

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Health Professional Licensing Administration (HPLA)



Board of Professional Counseling

APPLICATION INSTRUCTIONS AND FORMS
TO PRACTICE ADDICTION COUNSELING AS A CAC I OR CAC II
IN THE DISTRICT OF COLUMBIA

Your interest in becoming a Certified Addiction Counselor in the District of Columbia is welcomed. We look forward to providing you with expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. **Please be advised that giving inaccurate or incomplete information in this application can result in denial of your application and/or disciplinary action by the Board.** All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply to become a certified Addiction Counselor I or a certified Addiction Counselor II in the District of Columbia by Examination or Endorsement. Follow the instructions provided below and complete all sections required for your application type. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents, the DC Board of Professional Counseling will review your application. Upon final board approval, you will be issued a certification to practice in the District of Columbia. If you submit an application that is incomplete or otherwise deficient, HPLA's staff will notify you in writing of the deficiencies. If the Board has questions or concerns, you will also be notified. The Board of Professional Counseling meets once a month on the second Friday of the month. Open Session is open to the public.

WHERE TO FILE

Documents should be sent to the following address:

Department of Health
Health Professional Licensing Administration
Board of Professional Counseling
Certification of Addiction Counselors
899 – North Capitol Street, NE – First Floor
Washington, DC 20002
www.hpla.doh.dc.gov

If you have any questions, call HPLA's Customer Service line at 877-672-2174 between 8:30 a.m. and 4:45 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications and applications submitted without required signatures or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures. The Board of Professional Counseling will not review any application not completed in accordance with these instructions.

SUBMITTING SUPPORTING DOCUMENTS

Pending certification applications will become invalid after 120 days if the waiver application has not been completed due to failure to submit required materials. Should the applicant wish to pursue certification after that time, she/he must submit and pay the required fee once again prior to the end of the waiver period.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

All applicants for a Addiction Counseling certification in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be certified

All applicants must submit the following in order to be considered for certification:

3. A complete and signed application, including required supporting documents;
4. Please submit two (2) identical, recent passport-size photographs (2x2 inches in size) on a plain background, which are front-view and fade-proof. The photos must be original photos and cannot be computer-generated copies or paper copies. In addition, we will not accept 3x3 or larger Polaroid - type photos. Please be sure to mail in your two photos and write on the back of the photos your full name and either your license number, certification number, or Social Security Number. Photos will be placed on the pocket certification.
5. You will also need to submit one (1) **clear photocopy of a government issued photo ID**, such as your valid driver's license, as proof of identity.
6. Official Transcript from an accredited university in a Health or Human Services related field – must be submitted in a sealed envelope.
7. Proof of Addiction Counseling Training from a NAADAC approved provider or an accredited college or university (documented on course requirement form)
*** Please submit copies of training certificates if documented on the Course Form**
8. Supervision Experience Form;
9. Course Requirement Form;
10. Verification of Appropriate Supervision;
11. Supplemental Form
12. Verification of NAADAC Examination Scores (if this test has already been successfully completed).

EDUCATIONAL REQUIREMENTS – FORM B

The educational requirements for certification must be documented by the applicant on the Course Form (FORM B).

As part of the certification process for an **addiction counselor I**, the applicant must present proof to the Board that he or she has graduated with at least an Associate's degree in a health or human services field, including but not limited to a degree in nursing, aging studies, criminal justice, health education, or mental health. The applicant must have graduated from an accredited school whose program is accredited by an entity recognized by the U.S. Department of Education. The degree must include the following coursework:

- (a) Understanding the dynamics of human behavior and family systems – three (3) hours;
- (b) Signs and symptoms of substance abuse- three (3) hours;

- (c) Recovery process, stages of change, relapse prevention, treatment approaches, group dynamics and other adjunctive treatment recovery support groups, motivational interviewing, and models and theories of addiction – three (3) hours
- (d) Ethics, rules and regulations – three (3) hours;
- (e) Professional identity in the provision of substance abuse services- three (3) hours;
- (f) Crisis Intervention- three (3) hours;
- (g) Cultural factors and competencies in addiction- three (3) hours;
- (h) Co-occurring disorders in interdisciplinary treatment – three (3) hours;
- (i) Diagnostic and screening criteria in addictions- three (3) hours;
- (j) Psychopharmacology resources in the treatment of addictions- three (3) hours.

