



## **Delaware Certification Board**

### Recertification Application

**Delaware Certification Board**  
298 S. Progress Ave., Harrisburg, PA 17109  
(717) 540-4456 Fax: (717) 540-4458  
[info@DelawareCertificationBoard.org](mailto:info@DelawareCertificationBoard.org) email  
[www.DelawareCertificationBoard.org](http://www.DelawareCertificationBoard.org)

## **TIPS:**

Three college credits are equivalent to 45 hours. A transcript (unofficial is OK for recertification) is required for proof of attendance. It can be a copy of your transcript for recertification.

Education for recertification must have been acquired no earlier than 2 years prior to your current expiration date.

You may apply for DCB Education Approval when prior application has not been submitted by the sponsoring organization. That approval application is found in this recert application.

**Multiple Credentials:** If you are recertifying more than one credential at this time, you may use the same education (provided it meets the requirements of the credentials). Multiple credentials will be charged the \$125 fee for the first credential you obtained and all other credentials you hold will be \$50 each to recertify. Example: If you received a CACD in 2000 and a CCDP in 2009, you will pay \$50 for the CCDP and \$125 for the CACD. The order of the recertification dates does not matter. If your CCDP recert is due prior to your CACD, you will pay \$50 for the CCDP and \$125 when the CACD is due.

## **Helpful Checklist**

The following should be included in your Recertification Application:

- \_\_\_\_\_ 1. Application page
- \_\_\_\_\_ 2. Release form (does not need to be notarized)
- \_\_\_\_\_ 3. Documentation of education (certificates, copy of transcripts, etc.)
- \_\_\_\_\_ 4. Application for DCB Education Approval (required only if education being submitted is not DCB approved)
- \_\_\_\_\_ 5. Code of Ethical Conduct signed and dated
- \_\_\_\_\_ 6. Non-refundable recertification fee

Keep a photocopy of your entire application. Send original application, copies of certificates of attendance, attachments, and fee to the DCB Office.

- 1. Recertification fees may be paid by check or money order (payable to DCB) All fees are non-refundable.
- 2. If there are problems with your application materials, you will be notified by mail or email, whichever you indicate on the application page. Please note phone notification is not an option.

**DCB**  
**298 S. Progress Avenue**  
**Harrisburg, PA 17109**  
**Phone: (717) 540-4456 Fax: (717) 540-4458**  
**Website: [www.DelawareCertificationBoard.org](http://www.DelawareCertificationBoard.org)**  
**Email: [info@DelawareCertificationBoard.org](mailto:info@DelawareCertificationBoard.org)**

# Continuing Education Requirements

CADC: 40 DCB approved hours relevant to addiction of which 20 must be addiction specific and 3 must be in ethics relevant to addiction. Education can be no earlier than 2 years prior to the expiration date.

CCDP: 45 DCB approved hours of co-occurring specific education including 3 in professional ethics and responsibilities received within the 2 year recertification cycle.

CCDP Diplomate: 40 DCB approved hours of co-occurring specific education including 3 in professional ethics and responsibilities received within the 2 year recertification cycle.

CCS: 6 DCB approved hours of education received within the 2 year recertification cycle.

## Recertification Fees

Recertification Fee (for original credential) is \$125. If you have more than one certification, you will pay \$50 recert fee at the time of recertification for certification(s) granted after the original one.

Recertification fees may be paid by check or money order (payable to DCB). All fees may be added together. All fees are non-refundable.

If there are problems with your application materials, you will be notified by mail or email, whichever you indicate on the application page. Please note phone notification is not an option.

A recertification application is considered late when any part of it has not been completed by the expiration date. 60 days are permitted to be late, after which no recertification is possible and applicant must reapply, meeting all current requirements.

## Recertification Time Period

The credential is valid for a 2 year period. To maintain the credential the individual must recertify every 2 years prior to the expiration date.

There is a 60-day grace period. If the recertification is not completed within 60 days after the expiration date, the individual will no longer hold an active credential. No claim of an active credential is permitted until the individual has recertified. An additional fee of \$25 is due if the recertification is late.

Recertification applications may be sent to DCB months early to avoid having your credential become inactive and not in good standing. This also helps in case there are problems that need to be resolved.

## Information

- **Recertification record keeping is the responsibility of the certified professional.** All recertification documents and application forms should be submitted together. Applicants should keep copies of everything submitted.
- **Education not properly verified is unacceptable.** Proper verification (i.e. certificate, letter of attendance, official or unofficial transcript) must include date of training, number of hours attended, title of training, sponsoring organization and your name.

