



Idaho Board of Alcohol/Drug Counselor Certification, INC.

### ACADC Renewal Changes

**Please Note:**

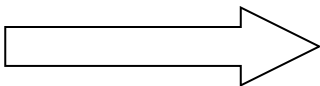
- All ACADC renewals require counselors have four (4) hours of Professional and Ethical Responsibilities Continuing Education as part of the 40 hours required.

**As of January 1<sup>st</sup>, 2017 professional and ethical responsibilities must be face to face.**

**Face to face education is defined as in person with an instructor or through an electronic medium that allows for real-time interactivity with the instructor(s) as the educational content is presented.**

**The professional and ethical responsibility hours cannot be an in house in-service training.**

- These forms will **NOT** be reviewed without attached documentation verifying your attendance in coursework claimed.
- These forms must be completed for your renewal package to be reviewed by the education committee, who meet every four to six weeks. **ONLY** hours documented on these forms will be considered for this renewal.
- **No faxes or photocopies for signatures of pages 1 through 6 will be accepted. Education Certificates can be copies.**

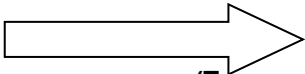


**Please Initial to Acknowledge Changes: \_\_\_\_\_**



Idaho Board of Alcohol/Drug Counselor Certification, INC.

**ACADC RENEWAL INVOICE**



**Name** \_\_\_\_\_

(To request a name change, please see Sec I, number 6 of the ACADC manual)

**ACADC Certification . . . . . \$207.00**

*\*This includes your IC&RC, membership update. If you required the printed IC&RC certificate, please contact IC&RC for order information.*

**Please Note: All completed paperwork must be turned-in to our office or postmarked by the expiration date of your certification.**

**ACADC Certification Grace Period Fee . . . . . \$25.00**

**Please Note:** Only required if submitting paperwork after your expiration date. You will have a 30 day grace period before your certification will be considered lapsed. If your renewal is postmarked or returned after your expiration date without this grace period fee, it will not be processed.(\$232)

**ACADC Lapsed Certificate Fee . . . . . \$100.00**

**Please Note:** Certification at any level that have been expired no more than six (6) months may be renewed, if the counselor seeking certification is in good standing with IBADCC, has abided by IBADCC Code of Ethics, and completes the following procedure:

Return completed renewal paperwork for recertification with a check for \$307. (\$207 regular fee and \$100 lapsed certificate processing fee.)

**AMOUNT SUBMITTED FOR PAYMENT** \$ \_\_\_\_\_

Documents **REQUIRED** to be completed for renewal of your certification (**no faxes or photocopies for Signatures of pages 1-6 accepted, Education Certificates can be copied**):

- 1) ACADC Renewal Changes
- 2) ACADC Renewal Invoice
- 3) Check payable to IBADCC for above amount
- 4) Supporting documentation for Continuing Education Hours
- 5) DOCUMENTATION of EDUCATION Requirements
- 6) Certification File Update (MUST be signed)

**THANK YOU!**

- Continuing Education hours are subject to approval by the Education Committee to renew certification.
- It is the responsibility of the certificate holder to maintain record of renewal packages.



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## Continuing Education Guidelines

The continuing education requirements for ACADC certification are **40 hours**.

One (1) credit hour in an academic setting equals 15 clock hours. The education submitted must meet the following requirements.

- a. Education must be related to the knowledge and skills necessary to perform the tasks within each performance domain. **No more than 50% of all CEUs can be attained online, 50% must be face to face**, defined as in person with instructor or through an electronic medium that allows for real-time interaction with the instructor(s) as the educational content is presented.
- b. Continuing education hours must be documented and attendance verified with a signed certificate of attendance that includes:
  1. Number of hours earned
  2. And/or a letter verifying attendance
  3. And/or a letter of verification signed by your supervisor

ALL education must be approved by IBADCC. College courses must be documented with a transcript. Please highlight, on your transcript, courses used on the "Documentation of Educational Requirements" sheet. (**Workshops or seminars approved by IC&RC, NAADAC, State of Idaho Dept of Health and Welfare, NASW and NBCC are acceptable.**)

- c. **4 hours of the 40 hours required each two-year renewal must be Professional and Ethical Responsibilities Domain.**  
**As of January 1<sup>st</sup>, 2017 professional and ethical responsibilities must be face to face (as defined above) and cannot be an in house in-service training.**
- d. No more than **ten (10) hours of in-service** training is acceptable. 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. Documentation must include a certificate of completion.
- e. Education presented by the candidate does not count towards continuing education hours.



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**DOCUMENTATION OF EDUCATIONAL REQUIREMENTS**

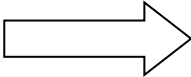
*Advanced Certified Alcohol/Drug Counselor (ACADC) Re-certification*

All education must fall under the (4) Performance Domains as identified by the IC&RC. Please list your education under the Performance Domain that best fits the course taken. If you are using transcripts for documentation of education, please highlight on the transcript the courses listed on this page.

	ONLY HOURS DOCUMENTED HERE WILL BE CONSIDERED.	(Must have certificates of completion or transcript.)		
Domain	Course Title	Institution	Instructor	Hours
<i>Example: Ethics</i>	<i>Ethics for Alcohol/Drug Counselors</i>	<i>NBCC</i>	<i>Jan Smith, PhD, ACADC</i>	<i>2.0</i>
Screening, Assessment, and Engagement				
Treatment Planning, Collaboration, and Referral				
Counseling and Education				
Professional & Ethical Responsibilities				



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<b>Current Education Hours</b>	
<b>Item 1</b> (Please total the hours listed above):	
I verify that these hours are an accurate reflection of the continuing education that I received.	
 <b>Signature</b> _____ (Must be original)	

**\*Institution should be one of the following IC&RC, NAADAC, State of Idaho Health & Welfare, NASW, NBCC or an accredited college or university.**

**Note:** Your renewal forms need to be returned to the office by your expiration date. Please allow 4 – 5 weeks processing upon receipt of your packet.

**You MUST completely fill out all pages of the paperwork, along with your education supporting documentation. No faxes or photocopies accepted for pages 1-6. Education certificates can be copies.**

Return to IBADCC with a check in the proper amount

**IBADCC  
PO BOX 1548  
Meridian, ID 83680**

Renewal Fee for Certification **\$207.00**



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**CERTIFICATION FILE UPDATE**

**(Please note: even if you do not have a file change, fill out questions and sign below.)**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

1. Do you have membership, certification, and licensure in any other field, organization, or state? If so, please list below: \_\_\_\_\_

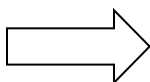
2. Please indicate your highest level of completed education:

\_\_\_ High School \_\_\_ Associate's \_\_\_ Bachelor's \_\_\_ Master's \_\_\_ Doctorate

3. Since your last certification renewal have you been charged or convicted of any crime (felony or misdemeanor)? No \_\_\_\_\_ Yes \_\_\_\_\_

**\*If yes, please attach an explanation.**

Please note: as stated on page 3 of the Code of Ethics –  
“All final ethics violations will be posted on the IBADCC website for public disclosure.”



\_\_\_\_\_  
**Signature** (must be original)

\_\_\_\_\_  
**Date**