Any coursework listed above that has not been taken in a degreed program shall be taken in a program approved by the National Association of Alcohol and Drug Abuse Counselors or shall be taken at a college or university accredited by an entity recognized by the U.S. Department of Education.

As part of the certification process for an **addiction counselor II**, the applicant must present proof to the Board that he or she has graduated with at least an Associate's degree in a health or human services field, including but not limited to a degree in nursing, aging studies, criminal justice, health education, or mental health. The applicant must have graduated from an accredited school whose program is accredited by an entity recognized by the U.S. Department of Education. The degree must include the following coursework:

- (a) Understanding the dynamics of human behavior and family systems – three (3) hours;
- (b) Signs and symptoms of substance abuse- three (3) hours;
- (c) Recovery process, stages of change, relapse prevention, treatment approaches, group dynamics and other adjunctive treatment recovery support groups, motivational interviewing, and models and theories of addiction – nine (9) hours
- (d) Ethics, rules and regulations – three (3) hours;
- (e) Professional identity in the provision of substance abuse services- three (3) hours;
- (f) Crisis Intervention- three (3) hours;
- (g) Substance abuse counseling treatment planning and research- three (3) hours;
- (h) Counseling Skills for individual and group, motivational interviewing – three (3) hours;
- (i) Cultural factors and competencies in addiction- three (3) hours;
- (j) Co-occurring disorders in interdisciplinary treatment- three (3) hours;
- (k) Diagnostic and screening criteria in addictions- three (3) hours;
- (l) Psychopharmacology resources in the treatment of addictions- three (3) hours.

Any coursework listed above that has not been taken in a degreed program shall be taken in a program approved by the National Association of Alcohol and Drug Abuse Counselors or shall be taken at a college or university accredited by an entity recognized by the U.S. Department of Education.

EXPERIENTIAL REQUIREMENTS – FORM C

This is a summary of the experiential requirements for applicants applying Certification for Addiction Counseling in the District of Columbia. Each certification level has unique requirement hours for each area in the profession. To document the experiential requirements for certification, the applicant is required to complete the Supervision Experience Document (FORM C). These will be completed with your supervision to document the number of hours of supervision that were given in each field area.

An applicant for certification as an addiction counselor I must have obtained at least five hundred (500) hours of supervised experience with a minimum of forty (40) hours in each of the following areas:

- (a) Understanding the dynamics of human behavior and family systems;
- (b) Signs and symptoms of substance abuse;

- (c) Recovery process, stages of change, relapse prevention, treatment approaches, group dynamics and other adjunctive treatment recovery support groups, motivational interviewing, models and theories of addiction;
- (d) Ethics, rules and regulations;
- (e) Professional identity in the provision of substance abuse services;
- (f) Crisis intervention;
- (g) Substance abuse counseling treatment planning and research;
- (h) Counseling skills for individuals and group, motivational interviewing;
- (i) Cultural Factors and competencies in addiction;
- (j) Co-occurring disorders and interdisciplinary treatment;
- (k) Diagnostic and screening criteria in addictions; and
- (l) Psychopharmacology resources in the treatment of addictions.

An applicant for certification as an addiction counselor II must have obtained at least one hundred eighty (180) hours of supervised experience. Of the one hundred eighty (180) hours, at least one hundred twenty (120) of the hours must consist of performing at least ten (10) hours in each of the following tasks with substance abuse clients:

- (a) Screening Clients to determine eligibility and appropriateness for admissions into a particular program;
- (b) Intake of clients by performing the administrative and initial assessment tasks necessary for admissions to a program;
- (c) Orientation for new clients to program's rules, goals, procedures, services, costs, and rights of a client;
- (d) Assessment of client's strengths, weaknesses, problems, and needs for development of a treatment plan;
- (e) Treatment planning with the client to identify and rank problems to be addressed, establish goals, and agree on treatment processes;
- (f) Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives;
- (g) Case management activities which bring services, agencies, people, and resources together in a planned framework of action to achieve established goals;
- (h) Crisis intervention responses to clients' needs during acute mental, emotional, or physical distress;
- (i) Education of clients by providing information about drug abuse and available services and resources;
- (j) Referral of clients in order to meet identified needs to be met by the counselor and assisting the client in effectively utilizing those resources;
- (k) Reporting and charting information about the client's assessment, treatment plan, progress, discharge summaries, and other client-related data; and
- (l) Consultation with other professionals to assure a comprehensive quality of care for the client.

