

Colorado Addiction Counselor (CAC or LAC) Licensure by Endorsement Review

**(For Addiction Counselor Currently Holding
Active Addiction License in Another State)
2021 Application**

**This application form is interactive.
Download the form to your computer to fill it out.**



CENTER FOR
CREDENTIALING
& EDUCATION™

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The Center for Credentialing & Education, Inc. (CCE®) values diversity.
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

CCE and NBCC are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE), on behalf of the state of Colorado, performs the education equivalency review for licensed addiction counselor candidates. Any correspondence outside of the education equivalency review should be directed to the state of Colorado at 303-894-7800.

CCE's review is based on DHS Rule 21.330.83. Also see DHS 2 CCR 502-1. Colorado State Board of Addiction Counselor Examiners Rules are available online at https://www.colorado.gov/pacific/dora/Addiction_Counselor.

Applications will be held open for one year from the date of initial review. Please note that CCE cannot return or duplicate an application. Prior to submitting your application to CCE, please make a copy of it for your records.

HOW TO CONTACT CCE

Telephone (toll-free): 888-817-8283

Telephone Hours: 8:30 a.m. to 5 p.m. Eastern time; 6:30 a.m. to 3 p.m. Mountain time (Monday–Friday)

E-mail: cce@cce-global.org

Fax: 336-482-2852

Send written correspondence to: CCE • 3 Terrace Way • Greensboro, NC 27403-3660

Reviews are conducted in order of receipt and completed within six weeks. Failure to include all required items listed on page 3 will result in the need for additional reviews. Each subsequent review takes six weeks from the date of document receipt.

In order to protect candidates from miscommunication or misinformation, CCE asks applicants to submit in writing any questions regarding their education review. Questions can be sent via e-mail, postal mail or fax. CCE responds to all questions in the order they are received.

As an applicant for licensure education review, you have the right to appeal the findings on the education review completed by CCE. Please be aware that all applications for education equivalency review in Colorado are reviewed by CCE, which is the contracted agent for the Colorado State Board of Addiction Counselor Examiners, and the credential review is based on the Colorado Code of Law, Section 12-43-804 and Rule 14: Colorado Board of Addiction Counselor Examiners Rules. These requirements must be met in full.

THREE COMPONENTS OF APPLICATION THAT MUST BE MET

(You must submit documentation as confirmation of meeting all three components)

- **Part I. Education/Training**
- **Part II. Experience in Addiction Counseling**
- **Part III. Exam (Specifically for Addiction Counseling)**

21.330.83 Application for Endorsement [Eff. 11/1/13]

These rules establish criteria for consideration of certification or licensure by endorsement. An applicant has the responsibility for establishing that their credentials, work experience, and qualifications are substantially equivalent to the level of endorsement being sought.

- A. Complete the DORA endorsement application, pass a DORA developed jurisprudence examination, and provide documentation of holding, in good standing, a current, active and verifiable international, national or state certification or license or its equivalent as determined by the Department.
- B. The applicant shall submit documentation to DORA demonstrating that the addiction counseling clinical training, clinically supervised work experience hours, and clinical supervision received for their existing certification, license or similar credential is substantially equivalent to that required for the CAT, CAS or LAC as defined in Sections 21.330.5 and 21.330.6. DORA may request additional information from the applicant as needed.
- C. DORA may decline to issue a certificate or license by endorsement to an applicant against whom disciplinary action has been taken or is pending related to his/her practice, about whom an investigation is being conducted in connection with his/her practice, or who is the subject of an unresolved complaint related to his/her practice.

