

# TABLE OF CONTENTS

<b>SECTION 1: GENERAL</b> .....	<b>4</b>
What is the difference between a CADC and an LCADC? N.J.A.C. 13:34C-3.1.....	4
What are the requirements to become a CADC? N.J.A.C. 13:34C-2.2(b).....	4
What are the requirements to become an LCADC? N.J.A.C. 13:34C-2.3).....	5
What is the difference between an “alcohol and drug counselor intern” and a “credentialed intern?”.....	7
What are the educational requirements for the CADC and the LCADC? N.J.A.C. 13:34C-2.3b-4.....	7
What additional education is required for the LCADC? N.J.A.C. 13:34C-2.2.....	8
How long is the process to become certified or licensed?.....	9
<b>SECTION II: COURSE WORK</b> .....	<b>9</b>
How many courses are there? N.J.A.C. 13:34C-2.3b-4.....	9
How many hours does each course take? N.J.A.C. 13:34C-2.3b-4i.....	10
What if I have taken courses, or am certified, in another state? Do I have to take all the courses? Who do I contact for assistance?.....	10
How far back can educational experience go and still be counted toward licensure or certification?.....	11
Are training certificates by agencies that no longer exist counted towards licensure or certification?.....	11
How can I tell if my courses are Board of Marriage and Family Therapy Examiners’, Alcohol and Drug Counselor Committee or APCBNJ approved?.....	11
What colleges and/or universities offer pre-approved addiction course work?.....	11
Is distance learning permitted?.....	11
When is someone certified?.....	11
I’ve taken similar classes as an undergraduate or graduate student. Do I still need to take all of these courses? I’ve heard that APCBNJ will review my transcript, but I need more information about how to get this done. How long does it take? What does it cost?.....	11
<b>SECTION III: ORAL AND WRITTEN EXAM</b> .....	<b>12</b>
Do certain graduate programs allow master’s level individuals an exemption from taking the written and/or oral exam? N.J.A.C. 13:34C-2.4(b).....	12
How do I apply to take the written and oral exam?.....	12
When and where are the exams given?.....	12
What comes first, the written or oral exam?.....	12
How do I prepare for the exams?.....	13
How can I purchase a “Getting Ready to Test” manual?.....	13
Is there any other information regarding the written exam available?.....	13
What can you tell me about the oral presentation?.....	13
When do I receive my exam scores?.....	14
What happens if I fail the exam? How many times can I fail before having to take some of the classes over? How does that work? N.J.A.C. 13:34C-2.3(e).....	14
Can I take the exam when I’ve completed all my course work if I’m not finished with my experience hours? ...	14
Who reviews the oral exam?.....	14
Are the written and oral exams pass/fail or do I receive a grade? What grade do I need to pass?.....	14
Are there provisions for those with learning disabilities (ADHD, etc) to take un-timed exams?.....	14

**SECTION IV: EXPERIENCE & SUPERVISED HOURS ..... 15**

Is there a list of all licensed treatment facilities in the state that are hiring? ..... 15

Can I start as a volunteer? Will volunteer hours count towards experience hours?..... 15

What is involved in an internship? How does this differ from a regular paid position at an agency? Will both count towards experience hours?..... 15

How far back can experience hours be counted towards certification or licensure? N.J.A.C. 13:34C-2.3b-3..... 15

Who is qualified to supervise me for my supervised hours? Does this person need to be different than who is supervising me for my experience hours? N.J.A.C. 13:34C-6-2(a) ..... 15

How do I document experience hours if they have worked for more than one agency ..... 16

What happens if the supervisor from my previous employer is no longer employed at the agency or refuses to complete the form?..... 16

I'm a SAC/nurse/social worker and have practicum hours. Can I use those as experience hours? ..... 16

What are supervised hours? Can I get practicum and supervised hours at the same time? N.J.A.C. 13:34C-2.3b-2..... 16

My supervisor is not an LCADC. Can I still get credit for these hours? ..... 17

How does one become a Certified Clinical Supervisor (CCS)? ..... 17

**SECTION V: THE APPLICATION PROCESS ..... 17**

How do I find the LCADC application for licensure or the CADC application for certification?..... 17

Where can I find a copy of the LCADC/CADC statutes and regulations? ..... 17

What happens after I submit the application to the State Department of Law and Public Safety, Division of Consumer Affairs, Alcohol and Drug Counselor Committee? ..... 17

I submitted my application to the State, but the APCBNJ is requesting verification of my courses/hours. What is its role in this process? ..... 18

I submitted my application to the State and there is no record of it. Who do I call? Who can help me? ..... 18

Who reviews the CADC/LCADC application? ..... 18

How quickly will I be contacted regarding a test date? ..... 18

I have many years of experience working in the field. Can I be grandfathered as a CADC or LCADC? ..... 18

I let my certification or license lapse. How can I become reinstated? N.J.A.C. 13:34C-1.6 ..... 18

What are the renewal requirements for the CADC and LCADC? N.J.A.C. 13:34C-5.1 ..... 18

Are there any specific requirements for continuing education? ..... 18

How many times do I need to take the legal standards course? ..... 19

Can CADC course work satisfy the legal standards continuing education requirement?..... 19

**SECTION VI: WHO'S WHO IN THE PROCESS? ..... 19**

What is the State Board of Marriage and Family Therapy Examiners', DCA?..... 19

What is the role of the APCBNJ and what do they do?..... 19

What is the IC&RC? ..... 20

What is the role of the Division of Addiction Services in the certification and licensing process? ..... 20

**FOR MORE INFORMATION ..... 20**

**KEY TO ACRONYMS ..... 20**

## SECTION 1: GENERAL

### 1. What is the difference between a CADC and an LCADC? N.J.A.C. 13:34C-3.1

The CADC (Certified Alcohol and Drug Counselor) certification and the LCADC (Licensed Clinical Alcohol and Drug Counselor) license are both granted by the New Jersey Department of Law and Public Safety, Division of Consumer Affairs, State Board of Marriage and Family Therapy Examiners', Alcohol and Drug Counselor Committee (the Committee) to alcohol and drug counselors in the State of New Jersey. The primary difference between the CADC and the LCADC is that the LCADC is permitted to conduct unsupervised independent practice. The CADC is required to practice under the supervision of an approved supervisor. Both the LCADC and the CADC can make assessments; however, the CADC cannot make diagnoses. LCADCs are permitted to supervise CADC, LCADCs, alcohol and drug counselor interns, and credentialed interns; the CADC cannot supervise.

