



# MHACBO

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<http://www.mhacbo.org>

## Scheduling your exam

After completing your CADC exam registration, please wait 3-4 weeks to receive an email from NCC AP with steps to schedule your exam. **This email will provide you instructions on how to schedule your own date, time and location for your exam.** Occasionally, emails from NAADAC or NCCAP go into your spam inbox. We encourage you to double check your spam inbox or you do a search in your for NCCAP.

**You are not required to take the exam during your testing month. You have up to 1 year to take the exam.**

## Passing your exam

After passing your exam, **please wait 2-4 weeks for MHACBO to receive your official results.** MHACBO will update your credential inside of Certemy, and assign a CADC renewal application to your account. A copy of your CADC certificate will be placed inside the "Digital Wallet" in your Certemy account, and MHACBO will be mail a physical certificate to your address on file.

- CADC II and CADC III applicants will be awarded a CADC I after passing their exam, and will have the jurisprudence exam application placed inside their Certemy account

## After receiving your NCC AP Email

1. When you receive the link to register via email, click the "register for the exam" link,
2. Then click the +NCCAP tab,
  - CADC I = NCAC I exam
  - CADC II = NCAC II exam
  - CADC III = MAC exam
3. You will notice that it will say "pay now" toward the end of the registration, **do not pay this fee, you will be given a voucher code in your testing email that you use to check out.**

## Failing your exam

In the event that you fail the exam, you will be offered the opportunity to reschedule the exam for the reduced fee of \$180. Please visit <https://mhacbo.org/en/forms-info/forms/> complete the "Exam Retake Application".

If a person is unable to pass the exam, they may be eligible for the MHACBO Portfolio Review process. The Portfolio Review has requirements that go above and beyond the standard application requirements, and is designed to allow counselors with language barriers or disabilities to become certified through an alternate route other than dominant culture psychometric testing. Please contact [mhacbo@mhacbo.org](mailto:mhacbo@mhacbo.org) for more information

## Test Composition by Level

The NAADAC written exam is 150 multiple choice questions, with 3 hours allotted to test, and is broken down into these areas:

### Level I - Passing Score 67%

- I. Orientation to the Treatment Process 14%
- II. Assessment 23%
- III. Ongoing Treatment Planning and Implementation 25%
- IV. Addiction Counseling Practices & Skills 21%
- V. Professional Practices 17%

### Level II - Passing Score 67%

- I. Orientation to the Treatment Process 14%
- II. Assessment 23%
- III. Ongoing Treatment Planning and Implementation 23%
- IV. Addiction Counseling Practices & Skills 23%
- V. Professional Practices 17%

### MAC (Level III) - Passing Score 75%

- I. Orientation to the Treatment Process 11%
- II. Assessment 23%
- III. Ongoing Treatment Planning and Implementation 23%
- IV. Addiction Counseling Practices & Skills 23%
- V. Professional Practices 20%

## Written Jurisprudence Ethics Exam

This exam is a replacement for the Oral Case Presentation Exam. You cannot schedule this exam until you pass the NCAC II or MAC test.

The Jurisprudence exam consists of 50 questions pertaining to:

- Oregon Admin. Rule 309-018, 309-019, & 415
- Oregon Client Rights
- Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Fair Housing
- CFR 42 P2 Confidentiality & HIPAA
- Mandatory Reporting
- The Americans with Disabilities Act

For more information go to the Jurisprudence tab of: <https://www.mhacbo.org/en/forms-info/forms/>

## Exam Details

The written national credentialing examination is tailored to test the applicant on his or her projected knowledge based on experience, education and training. The following skill groups are evaluated in the examination, and an applicant for national certification should be well versed in each of these topic areas:

- treatment admission (screening, intake and orientation)
- clinical assessment
- ongoing treatment planning
- counseling services (individual, group, family, crisis intervention and client education)
- documentation
- case management
- discharge and continuing care
- legal, ethical and professional growth issues

## Failure to Complete the Jurisprudence Exam

Upon successful completion of the NCAC II or MAC exam, applicants will be issued a CADC-I certificate. Failure to complete the Jurisprudence Exam will result in maintaining a CADC-I. This certification will be subject to the standard recertification policy.

# Recertification Policy

Certification is granted for a two year period. It may be renewed by Recertification, a process designed to assist the CADC in maintaining and expanding competence. If your certification has lapsed you must file for an extension, otherwise you will be dropped from the CADC roster. In order to file for an extension you must send a detailed letter explaining the cause for lapsed certification.

You will receive a recertification packet from MHACBO 30-60 days prior to the expiration date of your certificate.

