

# DCCB/PADC

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October 2007

Dear Applicant:

We are pleased to welcome you into the District of Columbia Certification Board for Professional Alcohol and Drug Counselors (DCCB/PADC) certification system. In this packet we have included a number of items:

- \* Application requirements for candidates
- \* A blank Order form to order certification materials
- \* A Schedule of Fees required for processing certification materials
- \* Dates for the upcoming certification examinations - oral examinations are scheduled in April and October of each year.
- \* Recertification Requirements

To begin the process of certification, please complete the following steps:

1. Read **ALL** of the directions **BEFORE** completing any of the forms;
2. Complete the order forms and check the items that you are requesting, and send them to the above address;
3. Send the proper fees with your application. **These fees are NON-refundable and there will be a \$40.00 fee for returned checks. Payment of fees does not guarantee issuance of a credential or seating for an examination;**
4. Type or print your information clearly;
5. Always use your name in the same form (not Edward Jones and then E.B. Jones, etc.);
6. **Notify the Board immediately if you change your name, address, and telephone number or place of employment;**
7. If you need the examination in a foreign language please check with the Board to see if it is available. The examination is currently available in Spanish, Swedish and French. It is also available in large print, but must be requested as such. Requests must be made at the time of application.
8. If you have a handicap that needs accommodation let the Board know when you submit your application and we will provide whatever assistance we are able.

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DCCB/PADC believes in the continued personal and professional growth of the counselors whom we serve. As a result, we now have available three levels of certification for addiction counselors and two levels of certification for those working in the field of prevention and those working in the criminal justice and addictions field. The credentials and their general requirements (**more specific requirements are detailed in the application for each credential**) are:

1. **An Entry Level credential - Certified Addictions Counselor** - Entry Level I (CAC) Requirements: 4,000 hours of supervised experience in the chemical dependency field. This credential is primarily for those just entering the field of substance abuse treatment, as well as for those who do not manage a caseload, (i.e., such as admission counselors, house managers or night shift staff, etc.).
2. **Advanced Level credential - Certified Alcoholism and Drug Addiction Counselor** (CADC). Requirements: BA degree, 10,000 hours of supervised experience in the field of chemical dependency treatment. The Advanced Level credential is for those counselors who manage a caseload or supervise other counselors. The Advanced Level credential is reciprocal and allows counselors to obtain reciprocity among states and other countries, the administrative office of the US Courts, as well as branches of the U.S. Military. The International Certification and Reciprocity Consortium/Alcohol and Other Drugs of Abuse is an organization of credentialing boards from across the world which recognizes similar or like credentials without requiring re-testing by certified counselors of member boards. Members seeking reciprocity pay a processing fee to the ICRC/AODA. The DCCB/PADC will provide, upon request, the names, locations and credentials offered by ICRC/AODA Boards.
3. **Master's Level credential – Advanced Certified Alcohol and Drug Counselor** (ACADC – Reciprocal). MA degree (reciprocal credential) The Master's Level credential is for individuals who have a private practice in addictions or who work for a facility and need to bill third party payers. This credential is to allow a practitioner to work independently. Master's Degree and 2,000 hours of supervised experience in the field of chemical dependency treatment; 180 hours of substance abuse specific education (see application for specific course hour requirements); 300 hours of clinical supervision in substance abuse treatment provided by an individual meeting the eligibility requirements of DCCB to provide clinical supervision. When an applicant is granted the ACADC, the ACADC credential **will** replace the Level II – CADC for those counselors that had that credential, previously. It **will not** replace the Certified Clinical Supervisor credential. The Master's Level credential is reciprocal for individuals who have a Master's degree and allows counselors to obtain reciprocity among states and other countries, the administrative office of the US Courts, as well as branches of the U.S. Military. The International Certification and Reciprocity Consortium/Alcohol and Other Drugs of Abuse is an organization of credentialing boards from across the world which recognizes similar or like credentials without requiring re-testing by certified counselors of member boards. Members seeking reciprocity pay a processing fee to the ICRC/AODA. The DCCB/PADC will provide, upon request, the names, locations and credentials offered by ICRC/AODA Boards.

