



# Recertification Application Auditing Process

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## AUDITING

Effective July 1, 2014, DCB recertification moved to an auditing process whereby only those individuals randomly selected will be required to submit documentation of the required recertification training/education hours. DCB will randomly audit 25% of those currently certified in each credential to verify completion of continuing education/training. Certified professionals chosen to be audited will be asked to submit documentation of continuing education/training completed in the appropriate accrual period. The documents must be submitted within 30 days of the date the written request is mailed to the certified professional.

Audits will occur twice per year (every January and July). Those selected for audit must submit documentation of the appropriate number of hours of education/training that they completed in the prior two-year period. Since the audit process is random, individuals may be selected for audit multiple times.

Non-compliance with the required education/training for recertification is viewed as a breach of professional ethics. All those selected for audits who have not received the required education/training within the necessary timeframe will experience the following actions:

- 1) DCB credential will be immediately suspended the day following the 30-day deadline for submitting documentation of recertification of their credential;
- 2) The issue of non-compliance directly violates DCB Code of Rule 5.3 under "Professional Standards".
- 3) Completing all of the requirements for recertification of credentials is a condition of certification. The credential will remain suspended until such time as the certified professional addresses the ethics violation to the satisfaction of the DCB Ethics Committee and seeks reinstatement of said credential. Suspensions for non-compliance with the audited recertification process are a matter of public record and will remain on the candidates' certification history and, as a result, can be accessed by the general public from the DCB website.

Reinstatement includes:

- The audited candidate submitting the required education/training.
- The recertification fee.
- The reinstatement fee.

***DO NOT*** send in copies of your certificates of completions for trainings. These will not be reviewed at the time of your recertification.

***DCB APPROVAL*** is required for all education for recertification, including college courses. If you are not sure if a course or training has been previously approved you may email [info@delawarecertificationboard.org](mailto:info@delawarecertificationboard.org).

## REQUIREMENTS AND FEES

All credentials require:

1. Three hours in DCB approved professional ethics and responsibilities as part of the total hours. Acceptable trainings that would meet this requirement include but are not limited to: ethics related to human services, HIPPA, confidentiality, boundaries and mental health law.
2. DCB Approval for all continuing education.

COUNSELOR		
Name	Fee	Education Requirement
CADC	\$150	40 hours relevant to addiction

CLINICAL SUPERVISOR		
Name	Fee	Education Requirement
CCS	\$150	6 hours relevant to clinical supervision

CO-OCCURRING DISORDERS		
Name	Fee	Education Requirement
CCDP	\$150	45 hours relevant to co-occurring disorders
CCDP Diplomate	\$150	40 hours relevant to co-occurring disorders

PREVENTION		
Name	Fee	Education Requirement
CPS	\$150	40 hours relevant to prevention

OTHER CREDENTIALS		
Name	Fee	Education Requirement
CRC	\$100	20 hours of relevant education, including six hours in ethics

**If you have more than one credential, you pay the fee for your original credential plus \$50 each for all other credentials you are recertifying.**

## INSTRUCTIONS

1. Submit application, signed release, and if applicable, education approval form.
2. Submit continuing education: ***copies only***.
3. Submit fees (non-refundable).

## GENERAL INFORMATION

1. Recertification record keeping is the responsibility of the certified professional. All recertification documents and application forms should be submitted together. Keep copies of everything submitted.
2. Education for recertification must have been acquired no earlier than two years prior to the applicant's current expiration date.

3. Recertification is considered late if it is postmarked after your expiration date. If recertification is not completed prior to the expiration date, it is considered expired.
4. Education not properly verified is not accepted. Proper verification (i.e. certificate, letter of attendance, transcript) must include date of training, number of hours attended, title of training, sponsoring organization, and your name.
5. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, and college/university credit courses and distance learning/online courses.

## **EDUCATION INFORMATION**

1. Education that has not been previously DCB Approved must be submitted using the Education Approval Form.
2. College/University course: Three college credits are equivalent to 45 hours. Transcript of the course must be included as proof of attendance at the time of recertification.
3. Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
4. DCB does not accept general staff meetings, supervision, staff rounds, or case management as education.
5. Distance learning/online courses.
6. CPR/First Aid, computer trainings/classes and foreign language trainings/classes are acceptable up to six hours.
7. DCB accepts education received outside of Delaware under the following conditions:
  - a. Appropriate documentation (certificate, letter of attendance, transcript) is provided.
  - b. If an out-of-state educational event was approved by an IC&RC member board of that state, no further DCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If these conditions were not met, the certified professional must seek DCB education approval of the training.

## **EDUCATION PROVIDED BY THE CERTIFIED PROFESSIONAL**

A certified professional who provides education to others may receive credit toward their own recertification.

