

## Frequently Asked Questions

### Initial Credentialing and Helpful Suggestions

- 1.) What do I need to do to become an alcohol and drug counselor?

*On the MCB web site at [www.missouricb.com](http://www.missouricb.com) on the left side of the home page is a button that says Career Ladder Diagram. This document lists all of the credentials the MCB offers and outlines the requirements for these credentials based on the education level of the applicant.*

*Also on the home page is a button that says Applications. Applications for all of the credentials the MCB offers may be printed from there.*

*All of the applications for counseling credentials include documents that must be completed by the applicant's MCB Qualified Supervisor. Therefore, all applicants applying for a counseling credential must have a MCB Qualified Supervisor.*

*Also on the MCB web site are the IC&RC Candidate Guides for all the certified level credentials the MCB offers. The Candidate Guides are a very good resource for the definitions of the performance domains for the different credentials the MCB offers.*

- 2.) How do I know which credential to apply for?

*Review the Career Ladder Diagram on the left side of home page of the MCB web site. Based on your education level, years of work experience in the substance use disorder field and the number of hours of SUD education you have completed, you can determine the appropriate credential for you.*

- 3.) How do I know if I have an applicable degree for a reduction of work experience hours?

*A degree must be from a college or university found in the US Dept. of Education's database of accredited schools. The database can be found at <http://ope.ed.gov/accreditation>. The MCB accepts degrees in the following areas of study to receive a reduction of work experience hours.*

<i>Psychology</i>	<i>Sociology</i>	<i>Nursing</i>	<i>Education</i>
<i>Social Work</i>	<i>Chemical Dependency</i>	<i>Human Services</i>	
<i>Criminal Justice</i>	<i>Counseling</i>	<i>Art Therapy</i>	
<i>Family Therapy</i>	<i>Applied Behavioral Science</i>		

*If your degree is in one of the above areas but has a different transcript title, please contact the MCB office at 573-616-2300 to discuss.*

- 4.) I have a minor in one of the approved areas of study; will that qualify for a reduction of work experience hours?

*No. It must be the major for your degree.*

- 5.) What is a MCB Qualified Supervisor?

*A MCB Qualified Supervisor is one of the following: Certified Reciprocal Alcohol Drug Counselor, Certified Reciprocal Advanced Alcohol Drug Counselor, Certified Criminal Justice Addictions Professional, Certified Co-Occurring Disorders Professional, Certified Co-Occurring Disorders Professional-Diplomat, Registered Alcohol Drug Counselor, Registered Alcohol Drug*

*Counselor – Provisional, Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Psychologist who has completed the MCB Clinical Supervision training.*

6.) How do I find a MCB Qualified Supervisor?

*More than 1,400 professionals have completed the MCB Clinical Supervision Training across Missouri. Therefore, most treatment agencies have a MCB Qualified Supervisor on staff.*

*On the MCB web site [www.missouricb.com](http://www.missouricb.com) under the MCB Qualified Supervisor Link is a very brief list of MCB Qualified Supervisors that provide supervision on a private practice bases. These MCB Qualified Supervisors may charge you a fee for their supervision. The MCB does not determine the amount they will charge.*

7.) Does work experience have to be paid?

*In addition to paid work experience, the MCB also accepts applicable volunteer experience and college internships. All forms of applicable work experience must be documented on an Employment Verification Form completed by your employer or supervisor. Applicants are not to complete this form.*

8.) What forms in the application packets **must** be completed by a MCB Qualified Supervisor?

*A MCB Qualified Supervisor **must** complete the Supervised Practicum Form, Competency Rating Form, Mentoring and Clinical Supervision Agreement, and the Professional Development Contract.*

9.) May I fax my application to the MCB?

*Do **not** fax your application to the MCB. We require that applications be mailed to the MCB at 428 E. Capitol, 2<sup>nd</sup> Floor, Jefferson City, MO 65101.*

10.) How do I become SATOP credentialed?

