



**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF PROFESSIONAL COUNSELING**

To expedite the processing of your **NEW CERTIFICATION APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**CAC I and CAC II BY  
EXAMINATION**

- A complete signed application for DC Certification
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Documents
- Supplemental Information Form- **Form A**
- Course Requirement Form- **Form B**
- Supervision Experience Document – **Form C**
- Verification of Appropriate Supervision Form – **Form D**
- NAADAC Examination Scores (if test has already been completed through NAADAC)
- Official; in a sealed envelope – Transcript from an Accredited School in a Health or Human Services Related Field  
  
CAC I – Associates Degree Transcript  
CAC II- Bachelors Degree Transcript
- Fee (\$240) must be in the form of Check, Money order or Certified Check -Payable to D.C. Treasurer- *includes \$50.00 Criminal Background Fee*

**\*Please note: All applicants will receive approval to sit for the Jurisprudence Examination and NAADAC Examination once the complete application is reviewed. This information will be mailed to you.**

**CAC I and CAC II BY RE-  
EXAM**

- (only required for NAADAC re-examination)**
- A complete signed application for DC Certification
  - Supplemental Information Form – **Form A**
  - Fee (\$85) must be in the form of Check, Money Order or Certified Check - Payable to D.C. Treasurer

**CAC I and CAC II by  
ENDORSEMENT**

- A complete signed application for DC Certification
- Two (2) recent passport photos (2" x 2")
- Social Security Number or Sworn Affidavit
- Name Change Documents
- Supplemental Information Form- **Form A**
- Official Letter of Verification from state where you are currently practicing or have most recently practiced in –must be in a sealed envelope
- Official Examination Scores from NAADAC or a state administered examination ( To request Score Report call 1-800-548-0497)
- Fee (\$240) must be in the form of Check, Money Order or Certified Check - Payable to D.C. Treasurer- *includes \$50.00 Criminal Background Fee*

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