

# Certification Guidelines: Credential Standards and Requirements Table

## Master's Level Certified Addiction Professional for Licensed Professionals (MCAP)



*Define Yourself as a Professional  
through Certification.*

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# MCAP FOR LP STANDARDS & REQUIREMENTS TABLES

The purpose of this document is to provide detailed MCAP for Licensed Professionals credential specific information, including MCAP for Licensed Professionals standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process Credential Award](#)
- [Candidate Guide: Maintenance and Renewal Process](#)

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s [Code of Ethical and Professional Conduct and Disciplinary Procedures](#). All documents are posted online. Please contact the FCB at 850-222-6314 if you have any questions.

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## MASTER’S LEVEL CERTIFIED ADDICTION PROFESSIONAL FOR LICENSED PROFESSIONALS (MCAP)

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The Master’s Level Certified Addiction Professional for Licensed Professionals (MCAP) is an advanced level professional substance abuse credential for those persons working in a licensed substance abuse disorder treatment program in Florida.

The application process has been streamlined to eliminate the MCAP requirements that licensed individuals have already met as part of their licensure.

A MCAP provides screening, clinical evaluation, intake, treatment planning, individual and group counseling, charting/documentation as appropriate, discharge planning, case management, consultation and referral to necessary resources, psycho-educational counseling, client/family/community education, ongoing clinical assessment, initiation of Marchman Act proceedings. For substance use only, a MCAP can make diagnostic impressions/observations, as well as other mental, physical and social considerations. A MCAP may not offer counseling services a private practitioner (unless also holding a Florida license in a counseling discipline), may not dispense or prescribe medication.

All MCAPs for Licensed Professionals have demonstrated competency through training, experience and clinical supervision in the performance domains of:

- Clinical Evaluation
- Treatment Planning
- Counseling
- Case Management and Referral
- Client, Family and Community Education
- Documentation
- Ethical and Professional Responsibilities
- Clinical Supervision

Individuals certified as a MCAP for Licensed Professionals will hold the MCAP and are recognized/hold the practice rights of a qualified professional as defined in Chapter 397, Florida Statutes.

## RECIPROCITY

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The Florida Certification Board is a member of the International Certification & Reciprocity Consortium (IC&RC). Professionals holding an eligible certification or license in another state may be able to transfer their credential. To transfer an ADC credential into Florida, please contact your licensing board to initiate the reciprocity process. The FCB will contact you once we receive the required paperwork from the IC&RC.

**NOTE:** The reciprocal credential for individuals transferring the ADC into Florida is the Certificated Addiction Counselor (CAC) credential. Applicant's seeking "qualified professional" status in Florida must upgrade to the CAP or MCAP credential. The FCB will review each individual's professional background against the CAP or MCAP standards when determining upgrade requirements.

## APPLICATION PROCESS OVERVIEW

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There are two distinct phases to earning the MCAP credential

- Phase 1: Apply for, submit required supporting documentation and be approved to test for the credential. Please see the [MCAP LP Standards and Eligibility Requirements](#) section and the [MCAP LP Online Application Components and Submission Protocol](#) section of this document for additional details
- Phase 2: Once your application file has been approved, you will sit for the credential exam. Upon passing the exam, your certification will be issued. Please see the [Candidate Guide: Examination Process Credential Award](#) for additional details.

This document provides you with the program requirements and the process steps to apply for and hold the credential through the two-phase process.

## ACCOUNT AND ONLINE APPLICATION REQUIREMENTS

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There are several process steps involved in applying for certification.

### **To apply for the MCAP LP credential, applicants are responsible to:**

1. Establish an online account in the FCB online system. This is a one-time activity.
2. Create an online Master's Level Certified Addiction Professional application for certification. This is the official application and payment pathway. However, there are additional forms and supporting documentation that must also be submitted to the FCB.
3. Download and complete the *Training Verification Form*. The completed form and supporting documentation can be uploaded to the online application or emailed to your Certification Specialist, once assigned.
4. Save a copy of your current license, which must be uploaded to your online application.
5. Download the *Professional Recommendation for Certification Forms*; complete Part 1 of each form; provide the form to the appropriate person(s) to complete and submit directly to the FCB on your behalf. **DO NOT** collect these forms back and submit them yourself. The FCB WILL NOT accept these forms or supporting documentation from an applicant.

