



# State of Maine

## STATE BOARD OF ALCOHOL AND DRUG COUNSELORS

Application information to assist in completing your application. This information is not designed to include all information on laws and rules and it is strongly recommended that you review applicable laws and rules.

### **Application for Eligibility to Qualify for the ADC Examination for Certified Alcohol and Drug Counselor (CADC)**

Do not return the informational pages of this packet;  
these are for your information.

Only submit the application you are filing

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

**Note: The office location address may only be used for overnight deliveries. The office address does not accept postal deliveries. You must use the mailing address for all other regular mail deliveries.**

Office Direct Line (207) 624-8689 or Main Receptionist (207) 624-8603  
TTY users call Maine relay 711  
FAX (207) 624-8637

Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

## **APPLICATION INSTRUCTIONS**

### **FOR ELIGIBILITY TO QUALIFY FOR THE ADC EXAMINATION FOR CERTIFIED ALCOHOL AND DRUG COUNSELOR**

**Helping Tool:** This is a checklist to help you identify the documents required with submission of your application. (This is an abbreviated checklist and does not replace the requirements outlined in the Alcohol and Drug Counseling Laws and Rules. Please review them carefully for more detailed and clarifying information.) You must submit a complete application and all required documents and information.

**Fax submissions of applications and supporting documentation will not be accepted.**

- **Completed Application**

Complete and sign the application (being sure the Board-Certified Clinical Supervisor portion has been completed and signed by your Board-Certified Clinical Supervisor) and submit with the appropriate fees and documentation.

- **Proof of age**

A copy of your official birth certificate or other official legal document is acceptable.

- **Proof of Education**

Refer to MRS 32, Chapter 81, § 6214-C(D) and Board Rules, Chapter 4, Section 2

- **Evidence of Work Experience**

Refer to the Board Rules, Chapter 4, Section 4

The State Board of Alcohol and Drug Counselors requires that all supporting documents and fees be submitted with the filing of your application. **Your application will be considered incomplete and will be returned if supporting documents and/or fees are omitted.** Applications that are incomplete, altered (including the use of any white out substance), defaced, or compromised will not be accepted and will be returned. This includes, but not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing supporting documents, and/or missing or wrong fee.

If you are qualified to take an IC&RC examination, the approval to take the exam does not qualify you for licensure with the State Board of Alcohol & Drug Counselors. You must submit a separate application for licensure once you have been notified of passing exam results. If you have any criminal convictions and prior discipline, that information will be considered when an application for licensure is submitted, not with this application.

Exams are administered by the International Certification & Reciprocity Consortium (IC&RC) and are computerized. Information on registering to sit for examination and other relevant information will be provided to you by IC&RC once Maine has *qualified you to test*. Visit IC&RC's website at <http://internationalcredentialing.org/> for assistance.

**Step 1: To QUALIFY**—This application is for the purpose of qualifying you to sit for the exam. The State Board of Alcohol and Drug Counselors (Office) is the body that will qualify you.

**Step 2:** This Office will notify IC&RC of your qualifying eligibility.

**Step 3:** Once qualified, IC&RC will contact you directly using the email address you provided in your application. Submit, in writing or via email to [alcoholdrug.lic@maine.gov](mailto:alcoholdrug.lic@maine.gov), any email address change. IC&RC does not use any other method of contact.

**Step 4:** Included in the communication from IC&RC will be information on registering for an exam, payment for the examination, test location, and other relevant information.

**Step 5:** Once you have taken the examination, IC&RC will notify this Office of your score result. This office will notify you with the results and information to obtain an application online so you can apply for licensure if you pass the exam or re-apply to be re-qualified with IC&RC if you fail the exam. All applications must be filed with appropriate fees.

**Testing dates for the CBT (Computer Based Testing)** - Please note paper and pencil examinations are no longer administered by this Office. Please reference the *CBT testing dates and deadlines for submitting your application to qualify for examination*. Please visit <http://internationalcredentialing.org/> or visit our website at <http://www.maine.gov/pfr/professionallicensing/professions/alcohol/index.htm>

**Americans with Disabilities Act (ADA) Request for Reasonable Accommodation:** If you require special accommodations for testing, you must complete the attached accommodation request forms and submit with your application at least 45 days prior to the examination deadline in order to qualify for the upcoming testing window. If your application is not received timely, you may be subject to a later testing window.

