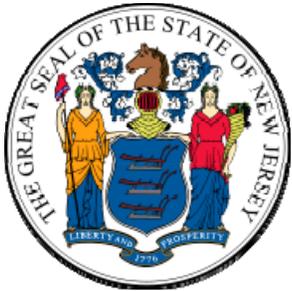


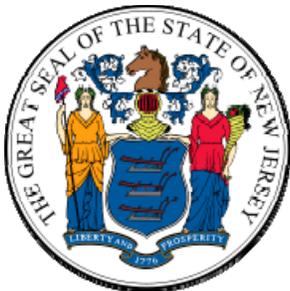
Alcohol and Drug Counselor Committee

Application Process Overview



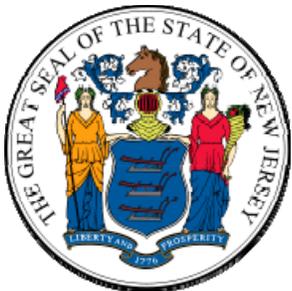
Alcohol and Drug Counselor Committee

- Certification and licensure of qualified individuals
- Regulates the practice of alcohol and drug counseling
- Investigates complaints and takes disciplinary action



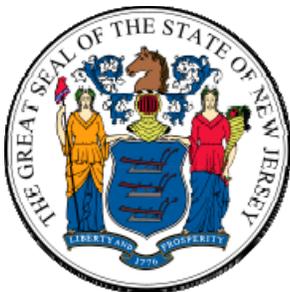
License to Practice

- No one may practice as a certified alcohol and drug counselor or licensed alcohol and drug counselor without certification or license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



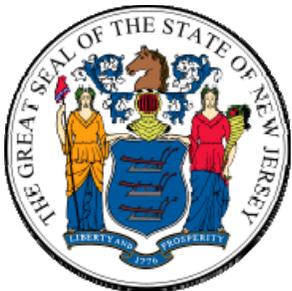
Certification / License to Practice

- How do you get certified or licensed?
 - By application to the Committee
- How do you keep a certification or license in good standing?
 - Download and keep current on your regulations:
<http://www.njconsumeraffairs.gov/adc/Pages/regulations.aspx>



When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



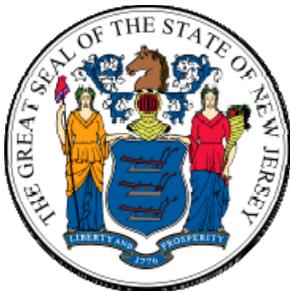
How Do I Get an Application Form?

Applications can be downloaded from the Committee's website at:

<http://www.njconsumeraffairs.gov/adc/Pages/applications.aspx>

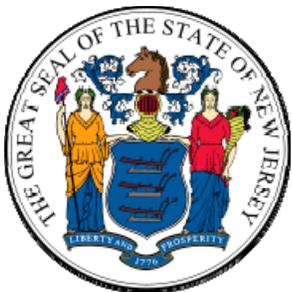


The screenshot shows the website for the New Jersey Division of Consumer Affairs. The header includes the state logo, navigation links for 'The State of New Jersey' and 'Office of the Attorney General', and a search bar. The main content area is titled 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' and features a profile for Steve C. Lee, Director. A navigation menu includes 'Home', 'Division Units', 'Boards & Committees', 'NJPAIP', 'News', and 'Contact', along with a 'File a Complaint' button. The main heading is 'Alcohol and Drug Counselor Committee' with a sub-heading 'Applications and Forms'. Under 'Applications', there are two items: 'Application for Licensure or Certification as an Alcohol and Drug Counselor (Regular Application)' and 'Application to Upgrade from CADC to LCADC'. Under 'Forms', there are two items: 'Proposed Plan of Supervision for CADC/LCADC (Internship)' and 'Proposed Plan of CADC Supervision'. A note under the first form item states: 'N.J.A.C. 13-34C-6.2a (f) All qualified clinical supervisors of alcohol and drug counselor interns shall obtain Committee approval prior to commencing the supervisory relationship with the alcohol and drug counselor intern. A qualified clinical supervisor shall submit evidence, on forms provided by the Committee, that he or she has satisfied all applicable requirements of this subchapter.' A 'Last Modified' timestamp of 10/27/2015 10:51 AM is visible at the bottom right of the page.



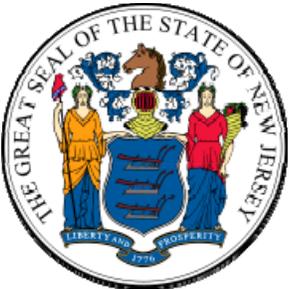
Application Process for CADC

1. Completed, signed/notarized original application with 2 (2x2 passport size photos), including all of Schedule A and either copies of your 270 educational hours certificates or the official transcript from the Addictions Professional Certification Board, NJPN or a letter of verification from your college/university
2. Certification & Authorization form (*original signed*)
3. Copy of your Proposed Plan of Supervised CADC/LCADC internship or your resume, your supervisors resume, your job description, agency's brochure
4. Upon approval you will be sent authorization letter to take the oral and written examination



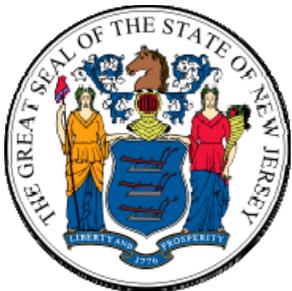
Application Process for LCADC

1. Completed, signed/notarized original application with 2 (2x2 passport size photos), including all of Schedule A and either copies of your 270 educational hours certificates or the official transcript from the Addictions Professionals Certification Board, NJPN or a letter of verification from your college/university
2. Certification & Authorization Form (*original signed*)
3. Copy of your Proposed Plan of Supervised CADC/LCADC internship or your resume, your supervisors resume, your job description, agency's brochure
4. Your official graduate transcript Upon approval you will be sent authorization letter to take the oral and written examination



