COUNSELING CREDENTIALS
The Board offers two levels of counseling credentials: a more “experience-based” certification and advanced licensure for those meeting the higher education requirements.

LICENSED CLINICAL ADDICTIONS SPECIALIST (LCAS)
Scope of Practice: The practice of a licensed clinical addictions specialist may be independent and consists of the Twelve Core Functions (see Definitions for the list of functions). The licensed clinical addictions specialist may provide supervision to maintain a professional credential as defined by Article 5C.

Education: All persons are required at a minimum to hold a master’s degree in a human services related field with a clinical application from a regionally accredited college or university. (see definition of “clinical application” in 21.NCAC 68.0101(5).

Conduct: All applicants should not have engaged in any practice or conduct that would be grounds for disciplinary action under G.S. 90-113.44.

Four Ways (A-D) to Qualify: To apply to be licensed as a Clinical Addictions Specialist applicants should determine which one of the four criteria sets their credentials best meets. The applicant will upload documentation under the particular set of criteria chosen. APPLICANTS SHOULD CONTACT BOARD STAFF BEFORE SELECTING A CRITERIA TO BEGIN REGISTRATION TO ENSURE CORRECT SELECTION.

The four criteria sets are generally described below. For detailed information on registering under the chosen criteria see the specific pages for that criteria.

CRITERIA A – for applicants with a qualifying master’s degree who obtained substance abuse-specific training and supervised experience outside of a formal certificate process.

1. Education: A qualifying master’s degree (see above definition).

2. Practical Training and supervision: Completion of a minimum of 300 hours of supervised practical training and documentation of a board-approved contract with the clinical supervisor. (see the Supervised Practice section in this manual)

3. Experience: Two years (4,000 hours) supervised post-graduate substance abuse counseling experience.

4. Specific Training: 180 hours of substance abuse-specific training (see Education and Training below for specifics).

5. Examination: A passing score on a master’s level IC&RC AADC written exam

6. Ethics: Attestation of intention to adhere fully to the Code of Ethical Conduct of the Board

7. References: Three letters of reference from persons who are licensed clinical addictions specialists (LCAS) or certified substance abuse counselors (CSAC) who have obtained master’s degrees.
Four Ways (A-D) to Qualify - continued

**CRITERIA B** - for applicants with a qualifying master’s degree who hold certification in substance abuse counseling (CSAC).

1. **Education**: A qualifying master’s degree (see above definition).
2. **Experience**: Certification in substance abuse counseling.
3. **Examination**: A passing score on a master’s level IC&RC AADC written exam.
4. **Ethics**: Attestation* of intention to adhere fully to the Code of Ethical Conduct of the Board (*complete if certification in substance abuse counseling is not current)
5. **References**: Three letters of reference from persons who are licensed clinical addictions specialists (LCAS) or certified substance abuse counselors (CSAC) who have obtained master’s degrees.

**CRITERIA C** - for applicants with a qualifying master’s degree which includes a preapproved substance abuse specialty curriculum. (The school, not the applicant, must have completed the curricula approval process).

1. **Education**: A qualifying master’s degree (see above definition) and which included a substance abuse specialty. (see definitions)
2. **Experience**: One year (2,000 hours) supervised post-graduate substance abuse counseling experience.
3. **Examination**: A passing score on a master’s level IC&RC AADC written exam.
4. **Ethics**: Attestation of intention to adhere fully to the Code of Ethical Conduct of the Board.
5. **References**: Three letters of reference from persons who are licensed clinical addictions specialists (LCAS) or certified substance abuse counselors (CSAC) who have obtained master’s degrees.

**CRITERIA D** - for applicants who achieved a substance abuse specialty from an affiliated Deemed Status profession. (A list of the qualifying professional groups is available on the NCSAPPB website.)

1. **Current substance abuse credential**: The credential was obtained from a professional discipline that has been granted deemed status by the Board.
2. **Current membership**: The applicant must be a current member of a recognized deemed status discipline.