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4. **Certified Clinical Supervisor (CCS) credential** Requirements: an Advanced Level - CADC Certification or the ACADC(must be maintained), 5 years (10,000 hours) as an AODA counselor and 2 years (4,000 hours) working in supervision in AODA treatment, with 30 hours of didactic training in Clinical Supervision, 200 hours of clinical supervision and passage of the national written examination.
5. **Certified Prevention Professional (CPP)** requires a BA degree in a Human Services Field or four (4) years of managerial experience in ATOD prevention-related work, verification of two years (4,000 hours) of ATOD prevention-related experience; documentation of 120 hours of supervision in the five performance domains; 100 hours of training/education in prevention and passage of a written examination.
6. **Certified Prevention Specialist (CPS)** (non-reciprocal) requires an AA degree in a Human Services field or a minimum of three years of ATOD prevention-related experience, verification of one year (2,000 hours) full-time employment in the field of prevention, verification of 60 hours of supervision in the prevention performance domains, 100 hours or education/training in prevention and passage of a written examination.
7. **Certified Criminal Justice Addictions Specialist (CJAS)** – 4,000 hours (2 years full time) in direct criminal justice and addictions treatment experience, 150 hours of clinical supervision; 150 hours of classroom documented training; passage of a written examination.
8. **Certified Criminal Justice Professional (CJP)** – BA degree and 6,000 hours (3 years full-time) experience in criminal justice and addictions treatment; 300 hours of clinical supervision; 300 hours of classroom training; Passage of a written examination.

Applicants may apply for the credential for which requirements are met. All requirements must be met at the time of submission of an application.

We, of the DCCB/PADC, applaud your interest in taking this important professional step. We wish you well as you pursue your professional growth in the field of chemical dependency treatment.

Best wishes,



Carol Valoris  
Executive Director

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## TESTING SCHEDULE

### WRITTEN EXAMINATIONS

The DCCB/PADC Board offers the national written examination four times a year in Washington, DC. The Board will notify applicants of the exact time, location and other pertinent information **when** your application has been approved. Should there be deficiencies in your application you will have to wait for the next testing date to be considered once your application has been completed. Your application must be complete within one year of submission. After that you will have to re-apply as a new applicant. The testing dates through 2009 are:

#### EXAMINATION DATES

December 15, 2007  
March 15, 2008  
June 14  
September 13  
December 13  
March 14  
June 13  
September 12  
December 12

#### APPLICATION DEADLINES

October 1, 2007  
January 1, 2008  
April 1, 2008  
July 1, 2008  
October 1, 2008  
January 1, 2009  
April 1, 2009  
July 1, 2009  
October 1, 2009

The Board must receive your application postmarked ten weeks prior to the examination date. All application fees are non-refundable. If you have a handicap that needs to be accommodated please let the Board know when you submit your application. If it is a mental health issue it will require a diagnosis verified by an accredited, licensed physician. Also, if you would prefer to take the examination in another language you will have to notify the Board when you submit your application. The test is currently available in Spanish, Swedish and French. It is also available in large print.

### CASE PRESENTATION EXAMINATION:

The Board will notify applicants when they are eligible for the Oral Case Presentation examination, upon submission of their materials and fees. The oral examination is scheduled in April and October of each year. If you are a Level I applicant and preparing for Level II, you should do so at least six months prior to your recertification date. **Your recertification date will remain the same as it is now regardless of when you receive your Level II credential. You will be expected to recertify at that time regardless of the status of your Level II credential.**

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## PRE-APPLICATION REQUIREMENTS

