

MAINTAINING YOUR CERTIFICATION

The National Certified Recovery Specialist (NCRS) is required to pay a biennial certification fee and submit 40 continuing education units (CEUs) every two years.

Each certified recovery specialist will be notified that his or her certification is about to expire no fewer than 30 days prior to the expiration date. The recovery specialist shall pay the biennial certification fee, submit CEUs and an evaluation from an NCRS credentialed supervisor (or peer) in the community-based recovery field, after receiving such notification. Forms for the documentation of CEUs will accompany the notification, and the CEU form must be completed. CEUs should not be submitted until notification of expiration. **CEUS may be uploaded at time of payment. CEU's will not be accepted by email.**

CONTINUING EDUCATION

The purpose of continuing education is to promote ongoing professional development. It benefits those who use the services of the extended care facilities or recovery homes, the recovery specialist, and the recovery profession. The recovery specialist will build upon their previously demonstrated competencies and demonstrate their professional development through pursuit of continuing education.

A. Continuing Education Policy

1. Forty (40) continuing education units (CEUs), every two years, 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. For certification maintenance purposes, these CEUs are not transferable to any other certification period. CEUS obtained prior to the recovery specialist's initial date of certification are not eligible to be used for maintaining certification. A recovery specialist may receive CEU credit only once for a training event, even if the event is repeated during different certification periods.
2. All 40 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by ICB for both categories.
 - **CATEGORY I** - Minimum 15 CEUs of education specific to residential extended care or recovery home services.

National Certified Recovery Specialists who are also ICB, Certified Alcohol and Other Drug (AOD) Counselors, need only submit 10 Category I recovery specialist specific CEUs and proof of current ICB certification every two (2) years. Category II CEUs are not required.

- **CATEGORY II** - Minimum 25 CEUs of education relevant to residential extended care or recovery home services including but not limited to: case management, ethics, dynamics of substance use dependence, crisis intervention, self-help and recovery and legal and professional responsibility.
3. A CEU is defined as equivalent to one clock hour spent in a continuing education program. (Excluded is non-program time such as coffee breaks, social hours, registration time, meal times, etc.) One college or university semester hour of credit will be the equivalent of 15 CEUs, and one college or university quarter hour of credit will be the equivalent of 10 CEUs.
 4. The recovery specialist may request an extension if he or she is unable to meet the continuing education requirements for recertification.
 5. Petition is the process whereby a recovery specialist requests recognition of programs not currently recognized by ICB.

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 program number assigned by ICB, the number of CEUs, and the category.
2. College and university courses offered by accredited institutions as credit toward a degree.
3. Structured individual continuing education, such as ICB Bibliocredit Program and other self-study programs, is available to recovery specialists with a maximum of 15 CEUs every two (2) years.
4. Recovery specialists 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.
5. Research papers, professional publications in the recovery field: A recovery specialist may obtain up to 15 CEUs every two years for papers accepted for publication, reading, or discussion at a professional meeting or conference. The topic must pertain to the field of extended care or recovery home. 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 from agency in-service training programs. Agencies who conduct such programs solely for their staff may apply annually for renewed recognition of in-service training program curriculum in increments of 10-hour blocks to be revised biennially. Inservices not awarded CEU recognition by ICB may be petitioned for CEUs.

D. Validation of Continuing Education

Recovery specialists must document that 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 Recovery Specialist to Petition for Category I and/or II CEUs

1. Not all educational experiences available to the recovery specialist will have been awarded CEUs by ICB, requiring the recovery specialist to petition that education/training for qualified 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 recovery field specific content
- Non-refundable petition fee

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

F. Extension of Continuing Education Requirements

1. A recovery specialist unable to meet the continuing education requirements for re-certification request an extension, in writing. Extensions are \$10.00 per month for up to six months from the counselor's expiration date. A recovery specialist not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her certificate on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

NOTE: The recovery specialist should remember that this process leaves him or her only 18 months to obtain CEU credit for the current re-certification period.

2. A recovery specialist in good standing unable to meet the continuing education requirements for re-certification maintenance due to health or extenuating personal reasons may place his/her certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when the recovery specialist wishes to activate his or her certification.

NATIONAL CERTIFIED RECOVERY SPECIALIST

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 NUMBER

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

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address _____ You may photocopy this form.

Name _____
Address _____
City _____ State _____ Zip Code _____
Birth Date _____

First MI Last
Credential Number _____
Credential Level _____
Board Registration Number _____
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 _____ - _____ - _____ - _____ Expiration Date _____
(VISA or MasterCard only)

(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 _____