NOTE: This licensure offers reciprocity through the IC&RC, Inc.
REGISTRATION PROCESS – ALL CRITERIA:

- **FIRST:** Go the NCSAPPB website Create an account in LearningBuilder. (see APPLICATION PROCESS in the Credential Manual Overview for detailed information to aid application).

To assist in determining which criteria set applies (Criteria A, B, C or D),

- **EDUCATION:** Enter the LCAS Criteria section chosen and complete the EDUCATION section. Click the Master’s Degree button and complete. **You will need to request that an official transcript of the master’s degree be sent directly to the Board.** If you received additional training from a second school, click the blue “Add School” button to provide more information. Once completed, the button will change to “Awaiting Transcript”.

- **APPLICATION FEE:** After the Board has received and approved the transcript the applicant will receive an email that will allow them to proceed. The next step is to pay the **$25 application fee** (see Application section for accepted credit cards).

- **DOCUMENTATION:** Applicants will be asked to provide documentation through scanned and uploaded forms. (see Learning Builder information in the Application section for acceptable file formats).

**NOTE:** For details on registering, go to the specific Criteria Section for which you are applying for LCAS for the specific steps to take to complete Registration for LCAS-Associate and to complete full licensure.
CRITERIA A REGISTRATION PROCESS

❖ REGISTRATION FORMS: After the Board has received and approved the transcript the next sections will become available to complete:

- **Resume:** Upload a copy of your current resume. When submitted the button will say “Awaiting Review”.
- **Ethics Agreement:** Agree (twice) to adhere to the ethical standards adopted by the Board. The button will change to Accepted.
- **Job Description:** Enter information about current job; you may include volunteer work.
- **Fee:** Pay the (non-refundable) Registration Fee ($125) before advancing to the next sections. When paid a BOLDED button will appear that states “All Required Payments have been Made”.

❖ 300 HOUR SUPERVISED PRACTICUM:

- **Criteria A:** Click IDENTIFY SUPERVISOR and provide the name and email address; name of their agency; whether they are credentialed (Y/N); and the number of supervised hours that are planned (up to 300). (You may add an additional supervisor if planning to acquire supervised experience by more than one supervisor). A button will appear stating “Pending Contract”.

  i. The supervisor will be notified that they have been requested to verify the supervision contract with the applicant on Learning Builder. The supervisor will utilize a special link to verify that they have a contract to supervise the applicant. When completed the Button color will change to indicate this step is completed. (See “Completing Registration Process” for information on the evaluation of the supervised experience, once completed).

❖ BACKGROUND CHECK FEE: Pay the (non-refundable) fee ($38 in 2015).

❖ BACKGROUND CHECK FORMS: Complete the following:

- **Download and print the Release of Information and Fingerprint Information forms.**
- **Take printed forms to the Law Enforcement Agency, complete and get electronic fingerprints taken and Release form signed by LE official taking fingerprints. You must also sign the form. Fingerprints will be sent electronically. (Note: It may take 3-4 weeks for fingerprints to be processed. Applicants will be notified when Board staff have received them.)**
- **Return to LearningBuilder and UPLOAD (scanned) SIGNED RELEASE FORM.**
- **Click SUBMIT.**

****IMPORTANT NOTE****: You MUST UPLOAD SIGNED RELEASE form before being allowed to continue the Registration Process!!!!
CRITERIA A REGISTRATION PROCESS – continued

- **QUESTIONS:** Answer the following:
  - Criminal history: if ever convicted you will need to complete a criminal history statement listing details of conviction(s) including dates and disposition. Indicate if you are currently on probation or have any pending charges.
  - Professional license history: Acknowledge if you ever held, denied or were revoked legal certification/licensure.

- **ETHICS TRAINING:**
  - A 3-hour Ethics training must be completed to register. Click SELECT to bring up box into which you enter information about the course, completion date, approval code (if any; if none, type NA and enter # hours).
  - Upload scanned certificate or course transcript to document completed training.

