

**BEHAVIORAL HEALTH AND HUMAN SERVICE LICENSING BOARD
LICENSED ADDICTION COUNSELOR ASSOCIATE (LACA)
INFORMATION AND INSTRUCTIONS**

Before completing and submitting your application to our office, please read all materials and information included.

DOWNLOAD THE FOLLOWING DOCUMENTS AND INFORMATION

Applicants must download the following documents from the Board's Website at: www.pla.in.gov:

1. Application for Licensure as an Addiction Counselor Associate
2. Information and Instruction Sheet
3. Criminal Background Check Information
4. Verification of Licensure
5. Statutes and Administrative Rules which pertain to the Behavioral Health and Human Service Licensing Board

IPLA ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

Indiana Professional Licensing Agency
402 West Washington Street, Room 072
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
FAX # (317) 233-4236
Staff Email: pla8@pla.IN.gov
Website: www.pla.IN.gov

BASIS FOR LICENSURE

Applicants for an addiction counselor associate license may apply based on one of the following:

1. Applying for licensure by examination and requesting approval to take one of the examinations.

Applicant who are applying for approval to take one of the approved examinations are required to submit all documentation as listed within the instructions for approval to take the examination. The applicant may choose to take one of the following examinations:

- Alcohol & Drug Counselors (ADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC).
- National Certified Addiction Counselor II (NCAC II) administered by the NAADAC-National Certification Commission for Addiction Professionals (NAADAC-NCC AP).

2. Applying based upon having a license in another state and has taken and passed an examination.

Applicants who are currently licensed in another state shall submit all documentation as listed within the instructions. The applicant is required to have taken and passed one of the following examinations:

- Alcohol & Drug Counselors (ADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC).
- National Certified Addiction Counselor II (NCAC II) administered by the NAADAC-National Certification Commission for Addiction Professionals (NAADAC-NCC AP).
- Examination substantially equivalent.

3. Applying based upon has taken and passed an examination.

Applicants who have taken and passed an examination will need to submit all documentation as listed within the instructions. The applicant is required to have taken and passed one of the following examinations:

- Alcohol & Drug Counselors (ADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC).
- National Certified Addiction Counselor II (NCAC II) administered by the NAADAC-National Certification Commission for Addiction Professionals (NAADAC-NCC AP).
- Examination substantially equivalent.

CRIMINAL BACKGROUND CHECK REQUIRED

An individual applying for an addiction counselor license shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check. <http://www.in.gov/pla/3241.htm>.

Criminal background checks must be obtained after you apply for your addiction counselor license with the Board and prior to the issuance of a license.

TRANSCRIPTS, EXAMINATION SCORE REPORTS & STATE VERIFICATIONS MUST BE SENT DIRECTLY FROM EACH ENTITY

The Board will not be able to accept any transcripts, examination score reports, or state verifications directly from the applicant. All transcripts, examination score reports, and state verifications must be sent directly to the Behavioral Health and Human Services Licensing Board from those entities.

EXAMINATION REQUIREMENT

The Board has adopted the Alcohol & Drug Counselors (ADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC) utilized by Indiana Counselors Association of Alcohol & Drug Abuse (ICAADA) and the National Certified Addiction Counselor II (NCAC II) administered by the NAADAC-National Certification Commission for Addiction Professionals (NAADAC-NCC AP) utilized by the Indiana Association for Addicted Professionals (IAAP).

PLEASE NOTE: If you did not take the ADC examination, NCAC II examination, or a comparable examination that also tested clinical skills and knowledge, to receive licensure/certification in the other state, you will be required to take and pass the ADC examination or NCAC II examination before you will be licensed as an addiction counselor associate in the State of Indiana.

THE FAIR INFORMATION PRACTICE ACT

In compliance with Ind. Code 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Your social security number is being requested by this state agency in accordance with Ind. Code 4-1-8-1 and Ind. Code 25-1-5-11(a). Disclosure is mandatory, and this record cannot be processed without it.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable.

ABANDON APPLICATIONS

If an applicant does not submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

ISSUANCE OF LICENSE

Upon issuance of your license by the Board, you will be sent an email notifying you that your license has been issued. There will be instructions on how to purchase a blue license card to be mailed to you or how to download a free license card for immediate printing.

