

LOUISIANA ASSOCIATION OF SUBSTANCE ABUSE COUNSELORS AND TRAINERS

LASACT Approved Education Provider (AEP) Courses

Approved Education Provider #2 Training Course

TRAINING HANDBOOK

The Louisiana Association of Substance Abuse Counselors and Trainers (LASACT), through its Educational Institute, is proud to offer this comprehensive online training program to addiction professionals and allied health professionals across our State.

We are pleased to have you and look forward to supporting your professional development. Our program is designed to be self-paced, accessible, and fully online through our Moodle Learning Management System. Upon enrollment, you will have immediate access to all course materials and may begin working at your own pace.

Please do not hesitate to contact us if you have questions or concerns. You may reach us at 225.766.2992, Monday through Friday, or by email at lact@lasact.org.

We also welcome you to membership in LASACT — THE state Association for Addiction Professionals in Louisiana — and trust that you will continue your membership as you progress in your career as an Addiction Professional.

Sincerely,

LASACT
www.lasact.org/education

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I. Program Overview

Purpose

The Louisiana Association of Substance Abuse Counselors and Trainers, Inc. (LASACT) is proud to offer a comprehensive education and training program that enables Addiction Professionals and allied health professionals to learn, develop, and improve skills for working with individuals and families affected by addiction.

All coursework is structured in a manner to encourage both personal growth and professional development. Our AEP Training Courses provide users with the required education hours necessary for credentialing as an Addiction Professional in Louisiana.

Training Courses Offered

Training Course	Hours	Certificate Issued
Substance Use Disorder Treatment Training Only	180 hours	185-Hour Substance Disorder Treatment Training Certificate
Gambling Disorder Treatment Training Only	30 hours	30-Hour Gambling Disorder Treatment Training Certificate
Gambling Disorder Treatment Training + Substance Use Disorder Treatment Training	210 hours	Both certificates
Certified Clinical Supervision	30 hours	30-Hour Certified Clinical Supervision Certificate

Admissions Policy

Our courses are open to all individuals interested in learning more about addiction and supervision. Many students are interested in becoming Professional Addiction Counselors. Allied health professionals — including social workers, nurses, marriage and family therapists, and other helping professionals — also benefit substantially from developing specialized skills in addiction work.

A commitment to becoming a full-time Addiction Professional is not required for course enrollment, but a strong desire to study the addiction field is essential.

- A high school diploma or GED is required;
- A college degree is not required.;
- Students should have basic writing, reading, and verbal skills to get maximum benefit from the program.

Automatic Enrollment: Upon submitting your application, you follow the steps sent via email and below in this document to be automatically enrolled and your Moodle account will be created.
**No additional orientation session or scheduling is required before you begin coursework.*

Education Provider Status

The Addiction Profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA). LASACT holds Approved Educational Provider status (AEP #2) with that Authority. Therefore, all educational offerings of LASACT are approved by the ADRA.

Our AEP training courses are also approved by the Certification Examining Board (CEB) of LASACT and the International Certification and Reciprocity Consortium (IC&RC).

Accreditation groups for other professions (i.e., social work, nursing, professional counseling, etc.) may also recognize our AEP training coursework for continuing education credits. This matter must be worked out between such organizations and individuals seeking credit. LASACT does not apply for approval from other groups.

Training Location

Our AEP training courses are held asynchronously via Moodle.

**Asynchronous learning means that learning takes place online at all different times — you work on your own schedule, without requiring real-time interaction with an instructor.*

Moodle is a free, online Learning Management System enabling educators to create their own private website filled with dynamic courses that extend learning, anytime, anywhere. Upon enrollment, you will have access to all course materials and may work at your own.

Training Philosophy

The course curriculum is structured, and instructors are selected to provide the best training experience possible for students. A variety of viewpoints is presented, and students are encouraged to think through alternative ideas other than those to which they are accustomed.

Instructors

Our AEP training course instructors are chosen for their ability to facilitate adult learning and skill development. All instructors must meet the following criteria:

- Proven current experience in the addiction field;
- Demonstrated mastery of their field of expertise;
- Skills in verbal communication and design of training;
- Advanced academic degrees relevant to their field of experience.

II. Program Description

Certificates of Completion

Upon completing the required coursework, students may automatically download their Certificate of Completion directly from their Moodle dashboard. No manual processing by LASACT staff is required.

