

# ILLINOIS CERTIFICATION BOARD (DBA IAODAPCA)

## PROFESSIONAL CREDENTIALS OVERVIEW

- WHO WE ARE
- CREDENTIALS WE OFFER
- REQUIREMENTS
- HOW TO APPLY
- EXAMINATION
- MAINTAINING CREDENTIALS

MARCH 2023

# **ILLINOIS CERTIFICATION BOARD**

**(IAODAPCA, INC.)**

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**SPRINGFIELD, IL 62702**

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# OUR MISSION

- **MISSION** – TO PROTECT THE PUBLIC BY PROVIDING COMPETENCY-BASED CREDENTIALING OF HUMAN SERVICE PROFESSIONALS.
- TO ESTABLISH STANDARDS AND PROCEDURES FOR THE VOLUNTARY, PROFESSIONAL CERTIFICATION OF AODA COUNSELORS
- TO ASSURE COMPETENT, PROFESSIONAL COUNSELING TO PERSONS SUFFERING FROM ALCOHOL AND/OR DRUG ABUSE OR DEPENDENCY, 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



# PROFESSIONAL CERTIFICATION

- CERTIFIED ALCOHOL AND OTHER DRUG ABUSE COUNSELOR-CADC, CRADC, CSADC, CAADC
- CERTIFIED PREVENTIONIST SPECIALIST-CSP & CSPA
- CERTIFIED PROBLEM AND COMPULSIVE GAMBLING COUNSELOR-PCGC
- CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL-CCJP
- CERTIFIED ASSOCIATE ADDICTIONS PROFESSIONAL-CAAP
- CERTIFIED RECOVERY SUPPORT SPECIALIST-CRSS
- CERTIFIED PEER RECOVER SUPPORT SPECIALIST-CPRS
- CERTIFIED FAMILY PARTNERSHIP PROFESSIONAL-CFPP
- MEDICATION ASSISTED ADDICTION TREATMENT PROFESSIONAL-MAATP
- VETERANS SUPPORT SPECIALIST-CVSS

# PROFESSIONAL BOARD REGISTRATION

- CO-OCCURRING DISORDER PROFESSIONAL-  
CODP I AND II
- BOARD REGISTERED DUAL DISORDER  
PROFESSIONAL

# PROFESSIONAL ENDORSEMENTS

- ADOLESCENT TREATMENT ENDORSEMENT-ATE
- GENDER COMPETENCY ENDORSEMENT-GCE
- CRSS-EMPLOYMENT ENDORSEMENT -CRSS-E
- CRSS YOUNG ADULT ENDORSEMENT – CRSS-YA

# REQUIREMENTS



# AODA COUNSELOR

- **CERTIFIED ALCOHOL AND OTHER DRUG ABUSE COUNSELOR (CADAC)**
- **CERTIFIED RECIPROCAL ALCOHOL AND OTHER DRUG ABUSE COUNSELOR (CRADC)**
- **CERTIFIED SUPERVISOR ALCOHOL AND OTHER DRUG ABUSE COUNSELOR (CSADC)**
- **CERTIFIED ADVANCED ALCOHOL AND OTHER DRUG ABUSE COUNSELOR (CAADC)**



# CADC REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
  - **2 YEARS (4,000 HOURS) PAID AODA QUALIFIED WORK EXPERIENCE (OBTAINED WITHIN THE PAST 4 YEARS)**
  - **150 HOURS OF SUPERVISION RECEIVED**
  - **225 CLOCK HOURS OF EDUCATION**
    - **100 AODA SPECIFIC**
      - **15 ADDICTION TREATMENT SERVICES FOR WOMEN AND/OR THEIR FAMILIES**
      - **15 ADDICTION TREATMENT SERVICES FOR ADOLESCENTS AND/OR THEIR FAMILIES**
    - **6 PROFESSIONAL ETHICS AND RESPONSIBILITY**
    - **10 HOURS RACE AND EQUITY**
    - **109 IN PERFORMANCE DOMAINS**
- OR-
- **COMPLETION OF ICB ADVANCED ACCREDITED TRAINING PROGRAM (COVERS WORK EXPERIENCE, SUPERVISION, EDUCATION)**
  - **COMPLETION OF ICB BASIC CERTIFICATE ACCREDITED TRAINING PROGRAM (COVERS SUPERVISION, EDUCATION)**
  - **CADC EXAMINATION WITH A PASSING SCORE**

# CRADC REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
- **3 YEARS (6,000 HOURS) PAID AODA QUALIFIED WORK EXPERIENCE**
  - **OBTAINED WITHIN THE PAST 5 YEARS**
  - **COMPLETION OF ADVANCED ACCREDITED TRAINING PROGRAM CANNOT BE APPLIED TO THE WORK EXPERIENCE**
- **300 HOURS OF SUPERVISION RECEIVED**
- **300 CLOCK HOURS OF EDUCATION**
  - **160 AODA SPECIFIC**
    - **30 ADDICTION TREATMENT SERVICES FOR WOMEN AND/OR THEIR FAMILIES**
    - **30 ADDICTION TREATMENT SERVICES FOR ADOLESCENTS AND/OR THEIR FAMILIES**
  - **6 PROFESSIONAL ETHICS AND RESPONSIBILITY**
  - **134 PERFORMANCE DOMAINS**
- **IRCR CRADC EXAMINATION WITH A PASSING SCORE**

