
MAINTAINING YOUR CERTIFICATION

CERTIFIED VETERAN SUPPORT SPECIALIST

Certified Veteran Support Specialists will follow the guidelines set forth in the Illinois Model for Certified Veteran Support Specialists (CVSS). They are required to pay an annual certification fee. They will submit continuing education units (CEUs) every two years upon expiration of their certification.

CVSS professionals will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs are available on the ICB's website, www.iaodapca.org, under Credentialing/Credentialing Forms. The form must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs may be uploaded at time of payment.**

A. Continuing Education Policy

1. Forty (40)* continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUs obtained prior to the CVSS Professional's initial date of certification are not eligible for maintaining certification. A CVSS professional may receive CEU credit only once for a training event, even if it is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times.) One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs and one college quarter hour of credit is equivalent to 10 CEUs.
2. All 40 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by ICB for both categories.

Category I - Minimum 15 CEUs of education specific to knowledge and skills, as they relate to military culture; recovery and the role of the Veteran support specialist in the recovery process

Examples of Category I education are: Advocacy, Health and Wellness, Mentoring, Professional Responsibility, Reintegration and Systems Navigation

Category II - Minimum 25 CEUs of education specific to knowledge and skills related to the core functions of CVSS professionals, but do not have to be specific to Veteran recovery and peer support. This education covers military culture competence in support services skills, competencies, and knowledge base.

Examples of Category II education may include evidence-based practices, leadership skills, communication skills, trauma-informed care, alternative therapies, conflict resolution, confidentiality, legal systems, crisis intervention, health and safety, roles/boundaries, relapse prevention, cultural competency and intervention.

<p>*If a member also holds a current, and in good standing, Certified Alcohol and Drug Counselor (CADC) or Certified Recovery Support Specialist (CRSS) certificate, they are required to only submit 10 CEUs; all specific to Veteran recovery support services Domains: Advocacy, Health and Wellness, Mentoring, Professional Responsibility, Reintegration and Systems Navigation</p>
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B. Sources of Continuing Education Units

1. Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the program number assigned by ICB, the number of CEUs, and the category.
2. Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other self-study programs, is available to CVSS Professionals with a maximum of 15 CEUs every two (2) years.
3. CVSS professionals may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of a Veteran's Board of Directors or as a member of a Veteran's Board of Directors' committee.

4. Teaching and training other Veteran support service providers in CVSS knowledge areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Presentations for which the CVSS professional has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
5. Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the mental health, rehabilitation, or alcohol and other drug (AOD) field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to military culture and address one of the CVSS domains. The work can be counted only once, even though presented in more than one format or location. Petitions must be submitted for CEUs.

C. Agency In-service Education and Training Programs

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not awarded CEU recognition by ICB may be petitioned for CEUs.

D. Validation of Continuing Education

CVSS Professionals must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion from ICB recognized or petitioned trainings.
- Transcripts or other official grade reports for college or university courses.
- Documentation on "Official" agency letterhead documenting participation on a Veteran's Board or related committee.
- Training Brochure with your name if you're applying for CEUs for a training you conducted
- Documentation on "Official" agency/university letterhead of a teaching experience.
- Copy of research and/or publication you're submitting for CEU's

E. Procedures to Petition for CEUs

Not all educational experiences available to CVSS professionals will have been awarded CEUs by ICB, requiring them to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the Veteran support specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee (\$10.00)

Requests will be reviewed within 30 days and CVSS professionals will be notified of the results. If recognized, they will be informed of the number of CEUs awarded.

F. Extension of Continuing Education Requirements

CVSS Professionals unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$5.00 per month for up to six months from the CVSS professional's expiration date. CVSS professionals not meeting the CEU requirement after the six-month extension shall not be permitted to place their certification on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

NOTE: CVSS professionals should remember that this process leaves only 18 months to obtain CEU credit for the current recertification period.

For detailed information refer to The Illinois Model for Certified Veteran Support Specialist (CVSS).

ILLINOIS CERTIFICATION BOARD
d/b/a IAODAPCA, Inc.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address _____ You may photocopy this form.

Name _____
First MI Last

Credential Number _____

Address _____

Credential Level _____

City State Zip Code

Board Registration Number _____

Birth Date _____

Board Registration Level _____

CEU Category Requested:

Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type _____

Categories Needed _____

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type _____

Categories Needed _____

Credential Type _____

Categories Needed _____

Name of Training Program _____

Number of CEUs Requested _____ Date of Training Program _____

Brief Summary of Training Program Content and Goals:

Rationale: Why should this training program be recognized by ICB?

Attach documentation of program description, schedule, (may attach brochure)

Attach documentation of attendance (certificate, letter of verification, roster or sign in sheet) if applying for CEUs after attending the training program.

Signature _____

Date _____

One training program per petition. Petitions must be submitted at least 90 days prior to your certification expiration date, or with a completed recertification packet. Petitions received at least 90 days before the expiration date will be reviewed within 30 days of receipt and, you will be sent a letter regarding the results of the review.

Petition Fee \$10.00 - please send payment, with petition, in the form of a check, money order, or credit card. Make checks payable to ICB, Inc. The petition fee is non-refundable. **Mail petition and payment to:**

ICB, Inc.
401 East Sangamon Avenue
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged _____

Credit Card Number _____ - _____ - _____ - _____
(VISA or MasterCard only)

Expiration Date _____

(Three digit code listed near the signature line on the back of the credit card) Security Code: _____

Name on Card _____

Telephone Number () _____ - _____

Billing Address _____

City _____ State _____ Zip Code _____