

Application Information

Provisional Alcohol and Drug Counselor

PLADC: A license as a provisional alcohol and drug counselor **is required** to earn the required paid work experience hours to obtain an LADC. An Alcohol and Drug provides general counseling theories and treatment methods for the purpose of treating any alcohol or drug abuse, dependence, or disorder.

For more information relating to the license requirements, visit our website at: <https://dhhs.ne.gov/licensure/Pages/Alcohol-and-Drug-Counselor.aspx>

LICENSE FEE WAIVER: If you meet one of the following waiver options, your license fee **is waived**:

1. **Young Worker:** You are under the age of 26.
2. **Low-Income Individual:** You are enrolled in a state or federal public assistance program **such as** the medical assistance program established pursuant to the Medical Assistance Act, the federal Supplemental Nutrition Assistance Program (SNAP), or the federal Temporary Assistance for Needy Families (TANF) program, **OR** your household adjusted gross income is below 130% of the federal income poverty guideline.
 - If you live in Nebraska and are enrolled in a state or federal public assistance program, no further documentation is required to be submitted.
 - If you live in a state other than Nebraska and are enrolled in a state or federal public assistance program, submit a copy of a document showing current enrollment.
 - If your household adjusted gross income is at 130% of the Federal Income Poverty Guideline or below, click this link to see the current income guidelines <https://dhhs.ne.gov/licensure/Documents/LowIncomeFeeWaiverTable.pdf> . To be eligible for this waiver, you must submit a copy of your most recent tax return.
3. **Military Family:** You are an active duty service member in the armed services of the United States, a military spouse, honorably discharged veteran of the armed services of the United States, spouse of such honorably discharged veteran, and un-remarried surviving spouses of deceased service members of the armed services of the United States. To be eligible for this waiver, you must submit a copy of your ID card, discharge paperwork, or similar document that shows you are a military family member as described above.

MILITARY: To view licensing services available to members of the military and their spouses, visit our website at <https://dhhs.ne.gov/licensure/Documents/VeteransInfoBrochure.pdf>

Checklist of Required Documents: You must submit the following information:

NON-ENGLISH DOCUMENTS. Any documents written in a language other than English must be accompanied by a complete translation into the English language. The translation must be an original document and contain the notarized signature of the translator. An individual may not translate his/her own documents.

1. **US Citizenship/Lawful Presence** (must be at **least 19** years old):

A Driver's License is NOT acceptable

- **US Citizenship**
 - Birth Certificate (Hospital issued keepsake birth certificates is not acceptable)
 - U.S. Passport (unexpired or expired)
 - Certificate of Naturalization
 - Other documents that show U.S. Citizenship
- **NOT a U.S. Citizen**
 - I-551: Permanent Resident Card (Green Card)
 - Form I-94 (Arrival-Departure Record)
 - Form I-94 (Arrival-Departure Record) and Unexpired Foreign Passport
 - I-766: Employment Authorization Card
 - Machine Readable Immigrant Visa
 - I-20: Certificate of Eligibility for Nonimmigrant (F-1) Student Status
 - DS2019: Certificate of Eligibility for Exchange Visitor (J-1) Status
 - Temporary I-551 Stamp on Passport or I-94
 - I-327: Reentry Permit
 - I-571: Refugee Travel Document
 - Other

NOTE: Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take up to 30 days.

2. **Education:**

HS/GED: Your high school diploma/transcript or GED certificate. (If you submit an official transcript showing **completion of a post-secondary degree, you DO NOT need to submit your high school diploma/GED**).

270 hours of Education: An **official** school/college/university transcript or training verification. Your transcript or training verification may be submitted with the application in a sealed envelope or sent directly by the school/training program via paper or electronically to DHHS.Licensure2117@nebraska.gov

Information Relating to Military Education, Training, or Service:

If you have completed education, training, or service that you believe is substantially similar to the education or training required for this credential while you were a member of the armed forces of the United States, active or reserve, the National Guard of any state, the military reserves of any state, or the naval militia of any state, you may submit such evidence with your application for review.

3. **Coursework:** Course descriptions for each course you list on pages 3-5 of the application; if you completed a college course, a syllabus is preferred and must be from the time you completed each course.

We encourage you to check our website to see if your training and/or coursework is on the approved list.

<https://dhhs.ne.gov/licensure/Documents/ADCPreapprovedEduc.pdf> If yes, then you do not need to send course descriptions for those courses listed as approved.

4. **Practical Training:** Your **Practical Training Supervisor must sign** the ‘Verification of Supervised Practical Training’ form (last page of application). This form verifies that you have completed at least 300 hours of supervised practical training **in the 12 core functions** with a minimum of 10 performance hours in each core functions.