# CSADC REQUIREMENTS

- **5 YEARS (10,000 HOURS) PAID AODA QUALIFIED WORK EXPERIENCE**
  - **OBTAINED WITHIN THE PAST 7 YEARS**
  - **COMPLETION OF ADVANCED ACCREDITED TRAINING PROGRAM CANNOT BE APPLIED TO THE WORK EXPERIENCE**
- **1 YEAR (OF THE 5) WORK EXPERIENCE AS A CLINICAL SUPERVISOR OF AODA COUNSELORS**
- **300 HOURS OF SUPERVISION RECEIVED**
- **350 CLOCK HOURS OF EDUCATION**
  - **190 AODA SPECIFIC**
    - **45 ADDICTION TREATMENT SERVICES FOR WOMEN AND/OR THEIR FAMILIES**
    - **45 ADDICTION TREATMENT SERVICES FOR ADOLESCENTS AND/OR THEIR FAMILIES**
  - **6 PROFESSIONAL ETHICS AND RESPONSIBILITY**
  - **30 CLINICAL SUPERVISION**
  - **124 PERFORMANCE DOMAINS**
- **ICRC CRADC EXAMINATION WITH A PASSING SCORE**
- **ICRC CLINICAL SUPERVISOR EXAMINATION WITH PASSING SCORE**

# CAADC REQUIREMENTS

- **1 YEARS (2,000 HOURS) PAID AODA QUALIFIED WORK EXPERIENCE**
- **WORK EXPERIENCE MUST HAVE BEEN OBTAINED WITHIN THE LAST 4 YEARS**
  - **COMPLETION OF ADVANCED ACCREDITED TRAINING PROGRAM CANNOT BE APPLIED TO THE WORK EXPERIENCE**
- **MASTERS OR DOCTORAL DEGREE IN A BEHAVIORAL SCIENCE WITH A CLINICAL APPLICATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY**
- **300 HOURS OF SUPERVISION RECEIVED**
- **180 CLOCK HOURS OF AODA SPECIFIC EDUCATION WHICH INCLUDES:**
  - 45 ADDICTION TREATMENT SERVICES FOR WOMEN AND/OR THEIR FAMILIES**
  - 45 ADDICTION TREATMENT SERVICES FOR ADOLESCENTS AND/OR THEIR FAMILIES**
  - 6 PROFESSIONAL ETHICS AND RESPONSIBILITY PERFORMANCE DOMAINS**
- **CAADC EXAMINATION WITH A PASSING SCORE**

# PREVENTION SPECIALIST

- **CERTIFIED PREVENTION SPECIALIST  
(CPS)**
- **CERTIFIED SENIOR PREVENTION  
SPECIALIST (CSPS)**

# CPS REQUIREMENTS

- **1 YEAR (2,000 HOURS) AODA PREVENTION EXPERIENCE**
  - **WITHIN THE PAST 4 YEARS**
- OR**
- **AODA PREVENTION VOLUNTEER EXPERIENCE**
  - **UNDER THE DIRECT SUPERVISION**
    - **ICB CERTIFIED AODA PROFESSIONAL**
  - **WITHIN THE PAST 4 YEARS**
- **120 HOURS OF SUPERVISION/MENTORING RECEIVED**
- **120 HOURS OF AODA PREVENTION EDUCATION**
  - **24 AODA SPECIFIC**
  - **6 PREVENTION ETHICS**
  - **90 PERFORMANCE DOMAINS**
- **ICRC PREVENTION EXAMINATION**

# CSPS REQUIREMENTS

- **4 YEARS (8,000 HOURS) AODA PREVENTION EXPERIENCE**
  - **WITHIN PAST 7 YEARS**
- OR
- **AODA PREVENTION VOLUNTEER EXPERIENCE**
  - **DONE UNDER DIRECT SUPERVISION**
    - **ICB CERTIFIED AODA PROFESSIONAL**
  - **WITHIN PAST 7 YEARS**
- **240 HOURS OF SUPERVISION/MENTORING RECEIVED**
- **150 HOURS OF AODA PREVENTION EDUCATION**
  - **36 AODA SPECIFIC**
  - **6 PREVENTION ETHICS**
  - **10 PLANNING AND EVALUATION**
  - **98 PERFORMANCE DOMAINS**
- **ICRC PREVENTION EXAMINATION**



**CERTIFIED PROBLEM AND  
COMPULSIVE GAMBLING  
COUNSELOR  
(PCGC)**

**REQUIREMENTS BASED ON EDUCATION OR CERTIFICATION LEVEL**

# PCGC REQUIREMENTS

DEGREE: IDPR LICENSED, COUNSELING PROFESSIONALS OR CAADC

DIRECT SERVICES/WORK EXPERIENCE: 1 YEAR (2000 HRS)

TIME LIMIT: N/A

HOURS OF DIRECT SUPERVISION: N/A

HOURS OF EDUCATION: 30 GAMBLING SPECIFIC

PCGC EXAMINATION: PASSING SCORE

# PCGC REQUIREMENTS

DEGREE: MASTER'S LEVEL OR CSADC

DIRECT SERVICES/WORK EXPERIENCE: 1 YEAR (2000 HRS)

