

**MICHIGAN CERTIFICATION BOARD
FOR ADDICTION PROFESSIONALS
IC&RC INTERNATIONAL CERTIFICATION CBT EXAMINATION
REGISTRATION FORM**

APPLICANT INFORMATION:

Please type or print clearly – all information must exactly match your Valid Picture ID

Applicant's Name _____

First

Middle Initial

Last

Mailing Address _____

City

State

Zip Code

Daytime Telephone (____) _____

***REQUIRED Email Address:** _____

Recommended: Use a personal email address, not a company email address.

I wish to register for the following IC&RC International Certification Computer Based Examination:

I have enclosed the fee of:

Alcohol and Drug Abuse Counselor (ADC) Exam for CADC or CCJP	_____	\$175.00
Advanced Alcohol and Drug Counselor (AADC) Exam for CAADC or CCJP Note: Master's Degree level	_____	\$175.00
Clinical Supervisor (CCS) Exam	_____	\$175.00
Prevention Specialist/Consultant (PS) Exam for CPS or CPC-R	_____	\$175.00
Criminal Justice Professional Supplemental Exam for CCJP NOTE: Must take ADC or AADC exam first	_____	\$175.00
Certified Peer Recovery Mentor (PR) Exam for CPRM	_____	\$100.00

Please pre-register me for the following month:

MONTH: _____ YEAR: 2019

Note: Once registered, CERTEMY will contact you via email to set up a test location, date and time. You may cancel or reschedule your examination two (2) or more calendar days prior to your scheduled examination date by logging on to the Certemy website. If you miss the window given to set up your test location, date and time, you will have to preregister again with the MCBAP office and pay \$25 to receive a new window of dates.

I understand that:

1. The exam fee is non-refundable.
2. The testing company will contact me via E-mail to set up a test day and time. It is my responsibility to contact MCBAP if I do not receive this email.
3. I must have a valid photo ID to gain admittance to the exam.

Signed _____

Mail or fax the completed registration form and **non-refundable exam fee, or proof of online payment** to the MCBAP office. Make check or money order payable to MCBAP. For more information regarding the IC&RC examinations, contact MCBAP at (517) 347-0891.

MCBAP
6639 Centurion Drive, Suite 170
Lansing, MI 48917
Fax: 517-347-1288

IMPORTANT – PLEASE READ:

All current IC&RC examinations are given via computer-based testing. Exams are scheduled upon request, in any month, according to space available at the testing sites. Each test site determines their own schedule and capacity for IC&RC exams. Paper exams are no longer available. IC&RC exams are given at IC&RC-contracted testing centers. You need to allow at least 6 weeks advance time to apply, and secure a test appointment. The earlier you register for your exam, the more scheduling choices you will have.

DISABILITY/RELIGIOUS RELATED NEEDS

Individuals with disabilities and/or religious obligations that require modifications in test administration, may request specific procedure changes, in writing at least 30 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. A Special Accommodations request form and documentation will be required to be approved by MCBAP and IC&RC. Special accommodations due to disabilities will be granted based on medical verification of a disability, as recognized under the Americans with Disabilities Act of 1990. It is best to submit a Special Accommodations request at the time of sending this Registration application to MCBAP, as extra lead time may be necessary to secure approved accommodations at a test center. Contact MCBAP for more information.

EXAM AND STUDY GUIDE INFORMATION

Please see www.mcbap.com AND www.internationalcredentialing.org for up-to-date study guides information. You should plan to study for your exam. National norms of practice are not necessarily the same as your local experience, and updated technical knowledge may be required.

Review of the Designated IC&RC Candidate Guide is strongly recommended. Free Candidate Guides are available online for each exam, at www.internationalcredentialing.org > Exam Prep. Each guide provides background information on the exam, information about how exams are scored, detail of exam content, domains and job tasks covered within the exam, resource reference listings, and a short practice exam.

Practice exams for most IC&RC exams are also available through IC&RC. Go to www.internationalcredentialing.org for information and links to sign up for formal practice exams.