5. **Conviction Information:** If you have **EVER** received a ticket from law enforcement or animal control, check the court system to see if the ticket is on your record as a misdemeanor or felony conviction. Speeding tickets are not misdemeanors or felonies. You are required to list ALL convictions (regardless of when they occurred) on the application; you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor/felony convictions.

If you have convictions, you must submit:

- (i) If the conviction(s) occurred in a state other than Nebraska, a copy of the court record related to all misdemeanor and felony convictions, that includes the statement of charges and final disposition,;
- (ii) An explanation of the events leading to the conviction (what, when, where, why) and a summary of actions that the applicant has taken to address the behaviors or actions related to the conviction; and
- (iii) A letter from the applicant’s probation officer addressing the terms and current status of the probation, if the applicant is currently on probation.

If you had an alcohol and drug evaluation and/or completed treatment, to assist the Board and Department in review of any drug and/or alcohol conviction(s), the treatment provider must submit all evaluations/discharge summaries directly to the Department.

The following provides SOME examples of convictions; this is NOT a complete list	
<ul style="list-style-type: none"> • MIP/ Tobacco Use by Minor • DUI / DWI / Open Container • Controlled Substance • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault / Prostitution • Disorderly Conduct / Disorderly House • Fail to Appear in Court 	<ul style="list-style-type: none"> • Driving under Suspension / Revocation • License Vehicle without Liability Insurance • False Information or Reporting • Reckless Driving / Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks / Bad Check

NOTE: If you have **any criminal charges or license disciplinary actions pending that result in a conviction or license discipline**, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action**. Reporting forms can be obtained at the following website: <https://dhhs.ne.gov/Pages/Investigations.aspx> or by phone 402-471-0175.

6. **Other Licensing Information:** If you hold or have held a credential to provide health related services in a state/jurisdiction **other than Nebraska**, you must submit verification of the license(s) even if that license is no longer current.

Disciplinary Action: If you had any disciplinary action(s) taken against your credential, submit a copy of the discipline.

7. **License Fee: \$275.** (unless you qualified for a fee waiver) Pay by check or money order (payment is processed upon receipt). **We are unable to accept electronic payments.** Fee payable to: Licensure Unit.

Application Review: You can verify receipt and issuance of your application at the following web site:

<https://www.nebraska.gov/LISSearch/search.cgi> If your file shows 'status: pending', your application has been received by the Department and is in the review process.

All applications will be reviewed in date order received. Once reviewed, you will receive an e-mail or letter advising you that your license has been issued or that your application is incomplete. If incomplete, you will be informed of how to complete your application. You have 90 days to complete your application; if not completed within this 90 days, your application will be closed and all documents destroyed. A new application will then be required.

Records Retention Schedule: When your license is issued, your application and documents will be kept by the Department for 5 years; after 5 years all documents will be destroyed. We encourage you to keep a copy of your application for your records.

SUPERVISION INFORMATION – PLEASE REVIEW

The clinical supervisor must hold one of the following credentials:

- (1) **Licensed Alcohol and Drug Counselor** as defined in 172 NAC 15-002; or
- (2) **A reciprocity level alcohol and drug counselor** credential issued by a member jurisdiction of the IC&RC/AODA, Inc. or its successor (for clinical work experience obtained outside the State of Nebraska); or
- (3) **The highest level alcohol and drug counselor** credential issued by a jurisdiction that is not a member of the IC&RC/AODA, Inc. or its successor if the credential is based on education, experience, and examination that is substantially similar to the license issued in this state as determined by the Board (for clinical work experience obtained outside the State of Nebraska); or
- (4) **Physician or psychologist** licensed under the Uniform Licensing Law, or an equivalent credential from another jurisdiction (if the clinical work experience hours were earned in another state), and sufficient training as determined by the Board of Medicine and Surgery for physicians or the Board of Psychologists for psychologists, in consultation with the Board of Alcohol and Drug Counseling.
 - (a) **For physicians**, sufficient training includes:
 - (i) Holding an American Board of Psychiatry and Neurology subspecialty certification in addiction psychiatry; or
 - (ii) Holding an American Society of Addiction Medicine (ASAM) certification; or
 - (iii) Having significant work in substance abuse treatment, which includes 3 years with at least 20% of time working in the substance abuse treatment field. These physicians must maintain competency by demonstrating that at least 20% of their continuing medical education (CME) is focused on substance abuse issues. In addition, these physician supervisors must incorporate knowledge of the 12 core functions and 46 global criteria of substance abuse counseling into the supervisory experience.
 - (b) **For psychologists**, sufficient training includes at least 3 hours of training on the 12 core functions and 46 global criteria pre-approved by the Board of Psychologists. A primary supervisor who is a psychologist must:
 - (i) Hold an active license and his/her license must not have been disciplined, limited, suspended, or placed on probation at any time while holding his/her credential. If any of these actions are taken by the Department during the supervisory period, the supervisor must terminate the supervision immediately and notify the Department of said action; and
 - (ii) Only supervise, at one time, up to 4 individuals holding either a provisional psychology license, a provisional mental health practitioner license, or a provisional alcohol and drug counselor license.

