

**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

Phone Number (____) _____

***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 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	\$175.00 _____
Certified Peer Recovery Mentor (PR) Exam for CPRM	\$100.00 _____

Please start my 4-month testing window this month:

MONTH: _____ YEAR: 2026 2027

I understand the following:

- Once registered, **SMT NOTICE** will contact me via email to choose 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. The form can be found on <https://mcbap.com/icrc-exams/>

EXAM AND STUDY GUIDE INFORMATION

Please see www.mcbap.com/icrc-exams/ and www.internationalcredentialing.org for up-to-date exam 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 <https://internationalcredentialing.org/icrc-examinations/>. 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. Go to <https://internationalcredentialing.org/prep-and-study-materials/> for information on practice exams. Practice exams are through a third-party for a fee.