

**The Illinois Standard for Board Registered  
Medication Assisted Addiction  
Treatment Professionals  
(MAATP)**

**IAMAAT**

**&**



**Illinois  
Certification  
Board, Inc.**

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## PREFACE

The minimum MAATP competencies are the knowledge base and skill base that are identified by IAMAAT (Illinois Association for Medication Assisted Addiction Treatment) and the U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT). The minimum MAATP competencies define the nature and scope of this unique profession. The competencies are specific to providing services to those individuals involved in Medication Assisted Addiction Treatment programs, thus distinguishing this profession from other helping/human service professions. The board registration system recognizes a number of avenues a person may take to acquire the minimum MAATP competencies.

## INTRODUCTION

Medication Assisted Addiction Treatment Professionals (MAATPs) fill a unique role in the health and human service profession. MAATPs, in a variety of settings, use various treatment approaches and work with a wide range of patient populations. The MAATP board registration was developed from recognition of the need to assure quality care to patients. This voluntary system identifies the functions, responsibilities, knowledge and skill bases required by MAATPs in the performance of their jobs.

The *Illinois Standard for Board Registered Medication Assisted Addiction Treatment Professionals* is designed to measure MAATPs' competency, define their role and function and identify a unique place for them among other health/human service providers. IAMAAT recognizes that MAATPs are educated in a wide range of disciplines, therapeutic approaches, techniques, experiences and training. The system is designed to accommodate and evaluate professionals who are academically and/or experientially trained.

Board registered MAATPs have met predetermined criteria for working in alcohol and other drug systems to guarantee that quality service is available to the medication assisted addiction treatment (MAAT) patient. Finally, the system provides a professional registration that guides employers in selecting competent MAATPs, recognizes MAATPs' skills and competence and defines their unique role as health and human service providers.

## PURPOSE

The purpose of IAMAAT is to establish standards and procedures for voluntary, professional credentials for individuals employed in the alcohol and other drug addiction field.

- To assure competent, professional treatment services to persons suffering from alcohol and other drug issues.
- To assure competency that will meet standards required for credentialing, accreditation and third-party reimbursement.
- To provide a respected credential of professional competency.
- To provide a method whereby appropriate professional standards can be maintained and updated.

## PHILOSOPHY

The substance abuse continuum ranges from abstinence to non-problem use, to problem use resulting in significant impairment of functioning, to drug use at levels that are life-threatening. This continuum is based both on the pattern of drug use (amount of alcohol and other drugs consumed, frequency of use) and on the consequences of drug use. For each individual, the proper treatment intervention depends on the phase of recovery, the level of acuity, severity, disability and motivation for treatment.

The use of alcohol and other drugs in society is present at alarming rates. Loss of work proficiency, deteriorating functional relationships, arrested development and ultimately, death, mandates that care be available to those individuals where addiction exists. Alcohol and other drug addiction touches all elements of the human condition. A comprehensive treatment approach is necessary to treat the whole person, not just symptoms.

IAMAAT recognizes the disease model of addiction as well as the bio-psycho-social-spiritual approach and other philosophies, and identifies methods effective in promoting recovery. It supports ongoing research and technology and remains open to new techniques as they are proven to be effective. It is committed to professional growth and to openness and enthusiasm about new information. IAMAAT acknowledges that the use of medication in the treatment of alcohol and other drug addiction patients is ethical when appropriately prescribed and supports the use of such medication when administered in a competent clinical manner.

## DEFINITION

MAATPs are responsible for providing formal monitoring and support to patients and are expected to have skills and comprehensive knowledge of the effects of alcohol and other drug addiction. They combine a distinct knowledge base with human services skills to deal with the unique attitudes and behaviors associated with alcohol and other drug addiction. The knowledge and skill base may be acquired through a combination of specialized training, education and supervised work experiences.

The role of the MAATP generally includes:

1. Encouraging patient involvement in the treatment process to address problems relating to alcohol and other drugs.
2. Helping patients comply with MAAT program rules.
3. Identifying and removing barriers to full treatment participation and retention.
4. Providing experienced, educational services, to assist and support patients in developing and/or maintaining a responsible and functional lifestyle.
5. Recognizing problems beyond the professional's training, skill or competence and exhibiting a willingness to refer to the appropriate professional service(s).
6. Providing experienced, professional services, as needed, to addicted patients, their families and significant others.
7. Helping patients address their physical, intellectual, emotional, social and spiritual needs to facilitate and maintain a recovery process.

