

## REQUIREMENTS AND POLICIES FOR THE ADC-MN CREDENTIAL

### EXPERIENCE

There is no supervised work experience required for this credential. As an entry-level nonreciprocal credential, only supervised practical training/internship is required. Please see below.

### EDUCATION

270 hours specific to the domains. Six hours must be specific to counselor ethics.

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and approved distance education.

- One clock hour of education is equal to (50) minutes of continuous instruction.
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC Alcohol and Drug Counselor Domains.
- All education must be documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and content descriptions.

All education must be appropriately documented. Transcripts, certificates of completion, or other verifications must be attached.

Sources of Education - Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted to MCB for approval.

- College and University Credit Courses: Courses taken for credit that are specific to the IC&RC Alcohol and Drug Counselor Domains and offered by an accredited institution of higher education will be accepted toward completion of this standard. Credit is not allowed for any audited college courses. One college credit (semester system) is the equivalent of 15 contact hours.
- Workshops, seminars, institutes, and in-services that are specific to the IC&RC Alcohol and Drug Counselor Domains will be accepted. Applicants must be able to provide verification of completion including the title of the training, instructor name and credentials, sponsoring agency, course description, learning outcomes, relevance to the domains, date(s) of the event, and clock hours. Unless approved by another IC&RC member board, the MCB reserved the right to determine if the event will be approved.
- Distance Education/Home Study Courses: Distance education/home study courses, offered by providers other than colleges and universities, may be used if the provider and course are approved by MCB. Home study courses include education that is completed in a non-traditional education setting including webinars, correspondence courses, and teleconferences.

Therapeutic education and attendance at self-help meetings such as AA and Al-Anon, etc. are not accepted as education for certification.

### SUPERVISED PRACTICAL TRAINING/SUPERVISION

300 hours of direct supervised practical training specific to the counseling of alcohol and drug clients (with a minimum of 10 hours in each IC&RC Alcohol and Drug Counselor Domains) is required.

Supervised Practical Training is defined as a formal systematic process that focuses on skill development and integration of knowledge and is defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing professional's performance. This training must take place in a setting where alcohol and drug counseling is being provided. Supervised Practical Training may occur as part of eligible work, practicum, or internship experience and may be completed under more than one supervisor and/or agency.

Applicants who have completed an alcohol and drug counseling practicum/internship through an alcohol and drug counselor training program at an accredited institution of higher education in Minnesota (typically 880 hours in length)

may apply all practice hours toward this requirement if substantial in-person observation by the supervisor has occurred for the majority of training hours on a daily basis and a minimum of 10 hours of clinical supervision has occurred for each domain.

Applicants who have NOT completed an alcohol and drug counseling practicum/internship through an alcohol and drug counselor training program at an accredited institution of higher education in Minnesota may only count explicit and structured administrative, clinical, and evaluative supervision hours toward this requirement.

## EXAM

Applicants must successfully complete the IC&RC Alcohol and Drug Counselor comprehensive examination, which 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.

## CODE OF ETHICS

Each applicant must read, sign and adhere to the MCB Code of Ethical Conduct for Alcohol and Drug Counselors. Violation of the Code of Ethical Conduct may result in suspension, sanctions or revocation of certification.

## RESIDENCY

Applicants must live or work within the state of Minnesota fifty-one (51%) percent of the time at the time of the initial application.

## RECIPROCITY

This is a state level credential and does not meet the IC&RC requirements for reciprocity.

## **FEES**

- First Time Certification: \$390 (includes processing fee, exam, and one year of certification)
  - If you have completed the exam at an earlier time, the following tiered pricing schedule will be used:
    - Add certification within 6 months of taking the exam: \$170
    - Add certification within 12 months of taking the exam: \$200
    - Add certification more than 12 months after the exam: \$250
- Annual Renewal of Certification: \$95 (includes one year of certification)
- Biennial Renewal of Certification: \$180 (includes two years of certification)

## **LENGTH OF INITIAL CERTIFICATION**

Initial MCB certification is good for one year, starting from the date your certification is approved. An expiration date will be provided on your certificate.

