

North Dakota Board of Addiction Counseling Examiners

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www.ndbace.org

Requirements for Licensure

**READ THE FOLLOWING INSTRUCTIONS FIRST.
FAILURE TO DO SO MAY AFFECT YOUR LICENSURE PROCESS.**

Thank you for your interest in becoming a Licensed Addiction Counselor in the State of North Dakota. Included in this packet are the following forms:

Application for Licensure

Reference Forms (3)

Application for Written Exam

1. **INITIAL LICENSE APPLICANTS:** Complete the enclosed Application for Licensure and return it to the NDBACE office along with:

___ Official Transcript showing degree granted and the 32 credit hours in addiction studies. Transcript must be sent directly from the school to the NDBACE Office.

___ Verification of completion of 1400-hour clinical training program (if not already submitted by your clinical supervisor or clinical training program director).

___ Letter of Reference Forms (the 3 individuals you listed on your Application for Licensure must complete a Letter of Reference Form).

___ Verification of successful completion of the IC&RC written examination.

___ Initial License fee based on date application received by board office:

| | |
|---|-------|
| On or after January 1 even year and before July 1 even year | \$250 |
| On or after July 1 even year and before January 1 odd year | \$200 |
| On or after January 1 odd year and before July 1 odd year | \$150 |
| On or after July 1 odd year and before January 1 even year | \$100 |

LICENSE BY RECIPROCITY: applicants complete the Application for License and return together with:

___ Initial License fee Based on date application received by board office:

| | |
|---|-------|
| On or after January 1 even year and before July 1 even year | \$250 |
| On or after July 1 even year and before January 1 odd year | \$200 |
| On or after January 1 odd year and before July 1 odd year | \$150 |
| On or after July 1 odd year and before January 1 even year | \$100 |

___ Verification from the licensing authority in jurisdiction(s) you are currently licensed in and in any jurisdiction(s) you have held a past license in, that you are licensed in good standing.

___ A copy of the law and rules from the jurisdiction(s) in which you are currently licensed which establishes the requirements for obtaining and maintaining a license in that jurisdiction(s).

Continued on reverse

2. The ND State Board of Addiction Counseling Examiners Law and Administrative Rules that govern the practice of addiction counseling in the State of North Dakota can be found on the Board's web site www.ndbace.org.
3. If you have practiced or been licensed in another jurisdiction other than ND, you must indicate this on the application and contact the appropriate jurisdiction to complete a verification form to be forwarded to the NDBACE. Verifications must be received by the board in order to process your application.
4. It is your responsibility to be sure the forms are properly completed and sent to the NDBACE office at the address listed above. If you have not completed the application in full, it will be returned to you along with your application fee and it will not be processed until it is complete. If you need any help or have any questions during the application process, please call the NDBACE office at (701) 255-1439.

NOTE: IT IS AGAINST THE LAW TO WORK AS AN ADDICTION COUNSELOR UNTIL YOU ARE LICENSED IN NORTH DAKOTA.

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