This checklist is for applicants who have not already completed the required 1000 hours of supervised work experience. Applicants who have completed 1000 hours of supervised work experience should reference the LAC application checklist for licensing requirements.

License Requirements for Licensed Addiction Counselor (LAC) Candidate

Below are the minimum requirements you must meet to be licensed in the state of Montana.

1. You must meet the degree requirements as described in either Option 1, Option 2, Option 3, or Option 4. [MCA 37-35-202(2)]
   - Option 1 – associate of arts degree in alcohol and drug studies, addiction, or substance abuse from an accredited institution.
   - Option 2 – an associate's degree other than those listed in Option 1 from an accredited institution which has a minimum of:
     a. six credit hours in human behavior, sociology, psychology, or a similar emphasis;
     b. three credit hours in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior; and
     c. nine credit hours in counseling, six of which must be in group counseling and three in the theory of counseling.
   - Option 3 – baccalaureate or advanced degree in alcohol and drug studies, psychology, sociology, social work, or counseling from an accredited institution.
   - Option 4 – baccalaureate or advanced degree other than those listed in Option 3 from an accredited institution which has a minimum of:
     a. six credit hours in human behavior, sociology, psychology, or a similar emphasis;
     b. three credit hours in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior; and
     c. nine credit hours in counseling, six of which must be in group counseling and three in the theory of counseling.

2. Included with and/or in addition to the degree requirement in (1), you must have a minimum of 330 contact hours of addiction courses in the following areas. Note that for purposes of college credits, 1 semester credit equals 15 hours and 1 quarter credit equals 10 hours.
   - 60 hours - chemical dependency assessment and patient placement (must include chemical dependency assessment, biopsychosocial testing, diagnosis, referrals, and patient placement)
   - 90 hours - counseling
   - 30 hours - pharmacology (must include drug classification, effects, detoxification and withdrawal)
   - 10 hours - ethics
   - 30 hours - alcohol and drug studies
   - 30 hours - treatment planning and documentation
   - 20 hours - multicultural competency - knowledge of and sensitive to the cultural factors and needs of diverse populations and demonstrate competency in applying culturally relevant skills;
   - 30 hours - co-occurring disorders
- 30 hours - gambling/gaming disorder assessment and counseling.

3. Supervision by a supervisor who meets the following criteria in either Option 1 or Option:
   - Option 1
     a. has an active license in good standing in Montana as an LAC; **AND**
     b. has been licensed for a minimum of three years in a qualified treatment program (not including candidate licensure) or has taken a minimum of 20 hours of board approved supervision training
   - Option 2
     a. has an active license in good standing in Montana and is trained in a related field which is equivalent to the 330 contact hours in addiction courses required for LAC licensure; **AND**
     b. has taken a minimum of 20 hours of board approved supervision training

4. Submit fingerprints to the Montana Department of Justice for a fingerprint background check. [MCA 37-35-202(7)]

**Checklist of Required Documents to Submit for Application for LAC Candidate**

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- If you answered yes to the personal history questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgment documents, etc.).
- Certified education transcript(s) sent directly to the department from the college or university.
- **Addiction Specific Courses form**. Note: this form is built into the online application and does not need to be uploaded separately if you are applying online. Only submit this form if you are applying using the paper application.
- Proof of completion of any contact hours of addiction that are not part of official education transcripts
- Completed fingerprint and background check results sent directly to the department from the Montana Department of Justice (click here to access the forms you will need to submit to the Department of Justice)
- **Noncriminal Justice Applicant's Rights form**
- **Training and Supervision Plan form**

**Application Fee(s) for LAC**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- $250 application fee

You can apply for a license online at https://ebiz.mt.gov/POL/ or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.
If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.