
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 \$200.00 biennial registration fee and submit a copy of their license as an Independent Practitioner with their continuing education units (CEUs) on or before their expiration date that is designated on the certificate. A late fee of \$45.00 will be assessed if the registration is not renewed on time.

RDDPs will be notified that their board registration 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 registration 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 renewal to be processed by ICB.

A. Continuing Education Policy

1. **Ten (10) CEUs** are required to maintain the registration and must be earned within the two-year registration period. CEUs are not transferable to any other registration period. CEUs obtained prior to the professional's initial date of registration are not eligible for maintaining registration. CEU credit is only given once for a training event, even if it is repeated during different registration 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 use and co-morbidity specific.**
(Examples: 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, 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, 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 home study programs, is 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 renewal. The topic must pertain to alcohol and other drug use 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 a one-month extension through their Certemy portal. The one-month extension is \$50.00. To request an extension, RDDPs must include the biennial registration fee plus \$50.00 for the one-month extension. The extension time starts from the RDDP's expiration date. Extensions will not be granted beyond one month. RDDPs who have not met the requirements for renewal by the end of the extension time will have their registration terminated. They will not be permitted to place their registration on inactive status.

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.