

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 Alcohol and Drug Counselor comprehensive 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 your application, 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:** There are multiple computer-based testing sites in Minnesota. Candidates can choose the testing site that is closest for their travel.
- **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 upon request.
- **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.
- **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. Applicants may be required to pay a rescheduling or cancellation fee to in order to reschedule or cancel their exam.

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