: _____
Total Number of Work Hours per Week Related to Alcohol and Drug Clients:	_____
Describe Work Duties Related to Alcohol and Drug Clients:	_____ _____

**AFFIDAVIT**

I do hereby certify under penalty of law, that the information contained herein is true, correct and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose such misrepresentation or falsification, my application could be rejected or my certification revoked by the Board. Furthermore, I agree to abide by the standards of practice and code of ethics approved by the Board.

\_\_\_\_\_  
Applicant's Signature (Do not type or print)

\_\_\_\_\_  
Date



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## SUPERVISORY AGREEMENT

To Be Completed By Applicant and Supervisor (Please Check One)

Certified Associate       Temporary Certification       Licensed Associate

### **INSTRUCTIONS**

1. Forms submitted without the appropriate signatures will be returned.
2. The completed form may be submitted to the Kentucky Board of Alcohol and Drug Counselors either by mail to P.O. Box 1360, Frankfort, Kentucky 40602 or by delivery to 500 Mero St., 2 SC 32, Frankfort, Kentucky 40601.

### **SECTION 1 APPLICANT INFORMATION**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
/ / ( ) - ( ) -  
Social Security Number \_\_\_\_\_ Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### **SECTION 2 SUPERVISOR INFORMATION**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email Address \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
( ) -  
Telephone Number \_\_\_\_\_ Type of License/Certification Held and Number \_\_\_\_\_  
/ / / /  
Date of issue (Attach a copy) \_\_\_\_\_ Expiration Date (Attach a copy) \_\_\_\_\_

Date of Board Approved  
Supervision Training (Attach copy  
of certificate of attendance)

Number of Supervisee's Currently  
Providing with Board Approved  
Supervision

**SECTION 3**  
**INFORMATION RELATED TO SUPERVISED EXPERIENCE**

Applicant Name \_\_\_\_\_

Name of organization or agency where experience will be gained (complete a separate form for each setting.)

\_\_\_\_\_  
Street Address of Organization or Agency

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Average number of hours expected to be gained per week: \_\_\_\_\_

- Type of Setting:
- |  |   |
|--|---|
| <input type="checkbox"/> State/Government Agency | <input type="checkbox"/> Hospital             |
| <input type="checkbox"/> Non-Profit              | <input type="checkbox"/> DUI/Private Practice |
| <input type="checkbox"/> School                  | <input type="checkbox"/> Rehab Center         |

Type of peer support/counseling experience to be gained (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Rehabilitation Center | <input type="checkbox"/> Judicial/Corrections  |
| <input type="checkbox"/> Child & Adolescent    | <input type="checkbox"/> Individual Counseling |
| <input type="checkbox"/> Adult                 | <input type="checkbox"/> Group Counseling      |
| <input type="checkbox"/> Family Treatment      |  |
| <input type="checkbox"/> Other                 |  |

\_\_\_\_\_  
Describe

Describe specifically, and in detail, what work experience will be obtained to meet the criteria in the following four (4) domains: (a) Screening assessment and engagement; (b) Treatment planning, collaboration, and referral; (c) Counseling; and (d) Professional and ethical responsibilities. (201 KAR 35:070)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe specifically, and in detail, how supervision will focus on: (a) Screening assessment and engagement; (b) Treatment planning, collaboration, and referral; (c) Counseling; and (d) Professional and ethical responsibilities.(201KAR 35:070)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I, as applicant, affirm that all information provided by me on this form is true and accurate and I affirm the following:

- That I have read the board Law and Regulations related to supervised experience and that all supervised experience will be completed in accordance with board rules;
- That I will meet with my supervisor at a minimum of 2 hours two (2) times a month of documented supervised experience;
- That I will abide by all rules of the board, including ethics requirements;
- That I understand the alcohol and drug counselor associate I certification/alcohol and drug counselor associate II certification/temporary certification/clinical alcohol and drug counselor associate license is only valid while I practice under supervision;
- That I notify the board if this supervisory arrangement is terminated; and
- That I understand any additional supervisors and settings shall be approved by the board in advance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**This agreement shall not be effective until the board has issued the letter approving the agreement.**

I, as the board-approved supervisor of the above-named applicant, affirm that all information provided by me on this form is true and accurate and I affirm the following:

- That all supervised experience will be completed in accordance with the Law and Regulations related to supervised experience and all subsequent board rules.
- That I will provide supervision to the above name applicant at least 2 hours two times a month of documented experience.
- That I understand the full professional responsibility for services of the supervisee shall rest with the supervisor.
- That I understand the supervisory arrangement is only valid while my credential remains in good standing.
- That I will notify the board if the supervisory arrangement is terminated.
- That I understand that I shall not serve as a supervisor of record for more than twelve persons obtaining experience for peer support/certification/licensure at the same time.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant Name \_\_\_\_\_



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### **CERTIFIED ALCOHOL AND DRUG COUNSELOR ASSOCIATE I** **VERIFICATION OF BOARD-APPROVED TRAINING**

In accordance with KRS 309.0841 and 201 KAR 35:050, Section 1(2), an applicant seeking certification as an alcohol and drug counselor associate I shall complete forty (40) classroom hours of board-approved curriculum, twenty (20) hours of which shall have been obtained in the previous two (2) years, that includes:

1. Screening assessment and engagement;
2. Treatment planning, collaboration, and referral;
3. Counseling; and
4. Professional and ethical responsibilities

I certify, under penalty of perjury, that I have had training or education in each of the four domains related to the practice of alcohol and drug counseling.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALCOHOL AND DRUG COMPETENCY TRAINING HOURS** All training hours shall specifically related to the knowledge and skills necessary to perform the four alcohol and drug counselor domains: 1. Screening assessment and engagement; 2. Treatment planning, collaboration, and referral; 3. Counseling; and 4. Professional and ethical responsibilities.

#### **PRINT OR TYPE**

Title of Course	Dates of Attendance	Entity Offering Training	No. of Actual Training Hours

**Total Number of Hours:** \_\_\_\_\_



