

Dear tCADC Applicant:

Thank you for your interest in temporary counselor certification through the Iowa Board of Certification (IBC). IBC exists to enhance the quality of substance abuse services in Iowa by certifying alcohol and drug counselors in the State of Iowa, and you are to be commended for your commitment to the field by seeking certification.

***You are allowed one year to complete your application, starting from the date that any portion of this application is received in the IBC office;*** this includes completing all of the attached forms, meeting education requirements, and payment of fees. Once your application is complete, you will be notified that you are being pre-registered for the exam; you will then have one year to pass the exam. ***If you're not able to meet either of these timeframes, you will need to complete a new application and submit new non-refundable fees.***

To efficiently move through the application process, you need to follow these steps:

- **Read this letter thoroughly**
- Review the Counselor Handbook (available on the website at [www.iowabc.org](http://www.iowabc.org)) so that you are familiar with applicable requirements, processes and IBC's Code of Ethics. By signing your application on Form 02, you are subscribing to IBC's Code of Ethics.
- Order transcripts from any college/university you've attended; transcripts need to be sent directly from the school to our office via U.S. Mail (student-issued or faxed/emailed transcripts will not be accepted)
- **COMPLETE THE ATTACHED APPLICATION ON YOUR COMPUTER, save it, then print and mail the application with original signatures, copies of your certificates of completion, and fee (if paying by check) to the IBC office. You may also pay with Dwolla and can find the link on our home page. ALWAYS SAVE A COPY OF YOUR COMPLETED APPLICATION ON YOUR COMPUTER. Be sure your completed application includes:**
  - Completed and signed/dated Forms 01, 02, 03, 04
  - Copies of certificates of completion (do not send originals)
  - Original transcripts from colleges attended, sent directly to IBC via U.S. Mail
  - The **non-refundable** fee of \$380.00 which includes the application review, one test fee and the first two years of certification (please note that the exam is only offered via computer). This fee can be paid with a personal check, paid in cash at the IBC office or you may pay on our website's home page through Dwolla.

Once we receive your application, we will review it and let you know that:

1. More items are still needed, or
2. It is complete and you're eligible to test.

Study guides are available from our office for \$65.00, and an even more comprehensive guide is available for \$185.00. To request a guide, complete the study guide order form found in this application packet or on the IBC website (under "Downloads") and email/mail it to our office with the appropriate fee.

A practice exam is now available and may be paid for via IC&RC's website at [www.internationalcredentialing.org](http://www.internationalcredentialing.org): click on "Are You A Professional," then on "Exam" and then on "Prep." The cost of this practice exam is \$49.00 and is paid directly to IC&RC.

Exam scores are accessed weekly. Once we receive your passing exam score, your certificate will be mailed to you and you may then begin using your credential's initials according to the validation dates shown on your certificate.

Your tCADC certification is valid for two years only and there is no recertification for this credential. Before your tCADC expires, you will need to upgrade to either the CADC or IADC by completing the "CADC Upgrade Application" or the "IADC Upgrade Application" (found on the IBC website), and submitting it with the \$40.00 application review fee. IBC will prorate what you've already paid for your 2-year tCADC certification and apply this toward your CADC/IADC certification. You will **not** have to re-test.

Please note that IBC sends out newsletters three times/year via email to keep you informed of information relevant to your certification; newsletters and notifications can also be found on the IBC website. **Be sure that you are able to receive emails from us, and notify the IBC office if your email changes.** You also need to contact the IBC office if your name, address, phone or work information changes so that our databases are up to date.

We understand that the certification process can seem a bit daunting, so feel free to call our office at any time with questions.

Congratulations on taking the first step toward certification!

Sincerely,

*Debbie Gilbert*

Debbie Gilbert  
Executive Director



**Temporary Certified Alcohol & Drug Counselor (tCADC)  
Form 01: Applicant Information**

**Name** (as you wish to have it on your certificate) \_\_\_\_\_

Other last names you have used: \_\_\_\_\_

**Home Address** \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ Social Security No. \_\_\_\_\_

**Current Place of Employment** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Job Title \_\_\_\_\_

E-Mail \_\_\_\_\_ (Note: IBC newsletters are sent out 3 times/year via email and all certified professionals will be held responsible for information contained in these newsletters. **Be sure to contact the IBC office if your email information changes**).

List any professional certificates or licenses you presently hold and the states in which they are valid.

\_\_\_\_\_  
\_\_\_\_\_

**Have you ever had any credential (i.e. license, certification, endorsement, etc.) revoked, suspended or sanctioned?** Yes \_\_\_ No \_\_\_ (If so, indicate: what credential, when, where, for what reason, and the current status of that credential) \_\_\_\_\_

IBC reserves the right to request further information from employers, organizations, and persons who may have pertinent information regarding this application.

**The \$380.00 non-refundable fee is due with this application (includes application review, exam fee and 2-year certification fee).**

**Please check one:** I am paying by: Check \_\_\_ Cash \_\_\_ Online via Dwolla \_\_\_

Applicant Name \_\_\_\_\_

**Form 02-tCADC: ASSURANCES AND RELEASES**

**Note:**      **Sign and date this form just prior to sending your completed application to IBC.**

I give permission for the Iowa Board of Certification (IBC), its committees, and staff to investigate my background as it relates to statements contained in this application for counselor certification.

