

# *Illinois Certification Board*



***25th Annual Fall Conference  
October 18-22, 2021  
DoubleTree by Hilton  
Mt. Vernon, IL.***

# Monday, October 18 (4 CEUs)

10:30am - 12:00pm Registration and Networking

12:00pm - 5:00pm Exhibits and Networking

12:00pm - 4:30pm Workshop A

## ***“Best Practices in Methamphetamine and Opiate Treatment and Recovery”***

**Mark Sanders, LCSW, CADC, ICB Board Member**

There are methamphetamine and opiate crises throughout the United States. In addition, overdose deaths are at an all time high. This workshop will discuss the science of how methamphetamines affect the body, the brain and behavior. Additional topics include the trauma beneath opioid use disorders, reducing overdose deaths, the effective use of peer recovery support, and treatment for methamphetamine and opiates in substance use, mental health and criminal justice settings.

12:00pm - 4:30pm Workshop B

## ***“Letting Go of Dysfunction”***

**Cheri DeMoss, MA, LCPC, CAADC, NCADCII, MAC, NCRS**

Dysfunction is a lot like a gas leak. One may not recognize where it’s coming from, but there is an uncomfortable sensation. Being raised in a dysfunctional family makes it difficult to recognize dysfunction in our adult lives. Letting go of dysfunction requires being able to identify it, do experiments, gather data, set boundaries and experience the change. This workshop will focus on identifying the subtleties of dysfunction and the skills and beliefs required to let go of the dysfunction.

# Tuesday, October 19 (6 CEUs)

7:30am - 8:15am Registration and Networking

8:00am - 5:00pm Exhibits and Networking

8:20am - 8:30am Welcome  
Marcia Van Natta, President, ICB  
Jessica Hayes, Executive Director, ICB

8:30am - 10:00am Keynote

## ***“The Role of Peers in a Recovery Oriented System of Care”***

**Mark Sanders, LCSW, CADC, ICB Board Member**

This keynote will discuss the role of peers in substance use, mental health and criminal justice settings. It will also identify how the role of peer differs from a 12 step sponsor and Certified Alcohol and Drug Counselor, and how the three roles can complement each other in supporting recovery. Additional topics include four types of recovery support and the role of peers in building recovery capital and promoting multiple pathways of recovery.

**Attendance at Keynote Required to Meet Full Day CEU Requirement  
Sign-in Sheets Will Be Circulated and Audited**

10:15am - 4:30pm Workshop C

## ***“Increase Self-Acceptance with Just 20 Seconds of Bravery”***

**Cheri DeMoss, MA, LCPC, CAADC, NCADCII, MAC, NCRS**

This workshop will focus on how to get clients to use just 20 seconds of bravery to eliminate hiding who they are and increase self-care, personal contentment and supportive relationships. It is designed to teach those who work with clients that have internalized the self-hatred learned in a dysfunctional family. Using just 20 seconds of bravery can lead to amazing awareness, freedom from shame or blame and a definitive increase in self-acceptance.

# Tuesday, October 19 (Continued)

10:15am - 4:30pm

## Workshop D

### *“Choice Matters: Practical Applications of Trauma-Informed Care”*

**Mark Sanders, LCSW, CADC, ICB Board Member and Giselle Hernandez Navarro, LCSW, CADC**

In the past year, an ongoing pandemic and sociopolitical discord has created chronic uncertainty, upheaval and stress in all of our lives. Now more than ever, counselors' application of trauma-informed care is foundational to supporting clients. This workshop will define and contextualize trauma according to the most updated research. Presenters will outline and model the Substance Abuse and Mental Health Services Administration's six guiding principles of trauma-informed care: safety, trustworthiness, peer support, collaboration, empowerment and cultural responsiveness. Ways to integrate empirically supported approaches to address trauma and improve mental health outcomes will be discussed. The workshop will foster critical reflection on ways to improve multicultural responsiveness and cultural humility as essential to trauma-informed care.

