



Credential Requirements

Certifications for Addiction Professionals

Why Choose MCBAP?

MCBAP is the most active authority for professional substance use disorder prevention, treatment, and recovery credentialing in Michigan.

The Michigan Certification Board for Addiction Professionals (MCBAP) is a member of the International Certification and Reciprocity Consortium (IC&RC).

Visit our website
<https://mcbap.com>

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Requirements for All Certifications



Work Experience

- Must be obtained in the field of substance use disorder (SUD)
- Must be in the IC&RC domains as demonstrated by agency job description.
- The submitted job description must be the official version issued by the employer or organization, not a copy from external job boards such as Indeed or similar platforms.
- May be as a paid or volunteer employee.
- Must have occurred within the last 10 years.

One year of full-time work experience equates to 2,000 hours.



Education Degree

- Highest level of degree in an approved discipline.
- Degrees must be from a program accredited by the U.S. Department of Education or the Council on Higher Education Accreditation.
- Additional education required toward the MCBAP credential.

For applicants with an international degree, a credential evaluation from a recognized evaluation service is required. We require using a credential verification service accredited by the National Association of Credential Evaluation Services (NACES). For a list of approved evaluators, please visit [NACES.org](https://www.naces.org). If the transcript is in a language other than English, the transcript must be translated.

Official transcripts from school, college or university are required to be emailed or mailed directly to MCBAP. Copies will not be accepted.



Additional Education

In addition to providing documentation of a diploma or degree as outlined in the previous section, additional education is required. Some things to keep in mind:

- Education must have occurred within the previous 10 years of the date of application.
- Applicants are responsible for securing and submitting proof of attendance (such as a certificate).
- Proof of attendance must contain (at minimum)
 - the participants name,
 - the name of the organization sponsoring the event,
 - the date(s) and time(s) of the event,
 - the title of the event and
 - the number of contact hours awarded.

- One hour of education is equal to 60 minutes of continuous instruction. Therapeutic education and attendance at self-help meetings are not applicable.
- Courses can only be counted once and cannot be duplicated (as both **specific** and **related**, for example).
- Duplicate (repeat) courses can be counted only once for each 12 month period.

MCBAP categorizes education as Specific or Related or Not Applicable. These terms are defined as:

- **Specific** - when the title, goals, objectives, course outline and/or course materials are specifically focused on alcohol, tobacco, and/or other substance use issues. Key words in course titles may include substance abuse, substance use disorder, drug addiction, chemical dependency, alcohol, tobacco, drug use, or co-occurring disorders.
- **Related** - when the title, goals, objectives, course outline and/or course materials content clearly indicate the course content addresses development of any of the domains, but the context may not directly address SUD issues (e.g., gambling, motivational interviewing, general counseling)
- **Not Applicable (N/A)** - Trainings that may be required for the workplace but are not applicable to becoming a substance use disorder specialist (e.g. food safety, cybersecurity, how to use a ladder).

Appropriate sources of education, provided the activity meets the MCBAP definition of **specific** or **related**:

- MCBAP Approved Providers (see mcbap.com)
- MCBAP Training Calendar (see mcbap.com)
- College and university courses offered by an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation. A copy of an official certificate of completion (or transcripts) must be submitted.
 - One semester college credit is equivalent to 15 contact hours
 - One quarter college credit is equivalent to 10 contact hours
- Professional associations (such as NASW, ACA, ASAM, etc.)
- Employer in-service education
- IC&RC Member Approved
- State of Michigan
- Prepaid Inpatient Health Plan (PIHP)
- Community Mental Health Provider Networks
- Teaching – Applicants may earn up to 6 contact hours for an initial application or per one-year certification period spent teaching or training at educational events.
- Publishing in a professional journal - Applicants may earn up to 6 contact hours for an initial application or per one-year certification period by publishing more than 4,000 words in a professional publication.
- Presenting papers - Applicants may earn up to 6 contact hours for an initial application or per one-year certification period for presenting a paper at a state or national conference.
- Any education other than those listed above must be MCBAP approved and may require submission of additional information for review.



