



ACCBO

2054 N Vancouver Ave, Portland OR 97227-1917

(503)231-8164

E-Mail: accbo@accbo.com

APPLICATION FOR CADC RECERTIFICATION

| | |
|----------------------------|---|
| Name | Date |
| Address | Email <input type="checkbox"/> Please include me on the ACCBO Email List |
| City | Home Phone |
| State | Work Phone |
| Zip | Job Title |
| Current Employer (primary) | Employed Since |

I have not misused alcohol or other drugs at any time during the two years immediately preceding this application. I will abide by all current ACCBO Ethical Codes.

Applicant Signature _____ Date _____

To the best of my knowledge the above statement is true.

Clinical or Administrative Supervisor _____ Date _____

RECERTIFICATION APPLICATION CHECK LIST *(be sure to complete all of the following):*

- _____ Application Page (demographic data, include official documentation of any name changes)
- _____ Education Log - You must attach photocopies of certificates and/or transcripts to verify all education
- _____ \$130 Recertification Fee - Do not mail payment separately. Payment **must** accompany recertification application.
- _____ Extension request and any applicable fees if filing after the expiration of your certification.

ACCBO RECERTIFICATION CONTINUING EDUCATION LOG

| | | |
|------|------|-------------------------------|
| Name | Date | Certification Expiration Date |
|------|------|-------------------------------|

You must attach photocopies of certificates and/or transcripts to verify all education

| Course / Training / Workshop / College Course | Date: month/ year | Provider Sponsor Instructor | Category I or II? | Clock Hours |
|---|-------------------------|-----------------------------------|----------------------|----------------|
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| TOTAL HOURS | | | | |

ACCBO RECERTIFICATION POLICIES

Certification is granted for a two year period. It may be renewed by Recertification, a process designed to assist the CADC in maintaining and expanding competence. If your certification has lapsed you must file for an extension, otherwise you will be dropped from the CADC roster. In order to file for an extension you must send a detailed letter explaining the cause for lapsed certification.

You will receive a recertification packet from ACCBO 30-60 days prior to the expiration date of your certificate. The packet will consist of this form, the Application for Recertification, and the Recertification Continuing Education Log form.

As an emergency measure in response to recent budgetary cuts, the ACCBO Board of Directors has voted to temporarily reduce the hours necessary for recertification from 60 to 40.

Please check your ACCBO / AADACO Newsletter for more information.

1. The recertification applicant must demonstrate 40 clock hours of continuing education. This can be college course work, workshops, inservices, trainings, or classes.
2. Up to 16 clock hours of volunteer examiner time can be used in lieu of education hours. Volunteer hours can be earned as an Oral Examiner. Only persons who meet the prerequisite qualifications and participate in the NAADAC Oral Examiner Training may utilize these hours.
3. The recertification applicant must complete the Record of Training Education and attach all certificates or transcripts. Only recorded training hours accompanied by a certificate will be accepted. Program schedules, syllabuses, flyers will not be accepted.
4. Hours are broken down into two categories:

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|---|--|
| Category I: Alcohol & Drug Counseling Education minimum 20 hours- <i>A&D Tx, Tx Planning, Dual Diagnosis, Special Populations in A&D Tx, Counseling methodologies focusing on substance abuse, Relapse Prevention, ASAM, methadone, ATOD Prevention, alcohol and drug specific behavioral health software training, etc...</i> | Category II: Counseling Education maximum of 20 hours: <i>Managed Care, Counseling Survivors of Trauma, Psychiatric Disorders, general college psychology coursework, social work coursework, general behavioral health software training, etc.</i> |
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All 40 hours can be alcohol and drug specific training. Continuing Education hours do not necessarily have to be ACCBO approved.

5. You must submit the Application page, Training Record, attach copies of all certificates, and recertification fee to ACCBO by the expiration date of the certificate.

EXTENSION POLICY

Any CADC (CADC I, CADC II, CADC III) wishing to acquire an extension on expiring certification, must present a request for extension to the Board in writing. A 30 day grace period will be allowed under request. An additional 90 days (120 day extension from expiration of the certificate) may be granted at a cost of \$50.