



Idaho Board of Alcohol/Drug Counselor Certification, INC.

CADC RENEWAL INVOICE

Name _____
(To request a name change, please see Sec I, number 6 of the CADC manual)

CADC Certification **\$115.00**

**This includes your IC&RC, membership update. If you required the printed IC&RC certificate, please contact IC&RC for order information.*

Please Note: All completed paperwork must be turned-in to our office or postmarked by the expiration date of your certification.

CADC Certification Grace Period Fee **\$25.00**

Please Note: Only required if submitting paperwork after your expiration date. You will have a 30 day grace period before your certification will be considered lapsed. If your renewal is postmarked or returned after your expiration date without this grace period fee, it will not be processed.

CADC Lapsed Certificate Fee **\$100.00**

Please Note: Certification at any level that have been expired no more than six (6) months may be renewed, if the counselor seeking certification is in good standing with IBADCC, has abided by IBADCC Code of Ethics, and completes the following procedure:

Return completed renewal paperwork for recertification with a check for \$215. (\$115 regular fee and \$100 lapsed certificate processing fee.)

AMOUNT SUBMITTED FOR PAYMENT \$ _____

Documents REQUIRED to be completed for renewal of your certification:

- 1) CADC Renewal Invoice
- 2) Check payable to IBADCC for above amount
- 3) DOCUMENTATION of EDUCATION Requirements
- 4) Supporting documentation for Continuing Education Hours
- 5) Certification File Update (MUST be signed)

THANK YOU!

- Continuing Education hours must be approved by the board to renew certification.
- It is the responsibility of the certificate holder to maintain record of renewal packages.



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Continuing Education Guidelines

The continuing education requirements for CADC certification are (20) hours. One (1) credit hour in an academic setting equals 15 clock hours. The education submitted must the following requirements.

- a. Education must be related to the knowledge and skills necessary to perform the tasks within each performance domain.
- b. Continuing education hours must be documented and attendance verified with a signed certificate of attendance that includes number of hours earned, and/or a letter verifying attendance, and/or a letter of verification signed by your supervisor. ALL education must be approved by IBADCC. College courses must be documented with a transcript. Please highlight, on your transcript, courses used on the "Documentation of Educational Requirements" sheet. (Workshops or seminars approved by IC&RC, NAADAC, State of Idaho Dept of Health and Welfare, NASW and NBCC are acceptable.)
- c. 2 hours of the 20 hours required each year must be Ethics.
- d. No more than **five (5) hours in-service** training is acceptable. Documentation must include a certificate of completion.
- e. Education presented by the candidate does not count towards continuing education hours.

Note: Your renewal forms need to be returned to the office by your expiration date. Please allow 4 – 5 weeks processing upon receipt of your packet.

You MUST completely fill out all pages of the paperwork, along with your education supporting documentation.

Return to IBADCC with a check in the proper amount

**IBADCC
PO BOX 1548
Meridian, ID 83680**

Renewal Fee for Certification \$115.00

DOCUMENTATION OF EDUCATIONAL REQUIREMENTS
Certified Alcohol/Drug Counselor (CADC) Re-certification

All education must fall under the (5) Performance Domains as identified by the IC&RC. Please list your education under the Performance Domain that best fits the course taken. If you are using transcripts for documentation of education, please highlight on the transcript the courses listed on this page.

ONLY HOURS DOCUMENTED HERE WILL BE CONSIDERED. (must have certificates of completion or transcript)			
	Course Title	Instructor	Hours
Assessment			
Counseling			
Case Management			
Education			
Professional Responsibility			
Ethics (2 hours required annually)			
CURRENT EDUCATION HOURS ITEM 1 (Please total the hours listed above):			
CARRYOVER EDUCATION HOURS Are you claiming any carryover CEUs from your last renewal (these hours must have been approved by the Education Committee at the time of your previous renewal)? ITEM 2 (Please list hours approved for carryover):			

Total hours for the Education Committee to consider (Add ITEM1 and ITEM 2):	
I verify that these hours are an accurate reflection of the continuing education I have received.	
Signature _____	

Please Note:

- All Counselors must have two (2) hours of Ethics Continuing Education each year as part of the 20 hours required. Effective May 16, 2013, ethics hours will no longer be allowed for carryover. For example, if an individual acquired 46 hours of education (20 hours are required) in one (1) year, they may carry over 18 hours to the next year. However, the additional eight (8) hours cannot be carried over to the following year.
- This form will **NOT** be reviewed without attached documentation verifying your attendance in coursework claimed.
- This form must be completed for renewal package to be reviewed by the education committee, who meet every four to six weeks. **ONLY** hours documented on this form will be considered for this renewal or for carryover hour credits for your next renewal.



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CERTIFICATION FILE UPDATE

NAME: _____

MAILING ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____

CURRENT EMPLOYER: _____

EMPLOYER ADDRESS: _____

Do you have membership, certification, and licensure in any other field, organization, or state? If so, please list below: _____

Please indicate your highest level of completed education:

___ High School ___ Associate's ___ Bachelor's ___ Master's ___ Doctorate

Since your last certification renewal have you been charged or convicted of any crime (felony or misdemeanor)? No _____ Yes _____

If yes, please explain: _____

Please note: as stated on page 3 of the Code of Ethics –
“All final ethics violations will be posted on the IBADCC website for public disclosure.”

SIGNATURE

Date