

## Alcohol and Drug Counselor Licensing Fact Sheet

### What education is required to qualify for licensure:

	LADC Assistant	LADC II	LADC I
<b>Minimum Degree</b>	High School/ Equivalent	High School/ Equivalent	Master's in Behavioral Science <sup>1</sup> with 18 Graduate Semester Hours in Counseling
<b>Alcohol &amp; Drug<sup>2</sup> Education Hours</b>	50 with specific category requirements	270	270

### How many hours of Supervised Work/Practical Experience are needed:

	LADC Assistant	LADC II*	LADC I*
<b>Supervised Work Experience with the last 10 yrs.</b>	2000 hours	6000 hours <i>with High School/ Equivalent</i>  4000 hours <i>with Bachelor's Degree</i>	6000 hours <i>with Master's Degree and no LADC II</i>  2000 hours <i>if 4000 were documented with Bachelors for LADC II</i>  <i>No additional hours if 6000 were documented for LADC II</i>
<b>Supervised Practicum</b>	0 hours	300 hours in an approved setting with at least 10 hours in each of the 12 Core Functions <i>(in addition to the Supervised Hours above)</i> .	

### What examination is required, when are exams given:

	LADC Assistant	LADC II	LADC I
<b>Exam Date</b>	Exams are administered by the Mass Board of Substance Abuse Counselor Certification and occur in June, September, and December of each year. You must contact BSAS's LADC Coordinator, Ian Bain at <a href="mailto:Ian.Bain@state.ma.us">Ian.Bain@state.ma.us</a> for a referral to the examination four to six months before the exam date. MBSACC contact is Jackie Cummins at who can be reached at 508-842-8707.  If you hold a current license or certification substantially similar to the LADC you will be applying for in MA, you may be considered under the exam waiver or reciprocity. The exam waiver provision applies to candidates who hold certification by a recognized certifying body. The reciprocity provision applies to candidate licensed in another state as an LADC or comparable field. <b>Contact Ian Bain with questions on Exam Waiver and/or Reciprocity.</b>		
<b>Exam Type</b>	IC&RC- Administered by MBSACC		
<b>Steps required to register for Exam</b>	<ol style="list-style-type: none"> <li>As stated above contact BSAS for referral to MBSACC. You are not required to have an application on file to take the exam</li> <li>Contact MBSACC to request an Exam Seat Reservation Form by February 15th for June exam; May 15th for September exam; and August 15th for December exam.</li> <li>Submit the completed Exam Seat Reservation Form by February 28<sup>th</sup> for June Exam, May 31<sup>st</sup> for September Exam, and August 31<sup>st</sup> for December Exam.</li> <li>Take Exam.</li> <li>Exam results are sent to BSAS 5-7 weeks following exam. BSAS then distributes results to applicants.</li> </ol>		

### Application Process- Once I complete all the requirements how do I apply;

	LADC Assistant	LADC II	LADC I
<b>Steps required to apply for</b>	<ol style="list-style-type: none"> <li>Complete a Self-Assessment Form* for the license you will be applying for, this also serves as a request for access to BSAS Counselor eLicensing.</li> </ol>		

<b>Certification or Licensure</b>	<ol style="list-style-type: none"> <li>2. BSAS will grant access to those applicants who have passed the exam (see section on examination for more information) and who appear to meet the licensing requirements.</li> <li>3. Complete the application in eLicensing. The application contains questions about the applicant's personal and demographic information, work experience, education and disciplinary history. All applicants must provide identification document (license, passport gov't issued ID) and authorize a CORI check as part of the application process. The application also provides forms so the applicant can document work experience and education and have it signed off on by their supervisor. The supervision must be equivalent to an Approved Supervisor (see definition below.) The applicant must also obtain and submit one letter of evaluation from their current or most recent supervisor and two additional letters from individuals familiar with their work in substance abuse treatment</li> <li>4. Application review and processing takes a minimum of 30 days.</li> </ol>
-----------------------------------	--

### Working as a Licensed Alcohol and Drug Counselor

Can I:	LADC Assistant	LADC II	LADC I
Get Reimbursed by a 3 <sup>rd</sup> Party	No	No	Yes – contact insurers/private payers directly for information.
Work independently in Private Practice	No	No	Yes
Work under supervision	Yes	Yes	Yes
Work at a licensed program under supervision	Yes	Yes	Yes (licensed program or other health care facility)

**Self-Assessment Tools for LADC I, LADC II and LADC are available at:**

<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/providers/alcohol-and-drug-counselor/licensing-requirements.html>

