



Application Packet for

Alcohol and Drug Counselor
Exam Only

Directions/Checklist

Read the application packet thoroughly. Complete and submit the following items to the Minnesota Certification Board. Items may be mailed or hand delivered during office hours.

- Form 1: Application for Alcohol and Drug Counselor Exam Only Option
- Form 2: Permission to Release Test Results
- Form 3: Statistical Information
- Form 4: Documentation of Disability Related Needs for Exam
- Form 5: Request for Special Accommodations
- Payment \$225 (Submit a check, money order, credit card information, or third party payer approval with your application packet. See Form 1 for more details).

When the application is approved, you will receive an approval notification by email along with instructions on how to schedule the date, time, and location of your exam. Application packets are typically processed within one month of receipt. If there are any problems with the application, you will be notified by email or phone.

Make sure to retain a photocopy of the entire application for your records. All materials submitted become property of the MCB. Send your completed application, copies of verifications, documents attachments, and the fee to:

MCB
4817 Viking Blvd. Suite 101
Wyoming, MN 55092
Phone: 763.434.9787 Fax: 763.413.1746
Website: www.mcboard.org
Email: mcb@mcboard.org

ABOUT THE MINNESOTA CERTIFICATION BOARD:

The Minnesota Certification Board (MCB) is the Minnesota member board of the International Certification and Reciprocity Consortium (IC&RC). IC&RC is the global leader in the credentialing of prevention, addiction treatment, and recovery professionals. Organized in 1981, it provides standards and examinations to certification and licensing boards in 25 countries, 47 states and territories, five Native American regions, and all branches of the U.S. military.

IC&RC protects the public by establishing standards, developing examinations and facilitating reciprocity for the credentialing of addiction-related professionals.

ABOUT THE ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION:

The Exam Only option does not include certification. If you wish to pursue certification as an Alcohol and Drug Counselor - Minnesota (ADC-MN) or Alcohol and Drug Counselor Reciprocal – Minnesota (ADCR-MN) through the Minnesota Certification Board, we have established a tiered pricing schedule to allow you to affordably add certification now or at a later time. Please see the “Adding Certification” section of this packet for more details.

Applicants who wish to pursue the Licensed Alcohol and Drug Counselor (LADC) credential in Minnesota must contact the Minnesota Board of Behavioral Health and Therapy (BBHT). The IC&RC Alcohol and Drug Counselor Exam is accepted by the BBHT toward the exam requirement for the LADC credential.

Application for the LADC credential is a separate process, and forms are available through the BBHT website at www.bbht.state.mn.us. Please note that the LADC credential is a state license and does not include IC&RC reciprocity.

REQUIREMENTS AND POLICIES FOR THE ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION

EXPERIENCE

There is no experience requirement for the Alcohol and Drug Counselor Exam Only Option.

EDUCATION & TRAINING

There are no education and training requirements for the Alcohol and Drug Counselor Exam Only Option.

EXAMINATION

The IC&RC Alcohol and Drug Counselor Exam assesses knowledge, skill, and competency. A passing score is based upon the total score. If you fail the exam, you must retake the entire exam.

- **Format.** The examination includes 150 multiple choice questions. The Minnesota Certification Board only offers the exam in the Computer Based Testing (CBT) format. Candidates are allowed 3 hours to complete the exam.
- **Registration.** Upon approval of the application packet, the Minnesota Certification Board will pre-register you for the exam, and you will receive an email with instructions on how to schedule your exam time and location. Applicants will be allowed up to 90 days to register for and complete the exam after they are approved by the MCB.
- **Location.** The exam may be taken at the Minnesota Certification Board office or other ISO-Quality Testing centers across the United States.
- **Exam Content.** The exam is based on the IC&RC Alcohol and Drug Counselor domains as determined by a comprehensive Job Analysis process. Additional exam details are available in the free Candidate Guide, which is available on the Minnesota Certification Board website.
- **Study Guide.** A study guide for this examination may be purchased through the Minnesota Certification Board. For more information, call 763-434-9787.
- **Retest.** Applicants will only be allowed to fail the exam three consecutive times within a year, taking the exam once every 90 days. After failing the exam the third time, applicants must wait one calendar year after their last exam fail before taking the exam again. Before taking the exam a fourth time, the candidate must demonstrate that he or she has completed additional education related to the domains for this credential.
- **Accommodations.** Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing with documentation, to the Minnesota Certification Board. Requests for disability accommodations must be submitted on the Documentation of Disability Related Needs for Exam form (Form 4) and Request for Special Accommodations (Form 5).
- **Cancellation/Rescheduling.** Candidates are required to arrive on time for their exam. Candidates who arrive late may not be permitted to test and may be charged a cancellation/rescheduling

fee.

