Dear tCADC Applicant:

Thank you for your interest in temporary counselor certification through the Iowa Board of Certification (IBC). IBC exists to enhance the quality of substance abuse services in Iowa by certifying alcohol and drug counselors in the State of Iowa, and you are to be commended for your commitment to the field by seeking certification.

You are allowed one year to complete your application, starting from the date that any portion of this application is received in the IBC office**;** this includes completing all of the attached forms, meeting education requirements, and payment of the non-refundable. If you are unable to complete your application within that one-year timeframe, you will need to submit a new fully completed application along with the full non-refundable fee.

Note: your application will not be reviewed until the $400.00 fee is received. Application materials will be reviewed within 10 business days of receipt in the IBC office. Following review of the full application, you will be notified if anything further is needed; if the application is complete, you will be notified that we are pre-registering you for the exam. Once notified of pre-registration, you will have one year from that date to pass the exam. If you are unable to pass the exam within that year timeframe, you will need to submit a new fully completed application along with the full non-refundable fee.

To efficiently move through the application process, you need to follow these steps:

Read this letter thoroughly before completing the application

- Review the Counselor Handbook (available on the website at www.iowabc.org) which has all the details about certification, IBC's Code of Ethics, etc.
- Order transcripts from any college/university you've attended; transcripts need to be sent directly from the school to our office via U.S. Mail (**student-issued or faxed/emailed transcripts will not be accepted or reviewed**)
- Complete the application on your computer, save it, then print (be sure to print it one-sided only – we will not review applications that have been printed 2-sided) and mail the application with original signatures, copies of your certificates of completion, and fee (if paying by check) to the IBC office. **Be sure your completed application includes**:
  - Completed and signed/dated Forms 01, 02, 03, 04 (**be sure your name and home address on Form 01 is exactly as it appears on your DL or the test site may not allow you to test**)
  - Copies of certificates of completion (do not send originals)
  - Original transcripts from colleges attended, **sent directly from the college to IBC via U.S. Mail**
  - The **non-refundable** fee of $400.00 which includes the application review, one test fee and the first two years of certification. This fee can be paid with a personal check, paid in cash at the IBC office or paid on our website with Paypal or debit/credit card. **Applications will only be reviewed once the fee is received.**

Study guides are available from our office for $185.00. To request a guide, complete the study guide order form found in this application packet or on the IBC website (under "Downloads") and email/mail it to our office with the appropriate fee.

A practice exam is now available and may be paid for via IC&RC's website at www.internationalcredentialing.org: click on "Are You A Professional," then on "Exam" and then on "Prep." The cost of this practice exam is $49.00 and is paid directly to IC&RC.

Exam scores are accessed weekly. Once we receive your passing exam score, your certificate will be emailed to you and you may then begin using your credential's initials according to the validation dates shown on your certificate. If you wish to have a printed certificate mailed to you, be sure to include the $10.00 Printed Certificate fee with your application.

If you fail your exam, the $140.00 test fee will need to be paid in order to test again. Exams may be taken every 90 days. If you fail the exam 4 times, a remedial action plan will need to be put into place before being allowed to test again (see Counselor Handbook, pages 10-11).

Your tCADC certification is valid for two years only and there is no recertification for this credential. Before your tCADC expires, you will need to upgrade to either the CADC or IADC by completing the "CADC Upgrade Application" or the "IADC Application" (**not** the IADC Upgrade Application) which can be found on the IBC website, and submitting it with the $40.00 application review fee. IBC will prorate what you've already paid for your 2-year tCADC certification and apply this toward your CADC/IADC certification. You will **not** have to re-test. Should you fail to upgrade by the time your tCADC expires, you will need to begin the full application process for CADC or IADC, including payment of the full fee. **We recommend starting this upgrade process at least 6 months prior to your tCADC expiring**.

IBC offers a new counselor training series throughout the year, as well as many other trainings, and sponsor a conference every August/September – these are good ways to obtain your hours for certification and recertification, as well as an opportunity to network with other substance abuse counselors in the state. You can find more information about these and other state-wide trainings on our website under the "Education" tab.

Please note that IBC sends out notifications via email or text to keep you informed of information relevant to your certification. **Be sure that you are able to receive emails from us, and notify the IBC office if your email or other work/personal information changes**.

To stay current with certification information, go the IBC website to like us on Facebook and follow us on Instagram. You can also opt in for text messages by texting **ibc4me to 33222**.

You are welcome to call our office with any questions.

Sincerely,

Debbie Gilbert

Debbie Gilbert, MPA
Executive Director

Iowa Board of Certification

Temporary Certified Alcohol & Drug Counselor (tCADC)

Form 01: Applicant Information

(All spaces on this form must be completed)

Name (**exactly as it appears on your DL**) _____

Other last names you have used: _____

Home Address (exactly as it appears on your DL)_____

City, State, Zip Code _____

Cell Phone _____ Email _____

Note: IBC will occasionally send text message to your cell phone with relevant news. Check here if you do not wish to receive text messages from IBC: _____. You may also text **ibc4me to 33222** to opt in or out of texting.

Current Place of Employment _____

Address _____

City, State, Zip Code _____

Telephone Number _____ Job Title _____

Email _____

List any professional certificates or licenses you presently hold and the states in which they are valid.

