



NATIONAL CERTIFIED ADDICTION COUNSELOR LEVEL I



Credential Application

I. Personal Data: If any documentation required for the NCAC I credential application was issued under a previous name, you must submit a copy of the legal document to verify the change. (If by divorce, copy only that portion of the document showing the name change.)

Dr. Mr. Ms. Other _____

Name: _____

Address: _____

City/State/ZIP+4: _____

Phone (work): _____ (cell): _____ (fax): _____

E-mail: _____

II. Payment/Fee Information

Credential: NCAC I **Application Fee:** \$ 235.00 (non-refundable)

Amount Enclosed: \$ _____ (check/money order payable to NCC AP)

Credit card amount: \$ _____ Company card Personal card

MasterCard Visa American Express

Full name of card holder (please print)

Credit card number

Exp Date

CVC #

Billing address

Card holder's signature

III. NCAC I Credential Eligibility and Application Requirements

1. Candidate must submit evidence of a GED, High School or higher diploma.
2. Candidate must hold a current credential/license as a Substance Use Disorders/Addiction Counselor or Professional Counselor (social worker, mental health, marriage & family or LAP-C) issued by a state or credentialing authority.

Candidate must submit evidence of their current credential/license as a Substance Use Disorders/Addiction Counselor or Professional Counselor (social worker, mental health, marriage & family therapist or LAP-C) issued by a state or credentialing authority.

3. Candidate must have at least three years full-time or 6,000 hours of supervised experience as a Substance Use Disorders/Addiction Counselor.

Supervisor(s) or other health care professionals who have personally observed the candidate's Substance Use Disorders/Addiction work must complete pages 5-6 verifying the candidate's work experience based on the Eight Counselor Skills Group over the last 3 years.

4. Candidate must provide evidence of earning 270 contact hours (CEs) of education/training in Substance Use Disorders/Addiction to include six hours of Ethics education/training and six hours of HIV/other pathogens education/training. Note: Ethics and HIV/other pathogens education/training must have occurred within the last six years. (Education and training hours translate as: 1 hour of education/training equals 1 CE; 1 quarter college credit equals 10 CE and 1 semester college credit equals 15 CE.)
5. Candidate must submit a signed statement that they have read and adhere to the [NAADAC/NCC AP Code of Ethics](#).
6. Candidate must mail application and all supporting documents with the non-refundable application fee of \$235 to:

NCC AP
44 Canal Center Plaza, Suite 301
Alexandria, VA 22314

7. A passing score on one of the following exams:
 - National Certified Addiction Counselor Level One exam through NCC AP.
 - eMAC exam through the National Board of Certified Counselors (NBCC).
 - ADC exam through the International Certification & Reciprocity Consortium (IC & RC)
 - AADC exam through the International Certification & Reciprocity Consortium (IC & RC).

Candidates who have already passed the NCAC Level One, eMAC, ADC or AADC exam will need to provide a copy of their exam results with their application. If successful examination has not occurred, you will be provided registration information for NCCAP's NCAC Level One exam once your application has been approved. (Exam fee is an additional \$150.)

IV. State Credential/License

Note: Copies of current credential(s)/license(s) as a Substance Use Disorders/Addiction counselor or Professional Counselor (social worker, mental health, marriage & family therapist or LAP-C) issued by a state or credentialing authority **must** be submitted. **Applications cannot be processed without evidence of a current credential(s)/license(s). Documentation must show a date of expiration.**

V. Education Record

Training Hours Summary: Candidate must submit copies of training events (college transcripts, conference/seminar attendance certificates and any other continuing education credits). All CE certificates must show the title of the training, name of the presenter/education provider (complete with their signature), number of CEs earned and date that the training occurred. You may not apply the same title training more than once every two years. We ask that you do not submit duplicate CE certificates.

Education and training hours translate as:

- 1 hour of education/training = 1 CE
- 1 quarter college credit = 10 CEs
- 1 semester college credit = 15 CEs

Candidate's Worksheet of Education and Training

_____ College coursework hours (documented by transcript).

_____ SUD Training hours (documented by CE certificates).

_____ Ethics training that occurred within the last six years (documented by CE certificates).

_____ HIV/other pathogens training that occurred within the last six years. (documented by CE certificates)

_____ **Total hours (270 CEs required)**

VI. Career History

In providing your Substance Use Disorders/Addiction counseling career history, please list your current position first and work backwards until you have documented the required three years full-time or 6,000 hours of work experience in the Substance Use Disorders/Addiction profession. Attach additional pages as needed. Or, you can submit your resume.

Current Employer: _____

Address: _____

Job title: _____

Position held from: (*month/year*) _____ to (*month/year*) _____

Supervisor's Name: _____ Phone: _____

Supervisor's Email Address: _____

Brief job description:

Previous Employer: _____

Address: _____

Job title: _____

Position held from: (*month/year*) _____ to (*month/year*) _____

Supervisor's Name: _____ Phone: _____

Supervisor's Email Address: _____

Brief job description:

VII. Supervisor's Verification of Candidate's Work Experience

Supervisor, please initial each of the counselor skills that applies to this candidate and indicate the number of years/months/hours supervision was provided. (Note: candidate is required to have 3 years full-time or 6,000 hours.)

THE EIGHT COUNSELOR SKILLS GROUP IN THE NATIONAL CERTIFICATION COMMISSION FOR ADDICTION COUNSELORS PROCESS

I. INTAKE AND SCREENING

Client intake is a process of collecting client demographic and biopsychosocial/spiritual and other pertinent formation. It is tied to the screening process in that both processes involve the preliminary gathering and sorting of information. Screening tools are used to determine if an individual has a substance abuse problem. If yes, then it is appropriate to perform a full clinical assessment/ evaluation. The intake, screening and assessment session can take two to three hours and is conducted in a secure and confidential area. The intake itself is more of an administrative process used to determine a client's entrance into a program or referral to a more appropriate program.