This service is available on our website at www.in.gov/pla/license.htm.

LICENSE EXPIRATION AND CONTINUING EDUCATION

Addiction counselors associates licensed in the State of Indiana are required to obtain at least forty (40) hours of continuing education, with at least twenty (20) hours of Category I Continuing Education to include two (2) hours of

Category I Ethics Continuing Education, in order to renew their license. An addiction counselor associate who has been licensed less than twenty-four (24) months will need 20 hours of continuing education with one (1) hour of Category I Ethics continuing education to renew their license. An addiction counselor associate who has been licensed less than twelve (12) months is not required to obtain continuing education in order to renew their license.

Detailed information regarding the continuing education requirement is available at the Board's website at www.pla.IN.gov or you may contact our office by calling (317) 234-2054 or by email at pla8@pla.IN.gov.

LICENSED ADDICTION COUNSELOR ASSOCIATE APPLICATION FOR LICENSURE BY EXAMINATION INSTRUCTIONS

All applicants must submit an application and supporting documentation to:

Indiana Professional Licensing Agency
Attn: Behavioral Health and Human Services Licensing Board
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

COMPLETION OF APPLICATION

Complete pages 1 thru 4 of the Application for Licensure as an Addiction Counselor

ADDITIONAL INFORMATION FORM

In order to process your application efficiently, please print and complete the form located on page 11 of the instructions to send with your application.

AFFIDAVIT

If you answer “yes” to any of the seven (7) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however, they may accompany your affidavit.

If the applicant has been ***arrested; entered into a prosecutorial diversion or deferment agreement; convicted; pled guilty to or pled nolo contendere to any offense, misdemeanor, or felony in any state***, except for minor violation of traffic law resulting in fines, and arrests or convictions that have been expunged by a court, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations. The notarized statement must include the following information:

- (1) The date(s), location(s), court, and cause number.
- (2) The offense, misdemeanor or felony of which the applicant was arrested for, entered into a prosecutorial diversion or deferment agreement; convicted, pled guilty to or pled nolo contendere to.
- (3) The penalty imposed.

Also, included with your notarized statement, you will need to provide copies of any and all court documentation regarding each offense listed.

CRIMINAL BACKGROUND CHECK REQUIRED

All applicants applying for an addiction counselor associate license shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check on the Board’s website at <http://www.in.gov/pla/3241.htm>.

A criminal background check completed prior to the submission of your application for licensure will not be considered valid. If an application is not received by IPLA before scheduling a criminal background check, the applicant will be required to submit to another check resulting in additional fees.

FEE INFORMATION

Applicants must submit a **fifty dollar (\$50.00)** application fee, made payable to the Indiana Professional Licensing Agency. Checks or Money orders are acceptable. **All fees are non-refundable and nontransferable.**

PHOTOGRAPH

Applicants must submit one (1) photograph, approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

EDUCATION (Completion of Page 3 of the application - Form C – Verification of Addiction Counselor Coursework)

Applicants are required to complete Form C - Verification of Addiction Counselor Coursework. An addiction counselor associate license must have received a baccalaureate or higher degree in addiction counseling or in a related area as determined by the board from an eligible postsecondary educational institution that meets the requirements of the board.

An applicant for an addiction counselor license must complete the following educational requirements:

(1) Complete forty (40) semester hours or sixty (60) quarter hours of course work from an eligible postsecondary educational institution that includes the following content areas:

- (A) Addictions theory.
- (B) Psychoactive drugs.
- (C) Addictions counseling skills.
- (D) Theories of personality.
- (E) Developmental psychology.
- (F) Abnormal psychology.
- (G) Treatment planning.
- (H) Cultural competency.
- (I) Ethics and professional development.
- (J) Family education.
- (K) Areas of content as approved by the board.

OFFICIAL TRANSCRIPT

Applicants must submit an official transcript, **sent directly to the Board from the college or university**, from which you obtained the degree, showing that all requirements for graduation have been met and the date the degree was conferred.