The clinical supervisor must:

- (1) **Be formally affiliated with the program or agency in which the work experience is gained (ex: employment in the same program or agency or entered into a contractual agreement for supervision);**
- (2) Not be a family member; and
- (3) Provide at least 1 hour of evaluative face-to-face clinical supervision for each 40 hours of paid alcohol and drug counseling work experience. Face-to-face clinical supervision may include interactive video conferencing/phone conferencing up to 50% of the time. The format for supervision must be either one-on-one or small group. Methods of supervision must include case review and discussion, physical review of written records, and direct observation of a counselor's clinical work.

The supervised clinical work experience must have included:

- (1) Carrying a client caseload as the primary alcohol and drug counselor performing the core functions of assessment, treatment planning, counseling, case management, referral, reports and record keeping, and consultation with other professionals for those clients; and
- (2) Responsibility for performance of the five remaining core functions although these core functions need not be performed by the applicant with each client in his/her caseload.

Experience that will not count towards licensure includes, but is not limited to:

- (1) Providing services to individuals who do not have a diagnosis of alcohol and drug abuse or dependence such as prevention, intervention, and codependency services or other mental health disorder counseling services, except that this does not exclude counseling services provided to a client's significant others when provided in the context of treatment for the diagnosed alcohol or drug client;
- (2) Providing services when the experience does not include primary case responsibility for alcohol or drug treatment or does not include responsibility for the performance of all of the core functions; and
- (3) Providing mental health disorder counseling services other than alcohol and drug counseling services to a diagnosed alcohol and drug client.

PROVISIONAL APPLICATION Alcohol and Drug Counselor

(Must be earning experience in Nebraska to qualify)

Enter your LEGAL NAME below			
First Name:		Middle Name:	
Last Name:		Suffix:	
List any other names you are or have been known as (AKA), including maiden and your last name on your birth certificate.).			

APPLICANT DEMOGRAPHICS

Mailing Address

Country:		Zip Code:	
Address Line 1:		City:	
Address Line 2:		State:	
Address Line 3:		County:	
Do you have a social security number?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Social Security Number (SSN):			
Neb. Rev. Stat. §§38-123 and 38-130 requires you to provide your social security number to DHHS. Although your number is not public information, DHHS may share your social security number for child support enforcement or other administrative purposes and provide it to the Department of Revenue or the Department of Labor.			
Date of Birth:			
Place of Birth (City/State or Country):			
Primary Phone Number:	<input type="checkbox"/> Mobile <input type="checkbox"/> Check box if # Outside U.S.		
	<input type="checkbox"/> Work	Ext:	
Secondary Phone Number:	<input type="checkbox"/> Mobile <input type="checkbox"/> Check box if # Outside U.S.		
	<input type="checkbox"/> Work	Ext:	
E-Mail Address:			

LICENSE FEE: \$275

LICENSE FEE WAIVER: If the applicant meets one of the following options, the initial license fee is waived.

- Young Worker:** Under 26 years old.
- Low-income Individual:**
 - Enrolled in a state or federal public assistance program, including, but not limited to, the medical assistance program established pursuant to the Medical Assistance Act, the federal Supplemental Nutrition Assistance Program, or the federal Temporary Assistance for Needy Families program.

State in which assistance is received: _____

NOTE: If you are enrolled in a state other than Nebraska, provide a copy of the state or federal documents verifying your enrollment.

OR

- Household adjusted gross income is below 130% of the federal income poverty guideline, provide a copy of your most recent tax return
- Military Family:** Active duty service member in the armed services of the United States, a military spouse, honorably discharged veteran of the armed services of the United States, spouse of such honorably discharged veteran, and un-remarried surviving spouses of deceased service members of the armed services of the United States.

B. Fee Required if YOU DO NOT qualify for one of the above fee waivers you must pay \$275.

Pay by check or money order to: Licensure Unit

Your cancelled check is your proof of payment. Payment is processed upon receipt. Debit or credit card is not accepted.

