



KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

P.O. Box 1360, Frankfort, Kentucky 40602

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

CERTIFIED ALCOHOL AND DRUG COUNSELOR (CADC) APPLICATION CHECKLIST

Description: Applicants have at least a Baccalaureate degree (in any field) unless the applicant is Certified by the Board as a CADCA II or TCADC ready to take the ADC computer exam and have already obtained required work experience, supervision, and trainings. If you have a qualifying Master's Degree or higher, you could be pursuing Licensure (LCADC) instead of Certification (CADC). Review the LCADC requirements for further details.

1. **18 years of age** or older.
2. **Section 1** of application completed – contact information, credential history, background questions.
3. **Section 2 completed** – describing education attainment of at least a bachelor's degree in any field unless the applicant is certified by the Board as a CADCA II.
4. **Request an official transcript** conferring your highest degree be sent from the registrar of the institution directly to the Board address listed at the top of this page or electronically to adc@ky.gov. Copies of transcripts, including those issued to students, are NOT acceptable. Let the Board Administrator know if your diploma/transcript is under a different last name than your current one.
5. **Section 3 completed** – Must have completed 4,000 hours of supervised work experience working with persons having a substance use disorder. Refer to 201 KAR 35:075 for more information about substitutions for work experience. Hours required may vary based on education.
6. **Digitally sign the Affidavit.**
7. **Supervision Evaluation(s) Form 7**– Completed and signed by you and your Board Approved Supervisor (CADC, LADC, or LCADC).
8. **Complete the Verification of Classroom Training Form 10** – demonstrating that you have completed 300 classroom hours of Board approved curriculum, 6 of which shall be in ethics training, 3 in domestic violence, and 2 hours in training in the transmission, control, treatment, and prevention of the human immunodeficiency virus as required in KRS 309.083 for a certified alcohol & drug counselor (CADC) 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. **Verification of Clinical Supervision Form 13** – 200 hours of direct supervision documented and signed by your Board-Approved Supervisor(s) including a minimum of 10 hours in each of the four domains. Hours required will vary based on education.
10. **Submit two letters of reference** from Board approved CADC or LCADC counselors.
11. **Submit payment** via electronic check or card through eServices.

Certification as an Alcohol and Drug Counselor Application Fee	\$50.00
Certification as an Alcohol and Drug Counselor Exam Fee	\$200.00
Certification as an Alcohol and Drug Counselor Initial Issuance Fee	\$200.00

(Due after passing ADC exam)

The completed application is submitted to the Kentucky Board of Alcohol & Drug Counselors via eServices.

Materials must be received by our office at least **10 DAYS PRIOR** to the next scheduled Board Meeting to ensure placement on the agenda. If this deadline is not met, your application will most likely be added to the next month's agenda for review.

Board meeting dates are on our website <http://adc.ky.gov> under "Quick Links."

IMPORTANT INFORMATION

- **Incomplete applications will not be reviewed.**
- **Applicants will not be notified when their application arrives.**
- **Your payment being accepted 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**

CADC 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 (CADC).

200 Hours of Supervision: Should be documented on the "Verification of Supervision" form 13 found at <http://adc.ky.gov> under "Forms & Documents". Sessions should be documented as "blocks" of dates. Sessions are to be listed individually with the corresponding date, time, and board-approved supervisor's signature. Your supervision hours must be submitted via your online eServices account.

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. Supervision sessions that **exceed two hours in a single day** will require a **written explanation** justifying the length of supervision when submitted in eServices. 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".

4,000 Hours of Relevant Work Experience:

"Work experience" means the hours spent performing the services, tasks, and reports necessary for providing counseling, intervention, or support services to a person with a substance use disorder or that person's significant others (see definitions here: <https://apps.legislature.ky.gov/law/kar/201/035/010.pdf>). You may count any hours working with AOD clients in the past or out of state – paid or unpaid. The Board will determine if you have met this requirement when reviewing your application.

Work Experience Substitution Request:

Based on the type of educational degree you hold (please visit <http://adc.ky.gov> and click on "LEGAL" in the bar across the top of the page to access 201 KAR 35:075), you may not be required to complete the full 4,000 hours of required work experience. At the time the Board reviews your CADC application, they will review the amount of hours you have requested and will let you know if they have approved your substitution request. This substitution may alleviate the amount of hours needed working in the field.

300 Hours of Classroom Training:

Refer to the 201 KAR 35:050 "Curriculum of Study" regulation for more information under "LEGAL" in the bar across the top of the page). One (1) academic credit hour equals 15 actual training hours. Depending on the type of degree program you completed, you may have in turn already completed most of the required training classroom hours. Write down the courses you want the Board to review as meeting the classroom training requirement on the "Verification of Classroom Training" form 10 of the CADC application, even if you may be unsure. For example, a 3 credit hour academic course in alcohol and drug counseling would need to be written on the form along with "45" as the amount of actual training hours in the column to the far right. If it is something from your college education, the Board will check your transcripts against what you have written on the form, to make sure those courses are there. If the course title on your transcript isn't clear or obvious (i.e.: not all Ethics courses may have the word "ethics" in the title of the course or HIV/Domestic Violence may not be in the course titles), then the suggestion is to include course descriptions or course syllabi for the Board to review.

You may count continuing education trainings or other courses and submit the course completion certificates along with your CADC application. Please review the 201 KAR 35:040 Continuing Education Regulation (found at <http://adc.ky.gov> under "LEGAL") for pre-approved providers which may help you decide which trainings the Board may accept.

300 Hours of Classroom Training (Cont.):

You can also check the Board's meeting minutes to see what courses are approved each month. On our website click Board Members & Meetings under "Quick Links." CE Approvals are good for one (1) year.

The Board will not make the final determination if the training requirement has been met until they review your complete application. If they do not approve your training, they will either let you know why and/or will request additional documentation.

NEXT STEPS:

1. Read the Board's Laws and Regulations Booklet <http://adc.ky.gov>
2. Remain under your Board-approved supervisor(s) of record until you pass the ADC examination and have your CADC officially issued by the Board.
3. If approved, you will receive an approval email **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 email to arrive.

If not approved, you will receive an email of explanation **approximately 2 weeks following the Board meeting**. Board meeting results **will not be disclosed via phone**. You must wait for your 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.

4. Prepare to take the IC&RC Alcohol and Drug Counselor (ADC) exam.
Exam prep, study materials, & practice exams can be found online via IC&RC's website <https://www.internationalcredentialing.org/exams>
5. You will know the day you take the exam if you have passed. If you did not pass, the Board will send instructions for re-examination. If you fail the exam two or more times, a board-approved remediation plan is required, co-signed by your supervisor(s).

After you pass the exam, the Board will receive your score report the next business day. The Board will request by email payment of the initial Certification fee, to be paid in eServices. Upon receipt of the certification fee, your CADC will be issued within approximately 10 business days. You are not required to renew the CADC for a three (3) year period. Review the continuing education requirements 201 KAR 35:040 found at <https://adc.ky.gov/> under "LEGAL" for more information.

6. Review requirements for the training program in suicide assessment, treatment, and management <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=44306>
7. A minimum of 20 continuing education hours must be accrued EACH YEAR by a CADC.
8. 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.