Applicant Name: _____

 Last Name, First Name, Middle Initial

Email Address: _____

Mailing Address: _____

Level of Certification or licensure applying for (check one):

CAT _____

CAS _____

LAC _____

**Applicant must request official verification of
active, current addiction counselor
licensure/certification/registration held in
another state.**

**Verifications should address all requirements met
(education/training, experience, examination). If
all requirements are not verified, CCE may accept
website printouts of requirements met.**

PART I

Addiction Counselor

Training/Education

Education Equivalency for Addiction Counselor Certification

When an applicant submits college courses on an application to the Center for Credentialing & Education (CCE) in lieu of one of the required training classes, it is the applicant's responsibility to demonstrate how their college course is equivalent to the Office of Behavioral Health (OBH) approved core competencies for that class. Anyone wishing to use college equivalents must submit the following to CCE:

1. An official transcript from an accredited college or university in a sealed envelope. The courses must be in a behavioral health science or field. Each college class being offered as the equivalent of a CAC required class must have a grade of C or above.
2. A cover letter with an attached syllabus and a written description about why the college class is equivalent to the CAC required class.
3. A college course must offer college credits that are equivalent or greater than the number of clock hours required for the OBH training class.

College equivalency hours:

One semester credit hour = 15 clock hours

Two semester credit hours = 30 clock hours

Three semester credit hours = 45 clock hours

One quarter credit hour = 8.5 hours

Two quarter credit hours = 17 hours

Three quarter credit hours = 25.5 clock hours

CAC required classes that must be taken (no college course equivalency)

Client Record Management, 14 hrs.

Infectious Diseases in Addiction Treatment, 14 hrs.

Pharmacology I, 14 hrs.

Pharmacology II, 14 hrs.

Trauma Informed Care for Diverse Populations, 14 hrs.

Clinical Supervision I, 21 hrs.

Clinical Supervision II, 14 hrs.

CAC required classes that may have college equivalency (see core competencies posted on the OBH website)

Addiction Counseling Skills, 21 hrs.

Principles of Addiction Treatment, 21 hrs.

Culturally Informed Treatment, 14 hrs.

Professional Ethics I: Ethics and Jurisprudence, 14 hrs.

Professional Ethics 11, 14 hrs.

Motivational Interviewing, 21 hrs.

Cognitive-Behavioral Therapy, 14 hrs.

Clinical Assessment and Treatment Planning, 14 hrs.

Co-Occurring Disorders, 14 hrs.

Group Counseling Skills, 21 hrs.

Advanced Motivational Interviewing, 14 hrs.

Professional Practice, 7 hrs.



Education Equivalency for Addiction Counselor Certification

When an applicant submits college courses on an application to the Center for Credentialing & Education (CCE) in lieu of one of the required training classes, it is the applicant's responsibility to demonstrate how their college course is equivalent to the Office of Behavioral Health (OBH) approved core competencies for that class. They are advised to compare the class syllabus to the core competency for the CAC required class. Anyone wishing to use college equivalents must submit the following to CCE (*please be advised this process can take 4-6 weeks*):

- An official transcript from an accredited college or university in a sealed envelope. The courses must be in a behavioral health science or field. Each college class being offered as the equivalent of a CAC required class must have a grade of C or above.
- A cover letter with an attached syllabus and a written description about why the college class is equivalent to the CAC required class.
- A college course must offer college credits that are equivalent or greater than the number of clock hours required for the OBH training class.

Additional information is available on the CCE website:

<http://www.cce-global.org/Assets/StateLicensure/COappAddictionCounselors.pdf>

College equivalency hours:

- One semester credit hour = 15 clock hours
- Two semester credit hours = 30 clock hours
- Three semester credit hours = 45 clock hours
- One quarter credit hour = 8.5 clock hours
- Two quarter credit hours = 17 clock hours
- Three quarter credit hours = 25.5 clock hours

CAC required courses that must be taken (No college course equivalency):

- Principles of Addiction Treatment (21 hrs)
- Infectious Diseases in Addiction Treatment (14 hrs)
- Pharmacology I (14 hrs)
- Advanced Pharmacology (aka Pharmacology II) (14 hrs)
- Ethical Practice in Addiction Treatment (21 hrs)
(aka Professional Ethics I: Ethics and Jurisprudence, aka Professional Ethics II)
- Clinical Supervision I (21 hrs)
- Clinical Supervision II (14 hrs)
- Advanced Motivational Interviewing (14 hrs)



