



Application Packet for

Alcohol and Drug Counselor  
**Exam Only**

## Directions/Checklist

Read the application packet thoroughly. Complete and submit the requested information and items. Applications may be submitted via mail or through our online system called Certemy.

**If applying by mail with a paper application**, the following items must be mailed to MCB office as part of the applications packet:

- Application for Alcohol and Drug Counselor Exam Only Option (Form 1)
- Permission to Release Test Results (Form 2)
- Statistical Information (Form 3)
- Documentation of Disability Related Needs for Exam (Form 4)
- Payment: \$225.00 (non-refundable)

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  
PO Box 586  
Wyoming, MN 55092  
Phone: 763.434.9787  
Website: [www.mcboard.org](http://www.mcboard.org)  
Email: [mcb@mcboard.org](mailto:mcb@mcboard.org)

### **If applying online:**

Start your application from our website at [www.mcboard.org](http://www.mcboard.org). Under the Certification tab, identify the credential you are interested in applying for and click on “apply online”. You will be directed to our online system called Certemy to begin the registration process and complete your application.

Follow the online instructions and submit the requested information. The online process requests the same information requested in the paper application.

### Processing of Application:

After your application is approved and payment is processed, a pre-registration email will be sent to you to set up the date, time and location for the exam. Submissions are typically processed within one month of receipt. If there are any problems with the information provided, you will be notified by email or phone.

## **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](http://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 any ISO-Quality Testing center 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).
- **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 Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

**Race – select all that apply (optional):**

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

**Gender (optional):**

- Female/Woman (cisgender)
- Male/Man (cisgender)
- Genderqueer, gender non-binary, or gender fluid
- Transgender female/woman
- Transgender male/man
- A gender not listed here (please indicate: \_\_\_\_\_)



**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:**

**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: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ Date: \_\_\_\_\_