10:15am - 4:30pm

## Workshop E

### *“The Consequences of the COVID-19 Pandemic”*

**Joseph E. Troiani, Ph.D., CADC, ICB Board Treasurer**

In the course of human history the COVID-19 Pandemic continues to have a significant impact on our way of life. To better understand COVID-19 the history of plagues and pandemics will be examined. The bio-psycho-social-spiritual consequences of this pandemic will be long-lasting with its impact on those who were and are infected with the virus and for all of American society in general. For those who have or had the virus, science is just beginning to understand the physical, neurological and sensory complications. This workshop will detail the current clinical best practices for addressing and managing the psychological consequences of the pandemic.

12:00pm - 1:00pm

Lunch

7:30pm - 8:30pm

Open AA Meeting

# Wednesday, October 20 (6 CEUs)

7:30am - 8:15am

Registration and Networking

8:00am - 5:00pm

Exhibits and Networking

8:30am - 8:40am

Welcome

Marcia Van Natta, President, ICB

Jessica Hayes, Executive Director, ICB

8:45am - 4:30pm

**Full Day Leadership Training - This session is limited to 50 participants.**

### *“Finding Your Leadership Voice: A Path to Becoming a Resilient Leader”*

*(A Training of Leaders Presentation)*

**Nina Henry, LCPC, CADC, Kim Pinkston, MA, LCPC, CADC, BC-DMT, GL-CMA, Laura Donavon, LCSW, CADC, CODP I, CCJP, CCJTS, MAC, Giselle Hernandez Navarro, LCSW, CADC, and Thomas Delegatto, MS, CADC**

This full day workshop offers basic foundational information intended to help participants better understand themselves as leaders. Topics include identifying a personal/professional leadership style, ways to use that leadership style in transitioning from clinician to leadership positions and working with others to develop a shared vision. Leadership theories and characteristics of successful leaders will be identified and discussed. Presenters will define and contextualize resilient leadership variables according to updated research. Presenters will describe and model courageous leadership in the face of adversity. No previous leadership experience is needed to attend this workshop.

# Wednesday, October 20 (Continued)

8:45am - 12:00pm

Workshops F and G

Workshop F

***“Say Her Name: AOD, Criminal Justice and Health Equity for Women”***

***Bakahia Madison, Psy.D., LCPC, CADC***

This workshop will explore the opportunities and challenges in the context of AOD gender specific treatment and women involved with criminal justice. These concepts will be examined within the lens of maternal health concerns impacting women with co-occurring disorders. This experiential workshop will focus on evidence-based strategies, resources and statewide efforts to help support women.

Workshop G

***“The Roles of Peer Mentoring on the Recovering Community”***

***Timothy O’Boyle, MS, CADC, QMHP, ICB Board Member***

This workshop will feature a panel of content experts who facilitate peer led activities and assistance including peer driven mentoring, education and support within rural communities. Participants will gain a greater understanding of the peer mentor’s roles in facilitating and supporting client’s engagement with substance use disorder treatment and transitions between levels of care, how clients are connected with community-based recovery support services, mutual self-help organizations and positive peer activities. The panel will discuss how clients are provided with emotional, social and recreational support in the “peer helping peer alliance.” Additional information on recovery homes and recovery community centers, working as a peer within treatment settings and recommendations for recovery support services will be provided.

12:00pm - 1:00pm

Lunch

1:15pm - 4:30pm

Leadership Training Continued

1:15pm - 4:30pm

Workshops H and I

Workshop H

***“We Tired’: Action Towards Race and Equity in Behavioral Health Justice Systems”***

***Bakahia Madison, Psy.D., LCPC, CADC***

Since the summer of 2020, race and equity have been at the forefront of conversations from the halls of Congress to hair salons, from boardrooms to neighborhood porch stoops. Black voices and other BIPOC (Black, Indigenous, and People of Color) communities continue to demand change of systemic racism that plagues our nation. In the field of health care, persistent behavioral health justice disparities are rooted in systemic racism that have an impact on the clients in need of service delivery. We find ourselves in a time where action is needed to disrupt and dismantle oppressive practices and policies that disproportionately affect BIPOC communities. This workshop will explore how reframing engagement can help to promote equity. This will include a racial equity toolkit, evidence-based culturally centered practices, 8 R’s of talking about race and equity, the role of assessment and staff training in stigma reduction and action planning.