FEES

- Test Fee: \$225 (includes processing fee, IC&RC Alcohol and Drug Counselor Exam)
- Retest Fee: \$225

ADDING CERTIFICATION

The Exam Only option does not include certification. If you wish to pursue certification as an Alcohol and Drug Counselor - Minnesota (ADC-MN) or Alcohol and Drug Counselor Reciprocal – Minnesota (ADCR-MN), we have established a tiered pricing schedule to allow you to affordably add certification at a later time. This offer is only available to those who are pursuing alcohol and drug counseling certification for the first time through the Minnesota Certification Board. To learn more about the benefits of certification, please visit our website or contact our office. Please note that licensing is a different and separate process and is available through the Minnesota Board of Behavioral Health and Therapy (BBHT).

- Add certification at time of taking the exam = \$165
- Add certification within 6 months of taking the exam = \$170
- Add certification between 6 months and 12 months after taking the exam = \$200
- Add certification between 12 months and 2 years after taking the exam = \$250
- Add certification over 2 years after taking the exam = \$390 (full price)

IC&RC ALCOHOL AND DRUG COUNSELOR DOMAINS

1. Screening, Assessment, and Engagement
2. Treatment Planning, Collaboration, and Referral
3. Counseling
4. Professional & Ethical Responsibilities

**MINNESOTA CERTIFICATION BOARD
APPLICATION FOR ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION**

Date: _____ Date of Birth: _____ Male Female

Name: _____ SSN: XXX-XX- _____

Home Address: _____

City: _____ State: _____ Zip: _____

County: _____ Email: _____
(Required)

Home Phone: _____ Cell Phone: _____

If MCB needs to contact you, please indicate your preference: Home Phone Cell Phone

Payment Information

Fee of \$225 paid by:

- Check/Money Order (Payable to MCB)
- Credit Card # _____
Expiration XX/XX _____ CSC# (3 digit code from back of card) _____
- Third Party Payer Information _____

**MINNESOTA CERTIFICATION BOARD
APPLICATION FOR ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION
Permission to Release Test Results**

I, the undersigned, give permission to release my test results to the Minnesota Board of Behavioral Health and Therapy.

Applicant Signature

Name (Printed)

Date

_____ Initial here if you do not wish to have your test results released to the Minnesota Board of Behavioral Health and Therapy.

**MINNESOTA CERTIFICATION BOARD
APPLICATION FOR ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION
Statistical Information**

Highest Educational Level Completed:

- No High School Diploma or GED
- High School Diploma or GED
- Vocational Certification
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

Race: (optional)

- Caucasian
- Black/African American
- Native American
- Asian
- Hispanic
- Native Hawaiian
- Pacific Islander (non-native Hawaiian)

Gender: (optional)

- Female
- Male

**MINNESOTA CERTIFICATION BOARD
APPLICATION FOR ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION
Documentation of Disability Related Needs for Exam**

If you do not have any known disabilities and do not wish to request an accommodation, please initial here _____.

Please have this section completed by an appropriate professional (physician, psychologist, psychiatrist) to ensure that the Minnesota Certification Board is able to provide the required exam accommodations. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**.

Professional Documentation	
I have known _____	since ____/____/____ in my
Exam Candidate	Date
capacity as a _____.	
Professional Title	
The candidate discussed with me the nature of the exam to be administered. It is my professional opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangement listed below:	
Description of Disability:	
Signed: _____	Title _____
Printed Name: _____	
Address: _____	
City/State/Zip: _____	
Telephone Number: _____	Email: _____
License Number: _____	Date: _____
<small>(if applicable)</small>	

**MINNESOTA CERTIFICATION BOARD
APPLICATION FOR ALCOHOL AND DRUG COUNSELOR EXAM ONLY OPTION
Request for Special Accommodations**

If you have a disability that requires special testing accommodations, please complete this form and the Documentation of Disability-Related Needs and return it to the Minnesota Certification Board for processing. The information you provide and any documentation regarding your disability and your need for accommodations in testing will be treated with strict confidentiality. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**.

Name: _____

Home Address: _____

City/State/Zip: _____

Daytime Telephone Number: _____

Email: _____

Special Accommodations

- _____ Accessible Testing Site
- _____ Braille
- _____ Large Print Exam
- _____ Reader
- _____ Extended testing time (time and a half)
- _____ Distraction-free room
- _____ Other special accommodations (please specify)

Comments:

Signed _____ Date: _____