



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
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**BOARD OF LICENSED ALCOHOL AND OTHER DRUG USE PROFESSIONALS**

**APPLICANT CHECKLIST FOR INITIAL LICENSURE AS LADC OR MLADC**

**Eligibility Requirements for Initial Licensure as a LADC as described in Alc 307.02**

1. Has committed none of the acts or omissions described in RSA 330-C:27, III for which the applicant has not made sufficient restitution as described in Alc 307.02 (a),1 (a-d).
2. Is of good character, as evidenced by Alc 307.02 (a), 2 (a-d).
3. Has met the education requirements set forth in Alc 307.03
4. Has met the training requirements as set forth in Alc 307.04
5. Has accumulated the supervised work experience specified in Alc 307.05
6. Has been found competent in substance use counseling as described in Alc 313.06 (e)(9)
7. Has passed the exam as described in Alc 308.01(a) and
8. Has complied with the application procedures set forth in Alc 312.

**Procedures for Applying for Initial Licensure as a LADC or MLADC as described in Alc 313.01**

1. Submit a completed Application for Initial Licensure for Alcohol and Drug Counselor or Master Alcohol and Drug Counselor form as described in Alc 313.02.
2. Submit the additional materials as described in Alc 313.04
3. Payment of the applicable fee as described in Alc 317.
4. Submit criminal history records check form and fingerprint card or live scan document, requesting both a NH and Federal records check in accordance with the procedure specified by the NH department of safety, Saf-C 5700, [Criminal History Record Requests | NH State Police](#) Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment.

**Additional Materials to be submitted for a LADC or MLADC license as described in Alc 313.04**

1. Submit the criminal background requirements as described here; [how-to-obtain-cbc.pdf \(nh.gov\)](#)
2. Letter of Verification as defined in Alc 313.04 (c) 1, 2.

4. A written description of the circumstances if the applicant has indicated “yes” to any of the “yes-no” questions on the application form or has been convicted of a felony.
5. Official transcripts sent directly to the Board’s office by the degree granting educational institution.
  - a. For the LADC applicant, showing the award of one of the academic degrees require by Alc 307.03 (b)
  - b. For the MLADC applicant, showing the award of the master’s degree required by Alc 310.02.
  - c.\*\*\*\*\*For applicants who have been working towards their LADC/MLADC and have not completed the degree requirements as of the effective date of these rules, March 13, 2023; the Board will accept the education completed up to this date. From March 14, 2023 forward, the applicant must submit the educational requirements of the new rules.
6. Proof of a passing score on the applicable IC & RC exam sent directly to the Board’s office from the testing center.
7. For the purpose of documenting receipt of the required hours of drug and alcohol use education, as many of any of the 3 kinds of documents as needed to document all of the applicant’s hours as described in Alc 313.04(g) 1,2
8. Submit as many Supervised Practical Training Report Forms as necessary to document all of the applicant’s hours and as described in Alc 313.05.
9. Submit as many Supervised Work Experience Report Forms as necessary further described in Alc 313.06
10. Submit a Verification of Employment Form as described in Alc 313.04(j) and Alc 313.08.
11. Submit a Supervision Agreement as described in Alc 313.09
12. Submit an Applicant Evaluation Form as described in Alc 313.10
13. Submit an Education and Training Summary Form as described in Alc 313.11.

**Documentation required as defined in the Administrative Rules** – This checklist is a guide only and may not be all inclusive. It is the applicant’s responsibility to read the administrative rules and to be certain all has been received by the Board’s office to complete your application.

- Application form as defined in Alc 313.02
- A written description of the circumstances if the applicant has indicated “yes” to any of the questions on the application as described in Alc 313.02 (j).
- Test scores from the applicable examination as described in Alc 313.04 (f) submitted directly from IC & RC.
- Submit the criminal history records check form and fingerprint card or live scan document, as described here; [how-to-obtain-cbc.pdf \(nh.gov\)](#)
- Submit payment of the applicable licensure fee as described in Alc 317.
- Letter of Verification sent to the Board from every jurisdiction which has issued a license, certificate, or other authorization to practice as defined in Alc 313.04 (c) 1, 2.
- Official Transcripts sent directly to the Board’s office by the degree granting educational institution as described in Alc 307.03 (b) for LADC’s. Alc 310.02 for MLADC’s.
- Documentation showing proof of required education in drug and alcohol use as described in Alc 313.04 (g) 1, 2.
- Supervised Practical Training Report form as described in Alc 313.05.
- Supervised Work Experience Report form as described in Alc 313.06.
- Verification of Employment form as described in Alc 313.04 (j) and Alc 313.08.
- Supervision Agreement as described in Alc 313.09.
- Applicant Evaluation form as described in Alc 313.10.
- Education and Training Summary form as described in Alc 313.11