TIME LIMIT: 3 YEARS

HOURS OF DIRECT SUPERVISION: 50 HOURS

HOURS OF EDUCATION:       30 GAMBLING SPECIFIC  
  220 ADDICTION SPECIFIC

PCGC EXAMINATION: PASSING SCORE

# PCGC REQUIREMENTS

DEGREE: BACHELOR'S LEVEL OR CRADC

DIRECT SERVICES/WORK EXPERIENCE: 2 YEARS (4,000 HRS)

TIME LIMIT: 4 YEARS

HOURS OF DIRECT SUPERVISION: 100 HOURS

HOURS OF EDUCATION: 30 GAMBLING SPECIFIC  
220 ADDICTION SPECIFIC

PCGC EXAMINATION: PASSING SCORE

# PCGC REQUIREMENTS

DEGREE: ASSOCIATE'S LEVEL OR CADC

DIRECT SERVICES/WORK EXPERIENCE: 3 YEARS (6,000 HRS)

TIME LIMIT: 5 YEARS

HOURS OF DIRECT SUPERVISION: 150 HOURS

HOURS OF EDUCATION: 30 GAMBLING SPECIFIC  
220 ADDICTION SPECIFIC

PCGC EXAMINATION: PASSING SCORE

# PCGC REQUIREMENTS

DEGREE: HIGH SCHOOL DIPLOMA OR GED

DIRECT SERVICES/WORK EXPERIENCE: 4 YEARS (8,000 HRS)

TIME LIMIT: 6 YEARS

HOURS OF DIRECT SUPERVISION: 200 HOURS

HOURS OF EDUCATION: 30 GAMBLING SPECIFIC  
220 ADDICTION SPECIFIC

PCGC EXAMINATION: PASSING SCORE

**CERTIFIED CRIMINAL JUSTICE  
ADDICTIONS PROFESSIONAL  
(CCJP)**

**REQUIREMENTS BASED ON EDUCATION OR CERTIFICATION LEVEL**

# CCJP REQUIREMENTS

DEGREE: IDPR LICENSED OR CAADC

DIRECT SERVICES/WORK EXPERIENCE: 1 YEAR (2,000 HRS)

TIME LIMIT: N/A

HOURS OF DIRECT SUPERVISION: N/A

HOURS OF EDUCATION: 150 CRIMINAL JUSTICE SPECIFIC

CCJP EXAMINATION: ICRC CCJP EXAMINATION  
CRADC EXAMINATION



# CCJP REQUIREMENTS

DEGREE: MASTER'S LEVEL OR CSADC

DIRECT SERVICES/WORK EXPERIENCE: 1 YEAR (2,000 HRS)

TIME LIMIT: 10 YEARS

HOURS OF DIRECT SUPERVISION: 50 HOURS

HOURS OF EDUCATION: 150 CRIMINAL JUSTICE SPECIFIC  
220 ADDICTION SPECIFIC

CCJP EXAMINATION: ICRC CCJP EXAMINATION  
CRADC EXAMINATION

# CCJP REQUIREMENTS

**DEGREE:** BACHELOR'S LEVEL OR CRADC

**DIRECT SERVICES/WORK EXPERIENCE:** 2 YEARS (4,000 HRS)

**TIME LIMIT:** 10 YEARS

**HOURS OF DIRECT SUPERVISION:** 100 HOURS

**HOURS OF EDUCATION:** 150 CRIMINAL JUSTICE SPECIFIC  
220 ADDICTION SPECIFIC

**CCJP EXAMINATION:** ICRC CCJP EXAMINATION  
ICRADC EXAMINATION

# CCJP REQUIREMENTS

DEGREE: ASSOCIATE'S LEVEL OR CADC

DIRECT SERVICES/WORK EXPERIENCE: 3 YEARS (6,000 HRS)

TIME LIMIT: 10 YEARS

HOURS OF DIRECT SUPERVISION: 150 HOURS

HOURS OF EDUCATION: 150 CRIMINAL JUSTICE SPECIFIC  
220 ADDICTION SPECIFIC

CCJP EXAMINATION: PASSING SCORE

# CCJP REQUIREMENTS

DEGREE: HIGH SCHOOL DIPLOMA OR GED

DIRECT SERVICES/WORK EXPERIENCE: 4 YEARS (8,000 HRS)

TIME LIMIT: 10 YEARS

HOURS OF DIRECT SUPERVISION: 200 HOURS

HOURS OF EDUCATION: 150 CRIMINAL JUSTICE SPECIFIC  
220 ADDICTION SPECIFIC

CCJP EXAMINATION: ICRC CCJP EXAMINATION  
CRADC EXAMINATION

**CERTIFIED ASSOCIATE  
ADDICTIONS PROFESSIONAL  
(CAAP)**

# CAAP REQUIREMENTS

- **WORK EXPERIENCE**
  - EMPLOYED IN OR SEEKING EMPLOYMENT IN AODA PROFESSION; OR
  - VOLUNTEER EXPERIENCE IN AODA PROFESSION
- **SUPERVISION/MENTORING**
  - WORKING UNDER OR RECEIVING SUPERVISION/MENTORING
    - FROM INDIVIDUAL CREDENTIALLED BY ICB
- **EDUCATION**
  - HIGH SCHOOL OR GED
- **SOBRIETY**
  - ADDRESSED BY EMPLOYER
- **CAAP EXAMINATION**