**CAC required courses that may have college equivalency
(See core competencies posted on the OBH website)**

<https://cdhs.colorado.gov/behavioral-health/workforce-development>

(Click on Certified Addiction Counselor Clinical Training Program, click on Core Competencies for CAC Required Training Classes)

- Addiction Counseling Skills (21 hrs)
- Case Conceptualization and Documentation
(aka Client Record Management) (14 hrs)
- Culturally Informed Treatment (14 hrs)
- Motivational Interviewing (21 hrs)
- Cognitive-Behavioral Therapy (14 hrs)
- Advanced Case Conceptualization (14 hrs)
(aka Clinical Assessment and Treatment Planning)
- Co-Occurring Disorders (14 hrs)
- Group Counseling Skills (21 hrs)
- Trauma Informed Care for Diverse Populations (14 hrs)
- Advanced Treatment Models (14 hrs)
- Treating Diverse Populations (14 hrs)
(aka Specialized Addiction Treatment)
- Professional Practice (7 hrs)



Training Requirements Summary for CAT

<p>(HS diploma/GED)</p>	<p>Clinically Supervised Work Experience Hours: 1000 (does not require DORA registration prior to the 1000 hours. Once these hours are met, the individual is not able to perform duties until the CAT is officially approved)</p> <p>Pass the NCAC I Exam</p> <p>Pass the Jurisprudence Exam</p>	<p>Nine (9) addiction specialty courses</p> <p>Addiction Counseling Skills (21 hrs)</p> <p>Case Conceptualization and Documentation (14 hrs) (aka Client Record Management)</p> <p>Principles of Addiction Treatment (21 hrs)</p> <p>Ethical Practice in Addiction Treatment (14 hrs) (aka Professional Ethics I: Ethics and Jurisprudence)</p> <p>Culturally Informed Treatment (14 hrs)</p> <p>Pharmacology I (14 hrs)</p> <p>Trauma-Informed Care for Diverse Populations (14 hrs)</p> <p>Motivational Interviewing (21 hrs) <i>Prerequisite: Addiction Counseling Skills</i></p> <p>Group Counseling Skills (21 hrs) <i>Prerequisite: Addiction Counseling Skills</i></p>
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Training Requirements Summary for CAS (must meet requirements for CAT)

Behavioral Health Bachelor Degree <i>Non-conforming Bachelor's degree approval will be decided at the discretion of the Addiction Board</i>	Bachelor's degree: Behavioral Health specialty (Psychology, Social Work, Human Services)	<i>Bachelor's degree or higher in Substance Use Disorders/Addiction and/or related counseling subjects (social work, mental health counseling, marriage & family, psychology) from a regionally accredited institution of higher learning.</i>
	Approved to provide Clinical Supervision and consultation to individuals working towards CAT or CAS	
	<p>Clinically Supervised Work Experience Hours</p> <ul style="list-style-type: none"> 2,000 direct clinically supervised hours (1000 additional direct clinical hours beyond the CAT) <p>Pass the NCAC II exam</p> <p>Pass the jurisprudence exam</p>	<p>Eleven (11) specialty courses</p> <p>Cognitive Behavioral Therapy (14 hrs)</p> <p>Co-occurring Disorders (14 hrs)</p> <p>Advanced Treatment Models (14 hrs) (aka Advanced Models)</p> <p>Treating Diverse Populations (14 hrs) (aka Specialized Addiction Treatment)</p> <p>Infectious Diseases in Addiction Treatment (14hrs)</p> <p>Clinical Supervision I (21 hrs)</p> <p>Clinical Supervision II (14 hrs) <i>Prerequisites: Advanced Motivational Interviewing and Clinical Supervision I</i></p> <p>Advanced Professional and Ethical Practice (14hrs) (aka Professional Ethics II, Professional Practice) <i>Prerequisite: Ethical Practice in Addiction Treatment</i></p> <p>Advanced Motivational Interviewing (14 hrs) <i>Prerequisite: Motivational Interviewing</i></p> <p>Advanced Case Conceptualization (14 hrs) (aka Clinical Assessment and Treatment Planning) <i>Prerequisite: Case Conceptualization and Documentation (aka Client Record Management)</i></p> <p>Advanced Pharmacology (14 hrs) (aka Pharmacology II) <i>Prerequisite: Pharmacology I</i></p>



