

# GETTING STARTED

Whether you are applying for LADC or CADC, the initial application process is the same. From the website, print FORMS 201, 203, 204 206, and (3) of 205.

**Form 201** is the Application Form. It must be notarized and have a current (12 months or newer) picture or clear copy of your drivers' license taped in the space provided.

**Form 203** is the Inventory Form. As you collect your required documents, check them off.

**Form 204** needs to be read and signed. This is the code of ethics and you are required to uphold these standards of professional conduct.

**Form 205** is the Professional Reference. You will need **3** of these. Instruct the persons completing these forms to return the form to you (they may be in a sealed envelope) so that you can send them together with your packet.

**Form 206** is the Supervision Contract. Anyone making application must be under supervision until you are Licensed or Certified. Board approved supervisors are listed by city, county or individual name under "member search" on our web site. Your supervision cannot start until you have made application and completed your supervision contract and it is signed and stamped approved by the office. If you change supervisors, you must send in a new supervision contract within 3 working days and have it approved by the office. Your new supervision will not start until this is completed. The 300 hour practicum (Form 209) must be completed and documented before you begin supervision.

When your packet is received in our office, it will be screened. You will receive a copy of the screening form telling you what is in your file and what you need to complete before you can sit for the written test along with a receipt for your application fee and your supervision contract.

DO NOT send originals of your workshop certificates. Please send us copies of the actual certificates so that we may determine whether your CEU's are drug and alcohol specific. You may want to print Form 212. This will allow you keep a running total of your hours for continuing education, workshops, seminars, etc.

As you complete the remaining requirements for your licensure or certification, print the correct forms from the web site (see "basic requirements" on the home page) and get them completed and sent in. *Be sure to check your educational requirements.*

If you leave your place of employment before you complete the 12 months for LADC or 24 months for CADC, print the employment verification form and send it in to get partial credit.

Also be sure that you e-mail us any address changes and/or employment changes. You must do this within 14 days of the changes.

It is imperative to note that an individual shall NOT use the title **LADC/MH, LADC or CADC** until the appropriate license or certification is issued.

\*\*\*\*\*

**Applicants may use CADC Candidate, LADC Candidate, or LADC/MH Candidate after their name.**