Workshop I

***“Critical Issues and Peer Support Resources for Illinois Service Members, Veterans and Their Families”***

***Pamela Woll, MA, CPS***

This workshop will briefly review core challenges facing service members, Veterans and their families, including post-deployment stress-related injuries and illnesses, traumatic losses and moral injuries, synergistic effects of aging and chronic injuries and illnesses among older Veterans, alienation from civilian communities and cultures, patterns of harmful substance use and rising rates of suicide. A case for the critical importance of peer support services in the safety, healing and recovery of these individuals will be reviewed. This workshop will invite participants to join in co-creating a vision of strength, hope and support by sharing about the Illinois Certification Board’s Certified Veterans Support Specialist (CVSS) credential and by helping make behavioral health services and service environments safer and more welcoming for people who have been willing to sacrifice everything.

7:30pm - 8:30pm

Open AA Meeting

# Thursday, October 21 (6 CEUs)

7:30am - 8:15am Registration and Networking

8:00am - 5:00pm Exhibits and Networking

8:30am - 8:40am Welcome  
Marcia Van Natta, President, ICB

8:45am - 12:00pm Workshops J, K and L

**Workshop J** *“Parenting’ in the Recovery Journey: Moving Forward”*  
**Nancy J. Phillips, MS Ed-PSY, CAADC, CFPP**

One of the most challenging issues of a recovery journey is the need to repair the parent-child relationship that was impacted during active substance use. Many recovering parents do not have the life experience of positive parenting to use as a model. They often parent from their own experience of growing up in an unhealthy environment. This workshop will identify issues related to the impact of parent substance use disorder on children and child development, explore the role of extended family and community in positive parenting recovery, and review parenting programs available to support family and child progress in recovery. Additionally, substance use by the children within the family and steps to support their recovery will also be highlighted.

**Workshop K** *“The Ethical Importance of Self-Care and Stress Management”*

**Patricia Diel, MSW, LSW, CADAC, SAP and George K. Rafeedie, MPA, CSADC, ICB Board Member**

The last 18 months have been exceptionally stressful for almost everyone. Not only the extraordinary stress created by the pandemic but like never before we are living in a time of isolation, increased violence, fear and anxiety. Participants will look at how stress impacts their own lives and the lives of their patients. This workshop is designed to assist participants in understanding stress management and the challenges of self-care. It will offer an action plan for supervisors and staff to effectively develop self-care plans.

**Workshop L** *“Anti-Racism in Addiction Treatment: A Searching and Fearless Moral Inventory”*  
**Sarah Buino, LCSW, CADAC, RDDP, CDWF and Sarah Suzuki, LCSW, CRADC**

Addiction counselors increasingly work with clients who present with diverse intersectional identities. Participants will be introduced to tools of analysis to understand, address and interrupt white supremacy dynamics when treating substance use in outpatient and inpatient settings. Participants will conceptualize anti-racism through the lens of 12 steps, as well as a framework to illuminate how institutional pressure to maintain “white innocence” leads to poor health outcomes.

12:00pm - 1:00pm Lunch

1:15pm - 4:30pm Workshops M, N and O

**Workshop M** *“The World of Gambling: Who, Where and What is the Family Impact”*  
**Nancy J. Phillips, MS Ed-PSY, CAADC, CFPP and Penny Reinoehl, BS, CADAC, PCGC**

With problem gambling a growing issue in the United States and around the world, it affects each generation, culture and community differently. This workshop will share the signs, symptoms and behaviors of gambling disorder. Two of the populations that will be explored are college age students and incarcerated persons. Both populations and their gambling disorders often create a strong, negative impact on families and those who love them. Participants will learn about the impact of a gambling disorder through interaction with persons with lived experience.

# Thursday, October 21 (Continued)

## Workshop N

### ***“Prescription Drug Use: Effects and Emerging Trends”***

**Randall Webber, BA, MPH, CADC**

This workshop will focus on prescription drugs, their effects and current trends in their use. Special emphasis will be placed on the use of prescription drugs by adolescents, emerging and older adults. Drugs to be discussed will include prescription stimulants, opioids, benzodiazepines, sedatives and nontraditionally misused drugs such as gabapentin. The workshop will also provide participants with the information they need to address prescription misuse by older adults.

