

FREQUENTLY ASKED QUESTIONS

This document will be updated on an on-going basis. An e-mail to the Board Administrator is the best for questions not answered on the website: adc@ky.gov

The website is your “one-stop-shop” for laws, regulations, requirements, and application processes to name a few.

<http://adc.ky.gov>, click on “Resources.” The applications also have information sheets, checklists, and spell out the next steps after you submit an application.

Besides the new LCADC, LCADCA, and Peer Support Specialist Levels, what other major changes came with the new regulations?

Temporary Credentials

Persons may apply for a temporary credential and provide alcohol and drug services under the auspices of the temporary credential. One might be a Temporary Alcohol and Drug Peer Support Specialist, or a Temporary CADC. During the time that one has a temporary credential, it is expected that the applicant will be operating under the direct supervision of a board approved CADC or LCADC supervisor.

The direct supervision must be documented on the forms provided in the application of the credential they are working towards. The applicant will also be accumulating and documenting the required training hours. Having achieved all of the requirements, the applicant may apply for the credential he/she has been working towards, and no longer have a “Temporary” credential.

Supervision

Both the supervisor and the supervisory agreement must be Board approved **before** supervision begins. At the time of application for the temporary credentials or an LCADC Associate, the applicant will be submitting the supervisory agreement. The Board will then notify the applicant after the supervisory agreement is approved. While obtaining supervision, Annual Supervision Reports must be submitted to the Board.

CADCs and LCADCs wishing to supervise must register with the board as a supervisor of record and submit the Request to Provide Supervision Form found on the website. All Board approved supervisors have 12 months from obtaining approval as a supervisor to attend an initial, one-time, board approved training session in supervisory practices. This training must be offered by the Board; other supervision trainings will not count.

If you are supervising candidates pursuing the LCADC, you **MUST** be a Board-Approved LCADC supervisor for those hours to count. Supervision sessions occurring prior to the regulatory changes may count towards licensure, as long as the supervision was under a CADC in good standing with the board with at least 2+ years of post-certification experience.

This document is to only be used as a guide, not an interpretation of the law. To read the law in its entirety see Kentucky Revised Statutes KRS 309.080 to KRS 309.089 and Kentucky Administrative Regulations 201 KAR 35:010 to 201 KAR 35:090.

What Credentials Does the Board Now Offer?

Specific Requirements - <http://adc.ky.gov> Click On: Resources/Kentucky Revised Statutes Applications - <http://adc.ky.gov> Click On: Resources/Applications & Forms

Temporary Registered Alcohol and Drug Peer Support Specialist

- High School Diploma or equivalent
- Attest to being in recovery for a minimum of 2 years from a substance related disorder
- **Still obtaining** the work experience, supervision, and training needed for the Registered Alcohol and Drug Peer Support Specialist
- The period of a temporary credential is 2 years (one may apply for an extension)

Registered Alcohol and Drug Peer Support Specialist

- High School Diploma or equivalent
- Attest to being in recovery for a minimum of 2 years from a substance related disorder
- Might currently be a Temporary Registered Alcohol and Drug Peer Support Specialist
- Ready to take the Peer Support Specialist exam
- **Have already met** the requirements for work experience, supervision, and training

Temporary Certification as an Alcohol and Drug Counselor (Temporary CADC)

- Bachelor's degree or higher
- **Still obtaining** the work experience, supervision, and training needed for CADC or LCADC
- The period of a temporary credential is 2 years (one may apply for an extension)

Certification as an Alcohol and Drug Counselor (CADC)

- Bachelor's degree or higher
- Might currently be a Temporary CADC
- Ready to take the Alcohol and Drug Counselor written exam
- **Have already met** the required work experience, supervision, and training

Licensure as a Clinical Alcohol and Drug Counselor Associate (LCADCA)

- Master's degree (60 hr/30 hr advanced placement) or Doctorate in a behavioral science w/ clinical application
- **Still obtaining** the work experience and supervision required for LCADC.
- Already have met classroom training requirements
- Ready to take the licensure exam
- May apply for LCADC after meeting the work experience and supervision requirements

Licensure as a Clinical Alcohol and Drug Counselor (LCADC)

- Master's degree (60 hr/30 hr advanced placement) or Doctorate in a behavioral science w/ clinical application
- Ready to take the licensure exam (if have not already taken it)
- **Have already met** the required work experience, supervision, and training

Application - <http://adc.ky.gov> Click On: Resources/Applications & Forms

Will my CADC or LCADC be accepted by Medicaid?

The Board is not able to answer billing questions.

It is recommended to contact your agency, employer, and/or Medicaid directly for answers to these questions.

