



California SUD Counselor Certification

***Candidate Handbook  
for the  
Substance Use Disorder Certified Counselor  
Application and Examination  
Revised July 1, 2018  
Updated January 1, 2019***

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## *Introduction*

### *About CADTP*

The California Association of DUI Treatment Programs, commonly referred to as "CADTP", is a non-profit, mutual benefit organization, which was originally formed as an association in 1986 and then incorporated in 1988. CADTP is self-supported through membership dues, association activities, and contributions. CADTP'S policies are established by a volunteer board of directors, which is elected from among those individuals who are the designated representatives of organizational members.

The mission of CADTP is to:

Provide California's licensed DUI treatment programs a collective voice with the Department of Health Care Services;

Promote the effectiveness of DUI treatment in reducing DUI offenses and enhancing public safety;

Protect the integrity of the statewide DUI treatment program system through advocacy, education and collaboration with Legislators, State and County officials and other community stakeholders; and

**Improve the quality of counseling services by being accredited to certify individuals providing counseling services to clients enrolled in substance use disorder [SUD] treatment programs.**

### *California Alcohol and Drug Counselor Certification Regulations*

On April 1, 2005, the California Department of Alcohol and Drug Programs, now called the Department of Health Care Services, adopted amendments to California regulations, i.e. Chapter 8, Division 4, Title 9, California Code of Regulations. The regulations apply to all individuals providing counseling services in a state licensed, contracted, or funded SUD program in California, all organizations certifying SUD counselors, and all SUD treatment programs. The regulations require that at least 30% of all SUD counselors be licensed or certified under the new requirements by April 1, 2010. All other SUD counselors must be registered. Licensed professionals in good standing are not required to obtain certification. Any SUD counselors that were certified as of April 1, 2005 by an approved counseling organization meet the requirements of the regulations, but must continue to maintain their certification.

The CADTP policies and procedures outlined in this Candidate Handbook follow the requirements of the regulations.

All certification organizations approved by the State of California Department of Health Care Services are required to maintain accreditation by the Institute of Credentialing Excellence / National Commission for Certifying Agencies (ICE/NCCA). Additional information on NCCA accreditation is available at <http://www.credentialingexcellence.org/ncca>.

## *CADTP Certification Board*

CADTP has established a Certification Board to oversee the Substance Use Disorder Certified Counselor (SUDCC) program. The Certification Board's responsibilities include the development of standards and policies and procedures for the SUDCC credential.

### *Required Registration*

In accordance with HSC Section 11833(b)(1), any individual who provides counseling services in a licensed or certified AOD program, except for licensed professionals, must be registered or certified with a DHCS approved certifying organization.

All certifying organizations approved by the State of California require individuals planning to register to become a certified SUD counselor must complete a nine (9) hour orientation course prior to being allowed to register. This orientation course consists of three (3) hours on Boundaries, three (3) hours on Confidentiality, and three (3) hours on Ethics.

CADTP requires registrants to attend three (3) hours of continuing education on the topic of Ethics and three (3) hours of continuing education on the topic of Confidentiality every year while registered. This can be done in a single combined class on the two subjects.

Registration is not equivalent to and is not an alternative to certification. Once you are registered you must complete the requirements for certification within five years, with the exception of a personal hardship where you may request an extension of an additional two (2) years.

To learn more about the registration process, please visit the CADTP web site at <http://www.cadtp.org/certification-forms>.

### *Certification*

CADTP'S Substance Use Disorder Counselor (SUDCC) credentials are designed to ensure a satisfactory level of competence for counselors working in SUD treatment programs.

CADTP has developed levels of certification to assess the knowledge and skills directly related to providing alcohol and other drug counseling services providing a career path for counselors to show advancement in their experience, education, and the provision of clinical supervision experience and expertise. These levels of certification demonstrate that certificants have the skills and experience needed to serve their clients and provides competency assurance to employers and the public. Individuals holding one of the levels of credentials are eligible to provide counseling services in substance use disorder treatment programs certified or licensed by the California Department of Health Care Services.

### *Certification Levels*

SUDRC-Substance Use Disorder Registered Counselor

SUDCC- Substance Use Disorder Certified Counselor

SUDCC II- Substance Use Disorder Certified Counselor – Advanced Experience

SUDCC III - Substance Use Disorder Certified Counselor – Advanced Experience and Bachelor Level Education

SUDCC III-CS - Substance Use Disorder Certified Counselor Clinical Supervisor

SUDCC IV: Substance Use Disorder Certified Counselor – Advanced Experience and Master Level Education

SUDCC IV- CS: Substance Use Disorder Certified Counselor Clinical Supervisor

### *Certification by Testing: Eligibility Requirements*

All candidates must complete the following requirements to earn the SUDCC credential.

1. Register with CADTP as an applicant for certification. Once registered, applicants have up to a maximum of five (5) years to complete the remaining requirements, with the exception of a personal hardship where you may request an extension of an additional two (2) years.
2. Complete a minimum of 315 hours of formal classroom education in the areas specified in the California regulations (Section 13040). The education should be obtained in a program approved in the regulations. Any other education must be obtained at an accredited post-secondary institution and must be pre-approved by CADTP.
3. Complete of 160 hours of documented “supervised” training in an alcohol or other drug (SUD) setting (see regulations for more detail).
4. Complete 2,080 hours or more of paid or unpaid counseling services in an SUD program. This experience can be obtained prior to, after, or at the same time as the education and supervised training required above.
5. Submit a signed statement documenting whether any prior certification as an SUD counselor has ever been revoked. CADTP will verify this.
6. Submit the signed agreement to abide by CADTP’S Standard California SUD Counselor Code of Conduct/Code of Ethics.
7. Payment of the non-refundable examination and certification fees. All applicants must pay a seventy five (\$75) registration fee (if not already registered), a one hundred seventy five dollar (\$175) examination fee and a one hundred seventy five dollar (\$175) certification fee at the time of application. All fees are nonrefundable.
8. Submit one photograph (2" X 2", passport style head and shoulder view) as described on the examination application form.
9. Achieve a passing score on the examination.