## REQUIREMENTS FOR BOARD REGISTRATION

Applicants must meet all requirements to obtain registration, including an approved application, passing the examination (when required\*) and payment of all appropriate fees.

The following chart details the minimum requirements for registration based on work experience, supervised practical experience and training/education:

Degree Requirement	Required Work Experience	Supervised Practical Experience	Education	Required Examination*
High School/GED	1 year (2000 hours) of paid MAAT qualified work experience  (250 hours within the past year, and the remaining hours within the past 4 years)	120 Hours	<b>190 Hours</b> <u>80 hours</u> Alcohol and Other Drug Specific <u>8 hours</u> Professional Ethics <u>56 hours</u> MAAT Specific <u>46 hours</u> General Knowledge/Skills	IC&RC ADC Examination

\* Applicants who meet the requirements of 77 Illinois Administrative Code, Title 77: Public Health, Chapter X, Part 2060, Staff Qualifications, and can provide proof they are in good standing, will not be required to take the written examination.

### **Work Experience**

IAMAAT defines qualified work experience as paid, supervised employment with a MAAT patient caseload/assignment of at least 50%. Additionally, at least 50% of the applicant's time devoted to MAAT patients must be spent providing direct service in individual and/or group settings with MAAT patients and/or their families/significant others. By definition, volunteer work and personal life experiences do not meet this requirement.

Applicants who are current supervisors of direct service MAATPs and have been for more than four years, may use their time prior to the four years to substantiate direct service qualified paid work experience.

- A **Bachelor's degree or higher** in human services or behavioral sciences, with at least 9 semester hours of alcohol and other drug training will substitute for 500 hours of work experience.

Nonresidents of Illinois are eligible for board registration by IAMAAT but must meet all standards and criteria, submit all fees, and maintain their registration via the continuing education mechanism.

## **Supervision**

Supervised practical experience must cover the MAAT Core Functions. Supervision hours are not the hours that an individual spends providing MAAT services but instead are the hours the individual spends being observed, either directly or indirectly (audio/video tapes, chart review, etc.) performing these services and the time spent in staff meetings or with a designated supervisor discussing the professional's work performance.

Applicants must receive supervision while in a position held for at least one year and used to meet the work experience requirements for registration. Supervisors are not required to be certified or board registered.

Realizing that supervision may take place in a variety of settings and have many faces, IAMAAT determined not to place limiting criteria on qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's Technical Assistance Publication Number 21. TAP 21 defines supervision/clinical supervision as: the administrative, clinical, and evaluative process of monitoring, assessing and enhancing counselor performance.

## **Education**

- High School Diploma or GED
- Documentation that applicant has obtained a diploma, degree or certificate of completion from an institution that is accredited by the US Department of Education's Office of Post Secondary Education.
- 190 clock hours of education
  - 80 clock hours of education must be alcohol and other drug specific
  - 8 clock hours of professional ethics
  - 56 clock hours of education must be MAAT specific
  - 46 clock hours of education related to general knowledge/skills (for example, human development, case management, research methods, health and safety, crisis intervention).
- Sources of education include college courses, seminars, conferences, in-services, lectures. etc.
  - 1 college semester hour = 15 clock hours, 1 college quarter hour = 10 clock hours, 1 college trimester hour = 12 clock hours

## **CERTIFICATION EXAMINATION**

The examination is computer based and scheduled by appointment only. Testing candidates will need to have a current email account to set the exam appointment. Walk-in examinations are not allowed.

Applicants will be given the opportunity to take the examination prior to approval of their application once the required phases have been completed. The minimum requirements to take the exam prior to approval include the completion of the first two phases of the application that include general information, a signed and dated Assurance and Release form, a signed, dated and notarized ICB Code of Ethics, and payment of the application and exam fee. Once the appropriate application phases have been approved, the applicant will be issued an examination notice and pre-registration test code sheet in their Certemy account. To be scheduled for the examination, the applicant must complete the pre-registration test code sheet and make the payment of the non-refundable examination fee.

The Illinois Certification Board (ICB) utilizes a separate testing company to administer this exam. Upon ICB's receipt of this pre-registration form, and appropriate exam fee, your eligibility information will be forwarded to our testing administrators. You will then receive an email directly from our testing administrators allowing you to set your exam appointment. The email will contain complete instructions on how to choose your exam date, time and location.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to ICB no less than thirty days prior to the examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, ICB will offer appropriate modifications.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the alcohol and drug counselor does in practice. The knowledge and skill bases for the questions in the examination are derived from the actual practice of the counselor in alcohol and other drug counseling. Multiple sources were utilized in the development of questions for the examination. The examinations are comprised of 150 multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Applicants are allowed three (3) hours to complete the examination.

