GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH – HEALTH PROFESSIONAL LICENSING ADMINISTRATION

NEW CERTIFICATION APPLICATION FOR ADDICTION COUNSELORS

BOARD OF PROFESSIONAL COUNSELING

CERTIFIED ADDICTION COUNSELOR I and II

Please read instructions before completing this form. If you have any questions, call HPLA Customer Service at **1-877-672-2174,** Monday through Friday, 8:30 AM to 4:30PM EST. **A charge of $65.00 will be imposed for dishonored checks (Public Law 89-208)**

SECTION 1. REQUESTED REGISTRATION TYPE/FEES (includes non-refundable application fee – see instructions

☐ **CACI** – Certified Addiction Counselor I by Examination	$190.00
☐ **CACII** – Certified Addiction Counselor II by Examination	$190.00
☐ **CACI** – Certified Addiction Counselor I by Endorsement	$190.00
☐ **CACII** – Certified Addiction Counselor II by Endorsement	$190.00
☐ **Application for Re-Examination (NAADAC Exam Only)**	$85.00
☐ Duplicate Print of Certification (limit 5) ___ X $34.00 =	$ ____.00

☐ CRIMINAL BACKGROUND CHECK: All applicants are required to undergo a Criminal Background Check
For payment and to schedule an appointment (Call **1-877-783-4787** or www.L1enrollment.com)

Total Enclosed **$ _____.00**

Make check or money order payable to D.C. Treasurer

MAIL TO:
Department of Health
Health Professional Licensing Administration
Board of Professional Counseling
899 North Capitol St., NE, First Floor
Washington, DC 20002

SECTION 2. APPLICANT NAME/DEMOGRAPHIC INFORMATION

Enter your name exactly as it should appear on the certification If your name has changed at any point since you first attended college or university, please complete Section 4 on page 2. You must also provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

FIRST NAME MI LAST NAME SUFFIX (Jr, Sr, etc.)

___ – ___ – ____
SOCIAL SECURITY NUMBER

If applicant does not provide a social security number, a sworn affidavit is required.

M M – D D – Y Y Y Y
DATE OF BIRTH

PLACE OF BIRTH
Provide City and State for US birthplace or Country for foreign place of birth.

☐ Male ☐ Female
GENDER
Please check the correct box.

SECTION 3. SUPPORTING DOCUMENTS REQUIRED

Please indicate the supporting documents you have included with this package **or** requested to be sent to the Board of Professional Counseling. Keep a photocopy of all supporting documents for your records.

A.	Completed and signed **application**.	YES ☐ NO ☐
B.	Two recent and identical **passport-type photos** of the applicant's face (approx. 2"X2") with applicant's name printed on the back. The photos must be original photos and cannot be computer-generated copies or paper copies.	YES ☐ NO ☐
C.	**Supplemental Information Form**– supplemental form to be filled out by applicant regarding active registration or certifications to practice addiction counseling - **FORM A**	YES ☐ NO ☐
D.	**Course Requirement Form** – documenting completion of required courses for certification **FORM B** **Supervision Experience Document-** to be completed by supervisor(s) **FORM C** **Verification of Appropriate Supervision Form-** to be completed by supervisor(s) **FORM D**	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐
E.	Do you hold a current and valid certificate as an Addiction Counselor for a regulatory board in another jurisdiction of the United States? If yes, you must have an **official verification** forwarded to D.C. Board of Professional Counseling	YES ☐ NO ☐
F.	Copies of **legal documents** supporting all name changes.	YES ☐ NO ☐

Section 4. PREVIOUS NAMES

If your name has changed at any point since you first attended college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

FIRST NAME MI LAST NAME SUFFIX (Jr, Sr, etc.)

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

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Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

FIRST NAME MI LAST NAME SUFFIX (Jr, Sr, etc.)

Section 5A. HOME ADDRESS

Even if you have a PO Box, a street address should also be provided, if applicable.

☐ APARTMENT ☐ SUITE ☐ FLOOR ☐ PO BOX NUMBER

HOME STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise, use this line to indicate STREET NUMBER and STREET NAME)

HOME STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

STATE ZIP CODE + 4

HOME PHONE NUMBER HOME FAX NUMBER E-MAIL ADDRESS

Section 5B. BUSINESS ADDRESS

Please note: This information will be made available to the public.

