

**Michigan Certification Board for Addiction Professionals**

# **APPLICATION INSTRUCTIONS**

**for**

**Certified Alcohol and Drug Counselor  
(IC&RC reciprocal)**

**CADC**

# INTRODUCTION

The CADC (IC&RC reciprocal) is a credential being offered in the state of Michigan. Individuals applying for this credential must complete and provide verification of all requirements outlined in this manual, including the IC&RC Counselor examination.

Substance abuse counselor certification is a statewide program of counselor development and quality assurance operated by the **Michigan Certification Board for Addiction Professionals (MCBAP)**. An individual achieving the title of CADC is identified as an individual having demonstrated established competency standards for a substance abuse treatment professional in the State of Michigan.

**Substance Use Disorder (SUD)** counseling is a specialty field. Ethical codes require special knowledge and skills to attain status as a professional. Substance use disorder counselors have an ethical obligation to demonstrate knowledge, skill, and continue personal growth and development as part of attaining and maintaining professional status.

Counselor certification not only requires the time and effort of applicants, but also the time and effort of several organizations. Below is a brief description of the role of some of the organizations involved in certification.

**The Michigan Certification Board for Addiction Professionals (MCBAP)** sets the policies and procedures for alcohol and other drug abuse counselor certifications in Michigan and is responsible for the implementation of these policies and procedures. MCBAP is also responsible for the implementation of the IC&RC standards.

**The International Certification and Reciprocity Consortium (IC&RC)** is responsible for setting the minimum standards for reciprocal certifications.

**Other Organizations** such as MDHHS, Prepaid Inpatient Health Plans, Licensed Programs and Professional Counselors within the substance use disorder discipline play a vital role in the certification process. It is through a cooperative effort among all of these organizations and individuals that substance use disorder counselor certification is possible.

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# **Certified Alcohol and Drug Counselor (CADC)**

## **Submission**

# **Certified Alcohol and Drug Counselor (CADC) Submission & Review**

The process of certification requires the submission of enclosed forms and supporting documentation, please use black or blue ink only. Make copies of all documentation. Please submit, ***in its entirety***, the forms and supporting documentation as your application (***complete all certification requirements before submitting to MCBAP***).

Once the requirements have been met submit all forms and documentation to:

**Michigan Certification Board for Addiction Professionals  
6639 Centurion Drive  
Suite 170  
Lansing, MI 48917**

If you have used any names other than the name on the application, please submit legal documentation of a name change along with the application.

Materials submitted are considered property of the board and may be disposed of after 3 years.

Your application will be processed within four (4) to six (6) weeks. You will be notified of any deficiencies and given 90 days to make the needed corrections. After 90 days, your application will be disposed of and your certification/renewal fee forfeited.

If your application has been denied or found incomplete, you may file an appeal. The Appeal Form, found on [mcbap.com](http://mcbap.com), must be sent to the Executive Director within 30 days of the notification of application denial.

If you have any questions, please call the Michigan Certification Board for Addiction Professionals at (517) 347-0891.

# **Certified Alcohol and Drug Counselor (CADC)**

## **Overview**

# Certified Alcohol and Drug Counselor (CADC) Overview of Requirements

Effective 10/01/2017

**Experience** – Up to 6,000 hours (depending on level and focus of degree), full- or part-time clinical counseling experience working with substance use disorder clients at a program licensed by the state of Michigan. Refer to “Experience” section for further explanation.

**Education** - 300 education hours. Of these hours, 180 must be specific to substance use disorders and the additional 120 may be related to the ADC Domains. Six (6) hours must be face-to-face, MCBAP approved education in behavioral health professional practice ethics, or MCBAP approved alternative. Refer to “Education” section for further explanation.

Specific substance use disorder education for the CADC must be in the IC&RC ADC Domain topics and must be specifically focused on alcohol, tobacco, and/or other drug use issues. Key words in course titles are: substance abuse, substance use disorder, drug addiction, chemical dependency, alcohol, tobacco, drug use, or co-occurring disorders. General courses in clinical theory and therapeutic methods will count as *related* to SUD specialty services.

**General Education** - All applicants must be able to provide verification of the completion of a High School or GED diploma, or higher degree from an accredited college or university.

**Supervision** – Up to 300 hours (depending on level and focus of degree), of direct supervision in SUD services, specific to the IC&RC/ADC Performance Domains (with a minimum of 50 hours in each Domain. Refer to “Supervision” section for further explanation.

