



## Montana Board of Behavioral Health

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## Licensing Requirements and Application Checklist Addiction Counselor Licensure Candidates

### License Requirements for Licensed Addiction Counselors

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

1. Meet the degree requirements as described in options a, b, or c. [[37-35-202\(2\)\(a\)\(b\)MCA](#), ARM [24.154.405](#)],
  - a. received a baccalaureate or advanced degree in alcohol and drug studies, psychology, sociology, social work, or counseling, or
  - b. a comparable degree from an accredited college or university;
    - i. 6 credits in human behavior, sociology, psychology, or a similar emphasis, 3 credits in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior, and 6 credits in group counseling, and 3 credits in theory of counseling earned in an associate or master's degree program if the applicant does not have a qualifying baccalaureate degree, or
  - c. received an associate of arts degree in alcohol and drug studies, addiction, or substance abuse from an accredited institution.
  - d. In addition to the degree requirement applicants must complete 330 education hours specific to substance use disorder in the following categories: chemical dependency assessment and patient placement (must include chemical dependency assessment, biopsychosocial testing, diagnosis, referrals, and patient placement), 60 hours; counseling, 90 hours; pharmacology (must include drug classification, effects, detoxification and withdrawal), 30 hours; ethics (ethics for addiction counselors); 15 hours; alcohol and drug studies, 30 hours; treatment planning and documentation, 30 hours; multicultural competency - knowledge of and sensitive to the cultural factors and needs of diverse populations and demonstrate competency in applying culturally relevant skills, 15 hours; co-occurring disorders, 30 hours; gambling/gaming disorder assessment and counseling, 30 hours. These specific hours may be accounted for within the degree but if not, they can be earned through continuing education or additional college credits.
2. Applicants must have passed a Montana approved background check [[37.35.202](#) (7)(a)(b) MCA, ARM [24.154.407\(1\)\(f\)](#)].
3. Application for and receipt of an Addiction Counselor Licensure Candidate credential, ACLC, upon completion of an education requirement, 1a-d, and prior to earning supervised work experience, [[37.35.202\(5\)](#) MCA, ARM [24.154.501](#), ARM [24.154.504](#), ARM [24.154.507](#)],
4. The ACLC shall earn a minimum of 1000 supervised work experience hours in no less than 7 months, in an approved setting and under an approved supervisor. [[37-35-202\(3\)](#) MCA, [37-35-202\(5\)\(b\)\(iii\)](#) MCA and ARM [24.154.407\(1\)\(d\)](#) (i-iii), ARM [24.154.407\(1\)\(e\)](#), ARM [24.154.409](#), ARM [24.154.412](#), ARM [24.154.413](#)].
5. A passing score on the NAADAC NCAC Level I or Level II exams, the Southwest II, Northwest II Certification exams, or an equivalent taken within the past 4 years. [[37-35-202\(3\)\(4\)](#) MCA, ARM [24.154.407\(4\)\(5\)\(6\)](#)].

### **Checklist of Required Documents to Submit for Application for Licensed Addiction Counselor**

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 the applicant holds or has ever held a professional license of any type;
- If you answered yes to discipline 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/judgement documents, etc.), [[37.35.202](#) MCA];
- Official transcripts sent directly to the Department from the college or university, [[37.35.202](#)(2)(b) MCA, ARM [24.154.407](#)(1)(b)];
- Applications must include submission of a Supervisor Agreement that includes qualified supervisor(s) [[37-35-202](#)(5)(b)(iii) MCA and ARM [24.154.407](#)(1)(d) (i-iii), ARM [24.154.412](#)];
- Completion of a Supervision Training and Work Plan and Supervisory Summary Sheet, [ARM [24.154.409](#)];
- Completed background check results sent directly from State of Montana Department of Justice to the board office, [[37.35.202](#) (7)(a)(b) MCA, ARM [24.154.407](#)(1)(f)];
- Completion of a non-criminal justice application of rights form;
- Completion of Weekly Time Sheets while holding the Candidate Credential, [ARM [24.154.407](#)(1)(e)];
- Results from the approved exam sent directly from the testing agency. [[37-35-202](#)(3)(4) MCA, ARM [24.154.407](#)(4)(5)(6)].

### **Application Fee(s) for Licensed Addiction Counselors**

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. 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.