Official examination results are distributed upon immediate completion of the exam. ICB will upload the individuals score report to their Certemy account within 10-14 business days as well. Official instructions of the next steps in the certification process will be in the next phase of the process. Applicants failing the examination will be given opportunities to retest providing the application is in good standing. Applicants must notify ICB of their intent to be seated for that examination by completing a test code sheet and paying the appropriate examination fee. Applicants are required to pay the exam fee each time they take the exam. There is no limit on how many times a person can test.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score or fails to complete the application within one year from the date in which the applicant first applied. In such a case, the applicant will be required to submit a new application and fees.

A comprehensive study guide is available for purchase at [www.readytotest.com](http://www.readytotest.com) and a Candidates Guide is available to download for free at CADCA/ADC CANDIDATE GUIDE. Scores are reported on a scale ranging from 200-800 with 500 being a passing score. Please see page 7 of the Candidates Guide for more information about the scoring process.

## **ACCOUNTABILITY**

This system is accountable to other professionals. The credentials are independent, private, freestanding and self-supporting. The profession determines and maintains its own standards.

## HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examinations and payment of all fees. The following outlines the application, review and approval process.

1. Read the entire Illinois Model thoroughly.
2. A valid email address is required to apply. All correspondence regarding the application will be sent to the email address provided.
3. Use the provided link to begin the application process through Certemy.
4. The application process will flow in phases. Once you complete each phase you will move on to the next. There are four phases in total.
5. Upload all required documentation to support employment and education (i.e., current job description, official transcripts, copies of training certificates, letters of attendance/participation) when requested.
6. A current job description is required. Job descriptions must be on agency letterhead, dated and signed by the applicant and supervisor and must reflect the applicant's actual counseling duties and responsibilities.
7. Sign, date and notarize the Code of Ethics.
8. After the application is approved, the applicant has paid the exam fee and passed the exam, the applicant will be issued an invoice for the initial certification fee. Once the fee is paid and the applicant receives the certificate, they will be officially certified and will be required to renew the certification in two years.
9. Applicants have one year to complete the application process. The year time limit starts when ICB receives your application and fee.
10. Certificates are issued electronically and will be in the individuals' digital wallet (in their Certemy account).

**Review of Materials** Upon receipt, the application and materials will be screened by ICB for completeness and correctness. This process can take up to 30 days. The results may be one of the following:

**Phase Approved** – The applicant has met the requirement for the current phase, and the applicant will be moved on to the next phase.

**Phase Rejected** – Some materials need clarification, submission or resubmission. The applicant will be notified through their Certemy account of what is needed.

Within one year of the application date, corrected materials must be submitted, or the applicant will need to restart the application process.

## FEES

MAATP Application Fee .....	\$ 100.00
Exam Fee .....	\$225.00
Biennial Registration Fee .....	\$150.00
Biennial Registration Fee <b>with ICB Counselor Certification</b> .....	\$ 40.00
Inactive Status (Biennial) .....	\$ 50.00
Extension Fee (one month max) .....	\$ 50.00
Late Fee .....	\$ 45.00
Returned Check Fee .....	\$ 75.00
Illinois Standard (replacement copy) .....	\$ 60.00

**All fees are non-refundable. The fee schedule is subject to change without notice.**



## REGISTRATION MAINTENANCE AND RENEWAL

Board registered Medication Assisted Addiction Treatment Professionals (MAATPs) will follow the guidelines set forth in the Illinois Standard for Medication Assisted Addiction Treatment Professionals. They are required to pay a biennial registration fee of \$150 (or \$40 if you are a current ICB certified alcohol and other drug counselor) and submit 40 continuing education units (CEUs) on or before the expiration date that is designated on the certificate. A late fee of \$45.00 will be assessed if the registration is not renewed on time.

MAATPs will be notified that their registration is about to expire no fewer than 60 days prior to the expiration date. The renewal notice will come via email. They will submit their biennial registration fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Fees are to be paid and CEUs are to be uploaded into their online Certemy portal in order for their renewal to be processed by ICB.