The educational requirements for the LCADC and CADC (N.J.A.C. 13:34C-2.3) both require 270 hours of addiction core course work. However, the LCADC (N.J.A.C. 13:34C-2.3b) must possess a master's degree or a doctorate in addictions or a counseling-related field from an accredited institution of higher learning. Both credentials require similar hours of supervised practice.

### 2. What are the requirements to become a CADC? N.J.A.C. 13.34C-2.2(b)

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

#### A. Supervised Internship N.J.A.C. 13:34-2.3(c)

Completion of two years (full time = 1,500 hours per year maximum) supervised work experience within five consecutive years immediately preceding the date of submission of the application.

- i. Supervised work experience may be paid or voluntary time working directly with alcohol or other drug clients.
- ii. Paid or voluntary time shall be directly related to the 12 core functions of alcohol and drug counseling.
- iii. A one-year, full-time equivalent shall be 1,500 hours maximum over a one-year, 50-week period. Clinical supervision of alcohol and drug counselor interns shall include at least 50 hours of face-to-face supervision per year, averaging one hour per week. No more than 25 hours shall be group supervision.
- iv. Work experience can be obtained from more than one agency.
- v. Work experience may be part-time as long as the two-year requirement (3,000 hours) is satisfied within five consecutive years immediately preceding the date of submission of the application.
- vi. Formal education may not be substituted for work experience.
- vii. Must obtain pre-approval of the applicant's plan of supervision. See application of supervision on the Alcohol and Drug Counselor webpage:  
<http://www.njconsumeraffairs.gov/alcohol/proposedplan.pdf>.

#### B. Education N.J.A.C. 13:34C-2.3b-1

An official transcript(s)/certificate(s) indicating that the applicant has satisfied the following educational requirements:

- i. Received a bachelor's degree or an associate's degree or a high school diploma or a certificate of high school equivalency, and

- ii. Completed 270 hours of alcohol and drug education [N.J.A.C. 13:34 2.3b4] (See question #5 in this section) approved by member boards of the International Certification & Reciprocity Consortium (IC&RC) [Addiction Professionals Certification Board of New Jersey - APCBN] or its successor], the National Association of Alcoholism and Drug Abuse Counselors (NADAAC - only for those states that have NAADAC certification), or a regionally accredited college or university which shall be related to the knowledge and skills associated with the core functions of an alcohol and drug counselor, including formal classroom education, workshops, seminars, institutes, in-service training or a maximum of 54 course hours in distance learning programs.

**C. Supervised Practicum Training N.J.A.C. 13:34C-2.3-(b)**

Complete 300 hours of supervised practical training in alcohol and drug counseling distributed among all the 12 core functions: screening; intake; orientation; assessment; treatment planning; counseling (individual, group, and family); case management; crisis intervention; client education; referral; consultation; and recordkeeping. A qualified clinical supervisor's certification must be included with the application indicating that the applicant has met the supervision requirements for certification as set forth in N.J.A.C. 13:34C-6.

**D. Self-Help Meeting Attendance N.J.A.C. 13:34C-2.3b-5 (b)**

Attendance at 30 alcohol and drug abuse self-help group meetings, of which a minimum of five meetings shall be Alcoholics Anonymous. A minimum of five shall be Narcotics Anonymous, and a minimum of five meetings shall be Alanon. The other 15 meetings may be in any self-help group related to addiction recovery.

**E. Examination N.J.A.C. 13:34C-2.3b-6**

Successful completion of the written and oral examination developed and prepared by the IC&RC.

**F. Other N.J.A.C. 13:34C-2.3b-7**

A completed application form, which contains information concerning the applicant's educational and experiential background. The application can be found at: <http://www.njconsumeraffairs.gov/alcohol/>.

A non-refundable application filing fee of \$75 as set forth in N.J.A.C. 13:34C-1:10 must be included with the application.

**3. What are the requirements to become an LCADC? N.J.A.C. 13:34C-2.3**

An applicant for license as a LCADC shall submit evidence of the following to the Committee.

**A. Supervised Internship N.J.A.C. 13:34C-2.3b-3**

Completion of two years (full time = 1,500 hours per year) supervised work experience within five consecutive years immediately preceding the date of submission of the application.

- i. Supervised work experience may be paid or voluntary time working directly with alcohol or other drug clients.
- ii. Paid or voluntary time shall be directly related to the 12 core functions of alcohol and drug counseling.
- iii. A one-year, full-time equivalent shall be 1,500 hours maximum over a one-year, 50-week period. Clinical supervision of alcohol and drug counselor interns shall include at least 50 hours of face-to-face supervision per year, averaging one hour per week. No more than 25 hours shall be group supervision.

- iv. Work experience can be obtained from more than one agency.
- v. Work experience may be part-time as long as the two-year requirement (3,000 hours) is satisfied within five consecutive years immediately preceding the date of submission of the application.
- vi. Formal education may not be substituted for work experience.
- vii. Must obtain pre-approval of the applicant's plan of supervision. See application of supervision on the Alcohol and Drug Counselor webpage:  
<http://www.njconsumeraffairs.gov/alcohol/proposedplan.pdf>.

**B. Education N.J.A.C. 13:34C-2.2b-1 (b)**

An official transcript(s)/certificate(s) indicating that the applicant has satisfied the following educational requirements:

- i. Received a master's degree in counseling or addictions or a counseling-related field as described below and in N.J.A.C. 13:34C-1.2.
- ii. Completed 270 hours of alcohol and drug education (See question #5 in this section) approved by member boards of the International Certification Reciprocity Consortium (IC&RC), [Addiction Professionals Certification Board – APCBN] or its successor], the NADAAC (only for those states that have NAADAC certification), or a regionally accredited college or university which shall be related to the knowledge and skills associated with the core functions of an alcohol and drug counselor, including formal classroom education, workshops, seminars, institutes, in-service training or a maximum of 54 course hours in distance learning programs.

