



KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

P.O. Box 1360, Frankfort, Kentucky 40602

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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 – contact information, credential history, background questions.
3. **Section 2 completed** – describing education attainment of at least a Bachelor's degree.
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, as well as where you expect to obtain your relevant work/supervision experience.
6. **Digitally sign the affidavit.**
7. **Supervisory Agreement** – Completed and signed by you and your requested Supervisor.
8. **Submit payment** via electronic check or card through eServices.

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

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**

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 your 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 <http://adc.ky.gov>
2. If approved, you will receive an approval email **approximately 2 weeks following the Board meeting**. 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. **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. Review 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.

It is a shared responsibility between supervisee and supervisor to submit timely documentation to the Board.

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**.

Important Board correspondence regarding supervision, etc. will be sent via email. All supervisors and supervisees must ensure their eServices account is up-to-date.