- 180-Hour Substance Use Disorder Treatment Training Certificate — awarded upon completion of all substance abuse-specific coursework (180 hours).
- 30-Hour Gambling Disorder Treatment Training Certificate — awarded upon completion of all gambling-specific coursework (30 hours).
- 30-Hour Certified Clinical Supervision Certificate — awarded upon completion of all ccs-specific coursework (30 hours).

Note: There is a \$15 service fee for replacement of a lost certificate. Save your certificate to your device prior to your enrollment expiring.

Program Schedule & Enrollment

Students may apply and enroll at any time throughout the year. Upon submitting your application your Moodle account will be created, and you will be automatically enrolled in the course.

There is no mandatory orientation session. However, a pre-recorded orientation video is available on your Moodle dashboard, and it is strongly encouraged to watch before beginning coursework.

Course Materials

Students are not required to purchase any books, although instructors may suggest books for personal libraries. All necessary course materials, including lecture videos and supplementary resources, are available directly on students' Moodle dashboards.

Progression & Attendance Policies

All coursework must be completed in chronological order. The following rules apply to course progression:

- Students must complete all activities within a Unit before accessing the next Unit.
- Lecture videos must be watched to 100% completion before the student may move on to the next task within that Unit.
- All quizzes are automatically graded. A minimum score of 80% is required to pass each quiz.
- Students who do not pass a quiz with an 80% or higher must retake it until the passing score is achieved before continuing.
- There is no manual grading by LASACT staff. All progress is tracked automatically by Moodle.

Important: Credit hours are awarded automatically upon full and correct completion of all course activities. Watching all lecture videos and passing all quizzes are required to receive full credit for each Unit.

Course Duration

Track	Days	Certificate Issued
Substance Use Disorder Treatment Training Only	185 days	185-Hour Substance Use Disorder Treatment Training Certificate
Gambling Disorder Treatment Training Only	90 days	30-Hour Gambling Disorder Treatment Training Certificate
Gambling Disorder Treatment Training + Substance Use Disorder Treatment Training	365 days	Both certificates
Certified Clinical Supervision	90 days	30-Hour Certified Clinical Supervision Course

Enrollment Deadline: Enrollment starts from the day your Moodle account is created and course enrollment. Students who do not complete the program within this window may be subject to withdrawal from the course.

Inactivity

Users with 30 days of inactivity will be subject to being withdrawn from the courses.

III. Fee Structure & Financial Policies

LASACT Membership

LASACT membership dues for the current calendar year, granting access to the discounted member tuition rate;

LASACT Membership is included as part of the \$185 application fee for the current calendar year. Membership expires on December 31 of each year. Students who remain enrolled into a new calendar year must renew their LASACT membership to maintain the discounted member tuition rate.

Important: The \$185 application fee is required from users who wish to enroll in the Substance Abuse and Substance Abuse + Gambling courses at the time of application, regardless of funding source or financial assistance status. This fee cannot be covered by OBH funding, LRS, or any other third-party funding.

Tuition Fee Structure

Full tuition must be paid upon applying and enrolling in the program. Payment plans are available through AfterPay after checkout. The following tuition rates apply based on course track and membership status:

Description	Application Fee	Membership Fee	Tuition Cost	Total
Gambling + Substance Use (210 hours)				
Member Rate (Discounted with LASACT Membership)	\$95	\$90	\$1,500	\$1,685
Non-Member Rate	\$95	\$0	\$3,000	\$3,095
Substance Use Only (180 hours)				
Member Rate (Discounted with LASACT Membership)	\$95	\$90	\$1,200	\$1,385
Non-Member Rate	\$95	\$0	\$2,400	\$2,495
Gambling Only (30 hours)				
Member Rate (Discounted with LASACT Membership)	\$95	\$90	\$450	\$635
Non-Member Rate	\$95	\$0	\$600	\$695
Certified Clinical Supervision (30 hours)				
Member Rate (Discounted with LASACT Membership)	\$0	\$90	\$350	\$440
Non-Member Rate	\$0	\$0	\$600	\$600

Payment Policies

Tuition must be paid in full at the time of applying and enrolling.

Payment plans are available through AfterPay after checkout.

The \$185 application fee must be paid out of pocket upon applying, regardless of any financial assistance.

No certificates of completion will be issued to a student until all fees are paid in full.

LASACT will provide students with an email receipt for all payments collected.

Students planning to discontinue training should notify the LASACT immediately in writing so that accurate records can be maintained.

