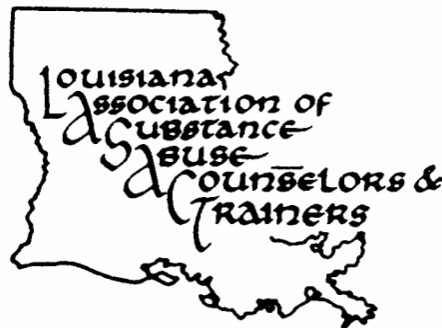


CERTIFIED CO-OCCURRING DISORDER PROFESSIONAL (CCDP/CCDP-D)

as authorized by the
CERTIFICATION EXAMINING BOARD
of the
**LOUISIANA ASSOCIATION OF SUBSTANCE ABUSE
COUNSELORS AND TRAINERS**
Date: October 1, 2008



P.O. Box 80235
Baton Rouge, LA 70898-0235
225-766-2992
admin@lasact.org
www.lasact.org

Important Information

1. This credential is known as the Certified Co-Occurring Disorders Professional (CCDP). The master's level CCDP is known as the Certified Co-Occurring Disorders Professional Diplomate (CCDP-D).
2. Integrated training is that which is specifically related to the knowledge and skills necessary to perform the tasks within the Co-Occurring Disorders Professional performance domains:
 - Screening & Assessment
 - Crisis Prevention & Management
 - Treatment & Recovery Planning
 - Counseling
 - Management & Coordination of Care
 - Education of the Person, their Support System, and the Community
 - Professional Responsibility
3. The CCDP/CCDP-D is intended for behavioral health professionals with experience and training in the integrated treatment of and interactive relationship between substance use and mental disorders. Applicants will be required to maintain their practice right which will determine their scope of practice. The CCDP/CCDP-D will indicate competency to work on an integrated team with an integrated treatment plan and is strictly voluntary.
4. An official college transcript is required and should be sent directly from the college or university to the LASACT CEB office.
5. If there are problems with your application, you will be notified in writing.
6. This application may be photocopied.
7. When application is approved, applicant will be notified of the written exam date and locations.
8. Application fee is non-refundable.
9. Use the CCDP Checklist on page 10 of this application to ensure all required materials are included prior to mailing application to the LASACT CEB office. **This page must be used as the COVER SHEET of your portfolio.**
10. Eligibility for CCDP/CCDP-D certification requires that you hold a current and valid practice credential and are free from any pending ethical complaints or violations.
11. Questions regarding this application and the CCDP process should be directed to the LASACT/CCDP-D office at (225) 766-2992 or email your question to admin@lasact.org.

Requirements for CCDP/CCDP-D

1) Practice Credentials

CCDP:

- CAC or Bachelor's level practice right (ex: BSRN, etc.)

CCDP-D:

- LAC or Master's level practice right (ex: LCSW, LPC, etc.)

2) Employment/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.

CCDP:

- One year (2000 hours) of documented work experience in counseling obtained over the past 10 years, and
- Two years (4000 hours) of documented work experience providing integrated services to clients with co-occurring disorders obtained over the past 10 years

CCDP-D:

- One year (2000 hours) of documented co-occurring specific work obtained over the past 10 years.

3) Supervision

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

The supervised practical training may occur as part of eligible work experience and may be completed under more than one supervisor or agency.

CCDP:

- Two hundred (200) hours, with at least 20 hours in each of the performance domains.

CCDP-D:

- One hundred (100) hours, with at least 10 hours in each of the performance domains

4) Education

♦ *Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and CEB approved distance learning.*

♦ *Three (3) college credits are equivalent to 45 clock hours.*

♦ *One (1) clock hour of education is equal to 50 minutes of continuous instruction.*

♦ *Hours required are in clock hours.*

♦ *Education, as defined above, that applicant provides to others may also be considered with letter of verification from sponsoring provider.*

CDPD:

- A minimum of a Bachelor's degree in co-occurring disorder (COD) or behavioral science with a clinical application from a college or university that is accredited by the U.S. Department of Education or the Council on Higher Education Accreditation or an international equivalent if degree is from an international institution, and
- Two hundred (200) hours of education: 140 hours of COD specific education/training that includes a focus on both substance use and mental disorders and considers the interactive relationship between the disorders; 30 hours of addiction specific education/training; and 30 hours of mental health education/training.
- Six (6) hours of the required education must be counselor specific ethics training.

CCDP-D:

- A minimum of a Master's degree in co-occurring disorder (COD) or behavioral science with a clinical application from a college or university that is accredited by the U.S. Department of Education or the Council on Higher Education Accreditation or an international equivalent if degree is from an international institution, and
- One hundred-forty (140) clock hours of COD specific training that includes a focus on both substance use and mental disorders and considers the interactive relationship between the disorders.
- ◆ Six (6) hours of the required education must be counselor specific ethics training.

5) Examination

CCDP:

- Applicants must pass the IC&RC International Written Co-Occurring Disorders Professional Examination.

CCDP-D:

- Applicants must pass the IC&RC International Written Co-Occurring Disorders Professional-Diplomate Examination.