NOTE: Transcripts must be original, official transcripts sent directly to the Board from the university. Copies of transcripts, transcripts issued to applicants, or incomplete (not yet showing your degree has been granted) transcripts are not acceptable.

PRACTICUM, INTERNSHIP, or FIELD EXPERIENCE (Completion of Page 4 of the application - Form P – Verification of Practicum, Internship or Field Experience for Licensure as an Addiction Counselor Associate)

Applicants are required to have the college or university complete Form P of the application and return it the Indiana Professional Licensing Agency. Applicants must complete at least one (1) supervised practicum, internship, or field experience in an addiction counseling setting requiring the applicant to provide at least three hundred fifty (350) hours of addiction counseling services. The required practicum, internship, or field experience listed in this section must have been primarily in the provision of direct addiction counseling services. This includes knowledge, skill, or experience derived from direct observations of, and participation in, the practice of addiction counseling. No course intended primarily for practice in the administration and grading of appraisal or assessment instruments shall count toward these clinical semester hour requirements.

Supervised practice, internship, or field experience means experience gained under an individual who is supervising within his or her scope of experience and training and holds an active license at the time of the supervision as:

- (1) An addiction counselor;
 - (2) A clinical addiction counselor;
 - (3) A mental health counselor;
 - (4) A clinical social worker;
 - (5) A marriage and family therapist;
 - (6) A physician with training in psychiatric medicine;
 - (7) A psychologist;
 - (8) A clinical nurse specialist in psychiatric or mental health nursing; or
 - (9) Another state-regulated addiction counseling professional or, if the experience was gained in a state where no regulation exists, by an addictions or behavioral health professional of equivalent status;
- who has at least three (3) years of experience in providing addiction services.

Verification of practicum, internship, or field experience must be received directly from the university verifying the information.

VERIFICATION OF EXAMINATION

Applicants who have already taken and passed an examination must contact the appropriate examination reporting service (for National examinations) or the State Licensing Board (for State constructed examinations) and request that an official score report be sent to the Indiana Professional Licensing Agency.

Any examination other than the ADC or NCAC II will be reviewed by the Board on an individual basis to determine equivalency.

All questions and requests for information about the ADC or NCAC II licensure examinations should be directed to:

IC & RC (for the ADC Examination)

298 S. Progress Ave.

Harrisburg, PA 17109

(717)540-4457

www.internationalcredentialing.org

NAADAC (for the NCAC II Examination)

1001 N. Fairfax St., Ste. 201

Alexandria, VA 22314

(800)548-0497

www.naadac.org

VERIFICATION OF LICENSURE

If an applicant is licensed in another state you are required to provide a Verification of State Licensure/Certification form from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated health profession or occupation. This information must be **sent directly to the Board by the state** that issued the license.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of licensure form. The information must be sent by the state or province that issued the license.

The top portion of this form should be completed by the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. Other jurisdictions may charge a fee to verify licensure. You may wish to contact the state boards prior to your request for verification. You do not need to complete this form if you only hold licensure or certification in the State of Indiana.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate, divorce decree, social security card or court papers is acceptable if your name differs from that on any of your documents.

EXAMINATION APPROVAL

An applicant who has been approved by the Board to take the examination must take the examination within one (1) calendar year from the date of the initial Board approval. If the applicant has not taken the examination within one (1) calendar year from the date of initial Board approval, the approval will be invalid and the applicant must submit a new application and all required documentation must be resubmitted. **No extensions will be granted.**

Applicants who have failed the examination and who wish to retake the examination, must submit a Repeat Examination Application, fees and other requirements as determined by the Board. A second temporary permit will not be issued. An applicant who has failed the examination three (3) times shall personally appear before the Board at the next available meeting prior to retaking the examination. You cannot be reissued a temporary permit.

All questions and requests for information about the addiction counselor licensure examinations should be directed to:

ICAADA (for the ADC Examination)
1800 N. Meridian St., Ste. 507
Indianapolis, IN 46202
(317)923-8800
www.icaada.org

IAAP (for the NCAC II Examination)
4582 NW Plaza W. Dr., Ste. 15
Zionsville, IN 46077
www.iaapin.org

TESTING ACCOMMODATION REQUEST

If you have a disability which may require some special accommodation in taking this examination, please request a Testing Accommodation Request Form from the Indiana Professional Licensing Agency by calling (317) 234-2054 or by email at pla8@pla.in.gov. If you are hearing or speech impaired, you may utilize the Indiana Relay System by calling 1-800-743-3333. If an accommodation is not requested prior to Board approval to take the examination, the Board cannot guarantee the availability of the accommodation on-site.