VERIFICATION OF SUPERVISION - FORM D

The Verification of Appropriate Supervision must be submitted to complete the application process. The applicant must have each of their supervisors complete a Verification of Appropriate Supervision and place the form in a sealed envelope. This form is used to verify that the supervisor was an appropriate supervisor for the clinical experience and supervision.

CONTINUING EDUCATION REQUIREMENTS

This is a summary of the continuing education requirements. Note that continuing education is not required during the initial certification period, only for certification renewals. Applicants must complete forty (40) hours of continuing education per each 2-year certification period completed. **At least six (6) of the forty (40) hours of continuing education credits required by §8708.4 shall be in Ethics and at least three (3) of the forty (40) hours shall be in trauma counseling. A maximum of six (6) of the remaining thirty one (31) hours maybe taken online. Fifteen (15) of the forty (40) must be completed in the physical presence of the sponsor.** Please see section 8708 in the Addiction Counseling Regulations for a detailed explanation of all continuing education requirements.

JURISPRUDENCE EXAMINATION

All applicants for a certification in addiction counseling must successfully complete the District of Columbia Jurisprudence Examination. All individuals will be required to pass this examination prior to the certification being issued. Each applicant will be eligible to sit for this examination up to three (3) times. The District examination will consist of questions including the statutes and rules concerning the practice of addiction counseling in the District of Columbia and the Code of Ethics of the National Association of Alcoholism and Drug Abuse Counselors (NAADAC).

All applicants will be made eligible for this examination once the complete application is received and reviewed by the Board. An application for the D.C. Jurisprudence Examination will be mailed to the approved application with an approval letter. At that time, the applicant will send the Jurisprudence Examination forms back to the Professional Testing Corporation (PTC) to schedule the examination. A fee of **\$125.00** will be required to be paid to the Professional Testing Corporation (PTC) at the time application is made for the Jurisprudence Examination.

Once the scores are received from the testing body, the application for certification will either be approved with a passing score or closed out if a failed score is received. If the applicant is unsuccessful at passing the examination, a failure letter will be sent to the applicant with a D.C. Jurisprudence Examination application for re-testing.

NATIONAL EXAMINATION

All applicants for Certified Addiction Counseling will be required to complete the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) Examination. If this test has already been successfully completed, the applicant will need to request a verification of exam scores to be sent to the D.C. Board of Professional Counseling.

For applicants who need to complete the national examination through the National Association of Alcoholism and Drug Abuse Counselors (NAADAC), an approval letter and application form will be sent to the applicant once the application is reviewed and approved by the Board of Professional Counseling.

TEMPORARY ADDICTION COUNSELING PRACTICE FORM

Applicants will be allowed to complete a Temporary Practice Form once they submitted their Certification of Addiction Counseling Application. This Temporary Practice Form will allow applicants to work under supervision while they complete the required supervision hours or while they wait to sit for either the National Examination or District of Columbia Jurisprudence Examination. This Temporary Practice Form will be good for one year from the date the application was submitted.

This form must be filled out by the Supervisor of the Addiction Counselor. The form will be sealed in an envelope and brought into the D.C. Board of Professional Counseling office for signature and seal.

REQUIREMENTS FOR FOREIGN EDUCATED APPLICANTS

The Board may grant a certification to practice Addiction Counseling to an applicant who completed an educational program in a college or university in a foreign country which is not accredited. Details are outline in Chapter 87 Addiction Counseling Regulations.

COMPLETING THE CERTIFICATION APPLICATION

Section 1. Requested Certification Type / Fees

You may order up to one (1) duplicate certification (for a \$34 fee each, etc.). Mark the “duplicate certification” box and indicate duplicate needed on the line provided. Indicate the total amount due including duplicate on the line to the right.

Total your fees.

You may pay the application and certification fee by a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **DC Treasurer** and submitted with your certification application packet. Do **NOT** send cash. Please print your name on

your check, if it is not pre-printed. The application portion of the fee is **NOT** refundable. The certification fee portion of the payment is refundable in the event of final denial of a certification or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for certification. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and certification fee portions of each application method are listed below:

FEE MATRIX

License Type	Application Method	Application Fee	Certification Fee	Criminal Background Check	Total Due
CAC I & CAC II	Examination / Endorsement	\$85	\$105	\$50	\$240

*Please note the D.C. Jurisprudence Examination and NAADAC examination fees are paid separately.

