



KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

P.O. Box 1360, Frankfort, Kentucky 40602

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LICENSURE AS A CLINICAL ALCOHOL AND DRUG COUNSELOR ASSOCIATE CHECKLIST

Description: Applicants have a Master's Degree (60 hr. or 30 hr. Advanced Placement) or Doctoral Degree in a behavioral science with clinical application. They have met all the requirements to apply for Licensure (LCADC) with the exception of required work experience and supervision. Applicants are ready to take the licensure exam.

1. **18 years of age** or older.
2. **Section 1** of application completed – contact information, credential history, background questions.
3. **Section 2 completed** – describing attainment of at least a Master's degree (60 hour OR 30 hour advanced placement OR Doctoral degree) **in a behavioral science with clinical application.**
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** – list your relevant work experience obtained thus far, if any.
6. **Digitally sign the affidavit.**
7. **Supervisory Agreement Form 3** – Completed and digitally signed by you and your Board Approved Supervisor.
8. **Verification of Classroom Training Form 11** – Documenting the required **180 classroom hours** of board-approved curriculum. 6 hours must be specific to counselor ethics, 3 hours training specific to domestic violence and 2 hours training in the transmission, control, treatment and prevention of HIV.
9. **Submit two letters of reference** from Board approved CADC or LCADC counselors.
10. **Submit payment** via electronic check or card through eServices.

Licensed Clinical Alcohol and Drug Counselor Associate Application Fee	\$50.00
AADC Licensure Exam Fee	\$200.00
Initial Issuance of License (LCADCA) Fee	\$300.00

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**

Effective February 5th, 2016, 201 KAR 35:070 Amendment Section 1 (6) became law. Supervision hours completed **prior** to February 5th, 2016 can count toward the LCADC supervision requirement as long as the supervisor was a current LCADC or CADC in good standing with at least 2+ years of post-certification experience at the time of supervision. **After** February 5th, 2016, supervision hours **MUST** be with a Board-approved LCADC supervisor of record in order to count towards the LCADC requirement.

Where to find a Board-approved Supervisor: <https://oop.ky.gov/adcsup.aspx>

When you start supervision it is best to document it on a daily basis. Keep good notes and maintain copies of everything for your own records. You may begin to document your supervision on the **Supervision Verification Form 13** found on the ADC website under Forms & Documents.

Supervision sessions should not be documented as “blocks” of dates. List each session individually with the corresponding date and time.

If you have long supervision sessions this could cause your application to be deferred. Provide as much detail as possible as to what those sessions looked like and the activities that occurred. Supervision sessions do not “typically” last 3+ hours.

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.

NEXT STEPS:

1. **Read the Board's Laws and Regulations Booklet** <http://adc.ky.gov>
2. **If approved,** you will receive an email approximately 2 weeks following the Board meeting either requesting the examination fee OR letting you know that you have been pre-registered to sit for the next scheduled AADC exam.

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.
3. **Prepare to take the IC&RC Advanced Alcohol and Drug Counselor (AADC) exam.** Exam prep, study materials, & practice exams can be found online via IC&RC's website <https://www.internationalcredentialing.org/exams>
4. **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).

5. 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 LCADCA will be issued within approximately 10 business days. The LCADCA will be issued for a 3-year period. You must renew the license every 3 years.
6. A minimum of 20 continuing education hours must be accrued EACH YEAR by an LCADCA. At least 3 hours shall be in ethics during the renewal cycle.
7. Review requirements for the training program in suicide assessment, treatment, and management <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=44306>
8. 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**.
9. One year from the issuance of your LCADCA you must submit a **Supervision Annual Report Form 14** to the Board via eServices.

Supervisees with annual reports due are to submit documentation **via their eServices online account** found at <http://adc.ky.gov> by clicking on "eServices"

Direct Link: <https://oop.ky.gov/Eservices/Default.aspx>

Once logged in, select the "Supervision" link from the main menu. You should see your board approved supervisor(s) listed.

Should the Board request additional documentation, following the next regularly scheduled meeting of the Board the supervisee will receive email correspondence regarding their annual report stating the Board's request for additional information. If the supervision annual report is received and accepted, the supervisee will receive such approval email correspondence.

ALL SUPERVISEES & SUPERVISORS must ensure their eServices account is up-to-date with current contact information, including e-mail.

Important Board correspondence regarding supervision, etc. will be sent via email.

It is a shared responsibility between supervisee and supervisor to submit timely documentation to the Board. eServices Direct Link: <https://oop.ky.gov/Eservices/Default.aspx>

10. Request to change or terminate your Board-approved supervisor: If you need to add, change, or remove your supervisor of record please do so via your online eServices account. 201 KAR 35:070 states upon a change of supervisor, a new plan for supervision or **Supervisory Agreement Form 6** shall be submitted by the supervisor or supervisee for approval (via their online eServices account). Upon termination of the supervisor-supervisee relationship, the final report of supervision or **Supervision Evaluation Form 9 and copies of Supervision Log Form 8** shall be submitted to the Board within thirty (30) days of the termination.

11. *It is your responsibility to keep the Board informed* of any changes to address, name, contact information, employment and/or supervisor. Changes may be submitted via your online eServices account. From the main menu, click **RECORD CORRECTION**. **Do not rely on forwarding services of the United States Postal Service.**