

CERTIFICATION EXAMINING BOARD OF LASACT, INC.

P.O. Box 80235 * Baton Rouge, LA 70898-0235

Phone: 225.766.2992 * Fax: 225.766.8552 * e-mail: ceb@lasact.org Website: www.lasact.org

TWO YEAR RENEWAL for TWO OR MORE CREDENTIALS

Date

Certificate Holders that have Two or More CEB Credentials for a Two-Year renewal:

Your add-on certificates expire August 3, 2020. Attached are the necessary re-certification documents for your two-year renewal:

- (1) Re-certification Requirements
- (2) Re-certification Application Form
- (3) Education Summary Form
- (4) Code of Ethics

If you are not currently a member of LASACT and join at the time you submit your re-certification application, you may pay the member rate to recertify. You can find a LASACT membership form on our webpage at www.lasact.org under the L A S A C T T a b / Membership. In addition to the discounted recertification fee, you are also entitled to discounts on all of our educational offerings including our Annual Conference. Many of your CEHs can be obtained by attending the LASACT Conference. The CEH requirements for individual credentials can be viewed under the Credentialing tab at www.lasact.org.

A generic IC&RC certificate is issued at no charge to you at the time of your renewal. You will now be able to reciprocity your credentials to another state that IC&RC recognizes. Also, you have the *option* of ordering an *official* international certificate for a fee of \$25.00 for each certificate ordered. This certificate will include your certification number whereas the generic certificate does not have this displayed.

Read all attached documents thoroughly and carefully so you will know exactly what you need to do to re-certify. *We will need to be notified if you plan to let these credentials lapse so that our files can be adjusted to reflect this decision.*

Again, please pay particular attention to the information about the continuing education hours that are required.

Sincerely,

Janice Rebstock

Janice Rebstock
CEB Chairman

JR:dcs

Attachments

Recertification Requirements (Page 2)
Application For Recertification (Page 3)
Summary of Continuing Education Hours (Page 4)
Code of Ethics (Page 5)
IC&RC Official Certificate Request Form (Page 10)

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Recertification Requirements For Two or More CEB Credentials for a Two-Year Period

AADC: If renewing at the same time as your CCDP-D, you need only to complete the combined application form and to include the appropriate fee. We will copy your application form and ADRA card to associate with your AADC file. Renewal of your LAC verifies that you have the necessary CEHs to renew your AADC.

AND

CCDP-D: After the initial certification period, renewal of your add-on certificates is required every two years. CCDP and CCDP-D recertification will require 40 hours of continuing education specific to integrated/co-occurring treatment services education/training (addiction with another mental health co-occurring topic). CCJPs require 40 hours in the required domains.

In-service hours will **not** be allowed.

1. Hours may be accrued up to 90 days preceding the certification cycle, if not used for the previous certification. If you have all of the necessary continuing education hours but miss the deadline for submission of your application for recertification, you have a 90-day grace period within which you may submit your application with a late fee.
2. If you do not have all of the necessary continuing education hours, your certification will lapse; however, you have one year from your expiration date within which to recertify by acquiring the needed hours plus prorated hours calculated at 1.67 hours per month from the expiration date to the date you submit your recertification application. You may contact us at ceb@lasact.org for assistance in calculating your hours and additional fees.

Education hours are offered at the Summer LASACT Conference each year. In addition, on the LASACT webpage at www.lasact.org under the LASACT tab at the bottom of the Mission Statement there is a link to the Distance Learning Center for Addiction Studies (DLCAS) which offers online courses that meet these requirements. Of course, you may take advantage of any other options available to you.

An Applicant for a two-year CEB recertification should submit the following documents and fees.

1. Application Form that LASACT will provide and that will be posted on web site www.lasact.org under the Credentialing tab.
2. Signed Code of Ethics Statement located at the bottom of the APPLICATION Form.
3. Copy of current ADRA card or other “right-to-practice” card.
4. For CCDP-D only: **Documentation of 40 hours of continuing education specific to the required domains during the two-year certification period;**
5. **Appropriate Fee determined from the following Fee Schedule:**
(Convenience Fees apply to Pay Pal/Credit Card Payments)

AADC/CCDP-D (More than one CEB Credential with the same expiration date for a 2-Year Renewal):

- \$150 to cover 2 certificates if you are a LASACT member
- \$305 to cover 2 certificates for Non-members
- \$50 late fee per application is required if application is sent after the expiration date.
- \$25 fee for each Official International Certificate ordered (*OPTIONAL*)

All fees are non-refundable.

