



MHACBO

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Education Log

To ensure this forms saves your progress, please first save to your desktop, and open from your desktop before completing the education log. Otherwise, your progress may not be saved.

- Please do not upload this document until all education requirements have been met and filled out on this form. If you have questions about a specific course, please contact us at mhacbo@mhacbo.org.
- If any college courses are used to meet your education requirement, you must submit an official transcripts to MHACBO. Please see the "Official Transcript" step inside of Certemy for more details.
- Please click [here](#) to view our guide of acceptable courses from local colleges
- "Additional Alcohol and Drug Education" hours are hours that are specific to Alcohol and Drugs and abuse, but do not fall under core courses. Please submit only 1 course per each core course requirement. In the event that a core course is also an Alcohol and Drug Specific Course (Alcohol and Drugs of Abuse Pharmacology, ASAM or Addiction Treatment Evidence-Based Practices), you can place the additional courses under other A&D Hours.

Select the level CADC you are applying for:

CADC I

CADC II

CADC III

Please scroll to the next page to view the CADC Course Requirements and Education Log

Educational Prerequisites Form

MHACBO does not accept education from AIICEUs.com

Directions: Copy this form as needed. Attach copies of certificates, photocopy of degrees and Transcripts.

OFFICIAL TRANSCRIPTS (unofficial transcripts are **not** acceptable) must be received and approved inside your Certemy account.. You must document the minimum prerequisite education hours for the level of certification that you are applying for. If a class covers more than one requirement, put the course name in each box, but only count the hours once.

CADC I - Associate Proficiency level

150 Hours of Alcohol, Drug, Addictions Education which must include:

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

CADC II - Bachelors Proficiency level

Minimum of a Bachelors Degree (or equivalency – 90 college credits plus additional training hours commensurate with education hours towards a baccalaureate degree) which must also include a minimum of 300 Hours of Alcohol, Drug, Addictions Education including the following topical hours:

All CADC I Core Courses, plus:

- **Counseling Diverse Populations:** (1 course / min 6 hours)
- **Co-occurring Disorders:** (1 course / minimum 6 hours)

CADC III - Graduate Proficiency level

Minimum of a Masters Degree, including a minimum of 300 Hours of Alcohol, Drug, Addictions Education including the following topical hours:

All CADC II Core Courses, plus:

- **Addiction Treatment Evidence-Based Practices:** (1 course / minimum 12 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 (Regional Accreditation, MHACBO, AMH, NAADAC, etc.) Any additional training needed to meet the minimum 300 hour requirement must be alcohol & drug specific education.

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

[Click here for a guide of acceptable courses from local colleges](#)

Write the title of the class that most closely approximates the stated topical area in each space provided. If course content is not apparent from the title, you are encouraged to include a course description. If you have completed an MSW, BSW, or MH Counseling program at a university, you likely have met the following core requirements: Basic Counseling Skills, Group Counseling Skills, and Counseling Ethics. Please refer to your transcripts to match classes with the requirements.

You must complete these two pages. Do NOT write “SEE ATTACHED” or “SEE TRANSCRIPT”

Course Title or Voc-Code (example AD101)	Hours
<p>Basic Counseling Skills (one class only) 15 Hours (A course where you practiced basic counseling skills such as paraphrasing, identifying feelings, etc. where you were video taped or observed and received feedback on your skills. Distance or online education not accepted for this practice class.)</p> <p>Course:</p>	
<p>Group Counseling Skills (one class only) 15 Hours (A course where you learned and practiced group process/facilitation/counseling. Distance or online education not accepted for this practice class.)</p> <p>Course:</p>	
<p>Alcohol & Drugs of Abuse Pharmacology (one class only) 15 Hours (A course covering both Alcohol and Drugs of Abuse. Courses covering psychiatric medications or basic physiology cannot be used)</p> <p>Course:</p>	
<p>Infectious Disease Risk Assessment & Risk Reduction (one class only) 6 Hours (A “counseling” course regarding how to evaluate a client’s Infectious Disease risk factors and how to work with them over time to reduce those risk factors. Blood borne pathogens or HIV epidemiology courses are not acceptable)</p> <p>Course:</p>	
<p>Counseling Ethics (one class only) 12 Hours A “counseling” course regarding ethics which covers MHACBO, NAADAC, NASW, and/or APA ethical standards)</p> <p>Course:</p>	
<p>Clinical Evaluation (ASAM) (one class only) 8 Hours (A course covering the American Society of Addiction Medicine Patient Placement Criteria 2 and DSM Substance Abuse Disorders.)</p> <p>Course:</p>	

Counseling Diverse Populations (CADC II & III) (one class only) 6 Hours A multi-cultural “counseling” course covering treatment, best practices and approaches with diverse populations.Cultural Anthropology is not accepted Course:	
Co-occurring Disorders (CADC II & III) (one class only) 6 Hours: A course covering substance abuse and comorbid mental health issues. Course:	
Addiction Treatment Evidence Based Practices (CADC III) (one class only) 12 Hours: A course covering Evidence Based Practices – EBP’s Course:	
TOTAL CORE Education Hours	

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Additional Alcohol & Drug Education Hours:

General psychology, abnormal psychology, trauma, general mental health courses, etc. are **not** acceptable as A&D specific education courses.

Co-occurring Disorders, Pharmacology and Addiction Evidence Based Practices are core course requirements - additional courses on these topics are acceptable education courses towards A&D education.

Upgrading your certification:

All education and supervision hours are cumulative. Hours approved for your CADC I will count towards CADC II / CADC III when upgrading.

Education and supervision hours never expire.

Additional Alcohol & Drug Education Hours:	
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TOTAL ADDITIONAL Education Hours	
Total Submitted Hours	