**For more information contact LADC Coordinator: [Ian.Bain@state.ma.us](mailto:Ian.Bain@state.ma.us)**

Version Date-10/12/2016

**Definitions and references:**

1. **Behavioral Sciences:** as defined in Massachusetts regulations, means anthropology, art/dance therapy, child development/family relations, community mental health, chemical dependence, counseling/guidance, criminal justice, divinity/religion/theology, drama therapy, education, gerontology, health administration, health education, human services, music therapy, nursing/medicine, occupational therapy, pastoral counseling, physical therapy, psychology, recreational therapy, rehabilitation counseling, social work, sociology, special education, speech pathology, and vocational counseling. If the coursework for the Behavioral Science degree submitted by an applicant does not provide sufficient substance use and addiction education to meet the requirements, additional coursework may be necessary.
2. **Alcohol & Drug Education Hours:** related to all forms of drugs, including alcohol and all forms of prescription and other drugs. Also related to addiction to alcohol, drugs, or activities such as gambling. Includes multiple physiological, legal, psychological, social and other perspectives as described in category requirements.
  - For LADC II, and I specific education required is as follows:
    - (a) 110 hours related to knowledge of alcoholism and drug abuse.
    - (b) 75 hours related to alcohol and drug abuse counseling; assessment; clinical evaluation; treatment planning and case management.

- (c) 75 hours related to patient, family and community education (for alcohol and drugs, HIV/AIDS, infectious diseases, tobacco cessation, etc.); cultural competency and/or other co-existing issues.
- (d) 10 hours related to professional and ethical responsibilities.

For the LADC Assistant, the 50 hours must be 10 hours in each of the following areas, as defined in Section 168.006 – Eligibility Requirements found in the Licensure of Alcohol and Drug Counselors Regulations: Assessment; Counseling; Case Management; Client, Family and Community Education; and Professional Responsibility (which includes Ethics).

3. **Work, Internship or Practicum:** practice in diagnostic assessment, intervention, and alcoholism and/or drug counseling to establish and maintain recovery and prevent relapse; regular on-site, documented clinical supervision required by the license or certification.
  - For LADC I or II, BSAS considers work experience from a variety of settings *licensed or approved to provide alcohol and drug abuse treatment, intervention and prevention services* that range from substance abuse treatment programs, mental health and primary care settings to private practices. The applicant needs to document that the work experience included diagnostic assessment, intervention, and alcoholism and/or drug counseling to establish and maintain recovery and prevent relapse.
4. **Supervision of Work, Internship or Practicum:** Supervision is a formal, systematic process of staff development that focuses on integrating knowledge and enhancing clinical skills and other competencies in counseling.
  - **For LADC applicants,** supervision must be documented on forms provided by BSAS in the application, and include the signature of an approved supervisor for the work or academic setting as well as:
    - For work: a description of the substance use and addictions work in each position (diagnostic assessment, intervention, and alcoholism and/or drug counseling to establish and maintain recovery and prevent relapse), the number of hours in each position, the number of hours of individual and group supervision the person received in the position.
    - For a practicum: the practicum site, date of completion and number of hours in each of the 12 Core functions.

**Supervisors must be**

- A LADC I, or
  - A Clinician who has:
    - (1) a master's degree in one of the following disciplines or a closely related field: clinical psychology, education-counseling, medicine, psychology, psychiatric nursing, rehabilitative counseling, social work, and who has a minimum of one year of supervised substance abuse counseling experience; or
    - (2) a bachelor's degree in any of the listed disciplines and a minimum of two years of supervised substance abuse counseling experience; or
    - (3) a recognized certification or licensure including 4,000 hours of clinically supervised counseling of individuals with substance use disorders including at least 220 documented hours of supervision.
5. **MA Licensing Requirements:** Per 105 CMR 168.014: The Department will issue a license without requiring written or oral examination to any applicant who is deemed eligible for reciprocity based on the following:

- (A) the applicant holds a current, valid license as an alcohol and drug counselor or a comparable field in other state wherein the requirements for licensure are deemed by the Department to be equivalent to or in excess of those requirements of the Department; and,
  - (B) the Department receives written verification from the other state licensing authority that the applicant is in good standing.
6. **Recognized Certifying Bodies:** Include International Certification and Reciprocity Consortium, Massachusetts Board of Substance Abuse Counselor Certification, National Association of Alcohol and Drug Counselors, Certified Employee Assistance Professionals.

BLANK PAGE