

ADC Certificate Requirements

Y/N	Requirement
	I have proof of a Bachelor's Degree in Behavioral Health Field which includes a clinical component (Social Work, Counseling, Addiction Studies, Psychology, Sociology).
	I have required proof of 4,000 Hours of supervised work experience with alcohol and other drug addicted clients within the 12 Core Functions and Domains (full or part time acceptable, paid or unpaid).
	I attest my supervisor is listed on the IBADCC approved supervisor list.
	<p>My documentation shows that my supervisor has one of the following qualifications:</p> <ol style="list-style-type: none"> 1) An ADC who has been certified for 3 years and has completed 15 hours of training in supervision, 2) An AADC, 3) A CS (Certified Supervisor) 4) A person with a master's degree and license in addictions counseling or master's degree and certification in addictions counseling, 5) An approved Health & Welfare Clinical Supervisor (QP) under IDAPA 16.07.20.02
	My documentation reflects 270 hours of education total (a minimum of 30 hours in each of the IC&RC domains and tasks listed below). Education is defined as workshops (outlined in manual) or college courses (1 credit = 15 hours)
	My documentation reflects 30 hours of education in Domain Screening, Assessment and Engagement
	My documentation reflects 30 hours of education in Domain Treatment Planning
	My documentation reflects 30 hours of education in Domain Collaboration and Referral
	My documentation reflects 30 hours of education in Domain Counseling and Education
	My documentation reflects 30 hours of education in Domain Professional and Ethical Responsibilities

	<p>I understand that education is defined as: Workshops, courses, or seminars either through a college or university, or approved by the IBADCC. All education must be face-to-face, interactive webinar, or competency-based training (has a test included in the training) and cannot be an in-house in-service training for initial testing. Five (5) hours of in-service education or training may be used for renewals. Face-to-face education is defined as in-person with an instructor or through an electronic medium that allows for real-time interactivity with the instructor(s) as the educational content is presented.</p>
	<p>My documentation reflects a minimum of 6 hours of ethics education specific to substance abuse counselors. See manual for required content.</p>
	<p>I have 3 letters of reference (using required form)</p>
	<p>1 of my 3 reference letters is from my supervisor</p>
	<p>I have a copy of my completed background check clearance that is not less than 3 years old.</p>
	<p>My employment verification forms have been submitted as required.</p>
	<p>I have a signed copy of the Code of Ethics agreement for upload</p>
	<p>I am prepared to pay the certification and testing fees totaling \$315 (application fee and exam fee).</p>