- **4,000 HOURS of CLINICAL ADDICTIONS COUNSELING EXPERIENCE:**
  - Click the Identify Supervisor button and provide the name and email address of the supervisor; name of their agency; whether they are credentialed (Y/N); and the number of supervised hours that are planned (up to 4,000). (You may add an additional supervisor if planning to acquire supervised experience by more than one supervisor). A button will appear stating “Pending Contract”.

- **NOTE:** You will need to have identified a supervisor BEFORE applying to take the exam.

- **EXAM FORMS**
  - If you will require accommodations for test taking complete the ADA request information.

When all the required portions of the application required to take the exam, the REQUEST EXAM button will TURN ORANGE.

- **EXAMINATION:** When ready to demonstrate knowledge of addictions the Registrant/LCAS-A will apply to take the online master’s level IC&RC computer-based exam by completing the following:
  1. **Log** into LearningBuilder – LCAS-A. With the registration process completed, the status will state that the application is “Awaiting Exam/Final Docs”.
  2. **Select** the Orange “Continue” button.
  3. **Pay** the (non-refundable) exam fee of $125.
  4. **Request** to take the exam. (If accommodations are needed under the ADA, follow instructions on the LearningBuilder site to request them).
  5. **Complete** the attestation section. Click submit.

When staff have completed a review of the exam request you will receive an email within ~ a week with a link to the testing site to schedule the exam. Click on the link to:
  6. **Select** the test date and location.
  7. **Take and pass** the exam.
  8. **Exam results** will appear in the next box after exam is completed.
CRITERIA A REGISTRATION PROCESS – continued

COMPLETING REGISTRATION – LCAS-A Designation:
Upon completion of the 300 hours of Supervised Experience:
(1) The applicant should go to their LCAS Application in Learning Builder and request an evaluation from their supervisor.

(2) The supervisor will receive an email asking them to verify through written evaluation the 300 hours of practice, including 30 hours of supervision. The supervisor will use the link to download and complete the evaluation and then upload it to their supervisee’s Learning Plan. (Note: The supervisor will not be able to access their supervisee’s Learning Plan by logging into their own LearningBuilder account).

Once all required documentation has been uploaded, THE SUBMIT APPLICATION button will TURN ORANGE.
(3) Click SUBMIT APPLICATION when orange and attestation box will open.
(4) Answer the question and CLICK SUBMIT APPLICATION AGAIN.

Once all documentation has been submitted and Board staff have reviewed and approved the documentation, the Criteria A applicant will be notified through email that they have been granted LCAS-ASSOCIATE STATUS. Registrants can go to the Board website to verify their status and print documentation, if desired. Registrants may retain this status up to five years while pursuing the required supervised practice hours.

COMPLETING REQUIREMENTS FOR LICENSURE (Criteria A, LCAS-A)
 SUPERVISED EXPERIENCE:

Criteria A Applicants will:
 o Once 4,000 hours have been successfully completed the LCAS-A must request supervisor evaluation through LearningBuilder. Log into the site, select the LCAS credential and the button to “Request Evaluation” within the 4,000 hour block. The identified Clinical Supervisor(s) (CCS or CSI) will be notified by email to attest to completion of supervised practice in LearningBuilder.

  REFERENCES: Provide the names and email addresses of (3) three persons who are licensed clinical addictions specialists (LCAS) or certified substance abuse counselors (CSAC) who have obtained master’s degrees. They will be contacted and asked to provide professional references.

Once all documentation has been reviewed and determined to be in order the Registrant (or LCAS-A) will be granted Licensure as a Clinical Addictions Specialist. The Board will send email confirming this and mail a certificate within a month. NOTE: This licensure offers reciprocity through the IC&RC/AODA Inc.
CRITERIA B REGISTRATION PROCESS:

Applicants who wish to register for LCAS who hold a CSAC credential will enter Learning Builder, select their CURRENT CSAC Learning Plan, and click the LCAS-Application-Criteria B button to ADD TO the CSAC credential. You will need to provide the following:

- **EDUCATION**: Click the Master’s Degree button and complete. **You will need to request that an official transcript of the master’s degree be sent directly to the Board.** If you received additional training from a second school, click the blue “Add School” to provide additional information. Once completed, the button will change to “Awaiting Transcript”.

