

INSTRUCTIONS FOR GENERAL APPLICATION

1. Be sure to download the complete application packet, including:
 - General Information for Applicants
 - Application, Certified Substance Abuse Counselor (CSAC)
 - Code of Ethics and Code of Ethics Statement
 - Twelve Core Functions of the Alcohol and Drug Abuse Counselor
 - Work Experience Verification Record with attached Evaluation
 - Bibliography
 - Hawaii Administrative Rules 11-177.1 entitled “Certification Standards for Substance Abuse Counselors and Program Administrators”
 - Study Guide Link
 - Important Dates for Certification
2. Complete the “General Application: and “Code of Ethics Statement” and return the completed forms to ADAD with the general application fee of **\$25.00** in the form of a **money order** made payable to the “**State Director of Finance.**” Personal checks will be returned and the application will be incomplete. This one time application fee is non-refundable. Mailing address:

Alcohol and Drug Abuse Division
Certification Office
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707

3. Give the “Work Experience Verification Record” with the attached “Confidential Evaluation” to your supervisor(s) for completion. **NOTE: You must complete the top section of the “Work Experience Verification Record” before giving the form to your supervisor(s).** Your supervisor(s) must complete the remainder of the form and evaluation and send it directly to ADAD. Completed forms will not be accepted from the applicant. All signatures must be original signatures, no Faxed signatures.
4. If you plan to request education and/or experience credit for college degrees or completion of an alcohol/drug counseling certificate program, contact your school for an official transcript. Transcripts must be sent directly from the school to ADAD. Photocopies and student copies will not be accepted. Education accomplished through workshops approved by ADAD for continuing education or through ADAD-approved distance learning must be documented by submitting a copy of your certificate of completion.

***NOTE: You may complete and forward your application, Step 2, before you have completed your supervision and/or education requirements. ADAD will establish a file and notify you whenever documents that substantiate your education and experience are received.**

Once ADAD receives the application information, a review of the applicant’s file will be conducted and a status letter sent to the applicant. Only those applicants who have completed and documented the required 3 years (6000 hours) of supervised experience providing direct alcohol and drug treatment services, to include the 400 hours supervised practical training,

and 270 hours of substance abuse specific education will be eligible to register for the written examination.

Although general applications are accepted at any time, the applicant is strongly advised to plan ahead and submit the general application requirements well ahead of the published deadlines to register for the examination so an eligibility determination can be made. General applications received less than 2 weeks prior to the registration deadline may not be reviewed in time to determine the applicant's eligibility for the upcoming examination.

SOME TIPS TO REMEMBER:

- **Send all payments by money order**
- **Original signatures only**
- **Plan ahead**
- **When in doubt, call the Certification Office for clarification at (808) 692-7518**
- **Submit applications well ahead of the published deadlines**
- **There are, generally, no extensions for deadlines and no waivers for the basic requirements stated in HAR 11-177.1**

When the applicant qualifies for the written examination, an examination application packet will be sent. If the applicant does not pass the examination, the applicant will have to register to re-take the examination and pay the examination fee.

If the applicant's examination application is accepted, scheduling for the examination will automatically be sent.

If the applicant passes the written examination, a certificate will be issued, signed by the Director of Health.

Applicants who fail the exam 3 consecutive times must obtain 480 additional hours of clinically supervised work experience before applying to retake the examination.