

## Frequently Asked Questions

### Initial Credentialing

- 1.) What do I need to do to become an alcohol and drug counselor?

*On the MSAPCB web site at [www.msapcb.com](http://www.msapcb.com) on the left side of the home page is a button that says Career Ladder Diagram. This document lists all of the credentials the MSAPCB offers and outlines the requirements for these credentials based on the education level of the applicant.*

*Also on the home page is a button that says Applications. Applications for all of the credentials the MSAPCB offers may be printed from there.*

*All of the applications for counseling credentials include documents that must be completed by the applicant's MSAPCB Qualified Supervisor. Therefore, all applicants applying for a counseling credential must have a MSAPCB Qualified Supervisor.*

*Also on the MSAPCB web site are the IC&RC Candidate Guides for all the certified level credentials the MSAPCB offers. The Candidate Guides are a very good resource for the definitions of the performance domains for the different credentials the MSAPCB offers.*

- 2.) How do I know which credential to apply for?

*Review the Career Ladder Diagram on the left side of home page of the MSAPCB web site. Based on your education level, years of work experience in the alcohol and drug abuse field and the number of hours of alcohol and drug abuse education you have completed, you can determine the appropriate credential for you.*

- 3.) How do I know if I have an applicable degree for a reduction of work experience hours?

*A degree must be from a college or university found in the US Dept. of Education's database of accredited schools. The database can be found at <http://ope.ed.gov/accreditation>. The MSAPCB accepts degrees in the following areas of study to receive a reduction of work experience hours.*

<i>Psychology</i>	<i>Sociology</i>	<i>Nursing</i>	<i>Family Therapy</i>
<i>Social Work</i>	<i>Chemical Dependency</i>	<i>Human Services</i>	
<i>Criminal Justice</i>	<i>Counseling</i>	<i>Art Therapy</i>	

*If your degree is in an area other than the 10 listed above and you think it may be applicable, please contact the MSAPCB office at 573-751-9211 to discuss.*

- 4.) I have a minor in one of the approved areas of study; will that qualify for a reduction of work experience hours?

*No. It must be the major for your degree.*

- 5.) What is a MSAPCB Qualified Supervisor?

*A MSAPCB Qualified Supervisor is one of the following: Certified Reciprocal Alcohol Drug Counselor, Certified Reciprocal Advanced Alcohol Drug Counselor, Certified Criminal Justice Addictions Professional, Certified Co-Occurring Disorders Professional, Certified Co-Occurring Disorders Professional-Diplomat, Registered*

***Substance Abuse Professional, Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Psychologist who has completed the MSAPCB Clinical Supervision training.***

- 6.) How do I find a MSAPCB Qualified Supervisor?  
*Almost 1,000 professionals have completed the Clinical Supervision Training across Missouri. Therefore, most agencies have a MSAPCB Qualified Supervisor on staff. If necessary, MSAPCB staff can provide a minimal amount of assistance to you to find a MSAPCB Qualified Supervisor.*
- 7.) Does work experience have to be paid?  
*In addition to paid work experience, the MSAPCB also accepts applicable volunteer experience and college internships. All forms of applicable work experience must be documented on a notarized Employment Verification Form with a job description attached.*
- 8.) When I fill out the Employment Verification Form how do I calculate my work experience hours for the performance domains.  
*First, the Employment Verification Form is not to be completed by the applicant. It is to be completed by your employer, supervisor, or human resource manager. The Employment Verification Form documents the formula for calculating total number of hours of work experience. The formula is 166.67 hours per months, times the number of months worked in the position for an applicant working full time. The total number of hours of work experience should then be distributed between the performance domains as is appropriate.*
- 9.) What forms in the application packets must be completed by a MSAPCB Qualified Supervisor?  
*A MSAPCB Qualified Supervisor must complete the Supervised Practicum Experience Form, Competency Rating Form, Mentoring and Clinical Supervision Agreement, and the Professional Development Contract.*
- 10.) May I fax my application to the MSAPCB?  
*Do not fax your application to the MSAPCB. There are forms in the application that require original signatures. Therefore, the MSAPCB will not accept faxed applications.*
- 11.) How do I become SATOP credentialed?  
*To obtain a SATOP credential you must first hold a MSAPCB credential or be licensed by the State of Missouri. SATOP agencies now train their employees for application purposes.*

### **Upgrading to a Higher Level Credential**

- 1.) To upgrade, do I have to send in everything I previously sent with my first application?

