



# UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

## Advanced Substance Use Disorder Counselor

Initial Application

Endorsement Application

### APPLICANT INFORMATION

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

All Previous Legal Names: \_\_\_\_\_

Other DOPL Licenses Held: \_\_\_\_\_

SSN:\* \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female  
\* If you don't have a social security number, please follow the instructions on the last page.

Address: \_\_\_\_\_  
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Note: All Division notices and communication will be sent to this email.

Please select one:

- I am a United States citizen or a non-citizen of the United States who is lawfully present.
- I am a foreign national not physically present in the United States.
- None of the above, please explain: \_\_\_\_\_

Driver License or State ID Card: \_\_\_\_\_  
State of Issue License Number Expiration Date

**NOTE:** If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of lawful presence in the United States.

### AFFIDAVIT AND RELEASE

I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, and discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.

I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Department of Commerce, State of Utah, any files, records, or information of any type reasonably required for the Department to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

I understand that I am responsible to update the Department of any changes relating to my application/license/certification/registration.

I understand that if the application is not complete at the time of submission, it will delay approval and could result in a denial.

**I declare under criminal penalty under the law of Utah that this application is true and correct.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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## PRIVACY NOTICE

The information you provide on this form will be used to determine your eligibility for a license, registration, or certification in Utah. Failure to provide complete information as requested will result in the denial of your request as incomplete.

Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://dopl.utah.gov/records>.

To comply with legal and regulatory requirements, we may share limited information about your license, registration, or certification with authorized parties. This may include government agencies, national databases, and contracted vendors. Shared information may include issue date, status, expiration date, disciplinary actions, and your name or other direct identifiers.

We may also share aggregated and de-identified data (e.g., education levels, exam pass rates, length of licensure, etc.) with relevant stakeholders for data analysis and reporting purposes.

## ACKNOWLEDGEMENT:

Your signature acknowledges receipt of this information.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



QUALIFYING QUESTIONNAIRE

Do not leave any question blank.

DOPL may request additional documentation if the information submitted is insufficient.

1. [ ] Yes [ ] No Have you EVER had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, resigned, or surrendered while under investigation, or otherwise disciplined in any way?

2. [ ] Yes [ ] No Do you CURRENTLY have any criminal action active or pending?

3. [ ] Yes [ ] No WITHIN THE PAST 10 YEARS, have you pled guilty to, no contest to, entered into a plea in abeyance, or been convicted of a misdemeanor in any jurisdiction?

4. [ ] Yes [ ] No Have you EVER pled guilty to, no contest to, entered into a plea in abeyance, or been convicted of a felony in any jurisdiction?

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered "Yes" to questions 2, 3, or 4 you must submit the following for EACH and EVERY incident:

- personal account of the incident
police report(s)
court record(s)
probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

Please DISCLOSE the following:

- charges that were later held in abeyance (plea in abeyance), diverted, reduced, or dismissed.
motor vehicle offenses such as driving while impaired or intoxicated.
if you are restricted from possession, purchase, transfer, or ownership of a firearm or ammunition (even if your restriction is based on a non-reportable juvenile conviction).

You do NOT need to disclose:

- minor traffic offenses such as parking or speeding violations.
juvenile offenses, unless you were tried as an adult.
legally expunged or sealed criminal history incidents.

For more information, see DOPL's criminal history FAQs.

PROFESSIONAL LICENSES

List all other licenses, registrations, or certifications issued by any jurisdictions, which you now hold or have ever held, in any profession. (Use additional sheets if necessary.)

Profession: License Number:

Issuing State: License Status: Issue Date:

Profession: License Number:

Issuing State: License Status: Issue Date:

If you identified an Advanced Substance Use Disorder Counselor license above, please answer the following:

[ ] Yes [ ] No After obtaining the license(s) above, have you engaged in at least one year of experience in the state, district, or territory of the United States where the license was issued?

Note: If you answer yes to the question above, please see the checklist at the end of this application or our website for instructions on applying by endorsement.

