



**NOTICE:**

All NDBACE files are subject to the North Dakota Open Records Law

**RETURN FORM TO:**

North Dakota Board of Addiction Counseling Examiners  
505 Kansas City St., Rapid City, SD 57701  
*Or email an electronic copy to [board@ndbace.org](mailto:board@ndbace.org)*

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## Licensure Examination Application

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Present Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Application Fee: \$40.00**

You must attach your application fee payment of check or money order made payable to NDBACE.

**Examination Fee: \$150.00**

Your examination fee will be paid online to Kryterion, once your examination application has been reviewed and approved by the NDBACE.

**Eligibility Requirements:**

All academic coursework must be completed before you will be approved to sit for the National Addiction Counselor, level I (NCAC I) examination. You must have your transcripts sent from the college or university directly to the NDBACE office if you have not done so already. The exam is administered by the National Certification Commission for Addiction Professionals (NCCA AP), which is the credentialing arm of the National Association for Addiction Professionals (NAADAC).

**Examination Sites:**

Please refer to the "Licensure Exam" tab on our website at [www.NDBACE.org](http://www.NDBACE.org) for current examination sites.

**Examination Date Registration:**

- Once the NDBACE grants examination approval, you will receive an email message from the exam administrator containing information about how to register for an examination date, time, and location.
- Length of time to receive approval ranges from one week (if all your academic coursework was previously verified by NDBACE as complete) to several weeks (if you are submitting your academic coursework for review with your examination application).
- If you don't receive an email message from the examination administrator after the suggested amount of time, please contact the NDBACE office.
- **You must bring a copy of the email with you to your exam.**

**The NDBACE receives email notices with exam scores every two weeks. You will be notified by email once we receive your score.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_