



Beginning April 15<sup>th</sup>, 2022 – MHACBO will use the ADC Exam for the CADC I through The International Certification & Reciprocity Consortium (IC&RC)

This exam is accepted in most US States, including Washington, California, Idaho and Nevada

## Exam Composition

The ADC examination has 150 questions. Candidates have 3 hours to complete the exam.

Domains	Weight on Exam
Domain I: Screening, Assessment & Engagement	23%
Domain II: Treatment Planning, Collaboration & Referral	27%
Domain III: Counseling	28%
Domain IV: Professional & Ethical Responsibilities	22%
<b>Final 13 questions on exam all relate to a single case study</b>	

## Registering for Exam

Registration for the exam will occur inside of your Certemy account. MHACBO submits candidates for testing approximately every 1-2 weeks. Candidates will receive an email with instructions to select their own date, time and location for their examination after they have been pre-registered.

Testing center availability is not guaranteed on a candidate's desired testing date.

Candidates that are not able to find availability at their desired testing center, they should contact IQT directly at (866) 773-1114.

In Person Proctoring	Remote Proctoring
Please click here for a list of available testing cities: <a href="#">ISO Quality Testing, Inc. - Locations</a>	Remote proctoring requires access to a desktop or laptop computer with a web camera. Dual monitors are not allowed.

## Study Material

Free Study Resources - [Free Study Resources.pdf \(internationalcredentialing.org\)](#)

IC&RC ADC Study Guide - [IC&RC - ADC Study Guides \(internationalcredentialing.org\)](#)

## Practice Exam

IC&RC has developed practice exams to assist candidates with their exam preparation. Practice exams are available for the following programs:

Examination	Number of Questions	Cost
Alcohol and Drug Counselor (ADC)	50	\$49.00 USD

*Please note the following:*

- The practice exam must be taken within 30 days of purchase.
- **After your payment is processed, you will receive a receipt. This receipt will reflect the passcode needed to access the practice exam.**
- You have 60 minutes to complete the practice exam.
- The practice exam must be completed once it is started. You are not able to resume at a later day.
- You will be provided with a performance report after you submit your answers by ending the quiz.
- Practice exams are non-refundable.

Links to Practice Examinations

- [Alcohol and Drug Counselor \(ADC\)](#)

## Identification

Candidates will be required to show a current and valid government-issued photo ID and their Admission Document.

Approved forms for ID include: Driver's License, Government Issued ID Card (must have photo and signature), Passport, Military ID Card. No other forms of identification will be accepted.

## Cancelling, Rescheduling, and Missed Exams

Candidates can only cancel/reschedule their exam **5 calendar days or more** prior to their testing date. Candidates are responsible for cancelling or rescheduling their exam directly with IQT. Payment is given directly to IQT by the candidate.

Directions are as follows:

1. Visit [www.iqtesting.com](http://www.iqtesting.com).
2. Select "**Exam Registration.**"
3. Log in using the username and password provided to you in your pre-registration email. If you forgot your password, click the "forgot password" link and it will be emailed to you.
4. Select "**IC&RC**" from the organization dropdown menu and click the "**Next**" button.
5. To reschedule an exam, click "**edit.**" This will cancel your current exam date and prompt you to immediately select a new date.
6. To cancel an exam, click "**cancel.**" Once your exam is cancelled, you can log on to [www.iqtesting.com](http://www.iqtesting.com) at a later date to select a new examination date. Please note, your designated testing window to take the exam will remain the same.
7. An email confirmation will be automatically sent to you when you cancel or reschedule your examination.

**Candidates will be required to pay a rescheduling or cancellation fee to IQT before they are able to reschedule or cancel their exam. Acceptable forms of payment are Visa, Master Card or American Express.**

Candidates are **unable** to reschedule or cancel an examination **less than 5 days PRIOR** to their scheduled examination. Exceptions are made only for the following four reasons: jury duty, death in immediate family<sup>1</sup> within **14 calendar days** of the examination date, illness or medical

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<sup>1</sup> The **immediate family** is a defined group of relations, used in rules or laws to determine which members of a person's [family](#) are affected by those rules. It includes a person's parents, spouses, siblings and children.

complication within **14 calendar days** prior to the examination date **OR** the scheduled examination date, and military deployment.

