## Alcohol and Drug Counselor Licensing
### Fact Sheet

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

<table>
<thead>
<tr>
<th>Minimum Degree</th>
<th>LADC Assistant</th>
<th>LADC II</th>
<th>LADC I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High School/</td>
<td>High School/</td>
<td>Master’s in Behavioral Science¹ with 18</td>
</tr>
<tr>
<td></td>
<td>Equivalent</td>
<td>Equivalent</td>
<td>Graduate Semester Hours in Counseling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alcohol &amp; Drug Education Hours</th>
<th>LADC Assistant</th>
<th>LADC II</th>
<th>LADC I</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 with specific category requirements</td>
<td>270</td>
<td>270</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Supervised Work Experience</th>
<th>LADC Assistant</th>
<th>LADC II*</th>
<th>LADC I*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 hours</td>
<td>6000 hours with High School/ Equivalent</td>
<td>6000 hours with Master’s Degree and no LADC II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4000 hours with Bachelor’s Degree</td>
<td>2000 hours if 4000 were documented with Bachelors for LADC II</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No additional hours if 6000 were documented for LADC II</td>
<td></td>
</tr>
</tbody>
</table>

| Supervised Practicum       | 0 hours | 300 hours in an approved setting with at least 10 hours in each of the 12 Core Functions (in addition to the Supervised Hours above). |

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

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>LADC Assistant</th>
<th>LADC II</th>
<th>LADC I</th>
</tr>
</thead>
</table>

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 for a referral to the examination at least four months before the exam date. MBSACC contact # is 508-842-8707.

If you hold a current Certification or are licensed in another, the examination may be waived if certain requirements⁵ are met.

### Exam Type

IC&RC- Administered by MBSACC

### Steps required to register for Exam

1. As stated above contact BSAS for referral to MBSACC. You are not required to have an application on file to take the exam.
2. 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.
3. Submit the completed Exam Seat Reservation Form by February 28th for June Exam, May 31st for September Exam, and August 31st for December Exam.
4. Take Exam.
5. Exam results are sent to BSAS 5-7 weeks following exam. BSAS then distributes results to applicants.

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

<table>
<thead>
<tr>
<th>Steps required to register for Exam</th>
<th>LADC Assistant</th>
<th>LADC II</th>
<th>LADC I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request access to the application from BSAS. All applications are submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
apply for Certification or Licensure through an electronic licensing system called eLicensing.

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.

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 authorize a CORI check as part of the application process. The application also provides forms so the applicant can documented work experience and education 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 most recent supervisor and two additional letter for individuals familiar with their work related to substance abuse treatment.

4. Application review and processing takes a minimum of 30 days.

<table>
<thead>
<tr>
<th>Can I:</th>
<th>LADC Assistant</th>
<th>LADC II</th>
<th>LADC I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get Reimbursed by a 3rd Party</td>
<td>No</td>
<td>No</td>
<td>Yes – some, with a Master’s Degree in Behavioral Sciences</td>
</tr>
<tr>
<td>Work independently in Private Practice</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Work under supervision</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Work at a licensed program under supervision</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (licensed program or other health care facility)</td>
</tr>
</tbody>
</table>

For more information contact: Alex.Kearns@state.ma.us

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**: 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 the LADC Assistant, the 50 hours must be 10 hours in each of the following
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:
   - 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.
*Continuing Education Policy for Alcohol and Drug Counselors and Assistants*

Effective Date: March 15, 2005

1: Purpose
This policy contains continuing education requirements for alcohol and drug counselors and assistants licensed by the Department of Public Health. Continuing education promotes and enhances the professional competence of all licensees and is required for re-licensure.

2: Definitions
For purposes of this policy the following terms shall have the following meanings, unless the context in which they are used clearly indicates otherwise:

**Academic Credit Conversion Formula** - the formula to convert undergraduate or graduate credit hours into hours of education or continuing education hours. The formula is: 1 credit = 15 hours. For example a 3-credit course would convert into 45 hours of continuing education.

**Continuing Education Hour** – a unit of not less than 50 minutes of actual instruction time in an approved continuing education course, program, seminar or workshop.

**Continuing Education Program** – any course, program, seminar or workshop which provides information or knowledge which contributes directly to the professional competence of alcohol and drug counselors and assistants and which meets the requirements of this policy.

**Department** - the Department of Public Health

**Licensee**- a Licensed Alcohol and Drug Counselor I, a Licensed Alcohol and Drug Counselor II, or a Licensed Alcohol and Drug Counselor Assistant.

**Licensure Period** – the two-year period between license renewals which begins on the issue date of the license and ends on the expiration date of the license.

**Recognized Entities** – an accredited educational institution, professional organization, training institute, governmental body, recognized certifying body or other entity which has been recognized or authorized by the Department to sponsor, conduct or approve continuing education programs for alcohol and drug counselors/assistants. Recognized Entities include:

- Accredited Colleges, Universities and post secondary educational institutions
- Adcare Educational Institute
- New England Institute of Addiction Studies
- DPH Licensed/Approved Substance Abuse Treatment Agencies
- DPH Approved/Funded Substance Abuse Educational Organizations
 Providers approved by MA Boards of Registration in Social Work, Nursing, Medicine, Mental Health Professionals, and Psychology
Mass Board of Substance Abuse Counselor Certification
American Academy of Healthcare Providers in the Addictive Disorders
National Board for Certified Counselors
National Association of Alcohol and Drug Counselors
International Certification and Reciprocity Consortium,
Employee Assistance Certification Commission

3: Establishment of Continuing Education Requirement

(A) General Requirement - Beginning with the initial licensure period, every licensee, as a condition for renewal of his or her license, shall complete forty continuing education hours. These hours shall be completed within each licensing cycle and may not accumulate or be carried over. All such continuing education hours shall be completed in continuing education programs which meet the requirements of this policy.