COMPANY NAME

☐ APARTMENT ☐ SUITE ☐ FLOOR ☐ PO BOX NUMBER

BUSINESS STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise use this line to indicate STREET NUMBER and STREET NAME)

BUSINESS STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

STATE ZIP CODE + 4

BUSINESS PHONE NUMBER BUSINESS FAX NUMBER E-MAIL ADDRESS

5C. PREFERRED MAILING ADDRESS

Indicate your preferred mailing address by placing an “X” in the appropriate box. This will be the address to which all future registration documents will be mailed. The address that will appear on your registration will be your business address.

☐ HOME ☐ BUSINESS

Section 6A. PROFESSIONAL

List all professional schools that you have attended, in reverse chronological order, beginning with the most recent at the top.

School Name, City, State, Country	Number of Hours Completed	Date of Graduation	Type of Degree/Certificate

Section 6B. POSTGRADUATE WORK EXPERIENCE

List all work experience since graduation from college, university and professional school, in reverse chronological order, beginning with the most recent.

Organization/Institution	Location	Start Date	End Date	Type of Position (Use Key Below)*	Full Time	Part Time

* TYPE OF POSITION KEY

A. Employment
B. Private Practice
C. Clinical Rotations
D. Instructor / Supervisor
E. Training
F. Other (specify on separate sheet of paper)

Section 6C. PROFESSIONAL REGISTRATIONS OR LICENSES IN OTHER STATES/JURISDICTIONS

List all states and jurisdictions in which you have ever held a registration or license. Provide letters of verification for all jurisdictions regardless if they are active, inactive or expired.

PLEASE MAKE SURE TO INCLUDE YOUR CURRENT DISTRICT OF COLUMBIA REGISTRATION OF ADDICTION COUNSELING INFORMATION- including the ISSUE DATE OF THE REGISTRATION

Jurisdiction/State	Date of Original Issuance	Did this registration, certification or license EVER EXPIRE OR LAPSE? (Yes Or No)	License Number

NEW CERTIFICATION APPLICATION FOR ADDICTION COUNSELORS

SECTION 7. QUESTIONS – Applicants MUST answer all of the following questions.

Please answer all of the following questions by placing an "X" in the appropriate boxes. If you answer "Yes" to questions B through J below, you must provide full information and complete details **on a separate sheet of paper, including copies of relevant court documents,** and attach to this application.

A.	**Clean Hands Before Receiving a Registration or Permit Act of 1996 Certification Form Requirement.** Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke your Registration or Permit** for which you are now applying, and fine you one thousand dollars ($1,000.00), pursuant to D.C. Official Code § 47-2864 (2001). IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR APPLICATION BE DENIED. As of this date, do you owe more than one hundred dollars ($100.00) to the District of Columbia Government as a result of any of the following: 1. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985); 2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994); 3. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985); 4. Past due taxes; 5. Past due District of Columbia Water and Sewer Authority service fees; or 6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)? The information presented above is in compliance with the requirement to submit with your application for registration or permit under the *Clean Hands Before Receiving a Registration or Permit Act of 1996*, effective May 11, 1996 (D.C. Law 11-118, D.C. Code §47-2861 et seq.).	Y ☐ N ☐
B.	Have you ever been convicted or arrested for a crime (including misdemeanors) not previously reported to the Board?	YES ☐ NO ☐
C.	Are you now or have you ever been registered, certified or licensed in DC or any other state/jurisdiction? *(If "Yes," be sure to complete section 6C of this form.)*	YES ☐ NO ☐
D.	Have you ever been party to a malpractice action or had a malpractice action brought against you?	YES ☐ NO ☐
E.	Have you ever voluntarily surrendered a registration, certification or license after formal charges have been filed against you or while under investigation?	YES ☐ NO ☐
F.	Have you ever been terminated from or resigned from a clinical or professional training program?	YES ☐ NO ☐
G.	Do you have a physical or medical condition that currently impairs your ability to practice your profession?	YES ☐ NO ☐
H.	Has the use of drugs and/or alcohol resulted in an impairment of your ability to practice your profession?	YES ☐ NO ☐
I.	(1) Have you withdrawn an application (in D.C. or any other state/jurisdiction) to practice your profession? (2) Has any authority or peer review board taken adverse action against your registration, license or privileges? (3) Are you currently under investigation or were you investigated by any authority or peer review board for any violation of state, federal, or local law? (4) Has any authority or peer review board informed you of any pending charges(s) or investigation not previously reported to this Board?	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐
J.	Are you or have you been in jail on a felony conviction?	YES ☐ NO ☐
K.	Have you ever been terminated or asked to resign from employment since obtaining your (professional) registration, certification and/or license?	YES ☐ NO ☐

SECTION 8. APPLICANT AFFIDAVIT

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

APPLICANT SIGNATURE	NAME (Please Print)	DATE