All candidates must document the following requirements to earn the advanced level certifications:

**SUDCC II- Substance Use Disorder Certified Counselor – Advanced Experience**

Has met the requirements of the SUDCC and has 5 years or 10,000 hours of SUD work experience.

**SUDCC III - Substance Use Disorder Certified Counselor – Advanced Experience and Bachelor Level Education**

Has meet the requirements of the SUDCC II and holds a bachelor's degree in SUD or related field.

**SUDCC III-CS - Substance Use Disorder Certified Counselor Clinical Supervisor**

Has meet the requirements of the SUDCC III, has completed 40 hours of Clinical Supervisor specific education and has 2 years' experience in the direct supervision of SUD Counselors.

**SUDCC IV: Substance Use Disorder Certified Counselor – Advanced Experience and Master Level Education**

Has meet the requirements of the SUDCC III and holds a master's degree in SUD or related field.

**SUDCC IV- CS: Substance Use Disorder Certified Counselor Clinical Supervisor**

Has meet the requirements of the SUDCC IV, has completed 40 hours of Clinical Supervisor specific education and has 2 years' experience in the direct supervision of SUD Counselors.

***Eligibility Appeals***

If your application is rejected based on failure to meet the eligibility requirements and you feel that the determination is incorrect, you may appeal to the CADTP Certification Board. To request reconsideration, a written request must be submitted within thirty (30) calendar days of the postmark on the returned application. The Certification Board will review the application and make a determination concerning eligibility within thirty (30) days of receipt of the appeal. If you disagree with the Certification Board's determination regarding eligibility a final appeal request may be submitted in writing to the CADTP Board of Director's Chair within 30 days of receipt of the Certification Board's decision. The Board of Directors will review the matter at its next regularly scheduled meeting and will issue a decision in writing to the applicant/candidate within thirty (30) calendar days of the meeting. All decisions of the Certification Board of Directors are final.

***Registration Extensions***

Section 13035 (f) (2) of Chapter 8, Division 4, Title 9, California, Code of Regulations allows an ICE/NCCA accredited certifying organization, at its sole discretion, to provide the registrant additional time beyond the original five (5) year registration period. This additional time is to be granted for a leave of absence due to a medical problem or other hardship.

CADTP will consider a request for extension based on the nature of the medical condition or other hardship, and will require documentation from the registrant proving the hardship. The length of the extension will be determined based on the time legitimately needed to resolve the hardship, but in no case will it be allowed to exceed a total of 24 months.

## **Application Procedures**

Registration forms, exam applications, and the signed Code of Ethics may be submitted via mail, express delivery, scan and email or fax. Applications may be downloaded at <http://www.cadtp.org/certification-forms> or can be sent to the applicant who requests a copy from the CADTP office.

CADTP's email address is [info@cadtp.org](mailto:info@cadtp.org). The mailing address is: 1026 W. El Norte Pkwy. PMB 143 Escondido CA 92026. The fax number is (866) 621-2286.

Only complete registration and application forms (including fees) will be processed. Incomplete applications will be returned. Applications for original registration and certification are accepted on an on-going basis. Please allow 3-4 weeks for processing. Applicants for renewal will be informed, in writing, of the due date for renewal.

All information regarding education and passage of the exam are verified in writing. Original transcripts are required for the former and written report from the examining entity for the latter. All training and experience is verified by CADTP by contacting the involved supervisor(s) and requesting written verification.

All information included in the application is kept confidential and will not be disclosed unless required by law. (See the Confidentiality Policy.)

Applicants will receive a letter from CADTP confirming the acceptance of their registration and/or application. Exam applicants are instructed to bring the letter with them to the exam location along with their photo identification.

## **Application Process for Registration and/or Certification**

### ***Overview***

Only candidates with approved applications are considered eligible for the certification examination. Applicants will be notified by mail of their approval along with confirmation of the testing date, time and location approximately two weeks before the examination date.

### ***Deadlines***

Applications for registration and certification are accepted on an on-going basis. Please allow three to six weeks for processing. Incomplete applications will be returned.

### *Verification*

All information provided in the applications is verified by CADTP staff. Educational achievements require a transcript from the educational institution. Training and work experience will be verified by contacting the involved supervisor(s) or employer(s) in writing with a request for a written verification. CADTP will verify that registration or certification has not been revoked or suspended by DHCS or any other DHCS approved certifying agency prior to issuing registration or certification.

### *Fees*

All applicants must pay a seventy five (\$75) registration fee. Certification applicants must pay a one hundred seventy five dollar (\$175) examination fee and a one hundred seventy five dollar (\$175) certification fee at the time of application and be paid by check, money order or credit card. If it is necessary to re-take the examination, an additional one hundred and seventy five dollar (\$175) fee will be charged. All fees are nonrefundable.

### *Submission*

Applications for the SUDCC exam and certification may be submitted via the U. S. Postal Service, express delivery, email or fax. Forms are available at <http://www.cadtp.org/certification-forms> or will be sent to candidates who request a copy from the CADTP office. Only complete application forms (including fees) will be processed. Incomplete applications will be returned.

### *Eligibility Notification*

Candidates will receive confirmation from CADTP by either postal and/or email confirming acceptance of their examination application. All candidates must bring this letter to the examination site. Once confirmation has been received, the candidate can download the IC&RC Candidate Guide for the IC&RC Alcohol and Drug Counselor Examination at <http://internationalcredentialing.org/examprep>.

### *Certification Status*

The appropriate Substance Use Disorder Certified Counselor credential will only be awarded to individuals who pass the certification examination and meet all other certification requirements including all training and experience requirements. Certification is awarded for a period of two years. Individuals who receive a letter indicating they have passed the exam and met all other certification requirements may use the initials SUDCC after their name, display their certificate and identify themselves as a Substance Use Disorder Certified Counselor. Certificants who allow their certification to lapse may no longer use the SUDCC credential.