Supervision

Supervision is defined as a formal, systematic process that focuses on skill development and integration of knowledge. Some things to keep in mind:

- Supervision must occur as part of an eligible work experience.
- Supervision may be completed under more than one supervisor.
- Applicants are responsible for securing and submitting proof of supervision (such as a Supervision Log).
- Supervision must be obtained in the IC&RC domains which can be found in the IC&RC Candidate Guide found here:
 - [CADC IC&RC Candidate Guide](#)
 - [CAADC IC&RC Candidate Guide](#)
 - [CCS IC&RC Candidate Guide](#)
 - [CPRM IC&RC Candidate Guide](#)
 - [Prevention IC&RC Candidate Guide](#)



Testing

Applicants (with the exception of the CCJP-M) are required to pass the IC&RC exam relevant to the credential sought. Some things to keep in mind:

- Applicants can learn more about the IC&RC exam by viewing the IC&RC Candidate Guide found here:
 - [IC&RC General Candidate Guide](#)
 - **CADC:** [Candidate Guide & Reference List](#)
 - **CAADC:** [Candidate Guide & Reference List](#)
 - **CCS:** [Candidate Guide & Reference List](#)
 - **CPS:** [Candidate Guide & Reference List](#)
 - **CPRM:** [Candidate Guide & Reference List](#)
- Applicants with disabilities and/or religious obligations that require modifications in test modifications are to submit the [Special Accommodations \(mcbap.com\)](#) to MCBAP no fewer than 120 days prior to the scheduled test date. As part of the request, the candidate must provide official documentation of the disability or religious issue.
- If an applicant fails the exam, they must wait a minimum of 90 days prior to re-taking the exam.
- Applicants must successfully complete the exam within the previous 10 years of the date of application submission.
- Applicants may choose between remote testing or in-person at a testing location. For remote testing guidelines please visit <https://mcbap.com/icrc-exams/> and review the section marked Testing Locations.

Process

- Applicants must register at least 6 weeks prior to the exam date.
- Applicants must:
 - Complete the [IC&RC Registration Application](#) and
 - [Pay the non-refundable fee](#)
- Exam applicant receives an email from SMT with instructions to register. If it is not received, the applicant should check their spam or junk folder.
- Tests can be canceled or rescheduled 5 or more calendar days prior to the examination date by logging on to the testing company website.
- If the applicant misses the 5-day window to cancel or reschedule, they will be required to submit a new IC&RC Registration Application and pay the non-refundable fee.



Residency

Applicants must live or work 51% of the time in the State of Michigan at the time of initial application.



Code of Ethics

Applicants must read, sign and adhere to the Code of Ethical Standards for the credential for which they are applying which can be found here:

- [MCBAP CADC/CAADC Code of Ethics](#)
- [MCBAP CCJP Code of Ethics](#)
- [Prevention Code of Ethics](#)
- [Supervisor Code of Ethics](#)
- [Peer Recovery Code of Ethics](#)



Application

Candidates are to upload verification of all required documents in Certemy. The application will not be reviewed until the application is 100% complete.

Once the application is complete, it will be reviewed by a MCBAP Certification Specialist within 42 business days (not including weekends and observed holidays).

As part of the review by the MCBAP Certification Specialist, the candidate may need to make updates or corrections. These updates must be made within 45 days of the initial request. Failure to do so may result in the application being discarded.



CADC Requirements

Certified Alcohol & Drug Counselor

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements. The following meets or exceeds the IC&RC minimum standards for this credential.

Work Experience

High school/GED: 6,000 hours providing counseling to those with SUD.

Associates degree in an approved discipline: 5,000 hours providing counseling to those with SUD.

Bachelors degree or higher in an approved discipline: 4,000 hours providing counseling to those with SUD.

Master's degree or higher in an approved discipline: 2,000 hours providing counseling to those with SUD.

Supervision

Total Number of Hours Required:

High school diploma or GED: 300 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Associate's degree in an approved discipline: 250 hours specific to IC&RC Domains with a minimum of 10 in each domain.

