

California Association for Alcohol/Drug Educators

Addiction Counselor Certification Board of California

5230 Clark Ave. #1, Lakewood, CA 90712

Phone: 707) 722-2331 • Fax: 562-275-3494 • Email: office@caade.org

Exam Eligibility Application

Testing Protocol:

- If you have earned your certificate of completion from a CAADE approved college program (or equivalent as deemed by the Certification Chair), you are eligible to take the CATC exam.
- If your registration is expired/due for renewal within the next 6 months, include a registration renewal with this application. You will not be approved to test until either your registration is current for a minimum of 6 months or you submit the \$100 non-member testing fee.
- The fee for the exam is **\$135** for CAADE registrants/members. The testing fee is payable directly to Comira once you are approved. CAADE MEMBERS SHOULD NOT SEND EXAM PAYMENT WITH THIS APPLICATION.
- **Non-members** pay the \$135 testing fee plus an additional \$100 non-refundable processing fee payable to CAADE with this application.
- Once you are approved to take the CATC exam, CAADE will email or phone with the contact information for Comira, the company that facilitates our testing. Comira will collect the testing fee and you will be able to choose a convenient date, time and testing location to take your exam. Comira has nearly 80 testing sites throughout California as well as national locations.
- All applicants must wait 30 days between test attempts in the event of a failing score. The \$135 fee will be charged for each individual test attempt and is paid directly to Comira.

CATC Exam Checklist:

- Copy of certificate from a CAADE approved ADS program

** If you do not have a certificate of completion from your ADS program, you may submit:

- Unofficial transcripts that *clearly* state you have been awarded the certificate

OR

- Unofficial transcripts signed by the head of your school's ADS program. No other documentation will be accepted**

- Completed *CATC Exam Eligibility Application* (page 2 of this form)
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- \$100 Non-member Testing Fee

- If you paid by credit card or PayPal online at www.caade.org, please include a copy of your receipt. If you choose to pay by check or money order (no cash), please make your check for \$100 payable to "CAADE" and include this with your documents.