Refund Policies

Tuition fees are fully refundable up to two weeks after the start of enrollment without any CEUs completed. Any classwork or lectures completed will be ineligible for a refund. Refund requests must be made in writing. Email requests are acceptable. The \$185 Application Fee is non-refundable.

IV. Financial Aid Accepted at LASACT

Office of Behavioral Health (OBH)

All students who enroll in the Substance Use Disorder Treatment Training + Gambling Disorder Treatment Training or the Gambling Disorder Treatment Training Only course are automatically placed on OBH funding for tuition, so long as funding is available. This means your tuition may be covered through OBH without any additional application on your part.

Please Note: OBH funding covers tuition only. The \$185 application fee must always be paid out of pocket upon applying, regardless of OBH funding status.

Betty Breen Memorial Tuition Foundation (BB)

Applicants for tuition assistance from the Foundation must either be registered as a Counselor in Training (CIT) with the ADRA or be in active pursuit of the education required to become a CIT.

Standards and criteria for applying can be found at www.bettybreen.com.

Please Note: BB funding covers up to \$450 per calendar year for tuition only. The \$185 application fee must always be paid out of pocket upon applying, regardless of BB funding status.

Louisiana Rehabilitation Services (LRS)

Louisiana Rehabilitation Services (LRS) is a part of the Louisiana Workforce Commission, a state agency with offices located throughout Louisiana. Students who are in recovery from addiction and/or who have some other disabling condition may want to check with their local LRS office for eligibility information.

To locate a regional office, visit the Louisiana Workforce Commission website (https://www.laworks.net/WorkforceDev/LRS/LRS_Main.asp).

Veteran Rehabilitation Services (VA)

LASACT is approved as a vendor for the Chapter 31 Vocational Rehabilitation and Employment Program (VR&E) of the U.S. Department of Veterans Affairs.

Veterans who believe they may be qualified for this program should visit www.vetsuccess.gov to apply online, or call 800.827.1000 for more information

Recovery Ready Workforce Initiative (RRWI)

RRWI offers funding assistance for qualified addiction counselors to complete the 30 hours of training and credentialing fees required to become a CCS.

Funding is limited and awarded on a first-come, first-served basis, so early application is encouraged. To qualify for funding, applicants must:

- Hold a current RAC, CAC, or LAC credential recognized by ADRA
- Meet the minimum ADRA requirements for a CCS Credential

- Be actively working in **East Baton Rouge Parish**
- Commit to completing the required CCS documentation and supervision hours

If you believe you are eligible for this grant, please visit the Recovery Ready Workforce Initiative website (<https://www.lasact.org/recovery-ready---ccs-development>).

Pell Grants

Because LASACT is not an accredited college or university, LASACT cannot accept Pell Grant payments.

	Office of Behavioral Health (OBH)	Louisiana Rehabilitation Services (LRS)	Betty Breen Memorial Foundation (BB)	Veterans Rehabilitation Services (VA)	Recovery Ready Workforce Initiative (RRWI)
Substance Use Disorder Treatment Training + Gambling Disorder Treatment Training	☑	☑	✘	☑	✘
Substance Use Disorder Treatment Training ONLY	✘	☑	☑	☑	✘
Gambling Disorder Treatment Training ONLY	☑	☑	✘	☑	✘
Clinical Supervision Course	✘	☑	✘	☑	☑
Application Fee	✘	☑	✘	☑	✘
Membership Fee	✘	☑	✘	☑	✘

V.a Status as a Counselor in Training (CIT)

By State Law — Act 803 — the Addiction Profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA).

The ADRA shall issue a CIT status to each candidate who meets the following minimum standards:

1. Is at least 18 years of age
2. Holds a High School Diploma or equivalent
3. Is a legal resident of the United States;
4. Is not in violation of any ethical standard subscribed to by the ADRA or any other board;
5. Has not been a substance abuser or compulsive gambler for at least 2 years prior to the application date;
6. Has not been convicted of a felony (see Felony Waiver Policy);
7. Document the completion of 180 clock hours of Substance Use Disorder specific education
8. Obtain a supervisor:
 - a. Must be under the supervision of a Certified Clinical Supervisor (CCS)

REQUIREMENTS FOR RENEWAL OF STATUS: ANNUALLY

1. Submit a completed application for renewal of status;
2. Document the completion of 20 clock hours of continuing education specific or related to addiction (alcohol or other drugs);
3. Document proof of continued direct clinical supervision with a Certified Clinical Supervisor (CCS).

Note: Late renewals will incur the late fee.