Bachelor's degree in an approved discipline: 200 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Master's degree or higher in an approved discipline: 100 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Required Supervisor Credentials:

- Certified Clinical Supervisor – Development Plan (CCS-DP)
- Certified Clinical Supervisor (CCS)
- Certified Clinical Supervisor-Michigan (CCS-M)
- Licensed Master Social Worker (LMSW)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist (LP)
- Limited Licensed Psychologist (LLP)

Education Degree

High School/GED diploma: N/A

Associate or bachelor's degree: Counseling, psychology, social work, addiction studies, art therapy, marriage and family therapy, family studies, sociology, human services, criminal justice, public health, nursing and social science.

Master's degree or higher: Counseling, psychology, social work, addiction studies, marriage and family therapy and criminal justice.

Additional Education

300 total education hours required. Of those:

- 180 must be specific to SUD
- 120 hours may be related and/or specific to SUD
- 6 hours of ethics



CAADC Requirements

Certified Advanced Alcohol & Drug Counselor

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements. The following meets or exceeds the IC&RC minimum standards for this credential.

Work Experience

Masters degree or higher in an approved discipline: 2,000 hours post-masters degree providing counseling to those with SUD

Education Degree

Master's degree or higher: Counseling, psychology, social work, addiction studies, art therapy, marriage and family therapy.

Additional Education

186 total education hours required. Of those:

- 180 must be specific to SUD
- 6 hours of ethics

Supervision

Total Number of Hours Required:

Master's degree or higher in an approved discipline: 100 hours post-master's degree specific to IC&RC Domains with a minimum of 10 hours in each domain.

Required Supervisor Credentials:

- Certified Clinical Supervisor – Development Plan (CCS-DP)
- Certified Clinical Supervisor (CCS)
- Certified Clinical Supervisor-Michigan (CCS-M)
- Licensed Master Social Worker (LMSW)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist (LP)
- Limited Licensed Psychologist (LLP)



CCS Requirements

Certified Clinical Supervisor

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements. The following meets or exceeds the IC&RC minimum standards for this credential.

Work Experience

Masters degree or higher in an approved discipline: 6,000 hours included in these hours must be 4,000 hours clinical supervisor experience.

A current, active CADC or CAADC credential issued by MCBAP is required to apply. Michigan only credentials are not eligible for a CCS.

Supervision

Total Number of Hours Required:

Master's degree or higher in an approved discipline: 200 hours post-master's degree specific to IC&RC Domains with a minimum of 10 hours in each domain.

Required Supervisor Credentials:

- Certified Clinical Supervisor (CCS)
- Certified Clinical Supervisor-Michigan (CCS-M)
- Licensed Master Social Worker (LMSW)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist (LP)
- Limited Licensed Psychologist (LLP)

Education Degree

Master's degree or higher: Counseling, psychology, social work, addiction studies, art therapy, marriage and family therapy.

Additional Education

30 total education hours in the IC&RC performance domains required. Of those:

- 5 hours must be in Counselor Development
- 5 hours must be in Professional and Ethical Standards
- 5 hours must be in Program and Quality Improvements
- 5 hours must be in Performance Evaluation
- 5 hours must be in Administration
- 5 hours must be in Treatment Knowledge



CPS Requirements

Certified Prevention Specialist

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements. The following meets or exceeds the IC&RC minimum standards for this credential.

Work Experience

All: 2,000 hours providing SUD prevention services.

Education Degree

A minimum of a high school or GED diploma.

Additional Education

120 hours total education hours required. Of those:

- 24 must be specific to SUD
- 96 hours may be related and/or specific to SUD
- 6 hours of prevention ethics

Supervision

Total Number of Hours Required:

All: 120 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Required Supervisor Credentials:

- Certified Prevention Specialist (CPS)
- Certified Prevention Specialist – Michigan (CPS-M)
- Certified Prevention Consultant (CPC)
- Certified Prevention Consultant – Michigan (CPC-M)



CPC Requirements

Certified Prevention Consultant

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements. The following meets or exceeds the IC&RC minimum standards for this credential.

