

LICENSURE SUBMISSION CHECKLIST

The following is a list of documents that must be submitted to the Credentialing Committee of the Arkansas State Board of Examiners of Alcoholism and Drug Abuse Counselors. Application packets **must be postmarked**. No hand delivered application packets will be accepted.

- (1) Applicant must be twenty-one (21) years of age or older, **please submit:**
 - (a) copy of valid drivers license, OR
 - (b) copy of birth certificate

- (2) Applicant has successfully completed a minimum of three (3) years or six thousand (6,000) hours of supervised experience. Supervised experience must be approved and documented by a Certified Clinical Supervisor in good standing with the Board.

- (3) Applicant has successfully completed a minimum of two hundred seventy (270) clock hours of approved education. Approved education must be directly related to alcoholism and/or drug abuse counseling subjects, theory, practice, or research. **Please submit:**
 - (a) certificates of workshops, in-service trainings, and/or conferences (minimum of six hours related to ethics); AND/OR

 - (b) overview and documentation of continuing education related to theory, practice, or research from an accredited institution of higher education (3 semester hours converts to 42 clock hours of approved education)

 - (c) copy of current certification from the Arkansas Substance Abuse Certification Board, if applicable

All education hours are subject to review and approval by the SBEADAC Credentialing Committee.

- (4) Completed registration application form provided by the SBEADAC.
- (5) Notarized "Statement of Agreement" that certifies under penalty of perjury, that all education and experience requirements have been met.
- (6) Signed written agreement to abide by the "Code of Ethics".
- (7) Three (3) letters of reference.
- (8) Supervision Verification form.
- (9) Supervised Work Experience form.

- (10) **Remit** license fee of \$215.00. **Please make check or money order payable to SBEADAC.**
- (11) Applicant has passed a national qualifying written examination prescribed by the SBEADAC, sufficient to ensure professional competence in keeping with the highest standards of the alcoholism and drug abuse counseling profession.
Please submit a copy of all current professional credentials.
- (12) Applicant must hold a:
- (a) masters degree or higher
 - (b) baccalaureate degree
 - (c) high school diploma or equivalent

Have official transcript mailed directly from the college or university to:

*SBEADAC
P.O. Box 17118
Jonesboro, AR 72403*

Please do not return this form to the Board. This form is for your records and is designed to assist in ensuring you have submitted all required items.