## **FIRST ANNUAL RENEWAL**

After your initial certification, you must renew your certification after one year. Your certification will be renewed by paying your annual renewal fee of \$95, which will renew your certification for one additional year. A renewal notice will be emailed to you in advance of your renewal date. After your initial certification and first annual renewal, you will move to a two-year recertification cycle. You will have the option of paying for your recertification on an annual (\$95) or biennial (\$180) basis.

## **RECERTIFICATION**

MCB requires recertification every two years in order to maintain the high standards of professional practice and to assure that certified professionals remain up to date in the field. You will receive an email in advance of your recertification date, directing you to complete the recertification application online. Recertification will correspond with your annual renewal date every second year.

To be recertified as an Alcohol and Drug Counselor-Minnesota (ADC-MN), you need to:

1. Hold a current and valid Alcohol and Drug Counselor-Minnesota (ADC-MN) credential issued by MCB;
2. Complete 40 hours of MCB approved continuing education related to the IC&RC Alcohol and Drug Counselor Domains including six hours in professional ethics and responsibilities. Credits must be earned within the past two-year certification period;
3. Complete a Recertification Application;
4. Verify that you have reviewed, read and will uphold in your practice, the current MCB Alcohol and Drug Counselor Code of Ethical Conduct;
5. Verify that you have not violated the MCB Alcohol and Drug Counselor Code of Ethical Conduct;
6. Verify that you have practiced within the scope of all relevant statutes, rules, and standards relevant to the provision of alcohol and drug counselor services.
7. Pay the annual renewal fee of \$95 or biennial renewal fee of \$180.

## **ACCEPTABLE CONTINUING EDUCATION**

The Minnesota Certification Board accepts the following types of continuing education:

- College/University courses. Three college credits are equivalent to 45 hours. Transcript of the course must be included as proof of attendance at the time of recertification.
- Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
- CPR/First Aid, computer trainings/classes and foreign language trainings/classes are acceptable up to six hours.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:

- Teaching - Hours spent in teaching and/or training at educational events related to the IC&RC Alcohol and Drug Counselor Domains can be applied to continuing education hours. Twelve (12) hours is the maximum hours of teaching/training that can be used every two (2) years. The number of contact hours applicable is equal to the number of contact hours for the event.
- Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC Alcohol and Drug Counselor Domains can be counted as the equivalent of twelve (12) contact hours.
- Presenting Papers - The hours spent presenting a paper at a State or National conference of licensed professionals can be used as the equivalent of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).
- Distance learning/online courses.

If continuing education is completed outside of Minnesota, appropriate documentation (certificate, letter of attendance, transcript) must be provided. If the event was approved by an IC&RC member board of that state, no further MCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If the continuing education event was not approved by another IC&RC member board, the certified professional must seek approval of the continuing education from the MCB.

The MCB does not accept general staff meetings, supervision, staff rounds, or case management as education.

### **LAPSED CERTIFICATION**

You need to submit to MCB your completed recertification application and annual renewal fee before the expiration date on your certificate. If the recertification is not postmarked by the expiration date, the individual will no longer hold an Alcohol and Drug Counselor-MN (ADC-MN) credential and so may not represent themselves as such.

If you wish to become recertified after your certificate has lapsed, you may be eligible to a reinstatement, which includes a reinstatement fee and bringing all renewal fees, continuing education, and other requirements up to date. Please contact MCB for specific reinstatement policies.

### **APPEAL PROCESS**

Test results may not be appealed. However, you may file an appeal to the Board of MCB if you believe some aspect of the application process was unfair or if mistakes were made by the MCB staff. For example, you could ask the Board to review the staff's decision about your educational qualifications, your residency or your internship experience. The purpose of appeal is to determine if MCB staff accurately, adequately and fairly reviewed applicant's file. If you wish to appeal, you must write to MCB within 30 days when you were notified of the staff's action. The appeal letter must be postmarked no later than thirty days after the staff action. The written appeal will be sent to the MCB Board; Board members will review the action that is being appealed Applicant will be notified in writing of the decision of the MCB Board.

### **IC&RC ALCOHOL AND DRUG COUNSELOR DOMAINS**

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