

# MAINTAINING YOUR CERTIFICATION

## CERTIFIED ATODA PREVENTIONIST

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

Certified ATODA preventionists 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 preventionists initial date of certification are not eligible to be used for maintaining certification. A preventionist may receive CEU credit only once for a training event, even if the event 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, tobacco, and other drug abuse/dependency.

Examples - pharmacology, the effects of alcohol, tobacco, and other drugs on the human body, signs and symptoms of ATODA abuse and dependence, dynamics of the addiction process, evaluation theory and procedure, theories of addiction, historical perspectives

- **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the ATODA prevention domains, tasks, and knowledge areas. (Refer to the Illinois Model for domains, tasks, and knowledge areas) Education and training does not have to be ATODA specific.

Examples - prevention program development, prevention theory and practice, public policy planning, ATODA prevention research and program models, grant and proposal writing, supervisory and management skills, human development, teaching and training, public speaking, community organization, community needs assessment, target populations, networking, working with volunteers, marketing, written communication, systems approach to prevention, group facilitation, professional ethics, rules and regulations, family dynamics, cultural diversity.

### 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. ATODA Preventionists may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, or a member of a Board committee.
3. ATODA preventionists 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 an IAODAPCA committee.
4. Teaching and training other ATODA Professionals in the Prevention 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.
5. Research papers accepted for publication, reading, or discussion at a professional meeting or conference, and professional publications in the ATODA prevention 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 previously awarded CEU recognition by IAODAPCA may be petitioned for CEUs

**D. Validation of Continuing Education**

Certified preventionists 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 Preventionists to Petition for CEUs**

Not all educational experiences available to the certified preventionist will have been awarded CEUs by IAODAPCA, requiring the ATODA preventionist 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 or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the ATODA specific content and/or knowledge/skill related to the prevention domains/tasks
- Non-refundable petition fee

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

**F. Extension of Continuing Education Requirements**

A preventionist unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the preventionist's expiration date. A preventionist 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 ATODA Preventionist should remember this process leaves him or her only 18 months to obtain CEU credit for the current certification period.

**G. Inactive Status**

A preventionist 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, Tobacco, and Other Drug Abuse Preventionists.**



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

CRSS \_\_\_ I \_\_\_ II \_\_\_ I or II

(for AIS Approval)

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 \_\_\_\_\_