## Workshop O

### ***“Documentation for Supervision”***

**Marcia Van Natta, MHS, BA, CADC, CODP II, ICB Board President**

This workshop will explore how counselors develop into the role of supervisors, will define clinical supervision and discuss guidelines to provide more competent supervision. Supervisors will learn how to use documentation to facilitate and provide appropriate supervision to clinical staff.

7:30pm - 8:30pm

Open AA Meeting

# Friday, October 22 (4 CEUs)

7:30am - 8:15am

Registration and Networking

8:00am - 1:00pm

Exhibits and Networking

8:20am - 8:30am

Welcome

Marcia Van Natta, President, ICB

8:30am - 1:00pm

Workshop P

### ***“Shame-Informed Treatment Strategies”***

**Brian Lengfelder, LCPC, CAADC, CCJP, SAP, MAC, CSAT-S, CMAT-S, ACRPS**

Many clients who enter treatment for substance use disorders, co-occurring issues, and behavioral problems demonstrate denial patterns that are protecting their core shame. When counselors fail to recognize core shame as a critical aspect of treatment, healthy attachments cannot be established or maintained. For effective treatment a healthy therapeutic attachment needs to be established. Shame is a construct that keeps individuals from being resilient, vulnerable, and making connections with others. Denial is one of the many external defense structures that keeps shame from being discovered. This workshop is designed to offer shame-informed treatment for individuals with substance use disorders, mental health disorders, behavioral addictions and criminal justice issues to discover authentic self and healthy attachments for long-term recovery.

1:00pm

Adjourn



ICB will also be using Attendify, a mobile app, which will contain information about presenters, handouts (if provided), and daily schedules with workshop times and locations. Exhibitors will be featured on the app as well as an About page sharing our Mission and our current Board Members. During the conference, the ICB staff will be adding updates as well as daily reminders, highlights and pictures of the events. Information on the Attendify App for Fall Conference, as it nears, will be sent via email to all pre-registered attendees.

# 25<sup>th</sup> Annual ICB Fall Conference

October 18-22, 2021

DoubleTree By Hilton - Mt. Vernon, Illinois

## **Registration and Cancellation Policy:**

Please return the registration form in this brochure with full payment (check, money order or VISA/MasterCard). You may also register by emailing completed registrations to [info@iaodapca.org](mailto:info@iaodapca.org) with payment (VISA/MasterCard). Neither incomplete registration forms, nor registration forms without signature and/or the billing address where the credit card statement is mailed, will be processed. Due to limited seating, registrations must be pre-paid by October 1, 2021.

Cancellation requests must be in writing and received by ICB prior to October 1, 2021. A \$25.00 administrative fee will be assessed to all cancellations prior to October 1, 2021. **Registrations cancelled after October 1, 2021 will not be refunded. Pre-registrants who fail to attend without notification are liable for the full registration fee.**

## **Continuing Education:**

**Please do not register for workshops that you have already attended at a past event. You cannot earn CEUs for attending the same workshop twice.** All CEUs are ICB Certified AOD Counselor, with/without Gender Competent Endorsement & Adolescent Treatment Endorsement, Certified Prevention Specialist, Certified Associate Addictions Professional, Certified Recovery Support Specialist, Certified Assessment/Referral Specialist, Certified Problem and Compulsive Gambling Counselor, Certified Criminal Justice Addictions Professional, Medication Assisted Addiction Treatment Professional, Certified Family Partnership Professional, Certified Veterans Support Specialist, Certified Peer Recovery Specialist, National Certified Recovery Specialist Category I/II, CODP Category I/II/III, and Registered Dual Disorder Professional. Professionals certified by other certification boards should contact their respective boards for CEU requirements.

ICB is a licensed CEU provider through IDFPR for LCSWs (159-000254), LMFTs (168-000113), LCPCs and LPCs (197-000010).

## **Notice:**

CEU Certificates will be mailed to participants after the completion of the conference. Participants will be required to sign in and sign out of workshops to verify attendance to obtain CEUs. Participants are expected to attend the entire length of each workshop. We appreciate your cooperation with this process.

## **Disclaimer:**

The workshops do not necessarily reflect the policies or practices of ICB, Inc.