I am not yet ready to submit my CADC application because I have more hours to obtain. Should I apply for the Temporary CADC?

Yes.

This is one of the biggest changes for the ADC Board. Before, you would not send in an application until you had all of your hours completed and were ready to take the exam. Now, if you are under supervision and working, you must register with the Board in some capacity. This is why the Temporary credentials were created.

I am applying for the LCADCA (Associate). Once I pass the exam, do I have to take another one for the LCADC?

No.

There is only one exam for Licensure. It is the Advanced level exam – which is different than the CADC exam. If you pass the Licensure exam and become an LCADCA, you will NOT need to take another exam to become a LCADC. All you would need to do is finish obtaining the required hours of supervision as an LCADCA before sending in your application for the LCADC.

How Do I go about finding a Board approved Supervisor?

A list is available on the website.

You may visit <http://adc.ky.gov> and look for the “Board Approved Supervisors Listing”. It is organized by city and will be updated frequently.

My Check Was Cashed. Why Haven't I Heard Anything from the Board?

Checks are not processed at this office – they are sent off to the Treasury before the Board Administrator even receives the applications/documentation.

Upon mail arriving at our office, all checks are entered by the fiscal department and sent to the Kentucky State Treasury for processing. If your application is received by our office at least 10 days prior to the regularly scheduled Board meeting, then it will be reviewed at that meeting. It takes approximately 2 weeks for correspondence regarding your application to be mailed. Board Meeting dates can be found on the Board's website under "Quick Links" on the right-hand side.

CEU Application Guidance:

There has been some confusion in distinguishing between what constitutes a workshop and what constitutes a course of study.

A workshop is a single educational offering that takes place on a single day or consecutive days. It can also be an educational offering that contains multiple topics and presenters that takes place within a specific period of time, such as the Kentucky School of Alcohol and Other Drug Studies or CAPTASA.

A course of study is multiple workshops offered at separate times over an extended period of time: Example are staff development and training events that cover multiple topics occurring on separate days over a period of six months or a series of on-line CEU trainings that are available over a year. The distinction is that these workshops are not part of a single or consecutive day event.

How do I extend my temporary credential?

Temporary Credentials Expire after 2 years. If you need more time to be under your Temporary Credential, here are instructions to request a two year extension:

1. It is recommended to submit this request online via your eServices account 1-2 months *prior* to your expiration date, so you can obtain the approval for your extension prior to it expiring. There is no grace period. If your temporary credential expires, then you will **NOT be eligible to engage in the practice of alcohol and drug counseling**, nor the practice of engaging in peer support services. You also will not be able to accrue any supervision hours.
2. To access your online account, you may go here to log in: <http://adc.ky.gov> and click on "Online Services" and "eServices" in the yellow bar across the top of the page.
3. If you need assistance with your username or password, please contact the Board office or call 502-564-3296.

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Kentucky Board of Alcohol and Drug Counselors

PO BOX 1360
Frankfort, KY 40602
<http://adc.ky.gov>

4. Click on “License Renewal/Extension” on the main page, Select your temporary credential and then “RENEW”
5. **No fee** is needed; the amount will show **zero dollars**
6. It will ask for you to update your personal information including entering your birthdate if we do not already have it on file. You must select “YES” or “NO” by the question “*Do you wish to update your address, phone, email, or birthdate?*” Then, scroll all the way down the bottom of the page and click “Continue” to save the changes.
7. **No continuing education is required** for temporary credential holders. You will not have to enter any CEU’s.
8. You will need to **upload your supervision session logs**, for the last year leading up to the expiration of your temporary credential. Please use **Form 13 Verification of Supervision Logs** to document such, with supervisor’s signatures, scan and save it to your computer so you can upload it here. You can find Form 13 by visiting <http://adc.ky.gov> and clicking on “Resources” and “Applications & Forms” in the yellow bar across the top of the page. Temporary and Registered Alcohol and Drug Peer Support Specialists may use the “Verification of Supervision” form that is within the “Registered Alcohol & Drug Peer Support Specialist” application.
9. **Your board approved supervisor(s) of record will also need to log into his/hers own eServices online account and select the “Supervision” option on the main page to approve and sign off** on your extension request. Please have your supervisor email our Board Administrator (whose contact information is found at <http://adc.ky.gov>) directly if he/she needs any assistance with this step.
10. Your request will need to go before the Board for review and approval at one of their regularly scheduled monthly board meetings (see item #1, above).
11. If approved, you will receive an email stating your credential has been renewed for an additional 2 years. If not, we will email you with reasoning why or request additional information. If you are not approved for an extension, you are welcome to re-apply for the temporary credential along with the \$50 fee.