

# RADT REGISTRATION HANDBOOK 2026

A Complete Guide to Becoming a  
Registered Alcohol and Drug Technician (RADT)

Published by CCAPP Credentialing



# Launch Your RADT Trainee I Journey with the 10-Hour Orientation

Starting as an RADT Trainee I begins with the 10-Hour Orientation Course.

This training covers ethics, boundaries, confidentiality, and electronic health records. It must be completed before your application can be finalized. Once finished, you'll be ready to register and begin your career path.

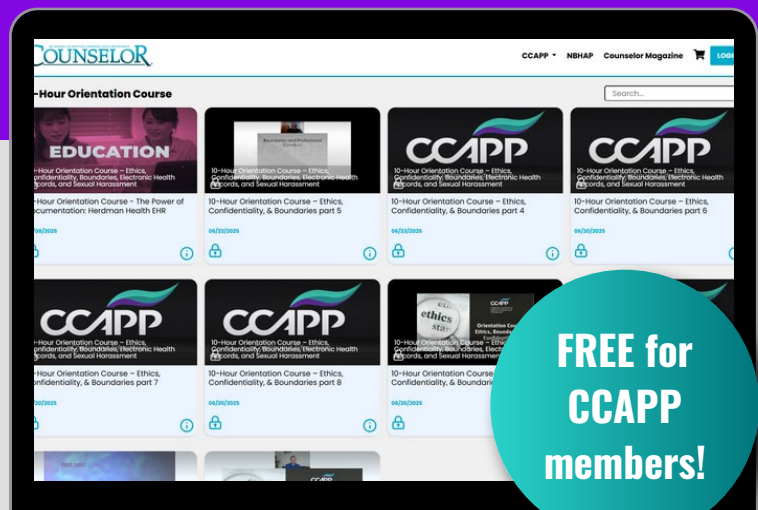


## How to Enroll:

Go to CCAPP Credentialing's RADT page and click the purple "10-Hour Orientation" box, or visit Counselor CE Hub and scroll to "10-Hour Orientation Course" under Categories.

Enroll in all 10 courses in order. Each builds on the last and fulfills the requirement.

Complete the sequence, save your verification, and upload it with your RADT Trainee I application.



**FREE for  
CCAPP  
members!**



Your future in counseling starts here.  
**Start your orientation today!**

Enroll now to meet your RADT Trainee I requirement! 

For More Information:  (800) 564-5927

 [ccappcredentialing.org](http://ccappcredentialing.org)



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# INTRODUCTION NOTE

## CCAPP Welcome Message

“You’ve chosen a path that **makes a difference** — thank you for starting it with us.”

**Substance Use Disorder (SUD) counseling is a vital and growing field in California’s behavioral health system. As a Registered Alcohol and Drug Technician (RADT), you are entering a profession that directly impacts lives, supports recovery, and strengthens communities.** Whether you’re just beginning your journey or advancing through the RADT career ladder, this handbook is your all-in-one resource for understanding the registration process, meeting education requirements, and staying on track toward your professional goals.

This guide was created by CCAPP Credentialing to help you navigate each step with clarity and confidence. It includes detailed instructions, timelines, application checklists, and answers to common questions—all in one place.

A Registered Alcohol and Drug Technician (RADT) is an entry-level professional in the field of Substance Use Disorder (SUD) counseling. RADTs play a vital role in supporting individuals on their

recovery journey, working under supervision while gaining the education and experience needed to advance in the profession.

The California Consortium of Addiction Programs and Professionals (CCAPP) is the largest certifying organization for SUD counselors in California. We set professional standards, approve education providers, and manage the RADT registration process.

**By registering with CCAPP, you join a network of professionals committed to ethical practice, cultural responsiveness, and continuous learning.**



Your dedicated CCAPP team.

# The RADT Career Ladder

## Your RADT Journey Starts Here

Becoming an RADT means more than filling out an application—it's a commitment to growth, ethics, and service. There are four levels of RADT registration. Each level builds on the last, guiding you toward becoming a fully certified counselor.

### KEY TAKEAWAYS:

- You will complete structured education and training that prepares you to work in supervised clinical settings.
- You will maintain active registration through annual renewals and continuing education, building toward full professional status.

