



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.

Licensed Clinical Addictions Specialist

Checklist

For Board Use Only

Check Each Item Enclosed

Registration

- Application Form — **Form 1**
- Criminal History Statement — **Form 2**
- Resume
- Official Masters Degree Transcript with School Seal
- Job Description
- Contract for 300 Hour Supervised Practicum — **Form 3**
(Required for Criteria A / Optional for Criteria C)
- Code of Ethical Conduct — **Form 4**
- Disabilities Act Form — **Form 5**
- Out-of-State Supervisor Form — **Form 6** (If Applicable)
- Finger Print Card & Authority for Release of Information form — \$38.00
- Registration Fee — \$125.00

Provisional Status

- Verification of 300 Hour Supervised Practicum — **Form 7**
(Required for Criteria A / Optional for Criteria C)
- Contract for Clinical Supervision — **Form 8**
- Copy of Current CSAC Certificate (Criteria B Only)
- Written Exam Fee — \$125.00

Final Documentation Needed for Credentialing

- Verification of Clinical Addictions Counseling Experience — **Form 9**
- Three Letters of Reference from Master’s Level CSAC’s or LCAS’s — **Form 10**
- Credentialing Training Record — **Form 11**
(Criteria A only)