**Study Guides:** Visit the Publisher's website [www.readytotest.com](http://www.readytotest.com) or call 866-471-1742.

**NOTE:** If you are applying for various levels of licensure such as Alcohol and Drug Counseling Aide, (CADC), (LADC), or a (CCS), you must submit all required documentation for each license category you are applying for at the time you submit your application. **Submitting a complete application will optimize our ability to process your application quickly.**

- ✓ Your application has greater chance of being processed expeditiously if it is complete and all supporting documents are attached. Action on this application is posted to the web in real time. Please visit our website if you wish to monitor progress. If the status appears as Pending, this means that your application was received by this office and it is pending or under review. Once reviewed and if everything about your application is complete and complies with requirements, the license will be issued and the status will show as PENDING EXAMINATION. If incomplete and a letter is being sent to you, the letter will be available for you to see online.
- ✓ Please refrain from calling our office to “check” on your application as these calls only serve to slow our ability to review and process applications. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation's website [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). We appreciate your thoughtful attention to this request.

**INITIAL EACH PAGE OF YOUR APPLICATION WHERE NOTED.** Be sure to initial the bottom of each page where noted on your application. All pages requiring initials must be returned to our office as part of your complete application.

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**Mailing Address:** 35 State House Station, Augusta, Maine 04333 - **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345  
Phone: (207) 624-8603 Fax: (207) 624-8637 TTY users call Maine relay 711 web: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

### NOTICES

**BACKGROUND CHECK:** Pursuant to 5 MRS §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional and Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRS §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

#### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)

FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	-   -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # (   )	FAX # (   )	E-MAIL	
<p>By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional and Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.</p>			
➔ <b>SIGNATURE</b>		<b>DATE</b>	

State Board of Alcohol and Drug Counselors  
**Certified Alcohol and Drug Counselor (CADC)**  
**Eligibility to Qualify for the ADC Examination**  
Required Fees: \$25.00 (Non-Refundable)  
(includes examination fees)

LICENSE TYPE:

ADC Examination (CAC)

<b>Office Use Only:</b>	<small>Office Use Only:</small>
CAC 1447 - \$ 25.00	Check # _____
	Amount: _____
	Cash # _____
	Lic. # _____

**PAYMENT OPTIONS:**

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my			
<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD	
the following amount: \$ _____			
<input type="checkbox"/> I understand that fees are non-refundable			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
➔ <b>SIGNATURE</b>		<b>DATE</b>	

**SECTION 1: EDUCATION**

Please check one:		
<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> MHRT/C	
<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Substance Abuse Rehabilitation Certificate	
<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Other describe: _____
Name of Educational Provider		Date of Graduation
Contact Address: _____ Street or P.O. Box _____		
City	State	Zip Code
Official transcript demonstrating your education must be submitted with your application		

**SECTION 2: EXAMINATION**

<p>Have you ever taken an ICRC examination?                  If yes, list the jurisdiction(s) where you took the examination, type of examination, date of examination and score:</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Location Site City, State	Examination Type	Date	Score	

**INITIALS OF APPLICANT**

### **SECTION 3: NOTICES**

#### **Please Note:**

Pursuant to 10 MRS §8003-G - any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days.

You can access this Law for your review at:

<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

### **SECTION 4: APPLICANT'S CERTIFICATION AND SIGNATURE**

Read the statement below and sign where indicated as your certification of the information provided on this application. Applications that are incomplete, altered (including use of any white out), defaced, or compromised will not be accepted and will be returned. This includes, but not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing required supporting documents, and/or missing or wrong fee.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Maine Board of Alcohol & Drug Counselors will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

Applications that are incomplete, altered (including the use of any white out substance), defaced, or compromised will not be accepted and will be returned. This includes, but is not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing supporting documents, and/or missing or wrong fee.

Printed Name of Applicant	Title
Signature of Applicant	Date
	



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL  
 AND FINANCIAL REGULATION  
**STATE BOARD OF ALCOHOL AND DRUG COUNSELORS**  
 35 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0035  
 TEL:(207)624-8603 – FAX:(207)624-8637

**VERIFICATION OF CLINICALLY SUPERVISED EXPERIENCE**

Name of Applicant:		
Address:		
City:	State:	Zip:
Applicant's Job Title:		Telephone #:

**The following section is to be completed by employer or supervisor only**

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

**Clinically supervised work experience must be obtained while licensed. Please include applicant's valid license type and number.**

Date of employment/ Dates worked to obtain hours (mm/yyyy)	Applicant's License Type	Applicant's License Number	Work area of practice that was Supervised in the practice of Alcohol and Drug Counseling (Check all that apply)	Number of Hours of Clinically Supervised Work Experience in the practice of Alcohol and Drug Counseling
From: _____ To: _____			<input type="checkbox"/> Screening <input type="checkbox"/> Intake <input type="checkbox"/> Orientation <input type="checkbox"/> Assessment <input type="checkbox"/> Client education <input type="checkbox"/> Referral <input type="checkbox"/> Case management <input type="checkbox"/> Crisis intervention <input type="checkbox"/> Reports and record keeping <input type="checkbox"/> Treatment planning <input type="checkbox"/> Individual, group & family counseling <input type="checkbox"/> Consultation with other Professionals	
From: _____ To: _____			<input type="checkbox"/> Screening <input type="checkbox"/> Intake <input type="checkbox"/> Orientation <input type="checkbox"/> Assessment <input type="checkbox"/> Client education <input type="checkbox"/> Referral <input type="checkbox"/> Case management <input type="checkbox"/> Crisis intervention <input type="checkbox"/> Reports and record keeping <input type="checkbox"/> Treatment planning <input type="checkbox"/> Individual, group & family counseling <input type="checkbox"/> Consultation with other Professionals	

