Portfolio Review Application

CADC I | CADC II | CADC III

Purpose of this application

This application is used to request a portfolio review as an alternate method of demonstrating competence for an eligible Certified Alcohol and Drug Counselor credential. Portfolio review is intended for applicants who have a documented barrier that may affect performance on a standardized psychometric examination, including language, disability, testing-access, or other accommodation-related barriers. MHACBO may consider other circumstances on a case-by-case basis when referred for Board or designee review.

Applicant Information

Full Name	
Email Address	
Phone number	
Date of Birth	
Current employer, optional	

Credential Requested

☐ CADC I portfolio review

☐ CADC II portfolio review

☐ CADC III portfolio review

Date of most recent failed exam attempt	
Exam attempted	☐ NCAC I ☐ NCAC II ☐ MAC ☐ Other: _____

Initial Eligibility Standard

Before MHACBO will process a portfolio review request, the applicant should generally meet the following threshold requirements:

- The applicant has attempted the required examination and did not pass.
- The applicant meets the additional education and supervised experience for the credential level requested.
- The applicant identifies a barrier that may affect performance on standardized psychometric testing.

Case-by-case exceptions

If the applicant does not clearly meet the initial eligibility standard but staff believe there may be a legitimate barrier or accommodation-related circumstance, the request may be referred to the MHACBO Board of Directors or an authorized designee for review. The Board or designee may approve processing of the application as an exception.

Barrier or Accommodation Basis

Select all that apply. Applicants should provide enough information for MHACBO to understand the barrier

- ☐ Language barrier, including English as a second language, non-dominant English dialect, translation-related difficulty, or cultural/linguistic mismatch with standardized testing.
- ☐ Documented disability that impacts standardized test performance.
- ☐ Reading, processing, attention, anxiety, neurodivergence, or other testing-access barrier.
- ☐ Prior accommodation was insufficient to overcome the testing barrier.
- ☐ Other circumstance that should be considered by MHACBO: _____

Applicant Explanation

Briefly describe the barrier and why portfolio review is being requested instead of continued standardized testing. You may attach a separate statement if needed.

Supporting Documentation

Documentation item	Attached	Already on file	N/A
Exam score report or confirmation of failed attempt	☐	☐	☐
Accommodation records or prior accommodation request, if applicable	☐	☐	☐
Language barrier or cultural/linguistic explanation, if applicable	☐	☐	☐
Disability-related documentation, if applicant chooses to submit	☐	☐	☐
Other supporting documentation	☐	☐	☐

Privacy and documentation note

MHACBO only needs enough information to determine whether portfolio review is appropriate. Applicants are not required to disclose private medical details beyond what they choose to submit or what is necessary to explain the requested review pathway.

Portfolio Materials Required

The portfolio review evaluates documented education, supervised experience, credentials, accomplishments, and other evidence of competence in lieu of a passing examination score. Applicants do not need to re-submit documents already uploaded to their MHACBO/Certemy account, but must identify which documents are already on file.

Applicant Portfolio Checklist

Portfolio item	Attached	Already on file	N/A
Attached Education certificates and transcripts supporting required A&D education hours	☐	☐	☐
Documentation of required core courses	☐	☐	☐
Supervised experience documentation	☐	☐	☐
Degree or degree-equivalency documentation, if required	☐	☐	☐
Current or prior relevant credentials, licenses, awards, publications, presentations, or professional accomplishments	☐	☐	☐

Applicant Written Portfolio Sections

Section 1 - Reason for Portfolio Review

Explain why you are requesting portfolio review and how the identified barrier affected your ability to demonstrate competence through standardized testing.

Applicant Attestation and Signature

I certify that the information submitted in this application and portfolio is true and accurate to the best of my knowledge. I understand that MHACBO may verify documentation, request additional information, or refer this request to the MHACBO Board of Directors or an authorized designee. I understand that portfolio review approval is not automatic and that a pass determination requires sufficient evidence of competence for the credential level requested.

Applicant signature	
Date	

Credential-Specific Portfolio Requirements

Important

The portfolio review pathway does not reduce the underlying professional standards for certification. It replaces the examination result with a structured review of additional documented education, supervised experience, and professional competence.

CADC I Portfolio Review

Requirement	Testing Path Baseline	Portfolio Review Requirements
A&D education	150 clock hours, including required core courses	**270 clock hours**, including required core courses plus additional addiction counseling education
Supervised experience	1,000 supervised experience hours	**2,000** supervised experience hours
Exam	NCAC I or equivalent required exam	Failed exam attempt documented; portfolio reviewed in lieu of passing score
Additional evidence	Not required for testing path	Credentials, degrees, publications, awards, supervisor letters, work products, or other evidence may be considered

CADC II Portfolio Review

Requirement	Testing Path Baseline	Portfolio Review Requirements
A&D education	300 clock hours, including required core courses	**450 clock hours**, including required core courses plus additional addiction counseling education
Degree or education equivalency	Bachelor degree or MHACBO-approved education equivalency, as required for CADC II exam eligibility	Same as testing path
Supervised experience	4,000 supervised experience hours	**8,000** supervised experience hours
Exam	NCAC II or equivalent required exam	Failed exam attempt documented; portfolio reviewed in lieu of passing score
Additional evidence	Not required for testing path	Credentials, degrees, publications, awards, supervisor letters, work products, or other evidence may be considered

CADC III Portfolio Review

Requirement	Testing path baseline	Portfolio review expectation
A&D education	300 clock hours, including required core courses	**450 clock hours**, including required core courses plus additional addiction counseling education
Degree	Master degree required for CADC III exam eligibility	Master degree required
Supervised experience	6,000 supervised experience hours, or current MHACBO standard	**8,000** supervised experience hours
Exam	MAC exam or current required CADC III examination	Failed exam attempt documented; portfolio reviewed in lieu of passing score
Additional evidence	Not required for testing path	Credentials, degrees, publications, awards, supervisor letters, work products, or other evidence may be considered