

### **Requirements for Certification (CADC):**

An applicant for certification shall submit evidence of the following to the Committee:

1. A completed application form, which contains information concerning the applicant's educational and experiential background.
2. A bachelor's degree, associate's degree, high school diploma or a certificate of high school equivalency.
3. Completion of 270 hours of domain-specific core training approved by the APCBNJ or a regionally accredited college or university which shall be related to the knowledge and skill associated with the functions of an alcohol and drug counselor. (See page 15 of the LCADC/CADC application).
4. 3,000 hours of related experience (one year of full-time work = 1,500 hours). Experiential hours may go back only 5 years.
5. 300 of these hours must be supervised practical training (see pages 9-10 of the application). Supervised practical training must be obtained within three years immediately preceding the submission of the application and shall be distributed among all 12 core functions: screening, intake, orientation, assessment, treatment planning, counseling – individual, group, and family, case management, crisis intervention, client education, referral, consultation, and recordkeeping.
6. A supervisor evaluation form must be submitted on your behalf (see pages 11-13 of the application). If you received your experience or supervised practical training at more than one location, obtain a supervisor evaluation from each location where you worked.
7. Attendance at 30 alcohol and drug self-help meetings. The minimum number of meetings required are 5 AA, 5 Alanon, 5 NA, and any other 15 self-help groups. (See page 14 of the application.)
8. Successful completion of a written exam developed and prepared by the ICRC, or its affiliate. In order to sit for the examination, approval of your application must be granted by the Alcohol and Drug Counselor Committee.
9. Submit a case presentation. Case presentation information is available on the APCBNJ website, [www.certbd.com](http://www.certbd.com). Click on "Applications and Forms" and then on click on "Testing Forms." Slide down to the "Core Functions and Global Criteria" and "Directions for Preparing a Case Presentation" documents.
10. Successful completion of an oral exam based on your approved case presentation.

### **Non-refundable Fees (subject to change):**

- Application/Review Fee: \$75
- Certification Fee: \$180
- Criminal History Record Background Check: \$78 – Payable to Sagem Morpho
- Certification Renewal Fee: \$180 (every 2 years)

### **Biennial Certification Renewal Requirements:**

- 60 hours of addiction-related continuing education every two years. Hours must fall within the two year period between renewals.

- Complete the requirement for six contact hours of continuing education in legal standards related to the practice of alcohol and drug counseling in New Jersey during initial certification period. (Courses/Instructors approved by APCBNJ).
- Complete the on-line renewal process or follow instructions to obtain a paper renewal form.
- \$180 non-refundable renewal fee.
- See N.J.A.C. 13:34C-5 for continuing education requirement information.

### **Requirements for Licensure (LCADC):**

An applicant for certification shall submit evidence of the following to the Committee:

1. Documentation of a graduate degree in counseling, addictions or counseling-related area including 18 semester hours of pre- or post-masters education distributed over specific topic areas (see page 6 & 7 of the LCADC/CADC application).
2. \*Completion of 270 hours of CADC coursework or obtain approval from the APCBNJ for college or graduate level courses that may qualify (see page 15 of application).
3. 3,000 hours of related experience. (one year of full-time work = 1,500 hours). Experience must be obtained within five years of application submission.
4. 300 of these hours must be supervised practical training (see pages 9-10 of the application). Supervised practical training must be obtained within the three year period immediately preceding the submission of the application.
5. A supervisor evaluation form must be submitted on your behalf (see pages 11-13 of the application). If you received your experience or supervised practical training at more than one location, obtain a supervisor evaluation from each location where you worked.
6. Attendance at self-help meetings. The minimum numbers of meetings required are 5 AA, 5 Alanon, 5 NA, and any other 15 self-help groups. (See page 14 of the application).
7. Successfully complete the written exam. In order to sit for the examination, approval of your application must be granted by the Alcohol and Drug Counselor Committee.\*
9. Submit a case presentation. Case presentation information is available on the ABCPNJ website – [www.certbd.com](http://www.certbd.com). Click on “Applications and Forms” and then click on “Testing Forms”; slide down and get the “Core Functions and Global Criteria” and “Directions for Preparing a Case Presentation” documents.\*\*
10. \*\*Successfully complete an oral exam based on your approved case presentation.

*\*Please note that for LCADC candidates, the 270 hours of domain-specific core training can be part of the master’s degree program as long as the training is an approved provider of such coursework.*

*\*\* For those individuals who hold an active New Jersey clinical license in an appropriate discipline, you are exempt from the written and oral examinations for alcohol and drug counseling pursuant to N.J.S.A. 45:2D-4b. The license must be*

*appropriate to provide independent (nonsupervised) practice at the master's or doctorate level: LPC, LCSW, LMFT, Ph.D., PsyD., MD or MO.*

**Non-refundable Fees (fees set by regulation at N.J.A.C. 13:34C-1.10)**

- Application/Review Fee: \$75
- License Fee: \$250
- Criminal History Record Background Check: \$78 – Payable to Sagem Morpho
- License Renewal Fee: \$250 (every 2 years)

**Biennial License Renewal Requirements:**

- 40 hours of addiction-related continuing education every two years. Hours must fall within the two year period between renewals.
- Complete the requirement for six contact hours of continuing education in legal standards related to the practice of alcohol and drug counseling in New Jersey during initial certification period. (Courses/Instructors approved by APCBNJ).
- Complete the on-line renewal process or follow instructions to obtain a paper renewal form.
- \$250 non-refundable renewal fee.
- See N.J.A.C. 13:34C-5 for continuing education requirement information.

**Coursework:**

It is possible that some academic coursework at the bachelor's or master's level may count toward certification if you have received your education in counseling or a closely-related field from a pre-approved regionally-accredited college or university. If the college/university has not been pre-approved to provide the 270 domain-specific core training, you must submit your transcript and course descriptions to the APCBNJ. (APCBNJ is authorized to translate the academic training into the equivalent core-training hours.) ABCPNJ will conduct an educational review of your coursework and notify you of any deficient core-training hours that are required and/or issue a transcript verifying the 270-hour equivalent. For more information, download the form at <http://www.certbd.com/pdfs/misc-forms/LCADC-CADCReq-Rec-Verif.pdf>

**Internship Opportunities:**

Internship opportunities are available at treatment facilities and prevention organizations throughout New Jersey. Internships can help you obtain the work experience you need to towards becoming a licensed or certified as an addiction counselor or prevention specialist. Learn more about the internships available by viewing the Internship Opportunities Manual at [www.njpn.org](http://www.njpn.org).