- **APPLICATION FEE**: After the Board has received and approved the transcript the applicant will receive an email that will allow them to proceed. The next step is to pay the **$25 application fee** (see Application section for accepted credit cards).

- **DOCUMENTATION**: Applicants will be asked to provide documentation through scanned and uploaded forms. (see Learning Builder information in the Application section for acceptable file formats).

- **REGISTRATION FORMS**: After the Board has received and approved the transcript the next sections will become available to complete:
  - **Resume**: Upload a copy of your current resume. When submitted the button will say “Awaiting Review”.
  - **Ethics Agreement**: Agree (twice) to adhere to the ethical standards adopted by the Board. The button will change to Accepted.
  - **Job Description**: Enter information about current job, including volunteer work.
  - **Fee**: Pay the (non-refundable) Registration Fee ($125) before advancing to the next sections. When paid a BOLDED button will appear that states “All Required Payments have been Made”.

- **BACKGROUND CHECK FEE**: Pay the (non-refundable) fee ($38 in 2015). Once paid you will gain access to the forms needed to complete the process.

- **BACKGROUND CHECK FORMS**: Complete the following:
  - Download and print the Release of Information and Fingerprint Information forms.
  - Take printed forms to the Law Enforcement Agency, complete and get electronic fingerprints taken and Release form signed by LE official taking fingerprints. You must also sign the form. Fingerprints will be sent electronically. (Note: It may take 3-4 weeks for fingerprints to be processed. Applicants will be notified when Board staff have received them.)
  - Return to LearningBuilder and UPLOAD (scanned) SIGNED RELEASE FORM.
  - Click SUBMIT.

****IMPORTANT NOTE****: You MUST UPLOAD SIGNED RELEASE form before being allowed to continue the Registration Process!!!!
CRITERIA B REGISTRATION PROCESS – continued

❖ QUESTIONS: Answer the following:
  o Criminal history: if ever convicted you will need to complete a criminal history statement listing details of conviction(s) including dates and disposition. Indicate if you are currently on probation or have any pending charges.  
  o Professional license history: Acknowledge if you ever held, denied or were revoked legal certification/licensure.

❖ COMPLETING REGISTRATION: Once all required documentation has been uploaded, THE SUBMIT APPLICATION button will TURN ORANGE.

  o Click SUBMIT APPLICATION when orange and attestation box will open.  
  o Answer the question and CLICK SUBMIT APPLICATION AGAIN.

COMPLETING REGISTRATION – LCAS-A Designation:

❖ Once all documentation has been submitted and Board staff have reviewed and approved the documentation, the Criteria B applicant will be notified through email that they have been granted LCAS - ASSOCIATE STATUS. Registrants can go to the Board website to verify their status and print documentation, if desired. Registrants may retain this status up to five years while pursuing the required supervised practice hours.

COMPLETING REQUIREMENTS FOR LICENSURE (Criteria B, LCAS-A) EXAMINATION: When ready to demonstrate knowledge of addictions the Registrant/LCAS-A will apply to take the online master’s level IC&RC computer-based exam by completing the following:

1. Log into LearningBuilder – LCAS. With the registration process completed, the status will state that the application is “Awaiting Exam/Final Docs”.
2. Select the Orange “Continue” button.
3. The second box, “Exam Forms” should be selected.
4. Pay the (non-refundable) exam fee of $125.
5. Request to take the exam. (If accommodations are needed under the ADA, follow instructions on the LearningBuilder site to request them). The Board staff will contact the Registrant when all the documentation has been approved (~ 1 week).
6. Select the test date and location.
7. Take and pass the exam.
8. Exam results will appear in the next box after exam is completed.