### A. Continuing Education Policy

1. **Forty (40) continuing education units (CEUs)** are required to maintain board registration, and must be earned within the two-year registration period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other board registration period. CEUs obtained prior to the professional's initial date of board registration are not eligible for maintaining registration. A MAATP may receive CEU credit only once for a training event, even if repeated during different board 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 **40 CEUs** required to maintain registration **must** be recognized or petitioned for ICB CEUs.

The CEUs must include the following topic:

- **15 CEUs in Alcohol and Other Drugs OR Medication Assisted Addiction Treatment**  
At least 15 CEUs of education that are on alcohol and other drug or medication assisted addiction treatment information  
(Examples: pharmacology, signs and symptoms of substance use disorder, MAAT and/or AOD rules and regulations, biomedical issues in MAAT, MAAT treatment approaches, stigma reduction for MAAT patients.)

**The remaining CEUs are to be education specific to knowledge and skills related to the Core Functions of MAATPs (refer to the Illinois Standard for a list of the core functions). These CEUs do not need to be AOD or MAAT specific.**

(Examples: theory/techniques of therapeutic approaches, human behavior/development, family dynamics, domestic violence, cultural issues, special populations, confidentiality, legal systems, health and safety, professional relationship dynamics, crisis intervention.)

Board Registered MAATPs who are also a licensed physician, LCPC, LCSW, or licensed psychologist need only submit 10 AOD or MAAT specific CEUs and proof of current licensure. Board Registered MAATPs who are also ICB certified alcohol and other drug use counselors, need only submit 10 AOD or MAAT specific CEUs and proof of current ICB certification.

MAATPs have the option to complete all 40 of their CEUs on alcohol and other drug or medication assisted addiction treatment specific topics.

### B. Sources of Continuing Education Units

1. Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the name of the participant, name and date of the program, signature of instructor or sponsor, program number assigned by ICB, and the number of CEUs.
2. Structured individual continuing education, such as home study programs, is available to MAATPs with a maximum of 15 CEUs every two years.

3. Teaching and training other MAATPs in MAAT knowledge or competency areas qualifies for up to a maximum of 15 CEUs in a two-year registration 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 for CEUs. Presentations for which the MAATP has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
4. Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the alcohol and other drug and/or MAAT field qualifies for up to a maximum of 15 CEUs in a two-year registration period. The topic must pertain to issues relating to alcohol and other drugs or MAAT specific 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 ICB must be petitioned for CEUs

**D. Validation of Continuing Education**

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

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

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

Not all educational experiences available to the board registered MAATP will have been awarded CEUs by ICB, requiring the MAATP to petition such education/training for CEU credit. Requests are to be submitted to ICB 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 MAAT specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee

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

**F. Extension of Continuing Education Requirements**

A MAATP unable to meet the continuing education requirements for renewal may request a one-month extension through their Certemy portal. The one-month extension is \$50.00. To request an extension, a MAATP must include the biennial registration fee plus \$50.00 for the one-month extension. The extension time starts from the MAATP's expiration date. Extensions will not be granted beyond one month. MAATPs who have not met the requirements for renewal by the end of the extension time will have their registration terminated. They will not be permitted to place their registration on inactive status.

## INACTIVE STATUS

ICB has established an Inactive Status to allow registered MAATPs, who are experiencing extenuating circumstances, a means to prevent their registration from expiring. It has been established for registered MAATPs who expect to be inactive for more than two years. This category allows them to avoid the full reapplication process.

Registered MAATPs in good standing unable to meet the continuing education requirements for renewal maintenance due to health or extenuating personal reasons may place their registration on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when they wish to activate their registration.

### **Eligibility for Inactive Status for those MAATPs:**

- Registered and in good standing, i.e., current with fees and continuing education units
- Moving to another state but remaining active in the MAAT field
- Retired
- Pursuing academic coursework and not active in MAAT work for the duration of such course work
- On extended military active duty
- Experiencing health problems
- Experiencing extenuating personal circumstances
- Leaving the MAAT field and choosing not to maintain registration via CEUs

**Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status.**

### **Procedure for obtaining Inactive Status:**

- Request “Inactive Status” in writing from IAMAAT stating the specific reason(s) for the request
- Include documentation for eligibility in your request
- Surrender your current, original registration to IAMAAT. You will receive a letter from IAMAAT acknowledging the registration is on inactive status
- Pay a \$40.00 biennial fee.

During the period of inactive status, professionals are considered to be without IAMAAT registration. They cannot refer to themselves in writing or verbally as “Board Registered Medication Assisted Addiction Treatment Professionals.”