The MCAP LP application is considered to be successfully submitted when you have progressed through all screens and your fee has been processed. This will generate a system email notifying you that your application has been received and the initial review is underway.

Approximately 3-4 weeks later, you will receive a personal email of introduction from your assigned Certification Specialist, along with the results of the initial review of your application and supporting forms/documentation. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

All applicants have a maximum of 12-months to earn each credential, starting from the date the application and the certification fee are received by the FCB.

The length of time for an application to be approved depends on the timeliness and quality of the documents received by the FCB. We strongly recommend that you ensure you understand the certification process and create a plan to complete all steps before completing/submitting either of the online applications.

**Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance.**

## CREATE AN ONLINE ACCOUNT

All applicants MUST first establish an online account with the FCB. Please go to our website at [www.flcertificationboard.org](http://www.flcertificationboard.org) and click on My Account to access the portal.

- If you have an account, simply login.
- If this is your first time working with the FCB, click on the My Account link to create a new account.
- If you have forgotten your login or password, please call the office. **DO NOT CREATE MULTIPLE ACCOUNTS.**

## CREATE AN ONLINE APPLICATION FOR CERTIFICATION

Applicants will be required to complete an online application.

MCAP Application: Once you have access to your online account, select the “Apply for New Certification” button and then select the **Master’s Level Certified Addiction Professional** application. The MCAP application is used for the MCAP LP credential. See the [MCAP LP Online Application Components and Submission Protocol](#) section of this document for additional details.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

- You can access the application for a maximum of 45 days. Applications not submitted within 45 days will be automatically deleted, including all data and attachments.
- Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. Please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

## DOWNLOAD AND DISTRIBUTE/COMPLETE REQUIRED FORMS

All credential-specific requirements are documented on FCB forms. All forms are posted online, under Credentials at FCB’s website, [www.flcertificationboard.org](http://www.flcertificationboard.org). All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax to (850) 222-6247.

**US Mail:** FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

**Email:** Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their Certification Specialist’s name and email address. In the absence of a specified person, FCB accepts email at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org).

# MCAP FOR LICENSED PROFESSIONALS STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<p><b>Please review the <u>Candidate Guide: Application Process</u> and the following MCAP LP standards and eligibility requirements for application. For the most current application and exam fees, please see the <u>Fee Schedule</u> posted on FCB's website.</b></p>	
<p><b>DCF Level 2 Background Screening</b></p>	<p>FCB policy requires all applicants to pass a Level 2 Background Screening that is conducted thru the Department of Children and Families. FCB will initiate background checks for individuals seeking the MCAP credential.</p> <p>Regardless of if you have been previously approved for a FCB credential or DCF Level 2 Background, you must complete and return the <i>Clearinghouse Applicant Request Form</i> and <i>Privacy Policy Form</i>.</p>
<p><b>Current Licensure</b></p>	<p>Applicants must hold an active and in good standing license issued by the State of Florida under Chapter 397, Florida Statutes.</p> <p>Eligible licenses are:</p> <ul style="list-style-type: none"> <li>• A physician or physician's assistant licensed under Chapters 458 or 459, F.S.</li> <li>• A professional licensed under Chapter 490 or 491, F.S.</li> <li>• A Psychiatric Advanced Registered Nurse Practitioner (ARNP) licensed under Part 1 of Chapter 464, F.S.</li> </ul> <p>Registered interns are not eligible for the MCAP for Licensed Professionals application pathway.</p>
<p><b>Content Specific Training</b></p>	<p>161 total clock hours of training divided as follows:</p> <ol style="list-style-type: none"> <li>1. Understanding Addiction: 45 hours</li> <li>2. Treatment Knowledge: 45 hours</li> <li>3. Application to Practice: 20 hours</li> <li>4. Professional Readiness: 20 hours</li> <li>5. Clinical Supervision: 16 hours</li> <li>6. Electives: 15 hours</li> </ol> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 10 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Guidelines and Providers are listed online on FCB's website <a href="http://www.flcertificationboard.org">www.flcertificationboard.org</a> under Education &amp; Training.</p> <p>Recommended training topics for each domain are listed at the end of this document.</p> <p>Content specific training and supporting documentation is submitted to the FCB by the applicant. Applicants must complete (1) the FCB Training Verification Form and (2) attach approved supporting documentation for each entry listed on the Form.</p>
<p><b>Recommendations</b></p>	<p>Three (3) professional letters of recommendation for certification.</p>
<p><b>Please review the <u>Candidate Guide: Examination and Credential Award</u> and the following MCAP for Licensed Professionals exam requirements.</b></p>	
<p><b>Exam</b></p>	<p>Florida Master's Level Certified Addiction Professional Exam (required)</p> <p>IC&amp;RC ADC Exam (only required for those seeking international reciprocity.)</p> <p>Study guides for both the MCAP and the IC&amp;RC ADC exams are available for purchase at <a href="https://flcertificationboard.org/products/">https://flcertificationboard.org/products/</a></p>