NOTE: Licenses expire 6 years from date of issuance

CONVICTIONS

Are you currently on court-ordered probation? Yes No

(If you marked yes, submit a letter from your probation officer addressing the terms and current status of your probation)

Have you **EVER** been convicted of a misdemeanor or felony? Yes No

If yes, enter **ALL** misdemeanor or felony convictions (regardless of when they occurred); you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor and felony convictions.

Name of Conviction	Date of Conviction	Name of Court Taking Action

Provide a letter of explanation for each conviction that you entered above.

If your convictions were in a state other than Nebraska, attach copies of the court documents for each conviction.

The following provides SOME examples of convictions; this is NOT a complete list	
<ul style="list-style-type: none"> • MIP/ Tobacco Use by Minor • DUI / DWI • Controlled Substance • Open Container • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault / Prostitution • Disorderly Conduct / Disorderly House • Reckless Driving 	<ul style="list-style-type: none"> • Driving under Suspension / Revocation • License Vehicle without Liability Insurance • Fail to Appear in Court • False Information or Reporting • Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks / Bad Check

NOTE: If you have any criminal charges or license disciplinary actions pending that result in a conviction or license discipline, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action**. Reporting forms can be obtained at the following website: <https://dhhs.ne.gov/Pages/Investigations.aspx> or by phone 402-471-0175.

OTHER LICENSES

These questions relate to a license that you currently hold or have held, to provide health related services in a state **other** than Nebraska.

Have you ever been denied the right to take a license examination in any State? Yes No

Explain:

Have you ever been denied the issuance of a license in any state? Yes No

If yes, what state(s)?	What type of license?
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Explain:

Disciplinary Action: If you have had any disciplinary action(s) taken against your credential, you must submit a copy of the disciplinary action(s), including charges and findings.

Do you hold or have held licenses to provide health-related services, health services, professional services, or environmental services in another state(s)?

Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of License:		State Licensed:	
	Type of License:		State Licensed:	
	Type of License:		State Licensed:	

If YES , has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	Type of Action	Date of Action	Name of State Taking Action
Yes <input type="checkbox"/> No <input type="checkbox"/>			

Other Licensing Information: If you currently hold or have held a credential to provide health related services in a state or jurisdiction **other than Nebraska**, you must submit verification of the license(s) even if that license is no longer current.

EDUCATION

You must submit a copy of your high school diploma/transcript, GED certificate OR post-secondary degree transcript.

If you submit an official transcript showing completion of a post-secondary degree, you DO NOT need to submit your high school diploma/GED.

Check highest level completed:

<input type="checkbox"/>	High School Diploma	<input type="checkbox"/>	College Degree – Associate	<input type="checkbox"/>	College Degree – Master
<input type="checkbox"/>	GED: General Education Doc	<input type="checkbox"/>	College Degree – Bachelor	<input type="checkbox"/>	College Degree – Doctorate

HIGH SCHOOL/GED:

Name of High School/GED	
Date Issued (Month/day/year)	

POST-SECONDARY DEGREE:

Name of University/College	
Date of Degree (Month/day/year)	

Information Relating to Military Education, Training, or Service:

If you have completed education, training, or service that you believe is substantially similar to the education or training required for this credential while you were a member of the armed forces of the United States, active or reserve, the National Guard of any state, the military reserves of any state, or the naval militia of any state, you may submit such evidence with your application for review.

COURSEWORK

Check this box if you currently hold a LMHP or PLMHP

If you currently hold a License as a Mental Health Practitioner (LMHP) or a Provisional License as a Mental Health Practitioner (PLMHP), you do not need to list coursework for areas 1, 2, 3, 4 and 6 below.

My LMHP or PLMHP license # is: _____.

You must list at least 270 clock hours of education (workshops, seminars, institutes, college/university coursework) in 8 course areas with a minimum number of instructional hours in each as identified below. List the education you are submitting for each area.

To verify completion of the education, you must a course syllabus (for the time you attended the education) for each course listed below and An **official** school/college/university transcript or training verification. Your transcript or training verification may be submitted with the application in a sealed envelope or sent directly by the school/training program via paper or electronically to DHHS.Licensure2117@nebraska.gov.