❖ REFERENCES: Provide the names and email addresses of (3) three persons who are licensed clinical addictions specialists (LCAS) or certified substance abuse counselors (CSAC) who have obtained master’s degrees. They will be contacted and asked to provide professional references.

Once all documentation has been reviewed and determined to be in order the Registrant (or LCAS-A) will be granted Licensure as a Clinical Addictions Specialist (LCAS). The Board will send email confirming this and mail a certificate within a month. NOTE: This licensure offers reciprocity through the IC&RC/AODA Inc.
CRITERIA C REGISTRATION PROCESS:

- Applicants who wish to register for LCAS under Criteria C will begin by requesting that an official transcript of the master’s degree be sent directly to the Board. Once completed, the button will change to “Awaiting Transcript”.

- **APPLICATION FEE**: After the Board has received and approved the transcript the applicant will receive an email that will allow them to proceed. The next step is to pay the **$25 application fee** (see Application section for accepted credit cards).

- **DOCUMENTATION**: Applicants will be asked to provide documentation through scanned and uploaded forms. (see Application section for acceptable file formats).

- **REGISTRATION FORMS**: After the Board has received and approved the transcript the next sections will become available to complete:
  - **Resume**: Upload a copy of your current resume. When submitted the button will say “Awaiting Review”.
  - **Ethics Agreement**: Agree to adhere to the ethical standards adopted by the Board. The button will change to Accepted.
  - **Job Description**: Enter information about current job, including volunteer work.
  - **Fee**: Pay the (non-refundable) Registration Fee ($125) before advancing to the next sections. When paid a BOLDED button will appear that states “All Required Payments have been Made”.

- **2,000 HOURS OF CLINICAL ADDICTIONS COUNSELING EXPERIENCE– IDENTIFY SUPERVISOR**
  - Click the Identify Supervisor button and provide the name and email address of the supervisor; name of their agency; whether they are credentialed (Y/N); and the number of supervised hours that are planned (up to 2,000). (You may add an additional supervisor if planning to acquire supervised experience by more than one supervisor). A button will appear stating “Pending Contract”. NOTE: When supervision is completed applicant will request evaluation in LearningBuilder (see Completing Requirements – below).

- **BACKGROUND CHECK FEE**: Pay the (non-refundable) fee ($38 in 2015). Once paid you will gain access to the forms needed to complete the process.

- **BACKGROUND CHECK FORMS**: Complete the following:
  - Download and print the Release of Information and Fingerprint Information forms.
  - Take printed forms to the Law Enforcement Agency, complete and get electronic fingerprints taken and Release form signed by LE official taking fingerprints. You must also sign the form. Fingerprints will be sent electronically. (Note: It may take 3-4 weeks for fingerprints to be processed. Applicants will be notified when received by staff).
  - Return to LearningBuilder and UPLOAD (scanned) SIGNED RELEASE FORM.
  - Click SUBMIT.

**IMPORTANT NOTE**: You MUST UPLOAD SIGNED RELEASE form before being allowed to continue the Registration Process!!
CRITERIA C REGISTRATION PROCESS – continued

* QUESTIONS: Answer the following:
  o Criminal history: if ever convicted you will need to complete a criminal history statement listing details of conviction(s) including dates and disposition. Indicate if you are currently on probation or have any pending charges. o Professional license history: Acknowledge if you ever held, denied or were revoked legal certification/licensure.

* ETHICS TRAINING:
  o A 3-hour Ethics training must be completed to register. Click SELECT to bring up box into which you enter information about the course, completion date, approval code (if any; if none, type NA and enter # hours). o Upload scanned certificate or course transcript to document completed training.