*To obtain a SATOP credential you must first hold a MCB counseling credential or be licensed by the State of Missouri and then apply for a MCB SATOP Credential. SATOP agencies train their employees for application purposes.*

*SATOP services are only provided in SATOP programs certified by the Missouri Division of Behavioral Health. The MCB credentials SATOP counselors and the Missouri Division of Behavioral Health certifies SATOP programs.*

## **Helpful Suggestions When Submitting an Application to Prevent a Delay in Obtaining Your Credential**

- Have your MCB Qualified Supervisor look over your completed application prior to mailing it the MCB. Use the checklist enclosed in the application.
- Make sure your MCB Qualified Supervisor has signed all of the appropriate documents.
- Always make and retain a copy of everything you mail to the MCB.
- Always mail the **original** of your application to the MCB. The MCB will **not** accept a photocopy of your application or forms completed by your supervisor.
- Do **NOT** mail your application to the MCB without the application fee regardless if you are paying the application fee or your agency will be paying the application fee. **Your application will not be reviewed until fees are paid in full.**
- Mail your application to the MCB with a tracking method so you know that it has been received in the MCB office.
- Do not rely on someone in your agency to mail your application materials for you.

## **Upgrading to a Higher Level Credential**

- 1.) To upgrade, do I have to send in everything I previously sent with my first application?  
*Each time you upgrade to a higher-level credential, you must complete the application in its entirety. You must complete and mail to the MCB the demographic page, the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release and the Family Care Safety Registry Form. You do not have to send your high school diploma/GED certificate again. You only need have a new transcript sent to the MCB if you have completed additional applicable coursework since your last application or you have completed an applicable degree since your last application.*
- 2.) May I upgrade to a certified level rather than renew my MAADC II credential?  
*Only if you can complete the upgrade application process and pass the computer based examination prior to November 30th. If you have not passed the computer based examination by November 30th your MAADC II credential will expire. At that point, you will **not** have a MCB credential with which to practice.*
- 3.) May I upgrade my CADC to a CRADC rather than renew my certification?  
*You may **not** upgrade to CRADC rather than renew your certification, because your renewal date **will not change** when you complete the upgrade process. If you complete the CRADC upgrade process just prior to your October 31<sup>st</sup> renewal date, and then you do not renew your certification, your new CRADC credential will expire.*

- 4.) How long do I have to wait to upgrade to the next higher-level MCB credential?  
*You may upgrade at any point after you meet all of the requirements for the next higher-level MCB credential.*
- 5.) Are work experience and education hours accumulative?  
*Work experience is accumulative to a point. Work experience cannot be more than 10 years old on the day the MCB receives your upgrade application. Therefore, it is possible that some of your work experience hours from a previous application could be more than 10 years old when you upgrade to a higher-level credential.*
- Education hours are accumulative. Keep in mind that you will always need 20 contact hours of applicable education that is not more than 12 months old each time you upgrade to a higher-level credential.*
- 6.) My MAADC I credential is going to expire soon, but I do not meet the requirements for MAADC II. What should I do?  
*You may reapply for the MAADC I credential. It would be best if you submit a new MAADC I application a few weeks prior to your current MAADC I credential expiring. It is also very helpful to MCB Staff if you attach a note to your new application reminding us that we already have a file for you so we can combine the information in your old MAADC I file with your new application materials.*

### **Credential Renewal**

- 1.) How do I know when I am supposed to renew my MCB credential?  
*Your 5 x 7 mini certificate documents your expiration date. In addition, you may visit the MCB web site at [www.missouricb.com](http://www.missouricb.com) and do a Professional Search for your name; the results will show your credential(s) and the expiration date(s).*
- 2.) May I fax my renewal forms and training certificates to the MCB if I pay the renewal fee with my credit card?  
*Do not fax your renewal forms to the MCB. The Code of Ethical Practice and Professional Conduct and Authorization and release must have original signatures. Therefore, the MCB will not accept faxed renewal forms.*
- 4.) Where are the renewal forms located on the MCB web site?  
*The renewal forms are not on the MCB web site until 30 days prior to the April 30<sup>th</sup> and October 31<sup>st</sup> renewal dates. If it is 30 days or less prior to your renewal date and you cannot see the Big Green Renewal Button at the top left corner of the MCB home page, you need to clean (delete) your internet browser history and then re-type the MCB web address in again [www.missouricb.com](http://www.missouricb.com).*