**CERTIFIED RECOVERY SUPPORT  
SPECIALIST  
(CRSS)**

# CRSS REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
- **1 YEAR (2,000 HOURS) PAID AND SUPERVISED WORK QUALIFIED EXPERIENCE**
- **100 CLOCK HOURS OF SUPERVISION RECEIVED**
- **100 CLOCK HOURS OF EDUCATION**
  - **40 CRSS SPECIFIC**
  - **6 PROFESSIONAL ETHICS AND RESPONSIBILITY**
  - **54 CORE FUNCTIONS**
- **CRSS EXAMINATION**



**CERTIFIED FAMILY  
PARTNERSHIP PROFESSIONAL  
(CFPP)**

# CFPP REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
- **1 YEAR (2,000 HOURS) PAID AND SUPERVISED WORK QUALIFIED EXPERIENCE**
- **SUPERVISION RECEIVED**
- **100 CLOCK HOURS OF EDUCATION**
  - **40 CFPP SPECIFIC**
  - **6 PROFESSIONAL ETHICS AND RESPONSIBILITY**
  - **54 CORE FUNCTIONS**
- **CFPP EXAMINATION**

# **CO-OCCURRING DISORDER PROFESSIONAL**

**CODP I/II**

# CODP I REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
  - **1 YEAR (2,000 HOURS) PAID QUALIFIED WORK EXPERIENCE**
    - **250 HOURS OBTAINED WITHIN PAST YEAR**
    - **REMAINING HOURS OBTAINED WITHIN THE PAST 4 YEARS**
  - **120 HOURS OF SUPERVISION RECEIVED**
  - **190 CLOCK HOURS OF EDUCATION IN CODP KNOWLEDGE AND SKILL AREAS**
- CADC EXAMINATION WITH A PASSING SCORE  
(UNLESS ALREADY HOLD CADC)**

# CODP II REQUIREMENTS

- **2 YEARS (4,000 HOURS) PAID QUALIFIED WORK EXPERIENCE**
  - **250 HOURS OBTAINED WITHIN PAST YEAR**
  - **REMAINING HOURS OBTAINED WITHIN THE PAST 4 YEARS**
- **250 HOURS OF SUPERVISION RECEIVED**
- **310 CLOCK HOURS OF EDUCATION IN CODP KNOWLEDGE AND SKILL AREAS**
- **BACHELOR'S DEGREE IN HUMAN SERVICES OR BEHAVIORAL SCIENCES**
- **ICRC ADVANCED AODA EXAMINATION**

**REGISTERED DUAL DISORDER  
PROFESSIONAL  
(RDDP)**

# RDDP REQUIREMENTS

- **HOLD VALID LICENSE AS AN INDEPENDENT PRACTITIONER**
  - **PROVIDE CURRENT IDPR LICENSE**
- **SUBMIT APPLICATION**
- **ICRC ADVANCED AODA EXAMINATION**
- **PAYMENT OF APPROPRIATE FEES**

**MEDICATION ASSISTED ADDICTION  
TREATMENT PROFESSIONAL  
(MAATP)**



# MAATP REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
- **1 YEAR (2,000 HOURS) PAID MAAT QUALIFIED WORK EXPERIENCE**
  - **OBTAINED WITHIN THE PAST 4 YEARS**
  - **250 HOURS WITHIN THE PAST YEAR**
- **120 HOURS OF SUPERVISION RECEIVED**
- **190 CLOCK HOURS OF EDUCATION**
  - **80 AODA SPECIFIC**
  - **8 PROFESSIONAL ETHICS AND RESPONSIBILITY**
  - **56 MAAT SPECIFIC**
  - **46 GENERAL KNOWLEDGE/SKILLS**
- **MAATP EXAMINATION WITH A PASSING SCORE**

**VETERANS SUPPORT SPECIALIST**

**CVSS**

# CVSS REQUIREMENTS

- **HIGH SCHOOL DIPLOMA OR GED**
- **1 YEAR (2,000 HOURS) PAID QUALIFIED WORK EXPERIENCE**
  - **OBTAINED WITHIN THE PAST 4 YEARS**
  - **250 HOURS WITHIN THE PAST YEAR**
- **100 HOURS OF SUPERVISION RECEIVED**
- **100 CLOCK HOURS OF EDUCATION**
  - **60 CVSS SPECIFIC**
  - **6 PROFESSIONAL ETHICS AND RESPONSIBILITY**
  - **34 TOPIC AREAS (LISTED IN MODEL, PAGE 4)**
- **CVSS EXAMINATION**

# ADOLESCENT TREATMENT ENDORSEMENT

- 1 YEAR (2000 HOURS) PAID QUALIFIED WORK EXPERIENCE
- 25 HOURS OF SUPERVISION BY AN INDIVIDUAL KNOWLEDGEABLE IN THE ADOLESCENT ADDICTION COUNSELING FIELD
- 45 HOURS IN THE ADOLESCENT SPECIFIC DOMAINS
- LETTER OF SUPPORT FROM A CREDENTIALLED PROFESSIONAL (THROUGH ICB OR A LICENSED INDEPENDENT PRACTITIONER)
- PERSON APPLYING FOR THIS ENDORSEMENT WHO ARE NOT CURRENT MEMBERS OF ICB WILL BE REQUIRED TO TAKE AND PASS AN EXAM.