***\*\*Please note that for LCADC candidates, the 270 hours of required alcohol and drug counselor course work may be part of the master's degree program as long as the course is given by an approved provider of such matriculated course work. See questions #5, 6, 7 and 8 of Section II for more information regarding approved education providers.***

**C. Supervised Practical Training N.J.A.C. 13:34C-6.2**

Completion of 300 hours of supervised practical training in alcohol and drug counseling distributed among all the 12 core functions: screening; intake; orientation; assessment; treatment planning; counseling (individual, group, and family); case management; crisis intervention; client education; referral; consultation; and recordkeeping.

**D. Self-Help Meeting Attendance N.J.A.C. 13:342.3B-5**

Attendance at 30 alcohol and drug abuse self-help group meetings, of which a minimum of five meetings shall be Alcoholics Anonymous, a minimum of five shall be Narcotics Anonymous, and a minimum of five meetings shall be Alanon. The other 15 meetings may be in any self-help group related to addiction recovery.

**E. Examination N.J.A.C. 13:34C-2.3b-6**

Successful completion of the written and oral examination developed and prepared by the IC&RC.

Individuals holding a master's degree and/or those who have completed certain graduate programs are not exempt from the written and/or oral exam. ***The exemption applies only to those individuals who hold an active New Jersey clinical license in an appropriate discipline as listed on page 15 of the LCADC application.*** The professional license must be appropriate to provide independent (non-supervised) practice at the master's or doctorate level and includes:

- Ph.D/Psy.D. –Doctor of Psychology (New Jersey licensed)
- M.D/D.O. –Doctor of Medicine or Doctor of Osteopathic Medicine (New Jersey licensed)
- LCSW – Licensed Clinical Social Worker (New Jersey licensed)
- APN – Advanced Practice Nurse (New Jersey licensed)
- LPC – Licensed Professional Counselor (New Jersey licensed)
- LMFT – Licensed Marriage and Family Therapist (New Jersey licensed)

**F. Other (N.J.A.C. 13:34C-2.3b-7)**

A completed application form, which contains information concerning the applicant’s educational and experiential background. The application can be found at:

<http://www.njconsumeraffairs.gov/alcohol/>.

A non-refundable application fee of \$75 as set forth in N.J.A.C. 13:34C-1:10 must be included with the application.

**4. What is the difference between an “alcohol and drug counselor intern” and a “credentialed intern?”**

An “Alcohol and Drug Counselor Intern” is an individual working towards certification as a CADC or licensure as an LCADC. A “Credentialed Intern” is an individual working towards licensure as a LCADC who already possess a professional clinical license in counseling or in a closely-related field (e.g., LPC, LCSW, MFT, and APN). Both the alcohol and drug counselor intern and the credentialed intern must be supervised by a qualified clinical supervisor as described in N.J.A.C. 13:34C-6-2 and 6.3. (See question # 5 in Section IV.)

**5. What are the educational requirements for the CADC and the LCADC? N.J.A.C. 13:34C-2.3b-4**

Both the CADC and LCADC applicant must complete 270 hours of alcohol and drug education, approved by member boards of the International Certification Reciprocity Consortium (IC&RC) [APCBN] in New Jersey or its successor], the NAADAC (such approval is only valid for courses taken in those states that have NAADAC certification), 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, including formal classroom education, workshops, seminars, institutes, in-service training or a maximum of 54 course hours in distance learning programs as follows:

A. Fifty-four course hours of assessment, with a minimum of six hours in each of the topics and distributed among all of the following:

- i. Initial interviewing process;
- ii. Biopsychosocial assessment;
- iii. Differential diagnosis;
- iv. Diagnostic summaries
- v. Compulsive gambling; and
- vi. Psychopharmacology/physiology of addiction

B. Fifty-four course hours of counseling, with a minimum of six hours in each of the topics and distributed among all of the following:

- i. Introduction to counseling;
- ii. Introduction to techniques and approaches;
- iii. Crisis intervention;
- iv. Individual counseling focused on addiction;
- v. Group counseling; and
- vi. Family counseling

- C. Fifty-four course hours of case management, with a minimum of six hours in each of the topics and distributed among all of the following:
  - i. Community resources;
  - ii. Consultation;
  - iii. Documentation; and
  - iv. HIV positive resources
  
- D. Fifty-four course hours of client education, with a minimum of six hours in each of the topics and distributed among all of the following:
  - i. Addiction recovery
  - ii. Psychological client education;
  - iii. Biochemical/medical client education
  - iv. Sociocultural client education
  - v. Addiction recovery and psychological family education;
  - vi. Biomedical and sociocultural family education; and
  - vii. Community and professional education
  
- E. Fifty-four hours of professional responsibility, with a minimum of six hours in each of the topics and distributed among all of the following:
  - i. Ethical standards;
  - ii. Legal aspects
  - iii. Cultural competency
  - iv. Professional growth;
  - v. Personal growth;
  - vi. Dimensions of recovery;
  - vii. Supervision;
  - viii. Consultation; and
  - ix. Community involvement

***\*\*Please note that for LCADC candidates, the 270 hours of required alcohol and drug course work can be part of a degree program as long as the course is given by an approved provider of such course work. See questions #5, 6, 7 and 8 of Section II for more information regarding approved education providers.***

**6. What additional education is required for the LCADC? N.J.A.C. 13:34C-2.2**

An LCADC also requires a master's degree in counseling, addictions or a counseling-related area, which shall include a minimum of 18 graduate semester hours in counseling from an accredited institution of higher education. The education must be designed to ensure that students achieve competency in the knowledge and skills associated with the core functions of an alcohol and drug counselor and must be part of a matriculated program in an addictions or counseling-related area may include pre- and post-master's graduate hours and must be distributed among the following areas:

