

# Assessment Specialist Recertification Requirements

The period of certification in Iowa commences on the first of the month following IBC approval of certification and expires two years later on that date. Dates of validation are printed on the certificate. It is the responsibility of the assessment specialist to make timely application for recertification.

Recertification is a continuous process.

It involves earning Professional Development credit on an on-going basis, as well as timely submission of the actual recertification application. An application for recertification shall include the following:

1. Completion of Form [12-AS](#) "Application for Recertification." This form must be signed and dated by the assessment specialist.
2. Submission of approved [Form 11-AS](#), "Verification of Professional Development" forms totaling at least 45 clock hours.
3. Submission of the \$200.00 recertification fee, and the late penalty fee, if applicable.

## LATE PENALTIES

1. A 30 day grace period following the certification expiration date shall be allowed.
2. If the Application for Recertification is not postmarked on or before the 30th day of the grace period, the certification shall be placed in probationary status for a period not to exceed 60 days.
3. During the probationary period of the certification, the assessment specialist may choose to do one of the following:
  - a. activate the certification by submitting the required documentation of Professional Development, the recertification fee, and a penalty fee of \$100.00;
  - b. apply for voluntary inactive status, if applicable; **or**
  - c. allow the certification to lapse. Certification will lapse on the 91st day. If certification is allowed to lapse, the assessment specialist may again apply for certification whenever he/she believes that the criteria can be met. At that time, the assessment specialist may purchase a new Application Handbook and begin the application process anew.

## PROFESSIONAL DEVELOPMENT REQUIREMENTS

### DEFINITIONS

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

**Clock Hour:** Sixty minutes of participation in an organized learning experience.

**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.

**IBC-Approved:** When a sponsor submits workshop materials to IBC demonstrating that a workshop has relevant content and requesting IBC CEUs for all participants. IBC shall also consider a workshop "IBC-approved" if the workshop is approved by an ICRC-member certification board and if the workshop occurred in that state. Further, workshops which are presented outside of Iowa and have been approved by the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) will be considered "IBC-approved."

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

## **REQUIREMENTS**

Certified assessment specialists must obtain 45 clock hours of Professional Development during the two year certification period to qualify for recertification. The required 45 clock hours may be obtained in any combination of categories. If desired, all 45 clock hours may be obtained in Category A.

### **CATEGORY A - COURSES, WORKSHOPS, SEMINARS**

A minimum of 25 clock hours must be obtained through a combination of pertinent courses, workshops and/or seminars. This may NOT include in-service trainings. Accredited home-study courses may be included. **A minimum of six clock hours must be obtained in Special Populations.** (Special Populations is defined as substance abuse counseling approaches, philosophies, methods, and objectives in working with clients from various populations who are unique in their needs.)

Assessment specialists will be assessed \$10.00 per submitted workshop that has not been IBC-approved. The fee is not charged for college courses submitted for IBC credit.

### **CATEGORY B - RESEARCH PAPERS, PROFESSIONAL PUBLICATIONS**

A maximum of 15 clock hours may be obtained in this category if the following guidelines are met:

1. Definition - Papers accepted for publication or for reading or discussion at professional meetings and conferences.
2. Topics - The topic must pertain to the Knowledge and Skill Competencies.
3. Indicators - An abstract or copy of the paper, or letter of acceptance, must be submitted with Form 11-AS, "Verification of Professional Development."

### **CATEGORY C - TEACHING AND/OR TRAINING IN CORE FUNCTIONS**

A maximum of 15 clock hours may be obtained. The number of hours awarded will be equal to the number of hours spent in actual teaching/training time. The following guidelines must be met:

1. Patient lectures and public education lectures (e.g. those offered at schools or public service groups) ARE NOT included in this category.
2. For repeated workshop presentations offered by an assessment specialist as the presenter, a maximum of 15 clock hours may be received per certification period.

### **CATEGORY D - STRUCTURED INDIVIDUAL CONTINUING EDUCATION ON A SPECIFIC TOPIC**

A maximum of 15 clock hours may be obtained in this category. This category includes:

1. One-to-one tutorial, preceptorship, consultation.
2. Field experience.
3. Other related learning experience.

Prior approval is required. The intent of this category is to provide credit to those individuals who have developed, under supervision, a "topic specific" structured, individual continuing education program and who can adequately describe, demonstrate, and/or document those activities.

