

ADMINISTRATION: The certification program is sponsored by the National Certification Commission for Addiction Professionals (NCC AP). The Certification Examinations for Addiction Professionals Level I, Level II, and MAC are administered for the NCC AP by the Professional Testing Corporation (PTC).

COMPLETION OF APPLICATION: Complete or fill in as appropriate ALL information requested on the Application. Mark only one response unless otherwise indicated.

NOTE: The name you enter on your Application must match exactly the name shown on your current government-issued photo ID such as driver's license or passport. Do not use nicknames or abbreviations.

Mail completed Application with the Application fee to be received by the deadline to the appropriate representative for your agency or state. **Note: Fees, deadline information, and mailing address for completed Applications will be provided by your state representative.**

EXAMINATION ADMINISTRATION: The National Certification Commission for Addictions Professionals' Examination is administered during an established one-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit: www.ptcny.com/cbt/sites.htm or call PSI at (800) 211-2754. Please note: Hours and days of availability vary at different centers. **You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.**

TESTING SOFTWARE DEMO: A Testing Software Demo Test can be viewed online. Go to

www.ptcny.com/cbt/demo.htm.

This online Testing Software Demo can give you an idea about the features of the testing software.

ONLINE PRACTICE TEST: Available from www.ptcny.com.

SCHEDULING YOUR EXAMINATION APPOINTMENT: Once your application has been received and processed, you will be mailed an Eligibility Notice within 6 weeks prior to the start of the testing period. **The Eligibility Notice plus current government issued photo identification such as driver's license or passport must be presented in order to gain admission to the testing center.** A candidate not receiving an Eligibility Notice or other correspondence at least three weeks before the beginning of the testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates in which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

SPECIAL NEEDS: Special testing arrangements will be made for individuals with special needs. Submit the Application, Examination Fee, and a completed and signed Request for Special Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. Requests for special testing for individuals with special needs must be received at least EIGHT weeks before the testing date.

CHANGING YOUR EXAMINATION APPOINTMENT: If you need to cancel your examination appointment or reschedule to a different date within the one-week testing period you must contact PSI at (800) 211-2754 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. **There are no refunds for these exams and no transfers to another testing period are allowed.**

RULES FOR THE EXAMINATION:

- Electronic devices, including but not limited to, cell phones, laptop computers, tablets pagers, voice recording devices, cameras, Bluetooth type devices, and MP3 players (iPod, iTouch, etc.), cannot be operative during the examination.
- No papers, books or other reference materials may be taken into or removed from the examination room.
- Simple, non-programmable calculators are permitted. A calculator is also available on screen if needed.
- No questions concerning content of the examination may be asked during the testing period. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.
- During the exam, candidates cannot leave the exam room or test center with the sole exception of using the restroom.

REPORT OF RESULTS: Candidates will be notified by PTC within four weeks of the closing of the testing period whether or not they have passed the examination. Scores on the major areas of the examination and on the total examination will be reported. Candidates will receive a notification letter from their state representative regarding their state certification status.

REEXAMINATION: Candidates wishing to retake the examination may do so upon filing a new Application and fee through their state representative. There is no limit to the number of times the examination may be repeated.

CONFIDENTIALITY: Test scores will be released in writing only to the individual candidate and the state or agency authorized by the candidate to receive the results. Any questions concerning test results or the certification process should be referred to your state or agency representative.

CONTENT OF THE EXAMINATION:

- The National Certification Commission for Addiction Professionals' Examinations are written examinations each composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.
- The questions for the examination are obtained from individuals with expertise in alcoholism and drug abuse counseling and are reviewed for construction, accuracy, and appropriateness by the NCC AP.
- The NCC AP, with the advice and assistance of the Professional Testing Corporation, prepares the examinations.
- The National Certification Commission for Addiction Professionals' Examinations will be weighted in approximately the following manner:

	<u>Level I</u>	<u>Level II</u>
I. Pharmacology of Psychoactive Substance	30%	25%
II. Counseling Practice	40%	25%
III. Theoretical Base of Counseling	15%	25%
IV. Professional Issues	15%	25%