1. The presenter will receive the same number of hours as the participant; and the presentation can be used for credit once in each recertification period, provided the training has received DCB Education Approval. Training provided by a certified professional must also be documented by sponsoring organization/college in the same manner as participant documentation (i.e. certificate, letter of participation).
2. Published work written by the certified professional and published by a professional publishing house may meet up to 10 hours of education. A copy of the published work must be submitted along with an education approval application.

## EXPIRATION DATE CHANGE

If you hold multiple DCB credentials, you can request to change the expiration date(s) and recertify your credentials at the same time. Recertification is made easier, as you are able to use the same education (if application) for all your credentials. This is optional. The Expiration Date Change Request Form must be submitted with the appropriate fee.

## LAPSED CREDENTIAL

A credential is valid for a two year period. If your credential lapses, you have 12 months from your expiration date to recertify. After 12 months, you must re-apply for your credential(s) and complete all the requirements for initial certification.

To renew a lapsed credential:

1. Complete the Recertification Application and meet the educational requirements.
2. Submit the appropriate recertification fee plus the reinstatement fee of \$100.

## RETIREMENT STATUS

Retirement Status allows any certified individual the ability to retain their certification after retirement from active employment and still receive partial rights and privileges of certification. Partial rights include the use of the appropriate verification initials (CADC, CCDP, CCDP Diplomate, CCS and CPS) with the word “retired” after them. This is an honorary status not a working credential. Certified individuals with a reciprocal credential under the Retirement Status are not eligible for reciprocity through the IC&RC.

**Retirement Status will only be considered for those individuals who have reached the age of sixty (60) and have retired from active full time employment or have become disabled and are no longer employed in the substance abuse and/or behavioral health fields.**

Requests for Retirement Status will only be considered for those individuals holding a current and valid certificate. Request for Retirement Status for certification that has already lapsed will not be accepted.

DCB will review written requests for Retirement Status and applicants will be notified of the board’s decision. If the request is approved, a new Retirement Status certificate will be issued.

While no continuing education is required, a fee of \$60 is required every two years to maintain the Retirement Status.

During the Retirement Status period, the retired individual may use the credential title they hold, provided the word “Retired” follows the initials (example: CADC Retired).

An individual holding a Retirement Status certificate may not reactivate their credential past the 12-month allowable lapse period. Should you elect to return to substance abuse and/or behavioral health employment within 12 months past your active credential’s expiration date, you may void the Retirement Status certificate and be reactivated as full certified. In order to do this, the certified professional must comply with current recertification requirements of education and fees. The \$60 retirement status fee may not be applied to recertification. After 12 months past the active credential expiration date, the certified professional must reapply for the credential.

**TO APPLY FOR RETIREMENT STATUS:** Send a letter requesting Retirement Status, the \$60 fee, and documentation supporting your reason. If you wish Retirement Status for a disability, include supporting medical documentation or a letter from your doctor. If you are over age 60 and retiring from employment, please submit a letter indicating date of retirement and from what agency and proof of age. This request must be received while your credential is current.

## **INTERNATIONAL CERTIFICATES**

International certificates are no longer issued automatically and free of charge to reciprocal level credentialed professionals. Instead, DCB will add a seal to your certificate indicating the International status of your certification. Original International Certificates are available for a nominal fee directly from IC&RC.

The International Certificates are: CADC – ICADC, CCS – ICCS, CPS – ICPS, CCJP – ICCJP, and CCDP – ICCDP.

The International Certificate provides recognition of your status as an internationally certified addiction professional. International Certification for counselors is required by the Federal Department of Transportation (DOT) for recognition as a Substance Abuse Professional (SAP).

# RECERTIFICATION APPLICATION

Form can be completed and saved. You may then print the appropriate pages to submit to DCB.

DCB credentials you are recertifying:

CADC  CCS  CPS  CCDP  CCJP

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Have you ever received any disciplinary action from another certification or licensing authority?  
If yes, provide full details on a separate sheet.  Yes  No

Have you read and understood the DCB Code of Ethical Conduct?  Yes  No

Fee checklist: \$ _____	Recertification fee (primary credential)
\$ _____	\$50/other credential(s) recertifying at this time
\$ _____	\$25/Expiration date change fee
\$ _____	\$100 Late fee (if applicable)
\$ _____	<b>Total</b>

Check/MO (payable to DCB)

Credit Card (Visa, MasterCard or Discover) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3-digit code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_  
(If different than Home Address) \_\_\_\_\_

**Please print your name as it should appear on your certificate:**

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## EDUCATION & TRAINING

Candidates for recertification must complete the following list of all trainings attended in the two-year recertification period. Recertification applications will not be approved without completion of the list. Photocopy this page if more room is needed.

Title of Training	Date of Training	Hours	Provider of Training

I have attended all trainings listed above, and will provide certificates of attendance if audited.