# GENDER COMPETENCY ENDORSEMENT

- 1 YEAR (2000 HOURS) PAID QUALIFIED WORK EXPERIENCE
- 25 HOURS OF SUPERVISION BY AN INDIVIDUAL KNOWLEDGEABLE IN WOMAN'S ADDICTION COUNSELING FIELD
- 45 HOURS IN THE ADOLESCENT SPECIFIC DOMAINS
- LETTER OF SUPPORT FROM A CREDENTIALLED PROFESSIONAL (THROUGH ICB OR A LICENSED INDEPENDENT PRACTITIONER)
- PERSON APPLYING FOR THIS ENDORSEMENT WHO ARE NOT CURRENT MEMBERS OF ICB WILL BE REQUIRED TO TAKE AND PASS AN EXAM.

# CRSS-EMPLOYMENT ENDORSEMENT

- CURRENT CRSS
- 6 MONTHS (1000 HOURS) PAID QUALIFIED WORK EXPERIENCE OR INTERNSHIP
- 25 HOURS OF SUPERVISION BY AN INDIVIDUAL WHO IS TRAINED AS AN IPS TEAM SUPERVISOR
- SUCCESSFUL COMPLETION OF THE IPS SUPPORTIVE EMPLOYMENT PRACTITIONER SKILLS TRAINING

# APPLICATION FEE REQUIREMENTS

- **APPLICATION FEE** **\$ 85.00**
  - **CADC, CPS, CSPA, CCJP, PCGC, CODP,**
  - **CRSS, MAATP, CFPP, CVSS, CPRS, RDDP**
  
- **APPLICATION FEE -CAAP** **\$ 40.00**
  
- **APPLICATION FEE ATE, GCE (ICB MEMBERS)** **\$50.00**
- **APPLICATION FEE CRSS-E** **\$50.00**
- **APPLICATION FEE CRSS-YA** **\$50.00**
  
- **TRANSITION TO ANOTHER CLASSIFICATION** **\$ 40.00**
  - **AODA COUNSELOR, PREVENTION, CODP**

# HOW TO APPLY

- ▶ DOWNLOAD THE MODEL AND APPLICATION FROM OUR WEBSITE
- ▶ READ ENTIRE ILLINOIS MODEL **THOROUGHLY**
- ▶ COMPLETE ALL PARTS OF APPLICATION
- ▶ INCLUDE ALL REQUIRED ATTACHMENTS
- ▶ SIGN, DATE, AND **NOTARIZE** CODE OF ETHICS
- ▶ VERIFY COMPLETENESS OF YOUR APPLICATION BY USING THE “CHECKLIST”
- ▶ **MAIL** APPLICATION TO ICB.
- ▶ KEEP A COPY OF APPLICATION



# INFORMATION REQUESTED ON AN APPLICATION

- DEMOGRAPHICS
  - NAME, ADDRESS, ETC.
- WORK EXPERIENCE TO INCLUDE JOB DESCRIPTION
- SUPERVISED PRACTICAL EXPERIENCE
- EDUCATION
- ASSURANCE AND RELEASE
  - SIGNED AND DATED
- CODE OF ETHICS
  - SIGNED, DATED, AND NOTARIZED

# APPLICATION PROCESS

- UPON RECEIPT, APPLICATION IS SCREENED FOR COMPLETENESS AND ACCURACY. THE RESULTS MAY BE ONE OF THE FOLLOWING:
  - **APPLICATION** - APPROVED-MEETS STANDARDS FOR CERTIFICATION
  - **APPLICATION PENDING** – SOME PARTS NEED CLARIFICATION, SUBMITTED OR RE-SUBMITTED. A LETTER OF EXPLANATION WILL BE SENT TO APPLICANT. (ENTIRE APPLICATION, INCLUDING ANY PARTS OF THE APPLICATION THAT NEED TO BE CLARIFIED OR RESUBMITTED, MUST BE SUBMITTED TO ICB WITHIN ONE YEAR OF APPLICATION DATE.) REAPPLICATION WILL BE NECESSARY AFTER THAT DATE.
  - **THIS PROCESS CAN TAKE UP TO 30 BUSINESS DAYS. AN EMAIL WILL BE SENT TO APPLICANT UPON REVIEW COMPLETION.**

# TRANSITION REQUIREMENTS

- **TRANSITION DEFINITION**
  - **MOVEMENT FROM ONE CREDENTIAL LEVEL TO ANOTHER**
- **TRANSITION IS AVAILABLE TO**
  - **ICB CERTIFIED AODA COUNSELORS, PREVENTION SPECIALISTS AND ASSOCIATE PROFESSIONALS**
  - **ICB BOARD REGISTERED CODP PROFESSIONALS**
- **QUALIFYING WORK EXPERIENCE AND EDUCATION HOURS**
  - **CUMULATIVE TOWARD TRANSITION LEVEL**
- **APPLICATION FOR TRANSITION**
  - **DOES NOT SUSPEND THE CEU REQUIREMENT FOR THE CURRENT LEVEL OF CERTIFICATION OR BOARD REGISTRATION**

# TRANSITION REQUIREMENTS

- REQUEST TRANSITION APPLICATION PACKET FROM ICB
- PAY APPROPRIATE TRANSITION FEE
- COMPLETE APPLICATION PACKET
- RETURN TRANSITION APPLICATION TO ICB FOR REVIEW AND APPROVAL
- ICB WILL **NOT** REVIEW CURRENT FILES TO VERIFY AN APPLICANT'S WORK EXPERIENCE, EDUCATION, OR SUPERVISION.