COMPLETING REGISTRATION – LCAS-A Designation:

* Once all required documentation has been uploaded, THE SUBMIT APPLICATION button will TURN ORANGE.

  o Click SUBMIT APPLICATION when orange and attestation box will open. o Answer the question and CLICK SUBMIT APPLICATION AGAIN.
Once all documentation has been submitted and Board staff have reviewed and approved the documentation, the Criteria C applicant will be notified through email that they have been granted LCAS - ASSOCIATE STATUS. Registrants can go to the Board website to verify their status and print documentation, if desired. Registrants may retain this status up to five years while pursuing the required supervised practice hours.
COMPLETING CRITERIA C REQUIREMENTS FOR LICENSURE

 SUPERVISED EXPERIENCE:

- Once the 2,000 hours of supervised experience has been successfully completed the LCAS-A must request supervisor evaluation through LearningBuilder. Log into the site, select the LCAS credential and the button to “Request Evaluation” within the 2,000 hour block. The identified Clinical Supervisor(s) (CCS or CSI) will be notified by email to attest to completion of supervised practice in LearningBuilder.

 EXAMINATION:

- When ready to demonstrate knowledge of addictions the Registrant/ LCAS-A will apply to take the online master’s level IC&RC computer-based exam by completing the following:
  1. Log into LearningBuilder – LCAS. With the registration process completed, the status will state that the application is “Awaiting Exam/Final Docs”.
  2. Select the Orange “Continue” button.
  3. The second box, “Exam Forms” should be selected.
  4. Pay the (non-refundable) exam fee of $125.
  5. Request to take the exam. (If accommodations are needed under the ADA, follow instructions on the LearningBuilder site to request them). The Board staff will contact the Registrant when all the documentation has been approved (~ 1 week).
  6. Select the test date and location.
  7. Take and pass the exam.
  8. Exam results will appear in the next box after exam is completed.

 REFERENCES: Provide the names and email addresses of (3) three persons who are licensed clinical addictions specialists (LCAS) or certified substance abuse counselors (CSAC) who have obtained master’s degrees. They will be contacted and asked to provide professional references.

Once all documentation has been reviewed and determined to be in order the Registrant (or LCAS-A) will be granted Licensure as a Clinical Addictions Specialist. The Board will send email confirming this and mail a certificate within a month. NOTE: This licensure offers reciprocity through the IC&RC/AODA Inc.
LCAS-CRITERIA D (Deemed Status) REGISTRATION PROCESS:
The Board recognizes the credentials offered by a professional discipline who have met the standards of a clinical addictions specialist (see list of approved credentials on the website).

- Applicants who wish to register for LCAS under Criteria D will begin by requesting that an official transcript of the master’s degree be sent directly to the Board. (See Registration Process – All Criteria on the 3rd page of this document for details). Once requested, the button will change to “Awaiting Transcript”.

DOCUMENTATION: Applicants will be asked to provide documentation through scanned and uploaded forms. (see the Application document for acceptable file formats).

- EDUCATION
  o Upload a (scanned) copy of the Professional Discipline Certificate of the substance abuse certification from the professional discipline that has been granted deemed status by the Board. (see list at Board website)
  o Upload a (scanned) copy of a Good Standing Verification Letter or other verification from the applicant’s Deemed Status credentialing organization.

- APPLICATION FEE: After the Board has received and approved the transcript the applicant will receive an email that will allow them to proceed. The next step is to pay the $10 application fee (see Application section for accepted credit cards).

- REGISTRATION FORMS: After the Board has received and approved the transcript and the application fee the next sections will become available to complete:
  o Resume: Upload a copy of your current resume. When submitted the button will say “Awaiting Review”.
  o Ethics Agreement: Agree (twice) to adhere to the ethical standards adopted by the Board. The button will change to Accepted.
  o Job Description: Enter information about current job, including volunteer work.
  o Fee: Pay the (non-refundable) Registration Fee ($40) before advancing to the next sections. When paid a BOLDED button will appear that states “All Required Payments have been Made”.

- BACKGROUND CHECK FEE: Pay the (non-refundable) fee ($38 in 2015). Once paid you will gain access to the forms needed to complete the process.