CONTENT OUTLINE – Levels I and II

I. PHARMACOLOGY OF PSYCHOACTIVE SUBSTANCES

- Definitions of Pharmacology
 - Relationship to Addiction Counseling
 - Content Areas of Pharmacology
 - Terminology
 - Physiological Effects
 - Psychological Effects
 - Withdrawal Syndrome
 - Drug Interactions
 - Treatment Applications
 - Antabuse
 - Use of Pharmaceuticals
- Drug Classification
 - Alcohol
 - Terminology
 - Physiological Effects
 - Psychological Effects
 - Withdrawal Syndrome
 - Drug Interactions
 - Treatment Applications
 - Depressants
 - Terminology

II. COUNSELING PRACTICE

- Client Evaluations
 - Screening
 - Intake
 - Assessment
 - Diagnostic Criteria
- Treatment Planning
 - Problems, Identification, and Ranking

- Anti-Anxiety (Minor Tranquilizers)
 - Barbiturates
 - Sedatives-Hypnotics
 - Psychotropics(Major Tranquilizers)
 - Physiological Effects
 - Psychological Effects
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 - Drug Interactions
 - Treatment Applications
- Cocaine
 - Terminology
 - Physiological Effects
 - Psychological Effects
 - Withdrawal Syndrome
 - Drug Interactions
 - Treatment Applications
- Other Stimulants
 - Terminology
 - Amphetamines
 - Nicotine
 - Caffeine
 - Physiological Effects
 - Psychological Effects
 - Withdrawal Syndrome
 - Drug Interactions
 - Treatment Applications
- Opiates
 - Terminology
 - Natural Derivatives
 - Synthetics
 - Antagonists
 - Physiological Effects
 - Psychological Effects
 - Withdrawal Syndrome
 - Drug Interactions
 - Treatment Applications
- Cannabinoids
 - Terminology
 - Physiological Effects
 - Psychological Effects
 - Withdrawal Syndrome
 - Drug Interactions
 - Treatment Applications

III. THEORETICAL BASE OF COUNSELING

- Addiction Counseling
 - Core Skill Groups
 - Treatment Admission
 - Clinical Assessment
 - Ongoing Treatment Planning
 - Counseling Services
 - Documentation
 - Case Management
 - Discharge/Continuing Care
 - Legal, Ethical, and Professional Growth
 - Disease Model and Stages
 - 12 Step Philosophy
 - Relapse Prevention
 - Family
 - System Theory
 - Children of Alcoholics/Addicts
 - Co-Dependency
 - Abuse Issues
 - Sexual
 - Physical
 - Psychological
- Human Growth and Development
 - Life Stages
 - Childhood
 - Adolescence
 - Adulthood
 - Geriatrics
 - Cultural Differences
 - Gender Issues
- Behavioral/Cognitive/Analytical Theories
 - Cognitive Approaches

- Goals and Objectives
- Treatment Process and Resources Defined
- Levels of Care
- Counseling
 - Problems and Ramifications
 - Examination of Attitudes/Feelings
 - Consideration of Alternative Solutions
 - Skills
 - Individual
 - Group
 - Family/Significant Others
 - Intervention
- Patient Care/Management
 - Case Management
 - Crisis Intervention
 - Identification
 - Resolution
 - Referral
 - Reports and Recordkeeping
 - Consultation
- Education
 - Orientation
 - Alcohol and Drug Information
 - Non-Drug Issues
 - Mental
 - Emotional
 - Psychological
 - Nutritional
 - Disease
 - Self-Help Programs
 - Research
- Continuing Care
- Specials Issues/Populations
 - Adolescence
 - Geriatrics
 - Gender
 - Sexual
 - Cultural
 - Relapse
 - Suicide
 - Dual/Multiple Diagnosis
 - Survivors of Abuse
 - Chronic Illness and Communicable Diseases
 - Disabilities
 - Criminal Justice

- a. Rational Emotive Psychotherapy
 - b. Cognitive Theory
2. Learning Theory Approaches
- a. Reinforcement Theory and Psychoanalytic Therapy
 - b. Behavior Therapy
 - c. Social Learning Approach
 - d. Cognitive - Behavior Modification
3. Psychoanalytic Approaches
- a. Psychoanalysis
 - b. Psychoanalytic Therapy
4. Perceptual - Phenomenological Approaches
- a. Transactional Analysis
 - b. Gestalt Therapy
 - c. Client Centered Therapy

