

**BEHAVIORAL HEALTH AND HUMAN SERVICE LICENSING BOARD
LICENSED CLINICAL ADDICITON COUNSELOR ASSOCIATE (LCACA)
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 a Clinical 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 who are 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:

- Advanced Alcohol & Drug Counselors (AADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC).
- Master Addiction Counselor (MAC) 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:

- Advanced Alcohol & Drug Counselors (AADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC).
- Master Addiction Counselor (MAC) 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 and 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 a clinical 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. <http://www.in.gov/pla/3241.htm>.

Criminal background checks must be obtained after you apply for your clinical 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 Advanced Alcohol & Drug Counselors (AADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC) utilized by Indiana Counselors Association of Alcohol & Drug Abuse (ICAADA) and the Master Addiction Counselor (MAC) examination administered by the National Association for Alcoholism and Drug Abuse Counsel – 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 AADC examination, MAC examination, or a comparable examination that also tested clinical skills and knowledge, you will be required to take and pass the AADC examination or MAC examination before you will be licensed as a clinical 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

All licenses expire April 1st of even numbered years.

Clinical addiction counselor 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.

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 CLINICAL 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 a Clinical 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 a clinical 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 Clinical Addiction Counselor Coursework)

Applicants for a clinical addiction counselor license must have received a master's or doctor's degree in addiction counseling, addiction therapy, or a related area in one (1) of the following programs:

- (1) Addiction studies.
- (2) Chemical dependency.
- (3) Social work.
- (4) Psychology.
- (5) Human services.
- (6) Human development.
- (7) Family relations.
- (8) Counseling.

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

(1) Complete Twenty-seven (27) semester hours or forty-one (41) quarter hours of graduate course work that must include graduate level course credits with material in at least the following content areas:

- (A) Addiction counseling theories and techniques.
- (B) Clinical problems.
- (C) Psychopharmacology.
- (D) Psychopathology.
- (E) Clinical appraisal and assessment.
- (F) Theory and practice of group addiction counseling.
- (G) Counseling addicted family systems.
- (H) Multicultural counseling.
- (I) Research methods in addictions.
- (J) Areas of content as approved by the board..

(2) At least one (1) graduate level course of two (2) semester hours or three (3) quarter hours in the following areas:

- (A) Legal, ethical, and professional standards issues in the practice of addiction counseling and therapy or an equivalent course approved by the board.
- (B) Appraisal and assessment for individual or interpersonal disorder or dysfunction.

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, and FIELD EXPERIENCE (Completion of page 4 of the application - Form P – Verification of Practicum, Internship or Field Experience for Licensure as an Clinical Addiction Counselor)

Applicants must complete not less than one (1) supervised practicum, internship, or field experience in a counseling setting, which must include a minimum of seven hundred (700) clock hours with a minimum of two hundred eighty (280) face-to-face client contact hours of addiction counseling services with a minimum of one hundred five (105) hours of supervision from a LCAC who has at least five (5) years experience as a qualified supervisor.

As used in IC 25-23.6-10.5-6, "qualified supervisor" means an individual who is supervising within his or her scope of experience and training and holds an active license at the time of supervision as:

- (1) A clinical addiction counselor;
- (2) A clinical social worker;
- (3) A marriage and family therapist;
- (4) A physician with training in psychiatric medicine;
- (5) A psychologist;
- (6) A clinical nurse specialist in psychiatric or mental health nursing; or
- (7) 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 five (5) years of experience in providing addiction services.

VERIFICATION OF EXAMINATION

Applicants who have already taken and passed the Advanced Alcohol & Drug Counselors (AADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC) utilized by Indiana Counselors Association of Alcohol & Drug Abuse (ICAADA) and the Master Addiction Counselor (MAC) examination administered by the National Association for Alcoholism and Drug Abuse Counsel – National Certification Commission for Addiction Professionals (NAADAC-NCC AP) utilized by the Indiana Association for Addicted Professionals (IAAP) or State constructed examination must contact the appropriate examination reporting service or State and request that an official score report be sent to the Indiana Professional Licensing Agency.

Any examination other than the AADC or MAC will be reviewed by the Board on an individual basis to determine equivalency.

All questions and requests for information about the AADC or MAC licensure examinations should be directed to:

IC & RC (for the AADC Examination)

298 S. Progress Ave.

Harrisburg, PA 17109

(717)540-4457

www.internationalcredentialing.org

NAADAC (for the MAC Examination)

1001 N. Fairfax St., Ste. 201

Alexandria, VA 22314

(800)548-0497

www.naadac.org

VERIFICATION OF LICENSURE

Applicants must 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.

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

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

IAAP (for the MAC 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 AADC or MAC 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 CLINICAL 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 Graduate Coursework (Page 3 of the application)
- _____ Form P – Verification of Practicum, Internship or Field Experience (700 hours) (Page 4 of the application)
- _____ State License Verification(s) (If applicable)
- _____ Name Change Documentation (If applicable)

**LICENSED CLINICAL ADDICTION COUNSELOR ASSOCIATE
APPLICATION CHECKLIST**

If you are applying based upon having a license in another state and have taken and passed the AADC or MAC 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 Graduate Coursework (Page 3 of the application)
- _____ Form P – Verification of Practicum, Internship or Field Experience (700 hours) (Page 4 of the application)
- _____ Official Examination Score Report for the AADC examination or MAC examination
- _____ State License Verification(s)
- _____ Name Change Documentation (If applicable)

**LICENSED CLINICAL ADDICTION COUNSELOR ASSOCIATE
APPLICATION CHECKLIST**

If you are applying based upon you have already taken and passed the AADC or MAC 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 Graduate Coursework (Page 3 of the application)
- Form P – Verification of Practicum, Internship or Field Experience (700 hours) (Page 4 of the application)
- Official Examination Score Report for the AADC examination or MAC examination
- State License Verification(s) (if applicable)
- Name Change Documentation (If applicable)

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

NAME: _____

APPLYING FOR LICENSURE FOR LCACA 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 (AADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC)
	Master Addiction Counselor (MAC) 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.