## **Location/Accommodations:**

All conference activities will be held at the DoubleTree by Hilton (formerly Mt. Vernon Hotel & Event Center) at 222 Potomac Blvd., Mt. Vernon, Illinois.

A block of rooms have been reserved for ICB participants at DoubleTree by Hilton for the conference rate of \$85.00 plus taxes, per night. **Please make your own reservations** by contacting the hotel directly at 618-244-7100. **Be sure to identify yourself as an Illinois Certification Board participant to receive the special group rate. Reservations must be made by October 10, 2021; after this date rooms may be reserved on a space-available basis only at the customary rate.**

## **Directions:**

DoubleTree by Hilton  
(Formerly Mt. Vernon Hotel & Event Center)  
222 Potomac Blvd.  
Mt. Vernon, IL 618-244-7100

If traveling I-57 S, take Exit 95, at stop light turn right onto Broadway/Rt. 15, go to first stop light and turn right onto Potomac Blvd

If traveling I-57 N, take Exit 95, at stop light turn left onto Broadway/Rt. 15 crossing over I-57, at second stop light turn right onto Potomac Blvd

## **Reminder:**

Since ICB cannot control the thermostat, bring a jacket or sweater just in case it is cooler than you might like.

All ICB functions are smoke-free.

## **Attention:**

Breakfast will not be provided at the conference. Please plan accordingly. For conference participants staying at the DoubleTree, breakfast is included in your hotel stay.

## **Handouts:**

ICB will not be providing handouts for the workshops. Instead, handouts made available to us by the presenters will be posted on our website, [www.iaodapca.org](http://www.iaodapca.org), one week prior to our conference for those participants who wish to view, print, and/or download them. Please note, not all presenters may post their materials.

# 2021 ICB Fall Conference *Exhibitor* Registration

Exhibit space is now available to purchase for the ICB Fall Conference. Choose an option below and submit with payment to ICB by October 1, 2021. Space is limited so reserve yours today! Should you need further details contact Dianne Williams at 217/698-8110 or Dianne@IAODAPCA.org.

## Contact Information

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Company Website Address \_\_\_\_\_

### \$500.00 October 18 – October 22, 2021\*

This package includes one (1) complimentary workshop pass each day and a complimentary lunch ticket. It also includes one (1) additional complimentary lunch ticket each day for the booth exhibitor.

\*Please complete a conference registration form for those you would like to send to the workshops, if no conference registration forms are with this form, workshop passes will be sent to the contact person listed above.

OR

### \$150.00 for each day (Please check each day of attendance)

October 18th     October 19th     October 20th     October 21st     October 22nd

This packet includes one (1) complimentary lunch ticket for the booth exhibitor.  
(One ticket will be issued for each day of attendance.)

Please indicate your table set up: Table top display \_\_\_\_\_ Floor Model \_\_\_\_\_ Need Electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

## For further promotion on our Attendify App please indicate your social media link

Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Instagram \_\_\_\_\_

## METHOD OF PAYMENT

Enclosed is check # \_\_\_\_\_ made payable to ICB in the amount of \$ \_\_\_\_\_

I wish to pay by \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD

Card number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on credit card \_\_\_\_\_ Security Code \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Exhibit space is limited and will only be reserved upon receipt of this form and fee. Any organizations attending the full week as an exhibitor will be required to pre-register all complimentary conference attendees. You can email this completed form to [dianne@iaodapca.org](mailto:dianne@iaodapca.org) or mail to:  
ICB, 401 E. Sangamon Ave, Springfield, IL 62702

25<sup>th</sup> Annual *ICB* Fall Conference  
 October 18-22, 2021  
 DoubleTree by Hilton - Mt. Vernon, Illinois

Instructions

- Registrations must be received by October 1, 2021.
- The walk-in price, \$75.00 per day, will be required for registrations received after this date.
- Requests to cancel registration must be in writing and received prior to October 1, 2021.
- Cancelled registrations will be assessed a \$25.00 administrative fee.
- Registrations cancelled after October 1, 2021 will not be refunded.

Check if new address

**PRINT LEGIBLY**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Agency name as it is to be listed on nametag \_\_\_\_\_  
(Please limit to 25 characters, including spaces and abbreviations if necessary.)

