

Co-Occurring Disorders Professional Requirements

The Iowa Board of Certification is a certifying body representative of individuals and organizations dedicated to the provision of quality service and the enhancement of health in Iowa.

The certification process responds to the needs of the addiction fields by promoting and developing the professionalism, competency and integrity of treatment and prevention professionals.

SCOPE OF PRACTICE

The Certified Co-Occurring Disorders Professional (CCDP) provides assessment and counseling to persons with co-occurring mental and substance use disorders, and when appropriate, family/significant others. They possess the knowledge and skills specific to both mental and substance use disorders, as well as to the interactions among the disorders. Finally, they assist persons with co-occurring disorders to engage in and maintain a process of recovery.

RESIDENCY REQUIREMENT

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.

GETTING STARTED

Request the Certified Co-Occurring Disorders Professional handbook by completing the "[Request for Application](#)" form and send it with the \$50.00 application/handbook fee to the IBC office. Or, download the [Handbook](#) and mail the form with the \$40.00 application fee to the IBC office.

You will have one year from the date the handbook is issued to complete your application.

FEES

Application only (application from IBC office, you print handbook from web site)	\$ 40.00
Application & Handbook (both available from IBC office)	\$ 50.00
Written Test	\$ 75.00
Certification (2 years)	\$120.00
Dual Certification	\$ 90.00
CEU Processing (per workshop via distance learning or not IBC-approved for recertification)	\$ 10.00
Recertification (2 years)	\$ 90.00
Dual Recertification	\$ 67.50
Late Recertification Penalty (if not postmarked on or before expiration date)	\$100.00
Inactive Status Enrollment (required for first year of Inactive)	\$ 25.00
Inactive Certification Status (1 year)	\$ 60.00
Reactivation of Certification after being Inactive	\$ 90.00
Replacement Certificate	\$ 30.00
Returned Check Fee	\$ 35.00

REQUIREMENTS 1 through 3 required

1. Complete the CCDP application and satisfy all requirements for both education and experience.
2. Receive a passing score on the Supervisor's Evaluation (Form 09).
3. Receive a passing score on the written exam.

Education Requirements

A minimum of a bachelor's degree in a relevant field (i.e. psychology, sociology, criminal justice, human resources, counseling) from an accredited college or university **or** Certification through IBC as a CADAC, ACADC, CPS II, CCJP or CGTC.

Plus 110 hours of relevant education, including:

- 6 in ethics
- 6 in special populations
- 6 in communicable diseases (i.e. hepatitis, HIV/AIDS, TB, STDs)
- 35 specifically related to the knowledge and skills necessary to perform the tasks within the Co-occurring Disorders Professional performance domains, which are: screening and assessment, crisis management, treatment planning, counseling, case management, person/family/community education, and professional responsibility.

*** Applicants with a relevant state-issued license (i.e. LMHC, LMSW, LBSW, LISW, LMFT; subject to IBC approval) are exempt from all 110 hours of education.**

* These hours may not include in-service training. An in-service training is the education and training which occurs within the counselor's agency, only for agency staff and conducted only by agency staff.

* Education hours must be verifiable through submission of certificates of completion from training sponsor or through original transcripts sent directly to the IBC office from the college or university.

* If using college classes, the formula for converting college credit to clock hours is: one semester hour equals 15 clock hours and one quarter hour equals 10 clock hours. A minimum grade of "C" must be earned or the course will be ineligible.

* Documentation of hours will be according to instructions on Form 04, "Workshop Documentation."

Experience Requirements

Both of the requirements below must be met by all applicants:

- Three years (6000 hours) of documented work experience must have been obtained over the past seven (7) years.
- One year (2000 hours) of documented work experience must be providing integrated services to clients with co-occurring disorders.

* Documentation of these hours will be according to instructions on Form 05, "Experience Resume."

SUPERVISED EXPERIENCE

Supervised work experience is defined as paid professional experience in the delivery of counseling services to individuals, families, or groups with mental illness, substance abuse disorders, or co-occurring disorders or delivery of supervision to those providing said counseling services.