IV. PROFESSIONAL ISSUES

- A. Law and Regulation
1. Patient Rights
 - a. Confidentiality
 - b. Informed Consent
 - c. Reporting
 - 1) Child/Spousal Abuse
 - 2) Duty to Warn
 2. Discrimination
 3. Drug Testing
 4. Methadone Regulations
 5. Recordkeeping and Documents
 6. Infectious Disease
 - a. HIV
 - b. Hep B
 - c. TB
 - d. STD's
 7. Continuous Quality Improvement
 8. Federal Controlled Substances
 9. Department of Transportation Regulations
 10. Managed Care
 - a. Utilization Review
 - b. Outcome Studies
- B. Ethics
1. Non-Discrimination
 2. Counselor Responsibility
 3. Competence
 4. Legal and Moral Standards
 5. Public Statements
 6. Publication Credit
 7. Client Welfare
 8. Confidentiality
 9. Client Responsibility
 10. Interprofessional Relationships
 11. Remuneration
 12. Societal Obligations
- C. Supervision
1. Administrative
 2. Clinical
- D. Research and Outcome Studies

SAMPLE QUESTIONS

1. In the early stage of alcoholism, the drinker is
 1. unable to stop drinking.
 2. drinking in the morning.
 3. completely out of control.
 4. likely to experience a blackout.
2. Most drugs taken by the oral route of administration are primarily absorbed in the
 1. mouth.
 2. stomach.
 3. small intestine.
 4. large intestine.
3. A program must allow the court to see a client's file when
 1. a subpoena is presented.
 2. a court order is presented.
 3. the client verbally requests it.
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4. What is the most common method for administration of marijuana?
 1. Eating
 2. Smoking
 3. Injection
 4. Free basing
5. An effect of cocaine that contributes to its abuse potential is its
 1. long half-life.
 2. long duration of action.
 3. short duration of action.
 4. slow absorption into the brain.
6. Which of the following has the greatest influence on the effects of alcohol?
 1. Time of day
 2. Height of the individual
 3. Body weight of the individual
 4. Amount of food in the stomach

Answers to Sample Questions: 1.4; 2.3; 3.2; 4.2; 5.3; 6.3

BIBLIOGRAPHY

The following reference material is suggested for use in the preparation for National Certification Examination in the areas of alcohol and/or drug abuse counseling.

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American Psychiatric Association. *Diagnostic and Statistical Manual of Mental Disorders*. 4th ed., Text Revision. Washington, DC: American Psychiatric Association, 2000.

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NATIONAL CERTIFICATION COMMISSION FOR ADDICTION PROFESSIONALS' EXAMINATIONS LEVEL I LEVEL II MAC

State/Commonwealth Candidate Information Leaflet

SPRING 2013 TESTING PERIOD

Begins: Saturday, March 2, 2013

Ends: Saturday, March 9, 2013

SUMMER 2013 TESTING PERIOD

Begins: Saturday, June 1, 2013

Ends: Saturday, June 8, 2013

FALL 2013 TESTING PERIOD

Begins: Saturday, September 7, 2013

Ends: Saturday, September 14, 2013

WINTER 2013 TESTING PERIOD

Begins: Saturday, December 7, 2013

Ends: Saturday, December 14, 2013



PTC
PROFESSIONAL TESTING CORPORATION®
1350 BROADWAY . 17TH FLOOR
NEW YORK, NEW YORK 10018
(212) 356-0660

SAMPLE QUESTIONS

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 - completely out of control.
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- An effect of cocaine that contributes to its abuse potential is its
 - long half-life.
 - long duration of action.
 - short duration of action.
 - slow absorption in the brain.
- Which of the following has the greatest influence on the effects of alcohol?
 - Time of day
 - Height of the individual
 - Body weight of the individual
 - Amount of food in the stomach

Correct Answers to Sample Questions:

- 4; 2; 3; 3; 2; 4; 2; 5; 3; 6; 3**

BIBLIOGRAPHY

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CONTENT OF THE EXAMINATION – MAC

1. The National Certification Commission for Addiction Professionals' Examination-Masters Level is a written examination composed of up to 200 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The questions are developed by senior alcoholism and drug abuse counselors with extensive experience and expertise from across the country. They are reviewed for construction, accuracy, and appropriateness by the National Certification Commission for Addiction Professionals.
3. The National Certification Commission for Addiction Professionals, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
4. The National Certification Commission for Addiction Professionals' Examination-Masters Level covers three areas and is weighted approximately as follows:
 - I. Pharmacology of Psychoactive Substances.....28%
 - II. Counseling Practice.....24%
 - III. Professional Issues.....28%
 - IV. Co-Occurring Disorders.....20%