OFFICIAL SCORE REPORT

Upon completion of the ADC or NCAC II examination, results will be released to our office four (4) to six (6) weeks after the administration of the examination. If you passed the examination, your addiction counselor license will be issued. If you failed the examination, you will receive notification from our office via email that will include instructions on how to apply to retake the examination. Please allow 7 to 10 business days for our office to process examination results once they are received.

**LICENSED ADDICTION COUNSELOR ASSOCIATE
APPLICATION CHECKLIST**

If you are applying for approval to take one of the examinations you must complete and submit the following:

- Completed application form (Pages 1 thru 4)
- Additional Information Form (Page 11 of the instructions)
- One (1) passport quality photograph
- \$50 Application/Issuance Fee
- Notarized affidavit explaining any "yes" answer on the application
- Criminal History Background Check
- Official Transcript(s) sent directly from the university
- Form C – Verification of Addiction Counselor Coursework (Page 3 of the application)
- Form P – Verification of Practicum, Internship or Field Experience (350 hours) (Page 4 of the application)
- State License Verification(s) if licensed in another state (if applicable)
- Name Change Documentation (if applicable)

**LICENSED ADDICTION COUNSELOR ASSOCIATE
APPLICATION CHECKLIST**

If you are applying based upon having a license in another state and have taken and passed the ADC or NCAC II examination you must submit the following:

- _____ Completed application form (Pages 1 thru 4)
- _____ Additional Information Form (Page 11 of the instructions)
- _____ One (1) passport quality photograph
- _____ \$50 Application/Issuance Fee
- _____ Notarized affidavit explaining any “yes” answer on the application
- _____ Criminal History Background Check
- _____ Official Transcript(s) sent directly from the university
- _____ Form C – Verification of Addiction Counselor Coursework (Page 3 of the application)
- _____ Form P – Verification of Practicum, Internship or Field Experience (350 hours) (Page 4 of the application)
- _____ Official Examination Score Report for the ADC or NCACII
- _____ State License Verification(s)
- _____ Name Change Documentation (if applicable)

**LICENSED ADDICTION COUNSELOR ASSOCIATE
APPLICATION CHECKLIST**

If you are applying based upon you have already taken and passed the ADC or NCAC II examination you must submit the following:

- Completed application form (Pages 1 thru 4)
- Additional Information Form (Page 11 of the instructions)
- One (1) passport quality photograph
- \$50 Application/Issuance Fee
- Notarized affidavit explaining any “yes” answer on the application
- Criminal History Background Check
- Official Transcript(s) sent directly from the university
- Form C – Verification of Addiction Counselor Coursework (Page 3 of the application)
- Form P – Verification of Practicum, Internship or Field Experience (350 hours) (Page 4 of the application)
- Official Examination Score Report for the ADC or NCACII
- State License Verification(s) (if applicable)
- Name Change Documentation (if applicable)

**BEHAVIORAL HEALTH AND HUMAN SERVICE LICENSING BOARD
 LICENSED ADDICTION COUNSELOR ASSOCIATE (LACA)
 Please print and complete this form to include with your application.**

NAME: _____

APPLYING FOR LICENSURE FOR LACA BASED UPON:	
	Applying for licensure by examination and requesting approval to take one of the examinations.
	Applying based upon having a license in another state and has taken and passed an examination.
	Applying based upon has taken and passed an examination.

I HAVE TAKEN AND PASSED THE FOLLOWING EXAMINATION:	
	Advanced Alcohol & Drug Counselors (ADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC)
	Master Addiction Counselor (NCAC II) examination administered by the National Association for Alcoholism and Drug Abuse Counsel – National Certification Commission for Addiction Professionals (NAADAC-NCC AP)
	I have not taken the examination

Thank you for completing this form and returning it with your application.