

## Providing Clarity

### Alcohol & Other Drug Use Professionals Credentialing in New Hampshire



Heather Smith, LCMHC, MLADC, R-DMT  
Clinical Supervisor  
Nick Pfeifer, LICSW, MLADC  
Clinical Supervisor

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## Workshop Objectives

Participants will be able to:

1. List at least two recent changes to RSA 330:C impacting LADC/MLADC and CRSW providers;
2. List at least 3 LADC/MLADC licensure requirement changes due to the newly adopted Alc 300 administrative rules; and
3. Describe the Credentialing Support Partnership as a resource for those seeking substance use credentials

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## Reference:

The Board of Licensing for Alcohol & Other  
Drug Use Professionals

<https://www.oplc.nh.gov/board-licensing-alcohol-and-other-drug-use-professionals>

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## The LADC Board

- The Board of Licensing for Alcohol & Other Drug Use Professionals has 7 members:
- 1 LADC
- 4 MLADCs
- 1 public member
- 1 CRSW
- Members of the Board are appointed by the Governor with Counsel approval
- Members serve in 3-year terms (not to exceed 6 yrs)
- Meetings are also attended by the administrator to the Board as well as the Board's assigned attorney

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## The LADC Board

- Kelly Luedtke, MLADC  
Term expires: January 28, 2024
- Alexandra Hamel, MLADC  
Term expires: January 28, 2025
- Jessica Carter, CRSW  
Term expires: May 15, 2025
- Joni O'Brien, MLADC  
Term expires: January 28, 2026
- Regent Champigny, MLADC  
Term expires: January 28, 2026
- vacant, LADC
- vacant, Public Member

**Contact Information:**  
**LADC Board Administrator**  
**OPLC**  
**7 Eagle Square**  
**Concord, NH 03301**  
**Phone 603-271-2152**

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## The Governing Statute RSA 330-C

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## RSA 330-C

The purpose of RSA 330-C is to protect and benefit the public by setting standards of qualifications, education, training, and experience for those who seek to obtain a LADC Board credential and to promote competency in alcohol and other drug use prevention, intervention, recovery, and treatment/co-occurring disorder treatment services.

certified recovery support worker (CRSW)  
licensed alcohol and drug counselor (LADC)  
master licensed alcohol and drug counselor (MLADC)  
licensed clinical supervisor (LCS)

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## RSA 330-C:10 Scope of Practice

### Master Licensed Alcohol & Drug Counselor

I. The scope of practice of the MLADC is the screening, assessment, diagnosis, treatment planning, and treatment of substance use disorders, mental health disorders, and co-occurring disorders. The practice of alcohol and drug counseling and co-occurring disorder counseling includes the following performance areas which encompass the 12 core functions and practice dimensions of addiction counseling:

(a) The performance of clinical evaluations including the screening, assessment, and diagnosis of substance use disorders, mental health disorders and co-occurring disorders, and the performance of diagnosis and differential diagnosis. This includes severity assessment and assessment of dangerousness to self or others;

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## RSA 330-C:10 Scope of Practice

### MLADC continued

(b) The performance of treatment planning, case management, consultation, education, documentation, and client advocacy;

(c) The performance of counseling including:

(1) Individual, group, family, and significant other counseling;

(2) Crisis prevention and intervention to include enlisting the support of trained personnel to manage risk of harm to self or others;

(3) Co-occurring disorder counseling with the use of integrated models of assessment, intervention, and counseling techniques with and without the context or treatment of a substance use disorder;

(d) Adherence to professional and ethical standards as determined by the board.

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## RSA 330-C:10 Scope of Practice

### MLADC continued

II. A MLADC may engage in independent practice within the scope of practice in this section only with clinical supervision or peer collaboration.

III. A MLADC shall provide services only within the boundaries of his or her competence, based upon education, training, clinically supervised work experience, consultation, study, or professional experience.

