

MAINTAINING YOUR CREDENTIALS

AOD COUNSELOR CERTIFICATION WITH CODP I/II BOARD REGISTRATION

Illinois Certification Board (ICB) Certified Alcohol and Other Drug (AOD) Counselors who are also Board Registered Co-Occurring Disorder Professional (CODP) I/II are required to pay a biennial certification and registration fee and submit 10 CODP Category III continuing education units (CEUs) along with the required 40 Category I and II CEUs for a total of 50 CEUs. Notification of expiration will be made no fewer than 30 days prior to the expiration date. They will submit their biennial certification and registration fee and CEUs to ICB by their expiration date. Forms for the documentation of CEUs are available on the ICB's website, www.IAODpca.org, under Credentialing/Credentialing Forms/CODP. The form must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs may be uploaded at time of payment. CEUs will not be accepted by email.**

A. **Continuing Education Policy**

1. Fifty (50) ICB approved CEUs are required to maintain credentials and must be earned within the two-year credentialing period. An average of 25 CEUs should be obtained each year. CEUs are not transferable to any other credentialing period. CEUs obtained prior to the initial date of certification/registration are not eligible to be used for maintaining credentials. CEU credit is only given once for a training event, even if it is repeated during different credentialing 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 50 CEUs required to maintain credentials **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into three categories, and some may be recognized by ICB for all three categories.

- **CATEGORY I (Counselor I)** - Minimum 15 CEUs of education **specific to AOD**.

Examples - pharmacology, effects of alcohol and other drugs on the human body, signs and symptoms of alcohol or other drugs use, dynamics of substance use disorders, medical treatment issues, detoxification/withdrawal, relapse, AOD rules/regulations, AOD special populations, history of AOD.

- **CATEGORY II (Counselor II)** - Minimum 25 CEUs of 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), but does not have to be AOD specific. This education covers counselor skills, competencies, and knowledge base.

Examples - theory/techniques of therapeutic approaches, human behavior/development, dysfunctional behavior, family dynamics, domestic violence, cultural issues, special populations, social services, confidentiality, legal systems, intervention/prevention strategies, health and 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.

- **CATEGORY III (CODP III)** - Minimum 10 CEUs of education specific to knowledge and skills related to the CODP Core Functions (refer to the Illinois Standard for a list of the core functions).

Examples - counseling approaches with Co-Occurring Disorder (COD) clients, attitudes toward COD population, roles, boundaries, mental health disorders rule/regulations, signs/symptoms of mental health disorders, history of mental health disorder treatment, rehabilitation research methods, attitudes toward COD population, roles, boundaries, and professional relationship dynamics.

3. **CADCs** who are also Licensed Private Practitioners, are required to **only** submit ten (10) Category I alcohol and other drug specific CEUs and ten (10) CODP Category III CEUs for maintaining their credentials. Category II CEUs are **not** required. 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 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 along with the 10 CODP Category III CEUs.)**

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 program, signature of instructor or sponsor, program number assigned by ICB, number of CEUs and the category designation.

2. Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other home study programs, is available with a maximum of 15 CEUs every two (2) years.
3. Certified AOD counselors/COD professionals may receive up to 12 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 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 credentialing period.
5. Teaching and/or Training Other AOD and/or COD professionals in AOD/COD Knowledge or Competency Areas qualifies for up to 15 CEUs in a two-year credentialing period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education lectures and public education lectures are not eligible for CEUs. Presentations for which the AOD counselor/COD professional 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/COD field qualifies for up to 15 CEUs in a two-year credentialing period. The topic must pertain to alcohol and other drugs or mental illness 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 50 CEUs required biennially, 25 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by ICB may be petitioned for CEUs

D. Validation of Continuing Education

Certified AOD counselors/COD professionals 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 AOD Counselors/COD Professionals to Petition for CEUs

Not all educational experiences available to the certified AOD counselor/COD professional will have been awarded CEUs by ICB, requiring the counselor/professional 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/COD specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee

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

F. Extension of Continuing Education Requirements

Certified AOD counselors/COD professionals unable to meet the continuing education requirements for renewal may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the expiration date. To request an extension, certified AOD counselors/COD professionals must include the biennial fees plus \$10 per month with a written request. Extensions will not be granted beyond six months. If at the end of six months of extensions certified AOD counselors/COD professionals have not met the requirements for renewal, their credentials will be terminated. They will not be permitted to place their credentials on inactive status. Reinstatement shall be through completing the full credentialing requirement.

NOTE: Certified AOD counselors/COD professionals should remember that process leaves only 18 months to obtain CEU credit for the current credentialing period.

G. Inactive Status

Certified AOD counselors/COD professionals in good standing unable to meet the continuing education requirements for credentialing maintenance due to health or extenuating personal reasons may place their credentials 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 credentials.

For detailed information:

CODP I/II, refer to the Illinois Standard for Board Registered Co-Occurring Disorder Professional I/II.

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.

PLEASE PHOTOCOPY THIS FORM

ATTACH PROOF OF ATTENDANCE

PAGE _____ OF _____

BOARD REGISTERED CODP WITH CERTIFIED AOD COUNSELOR

NAME: _____

CREDENTIAL NUMBER: _____

SIGNATURE: _____

DATE: _____

**CEUS WILL NOT BE
ACCEPTED BY EMAIL**

CATEGORY	TITLE OF TRAINING	CLOCK HOURS	LOCATION AND DATE OF TRAINING	SPONSOR AND/OR ICB PROGRAM No.

ILLINOIS CERTIFICATION BOARD
d/b/a IAODAPCA, Inc.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address _____ You may photocopy this form.

Name _____
First MI Last

Credential Number _____

Address _____

Credential Level _____

City State Zip Code

Board Registration Number _____

Birth Date _____

Board Registration Level _____

CEU Category Requested:

Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type _____

Categories Needed _____

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type _____

Categories Needed _____

Credential Type _____

Categories Needed _____

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 ICB?

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 ICB, Inc. The petition fee is non-refundable. Mail petition and payment to:

ICB, Inc.
401 East Sangamon Avenue
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged _____

Credit Card Number _____ - _____ - _____ - _____
(VISA or MasterCard only)

Expiration Date _____

(Three digit code listed near the signature line on the back of the credit card) Security Code: _____

Name on Card _____

Telephone Number () _____ - _____

Billing Address _____

City _____ State _____ Zip Code _____