

MAINTAINING YOUR CREDENTIALS

AODA COUNSELOR CERTIFICATION WITH MISA I/II BOARD REGISTRATION

IAODAPCA Certified Alcohol and Other Drug Abuse (AODA) Counselors who are also Board Registered Mental Illness/Substance Abuse (MISA) I/II are required to pay a biennial certification and registration fee and submit 10 MISA Category III continuing education units (CEUs) along with the required 40 Category I and II CEUs for a total of 50 CEUs. Notification of expiration will be made 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. Fifty (50) CEUs are required to maintain credentials and must be earned within the two-year credentialing period. An average of 25 CEUs should be obtained each year. CEUs are not transferable to any other credentialing period. CEUs obtained prior to the initial date of certification/registration are not eligible to be used for maintaining credentials. CEU credit is only given once for a training event, even if it is repeated during different credentialing 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 50 CEUs required to maintain credentials **must** be recognized or petitioned for IAODAPCA CEUs. Continuing education is broken down into three categories, and some may be recognized by IAODAPCA for all three categories.

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

Examples of Category I education are pharmacology, effects of alcohol and other drugs on the human body, signs/ symptoms of AODA, dynamics of the addiction process, AODA modalities, medical treatment issues, detoxification/ withdrawal, relapse, AODA rules/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 the Illinois Model for a list of core functions), but does not have to be AODA specific. This education covers counselor skills, competencies, and knowledge base. For CSADCs and CMADCs, six (6) of the 25 CEUs needed for this category must be training received in how to provide clinical supervision.

Examples of Category II education are theory/techniques of therapeutic approaches, therapy/dynamics of counseling, human behavior/development, dysfunctional behavior, human sexuality, family dynamics, domestic violence, cultural issues, special populations, social services, confidentiality, legal systems, intervention/prevention strategies, health and safety, professional ethics, crisis intervention.

- **CATEGORY III** - Minimum 10 CEUs of education specific to knowledge and skills related to the MISA Core Functions. (refer to the Illinois Standard for a list of the core functions)

Examples of Category III education are counseling approaches with MISA clients, attitudes toward MISA population, roles, boundaries, mental illness rule/regulations, signs/symptoms of mental illness, history of mental illness treatment, rehabilitation research methods, attitudes toward MISA population, roles, boundaries, and professional relationship dynamics.

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 name of the participant, name of program, date of program, program number assigned by IAODAPCA, number of CEUs, and the category.
2. Structured individual continuing education, such as IAODAPCA Bibliocredit Reading Program and other self-study programs, is available with a maximum of 15 CEUs every two (2) years.
3. AODA Counselors/MISA Professionals 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. Providing clinical supervision to an AODA practicum student qualifies for up to 15 CEUs in a two-year credentialing period.
5. Teaching and/or Training Other AODA and/or MISA Professionals in AODA/MISA Knowledge or Competency Areas qualifies for up to 15 CEUs in a two-year credentialing period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education lectures and public education lectures are not eligible. Presentations for which the AODA Counselor/MISA Professional 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/MISA field qualifies for up to 15 CEUs every two years for papers. The topic must pertain to alcohol and other drug abuse or mental illness 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 50 CEUs required biennially, 25 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 AODA Counselors/board registered MISA Professionals 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 AODA Counselors/MISA Professionals to Petition for CEUs

Not all educational experiences available to the AODA Counselor/MISA Professional will have been awarded CEUs by IAODAPCA, requiring the AODA Counselor/MISA Professional to petition such education/training for CEU credit. All inservices may be petitioned together. Requests are to be submitted to IAODAPCA on the petition form upon completion of the training event, 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 AODA/MISA 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 the AODA Counselor/MISA Professional will be notified of the result, and if recognized, informed of the number of CEUs awarded.

F. Extension of Continuing Education Requirements

An AODA Counselor/MISA Professional unable to meet the continuing education requirements for renewal may request an extension, in writing. Extensions are \$10.00 per month for up to six months from his or her expiration date. An AODA Counselor/MISA Professional not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her credential on inactive status and shall be terminated. Reinstatement shall be through completing the full credentialing requirement.

NOTE: The AODA Counselor/MISA Professional should remember this process leaves only 18 months to obtain CEU credit for the current credentialing period.

G. Inactive Status

An AODA Counselor/MISA Professional in good standing unable to meet the continuing education requirements for credentialing maintenance due to health or extenuating personal reasons may place his or her credential on inactive status if all requirements are met. The process for reactivation from inactive status will be followed when the Counselor/MISA Professional wishes to activate his or her credential.

For detailed information refer to the Illinois Model for the Certification of Alcohol and Other Drug Abuse Counselors and the Illinois Standard for Board Registered Mental Illness Substance Abuse I/II.

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 _____