

National Association of Drug and Alcohol Interventionists
PO Box 265, Chanhassen, MN 55317
PHONE: 215-220-6764

Credential Application

Please type directly into the Application Boxes. Save a copy for yourself, and mail a signed copy to the address above, with ALL required documents and payment as outlined at end of this application. You can also e-mail your completed application to us at **customerservice@nadai.us**

Certifications will **NOT** be processed without completion of application, regardless of if you have paid the fees or not. The delay in processing will be due to the non-completion of this application.

PART A: Please fill out all the information and sign.

- Please note: Your name will appear as written below, on the certificate, unless specified otherwise.

Name:	DOB:	
E-mail:	Phone/Mobile#:	
Address (incl. street number):	City:	Country:
	State:	Urb. Code:
	Zip/Postal:	
Applicant Signature:		

PART B: Professional Information

Employer or Business Name:
Your Work Number:
Your supervisor:
Supervisor's Email:

- Please supply three Professional References in the space below

Ref. No. 1 Name	Address	City	State	Zip
	Place of Employment	Wk. Phone	Fax No.	
	Address	City	State	Zip
Ref No 2 Name	Address	City	State	Zip
	Place of Employment	Wk. Phone	Fax No.	

	Address	City	State	Zip
Ref No 3 Name	Address	City	State	Zip
	Place of Employment	Wk. Phone	Fax No.	
	Address	City	State	Zip

PART C: Please supply three References from *Individuals* who have known you for at least 2 -3 years in the space below.

Ref. No. 1 Name	Address	City	State	Zip
	Place of Employment	Wk. Phone:	Fax No.	
Ref. No. 2. Name	Address	City	State	Zip
	Place of Employment	Wk. Phone:	Fax No.	
Ref. No. 3. Name	Address	City	State	Zip
	Place of Employment	Wk. Phone:	Fax No.	

PART D: Check the appropriate box for certification(s) you are applying for and **circle the level** of certification. **Do not apply for certs you do not qualify for.**

Refer to requirements to be sent with application and fee. Make sure to check our website to see latest requirements to verify that you are in compliance — **this is Applicant's responsibility. This is mandatory. There will be no refund for fraudulent applications.**

CERTIFICATE NAME	TITLE	PRICE	
Certified National Drug and Alcohol Interventionist	C.N.D.A.I.	340.00	
Certified Addictions Therapist I / II / III/ IV (Please circle one)	C.A.T.	340.00	
Certified Crisis & Disaster Therapist	C.C.D.T.	340.00	
Certified Anger Management Therapist	C.A.M.T.	340.00	
Certified National Clinical Supervisor	C.N.C.S.	340.00	
Certified National Family Specialist	C.N.F.S.	340.00	
Certified National Forensic Counselor	C.N.F.C.	340.00	
Certified International Life Coach	C.I.L.C.	340.00	
Certified Recovery Specialist	C.R.S.	340.00	
Certified Master Addictions Counselor I / II / III / IV (Please circle one)	C.M.A.C	340.00	
Certified National Drug Counselor Specialist	C.N.D.C.S.	340.00	

Certified National Master Instructor	C.N.M.I.	340.00	
Certified Dual Diagnosis Clinician	C.D.D.C	340.00	
Certified Grief Therapist	C.G.T.	340.00	
Certified Mental Health Counselor	C.M.H.C	340.00	
Certified National Prevention Specialist	C.N.P.S.	340.00	
Certified Behavioral Specialist I / II / III (Please circle one)	C.B.S-I	340.00	
Certified Stress Management Therapist	C.S.M.T.	340.00	
Certified Clinical Supervisor	C.C.S.	340.00	
Certified Child & Family Therapist	C.C.F.T.	340.00	
Certified Addictions Counselor I / II / III / IV (Please circle one)	C.A.C.	340.00	
Certified Child & Family Therapist	C.C.F.T.	340.00	
Certified National Pastoral Counselor	N.C.P.C.	340.00	
Certified Pastoral Chaplin	C.P.C.	340.00	
Certified Stress Management Therapist	C.S.M.T.	340.00	
Certified Domestic Violence Therapist	C.D.V.T.	340.00	
Certified Master Recovery Coach	C.M.R.C.	340.00	
Certified Master Recovery Escort	C.M.R.E.	340.00	
Other (please specify):			
Recertification – Specify, below, what certificate you are renewing:		220.00	
Each Additional Recert - Specify, below, each additional certification you are renewing:		170.00	