I understand that false or misleading statements or omissions will result in the denial or revocation of certification as these actions are a violation of the IBC Code of Ethics for Alcohol and Drug Counselors.

I consent to the release of information contained in my application file and any other pertinent data submitted to or collected by IBC to its officers, committee members, and staff.

I certify that I have read this entire application and that all the material contained herein is my own work and is true and complete.

I certify that I have read and am subscribing to the IBC Code of Ethics for Alcohol and Drug Counselors, and understand that by signing this form I am agreeing to cooperate in any ethics investigation I may be a part of.

I further agree to hold IBC, its officers, Board members, employees, and examiners free from any civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations and/or the failure of IBC to issue certification.

I give my permission to IBC, its committees, or representatives to contact or question, as necessary, any person, institution or organization for any ethics or appeal investigation.

I give my permission to IBC to communicate with my employer(s) regarding the contents (or lack of contents) and status of my application. (Note: IBC reserves the right to contact supervisors regarding an applicant's experience and forms which have an area for the supervisor to sign.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applicant Name \_\_\_\_\_

**Form 03-tCADC: EDUCATION RESUME**

**INSTRUCTIONS:**

1. List below all formal educational programs. Do NOT include workshops attended.
2. Supply an official copy of your college transcripts. ***Transcripts must be sent directly from the institution to the Iowa Board of Certification via U.S. Mail.***
3. To help us locate your transcripts when they arrive, please list any other last names you used when attending school: \_\_\_\_\_

**High School attended** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

H.S. Diploma/GED  Yes  No

**Colleges/Universities attended:**

Institution	Major	Degree	Date Completed





## FEES FOR tCADC/CADC/IADC/IAADC

Application review, one test fee, 2 years certification (non-refundable) <b>(This fee must be paid in full as part of the application process)</b>	\$380.00
Test Fee (if taking the exam more than once)	\$140.00
Dual Certification	\$150.00
CEU Processing (per workshop via distance learning or not IBC-approved for <u>recertification</u> )	\$ 15.00
Recertification (2 years)	\$200.00
Dual Recertification	\$150.00
Late Recertification Penalty (if not emailed/postmarked on or before expiration date)	\$100.00
Inactive Status Enrollment (to be paid first year only)	\$ 25.00
Inactive Certification Status (1 year)	\$ 60.00
Reactivation of Certification after being Inactive	\$200.00
Reciprocity (paid directly to IC&RC)	\$100.00
Replacement Certificate	\$ 30.00
Returned Check Fee	\$ 35.00
Written Test Study Guides	\$185.00
Practice Exam (paid directly to IC&RC) ( <a href="http://www.internationalcredentialing.org">www.internationalcredentialing.org</a> )	\$ 49.00



## IBC STUDY GUIDE ORDER FORM

*Note: IBC does not endorse any particular study guides or organizations writing study guides. At this time, the following study guides are available.*

Please send me the following study guide(s):

\_\_\_\_\_ **Getting Ready to Test: A Review and Preparation Manual for Drug and Alcohol Credentialing Exams – 8<sup>th</sup> Edition (for CADC/IADC/IAADC applicants)** **\$185.00**  
 782 pages – This unique self-guided manual reflects updates made on the exam beginning the first part of 2015, and provides the most comprehensive set of materials designed to help refresh and enhance your knowledge on many of the major areas of information required for the exam. It includes 100 sample exam questions designed to make you feel more comfortable with the exam. This manual has been updated to reflect recent federal studies as well as CDC updates to the latest HIV/AIDS info. This guide also contains a new chapter on DSM-5 information that will be included in the exam. NEWLY UPDATED

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**IC&RC Alcohol & Drug Abuse Counselor Certification Exam Guide** **\$141.00**  
 (for CADC, IADC, IAADC) *Cost includes shipping/handling fee*  
***Purchase this study guide online through Comprehensive Education Services, a wholly owned subsidiary of The Florida Certification Board, by clicking on this link:***  
<http://flcertificationboard.org/icrc-adc-study-guide/>

The IC&RC has endorsed the new ***IC&RC Alcohol and Drug Counselor (ADC) Certification Examination Study Guide (2015)***. This full color, 208 page Study Guide is in alignment with the current IC&RC ADC examination blueprint which encompasses four performance domains and thirty-three job tasks. The first chapter provides an overview of addiction and drugs of abuse, plus current perspectives on recovery. Chapters 2 – 5 relate directly to the performance domains (Screening, Assessment and Engagement; Treatment Planning, Collaboration and Referral; Counseling; Professional and Ethical Responsibility) with job task statements interspersed within the text to match review content with each task for ease of studying. Each chapter is fully referenced and contains a Resources section to direct the learner to other sources that augment the Study Guide content.

**Prevention Specialists:** There is now a FREE study guide *available on the IBC FREE website* under the “Certification/Recertification” tab, then click on “CPS” and then “Preparing For and Passing the IC&RC Prevention Specialist Exam.”

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_

I am paying by: Check \_\_\_\_\_ Cash \_\_\_\_\_ Dwolla \_\_\_\_\_



**Note:** *Guides will be mailed when payment is received.* Fee may be paid by check, cash or via Dwolla on the IBC website. All prices include shipping & handling. Guides will be mailed within 3 business days of receipt of this order form.

Email this order form to [info@iowabc.org](mailto:info@iowabc.org), fax it to 515-965-5540 or mail it to the IBC office at 225 NW School St, Ankeny, IA – 50023.