



Mental Health & Addiction Certification Board of Oregon (MHACBO)

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CADC Education Log

⚠ Important Instructions:

- Save this file to your desktop before completing it to ensure your progress is saved properly.
- Do not upload this form until all required education has been completed and listed.

📌 IMPORTANT TRANSCRIPT REQUIREMENTS

Official Transcripts must be sent directly from the school or a verified transcript service. Unofficial transcripts are not acceptable.

Document the minimum hours for your certification level. If a class satisfies more than one requirement, list it in each applicable box, but only count the hours once.

You must also submit all CEU certificates for courses listed in your education log, even if they were already approved under another credential or used previously.

DO NOT write "SEE ATTACHED" or "SEE TRANSCRIPT."

Core Course Requirements:

All level CADCs have "Core Course" requirements. These are single courses, with minimum hour requirements, which may or may not be Alcohol and Drug Specific"

Additional A&D Hours:

- These must be specific to Alcohol & Drug education, but not already listed under a Core Course.
- If a Core Course also qualifies as A&D specific (e.g., Pharmacology, ASAM, or EBP), list the additional instances under Other A&D Hours.

CADC Certification Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please Select the Level you are Applying for	CADC I	CADC II	CADC III

This section will be auto-filled, based on the total hours submitted in the other pages of this application:

Core Course Hours	Additional A&D Hours	Total Hours

Upgrading your Certification:

All education and supervision hours are cumulative and never expire. Previously approved hours for your CADC I will count towards CADC II / CADC III when upgrading

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CADC I - Associate Proficiency Level

150 Hours of A&D Education

1. Basic Counseling Skills (**15 hrs minimum**)
2. Group Counseling Skills (**15 hrs minimum**)
3. A&D Pharmacology (**15 hrs minimum**)
4. HIV/AIDS Risk Assessment (**6 hrs min**)
5. Counseling Ethics (**12 hrs min**)
6. Clinical Evaluation (ASAM) (**8 hrs min**)

CADC II - Bachelors Proficiency Level

300 Hours of A&D Education

+ Bachelor's Degree or 90 credits + training

1. All CADC I courses
2. Counseling Diverse Populations (**6 hrs min**)
3. Co-occurring Disorders (**6 hrs min**)

CADC III - Graduate Proficiency Level

300 Hours of A&D Education

+ Master's Degree

1. All CADC II courses
2. Addiction Treatment EBP (**12 hrs min**)

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You may only use one course per "Core Course" requirement.

Additional "Core Courses" which are also A&D specific (e.g. Pharmacology) should be listed as "Other A&D Hours" on the next page.

Course Requirement & Description	Course Title	Course # or Instructor	Hours
Basic Counseling Skills - CADC I			
A live, interactive course where you practiced basic counseling skills (paraphrasing, identifying feelings) and were observed with feedback.			
Group Counseling Skills - CADC I			
A live, interactive course on group counseling where you practiced group facilitation.			
Alcohol & Drugs of Abuse Pharmacology - CADC I			
Covers both Alcohol and Drugs of Abuse. Psychiatric medication or basic physiology courses are not acceptable.			
Infectious Disease Risk Assessment & Reduction - CADC I			
A counseling course on assessing and reducing clients' infectious disease risk. Bloodborne pathogens courses not accepted.			
Counseling Ethics - CADC I			
A course covering MHACBO, NAADAC, NASW, and/or APA code of ethical standards.			
Clinical Evaluation (ASAM) - CADC I			
A course covering the ASAM Patient Placement Criteria 2 and DSM substance use disorders.			
Counseling Diverse Populations - CADC II/III			
A multicultural counseling course covering treatment, best practices, and approaches with diverse populations. Cultural Anthropology is not accepted.			
Co-occurring Disorders - CADC II/III			
A course on substance use and co-occurring mental health disorders			
Addiction Treatment Evidence Based Practices - CADC III			
A course covering Evidence-Based Practices (EBPs).			
Total Hours:			

You must demonstrate the required degree in the Human Arts and the degree must be regionally accredited, or otherwise approved by the Oregon Office of Degree Authorization as of April 1st, 2008. All other education must be accredited or approved by a recognized accreditation body (e.g., Regional Accreditation, MHACBO, AMH, NAADAC). Any additional training used to meet the 300-hour minimum must be alcohol & drug specific.

Conversion Key:
 1 college credit = 10 hours
 1 college semester = 15 hours
 1 CEU = 1 hour

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Additional Alcohol & Drug Education Hours

Definition of Additional A&D Education:

- General psychology, abnormal psychology, trauma, and general mental health courses are **not** acceptable as A&D-specific education courses.
- Additional "Core Courses" which are also A&D specific (e.g., Co-occurring Disorders, Pharmacology, and Addiction Evidence-Based Practices) **should be listed here under** as "Other A&D Hours."

Course Title	Description (optional)	Course # (college) or Trainer	Hours
Total Hours:			

Upgrading your Certification:

All education and supervision hours are cumulative and never expire. Previously approved hours for your CADC I will count towards CADC II / CADC III when upgrading

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1 college semester = 15 hours
1 CEU = 1 hour

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