

Criteria for Advanced Addiction Ministries Credential (AAMC) Level III

Criteria

- Minimum of HS Diploma/HSE
- Completion of Ministry Studies Online's **5 Recovery Studies Online Class**:
 - RSO 101 Overview of Addiction
 - RSO 201 Scope of Care and Healthy Boundaries
 - RSO 221 Ethics in Recovery
 - RSO 301 Recovery Management
 - RSO 401 Practical Helping Skills
- Completion of Ministry Studies Online's **5 Additional Bible & Theology courses**:
 - MSO 122 New Testament Studies: Christ in the Gospels and Beyond
 - MSO 133 Introduction to Biblical Interpretation
 - MSO 144 Old Testament Studies
 - Your choice of ONE of these two courses
 - MSO 115 Thinking Theologically OR
 - MSO 116 The Spirit Empowered A/G Church: Doctrine, History, Missions and Governance
 - MSO 312 Ministerial Internship
- These courses can be found here: [NPCA Credentialing — MinistryStudiesOnline.com](http://NPCACredentialing—MinistryStudiesOnline.com)

APPLICATION CHECKLIST

1. Include Payment

- If upgrading from AMC (Level II), the fee is \$125.
- If applying directly to AAMC (Level III), the fee is \$200.
- Send a check or money order with your application for the appropriate fee **or** provide your credit/debit card information on page 4.
- Applications won't be reviewed until payment is received.

2. Complete the Application

- Fill out all sections of the application form.

3. Sign the Code of Ethics

- Be sure your signature is included where required.

4. Submit Education/Training Proof

- Send documentation showing you completed the *Five Recovery Studies Online* course from MSO.

5. Send Transcripts

- Provide a copy of high school/HSE or college transcripts.

6. Processing Time

- Applications are usually reviewed within two weeks of being received at the NPCA office.

7. After 3-4 Weeks of Submission, Check Your Certification Status

- Go to the NPCA homepage at www.natproca.org and click on **Professional Search**.
- Search by your last name.
- If your certification has been issued, your information will appear, and you should also look for an email from natproca@missouricb.com with your certification and related documents attached.
- Sometimes this email goes to spam, be sure to also check spam folders. If you can't find it, contact the NPCA office at info@natproca.org and it will be resent to you.

8. If You Haven't Heard Back

- If it's been 4 weeks since we received your application and you have not received your credential by email, you can contact the NPCA office to check your status.

Application Instructions:

Please read these guidelines before you apply:

1. **Use the Most Current Application**
 - Requirements can change at any time. Make sure you have the latest version of the application packet by going to www.natproca.org and clicking on the Certifications tab at the top of the homepage.
 - If you're unsure, contact the NPCA office.
2. **Complete the Application Clearly**
 - Type or neatly print all information.
3. **Keep Copies**
 - Save a copy of everything you send for your own records.
4. **Application Fee**
 - The fee is **\$125** if upgrading from AMC (Level II).
 - The fee is **\$200** if applying directly to AAMC (Level III).
 - If mailing in your application, you may pay by check, money order, or card (see page 4 of the packet to provide credit/debit card information).
 - If using the online application, payment by credit/debit card is the only option.
 - Applications will not be reviewed until payment is received.
5. **Providing Additional Information**
 - If we review your application and need more details, you'll have **90 days** to provide them.
 - If you don't respond in that time, your application will expire and won't be approved.
6. **Fees Are Non-Refundable**
 - If your application is denied or expires, your payment will not be refunded.
7. **If Your Application Is Denied**
 - You can contact NPCA staff for instructions on how to appeal.
8. **Submitted Materials**
 - All materials you send become the property of NPCA and will not be returned.
9. **Professional Conduct**
 - If questions arise about your moral character, honesty, integrity, or professionalism, NPCA may deny your application or place it on hold while an investigation is completed.
10. **Keep Your Contact Information Updated**
 - It's your responsibility to notify NPCA of any address or phone number changes.
 - If mail is sent to an old address and returned, you will need to pay a fee to have it resent.
11. **How to Submit**
 - You can either use the online application on the NPCA website or mail a printed application.
 - **Do not** fax or email your application.

APPLICATION

FOR

Advanced Addiction Ministries Credential (AAMC) Level III

Appropriate fee must be submitted with application.