- A. counseling theory and practice;
- B. the helping relationship;
- C. human growth and development;
- D. lifestyle and career development;
- E. group dynamics, processes, counseling, and consulting;
- F. assessment of individuals;
- G. social and cultural foundations;
- H. research and evaluation;

- I. the counseling profession; and
- J. pharmacology and physiology

The 18 hours of graduate course work can also apply toward the required 270 hours of required core course work as listed on page 16 of the LCADC application. If using academic course work, the applicant must also submit verification from the APCBNJ or the academic institution that the course work was pre-approved as initial core training. If an individual is unsure if the course work has been pre-approved, please contact APCBNJ for verification. If it has not been pre-approved, the ABCBNJ can approve core content areas in the academic course work after the fact. For more information, visit <http://www.certbd.com/applications/cadcverification.htm>.

## **7. How long is the process to become certified or licensed?**

The process to become licensed as a LCADC or certified as a CADC depends on the course of study each individual pursues. The LCADC is a master's level credential and the CADC is not. Both the LCADC and the CADC require 270 hours of required core courses in alcohol and drug counseling. Keep in mind, however, that along with the educational hours required, a candidate for certification or licensure must also complete 3,000 supervised experience hours at an approved internship. For example, if a candidate is interning 20 hours per week; it would take 3 years to complete the internship hours. If a candidate is working full-time at an approved internship agency, it is possible to complete the internship hours in a minimum of 2 years. The internship hours must be completed within the five years preceding the application.

## **SECTION II: COURSE WORK**

### **1. How many courses are there? N.J.A.C. 13:34C-2.3b-4**

To obtain either the LCADC or the CADC, one must complete 270 hours of required core course work. The courses cover five domains. Each domain consists of 9 courses, which are 6 hours each. Courses can be completed at a regional accredited college/university or other educational provider approved by member boards of the International Certification Reciprocity Consortium (APCBNJ in New Jersey or its successor), the NADAAC (for those states that have NADAAC certification) and be related to the knowledge and skill associated with the functions of an alcohol and drug counselor, including formal classroom education, workshops, seminars, institutes, in-service training or a maximum of 54 course hours in distance learning programs as follows:

- A. Fifty-four course hours of assessment, with a minimum of six hours in each of the topics and distributed among all of the following:
  - vii. Initial interviewing process;
  - viii. Biopsychosocial assessment;
  - ix. Differential diagnosis;
  - x. Diagnostic summaries
  - xi. Compulsive gambling; and
  - xii. Psychopharmacology/physiology of addiction
  
- B. Fifty-four course hours of counseling, with a minimum of six hours in each of the topics and distributed among all of the following:
  - vii. Introduction to counseling;
  - viii. Introduction to techniques and approaches;
  - ix. Crisis intervention;
  - x. Individual counseling focused on addiction;
  - xi. Group counseling; and
  - xii. Family counseling

- C. Fifty-four course hours of case management, with a minimum of six hours in each of the topics and distributed among all of the following:
  - v. Community resources;
  - vi. Consultation;
  - vii. Documentation; and
  - viii. HIV positive resources
  
- D. Fifty-four course hours of client education, with a minimum of six hours in each of the topics and distributed among all of the following:
  - viii. Addiction recovery
  - ix. Psychological client education;
  - x. Biochemical/medical client education
  - xi. Sociocultural client education
  - xii. Addiction recovery and psychological family education;
  - xiii. Biomedical and sociocultural family education; and
  - xiv. Community and professional education
  
- E. Fifty-four hours of professional responsibility, with a minimum of six hours in each of the topics and distributed among all of the following:
  - x. Ethical standards;
  - xi. Legal aspects
  - xii. Cultural competency
  - xiii. Professional growth;
  - xiv. Personal growth;
  - xv. Dimensions of recovery;
  - xvi. Supervision;
  - xvii. Consultation; and
  - xviii. Community involvement

**2. How many hours does each course take? N.J.A.C. 13:34C-2.3b-4i**

If courses are taken at the New Jersey Prevention Network (NJPN) or another educational provider that does not offer the classes as part of a college program, the 270 core hours of addiction course work is comprised of 45 courses, each of which is a minimum of 6 hours. If completing one required course a week, the course work can be completed in one year.

If courses are part of an accredited college or university degree program, the length of time to complete each course would depend on the course content. Typically college courses are held once a week for 12-15 weeks. It is possible that after completing several college or university classes, the required core courses could be completed. Keep in mind, however, that these courses must be pre-approved as initial alcohol and drug counselor education by the Addiction Professionals Certification Board of New Jersey (APCBNJ).

**3. What if I have taken courses, or am certified, in another state? Do I have to take all the courses? Who do I contact for assistance?**

For individuals who took courses or were certified in another state, the APCBNJ will review your coursework on behalf of the Alcohol and Drug Counselor Committee. Individuals are required to complete an application and submit all required transcripts to the APCBNJ. After a review of your documents, APCBNJ will provide a transcript to the Committee verifying whether or not all requirements have been met for either the LCADC or CADC. A letter will then be sent from the APCBNJ to the applicant and the Committee. All individuals seeking review of their course work are

required to simultaneously complete the state's *Application for Licensure as a Clinical Alcohol and Drug Counselor or Certification as an Alcohol and Drug Counselor* and remit subsequent State fees. For more information on getting your coursework or certification reviewed, visit <http://www.certbd.com> or contact [rich@certbd.com](mailto:rich@certbd.com).

**4. How far back can educational experience go and still be counted toward licensure or certification?**

The regulations do not stipulate or identify a limit on education.

**5. Are training certificates by agencies that no longer exist counted towards licensure or certification?**

If applicants have original documentation of attendance from an approved educational provider, the Committee may accept it.

**6. How can I tell if my courses are Board of Marriage and Family Therapy Examiners', Alcohol and Drug Counselor Committee or APCBNJ approved?**

Every participant should receive a certificate of completion at the end of the course with the APCBNJ approval number, name of the course, and date of course. If the APCBNJ approval number is missing on the certificate, it is most likely invalid.

