

Initial CATC IV Certification Checklist

- Completed Initial CATC IV Application Form (Page 1 of this document)
- Signed and Dated CAADE Code of Ethics
- Signed and Dated Scope of Practice
- Signed and Dated Uniform Code of Conduct
- Copy of CATC Examination Score Report
- A copy of your Master's Degree
 - Degree must be from a regionally accredited college/university.
 - Degree must be in a counseling related field. (Psychology/Sociology/Human Services/Social Work, etc.)
- Summary of Hours form(s) totaling at least 2,240 hours of supervised clinical experience. This may include paid, or unpaid work experience providing counseling services in an AOD program dating back to the first day of registration with a certifying agency, or attendance at an Addiction Studies program.
- Three (3) letters of character reference from three different individuals
Reference letters;
 - Must be in formal letter format. Emails will not be accepted.
 - Must be signed with author contact information provided.
 - May not be written by a family member. All others will be excepted.
- Initial CATC IV fee of **\$265** (\$175 for 2 years of initial certification plus \$90 for two years of membership). If your membership is current and does not expire within 6 months of your certification, you can opt to pay just the CATC certification fee of \$175 and renew your membership before it expires. You may also opt to pro-rate your certification and membership fees so that they expire on the same date. Please contact the CAADE Office for your pro-rated fee. The non-member fee for 2 years of initial CATC Certification is \$500.

If you pay by credit card or PayPal online at caade.org, please include a copy of your receipt. If you choose to pay by check or money order (no cash), payment can be made payable to "CAADE". Returned checks will be subject to a \$12.00 fee.

****IMPORTANT: Applications are not processed until ALL required documents have been submitted with the correct information and fees have been paid in full. If your application remains incomplete beyond 90 days from receipt, it will be voided and returned to you and will require resubmission****