



BEHAVIORAL HEALTH AND HUMAN SERVICE LICENSING BOARD LICENSED ADDICTION COUNSELOR (LAC) INFORMATION AND INSTRUCTIONS

Before completing and submitting your application to our office, please read all materials and information included.

CONTENTS OF APPLICATION PACKET

Applicants must download the following documents from the Board's Website at: www.pla.in.gov:

1. Application for Licensure as an Addiction Counselor
2. Information and Instruction Sheet
3. Criminal Background Check Information
4. Statutes and Administrative Rules which pertain to the Behavioral Health and Human Service Licensing Board

IPLA ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

Indiana Professional Licensing Agency
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
FAX # (317) 233-4236
Staff Email: pla8@pla.IN.gov
Website: www.pla.IN.gov

CRIMINAL BACKGROUND CHECK REQUIRED

An individual applying for an addiction counselor license shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check. <http://www.in.gov/pla/3241.htm>.

Criminal background checks must be obtained after you apply for your addiction counselor license with the Board and prior to the issuance of a license.

THE FAIR INFORMATION PRACTICE ACT

In compliance with Ind. Code 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Your social security number is being requested by this state agency in accordance with Ind. Code 4-1-8-1 and Ind. Code 25-1-5-11(a). Disclosure is mandatory, and this record cannot be processed without it.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable.

TRANSCRIPTS, EXAMINATION SCORE REPORTS & STATE VERIFICATIONS MUST BE SENT DIRECTLY FROM EACH ENTITY

The Board will not be able to accept any transcripts, examination score reports, or state verifications directly from the applicant. All transcripts, examination score reports, and state verifications must be sent directly to the Behavioral Health and Human Services Licensing Board from those entities.

EXAMINATION REQUIREMENT

The Board has adopted the Alcohol & Drug Counselors (ADC) examination administered by the International Certification and Reciprocity Consortium (IC & RC) utilized by Indiana Counselors Association of Alcohol & Drug Abuse (ICAADA) and the National Certified Addiction Counselor II (NCAC II) administered by the NAADAC-National Certification Commission for Addiction Professionals (NAADAC-NCC AP) utilized by the Indiana Association for Addicted Professionals (IAAP). You may use current licensure/certification as an Addiction Counselor in another state to exempt yourself from the examination provided that you have already passed the ADC examination, NCAC II examination, or a comparable examination that also tested clinical skills and knowledge. You must also provide evidence that you have engaged in the practice of addiction counseling for not less than three (3) of the previous five (5) years to exempt yourself from the examination, provided that you have already passed the ADC examination, NCAC II examination, or a comparable examination that also tested clinical skills and knowledge.

PLEASE NOTE: If you did not take the ADC examination, NCAC II examination, or a comparable examination that also tested clinical skills and knowledge, to receive licensure/certification in the other state, you will be required to take and pass the ADC examination or NCAC II examination before you will be licensed as an addiction counselor in the State of Indiana.

ABANDON APPLICATIONS

If an applicant does not submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

ISSUANCE OF LICENSE

Upon issuance of your license by the Board, you will be sent an email notifying you that your license has been issued. There will be instructions on how to purchase a blue license card to be mailed to you or how to download a free license card for immediate printing.

This service is available on our website at www.in.gov/pla/license.htm.

LICENSE EXPIRATION AND CONTINUING EDUCATION

Addiction counselors licensed in the State of Indiana are required to obtain at least forty (40) hours of continuing education, with at least twenty (20) hours of Category I Continuing Education to include two (2) hours of Category I Ethics Continuing Education, in order to renew their license. An addiction counselor who has been licensed less than twenty-four (24) months will need 20 hours of continuing education with one (1) hour of Category I Ethics continuing education to renew their license. An addiction counselor who has been licensed less than twelve (12) months is not required to obtain continuing education in order to renew their license.

Detailed information regarding the continuing education requirement is available at the Board's website at www.pla.IN.gov or you may contact our office by calling (317) 234-2054 or by email at pla8@pla.IN.gov.