Address (home address only) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address (Required) \_\_\_\_\_

Work Telephone ( ) \_\_\_\_\_ ext. \_\_\_\_\_ Home Telephone ( ) \_\_\_\_\_

ICB Certification # \_\_\_\_\_ Certification Level \_\_\_\_\_

ICB Registration # \_\_\_\_\_ Board Registered Level \_\_\_\_\_  
(CODP, RDDP, MAATP)

**Monday, October 18, 2021**

Select one (A) \_\_\_\_\_ or (B) \_\_\_\_\_

**Tuesday, October 19, 2021**

Select one (C) \_\_\_\_\_ or (D) \_\_\_\_\_ or (E) \_\_\_\_\_

**Wednesday, October 20, 2021**

AM workshop – select one (F or G) \_\_\_\_\_ PM workshop – select one (H or I) \_\_\_\_\_

OR

Full Day Leadership Training \_\_\_\_\_

**(Full day attendance is required. Registering for the Leadership Training will not allow you to attend Workshops F, G, H or I)**

**Thursday, October 21, 2021**

AM workshop – select one (J, K or L) \_\_\_\_\_ PM workshop – select one (M, N or O) \_\_\_\_\_

**Friday, October 22, 2021**

(P) \_\_\_\_\_

*EMAIL OR MAIL  
 REGISTRATION TO:  
 ICB, Inc.  
 401 E. Sangamon Ave.  
 Springfield, IL 62702  
 Email: info@iaodapca.org*

	Member*	TOTAL		Non-Member	TOTAL
<b>1/2 Days (Mon or Fri)</b>	<b>55.00</b>			<b>60.00</b>	
<b>Single Full Days (Tues-Thur)</b>	<b>65.00</b>			<b>70.00</b>	
<b>Entire Conference</b>	<b>300.00</b>			<b>315.00</b>	
<b>ATP Students** \$50.00 each day</b>					
<b>TOTAL</b>					

\*Member includes certified, registered, or in the application process with ICB.

\*\*Student refers to persons not currently certified by ICB and currently enrolled in an ICB accredited training program. Students must attach a copy of their student ID when submitting their registration form.

**WALK-IN PRICES FOR ALL PERSONS ARE 75.00 PER DAY AND ACCEPTED ONLY ON A FIRST-COME-FIRST-SERVED BASIS DETERMINED BY THE CONFERENCE CAPACITY.**

25th Annual ICB Fall Conference  
October 18-22, 2021  
DoubleTree By Hilton - Mt. Vernon, Illinois

**PAYMENT**

I WISH TO PAY BY: { } Check { } Credit Card (VISA & MasterCard ONLY) { } Voucher (must attach to registration)

Printed name on card \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Security Code \_\_\_\_\_

(Three digit number on the back of the credit card.)

Amount to be charged \$ \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

**If you have a disability and are in need of special accommodations to fully participate in this conference, please notify ICB in writing at least 30 days prior to the event.**

**Registration and Cancellation policy:**

Please return the registration form in this brochure with full payment (check, money order or VISA/MasterCard). You may also register by emailing completed registrations to info@iaodapca.org with payment (VISA/MasterCard). Neither incomplete registration forms, nor registration forms without signature and/or the billing address where the credit card statement is mailed, will be processed. Registrations must be pre-paid by October 1, 2021.

Cancellation requests must be in writing and received by ICB prior to October 1, 2021. A \$25.00 administrative fee will be assessed to all cancellations prior to October 1, 2021. **Registrations cancelled after October 1, 2021 will not be refunded. Pre-registrants who fail to attend without notification are liable for the full registration fee.**

**COMPLETE ONLY IF AGENCY IS TO PAY FULL OR PART OF THE REGISTRATION FEE**

- The individual is responsible for payment of fee if the agency does not submit payment.
- CEU certificates will not be issued to any registrant who has an outstanding conference registration fee.
- Agency payment option is available for ICB Members only. Member includes certified, registered, or in the application process with ICB.

Indicate amount to be paid \$ \_\_\_\_\_ PO# \_\_\_\_\_

Business name and address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

**A COPY OF THIS REGISTRATION FORM MUST ACCOMPANY AGENCY PAYMENT FOR PROPER CREDIT.**