### **Procedure for reactivating a registration from Inactive Status:**

#### **Professionals who have left the state and continued in the MAAT field:**

- Submit a written request for reactivation to IAMAAT
- Document fulfillment of requirements for registration under the laws/rules of the jurisdiction in which the work experience is occurring
- Submit payment of appropriate fees

**Professionals who have left the alcohol and other drug/MAAT field but wish to reactivate their registration before two years have lapsed:**

- Submit a written request for reactivation to IAMAAT
- Submit payment of appropriate fees
- Submit payment of reapplication fee
- Provide documentation of current MAAT employment
- Provide documentation of current CEU experience

**Professionals who wish to reactivate their registration and have been on inactive status for more than two years:**

- Submit a written request for reactivation to IAMAAT
- Submit payment of appropriate fees
- Submit payment of reapplication fee
- Submit payment of written examination fee (when required)
- Successfully complete the written examination (when required)
- Submit current job description on agency letterhead, signed and dated by professional and professional's current supervisor and include the amount of time spent in MAAT direct service

MAATPs requesting inactive status for health or extenuating personal reasons may do so after a petition to IAMAAT has been approved. Such a petition may be sought after a health or extenuating personal circumstance has occurred, but in determining approval, IAMAAT will decide if the circumstances warranted the late petition.

## **TERMINATED BOARD REGISTRATION**

**Registration will be terminated for the following:**

1. Failure to apply for a fee extension beyond the expiration date for renewal of registration and no request for an extension
2. Failure to comply with the conditions of an extension by the expiration date
3. Failure to document continuing education units (CEUs) over the two-year period of registration and no request for extension or payment plan
4. Ethics violations

**Notification Procedure for termination of registration:**

MAATPs will receive written notice at least 30 days before the registration expires.

All requests for reinstatement must be put in writing and submitted to IAMAAT. Telephone inquiries will not be accepted. A written response will be sent to the member.

## **APPEAL PROCESS**

When applicants are denied registration, question the results of the application review, question examination results or are subject to an action by ICB that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, the applicants (complainants) still think that an action taken is unjustified, they may appeal. Complainants may appeal the decision within 30 days of receipt of the notice of denial or any other action deemed unjustified by sending a certified letter to the Executive Director of ICB, 401 East Sangamon, Springfield, IL 62702.

## DISCIPLINARY REVIEW PROCESS

Registered MAATPs hold a unique position of trust and responsibility and must be aware at all times, of the ethical requirements imposed on them as a result of this special position. ICB has established a “disciplinary review process” that provides an avenue through which complaints can be filed about the ethical conduct of board registered MAATPs or applicants to the registration system.

If it is suspected that a breach of the Code of Ethics has occurred, it is suggested that this be brought to the professional’s attention first. If this does not result in a satisfactory outcome, the professional’s supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to ICB.

The complainant will submit a request for an ethics complaint packet to ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to ICB. Once the ethics complaint packet is received by ICB the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of ICB.

## MAATP CORE FUNCTIONS AND SKILLS

IAMAAT measures competency through Core Functions. The 14 Core Functions are performed by MAATPs to various degrees. MAATPs are not required to be experts in the 14 Core Functions, but are expected to gain proficiency in these functions as they advance in their careers. Board Registration focuses on the evaluation and demonstration of professional competency, i.e., the ability to do the job and to perform the required tasks.

**Admissions Screening** - The process by which a patient is determined appropriate and eligible for admission to a particular program.

**Intake** – The administrative and initial assessment procedures for admission to a MAAT program. The result of this assessment should suggest the focus for treatment and the medication dosage.

**Orientation** - The process of describing the following to the patient:

- general nature and goals of the program
- rules governing patient conduct and infractions that can lead to disciplinary action or discharge from the program
- the methods/hours during which services are available in a nonresidential program and provisions for emergency contact during hours in which services/emergency services are not available
- infectious diseases
- treatment costs to be borne by the patient, if any
- patient’s rights

**Assessment** - The procedures by which the MAATP identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.

**Treatment Planning** - The process by which the MAATP and the patient:

- identify and rank problems needing resolution
- establish agreed-upon immediate and long-term goals
- decide on a treatment process and the resources to be used

Treatment planning is a dynamic process, and plans must be regularly reviewed and modified as appropriate.

**MAAT Case Management** - Activities that bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. Case Management may involve liaison activities and collateral contacts.

**Crisis Intervention** - Provision of services that respond to MAAT patients' needs during acute emotional and/or physical distress. MAATPs must be able to identify crises when they surface, attempt to relieve or resolve the immediate problem and if possible, use the negative events to enhance treatment efforts.