**7. What colleges and/or universities offer pre-approved addiction course work?**

A list of colleges and universities that currently offer pre-approved graduate course work and/or undergraduate course work can be found on the APCBNJ website:

<http://www.certbd.com/courses/approvedproviders.htm>.

**8. Is distance learning permitted?**

The Alcohol and Drug Counselor Committee allows the completion of a maximum of 54 hours of distance learning (toward the initial 270 hours of education required) as long as the course work is approved by the APCBNJ or its successor. **N.J.A.C. 13:34C-2.3b-4**

**9. When is someone certified?**

Individuals are certified or licensed only after meeting ALL the requirements for certification or licensure. The course work represents only the educational requirement of certification and licensure. The applicant is notified by the Alcohol and Drug Counselor Committee once they have satisfactorily completed all of requirements to become certified or licensed.

**10. I've taken similar classes as an undergraduate or graduate student. Do I still need to take all of these courses? I've heard that APCBNJ will review my transcript, but I need more information about how to get this done. How long does it take? What does it cost?**

It is possible that some academic course work at the Bachelor's or Master's level may count towards certification. If you are unsure whether the courses are pre-approved or count towards the LCADC/CADC, APCBNJ will review your transcripts and/or certificates for a fee of \$75. The APCBNJ will then send an official letter stating which courses can be applied towards certification or licensure and what core courses still need to be taken. To obtain the educational review application, please visit the APCBNJ website: <http://www.certbd.com/applications/cadcverification.htm>.

In order to submit course work to APCBNJ for review, an “official” (sealed and unopened) transcript must be sent from colleges and universities you attended. Common causes for delay in transcript review include:

- Missing documentation
- Lack of course work description or detail for courses with non-specific titles (i.e, Social Work I)
- The review form is not attached
- The review fee is not included
- Transcript has been opened

## **SECTION III: ORAL AND WRITTEN EXAM**

### **1. Do certain graduate programs allow master’s level individuals an exemption from taking the written and/or oral exam? N.J.A.C. 13:34C-2.4(b)**

Individuals holding a master’s degree and/or those who have completed certain graduate programs are not exempt from the written and/or oral exam. ***The exemption applies only to those individuals who hold an active New Jersey clinical license in an appropriate discipline as listed on page 15 of the LCADC application.*** The professional license must be appropriate to provide independent (non-supervised) practice at the master’s or doctorate level and includes:

- Ph.D/Psy.D. –Doctor of Psychology (New Jersey licensed)
- M.D/D.O. –Doctor of Medicine or Doctor of Osteopathic Medicine (New Jersey licensed)
- LCSW – Licensed Clinical Social Worker (New Jersey licensed)
- APN – Advanced Practice Nurse (New Jersey licensed)
- LPC – Licensed Professional Counselor (New Jersey licensed)
- LMFT – Licensed Marriage and Family Therapist (New Jersey licensed)

### **2. How do I apply to take the written and oral exam?**

You can sit for the written and oral exams only after approval by the Alcohol and Drug Counselor Committee. When an applicant submits his/her application to the Committee and it has been approved, he/she will receive a letter stating that he/she may schedule the written and oral exam. The Committee notifies the APCBNJ that the applicant has been approved to take the test. It is the individual’s responsibility to register with the APCBNJ to take the exam. Exam dates and location can be found at <http://www.certbd.com/applications/testingforms.htm>.

APCBNJ sends the Committee the test scores as they become available. Once both tests are passed, the Committee schedules a background check.

### **3. When and where are the exams given?**

The exams are given quarterly in Middlesex County. The schedule can be found on the APCBNJ website: <http://www.certbd.com/information/testinginformation.htm>.

### **4. What comes first, the written or oral exam?**

The written exam takes place first. Individuals may not schedule the oral exam until after they have passed the written exam.

## 5. How do I prepare for the exams?

The written exam concentrates on the 12 core competencies of addiction counseling. A good resource to review is the SAMHSA TAP 21 Addiction Counselor Competencies: The Knowledge, Skills, and Attitudes of Professional Practice. The TAP is available free and can be downloaded from the SAMHSA National Clearinghouse website: <http://ncadistore.samhsa.gov/>. The oral exam consists of formulating and answering questions regarding a case presentation.

Distance Learning Center (DLC) has prepared a "Getting Ready to Test" exam manual that helps the applicant prepare for both the written and oral examination. The manuals may be purchased at <http://www.readytotest.com/>.

APCBNJ has a link for "Directions for Preparing a Case Presentation." It can be found at [www.certbd.com](http://www.certbd.com).

An IC&RC study guide is available by calling 717-540-4455 or visiting <http://www.IC&RCaoda.org/studyguides.cfm>.

## 6. How can I purchase a "Getting Ready to Test" manual?

Distance Learning Center publishes three test manuals that are available for purchase directly from the Distance Learning website (<http://www.readytotest.com/>).

## 7. Is there any other information regarding the written exam available?

The written examination is an international alcohol and drug proficiency test published by The IC&RC. The test was updated in 2008 to reflect the results of a Job Task Analysis of addiction counselors. Guidance with the written exam process and sample questions can be found on the IC&RC website: <http://www.IC&RCaoda.org/>. The questions change with each exam.

## 8. What can you tell me about the oral presentation?

Candidates will prepare a case study and respond to each of the following questions, using the Global Criteria and providing examples.

- I. SCREENING- Describe the purpose of screening and the processes used with this client.
- II. INTAKE- Describe the elements of intake and how the intake process was completed in this case.
- III. ORIENTATION- Describe the process of orienting this client to your services.
- IV. ASSESSMENT- Describe the methods and procedures used to assess this client, and explain the results of those assessments.
- V. TREATMENT PLANNING- Identify the components of treatment planning and describe the treatment planning process that occurred between you and your client.
- VI. COUNSELING- Identify your counseling approaches and theories, and thoroughly describe how you applied them to your client.
- VII. CASE MANAGEMENT- Describe the purpose of case management and how it applied to this client.

