

## **Certification and Scholarship FAQ**

If you have further questions about the certifications, please reach out to  
[info@pacertboard.org](mailto:info@pacertboard.org)

If you have further question about the Scholarship, please reach out to  
[PCBScholarshipfund@gmail.com](mailto:PCBScholarshipfund@gmail.com)

### **1. Can I apply for the scholarship before I have taken the CADC, CAAC, CRS, or CPS exam?**

No. You need to have applied for and passed the certification exam already in order to apply for the reimbursement scholarship.

### **2. What is the IC&RC exam?**

That refers to the counselor exam that must be taken for the CAAC or CADC credential. CRSs and CPSs take a Pennsylvania-specific exam.

### **3. What if I already have the certification but need to recertify?**

You can find information about the recertification process [here](#).

### **4. What is the specific criteria to obtain the CADC/CAAC/CRS/CPS?**

**The eligibility criteria for the CPS is-**

- A credential for individuals with personal, lived experience in their own mental health recovery.
- Within the last three (3) years, have either maintained at least 12 months of successful work or earned at least 24 credit hours at a college or post-secondary education institution.
- Official transcripts sent directly from the education institution to PCB are required to verify credit hours.
- 75-hour peer training.

**The eligibility criteria for the CRS is-**

- A credential for individuals with personal, lived experience in their own substance use disorder recovery.
- Personal, lived recovery experience required: a minimum of 18 months in a continuous manner of personal, lived experience. Do not apply for the CRS credential with less than 18 months of recovery time.
- Statement of lived experience: A minimum 1000-word essay describing your experience with recovery and your history of sustained recovery.
- 78-hour recovery specialist training.
- High school diploma or GED.

**The eligibility criteria for the CAAC is-**

- Experience: 3 years (6000 hours) of current, paid, employment as an alcohol and drug counselor

- Education: Minimum High School Diploma/GED, 300 hours of education relevant to the field of addiction, including 100 hours specific to alcohol and drugs and six hours in ethics
- Supervision: 300 hours
- Examination: IC&RC ADC Examination
- Time Period: 2-year credential and may be recertified with 40 hours of PCB approved education, including 3 hours in ethics
- Domains: Screening, Assessment & Engagement; Treatment Planning, Collaboration, & Referral; Counseling; Professional & Ethical Responsibilities

**The eligibility criteria for the CADC is-**

- Experience: 2 years (4000 hours) of current, paid, employment as an alcohol and drug counselor or 3 years if the degree is in a non-human service-related field
- Education: Bachelor's degree, 300 hours of education relevant to the field of addiction, including 100 hours specific to alcohol and drugs and six hours in ethics
- Supervision: 200 hours
- Examination: IC&RC ADC Examination
- Time Period: 2-year credential and may be recertified with 40 hours of PCB approved education, including 3 hours in ethics
- Domains: Screening, Assessment & Engagement; Treatment Planning, Collaboration, & Referral; Counseling; Professional & Ethical Responsibilities

**5. Is there an appeal process if my certification application is denied?**

The purpose of appeal is to determine if the Board accurately, adequately and fairly reviewed an application that is denied. A letter requesting an appeal must be sent to the Board in writing within 30 days of the notification of the Board's action. An applicant shall be considered notified three days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. The applicant will be notified in writing as to the findings of the Executive Committee

**6. I'm interested in a certification, other than CAAC, CADC, CRS, or CPS does the scholarship opportunity still apply?**

Unfortunately, no. At the moment the scholarship opportunity is only available to those applying for the CAAC, CADC, CPS, or CRS.

**7. Where can I get study materials for the CAAC/CADC exam?**

Study materials are available at the IC&RC website [here](#).

**8. I am a fee for service employee, how does that apply for hours?**

Hours spent counseling must still be calculated and documented by the employer of the fee for service employees. This documentation can be in the form of a letter from the employer who will verify the number of hours the fee for service employees has spent providing primary drug and alcohol counseling.

**9. Do I have to have a specific type of bachelor's degree to be eligible for either certification?**

A minimum bachelor's degree is required for the CADAC, but it does not have to be in any particular field of study.

**10. If I have my master should I still apply for my CADAC or CAAC, or would a different certification be more appropriate?**

Most counselors with a master's degree apply for the master's level addiction counselor credential which is the CAADC. However, if someone with a master's prefers to apply for the CADAC, they may do so.

**11. The CAAC said the hours had to be in drug and alcohol counseling. Would CRS hours count toward that?**

No, hours as a CRS providing recovery support services are not counseling and cannot be used toward the counselor credentials.

**12. Is there a time frame in which I have to take the exam after my application has been approved?**

Yes. You must take the exam within 6 months of your application being approved.

**13. If I am approved for the scholarship when will I get my reimbursement check?**

A hard copy check will be sent to the address listed on your scholarship application within 30 days.

**14. If I do not qualify for the scholarship this year can I apply the following year?**

Yes. If you do not meet the necessary qualification for the scholarship this year, you can apply again the following round.