**Source.** 2008, 189:1. 2010, 249:11, eff. Sept. 4, 2010. 2023, 203:7, eff. Oct. 3, 2023.

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## RSA 330-C Scope of Practice

### Licensed Alcohol & Drug Counselor

I. The scope of practice of the LADC is the screening, assessment, diagnosis, treatment planning, and treatment of substance use disorders and the screening and referral of mental health disorders under clinical supervision as defined in this chapter. The scope does not include the treatment of co-occurring disorders, unless the LADC is in an academic internship as part of a master's program in a mental health field or employed as a LADC and working toward mental health licensure under RSA 330-A, RSA 329, or RSA 326-B. The practice of alcohol and drug counseling includes the following performance areas which encompass the 12 core functions and practice dimensions of addiction counseling:

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## RSA 330-C Scope of Practice

### LADC continued

(a) The performance of clinical evaluation including the screening, assessment, and diagnosis of alcohol and other drug use disorders, the assessment and identification of symptoms of co-occurring mental health disorders and differential diagnosis indicators and the development of preliminary mental health disorder diagnoses for further assessment and confirmation by an appropriate professional. This includes severity assessment and assessment of dangerousness to self or others;

(b) The performance of treatment planning; referrals including co-occurring mental health and medical conditions; case management and service coordination including implementation of treatment plans, consultation, coordination of care with mental health and other community providers, ongoing assessment of progress and needs, and client advocacy; education; and documentation;

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## RSA 330-C Scope of Practice

### LADC continued

- (c) The performance of counseling, including:
  - (1) Individual, group, family, and significant other counseling; and
  - (2) Crisis prevention and intervention to include enlisting the support of trained personnel to manage risk of harm to self or others;
- (d) Adherence to professional and ethical responsibilities as determined by the board.
- II. An LADC may engage in practice only under clinical supervision of an MLADC, LCS, LADC, psychiatric APRN, or licensed mental health provider approved by the board.

Source. 2008, 189:1. 2009, 54:4, eff. July 21, 2009.

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## RSA 330-C Scope of Practice

### Certified Recovery Support Worker

The scope of practice of a certified recovery support worker is:

- I. The provision of basic screening of persons with substance use and co-occurring mental health disorders to determine whether referral for further assessment and formal diagnosis is needed and the making of appropriate referrals.
- II. The provision of monitoring of clients' health and safety including basic recognition of signs and symptoms of addiction, intoxication, and withdrawal, and the implementation of structured interventions to ensure the immediate safety of clients demonstrating such symptoms.

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## RSA 330-C Scope of Practice

### CRSW continued

- III. The provision of recovery support including practical support, mentoring, and education about addiction, community peer support, role of medication and co-occurring disorders in addiction.
- IV. Adherence to the ethical standards of the substance use treatment profession as determined by the board.

Source. 2008, 189:1, eff. July 1, 2008.

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## RSA 330-C

### Any questions on RSA 330-C? MLADC or LADC Scope of Practice

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## 2023 Passed Legislation

Passed legislation that affects RSA 330-C, effective Oct 3, 2023

- **HB 2**, a budget bill, proposed to combine the LADC Board and Psychology Board under the Mental Health Board-this language was removed from the bill
- **HB 655** would allow OPLC to review and determine who receives a license rather than the Board; eliminates Peer Review Committee; OPLC to conduct all hearings and investigations; eliminates many aspects of RSA 330-C-**OPLC is now taking over admin duties of LADC board**
- **HB 321** would allow minutes from nonpublic sessions to be released in 10 years; OPLC would need to redact information to prevent release
- **HB 445 and SB 49** would allow fees paid to OPLC to be non-lapsing
- **HB 507** relative to eliminating penalties for unauthorized practice
- **HB 594** relative to licensure of out-of-state applicants if the requirements are substantially similar to NH
- **SB 44** removes human services as listed degree for MLADC, expand MLADC scope of practice, adds criminal justice degree for LADCs (if not removed); increases CRSW renewal education from 12 to 24 hours every 2 years
- **SB 207** Creates a study committee of the LADC, Psychology, and MH Boards

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## Administrative Rules

<https://www.oplc.nh.gov/board-licensing-alcohol-and-other-drug-use-professionals-laws-and-rules>

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## Administrative Rules

- **Alc 100 rules** ORGANIZATIONAL
- **Alc 200 rules** PROCEDURAL
- **Alc 300 rules** INITIAL CREDENTIALING
- **Alc 400 rules** RENEWAL & ONGOING REQUIREMENTS
- **Alc 500 rules** ETHICAL STANDARDS

