

THE MASSACHUSETTS BOARD OF SUBSTANCE ABUSE  
COUNSELOR CERTIFICATION, INC.

P.O. Box 7070  
Worcester, MA 01605

**LADC LICENSING TEST REGISTRATION FORM**

In order to be scheduled for testing, please complete this form and return it to MBSACC at the letterhead address along with a check or money order for the \$350.00 test fee (made payable to **MCVCAC**). Expect a longer processing time if fee is being paid by the MA Rehab Commission (MRC).

**Please print legibly. Forms that are not legible will be returned to you.**  
All fields are required.

<b>NAME</b> <i>Exactly as it appears on your Government-issued ID.</i>	
<b>ADDRESS</b> <i>Note: This address must match the one on your ID or you will not be admitted to the exam.</i>	
<b>CITY, ST, ZIP</b>	
<b>HOME PHONE</b> <i>Must Include Area Code</i>	
<b>CELL PHONE</b> <i>Must Include Area Code</i>	
<b>WORK PHONE</b> <i>Must include Area Code</i>	
<b>SSN</b> <i>Last 4 digits only</i>	
<b>AGENCY NAME</b>	
<b>AGENCY ADDRESS</b>	
<b>HOME EMAIL ADDRESS</b> <i>You will be notified of test info at this email address.</i>	
<b>SPECIAL ACCOMMODATIONS</b>	(Circle One)    YES            NO <i>If you require special accommodations, information on how to proceed will be sent to you. Documentation will be required.</i>

The testing company (SMT) will **email** you with test information. Please adjust your JUNK/SPAM filters. This process could take up to **30 (thirty) days** from the time MBSACC receives your form and fee. You will be notified of the testing sites available to you and you will be given a window of time (six months) in which to schedule your appointment. Please be advised that failure to schedule your exam within the time period allotted will result in the **forfeiture of your exam fee**. Should a candidate fail the exam, there is a mandatory 90-day waiting period before the candidate can reschedule the exam.