Training Requirements for LAC (must meet requirements for CAT, CAS)

Clinical behavioral health Master or Doctorate degree		<i>Master's degree or higher in Substance Use Disorders/Addiction and/or related counseling subjects (social work, mental health counseling, marriage & family, psychology, medical doctor) from a regionally accredited institution of higher learning.</i>
<p>Meet all the requirements of CAT and CAS (Must either take or show educational equivalency for the following courses:</p> <ul style="list-style-type: none"> -Addiction Counseling Skills -Case Conceptualization and Documentation (aka Client Record Management) -Culturally-Informed Treatment -Motivational Interviewing - Advanced Motivational Interviewing -Trauma Informed Care for Diverse Populations Ethical Practice in Addiction Treatment (14 hrs) (aka Professional Ethics I: Ethics and Jurisprudence) -Group Counseling Skills -Co-occurring Disorders -Cognitive Behavioral Therapy - Advanced Case Conceptualization (aka Clinical Assessment and Treatment Planning) - Advanced Treatment Models (aka Advanced Models) -Treating Diverse Populations (aka Specialized Addiction Treatment) 	<p>Clinically Supervised Work Experience Hours</p> <ul style="list-style-type: none"> • 3,000 direct clinically supervised hours <p>Pass the MAC exam</p> <p>Pass the jurisprudence exam</p> <p>Designated providers of Clinical Supervision for all levels of certification and licensure, in the addictions profession</p>	<p>Training Requirements <i>(Must meet training requirements for the CAS, below is the list of training requirements WITHOUT educational equivalency)</i></p> <p>Principles of Addiction Treatment (21 hrs)</p> <p>Infectious Diseases in Addiction Treatment (14 hrs)</p> <p>Pharmacology I (14 hrs)</p> <p>Advanced Pharmacology (14 hrs) (aka Pharmacology II) <i>Prerequisite: Pharmacology I</i></p> <p>Advanced Professional and Ethical Practice (14hrs) (aka Professional Ethics II, Professional Practice) <i>Prerequisite: Ethical Practice in Addiction Treatment</i></p> <p>Clinical Supervision I (21 hrs)</p> <p>Clinical Supervision II (14 hrs) <i>Prerequisites: Advanced Motivational Interviewing and Clinical Supervision I</i></p>

FORM A

FORM A—COMPLETED CAT TRAINING/ EDUCATION

(If you hold a Clinical Master's or Doctorate degree, do not use this form. Use FORM B)

APPLICANT: It is your responsibility to ensure that you have completed the required coursework below or have educational equivalency for your level. Refer to the CAC Handbook for Addiction Counselors, available at www.cce-global.org/BusinessLicensureServices/StateLicensure.

>Complete this form to document all courses for the level for which you are applying.

>If you already hold a certification for previous level(s), you do not need to document those courses.

>Submit a copy of your certificate(s) for all courses you document on this form.

Applicant Last Name:	First Name:	Middle Initial:	Suffix:
Address:	City:	State:	Zip:
Training/Courses	Training Date(s)	Trainer Name (Print)	
CAT-High School Diploma			
Addiction Counseling Skills			
Case Conceptualization & Documentation			
Ethical Practice in Addiction Treatment			
Trauma Informed Care for Diverse Populations			
Culturally Informed Treatment			
Motivational Interviewing			
Pharmacology I			
Group Counseling Skills			
Principles of Addiction Treatment			
CAS-Bachelor's Degree**			
Cognitive Behavioral Therapy			
Advance Pharmacology			
Advance Case Conceptualization			
Co-occurring Disorders			
Infectious Diseases in Addiction Treatment			
Advance Treatment Models			
Advanced Motivational Interviewing			
Clinical Supervision I			

Clinical Supervision II		
Professional Practice		
Treating Diverse Populations		

**For CAS, document completion of all CAS courses. If you do not already hold CAS certification, you must also document the CAT courses.

