



APPLICATION INSTRUCTIONS CERTIFICATION BY ENDORSEMENT CERTIFIED SUBSTANCE ABUSE COUNSELOR (CSAC)

This application is for individuals who hold an active, unrestricted substantially equivalent license or certification as a substance abuse counselor in another jurisdiction or hold a national certification approved by the Board.

APPLICATION INSTRUCTIONS

Follow these steps to apply for Certification by Endorsement:

1. **Read** the [Laws](#) regarding governing Counseling and the [Regulations](#) governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants in Virginia and utilize the detailed information in the [Certified Substance Abuse Counselor \(CSAC\) and Certified Substance Abuse Counseling Assistant \(CSAC-A\) Handbook](#) for detailed information about the required documents and process to obtain a certification.
2. **Gather and Request** ALL the necessary documents in the checklist BEFORE beginning the online application. Have copies of the required documents ready to upload as part of the application process. PDF format is preferred.
3. **Apply Online** by registering for an account or logging into your existing account.
 - o Select the license type of: "Certified Substance Abuse Counselor" and the Obtained by Method of "Endorsement".
 - o Complete the required fields.
4. **Upload** the necessary documentation within the online application portal.
 - o Ensure you have uploaded all the necessary documents as indicated by this checklist. A complete application provides the best opportunity to avoid delays in the review and approval process.
 - o Once you have paid the application fee, your application will be submitted, and you can no longer upload additional documents. Any documents you did not upload will need to be emailed to the Board and will delay the review of your application.
5. **Pay** the application fee within the online application portal.
 - o Application fees are non-refundable.
 - o The application fee for Certified Substance Abuse Counselor by Endorsement is \$115.00.
 - o Your application is not submitted until the fee is paid.
6. **Wait** for Board review of your application and reply to any correspondence from the Board.
 - o Applications that are complete, fully documented, and meet the minimum requirements for the [Regulations](#) governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants will be reviewed within **30 days** of receipt of a **complete** application.
 - o Incomplete applications remain active for one year from the date of payment, after which incomplete application files are destroyed as outlined in the Library of Virginia records retention and disposition schedules. If your application is not completed in the one-year timeframe, you are required to re-apply by submitting a new application, fee, and documentation pursuant to the regulations at that time.
 - o Your [online checklist](#) will be your primary source of application status.
 - o As documentation is received and reviewed, your checklist will be updated, and an automated email will be sent to you 24 hours later.

RULES AND GUIDELINES

- In order to be considered for Certification as a Substance Abuse Counselor (CSAC) by Endorsement, you must meet all the requirements in [18VAC115-30-45](#).
- Please notify the Board in writing within 60 days of a name change or address change by completing the [Name/Address Change](#) form.
- Providing false or misleading information as well as omitting information in response to information requested in the application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing registration, certification, or license.
- Pursuant to [Virginia Code § 54.1-2400.2](#) addresses of certification holders are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second publicly disclosable address (e.g. work or practice address). If you would like your Address of Record to be publicly available, please complete both sections with the same address on the application.
- Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number, or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. **No certification will be issued to any individual who has failed to disclose one of these numbers.**

CSAC ENDORSEMENT APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	1. NPDB SELF-QUERY	
<input type="checkbox"/>	You must request and submit a copy of your National Practitioners Data Bank self-query report with your application. The report must be current and generated no more than 30 days prior to submitting your application for licensure.	ONLINE PORTAL UPLOAD
Required	2. VERIFICATION OF EDUCATION/EXPERIENCE	
<input type="checkbox"/>	<p>To qualify for CSAC by Endorsement, you must either hold an active, unrestricted license or certification as a substance abuse counselor that is substantially equivalent to the education and experience requirements for licensure or certification in Virginia, or hold an acceptable national substance abuse treatment certification.</p> <ul style="list-style-type: none"> If you hold an active, unrestricted license or certification as a substance abuse counselor in another jurisdiction, you must provide a copy of the regulations that were in effect at the time of your licensure or certification with your application. If you hold one of the national certificates listed below, you must provide a copy of the certificate with your application: <ul style="list-style-type: none"> National Certified Addiction Counselor Level II (NCAC II) accreditation from the NCC AP/NAADAC, Master Addiction Counselor (MAC) accreditation from the NCC AP/NAADAC, Advanced Alcohol & Drug Counselor (AADC) accreditation from the IC&CR, or Master Addiction Counselor (MAC) accreditation from the NBCC. 	ONLINE PORTAL UPLOAD
Required	3. EXAM SCORES	
<input type="checkbox"/>	<p>You must provide verification of a passing score on the examination that was required by your jurisdiction for licensure or certification.</p> <ul style="list-style-type: none"> If you took the NCAC I or higher examination administered by NAADAC, contact NAADAC to have your exam scores transferred directly to the Virginia Board. <ul style="list-style-type: none"> To avoid delays in processing your application, please request this transfer from NAADAC prior to completing your online application for CSAC by Endorsement. If you took a state constructed exam to receive your license or certification, you must contact your licensing/certifying state and request to have your scores provided directly to the Virginia Board. You cannot provide a copy of your scores to the Board. 	DIRECTLY FROM TESTING VENDOR OR LICENSING STATE
If Applicable	4. LICENSE VERIFICATION	
<input type="checkbox"/>	<p>If you have ever held, or currently hold, a health or mental health license, certification, or registration in Virginia or any other jurisdiction, whether current, inactive, or expired, you must submit an online license verification.</p> <ul style="list-style-type: none"> The online license verification can be printed directly from the jurisdiction's website. <ul style="list-style-type: none"> You can print to PDF or scan the printed online verification to include it with your online application. The verification must include the following information: <ul style="list-style-type: none"> Licensee name, License number, License title, Issue date, Expiration date, and whether disciplinary action has ever occurred against your license or certification. Submitting a copy of your license certificate is not considered license verification. If the jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain license verification. Please see the Board's Applicant Out-of-State Licensure Verification form. 	ONLINE PORTAL UPLOAD

If Applicable	5. PROOF OF NAME CHANGE	
<input type="checkbox"/>	You must provide documentation if your name has ever been legally changed from the time you attended school or were licensed, certified, or registered in another jurisdiction or is other than what is listed on your application. Acceptable forms of documentation are copies of a marriage certificate, court order, or divorce decree.	ONLINE PORTAL UPLOAD
If Applicable	6. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS	
<input type="checkbox"/>	<p>If you answer “YES” to any of the questions on the criminal convictions, past actions, or possible impairment questions on the application, you must include a detailed explanation and supporting documentation. Please refer to Guidance Document 115-2, for a list of required documentation and further information. Examples of supporting documentation that may be required include:</p> <ul style="list-style-type: none"> • Certified copies of court orders, orders for disciplinary action or denials. • Evidence that court ordered, or disciplinary action requirements have been met. • Evidence of past treatment, such as a discharge summary. • Letter from the applicant’s current healthcare provider(s). • Letter from the applicant explaining the factual circumstances of the criminal offense, disciplinary action, denial, or condition or impairment. • Letters from employers concerning work performance. <p>All applications are reviewed on a case-by-case basis.</p>	ONLINE PORTAL UPLOAD

END OF INSTRUCTIONS. PROCEED TO THE [ONLINE APPLICATION](#).