

# **Counselor Recertification Requirements**

Certification must be renewed every two years. Dates of validation are printed on the certificate. Recertification is a continuous process which involves earning continuing education credit on an on-going basis, as well as submission of the actual recertification application.

Recertification applications can be found on IBC's web site at [www.iowabc.org](http://www.iowabc.org). In addition, counselors due to recertify are listed on the IBC web site. **Please note: It is the responsibility of the counselor to keep track of recertification dates and to make timely application for recertification.**

Recertification materials will not be sent to you unless you request them from the IBC office.

An application for recertification shall include the following:

1. Completion of Form 12, "Application for Recertification." This form must be signed and dated by the counselor.
2. Submission of Form 11, "Verification of Continuing Education" form to be completed for all training attended with copies of certificates of completion attached, totaling at least 40 clock hours, signed by the counselor. **All continuing education hours must be completed within the validation dates shown on the certificate.**
3. Submission of the recertification fee, as well as applicable CEU processing fees and the late penalty fee, if applicable.

## **Late Penalties**

1. The application for recertification must be postmarked on or before the certification expiration date, or the late penalty will be imposed beginning on the day following the certification expiration date.
2. A forty-five (45) day penalty period following the certification expiration date shall be allowed.
3. During the penalty period of the certification, the professional may choose to do one of the following:
  - a. Renew the certification by submitting the required documentation of Professional Development, the recertification fee, and the penalty fee; **or**
  - b. Apply for voluntary inactive status, if applicable; **or**

- a. Allow the certification to lapse. Certification will lapse on the 46th day. If certification is lapses, the professional may again apply for certification whenever he/she believes that the criteria can be met. At that time, the professional may purchase a new application packet and begin the application process anew.

## **Continuing Education Requirements**

Certified counselors must obtain forty (40) clock hours of continuing education during the two-year certification period to qualify for recertification.

- Six (6) of the clock hours must be a combination of alcohol and drug specific and special populations. A “combination” is defined as hours in both areas totaling at least 6 hours.
- Three (3) of the clock hours must be in ethics.

No more than 20 clock hours may be earned through distance learning for each certification period.

Recertification applicants may use up to 10 hours of credit for in-service trainings (see Glossary of Terms) per recertification period, **so long as the in-service has been approved by IBC.**

To receive college credit for clock hours a minimum grade of “C” is required. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours. If college courses are being used, an original transcript must be sent from the college to the IBC office.

The required forty (40) clock hours may be obtained in more than one category. If desired, all forty (40) clock hours may be earned in Category A.

### **CATEGORY A - ATTENDING FORMAL TRAININGS**

A minimum of twenty-five (25) clock hours must be obtained through a combination of pertinent courses, workshops and/or seminars. Accredited home-study courses may be included.

Counselors will be assessed a CEU Processing Fee per submitted workshop that has not been IBC-approved. The fee is not charged for college courses submitted for IBC credit.

### **CATEGORY B- TEACHING OTHER PROFESSIONALS**

A maximum of fifteen (15) clock hours may be obtained in this category. The number of hours awarded will be equal to the number of hours spent in actual teaching time. Credit also will be awarded for repeated workshop presentations offered by a counselor as the presenter.

## **CATEGORY C - PARTICIPATORY LEARNING EXPERIENCES AND COMMUNITY INVOLVEMENT**

Prior approval is recommended. A maximum of fifteen (15) clock hours may be obtained in this category which includes documented credit for direct participation (e.g. public speaking or volunteering in a professional capacity) with substance abuse or community boards, committees, or task forces which are substance abuse related. Volunteering as a parent, such as a teacher's assistant or Cub Scout leader, DOES NOT qualify for credit.

The intent of the category is to encourage counselors to participate in the community in a professional capacity to promote the profession and the welfare of the public.

## **CATEGORY D - ADVANCED CAREER DEVELOPMENT (for ACADC's only)**

Prior approval is required for this category. A maximum of 20 clock hours may be obtained.

The intent of this category is to encourage on-going employment development in the substance abuse field. Supervision, management, and leadership are examples of topics that might receive credit. This category is only for education, experience does not apply.

Counselors will be assessed a CEU Processing Fee per submitted workshop that has not been IBC-approved. The fee is not charged for college courses submitted for IBC credit, and an original transcript sent from the college to the IBC office is required for using college credit for recertification.