All applications and renewals must be submitted online. If you already have a Certemy account and have issues accessing it, do not create a new one. Contact the ADRA office for assistance.

CIT's are responsible for maintaining documentation of supervised work experience and direct clinical supervision hours. Direct clinical supervision guidelines require a minimum of 1 hour per week with your CCS. CIT's, with assistance of their CCS, should be documenting the completion of their knowledge, skills, and ability to demonstrate each of the 123 Competencies (TAP 21). It is important that the CIT and CCS understand the minimum standards of the practice credential the CIT is working towards. The goals associated with obtaining the practice credential should be reflected in the CCS's Supervisory Plan, which must be completed and submitted to the ADRA office for initial CIT application and updated with each subsequent annual renewal. By law, the CIT status can be held for an aggregate of 72 months (6 years).

When submitting your renewal application online, please be sure to allow your CCS enough time to complete and submit the Supervisor Information and One Year Supervisory Plan prior to your expiration date (recommendation: at least 4 weeks prior to expiration date). If this is completed after your expiration date, the CIT will be responsible for paying the late fee.

Important: Completion of the Substance Abuse and/or Gambling course of study does NOT guarantee automatic credentialing as an LAC, CAC, or RAC Professional. The law requires a total of 300 hours of education in addictions, 180 of which must be substance abuse specific, 114 of which must be in substance abuse or addiction, and 6 of which must be in professional ethics.

Since these hours meet only a part of the total education requirement for credentialing, students may acquire additional education hours by attending the LASACT Annual Conference, LASACT-sponsored workshops and webinars, and online study courses such as those offered by the Distance Learning Center for Addiction Studies (DLCAS — www.dlcas.com).

Visit the website of the Addictive Disorder Regulatory Authority (ADRA) at www.la-adra.org for requirements for credentialing at all levels and for scope of practice for each level.

By law, ADRA requires a criminal background check of each applicant for credentialing.

V.b Credentialing as an Addiction Professional (LAC, CAC, and RAC)

By State Law — Act 803 — the Addiction Profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA). This law requires appropriate degrees in human services/behavioral science for credentialing as a Professional Addiction Counselor as follows:

The ADRA shall issue a LAC, RAC, or CAC credential to each candidate who meets the following minimum standards:

9. Is at least 21 years of age (LAC, CAC, RAC)
10. Holds a Master's degree (LAC), or Bachelor's degree (CAC) from a regionally accredited institution of higher education in a behavioral science field;
 - a. Holds a High School Diploma or equivalent (RAC)
11. Is a legal resident of the United States;
12. Is not in violation of any ethical standard subscribed to by the ADRA or any other board;
13. Has not been a substance abuser or compulsive gambler for at least 2 years prior to the application date;
14. Has not been convicted of a felony (see Felony Waiver Policy);
15. Document the completion of 300 clock hours of education:
 - a. 180 clock hours – Substance Use Disorders/Addiction (alcohol and other drugs) specific education
 - b. 114 clock hours – Related field of study;
 - c. 6 clock hours – Professional Ethics
16. Document the completion of 2000 hours of supervised work experience in substance use disorder treatment (LAC):
 - a. 300 hours must be direct clinical supervision with a Certified Clinical Supervisor (CCS)
17. Document the completion of 4000 hours of supervised work experience in substance use disorder treatment (CAC):
 - a. 300 hours must be direct clinical supervision with a Certified Clinical Supervisor (CCS)
18. Document the completion of 6000 hours of supervised work experience in substance use disorder treatment (RAC):
 - a. 300 hours must be direct clinical supervision with a Certified Clinical Supervisor (CCS)
19. Obtain a passing score on the IC&RC AADC Exam (LAC)
20. Obtain a passing score on the IC&RC ADC Exam (CAC and RAC)

REQUIREMENTS FOR RENEWAL OF EVERY CREDENTIAL: EVERY 2 YEARS

1. Submit a completed application for renewal of credential;
2. Document the completion of 48 clock hours of continuing education from an ADRA approved educational provider**:
 - a. 42 clock hours – Specific or related to Substance Use Disorders/Addiction (alcohol and other drugs) treatment
 - b. 6 clock hours – Professional Ethics

Note: Late renewals will incur the late fee. If credential is expired for over 12 months, applicant will be required to re-test in order to renew.

All applications and renewals must be submitted online. If you already have a Certemy account and have issues accessing it, do not create a new one. Contact the ADRA office for assistance.