### ENTRY LEVEL: CERTIFIED ADDICTIONS COUNSELOR (Non-Reciprocal)

#### Requirements:

1. 4,000 hours (at least two years) of experience working in the field of chemical dependency treatment. May be paid or volunteer position (but work must have been supervised by a specified category for supervisor). Can include work with alcoholics or individuals addicted to other drugs; must have taken place within the past five years from date of application.
2. 200 hours of Clinical Supervision. Document hours where a person providing you with guidance and assessment evaluated your work. **Individual providing supervision must be a Level II Certified Addictions Counselor , a Certified Clinical Supervisor (with an active credential), a NAADAC Level II or MAC credential, an Addictionologist (M.D.) certified by the AMA or ASAM, or a Certified Chemical Dependency Nurse by the Nurses' Board.** Can take place in more than one facility by more than one supervisor. Individual should go over core function areas with you during supervision and keep a log of the time spent in these sessions in each area. Supervision must be provided over, at least, a one year period.
3. 200 hours of education/training: 12 in Pharmacology, 12 in Signs & Symptoms, 6 in Rules and Regulations, 12 in Models of Counseling Service and Treatment, 80 in Counseling Theory and Dynamics, 12 in Assessment and Treatment Planning, 24 in Human Development, 12 in Ethics, 6 in HIV/AIDS and 6 in DSM-IV(R) Mental Health/Dual Diagnosis. The minimum number of hours for each performance domain must be met. You must submit original transcripts mailed directly from the school and original documentation of trainings (please keep a copy for your own records).
4. High school diploma/equivalent or greater.
5. Passage of the written examination.
6. Four written references on the Board forms, 3 from clinical co-workers familiar with your work in addictions treatment and one from your direct supervisor at your place of employment.
7. Signed, notarized "Attest" form, release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a **non-refundable** processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
10. Passport-sized picture of applicant

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## **ADVANCED LEVEL: CERTIFIED ALCOHOLISM AND DRUG ADDICTIONS COUNSELOR (Reciprocal through ICRC/AODA)**

### Requirements:

1. Experience (Paid, practicum or volunteer positions – must be supervised): 10,000 hours (five years working full-time) working in chemical dependency treatment. Must be obtained over the past ten years.
2. Education/Training: 400 hours in courses related to chemical dependency treatment: 24 in Pharmacology, 24 in Assessment, 12 in Signs & Symptoms, 12 in Rules and Regulations, 24 in Models of Counseling Service and Treatment, 178 in Theory and Dynamics of Counseling, 48 in Human Development, 24 hours must be in Ethics, 6 must be in HIV/AIDS, 48 in DSM-IV(R) Mental Health/Dual Diagnosis and 1/3 of the training hours have to be substance abuse specific training in addictions treatment. The minimum number of hours in each performance domain must be met.
3. Supervision: 400 hours of clinical supervision. Supervision should have, at least, taken place over a five year period. In each performance domain the minimum number of hours must have been met for each area. Clinical supervision must have been obtained minimally over a two year period. **Individual providing supervision must be a Level II Certified Addictions Counselor , a Certified Clinical Supervisor (with an active credential), a NAADAC Level II or MAC credential, an Addictionologist certified by the AMA or ASAM, or a Certified Chemical Dependency Nurse by the Nurses' Board.**
4. Bachelor's degree in a Human Services or related field of study or greater.
5. Passage of the written examination and the Case presentation examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release, attest form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
10. Passport-sized photograph

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## **MASTER'S LEVEL – ADVANCED CERTIFIED ALCOHOL AND DRUG COUNSELOR CREDENTIAL (ACADC) – (Reciprocal through ICRC/AODA for individuals who have a Master's degree only.)**

1. Experience (Paid, practicum or volunteer positions – must be supervised): 2,000 hours (one year working full-time) working in chemical dependency treatment. Must be obtained over the past ten years; must include a 300 hour practicum in the 12 core functions (with one hour of supervision for every 10 hours of practice).
2. Education/Training: Minimum of a Master's degree from an accredited college or university in Human Services or Behavioral Science field with a clinical application. An additional 180 hours of substance abuse specific education in specified areas is a requirement. All education must be documented by official transcripts sent to the Board directly from the school and/or original **board-approved** workshop certificates.
3. Supervision: 300 hours of AODA-specific clinical supervision which must take place in a setting where AODA counseling is being provided. Supervision should have, at least, taken place over a ten year period. In each Core Function there must be a minimum of 10 hours. Clinical supervision must have been obtained minimally over a one year period. **Individuals providing supervision must be a Level II Certified Addictions Counselor (ICRC member State Board) , a Certified Clinical Supervisor, a NAADAC Level II or MAC credential, an Addictionologist certified by the AMA or ASAM, or a Certified Chemical Dependency Nurse by the Nurses' Board. The individual providing supervision must have an Active credential which must be submitted with the applicant's eligibility materials in the application.**
4. Passage of the written examination and the Case presentation examination.
5. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
6. Signed notarized release, attest form and ethics statement
7. Completion of the Board's applications and all forms included therein
8. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank. Fees do not guarantee granting of a credential.
9. Passport-sized photograph