_____ _____

_____ _____

Have you ever had any credential (i.e. license, certification, endorsement, etc.) revoked, suspended or sanctioned? Yes ____ No ____ (*If so, indicate on back of this page or on a separate page what credential, when, where, for what reason, and the current status of that credential)*

IBC reserves the right to request further information from employers, organizations, and persons who may have pertinent information regarding this application.

The $400.00 non-refundable fee is due with this application (includes application review, exam fee and 2-year certification fee); applications will not be reviewed until the fee is received.

Please check one: I am paying by: Check __ Cash __ Online via Paypal or debit/credit card __

Applicant Name _____

Form 02-tCADC: ASSURANCES AND RELEASES

Note: Sign and date this form just prior to sending your completed application to IBC.

I give permission for the Iowa Board of Certification (IBC), its committees, and staff to investigate my background as it relates to statements contained in this application for counselor certification. I give my permission to IBC to communicate with my employer(s) regarding the contents and status of my application.

I understand that false or misleading statements or omissions may result in the denial or revocation of certification as these actions are a violation of the IBC Code of Ethics for Alcohol and Drug Counselors.

I consent to the release of information contained in my application file and any other pertinent data submitted to or collected by IBC to its officers, committee members, and staff.

I certify that I have read this entire application and that all the material contained herein is my own work, and is true and complete.

I certify that I have read and am subscribing to the IBC Code of Ethics for Alcohol and Drug Counselors, and understand that by signing this form I agree to report any potential code violations by myself or others, and I agree to cooperate in any ethics investigation I may be a part of.

I give my permission to IBC, its committees, or representatives to contact or question, as necessary, any person, institution or organization for any ethics or appeal investigation.

I certify that I have not had a professional license/certification/professional credential denied revoked or suspended, nor have I been sanctioned or disciplined by this or any other certifying or licensing professional board of authority, public or private. If any of these events have occurred prior to signing this form, I have self-reported that information, in writing, with this application.

I further agree to hold IBC, its officers, Board members past and present, employees, representatives and examiners free from any civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations and/or the failure of IBC to issue certification.

_____
Signature

_____
Date

Applicant Name _____

Form 03-tCADC: EDUCATION RESUME

INSTRUCTIONS:

1. List below all formal educational programs. Do NOT include workshops/trainings attended – these are to be listed on Form 04.

2. Supply an official copy of ALL your college transcripts. ***We will only review transcripts that are sent directly from the institution to the Iowa Board of Certification via U.S. Mail.***

3. To help us locate your transcripts when they arrive, please list any other last names you used when attending school: _____

High School attended _____

City _____ State _____

H.S. Diploma/GED ____Yes ____ No

Colleges/Universities attended:

Institution	Major	Degree	Date Completed

Applicant Name _____

Form 04: Verification of Counselor Professional Development

List your trainings below, indicating the number of hours for each training in the applicable category. Note that IBC may count your trainings in a different category than you do. You must submit a **COPY** of your certificate of completion for each training listed below – **do not send your original certificate**. **Make additional copies of this form as needed – every training must be listed on this form**. **DO NOT LIST COLLEGE COURSEWORK ON THIS FORM**. Definitions of the categories are provided on pages 34-36 of the Counselor Handbook.

Date of training	Title of Training	Counseling Theories & Techniques	Alcohol & Drug Specific	Special Pops	Racial/ Ethnic	Ethics	Other

(FOR OFFICE USE ONLY)

Total # of clock hours approved: CTT_____ AD_____ SP_____ R/E_____ E_____ O_____

Iowa Board of Certification

IBC STUDY GUIDE ORDER FORM

Note: IBC and IC&RC do not endorse any particular study guides or organizations writing study guides. At this time, the following study guides are available for purchase through the IBC office.

Please send me the following study guide(s):

____ **Getting Ready to Test: A Review and Preparation Manual for Drug and Alcohol Credentialing Exams – 8th Edition** ***(for tCADC/CADC/IADC/IAADC applicants)*** **$185.00**

786 pages – This unique self-guided manual reflects updates made on the exam beginning the first part of 2015, and provides the most comprehensive set of materials designed to help refresh and enhance your knowledge on many of the major areas of information required for the exam. It includes 150 sample exam questions designed to make you feel more comfortable with the exam. This manual has been updated to reflect recent federal studies as well as CDC updates to the latest HIV/AIDS info. This guide also contains a new chapter on DSM-5 information that will be included in the exam.

Prevention Specialists: There is now a FREE study guide available on the IBC website under the "Certification/Recertification" tab, then click on "CPS" and then "Preparing For and Passing the IC&RC Prevention Specialist Exam." **FREE**

Name _____

Address _____

_____

_____

Phone _____ Email _____

I am paying by: Check _____ Cash _____ Paypal ____ Debit/Credit Card _____

Note: Fee may be paid by check, cash or via Paypal or credit/debit card on the IBC website. All prices include shipping & handling. Guides will be mailed within 10 business days of receipt of this order form and fee.

You may email this order form to info@iowabc.org, fax it to 515-965-5540 or mail it to the IBC office at 225 NW School St, Ankeny, IA – 50023.

Iowa Board of Certification

FEES FOR tCADC

Application Review, test fee, 2 years certification (**non-refundable**)	$400.00
Written exam fee (if repeating exam more than once)	$140.00
Returned Check Fee	$ 35.00
Printed Certificate	$ 10.00
Written Test Study Guide	$185.00
Practice Exam (paid directly to IC&RC) (www.internationalcredentialing.org)	$ 49.00