TOPIC	MINIMUM REQUIREMENT
<p><i>Please review the <u>Candidate Guide: Credential Maintenance and Renewal</u> and the following MCAP for Licensed Professionals requirements.</i></p>	
<p><b>Continuing Education</b></p>	<p>20 hours per year. Training content must be related to at least one of the MCAP performance domains as indicated under Content Specific Training.</p> <p>Continuing Education (CE) credit hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course is taken annually).</p>
<p><b>Renewal</b></p>	<p>Annual, on June 30th of each calendar year.</p>

## ONLINE APPLICATION COMPONENTS & SUBMISSION PROTOCOL

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
<b>Other Certification or Licensure</b>	Enter the requested information for any non-FCB certification or license you may hold.	Upload a copy of your active and in good standing license issued by the State of Florida.
<b>Formal Education/Degree</b>	Enter the requested information for the highest level degree you hold.	No applicant-provided attachments are required.
<b>Content Specific Training</b>	You are not required to enter any fields of data; you only upload mandatory files.	Upload a completed <i>Training Verification Form</i> and supporting documentation for each course/training event listed on the form.
<b>References</b>	You are required to identify the three individuals who will submit recommendations for certification on your behalf. Three professional references are required.	<p>There is not an option to upload documents to this section of the application.</p> <p>You must download the <i>Professional Recommendation for Certification Form</i> from the FCB website and provide a copy to your references for completion &amp; submission to the FCB.</p> <p><b>Note: Do not collect completed supervision or recommendation forms and submit them to the FCB yourself.</b></p>
<b>Current Employer</b>	Enter the requested information for your current employer.	There are no applicant-provided attachments in this section.
<b>Assurance and Release</b>	Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.	There are no applicant-provided attachments in this section.
<b>Final Review and Application Submission</b>	<p>Review all entered information. If any edits need to be made, make them at this time.</p> <p>Additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 45 days of starting the application, the system will delete the application, including all entered data and attachments.</p>	<p>There are no applicant-provided attachments in this section.</p> <p>When you submit your application, you will be taken to the fee payment screen.</p>
<b>Fee Payment</b>	The certification fee is due at this time. The preferred method is to pay online by credit card.	<p>Your application is not submitted until payment is made. See the <a href="#">Fee Schedule</a> posted on FCB’s website for most current fees.</p> <p>Credit card payments made online are secure and have no additional fees. Payments may also be made by money order/check. Credit card</p>



SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
		<p>payments made by phone will incur an additional \$5.00 convenience fee per transaction.</p> <p><b>All fees are non-refundable.</b></p>

## HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

The following form is submitted by the applicant:

- Training Verification Form*

The following are submitted by those completing the form on behalf of the applicant:

- Professional Recommendation for Certification Form*

Your assigned Certification Specialist will upload all hard copy documents to your online application. You will be able to track the status of each requirement from your online account.

