



APPLICATION INSTRUCTIONS ADD/CHANGE OF SUPERVISION SUPERVISEE in SUBSTANCE ABUSE COUNSELING

This application is for individuals who were previously approved as a CSAC Supervisee by the Board of Counseling for registration of supervision toward becoming a Certified Substance Abuse Counselor (CSAC) and need to add or change a supervisor.

APPLICATION INSTRUCTIONS

Follow these steps to apply for a Add/Change of Supervision as a Certified Substance Abuse Counselor Supervisee:

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.
 - Select the license type of: "CSAC Supervisee" and the Obtained by Method of "Add/Change".
 - Complete the required fields.
4. **Upload** the necessary documentation within the online application portal.
 - 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.
 - 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.
 - Application fees are non-refundable.
 - The application fee for Add/Change of Supervision as a CSAC Supervisee is \$30.00.
 - 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.
 - 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.
 - 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.
 - Your [online checklist](#) will be your primary source of application status.
 - 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 registration of supervision as a CSAC-Supervisee, you must meet all the education requirements in [18VAC115-30-50](#).
- CSAC-Supervisees must have a signed and executed supervisory contract for supervision prior to accumulating supervised experience hours towards becoming a Certified Substance Abuse Counselor (CSAC).
- The Board will conduct random audits to ensure Supervisee are practicing in accordance with the regulations.
- Once a CSAC-Supervisee has completed the supervised experience requirements, they must submit the CSAC by Examination application to be considered for CSAC certification.
- Please notify the Board in writing within 30 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.**

ADD/CHANGE of SUPERVISION APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	1. SUPERVISORY CONTRACT	
<input type="checkbox"/>	<p>A copy of a signed contract between you and your supervisor outlining the expectations and responsibilities during your supervised experience.</p> <ul style="list-style-type: none"> A sample supervisory contract to use as a template is available on the Board's website. 	ONLINE PORTAL UPLOAD
If Applicable	2. EVIDENCE OF SUPERVISOR'S DIDACTIC TRAINING	
<input type="checkbox"/>	<p>If your supervisor is not a Virginia LSATP or a Virginia CSAC with two years of experience and is not on the Approved Supervisor Registry, you must submit a copy of their completed training certificates as evidence that your supervisor has completed at least 100 hours of didactic training covering the areas outlined in 18VAC115-30-50(B)(2).</p>	ONLINE PORTAL UPLOAD
If Applicable	3. VERIFICATION OF SUPERVISOR'S TRAINING	
<input type="checkbox"/>	<p>If your supervisor is not listed on the Approved Supervisor Registry you must submit a copy of their completed training certificate as evidence that your supervisor has received the required supervisory training as outlined in 18VAC115-30-60.</p> <ul style="list-style-type: none"> The training certificate must show the following: <ul style="list-style-type: none"> i. Training Content: Supervision, ii. Provider: Listed in 18VAC115-30-50 iii. Hours: 20 hours of continuing education or 3 credit-hours or 4.0 quarter hours in graduate-level coursework in supervision. 	ONLINE PORTAL UPLOAD
If Applicable	4. PROOF OF NAME CHANGE	
<input type="checkbox"/>	<p>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.</p>	ONLINE PORTAL UPLOAD
If Applicable	5. 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](#).