### **Score Reporting:**

After the candidate completes the exam, they will receive preliminary scores at the testing center. The preliminary scores will clearly state that scores are not official until they are sent out by their local IC&RC Member

### **Special Accommodations:**

All special accommodations must be approved by the certifying board with proper documentation. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last three years. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous three months.

You can find the Special Accommodations form on the next page

## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (physician, psychologist, psychiatrist) to ensure that your board is able to provide the required exam accommodations. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**.

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_/\_\_\_\_/\_\_\_\_  
Exam Candidate

In my capacity as a \_\_\_\_\_  
Professional Title

The candidate discussed with me the nature of the exam to be administered. It is my professional opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed below:

Description of disability and justification for accommodation(s):

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

**Return this form along with your Request for Special Accommodations form to your local IC&RC member board at least one month prior to your desired exam date.**

## REQUEST FOR SPECIAL ACCOMMODATIONS

If you have a disability that requires special testing accommodations, please complete this form and the Documentation of Disability-Related Needs and return it to your IC&RC member board for processing. The information you provide and any documentation regarding your disability and your need for accommodations in testing will be treated with strict confidentiality. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**.

Preferred Exam Date: \_\_\_\_\_ Preferred Exam Location: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Special Accommodations

I request special accommodations for the following IC&RC examination (please check one):

ADC     AADC     CCS     PS     PR     CCJP

Please provide (check all that apply):

- Extended testing time (time-and-a-half)
- Distraction-free room
- Reader
- Scribe
- Special seating or other physical accommodation
- Other special accommodations (please specify, below):

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form along with your Documentation of Disability-Related Needs form to your local IC&RC member board at least one month prior to your desired exam date.**

# PRO PROCTOR REQUIREMENTS

## REQUIREMENTS FOR VIRTUAL TESTING:

### Prohibited Items and Examinee Conduct in the Virtual Test Center

- Please do not use your corporate or company laptop when taking the IC&RC examination. Corporate or company laptops often have additional software that prevents 3rd party programs from functioning as they should. Please find a personal device to take your IC&RC examination. Using your company's Wi-Fi may also create connectivity issues.
- Unauthorized personal items may not be accessible while testing. Such items include, but are not limited to outerwear, hats, food, drinks, purses, bags or briefcases, notebooks, watches, cell phones, electronic devices, or wearable technology.
- Eating, drinking, smoking, and chewing gum are prohibited during the exam.
- Part 1 of the exam is "closed book," meaning that no books, notes, or reference materials of any kind may be used. Part 2 is "open book," meaning that any and all printed materials, notes, handwritten materials, and books may be used. Handwritten notes within printed materials or books are also allowed. Electronic devices of any kind are NOT allowed.
- Light clothing items removed for comfort such as sweaters, suit jackets, scarves, etc., must be hung on the examinee's chair, not placed in laps or on the workstation desktop. Outerwear such as heavy coats, parkas, raincoats, etc., is not permitted in the immediate testing area.
- Changing location while testing, turning off lighting or audio, and speaking to or receiving aid from other individuals is strictly prohibited.

## GLOBAL TEST SECURITY PROCEDURES

Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry, and other accessories to look for camera devices that could be used to capture exam content.

- You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check-in and again upon return from breaks before you begin or resume testing to ensure you do not violate any security protocol.
- Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair accessories, ties, and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes, headbands, tie clips, cuff links, and other accessories as you may be prohibited from wearing them during testing and asked to remove these items. Violation of security protocol may result in the termination of your exam and notification to the |Client Name|.

## ENVIRONMENTAL REQUIREMENTS

Your office or home setting must meet the following requirements:

- Testing location must be indoors (walled), well-lit, with a closed door, and free from background noise and disruptions.
- No third party or pets may be present in the room or enter the room for the duration of the exam. If this occurs, your exam will be terminated and/or your results invalidated.
- Your workstation and surrounding area must be free of electronic devices, etc. No content that could potentially provide an unfair advantage during your exam, including materials posted on walls or within your immediate area, should not be present during your exam session.
- One blank piece of scratch paper, one pencil, and two tissues are permitted at the workstation but must be inspected by the Proctor prior to the start of the exam.