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## Alc 100 ORGANIZATIONAL

- These rules implement the statutory responsibilities of the board of licensing for alcohol and other drug use professionals. Their purpose is to protect and benefit the public through regulation of such professionals.
- Describe the make-up of the Board: The board consists of 7 members appointed and limited in accordance with RSA 330-C:3, sitting for no more than 2 consecutive 3-year terms
- Contains Board contact information for the public such as office address and phone numbers

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## Alc 200 PROCEDURAL

- **Dispute Resolution** The board shall resolve by agreement or by a decision all disputes about non-criminal matters within the scope of RSA 330-C and the administrative rules implementing that statute.
- These rules describe the process for making a complaint, adjudicative proceedings and disciplinary hearings, public comment hearings and process of Board to provide explanation of adopted rules

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## Alc 300 INITIAL CREDENTIALING

- Describes requirements for initial licensing and certification
- Describes definitions; requirements for all applicants; eligibility requirements and application procedures for CRSW, LADC, MLADC and LCS credentials
- Explains examinations, reciprocity, additional materials to submit with application; supervision agreement; and fees
- The current version of the 300 rules went into effect **March 13, 2023**

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## Alc 400 RENEWAL REQUIREMENTS

- Describes re-licensure requirements
- Describes peer collaboration
- Describes supervision requirements for each credential
- Describe how to be an “approved supervisor” to someone working toward a credential
- Also describes inactive status and reinstatement
- The current version of these rules went into effect July 2018
- It is anticipated that the Board will schedule a hearing on newly proposed 400 rules soon

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## Alc 500 ETHICAL STANDARDS

- Describe ethical requirements such as practicing within ones statutory scope of practice
- Ethical standards to which each credential must abide
- Bound by the NAADAC Code of Ethics last updated in January 1, 2021

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## 400 Rule changes made in 2018

- Added a late renewal fee
- Audit/attestation option for supervision/peer collaboration
- Peer Collaboration and Supervision to occur individually or in small groups of no more than 8 people
- Continuing education to include 6 hours ethics and 6 hours suicide prevention every 2 years in addition to the 12 hours of categories of competence 1, 2, 14-18.
- Eligibility to provide supervision
  - CRSW with 6 hours supervision training (and 6 hours practical training) to supervise CRSW
  - LADC/MLADC with 6 hours Recovery Performance Domain training to supervise CRSW
  - LADC w/ 2 years experience to supervise LADC
  - MLADC w/2 years experience to supervise MLADC

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## Credentialing Requirements

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## Credentialing Requirements

- International Certification & Reciprocity Consortium (IC&RC) sets minimum standards for each reciprocal credential based on a Job Analysis and related performance domains
- The NH LADC and/or MLADC have reciprocity in Connecticut, Massachusetts and Rhode Island as well as 37 other states and multiple other countries

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## LADC Requirements

### Education

- Associate's Degree in addiction studies or substance use counseling; or
- Bachelor's Degree in clinical mental health, social work, psychology, substance use counseling, addiction studies, human services or equivalent
- 300 hours substance use education; 25% can be online
- 6 hours ethics; 6 hours confidentiality; 6 hours 12 Core Functions; 6 hours HIV/AIDS; 6 hours suicide prevention and remaining hours in the 18 categories of competence documented on Education and Training Summary Form

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## LADC Requirements

### Supervised Work Experience

- Associate's Degree 6,000 hours experience
- Bachelor's Degree 4,000 hours experience
- Paid or volunteer; involve direct service to clients
- Hours worked during a college internship or practicum can count toward these totals
- Full time work equates to 2,000 hours per year
- Make sure job description includes substance use counseling

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## LADC Requirements

### Supervision

- 300 hours supervision regardless of degree;
- Must submit a supervision agreement before hours can begin
- Record keeping and note-taking by supervisor must cover the 12 core functions with a minimum of 10 hours in each function;
- No "not acceptable" supervision ratings for any of the core functions
- Performed by someone licensed (LADC or MLADC) or approved by the Board in the appropriate setting

