

**MICHIGAN CERTIFICATION BOARD
FOR ADDICTION PROFESSIONALS
IC&RC INTERNATIONAL CERTIFICATION CBT EXAMINATION
REGISTRATION FORM**

APPLICANT INFORMATION:

Please type or clearly print – *all information MUST match your valid Picture ID*

Applicant's Name _____

First

Middle Initial

Last

Mailing Address _____

City

State

Zip Code

Daytime Telephone (____) _____

***REQUIRED** Email Address: _____

Recommended: Use a personal email address, not a company email address.

I wish to register for the following IC&RC International Certification Computer Based Examination:

The following fee has been paid:

Alcohol and Drug Abuse Counselor (ADC) Exam for CADC	_____	\$175.00
Advanced Alcohol and Drug Counselor (AADC) Exam for CAADC Note: Master's Degree level	_____	\$175.00
Clinical Supervisor (CCS) Exam	_____	\$175.00
Prevention Specialist/Consultant (PS) Exam for CPS or CPC-R	_____	\$175.00
Certified Peer Recovery Mentor (PR) Exam for CPRM	_____	\$100.00

Please pre-register me for the following month:

MONTH: _____ YEAR: 2023 2024

I understand the following:

- Once registered, **SMT NOTICE** will contact me via email to set up a test location, date, and time. If I have not received this within a week, I will contact info@mcbap.com.
- Missing the test window will require re-registration and payment of a \$25 fee.
- If I do not show up for my scheduled exam, I will need to repay the full fee to re-register.
- It is recommended that all candidates read the exam registration information carefully.
- The exam fee is non-refundable.
- I must have a valid photo ID and registration confirmation to gain admittance to the exam.
- I have read and understood page 2 of this document.

Signed _____

Email, mail or fax the completed registration form and **non-refundable exam fee, or proof of online payment** to the MCBAP office. Payment may be made on www.mcbap.com/payments. For more information regarding the IC&RC examinations, contact MCBAP at (517) 347-0891.

MCBAP
616 S. Creyts Road,
Suite A
Lansing, MI 48917
Fax: 517-347-1288
info@mcbap.com

IMPORTANT – PLEASE READ:

All current IC&RC examinations are given via computer-based testing. Exams are scheduled upon request, in any month, according to space available at the testing sites. Each test site determines their own schedule and capacity for IC&RC exams. Paper exams are no longer available. IC&RC exams are given at IC&RC-contracted testing centers. You need to allow at least 6 weeks advance time to apply and secure a test appointment. The earlier you register for your exam, the more scheduling choices you will have.

Exams are also available to be taken remotely. If the applicant is interested in this option, they should reach out to info@mcbap.com for further information.

DISABILITY/RELIGIOUS RELATED NEEDS

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing at least 60 days prior to the requested test date. This request must be submitted with your registration form and the candidate must provide official documentation of the disability or religious issue. A Special Accommodations request form and documentation will be required to be approved by MCBAP and IC&RC. Special accommodations due to disabilities will be granted based on medical verification of a disability, as recognized under the Americans with Disabilities Act of 1990. Any request that does not follow this procedure may result in an additional fee and rescheduling of the exam. Contact MCBAP for more information.

EXAM AND STUDY GUIDE INFORMATION

Please see www.mcbap.com AND www.internationalcredentialing.org for up-to-date study guides information. You should plan to study for your exam. National norms of practice are not necessarily the same as your local experience and updated technical knowledge may be required. You may also request an email with study resources for the exam being taken by reaching out to info@mcbap.com.

Review of the Designated IC&RC Candidate Guide is strongly recommended. Free Candidate Guides are available online for each exam, at www.internationalcredentialing.org > Exam Prep. Each guide provides background information on the exam, information about how exams are scored, details of exam content, domains and job tasks covered within the exam, resource reference listings, and a short practice exam.

Practice exams for most IC&RC exams are also available through IC&RC. Go to www.internationalcredentialing.org for information and links to sign up for formal practice exams. Practice exams are through a third-party and are available for a fee.