# EXAMINATION

# EXAMINATION

- APPLICANT WILL RECEIVE AN EXAMINATION LETTER AND TEST CODE SHEET ONCE THE APPLICATION IS APPROVED VIA EMAIL.
- SOME APPLICANTS HAVE OPPORTUNITY TO TAKE THE EXAMINATION PRIOR TO APPROVAL OF APPLICATION BY SUBMITTING MINIMUM APPLICATION REQUIREMENTS
- **CRADC, CSADC, CAADC MUST HAVE APPROVED APPLICATIONS BEFORE TESTING.**
- TO BE SCHEDULED FOR EXAMINATION, APPLICANT MUST RETURN TEST CODE SHEET WITH PAYMENT OF EXAMINATION FEE.

# EXAMINATION SCHEDULE

**EXAMINATIONS ARE COMPUTER BASED AND ALL APPOINTMENTS ARE SCHEDULED ONLINE THROUGH OUR TESTING COMPANY, REGISTER BLAST OR ISO QUALITY/PROMETRIC TESTING. TESTING CANDIDATES WILL:**

- RECEIVE INITIAL EXAM APPROVAL VIA EMAIL FROM ICB
- FOLLOW THE LINK TO CHOOSE YOUR LOCATION, DATE AND TIME
- PRINT RECEIPT THAT IS EMAILED TO YOU (THIS IS YOUR ADMISSION DOCUMENT)
- REPORT TO EXAM SITE ON TIME WITH STATE ID AND RECEIPT FROM REGISTER BLAST.
- PROCTORING FEE ARE ASSESSED
- BE PROFESSIONAL

# EXAMINATION SITES

## **ICB EXAMS ARE: CADC, CAAP, CFPP, CVSS, CRSS, MAATP**

- ALL COMPUTER BASED
- SCHEDULED BY APPOINTMENT ONLY
- SITES ARE: COLLEGE OF DUPAGE, COLLEGE OF LAKE CO., MORAIN VALLEY COMMUNITY COLLEGE, ELGIN COMMUNITY COLLEGE, OAKTON COMMUNITY COLLEGE AND THE ILLINOIS CERTIFICATION BOARD

## **ICRC EXAM ARE : CRADC, CSADC, CAADC, CCJP, RDDP, CODP II, CPS, CPRS**

- ALL COMPUTER BASED
- SCHEDULED BY APPOINTMENT ONLY
- MULTIPLE LOCATIONS ARE AVAILABLE NATIONWIDE
- **PCGC EXAM-** MULTIPLE LOCATIONS ARE AVAILABLE NATIONWIDE



# EXAMINATION TIPS

- KNOW THE 12 CORE FUNCTIONS**
- KNOW ILLINOIS RULE 2060**
- SAMHSA TIPS**
- PURCHASE ICB STUDY GUIDE OR DOWNLOAD CANDIDATE GUIDES**
- KNOW THAT PREPARATIONS FOR THIS EXAM ALSO INCLUDES WORK EXPERIENCE AND EDUCATION**

# EXAMINATION WHAT TO EXPECT

- MULTIPLE CHOICE QUESTIONS
- TIME LIMIT
- INSTANT EXAM RESULTS
- APPROXIMATELY 10 MINUTES FOR CHECK IN PROCESS
- OTHERS TESTING AROUND YOU
- OFFICAL SCORE REORT WILL BE EMAILED TO YOU WITING 5 BUSINESS DAYS
- YOU CAN RETEST AS MANY TIME AS YOU NEED TO (BUT IT WILL COST YOU 😊)

# EXAMINATION FEE REQUIREMENT

- **EXAMINATION** **\$175.00**  
CADC, CODP, MAATP, CFPP, ATE, GCE, CVSS
- **EXAMINATION** **\$125.00**  
CRSS, CFPP, CPRS
- **ICRC EXAMINATION** **\$155.00**  
CRADC, CSADC, CAADC, CODP II CPS, CCJP, RDDP, CPRS
- **EXAMINATION PCGC** **\$450.00**
- **EXAMINATION CAAP** **\$ 50.00**

# **MAINTAINING YOUR CREDENTIAL**

# CREDENTIAL TIME PERIOD

- **ICB CREDENTIALS ARE ISSUED FOR A TWO YEAR PERIOD(BIENNIAL).**
  - **THE ISSUE AND EXPIRATION DATE WILL APPEAR ON THE CERTIFICATE**
- **ICB MEMBERS ARE RESPONSIBLE FOR THE BIENNIAL RENEWAL OF THEIR CREDENTIAL.**