*Also, 30 days prior to these renewal dates the MCB staff mails a postcard to the professional scheduled to renew. This postcard includes instructions on where to find the renewal forms on the MCB web site home page. If you do not receive the postcard one month prior to your renewal date, this usually means the MCB no longer has a current mailing address for you. Please notify*

*the MCB by email, fax or a telephone call, when you have a change of address if you need your MCB credential to practice. The MCB email address is [help@missouricb.com](mailto:help@missouricb.com), MCB fax number is (573) 616-2303, and the MCB telephone number is (573) 616-2300.*

## **Trainings**

- 1.) Our agency brought a trainer in from out of state to teach a SUD training to the employees at our agency. Is that considered an outside training?

*No that would be an in-service training. In-service trainings are determined by the participants not the presenter. If all participants are from the same agency regardless if they are from different satellite offices and the training is held in hotel conference room, it is an in-service training. If an agency invites employees from different agencies to a training they are offering, then this is considered an “outside” training.*

- 2.) Where can I find a “live” Ethics training?

*First, register your email address in the box on the MCB web site home page that says “Join the Mailing List”. This is the first line of communication announcing training opportunities.*

*Live Ethics trainings may be obtained from workshops, seminars, agency in-service trainings or an Ethics training that you taught.*

- 3.) May I take “any” drug and alcohol online or home study course I like from any online or home study provider?

*Yes, you may take any online or home study course you wish from any provider you wish. However, the MCB will only accept online and home study courses from MCB preapproved online and home study providers. For a list of MCB preapproved online and home study providers, please visit the MCB web site and click on the Training button on the left side of the home page. The MCB is aware there are numerous online and home study providers that offer excellent courses that would benefit our counselors and prevention specialists, and we do not discourage you from taking trainings that will benefit you. However, any online or home study course you take that is not from a MCB preapproved provider would be considered personal growth and development, however, it will not be accepted for initial application or renewal purposes.*

## **Reciprocity**

- 1.) Which MCB credentials are at a reciprocal level?

*Only the CRADC, CRAADC, CCJP, CCDP, CCDP-D, CRPR and CRPS are reciprocal level credentials.*

- 2.) How do I know which states will accept my MCB credential?

*You may visit the International Certification & Reciprocity Consortium (IC&RC) web site at <http://internationalcredentialing.org/>. At the bottom of the home page it says, “Find a Member Board”. Below the IC&RC Jurisdiction map is a long list of IC&RC member boards and the credential they offer. You may also call MCB staff for assistance.*

- 3.) How do I get an Application for Reciprocity?  
*Call or email the MCB office at [help@missouricb.com](mailto:help@missouricb.com) and Board Staff will mail or email you an Application for Reciprocity.*
- 4.) Is there a fee for reciprocity?  
*The fee is currently \$100.00 per reciprocal level credential, made payable to the IC&RC. Your completed Application for Reciprocity must be mailed to the MCB as we must complete a Credential Verification Form. Then we will mail your Application for Reciprocity and \$100.00 fee to the IC&RC for you along with the completed Credential Verification Form.*
- 5.) How long does the reciprocity process take?  
*On average, 30-45 days. Not all credentialing boards process new reciprocity applications as quickly as the staff at the MCB. Always begin the reciprocity process 60 days or more before your renewal date. The new credentialing board will not accept your application for reciprocity if your MCB credential is not still active.*