**Testing** – IC&RC/ADC, Alcohol and Drug Counselor examination

**Code of Ethics**- Sign and adhere to the current MCBAP Counselor Code of Ethical Standards.

**Residency** - Must live or work within the State of Michigan fifty-one (51%) percent of the time.

**Application** - When all requirements have been completed, submit your CADC application to MCBAP for review. All documentation must be on copies of the forms provided and in the format specified in the application forms and instructions. Please note, all requirements must have been completed within the previous ten years of submitting the application.

**Fee** - Submit \$150.00 **non-refundable** application fee.

Initial Certification – Once approved, the initial CADC certification period will be for two (2) years.

Renewal – Renewal at the end of the two (2) year period requires submission of the Renewal Application and proof of completion of at least 40 hours of continuing education, with at least 20 being SUD specific.

# **Certified Alcohol and Drug Counselor (CADDC)**

## **Experience**



# Certified Alcohol and Drug Counselor (CADC) Experience

## Description

**CADC** - To meet the experience standard, the applicant must document **6,000 hours of full- or part-time experience** (6,000 hours is the equivalent of 3 years of full-time work) counseling SUD clients at a program licensed by the state of Michigan. The experience must be in the IC&RC/ADC Performance Domains. The experience may be as a paid or volunteer employee and must be within the last ten years.

Using the following criteria, an academic degree in social science or human service field can be used for credit towards the hours of experience can be utilized:

- 1,000 hours credit for an Associates degree
- 2,000 hours credit for a Bachelor's degree

All degrees must be from an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation. To be considered as an applicant for the CADC credential, you must submit an official graduate level college transcript (online transcripts are not accepted) that indicate the major and date of completion.

Experience at non-licensed programs will be considered on a case-by-case review. Applicants must contact the Michigan Certification Board for Addiction Professionals to request an application form and procedures.

## Process

Applicants must use the Certified Advanced Drug and Alcohol Counselor Documentation of Experience form (Form #2.) Submit a separate form for each program where you have accumulated experience. Submit copy of formal job description(s).

# **Certified Alcohol and Drug Counselor (CADC)**

## **Education**

# Certified Alcohol and Drug Counselor (CADC) Education

## Description

Education is defined as formal classroom education (workshops, seminars, in-services, and college/university courses) and home study courses (internet, correspondence, teleconference). One clock hour of education is equal to (60) minutes of continuous instruction. Education must be specific to the knowledge and skills necessary to perform the tasks within each IC&RC/ADC Performance Domain. All education must be MCBAP approved and documented, or by a MCBAP approved alternative. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and a content description. Education training must be within the previous 10 years of the date your application is submitted.

**300 contact hours required;** at least 180 of the contact hours must be specific to substance use disorders and the remaining 120 of the contact hours may be related to substance abuse or IC&RC/ADC Performance Domains. At least six (6) hours must be of face-to-face, MCBAP approved education in behavioral health professional practice ethics, or MCBAP approved alternative.

**Sources of Education** - Education credits, typically referred to as contact hours or continuing education units (CEUs), may be earned from various sponsors of education, many of which do not require formal approval by MCBAP. **Regardless of the source, in order to count toward certification, the content of the educational activity must meet the definition of SPECIFIC or RELATED – see below.**

Applicants for certification are expected to acquaint themselves with the criteria that apply to the types of acceptable sponsoring organizations/ agencies/ sources listed below. In all cases a certificate of completion or comparable alternative documentation (e.g. college transcript) must be submitted.

**Specific** – Educational activities are considered SPECIFIC when the title, goals, objectives or course outline are specifically focused on alcohol, tobacco, and/or other drug use issues. Key words in course titles are: substance abuse, substance use disorder, drug addiction, chemical dependency, alcohol, tobacco, drug use, or co-occurring disorders. General courses in clinical theory and therapeutic methods will not count if not specific to SUD specialty services.

**Related** – Educational activities are considered RELATED when the title, goals, objectives or course outline content clearly indicate the course content addresses development of any of the domains, but the context may not directly address SUD issues (e.g. general counseling skills, clinical theory, therapeutic methods).