## MEDICAL QUALIFYING QUESTIONNAIRE

**Read thoroughly and answer each question. Do not leave any question blank.**

*A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.*

**1. Have your rights, privileges, and/or participation ever been denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way by:**

- Yes  No a hospital or health care facility
- Yes  No Medicaid, Medicare or any other state or federal health care payment reimbursement program
- Yes  No the Federal Drug Enforcement Administration or any state drug enforcement agency
- Yes  No malpractice insurance coverage
- Yes  No other entity: \_\_\_\_\_

**2. Have you ever been permitted to resign or surrender any rights, privileges and/or participation while under investigation or while action was pending against you from:**

- Yes  No a hospital or health care facility
- Yes  No Medicaid, Medicare or any other state or federal health care payment reimbursement program
- Yes  No The Federal Drug Enforcement Administration or any state drug enforcement agency
- Yes  No malpractice insurance coverage
- Yes  No other entity: \_\_\_\_\_

**3. Is any action pending against you now by:**

- Yes  No a hospital or health care facility
- Yes  No Medicaid, Medicare or any other state or federal health care payment reimbursement program
- Yes  No the Federal Drug Enforcement Administration or any state drug enforcement agency
- Yes  No malpractice insurance coverage
- Yes  No other entity: \_\_\_\_\_

**4.  Yes  No Have you been named as a defendant in a malpractice suit?**

**5.  Yes  No Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitation, restrictions or conditions imposed by any malpractice carrier?**

If you answered "Yes" to question 4 you must submit a complete narrative of the circumstances and a National Practitioner Data Bank report outlining all professional liability claims made against your license and any settlements paid by or on your behalf. *NPDB website: <http://www.npdb.hrsa.gov>.*

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

## NATIONAL PROVIDER IDENTIFIER (NPI)

Your NPI: \_\_\_\_\_

## EDUCATION and EXAMINATION REQUIREMENTS

I have passed one of the following exams:

- National Association of Alcohol and Drug Abuse Counselors (NAADAC) National Certification Exam Level II
- Master Addiction Counselor (MAC) administered by the National Certification Commission for Addiction Professionals (NCC AP)
- Advanced Alcohol and Drug Counselor (AADC) administered by the International Certification & Reciprocity Consortium (IC&RC)

I meet one of the following educational requirements:

- I have completed a bachelor's degree, or higher, from a regionally accredited institution of higher learning in substance use disorders, addiction, social work, mental health counseling, marriage and family counseling, or psychology.
- I have completed two academic years of study in a master's of addiction counseling curriculum and practicum approved by the National Addictions Studies Accreditation Commission.

I meet the above education and exam requirements by holding one of the following certifications:

- I hold current certification in good standing as a National Certified Addiction Counselor Level II (NCAC II) from the National Certification Commission for Addiction Professionals (NCC AP).
- I hold current certification as an Advanced Alcohol & Drug Counselor (AADC), from the International Certification and Reciprocity Consortium.

**NOTE: Official examination scores, transcripts, or certifications must be submitted directly from the accredited educational institution, NAADAC, NCC AP, IC&RC, the National Certification Commission for Addiction Professionals, or the International Certification and Reciprocity Consortium to verify this information**



## Supervision Requirements

Use this form to report your supervision *AFTER* obtaining licensure as a Substance Use Disorder Counselor. Each Supervisor must complete a separate form. The hours on all forms must total **500**. These hours may be completed while completing the education requirements for licensure.

### APPLICANT INFORMATION (TO BE COMPLETED BY THE APPLICANT)

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

SUDC License Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

### SUPERVISOR INFORMATION (TO BE COMPLETED BY THE SUPERVISOR)

Name of Establishment: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_  
*First Middle Last*

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

License Type: \_\_\_\_\_

License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

**NOTE:** If the supervisor listed above is licensed outside of the state of Utah a verification of the supervisor's license, showing it is active and in good standing, must be submitted with this form.

Dates of Supervision: \_\_\_\_\_ to \_\_\_\_\_  
*MM/DD/YYYY MM/DD/YYYY*

\_\_\_\_\_ **TOTAL OF ALL HOURS** performed under this supervisor.

- Yes  No Did the supervisee meet the expectations of supervision with regard to the quality of work performed?  
If no, submit a written statement, regarding the performance, to the Division at [B8@Utah.gov](mailto:B8@Utah.gov).
- Yes  No Did the supervisor and supervisee work at the same place of employment?  
If no, submit a written statement, describing how you were able to perform supervision, to the Division at [B8@Utah.gov](mailto:B8@Utah.gov).

### ATTESTATION:

I certify that the applicant for licensure as an Advanced Substance Use Disorder Counselor has successfully completed the above hours of supervised experience at the facility listed above and that the experience meets the requirements outlined in [Utah Code § 58-60-506\(4\)\(c\)\(ii\)](#).