Important: Completion of the Substance Abuse and/or Gambling course of study does NOT guarantee automatic credentialing as an LAC, CAC, or RAC Professional. The law requires a total of

300 hours of education in addictions, 180 of which must be substance abuse specific, 114 of which must be in substance abuse or addiction, and 6 of which must be in professional ethics.

Since these hours meet only a part of the total education requirement for credentialing, students may acquire additional education hours by attending the LASACT Annual Conference, LASACT-sponsored workshops and webinars, and online study courses such as those offered by the Distance Learning Center for Addiction Studies (DLCAS — www.dlcas.com).

Visit the website of the Addictive Disorder Regulatory Authority (ADRA) at www.la-adra.org for requirements for credentialing at all levels and for scope of practice for each level.

By law, ADRA requires a criminal background check of each applicant for credentialing.

The credentialing process involves a required number of both education and experiential hours in the Addiction Field. An application must be completed to document and verify that requirements are met. Once approved, a computer-based test to verify competency is required. The testing fee of \$285 is payable to LASACT. Tests are administered by LASACT CEB. Visit www.lasact.org for testing information.

Tests for the credentialing of Addiction Professionals are provided by the International Certification and Reciprocity Consortium (IC&RC). This Agency sets the international standards of practice in addiction counseling, prevention, clinical supervision, co-occurring disorders, and peer support. LASACT members who are credentialed by ADRA receive a generic International Certificate at no charge. Official certificates from IC&RC are \$25. Since LASACT is a member of the IC&RC, credentials issued by ADRA to LASACT members are reciprocal with 73 agencies representing more than 37,000 certified professionals internationally.

V.c Credentialing as a Certified Clinical Supervisor (CCS)

By State Law — Act 803 — the Addiction Profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA). The ADRA shall issue a CCS credential to each candidate who meets the following minimum standards:

1. Is at least 21 years of age;
2. Possess and maintain a current LAC, CAC, RAC, or other LMHP credential with addiction specialty add-on;
3. Is a legal resident of the United States;
4. Is not in violation of any ethical standard subscribed to by the ADRA or any other board;
5. Has not been a substance abuser or compulsive gambler for at least 2 years prior to the application date;
6. Has not been convicted of a felony (see Felony Waiver Policy);
7. Document the completion of 90 clock hours of education:
 - a. 60 clock hours - Substance Use Disorders/Addiction (alcohol and other drugs) specific education
 - b. 30 clock hours – Specific to the supervision domains;
8. Document the completion of 10,000 hours of work experience in substance use disorder treatment:
 - a. Inclusive of 4,000 hours of work experience in a supervisory position;
9. Obtain a passing score on the IC&RC Clinical Supervision Exam.

REQUIREMENTS FOR RENEWAL OF CREDENTIAL: EVERY 2 YEARS

1. Submit a completed application for renewal of credential;
2. Provide proof of valid qualifying credential;
3. Document the completion of 14 clock hours of continuing education from an ADRA approved educational provider**:
 - a. 8 clock hours – Specific to the supervision domains and/or clinical supervision;
 - b. 6 clock hours – Professional Ethics.

Note: Late renewals will incur the late fee. If credential is expired for over 12 months, applicant will be required to re-test in order to renew.

All applications and renewals must be submitted online. If you already have a Certemy account and have issues accessing it, do not create a new one. Contact the ADRA office for assistance.

** Any continuing education hours obtained from education providers that are not pre-approved by the ADRA must submit the appropriate approval processing fee.

Important: Completion of the Certified Clinical Supervision course of study does NOT guarantee automatic credentialing as a CCS Professional. The law requires a total of 90 hours of education in addictions and supervision, 60 of which must be specific to substance abuse, and 30 of which must be specific to the supervision domains.

Since these hours meet only a part of the total education requirement for credentialing, students may acquire additional education hours by attending the LASACT Annual Conference, LASACT-sponsored workshops and webinars, and online study courses such as those offered by the Distance Learning Center for Addiction Studies (DLCAS — www.dlcas.com).

Visit the website of the Addictive Disorder Regulatory Authority (ADRA) at www.la-adra.org for requirements for credentialing at all levels and for scope of practice for each level.

By law, ADRA requires a criminal background check of each applicant for credentialing.

The credentialing process involves a required number of both education and experiential hours in the Addiction Field. An application must be completed to document and verify that requirements are met. Once approved, a computer-based test to verify competency is required. The testing fee of \$200 is payable to LASACT. Tests are administered by LASACT CEB. Visit www.lasact.org for testing information.