**MCBAP Approved Provider** – Although **not required** in order to have educational programs accepted for certification, any organization offering education may choose to seek Approved Provider Status by successfully completing the proscribed application. Qualifying organizations are authorized to insert language identifying their approved provider status in advertising materials and to have their name, website and courses listed at [www.mcbap.com](http://www.mcbap.com).

**College and University Courses** – Courses offered by an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation and which are accepted by that institution toward a recognized degree may be applied to meet the education requirements for certification. **One semester college credit is equivalent to 15 contact hours, one quarter college credit is equivalent to 10 contact hours.** An official transcript must be submitted from the college or university as documentation. Credit is not allowed for any audited, ungraded college courses.

Continuing Education Courses or individual trainings offered by an accredited institution may be applied to meet the education requirements for certification. Events are credited the number of contact hours on the documentation (e.g. certificate of completion). A copy of an official certificate of completion must be submitted as documentation.

**IC&RC Member Approved** – Most states or jurisdictions have a certification board that is a member of IC&RC. Any educational activity approved by an IC&RC member board may be applied to meet the educational requirements for certification.

**In-service Education** – Many licensed programs as well as their respective providers offer in-service training and/or sponsor one-time educational programs. These activities may be applied to meet the educational requirements for certification.

**State of Michigan**– Various departments of Michigan State Government (e.g. Community Health, Corrections) directly or jointly sponsor training activities and the MDHHS licenses certain specific training providers. Education activities from these sources may be applied to meet the educational requirements for certification.

**Home Study Courses** – This category includes home study courses, online trainings, correspondence courses and teleconferences. These activities must be offered by a MCBAP Approved Provider listed on our website or through educational sources identified in this manual. **Home study courses may be used for both initial certification and renewal; these courses must be pre-approved by MCBAP. Home study courses may NOT be applied toward the ethics training standard for initial certification.** The maximum number of home study contact hours allowed for initial certification is 200 hours. **There is a minimum requirement of 100 education hours that must be done in person (live training).**

**Prepaid Inpatient Health Plan (PIHP) and Community Mental Health Provider Networks** – Education provided by a Prepaid Inpatient Health Plan Agency or CMH Provider Network, which is relevant to the IC&RC/AADC Performance Domains can be applied to this standard.

#### **Professional Associations, Federal Government and other sources**

This list is intended to identify additional sponsors/ sources of education that are acceptable without having to include specific language regarding MCBAP approval. Educational activities sponsored or co-sponsored by any of these agencies may be applied to meet the educational requirements for certification. Training sources merely linked from any of these organization websites are only acceptable if they meet the sponsorship criteria for one of the sources found in this manual.

**Any education other than from these sources must be MCBAP approved.**

**Therapeutic education and attendance at meetings of AA, Alanon, etc., are NOT applicable to the counselor certification.**

## **Process**

After each educational offering is completed, make it a point to complete the information required on the Documentation of Education forms. Keep all certificates of completion to document attendance and the number of contact hours.

Applicants are responsible for submitting documentation of attendance, the topic, the date(s), and amount of time for all education events on the Documentation of Education form. If a certificate of attendance was not provided which includes all of this information, submit the training on the Education Form for Undocumented Events (Form #5.)

# **Certified Alcohol and Drug Counselor (CADC)**

## **Supervision**

# **Certified Alcohol and Drug Counselor (CADC) Supervision**

## **Description**

Supervision is defined as a formal, systematic process that focuses on skill development and integration of knowledge. This supervision must take place in a setting where SUD counseling is being provided. This supervision must occur as part of an eligible work experience and may be completed under more than one supervisor.

**300 hours of direct supervision** performing SUD counseling functions related to the IC&RC/ADC Performance Domains Functions (with a minimum of 50 hours in each Domain) is required.

Using the following criteria, an academic degree credit towards the hours of supervision can be utilized:

100 hours credit for a Bachelor's degree in a related field or higher education level

Listed below are the Counseling Functions, which must be included to complete the requirements of this standard

1. Screening, Assessment, and Engagement
2. Treatment Planning, Collaboration and Referral
3. Counseling
4. Professional and Ethical Responsibilities

## **Process**

Submit the Supervision form (Form #3) to verify completion of hours. A minimum of ten (10) hours in each Domain must be documented.

# **Certified Alcohol and Drug Counselor (CADDC)**

## **Testing**



# Certified Alcohol and Drug Counselor (CADC) Testing

This standard requires that all CADC applicants successfully complete the testing within the previous 10 years of the date your application is submitted.

