

Licensed Chemical Dependency Counselor Intern Registration Application Check List

- Completed application (2 pages), signed, dated and notarized with a recent full face wallet sized photo.
- Application and Background Investigation fee of \$65.00 (cashier's check or money order); Payable to DSHS.

Applications will not be processed without the total fee of \$65.00

- Confirmation of submission of fingerprints via FAST process (see page 3 of application)
- Documentation of a high school diploma, its equivalent (GED) or a copy of college transcript.
- Documentation of the 270 education hours. Documentation can be one of the following:
 - An official transcript (**no photocopies**);
 - Copies of classroom certificates (**only if completed through continuing education at a college or university**);
 - An official college transcript showing an approved degree, which will waive the education requirements.
- Documentation of a 300-hour practicum. Documentation can be one of the following:
 - An official college transcript (**no photocopies**) showing the completed practicum course **with** a letter from the school's department chair/coordinator stating the practicum was completed in the field of chemical dependency;
 - A copy of the classroom certificate (**only if completed through continuing education at a college or university**) **with** a letter from the department chair/coordinator stating the practicum was completed in the field of chemical dependency;
 - An official college transcript showing an approved degree, which will waive the practicum requirements.

Instructions for Completing Licensed Chemical Dependency Counselor Intern Registration Application

Note: Do not abbreviate in any section of this application.

Section I Please print all requested information. Documents cannot be altered in anyway.

Section II A copy of GED Certificate or high school diploma must accompany application unless an official college transcript is being submitted.

Documentation must be provided to support completion of the 270 education hours and the 300 hour practicum unless you hold a qualifying degree. For a list of qualifying degrees, please refer to the program rule at 25 Texas Administrative Code, §140.405(b).

Official transcripts must be original and contain an official seal and registrar's signature.

Section III Criminal history - Follow the instructions for the submission of fingerprints.

Section IV Read the Statement of Understanding before signing and notarizing application.

Instructions for Subsequent Registration (refer to paragraph 450.112 (d))

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- Confirmation of submission of fingerprints via FAST process (see page 3 of application)
- Official college transcript containing 24 semester hours of approved coursework
Courses approved by DSHS are those that study addictions, counseling theories and techniques, dual diagnosis assessments and treatment, and **upper division** courses in the study of human behavior/development or service delivery. Other courses may be considered on a case by case bases by submitting the course description or syllabus.

If you failed your 4th exam more than three years ago, you may be ask to provide proof of 270 education hours, 300 hour practicum, 4000 hours supervised work experience and two letters of recommendation.

Examination Information

Test Administrator - Texas Certification Board of Addiction Professionals (TCBAP)
(512) 708-0629 or <http://www.tcbap.org>

Examination dates, locations, fees and deadlines, as well as information on submitting your case presentation may be obtain by contacting the Texas Certification Board of Addiction Professionals (TCBAP)

Written and Oral Study Guides - may be ordered by contacting TCBAP at (512) 708-0629 or the International Certification & Reciprocity Consortium (IC&RC) at (919) 572-6823.

Additional Oral Study Guide - "The Twelve Core Functions of the Substance Abuse Counselor" by John Herdman, may be ordered by contacting TCBAP at (512) 708-0629 or you can purchase it at a local bookstore. When calling the bookstore, ask for Reference ISBN #1556912048.