### *Directory of Certificants & Credential Verification*

As required by California law, CADTP will maintain a Directory of Certificants as described below:

CADTP shall maintain an automated electronic database, containing a record for each registrant or counselor the organization has certified. The record shall document: (1) Completion of all education and work experience required pursuant to Section 13040 and Section 13055; (2) Certification to provide counseling services in an SUD program; (3) Renewal of certification; (4) Investigation and outcome of the investigation of any complaints alleging violations of the code of conduct developed pursuant to Section 13060; and (5) Temporary suspension or revocation of certification pursuant to Section 13065; and (6) The final outcome of any appeal of temporary suspension or revocation adjudicated pursuant to Section 13070.

The database is publicly available at <http://www.cadtp.org/counselors/>. The information contained in the database is updated each working day and is kept current at all times. CADTP retains the information kept in the database for 5 years from the date of initial certification, denial, last renewal, temporary suspension, or revocation, whichever occurs last.

Individuals may also contact CADTP via phone at (800) 464-3597 to verify an individual's certification status.

## **Examination Administration**

### ***Introduction***

Successful passage of the IC&RC Alcohol and Drug Counselor Examination is required to earn the Substance Use Disorder Certified Counselor (SUDCC) credential, which is a multiple-choice test that assesses an individual's competence in the major responsibilities in each role of the Addictions Treatment Counselor's job role.

### ***How the Exam was developed***

The development of a valid examination begins with a clear and concise definition of the tasks, knowledge, skills, and abilities needed for competent job performance. Using interviews, surveys, observation, and group discussions, IC&RC works with Subject Matter Experts (SMEs) in the field to delineate critical job components. The knowledge and skill bases for the questions in the examination are derived from the actual provision of services in the field.

Examination questions are written by certified individuals or those otherwise deemed as SMEs in the field. SMEs are trained in item writing best practices and assisted by IC&RC's professional testing company when writing questions. All examination questions are in a multiple choice format with three or four response options. One of these options represents the BEST response and credit is granted only for selection of this response.

### ***When to Take the Exam***

Examinations are administered via Computer Based Testing (CBT). Paper and pencil test administration is not available. Candidates taking CBT examinations will be required to test at a designated IQT center. On the day of testing, candidates are required to bring a valid, government issued photo ID and their Candidate Admission Letter to the testing center.

Candidates are highly encouraged to read the Candidate Admission Letter in its entirety to be aware of all IQT testing policies and procedures.

A list of all IQT testing centers can be found at this link: <http://www.isoqualitytesting.com/mlocations.aspx> or by calling IQT toll free at 866-773-1114.

CBT exams begin with a brief tutorial and end with a brief survey. Extra time is allotted to complete the tutorial and survey. A demonstration of the CBT examination format can be found at: <https://www.iqtesting.com/Default.aspx?Function=SampleExam&Exam=8>.

If you have to reschedule or cancel your examination you must do so five days before your examination is scheduled by calling 1-800-947-4228. You may not be more than 15 minutes late to the exam or you will forfeit your non-refundable examination fee. Once you have taken your online examination you will receive your test score immediately. If you pass the examination you will need to submit the results along with your certification application. If you do not pass the examination you may take the exam again in 90 days after paying a \$175.00 re-test fee. Contact CADTP to pay for your re-test.

Once you are approved to take the exam you will receive a letter in the mail with the phone number you are to call to schedule your testing date.

CBT exams can only be cancelled or rescheduled 5 days or more PRIOR to a scheduled examination date. Cancelling or rescheduling an exam is done directly through IQT's website at [www.iqtesting.com](http://www.iqtesting.com) *only after the application for credentialing has been approved.*

Complete instructions for cancelling or rescheduling an examination are listed below. For technical assistance, please contact IQT at (866) 773-1114 (toll free).

### *User Instructions*

1. Visit [www.iqtesting.com](http://www.iqtesting.com).
2. Select "**Exam Registration.**"
3. Log in using the username and password provided to you in your pre-registration email. If you forgot your password, click the "forgot password" link and it will be emailed to you.
4. Select "**IC&RC**" from the organization drop down menu and click the "**Next**" button.
5. Reschedule an exam, click "**edit.**" This will cancel your current exam date and prompt you to immediately select a new date.
6. To cancel an exam, click "**cancel.**" Once your exam is cancelled, you can log on to [www.iqtesting.com](http://www.iqtesting.com) at a later date to select a new examination date. Please note, your designated testing window to take the exam will remain the same.
7. An email confirmation will be automatically sent to you when you cancel or reschedule your examination.

You will be required to pay a rescheduling or cancellation fee to IQT before you are able to reschedule or cancel your exam. Acceptable forms of payment are Visa, MasterCard or American Express.

You are unable to reschedule or cancel an examination less than 5 days PRIOR to your scheduled examination. Exceptions are made only for the following four reasons: jury duty, death in immediate family [one] within 14 calendar days of the examination date, illness or medical complication within 14 calendar days prior to the examination date OR military deployment.

If one of these four reasons prevents you from testing, you must contact IQT directly and provide sufficient documentation of the event that has occurred. Documentation must be submitted to IQT within 14 calendar days of your missed examination. There will be no additional fee incurred under these circumstances. IQT can be reached toll free at 866-773-1114.

If you fail to arrive for your examination at the scheduled time, do not have the proper identification, or your Candidate Admission Letter, you will not be permitted to sit for your exam. You will be considered a “No-Show,” your examination fees will be forfeited, and you will be required to re-register and pay all fees to your IC&RC Member Board prior to sitting for the exam. Candidates who miss their scheduled examinations must reschedule with CADTP.

### *Examination Rules and Security*

Failure to follow candidate instructions or conduct that results in violation of security or disruption of the administration of an examination may result in dismissal from the examination, voided examination scores, and forfeiture of examination fees.

Examples of misconduct include, but are not limited to:

- Writing on anything other than the authorized scratch paper provided at the administration site
- Looking at other candidate's examination
- Discussing examination content before, during, or after administration, orally, electronically or in writing with any person or entity.
- Copying or removing examination information from the testing area
- Use of cellphones or other electronic devices

Candidates may not attend the examination only to review or audit test materials. No unauthorized persons will be admitted into the testing area. All examination content is strictly confidential. Candidates may only communicate about the examination, using appropriate forms provided within the examination delivery system.

