



Dear Counselor,

According to the regulations adopted by the California Department of Health Care Services (formerly the Department of Alcohol & Drug Programs) on April 1, 2005, counselor certifications must be renewed every two years.

The state's regulations also require that you provide proof of continuing education hours, as specified, to renew. Enclosed is a copy of that part of the regulations for your reference. Continuing education that does not fall within the scope of Section 13055 (c) or (d) is unacceptable.

A certificate or document indicating the date(s) of attendance, the subject matter (in sufficient detail to determine compliance with the regulations), the hours of attendance, the location, signed and dated by the instructor or designated representative will be necessary for each course or subject you are submitting proof for *as required in Section 13035 of the state regulations referred to above.*

Please use the renewal checklist form and forward proof of your required forty (40) continuing education hours (please send copies and keep the originals for your records)/please note new requirement of **3 hours of Ethics & Confidentiality - CEUs MUST INCLUDE BOTH TOPICS, but may be included in one 3 hour training**, plus a check, money order or Visa/MasterCard payment for \$125 for CAODC; \$150 for COADC-A; \$175 for CAODC-CS, payable to "CADTP" & mailed with your application to the address below as soon as possible and no later than 30 days before the expiration date.

FOR YOUR CERTIFICATION TO BE RENEWED IN A TIMELY MANNER, THE RENEWAL INFORMATION MUST BE RECEIVED AT LEAST THIRTY DAYS PRIOR TO THE EXPIRATION DATE. When you have satisfactorily renewed, you will be issued a new certificate as a Certified Alcohol and Other Drug Counselor (CAODC) for a new two-year period.

Please complete the enclosed application, attach the appropriate CEU documentation, signed Uniform Code of Conduct; CADTP Code of Ethics, and payment and mail, fax, or email the complete package to CADTP.

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NOTE: CADTP Certification is accredited by the Institute for Credentialing Excellence (ICE)



Certification Renewal Form

Please include the following with this renewal application:

- Signed Uniform Code of Conduct; CADTP Code of Ethics
- 40 Hours Minimum of AOD Continuing Education dated within 2 years of your last expiration/application. (CAODC-CS add 6 hours of clinical supervision courses)
 - Includes 3 hours of Ethics and Confidentiality (may be combined in one training)
- Payment via check, money order or Visa/MasterCard of:
 - \$125 for CAODC;
 - \$150 for CAODC-Advanced;
 - \$175 for CAODC-Clinical Supervisor
- Renewal Form Completed

Please print clearly:

Name _____

Address _____ City _____ State _____ Zip _____

Phone/Cell _____ Driver License # _____ Last 4 of Social Security # _____

Email: _____ Employer (if any) _____

By signing below, I am confirming that I have not been suspended or revoked by any other certifying organization. Further, I understand that I am obligated to report any suspension or revocation by another certifying organization to CADTP. I also acknowledge having received a copy of the current Department of Health Care Services (DHCS) (formerly, ADP - Department of Alcohol & Drug Programs) Uniform Code of Conduct and the CADTP Code of Ethics and agree to adhere to both.

Your Signature: _____ Date: _____

CREDIT CARD INFORMATION (Master Card or Visa Only)

The information below to be shredded after your card has been charged; we do not keep your credit card information on file.

Please type or print legibly:

Full Name (as it appears on the card): _____

Full Billing Address: _____
Street number and name, City, State and Zip Code are required

Credit Card Number: _____

Expiration Date: _____ Card ID Number*: _____ Total Amount to be charged: \$ _____

*Card ID Number appears on the reverse side of the card as the last 3 numbers near the signature

Authorized Signature: _____

Daytime Phone Number (in case there is a question): _____