# Education Sources

**E**ducation is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, and college/university credit courses and DCB approved distance education.

1. College/University course: Three college credits are equivalent to 45 hours.
2. Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
3. Agency workshops. Only approved agency workshops made available to the staff of other agencies or to other drug and alcohol professionals as well as to the sponsoring agency staff are acceptable toward recertification. Documentation of this must be made at time of seeking DCB Education Approval. DCB does not accept general staff meetings, supervision, staff rounds, or case management as examples of workshop education.
4. Distance learning courses may be acceptable with prior review and approval by DCB.
5. DCB approved CPR/First Aid and computer trainings are acceptable up to 6 hours.
6. DCB Approved Education may be found on the DCB website:

# Academic Courses

**A**cademic College/University courses which are relevant to the field of addiction are applicable towards recertification. All academic courses must be submitted by the certified professional for DCB Education Approval if college/university has not done so. Official or unofficial transcript of the course must be included as proof of attendance at the time of recertification.

# Out-of-State Education

**D**CB accepts education received outside of Delaware under the following conditions:

1. Education is relevant to addiction and meets the stated education requirement.
2. Appropriate documentation (certificate, letter of attendance, official or unofficial transcript) is provided.
3. If an out-of-state educational event was approved by the 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 education credit towards their own recertification.

The presenter will receive the same credit as the participant; and the presentation can be used for credit once in each recertification period, providing the training has received DCB Education Approval.

Trainings prepared for clients as part of treatment or informational and referral services are not applicable.

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).

Published work written by the certified professional and published by a legitimate and 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.

# Education Not Yet DCB Approved

**C**ertified professionals may apply for DCB Education Approval when prior application has not been submitted for DCB approval by the sponsoring organization. In doing so, certified professionals are not prohibited from attending educational offerings they wish to use towards recertification.

Certified professionals must apply for DCB Education Approval and supply appropriate information as requested.

An application for DCB Education Approval is included in this application.

# Lapsed Credential

**I**f recertification is not completed by the expiration date, individual is considered lapsed, the credential not in good standing and not active.

Lapsed certified professionals wanting to regain their credential must adhere to the following:

1. Complete the Recertification Application and meet the educational requirements.
2. Submit the appropriate recertification fee plus \$25 late fee.

Certified professionals who regain their credential through this process will maintain the same expiration date.

This process is effective for 60 days from the date of expiration. After 60 days, the individual must complete all phases of the initial certification process, meeting all current requirements.

# International Certificates

Addiction Professionals who hold a reciprocal level credential through DCB will automatically be issued an International Certificate by the International Certification & Reciprocity Consortium (IC&RC). You will receive an International Certificate at no charge. Your International Certificate will be issued directly from the IC&RC, and will come under separate cover than your DCB certificate. It will carry the same expiration date as your DCB credential. Each time you recertify your DCB credential, you will automatically be issued a new International Certificate.

The International Certificate provides an indication that you hold an international credential with DCB even though your credential is awarded to you by a state level credentialing board. The International Certificate provides this 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).

# Application for Recertification

DATE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

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

HOME ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)  
HOME PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

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

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

COUNTY: \_\_\_\_\_ EMPLOYER PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

**If there is a problem with your recertification, how would you like to be notified?**

**Mail** \_\_\_\_\_ **or** **Email** \_\_\_\_\_

Fees can be paid using a check or money order to "DCB."

<b>Fee checklist:</b>	\$ <u>125.00</u>	Recertification Fee
+	\$ _____	Late Fee (\$25), if applicable (recert completed after expiration date)
+	\$ <u>50.00</u>	Additional Credentials recertifying at this time
	\$ _____	<b>Total</b>

# 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 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 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:

2. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
3. 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;
4. 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;
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.

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

# 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 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: \_\_\_\_\_

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

\_\_\_\_\_

**This form does not need to be notarized**

# DCB Education Approval Application

For the individual only

**U**se this form if you are submitting education that is not DCB Approved.

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, then write the information in the space below. Include a certificate of attendance.

For home study courses, the entire course must be submitted for review.

For non-approved college course: Attach syllabus or course content and copy of transcript. A 3 credit course is 45 clock hours.

Name \_\_\_\_\_

1. Title of Training \_\_\_\_\_

2. Date of Training \_\_\_\_\_ 3. Number of Hours \_\_\_\_\_

4. Name and Credentials of Presenter(s) \_\_\_\_\_

\_\_\_\_\_

5. Summary of Training \_\_\_\_\_

\_\_\_\_\_

6. Name, Address, Phone Number, Contact Person of Sponsoring Organization or College

\_\_\_\_\_

\_\_\_\_\_