**LICENSED ADDICTION COUNSELOR
APPLICATION FOR LICENSURE BY EXAMINATION
INSTRUCTIONS**

All applicants must submit an application and supporting documentation to:

Indiana Professional Licensing Agency
Attn: Behavioral Health and Human Services Licensing Board
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

****ALL EDUCATION, EXPERIENCE, SUPERVISION AND EXAMINATION REQUIREMENTS MUST BE MET IN ORDER TO BE GRANTED LICENSURE IN INDIANA. LICENSURE, CERTIFICATION, OR REGISTRATION IN ANOTHER STATE DOES NOT GUARANTEE LICENSURE IN INDIANA****

AFFIDAVIT

If you answer "yes" to any of the seven (7) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however, they may accompany your affidavit.

If the applicant has been ***arrested; entered into a prosecutorial diversion or deferment agreement; convicted; pled guilty to or pled nolo contendere to any offense, misdemeanor, or felony in any state***, except for minor violation of traffic law resulting in fines, and arrests or convictions that have been expunged by a court, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations. The notarized statement must include the following information:

- (1) The date(s), location(s), court, and cause number.
- (2) The offense, misdemeanor or felony of which the applicant was arrested for, entered into a prosecutorial diversion or deferment agreement; convicted, pled guilty to or pled nolo contendere to.
- (3) The penalty imposed.

Also, included with your notarized statement, you will need to provide copies of any and all court documentation regarding each offense listed.

CRIMINAL BACKGROUND CHECK REQUIRED

All applicants applying for an addiction counselor license shall submit to a national criminal history background check at the cost of the individual. Please see the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check on the Board's website at <http://www.in.gov/pla/3241.htm>.

A criminal background check completed prior to the submission of your application for licensure will not be considered valid. If an application is not received by IPLA before scheduling a criminal background check, the applicant will be required to submit to another check resulting in additional fees.

FEE INFORMATION

Applicants must submit a **fifty dollar (\$50.00)** application fee, made payable to the Indiana Professional Licensing Agency. Checks or Money orders are acceptable. **All fees are non-refundable and nontransferable.**

PHOTOGRAPH

Applicants must submit one (1) photograph, approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

EDUCATION

Applicants for an addiction counselor license must have received a baccalaureate or higher degree in addiction counseling or in a related area as determined by the board from an eligible postsecondary educational institution that meets the requirements of the board.

An applicant for an addiction counselor license must complete the following educational requirements:

(1) Complete forty (40) semester hours or sixty (60) quarter hours of course work from an eligible postsecondary educational institution that includes the following content areas:

- (A) Addictions theory.
- (B) Psychoactive drugs.
- (C) Addictions counseling skills.
- (D) Theories of personality.
- (E) Developmental psychology.
- (F) Abnormal psychology.
- (G) Treatment planning.
- (H) Cultural competency.
- (I) Ethics and professional development.
- (J) Family education.
- (K) Areas of content as approved by the board.

Applicants must submit an official transcript, **sent directly to the Board from the college or university**, from which you obtained the degree, showing that all requirements for graduation have been met and the date the degree was conferred.

NOTE: Transcripts must be original, official transcripts sent directly to the Board from the university. Copies of transcripts, transcripts issued to applicants, or incomplete (not yet showing your degree has been granted) transcripts are not acceptable.

PRACTICUM, INTERNSHIP, and ADVANCED INTERNSHIP

Applicants must complete at least one (1) supervised practicum, internship, or field experience in an addiction counseling setting that requires the applicant to provide at least three hundred fifty (350) hours of addiction counseling services. The required practicum, internship, or field experience listed in this section must have been primarily in the provision of direct addiction counseling services. This includes knowledge, skill, or experience derived from direct observations of, and participation in, the practice of addiction counseling. No course intended primarily for practice in the administration and grading of appraisal or assessment instruments shall count toward these clinical semester hour requirements.

Supervised practice, internship, or field experience means experience gained under an individual who is supervising within his or her scope of experience and training and holds an active license at the time of the supervision as:

- (1) An addiction counselor;
- (2) A clinical addiction counselor;
- (3) A mental health counselor;
- (4) A clinical social worker;
- (5) A marriage and family therapist;
- (6) A physician with training in psychiatric medicine;
- (7) A psychologist;
- (8) A clinical nurse specialist in psychiatric or mental health nursing; or

(9) Another state-regulated addiction counseling professional or, if the experience was gained in a state where no regulation exists, by an addictions or behavioral health professional of equivalent status; who has at least three (3) years of experience in providing addiction services.