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**PAYMENT OPTIONS &
MAILING REQUIREMENTS**

- **No Personal Checks**

Accepted Payment Types:

- Money orders
- Certified checks
- Cashier checks

The preferred method of payment is through PayPal. Ask for an invoice to be sent to your email address or follow the options on www.nadai.us

Make Checks Payable to:

[N.A.D.A.I.](#)

Send Payments to:

[National Association of Drug and Alcohol Interventionists](#)

Or

[N.A.D.A.I.](#)

PO Box 265

Chanhassen, MN 55317

- Send checks or money orders by using a shipping method that **includes a tracking number.**
- E-mail tracking number and notification of application/payment sent to: customerservice@nadai.us

Any postal carrier is acceptable if the package can be tracked to prevent loss of payment. If you send a payment without a tracking number, we cannot verify the payment was sent and you will have to send it again, with tracking. **NADAI is not responsible for missing payments that were sent without tracking or notification.**

Carriers you can use to mail payments/applications:

- USPS (Express or Priority)
- FedEx
- UPS
- DHL
- Others

I have read and understand the above payment requirements.

Signature of Applicant: _____

Date: _____

**AUTHORITY FOR RELEASE
OF INFORMATION AND RECORDS**

The Information I have provided on this application is accurate to the best of my knowledge. Any misrepresentation or deliberate omission of any fact in my application or other materials will be justification for refusal or revoke without refund. I am currently not addicted, and I am drug free.

I voluntarily authorize The National Association of Drug and Alcohol Interventionists and Intervention Institute Inc. to verify the above information pertaining to this application and release from liability all persons or entities supplying or collecting such information.

This release is valid for 360 days from the date signed. Copies of this authorization that show my signature are as valid as the original release signed by me.

Your Full Name (Typed or Printed): _____

Date of Birth: _____ / _____ / _____ **Last 4 Social Security No.:** _____

Home Street Address: _____

Signature of Applicant: _____ **Date:** _____

A valid signature of the applicant is required. **A legally binding electronic signature** will be accepted if you choose to e-mail the application. All applicants attest that they are sober and not wanted by the law, and mentally stable. No refunds after issuance.

What To Include in Your Application Packet

- A fully completed application form for certification.
- Documentation of High School (GED), or Associate Degree or Bachelors/Masters Degree.
- Documentation of Course and Training for each certification – include copies of transcripts, certificates from addiction training course providers, CEHs/CEUs, college courses, etc.
- Documentation of hours spent in the addiction field or field you are requesting certification for, either as employment or as a volunteer. If not employed, do not falsify current employment.
- A signed letter from your supervisor & co-workers that you are competent in the field.
- Certification fees as applies.

Please Note:

Certification will only be issued if the applicant fulfills ALL the requirements and their application is approved by the board of N. A. D. A. I. Certificates cannot be copied or scanned unless otherwise given permission to by the Board. The seal(s) affixed to certificates are copyrighted by N. A. D. A. I. Unauthorized use is prohibited as is unauthorized copying, scanning, or tampering, will have that certification revoked immediately, without refund.

Working with expired NADAI certification is forbidden. You have the responsibility of contacting N.A.D.A.I. for renewal of expired certification within 6 months of expiration date, or you will have to re-apply and pay the appropriate rates.

The normal processing time for new applicants and renewals is 5 - 14 business days, from receipt of both payment and application packet. Payment without application or application without payment will delay processing times.

If you would like a PDF file version of your certificate, please inquire. This will be at no cost, and you will still receive the hard copy/paper version in the mail, as long as shipping fees are paid. PDF copies will not include the gold, foil seal. Please allow 1-2 business days for PDFs to be e-mailed.

If you would like expedited processing, please request this when sending in your application. Cost of 4-Day Expedited Processing Service - \$45.00. Processing time does not include the time it takes for certifications to arrive in the mail.

Shipping:

- Priority Mail® - US & US Territories - **\$10.00**
- Priority Mail Express® - US & US Territories - **\$30.00**
- Priority Mail® International - Canada - **\$31.00**
- Priority Mail® International - United Kingdom/Northern Ireland - **\$70.00**
- For all other Countries, please inquire about the cost.

N.A.D.A.I. will not be responsible for any additional duty and/or tax fees, your country charges to receive packages internationally.