



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

TEMPORARY CERTIFICATION AS AN ALCOHOL AND DRUG COUNSELOR (TCADC) CHECKLIST

Description: *Temporary CADC Applicants have a Baccalaureate degree (in any field) or higher and need to obtain the work experience, supervision, and training needed to become a CADC.*

TCADC Applicants with a qualifying Master's Degree could be pursuing Licensure (LCADC) instead of Certification (CADC) and need to obtain the work experience, supervision, and training needed to become an LCADC. It is not a requirement that a Temporary CADC must apply next for the CADC. One may be a Temporary CADC and then apply directly for the LCADC when ready.

1. **18 years of age** or older.
2. **Section 1** of application completed.
3. **Section 2** completed – describing education attainment of at least a Bachelor's degree.
4. **Section 3** completed – list your relevant work experience obtained thus far, as well as where you expect to obtain your relevant work/supervision experience.
5. **Sign the Affidavit** at bottom of page 3.
6. **Supervisory Agreement** – Completed and signed by you and your Board Approved Supervisor
7. **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 Issued to student and copies of transcripts are NOT acceptable. Let the Board Administrator know if your last name was different at the time of your degree.
8. **Submit payment** (check or money order) payable to Kentucky State Treasurer (DO NOT SEND CASH)

Temporary Certification as an Alcohol and Drug Counselor Application Fee \$50.00

The completed application may be submitted with payment to the PO Box address listed at the top of this 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**

For those working to obtain the CADC:

Supervision hours accrued prior to August 24th, 2015 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 August 24th, 2015, 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.

For those working to obtain the LCADC: 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 Kentucky LCADC, or a current CADC in good standing with at least 2 or more years of post-certification experience at the time of supervision. Any supervision occurring after February 5th, 2016, must be with a Board-approved LCADC supervisor of record and Board-approved supervisory agreement as tied to the supervisee's active and issued Temporary CADC in order to count towards the LCADC supervision requirement. 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. Supervision hours acquired under a Board-approved CADC supervisor will not count towards the LCADC supervision requirement. **Therefore, as a Temporary CADC working towards the LCADC, please be sure you are under the supervision of an LCADC.**

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 TCADC) 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.

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/LCADC 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 TCADC if you need more time.

NEXT STEPS:

1. Read through the Board's Laws and Regulations Booklet found at <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. **Board meeting results will NOT be disclosed via phone.** You must wait for your letter or email to arrive. If you do not want to wait for the correspondence to arrive via mail, you may try checking the board's website the week following the board meeting to see if you have been approved:

<http://adc.ky.gov> and click on “**Verify a license**” to search for your name

Direct link http://oop.ky.gov/lic_search.aspx

If your name comes up and shows an **active** Temporary CADC with an issue and expiration date, you have been approved with the supervisor(s) of record you submitted along with your application and may call yourself a TCADC. Supervision will be authorized under your approved supervisor(s). If you do not see your name at all please wait for your formal 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. **Applicants that are not approved are not able work in the capacity of a Temporary CADC, call themselves a TCADC or able to begin counting the hours of supervision under the requested supervisor(s).**

3. Print off Form 13 and start recording your training and supervision <http://adc.ky.gov> under “Forms & Documents”
4. Temporary CADC's do not have Continuing Education Requirements while they are in the temporary status. TCADCs are expected to be working on trainings, work hours and supervision needed to apply for the CADC or LCADC.
5. 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**.

6. One year from the issuance date of your TCADC you must submit A SUPERVISION ANNUAL REPORT Form 14 and SUPERVISION LOGS Form 13 to the Board.

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.

Supervisors may also submit the documentation for the supervisee, if they wish.

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>

- 7. Request to have two (2) Board-approved supervisors:** If you would like two Board-approved supervisors, an additional Supervisory Agreement shall be submitted to the Board for approval via your eServices online account. 201 KAR 35:070 states **each** supervisor of record shall provide supervision to the supervisee no less than two (2) hours, two (2) times a month. 201 KAR 35:070 Section 7 states if a supervisee has more than one (1) board-approved supervisor, the supervisors shall be in direct contact with each other at least once every six (6) months, and they shall provide supervisory plans and reports to the board and copies to each other. A request to have two (2) supervisors at once shall include detailed information as to how the supervisors shall communicate and coordinate with each other in meeting required supervision goals.
- 8. Request to change or remove 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** shall be submitted by the supervisor or supervisee for approval. Upon termination of the supervisor-supervisee relationship, the final report of supervision or **Supervision Evaluation Form 7** and **Supervision Logs Form 13** shall be submitted to the Board within thirty (30) days of the termination.

9. Prepare to take the IC&RC Alcohol and Drug Counselor (ADC) exam: After you have obtained the necessary work experience, supervision and trainings necessary for the CADC, you will then submit the CADC Application. Once your application for CADC is approved, you will be sent instructions to register for the ADC computer-based exam.

EXAM PREPARATION, STUDY MATERIALS & PRACTICE EXAMS:

<http://internationalcredentialing.org> (ADC Exam)

For those pursuing LCADC/LCADCA, you can prepare for the Advanced Alcohol & Drug Counselor (AADC) exam.

You will not need to take both exams.

EXAM INFORMATION

The Kentucky Board offers computer-based examinations. Applicants may take the computer exam any date, time or location of their choosing. The examination is multiple choice. Whenever your CADC/LCADC application is approved, you will be given instructions on how to finalize registration on your own. The exam must be scheduled within the one (1) year period from the date of approval.

10. It is your responsibility to keep the Board informed of any changes to address, name, contact information, employment and/or supervisor. Changes can be submitted via your eServices online account. From the main menu, click **RECORD CORRECTION**.

Do not rely on forwarding services of the United States Postal Service.



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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

