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# MAINTAINING YOUR CERTIFICATION

## CERTIFIED ASSOCIATE ADDICTIONS PROFESSIONAL

Certified Associate Addictions Professionals will follow the guidelines set forth in the Illinois Model for Certified Associate Addictions Professionals. They are required to pay a biennial certification fee of \$100.00 and submit 40 continuing education units (CEUs) on or before the expiration date that is printed on the certificate. A late fee of \$45.00 will be assessed if the certification is not renewed on time.

CAAPs 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) 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 professional's initial date of certification are not eligible for maintaining certification. A CAAP 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 topics:

- **28 CEUs in Substance Use Disorders as related to the CAAP Performance Domains**  
At least 28 CEUs of education that are on substance use disorders information in relation to the CAAP Performance Domains.  
(Examples: Clinical Evaluation/Screening, Referral, Service Coordination/Orientation to Treatment, Ongoing Clinical Support, Clinical and Family Education, Documentation)
- **12 CEUs in Ethics and Professionals Boundaries**  
At least 12 CEUs of education that are on ethics and professional boundaries information.  
(Examples: confidentiality in substance use treatment, ethics for substance use professionals)

### **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 CAAPs with a maximum of 10 CEUs every two years.
3. CAAPs may receive up to 10 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.

### **C. Agency In-service Education and Training Programs**

Agency in-service training programs may be counted for all the required CEUs needed for recertification.

1. The training must be in the seven performance domains to include ethics and professional boundaries.
2. The training must be documented on agency letterhead with a qualified supervisor's signature.
3. In-services not awarded CEU recognition by ICB may be petitioned for CEUs.

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

CAAPs 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 to Petition for CEUs**

Not all educational experiences available to the CAAP will have been awarded CEUs by ICB, requiring the CAAP to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

1. Documentation of attendance
2. Goals and objectives of the program
3. Date/length of program in clock hours
4. Brochure describing program content
5. Sponsor, location, instructor and target population
6. Definition of the training type (publication, workshop, seminar)
7. Identification of the AOD specific content and/or performance domains
8. Non-refundable petition fee

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

**F. Extension of Continuing Education Requirements**

A CAAP unable to meet the continuing education requirements for re-certification may request a one-month extension through their Certemy portal. The one-month extension is \$50.00. To request an extension, CAAPs 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 professionals 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.

**G. Inactive Status**

A CAAP in good standing unable to meet the continuing education requirements for re-certification 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 the counselor wishes to activate his/her certification.

**For detailed information refer to the Illinois Model for the Certification of Associate Addictions Professionals.**