



**STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR  
ALCOHOL, DRUG, AND GAMBLING COUNSELORS**

**REFERENCE LETTER GUIDELINES**

The individual submitting this information is applying for licensure or certification as an alcohol, drug or gambling counselor or intern, with the Board of Examiners for Alcohol, Drugs and Gambling Counselors in the state of Nevada. The individual is required to supply the board with three current letters of recommendation following the guidelines listed below:

1. Your professional or personal relationship with the applicant.
2. The number of years you have known the applicant.
3. Your estimation of the applicant's professional knowledge and skills
4. Your assessment of the applicant's reputation in the applicant's chosen profession.
5. Any further comments or recommendations.
6. Signature, address, and phone number of the individual sending the letter.
7. Letter must be on letterhead stationery, *not* an email.
8. Complete name of the applicant you are writing about.

\*One letter needs to be from a current or former employer.

Letters should be from individuals who have known or worked with you for longer than one year. Letters can be mailed or email directly to: [licensing specialist@adgc.nv.gov](mailto:licensing specialist@adgc.nv.gov) OR uploaded to your application.

**Board of Examiners for Alcohol, Drugs and Gambling Counselors  
4600 Kietzke Lane, B-115  
Reno, NV 89502  
[www.alcohol.nv.gov](http://www.alcohol.nv.gov)**

Any questions please contact the board at:  
[licensing specialist@adgc.nv.gov](mailto:licensing specialist@adgc.nv.gov)