



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. This Checklist must be returned with your application.*

**Certified Substance Abuse Prevention Consultant  
Checklist**

**For Board Use Only**

**Check Each Item Enclosed**

**Part 1: Registration**

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- Application Form — **Form 1**
- Criminal History Statement — **Form 2**
- Resume
- Documentation of Education (Official Transcript with School Seal or copy of high school diploma)
- Documentation of Employment (Letter from current employer stating employment dates and positions)
- Contract for 300 Hour Supervised Practicum — **Form 3**
- Applicant’s Code of Ethical Conduct — **Form 4**
- Disabilities Act Form — **Form 5**
- Out-of-State Supervisor Form — **Form 6** (If applicable)
- Copy of Job Description
- Fingerprint Card & Authority for Release of Information Form — \$38.00
- Registration Fee — \$125.00

**Part 2: CSAPC**

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- Supervisor’s Evaluation of 300 Hour Supervised Practicum — **Form 7**
- Supervisor’s Evaluation(s) of Experience — **Form 8**
- Co-worker Evaluation — **Form 9**
- Colleague Evaluation — **Form 10**
- Credentialing Training Record — **Form 11**
- Written Exam Fee — \$125.00

*Mail Complete Application Information to:*

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