
MAINTAINING YOUR CERTIFICATION

CERTIFIED AODA COUNSELOR

Certified Alcohol and Other Drug Abuse (AODA) counselors will follow the guidelines set forth in the Illinois Model for Counselor Certification. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Certified AODA counselors will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to the IAODAPCA by their expiration date. Forms for the documentation of CEUs will accompany the notification and must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS will not be accepted by fax.**

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 certified counselor's initial date of certification are not eligible for maintaining certification. A counselor 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 IAODAPCA CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by IAODAPCA for both categories.

CATEGORY I - Minimum 15 CEUs of education specific to alcohol and other drug abuse/dependency.

Examples - pharmacology, the effects of alcohol or drugs on the human body, signs and symptoms of use or abuse, dynamics of the addiction process, medical treatment issues, detoxification/withdrawal, relapse, AODA rules and regulations, AODA special populations, history of AODA.

CATEGORY II - Minimum 25 CEUs of education specific to knowledge and skills related to the Core Functions of AODA counselors (refer to Illinois for list of core functions), but does not have to be AODA specific. This education covers counselor skills, competencies, and knowledge base.

CSADCs and CAADCs – six (6) of the 25 Category II CEUs must be training received in how to provide clinical supervision.

Examples – theory/techniques of therapeutic approaches, human behavior/development, dysfunctional behavior, family dynamics, domestic violence, cultural issues, special populations, social services, confidentiality, legal systems, intervention/prevention strategies, social services, health/safety, professional relationship dynamics, crisis intervention.

3. **CADCs** who are Licensed Private Practitioners, will be required to **only** submit ten (10) Category I alcohol and other drug abuse specific CEUs for recertification. Category II CEUs are **not** required. Recertification will be contingent on continued good standing of their Illinois Department of Financial and Professional Regulation (IDFPR) license; therefore, proof of a current license will be required and submitted with their biennial CADC renewal.

Licensed Private Practitioner means a health care practitioner who is one of the following:

- A physician licensed to practice medicine in all its branches pursuant to the Medical Practice Act of 1987
- An Advanced Practice Nurse with a psychiatric specialty licensed under the Nursing and Advanced Practice Nursing Act [225 ILCS 65]
- A clinical psychologist licensed under the Clinical Psychologist Licensing Act [225 ILCS 15]
- A licensed clinical social worker (LCSW) licensed under the Clinical Social Work and Social Work Practice Act [225 ILCS 20]
- A licensed clinical professional counselor (LCPC) licensed under the Professional Counselor and Clinical Professional Counselor Licensing Act [225 ILCS 107]
- A licensed marriage and family therapist (LMFT) licensed under the Marriage and Family Therapy Licensing Act [225 ILCS 55]

B. Sources of Continuing Education Units

1. Recognized programs are training/education programs IAODAPCA has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by IAODAPCA or are pre-recognized sources. The certificate of completion will contain the program number assigned by IAODAPCA, the number of CEUs, and the category.
2. Structured individual continuing education, such as the IAODAPCA Bibliocredit Reading Program and other home study programs, are available to certified AODA counselors with a maximum of 15 CEUs every two years.
3. AODA counselors may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of another IAODAPCA committee.
4. Providing clinical supervision to an AODA practicum student enrolled in an IAODAPCA AODA Counselor Training Program qualifies for up to 15 CEUs in a two-year certification period.
5. Teaching and training other AODA Professionals in AODA knowledge or competency 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. Patient education and public education lectures are not eligible. Presentations for which the AODA counselor has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded IAODAPCA CEUs.
6. Research papers accepted for publication, reading, or discussion at a professional meeting or conference, and professional publications in the AODA field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to alcohol and other drug abuse and address one of the knowledge or skill areas or core functions. 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 IAODAPCA may be petitioned for CEUs.

D. Validation of Continuing Education

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

1. Certificates or other proof of completion for IAODAPCA recognized or petitioned trainings.
2. Transcripts or other official grade reports for college or university courses.

E. Procedures for Counselors to Petition for CEUs

Not all educational experiences available to certified counselors will have been awarded CEUs by IAODAPCA, requiring them to petition such education/training for CEU credit. Requests are to be submitted to IAODAPCA 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 describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the AODA specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee

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

F. Extension of Continuing Education Requirements

A counselor unable to meet the continuing education requirements for re-certification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the counselor's expiration date. A counselor not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her certificate on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

NOTE: The counselor should remember that this process leaves only 18 months to obtain CEU credit for the current re-certification period.

G. Inactive Status

A counselor in good standing unable to meet the continuing education requirements for re-certification maintenance due to health or extenuating personal reasons may place their certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when the counselor wishes to activate his/her certification.

For detailed information refer to the Illinois Model for the Certification of Alcohol and Other Drug Abuse Counselors.

May 2010 Illinois Certification Board d/b/a Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.

PLEASE PHOTOCOPY THIS FORM

ATTACH PROOF OF ATTENDANCE
CERTIFIED AODA COUNSELOR

PAGE _____ OF _____

NAME: _____

CREDENTIAL NUMBER: _____

SIGNATURE: _____

DATE: _____

**CEUS WILL NOT BE
ACCEPTED BY FAX**

CATEGORY	TITLE OF TRAINING	CLOCK HOURS	LOCATION AND DATE OF TRAINING	SPONSOR AND/OR IAODAPCA NUMBER

ILLINOIS ALCOHOL AND OTHER DRUG ABUSE PROFESSIONAL CERTIFICATION ASSOCIATION, INC.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address _____ You may photocopy this form.

Name _____
First MI Last

Certification Number _____

Address _____

Certification Level _____

City State Zip Code

Board Registration Number _____

Birth Date _____

Board Registration Level _____

CEU Category Requested (mark all categories needed)

AODA Counselor ___ I ___ II ___ I or II

Prevention ___ I ___ II ___ I or II

CARS ___ I ___ II ___ I or II

MISA ___ I ___ II ___ III

PCGC ___ I ___ II ___ I or II

CCJP ___ I ___ II ___ I or II

CAAP ___ I ___ II ___ I or II

BRI ___ I ___ II ___ I or II
(for AIS Approval)

CRSS ___ I ___ II ___ I or II

MAATP ___ I ___ II ___ I or II

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 IAODAPCA?

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 IAODAPCA, Inc. **Mail petition and payment to:** IAODAPCA, Inc.
401 East Sangamon Avenue
Springfield, IL 62702

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

Expiration Date _____

(Please include the three-digit number listed near the signature line on the back of the credit card) VIN: _____

Name on Card _____

Telephone Number () _____ - _____

Billing Address: City _____

State _____ Zip Code _____