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# MAINTAINING YOUR CREDENTIAL

## Board Registered Interventionist I/II

Board Registered Interventionists will follow the guidelines set forth in the AISCB Model for Board Registered Interventionist I/II. They are required to pay a biennial registration fee and submit continuing education units (CEUs).

Interventionists will be notified that their registration is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial registration fee and CEUs to 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. Fifteen (15) continuing education units (CEUs) are required to maintain registration and must be earned within the two-year registration period. An average of 7.5 CEUs should be obtained each year. CEUs are not transferable to any other registration period. They may be counted toward the minimum hours of training/education required for another intervention registration classification. CEUS obtained prior to the initial date of registration are not eligible for maintaining registration. An interventionist may receive CEU credit only once for a training event, even if it is repeated during different registration 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 15 CEUs required to maintain registration **must** be recognized or petitioned for AISCB CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by AISCB for both categories.

**CATEGORY I:** Minimum of 10 CEU's of education specific to intervention. Examples of Category I education are alcohol and other drug abuse/addiction (AODA), food addiction, sex addiction, gambling addiction, domestic violence, MISA intervention techniques, working with MD's, hospitals, nursing homes, intervention approaches.

**CATEGORY II:** Minimum of 5 CEUs of education specific to knowledge and skills related to the counseling field/profession.

**ATTENDANCE AT AN AIS BUSINESS MEETING WEEKEND IN ITS ENTIRETY WILL EARN THE ATTENDEE 5 CATEGORY I/II CEUS.**

### B. Sources of Continuing Education Units

1. Recognized programs are training/education programs AISCB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by AISCB 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 AISCB Bibliocredit Reading Program and other self-study programs, is available to interventionists with a maximum of 10 CEUs every two (2) years.
3. Interventionists may receive up to 5 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 AISCB committee.
4. Teaching and training other Interventionists. The number of CEUs awarded will be equal to the number of hours spent in actual presentation time, plus .5 hours for preparation time. Education lectures presented as part of the intervention services provided to communities, organizations, groups and individuals are not eligible to be counted as CEUs. Presentations for which the interventionist has previously received credit are ineligible. Petitions must be submitted for any presentations that have not been awarded AISCB CEUs.
5. 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 5 CEUs in a two-year registration 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, unless major updates or revisions occur, even though presented in more than one format or location. Petitions must be submitted for CEUs.

### C. Agency In-service Education Programs

Agency in-service training programs may be counted for up to 10 of the required 15 CEUs required biennially for re-registration. In-services not awarded CEU recognition by AISCB may be petitioned for CEUs.

**D. Validation of Continuing Education**

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

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

**E. Procedures for Interventionists to Petition for CEUs**

Not all educational experiences available to the interventionist will have been awarded CEUs by AISCB, requiring the interventionist to petition such education/training for CEU credit. Requests will be reviewed within 30 days, and the interventionist will be notified of the results. If recognized, the interventionist will be informed of the number of CEUs awarded. Requests are to be submitted to AISCB 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)
- Non-refundable petition fee

**F. Extension of Continuing Education Requirements**

An interventionist unable to meet the continuing education requirements for re-registration may request, in writing, an extension of up to six months from his or her expiration date until the continuing education requirements can be met. The request must be made prior to the expiration date. A monthly charge of \$10.00 is assessed for extensions. An interventionist not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her registration on inactive status and shall be terminated.

**NOTE:** The interventionist should remember this process leaves him or her only 18 months to obtain CEU credit for the current registration period.

**G. Inactive Status**

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

**For detailed information refer to the AISCB Model for Board Registered Interventionist 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 \_\_\_\_\_