(B) Pro-rating of Continuing Education Requirements – Those licensed prior to the issuance of this continuing education policy shall complete no less than twenty-five hours of continuing education prior to initial licensure renewal. Forty hours of continuing education shall be required in all subsequent renewal cycles.

(C) Home Study (electronic or otherwise) - Home study can account for no more than 50% of the total hours of continuing education hours required for re-licensure.

(D) Extension of Time for Completion – The Department may extend the deadline for completion of the required continuing education only upon a showing by the licensee that completion of such continuing education by the original deadline imposes an undue hardship due to unforeseen circumstances.

4: Criteria for Approval of Continuing Education

(A) Program Content Requirements – A continuing education course or program provided by a recognized entity may be used to satisfy the continuing education requirements set forth in this policy only if that course, program pertains to:

1. Counselor Core Functions: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals;
2. Pharmacology and psychopharmacology of alcohol and drugs: Drugs of abuse and drugs used in treatment of addictions;
3. Addiction process: models and theories of addiction; biopsychosocial effects of addiction; social and cultural context of addiction; differentiation of addiction from other medical and psychological conditions;
4. Treatment models and methods including: Twelve step, self-help, harm reduction, relapse prevention and new or evolving treatment models;
(5) Interdisciplinary approaches to treatment: appropriate use of treatment modalities, assessment and diagnostic criteria to meet the needs of the individual characteristic of clients and clients with co-occurring disorders such as mental health, trauma, intellectual developmental disorder, as well as populations involved with different treatment and state systems;

(6) Professional Standards of Practice: Recognizing the needs of diverse populations relating to issues of age, ethnicity, race, gender, sexual orientation, HIV/AIDS, viral hepatitis, ethical and professional, standards of conduct, client safety policies and procedures, understanding of current and evolving issues of substance abuse treatment.

(B) Documentation from Licensees
Licensees are responsible for obtaining a certificate of completion of continuing education. This certificate must come from the entity that provided the continuing education and must include at a minimum:

1. the name of the participant (i.e. licensee) completed by the continuing education provider;
2. the name of the entity which provided the continuing education;
3. the name of the trainer or presenter;
4. the name of the training;
5. the specific dates attended;
6. and the number of hours of training; or
7. an official transcript from the accredited post-secondary institution and a course description from which the training was obtained.

(C) Requirements for Continuing Education Courses and Programs
Continuing education courses or programs are required to meet the following administrative requirements:

1. An outline of the course or program is prepared and distributed to all attendees. Said outline shall state the number of continuing education contact hours provided;
2. The course or program shall be at least fifty (50) consecutive minutes in length;
3. The provider or sponsor of the course or program ensures that the course or program is presented by individuals who are properly qualified and competent to do so by virtue of appropriate academic training, professional licensure or certification, and/or appropriate professional experience;
4. The provider or sponsor of the course or program maintains written documentation of the qualifications of the person or persons who presented the course or program;
5. The provider or sponsor of the course or program establishes and maintains an accurate written record of course attendance showing the date of the program or course, the location at which the program or course was given, the name of each person who attended, and the license number of each person who attended;
6. The licensee receives a certificate or other written evidence of his or her completion
of that course or program only if he or she demonstrates satisfactory comprehension or understanding of the content of that course or program to the provider or sponsor of that course or program;

(7) The provider or sponsor of the course or program does not issue certificates or other written evidence of completion of the course or program until the course or program is completed;

(8) The provider or sponsor of the course or program provides all attendees with an opportunity to evaluate that course or program, on a written form provided for that purpose, and retains all completed written evaluation forms for a period of five years after the date on which the course or program was presented;

(9) The provider or sponsor of the course or program complies with all other applicable state and federal laws, including but not limited to the Americans with Disabilities Act and any other state or federal laws relating to accessibility of such courses or programs to persons with disabilities or special needs.

(D) Continuing education obtained from non-recognized entities
Licensees submitting continuing education obtained from non-recognized entities should be aware that approval is not guaranteed. Licensees should seek approval prior to taking the course or, if the course was completed without prior approval, at least 60 days prior to the expiration date of the license. At a minimum, licensees must submit evidence that the course and provider meet the requirements of section 4 (A)- (C) of this policy.

(E) Recognized Entities and other continuing education providers
Recognized entities and other continuing education providers may be asked to furnish such information as the Department may reasonably require about any or all continuing education courses, programs or activities completed by said licensees. Failure or refusal to provide this information may result in denial of continuing education courses or programs.

5: Responsibilities of Individual Licensees
(A) Each licensee shall maintain a written record of all continuing education courses or programs he or she has completed for a period of not less than two (2) consecutive licensure periods, inclusive of the licensure period during which the course, program or activity was completed.

(B) Each licensee, as part of his or her application for renewal of his or her license, shall attest under the pains and penalties of perjury that he or she has completed the number of continuing education hours required.

(C) Upon written request by the Department, a licensee shall furnish such information as the Department may reasonably require about any or all continuing education courses, programs or activities completed by said licensee. Failure or refusal to provide timely proof of completion of the number of continuing education hours required shall constitute grounds for disciplinary action or non-renewal of license by the Department according to 105 CMR 168.000 and Chapter 111J of the Massachusetts General Laws.
(D) Falsification of reports of continuing education courses, seminars, workshops and completed hours, or misrepresentation of any material fact concerning the completion of such continuing education hours, by any licensee shall constitute grounds for disciplinary action by the Department.