

New Mexico Credentialing Board for Behavioral Health Professionals, Inc.

CERTIFIED ALCOHOL AND DRUG ABUSE COUNSELOR (CADC) Requirements

1. **Experience:** Three (3) years or 6,000 hours of supervised work experience providing alcohol/drug-counseling services in an alcohol/drug abuse treatment center. All experience must be documented. The Program Director or employer must fill out the Employment Verification Form, verifying dates and duties of employment for applicant. NMCBBHP may allow an applicant to substitute a degree in behavioral science for part of the work experience:
 - a. Associate's degree may be substituted for 1000 hours,
 - b. Bachelor's degree for 2,000 hours,
 - c. Master's degree or higher for 4,000 hours.
2. **Education:** The education requirement is a total of 270 hours for AODA counselors. Education must be specifically related to the knowledge and skills necessary to perform the tasks, within each IC&RC/AODA performance domains, plus six (6) hours of education must be in professional ethics and responsibilities. All education must be documented. The performance domains are as follows: *Clinical Evaluation, Treatment Planning, Referral, Service Coordination, Counseling, Client, Family and Community Education, Documentation and Professional and Ethical Responsibilities.*
3. **Supervised Practical Training:** Three hundred (300) supervised performance hours specific to the IC&RC/AODA, Inc. twelve core functions. The practicum must include a minimum of 10 hours in each core function. The training may occur as part of eligible work experience and may be completed under more than one supervisor or agency. All training hours must be documented. The twelve core functions are: *screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals.*
4. **Supervision:** The applicant's current supervisor is to complete the Evaluation checklist form as provided in this packet. The evaluation must be mailed directly to the Board.
5. **Written Examination:** The applicant must successfully pass the IC&RC/AODA, Inc.'s international written examination.
6. **Code of Ethics:** The applicant must sign a code of ethics a statement of affirmation that the applicant has read and will abide by the Certification Board "Ethical Standards of Alcohol and Drug Abuse Counselor". The applicant must agree to the jurisdiction of the Certification Board by signing the "Statement of Understanding/Authorization and Release".
7. **Reference:** Submit three (3) letters of support evaluating character and competency of the applicant; one must be from a current supervisor; one must be from peer within in agency; and one must be from an outside agency, which endorses and attests to the professionalism of the applicant.
8. **Fees:** The fee must accompany the application packet.

Note: Only training hours documented/received within the past five (5) years, prior to the date of submitting your application packet, will be accepted.

Re-certification: 40 (forty) continuing education hours (CEU's) accumulated within the 2-year certification period; 6 (six) CE hours must be in Professional Ethics and Responsibilities; remaining hours/training are related to counseling. Continuing education hours accepted as 50% online courses and 25% trainer courses.