- VIII. CRISIS INTERVENTION- Give an example of a crisis that occurred in this case and explain how you responded to it. If no crisis occurred, give an example of a crisis using another case.
- IX. CLIENT EDUCATION- What is the purpose of client education and describe how you provided it in this case.
- X. REFERRAL- Describe the process of referral and explain how it was used in this case.
- XI. RECORDKEEPING- Describe the report and recordkeeping process and how they were used in this case.
- XII. CONSULTATION WITH OTHER PROFESSIONALS- Describe the purpose of, the rationale for and the results of consultations necessary in this case. If no consultation occurred, provide an example from another case.

**9. When do I receive my exam scores?**

You will receive your exam scores in the mail within eight weeks. Do not call the APCBNJ for results as they do not provide scores over the phone.

**10. What happens if I fail the exam? How many times can I fail before having to take some of the classes over? How does that work? N.J.A.C. 13:34C-2.3(e)**

After the third attempt or thereafter to pass the written and/or oral sections of the examination, the applicant may not reapply a fourth time or any time thereafter without having successfully completed a course(s) in the subject matter(s) in which the written and/or oral examination has demonstrated the applicant's deficiencies.

**11. Can I take the exam when I've completed all my course work if I'm not finished with my experience hours?**

No. A completed application, including documentation of internship and supervised hours, must be approved by the Committee.

**12. Who reviews the oral exam?**

The oral exam is reviewed by trained addiction professionals hired as consultants by APCBNJ. Each oral exam is rated by three reviewers.

**13. Are the written and oral exams pass/fail or do I receive a grade? What grade do I need to pass?**

Both exams have scores, which are determined by the testing company's "cut score" process for each type of exam. The written exam's passing score is a score of at least 500 out of a possible 800. The Oral Exam is 76% out of 100% to pass.

**14. Are there provisions for those with learning disabilities (ADHD, etc) to take un-timed exams?**

Yes. There are provisions for those with learning disabilities to take an un-timed written exam. When registering for the written exam, the applicant must send a written request and recent professional documentation of their disability along with the application form.

## SECTION IV: EXPERIENCE & SUPERVISED HOURS

### 1. Is there a list of all licensed treatment facilities in the state that are hiring?

A searchable directory of licensed treatment facilities can be found on the Division of Addiction Services' (DAS) website: <http://samsdev.rutgers.edu/dastxdirectory/txdirmain.htm>.

### 2. Can I start as a volunteer? Will volunteer hours count towards experience hours?

Volunteer hours can count towards an internship as long as they are obtained at a treatment facility under the supervision of a qualified supervisor. Internships completed in a medical setting or private practitioner's office setting may count as long as the plan of supervision has been approved. See question #5 in this section for more information on who can supervise alcohol and drug counselor interns.

### 3. What is involved in an internship? How does this differ from a regular paid position at an agency? Will both count towards experience hours?

Internship experiences may vary. However, an internship should allow the individual the opportunity to become fully immersed in the day-to-day work of an alcohol and drug treatment setting to learn and practice the core functions of working as a LCADC/CADC under the supervisor of a qualified supervisor. That is, an intern should obtain a minimum of 3,000 total experience hours in all the core functions required on the LCADC/CADC application:

- |                          |                           |
|--------------------------|---------------------------|
| 1. Screening             | 8. Family Counseling      |
| 2. Intake                | 9. Case Management        |
| 3. Orientation           | 10. Crisis Intervention   |
| 4. Assessment            | 11. Client Education      |
| 5. Treatment Planning    | 12. Referral              |
| 6. Individual Counseling | 13. Consultation          |
| 7. Group Counseling      | 14. Reports/Recordkeeping |

### 4. How far back can experience hours be counted towards certification or licensure? N.J.A.C. 13:34C-2.3b-3

Experience is valid only within five consecutive years immediately preceding the date of submission of the application. The 3,000 hours of supervised work experience may be paid or voluntary time working directly with alcohol or other drug clients. Paid or voluntary time shall be directly related to the core functions list above.

### 5. Who is qualified to supervise me for my supervised hours? Does this person need to be different than who is supervising me for my experience hours? N.J.A.C. 13:34C-6-2(a)

Supervised and experience hours must both be supervised by a qualified clinical supervisor. The 3,000 hours of related work experience may include the 300 hours of supervised practical training. An applicant may have more than one qualified clinical supervisor.

According to N.J.A.C. 13:34C-6.2, the following individuals are qualified clinical supervisors of alcohol and drug counseling interns and credentialed interns:

- i. A New Jersey-licensed clinical alcohol and drug counselor (LCADC);
- ii. A New Jersey-licensed physician, who is certified by the American Society of Addiction Medicine (ASAM) or a psychiatrist with added qualifications in chemical dependency from the American Psychiatric Association; and

- iii. A New Jersey certified advanced practice nurse, licensed psychologist, licensed clinical social worker (LCSW), licensed marriage and family therapist (LMFT), or licensed professional counselor (LPC), all of whom shall be certified as a clinical supervisor by the IC&RC member (APCBNJ) or its successor.

Qualified clinical supervisors shall have a written agreement with supervisees which outlines planned hours of practice, planned hours of clinical supervision, types of supervision, nature of work assignments and other specifications that the supervisor deems appropriate to the counselor intern's level of training. N.J.A.C. 13:34C-6.2 (b).

The plan of supervision form is available at the Marriage and Family Therapy Examiners', Alcohol and Drug Counselor Committee website:

<http://www.njconsumeraffairs.gov/alcohol/proposedplan.pdf>.

**6. How do I document experience hours if they have worked for more than one agency?**

The applicant needs to complete the *Documentation of 3,000 Hours of Related Work Experience* (Schedule A of the application) pursuant to N.J.A.C. 13:34C-2.3(b), page six of the LCADC/CADC application, for each position for which they are documenting hours. Separate plans of supervision must be approved for each work setting and supervisor.

