



# MHACBO

2209 Lloyd Ctr, Portland OR 97232-1315

(503)231-8164


E-Mail: mhacbo@mhacbo.com

## APPLICATION FOR CADC RECERTIFICATION

Name	Date
Address  I have changed addresses in the last 2 years	Personal Email  Please include me on the MHACBO Email List
City	Business email  Please include me on the MHACBO Email List
State	Home Phone
Zip	Work Phone
Highest level of degree received?	Current Employer (primary)
<p>I have not misused alcohol, marijuana or other drugs at any time during the two years immediately preceding this application. For those in recovery from a substance used disorder, I attest that I have not used alcohol, marijuana or other non-prescribed drugs during the two years immediately preceding this application. Additionally, I will abide by the current MHACBO Code of Conduct.</p> <p>Applicant Signature _____ Date _____</p> <p>To the best of my knowledge the above statement is true.</p> <p>Clinical or Administrative Supervisor _____ Date _____</p>	

### RECERTIFICATION APPLICATION CHECK LIST *(be sure to complete all of the following):*

- \_\_\_\_\_ Application Page (demographic data, include official documentation of any name changes)
- \_\_\_\_\_ Education Log - You must attach photocopies of certificates and/or transcripts to verify all education
- \_\_\_\_\_ \$175 Recertification Fee - Do not mail payment separately. Payment must accompany this application.
- \_\_\_\_\_ Extension request and any applicable fees if filing after the expiration of your certification.

Check if you are paying online by 

To pay online, please visit [www.mhacbo.com/paypal](http://www.mhacbo.com/paypal) (you do NOT need a PayPal account)

**This page MUST be completed**  
**Please do NOT write "see attached"**

## ACCBO RECERTIFICATION CONTINUING EDUCATION LOG

Name	Date	Certification Expiration Date
------	------	-------------------------------

You must attach photocopies of certificates and/or transcripts to verify all education

Course / Training / Workshop / College Course	Date: month/ year	Provider Sponsor Instructor	Category I or II?	Clock Hours
* Required Ethics Training (minimum 6 hours) - List Here				
TOTAL HOURS				

Certification is granted for a two year period. It may be renewed by recertification, a process designed to assist the CADC in maintaining and expanding competence. If your certification has lapsed, you must file for an extension (see Extension Policy below), otherwise your certification will expire. After the 120 day maximum extension period available, but before one year after your certificate has expired, you may reactivate your certification by submitting a completed recertification application and a \$50 reinstatement fee in addition to the \$175 recertification fee.

**All CADC's must complete 6 hours of Ethics continuing education as a part of their 40 hours of continuing education, in order to renew their certification. MHACBO will accept virtually all counseling related Ethics courses.**

1. The recertification applicant must demonstrate 40 clock hours of continuing education. This can be a college course work, workshops, in-services, trainings, or classes.
2. The recertification applicant must complete the Record of Training Education and attach all certificates or transcripts. Only training hours recorded on the log form accompanied by a certificate will be accepted. Program schedules, syllabuses, flyers will not be accepted.
3. Hours are broken down into two categories:

**Category I: Alcohol & Drug Counseling Education - minimum 20 hours-** *A&D Tx, Tx Planning, Dual Diagnosis, Special Populations in A&D Tx, Counseling methodologies focusing on substance abuse, Relapse Prevention, ASAM, methadone, ATOD Prevention, alcohol and drug specific behavioral health software training, ethics etc...*

**Category II: Counseling Education - maximum of 20 hours:** *Managed Care, Counseling Survivors of Trauma, Psychiatric Disorders, general college psychology coursework, social work coursework, general behavioral health software training, ethics etc.*

All 40 hours can be alcohol and drug specific training. Continuing Education hours do not necessarily have to be MHACBO approved.

4. You must submit the Application page, Training Record, attach copies of all certificates, and recertification fee to MHACBO by the expiration date of the certificate.
5. Once your recertification has been approved, you may view the online registry at [www.mhacbo.org/registry](http://www.mhacbo.org/registry) to check the status of your certification

## EXTENSION POLICY

Any CADC (CADC I, CADC II, CADC III) wishing to acquire an extension on expiring certification, must present a request for extension to the Board in writing to our office, or submit a request via the online submission form on our website. A no charge 30 day extension will be granted upon request. An additional 90 days (for a total of 120 days of extension from expiration of the certificate), may be granted at a cost of \$50.