II. CLINICAL ASSESSMENT

The primary purpose of a clinical assessment is to develop a full picture of the client's substance abuse patterns and determine general treatment needs. The second function is to initiate the treatment process if doing so is in the client's best interests. It is critical for the client to be engaged in the intake and screening process. Together, client and counselor choose what behavioral changes the client is ready and willing to make after reviewing the assessment outcomes and counselor recommendations for treatment options.

III. TREATMENT PLAN

The treatment plan is an outline for treatment and services based on the client's specific needs developed from the intake, screening and assessment process. It is a blueprint, a design and a projected strategy individualized to each client. Each client must have an individualized treatment plan based on an inventory of his or her strengths and limitations/disabilities.

IV. COUNSELING THERAPIES AND TECHNIQUES

The interactive process of providing therapies and techniques to treat a client to live their life healthy and self-determined. The counselor implements the most appropriate types of therapies and techniques using a strong theoretical base as a means of assisting each client in gaining intrinsic motivation in order to effectively follow a path toward successful recovery. Counseling services include: individual, group, family, and crisis intervention counseling.

____ V. DOCUMENTATION

Documentation and record-keeping begin with the first point of contact with the client, electronic or face-to-face. Documentation continues throughout the course of intake, assessment, evaluation, treatment planning, treatment services, referral, case management and finally discharge and continuing care planning.

____ VI. CASE MANAGEMENT

Case management is a coordinated approach to the delivery of health, substance use disorders, mental health disorders and social services. Case management helps link clients with appropriate services to help them achieve their treatment plan goals. . It is a mechanism for helping clients navigate the fragmented social services system. As a client's treatment moves from one level of care to another, the case management process ensures needed resources. Consultation and case review by a clinical supervisor is a vital component of case management.

____ VII. DISCHARGE AND CONTINUING CARE

Discharge and continuing care planning is the process of planning treatment and/or other support activities designed to maintain the gains achieved in the treatment and recovery process in which the client has already been actively engaged. Discharge planning occurs as the treatment relationship enters the final stage with the client.

A continuing care plan is a documented plan of action developed before discharge or transfer to another level of care. The plan's purpose is to assist the client served in sustaining the progress that has been achieved by linking the client with supportive resources in the environment to which the client is being returned.

____ VIII. LEGAL, ETHICAL AND PROFESSIONAL DEVELOPMENT

This skill group includes federal, state and local legislation governing the counselor/client relationship and adherence to the national code of ethics for addiction counselors. Counselor knowledge and competencies are vital components of a counselor's ability to provide quality of care and ensure appropriate and professional care. Professional development includes self-awareness and evaluation and an attitude of "life-long learning." Continual education of new theories and practices along with the science of addiction is required.

*"I verify that this candidate has been under my supervision for ** ____year(s)/hours and has competently performed the required Eight Counseling Functions.*

To the best of my knowledge, the time of my supervision of this candidate as indicated above is accurate and that this candidate engages in ethical practice."

Supervisor's Signature

Date

Supervisor's Email Address

**** Supervisor must indicate the number of years/hours in the space provided above.**

VIII. Candidate's Affirmation

“I certify that I meet the eligibility requirements for the NCAC I national credential, and that the information in this application and its supporting documents is accurate, correct and complete. I also certify that the state credential/license presented is not encumbered in any manner and that I do not hold a credential/license from any other state that is or has been subject to criminal or ethical complaint. The National Certification Commission for Addiction Professionals (NCC AP) is authorized to contact any institution, organization or individual listed on or included with this application for verification of my substance use disorders counseling history. I understand that the NCC AP retains ownership of the NCAC I credential and may, from time to time, make available credential holder names and other information to potential service users.”

Candidate's Signature

Date

IX. NAADAC/NCC AP Code of Ethics

All those holding NCC AP credentials are required to adhere to the NAADAC/NCC AP Code of Ethics. Ethics code violations may result in disciplinary actions, including loss of your credential. The full NAADAC/NCC AP Code of Ethics is located in full at <http://www.naadac.org/code-of-ethics>.

“I hereby attest that I have read, understand, and will adhere to the NAADAC/NCC AP Code of Ethics.”

Candidate's Signature

Date

Candidate's Checklist

- Completed Personal Data Section and included a copy of legal document showing name change if applicable.
- Enclosed check/money order or provided credit card information. (The NCC AP has a no refund policy for incomplete applications.)
- Enclosed copy of GED or High School diploma or higher diploma/transcript.
- Enclosed a copy of current state issued credential/license as a Substance Use Disorders/Addiction Counselor or Professional Counselor (social worker, mental health, marriage & family therapist, or LAP-C) issued by a state or credentialing authority.
- Enclosed copies of education/training certificates to include six hours of Ethics and six hours of HIV/other pathogens training.
- Completed Career History Section.
- Enclosed Supervisor's Verification of Candidate's Work Experience. **Supervisor has indicated the number of years/hours and signed their verification.
- Completed Candidate Affirmation.
- Signed statement that candidate has read, understands, and will adhere to the NAADAC/NCC AP Code of Ethics.
- Made a copy of your application and supporting documents for your records.

Application and supporting documentation **must** be mailed to the address below.

**NCC AP - Certification Department
44 Canal Center Plaza, Suite 301
Alexandria, VA 22314**

NOTE: The initial application review may take up to 50 business days from date received by NCC AP Staff.