

STATE OF NEBRASKA

Department of Health and Human Services
Regulation and Licensure – Licensure Unit
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IMPORTANT INFORMATION REGARDING THE WRITTEN EXAMINATION FOR ALCOHOL AND DRUG COUNSELOR (LADC) LICENSURE

Examination Format: The examination is offered as a computer based test (CBT).

Application to Take the Written Examination: The Written Examination Application form is available on the Department web site at http://www.dhhs.ne.gov/publichealth/Pages/crl_mhcs_adc_adc.aspx or in written materials available from the Department.

Candidates must provide the Department with an email address as the CBT testing entity, SMT, corresponds with the candidate by email. Candidates are encouraged to use a home email address instead of a work address as spam filters are usually set lower on a home account. Candidates are urged to check their spam filters as pre-registration emails may be missed if candidates do not do this.

REMINDER: An individual must hold a provisional license as an alcohol and drug counselor (PLADC) in Nebraska to be eligible to apply for the Written Examination.

Testing Sites: A candidate may test in any state where there is a SMT/IQT approved testing site. The sites can be found at <http://www.isoqualitytesting.com>. There are currently 2 testing sites in Nebraska:

North Platte Community College-North Campus 1101 Halligan Drive North Platte, Nebraska	Clarkson Community College 121 S. 44 th Street Omaha, Nebraska
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Candidate Registration: The Department will pre-register your eligibility with SMT upon receipt of the written Examination Application. SMT will email candidates directly with information on how to register for the Written Examination. Candidates will be instructed on how to pick the day, time and location and will be able to print their Admission Letter when successfully registered. The Admission Letter will provide candidates with all the information they need to know for their day of testing.

Testing Day Information: On the candidate's testing day the candidate is required to show a government-issued photo ID and their Admission Letter. After the candidate completes the Written Examination they will receive preliminary scores. The preliminary scores will clearly state the scores are not official until they are sent out by their local IC&RC Member Board (in this case the Department).

Allotted Time to Take the Examination: The candidate will have three (3) hours to complete the CBT Written Examination.

Special Accommodations: If a candidate requests a special accommodation for the CBT Written Examination, it must be submitted in writing at least 30 days in advance of the scheduled testing date to the IC&RC office. No exceptions to this deadline will be made.

Cancellations or No-Shows: The Written Examination fee is non-refundable. If a candidate cancels or reschedules their examination less than five (5) days prior to their scheduled time, the candidate is considered a "No Show" and the candidate must submit a new Written Application and fee if they desire to test again. If a candidate cancels or reschedules more than five (5) days before their scheduled time, they may test within the same testing cycle without submitting another Written Application and fee. If they desire to test within a different testing cycle, they must submit a new Written Application and fee. If a candidate cancels or reschedules more than five (5) days before their scheduled time, SMT will charge the candidate a \$25 cancellation/reschedule fee. The candidate is responsible to pay this fee to SMT. A candidate may cancel or reschedule their examination by using the information provided to them in the e-mail from SMT.

Lateness: Candidates who arrive late will not be permitted to test. A new Written Application and fee must be submitted to the Department if the individual wishes to test in the future.

Notification of Test Results: The Department will mail the official score reports upon receipt from IC&RC. The results may not be available for two to four weeks. While preliminary score reports are available upon completion of the Written Examination, they are not the official score reports and will not be accepted as such.

Re-Examination: Candidates who do not pass the examination will be required to wait 60 days after their last examination date to retake the examination. They must submit a new Written Examination Application and fee to the Department.

Candidate-Guide: The 'Candidate Guide for the Alcohol and Drug Counselor Examination' is available on the International Certification I& Reciprocity Consortium (IC&RC) website at:
<http://internationalcredentialing.org/ExamPrep>

DEFINITIONS

- **IC&RC** means the International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. This is the organization that developed and owns the Written Examination used for Licensed Alcohol and Drug Counselor in Nebraska.
- **IQT** means Iso-Quality Testing which is the organization that sets up the global network of test centers for the CBT Written Examination. IQT is an arm of SMT.
- **SMT** means Schroeder Measurement Technologies, Inc. This is the organization IC&RC utilizes for the development, administration and scoring of the Written Examination.

Additional information regarding the CBT test can be found at:
<http://internationalcredentialing.org/exams>