No books, papers, or other reference materials may be taken into the examination room. An area will be provided for storage of such materials.

No questions concerning the content of the examination may be asked during the examination period. The candidate should listen carefully to the directions given by the proctor and read the examination directions carefully.

### *Special Accommodations*

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to CADTP. With the written request, the candidate must provide official documentation of the accommodation requested. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last three years. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous three months.

CADTP will offer appropriate modifications to its procedures when documentation supports the need. All requests for special accommodations must be submitted to CADTP prior to scheduling your examination. You will receive further information on scheduling your examination with accommodations once your board has reviewed and approved the accommodation request.

### *Scoring of Exams*

#### Receiving Scores:

All scores are reported to the examination taker and to CADTP. IC&RC does not have the authority to release scores. This process takes approximately four to six weeks for CBT exams. Preliminary computer based exam scores are provided to candidates immediately following completion of the exam. Candidates seeking their official scores should contact CADTP.

#### Reporting Scores

Scores are reported on a scale ranging from 200-800 with a 500 passing. The minimum scaled passing score is 500 for all examinations. Candidates are provided with official score letters that report a final scaled score and the percentages of items answered correctly in each content domain.

#### Scaled Scores

Scaled scores are created when the number of questions answered correctly is mathematically transformed so that the passing score equals 500 on a scale starting at 200 and ending at 800.

This transformation is very similar to converting inches to centimeters. For example, a 10 inch ribbon is also 25.4 centimeters long. The length of the ribbon has not been changed, only the units of measurement to describe its length.

The use of scaled scores allows for direct comparison of exam scores from one form of the examination to another. For security purposes, IC&RC keeps multiple forms of each examination in circulation at all times. Candidates are randomly assigned a form. The use of scaled scores

allows IC&RC to report scores for every form of an examination using the same scale of 200-800 with a 500 passing.

The use of scaled scores does not influence whether a candidate passes or fails an examination. The passing of an IC&RC examination is always incumbent on achieving the minimum passing score as it is determined in the process below.

### Determining a Passing Score

Passing scores for IC&RC exams are not based on a percentage of questions answered correctly.

Instead, IC&RC uses a Modified Angoff Study to determine a cut score for each examination. The Angoff method uses a systematic and documented approach to establish accurate, reliable, and legally defensible pass/fail scores.

Cut scores are determined by a panel of Subject Matter Experts (SMEs) that are working in and have demonstrated expertise in the field. SMEs work with our professional testing company to discuss the specific knowledge, skills, and abilities needed to demonstrate minimum competence.

The SMEs evaluate and rate the difficulty of each question. These ratings are then combined to determine the final cut score for the exam. The final cut score is subsequently transformed to an equivalent scaled score. All examination questions are weighted equally.

### Use of Multiple Exam Forms

For every IC&RC exam, there are multiple forms of the same examination. Each form will use different questions but test the same content. Examination forms are updated and replaced on a continuous basis to ensure the security and integrity of the examination.

The use of multiple forms for the same exam will not make it easier or more difficult for candidates to pass one form of the examination. IC&RC's testing company uses statistical data on each test question to evaluate the difficulty of each examination form. The examinations are constructed in order to minimize variations in difficulty from one form to another. The passing scores for each examination form are adjusted accordingly to account for any differences in form difficulty.

### Use of Pretesting Items

On each IC&RC exam, there are unweighted items that do not influence final scores. Unweighted items are also called pretest items. Pretest items are not identified on exams and appear randomly on all exam forms. Pretest items do not influence final scores or pass/fail status. IC&RC uses pretest items to pilot newly written questions to ensure item quality prior to its addition to an examination as a weighted question.

Pretesting provides verification that the items are relevant to competency, measure proficiency and helps ensure the quality of future examinations. Pretest items do not influence a candidate's score and protect candidates against poorly-performing items.

## Failing Scores

Candidates who do not pass their examination are provided with percentages of correctly answered items in each content domain to better focus future study efforts. For security reasons, candidates will not be provided with their raw score (total number of questions answered correctly), total percentage of questions answered correctly, or a copy of the examination to review.

Effective May 1, 2017, candidates needing to retake an examination must wait 90 days after the original test date. To schedule a retake and clarify the mandatory waiting period, candidates should contact CADTP.

Candidates failing the exam are allowed to retake the exam up to four (4) consecutive times under the following conditions. After four consecutive failed attempts, candidates are required to take remedial action, which is at the discretion of the Certification Board, but must include additional study and review of “Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice”, Technical Assistance Publication Series 21(TAP 21), published by the Substance Abuse and Mental Health Services Administration, United States Department of Health and Human Services.

If the candidate fails a fifth attempt, the Certification Board will mandate a 180 day waiting period requiring the candidate to have their knowledge of TAP 21 competency requirements evaluated by an accredited Alcohol and Drug Study program in an accredited community or state college or university, and require documentation of this evaluation confirming the candidate has demonstrated sufficient knowledge of competency requirements to pass the exam.

It is important to note that because the number of questions contained within each domain of the examination varies, adding or averaging the percentage correct scores in each domain will NOT be an accurate reflection of a candidate’s overall examination score.

## Appeals, Examination Grievances, Test Disclosure, and Retakes

### Appeals

All examination scores are final. Examination scores cannot be appealed. Candidates may request a second verification of their examination score within 30 calendar days of taking their exam. To initiate this process, complete the Hand Score Request Form found at <http://www.internationalcredentialing.org/forms> and return it to IC&RC.

IC&RC’s testing company will hand score the examination against the master key and send the results directly to candidates. There is a \$60.00 fee for this service that is paid directly to IC&RC.

### Examination Grievances

Candidates who believe an unusual event or condition related to the administration of their examination caused a significant adverse effect on their performance during their examination may submit a grievance regarding the exam administration to IC&RC for investigation.