- BACKGROUND CHECK FORMS: Complete the following:
  o Download and print the Release of Information and Fingerprint Information forms.
  o Take printed forms to the Law Enforcement Agency, complete and get electronic fingerprints taken and Release form signed by LE official taking fingerprints. You must also sign the form. Fingerprints will be sent electronically. (Note: It may take 3-4 weeks for fingerprints to be processed. Applicants will be notified when Board staff have received them.)
  o Return to LearningBuilder and UPLOAD (scanned) SIGNED RELEASE FORM. Click SUBMIT.

****IMPORTANT NOTE****: You MUST UPLOAD SIGNED RELEASE form before being allowed to continue the Registration Process!!!!
REGISTRATION PROCESS – Criteria D continued

❖ QUESTIONS: Answer the following:
  o Criminal history: if ever convicted you will need to complete a criminal history statement listing details of conviction(s) including dates and disposition. Indicate if you are currently on probation or have any pending charges.

  o Professional license history: Acknowledge if you ever held, denied or were revoked legal certification/licensure.

COMPLETING REGISTRATION – LCAS Designation:
Once all documentation has been reviewed and determined to be in order the Registrant will return to LearningBuilder and select the ORANGE SUBMIT APPLICATION BUTTON to complete the process. Complete the attestation question and submit. The Registrant will receive an email after staff have reviewed the application. Upon completion, the Registrant will be granted Deemed Status Licensure as a Clinical Addictions Specialist (LCAS). The Board will send email confirming this and mail a certificate within a month.
NOTE: This licensure offers reciprocity through the IC&RC/AODA Inc.
LICENSURE PERIOD and RENEWAL OF LICENSE – CRITERIA A-C

Licensure is for a period of two years. To retain licensure past two years addictions specialists renewing under Criteria A-C must:

1. Complete at least 40 hours of Board-approved continuing education within the two years of licensed practice prior to the requested renewal. (see next page for specifics)
2. Apply for renewal of licensure within the last few months of the 2-year cycle.
3. Pay the (non-refundable) renewal fee of $125.
4. Agree to adhere to the ethical standards adopted by the Board.

Those renewing under Criteria D Deemed Status.

1. Provide documentation of current substance abuse certification from the deemed status professional discipline.
2. Pay the renewal fee of $35.
3. To maintain LCAS under Deemed Status the applicant must maintain credentialed status with the deemed status organization.

REMEMBER: Failure to renew licensure by the due date and continuing to practice in that area is illegal. Those who practice or aid or abet another to practice with a lapsed credential may be found guilty of a Class 1 misdemeanor. (G.S. 90.113.43-.44) Therefore, it is imperative for credentialed professionals to seek continuing education throughout the time period and to apply in advance of the end of a credentialing cycle.

CONTINUING EDUCATION FOR RENEWAL

1. By the end of a 2-year period of licensure and before renewing the Licensed Clinical Addictions Specialist (LCAS) credential, all those (who applied under Criteria A-C) who wish to renew their credentials need to have completed a minimum of 40 hours of continuing education (CE), 30 hours of which need to have been “substance-abuse specific”. This education may include a combination of hours including attending and providing workshops. Of the 40 hours, the
2. Three (3) hours of HIV/AIDS/STDS/TB/Blood-borne pathogens training and education;
3. Three (3) hours professional ethics education;
4. Three (3) hours of education to be selected from among the following:

   Nicotine Dependence  Substance Abuse Issues In Older Adults
   Psychopathology  Substance Abuse Issues Affecting Veterans
   Evidence-Based Treatment Approaches

   The following limitations apply regarding acceptable formats and percentages:
   ☐ 50% maximum may be acquired in “independent” or “self” study
   ☐ 25% maximum may be acquired through “in-service” events
   ☐ 25% maximum may be acquired through “workshop presentation”

Notes: (1) Those renewing under deemed status (Criteria D) must meet the renewal requirements of the organization under which they maintain their credential. (2) NCSAPPPB accepts CE credits approved by its Board and NAADAC, but other licensing boards do not accept NCSAPPPB-only approved credits. (They required NAADAC approval).
DEFINITIONS
12 CORE FUNCTIONS of ADDICTION COUNSELING
1. Screening
2. Intake
3. Orientation
4. Assessment
5. Treatment planning
6. Counseling
7. Case management
8. Crisis intervention
9. Client education
10. Report and record keeping
11. Consultation with other professionals in regard to client treatment and services
12. Referral to reduce the conditions that place individuals at risk of developing addictive disorder or disease with co-occurring disorders, and treatment for addictive disorder or disease.

