

NCC-AP EXAMS: NCAC I, NCAC II and MAC for credentialing as CAC II, CAC III or LAC

STEPS YOU TAKE TO SIGN UP FOR EXAM

READ THE FOLLOWING INFORMATION CAREFULLY - BEFORE FILLING OUT THE APPLICATION.

USE THIS CHECKLIST TO GUIDE YOUR APPLICATION PROCESS.

- Determine **which exam** (NCAC I, NCAC II or MAC-COD) you need to take. Options are listed below. *You can only sign up for the MAC exam if you have a Master's or Doctoral degree in a behavioral health discipline.*
- Fill out **online application**. Link is available below.
- **Pay for the exam** online: link to payment submission is at the end of the application. Fees (exam cost + administrative fees) are listed below.
- You will receive **two confirmations**: (a) Kryterion Online, LLC (test proctoring company) and (b) CAAP.
- Follow the instructions on the CAAP confirmation letter to **select location, date and time** you want to take the exam. There are 18 testing sites in Colorado.
 - Every facility has different date/time options for when you can sit for the exam so check several of them to see which one is the best option for you. Several in the Denver Metro area have weekend testing windows. You can sign up for any month/date/time combination you want.
 - You have **4 hours to complete the exam**. Once you begin the test you cannot leave the facility without forfeiting your test and payment.
- You will know **if you passed** the exam immediately after you complete the exam. Colorado accepts your test scores towards an application for **5 years** from date of testing.

A. Call the CAAP testing coordinator at 303. 637. 2660 if you have questions or concerns.

B. You can change a location up to 72 hours in advance.

C. You can request a refund of your testing fees and cancel the test up to 72 hours in advance.

WHICH EXAM SHOULD YOU SIGN UP FOR?

[Link: Exam Details](#)

If you have the following:

High School Diploma or GED

Bachelor's Degree in a Clinical Behavioral Health specialization (counseling, psychology, MFT, mental health, social work, human services)

Master's or Doctoral Degree in a Clinical Behavioral Health Specialization

⇄ Certification Level you are pursuing:	⇄ NCC-AP Exams you are eligible to take:
CAC II	NCAC I
CAC II or CAC III	NCAC I for CAC II and NCAC II for CAC III
CAC II, CAC III or LAC	NCAC II or MAC*

TESTING + ADMINISTRATIVE FEES

Examination Fees	NAADAC Members	Non-Members
NCAC I	\$200	\$215
NCAD II	\$200	\$225
MAC	\$200	\$235

[Link: Study Guides](#)

[Link: Training Facilities](#)

Comments regarding: [Payment](#)

- All applications for Colorado State credentialing as a CAC/LAC are filled out online. [LINK FOR APPLICATION](#)

- All credit cards are accepted and the credit cards are processed by PayPal. Credit card payments are processed quickly and do not hold up your application submission time. When you hit "submit" after you have entered your credit card information, the application itself has also been submitted to CAAP for processing.
- Once you have completed the application you can print the application to mail the application to us with a check or you can pay online by credit card. If registering and paying by mail: CAAP only accepts check, money order or cashier's check (no cash). You must print a copy of the online application and attach your check made payable to: CAAP. Mail to "the attention of the exam administrator", CAAP, PO Box 9384, Denver, CO 80209.

ONLINE APPLICATION



ONLINE APPLICATION TO TAKE NCAC I, NCAC II or MAC-COD Exam: [LINK](#)

Call 303.763.7198 with questions.



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July 9 - July 29, 2016

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