Grievances must be submitted to IC&RC within 14 calendar days of the examination. Grievance statements must be submitted in writing, dated, and signed. Grievance statements must be accompanied by the IC&RC Exam Administration Grievance Form found at [www.internationalcredentialing.org](http://www.internationalcredentialing.org). Information to include in the grievance statement should include, but is not limited to:

- Title of exam
- Examination date
- Name and location of testing center
- Name of proctor on duty (if known)
- Detailed explanation of the situation
- Impact the situation had on exam performance

IC&RC will then investigate the specifics of the testing situation. When warranted, candidates will be offered a free retake. An exam grievance will not challenge the design or content of an examination nor overturn a failing score. There is a fee for this service. Candidates that are offered free retakes will be refunded their grievance fee.

### Test Disclosure

Candidates should be aware that IC&RC exam security and item banking procedures do not permit candidates access to exam questions, answer keys, or other secure materials related to the examination. Candidates that have questions or comments about a specific examination question should request a Comment Form from their examination proctor during a paper and pencil exam or click the Comment On This Question button for CBT exams. Candidate comments will be reviewed by IC&RC for consideration. Candidates will not be contacted regarding their comments.

### Test Retakes

Effective May 1, 2017, candidates needing to retake an examination must wait 90 days after the original test date. To schedule a retake and clarify the mandatory waiting period, candidates should contact CADTP.

The mandatory waiting period cannot be waived under any circumstances.

In addition, effective May 1, 2017, after four consecutive failed attempts, CADTP must require candidates to take remedial actions before a subsequent testing attempt. The required remedial actions are at the discretion of the board, so candidates who fall into this category are urged to contact CADTP for details.

### Examination Content

The 2013 IC&RC Alcohol and Drug Counselor Job Analysis identified four performance domains for the IC&RC Alcohol and Drug Counselor Examination. Within each performance domain are several identified tasks that provide the basis for questions in the examination.

Candidates will note that the final 13 questions on the exam all relate to a single case study, which is presented with those questions in the end of the exam.

<b>Domains*</b>	<b>Weight on Exam</b>
Domain I: Screening, Assessment, and Engagement	23%
Domain II: Treatment Planning, Collaboration, and Referral	27%
Domain III: Counseling	28%
Domain IV: Professional and Ethical Responsibilities	22%

### Retaking the Test

Candidates who fail the exam may re-take the test. Each test session requires a \$175.00 re-examination fee.

### *Recertification/Renewal*

As mandated by the California Department of Health Care Services, recertification or certification renewal is required for all certificants every 2 years. Certificants will be informed, in writing, of the due date for renewal at least 60 days prior to their expiration date. The renewal program is designed to enhance the continued competency of SUDCC certificants by requiring 40 hours of approved continuing education during each 2 year renewal cycles. All continuing education hours must meet the requirements of Section 13055, Chapter 8, Division 4, Title 9, California Code of Regulations.

CADTP agrees with the State requirement that certification be renewed every 2 years. The requirement will provide the certificants with the motivation to stay abreast of trends and developments in substance abuse and counseling.

Prior to renewing certification, CADTP will review the certificant's record to determine if his/her certification has been revoked during the previous certification period. If the SUD counselor's previous certification was revoked, the certifying organization shall deny renewal of certification and shall send the SUD counselor a written notice of denial of renewal.

Individuals attending approved training courses must complete the entire training course to be awarded the appropriate number of continuing education units (CEU's) provided by the course of instruction. Partial credit of continuing education hour's credit are not approved.

**Example:** Training course provides three (3) hours of instruction for three (3) continuing education units. Individual only attends one (1) or (2) hours of the training session, their attendance will be considered incomplete and no CEU's will be awarded.

### *Notification*

Once all renewal requirements are met and certification has been renewed CADTP will issue a renewal letter and written certificate to the individual stating that certification has been renewed. Please allow 4 weeks for your renewal to be processed.

### *Requirements*

Proof of continuing education hours must be submitted for renewal. The following documentation is required for each course:

- ✓ Date(s) of attendance
- ✓ Subject matter (in sufficient detail to determine compliance with the regulations)
- ✓ Hours of attendance, location, and the signature and date of the instructor or designated representative.

This documentation and the renewal fee must be sent to CADTP no later than 4 weeks before the certification expiration date.

If CADTP denies renewal, it shall send the certificant a written notice of denial. The notice shall specify the counselor's right to appeal the denial in accordance with the provisions of Section 13070.

CADTP requires written proof of completion of the continuing education from all applicants for renewal. The proof must be issued by the institution or organization offering the CEU's and must indicate the attendee's name, date(s), number of hours, subject matter and be signed by the instructor or authorized representative.

### *Continuing Education*

The primary purpose of continuing education is to maintain and enhance the quality of substance abuse treatment services provided to the public. This is best accomplished by restricting continuing education to professional development courses that directly address the counseling and treatment of substance abuse and related disorders.

#### Acceptable Continuing Education Providers

There are many different types of CEU Providers. However, not all of them are qualified to teach (or provide trainings) that pertain to the substance use disorder counseling field, i.e. trainings that directly address the counseling and treatment of substance abuse and related disorders.

CADTP will only accept CEUs from its network of approved CEU Providers (listed on our website), your employer if they are an approved CADTP CEU Provider, other DHCS California Certification Organizations, a government agency, or an organization contracted by a government agency.

### Acceptable Continuing Education Topics

To renew certification, CADTP requires each certified SUD Certified (SUDCC) Counselor to complete a minimum of forty (40) hours of continuing education. The 40 hours must include three (3) hours of Ethics & Confidentiality, during each two-year period of certification.