*Each time you upgrade to a higher-level credential, you must complete the application in its entirety. You must complete and mail to the MSAPCB the demographic page, the work experience page, both education pages, the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release and the Family Care Safety Registry Form. You do not have to send your high school diploma, GED certificate again. You only need have a new transcript sent to the MSAPCB if you have completed additional applicable coursework since your last application or you have completed an applicable degree since your last application.*

- 2.) May I upgrade to a certified level rather than renew my RASAC II credential?  
*Only if you can complete the upgrade application process and pass the computer based examination prior to your October 31<sup>st</sup> renewal date. If you have not passed the computer based examination by your renewal date your RASAC II credential will expire. At that point, you will not have a MSAPCB credential with which to practice.*
- 3.) May I upgrade my CADC to a CRADC rather than renew my certification?  
*You may not upgrade to CRADC rather than renew your certification, because your renewal date will not change when you complete the upgrade process. If you complete the CRADC upgrade process just prior to your October 31<sup>st</sup> renewal date, and then you do not renew your certification, your new CRADC credential will expire.*
- 4.) How long do I have to wait to upgrade to the next higher-level MSAPCB credential?  
*You may upgrade at any point after you meet all of the requirements for the next higher-level MSAPCB credential.*
- 5.) Are work experience and education hours accumulative?  
*Work experience is accumulative to a point. Work experience cannot be more than 10 years old on the day the MSAPCB receives your upgrade application. Therefore, it is possible that some of your work experience hours from a previous application could be more than 10 years old when you upgrade to a higher-level credential.*  
  
*Education hours are accumulative. Keep in mind that you will always need 20 contact hours of applicable education that is not more than 12 months old each time you upgrade to a higher-level credential.*
- 6.) My RASAC I credential is going to expire soon, but I do not meet the requirement for RASAC II. What should I do?  
*You may reapply for the RASAC I credential. It would be best if you submit a new RASAC I application a few weeks prior to your current RASAC I credential expiring. It is also very helpful to MSAPCB Staff if you attach a note to your new application reminding us that we already have a file for you so we can combine the information in your old RASAC I file with your new application materials.*

## **Credential Renewal**

- 1.) How do I know when I am supposed to renew my MSAPCB credential?

*Your 5 x 7 mini certificate documents your expiration date. In addition, you may visit the MSAPCB web site at [www.msapcb.com](http://www.msapcb.com) and do a Professional Search for your name; the results will show your credential(s) and the expiration date(s).*

- 2.) How many contact hours of continuing education do I need to renew my MSAPCB credential?

*RASAC II – 20 contact hours annually, which includes 3 contact hours of “live” ethics, half the education hours must be from outside training events (not in-service trainings).*

*CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, SQI, SQI-R, SQP, and SQP R – 20 contact hours related to the performance domains for your first renewal, that were completed after your credentialing date, which includes 3 contact hours of “live” ethics, half the education hours must be from outside training events (not in-service trainings). Each renewal thereafter will require 40 contact hours biennially, completed after your last renewal date, which includes 6 contact hours of “live” ethics, half the hours must be from outside training events (not in-service training).*

*MSAPA – 5 contact hours annually related to the prevention performance domains must be obtained from outside training events (not in-service training), and 3 of the 5 contact hours must be “LIVE” Ethics (not from online or home study).*

*CRPS and MACSAPP - 20 contact hours related to the prevention performance domains for your first renewal, that were completed after your credentialing date, which includes 3 contact hours of “live” ethics, half the education hours must be from outside training events (not in-service trainings). Each renewal thereafter will require 40 contact hours biennially, completed after you last renewal date, which includes 6 contact hours of “live” ethics, half the hours must be from outside training events (not in-service training).*

*MRSS – 10 contact hours annually related to the MRSS education categories. All 10 hours must be obtained from outside training events (not in-service training), and 3 of the 10 contact hours must be “LIVE” Ethics (not from online or home study).*

- 3.) May I fax my renewal forms and training certificates to the MSAPCB if I pay the renewal fee with my credit card?