In documenting this category, the assessment specialist is expected to describe what he/she learned, how he/she learned it and what Knowledge and Skill Competency areas were fulfilled. This structured, individual learning program must be developed and carried out under supervision with the signature of the supervisor on the written documentation submitted to IBC.

## CATEGORY E - PARTICIPATORY LEARNING EXPERIENCES

A maximum of 15 clock hours may be obtained in this category which includes documented credit for participation on the Iowa Board of Certification or its related committees.

The intent of the category is to allow credit to those assessment specialists who have fostered an expansion of knowledge or demonstration of skills relative to assessment specialist functions through active participation in IBC activities.

### GENERAL GUIDELINES

- 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. Living skills.
  3. Orientation programs, meaning, a specific series of activities designed to familiarize employees with the policies and procedures of an institution.
- C. Professional Development clock hours exclude non-program time such as coffee breaks, social hours, time allocated for meals, etc.
- D. The 45 clock hours must be obtained within each certification period. Credit obtained prior to the date of certification or last certification will not be accepted toward recertification.
- E. Professional Development clock hours are not cumulative. Therefore, additional hours earned during one certification period will not be accepted for the next period.
- F. One approved college or university semester hour credit is the equivalent of 15 clock hours and one approved college or university quarter hour credit is the equivalent of ten clock hours.
- G. One cannot repeat an identical Professional Development course within his/her recertification period.
- H. The minimum acceptable unit of credit for any single experience is one clock hour.
- I. Assessment specialists should submit Form 11-AS, "Verification of Professional Development," upon completion of any activity for which Professional Development credit is desired. It may also be to the assessment specialist'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 assessment specialist to maintain records of Professional Development credit for submission with the Application for Recertification. Therefore, signed and approved "Verification of Professional Development" forms will be returned to the assessment specialist. *IBC does not keep records of an assessment specialist's credits.*

### VOLUNTARY INACTIVE STATUS

IBC will grant inactive status under the following circumstances:

1. Behavior-Medical problems
2. Maternity, paternity, or family
3. Education
4. Military service
5. Other valid reasons

Inactive certification status is intended for the certified assessment specialist who is currently not working as an assessment specialist, yet plans to someday return to the field.

**Instructions:** Certified individuals desiring inactive status shall send a letter of request to the IBC office which includes:

1. Current home address and telephone number.

2. Reason for request.
3. Final date of employment in the alcohol and drug field.
4. Anticipated date of return to employment in the alcohol and drug field.
5. Non-refundable enrollment fee.

At the next scheduled regular IBC Board meeting, the request for inactive status will be considered. The applicant will be notified of the Board's decision within two weeks of the Board meeting.

**Fees:** The following fees must be remitted in order to obtain inactive status and reactivation of certification.

1. The enrollment fee is \$25.00.
2. The fee for inactive status is \$60.00. To maintain inactive status, the fee shall be due annually on the inactive status expiration date.
3. The reactivation fee is \$200.00.

### **Rights, Limitations, and Responsibilities**

1. While on inactive status, an individual shall continue to receive all bulletins, newsletters, and other communications from IBC.
2. An assessment specialist on inactive status may not use the initials of a certified assessment specialist (CAS).
3. Inactive individuals are expected to subscribe to any of the aspects of the IBC Code of Ethics which are applicable during the period of inactive status.
4. The inactive individual must notify IBC within 30 days upon returning to work in the alcohol and drug field. Failure to do so will constitute a violation of the IBC Code of Ethics and will result in referral to the Board for investigation, in accordance with the procedures outlined in the Code of Ethics.

**Reactivation.** Individuals requesting reactivation of their certification status shall send a letter of request to the IBC office which shall include:

1. Current home address and telephone number.
2. Description of change of circumstances allowing active participation in the field.
3. Address of employing agency, if applicable.
4. Submission of 45 clock hours of continuing education documented on Form 11-AS, "Verification of Professional Development." At least 20 of the 45 clock hours must have been earned within the past two years. A minimum of six clock hours must be obtained in counseling approaches, philosophies, methods, and objectives in working with clients from various populations who are unique in their needs.
5. Non-refundable reactivation fee.