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
<b>DCF Level 2 Background Screening</b>	Hard Copy Document: Certification Specialist will email applicant forms for Level 2 Background Screening upon receiving MCAP application. Complete <i>Clearinghouse Applicant Request Form</i> and <i>Privacy Policy Form</i> .	No documentation required from a non-applicant source.
<b>Formal Education</b>	Online Application: Report highest level degree(s).	No documentation required from a non-applicant source.
<b>Work Experience Verification</b>	Online Application: Report current employer(s).	No documentation required from a non-applicant source.
<b>Content Specific Training</b>	Hard Copy Document: Complete <i>Training Verification Form</i> and collect copies of supporting documentation.  Online Application: Upload all documents.	No documentation required from a non-applicant source.
<b>Recommendation for Certification</b>	Online Application: Report individuals who will submit a recommendation for certification.  Hard Copy Document: Provide each individual with a <i>Professional Recommendation for Certification Form</i> .	Hard Copy Document: Individual providing the recommendation completes and submits the <i>Professional Recommendation for Certification Form</i> directly to the FCB.

All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax.

**US Mail:** FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

**Email:** Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their Certification Specialist’s name and email address. In the absence of a specified person, FCB accepts email at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org).

**FAX:** 850-222-6247

## CERTIFICATION PROCESS CHECKLIST

By submitting the MCAP LP application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process and Credential Award](#)
- [Credential Specific Standards Table](#)
- [Code of Ethical and Professional Conduct and Disciplinary Procedures](#)

### FCB System Registration and Application

- Online account created.
- Online application submitted.
  - Identify and upload current active and in good standing license issued by the State of Florida.
  - Identify highest level of education completed.
  - Complete and upload the *Training Verification Form* and supporting documents.
  - Identify individuals who will submit *Professional Recommendation for Certification Forms*.  
Download and distribute the required form to each individual for completion & submission.
  - Identify current employer information.
- Fee payment made. All fees are non-refundable.

### Exams

- Receive approval to register for the exam(s).
- Exam Fee Payment Made.
- Register for the exam(s).
- Take the exam(s).

## TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
<b>Understanding Addiction (45 hours)</b>	<ul style="list-style-type: none"> <li>• Normal human growth and development.</li> <li>• Symptoms of substance use disorders that are similar to those of other medical and/or mental health conditions and how these disorders interact.</li> <li>• Medical and mental health conditions that most commonly exist with addiction/substance use disorders.</li> <li>• Methods for differentiating substance use disorders from other medical or mental health conditions.</li> <li>• Fundamental concepts of pharmacological properties and effects of all psychoactive substances.</li> <li>• The continuum of drug use, such as initiation, intoxication, harmful use, abuse, dependence, withdrawal, craving, relapse, and recovery.</li> <li>• Behavioral, psychological, social, and health effects of psychoactive substances.</li> <li>• The effects of chronic substance use on clients, significant others, and communities within a social, political, cultural, and economic context.</li> <li>• The varying courses of addiction.</li> <li>• The relationship between infectious diseases and substance use.</li> <li>• Basic concepts of social, political, economic, and cultural systems and their impact on drug-taking activity.</li> <li>• The history of licit and illicit drug use.</li> <li>• Risk and resiliency factors for substance use.</li> <li>• Statistical information regarding the incidence and prevalence of substance use disorders in the general population and major demographic groups.</li> </ul>
<b>Treatment Knowledge (45 hours)</b>	<ul style="list-style-type: none"> <li>• Generally accepted models, such as but not limited to: pharmacotherapy, mutual help and self-help, behavioral self-control training, mental health, self-regulating community, psychotherapeutic, relapse prevention.</li> <li>• The philosophy, practices, policies, and outcomes of the most generally accepted therapeutic models.</li> <li>• Alternative therapeutic models that demonstrate potential.</li> <li>• The role of family, social networks, and community systems as assets or obstacles in treatment and recovery processes.</li> <li>• Methods for incorporating family and social dynamics in treatment and recovery processes.</li> <li>• The prevention and treatment of addiction.</li> <li>• The epidemiology, etiology, and treatment efficacy.</li> <li>• Roles and contributions of multiple disciplines to treatment efficacy, including terms and concepts necessary to communicate effectively across disciplines and the importance of communication with other disciplines.</li> <li>• Resources to develop individualized treatment plans.</li> <li>• The strengths and limitations of available treatment settings and modalities.</li> <li>• How to access and make referrals to available treatment settings and modalities.</li> <li>• Current literature regarding medical and pharmacological interventions.</li> <li>• Assets and liabilities of medical and pharmacological interventions.</li> </ul>