Coursework

1	<p>Counseling Theories and Techniques (45 clock hours or 3 semester hours of academic credit) Description: Includes the study and practice of theories, principles, and techniques of counseling and include the study and practice of: (1) At least 4 counseling techniques such as, but not limited to, active listening, reflective feedback, summarizing, self-disclosing, displaying empathy, confronting, establishing rapport, and communicating at the client's comprehension level; and (2) At least 4 counseling theories such as, but not limited to, Adlerian, cognitive behavioral, client-centered, Gestalt, rational emotive, reality, and Postmodern theories.</p>														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Course Number and Title</th> <th style="width: 20%;">Dates Attended</th> <th style="width: 30%;">Training Entity</th> <th style="width: 15%;">Hours Earned</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Course Number and Title	Dates Attended	Training Entity	Hours Earned										
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2	<p>Group Counseling (45 clock hours or 3 semester hours of academic credit) Description: Includes the study and practice of group theories, processes, dynamics, techniques, methods, and group counseling and facilitation.</p>														
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3	<p>Human Growth and Development (30 clock hours or 2 semester hours of academic credit) Description: Includes the study of the nature and needs of individuals at all normal developmental levels from conception to death.</p>														
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This BOX FOR Department Use Only:
 Coursework Review

 (staff Initials) (date)

4	Professional Ethics and Issues (15 clock hours or 1 semester hour of academic credit) Description: Addresses the standards of conduct and professional behavior expectations for counselors.			
	Course Number and Title	Dates Attended	Training Entity	Hours Earned

5	Alcohol/Drug Assessment, Case Planning and Management (30 clock hours or 2 semester hours of academic credit) Description: Includes the process of collecting client data for making decisions regarding substance use disorder diagnosis, level of care placement, and treatment and referral and include: (1) The study of 2 or more alcohol or drug or both assessment instruments; and (2) The practice of record keeping addressing the development of substance use assessments, diagnosis, treatment plans, progress notes, discharge plans and clinical case reviews including case management activities to bring together services, agencies, and resources to achieve client treatment goals while adhering to confidentiality as it relates to these areas.			
	Course Number and Title	Dates Attended	Training Entity	Hours Earned

6	Multicultural Counseling (30 clock hours or 2 semester hours of academic credit) Description: Includes the adaptation of traditional counseling theories and techniques and consider cultural, social, lifestyle, spiritual, and economic factors relevant to the provision of competent and relevant counseling to varied populations.			
	Course Number and Title	Dates Attended	Training Entity	Hours Earned

7	Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse, and Addiction (45 clock hours or 3 semester hours of academic credit) Description: Includes physiological, psychological, and sociological aspects of substance use disorders and includes: (1) Studying the development of substance use disorders, covering signs, symptoms, and behavior patterns; and (2) The study of drug types and pharmacology			
	Course Number and Title	Dates Attended	Training Entity	Hours Earned

8	Clinical Treatment Issues in Chemical Dependency (30 clock hours or 2 semester hours of academic credit) Description: Includes the clinical treatment needs of individuals with substance use disorders taking into consideration the client's individualized needs and includes. This education must include the study of treatment issues specific to substance use such as, but not limited to, family dynamics, relapse, defense mechanisms, co-occurring disorders, spirituality, trauma exposure, and influences of self-help groups			
	Course Number and Title	Dates Attended	Training Entity	Hours Earned

SUPERVISED PRACTICAL TRAINING

If the supervised practical training occurred under more than one supervisor, list all.

Training must be documented on the "Verification of Supervised Practical Training" form (page 8).

1	Supervisor's Name:	First:	Middle:	Last:
	License #:	Business Telephone #: OPTIONAL		
	Dates of Training	From (Month/Year)		To (Month/Year)

2	Supervisor's Name:	First:	Middle:	Last:
	License #:	Business Telephone #: OPTIONAL		
	Dates of Training	From (Month/Year)		To (Month/Year)

PRACTICE PRIOR TO LICENSE

An individual who practices prior to issuance of a license is subject to assessment of an Administrative Penalty of \$10 per day up to \$1,000 and/or other action as provided in the statutes and regulations governing Alcohol and Drug Counseling.

1	<input type="checkbox"/> Yes <input type="checkbox"/> No Have you practiced Alcohol and Drug Counseling in Nebraska without out a license before submitting the application?		
If yes, what are the actual number of days you practiced in Nebraska without a license and what is the business name, location and telephone number of the practice:		Number of days:	
		Name of Business:	
		City:	Telephone #:

ATTESTATION

For the purpose of meeting Neb. Rev. Stat. §§4-108 through 4-114 and 38-129 (check **ONE** of the boxes below): **I attest that:**

- I am a citizen of the United States.
- I am **NOT** a citizen of the United States. I am a qualified alien under the federal Immigration and Nationality Act, or a non-immigrant lawfully present in the United States, with documentation such as a permanent resident card, I-94 document, asylum, etc.
- I am **NOT** a citizen of the United States. I have an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc.
- I am **NOT** a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act.

I further attest that: I have read the application or have had the application read to me; and I am of good character and all statements on this application are true and complete.

Print Name: _____

Signature: _____ Date: _____