Topics must meet the standards established in §13055, Chapter 8, Division 4, Title 9, California Code of Regulations requirements:

- Curriculum contained in TAP 21
- Ethics & Confidentiality
  - All counselors must attend at least three (3) hours of Ethics & Confidentiality. This may be done in one three-hour course, but the CEU certificate must indicate both topics. One may decide to attend a two-hour course of Ethics and a one-hour course of Confidentiality, this would be acceptable, so long as both topics are covered in at least three hours of time. Ethics courses must be on SUDCC Code of Ethics; Confidentiality must be on the federal regulations 42 CFR Part 2 and/or HIPPA.
- Provision of Services to special populations as it relates to SUD Counseling (e.g., co-occurring disorders, PTSD, individuals with disabilities, etc.)
- Communicable diseases including tuberculosis, HIV disease and Hepatitis C as they relate to SUD Counseling
- Prevention of Sexual Harassment
- Driving Under the Influence
- Counseling skills such as Motivational Interviewing, Cognitive Behavioral Therapy, etc.

### On-Line CEU Courses

CADTP will accept on-line CEU courses from web based CEU providers listed on our website as CADTP approved providers. CEU's gained on-line must meet the topic and hourly requirements. Choose your on-line courses carefully.

CADTP will only accept 10 hours of CEU's from an on-line source gained each day. The exception is CEU's that are designated as bundled together and noted as a single course with a specific number of hours on one certificate. For example:

1. A 40 hour bundle would be acceptable as it is one course taken overtime and is documented on one certificate.
2. If more than 10 hours on multiple certificates are submitted with the same date only 10 CEU hours would be accepted for that date.

## Unacceptable Continuing Education Topics

Not all topics relate to counseling persons in SUD services. All CEUs submitted to CADTP are subject to approval. Just because it says CEU on the document doesn't mean it means CADTP standards. Listed below are some examples of unacceptable CEUs.

- Improving Customer Service- while important to your employer it is not a counseling issue
- Communication Skills- unless the curriculum specifically relates to SUD counseling
- Law & Ethics (or jurisprudence)-good topic, but too general, must be on SUD Code of Ethics
- Confidentiality - unless the curriculum specifically relates to SUD counseling
- Diabetes or other health education - unless the curriculum specifically relates to counseling those with health issue and Substance Use Disorders
- CPR and/or First Aid – while these are important skill and your employer may require you to be certified in CPR/First Aid these are not counseling topics

## Continuing Education Topics for Counselor Supervision (CS) Credential

Six (6) hours of Continuing Education on supervision topics are required every two (2) years to maintain the SUDCC-CS credential. These are inclusive, not additional to, the 40 hours required for SUDCC. What exactly are supervision CEU topics? These are subjects that help the supervisor mentor counselors in the SUD field. Topics or issues which help the supervisor run the program do not qualify as CS CEU's. While those subjects are important to the business they don't help the supervisor mentor, coach, or train their counselor subordinates.

For more information please feel free to contact us.

For a list of CADTP approved providers visit our website at <https://www.cadtp.org/approved-ceu-providers> .

Continuing education hours must meet the requirements of Section 13055, Chapter 8, Division 4, Title 9, California Code of Regulations. A copy of the Code will be sent to each certificant along with their renewal reminder letter.

### *Fees*

All recertification applicants must pay a recertification fee. The recertification fee is due at the time the recertification application is submitted and must be paid by check, money order or credit card. All fees are nonrefundable.

### *Failure to Renew*

Those who fail to renew their certification will be listed at the database indicated above as "expired". Since employees are required to ask their employers to place a copy of their

certification in their personnel file, it is assumed that employers are aware of the expiration and no separate notification is sent to them.

Certifications that have expired within twelve months of the expiration date can be renewed, retroactive to the original renewal date, upon receipt of proof of the required continuing education and fee. Certifications that have expired for more than twenty four (24) months cannot be renewed, but may be reinstated by meeting the current eligibility requirements and passing the exam.

## *Uniform Code of Conduct & Code of Ethics*

All certification candidates must complete an attestation that they will adhere to the following Code of Conduct and Code of Ethics:

### **STANDARD UNIFORM CALIFORNIA SUD COUNSELOR CODE OF CONDUCT**

Adopted: May, 2012

The current California Regulations<sup>1</sup> governing registrants and certified alcohol and other drug (SUD) counselors require each certifying organization (CO) to develop a code of conduct which establishes “minimum” standards<sup>2</sup> that are designed to safeguard the rights of clients in SUD programs and facilities. CO’s may impose more stringent standards<sup>3</sup> that do not conflict with the standards contained within this Uniform Code of Conduct.

#### **Principle 1:**

Registrants and Certified SUD Counselors shall conduct themselves in an honest, forthright and professional manner. Registrants and Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a registrant or counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;
- c. Refusal or failure to provide proper identifying registration, credential, certification or license where appropriate or required (e.g., when offering or providing SUD counseling services, on business cards, on informational or marketing materials, etc.);
- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in Business and Professions Code sections 17200, et seq.

#### **Principle 2:**

Registrants and Certified SUD counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-- exploitive and lawful manner, and are prohibited from:

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<sup>1</sup> California Code of Regulations (CCR) Title 9, Division 4, Chapter 8, Sections 13000, et seq., as enacted April 1, 2005.

<sup>2</sup> CCR Title 9, Div. 4, Chap. 8, Section 13060.

<sup>3</sup> CCR Title 9, Div. 4, Chap. 8, Section 13060(f).

- a. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- b. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- c. Engaging in a business relationship with clients, patients, program participants, residents and/or other persons significant to them within one year from the termination of the counseling relationship;
- d. Physically, verbally, sexually harassing, threatening or abusing other staff members, clients, patients, program participants, residents and/or other persons significant to any of the above;
- e. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public.

**Principle 3:**

Registrants and Certified SUD counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements and patient/client records access. Registrants and Certified SUD counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to, Title 42 Code of Federal Regulations Part 2, Child Abuse, Elder Abuse and Public Safety laws and Regulations;
- b. Failing to maintain records consistent with the nature of the services being rendered;
- c. Refusing or denying patient/client access to charts and records as required by law;
- d. Violating, attempting to violate or conspiring to violate any law or regulation governing SUD registrants, certified or licensed SUD counselor.