Tests for the credentialing of Addiction Professionals are provided by the International Certification and Reciprocity Consortium (IC&RC). This Agency sets the international standards of practice in addiction counseling, prevention, clinical supervision, co-occurring disorders, and peer support. LASACT members who are credentialed by ADRA receive a generic International Certificate at no charge. Official certificates from IC&RC are \$25. Since LASACT is a member of the IC&RC, credentials issued by ADRA to LASACT members are reciprocal with 73 agencies representing more than 37,000 certified professionals internationally.

V.d Credentialing as a Certified Compulsive Gambling Counselor (CCGC)

By State Law — Act 803 — the Addiction Profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA). The ADRA shall issue a CCS credential to each candidate who meets the following minimum standards:

10. Is at least 21 years of age;
11. Possess and maintain a current LAC, CAC, RAC, or other LMHP credential with addiction specialty add-on;
12. Is a legal resident of the United States;
13. Is not in violation of any ethical standard subscribed to by the ADRA or any other board;
14. Has not been a substance abuser or compulsive gambler for at least 2 years prior to the application date;
15. Has not been convicted of a felony (see Felony Waiver Policy);
16. Document the completion of 90 clock hours of education:
 - a. 60 clock hours - Substance Use Disorders/Addiction (alcohol and other drugs) specific education
 - b. 30 clock hours – Specific to gambling addiction;
17. Document the completion of 10,000 hours of work experience in substance use disorder treatment:
 - a. Inclusive of 4,000 hours of work experience in a supervisory position;
18. Obtain a passing score on the IC&RC AADC or ADC Exam.

REQUIREMENTS FOR RENEWAL OF CREDENTIAL: EVERY 2 YEARS

4. Submit a completed application for renewal of credential;
5. Provide proof of valid qualifying credential;
6. Document the completion of 14 clock hours of continuing education from an ADRA approved educational provider**:
 - a. 8 clock hours – Specific to gambling addiction;
 - b. 6 clock hours – Professional Ethics.

Note: Late renewals will incur the late fee. If credential is expired for over 12 months, applicant will be required to re-test in order to renew.

All applications and renewals must be submitted online. If you already have a Certemy account and have issues accessing it, do not create a new one. Contact the ADRA office for assistance.

** Any continuing education hours obtained from education providers that are not pre-approved by the ADRA must submit the appropriate approval processing fee.

Important: Completion of the Gambling course of study does NOT guarantee automatic credentialing as a CCGC Professional. The law requires a total of 90 hours of education in addictions and supervision, 60 of which must be specific to substance abuse, and 30 of which must be specific to gambling addiction.

Since these hours meet only a part of the total education requirement for credentialing, users may acquire additional education hours by attending the LASACT Annual Conference, LASACT-sponsored workshops and webinars, and online study courses such as those offered by the Distance Learning Center for Addiction Studies (DLCAS — www.dlcas.com).

Visit the website of the Addictive Disorder Regulatory Authority (ADRA) at www.la-adra.org for requirements for credentialing at all levels and for scope of practice for each level.

By law, ADRA requires a criminal background check of each applicant for credentialing.

The credentialing process involves a required number of both education and experiential hours in the Addiction Field. An application must be completed to document and verify that requirements are met. Once approved, a computer-based test to verify competency is required. The testing fee of \$200 is payable to LASACT. Tests are administered by LASACT CEB. Visit www.lasact.org for testing information.

Tests for the credentialing of Addiction Professionals are provided by the International Certification and Reciprocity Consortium (IC&RC). This Agency sets the international standards of practice in addiction counseling, prevention, clinical supervision, co-occurring disorders, and peer support. LASACT members who are credentialed by ADRA receive a generic International Certificate at no charge. Official certificates from IC&RC are \$25. Since LASACT is a member of the IC&RC, credentials issued by ADRA to LASACT members are reciprocal with 73 agencies representing more than 37,000 certified professionals internationally.

VI. Communication Protocol

LASACT Contact Information

Students may contact LACT/LASACT as follows:

Mailing Address	P.O. Box 80235, Baton Rouge, LA 70898-0235
Phone	225.766.2992
Fax	225.766.8552
Email	lact@lasact.org
Website	www.lasact.org
Office Hours	8:30 a.m. to 3:00 p.m., Monday – Friday

Emergency Weather Conditions

Because our AEP Training Courses are fully online and asynchronous, weather conditions do not affect course availability. Students may continue coursework from any location with internet access. In the event of questions or concerns, students may call 225.766.2992.