



# 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 (LCADC) 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. Applicants have met all the requirements for work experience, training, and supervision and are ready to take the licensure exam if they have not already done so as an LCADCA. An applicant may also be a Temporary CADC meeting all of the LCADC requirements and ready to take the licensure exam. (This application is not for existing CADCs wishing to Grandparent to LCADC.)

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 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](mailto: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 **2000 hours** of experience working with persons having a substance use disorder.
6. **Digitally sign the affidavit.**
7. **Verification of Classroom Training Form 11** – Completed and documented the **180 classroom hours** of board-approved curriculum (you may submit the same information submitted for LCADCA). Six 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.
8. **Supervision Evaluation(s) Form 7** – Completed and signed by you and your Board Approved Supervisor.
9. **Verification of Clinical Supervision Form 13** – 100 hours of direct supervision documented and signed by your Board-Approved LCADC Supervisor. **Hours required might 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.

Licensed Clinical Alcohol and Drug Counselor Application Fee	\$50.00
Licensure Exam Fee	\$200.00
Licensed Clinical Alcohol and Drug Counselor Issuance 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](mailto:adc@ky.gov)**

**Effective February 5th, 2016, 201 KAR 35:070 Amendment Section 1 (6) became law.** Supervision hours completed **prior** to February 5<sup>th</sup>, 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 5<sup>th</sup>, 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. *Remain under your Board-approved supervisor(s) of record* until you pass the AADC examination and have your LCADC officially issued by the Board.
3. *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.

4. *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>
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).

6. 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 LCADC will be issued within approximately 10 business days. The LCADC will be issued for a 3-year period. You must renew the license every 3 years.
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. A minimum of 60 continuing education hours shall be accrued during the 3 year licensure period for renewal with at least 3 hours in ethics by an LCADC.
9. It is your responsibility to keep the Board informed of any change of address, name, contact information, and/or employment changes. Changes should be submitted using eServices <https://oop.ky.gov/DPLServices/Login.aspx>. From the main menu, click RECORD CORRECTION.