



# Becoming “Registered” with the Board

THE FIRST STEP TO BEING CERTIFIED, ASSOCIATE OR LICENSED

## Before you start ...



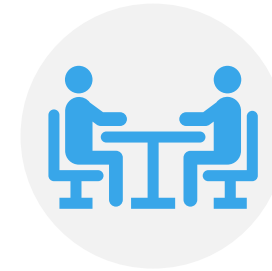
Read the requirements under "Credentialing" tab of the website



Search for agencies in your area. Make a list of agencies and call/email to see if they have openings



Make a plan to meet with someone already licensed or certified



Apply for a job

## What is Registration?

- Registration is your **Learner's Permit** on your way to becoming a Substance Use Disorder Counselor.
- Registration allows you to legally work and be paid as a substance use disorder (SUD) professional.
- Registration is limited to five years.
- If your Registration expires before you are certified or licensed, you may re-register for one additional five year period.



## What is LCAS-A?

- The Board office gets calls all the time from persons interested in “getting their A.”
- Associate status is only **a part of** Registration on your way to becoming a Licensed Clinical Addictions Specialist.
- Associate status allows you to bill third party payers and therefore many agencies look for LCAS-A’s.
- Associate status is tied to Registration, and therefore is limited to five years.
- There is no CSAC-Associate.



## How do I get my LCAS-A?

- When you earn Associate status depends on your LCAS application Criteria:
- Criteria A (most applicants): Associate status is earned after you complete 300 post-masters experience hours.
- Criteria B: Upon Registration.
- Criteria C: Upon Registration.
- Criteria D: Upon Registration.
- There is no CSAC-Associate.



Understand the requirements for Certification and Licensure.

Remember:  
**Registration is just a step. Not a stopping point!**



Experience



Education



Exam

# Do I need Experience and Education before applying?

## Education



Only the Licensed Clinical Addictions Specialist (LCAS) requires a qualifying Master's Degree before you apply.

**If you need more SUD hours, you can earn them during the application process.**

If you are applying for CSAC, there are many ways to earn your education hours. You may earn an SUD certificate before or during the process, or attend workshops and conferences.

## Experience



You are expected to earn most of your Experience after becoming Registered.

Your Experience is verified by a Certified Clinical Supervisor or Supervisor Intern.

It is a good idea to start your job search before and while you are starting Registration.

If you have previously completed work experience, let your Supervisor know. They may be able to include it in their evaluations!

## SUD Certificate. What is that? Is it required?

- Many colleges offer a “one-stop-shop” to earn all your Education hours for Certification.
- This is a great option for you to learn in a structured environment, connect you with other future professionals, and explore possible job opportunities.





## Can you tell me more about the Exam?

- This Board requires each applicant complete an exam developed by the International Certification and Reciprocity Consortium (**IC&RC**).
- You can find study materials at IC&RC's website and some private vendors.
- The exam is taken as part of your application with the Board. You do not take it prior to applying for Registration.
- The test is offered almost **daily** throughout the year. Once you have paid for the test, the Board staff notifies the testing company you are ready to test. Then you receive an email to select a time, date, and place to test.
- **Note: Because the test is given through a third-party vendor, the Board does not have a list of test sites.**



## Setup up your account in LearningBulder.



- Go to the NCASPPB Home Page.
- Click the link to LearningBuilder.
- Click **Create an Account** and enter your information.
- Check your email for a confirmation code and activate your account.
- **Be sure to check your SPAM and JUNK Folders.**



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# Things you'll need for Registration

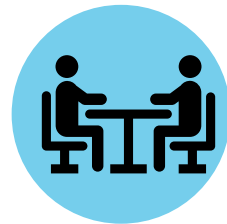
Hint: LearningBuilder goes back and forth with terms: "Application" and "Learning Plan."



Documentation of Education  
(transcript or diploma)



Background Check



Contract with Clinical Supervisor



3 clock hours of Professional and Clinical Ethics Training\*

*\* This can include previous course work from a human services degree or SUD certificate.*

## Transcripts?

Every time you add your school information in LearningBuilder, you will receive an email letting you know how your school can send us your transcript.

**Note: Only add your highest completed and other relevant transcripts. For example, if applying for Master's Level, don't send us your high school diploma.**

### 01

In the Education section of your Application, click the blue "Add School" button.

This will create an area to add information about your school and degree.

### 02

Check your email for instructions how to have your school send the Board your transcripts.

### 03

Contact your school and follow their instructions to have a transcript sent to the Board.

You will receive an email when we get them!

# A Note to LCAS Applicants

LCAS

Begin LCAS Application

- After you click “Begin LCAS Application”, you will select your application Criteria.
- Note: “Criteria” just means which application path you will follow. Most applicants are Criteria A.
- Enter your school’s information and check your email for instructions how to have your school send an official transcript to the Board.
- **Important: You will not be allowed to continue the application until the Board staff has received, reviewed, and approved your transcript.**

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## Background check?

You will not be able to submit your application for Registration without completing the SBI/FBI Background check.

Note: Look for the button 

### 01

In your Learning Plan, scroll to section called "Background Check Fee." Click the orange button and pay the \$38 fee.



### 02

Download the two forms: "Authorization for Release..." and "Fingerprint Information..."

Take these forms to a local law enforcement office to do LIVESCAN.

### 03

Upload the completed "Authorization for Release..." back into this section of your Learning Plan. Hint: You can take a picture.

We will get results in approx. 15 business days.



How much will this cost?



\$25  
Application  
Fee



\$200  
Registration  
Fee



\$38  
Background  
Check Fee



Miscellaneous  
Fees Not Paid to  
Board (e.g. fees  
to run prints, fees  
for transcripts,  
supervision fees!)

## What about clinical supervision?

- If you are Registered, an Associate or an applicant, you **must** be supervised by a CCS or CSI.
- When just starting out, you should meet with your supervisor 1 hour for every 10 hours worked.
- After 300 hours of work, the ratio is 1 hour to 40 hours worked.
- Your supervisor may work within the agency or be contracted from outside. There is no requirement that they be with you at all times of work.
- Contracted supervision may be more expensive. Supervision from inside your agency of employment may be included with your job duties.
- Clinical supervision is exploring ethics dilemmas, discussing SUD treatment modalities and best-practices, sharing concerns about fatigue and burnout, and furthering professional development.





## What clinical supervision is not!

- Clinical supervision is not “just signing off” on billing services.
- Clinical supervision is not sitting in a large classroom listening to a lecture.
- Clinical supervision is not an employee performance review.
- Clinical supervision is not talking on the phone or exchanging emails.



## Last Minute Tips

- It takes about a month for Registration to be issued.
- Your references are **not** required for Registration.
- **Only** 3 clock hours of Ethics Education training is required for Registration. The other classes you can worry about later!
- You're going to have questions, we get that. We'll do our best to assist each of you, but we encourage you to click around. Explore the website, [www.ncsappb.org](http://www.ncsappb.org)
- Also, ask your clinical supervisor!