National Professional Credentialing Association
428 E. Capitol, 3rd Floor
JEFFERSON CITY, MISSOURI 65101

TELEPHONE: (573) 644-1710

WEB SITE: www.natproca.org

EMAIL: info@natproca.org

Please Mark Credit Card Type:

1. Visa _____
2. MC _____
3. Discover _____

CC Expiration Date: ____/____

Credit Card #: _____ - _____ - _____

Credit Card 3 Digit Verification Code: _____

Billing Zip Code: _____

THIS APPLICATION MUST BE TYPED OR PRINTED NEATLY

All Applications Become the Property of NPCA

Applicant's Name: _____
First Middle Last Name Suffix (Jr., II)

Maiden Other Names Used

Current Home Address: _____
Street/PO Box Apt. #

City State Zip County

Home Telephone: _____/_____ SSN: _____-_____-_____

Work Telephone: _____/_____, Ext. _____ Cell Number: _____/_____

E-mail Address: _____

BIRTH DATE: ____/____/_____

Are you currently or have you been credentialed or licensed by any other state or organization? ____Yes ____No

If yes, which state/organization and when? _____

What is the type of credential/license held with the other state/organization?

I am applying directly to the AAMC (Level III) Credential. (\$200)

I already hold the AMC (Level II) Credential and am upgrading to AAMC (Level III). (\$125)

Your Required Demographic Information Below (Please Type or Print Very Legibly)

Gender: Female; Male; Decline to State; Other: _____

Ethnicity: American Indian/Native Alaskan/Native American; Asian; Black/African American;
 Decline to State; Hispanic/Latino; Multi-Racial/Ethnic; Native Hawaiian/Pacific
Islander
 White; Other: _____

Salary: \$0-\$14,999; \$15,000-\$24,999; \$25,000-\$34,999; \$35,000-\$44,999; \$45,000-\$54,999
 \$55,000-Over; Decline to State

Military Service: Never served in the military;
 Active duty for training in the Reserves or National Guard;
 On Active duty in the past, but not now for the Reserves or National Guard;
 Now on active duty;
 On active duty in the past, but not now;
 Veteran

Primary Language: English; Spanish; Chinese; Tagalog; Vietnamese; Arabic;
 French;
 Korean; Russian; German; Other: _____

Secondary Language: N/A; English; Spanish; Chinese; Tagalog; Vietnamese; Arabic;
 French; Korean; Russian; German; Other: _____

Highest Level of Education Completed: Associates Arts/Science Degree; Bachelor Arts/Science Degree;
 Doctorate; High School Diploma or HiSET; Some College Credit;
 No High School Diploma or HiSET; Vocational Certificate; Other: _____

Education/Degree Information

Please mark your highest level of education completed:

- | | | |
|-----------------------------------|-------|-----------------------|
| 1. High School Diploma/HSE: | _____ | |
| 2. Addiction Certificate Program: | _____ | |
| 3. Associate Degree: | _____ | Degree Program: _____ |
| 4. Bachelor Degree: | _____ | Degree Program: _____ |
| 5. Master Degree/Higher: | _____ | Degree Program: _____ |

An applicant may document High School Diploma or HSE or College/University degree by:

- 1. Submitting copy of High School Diploma/HSE*
- 2. Submitting official or unofficial College/University transcripts. Please ensure the transcript shows the degree being conferred.*

Where Does the Applicant Currently Work?

Name of Employer:					
Mailing Address of Employer	Street	City	State	Zip Code	County
Name & Title of Immediate Supervisor:					
Your Business Phone: Area Code/Telephone Number		Extension	Fax #	Area Code/Telephone Number	

Training Requirements

A. Submit documentation of the completed 5 Classes of the Recovery Studies Online Track of MSO.

Certificate included: _____ Yes

B. Submit documentation of the completed 5 Additional Bible & Theology Advanced Track of MSO.

Certificate included: _____ Yes

Applicant's Agreement to the Code of Ethical Practice and Professional Conduct

I have read the current Addiction Ministries Certification's Ethics Code as listed on the NPCA web site www.natproca.org and agree to abide by this code:

Print Name

Date

Signature

Date

AUTHORIZATION AND RELEASE

I hereby certify all of the information given herein is true and complete to the best of my knowledge and belief. I also authorize any relevant investigations, or the release of personal information to the National Professional Credentialing Association, its agents, or contractors pursuant to this application/renewal procedure. I understand falsification of any portion of this application/renewal will result in my being denied credentialing, or revocation of same upon discovery.

I further agree to hold the National Professional Credentialing Association and its Association Members, officers, agents, staff, peer evaluators and examiners, free from any civil liability for damages or complaints by reason of any action that is within the scope and arise out of the performance of their duties which they, or any of them, may take in connection with this application/renewal, any examination, the grades with respect to any examination, and/or the failure of the NPCA to issue me said credential or renewal.

This Authorization and Release shall also apply to personal information requested by the Association at any time following credentialing in connection with any investigation concerning allegations that could lead to disciplinary action against me.

Print Name

Date

Signature

Date

Be sure to print, sign and date in all places on this page!