**Bemidji State University**

**Social Work Department**

**The LADC Licensure Process for Currently Enrolled Students**

During the Alcohol and Drug Counselor Internship Courses (SOWK 4970-02 and SOWK 4970-03):

1. Complete the [LADC Application](https://mn.gov/boards/behavioral-health/ladc-and-temporary-permit/requirements-application.jsp). Most professionals practicing in Minnesota will complete the Method D application. When filling out the application, pages 9, 10, and 11 do not need to be completed. Make sure to attach the course curriculum information sheet and you will also need to send the fee for the application. *\*\*\*\*You may send this application without the exam results and your transcripts. The transcripts and exam results should be sent to the board upon completion of your internship.*
2. Decide which exam is most appropriate. There are two options for the exam portion. Both are approved by the Minnesota Board of Behavioral Health and both automatically send testing results to the board on your behalf after completion of the exam. Below is a table outlining the different aspects of the two exams.

*\*\*\*Note: when looking at the exam information, ignore the certification language that you may see. Minnesota does not require a certification; it only requires the exam.*

|  |  |  |
| --- | --- | --- |
| **Name** | International Certification and Reciprocity Consortium (IC&RC) Exam | National Certification Commission for Addiction Professionals (NCC AP) |
| **Organization that sponsors exam** | Minnesota Certification Board | The Association for Addiction Professionals (NAADAC) |
| **Testing location** | On site at several locations across the state. The closest locations are Duluth, MN and Fargo, ND. | Online. You may take this test online in your home or office. |
| **Cost** | $225 | $150 |
| **Testing Type** | 150 questions, multiple choice, true false | 150 questions, multiple choice |
| **Testing Duration** | 3 hours | 3 hours |
| **Testing Results** | Testers will get test results immediately after taking the test | Testers will receive an email of their results 15 minutes upon completion of the exam. |
| **Study Guides/Practice Exams** | *Ready to Test* study guide – cost is $150 and there are copies available at the BSU Library. There are also practice exams available and most students have preferred the practice exam over the study guides. | *NAADAC Basics of Addiction Desk Reference* – cost is $225 There are also practice exams available and most students have preferred the practice exam over the study guides. |

1. For the IC&RC exam, click [here](https://www.mcboard.org/alcohol-drug-counselor/certifications/alcohol-and-drug-counselor) and choose the IC&RC Alcohol and Drug Counselor Exam (Exam Only) application and follow the instructions to register. When you register for the exam, the exam will be scheduled within a few weeks after the registration date. If you choose the NCC AP exam click [here](https://www.naadac.org/assets/2416/ncc_ap_distance_proctoring_directions_04_2020.pdf) for complete directions. You make take the exam two to three days after you register. You will need to request the NCAC Level II Exam. Some states use this exam for certification and charge more. Minnesota uses this exam for licensure only and the cost for this is $150. Licensure, not certification is the requirement to practice in Minnesota. *\*\*\*You will need a code for the NCC AP exam. Please make sure you email me and I will give you the code needed.*

**Upon Completion of the internship:**

1. Submit to the Minnesota Board of Behavioral Health the signed LADC Internship Hours Log by mailing a copy to the board (the address is below) or by emailing Samantha Strehlo at [samantha.strehlo@state.mn.us](mailto:samantha.strehlo@state.mn.us).
2. Request an official copy of your transcripts to be sent to the Minnesota Board of Behavioral Health and Therapy (BBHT). You may click [here](https://www.bemidjistate.edu/mybsu/registration/transcripts/) to access BSU’s Academic Records Transcript Request options. Remember, you will need to request official transcripts from all of the educational institutions you attended. The mailing address and contact information for BBHT is:

ADC LICENSING PROGRAM

2829 University Avenue SE

Suite 210 Minneapolis, MN 55414

Phone: (651) 201-2758; Fax: (612) 617-2187

E-MAIL: [bbht.board@state.mn.us](mailto:bbht.board@state.mn.us)

1. Check with BBHT to ensure that your exam results and transcripts have been received by emailing Samantha Strehlo in about a week after you have completed all of the steps. Licensure processing time takes about 2-4 weeks. You will receive the license number before you will receive the paper copy of your license. I suggest checking the [Online Verification Tool](https://bht.hlb.state.mn.us/DesktopModules/ServiceForm.aspx?svid=37&mid=178) a few weeks after you complete all the steps of the licensure process to access your license number.

**COSTS FOR LADC LICENSURE:** \*\*\*Just a note: You may purchase the study guides, however, previous students have advised paying a fee $35 to access the practice exams for each test and using study groups and other materials to save costs on the licensure.

|  |  |
| --- | --- |
| Item | Costs |
| LADC Application plus background check fees | $295 + $33.25 = $328.25 |
| LADC Exam | $225 (IC&RC) or $150 (NCC AP) |
| Study Guides | $150 (IC&RC) or $225 (NCC AP) |
| **TOTAL COSTS** | **$703.25** |