

# Colorado Education Equivalency Review

## For Addiction Counselor Application

**This application form is interactive.  
Download the form to your computer to fill it out.**



CENTER FOR  
CREDENTIALING  
& EDUCATION™

3 TERRACE WAY  
GREENSBORO, NORTH CAROLINA 27403-3660 USA  
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The Center for Credentialing & Education, Inc. (CCE®) values diversity.  
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.

CCE and NBCC are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE), on behalf of the state of Colorado, performs the education equivalency review for certification and licensed addiction counselor candidates. Any correspondence outside of the education equivalency review should be directed to the state of Colorado at 303-894-7800.

CCE's review is based on the Behavioral Health Administration (BHA), Behavioral Health Rule 2 CCR 502-1 for Addiction Counselor Certification and Licensure (21.330), available on-line at:

<https://bha.colorado.gov/cac-clinical-training-program>

Colorado State Board of Addiction Counselor Examiners Rules are available on-line at:

<https://dpo.colorado.gov/AddictionCounselor>

Applications will be held open for one year from the date of initial review. Please note that CCE cannot return or duplicate an application. Prior to submitting your application to CCE, please make a copy of it for your records.

If you are completing the CCE review for an Educational Equivalency for Addiction Counselor Certification (using college equivalents for CAC trainings) please fill out the form on page 3.

If you are completing the CCE review for an Educational Review for Addiction Counselor (review of college degree) please fill out the form on page 4.

## HOW TO CONTACT CCE

Telephone (toll-free): 888-817-8283

Telephone Hours: 8:30 a.m. to 5 p.m. Eastern time; 6:30 a.m. to 3 p.m. Mountain time (Monday–Friday)

E-mail: [cce@cce-global.org](mailto:cce@cce-global.org)

Fax: 336-482-2852

Send written correspondence to: CCE • 3 Terrace Way • Greensboro, NC 27403-3660

**Reviews are conducted in order of receipt and completed within six weeks.** Failure to include all required items will result in the need for additional reviews. Each subsequent review takes six weeks from the date of document receipt.

In order to protect candidates from miscommunication or misinformation, CCE asks applicants to submit in writing any questions regarding their education review. Questions can be sent via e-mail, postal mail or fax. CCE responds to all questions in the order they are received.

As an applicant for licensure education review, you have the right to appeal the findings on the education review completed by CCE. Please be aware that all applications for education equivalency review in Colorado are reviewed by CCE, which is the contracted agent for the Colorado State Board of Addiction Counselor Examiners, and the credential review is based on the Colorado Code of Law, Section 12-43-804 and Rule 14: Colorado Board of Addiction Counselor Examiners Rules. These requirements must be met in full.

## Education Equivalency for Addiction Counselor Certification in Colorado

Anyone intending to use college equivalents must submit the following to CCE:

- An official transcript from an accredited college or university in a sealed envelope. The courses must be in a behavioral health science or field. Each college class being offered as the equivalent of a Certified Addiction Counselor (CAC) training must have a grade of C or above.
  
- A cover letter with an attached syllabus and a written description about why the college class is equivalent to the CAC training.

<b>Applicant Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Suffix</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP:</b>

Required CAC Training	Name of course for educational equivalency	Official Transcript included (Y or N)	Cover letter attached (Y or N)	Syllabus attached (Y or N)	Written Description attached (Y or N)
Addiction Counseling Skills					
Case Conceptualization & Documentation					
Culturally Informed Treatment					
Ethical Practice in Addiction Treatment					
Motivational Interviewing					
Advanced Motivational Interviewing					
Cognitive Behavioral Therapy					
Co-Occurring Disorders					
Advanced Case Conceptualization					
Group Counseling Skills					
Trauma Informed Care for Diverse Populations					
Advanced Treatment Models					
Treating Diverse Populations					

## Education Review for Addiction Counselor Certification in Colorado

Please use this form for educational review of degrees. An educational review cannot be completed without an official transcript from an accredited college or university in a sealed envelope.

- Bachelor's Degree: Submission of a Bachelor's degree for certification at a CAS level must be in a behavioral health sciences specialty, with a focus on psychological, behavioral, social and cultural factors, and applies knowledge and tools in behavioral theory, research, assessment, program planning, and counseling. Generally, a human services, social work, or psychology degree will contain these elements but a sociology, nursing, or criminal justice degree will not.
- \*Master's Degree or Doctorate: Submission of a clinical behavioral health Master's Degree or Doctorate is required for the LAC. Degrees shall have counseling courses specific to assessment, diagnosis, treatment planning, treatment, theories, skills, practicum, internship, etc.

\*Is this an educational review for a Non Conforming Master's or Doctorate degree? \_\_\_\_\_  
(Non Conforming Master's or Doctorate degree review includes meeting the requirements of a clinical behavioral health Master's or Doctorate degree EXCEPT the internship/practicum requirement.)

<b>Date</b>	
<b>Applicant Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Type of Degree</b>	
<b>University or College</b>	
<b>Date Conferred (mm/dd/yyyy)</b>	



**PLEASE NOTE**

- All fees must be paid in U.S. dollars.
- All fees are nonrefundable and nontransferable.
- Review results will be sent six weeks after application receipt.
- You will be notified in writing of your status and informed if further information is needed.
- Please make check or money order payable to CCE.

**METHOD OF PAYMENT**

Applicant's Name: \_\_\_\_\_

Telephone: DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

Enclosed is a check or money order payable to CCE in the amount of \$100.

Please charge the credit card listed below in the amount of \$100.

Card Type:  VISA  MasterCard  American Express

Name on Card: \_\_\_\_\_

Account Number:

Card Security Code (from back of card):

Expiration Date:   /

Cardholder Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

**SUBMIT YOUR APPLICATION AND PAYMENT**

- Mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223
- Fax: 336-482-2852