

**Addictive Disorder Regulatory Authority
(ADRA)
DEGREE WAIVER INSTRUCTIONS**

Degree requirements for a Certified Addiction Counselor (CAC) and Licensed Addiction Counselor (LAC) require a Bachelor's (CAC) or Master's Degree (LAC) from an accredited institution of higher education. The degree shall be in a human services or behavioral science discipline, or such other discipline(s) as the ADRA board may deem appropriate.

In the case of college degrees in other disciplines, the applicant must ask the ADRA board to consider the degree for credentialing.

The proper format for this request is as follows:

Please note that you are still required to submit a completed testing application for the desired credential in order for this request to be considered

1. Written request asking the board to consider the degree for credentialing
 - a. Request must include a summary outlining:
 - i. Summary
 - ii. Introduction/personal goals and objectives
 - iii. Statement explaining why degree should be accepted
 - iv. Brief description of Substance Abuse Addiction Specific education history
 - v. Brief description of Substance Abuse Addiction Specific work history
 - vi. Conclusion
2. Copy of documentation verifying the completion of 6000 hours of Addiction Specific work experience.
3. Typed list of **all** applicable coursework and grade/credit hours awarded
 - a. Example:

ABC University, Degree Awarded in _____: with a concentration in _____

PSYC/101 General Psychology: B

PSY/320 Human Motivation: A

AS/101 Introduction to Addiction Studies: A

Continuing Education Provider _____

Counseling Skills in Addiction Treatment: 10 clock hours

Professional Ethics: 6 clock hours

4. Official transcripts from all accredited institutions of higher education
 - a. Must show degree and date confirmed
5. Copies of certificates for continuing education

Requests will be presented at the next regularly scheduled board meeting. It is recommended that you be in attendance. Please contact the ADRA office to ensure you will be placed on the agenda.