CONTENT OUTLINE

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4. Other Stimulants
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 - b. Physiological Effects
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 - d. Withdrawal Syndrome
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 - f. Treatment Applications
 7. Cannabinoids
 - a. Terminology
 - b. Physiological Effects
 - c. Psychological Effects
 - d. Withdrawal Syndrome
 - e. Drug Interactions
 - f. Treatment Applications
 8. Other
 - a. Inhalants
 - b. Designer Drugs
 - c. Steroids
 - d. OTC Drugs
- C. The Addiction Process
 1. The Disease Model
 2. Tolerance Mechanisms
 3. Detoxification
 4. Stages of Addiction
 5. Dual Disorders
 - D. The Recovery Process
 1. Medical Stabilization
 2. Non-Pharmaceutical Treatment Applications
 3. Unsafe Medication in Recovery
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- A. Client Evaluations
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 2. Discrimination
 3. Drug Testing
 4. Methadone Regulations
 5. Record Keeping and Documents
 6. Infectious Diseases
 - a. HIV
 - b. Hepatitis
 - c. TB
 - d. STDs
 7. Continuous Quality Improvement
 8. Federal Controlled Substances
 9. Department of Transportation Regulations

10. Managed Care
 - a. Utilization Review
 - b. Outcome Studies
 - B. Ethics
 1. Non-Discrimination
 2. Counselor Responsibility
 3. Competence
 4. Legal and Moral Standards
 5. Public Statements
 6. Publication Credit
 7. Client Welfare
 8. Confidentiality
 9. Client Responsibility
 10. Interprofessional Relationships
 11. Remuneration
 12. Societal Obligations
 - C. Supervision
 1. Administrative
 2. Clinical
 - D. Research and Outcome Studies
- #### **IV. CO-OCCURRING DISORDERS**
- A. Assessment
 1. Mental Health Status
 2. Substance Abuse Status
 3. Co-Occurring Status
 4. Referral
 5. Gender Differences
 6. Adolescence
 - B. Substance Dependence
 1. Nicotine
 2. Alcohol
 - C. Mental Health Disorders
 1. Schizophrenia
 2. Bipolar Disorder
 3. Depression
 4. Anxiety and Panic Disorder
 5. Posttraumatic Stress Disorder
 6. Personality Disorders
 7. Psychotic Disorders
 - D. Eating Disorders
 - E. Process Disorders
 1. Gambling
 2. Internet
 3. Spending
 4. Sexual
 - F. Treatment Considerations
 1. Planning
 2. Counseling
 - a. Integrated
 - b. Single
 - c. Parallel
 - d. Sequential
 3. Pharmacotherapy
 4. Crisis Intervention
 - a. Suicide
 - b. Homicide
 - c. Sexual Abuse
 - d. High Risk Behavior
5. Self-Help



STATE/COMMONWEALTH APPLICATION FOR
**NATIONAL CERTIFICATION COMMISSION FOR
 ADDICTION PROFESSIONALS' EXAMINATIONS**



MARKING INSTRUCTIONS: This form will be scanned by computer, so please make your marks heavy and dark, filling the circles completely. Please print uppercase letters and avoid contact with the edge of the box. See example provided.

A	B	C	D	E	F	1	2	3	4	5	6
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Candidate Information

Please enter your Name exactly as it appears on your current Government-Issued Photo I.D.

Mr. First Name _____ Middle Initial _____
 Mrs. _____
 Ms. _____
 Dr. _____
 Last Name _____ Suffix (Jr., Sr., etc.) _____
 Home Address - Number and Street _____ Apartment Number _____
 City _____ State/Commonwealth _____ Zip/Postal Code _____
 Daytime Phone _____ - _____ - _____ Evening Phone _____ - _____ - _____
 Email Address (Please enter only ONE email address. Use two lines if your email address does not fit in one line.)

 Choice of Examination Language: English Spanish
Examination Date: March June September December

Eligibility and Background Information

Darken only one choice for each question unless otherwise directed.