DOMAIN	TOPICS
<b>Application to Practice (20 hours)</b>	<ul style="list-style-type: none"> <li>• Established diagnostic criteria, including but not limited to current Diagnostic and Statistical Manual of Mental Disorders (DSM) standards and current International Classification of Diseases (ICD) standards.</li> <li>• Established placement criteria developed by various States and professional organizations.</li> <li>• Strengths and limitations of various diagnostic and placement criteria.</li> <li>• Continuum of treatment services and activities.</li> <li>• A variety of helping strategies, including but not limited to: evaluation methods and tools, stage-appropriate interventions, motivational interviewing, involvement of family and significant others, mutual-help and self-help programs, coerced and voluntary care models, and brief and longer-term interventions.</li> <li>• Strategies appropriate to the various stages of dependence, change, and recovery.</li> <li>• Various cultural norms, values, beliefs, and behaviors.</li> <li>• Cultural differences in verbal and nonverbal communication.</li> <li>• The features of crisis, which may include but are not limited to: family disruption, social and legal consequences, physical and psychological, panic states, and physical dysfunction.</li> <li>• Substance use screening and assessment methods.</li> <li>• Principles of crisis case management, posttraumatic stress characteristics, critical incident debriefing methods, and available resources for assistance in the management of crisis situations.</li> </ul>
<b>Professional Readiness (20 hours)</b>	<ul style="list-style-type: none"> <li>• Assessment and intervention methods that are appropriate to culture and gender.</li> <li>• Benefits of working with community coalitions.</li> <li>• Counseling methods relevant to the needs of culturally diverse groups and people with disabilities.</li> <li>• Environmental strategies and prevention campaigns.</li> <li>• Exceptions to confidentiality rules in crisis or dangerous situations.</li> <li>• Information and resources regarding racial and ethnic cultures, lifestyles, gender, and age as well as relevant needs of people with disabilities.</li> <li>• Legal implications of crisis response.</li> <li>• Research-based prevention models and strategies.</li> <li>• Setting-specific policies and procedures.</li> <li>• The Americans with Disabilities Act and other legislation related to human, civil, and clients' rights.</li> <li>• The range of appropriate responses to a crisis or dangerous situation.</li> <li>• The relationship between prevention and treatment.</li> <li>• The relationship between substance use and diverse cultures, values, and lifestyles.</li> <li>• The unique influence the client's culture, lifestyle, gender, and other relevant factors may have on behavior.</li> <li>• Universal precautions</li> </ul>
<b>Clinical Supervision (16 hours)</b>	<ul style="list-style-type: none"> <li>• Supervision Skills/Best Practices</li> <li>• Clinical Supervision Theories and Practice</li> </ul>
<b>Electives (15 hours)</b>	<ul style="list-style-type: none"> <li>• Electives related to any of the above performance domains</li> </ul>