

**THE MASSACHUSETTS BOARD OF
SUBSTANCE ABUSE COUNSELOR CERTIFICATION INC.**

CCS RECERTIFICATION POLICY

APPLICATION PROCEDURE

Although the Massachusetts Certification Board regularly distributes Recertification materials to eligible counselors as a courtesy, it is the responsibility of the counselor to make timely application for Recertification. Please keep in mind that we cannot provide you with this courtesy reminder if we are not kept informed of home address changes and employment changes as well.

Applications for Recertification must include the following:

1. Completion of the "Recertification Filing Form." Only MBSACC filing forms may be used (no other forms or format acceptable). This form must be signed and dated and must be included with the Recertification documentation.
2. Submission of at least six (6) CEUs (accrued during the 2-year certification period) of properly documented, non-repetitive continuing education, training, or academic work, in any of the following 6 domains, from a **supervisory perspective** (i.e., supervisor-focused – **not** counselor-focused): 1) Performance Evaluation; 2) Counselor Development; 3) Program Development and Quality Assurance; 4) Professional and Ethical Standards; 5) Administration; and, 6) Treatment Knowledge.
3. Submission of the Recertification fee and any late penalty fees (if applicable).
4. Submission of the Certificate Form. This is the form which must be completed for our printer to properly facilitate the printing of a renewal certificate.

LATE FILING POLICY

Certifications are considered to be lapsed if the application for recertification has not been postmarked by the expiration date. The following is the recertification policy with regard to late filing:

1. The six (6) hours of continuing education/training must have been completed within the designated two-year Certification period. All documentation must be provided. Only proper and appropriate documentation will be accepted.
2. The Recertification fee (\$40.00) must be submitted.
3. Payment of a late filing fee must also be submitted. The late fee is assessed at ten dollars (\$10.00) per month for each month (or any portion of a month) beyond the expiration date up to forty-eight months.

Please Note: No Recertification submitted beyond the 48-month duration will be considered. The applicant would have no other recourse but to begin the Certification process anew, and no exceptions will be made.

APPLICATION FOR RECERTIFICATION EXTENSION

Applications for Recertification extension should be obtained from the Certification Office and must be submitted on or before the date of expiration of the current Recertification period. A twenty-dollar (\$20.00) non-refundable extension fee is charged for all CCS Extensions.. The extension fee must accompany the extension application. Individuals will be required to: 1) list and document all CEUs accrued to date; 2) provide a reason, in writing, for requesting an extension; and 3) include supportive documentation for any medical situation described.

CONTINUING EDUCATION

A Certified Clinical Supervisor must obtain six (6) clock hours of continuing education credit during the two-year Certification period to qualify for Recertification. The required six (6) clock hours may be obtained in the following categories:

Category A - Courses, Workshops, Seminars

A minimum of three (3) clock hours must be obtained in Category A. If desired, all six (6) hours may be obtained in Category A.

Category A clock hours must be obtained through pertinent academic courses, workshops and/or seminars in the domains specified above.

Category B - Distance Learning

CEUs for "Distance Learning" courses (i.e., home study courses, on-line courses, etc.) are limited to three (3) hours per recertification period. The subject matter must be specific to supervisors – not counselors.

APPROPRIATE DOCUMENTATION

Appropriate documentation for workshops, conferences, etc., must be provided or the training will not be considered. The documentation of attendance must list the participant's name and exhibit the offering title, specific dates attended, location of the training, and the number of approved training hours. Brochures, registration forms, canceled checks, etc., do not constitute proper documentation.

PLEASE BE ADVISED: *Certificates of Attendance which have not been officially filled in with the participant's name by the sponsoring agency are not accepted as proper documentation for Recertification. If your name is NOT officially recorded on the Certificate at the time it is handed out, require that an authorized person of the sponsoring agency fill in your name and affix his/her name (printed) **and** date next to it. Do not write or type in your own name on the Certificate.*

NON-APPROVED TRAININGS

MBSACC is under no obligation to accept CEU's for any training or workshop held in Massachusetts that has not been pre-approved by us. For trainings held outside this state, MBSACC will accept trainings that have been approved by another IC&RC certifying body as long as the training meets our Recertification criteria.

In submitting CEU's for trainings/ workshops that have not been officially approved by MBSACC, the following information must be provided in order to be considered for Recertification:

- ❖ proper documentation of attendance*
- ❖ training description*
- ❖ name and credentials of instructor(s)*
- ❖ date(s) and location of training*
- ❖ sponsor(s) of training*
- ❖ training agenda, complete with beginning and ending times for each training segment*

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, social hours, etc.

CONTINUING EDUCATION CREDIT GUIDELINES

The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). Continuing education hours are not cumulative; therefore, no additional hours accrued during one recertification period can be carried over to the next recertification period.

If there are any questions as to the validity/ acceptability of any training, clarification from the Certification Office should be obtained prior to attending the training.