

**SUPPLEMENTAL APPLICATION FORMS AND INFORMATION–  
Licensed Addiction Counselor (LAC)  
and  
Licensed Addiction Counselor Candidate (Candidate)**

**Instructions**

In order to complete your online application you must complete the below forms. With the exception of the background check information, you can upload all the completed forms to your license application record. Contact [dlibsdbbh@mt.gov](mailto:dlibsdbbh@mt.gov) if you have questions or issues uploading the forms to your application record.

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**Supplemental Candidate Application Forms** – applicants who are applying for a candidate license to complete additional supervised experience and/or education requirements submit the following forms:

1. [Training and Supervision Plan form](#)
2. [Noncriminal Justice Applicant's Rights](#)
3. [Addiction Specific Courses form](#) listing degree coursework and/or training acquired outside of the degree that meets the requirements in [ARM 24.219.5004\(3\)](#). *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.*
4. If applicable prove completion of experience hours already completed in another jurisdiction, applicants may submit one of the following:
  - o affidavit stating experience hours were completed; OR
  - o official documentation from the jurisdiction the hours were completed in showing completion of those hours; OR
  - o the Montana [Evaluation of Supervisory Experience form](#) if that jurisdiction's supervisor is available to sign the form.

[Background Check Instructions/Forms](#) – These are instructions for submitting payment and requisite paperwork to the Montana Department of Justice for a fingerprint background check.

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**Supplemental LAC Application Forms** – Applicants who have completed all supervised experience and/or education requirements submit the following forms:

1. [Noncriminal Justice Applicant's Rights](#)
2. [Addiction Specific Courses form](#) listing degree coursework and/or training acquired outside of the degree that meets the requirements in [ARM 24.219.5004\(3\)](#). *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.*
3. To prove completion of 1000 experience hours in a qualified treatment setting, applicants may submit one of the following:
  - o affidavit stating experience hours were completed; OR
  - o official documentation from the jurisdiction the hours were completed in showing completion of those hours; OR
  - o the Montana [Evaluation of Supervisory Experience form](#) if that jurisdiction's supervisor is available to sign the form.

[Background Check Instructions/Forms](#) – These are instructions for submitting payment and requisite paperwork to the Montana Department of Justice for a fingerprint background check.