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## LADC Requirements

### Examination

- ADC exam; approximately \$175 fee
- Must wait 90 days to retake a failed exam
- Computer –Based Testing
- AOD Board home page has registration instruction form

### Code of Ethics

- Applicants and licensees may sign assurances that incorporate the NAADAC Code of Ethics
- Case study requirement and 3 professional reference forms are eliminated as of 3/13/23

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## LADC Requirements

### Other Requirements/Additional Materials

- Submit application with fee (\$100 updated Aug. 2023)
- Must be 18 years old;
- Be able to read and write in English;
- Notarized form permitting release of criminal record check
- Criminal record check and any related documents;
- Verification of employment form;
- Supervised work experience report form;
- Supervised practical training report form;
- Applicant evaluation form completed by supervisor
- Verification of license in other jurisdictions

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## LADC Requirements

### Relicensure

- \$100 renewal fee with application in June or 2 years from approval (for individuals licensed after 2/22/23 per OPLC pursuant to RSA 310-A:1-h);
- 48 hours education every 2 years;
  - 50% pre-approved by the board
  - No more than 25% online
  - At least 12 hours specific to categories of competence: data collection (1); diagnosis of SUD (2); alcohol & drugs (14); sociological factors (15); physiological factors (16); psychiatric factors (17) and treatment issues (18)
- 1 hour weekly supervision (no more than 8 people in group supervision)
- 6 hours ethics and 6 hours suicide prevention every 2 years

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## LADC Requirements

**Any questions on Requirements for  
earning LADC Licensure?**

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## MLADC Requirements

### Education

- Official transcript of 60-credit Master's degree in clinical mental health, clinical psychology; SUD treatment, social work, (human services removed with passing of SB44) or equivalent; if Master's degree is <60 credits than it must be made up with additional graduate courses
- 300 hrs substance use education; 25% can be online
- 6 hrs ethics; 6 hrs HIV; 6 hrs 12 core functions; 6 hrs confidentiality; 6 hours suicide prevention;
- Remaining hours in the 18 categories of competence documented on Education and Training Summary Form
- 24 hours in the past 12 months

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## MLADC Requirements

### Supervised Work Experience

- 3,000 hours post-masters experience
- Paid or volunteer; involve direct service to clients
- Full time work equates to 2,000 hours per year
- If you already have a LADC you only need 1,500 hours post-masters experience
- If you have LCMHC or LCSW you only need 1,500 hours post-masters experience; need to submit request
- Make sure job description includes substance use counseling

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## MLADC Requirements

### Supervision

- 300 hours supervision regardless of degree;
- Must submit a supervision agreement in advance
- Must cover the 12 core functions with a minimum of 10 hours in each function;
- Performed by MLADC or someone approved by the Board
- Supervisor must keep records and notes of supervision
- Conducted in the appropriate setting

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## MLADC Requirements

### Examination

- AADC exam; fee
- Computer –Based Testing
- AOD board has registration instruction form

### Code of Ethics

- Applicants and licensees sign assurances that incorporate the NAADAC Code of Ethics
- Case study requirement and 3 professional reference forms are eliminated as of 3/13/23

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## MLADC Requirements

### Other Requirements/Additional Materials

- Submit application with fee (\$212 updated Aug. 2023)
- Must be 18 years old;
- Be able to read and write in English;
- Criminal record check (fee) and any related documents;
- Verification of employment form;
- Supervised work experience report form;
- Supervised practical training report form;
- Applicant evaluation form completed by supervisor
- Verification of license in other jurisdictions

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## MLADC Requirements

### Relicensure

- Renewal fee \$212 with application in June or 2 years from approval (for individuals licensed after 2/15/23 per OPLC pursuant to RSA 310-A:1-h);
- 48 hours education every 2 years;
- 6 hours ethics and 6 hours suicide prevention training every 2 years
- 26 hours peer collaboration per year; (52 total)
- May substitute clinical supervision for peer collaboration

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## MLADC Requirements

**Any questions on Requirements for earning MLADC Licensure?**

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## Reciprocity Requirements – LADC Alc 309.01

