

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

**CCDP & CCDP-D 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 40 CEUs (accrued during the 2-year certification period) of properly documented, non-repetitive continuing education, training, or academic work, specific to co-occurring disorders, which includes a focus on both substance use and mental disorders.*
- 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 forty (40) hours of continuing education/training must have been completed within the designated two-year Certification or Recertification period. All documentation must be provided. Only proper and appropriate documentation will be accepted.*
- 2. The one hundred dollar (\$100.00) Recertification fee must be submitted.*

*(Cont'd.)*

**LATE FILING POLICY - (Cont'd.)**

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.*

*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. There will be no exceptions made.*

**APPLICATION FOR RECERTIFICATION EXTENSION**

*Applications for EXTENSION should be obtained from the Certification Office and must be submitted on or before the date of expiration of the current Recertification period. EXTENSION fees apply. Individuals who apply for EXTENSION will be required to: 1) document all CEU's accrued to date; 2) provide a reason, in writing, for requesting an extension; and 3) include supportive documentation for any extreme extenuating circumstances described.*

**CONTINUING EDUCATION**

*A Certified Counselor must obtain 40 CEU=s of continuing education credit during the two-year Certification period to qualify for Recertification. The amount of training hours obtained from one trainer that a counselor can submit for Recertification is limited to twenty hours. This does not apply to courses for academic credit, or to recognized academic institutes/training organizations since there are already multiple instructors.*

*Of the required 40 CEU's required for Recertification, a minimum of 20 CEU=s must be in Category A. The remaining 20 CEU's may be in Category A or in any combination of the remaining categories as long as they do not exceed the category limits.*

**Category A - Courses, Workshops, Seminars**

*A minimum of 20 CEU's must be obtained in this category. These CEU's must be accrued by attendance at pertinent academic courses, workshops and/or seminars in the area previously specified and should not be confused with any of the following categories.*

*(Cont'd.)*

## **CONTINUING EDUCATION - (Cont'd.)**

### **Category B - In-Service Training**

*A maximum of 14 CEUs may be submitted in this category. MBSACC defines in-service training as training limited to the staff within a facility or agency and conducted by a staff member. If the agency contracts with an outside trainer/consultant, the training hours can be considered as Category A hours.*

*The definition as stated excludes general staff meetings, case conferences or presentations, peer supervision or staff rounds as examples of in-service training. On-the-job Training is not the same as in-service and is not acceptable under any circumstances. All in-service hours must be approved by MBSACC and must be specific to co-occurring disorders (i.e., substance use and mental disorders).*

*Each Certificate of Attendance for the in-service training should contain the following information:*

- \* Title/topic of training*
- \* Location of training*
- \* Name of instructor(s)*
- \* Date of each separate training*
- \* Number of training hours involved (if more than three hours in length, an agenda must be furnished)*

### **Category C - Teaching and/or Training**

*A maximum of 10 CEU=s may be obtained in this category. The CEU=s awarded to the Teacher/ Trainer will be equal to the number of hours spent in actual teaching/training time. Please make note of the following guidelines:*

- a. All training must conform to the eligibility requirements for Recertification, and any teaching/training is only admissible once for credit.*
- b. Patient/client lectures and general public education lectures are not admissible for Recertification credit.*

### **Category D - Distance Learning**

*CEU'S for "Distance Learning" courses (i.e., on-line courses, home study courses, etc.) are limited to 20 CEU=s per recertification period. The subject matter must be specific to co-occurring disorders, and must receive prior acceptance from MBSACC.*

## **APPROPRIATE DOCUMENTATION**

*Proper documentation for all training and education 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 signature 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**

*An applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration.*

*Academic credit awarded for "prior learning experience," courses certified by use of a challenge examination, courses for audit, courses of independent study, or internships will not be considered as qualifying educational experience for purposes of Recertification. In addition, credit will not be allowed for submission of term and/or research papers.*

*MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses.*

*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.*

**NOTE:** *If a counselor has any question as to the validity/acceptability of any training, he/she should obtain clarification from the Certification Office prior to attending the training.*

### **APPEALS PROCEDURE –**

*If a Recertification Application is denied, the applicant may appeal the decision, but it must be done in writing within thirty (30) days of notification that the application was denied.*