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## **CERTIFIED CLINICAL SUPERVISOR:**

### **Requirements:**

1. An active CADC certification at the Advanced level
2. Experience: 5 years (10,000 hours) working as a counselor in AODA treatment to include receipt of 200 hours of face-to-face clinical supervision; and 2 years (4,000 hours) working as a supervisor in AODA treatment
3. Education: 30 hours of didactic training in clinical supervision to include 6 hours each in the following: assessment/evaluation, counselor development, management/administration, ethics and professional responsibility. Must also include 6 hours of clinical supervision-specific Ethics.
4. Clinical Supervision: 200 hours provided by an individual certified at Advanced credentials in Addictions by an ICRC-member state Board, NAADAC, a certified chemical dependency nurse or a physician certified in addictions by the AMA or ASAM
5. Passage of a written examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
10. Passport-sized photograph

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## **CERTIFIED PREVENTION SPECIALIST (Non-reciprocal):**

### **Requirements:**

1. An Associates Degree in a Human Service Field or a minimum of three (3) years of ATOD prevention experience
2. Verification of one (1) year (2,000 hours) of ATOD prevention experience
3. Verification of sixty (60) hours of clinical supervision in at least four (4) of the five (5) performance domains: Education and Skill Development, Community Organization, Public Organization and Policy, Professional Growth and Responsibility, Planning and Evaluation (minimum of 10 hours in each)
4. Verification of 100 hours of training/education; fifty (50) must be prevention-specific and the other fifty (50) hours must be specific to ATOD training.
5. Passage of the written examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
10. Passport-sized photograph

## **CERTIFIED PREVENTION PROFESSIONAL – ADVANCED LEVEL (Reciprocal):**

### **Requirements:**

1. A Bachelor's degree in a Human Services Field or a minimum of four (4) years of managerial experience in ATOD prevention work.
2. Verification of two years (4,000 hours) in ATOD prevention experience
3. Verification of 120 hours of clinical supervision in the five performance domains: Education and Skill Development, Community Organization, Public Organization and Policy, Professional Growth and Responsibility and Planning and Evaluation (minimum of 10 hours in each category).

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4. Verification of 100 hours of training/education: fifty hours of training must be prevention specific and the other fifty must be ATOD specific. 6 hours of training must be in prevention-specific Ethics
5. Passage of the written examination.
6. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
7. Signed notarized release form and ethics statement
8. Completion of the Board's applications and all forms included therein
9. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
10. Passport-sized photograph

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## **CERTIFIED CRIMINAL JUSTICE ADDICTIONS SPECIALIST – (Entry Level –Non-Reciprocal)**

### **Requirements:**

1. 4,000 hours (2 years full-time employment) in direct services in criminal justice and addictions (must be supervised work experience) must be obtained over the past five years
2. 150 hours of clinical supervision must be obtained over the past five years
3. 150 hours of classroom documented, verifiable, training/education with the following hours: (30 general counseling, 50 addictions, 54 criminal justice, 6 ethics, 6 HIV/AIDS, 4 mental health/dual disorders). Addiction training must have been obtained over the past five years.
4. Passage of a written examination.
5. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
6. Signed notarized release form and ethics statement
7. Completion of the Board's applications and all forms included therein
8. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank.
9. Passport-sized photograph