You have a 90-day grace period to get the required materials in with the late fee; however, education hours may not be acquired during this period.

Certification Renewal Notices may also be sent out by e-mail. Please notify us of any changes to your e-mail address

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APPLICATION FOR RECERTIFICATION

2-YEAR PERIOD—Expires August 3, 2020

AADC/CCJP/CCDP and/or CCDP-D (Until August 3, 2022)

Name to appear on certificate(s) _____

Please Print Clearly

Address: _____

Street/Apt. #/ P.O. Box

City/State/ZIP

Phone: W _____ Cell _____ E-mail _____

Place of Employment: _____

Employers Address: _____

City

State

ZIP

Required Enclosures - check applicable statement:

____ Copy of **current ADRA Credentialing** Card or other masters level credentialing card showing expiration date of 12/31/2021. *Your renewal **cannot** be processed until we receive a copy of your card verifying that you hold a current and valid right to practice credential. **Do not send** your current LASACT credential card.*

Payment Options: Check applicable item

____ Online at www.lasact.org using PayPal **AND** fax application form to 225.766.8552. If a late fee is required, a separate PayPal payment must be made.

____ Check or Money Order for re-certification fee in the amount of \$ _____ Make check payable to LASACT/CEB. Mail to P.O. Box 80235, Baton Rouge, LA 70898-0235 **AND** attach required forms

____ Payment by Credit Card (use the form below or call information in to 225.766.2992 **AND** fax the required forms to 225.766.8552) or pay with Pay Pal by accessing www.lasact.org / Credentialing tab. (**Convenience Fees Apply to Credit Card / Pay Pal Payments**)

*If renewing **More than One** credential for a 2-year period*
(AADC/CCJP/CCDP and/or CCDP-D):

- LASACT members - send \$150

- Non-members - send \$305

- \$50 late fee per application is required if application is sent after the expiration date.
- \$25 fee for each Official International Certificate ordered (OPTIONAL)

Signature below denotes that applicant:

is currently active in the field of alcohol and substance abuse; is free of any ethical or malpractice violation; ACCEPTS ALL OF THE PRINCIPLES OF THE ADRA CODE OF ETHICS AND DISCIPLINARY PROCEDURE. Applicant understands that the AADC certificate is not a substitute or a replacement for the ADRA credential and therefore is NOT a license with which to practice substance abuse counseling.

Print Name Here _____ Signature _____

Date _____

Rev 6/2020

THIS FORM AND OTHER REQUIRED INFORMATION MUST BE POSTMARKED BY 2/3/2020 TO AVOID THE \$50 LATE FEE.

IF PAYING WITH CREDIT CARD:

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EXPIRE

NAME ON CARD: _____

DATE: _____

CARD #: _____ SECURITY CODE : _____ BILLING ZIP: _____

Certification Examining Board of LASACT
SUMMARY OF CONTINUING EDUCATION FOR RENEWAL
2 YEAR CERTIFICATION

Name: _____

Dates to be covered 8/3/2018 - 8/3/2020

Continuing Education Requirement: 40 hours in integrated services / co-occurring disorders / dual diagnosis between the dates of 8/3/2018 and 8/3/2020. **(AADC's do not need to complete this form)**

Date	Provider	Title	# Hours
		Total Hours	

Make extra copies as needed.

Instructions:

- ✓ Enter only one educational event per row.
- ✓ Provide the information requested in each column for each educational event.
- ✓ Number of hours must total a minimum of 40 for the period 8/3/2018 to 8/3/2020.
- ✓ Attach a copy of a certificate for each educational event listed. **Certificates must show** the provider, date(s), title of event, speaker/presenter, number of contact hours completed, and your name. Certificates without this information will be rejected. Title of educational event must indicate clearly that it is related to integrated services and/or co-occurring disorders.
- ✓ If college or university credit was given, hours are determined at the rate of 15 clock hours per semester credit hour.

THIS FORM MUST BE COMPLETED. MAKE EXTRA COPIES IF NECESSARY. DO NOT WRITE ON THE BACK. ALSO, SIMPLY SAYING "CERTIFICATES ATTACHED" IS NOT ACCEPTABLE