- The board shall issue an initial license as a LADC based on reciprocity to an individual who has been licensed in another state for less than 5 years and who: (1) Meets the requirements set forth in Alc 306.02; (2) Has not been the subject of disciplinary action with the immediately preceding 5 years in any state or jurisdiction; and (3) Has complied with the application requirements set forth in Alc 313.01.
- A reciprocity approval notification sent directly to the board's office by IC&RC, if applicable;
- Proof of practice as a LADC or at an equivalent level of licensure and scope of practice in another state or territory of the United States for a period of 5 years or more, with the applicant's license being active and in good standing as verified by the licensing body in the state or territory of licensing, if applicable;

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## Reciprocity Requirements – LADC

### Alc 309.01-Continued

- An official transcript;
- Payment of the applicable license fee as described in Alc 317; \$110.00
- A criminal history records check form and fingerprint card; \$48.25
- Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use and integrated co-occurring disorders;

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## Reciprocity Requirements - MLADC

### Alc 312.01

- The board shall issue an initial license as a LADC based on reciprocity to an individual who has **been licensed in another state for less than 5 years** and who: (1) Meets the requirements set forth in Alc 310.01; 2) Has not been the subject of disciplinary action with the immediately preceding 5 years in any state or jurisdiction; and (3) Has complied with the application requirements set forth in Alc 313.01. (b) An applicant for reciprocity-based initial licensure as a **MLADC who has been licensed in another state for 5 years or more.**;
- A reciprocity approval notification sent directly to the board's office by IC&RC, if applicable;

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## Reciprocity Requirements – MLADC

### Alc 312.01-Continued

- Proof of practice as a LADC or at an equivalent level of licensure and scope of practice in another state or territory of the United States for a period of 5 years or more, with the applicant's license being active and in good standing as verified by the licensing body in the state or territory of licensing, if applicable;
- Payment of the applicable license fee described in Alc 317; \$240.00
- A criminal history records check form and fingerprint card or live scan document; \$48.25
- Unless the information is available only on a secure website, an official verification letter sent directly to the board by every jurisdiction which has issued a license, certificate, or other authorization to practice counseling of individuals with substance use and integrated co-occurring disorders...

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### CREDENTIALING SUPPORT PARTNERSHIP

LEADING & MENTORING THE GROWTH OF SUBSTANCE USE PROFESSIONALS

- NHADACA has started the Credentialing Support Partnership (CSP) program that provides **FREE** external clinical supervision, mentoring and support in navigating the application process for LADC and MLADC credentials.
- This program aims to expand behavioral health workforce capacity and access to evidenced-based treatment from licensed providers.

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### CREDENTIALING SUPPORT PARTNERSHIP

LEADING & MENTORING THE GROWTH OF SUBSTANCE USE PROFESSIONALS

- The CSP program is a resource for answering questions related to all New Hampshire substance use credentials.
- Designed to support LADC and MLADC licensure candidates by providing the necessary supervision and other supports (skill building, mentoring, coaching, etc.) to participants as you work towards successful completion and obtain licensure.
- For more information call 603-225-7060 or email [credentialing@NHADACA.org](mailto:credentialing@NHADACA.org)

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## Current Numbers

Current certified and licensed professionals (as of 9/28/2023):

- 250 CRSWs
- 153 LADCs
- 399 MLADCs
- 31 LCSs

In 2023, These numbers increased by the LADC Board approving:

- 54 new CRSWs
- 18 new LADCs
- 34 new MLADCs
- 1 new LCS

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NH Alcohol & Drug Abuse Counselors Association  
NH Training Institute on Addictive Disorders



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## About NHADACA

We are a membership organization serving addiction professionals since 1985.

**Our Mission:**

*NHADACA's mission is to provide quality education, workforce development, advocacy, ethical standards and leadership for addiction professionals. We empower efforts in prevention, treatment and recovery.*

**Learn \* Grow \* Serve**

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## Where to find us...

NHADACA  
130 Pembroke Road, Suite 150  
Concord, NH 03301

(603) 225-7060 phone  
(603) 589-1191 fax

Credentialing@nhadaca.org  
Training@nhadaca.org  
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www.NHADACA.org

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