## **General Guidelines**

The following general guidelines apply to Continuing Education:

- A. The content of all courses on continuing education must be relevant to the Core Functions and Knowledge and Skill Competencies as listed in the Application Handbook.
- B. The following is an example of continuing education that will not receive IBC credit.
  - 1. Parenting or other programs that are designed for lay people.
  - 2. Basic living skills.
  - 3. Orientation programs, meaning, a specific series of activities designed to familiarize employees with the policies and procedures of an institution.
- C. Continuing education hours exclude non-program time such as coffee breaks, social hours, and time allocated for meals.

- D. The forty (40) clock hours must be obtained within each certification period; that is, between the validation dates of certification shown on the certificate. Therefore, hours earned before the last application was submitted will not be accepted.
- E. Continuing education hours are not cumulative. Therefore, additional hours earned during one certification period **and** before the recertification application was submitted will not be accepted for the next period.
- F. One approved college or university semester hour credit is the equivalent of fifteen (15) clock hours and one approved college or university quarter hour credit is the equivalent of ten clock hours. In order to give IBC credit for college coursework, an original transcript will need to be sent to the IBC office.
- G. Counselors cannot repeat an *identical* training within his or her recertification period.
- H. The minimum acceptable unit of credit for any single experience is one clock hour.
- I. Counselors may submit Form 11, "Verification of Continuing Education," upon completion of any activity for which continuing education credit is desired. It may also be to the counselor's advantage to seek information from the IBC office about whether a particular activity may qualify for credit prior to attendance or participation.
- J. It is the responsibility of each counselor to maintain records of continuing education credit for submission with the Application for Recertification. *IBC does not keep records of a counselor's credits.*

## **Recertification Definitions**

**Alcohol and Drug Counselor:** A person who has applied for certification or who is certified as an alcohol and drug counselor by the Iowa Board of Certification.

**Alcohol and Drug Specific:** Includes history, uses, and pharmacology of stimulants, depressants, psychotherapeutic drugs, alcohol, tobacco, and various other substances as well as the psychological, biological and social aspects of substance abuse. Appropriate intervention for preventing and treating substance abuse in special populations is also acceptable. In simpler terms, the training must be either about chemical substances or directly relate the topic to substance use and abuse.

**Board:** The Iowa Board of Certification.

**CEU:** Literally means a continuing education unit and is synonymous with "clock hour."

**Client:** A person who seeks or is assigned the services of an alcohol and drug counselor, regardless of the setting in which the counselor works, and for one year after the termination of services which includes aftercare, growth group and/or continuing care.

**Clock Hour:** Sixty minutes of participation in an organized learning experience. The unit of measurement for Professional Development credit for alcohol and drug counselors.

**Continuing Education:** The variety of forms of learning experiences including, but not limited to lectures, conferences, academic studies, institutes, workshops, extension studies, and home study programs undertaken by applicants.

**Distance Learning:** Education that is obtained via Internet, home study programs, or other means in which the counselor works independently from an instructor and classroom. A limit of 20 clock hours can be earned by this method per recertification period. ICN trainings are not considered distance learning.

**Ethics:** Moral and ethical conduct as described in the IBC Code of Ethics.

**IBC-Approved:** When a sponsor submits workshop materials to IBC demonstrating that a workshop has relevant content and requesting IBC CEU's for all participants

**In-Service Training:** The education and training which occurs within the applicant's agency, *only for* agency staff and conducted *only by* agency staff.

**Reactivation:** The process of certification becoming active following Inactive Status. This is done by completing the recertification application which can be found on the IBC web site or by requesting the forms from the IBC office.

**Relevant Content:** Content relevant to the development and maintenance of current competency in the delivery of alcohol and drug counseling. Such course content may include, but is not limited to, the Core Functions and Knowledge and Skill Competencies as defined in the Application Handbook.

**Residency Requirement:** IBC's policy that the applicant must live and/or work in Iowa at least 51% of the time at the time of application for initial certification, recertification, and reactivation.

**Special Populations:** Clients from various populations who are unique in their needs. Special Populations include age, race, national origin, religion, gender, economic status, sexual orientation, disability, HIV positive, veterans, rural or urban, dual diagnosis of mental health disorder and substance abuse, gangs, Post Traumatic Stress Disorder, impoverished, criminals, and abuse victims.

**Sponsor:** An organization or presenter seeking IBC hours for all participants at a specific workshop.

**Successful Completion:** Meeting all criteria as specified by the sponsor for continuing education course credit.

**Workshop:** A systematic learning experience, at least one hour in length, which deals with and is designed for the acquisition of tasks, knowledge, skills, and information for application in client care.