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to MCBAP no fewer than 120 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. Candidates should contact MCBAP on what constitutes official documentation.

## **Exam dates and locations:**

Computer Based Testing allows candidates to test on demand. Testing hours vary at each location. Many sites are open on weekends. Preliminary test results are available upon completion of the exam.

Applicants are required to pass the International Certification and Reciprocity Consortium/Alcohol and Drug Counselor (IC&RC/ADC) written examination as part of their CADC requirement. There are no prerequisites to take the exam. A passing score is based upon the total score. If you fail the exam, you must wait 90 days to retake the entire exam.

To register for the exam, complete the IC&RC Registration Application. Visit our website [www.mcbap.com](http://www.mcbap.com) or call (517) 347-0891 to obtain an application. Mail the completed application and **\$175.00 non-refundable exam fee** (check or money order) to MCBAP. **The application and fee must be received at least six weeks prior to the exam date.** Registration may be limited.

Once pre-registered, the testing company will contact you via email to set up a test date and time. You may cancel or reschedule your examination five (5) or more calendar days prior to your scheduled examination date by logging on to the testing company website. You will be required to pay a \$25 fee to the testing company before you are able to cancel or reschedule. If you miss the window given to set up your test date and time, you will have to pre-register again with the MCBAP office and pay \$25 to receive a new window of dates.

Links for study materials can be found on [mcbap.com](http://mcbap.com)

# **Certified Alcohol and Drug Counselor (CADC)**

## **Residency & Code of Ethics**

# **Certified Alcohol and Drug Counselor (CADC) Residency**

**Applicants** must live or work 51% of the time in the State of Michigan at the time of initial application.

## **CODE OF ETHICS**

### **Description**

All applicants must read, sign and adhere to the Counselor Code of Ethical Standards. Penalty for violation of the Ethical Standards for Certified Alcohol and Drug Counselors may result in suspension, sanctions, or revocation of certification.

### **Process**

Read the Counselor Code of Ethical Conduct principles. Applicant must then sign the Code of Ethics Agreement form (Form #7) and submit it as a part of their Application.

**Certified Alcohol and Drug Counselor  
(CADC)**

**International Certification and  
Reciprocity Consortium (IC&RC)**

# **Certified Alcohol and Drug Counselor (CADC) Reciprocity & IC&RC Certification**

Michigan has membership in the **International Certification and Reciprocity Consortium (IC&RC)**. The IC&RC's membership currently includes more than 64 boards in the U.S., Indian Health Services, U.S. Military, U.S. Federal Court Administrators, and many foreign countries including Canada, Sweden, Bermuda, Germany, Singapore, and the United Kingdom.

## **How Reciprocity Functions**

Each certifying body belonging to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. For example, if an IC&RC member board offers a reciprocity-eligible counselor certification, then the IC&RC's minimum standards for counselor certification must be used.

In turn, each IC&RC member certifying body agrees to accept the reciprocity-eligible certification(s) of the other members if they offer an equivalent certification.

## **The Relationship of Michigan's CADC to Reciprocity**

Minimum standards for counselor certification have been established by IC&RC. These minimum standards are for the Certified Alcohol and Drug Counselor (CADC). However, not all IC&RC members have developed a reciprocity-eligible ADC certification. There are currently more than 60 boards, which accept the ADC certification.

Individuals holding the Michigan's Certified Alcohol and Drug Counselor (CADC) and apply for reciprocity to another IC&RC member board will receive the equivalent of the Certified Alcohol and Drug Counselor (CADC) if a reciprocity-eligible counselor certification is available through that certification body.

## **Applying for Reciprocity**

If you are moving to an IC&RC member board's jurisdiction, contact the Michigan Certification Board for Addiction Professionals for an IC&RC Reciprocity application for counselor certification and for verification that the certification board in your new location offers a reciprocity-eligible counselor certification

# **Certified Alcohol and Drug Counselor (CADDC)**

## **Renewal**

# Certified Alcohol and Drug Counselor (CADC) Renewal Overview

## Continuing Education

Twenty (20) hours of continuing education is required for each year of the **prior** certification period. Therefore, Sixty-(60) hours of MCBAP approved continuing education training is required if renewing after three (3) years, Forty-(40) hours if renewing after two (2) years, or Twenty-(20) hours if renewing after one (1) year. At least fifty (50%) percent of continuing education training must be **specific to substance use disorders**. A course may not be taken more than once within a twelve (12) month period.