Verification of practicum, internship, advanced internship and supervision must be received directly from the university verifying the information.

CLINICAL EXPERIENCE/SUPERVISION

Applicants must have at least two (2) years of addiction counseling experience that must include at least one hundred fifty (150) hours under supervision, one hundred (100) hours of which must be under individual supervision and fifty (50) hours of which must be under group supervision under a qualified supervisor. The experience requirement may be met by work performed at or away from the premises of the qualified supervisor.

(d) The work requirement may not be performed away from the qualified supervisor's premises if:

- (1) the work is the independent private practice of addiction counseling; and
- (2) the work is not performed at a place that has the supervision of a qualified supervisor.

As used in IC 25-23.6-10.5-8, "qualified supervisor" means an individual who is supervising within his or her scope of experience and training and holds an active license at the time of supervision as:

- (1) A clinical addiction counselor;
- (2) A clinical social worker;
- (3) A marriage and family therapist;
- (4) A physician who has training in psychiatric medicine;
- (5) A psychologist;
- (6) A clinical nurse specialist in psychiatric or mental health nursing; or
- (7) Another state-regulated addiction counseling professional or, if the experience was gained in a state where no regulation exists, by an addictions or behavioral health professional of equivalent status;

with at least five (5) years of experience in addictions counseling.

The verification of clinical experience and supervision forms must come directly to our office from the individual(s) verifying the clinical experience and supervision hours.

VERIFICATION OF LICENSURE

Applicants must provide a Verification of State Licensure/Certification form from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated health profession or occupation. This information must be **sent directly to the Board by the state** that issued the license.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of licensure form. The information must be sent by the state or province that issued the license.

The top portion of this form should be completed by the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. Other jurisdictions may charge a fee to verify licensure. You may wish to contact the state boards prior to your request for verification. You do not need to complete this form if you only hold licensure or certification in the State of Indiana.

TEMPORARY PERMITS

The Board may issue a temporary permit to practice as a licensed addiction counselor to an applicant who submits an additional application fee of \$25.00 for the temporary permit and has been approved by the Board to take the examination. A temporary permit expires the earliest of:

- (1) the date the individual holding the permit is issued a license under this article;
- (2) the date the board disapproves the individual's license application; or
- (3) one hundred eighty (180) days after the initial permit is issued.

Disapproval of applications includes failing the required examination.

The Board may renew a temporary permit if the individual holding the permit was scheduled to take the next examination and the individual did not take the examination and shows good cause for not taking the examination. "Good cause" is defined in the Board's statutes at IC 25-23.6-8.5-10, as follows; "good cause" means any reason approved by the board following written notice to the board from the applicant within thirty (30) days of the date the applicant was scheduled to take the examination. A renewed permit expires on the date the individual holding the permit receives the results from the next examination given after the permit was issued. If an applicant fails the examination, subsequent temporary permits will not be issued.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate, divorce decree, social security card or court papers is acceptable if your name differs from that on any of your documents.

EXAMINATION APPROVAL

An applicant who has been approved by the Board to take the examination must take the examination within one (1) calendar year from the date of the initial Board approval. If the applicant has not taken the examination within one (1) calendar year from the date of initial Board approval, the approval will be invalid and the applicant must submit a new application and all required documentation must be resubmitted. **No extensions will be granted.**

Applicants who have failed the examination and who wish to retake the examination, must submit a Repeat Examination Application, fees and other requirements as determined by the Board. A second temporary permit will not be issued. An applicant who has failed the examination three (3) times shall personally appear before the Board at the next available meeting prior to retaking the examination. You cannot be reissued a temporary permit.

All questions and requests for information about the addiction counselor licensure examinations should be directed to:

ICAADA (for the ADC Examination)
1800 N. Meridian St., Ste. 507
Indianapolis, IN 46202
(317)923-8800
www.icaada.org

IAAP (for the NCAC II Examination)
4582 NW Plaza W. Dr., Ste. 15
Zionsville, IN 46077
www.iaapin.org

TESTING ACCOMMODATION REQUEST

If you have a disability which may require some special accommodation in taking this examination, please request a Testing Accommodation Request Form from the Indiana Professional Licensing Agency by calling (317) 234-2054 or by email at pla8@pla.in.gov. If you are hearing or speech impaired, you may utilize the Indiana Relay System by calling 1-800-743-3333. If an accommodation is not requested prior to Board approval to take the examination, the Board cannot guarantee the availability of the accommodation on-site.