# CREDENTIAL RENEWAL

- **ICB REQUIRES MEMBERS TO RENEW THEIR CREDENTIAL EVERY TWO YEARS.**
  - NOTIFICATION OF RENEWAL WILL BE EMAILED **60 DAYS PRIOR TO EXPIRATION DATE.**
  - PAYMENT OF FEES AND 40 CONTINUING EDUCATION UNITS (CEUS) NEED TO BE SUBMITTED BY EXPIRATION DATE.
  - NON-RESPONSE TO YOUR FIRST RENEWAL NOTICE RESULTS IN FINAL NOTICE NON RESPONSE TO THE FINAL NOTICE WILL RESULT IN THE TERMINATION OF THE CREDENTIAL.
  - MEMBERS MAY REQUEST UP TO SIX MONTHS EXTENSION TO SUBMIT CEUS.
  - IT IS THE MEMBERS RESPONSIBILITY TO CONTACT THE ICB OFFICE IF A RENEWAL OFFICE IS NOT RECEIVED.

# CEU REQUIREMENTS

- CEUS MUST BE IAODAPCA/ICB APPROVED IF THEY ARE NOT YOU WILL BE REQUIRED TO PETITION THEM FOR APPROVAL
- CERTIFICATES OF COMPLETION OR TRANSCRIPTS MUST BE SUBMITTED
- MUST FULFILL CATEGORY REQUIREMENTS
- CADCS WITH QUALIFYING LICENSE ONLY NEED 10 CATEGORY 1 CEUS.

# CEU CATEGORIES

- **CATEGORY 1**

## **SPECIFIC TO CREDENTIAL TYPE**

**EXAMPLES - PHARMACOLOGY, THE EFFECTS OF ALCOHOL OR DRUGS ON THE HUMAN BODY, SIGNS AND SYMPTOMS OF USE OR ABUSE, DYNAMICS OF THE ADDICTION PROCESS, MEDICAL TREATMENT ISSUES, DETOXIFICATION/WITHDRAWAL, RELAPSE, AODA RULES AND REGULATIONS, AODA SPECIAL POPULATIONS, HISTORY OF AODA.**



# CEU CATEGORIES

## ■ CATEGORY 2

RELATED TO THE FIELD BUT DOES NOT NEED TO BE SPECIFIC TO THE CREDENTIAL TYPE

EXAMPLES – THEORY/TECHNIQUES OF THERAPEUTIC APPROACHES, HUMAN BEHAVIOR/DEVELOPMENT, DYSFUNCTIONAL BEHAVIOR, FAMILY DYNAMICS, DOMESTIC VIOLENCE, CULTURAL ISSUES, SPECIAL POPULATIONS, SOCIAL SERVICES, CONFIDENTIALITY, LEGAL SYSTEMS, INTERVENTION/PREVENTION STRATEGIES, SOCIAL SERVICES, HEALTH/SAFETY, PROFESSIONAL RELATIONSHIP DYNAMICS, CRISIS INTERVENTION.

# CEU RESOURCES

- WORKSHOPS
- SEMINARS
- CONFERENCES
- COLLEGE COURSES
- IN-SERVICES
- HOMESTUDY COURSES
- ZOOM MEETINGS

# BIENNIAL FEE REQUIREMENTS

• CODP I, MAATP, CFPP	\$130.00
• CADC, CPS, CARS , CODP II	\$160.00
• CRADC, PCGC, CCJP	\$180.00
• CSADC, CSPA	\$200.00
• CAADC	\$210.00
• CAAP	\$90.00
• RDDP	\$190.00
• CRSS (ANNUAL) & CPRS	\$70.00
• ATE, GCE ENDORSEMENT-ICB MEMBERS	\$25.00
• CRSS E & CRSS YA	\$25.00

# TERMINATION OF CREDENTIAL

- **CREDENTIALS WILL BE TERMINATED FOR THE FOLLOWING REASONS:**
  - **FAILURE TO REQUEST AN EXTENSION BEYOND THE EXPIRATION DATE**
  - **FAILURE TO COMPLY WITH CONDITIONS OF AN EXTENSION BY THE DEADLINE**
  - **FAILURE TO DOCUMENT CEUS OVER THE TWO-YEAR PERIOD OF CERTIFICATION AND NO REQUEST FOR EXTENSION OR PAYMENT PLAN**
  - **ETHICS VIOLATION**

# INACTIVE STATUS

## REASON FOR INACTIVE STATUS:

- MOVING TO ANOTHER STATE, PURSUANT OF ACADEMIC COURSEWORK AND NOT ACTIVE IN AODA WORK FOR THE DURATION OF SUCH COURSE WORK, ON EXTENDED MILITARY ACTIVE DUTY, HAVING EXTENUATING PERSONAL REASONS OR LEAVING THE AODA FIELD TEMPORARILY FOR OTHER REASONS.
- INSUFFICIENT HOURS OF CONTINUING EDUCATION WILL NOT BE ACCEPTED AS RATIONALE FOR REQUESTING INACTIVE STATUS.
- CERTIFICATES PLACED ON INACTIVE STATUS ARE NOT ELIGIBLE FOR RECIPROCITY.

