



## KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

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

### **WORKPLACE EXPERIENCE SUBSTITUTION REQUEST**

In order to become a CADC or LADC, you must have completed board-approved experience working with clients who have a substance use disorder:

- High school diploma or jurisdictional equivalent requires 6,000 hours of supervised work experience.
- Associate's degree in a related field requires 5,000 hours of supervised work experience.
- Bachelor's degree in a related field requires 4,000 hours of supervised experience.
- Master's degree or higher in a related field requires 2,000 hours of supervised experience.

A minimum of three (3) years full-time supervised experience in alcohol and drug counseling. For those applicants whose caseload is less than 100 percent with substance abusing clients, a proportionate amount of years of Board-approved experience in alcohol and drug counseling must be documented (i.e., 50 percent workload devoted to alcohol and drug counseling equals 6 years of experience; 75 percent devoted to alcohol and drug counseling equals 4 ½ years, etc.) Pursuant to 201 KAR 35:075 Section 1, you may substitute a degree in a related field for work experience. A master's degree or higher in a related field may be substituted for three thousand (3,000) hours of work experience. A master's degree or higher in a related field, with a specialization in addictions or drug and alcohol counseling may be substituted for 4,000 hours of work experience. A bachelor's degree in a related field may be substituted for two thousand (2,000) hours of work experience.

### **WORK SUBSTITUTION REQUEST**

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

Name of College or University: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Number of Work Substitution  
Hours Requested: \_\_\_\_\_

\*Official transcripts must be sent from the institution directly to the Board.