
MAINTAINING YOUR REGISTRATION

Registered Dual Disorder Professional (RDDP)

Registered Dual Disorder Professionals (RDDPs) will follow the guidelines set forth in the Illinois Model for Registered Dual Disorder Professionals. They are required to pay a biennial registration fee and submit a copy of their license as an Independent Practitioner with their continuing education units (CEUs).

RDDPs will be required to submit ten CEUs every two years. Notification of expiration will be made no fewer than 30 days prior to the expiration date. They will submit their biennial registration fee, a copy of their current license as an Independent Practitioner and CEUs to the Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs are available on the ICB website, www.iAODpca.org, under Credentialing/Credentialing Forms. The form must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS will not be accepted by email.**

A. Continuing Education Policy

1. Ten (10) CEUs are required to maintain the credential and must be earned within the two-year credentialing period. CEUs are not transferable to any other credentialing period. CEUS obtained prior to the initial date of 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 of instruction time. (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 10 CEUs, required to maintain registration, must be alcohol and other drug abuse and co-morbidity specific.**

Examples of RDDP education are pharmacology as it relates to dual disorder clients, effects of alcohol and other drugs on dual disorder clients, dynamics of the addiction process as it relates to the dual disorder population, AOD modalities with dual disorder clients, medical treatment issues related to the dual disorder population, detoxification/withdrawal for dual disorder clients, relapse as related to dual disorder clients, AOD rules/regulations as it relates to dual disorder services, history of AOD relating to the dual disorder population, counseling approaches with dual disorder clients, attitudes toward dual disorder populations, roles and boundaries for the dual disorder field, and dual disorder special populations.

B. Sources of Continuing Education Units

1. Recognized sources of education include, college courses, seminars, conferences, and in-service trainings.
2. Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other self-study programs, are available for continuing education units.
3. Research papers, accepted for publication, reading, or discussion at a professional meeting or conference, and professional publications qualify for recertification. The topic must pertain to alcohol and other drug abuse/addiction and co-morbidity issues. The work can be counted only once, even though presented in more than one format or location.

C. Validation of Continuing Education

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

1. Certificates or other proof of completion for seminars, conferences, or in-service trainings.
2. Transcripts or other official grade reports for college or university courses.

D. Extension of Continuing Education Requirements

RDDPs 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. If at the end of six months of extensions professionals have not met the requirements for renewal, their registration will be terminated. Reinstatement will be through completing the full credentialing requirement.

NOTE: The RDDP should remember this process leaves only 18 months to obtain CEU credit for the current registration period.

E. Inactive Status

Professionals in good standing unable to meet the continuing education requirements for registration 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.

PLEASE PHOTOCOPY THIS FORM

ATTACH PROOF OF ATTENDANCE

PAGE _____ OF _____

REGISTERED DUAL DISORDER PROFESSIONAL

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.