I further certify that the applicant is qualified and competent to practice as an Advanced Substance Use Disorder Counselor.

**I declare under criminal penalty under the law of Utah that this application is true and correct.**

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



# Verification of Active Practice as an ASUDC in Another State

*For endorsement applicants. See checklist for additional information.*

Each employer must complete a separate form.

## APPLICANT INFORMATION (TO BE COMPLETED BY THE APPLICANT)

Full Legal Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

## EMPLOYMENT INFORMATION: (TO BE COMPLETED BY THE EMPLOYER, HUMAN RESOURCES, SUPERVISOR OR A PROFESSIONAL COLLEAGUE)

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Employment as an ASUDC: \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

How many hours did the applicant work per week? \_\_\_\_\_

Number of hours practicing substance use disorder counseling: \_\_\_\_\_

Describe the applicant's duties: *(attach additional sheet if needed)*

Is the applicant still employed?  Yes  No

If no, is the applicant re-hirable?  Yes  No

If not re-hirable, please explain *(attach additional sheet if needed)*:

## ATTESTATION:

I do hereby certify that the applicant for licensure as an advanced substance use disorder counselor was actively engaged in the lawful practice as an ASUDC at the above-named establishment for the time frame listed. I further certify that the applicant is qualified and competent to practice as an advanced substance use disorder counselor.

**I declare under criminal penalty under the law of Utah that this application is true and correct.**

Signature of certifying individual: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**NOTE:** *Verification of an active and in good standing license to practice must be submitted with this form.*



**APPLICATION CHECKLIST AND INSTRUCTIONS**

This checklist is for your convenience; you do not need to include it with your application.

**NOTE: Incomplete applications will be denied.**

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information that is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other laws.

**If you do not have a valid Social Security number**, you must submit your Individual Taxpayer Identification Number (ITIN), Alien Registration Number (A-number), or a copy of an unexpired government issued passport from your country of residence and an intent-to-hire letter from a Utah based employer ([Utah Admin. Code R156-1-301](#)). Submission of the above documents may require additional documents to demonstrate lawful presence ([Utah Code § 63G-12-402 \(3\)\(k\)](#)).

**ALL APPLICANTS**

The following items are required to complete your application:

- \$85.00 non-refundable application processing fee, made payable to "DOPL".
- Supporting documentation for any "yes" answers provided on either of the qualifying questionnaires.

**INITIAL LICENSURE**

If applying for Initial Licensure, in addition to the items required for all applicants, you must submit:

- Supervised Experience. NOTE: Each supervisor must complete the form for the hours they supervised and the hours from all supervisors must total 500.
- Official score report of passing the NAADAC - NCE Level II, MAC, or AADC – IC&RC, please see the exam section of our website for additional information.
- Documentation of meeting the education requirements, which included one of the following:
  - Official transcripts documenting completion of a bachelor's degree, or higher, from a regionally accredited institution of higher learning in substance use disorders, addiction, social work, mental health counseling, marriage and family counseling, or psychology.
  - Official transcripts documenting completion of two academic years of study in a master's of addiction counseling curriculum and practicum approved by the National Addictions Studies Accreditation Commission.
  - Current certification in good standing as a National Certified Addiction Counselor Level II (NCAC II) from the National Certification Commission for Addiction Professionals (NCC AP) OR current certification as an Advanced Alcohol & Drug Counselor (AADC), from the International Certification and Reciprocity Consortium.

**LICENSURE BY ENDORSEMENT**

If applying licensure by endorsement, in addition to the items required for all applicants, you must submit:

- Official verification, showing active licensure in good standing for at least one year, from a jurisdiction designated by the Division as equivalent to Utah.
- If required, official transcripts and/or exam scores to demonstrate equivalency.
- Verification of Active Practice in another state, hours must total at least 500.

Please see [our website](#) for additional information regarding approved jurisdictions, and any additional documentation that may be necessary.

Submit completed application to the Division:

By US Postal Service:  
**Division of Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741**

By in-person or express delivery:  
**Division of Professional Licensing  
Heber M Wells Building, 1st Floor  
160 E 300 S  
Salt Lake City, UT 8411**

If you have questions, please contact the Division via our direct email address: [b8@utah.gov](mailto:b8@utah.gov), or via the phone or fax number listed below. Do not send applications or payments to this email.