Supervision is broadly defined as the administrative, clinical, and evaluative process of monitoring, assessing and enhancing one's performance.

300 hours of on-the-job supervision must be received in the CCDP performance domains. A minimum of 10 hours of supervision must be received in each domain.

CCDP DOMAINS and WRITTEN EXAM

	# questions on exam
Screening & Assessment	23
Crisis Management	20
Treatment Planning	19
Counseling	36
Case Management	21
Person, Family & Community Education	14
Professional Responsibility	17

WRITTEN EXAM

The Written Examination for Certified Co-Occurring Disorders Professional (CCDP) is an examination that tests knowledge and skills about co-occurring disorders. The exam is based on current practice in the field, and is offered every three months by the IBC office – see “Schedule of Events” within the application packet for relevant deadlines and dates.

A candidate guide will be included in the application packet and may also be found on the IBC web site. The purpose of the Candidate Guide is to provide you with guidance for the

CCDP written examination process. By providing you with background information on examination domains and sample questions, your preparation for the exam can be enhanced.

If the applicant is scheduled to take the written exam but cancels within 40 days of the exam, or does not show up for the exam, the exam fee will not be refunded. If the applicant gives more than a 40-day notice of being unable to take the scheduled exam, the fee will be applied toward the next scheduled written exam.

EXAMINATION CONTENT

A 2004 Role Delineation Study for Co-Occurring Disorders Professionals identified seven performance domains. Within each performance domain there are several identified task statements, knowledge, and skill areas that provide the basis for questions in the examination. This Candidate Guide contains detailed information on the domains, tasks, knowledge, and skill areas.

HOW TO APPLY

Each Application has a unique application number that appears on each form to be submitted. **The application and its forms will expire one (1) year from the date of issue.**

To complete the application, follow these steps:

1. Applicants begin the application process in one of two ways:
 - a. Applicant may download the handbook at no charge from the IBC web site; or,
 - b. Applicant may request the handbook for a nominal fee from the IBC office.

When the applicant is ready to apply, the applicant needs to request in writing (along with submission of the application fee) the numbered application packet from the IBC office and pay the non-refundable application fee included with the application will be a cover letter to the applicant with a stamped applicant identification number on it, appendices, and relevant stamped forms. A copy of the application request letter will be placed in the applicant's file.

2. The applicant is required to meet the education and experience requirements.
3. The applicant is required to submit the completed application to IBC for eligibility and format review.

4. The applicant will take and pass the written exam.
5. The applicant will be notified of approval or denial of certification.

A. All information must be documented on the numbered forms provided in the application; only the original application will be accepted. Forms must bear original signatures. It is recommended you keep a copy of your completed application before mailing it to IBC.

B. **Ask your supervisor to complete Form 09**, "Supervisor's Evaluation." You may have more than one supervisor complete a Form 09.

An applicant must receive at least an average score of one on the Supervisor's Evaluation. IBC staff shall score the Supervisor's Evaluation. If the score is not sufficient, the application shall be considered incomplete and the applicant will not be scheduled for the written test or oral interview until the minimum required score is received or the evaluation is resubmitted.

C. **Complete Forms 01, 02, 03, 04, 05, and 06** which will provide the needed information on your education and experience. Attach any additional documentation as directed. **Include a written job description.**

D. Contact any college or university you attended to request a transcript be sent directly to the IBC office from that college or university.

E. **Verify the completeness of your application** by reviewing the checklist on the final page of this handbook. Check with your supervisor to ensure the completion and mailing of Form 09.

F. **Mail the completed application and the written exam fee to:**

Iowa Board of Certification
3850 Merle Hay Road, Suite 303
Des Moines, Iowa 50310

All application materials must be delivered to this address. Application materials become the property of IBC and will not be returned to the applicant.

G. **Questions?** All questions should be directed to IBC at the above address, or by calling (515) 334-9024, or emailing the Executive Director at info@iowabc.org.