



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.

Substance Abuse Counselor Applicant
Checklist

For Board Use Only **Check Each Item Enclosed**

Registration

- _____ Application Form — **Form 1**
- _____ Criminal History Statement — **Form 2**
- _____ Resume
- _____ Documentation of Education (Official college/university transcript with school seal or copy of high school diploma)
- _____ Job Description
- _____ Contract for 300 Hour Supervised Practicum — **Form 3**
- _____ Code of Ethical Conduct — **Form 4**
- _____ Disabilities Act Form — **Form 5**
- _____ Fingerprint Card & Authority for Release of Information Form — \$38.00
- _____ Registration Fee — \$125.00

Substance Abuse Counselor Intern

- _____ Verification of 300 Hour Supervised Practicum — **Form 6**
- _____ Contract for Clinical Supervision — **Form 7**
- _____ Written Test Fee — \$125.00

Certified Substance Abuse Counselor

- _____ Supervisor’s Evaluation(s) of Experience — **Form 8**
- _____ Colleague Evaluation — **Form 9**
- _____ Co-worker Evaluation — **Form 10**
- _____ Out-of-State Supervisor Form — **Form 11**
- _____ Credentialing Training Record — **Form 12**
- _____ Ongoing Practice Supervision Form — **Form 13**