



# MARYLAND Department of Health

Board of Professional Counselors and Therapists

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**\*\*IMPORTANT\*\***

To: **Alcohol and Drug Trainees  
Approved Alcohol and Drug Supervisors**

From: Board of Professional Counselors and Therapists

Re: Alcohol and Drug Trainee Renewal Information

Date: September 13, 2019

In 2002, the Board adopted regulations for alcohol and drug trainee (ADT) status to allow individuals to enter the workforce while pursuing alcohol and drug counseling certification or licensure. ADT status is intended to serve as a stepping stone to alcohol and drug counseling certificates and licenses issued by the Board. The minimum educational requirements are fewer for ADT status than the educational requirements for certification or licensure. ADT status provides a **temporary** period for individuals to work in the field **while** they complete the requirements for certification or licensure. ADT status is a 2 year period, with 2 year renewals up to a total of 6 years, to allow sufficient time for an ADT to complete the requirements for certification or licensure.

Pursuant to COMAR 10.58.07.08, an ADT must provide documentation satisfactory to the Board every 2 years of ***progress towards the fulfillment of the experiential and course of study requirements*** under Health Occupations Article, §17-302, 17-403, or 17-404 Annotated Code of Maryland. **An ADT who applies for a 2 year renewal must provide documentation of the course(s) taken and clinical experience hours earned since being issued ADT status, i.e., official transcripts and verification of supervision hours.** COMAR 10.58.08G(3).

The initial application for ADT status requires the applicant to attest to the certification or licensure sought at the end of the trainee period. If the ADT has not taken a course(s) required for certification or licensure and has not accrued clinical supervision hours during the trainee period, the Board may deny the renewal application. COMAR 10.58.07.08G(4). Proof of registration in a course immediately prior to the expiration date, in and of itself, is not considered

sufficient progress toward certification or licensure.

The ADT is eligible to apply for certification/licensure at any time once the ADT has met the requirements for certification/licensure. For example, an ADT who attested that he/she is pursuing the CSC-AD credential and who, during the trainee period, earned enough credits to hold a CSC-AD, should then apply for the CSC-AD. Conversely, if an ADT attested that he/she is pursuing the CAC-AD and was not able to complete all of the requirements during the trainee period, the ADT should apply for a renewal and continue working to fulfill the CAC-AD requirements. If the ADT is not eligible for the credential to which he/she attested by the expiration of his/her trainee period, their ADT status will not be extended beyond the 6 year period. Further, the Board will not approve a new application for ADT status after the 6 year period.

ADTs who fail to renew their status by the expiration date may not practice alcohol and drug counseling. Those providing clinical supervision to ADTs should be aware of the ADT's status expiration date and should monitor the ADT's progress toward certification or licensure to avoid any disruptions in the provision of counseling services to clients. The Board appreciates the importance of continuity of patient care. However, the Board is not able to expedite renewal applications due to an ADT's failure to submit a renewal application in a timely manner.

ADTs are strongly encouraged to submit applications for certification or licensure well in advance of their trainee status expiration date to allow time for taking the required examinations and application processing. A pending certificate or license application with the Board is not a waiver of the ADT renewal deadline. If it is possible that the ADT status will expire before the certificate or license is issued, the ADT should apply for renewal. If the ADT status expires and a new certificate or license has not been issued, the ADT cannot provide alcohol and drug counseling during that time period. The Board cannot guarantee that a certificate or license will be issued before the ADT status expires.

**Please do not reply to this email.**

**If you have questions, please contact [Tawana.brown@maryland.gov](mailto:Tawana.brown@maryland.gov).**

(9/13/2019)