**Patient Education** - Provision of information to individuals and groups concerning MAAT patients, associated medical and mental health problems in patients who are alcohol and other drug addicted and the availability of services and resources within each community.

**Referral** - Identifying the needs of the patient that cannot be met by the MAATP or agency and assisting the patient in using the support systems and community resources available.

**Reports and Record Keeping** - Charting the results of the assessment and treatment plan, and writing reports, progress notes, discharge summaries, toxicology results and other patient related data.

**Consultation with Other Professionals** - Communicating with professionals to assure comprehensive, quality care for the patient regarding treatment/services.

**Attitudes Towards MAAT Populations** - The process of interacting with alcohol and other drug addicted patients. Given the distinct problems associated with this population, the MAATP must take into consideration the following: patient orientation, stigma of having an addiction, cultural sensitivity and ethical awareness.

**Roles, Boundaries and Professional Relationship Dynamics** - The nature of relationships between professional and patient. Constantly assessing his/her role with patients, the MAATP must realize biases towards the issues of alcohol and other drug addiction and/or abuse and must understand the dynamics of transference and counter transference to avoid entering into dual relationships.

**Health and Safety** – The process of identifying, assessing and addressing environmental characteristics that could adversely affect the well-being of MAAT patients and others. MAATPs must have a basic understanding of CPR and first aid, nursing procedures, infection control, universal precautions, sanitation, basic principles of nutrition, dosing, drug testing, pain management and rules and regulations relating to patient safety including a diversion control plan.

## KNOWLEDGE BASE

**Pharmacology/Psychopharmacology Interactions** - Define and recognize the actions of psychoactive drugs as they affect the human mind and body, as well as routes of administration, methods of ingestion, tolerance, withdrawal and interactions with other drugs. This knowledge is necessary to perform assessments and make appropriate treatment referrals.

**Signs and Symptoms of Alcohol and Other Drug Abuse and Dependence** – Recognize and know the signs and symptoms associated with the different classifications of psychoactive chemicals; understand the concepts of use, misuse, abuse, dependence, withdrawal, and overdose/toxicity; and know appropriate treatment approaches necessary to ensure the safety of patients for these conditions.

**Human Development** – Know the principles and processes of human physical, mental, emotional, spiritual and social development including basic abnormal psychology and effects of chemical usage on growth and development.

**Historical Perspectives of Alcohol and Other Drug Use, Abuse, Dependence and Treatment** – Know the historical development of alcohol and other drug addiction treatment including the history of chemical usage in the United States, the origins of MAAT and its relationship to the community at large.

**Modalities of Alcohol and Other Drug Abuse and Dependence Treatment Services/ Abstinence/ Harm Reduction** - Know the eligibility requirements and criteria for specific modalities of service, what services are offered in each modality with applicable regulations and limits, and know when it is appropriate to make referrals.

**MAAT Rules and Regulations** – Possess practical knowledge of applicable federal, state, local and agency laws, rules and regulations pertaining to the delivery of MAAT.

**Maximizing Patient Retention** - Identify factors affecting patient retention, perform a relapse risk assessment and implement relapse prevention techniques.

**Therapy and Dynamics of Treatment and Recovery** - Possess a practical knowledge of treatment approaches, philosophies, methods, and objectives. Know techniques for evaluating progress and outcomes and how to modify approaches to address a patient's unique needs.

**Case Management** - Know how to coordinate a multiple service plan in order to assure that all patient needs are addressed.

**Professional Ethics** - Know the requirements of IAMAAT's Code of Ethics, and be able to apply this Code of Ethics to the Core Functions. It shall include code of conduct, disciplinary review process and appeals procedure.

**Special Populations' Issues Pertaining to Alcohol and Other Drug Abuse, Dependence and Treatment** – Be familiar with the differences in attitude and behavior patterns of significant cultures and special needs groups within Illinois' population in order to provide meaningful quality care. Know how the beliefs, values and lifestyles of various special populations relate to the individual patient's alcohol and other drug use, abuse, dependence, relapse risk and recovery. Understand issues pertaining to age, gender, ethnicity, religion, sexual orientation and culture, as well as to multiple diagnoses, such as mental disorders, HIV, physical handicaps, etc.

**Treatment Approaches with MAAT Patients** – Understand and utilize applicable therapeutic approaches with MAAT patients.

**Research Methods** - Access the latest research findings and information on new treatment approaches.