**VERIFICATION OF CLINICALLY SUPERVISED EXPERIENCE  
(Continued)**

Date of employment/ Dates worked to obtain hours (mm/yyyy)	Applicant's License Type	Applicant's License Number	Type of Work Experience that was Supervised in the practice of Alcohol and Drug Counseling (Check all that apply)	Number of Hours of Clinically Supervised Work Experience in the practice of Alcohol and Drug Counseling
From: _____ To: _____			<input type="checkbox"/> Screening <input type="checkbox"/> Intake <input type="checkbox"/> Orientation <input type="checkbox"/> Assessment <input type="checkbox"/> Client education <input type="checkbox"/> Referral <input type="checkbox"/> Case management <input type="checkbox"/> Crisis intervention <input type="checkbox"/> Reports and record keeping <input type="checkbox"/> Treatment planning <input type="checkbox"/> Individual, group & family counseling <input type="checkbox"/> Consultation with other Professionals	
From: _____ To: _____			<input type="checkbox"/> Screening <input type="checkbox"/> Intake <input type="checkbox"/> Orientation <input type="checkbox"/> Assessment <input type="checkbox"/> Client education <input type="checkbox"/> Referral <input type="checkbox"/> Case management <input type="checkbox"/> Crisis intervention <input type="checkbox"/> Reports and record keeping <input type="checkbox"/> Treatment planning <input type="checkbox"/> Individual, group & family counseling <input type="checkbox"/> Consultation with other Professionals	
<b>TOTAL NUMBER OF HOURS OF CLINICALLY SUPERVISED ALCOHOL AND DRUG COUNSELING WORK EXPERIENCE:</b>				

**Did you personally supervise the above named applicant during the time frame indicated on this form?**                       Yes                       No  
**If no, describe your relationship with the applicant and include name and license number of Certified Clinical Supervisor:** \_\_\_\_\_

I, the \_\_\_\_\_ of the above named applicant, certify that the information (i.e. supervisor, human resources, etc) provided on this form is verifiable, factual and accurate.

**Print Name:** \_\_\_\_\_ **License #:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO SUPERVISOR COMPLETING THIS FORM: Return this completed form directly to the applicant; not the Board.**



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**STATE BOARD OF ALCOHOL AND DRUG COUNSELORS**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0035  
TEL:(207)624-8603 – FAX:(207)624-8637

**Americans with Disabilities Act (ADA)**  
**Request for Reasonable Accommodation**

The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your written permission.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Accommodations Requested for the \_\_\_\_\_ Examination.

Disability: \_\_\_\_\_

**Please check all that apply**

- Accessible Testing Site
- Separate Testing Site
- Braille
- Large Print
- Tape
- Reader as Accommodation for Visual Impairment
- Scribe/ Amanuensis as Accommodation for Visual or Motor Impairment
- Reader as Accommodation for Learning Disability
- Scribe/ Amanuensis as Accommodation for Learning Disability
- Sign Language Interpreter
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (specify): \_\_\_\_\_
- Use of computer or Other Adaptive Equipment (specify): \_\_\_\_\_
- Other: \_\_\_\_\_

Signed and dated: \_\_\_\_\_

**DOCUMENTATION OF DISABILITY RELATED NEEDS**

If you have a learning disability, a psychological disability, or other hidden disability that requires an accommodation in testing, please have this section completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation.

**If you have existing documentation of having the same or similar accommodation provided to you in another test situation, you may submit such documentation instead of having this portion of the form completed.**

I have known \_\_\_\_\_ since \_\_\_\_\_ in  
(Test applicant) (Date)  
my capacity as a \_\_\_\_\_  
(Professional Title)

This applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, providing the following should accommodate him/her:  
(check all that apply):

- Accessible Testing Site
- Separate Testing Site
- Braille
- Large Print
- Tape
- Reader as Accommodation for Visual Impairment
- Scribe/Amanuensis as Accommodation for Visual or Motor Impairment
- Reader as Accommodation for Learning Disability
- Scribe/Amanuensis as Accommodation for Learning
- Sign Language Interpreter
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (specify): \_\_\_\_\_
- Use of Computer or other adaptive equipment (specify): \_\_\_\_\_
- Other:  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_