
**ILLINOIS ALCOHOL & OTHER DRUG ABUSE PROFESSIONAL
CERTIFICATION ASSOCIATION, INC.**

Dan Lustig, Psy.D., CAADC, President, Board of Directors – Jessica Hayes, CRSS, Executive Director
401 E. Sangamon Ave - Springfield, IL 62702 (800)-272-2632 (217)-698-8110 FAX (217)-698-8234

Alcohol and Other Drug Abuse Counselor (CADC)

Date _____

Application# _____

PLEASE READ THESE INSTRUCTIONS BEFORE FILLING OUT YOUR APPLICATION

IAODAPCA policy is that all applicants for certification must complete the application process within one year of purchase of their application, or they will be required to reapply. It is not IAODAPCA policy to make sure the applicant's file is complete. If applicants have not heard anything from our office within 90 days after submitting the application, they should call to check the status of their file.

For applicants who meet all of the certification requirements, the following application materials are needed:

- General Information forms
- Work experience forms with a job description signed and dated by supervisor
- Transcript showing degree, if using degree in behavioral science to waive work experience
- Education Forms with Documentation
- Supervised practical experience form
- Assurance and release form signed
- Code of Ethics forms signed, dated and notarized

If an application is not been approved, a detailed letter will be sent as to what is needed to complete the application.

For applicants who are graduates of IAODAPCA accredited training programs, the following application materials are needed:

- General Information forms
 - Letter of completion from an accredited training program
 - For graduates of an advanced accredited training program, an official transcript showing at least an associate's degree in a behavioral science
 - For graduates of a preparatory accredited training program - work experience forms with a job description signed and dated by supervisor – once work experience is completed
 - Supervised practical experience form – from the field site supervisor
 - Assurance and release form signed
 - Code of Ethics forms signed, dated and notarized
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For applicants who want to test before they have met all of the certification requirements, the following application materials are needed:

- General Information forms
- Assurance and release form signed
- Code of Ethics forms signed, dated and notarized
- **Written** request to test before application is complete
- \$75.00 application fee

Applicants will be notified within 90 days as to whether or not they have been scheduled to take the examination. The applicant will be notified of available testing dates and locations.

The application deadlines and test dates are on the back of this form.

To protect the public by providing competency based credentialing of human service professionals.

Test Months	Application Deadlines
January – February – March	January 1 st
April – May – June	April 1 st
July – August – September	July 1 st
October – November – December	October 1 st

To better your chances of testing on any of the above dates, the completed application or request to test must be **received by the application deadline**. Having a completed application does not mean you will be scheduled to test. It simply better your chances of being reviewed in a timely manner.

ANY FORMS MISSING FROM YOUR APPLICATION OR FORMS THAT ARE NOT FILLED OUT ACCURATELY WILL RESULT IN DELAYS OF THE REVIEW AND TESTING PROCESS.

*****FAXED APPLICATIONS WILL NOT BE ACCEPTED*****

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