6) Fees

*Stated fees may be prorated to coincide with applicant's practice credentials if requested.
Fees must accompany application and materials.*

Initial Certification:

- \$250 LASACT member, or
- \$300 non-LASACT member.

Recertification:

- \$120 LASACT member, or
- \$180 non-LASACT member.

If a LASACT member chooses to hold two LASACT certifications, a discount will be given:

- \$150 for 2 certificates for a 24-month period

7) Other

- Signed Code of Ethical Conduct,
- Signed and dated Notarized Release,
- Copy of practice credential,
- Official college transcript sent directly from college/university to the CEB office, and
- Documentation and verification of all education (certificates of attendance and/or transcripts).

Other Items of Interest

Certification Time Period & Recertification/Renewal

The CEB certification is for a 2 year period. Recertification of the CCDP/CCDP-D will require 40 hours CEB approved COD specific continuing education earned every 2 years.

Out of State

Applicants living and/or working in other states where there is no IC&RC Board with the CCDP/CCDP-D are welcome to apply in Louisiana. A practice credential is required to practice in Louisiana. **The CCDP/CCDP-D certification is not a practice right; it is a designation of competency.**

Appeal Process

The purpose of appeal is to determine if CEB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to CEB in writing within 30 days of the notification of the board's action. A person shall be considered notified 3 days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

Recertification

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, CEB requires recertification every 2 years.

To be recertified as a CCDP/CCDP-D, an individual must:

1. Hold a current and valid certificate issued by CEB;
2. Hold a current and valid practice credential;
3. Submit 40 CEB approved hours of co-occurring specific education received within the 2 year recertification cycle
4. Endorse by signature and uphold by practice the CEB Code of Ethical Conduct for professional behavior;
5. Complete an application notarized and signed by applicant and pay recertification fee.

Lapsed Certification

The completed recertification application should be received at CEB prior to the expiration date. If the application is incomplete, applicant will be notified by mail or email, depending on which one the applicant indicates.

There is no grace period to accumulate hours, so if the recertification is not completed by the expiration date, the individual will no longer hold an active credential and no further use of the credential is permitted until the individual has recertified. All certified professionals should review the recertification application well in advance of the expiration date. There is no grace period, so recertification application must be completed by the expiration date. A Reinstatement Fee is due if the recertification is late between 1 day and 12 months. After 12 months, no recertification is possible and applicant would have to reapply for the credential, meeting all current requirements.

Retest of Examination

Applicants failing the written exam may retest. Send a written request for retest to CEB within 30 days of receipt of notification of an unsuccessful exam. CEB will notify applicant of the next exam date. Applicant must notify CEB in writing of his/her intent to be seated for that exam or desire to be rescheduled. Applicant will be required to pay a retest fee of \$125 (member) or \$175 (non-member) prior to being rescheduled for exam. Applicant must take the exam within 1 year or 4 exam dates to keep application active.

CCDP/CCDP-D Application

Form 1

LIST OTHER LASACT CREDENTIALS YOU HOLD:

Applying for (Check one): CCDP _____ CCDP-D _____

NAME FOR CERTIFICATE: _____

HOME ADDRESS: _____

(City)

(State)

(Zip)

GENDER: (Please circle) MALE FEMALE EMAIL ADDRESS: _____

HOME PHONE: () _____ CELL PHONE: () _____

EMPLOYER: _____ DATE OF BIRTH: _____

EMPLOYER ADDRESS: _____ ZIP CODE: _____

EMPLOYER PHONE: () _____

HIGHEST DEGREE EARNED: _____ NAME OF COLLEGE/UNIVERSITY: _____

NAME ON YOUR TRANSCRIPT, if different than listed above (i.e. maiden name) _____

Certification Fee:

\$250 LASACT member, or

\$300 non-LASACT member

Payable using one of the following:

[] Check \$ _____

[] Money Order \$ _____

[] Visa or MasterCard \$ _____

Credit Card Number _____

3-digit security code: _____

Expiration Date: _____

Billing Zip Code _____

Signature _____

Supervision

Form 3

To Supervisor: Please complete this form indicating applicant's on-the-job supervision in performing CCDP functions. This form is not intended to document applicant's total number of hours worked but rather the hours of on-the-job supervision you have provided the applicant.

***Note: These hours are only to be validated in reference to performance in Co-Occurring work**

Applicant's Name: _____

I hereby attest that a minimum of 200 hours (CCDP) or 100 hours (CCDP-D) of supervision have been attained by the above-named applicant. At least 20 hours (CCDP) or 10 hours (CCDP-D) in each of the CCDP/CCDP-D performance domains have been provided to the applicant.

CCDP PERFORMANCE DOMAINS

HOURS RECEIVED IN EACH

- | | |
|---|-------|
| 1. Screening & Assessment | _____ |
| 2. Crisis Prevention & Management | _____ |
| 3. Treatment & Recovery Planning | _____ |
| 4. Counseling | _____ |
| 5. Management & Coordination of Care | _____ |
| 6. Education of the Person, their Support System, and the Community | _____ |
| 7. Professional Responsibility | _____ |

TOTAL MUST BE AT LEAST 200 (CCDP) or 100 (CCDP-D) HOURS _____

Supervisor's Name: *(Please Print)*

Supervisor's Phone Number

Supervisor's Signature *(with practice credential)*

Date

NOTE: If more than one employer must document current and relevant previous employment, photocopy this page for each employer.

