

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

P.O. Box 1801
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CCDP CERTIFICATION REQUIREMENTS

The following is information pertaining to the **Certified Co-Occurring Disorders Professional (CCDP)** and the **Certified Co-Occurring Disorders Professional - Diplomate (CCDP-D)**. Pay particular attention to the enclosed **CONTINUING EDUCATION CREDIT GUIDELINES**. MBSACC will not be responsible for information that is obtained outside of this office.

An applicant may make application for Certification once all of the requirements have been met. Approved applicants must take and pass the IC&RC International Co-Occurring Disorders Professional Exam.

The supervisor(s) who will be completing the Work Verification Form(s) must be made aware that they must mail the form(s) directly back to MBSACC Any verification form that is submitted to us with the application by the applicant will render the application void. Again, the verification form(s) must be returned to us directly by the supervisor.

TESTING:

All applicants for CCDP/D Certification must take and pass the IC&RC International Examination for Co-Occurring Disorders Professionals (CCDP/D). Testing will be computer-based.

Once an application is reviewed and approved, the applicant will be sent a Certification Test Reservation Form, which must be completed and returned to the Certification Office along with the test fee (\$300.00). The information supplied on the reservation form by the applicant will be provided to the testing company (SMT). The testing company will notify the applicant **via email** of the instructions for taking the computer-based test along with information on the locations of testing centers. The applicant will have six months from notification by the testing company in which to schedule and take the exam at a testing center. Failure to appear at the scheduled testing will result in the forfeiture of the test fee. The testing company will provide additional information on cancellation policies.

Test results will be provided to the applicant via email by the testing company. If an applicant fails the exam, s/he will have to wait for a period of 90 days before re-scheduling an exam.

IMPORTANT: DO NOT send anything to the letterhead address by a delivery service such as UPS or FedEx, etc. to meet a deadline date, or for any other reason. Delivery services such as these cannot deliver to a post office box at a postal station. This will only cause a delay in the receipt of your submittal. Just mail via the post office, and make certain that your submittal is **postmarked** by any deadline date that you must meet.

CONTINUING EDUCATION CREDIT GUIDELINES

The co-occurring specific education/training, the alcohol/drug specific education/training and the counselor specific ethics training must have been completed within the past ten (10) years. All other education/training must have been completed within the past twenty (20) years.

In addition to transcripts, the applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration.

For initial Certification, MBSACC limits Distance Learning (i.e., online courses/trainings or correspondence/home-study courses, etc.) to no more than 30% of the total number of education hours required. Distance Learning accrued prior to January 1, 2017 is not admissible. MBSAACC does not accept academic credit or CEUs which are awarded for:

- 1) "prior learning experience,"*
- 2) courses certified by use of a challenge examination,*
- 3) courses that were audited, or*
- 4) courses of independent study research*

Academic courses must be specific to the CCDP Performance Domains and no partial credit is given. A passing grade of "C" or better is required (or "P" in a pass/fail situation).

MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses specific to the certification education requirements.

Documentation for workshops, conferences, etc. must be provided or the training will not be considered. The participant's name must be officially recorded on the certificate by the sponsoring agency. The participant may **not** affix his/her own name to any certificate, either by hand or by typing. Only an authorized agent of the sponsor of the training may fill in the participant's name by hand, and then only by printing his/her own name (initials will not suffice) **and** the date in parentheses **beside** the participant's name. The offering title, specific dates attended, the location of the training, and the number of approved training hours must appear on the certificate as well. Brochures, registration forms, canceled checks, sign-in sheets, etc. do **not** constitute proper documentation.

For programs that have not received official MBSACC approval, the following information must be provided:

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

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, etc. The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). Be advised that MBSACC is under no obligation to accept training hours approved by other organizations.

*Continuing education credit is not admissible in situations where the applicant has provided the training and/or teaching. Also, **in-service education and on-the-job training are NOT admissible for credit.***

IMPORTANT - TO ALL CCDP & CCDP-D APPLICANTS

1. The **51% Rule** states that a candidate must be working and/or living in this state at least 51% of their time when application for Certification is made.
2. The eligibility requirements must be completed before applying for CCDP or CCDP-D Certification.
3. Applications must include all supporting documentation **and** the review fee or it will be considered incomplete and will be kept "on file" until the next available testing period.
4. If a Certification 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.
5. All applicants must sign an Authorization and Release Form.
6. All applicants must sign a Professional Code of Ethics attesting to their agreement to adhere to same. Any individual who feels that they have the basis for a meritorious complaint should contact the MBSACC Certification Office to obtain detailed information regarding the Grievance Process and/or the Appeals Process.

