NCSAPPB
North Carolina Substance Abuse Professional Practice Board

P.O. Box 10126 • Raleigh, NC 27605 **919/832-0975**

North Carolina Substance Abuse
Professional Practice Board

Substance Abuse Professional Checklist

Please return the following documentation as relevant to your application process, checking off each item that is enclosed. Please refer to the Credentialing Procedures Manual as your guide for application.

Certified Clinical Supervisor

For Board Use Only	❑ **Check Each Item Enclosed**
	Registration
_____	❑ Application Form — **Form 1**
_____	❑ Criminal History Statement — **Form 2**
_____	❑ Resume
_____	❑ Official Master's Degree Transcript with School Seal
_____	❑ Job Description
_____	❑ Code of Ethical Conduct — **Form 3**
_____	❑ Documentation of 50% of Clinical Supervisor Specific Education/Training
_____	❑ Disabilities Act Form — **Form 4**
_____	❑ Finger Print Card & Authority for Release of Information form — $38.00
_____	❑ Registration Fee — $125.00
_____	
	Written Exam
_____	❑ Credentialing Training Record — **Form 5**
_____	❑ Supervisor's Evaluation of Clinical Supervisor
_____	❑ Three Letters of Reference*
_____	❑ Out of State Supervisor Form — **Form 6**
_____	❑ Written Exam Fee — $125.00

* One of the letters of reference must come from a Certified Clinical Supervisor who can attest to supervisory competence; the remaining two may be from either substance abuse professionals who can attest to applicant's competence or who have been certified as a substance abuse professional under the applicant's supervision.

A copy of this checklist must accompany application
Mail complete application information to:

North Carolina Substance Abuse Professional Practice Board
Post Office Box 10126
Raleigh, NC 27605