*Do not fax your renewal forms to the MSAPCB. The Code of Ethical Practice and Professional Conduct and Authorization and release must have original signatures. Therefore, the MSAPCB will not accept faxed renewal forms.*

- 4.) Where are the renewal forms located on the MSAPCB web site?

*The renewal forms are not on the MSAPCB web site until 60 days prior to the April 30<sup>th</sup> and October 31<sup>st</sup> renewal dates. If it is 60 days or less prior to your renewal date and you cannot see the Big Green Renewal Button at the top left corner of the MSAPCB home page, you need to clean (delete) your internet browser history and then re-type the MSAPCB web address in again [www.msapcb.com](http://www.msapcb.com).*

*Also, 60 days prior to these renewal dates the MSAPCB staff mails a postcard to the professional scheduled to renew. This postcard includes instructions on where to find*

*the renewal forms on the MSAPCB web site home page. If you do not receive the postcard two months prior to your renewal date, this usually means the MSAPCB no longer has a current mailing address for you. Please notify the MSAPCB by email, fax or a telephone call, when you have a change of address if you need your MSAPCB credential to practice. The MSAPCB email address is [help@msapcb.com](mailto:help@msapcb.com), MSAPCB fax number is (573) 522-2073, and the MSAPCB telephone number is (573) 751-9211.*

## **Trainings**

- 1.) Our agency brought a trainer in from out of state to teach an alcohol and drug abuse training to the employees at our agency. Is that considered an outside training?

*No that would be an in-service training. In-service trainings are determined by the participants not the presenter. If all participants are from the same agency regardless if they are from different satellite offices and the training is held in hotel conference room, it is an in-service training. If an agency invites employees from different agencies to a training they are offering, then this is considered an “outside” training.*

- 2.) Where can I find a “live” Ethics training?

*First, register your email address in the gray box on the lower left corner of the MSAPCB web site home page. This is the first line of communication announcing training opportunities.*

*Live Ethics trainings may be obtained from workshops, seminars, agency in-service trainings or an Ethics training that you taught.*

- 3.) May I take “any” drug and alcohol online or home study course I like from any online or home study provider?

*Yes, you may take any online or home study course you wish from any provider you wish. However, the MSAPCB will only accept online and home study courses from MSAPCB preapproved online and home study providers. For a list of MSAPCB preapproved online and home study providers, please visit the MSAPCB web site and click on the Training button on the left side of the home page. The MSAPCB is aware there are numerous online and home study providers that offer excellent courses that would benefit our counselors and prevention specialists, and we do not discourage you from taking trainings that will benefit you. However, any online or home study course you take that is not from a MSAPCB preapproved provider would be considered personal growth and development, however, it will not be accepted for initial application or renewal purposes.*

## **Odd and Ends**

1. What is the difference between the MSAPCB and MACA?

*The MSAPCB (Missouri Substance Abuse Professional Credentialing Board) was incorporated in 1997. The MSAPCB is the only regulatory board in Missouri that*

*credentials prevention specialists, alcohol and drug counselors, and recovery support specialists.*

*MACA (Missouri Addiction Counselors Association) “was organized in 1971, MACA is the only Professional Membership Association in Missouri for Addiction Counselors and other Professionals in the Addictions field”. Visit the MACA web site for membership information, upcoming conference dates and registration forms [www.missouriaddictioncounselors.org](http://www.missouriaddictioncounselors.org).*