

# **The Illinois Model For The Registered Dual Disorder Professional (RDDP)**

**For experienced Mental Health Counselors – Licensed by the  
Illinois Department of Financial and Professional Regulations (IDFPR)  
as an Independent Practitioner**



**Mission: To protect the public by providing  
competency-based credentialing of Human Service  
Professionals**

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## PURPOSE

**Mission** – To protect the public by providing competency-based credentialing of Human Service Professionals

- To establish standards and procedures for the voluntary, Registered Dual Disorder Professional
- To assure competent, professional counseling to persons suffering from both alcohol/drug abuse or dependency and co-morbidity, and their family members
- To provide professional standards required for program licensing and accreditation and reimbursement
- To provide a respected credential of professional competency
- To provide a method for maintaining and updating professional standards

## REQUIREMENTS

The Registered Dual Disorder Professional (RDDP) is specifically developed for experienced mental health counselors. The RDDP promotes the cross credentialing of substance abuse and mental health counselors and provides a process by which they can demonstrate competencies in both areas of practice.

An applicant who holds a valid license as an Independent Practitioner and can provide proof of good standing with the State of Illinois Department of Financial and Professional Regulation (copy of current IDFPR license), can complete the application, pay the appropriate fees, and pass the ICRC advanced alcohol and other drug abuse examination would be granted a Dual Disorder Professional registration. The applicant does not have to demonstrate work experience, training and education, or previous clinical supervision. The Illinois Certification Board (ICB) will use the applicant's current license as an Independent Practitioner as equivalency.

## EXAMINATION

The RDDP credential requires successful completion of the IC&RC Advanced ADC examination.

Once all pieces of the application have been approved and the required fee received you will be notified by mail of the next available test date.

## ACCOUNTABILITY

This system is accountable to other professionals. The credentials are independent, private, freestanding and self-supporting, and the profession determines and maintains its own standards.

## HOW TO APPLY

Registration will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the examination, and payment of all fees. The following outlines the application, review, and approval process.

1. Read the entire Illinois Model thoroughly.
2. A valid email address is required to apply. All correspondence regarding the application will be sent to the email address provided.
3. Use the provided link to begin the application process through Certemy.
4. The application process will flow in phases. Once you complete each phase you will move on to the next. There are four phases in total.
5. Upload all required documentation when requested.
6. Upload a current copy of your IDFPR License.
7. Sign, date and notarize the assurance and release for and the Code of Ethics.
8. After the application is approved, the applicant has paid the exam fee and passed the exam, the applicant will be issued an invoice for the initial certification fee. Once the fee is paid and the applicant receives the certificate, they will be officially be registered and will be required to renew in two years.
9. Applicants have one year to complete the application process. The year time limit starts when ICB receives your application and fee.
10. Certificates are issued electronically and will be in the individuals' digital wallet (in their Certemy account). Paper certificates are not mailed.

### **Review of Materials**

Upon receipt the application and materials will be screened by ICB for completeness and correctness. This process can take up to 30 days. The results may be one of the following:

Phase Approved – The applicant has met the requirement for the current phase, and the applicant will be moved on to the next phase.

Phase Rejected – Some materials need clarification, submission or resubmission. The applicant will be notified through their Certemy account of what is needed. Within one year of the application date, corrected materials must be submitted or the applicant will be notified through their Certemy account of what is needed.

## FEES

Application Fee .....	\$100.00
Examination Fee .....	\$225.00
Biennial Registration Fee .....	\$200.00
Extension Fee (maximum 1 month).....	\$ 50.00
Late Fee.....	\$ 45.00
Returned Check Fee.....	\$ 75.00
Replacement Copy of Registration.....	\$ 60.00

**All fees are non-refundable. The fee schedule is subject to change without notice.**

## REGISTRATION MAINTENANCE AND RENEWAL

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.