FEE SCHEDULE

The fees for the Certification process are as follows:

\$ 125.00 - Application Review Fee - this fee **must** mailed in with your Certification Application.

\$ 300.00 - Exam Fee – to be paid upon notification.

\$ 60.00 - Certification Fee – to be paid upon notification and prior to the issuance of the Certification certificate.

All fees are **non-refundable** and are subject to change without notice. It is best to check with the Certification Office prior to submitting a fee to be sure it has not changed. Again, sending in the wrong fee with your submittal can cause serious delays. MBSACC charges a \$20.00 fee for checks returned to us (for **any** reason) by our bank.

**REQUIREMENTS FOR THE
CERTIFIED CO-OCCURRING DISORDERS
PROFESSIONAL (CCDP)**

Experience:

4,000 hours of documented, supervised co-occurring specific work experience and 2,000 hours of documented, supervised work experience in counseling in the last ten years (6,000 hours in total). Supervised work experience is defined as “paid professional work experience in the delivery of counseling services to individuals, families, or groups with mental illness, substance abuse disorders or co-occurring disorders.

Education:

A minimum of a Bachelor’s Degree in Co-Occurring Disorders (COD) or behavioral science with a clinical application (counseling practicum) from a college or university that is accredited by the U.S. Department of Education or the Council on Higher Education Accreditation or an international equivalent if the degree is from an international institution.

140 hours of COD specific training that includes a focus on both substance use and mental disorders, 30 hours of addiction specific training, and 30 hours of mental health specific training are required (total of 200 hours, and six of those hours must be counselor specific ethics training).

Supervision:

200 hours (with a minimum of 20 hours in each of the domains). The CCDP Domains are: 1.) Screening and Assessment; 2.) Crisis Prevention and Management; 3.) Treatment & Recovery Planning; 4.) Counseling; 5.) Management and Coordination of Care; 6.) Education of the Person, their Support System, and the Community; and 7.) Professional Responsibility. Supervision is broadly defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing one’s performance.

International CCDP Examination:

Applicants must pass the IC&RC Co-Occurring Disorders Professional Examination.

Code of Ethics:

Applicant must sign a co-occurring specific code of ethics statement or affirmation statement.

Recertification:

40 hours of COD specific continuing education every two years.

CCDP & CCDP-D GENERAL INFORMATION

The following general information applies to both the CCDP and the CCDP-D credentials:

- ❖ *The **Certified Co-Occurring Disorders Professional** certification is known as the **CCDP**. The **Certified Co-Occurring Disorders Professional - Diplomate** (master's degree or higher required) is known as the **CCDP-D**.*
- ❖ *An official college transcript is required as documentation of education and should be sent directly to MBSACC from the college or university.*
- ❖ *Documentation of all other education (for example, Certificates of Attendance).*
- ❖ *Applicants will be required to sign a Code of Ethical Conduct.*
- ❖ *Applicants will be required to sign and date an Authorization and Release form.*
- ❖ *Problems with individual applications will be addressed in writing to the applicant.*
- ❖ *Once the application has been approved, the applicant will be notified of the date and location (and any other specifics) of the exam.*
- ❖ *All fees are non-refundable.*
- ❖ *All questions regarding the application and the Certification process should be directed to the MBSACC Certification Office at (508) 842-8707.*

CERTIFICATION TIME PERIOD

All MBSACC certifications encompass a 2-calendar year period. Two dates, the date of issue and the date of expiration, will appear on the issued certificate of Certification along with an official Certification Number.

RECERTIFICATION

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, MBSACC requires recertification every two years. To be recertified as a CCDP or CCDP-D, an individual must:

1. *Hold a current and valid CCDP or CCDP-D Certificate issued by MBSACC*
2. *Submit 40 MBSACC-approved hours of COD-specific continuing education every two years*
3. *Endorse by signature and uphold by practice the MBSACC Code of Ethical Conduct for professional behavior*
4. *Complete a Recertification application, and pay the Recertification fee*