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Applicant Signature



**RELEASE**

I hereby request that the Delaware Certification Board grant the credential to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with the DCB Code of Ethical Conduct;

I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;

I consent to the release of information contained in my application and any other pertinent data submitted to or collected by DCB to officers, members, and staff of the aforementioned Board;

I consent to authorize DCB to gather information from third parties regarding continuing education and employment and understand that such communication shall be treated as confidential;

Allegations of ethical misconduct reported to DCB before, during, or after application for certification is made will be investigated by DCB and could result in the nullification of the application or denial or revocation of certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS RELEASE DOES NOT NEED TO BE NOTARIZED.**

## EDUCATION APPROVAL APPLICATION

Use this form if you are submitting education that is not DCB approved. DCB reserves the right to deny approval of any training.

Please use one form per training.

For a non-approved training: Attach the brochure/flyer that provides title of training, description of training content, date, presenter and name of sponsoring organization. If you do not have the flyer, write the information in the summary below. Include a copy of the certificate of attendance.

For non-approved college course: Attach syllabus or course content and copy of the transcript. A three credit course is 45 hours.

If you were the presenter, include a letter from sponsoring organization verifying the date, title, and length of training.

For distance learning/online courses, the entire course must be submitted for review. DCB reserves the right to determine how many hours will be granted, which may differ from the hours of the granting organization. DCB reserves the right to deny approval of any distance learning/online course.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Hours: \_\_\_\_\_

Name & Credentials of Presenter(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Training:

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Sponsoring Organization Name, Address & Phone:

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## EXPIRATION DATE CHANGE REQUEST

Fee: \$25 per credential to be changed.

By my signature below, I authorize DCB to change the expiration date of the indicated credential(s) to that of my original credential. In this way, recertification for both or all credentials may occur with the same application, most or all of the same education (depending on the credential) and date. I also acknowledge that I may be gaining time or losing time by the expiration date change.

I understand that changing an expiration date may possibly shorten the time I have to accrue continuing education, and no extensions of time or grace period will be granted. Recertification will be due on the new expiration date. (It may be beneficial to delay your date changes if you are in danger of not meeting your obligation of recertifying by the expiration date.)

**A new certificate will be sent to you upon expiration date change.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name clearly: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

My original credential is a \_\_\_\_\_ with a current expiration date of \_\_\_\_\_

Please change the following credential's expiration date to that of my original credential's date:

Acronym: \_\_\_\_\_ Current Expiration Date: \_\_\_\_\_

Acronym: \_\_\_\_\_ Current Expiration Date: \_\_\_\_\_

Acronym: \_\_\_\_\_ Current Expiration Date: \_\_\_\_\_

Acronym: \_\_\_\_\_ Current Expiration Date: \_\_\_\_\_

## **CODE OF ETHICAL CONDUCT**

### **UNLAWFUL CONDUCT**

- Rule 1.1 Once certified, a certified professional shall not be convicted for any misdemeanor or felony relating to the individual's ability to provide substance abuse and other behavioral health services as determined by DCB.
- Rule 1.2 A certified professional shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

### **SEXUAL MISCONDUCT**

- Rule 2.1 A certified professional shall, under no circumstances, engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.
- Rule 2.2 A certified professional shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.
- Rule 2.3 A certified professional shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client.
- Rule 2.4 A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

### **FRAUD-RELATED CONDUCT**

- Rule 3.1 A certified professional shall not:
1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
  2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
  3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent
  4. proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
  5. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.
- Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.
- Rule 3.3 An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4 A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

- Rule 3.5 A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6 A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7 A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

### **EXPLOITATION OF CLIENTS**

- Rule 4.1 A certified professional shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2 A certified professional shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3 A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4 A certified professional shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5 A certified professional shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6 A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7 A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

### **PROFESSIONAL STANDARDS**

- Rule 5.1 A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2 A certified professional who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified professional must request inactive status of their DCB credential for medical reasons for as long as necessary.

- Rule 5.3 A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4 A certified professional shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5 A certified professional shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6 A certified professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7 The certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.
- Rule 5.8 The certified professional shall not discontinue professional services to a client nor shall they abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9 A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.

#### **SAFETY & WELFARE**

- Rule 6.1 A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.2 All certified professionals are mandated child abuse reporters.

#### **RECORD KEEPING**

- Rule 7.1 A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

#### **ASSISTING UNQUALIFIED/UNLICENSED PRACTICE**

- Rule 8.1 A certified professional shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

#### **DISCIPLINE IN OTHER JURISDICTIONS**

- Rule 9.1 A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

#### **COOPERATION WITH THE BOARD**

Rule 10.1 A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other
4. legal action from being filed, prosecuted or completed;
5. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.

Rule 10.2 A certified professional shall:

1. not make a false statement to the DCB or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the DCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the DCB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 A certified professional shall not file a complaint or provide information to the DCB, which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to DCB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

**Keep for your records. It is not necessary to include this Code with your recertification materials if you have checked "yes" on the application where indicated.**