

Criteria for Certified Alcohol & Drug Counselor (CADC)

I. Criteria for those with an applicable Masters Degree

- Applicable Masters Degree
- 1000 hours of applicable work experience within the last 10 years
- 300 hours of a Supervised Practicum in the Performance Domains
- Signed Competency Rating Form from MCB qualified supervisor
- 180 Contact Hours of Education to include the following:
 - 6 live ethics hours (not from online or home study)
 - 20 of the 180 hours obtained within the prior 12 months of applying
- Pass IC&RC International ADC Examination

II. Criteria for those with an applicable Bachelors Degree

- Applicable Bachelors Degree
- 2000 hours of applicable work experience within the last 10 years
- 300 hours of a Supervised Practicum in the Performance Domains
- Signed Competency Rating Form from MCB qualified supervisor
- 180 Contact Hours of Education to include the following:
 - 6 live ethics hours (not from online or home study)
 - 20 of the 180 hours obtained within the prior 12 months of applying
- Pass IC&RC International ADC Examination

III. Criteria for those with an applicable Associates Degree or an applicable 1 year Addiction Certificate program

- Applicable Associates Degree or applicable 1 year Addiction Certificate program
- 3000 hours of applicable work experience within the last 10 years
- 300 hours of a Supervised Practicum in the Performance Domains
- Signed Competency Rating Form from MCB qualified supervisor
- 180 Contact Hours of Education to include the following:
 - 6 live ethics hours (not from online or home study)
 - 20 of the 180 hours obtained within the prior 12 months of applying
- Pass IC&RC International ADC Examination

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IV. Criteria for those with a High School Diploma/HSE

- High School Diploma/HSE
- 4000 hours of applicable work experience within the last 10 years
- 300 hours of a Supervised Practicum in the Performance Domains
- Signed Competency Rating Form from MCB qualified supervisor
- 180 Contact Hours of Education to include the following:
 - 6 live ethics hours (not from online or home study)
 - 20 of the 180 hours obtained within the prior 12 months of applying
- Pass IC&RC International ADC Examination

APPLICABLE DEGREES

(A degree must be from a college or university found in the US Dept. of Education's database of accredited schools. The database can be found at <http://ope.ed.gov/accreditation>.)

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|---------------------|------------------------|--------------------------------|
| 1. Psychology | 6. Sociology | 10. Human Services |
| 2. Social Work | 7. Chemical Dependency | 11. Art Therapy |
| 3. Criminal Justice | 8. Counseling | 12. Applied Behavioral Science |
| 4. Family Studies | 9. Nursing | 13. Education |
| 5. Communication | | |

** If your Related Field Degree (Major) is in one of the above areas but has a different transcript title, please contact the MCB office at 573-616-2300 to verify it will be accepted as an applicable degree.*

DEFINITIONS

A. CONTACT HOURS of EDUCATION/TRAINING is defined as workshops, seminars, institutes, accredited college/university courses, MCB approved home study or on-line courses and in-services. One (1) contact hour of education is equal to sixty (60) minutes of continuous instruction. 15 contact hours are given for each college credit. Therefore, a college course of three (3) credits is equal to 45 contact hours.

In order to be considered a valid training experience for the purpose of credentialing, education/trainings must be related to the knowledge and skill base associated with the performance domains of a substance use disorders counselor.

All education taking place outside the applicant's place of employment must be documented through proof of attendance including transcripts from an accredited college, letters and/or certificates of completion. Supporting documentation in the form of brochures, flyers, syllabus, course description, etc. may also be required to review content for acceptability.

All education taking place within the applicant's place of employment must be documented by title, date and length of presentation, as well as the name and title of presenter. The training must be verified by the employee's supervisor who attests the training took place and the employee was a participant in the entire training.

B. APPLICABLE WORK EXPERIENCE is defined as supervised work experience in a position with job duties that assist clients in the recovery process by performing the substance use disorder counselor performance domains. Experience as a volunteer, intern and/or payment of a stipend qualifies as work experience if the same work is performed that a paid employee would perform.

All qualifying work experience must have been accrued during the ten (10) years immediately prior to application being made.

Work experience must be verified by an employment verification form from the agency(s) in which the applicant has been employed.

C. SUPERVISED PRACTICUM IN THE PERFORMANCE DOMAINS is defined as performance of the performance domains while under supervision.

Supervision must be provided by someone who holds a CRADC, CRAADC, CCJP, CCDP, CCDP-D, RADC, RADC-P, LPC, LCSW, LMFT or Licensed Psychologist and who has attended the MCB Clinical Supervision Training.

The supervision of the performance domains may take place within an academic setting and/or within a supervised work setting. The goal is to receive supervised experience in all of the domains. Applicants must complete a minimum of 10 hours performing each of the domains with a total supervised practicum of 300 hours.

D. PERFORMANCE DOMAINS DEFINITIONS: Refer to the ADC Candidate Guide on the MCB web site at www.missouricb.com under the Education Box/Candidate Guide link.