## **CERTIFIED CRIMINAL JUSTICE PROFESSIONAL - (Advanced Level)**

### **Requirements:**

1. Work Experience: Must be supervised in the Performance Domains (*Domain 1: Dynamics of Addiction and Criminal Behavior, Domain 2: Legal, Ethical and Professional Responsibility, Domain 3: Criminal Justice System and Processes, Domain 4: Screening Intake and Assessment, Domain 5: Case Management, Monitoring and Client Supervision, Domain 6: Counseling*). HS/GED – 6, 000 hours documented criminal justice/addictions direct services work experience over past 10 years; AA – 5,000 hours documented criminal justice/addictions direct services work experience over past 10 years; BA or CADC (ICRC Board) – 4,000 hours documented criminal justice/addictions direct services work experience over past 10 years; MA or CCS (ICRC Board) – 2,000 hours documented criminal justice/addictions direct services work experience over past 10 years; Above MA or ICRC, NBCC, CRCC, NASW, MAC

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- Advanced Credential – 1,000 hours documented criminal justice/addictions direct services work experience over past 10 years;
2. Clinical Supervision: A minimum of 10 hours must be achieved in each domain with the following requirements: HS/GED – 200 documented hours of clinical supervision; AA – 150 hours of documented clinical supervision; BA or CADC (from ICRC Board) – 100 hours of documented clinical supervision; MA or CCS – 60 hours of documented clinical supervision; Above MA (or ICRC, NBCC, CRCC, NASW, MAC) Advanced Credential) – 0 documented hours of clinical supervision.
  3. Education: 270 hours of classroom documented, verifiable, **Board Approved** training/education in the Criminal Justice Addictions Professional Performance Domains (*Domain 1: Dynamics of Addiction and Criminal Behavior, Domain 2: Legal, Ethical and Professional Responsibility, Domain 3: Criminal Justice System and Processes, Domain 4: Screening Intake and Assessment, Domain 5: Case Management, Monitoring and Client Supervision, Domain 6: Counseling*). HS/GED – 270 documented hours of training/education; AA – 200 documented hours of training/education; BA or ICRC CADC – 150 hours of documented training/education; MA or CCS – 100 documented hours of education/training; Above MA or Advanced Credential – 60 hours of documented training/education.
  4. Passage of a written examination.
  5. Four written references on the Board forms, 3 from co-workers familiar with your work in addictions treatment and one from your direct supervisor.
  6. Signed notarized release form, attest and ethics statement
  7. Completion of the Board's applications and all forms included therein
  8. Payment of a non-refundable processing fee. There is a \$35 returned check charge for all checks returned from an applicant's bank. Payment of fees do not guarantee granting of a credential.
  10. Passport-sized photograph

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## **RECERTIFICATION REQUIREMENTS:**

All certified counselors, supervisors and those working in the field of prevention are required to renew their credentials every two years. The requirements for recertification are:

CAC – 40 hours of training every two years in BOARD APPROVED courses/seminars related to substance abuse and/or counseling skills (1/3 must be substance abuse specific)

CADC – 40 hours every two years in BOARD APPROVED course work related to drug addiction treatment (1/3 must be substance abuse specific)

ACADC – 40 hours every two years in BOARD APPROVED course work related to drug addiction treatment (1/3 must be substance abuse specific)

CCS – 6 hours every two years in BOARD APPROVED course work related to clinical supervision, and maintenance of the CADC credential

CPP/PS – 40 hours of board approved training every two years, 20 in prevention training and 20 in alcohol, tobacco and drug treatment-specific training.

CJS/CJP – 40 hours of board approved training every two years, 40 in criminal justice/addiction performance domains

**All of the above credentials require 6 hours of Ethics training, specific to the area in which the counselor is credentialed.** All applicants for recertification will be required to fill out a new ethics statement, release and attest form and a data information sheet. Extensions are allowed up to one year following your recertification date. Your application must be complete and approved prior to the one-year anniversary of your recertification date. After that date your credential is terminated and you will have to start the process over as a new applicant. Your recertification date will remain the same as it originally was following your extension or upgrading of any credential (i.e., if your recertification date initially was 1/1/97 and you are granted a one year extension, your next recertification date will still be 1/1/99 regardless of when you submitted and were granted recertification). There is a \$10.00/month charge for extensions until your application is completed and approved.

## **RESIDENCY REQUIREMENT:**

ALL candidates for certification with DCCB/PADC must live and/or work in the District of Columbia 50% or more of their time, unless the State in which you live and work does not have a certification board which is a member of the International Certification Reciprocity Consortium. If that is not the case in your situation, it is necessary for you to contact the Credentialing Board in your State. This applies to all DCCB/PADC credentials.

