

# CERTIFIED ADDICTION RECOVERY COACH (CARC) CREDENTIAL INFORMATION

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## *The Massachusetts Board of Substance Abuse Counselor Certification*

560 Lincoln Street  
P.O. Box 7070  
Worcester, MA 01605  
(508) 842-8707

The following is information pertaining to the Certified Addiction Recovery Coach (CARC) Credential. **After reading the enclosed material, if you have any questions, please contact the Certification Office at (508) 842-8707.** MBSACC will not be responsible for information that is obtained outside of this office.

### **CARC APPLICATION INFORMATION**

1. The eligibility requirements must be completed before applying for CARC Certification.
2. **MBSACC does not take orders for the application packets over the phone.** You may order an application by requesting a free printable version via email from MBSACC@aol.com. When you request an application via email, type the code words "CARC Application" in the email subject line.
3. Applications must be submitted on the original forms that you print out from the email file; photocopies are not admissible.
4. Your application must include all supporting documentation and the review fee or it will be considered incomplete.
5. **The application, including the supervisory form, must be hand-written** (typed applications will not be accepted and will be returned to the applicant).
6. The fees during the test exempt (waiver) period for the CARC Certification process are as follows:
  - \$250.00 - Application Review Fee - this fee must be mailed in with your application.
  - All fees are non-refundable. Sending in the wrong fee with your submittal can cause serious delays.
  - Checks or money orders should be made payable to MCVCAC.

### **CARC EXAM INFORMATION**

The IC&RC written exam for the CARC Certification will not be required during the test exempt (waiver) period, which runs from January 1, 2016 to June 30, 2017. Following the waiver period, all applicants will be required to take and pass the written exam.

### **BASIC CARC REQUIREMENTS**

#### **WORK EXPERIENCE:**

500 Hours of Supervised work experience specific to the domains (see below). Work experience must have been completed within the past ten (10) years and can be as paid or volunteer staff.

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## **EDUCATION:**

60 Hours of Education in the four major domains and additional topics, as follows:

HOURS	EDUCATION DOMAINS
10	Advocacy
10	Mentoring/Education
10	Recovery/Wellness Support
16	Ethical Responsibility
3	Cultural Competency
5	Addictions 101
3	Mental Health
3	Motivational Interviewing (MI)

## *BASIC EDUCATION DOCUMENTATION*

At the time application is made, all applicants will be required to provide documentation of having earned either a High School Diploma or a GED. Any applicant who has continued academic education may substitute a transcript from an accredited college or university as documentation in lieu of the diploma or GED if s/he wishes to do so.

## *DISTANCE LEARNING*

NO distance learning (on-line courses or programs, home study, correspondence courses, etc.) is accepted for initial Certification.

## *CONTINUING EDUCATION CREDIT GUIDELINES*

All training and education must have been completed within the past ten (10) years. In addition to transcripts, the applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration. Academic courses must be specific to the CARC education requirement and no partial credit is given. A passing grade of "C" or better is required (or "P" in a pass/fail situation).

## **SUPERVISION:**

35 hours specific to the Domains with a minimum of 5 hours in each Domain (see below). Supervision must be provided by an organization's documented and qualified supervisory staff per job description. The supervisor must be a trained Recovery Coach and/or have completed the Recovery Coach Supervision training. The supervision may have been completed under more than one supervisor and/or agency.

## **CODE OF ETHICS:**

Applicant must sign a specific code of ethics statement or affirmation statement.

## **CARC GENERAL INFORMATION**

- An official college transcript is required as documentation of academic education and should be sent directly to MBSACC from the college or university.
- Documentation of all other training and education (for example, Certificates of Attendance).
- Applicants will be required to sign a Code of Ethical Conduct.

# CERTIFIED ADDICTION RECOVERY COACH (CARC) CREDENTIAL INFORMATION

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- Applicants will be required to sign and date an Authorization and Release form.
- Problems with individual applications will be addressed in writing to the applicant.
- All fees are non-refundable.
- All questions regarding the application and the Certification process should be directed to the MBSACC Certification Office at (508) 842-8707.

## **CARC APPLICATION PROCESS**

An applicant for certification must:

- Request an application packet via email to MBSACC@aol.com. Type “CARC Application” in the subject line.
- Complete and submit application postmarked on or before the application deadline date.
- Submit all required Supervisory Forms postmarked on or before the application deadline date. Please Note: Supervisory Verification Forms must be returned directly to MBSACC by the supervisor.
- **All applications and all Supervisory Forms must be hand-written. Typed forms will not be accepted.**
- Submit one copy of your current résumé.
- Submit official job descriptions for all work entries. The job description must be signed and dated by the applicant and the supervisor.
- Document the completion of all required approved training and/or coursework. Documentation must include transcripts for applicable coursework and Certificates of Attendance for all other formal training specific to the educational requirements. All training and education must have been completed within the past ten (10) years.
- Remit the non-refundable application fee of \$250.00 with the application to:  
**MBSACC  
560 Lincoln Street  
P.O. Box 7070  
Worcester, MA 01605**

MBSACC will review the completed application package to determine completeness and eligibility for the certificate. Applicants who meet all certification requirements will be notified in writing of the approval of the application, and will be issued a Certificate of Certification. Once issued the Certified Addiction Recovery Coach (CARC) Certification covers a two-year period, after which it must be renewed. Renewal information will be forwarded with the CARC Certificate of Certification.

**FOR FURTHER INFORMATION AND FULL DETAILS, GO TO:**

**[www.careersofsubstance.org](http://www.careersofsubstance.org) and type “CARC” in the Search Bar (upper right corner of the page)**