

## INSTRUCTIONS FOR GENERAL APPLICATION for the Certified Substance Abuse Counselor (CSAC) Credential

**\*Important Note: You MUST mail in a completed application with payment (CERTIFIED CHECK OR MONEY ORDER, ONLY!) *before* you send for any transcripts or mail in supporting documents. This establishes a file for you in our office. Incomplete applications with accompanying documents WILL NOT be processed!**

1. Be sure to download the complete application packet, including:
  - General Information for Applicants
  - Application, Certified Substance Abuse Counselor (CSAC)
  - Code of Ethics and Code of Ethics Statement
  - Twelve Core Functions of the Alcohol and Drug Abuse Counselor
  - Work Experience Verification Record with attached Evaluation
  - Hawaii Administrative Rules 11-177.1 entitled "Certification Standards for Substance Abuse Counselors and Program Administrators"
  - Bibliography and Supplemental Reading List
  - Frequently Asked Questions information
2. **Very Important; please read carefully and follow directions:** Complete the "General Application" and "Code of Ethics Statement" and **return the completed forms to ADAD with the general application fee of \$25.00 in the form of a money order or certified check, (only) made payable to "State Director of Finance."** **Personal checks will NOT be accepted.** *This one time application fee is non-refundable.* Mailing address:

Alcohol and Drug Abuse Division  
Certification Office  
601 Kamokila Boulevard, Room 360  
Kapolei, Hawaii 96707
3. Give the "Work Experience Verification Record" with the attached "Confidential Evaluation" to your supervisor(s) for completion. Copy as many of these forms as needed. **NOTE: You must complete the top section of the "Work Experience Verification Record" before giving the form to your supervisor(s). Your supervisor(s) must complete the remainder of the form and evaluation and send it directly to ADAD himself/ herself.** Completed forms will not be accepted from the applicant. All signatures must be original signatures; no FAXed signatures are allowed.
4. If you plan to request education and/or experience credit for college degrees or completion of an alcohol/drug counseling certificate program, contact your school for an official transcript. Transcripts must be sent directly from the school to ADAD. Photocopies and student copies will not be accepted. Education accomplished through workshops approved by ADAD for continuing education or through ADAD-approved distance learning must be documented by submitting a

copy of your certificate of completion. Distance learning is limited to 50% (135 hours) of the total education required.

Once ADAD receives the information required on page 1, a review of the applicant's file will be conducted and a status email sent to the applicant. Only those applicants who have completed and documented the required 3 years (6000 hours) of supervised experience providing direct alcohol and drug treatment services, to include the 400 supervised practical experience hours, and who have completed the 270 hours of substance abuse specific education will be eligible to register for the examination.

Although general applications are accepted at any time, the applicant is strongly advised to plan ahead. Submit the application paperwork first, receive email verification that your application has been approved and a file has been established for you, and **keep a folder and submit all copies of completed trainings certificates all at once**. This will allow the candidate to monitor what they have completed, keep track of any repeats (which are not allowed), and streamline the process for completion of all requirements. **Once you have met all the requirements to test, we mail you an application with directions, you mail us back the application and payment for the exam, the ADAD office registers you, and you then call the testing company contracted by the International Credentialing and Reciprocity Consortium (IC&RC) to arrange for the date you would like to test, yourself. Testing is available on *Oahu and Hawaii Islands*.**

#### **SOME TIPS TO REMEMBER:**

- **Send all payments by money order or certified check, only!**
- **Original signatures only**
- **Plan ahead**
- **When in doubt, call the Certification Office for clarification at (808) 692-7518**
- **There are, generally, no extensions for deadlines and no waivers for the basic requirements stated in HAR 11-177.1**

If the applicant does not pass the examination, the applicant will have to register to re-take the test and pay the examination fee.

If the applicant passes the written examinations and has met all of the other requirements for certification, a certificate will be issued, signed by the Director of Health.

Applicants who fail the exam 3 consecutive times must obtain 480 additional hours of clinically supervised work experience, and possibly further education, before applying to retake the examination.