Refer to the **EDUCATION** section of this manual for information on acceptable sources of education. **It is your responsibility to apply for renewal.**

## Application

Complete the renewal application forms, being sure to sign the affidavit attesting that you have obtained the required number of contact hours and agree to the current code of ethics. **Do not** submit any documentation of continuing education hours with your renewal application; *however, you must submit a listing of the continuing education trainings obtained.*

*All newly certified individuals are mandated to an audit of their continuing education training for the first two (2) renewal periods; after two (2) renewal periods an individual is not mandated to an audit, but may be subject to an audit.* Failure to produce these education hours when requested **will** result in a loss of the credential. Maintain documentation of your continuing education hours during the time you are certified as you will be subject to random audit.

## Fee

Submit \$200 non-refundable fee for a three-year renewal or \$145.00 non-refundable fee for a two-year renewal and any additional late penalty fee if applying after the expiration date.

**NOTE:** Individuals holding more than one MCBAP certification do not pay full renewal fee for each additional credential. Fees for additional certification renewal are: \$40 renewal fee for each additional credential when applying for a two-year period, and \$50 renewal fee for each additional credential when applying for a three-year period.

## Older Adult Status for Certified Professionals

Certified Professionals may request “older adult” status. To be eligible the certified Individual must submit supportive documentation that he/she is at least 65 years of age. Renewal continuing education standards will remain the same, however, **the fee will be waived**. If renewing after expiration, the additional late penalty fee will still apply.

## **Process**

Notification by mail will be made approximately ninety- (90) days prior to the impending expiration date. This is a courtesy reminder and failure to receive it does not negate responsibility to renew in a timely manner. The Renewal Application can be downloaded from our website (www.mcbap.com) or you may contact our office if you would like to receive a Renewal Application by mail.

Failure to submit the fee and documentation in a timely manner may result in loss of certification. Be sure to sign the affidavit attesting to the fact that you have obtained the required number of hours of continuing education. Do not submit any documentation of education with your application; however, do submit a listing of the continuing education trainings obtained. Maintain documentation of your continuing education hours, as you will be subject to a random audit.

## **Expiration**

The counselor may apply for renewal up to 180 days after the expiration date by documenting continuing education and paying the renewal fee and an additional late penalty fee.

If the counselor is successfully renewed, the new expiration date will be the same as if the renewal had occurred in a timely manner. If application for renewal is not made within 180 days after the expiration date the individual no longer holds their current credential and may no longer use the acronym or refer to him/herself as certified. Individuals failing to renew within 180 days after the expiration date will be removed from the current certification list.

If the application for renewal is not made within 180 days after the expiration date, please contact the MCBAP office for information on reinstatement.

All documentation is property of the board and may be destroyed after 3 years.

## **Extension of Expiration Date**

The expiration date of certification may be extended up to 90 days with documentation of a medical condition, which severely limits normal activities for at least 30 days within the last 180 calendar days prior to expiration date. Application for extension must be made on or before the expiration date.

## **Escrow**

A certified professional may request in writing that his/her credential be placed in escrow for a period of up to two (2) years. Reason for such action must be a documented medical condition, which prevents the individual from working. The individual will be responsible for meeting renewal requirements when the full two (2) years active status (not counting the time the certification is in escrow) has lapsed. Education completed during the escrow cannot be applied toward renewal.

A written request to remove the certification from escrow and a \$50 fee must be submitted to MCBAP prior to the end of the escrow period.



**Additional continuing education contact hour options:**

**Teaching** – One may earn up to six (6) contact hours per one (1)-year certification period spent teaching or training at educational events meeting the definition of specific or related may be applied as contact hours to meet the educational requirement for certification. The number of contact hours applicable is equal to the number of contact hours offered for the event.

**Publishing in a professional journal** – One may earn the equivalent of six (6) contact hours per one (1)-year certification period by publishing more than 4,000 words in a professional journal or book in a subject area specific to SUD to meet the education requirement for certification

**Presenting papers** – One may earn up to six (6) contact hours per one (1)-year certification period for presenting a paper on a topic specific to SUD at a state or national conference of licensed professionals to meet the education requirement for certification. The number of contact hours applicable is equal to the length of the presentation.