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 CEB.
- 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 or 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 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;
 4. 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 CEB 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 legal action from being filed, prosecuted or completed;
4. 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 CEB 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 CEB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the CEB 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 CEB, which he/she knows or should have known, is false or misleading.

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

Code of Ethics for CCDP/CCDP-D Applicant

Form 4

Signature below denotes that applicant will adhere to the Code of Ethical Conduct and is free of any ethical or malpractice violation and ACCEPTS ALL OF THE PRINCIPLES OF MY PROFESSIONAL PRACTICE CREDENTIALING CODE OF ETHICS AND DISCIPLINARY PROCEDURE. Applicant understands the CCDP/CCDP-D is not a substitute or a replacement for the right to practice credential and is therefore NOT a license with which to practice substance abuse counseling. Applicant understands that LASACT must be notified if applicant relinquishes his/her practice credential or loses it for any reason.

I understand that the CCDP & CCDP-D Scope of Practice is intended for behavioral health professionals with experience and training in the integrated treatment of, and interactive relationship between, substance use and mental disorders. I will be required to maintain my practice credential, which will determine my scope of practice. The CCDP/CCDP-D will indicate my competency to work on an integrated team with an integrated treatment plan.

I understand that the CCDP & CCDP-D do not serve as practice credentials but as professional competency additions to the practice credential that I already hold.

Signature

Date

Release (*must be notarized below*)

Form 5

I hereby request that the LASACT Certification Examination Board grant the certificate to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with the CEB 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 file and any other pertinent data submitted or collected by CEB to officers, members, and staff of the aforementioned Board;

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

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

Signature: _____ Date: _____

Please print your name below as it should appear on your certificate.

Name

On this the _____ day of _____, 200_____, by me

_____ a notary public, the undersigned officer, personally appeared:

_____, known to me or satisfactorily proven to be the

person whose name is subscribed to the within instrument and acknowledged that she/he executed the same for the

purposes therein contained. In witness whereof, I hereby set my hand and official seal.

Sworn and subscribed before me this _____ day of _____, 20_____.

Notary Public **SEAL:**

Notary Public

Written Exam

Exam Content

The Job Task Analysis identified 7 performance domains for the Co-Occurring Disorders Professional (CCDP) credential. Within each performance domain there are several identified tasks that provide the basis for questions in the exam. There are 150 multiple-choice questions in the exam. Three and one-half hours are permitted to complete the exam.

Candidate Guide

The questions on the written exam were developed from the knowledge and skills in each domain identified in the Job Task Analysis. Multiple sources were utilized in the development of questions for the exams. Each question is linked to one of the knowledge and skills identified for each domain. The domains, knowledge and skill areas, sample test questions and a list of references are included in the Candidate Guide which is free of charge and available to anyone interested in and eligible to take the written exam. The Candidate Guide is available on the LASACT website (click on “Certification”).

Exam Dates

The written exam is held in March, June, September and December. Applicant will be notified of specific dates, times and locations once application is approved.

Special Exam Situations

Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing, to CEB no fewer than 60 days prior to the scheduled exam date. With the written request, you must provide official documentation of the disability or religious issue. Contact CEB on what constitutes official documentation. CEB will offer appropriate modifications to its procedures when documentation supports the need for them. If unable to provide CEB with proper notice, an effort will be made to accommodate.

Cancellation Policy for Written Exam

\$40 will be assessed unless a minimum of 30 day notice is given to CEB to cancel a reservation. There are absolutely no exceptions to this policy.

Retest of Examination

In the case of an unsuccessful written examination, applicant may retest.

Direct a written request for retest and a \$175 fee to CEB within 30 days of receipt of notification that he/she did not successfully complete the exam. CEB will notify the applicant of the next exam date. Applicant must take the exam within 1 year or 4 exam dates to keep application active.

CCDP Checklist *(Use this form as your Cover Sheet)*

Use the following checklist to assemble your portfolio for the CCDP Grandfathering Application:

- _____ 1. CCDP Checklist: (this sheet)
- _____ 2. Form 1: Completed CCDP/CCDP-D Application
- _____ 3. Form 2: Work Experience Information
- _____ 4. Form 3: Supervision Form completed by supervisor
- _____ 5. Form 4: Signed Code of Ethical Conduct
- _____ 7. Form 5: Completed Notarized Release Form
- _____ 8. Copy of license or practice credential
- _____ 9. Copies of Education/Training certificates for total of hours required
- _____ 10. Non-refundable fee payable to LASACT CEB
 - \$250 LASACT member, or
 - \$300 non-LASACT member

To be sent separately:

- _____ 11. Official college transcript sent directly from your college/university

Photocopy entire application for your records. Send original application, all required documentation, and payment to:

LASACT CEB
P.O. Box 80235
Baton Rouge, LA 70898-0235
(225) 766-2992
(225) 766-8552 – fax
email: admin@lasact.org
website: www.lasact.org