

Indian Alcoholism Commission of California, Inc. [IACC]

Application Check List

Note: It is the responsibility of the Applicant to submit a complete portfolio. Incomplete portfolios will be returned, fees are non-refundable.

**INSTRUCTIONS:** Complete application form with all questions answered (no blank spaces). We need specific rather than general information.

Please check each item in order to be certain your application is complete.

\_\_\_\_\_ All application forms (including autobiographical assessment and application form).

\_\_\_\_\_ Employment verification. Letters from present employers describing your duties and giving exact dates of employment and resumes.

\_\_\_\_\_ Verification of education is needed. Have a transcript sent directly to the IACC Board from College, University or Training Institution.

\_\_\_\_\_ Three (3) letters from outside agency (referral) agency you have dealt with. These must be sent directly to the Certification Board.

\_\_\_\_\_ Two (2) Peer letters of support, attesting to the counselor's character and competency, for certification must be sent directly to the Certification Board.

\_\_\_\_\_ Counselor evaluation forms are to be signed by the Clinical Supervisor and mailed to the Certification Board.

\_\_\_\_\_ Read and sign the "Code of Ethics" and "Sobriety Disclaimer" provided in the paperwork, signed and returned with this application.

\_\_\_\_\_ One passport size photo, any good photo will work.

\_\_\_\_\_ Check or money order for required amount (non-refundable) payable to: Indian Alcoholism Commission of Ca., \$1,500.00 for portfolio processing  
**Contact the IACC office to see if you are eligible and/or if funds are available to pay for all or part of your fees.**

**Mail application and check to:**

**Indian Alcoholism Commission of California, Inc.**  
2755 Cottage Way, Suite 17  
Sacramento, Ca. 95825