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## **LAPSED CREDENTIALS:**

All counselors who had credentials, which terminated as a result of not meeting the recertification deadlines may purchase a manual from the Board and apply as a new counselor. All current requirements must be met and submitted with the new application. However, those counselors who took and passed the written and/or oral examinations can have their credential re-activated without re-taking the examination. If you grandfathered into any credential you will have to take the requisite test. This test exemption only applies to counselors who had previously passed the examination(s). The processing fee for a lapsed counselor credential is \$300 for Level I and \$425 for Level II.

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## FEE SCHEDULE

**(All fees are non-refundable and do not guarantee a credential. They are processing fees and the Board does the evaluative work on your credential whether or not it meets the eligibility criteria.)**

### Entry Level – Certified Addictions Counselor (non-reciprocal)

1.	Manual (with application)	\$45.00
2.	Written Examination Study Guide	\$40.00
3.	Written Examination/Processing Fee	\$190.00
4.	Re-test Fee (within one year of initial testing date)	\$135.00
5.	Recertification	\$160.00

### Advanced Level – Clinically Certified Alcoholism and Drug Addiction Counselor and Master’s Level - Advanced Certified Alcohol and Drug Counselor(reciprocal through ICRC/AODA)

1.	Manual	\$45.00
2.	Application (for those with Level I credential, only)	\$25.00
3.	Study Guides	
	a. Written Examination	\$40.00
	b. Oral Examination	\$40.00
4.	Written Examination (Required For Level I, Level II and MA eligibility)	\$190.00
	- Case Presentation Examination (Required for Level II and MA status)	\$225.00
6.	Recertification (every two years)	\$200.00
7.	Retest fees (written or oral)	\$135.00/each

### Certified Clinical Supervisor Credential

1.	Application	\$ 25.00
2.	Processing Fee/Written Examination	\$200.00
3.	Study Guide	\$40.00
4.	Retest Fee	\$180.00
5.	Recertification Fee	\$150.00

### Certified Prevention Specialist/Professional

1.	Application	\$25.00
2.	Examination Fee	\$190.00
4.	Study Guide	\$40.00
5.	Retest Fee	\$135.00
6.	Recertification	\$160.00/\$200

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## Certified Criminal Justice Specialist/Professional

1. Application	\$25.00
2. Examination Fee	\$190.00
3. Retest Fee	\$135.00
4. Recertification	\$160.00/\$200
All retest fees (except CCS - \$180)	\$135
Extensions for recertification	\$10.00/ month up to one year (must be completed with recertification approved <u>prior</u> to anniversary of recertification date)

## Lapsed Credential (only applies for applicants who have taken and passed the requisite examinations in the past)

1. Application	\$45.00
2. Processing Fee (Level I/Level II)	\$300.00/\$425.00

**All fees are non-refundable. They do NOT guarantee granting of a credential. They are application processing fees. There is a \$40.00 fee for checks that are returned to the Board.** Upon becoming certified, you may purchase a national certificate from ICRC/AODA for \$48.00 for a two-year period for all **reciprocal** credentials. Replacement certificates are \$15.00 for local (including wallet cards) certificates. Update stickers will be provided once you recertify. You should apply it to your existing certificate.

Written examinations will be administered four times yearly and case presentation examinations twice annually (April and October). You will be notified of the date, time and location as well as other pertinent information once your application has been deemed eligible. **All applications must have a seal from the Board on the facesheet or you will be charged for the price of the application upon submission in addition to your processing fees.** All eligibility requirements must be met at the time of submission of an application. Applications will be kept active for one year from the date of receipt after which time an applicant must apply again as a new applicant with a new application and fees.

It is strongly suggested that you keep copies of all materials you send to the Board. There are situations where items are misplaced or do not arrive through the mails. We depend on the applicant to provide a back up with copies if there are difficulties. The Board requires **original documentation of trainings and transcripts must be mailed directly from the school to the Board office.** If you send a self-addressed, stamped envelope and one set of copies of our certificates we will return your originals to you. If you are in a clinical position, you should begin preparation for the advanced credentials.