All Alcohol and Drug Counselor Interns and Credentialed Interns should fill out Schedule A on a regular basis while working towards their 3,000 experience hours. Ideally, this form should be updated every three to six months to ensure documentation of experience hours is accurate and complete. It is particularly important to update the form if you change jobs or your supervisor changes or leaves your agency.

**7. What happens if the supervisor from my previous employer is no longer employed at the agency or refuses to complete the form?**

The applicant would need to do everything possible to prove that they have tried to contact the supervisor. If all avenues have failed, the applicant may complete an affidavit verifying their search for Committee consideration.

**8. I'm a SAC/nurse/social worker and have practicum hours. Can I use those as experience hours?**

Practicum hours can only be counted if they were:

- i. under the supervision of a qualified supervisor according to N.J.A.C. 13:34C-6.2-2;
- ii. took place at an agency setting providing alcohol and drug treatment; and
- iii. the internship and supervised hours incorporate the 12 core functions of alcohol and drug counseling. In some instances if the supervision plan is pre-approved, a SAC or other school employee may be able to count a portion of their hours with Committee approval.

**9. What are supervised hours? Can I get practicum and supervised hours at the same time?**

**N.J.A.C. 13:34C-2.3b-2**

Yes. The 3,000 hours of related work experience may include the 300 hours of supervised practical training. Documented work experience as a counselor, intern, trainee, or volunteer may be valid for five years as long as it includes the 12 core functions of alcohol and drug treatment. The documented and supervised hours must be under the clinical supervision of an approved supervisor.

## **10. My supervisor is not an LCADC. Can I still get credit for these hours?**

One can receive credit only if the supervisor meets the requirement as set forth in N.J.A.C. 13:34C-6.2. The following individuals may be qualified clinical supervisors of alcohol and drug counseling interns and credentialed interns:

- i. A New Jersey-licensed clinical alcohol and drug counselor (LCADC);
- ii. A New Jersey-licensed physician, who is certified by the American Society of Addiction Medicine (ASAM) or a psychiatrist with added qualifications in chemical dependency from the American Psychiatric Association; and
- iii. A New Jersey certified advanced practice nurse, licensed psychologist, licensed clinical social worker (LCSW), licensed marriage and family therapist (LMFT), or licensed professional counselor (LPC), all of whom shall be certified as a clinical supervisor (CCS) by the IC&RC member (APCBNJ) or its successor.

## **11. How does one become a Certified Clinical Supervisor (CCS)?**

The Certified Clinical Supervisor (CCS) credential is intended for use within licensed alcohol and drug counseling programs. The CCS is not a clinical practice credential and should only be used for work within healthcare or counseling settings. Private practice counselors must have a license approved by the Division of Consumer Affairs to provide independent counseling. The CCS requires five (5) years' experience working in the field of chemical dependency. These five years' are to be immediately prior to the date of application. Also, a minimum of three (3) years clinical supervisory experience in the field of chemical dependency within ten (10) years immediately prior to the date of application is required. The CCS applicant must document a minimum of 30 hours of clinical supervisory course work (previously approved by APCBNJ) within ten (10) years immediately prior to the date of the application. In-service training will not be accepted. The CCS application can be found at <http://certbd.com>.

## **SECTION V: THE APPLICATION PROCESS**

### **1. How do I find the LCADC application for licensure or the CADC application for certification?**

The application for the LCADC and CADC can be found on the Board of Marriage and Family Therapy Examiners', Alcohol and Drug Counselor Committee website: <http://www.njconsumeraffairs.gov/alcohol>.

### **2. Where can I find a copy of the LCADC/CADC statutes and regulations?**

The LCADC/CADC statutes and regulations may be found on the Alcohol and Drug Counselor Committee website: <http://www.njconsumeraffairs.gov/alcohol>.

### **3. What happens after I submit the application to the State Department of Law and Public Safety, Division of Consumer Affairs, Alcohol and Drug Counselor Committee?**

Applications are reviewed in the order that they are received. Once an application is received, it is date stamped and reviewed by administrative staff for completeness. If the application is not complete, a deficiency letter will be sent to the applicant. If the application is complete, it will be presented to Alcohol and Drug Counselor Committee. Committee meetings are held once a month. The Committee meeting schedule, agenda, and past minutes can be found on their website: <http://www.njconsumeraffairs.gov/alcohol/>.

**4. I submitted my application to the State, but the APCBNJ is requesting verification of my courses/hours. What is its role in this process?**

The State Board of Marriage and Family Therapy Examiners', Alcohol and Drug Counselor Committee, may request that the APCBNJ review an applicant's course work to ensure that it meets initial core course work requirements. This is done only in cases where the applicant has not completed the application properly.

**5. I submitted my application to the State and there is no record of it. Who do I call? Who can help me?**

The Committee suggests that applicants do the following when submitting their application:

- a. Make copies of everything sent to the Committee – application, transcripts, etc.
- b. Refer to the last correspondence received when calling the Committee for assistance.

**6. Who reviews the CADC/LCADC application?**

The application is reviewed by the Alcohol and Drug Counselor Committee members who have been appointed by the Governor. A list of the Committee members is available on the Alcohol and Drug Counselor Committee website: <http://www.njconsumeraffairs.gov/alcohol/>.

**7. How quickly will I be contacted regarding a test date?**

Once your application has been approved by the Alcohol and Drug Counselor Committee, you will receive a letter stating that you are approved to sit for the written or oral exam, based on a case presentation. It is your responsibility to register with the APCBNJ to take the exam. Exam dates and location can be found at <http://www.certbd.com/applications/testingforms.htm>.

**8. I have many years of experience working in the field. Can I be grandfathered as a CADC or LCADC?**

No. The timeframe for obtaining a license or certification under the grandfather provisions of N.J.S.A. 45:2D-16 of the Alcohol and Drug Counselor Licensing and Certification ended on March 15, 2006. Therefore, applicants may no longer be grandfathered for licensure or certification under N.J.A.C. 13:34C-2.1.