A. FOR WHICH EXAMINATION ARE YOU APPLYING?

- Level I
- Level II
- MAC

B. HAVE YOU TAKEN THIS EXAMINATION BEFORE?

- No
- Yes

If yes, indicate month, year, and name under which the examination was taken.

Date (month/year): _____

Name: _____

C. ARE YOU CURRENTLY CERTIFIED IN ADDICTION COUNSELING BY NCC AP?

- Level I
- Level II
- MAC
- None

D. ARE YOU A MEMBER OF NAADAC?

- No
- Yes

(NOTE: Membership is not required.)

E. HOW DID YOU ACQUIRE YOUR ALCOHOLISM AND DRUG ABUSE COUNSELING TRAINING?

- Specialty training in alcoholism/drug abuse counseling
- Specialty training as part of a degree program
- Alcoholism/drug abuse counseling course as part of degree program
- Continuing education courses
- On-the-job training
- Other

F. IN WHAT TYPE OF SETTING DO YOU PRACTICE?

- Private practice
- State/federal agency
- Private treatment center
- Employee assistance program
- Halfway house
- Other
- Hospital program

G. IN WHICH OF THE FOLLOWING DO YOU SPEND AT LEAST TEN HOURS PER WEEK?

- Counseling clients with alcohol/drug-related problems
- Other counseling
- Clinical supervision
- Assessment and referral
- Prevention/Community service
- Outreach
- Research/Evaluation
- Administration
- Professional and staff development
- Other

H. PERCENT OF WORKING TIME CURRENTLY SPENT IN ALCOHOLISM AND DRUG ABUSE COUNSELING:

- Less than 25%
- 51% to 75%
- 25% to 50%
- More than 75%

(Continue on page 2)





STATE/COMMONWEALTH APPLICATION FOR
**NATIONAL CERTIFICATION COMMISSION FOR
 ADDICTION PROFESSIONALS' EXAMINATIONS**



Eligibility and Background Information

I. TREATMENT OR MODALITY YOU PROVIDE:

- Inpatient only
- Outpatient only
- Inpatient and outpatient
- Halfway house
- Other

J. PROFESSIONAL BACKGROUND:

- Counselor
- Rehabilitation Therapist
- Administrator
- Social Worker
- Psychologist
- Nurse
- Physician other than Psychiatrist
- Psychiatrist
- Clergy
- Other

K. EXPERIENCE IN ALCOHOLISM AND ADDICTION COUNSELING:

- Less than 3 years
- 3 years
- 4 years
- 5 years
- 6 to 10 years
- More than 10 years

L. HIGHEST ACADEMIC LEVEL:

- Less than high school graduate
- High school graduate or equivalent
- Vocational or technical school graduate
- Some college
- Associate degree
- Bachelor's degree
- Master's degree
- Doctoral degree
- Other

M. IN WHICH OF THE FOLLOWING ARE YOU LICENSED OR HOLD CERTIFICATION OR REGISTRATION?

- (Darken all that apply.)*
- Social work
 - Psychology
 - Counseling
 - Medicine
 - Nursing
 - Employee assistance programming
 - Marriage and family therapy
 - Other

Optional Information

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your certification.

Race:

- African American
- Asian
- Hispanic
- Native American
- White
- Other

Age Range:

- Under 25
- 25 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60+

Gender:

- Male
- Female

Release Authorization

Must be completed by all candidates authorizing release of test results to a state/commonwealth.

State/Commonwealth

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Please print the two letter state/commonwealth abbreviation in the boxes provided. For Bureau of Prisons print "BP".

I hereby authorize the National Certification Commission for Addiction Professionals (NCC AP) to release the results of my Certification Examination for Addiction Counselors to the state/commonwealth indicated. I understand that these test results will be used only for state/commonwealth certification at this time.

CANDIDATE SIGNATURE: _____ **DATE:** _____

Candidate Signature

I have read the Candidate Information Leaflet and understand I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with the Leaflet and is accurate, correct, and complete.

CANDIDATE SIGNATURE: _____ **DATE:** _____

State Board Approval

- Level I **APPROVED BY:**
 Level II
 MAC

State Board Representative Signature

DATE: _____

FOR OFFICE USE ONLY

1550 1560 1570
 1580 1590 1600
 1610

Fee: _____

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