



Direction for the Case Presentation Method and Oral Test Registration.

1. You must have an application approval letter from the Division of Consumer Affairs, Alcohol, and Drug Counseling Committee before you can be registered for the Oral Exam.
2. See additional Oral Exam sections on this website area for additional information.
3. Fill out the Oral Test Registration Form and send it, along with your Case Study, Fee, and Test Approval letter to the Certification Board. You will then be contacted regarding a testing date.
 - Use an actual client from your case files, one who has completed treatment or is no longer obtaining your services where you were the primary counselor. Use a fictitious name for the client. Do not use abbreviations.
 - Complete the demographic information sheet on the client.
 - Provide the information for all items on pages 4 and 5. Begin by typing:
 - SUBSTANCE ABUSE HISTORY as a subheading, follow with narrative (story style) on the client's history of substance abuse, go on to subheading
 - PSYCHOLOGICAL FUNCTIONING. Complete this section in the same manner all the way through.
 - Sign the Counselor's Statement on the Cover Sheet.
 - Give the completed Case Presentation to your supervisor for their review and signature (your supervisor must sign each and every sheet of the original copy).
 - Make five copies of the completed Case Presentation. Keep one copy for your personal file, mail the original and four copies to the Certification Board (address below) along with your application materials.
 - Please note that no pre-programmed treatment plans will be accepted. The treatment plan must be developed by the applicant.

PLEASE NOTE: In addition to the cover sheet and demographic page, a **maximum** of eight (8) typewritten pages will be accepted.