**CADTP CODE OF ETHICS FOR  
Certified and Registered Substance Use Disorder Counselors  
Adopted: September 1, 2009  
Revised: November 13 2017**

This Code of Ethics must be signed by all California Registered and/or Certified counselors certifying with CADTP. This Code of Ethics incorporates all of the standards contained in the California Certified SUD Counselors Uniform Code of Conduct, and will be used by the State of California Department of Health Care Services (DHCS) in enforcement of regulations contained in Chapter 8, Division 4, Title 9, California Code of Regulations, Sections 13000, et seq, relating to the registration and certification of alcohol and other drug (SUD) counselors - Uniform Code of Conduct.

This Code of Ethics shall prohibit registrants and certified alcohol and other drug (SUD) counselors from violating any of the following standards:

1. I shall comply with this Code of Ethics as well as the Code of Conduct, if any, which has been duly adopted by any agency I am employed by in the alcohol and other drug field.
2. I understand this Code of Ethics shall prohibit me from securing a certification or registration by fraud, deceit, or misrepresentation on any application submitted by me to a certifying organization for certification or registration whether engaged in by an applicant for certification or registration or in support of any application for certification or registration.
3. I am prohibited from providing counseling services, attending any program services or activities, or being present on program premises while under the influence of any amount of alcohol or illicit drugs. As used in this subsection, "illicit drugs" means any substance defined as a drug in Section 11014, Chapter 1, Division 10, Health and Safety Code, except:
  - i. Drugs or medications prescribed by a physician or other person authorized to prescribe drugs in accordance with Section 4036, Chapter 9, Division 2, Business and Professions Code, and used in the dosage and frequency prescribed; or
  - ii. Over-the-counter drugs or medications used in the dosage and frequency described on the box, bottle, or package insert.
4. Gross negligence or incompetence in the performance of alcohol and other drug counseling.
5. I am prohibited from discriminating against program participants, patients, residents, or other staff members based on race, religion, age, gender, disability, national ancestry, sexual orientation, or economic condition.
6. I shall make no misrepresentation as to the type or status of certification or registration held by me, or otherwise misrepresenting or permitting misrepresentation of my education, professional qualifications, or professional affiliations to any person or entity, and failure to state appropriate certification or licensure initials, numbers and/or level of registration or certification on business cards, brochures, websites, etc.
7. I acknowledge that I am prohibited from any impersonation of another counselor, registrant, or applicant for a certification or registration, or, in the case of a counselor, allowing any other person to use my certification or registration.
8. I will not aid or abet any uncertified or unregistered person to engage in conduct for which certification or registration is required.
9. I acknowledge that this Code of Ethics prohibits me from providing services beyond the scope of my registration or certification as an AOD counselor or my professional license,

if the individual is a licensed counselor as defined in §13015 of the regulations. the individual is a licensed counselor as defined in §13015 of the regulations.

10. I shall not intentionally or recklessly cause physical or emotional harm to any client.
11. I will not initiate or perpetrate the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions, or duties of a counselor or registrant.
12. I shall not engage in any form of sexual relationship with a client or with a former client within two years from the termination date of therapy with the client, soliciting sexual relations with a client, or committing an act of sexual abuse, or sexual misconduct with a client, or committing an act punishable as a sexually related crime, if that act or solicitation is substantially related to the qualifications, functions, or duties of an alcohol and other drug counselor.
13. I shall not engage in a social or business relationship with clients, program participants, patients, or residents or other persons significant to them while they are in treatment and exploiting former clients, program participants, patients, or residents, and will refrain from engaging in any such relationship for a period of two years after their treatment or services have been concluded.
14. I shall not verbally, physically, or sexually harass, threaten, or abuse any program participant, patient, resident, their family members, other persons who are significant to them, or other staff members.
15. I shall protect any program participant's, any patient's, or any resident's right to confidentiality, and I shall not fail to maintain confidentiality, except as otherwise required or permitted by law, including but not limited to the Code of Federal Regulations, Title 42, Part 2, as well as any applicable "Notice of Privacy" regulatory requirements required by the Health Insurance Portability & Accountability Act of 1996 [HIPAA].
16. I will not participate or engage in any form of advertising that in reasonable probability, will cause an ordinarily prudent person to misunderstand or be deceived; (ii) makes a claim either of professional superiority or of performing services in a superior manner, unless that claim is relevant to the service being performed and can be substantiated with objective scientific evidence; or (iii) make a scientific claim that cannot be substantiated by reliable, peer reviewed, published scientific studies.
17. I will maintain and protect client and other confidential records consistent with sound professional judgment and within the standards of the AOD profession and the nature of services being rendered.
18. I will not willfully deny access to client records as otherwise provided by law.
19. I shall cooperate with complaint investigations and will respond to requests for information during complaint investigations as long as disclosure of such information

does not violate the confidentiality requirements of Title 42 of the Code of Federal Regulations.

20. I understand that any act of gross negligence or incompetence in the performance of alcohol and other drug counseling on my part will result in appropriate sanctions [suspension or revocation] against my registration or certification.
21. I shall not attempt to provide counseling or education services, attend any other type of program activity or service, or be present on program premises while under the influence of any mood-altering substance.
22. I shall be responsible for completing the continuing education requirements for alcohol and other drug counselors prescribed in Title 9 of the California Code of Regulations and approved by CADTP and for providing proof of same as requested.

This Code of Ethics may be amended or revised as needed. I understand and agree that it is my responsibility to inform CADTP, in writing, of any changes to my mailing address. CADTP will notify any registrants or certified counselors, in writing, via email and via CADTP's website within 60 days of any changes to the Code of Conduct.

## *Discipline and Appeals*

CADTP follows the disciplinary procedures mandated by Section 13060, Chapter 8, Division 4, Title 9, California Code of Regulations

All individuals certified by CADTP are required to comply with the Standard Uniform California SUD Counselor Code of Conduct and the CADTP Code of Ethics. Complaints regarding violations by any individual certified by CADTP should be filed directly with the State of California Department of Health Care Services (DHCS). DHCS will investigate all complaints and send its findings and recommendations to CADTP.