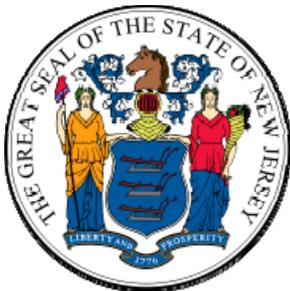
Application Fees

- Application Fee:
 - \$75.00 – fee is same for CADDC and LCADC
 - Payable by check or money order
 - **NO CASH**



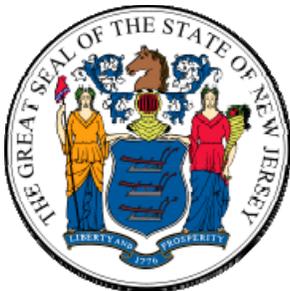
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of Illegal Chemical Substances



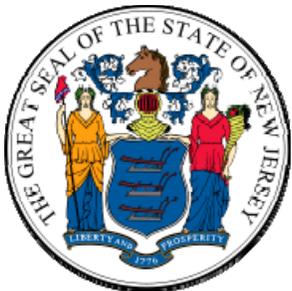
Oral and Written Examinations

- Upon approval by the Committee you will receive notification that you have been approved to take the oral and written exam (*required for CADC and LCADC*)
- Examinations are administered by the Addictions Professional Certification Board Offered online – www.certbd.org
- Statutes and Regulations are available on the Committee's website: <http://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf>
- Remember to review the statutes, regulations and uniform regulations
- The following clinical licenses are exempt from the oral and written exams:
Ph.D./Psy.D., NJ licensed Psychologist, M.D./D.O., L.C.S.W., A.P.N., L.P.C., LMFT



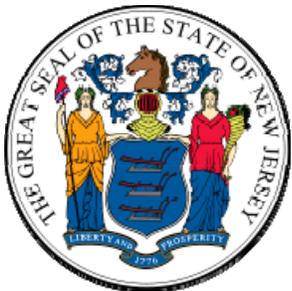
Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



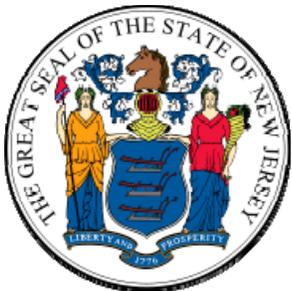
Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



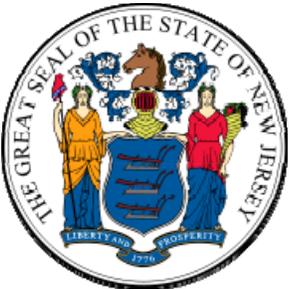
Initial Registration Fee

- Once your application has been approved you will receive a letter of approval of certification or license, that will include an invoice for your certification/licensing fee and instruction for your fingerprint
- You must verify the information and return with the appropriate fee
(\$180 for CADC / \$250 for LCADC)



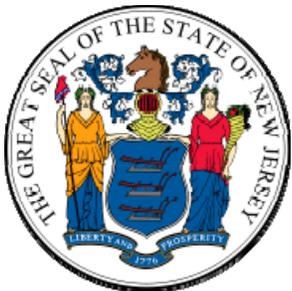
Keeping Your License Current

- Licenses are valid for 2 years
- Every registered certified alcohol and drug counselor and licensed clinical alcohol and drug counselor license expires on July 31 of even-numbered years
- You must keep your address current with the Committee to receive renewal notices
- Renewals are done online and require a renewal fee
(\$180 for CADC / \$250 for LCADC)



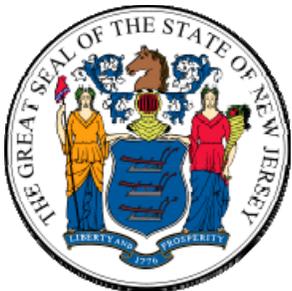
Continuing Education

- You must complete your continuing education prior to renewal
(July 31 of even numbered years)
- CADC's are required to complete 60 CEU's
- LCADC's are required to complete 40 CEU's



Communication

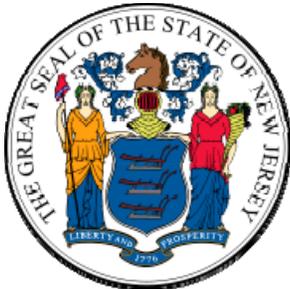
- If you get a letter from the Committee – *read it*
- If the Committee asks for you to respond to it – *do it in a timely fashion (Duty to Cooperate as certificate/license holder)*
- If you move, change your name, start working in a new location – *contact the Committee and update your information*



Where Do I Send Mail for the Alcohol and Drug Counselor Committee?

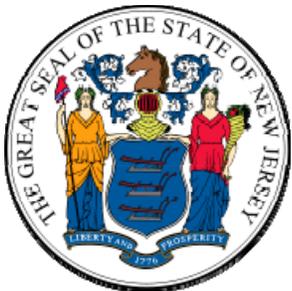
Mailing Address: Alcohol and Drug Counselor Committee
P.O. Box 45040
Newark, NJ 07101

Physical Address: Alcohol and Drug Counselor Committee
124 Haley Street
Newark, NJ 07102



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Committee
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

Alcohol and Drug Counselor Committee

<http://www.njconsumeraffairs.gov/adc/Pages/default.aspx>

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

