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# MAINTAINING YOUR CERTIFICATION

## CERTIFIED AOD COUNSELOR

Certified Alcohol and Other Drug (AOD) counselors will follow the guidelines set forth in the Illinois Model for Counselor Certification\*. They are required to pay a biennial certification fee of \$170.00 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 certification is not renewed on time.

Certified AOD counselors will be notified that their certification 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 certification 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 recertification to be processed by ICB.

### A. Continuing Education Policy

1. **Forty (40) ICB approved 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 counselor's initial date of certification are not eligible for maintaining certification. Certified AOD counselors may receive CEU credit only once for a training event, even if it 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 ICB CEUs.

The CEUs must include the following topic:

- **15 CEUs in Alcohol and Other Drugs**

At least 15 CEUs of education that are on alcohol and other drug information.

(Examples: pharmacology, signs and symptoms of alcohol and other drugs use, AOD rules and regulations, AOD special populations.)

**The remaining CEUs are to be education specific to knowledge and skills/Performance Domains related to the Core Functions of AOD counselors (refer to the Illinois Model for a list of core functions). These CEUs do not need to be AOD specific.** (Examples: therapeutic approaches, theories of counseling, human behavior/development, family dynamics, domestic violence, cultural issues, confidentiality, legal systems, health/safety, professional relationship dynamics, crisis intervention, psychology, clinical documentation.)

**CSADCs and CAADCs** – six (6) of the 25 CEUs needed for Category II must be training received in how to provide clinical supervision.

Certified AOD counselors have the option to complete all 40 of their CEUs on alcohol and other drug specific topics.

3. **CADCs** who are also Licensed Private Practitioners, are required to **only** submit ten (10) alcohol and other drug specific CEUs for recertification. Recertification is contingent on continued good standing of the Illinois Department of Financial and Professional Regulation (IDFPR) license; therefore, proof of a current license is required and must be submitted with their biennial CADC renewal. **(This policy is applicable to CADCs only. CRADCs, CSADCs, and CAADCs are not eligible for this policy and therefore, must submit 40 CEUs at the time of recertification.)**

Licensed Private Practitioner means a health care practitioner who is one of the following:

- A physician licensed to practice medicine in all its branches pursuant to the Medical Practice Act of 1987
- An Advanced Practice Nurse with a psychiatric specialty licensed under the Nursing and Advanced Practice Nursing Act [225 ILCS 65]
- A clinical psychologist licensed under the Clinical Psychologist Licensing Act [225 ILCS 15]
- A licensed clinical social worker (LCSW) licensed under the Clinical Social Work and Social Work Practice Act [225 ILCS 20]
- A licensed clinical professional counselor (LCPC) licensed under the Professional Counselor and Clinical Professional Counselor Licensing Act [225 ILCS 107]
- A licensed marriage and family therapist (LMFT) licensed under the Marriage and Family Therapy Licensing Act [225 ILCS 55]

### 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.

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2. Structured individual continuing education, such as home study programs, is available to certified AOD counselors with a maximum of 15 CEUs every two years.
3. Certified AOD counselors may receive up to 12 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 ICB committee.
4. Providing clinical supervision to an AOD practicum student enrolled in an ICB AOD Counselor Training Program qualifies for up to 15 CEUs in a two-year certification period.
5. Teaching and/or training other AOD Professionals in AOD 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 for CEUs. Presentations for which the AOD counselor has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
6. Research papers accepted for publication, reading, or discussion at a professional meeting or conference, and professional publications in the AOD field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to alcohol and other drugs and address one of the core functions, performance domains or knowledge or skill area. 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. In-services not previously awarded CEU recognition by ICB must be petitioned for CEUs.

#### **D. Validation of Continuing Education**

Certified AOD counselors 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 Counselors to Petition for CEUs**

Not all educational experiences available to the certified AOD counselor will have been awarded CEUs by ICB, requiring the counselor 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 describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the AOD specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee

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

#### **F. Extension of Continuing Education Requirements**

Certified AOD counselors unable to meet the continuing education requirements for recertification may request a one-month extension through their Certemy portal. The one-month extension is \$50.00. To request an extension, certified AOD counselors must include the biennial certification fee plus \$50.00 for the one-month extension. The extension time starts from the certified member's expiration date. Extensions will not be granted beyond one month. Certified AOD counselors who have not met the requirements for recertification by the end of the extension time will have their certification terminated. They will not be permitted to place their certification on inactive status. Reinstatement shall be through completing the full certification requirement.

#### **G. Inactive Status**

Certified AOD counselors in good standing unable to meet the continuing education requirements for recertification 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 they wish to activate their certification.

#### **\*For detailed information:**

**CADCs, refer to the Illinois Model for the Certification of Alcohol and Other Drug Counselors.**

**CRADCs, CSADCs, and CAADCs, refer to the Illinois Model for the International Certification of Alcohol and Other Drug Counselors.**