Documentation received during the course of an investigation will be retained in the certificant's file and will be available for review in the case of any future complaint. Individuals with any personal involvement in the potential violations or individuals who have any conflict of interest will not be permitted to be part of the disciplinary process.

### *Disciplinary Procedure*

- a) Investigations may be initiated by CADTP, any SUD program, or any individual. SUD programs are required to report any alleged violation of the code of conduct specified in Section 13060 within 24 hours to the California Department of Health Care Services (Department) and to the individual's certifying organization. Reports must be made directly to the Department by telephone, in writing, or by any automated or electronic means, such as e-mail or fax.
- b) Complaints must include facts concerning the alleged violation. The Department will investigate each alleged violation.
- c) Within ninety (90) days of receipt of the request for investigation, the Department shall send a written order to the certifying organization specifying what corrective action (if any) it shall take, based on the Department's investigation and the severity of the violation.
- d) If the Department orders CADTP to temporarily suspend or revoke a counselor's certification or registration, the certifying organization shall so inform the counselor and the SUD program employing the counselor or registrant in person or by telephone, with written notification to follow, immediately upon receipt of the written order from the Department. The written notification shall inform the counselor or registrant of his/her right to administrative review pursuant to Section 13070.
- e) The same day that CADTP sends written notification to the counselor or registrant, it shall document in its database (pursuant to Section 13075) the violation alleged, the outcome of the Department's investigation, and what action CADTP took based on the Department's investigation.
- f) If the Department does not order temporary suspension or revocation, within ten days of receipt of the written order from the Department, CADTP shall send written notification to

the counselor or registrant and the SUD program employing him/her, informing him/her of the results of the investigation.

### *Administrative Review (Appeal)*

- a) The Department may initiate administrative review if CADTP registers or certifies an individual whose previous registration or certification was revoked.
- b) A counselor or registrant whose registration or certification was denied, temporarily suspended, or revoked may request an informal review by sending a written request for review to the Director, Department of Health Care Services, 1501 Capitol Avenue, MS4000, Sacramento, California 95814.
- c) The written request for review shall be postmarked within fifteen (15) working days of the date of the written notice of denial, temporary suspension, or revocation. The written request for review shall state:
  - 1) The alleged violation of the code of conduct which is at issue and the basis for review.
  - 2) The facts supporting the request for review.
- d) Failure to submit the written request for review shall be deemed a waiver of administrative review.
- e) Within fifteen (15) working days of receipt of the request for review, the Director or the Director's designee shall schedule and hold an informal conference to review the Department's determination, unless:
  - 1) The counselor or registrant waives the fifteen (15) day requirement, or
  - 2) The Director or the Director's designee and the counselor or registrant agree to settle the matter based upon the information submitted with the request for review.
- f) At the informal conference, the counselor or registrant shall have the right to:
  - 1) Be represented by legal counsel,
  - 2) Present oral and written evidence, and
  - 3) Explain any mitigating circumstances.
- g) The representatives of the Department who conducted the investigation shall and their attorney may:
  - 1) Attend the informal conference, and
  - 2) Present oral and/or written evidence and information substantiating the alleged violation.

- h) The informal conference shall be conducted as an informal proceeding.
- i) Neither the counselor or registrant nor the Department shall have the right to subpoena any witness to attend the informal conference. However, both the counselor or registrant and the Department may call witnesses to present evidence and information at the conference.
- j) The proceedings of the informal conference may be recorded on audio tape by either party.
- k) The Department shall mail its decision to affirm, modify, or dismiss the notice of denial, suspension, or revocation to the counselor or registrant. The decision shall:
  - 1) Be postmarked and mailed no later than fifteen (15) working days from the date of the informal conference.
  - 2) Specify the reason for affirming, modifying, or dismissing the suspension or revocation.
  - 3) Include a statement notifying the counselor or registrant of his/her right to appeal the decision made at the informal conference in accordance with Chapter 5 (commencing with Section 11500) Part 1, Division 3, Title 2 of the Government Code.
- l) The counselor or registrant may appeal the decision made at the informal conference by submitting a written request to the Director of the Department of Health Care Services, 1501 Capitol Avenue, MS4000, Sacramento, California, 95814, postmarked no later than fifteen (15) working days from the date the decision was mailed. Upon receipt of the request for appeal, the Department shall
  - 1) Request the Office of Administrative Hearings to set the matter for hearing, and
  - 2) Notify the counselor or registrant of the time and place of the hearing.

Failure of the counselor or registrant to submit a written request to appeal the decision made at the informal conference postmarked within 15 working days from the date the decision was mailed shall be deemed a waiver of further administrative review and the decision of the Director or the Director's designee shall be deemed final.

## **Confidentiality**

All information provided to CADTP by applicants for certification is considered confidential. No unauthorized access to certification files will be permitted unless granted in writing by the applicant.

For confidentiality purposes, neither the Examination Coordinator [CCAPP], nor CADTP will provide score reports over the phone, by fax or through e-mail. Score reports will be issued only to the candidate. Candidates who wish score reports be released to an employer must authorize the release in writing.

Records will be released as required for legal proceedings as requested in writing by the court or applicant/candidate/certificant's legal counsel.

## **Nondiscrimination**

CADTP does not discriminate on the basis of race, color, age, gender, national origin, ancestry, religion, disability or marital status.

## **Change of Name / Address**

Please send all changes to CADTP in writing at the address in this handbook.

## **Application Form**

Application forms may be requested by contacting CADTP or may be downloaded at [http://www.cadtp.org/downloads/exam\\_application.pdf](http://www.cadtp.org/downloads/exam_application.pdf).

## **Questions and Additional Information**

Please contact CADTP directly with any questions regarding the Substance Use Disorder Certified Counselor certification at the address shown below:

California Association of DUI Treatment Programs  
1026 W. El Norte Pkwy PMB 143 Escondido, CA 92026  
Phone: (800) 464-3597 Fax: (866) 621-2286  
Email: [info@cadtp.org](mailto:info@cadtp.org)