1. The recertification applicant must demonstrate 40 clock hours of continuing education.

- \* college course work
- \* workshops
- \* inservices
- \* training
- \* classes

**All CADC's must complete 6 hours of Ethics continuing education and 2 hours of Tobacco Dependence/Prevention as a part of their 40 hours of continuing education, in order to renew their certification. MHACBO will accept virtually all counseling related Ethics courses.**

2. The recertification applicant must complete the Record of Training Education and attach all certificates or transcripts. Only recorded training hours accompanied by a certificate will be accepted. Program schedules, syllabuses, flyers will not be accepted.

3. Hours are broken down into two categories:

**Category I:** Alcohol & Drug Counseling Education -  
Minimum 20 hours

*A&D Tx, Tx Planning, Dual Diagnosis, Special Populations in A&D Tx, Counseling methodologies focusing on substance abuse, Relapse Prevention, ASAM, etc...*

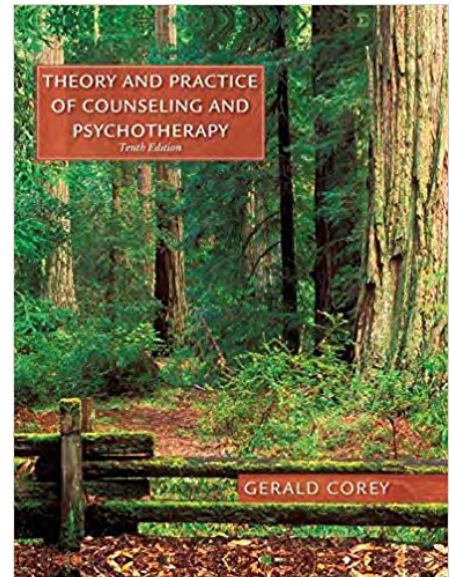
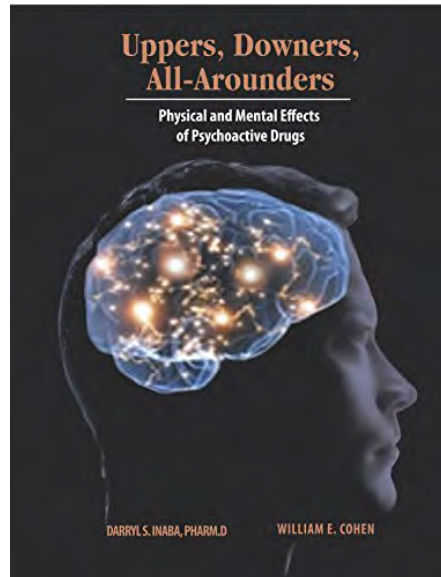
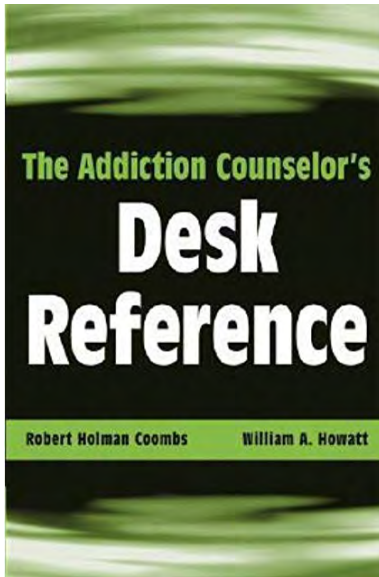
**Category II:** Counseling Education (non-A&D)-  
Maximum 20 hours

*Managed Care, JCAHO, Counseling Survivors of Trauma, Psychiatric Disorders, DSM-V, Psychotropic Medications, etc...*

4. You must submit the Application page, Training Record, attach copies of all certificates, and the recertification fee to MHACBO by the expiration date of the certificate.

When it is time for you to recertify, please call MHACBO, review the recertification material that will be sent to you approx. 60 days prior to the expiration of your certificate, or review the MHACBO Newsletter, in order to verify the appropriate recertification fee.

# RECOMMENDED BOOKS TO STUDY



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## *The Addiction Counselor's Desk Reference*

by Robert Holman Coombs & William A. Howatt

## *Uppers, Downers, All Arounders*

by Darryl S. Inaba Pharm.D. & William Cohen

## *Theory and Practice of Counseling and Psychotherapy*

by Gerald Corey

These can often be found as textbooks at local colleges, or can be ordered either from your local bookstore, or from online book resources.

<http://www.amazon.com>

<http://www.bookfinder.com>

<http://www.cnsproductions.com>