*The **Total Due** amount is \$240.00 of the fee that must be paid for your DC certification to be processed. Your new certification fee includes one new certification print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

DC Addiction Counseling certifications expire on December 31 of even numbered years. **Your initial certification will be valid for the balance of the current renewal cycle.** You will be mailed a renewal notice (to your preferred contact address) approximately three (3) months before the expiration of your license/certification. Upon completion of the renewal questionnaire and payment of the renewal fee, your certification will be renewed for a two-year period. The Board requires 40 hours of approved Continuing Educational (CE), during a two-year period preceding the date the license expires, for renewal. Renewal is also available online at www.hpla.doh.dc.gov. You should know that you are required by regulation to report all changes of your business or residence address to DOH/HPLA, Board of Professional Counseling. HPLA will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to DOH/HPLA, Professional Counseling at the address in the middle of page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your legal name exactly as it should appear on the certification.

Section 2A. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, court order or spouse's death certificate.

Sections 3A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. Even if you have a PO Box, a street address should also be provided.

Section 3C. Preferred Mailing Address

Place an "X" in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing/certification documents will be mailed. Indicate if you prefer to use email where possible – and provide an email address for this communication.

Section 4. Professional Schools Attended

List all schools that you have attended in reverse chronological order, beginning with the most recent at the top.

All applicants must demonstrate educational qualifications by arranging for the educational institution from which the applicant received a degree to send an official transcript to the applicant. The applicant should then submit the transcript in the original sealed envelope with the license application. Some universities' policies may require sending the transcript directly to the Board of Professional Counseling, but it is preferred that it accompany the Certification application.

Section 5. Postgraduate Experience

List all experience since graduation from professional school in reverse chronological order, beginning with the most recent at the top.

Section 6A. Professional Licenses/Certifications/ in Other States / Jurisdictions

List all jurisdictions in which you have ever been licensed.

If you are licensed or certified in another jurisdiction, a statement of good standing must be submitted directly to the DC Board of Professional Counseling by the applicable state boards.

Section 6B. Supporting Documents Required

The required supporting documents are listed in this section. Place an "X" in the "YES" box for each item you have included with your application package **or** requested to be sent under separate cover to DOH/HPLA, Board of Professional Counseling.

Place an "X" in the "NO" box for each item that does not apply for the certification type for which you are applying. Keep a photocopy of all supporting documents (that are not in sealed envelopes) for your records.

Section 7. Screening Questions

If you answer "no" to question A or "yes" to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for denial of certification, disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 8. Licensee Affidavit

By signing the application you are attesting under penalty of perjury that all information and attached documents are true to the best of your knowledge.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit HPLA's website at www.hpla.doh.dc.gov or call HPLA's Customer Service at 877-672-2174. The forms the make up this package are:

Addiction Counseling, Municipal Regulations
Addiction Counseling, Certified Addiction Counselor Application
Addiction Counseling, Certified Addiction Counselor Instructions
Supplemental Form
Supervision Experience Form

SUMMARY OF CERTIFICATION REQUIREMENTS

The following chart shows the certification requirements for all application methods. The regulations governing Addiction Counseling certification are included in *DC Municipal Regulations Title 17, Chapter 87*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Department of Health – Health Professional Licensing Administration, Board of Professional Counseling if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

CAC I and CAC II by Examination	CAC I and CAC II by Re-Examination (only needed for NAADAC Re-Exam)	CAC I and CAC II by Endorsement
Complete Signed Application	Complete Signed Application	Complete Signed Application
Two passport sized photos	Supplemental Application Form	Two Passport Sized Photos
Name Change Documents	\$85.00 fee made payable to D.C. Treasurer	Name Change Documents
Supplemental Information Form		Supplemental Information Form
Verification of Appropriate Supervision		
Course Requirement Form		Official Letter of Verification from State Licensing Board
Supervision Experience Document		Official Examination Scores from NAADAC or State Board Exam
NAADAC Examination Scores (if previously taken)		Supervised Practice Letter- if needed
Official Transcript from College or University		\$240.00 fee made payable to D.C. Treasurer
Supervised Practice Letter – if needed		
\$240.00 fee made payable to D.C. Treasurer		

DEFINITIONS

General supervision – supervision in which the supervisor is available to the supervisee either on the premises or by communication device if the supervisor is off the premises at the time the supervisee is practicing.

Direct supervision – supervision in which a supervisor is physically present, or within an immediate distance, such as on the same floor, and available to respond, on short notice, to the needs of the addiction counselor or the client.