FORM B

FORM B—COMPLETED LAC TRAINING/ EDUCATION

(If you hold a Clinical Master's or Doctorate degree, do not use this form. Use FORM B)

APPLICANT: It is your responsibility to ensure that you have completed the required coursework below or have educational equivalency for your level. Refer to the CAC Handbook for Addiction Counselors, available at www.cce-global.org/BusinessLicensureServices/StateLicensure.

>Complete this form to document all courses for the level for which you are applying.

>Submit a copy of your certificate(s) for all courses you document on this form.

Applicant Last Name:	First Name:	Middle Initial:	Suffix:
Address:	City:	State:	Zip:
Training/Courses	Training Date(s)	Trainer Name (Print)	
LAC-Master's Degree			
Addiction Counseling Skills			
Case Conceptualization & Documentation			
Culturally Informed Treatment			
Trauma Informed Care for Diverse Populations			
Co-occurring Disorders			
Cognitive Behavioral Therapy			
Advance Case Conceptualization			
Advance Treatment Models			
Treating Diverse Populations			
Principles of Addiction Treatment			
Infectious Diseases in Addiction Treatment			
Pharmacology I			
Advance Pharmacology			
Motivational Interviewing			
Group Counseling Skills			
Advance Professional & Ethical Practice			
Advanced Motivational Interviewing			
Clinical Supervision I			
Clinical Supervision II			
Ethical Practice in Addiction Treatment			

PART II

Addiction Counselor

Experience

Experience – Work in Addiction Counseling Field – Applicant must document substantially equivalent work experience to the requirements listed below. Explain how you meet the requirements in the boxes provided to the right of appropriate level. Documented proof which may be acceptable includes: verification from state license, documentation from website, copies of experience forms previously submitted, etc..

		Explain how you meet the requirements below (for the appropriate level). You must also provide required documentation as proof.
CAT	1000 hours clinically supervised work experience	
CAS	2000 hours clinically supervised work experience	
LAC (must hold human services, clinical Master's degree)	3000 hours clinically supervised work experience	

PART III

Addiction Counselor

National Examination

Part 3 - National Examination Required for Colorado Certified Addiction Counselors (CAT), Certified Addiction Specialist (CAS) and Licensed Addiction Counselor (LAC)

You must request and provide official verification of exam taken for the Addiction Counselor license/cert/reg. you currently hold. Indicate that you have requested verification and how you meet this requirement in the space provided below. If you took a different exam than listed below, CCE will determine if exam is substantially equivalent.

CAT Exam required: NCAC I Pass JP Exam	
CAS Exam required: NCAC II Pass JP Exam	
LAC Exam required: MAC Pass JP Exam	



Colorado Education Equivalency Payment Voucher

PLEASE NOTE

- All fees must be paid in U.S. dollars.
- All fees are nonrefundable and nontransferable.
- Review results will be sent six weeks after application receipt.
- You will be notified in writing of your status and informed if further information is needed.
- Please make check or money order payable to CCE.

METHOD OF PAYMENT

Applicant's Name: _____

Telephone: DAY: _____ EVENING: _____

☐ Enclosed is a check or money order payable to CCE in the amount of \$100.

☐ Please charge the credit card listed below in the amount of \$100.

Card Type: ☐ VISA ☐ MasterCard ☐ American Express

Name on Card: _____

Account Number:

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Card Security Code (from back of card):

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Expiration Date:

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Cardholder Signature: _____ Date (mm/dd/yyyy): _____

SUBMIT YOUR APPLICATION AND PAYMENT

- Mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223
- Fax: 336-482-2852