**9. I let my certification or license lapse. How can I become reinstated? N.J.A.C. 13:34C-1.6**

The Committee requires licensees or certificate holders seeking a return to active status to submit a completed renewal application, a renewal fee, and an affidavit of employment and evidence of having completed the number of continuing education renewal hours required for license or certificate renewal for the biennial period. The applicant must have completed the continuing education renewal hours within three years prior to the date of the application.

**10. What are the renewal requirements for the CADC and LCADC? N.J.A.C. 13:34C-5.1**

**LCADC** – Forty hours of continuing education earned every two years.

**CADC** – Sixty hours of continuing education earned every two years.

**11. Are there any specific requirements for continuing education?**

Yes, during the initial renewal period, LCADCs/CADCs must satisfy six hours in legal standards related to the practice of alcohol and drug counseling. Three hours of cultural competence training is required every biennial period (once every two-year period).

## **12. How many times do I need to take the legal standards course?**

The legal standards course is required to be taken only once during the initial renewal period. However, individuals are permitted to repeat the course if they wish, as it will be counted toward continuing education.

## **13. Can CADC course work satisfy the legal standards continuing education requirement?**

No. The *Legal Standards Related to the Practice of Alcohol and Drug Counseling in New Jersey* course is a specialized renewal course that is only offered by approved trainers and is for individuals who already have their LCADC or CADC.

## **SECTION VI: WHO'S WHO IN THE PROCESS?**

### **1. What is the State Board of Marriage and Family Therapy Examiners', DCA?**

The Department of Law and Public Safety, Division of Consumer Affairs, State Board of Marriage and Family Therapy Examiners', Alcohol and Drug Counselor Committee (the Committee) was established on January 9, 1998 pursuant to N.J.S.A. 45:2D-1 et seq. The purpose of the Alcohol and Drug Counselor Committee is to:

- i. protect the health, safety, and welfare of the people of New Jersey;
- ii. regulate the practice of alcohol and drug counseling;
- iii. take action against unprofessional, improper, unauthorized, or unqualified practice of alcohol and drug counseling and guard against unprofessional conduct by the licensed individuals who practice alcohol and drug counseling; and
- iv. to review applications for certification and licensure and to ensure that the minimum requirements have been met.

All Alcohol and Drug Counselor Interns and Credentialed Interns should visit DCA's website early in their internship to be sure they understand what the requirements are to become an LCADC or CADC, the documentation needed for each step of the process (found in the LCADC/CADC application) and to read all the important information posted on the website.

For further information, visit <http://www.njconsumeraffairs.gov/alcohol/>.

### **2. What is the role of the APCBNJ and what do they do?**

The Addiction Professionals Certification Board of New Jersey's (APCBNJ) primary mission is to ensure the competency in addictions and other behavioral healthcare professionals using educational, experiential, testing, and ethical measures. Its vision is to be the premiere provider of quality certification products and training and to strive for the highest level of protection for the consumers of addiction and other behavioral healthcare. Its scope is to enhance the professionalism of addictions and other healthcare professions by offering quality certification products to provide and monitor accepted ethical standards for consumer protection and to provide addiction and behavioral health cross training.

APCBNJ has been a member of the International Certification and Reciprocity (IC&RC) for the past 25 years. Membership in the IC&RC requires adherence to established international educational and testing standards for addiction professionals. These same standards were adapted by the Department of Public Safety, Division of Consumer Affairs, Marriage and Family Examiners', Alcohol and Drug Counselor Committee to govern the practice, certification, and licensure of addiction professionals in the State of New Jersey. The Alcohol and Drug Counselor Committee's affiliation

with the APCBNJ is regulated by New Jersey Statutes [N.J.S.A. 45:2D-1 to 45:2D-18](#) and the New Jersey Administrative Code Alcohol and Drug Counselor Committee [N.J.A.C. 13:34C](#).

APCBNJ schedules and administers the written and oral exams and reviews transcripts to determine if a course qualifies towards the required 270 hours of education in the event the education was obtained at an agency that is not an approved CADC educational provider approved by the APCBNJ.

### **3. What is the IC&RC?**

The International Certification & Reciprocity Consortium (IC&RC) sets the international standards of practice in addiction counseling, prevention, and clinical supervision through testing and credentialing of addiction professionals. Incorporated in 1981, and currently headquartered in Harrisburg, Pennsylvania, IC&RC is a voluntary membership organization comprised of certifying agencies involved in the credentialing or licensing of alcohol and other drug abuse counselors, clinical supervisors, prevention specialists, co-occurring professionals and criminal justice professionals. For further information, visit their website at <http://www.IC&RCaoda.org/about.asp>.

### **4. What is the role of the Division of Addiction Services in the certification and licensing process?**

As the Single State Authority in New Jersey, the Division of Addiction Services (DAS) grants licenses to treatment facilities to provide alcohol and drug treatment. DAS does not grant licenses or certification to alcohol and drug counselors. However, DAS does publish residential and outpatient treatment regulations that detail the qualifications required to work at a DAS-licensed facility.

## **FOR MORE INFORMATION**

- For further information regarding licensing and credentialing of DAS' alcohol and drug treatment agency workforce, please contact Elizabeth Conte, Workforce Development and Training Coordinator, at [Elizabeth.Conte@dhs.state.nj.us](mailto:Elizabeth.Conte@dhs.state.nj.us).
- For further information regarding a transcript or certificate education review, please contact Richard Bowe, Executive Director, Addiction Professionals Certification Board of New Jersey at [rich@certbd.com](mailto:rich@certbd.com).
- For further information regarding licensing and credentialing of alcohol and drug counselors, please visit <http://www.njconsumeraffairs.gov/alcohol/>.

## **KEY TO ACRONYMS**

APCBNJ- Addiction Professionals Certification Board of New Jersey

DAS- Division of Addiction Services

IC&RC- International Certification & Reciprocity Consortium

DCA- Division of Consumer Affairs

LCADC- Licensed Clinical Alcohol and Drug Counselor

CADC- Certified Alcohol and Drug Counselor