Recertification applications are mailed to counselors approximately 90 days in advance. Should you lose the application there is a \$20.00 shipping and handling fee for a replacement.

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## ORDER FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE : \_\_\_\_\_

Please specify the items you are requesting:

___	1.	Manual(Application Included – Required for <b>ALL New applicants</b> )	\$45.00
___	2.	Level II/MA Application ( <b>for those with Level I credential or MA with Level II, only</b> )	25.00
___	3.	Certified Clinical Supervisor Appl.	25.00
___	4.	Certified Prevention Counselor Appl.	25.00
___	5.	Certified Criminal Justice Counselor Appl.	25.00
___	6.	Duplicate Recertification Manual (incl. in Manual)	20.00
___	7.	Written Examination Appl. Proc. Fee (req. before orals)	190.00
___	8.	Oral (CPM) Examination Appl. Proc. Fee	225.00
___	9.	Recertification – Level I	160.00
___	10.	Recertification – Level II	200.00
___	11.	Additional Certificates (Specify _____)/per certificate	15.00
___	12.	Written Examination Study Guide	40.00
___	13.	Oral Examination Study Guide	40.00
___	14.	CCS Study Guide	40.00
___	15.	CCS Application Processing Fee	200.00
___	16.	CCS Recertification Fee	150.00
___	17.	Prevention Counselor Study Guide	40.00
___	18.	Prevention Application Processing Fee	190.00
___	19.	Prevention Recertification	160.00/\$200
___	20.	Criminal Justice Application Processing Fee	190.00
___	21.	Criminal Justice Recertification	150.00/\$200
___	22.	Retest Fees (except CCS)	135.00
___	23.	CCS Retest Fee	180.00
___	24.	Duplicate Recertification Applications	20.00

ALL FEES ARE NON-REFUNDABLE WHETHER OR NOT YOU ARE GRANTED THE CREDENTIAL. There is a \$40.00 fee for bounced checks. VISA, Mastercard, American Express and Discover cards accepted.

Please make checks payable and return to:  
DCCB/PADC, INC., P.O. Box 3550  
Silver Spring, Maryland 20918

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## Charge Card Form

The District of Columbia Certification Board for Professional Alcohol and Drug Counselors is now able to accept charge cards for payment of fees and items for certification. Please complete the following portion of this form if you want to make payment in that way. We are able to accept Visa, MasterCard, American Express and Discover cards only.

### CHARGE CARD AUTHORIZATIONS

I authorize DCCB/PADC to charge \$\_\_\_\_\_ to my // Visa // MasterCard  
// AMEX // Discover Card account (please check one).

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Signature

Date

---

Card Number

Expiration Date

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(Street Number where bill is mailed to)

(Zip Code where bills is mailed to)

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Name (as it appears on card – please print)

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Street Address

---

City

State

Zip

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Home Phone

Work Phone

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E-mail

Fax Number

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Cell Phone

Pager

# DCCB/PADC

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**CAC/CADC Required Hours**  
**per Training Category**  
(Hours noted are minimums)

<b><u>Training</u></b>	<b><u>Level I - CAC</u></b>	<b><u>Level II - CADC</u></b>
<u>Pharmacology</u>	12	24
<u>Assessment</u>	12	24
<u>Signs &amp; Symptoms</u>	12	12
<u>Rules &amp; Regulations</u>	6	12
<u>Models of Treatment</u>	12	24
<u>Theories of Counseling</u>	80	178
<u>Human Development</u>	24	48
<u>Mental Health Disorders</u>	24	48
<u>HIV/AIDS</u>	6	6
<u>Ethics/Professional Development</u>	12	24

## **Master's Level Credential Requirements**

<u>Pharmacology</u>	12
<u>Assessment</u>	12
<u>Signs &amp; Symptoms</u>	12
<u>Rules &amp; Regulations</u>	6
<u>Models of Treatment</u>	12
<u>Theories of Counseling</u>	60
<u>Human Development</u>	24
<u>Mental Health Disorders</u>	24
<u>HIV/AIDS</u>	6
<u>Ethics/Professional Development</u>	12