# PROCEDURE FOR OBTAINING INACTIVE STATUS

- CERTIFIED AND IN GOOD STANDING, I.E., CURRENT WITH FEES AND CONTINUING EDUCATION UNITS
- REQUEST INACTIVE STATUS IN WRITING FROM IAODAPCA STATING THE SPECIFIC REASON(S) FOR REQUESTING INACTIVE STATUS
- INCLUDE DOCUMENTATION FOR ELIGIBILITY IN YOUR REQUEST
- SURRENDER YOUR CURRENT ORIGINAL COUNSELOR CERTIFICATE TO IAODAPCA. YOU WILL RECEIVE A LETTER FROM IAODAPCA ACKNOWLEDGING THE CERTIFICATION NUMBER IS ON INACTIVE STATUS
- PAY A \$20.00 BIENNIAL FEE.

**DURING THE PERIOD OF INACTIVE STATUS, THE COUNSELOR IS CONSIDERED TO BE WITHOUT IAODAPCA CERTIFICATION. SUCH COUNSELORS CANNOT REFER TO THEMSELVES IN WRITING OR VERBALLY AS “CERTIFIED COUNSELORS.”**

# PROCEDURE FOR REACTIVATING STATUS

## BEFORE TWO YEARS HAVE LAPSED:

- SEND WRITTEN REQUEST FOR REINSTATEMENT TO ICB
- PAYMENT OF APPROPRIATE FEES BASED ON LEVEL OF CERTIFICATION
- PAYMENT OF REAPPLICATION FEE
- PROVIDE DOCUMENTATION OF CURRENT AODA EMPLOYMENT
- PROVIDE DOCUMENTATION OF CURRENT CEU (NUMBER OF CEUS NEEDED WILL BE DETERMINED UPON REINSTATEMENT)

## AFTER TWO OR MORE YEARS HAVE LAPSED:

- SEND WRITTEN REQUEST FOR REINSTATEMENT TO ICB
- PAYMENT OF APPROPRIATE FEES BASED ON LEVEL OF CERTIFICATION
- PAYMENT OF REAPPLICATION FEE
- PAYMENT OF EXAMINATION FEE
- SUCCESSFULLY COMPLETE THE EXAMINATION REQUIRED FOR CERTIFICATION
- SUBMIT CURRENT JOB DESCRIPTION. THIS MUST BE ON AGENCY LETTERHEAD, SIGNED AND DATED BY COUNSELOR AND COUNSELOR'S CURRENT SUPERVISOR AND INCLUDE THE AMOUNT OF TIME SPENT IN AODA DIRECT SERVICE.

# RETIRED EMERITUS STATUS

## ELIGIBILITY FOR “RETIRED EMERITUS STATUS” ARE:

- CERTIFIED AND IN GOOD STANDING, I.E., CURRENT WITH FEES
- MINIMUM OF 10 YEARS WORK EXPERIENCE & AT LEAST FIFTY-FIVE (55) YEARS OF AGE
- RETIRING WITH NO INTENTION OF RETURNING TO ANY FORM OF AODA EMPLOYMENT. PAY \$10.00 BIENNIAL RETIRED EMERITUS STATUS FEE
- NO CONTINUING EDUCATION UNITS (CEUS) ARE REQUIRED FOR THIS STATUS



# PROCEDURE FOR OBTAINING “RETIRED EMERITUS STATUS”

- ▶ REQUEST “RETIRED EMERITUS STATUS” IN WRITING FROM ICB INCLUDE DOCUMENTATION FOR ELIGIBILITY IN YOUR REQUEST
- ▶ SURRENDER YOUR CURRENT ORIGINAL COUNSELOR CERTIFICATE TO IAODAPCA. YOU WILL RECEIVE A LETTER FROM IAODAPCA ACKNOWLEDGING THE CERTIFICATION NUMBER, AODA LEVEL AND STATUS
- ▶ SIGN A WAIVER STATING YOU WILL NO LONGER BE WORKING IN THE FIELD. YOU WILL BE ISSUED A SEPARATE “RETIRED EMERITUS STATUS” CERTIFICATE
- ▶ PAY A BIENNIAL \$10.00 FEE.
- ▶ **THERE IS NO REINSTATING A RETIRED CREDENTIAL. IF YOU RETURN TO THE FIELD, YOU WOULD BE REQUIRED TO REAPPLY AS A NEW MEMBER**

# TIPS

- ACCUMULATE CEUS THROUGH OUT THE TWO YEAR WINDOW. DO NOT WAIT UNTIL THE LAST MINUTE
- BE SURE YOUR CEUS ARE ICB APPROVED
- RENEW EARLY IF YOU NEED YOUR CERTIFICATE ON OR BEFORE YOUR EXPIRATION DATE.
- DISPLAY YOUR CERTIFICATE IN YOUR PRIMARY WORK SPACE AT ALL TIMES.
- KEEP ADDRESS CURRENT. ALL CHANGES ARE TO BE IN WRITING
- WHEN CALLING THE ICB OFFICE BE NICE AND BE PROFESSIONAL.
- UTILIZE WEBSITE
- CONTACT THE ICB OFFICE WITH YOUR ICB QUESTIONS.

QUESTIONS????

**THANK YOU!!!!**