

IMPORTANT:

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before submitting your ONLINE application portal. It is important to submit in all the required supporting documents listed below based on the method by which you are applying:

EXAMINATION CHECKLIST (GUIDE)

- Please note that the checklist is intended as a reference tool to guide applicants in preparing their application. It is not exhaustive. Applicants must consult the relevant regulations to confirm that all required documents are submitted to ensure their application for licensure is complete: [DC Municipal Regulations for Certified Addiction Counselor](#).
- **All Pages of Application (ONLINE)** ☐
All pages of the online application must be completed and submitted.
- **Demographic Information (ONLINE)** ☐
The demographic information (i.e., name, date of birth, address, etc.) provided by the applicant is true and correctly matches what is contained in the electronic licensing system.
- **Social Security Number (ONLINE)** ☐
If you do not have social security number then you must submit a [Sworn Affidavit](#), under penalty of perjury, stating that you do not have a social security number AND one of the following: a copy of a Certificate of Citizenship or Naturalization; a Resident Alien Card; a valid foreign passport with a visa; or a work permit card from the Department of Homeland Security (I-766 or I-688B).
- **One (1) Recent Passport-Size Type Photo (2x2 size) of the Applicant's Face with white background (ONLINE)** ☐
The photo must be a high-resolution digital color image of the applicant's face.
- **One (1) photocopy of a current government issued photo ID (ONLINE)** ☐
This can be a driver's license or passport.
- **Name Change document (ONLINE)** ☐
You must provide a copy of marriage certificate, divorce decree or court order, if applicable.

- **Official score report from National Exam (ELECTRONICALLY)** ☐

NAADAC Examination score must be transferred from the examining body. This must be submitted electronically from the NAADAC examining body, if this test has been already completed.
- **Supplemental information (Form A) (ONLINE)** ☐

All applicant must complete the supplemental information A. Please make sure to indicate what level of CAC you are applying for with Board and if you have taken the NAADAC exam.
- **Coursework Completion (Form B) (ONLINE)** ☐

This form is required documents for all the applicants applying by Examination. All courses must be completed, and the completed form must be uploaded on the application portal.

[CAC I Course Requirements Form](#)

[CAC II Course Requirements Form](#)
- **Supervision Experience (Form C) (ONLINE)** ☐

All applicants are required to submit the [Supervision Experience Form C](#). Supervisor(s) must sign the form verifying EACH task and the number of hours completed. **The form must be emailed directly from the supervisor to the Board (dccac@dc.gov)**. Any supervisor that signs for hours on this form must be qualified to be an approved supervisor.

CAC I: An applicant for certification as an addiction counselor I must have obtained **at least five hundred (500) hours of supervised experience**, with a minimum of **forty (40) hours in each of the following areas under the CAC regulation section 8703.1.**

CAC II: An applicant for certification as an addiction counselor II must have obtained **at least one hundred eighty (180) hours of supervised experience**. Of the one hundred eighty (180) hours, at least **one hundred twenty (120) of the hours** shall consist of performing at least ten (10) hours in each of the following tasks with substance abuse clients under **the CAC regulation section 8703.2.**
- **Verification of Appropriate Supervision (Form D) (EMAIL OR MAIL)** ☐

This Verification of Appropriate Supervision Form is to be filled out by the supervisor when the applicant's supervision is completed. This form must be sent directly from the supervisor to the Board via email at dccac@dc.gov.

Qualified supervisors are Licensed professional counselors, psychologist, social workers, marriage family therapist, medical doctor, or registered nurse.
- **Official School Transcript (EMAIL OR MAIL)** ☐

An Official Transcript showing the required education must be mailed in a sealed envelope from the issuing institution the applicant attended to 2201 Shannon Place, SE, 1st FL, Washington DC 20020 OR sent electronically via email (dccac@dc.gov) from issuing institution/issuing body.

- **CAC I**-Must have graduated with at least Associate's degree in a health or human services related Field listed under section 8702.1.
- **CAC II**-Must have graduated with at least Bachelor's degree in a health or human services related Field listed under section 8702.4.

Foreign Educated Only: Transcripts from a foreign school in a foreign language must have evaluated by World Education Services (WES).

- **Criminal Background Check (CBC) (ONLINE PAYMENT)** ☐
All other applicants must do (or re-do) their CBC with the online application. If answering "YES" to any of the screening questions, an explanation of the incident(s) must be provided by the applicant. For information, please visit the website: <https://dchealth.dc.gov/node/120532>.
{ \$50 payment must be paid via online with the application. A link will be provided to you afterward via email }.
- **Screening Question Responses (ONLINE)** ☐
Applicants must answer all questions, including Clean Hands. If answered "Yes", the applicant must also submit any and all relevant documents related to the reason for the "Yes" answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.) along with National Practitioner Databank (NPDB) Self Query Report. The Self-Query Report must be requested from the NPDB (<https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>) no more than thirty (30) days prior to submission of the application.
- **Payment (Fee) (ONLINE)** ☐
\$240 (USD) for Application and License Fee.