OFFICIAL SCORE REPORT

Upon completion of the ADC or NCAC II examination, results will be released to our office four (4) to six (6) weeks after the administration of the examination. If you passed the examination, your addiction counselor license will be issued. If you failed the examination, you will receive notification from our office via email that will include instructions on how to apply to retake the examination. Please allow 7 to 10 business days for our office to process examination results once they are received.

**LAC by EXAMINATION
APPLICATION CHECKLIST**

If you are applying for licensure as an addiction counselor (LAC) by examination, you must complete and submit the following forms.

- Completed application form
- One (1) passport quality photograph
- \$50 Application/Issuance Fee (additional \$25.00 for temporary permit)
- Notarized affidavit explaining any “yes” answer on the application
- Criminal History Background Check
- Official Transcript(s) sent directly from the university
- Form C – Verification of Addiction Counselor Coursework
- Form P – Verification of Practicum (350 hours)
- Form E2 – Verification of Experience (2 years)
- Form S2 – Verification of Supervision (150 hours face to face supervision)
- Out of State License Verification(s)

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

Please wait for the Email notice. Do not submit to a criminal background check until you receive an email notifying you that the board has received your application. A criminal background check (CBC) completed prior to the submission of an application for licensure will not be considered valid. An application is not considered “received” until it is manually entered into the IPLA licensing system by board staff. An email is sent out notifying you that the application is in our system and you are eligible for the CBC. If an application is not received before scheduling a CBC, the applicant will be required to submit to another check resulting in additional fees. As stated, you will receive an email from your board notifying you that you are eligible for the CBC.

Fingerprint rejections may lead to delay. If your fingerprints are rejected two (2) times by the FBI, you will be required to submit a written verification to complete your criminal background check. This written verification process can take up to six (6) weeks or longer to complete once the written verification form is received. Fingerprint rejections occur for different reasons including the prolonged use of hand sanitizer and the wearing of latex gloves. IPLA does not conduct or administer the criminal background checks and cannot assist you with expediting the process.

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted may use MorphoTrust Card Scan Processing Program. To view step-by-step instructions, please go to <http://www.i1enrollment.com/state/forms/in/53110e81122f7.pdf>.

Follow the simple steps outlined below to complete the fingerprinting process:

1. Once you receive the email from the board notifying you that your application has been received, go to <http://www.identogo.com> and choose Indiana.
2. If you do not have access to the internet, you may call MorphoTrust toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked for demographic and personal information instead of completing these steps yourself.
3. Click on Indiana.
4. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish).
5. Enter your first and last name and click “go”.
6. Choose your Agency Name Professional Licensing Agency and click “go”.
7. Choose the correct Applicant Category for your license type and click “go”.
8. Select the location where you want to be fingerprinted. You may choose a region of the state, by clicking on the map, or entering a zip code to view a list of locations in a specific area. Press “go”.
9. Click on the words “Click to Schedule” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the “Next Week>>” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click “Send Information”.
11. Confirm the information by following the on screen directions to make any changes necessary. Once you review and verify the data is correct, click “Send Information”.
12. Complete your payment process and click “Send Payment Information”.
13. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
14. Bring one (1) of the following with you to your fingerprinting appointment:
 - valid driver license;

- valid state issued identification card;
- valid passport;
- student identification card with picture and date of birth (DOB);
- work identification card with picture and DOB; or
- valid alien identification card with picture and DOB.

If you do not have the above identification, you will need **both** a valid birth certificate and a social security card.

15. Arrive at the facility at your appointed date and time.
16. The enrollment officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
17. You will receive a signed receipt at the end of your fingerprinting session, which can be provided to your agency for proof of fingerprinting, if needed.
18. All results will be processed and delivered to the Indiana Professional Licensing Agency. MorphoTrust is never in possession of criminal record data results.