SUPERVISED PRACTICE (Practicum) – LCAS
Criteria A-C applicants for the licensed addictions specialist credential shall complete a 300 hour practicum supervised by an applicant supervisor and the practicum shall cover all 12 core functions of counseling (see Definitions). The applicant is to practice at least 10 hours in each of the core functions (120 hours), receiving one hour of supervision for every 10 hours of practice in each function. The remaining 180 hours of this practicum shall be practiced in the core function areas. The supervisor will verify this through evaluation.

Upon completion of the 300 hours, the applicant is to access their Learning Plan in Learning Builder and request an evaluation from their supervisor. An email is generated to the supervisor inviting the supervisor to access the supervisee’s Learning Plan through a special link. The supervisor will use the link to download and complete the evaluation, documenting the 300 hours of practice, including 30 hours of supervision, and upload it to their supervisee’s Learning Plan.
(Note: The supervisor will not be able to access their supervisee’s Learning Plan by logging into their own LearningBuilder account).

Depending upon which criteria set the applicant is using to seek licensure, the supervised practice will be accomplished in different ways.
1. Under Criteria A, the supervised practice is most often completed as the first 300 hours of clinical work supervised by a CCS or CSI, however the supervised practice might be completed as part of an academic course of study in a regionally accredited college or university if the Master’s level applicant returns to school in order obtain formalized training in an academic setting. Note: All experience for the LCAS application must be post-Master’s.
SUPERVISED PRACTICE (Practicum) – LCAS – defined- cont’d
2. Under Criteria B, the supervised practice will have been completed as part of CSAC credentialing.
3. Under Criteria C, the supervised practice shall be completed as part of the pre-approved academic course of study.
4. Note: Criteria D (deemed status) applicants must complete the supervised experience process required by the certification rules of the credentialing organization.

EDUCATION AND TRAINING – (for licensure) defined
Initial licensure requires 180 hours, or the equivalent thereof, of substance abuse specific education and training that covers the following content areas:

a. Basic addiction and cross-addiction; physiology and pharmacology of psychoactive drugs that are abused.
b. Screening, assessment, and intake of clients.
c. Individual, group, and family counseling.
d. Treatment, planning, reporting, and record keeping.
e. Crisis intervention.
f. Case management and treatment resources.
g. Ethics, legal issues, and confidentiality.
h. Psychological, emotional, personality, and developmental issues.
i. Co-occurring physical and mental disabilities.
j. Special population issues, including age, gender, race, ethnicity, and health status.
k. Traditions and philosophies of recovery treatment models and support groups.

Applicants must also acquire and document education in special topic areas at the specified rates:
1. Six (6) hours of HIV/AIDS/STDS/TB/Blood-borne pathogens training and education;
2. Six (6) hours professional ethics education;
3. Six (6) hours of clinical supervision-specific training;
4. Six (6) hours of education to be selected from among the following:

   Nicotine Dependence    Substance Abuse Issues In Older Adults
   Psychopathology    Substance Abuse Issues Affecting Veterans
   Evidence-Based Treatment Approaches

The hours may be included in the 180 hours of substance abuse specific training. Applicants under Criteria B who hold a CSAC credential should have attained this initial training as part of the training and education requirement for that credential. If any parts of this training have not been attained, it is recommended that these LCAS-A applicants acquire additional training in the areas in which they lack training as part of their continuing education requirement.