## **INACTIVE STATUS**

ICB has established an Inactive Status to allow RDDPs, who are experiencing extenuating circumstances, a means to prevent their registration from expiring. Inactive status is for professionals who expect to be inactive for more than two years. This category allows them to avoid the full reapplication process.

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.

### **Eligibility for Inactive Status for those professionals who are:**

- Registered and in good standing, i.e., current with fees, proof of licensure and continuing education units
- Moving to another state but remaining active in the dual disorder field
- Retired
- Pursuing academic coursework and not active in dual disorder work for the duration of such course work
- On extended military active duty
- Experiencing health problems
- Experiencing extenuating personal circumstances
- Leaving the dual disorder field and choosing not to maintain registration via CEUs

**Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status.**

### **Procedure for obtaining Inactive Status**

- Request “Inactive Status” in writing stating the specific reason(s) for the request
- Include documentation for eligibility in your request
- Surrender your current original RDDP registration to ICB. You will receive a letter from ICB acknowledging the registration is on inactive status.
- Pay a \$40.00 biennial fee.

During the period of inactive status, professionals are considered to be without ICB registration. They cannot refer to themselves in writing or verbally as “Registered Dual Disorder Professionals.”

### **Procedure for reactivating a certificate from Inactive Status**

#### **Dual Disorder professionals who have left the state and continued in the dual disorder field**

- Submit a written request for reactivation to ICB

- Document fulfillment of requirements for registration under the laws/rules of the jurisdiction in which the work experience is occurring
- Submit payment of appropriate fees

#### **Dual Disorder professionals because of a move back to Illinois**

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees based on level of certification

#### **Dual Disorder professionals who have left the dual disorder field but wish to reactivate their registration before two years have lapsed:**

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees
- Submit payment of reapplication fee
- Provide documentation of current CEU experience

#### **Dual Disorder professionals who wish to reactivate their registration and have been on inactive status for more than two years:**

- Submit a written request for reactivation to ICB
- Submit payment of appropriate fees
- Submit payment of reapplication fee
- Submit payment of examination fee
- Successfully complete the examination required for registration

### **TERMINATED REGISTRATION**

#### **Registration will be terminated for the following:**

1. Failure to pay maintenance fees.
2. Failure to document 10 continuing education units over the two-year period of registration and no request for extension or payment plan.
3. Failure to provide proof of current license as an Independent Practitioner.
4. Failure to comply with the conditions of an extension by the expiration date.
5. Ethics violations

#### **Notification procedure for termination of registration:**

ICB will give registered professionals written notice at least 30 days before the registration expires.

All requests for reinstatement must be put in writing and submitted to ICB. Telephone inquiries will not be accepted. A written response will be sent to the member.

### **APPEAL PROCESS**

When applicants are denied registration, question the results of the application review, question examination results or are subject to an action by ICB that they deem

unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, the applicants (complainants) still think that an action taken is unjustified, they may appeal. Complainants may appeal the decision within 30 days of receipt of the notice of denial or any other action deemed unjustified by sending a certified letter to the Executive Director of ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

If applicants wish to appeal their examination scores, they must submit a request to ICB within 30 days of the postmark of the examination score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures does not permit them to have access to examination questions, answer keys or other secure materials.

### **DISCIPLINARY REVIEW PROCESS**

RDDPs hold a unique position of trust and responsibility and must be aware at all times, of the ethical requirements imposed on them as a result of this special position.

ICB has established a “disciplinary review process” that provides an avenue through which complaints can be filed about the ethical conduct of ICB RDDPs or applicants to the ICB registration system.

If it is suspected that a breach of the Code of Ethics has occurred, it is suggested that this be brought to the professional’s attention first. If this does not result in a satisfactory outcome, the professional’s supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to ICB.

The complainant will submit a request for an ethics complaint packet to ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to ICB. Once the ethics complaint packet is received by ICB the complaint will be investigated resulting in one of three findings.

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of ICB.