

In order to maintain a quality credential which is meaningful to its holders and to the community of clients, it is essential that credential holders, regardless of experience or prior training, maintain currency in all of the recognized skill groups and are knowledgeable in the most modern counseling techniques.

To ensure that the highest standards are maintained, credential holders need to be recredentialed on a scheduled basis. The following instructions and criteria have been approved by the National Certification Commission and will be in effect for all of the recredentialing processes.

### Frequency

Renewal of the NCAC I, NCAC II and MAC credentials are required every two years. The NDS credential must be renewed every three years. If you have not received your re-credentialing application, [download a re-credentialing application](#) or contact NAADAC at 800.548.0497 and ask for the certification department.

### Application Process

Each counselor applying for the NCAC I, NCAC II and MAC must submit a completed and signed application. The counselor's signature verifies that 40 contact hours of training/education have been completed in the past 24-month credentialing period: 20 of these hours specific to alcoholism and drug abuse counseling and 20 in related subjects. A copy of a current state level license or certification in alcoholism and/or drug abuse must be provided with the re-credentialing application. MAC holders may present a license or certification in a related healing art.

Each counselor applying for the NDS must submit a completed and signed application. The counselor's signature verifies that 40 contact hours of training/ education have been completed in the past 36-month credentialing period.

### Audit

It is no longer necessary to submit copies of training certificates; however, you must retain such materials in case of verification requests. The Certification Commission will randomly audit 10% of all applications. If your application is selected for audit, you must furnish your training verification certificates and any other outstanding documentation.

### Recertification Fees

NCAC I, NCAC II and MAC recertification fees are \$125 for NAADAC members and \$225 for non-members. NDS recertification fees are \$225 for NAADAC members and \$325 for non-members.

### Late Fees

A late fee will be applied to all renewals 30 to 60 days past the re-certification deadline. After 60 days, a reinstatement fee will be applied. [List of all certification costs](#)

### Upgrading from Level I to Level II

Counselors initially credentialed at Level I will NOT be automatically upgraded to Level II upon attainment of the necessary years of experience and hours of education. Once the experience and training for Level II has been achieved, the counselor may upgrade at any time by sitting for the next examination. Examinations are held on the last Saturday of March and July and the Saturday Before Thanksgiving. Portfolios are due in approximately sixty days prior to the examination date. Notify the Certification Administrator to get an application for the examination.

### Upgrading from NCAC to MAC

All candidates for the Master Addiction Counselor must submit a complete new application and sit for the national written examination. Contact the Certification Administrator for an application.

### Status Changes

In order to accommodate counselors who encounter problems maintaining their education, etc., and those who may elect to briefly leave the field, there are two options available to preserve a MAC/NCAC credential. Both options are available for a [fee](#) .

- A counselor may request an extension of up to six months in order to meet the recredentialing requirements. The extension is not renewable and those so granted will not have their credentialing anniversary adjusted. The Commission must receive a written request from the individual desiring an extension prior to the date it is to go into effect.
- The Commission also recognizes that certain counselors may not be working full time in the field throughout the recredentialing period because of extended training opportunities, other work opportunities, economic pressures, etc. During such periods, counselors holding the MAC or NCAC credential may place their certificate in an inactive status for up to five (5) years. The Commission must receive a written request from the individual desiring inactive status prior to the date the inactive status is to go into effect.