

**letterhead**  
**Certified Supervised Counselor - Alcohol and Drug**  
**Application Checklist**

Is your application complete?

The application packet must include:

1.  The completed application form;
2.  All required documents including official transcripts;
3.  A check or money order in the amount of \$150 payable to the Board; and
4.  A copy of the **receipt** from criminal background check. \*

**\*Note:** you no longer have to wait for board authorization before obtaining the criminal background check.

\*Send a copy of the receipt received when you obtain your background check **with** your application.

\*Criminal background reports are sent directly to the Board from the Criminal Justice Information Systems (CJIS) offices.

\*If you have a criminal background, it must be disclosed on your application along with an explanation of the circumstances surrounding the arrest and/or conviction.

\*Incomplete applications may result in delayed processing time.

Questions? Contact Janice Isaac, Alcohol and Drug Counselor Licensing Coordinator, at [Janice.isaac@maryland.gov](mailto:Janice.isaac@maryland.gov) or (410) 764-4740.