Work Experience

All: 8,000 hours providing SUD prevention services.

Education Degree

A minimum of a high school or GED diploma.

Additional Education

240 total education hours required. Of those:

- 48 must be specific to SUD
- 192 hours may be related and/or specific to SUD
- 6 hours of prevention ethics

Supervision

Total Number of Hours Required:

All: 240 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Required Supervisor Credentials:

- Certified Prevention Specialist (CPS)
- Certified Prevention Specialist – Michigan (CPS-M)
- Certified Prevention Consultant (CPC)
- Certified Prevention Consultant – Michigan (CPC-M)



CPRM Requirements

Certified Peer Recovery Mentor

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements. The following meets or exceeds the IC&RC minimum standards for this credential.

Work Experience

All: 500 hours providing SUD peer recovery support services to those with SUD.

Education Degree

A minimum of a high school or GED diploma.

Additional Education

46 total education hours required. Of those:

- 10 hours must be in Advocacy
- 10 hours must be in Ethical Responsibility
- 10 hours must be in Mentoring and Education
- 10 hours must be in Recovery/Wellness Support
- 6 hours must be in MCBAP- approved recovery clinical ethical behavior and decision making (may be included within the hours of Ethical Responsibility)

Supervision

Total Number of Hours Required:

All: 25 hours specific to IC&RC Domains with a minimum of 5 hours in each domain.

Required Supervisor Credentials:

- Certified Clinical Supervisor (CCS)
- Certified Clinical Supervisor – Development Plan
- Certified Clinical Supervisor-Michigan (CCS-M)
- Licensed Master Social Worker (LMSW)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist (LP)
- Limited Licensed Psychologist (LLP)



CCJP-M Requirements

Certified Criminal Justice Professional Michigan

Note: All Certification Requirements outlined in pages 1-4 are also included in the requirements.

Work Experience

High school/GED: 6,000 hours providing counseling to those with SUD.

Associates degree in an approved discipline: 5,000 hours providing counseling to those with SUD.

Bachelors degree or higher in an approved discipline: 4,000 hours providing counseling to those with SUD.

Master's degree or higher in an approved discipline: 2,000 hours providing counseling to those with SUD.

Supervision

Total Number of Hours Required:

High school diploma or GED: 300 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Associate's degree in an approved discipline: 250 hours specific to IC&RC Domains with a minimum of 10 in each domain.

Bachelor's degree in an approved discipline: 200 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Master's degree or higher in an approved discipline: 100 hours specific to IC&RC Domains with a minimum of 10 hours in each domain.

Required Supervisor Credentials:

- Certified Criminal Justice Professional (CCJP)
- Certified Criminal Justice Professional – Michigan (CCJP-M)
- Certified Clinical Supervisor – Development Plan (CCS-DP)
- Certified Clinical Supervisor (CCS)
- Certified Clinical Supervisor-Michigan (CCS-M)
- Licensed Master Social Worker (LMSW)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist (LP)
- Limited Licensed Psychologist (LLP)

Education Degree

High School/GED diploma: N/A

Associate or bachelor's degree: Counseling, psychology, social work, addiction studies, art therapy, marriage and family therapy, family studies, sociology, human services, criminal justice, public health, nursing and social science.

Master's degree or higher: Counseling, psychology, social work, addiction studies, marriage and family therapy & criminal justice.

Additional Education

200 total hours of education required, broken down as follows:

- 30 hours in Dynamics of Addiction & Behavior
- 30 hours in The Criminal Justice System, Processes and Criminal Behavior
- 30 hours of Screening and Assessment
- 30 hours in Case Management
- 65 hours Specific to Substance Use Disorders
- 15 hours in Legal, Ethical and Professional Responsibility

Questions?

If you have questions on any of the MCBAP certification requirements, please contact us through our website at <https://mcbap.com/contact-us> or email us at info@mcbap.com.