



NEW MEXICO CREDENTIALING BOARD FOR BEHAVIORAL  
HEALTH PROFESSIONALS

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**CERTIFIED ALCOHOL AND DRUG ABUSE COUNSELOR (CADAC) Requirements**

1. **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. Six hours of education must be in professional ethics and responsibilities. All education must be documented. The performance domains are as follows: *Assessment, Counseling, Case Management, Education, and Professional Responsibility*
2. **Experience:** Verify three (3) years or 6,000 hours of supervised work experience providing alcohol/drug-counseling services. Supervised work experience may be paid or voluntary experience as a counselor who provides direct counseling services to AODA clients. An AODA client is a person with a diagnosis of alcohol and/or other drug abuse or dependency. Supervised work experience must be in the IC&RC/AODA, Inc. twelve core functions. Unsupervised work experience may NOT be substituted for the experience requirement. NMCBBHP may allow an applicant to substitute a degree in a behavioral science area for part of the work experience. An associate's degree may be substituted for 1000 hours, a bachelor's degree for 2,000 hours, or a master's degree or higher for 4,000 hours. All experience must be documented. The Program Director or employer must submit specific date and duties of employment to the Board.  
*Note: See definition of Experience and Supervision as outlined on the Definitions*
3. **Supervised Practical Training:** The supervised training requirement is 300 performance hours specific to the IC&RC/AODA, Inc. twelve core functions with a minimum of 10 hours in each core function. The training must take place in a setting where alcohol and drug counseling is being provided. The training may occur as part of eligible work experience and may be completed under more than one supervisor or agency. Each domain must be no less than 10 hours in each core function. All training hours must be documented. Only training hours documented/received within the past five (5) years, prior to the date of submitting your application packet, will be accepted. 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. **Written Examination:** The applicant must successfully pass the IC&RC/AODA, Inc.'s international written examination.
5. **Case Presentation:** Submit a written Case Presentation (Original and 3 copies). The case described must meet the criteria for the diagnosed alcohol or drug dependent client. All applicants who have successfully passed the written exam will be required to pass the IC&RC/AODA, Inc. Case Presentation Method (CPM) examination. The CPM is a process by which an applicant's competence in the twelve core functions are measured by peers through an oral examination.
6. **Code of Ethics:** The applicant must document six (6) hours of training in a Certification Board approved workshop on Counselor Ethics. The counselor must sign a code of ethics or a statement of affirmation that the applicant has read and will abide by the Certification Board Counselor's "Code of Ethics". The applicant must agree to the jurisdiction of the Certification Board by signing the "Statement of Understanding" attached to the application.
7. **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 and not enclosed with the application.
8. **Reference:** Have sent two (2) letters of peer support that includes evaluation of character and competency of the applicant with the recommendation of the applicant's certification, and one (1) letter from an outside agency or program, which endorses and attests to the professionalism of the applicant. Letters are to be mailed directly to the Board and not enclosed with the application.
9. **Fees:** Payment of fee according to the Fee Schedule, to be submitted in full.
10. **Re-certification:** The re-certification requirement is 40 hours of continuing education, which of 6 hrs. must be in Counseling Ethics, must be earned every two years.