

Criteria C Applicant Guide



DO NOT create your account in LearningBuilder and start your application until you have graduated or are very close to graduation.



Because ...

- ❖ You cannot be approved to apply for the LCAS until your degree has been conferred, **and** we have received, reviewed and approved your **official final** transcript as qualifying.
- ❖ Once an application is started, you only have one year to complete the first section before the application expires. We **cannot** extend that date. You will have to reapply if you haven't completed the first section by the one-year expiration date.
- ❖ If you start the application too soon, you will run out of time to complete the first section and have to start over.



While you wait

- ❖ There is a **LOT** of helpful information on our website.
 - Our webpage on Requirements (<https://www.ncsappb.org/credentialing/>) has information about each credential. You can also download a brochure outlining the steps and requirements for each
 - On our home page (<https://www.ncsappb.org/>), to the right of the photo you will see two links. One says, "Click here to start your application" and is a link to LearningBuilder, which is our online application software. The other says, "Click here for questions about getting started" and is a presentation about the first step.
 - There is also a FAQ section under Resources on our home page as well as a Training / Con Ed Guidelines document.

- ❖ You are applying for the LCAS via Criteria C. You are not applying for the LCAS-A. The LCAS-A (Associate) is a step in the process of becoming a fully licensed LCAS. Please do not confuse this with LCAS via Criteria A.



YOU'VE GRADUATED!!!

Now What?????

Since you followed the directions above and spent some time before graduation reviewing the information on our website, you're ready to set up your LearningBuilder account. *(If you don't recall how to do that, scroll back up and find the link to our website.)*

REMEMBER: You are applying for the LCAS via Criteria C. Make sure you select the **LCAS – Criteria C** application.

Are you thinking of these things??

What about my transcript?
How do I get that to you?
When can I start?
What about my fingerprints/background check?
When can I take the exam?
How do I sign up for the exam?
What about a supervisor?
Why can't I submit?? I've done everything!
How long does this take?
Can I work now?

You are likely to have many questions. Please continue reading and most, if not all, will be answered.

.....





Now that you've graduated and set up your LearningBuilder account, it's time to start applying. 🤗

Step 1: Registration

- ❖ Your first task will be to **enter your school and degree information into the application.**

After you have done this, you'll get an automated email that will tell you how to have your school submit your final official transcript to us, either via email or via USPS mail. The email address for the transcripts to be sent to is in the email (ncasppb.transcripts@gmail.com) and the mailing address (PO Box 10126, Raleigh, NC 27605), if your school sends paper transcript copies, is in the email.

TIP: Before you order the transcript from your school, contact them and make sure that your transcript shows that your degree has been conferred. If it doesn't, we can't accept it, and you'll have to pay them to send us another one that shows it having been conferred.

TIP: The email with instructions for having the transcript submitted, as well as any email related to your application, will go to the email you used when you set up your LearningBuilder account.

- If you can't locate the email initially, check your junk and spam folders. If it's there, mark it as a safe sender and allow it to always go to your inbox.
 - If you've used your work email and don't receive the email, you may want to change the email associated with your LearningBuilder account to a personal email. Many businesses have their spam filters and firewalls set to levels where this automated email will not come through.
- ❖ While you are waiting for the Board to receive and process your transcript, you should go ahead and **get the 300-hour supervised practicum evaluation completed.** The instructions for this step are in your application, but they are found below as well:

- You will download the form and send it to the person who supervised the internship/practicum that was part of your qualifying degree.
- They will complete it and return it back to you.
- You will upload it into your application.

TIP: While this form is called an “evaluation”, it has ZERO effect on you being approved to apply. It is merely verification that you did complete the internship/practicum as part of your degree.

- ❖ When we have received, reviewed and approved your transcript, we will upload it into your application. You will receive an automated email letting you know that has been done.

TIP: You will see that your application will be valid for one year when you start it. This is NOT how long you have to become an LCAS. Once you complete all the requirements for Registration/Associate status, the first step, your dates will reset granting you the full 5-year application term.



*Pay Your
Application
Fee*

NOW you will be able to **pay the \$25 application fee** and start on the actual application.

- ❖ There are several pieces that are required for this first step, and you must complete them all to move forward. You will not be able to submit your application unless everything is complete.
 - **Resume** – You will need to upload a copy of your current resume.
 - **Ethics Agreement** – You will need to read and agree to the Ethical Code of Conduct.
 - **Job Description** – You will need to enter a job description for the job you are currently doing. If you are not currently employed in the field, you can simply put what you did during your internship/practicum for your degree.
 - **\$38 Background Check Fee** – Once you pay this fee, you will be able to access the instructions and necessary forms for having your fingerprints done.
 - **Background Check Forms** – The only form we need you to upload into your application is the Authority for Release of Information Form that is signed by you. It’s fine if it has the signature of the person who took your prints, but that is not necessary. We only need your signature; that is what authorizes the SBI to release the results of the background check to us. You will be notified via email when we have received and processed your SBI report.

NOTE: You cannot submit your application until the results of the SBI Check are received by the Board. This can take 10-20 business days after you perform the LIVESCAN fingerprint check.

- Supervision for the 2000 hours of Clinical Addictions Counseling Experience – The supervision must be provided by someone credentialed with this Board as a CCS or CSI.
- References – The references for the LCAS must be people who are credentialed with us as a LCAS or a master’s level CADC. **Please note:** References are NOT required to be completed until the end of the process when you submit to request for your full license.
- Once you have entered and completed everything needed, the button for you to **Submit** your application will turn orange. When you submit, you will receive an automated email letting you know the typical turnaround time for this step and what to expect.

If the button is not orange for you to submit when you think it should be, it is because you are missing a requirement.

- **TIP:** There are 2 ways to tell what is missing in your application. One is to look at the [Requirements section](#) at the top of the application. The second is to look for [any blue sections](#) in the remainder of the application. Blue sections are incomplete; green sections are complete.
- Once you have submitted your application to be reviewed, you wait.



- ❖ When your application has been reviewed and approved, you will receive an automated email notification.

Congratulations!

You're now an LCAS-A (Associate)!!

Step 2: LCAS

- ❖ You now have 2 pieces of the process left to complete.
 - 1. The first is completing your 2000 hours of clinical addictions counseling experience and having your supervisor submit the evaluation for those.
 - 2. The second is paying for and passing the exam.
 - **NOTE:** *The Learning Builder software is set up so that you can't submit to take your exam until you have completed all the required steps, including work experience. Our Board, however, will let you take the exam while you are working towards completing those hours. If you are interested in taking the exam prior to completing all your hours, you can go ahead and pay the exam fee and then us and let us know you have paid the exam fee and would like to test. We can then pre-register you for the exam and request the exam provider to send you the email to register for the exam.*



You're approaching the finish line ...

- ❖ After you have passed the exam and your supervisor has submitted the evaluation for your 2000 hours of clinical experience, you'll be able to click on the orange "Request Credential" button in your application to request the review for your full LCAS.



You're now a fully licensed LCAS!!

LCAS Criteria C Application

Checklist

- Transcript
- 300-hour verification
- \$25 application fee
- Resume
- Ethics statement
- Job description
- \$38 background check fee
- Fingerprints done and submitted
- Release of information form
- Supervision contract/agreement
- References (must be LCAS or master's level CADDC, not required until end)