## CAREER LADDER & REQUIREMENTS

<div> <div>RADT Trainee I</div> <div>RADT Trainee II</div> <div>RADT Intern</div> <div>Certified Alcohol &amp; Drug Counselor (CADC)</div> </div>			
Level	Description	Education Requirement	Renewal Cycle
RADT Trainee I	Entry-level registration. Must complete orientation and begin formal education.	10-hour orientation + 80 hours in 6 months	1 year
RADT Trainee II	Renewed registration. Continues education toward certification.	50 hours/year toward 315-hour total	1 year
RADT Intern	Completed formal education. Actively working toward certification.	315 hours complete + 25 CE hours/year	1 year
Certified Counselor (CADC)	Final goal. Fully registered and qualified to practice independently.	Certification requirements vary	N/A

**Important:** You must complete the full registration process within 5 years of your initial RADT Trainee I registration. Extensions may be granted for documented hardships.

# Annual Education Requirements

Stay on track with your registration by completing the required education each year.

## Why Annual Education Matters

As a Registered Alcohol and Drug Technician (RADT), your education doesn't stop after your initial registration. Each year, you must complete a set number of hours to maintain your registration and continue progressing toward full professional status.

These requirements ensure that you stay current with best practices, legal standards, and emerging trends in the field of Substance Use Disorder counseling.



### RADT Trainee I

**Applies at time of first renewal**

**Requirement:** 80 hours of AOD education & 10-hour orientation

Topics must include:

- California Code of Regulations Title 9 §13040 (a)(1)-(5)
- AB 2473 core competency topics

**Deadline:** Before submitting your renewal application



### RADT Trainee II

**Ongoing annual requirement until 315 hours are completed**

**Requirement:** 50 hours of AOD education per year

Must be from CCAPP-approved or DHCS-recognized providers

All hours count toward the 315-hour total required for RADT Intern status



### RADT Intern

**Applies after completing 315 hours of formal education**

**Requirement:** 25 hours of continuing education (CE) annually

Same provider and topic standards apply

Maintain documentation for renewal purposes



### Tips for Staying on Track

- Use a personal spreadsheet or Certemy's tracking tools to log your hours
- Choose courses that align with your career goals and meet CCAPP standards
- Don't wait until the last minute—spread your education throughout the year
- Keep digital copies of all certificates and transcripts



California Consortium of  
Addiction Programs and  
Professionals

# RADT TRAINEE I CAREER GUIDE



## Step 2 – Complete Your 80-Hour Core Competency Education

You're officially an RADT Trainee I. Congratulations! Now it's time to complete Step 2 on your path to becoming an RADT Trainee II.

## RADT TRAINEE I (STEP 2)

### Member Benefits

- Free 10-hour Orientation Course
- Free CE's & Exam Prep Materials
- Career Planning Resources



### What You Need to Do:

Complete 80 hours of Core Competency Education as outlined in HSC Section 11833(b) through a CCAPP-approved education provider.

### Deadline:

You must finish and upload proof of completion within 6 months of your initial registration.

### How to Verify:

- Upload your transcripts to Certemy.
- If your school is not listed as CCAPP-approved, submit an official letter on school letterhead that includes:
  - Dates of course completion
  - Course descriptions that meet core competencies
  - Signature from a school official

### Upload Your Proof:

Submit your documentation directly in Certemy before the deadline.

## 01

# RADT TRAINEE I – GETTING STARTED

## Your Complete Guide to Succeeding as an RADT Trainee I with CCAPP



“I was nervous at first, but once I started my training, I knew I’d found my purpose.”

### 1) Welcome to the Field!

As an RADT Trainee I, you’re stepping into a profession that demands compassion, ethics, and a commitment to learning. You’ll be working in supervised environments while completing your education, gaining hands-on experience, and building the foundation for your future as a certified counselor. This stage is about orientation, preparation, and setting yourself up for success.

### 2) Application Requirements in Certemy

To apply for RADT Trainee I, you must complete the following steps in Certemy:

- ✔ Complete a **10-hour Orientation Course**. Topics include ethics, boundaries, confidentiality, sexual harassment, DEI, and LGBTQIA2+ inclusion.
- ✔ Sign the **CCAPP Code of Conduct**. Required during the application process.
- ✔ Sign the **DHCS Code of Conduct**. Required during the application process.
- ✔ Agree to the **Registrant Scope of Practice**. Review and sign in Certemy.
- ✔ Upload a **Government-Issued ID**. Accepted forms include driver's license, passport, or state ID.
- ✔ Submit a **Completed Application**. All steps must be completed in Certemy.
- ✔ Pay the **\$100 Application Fee**. Non-refundable. Required before review begins.

### 3) What Happens After You Apply

Once your RADT Trainee I application is submitted, your journey officially begins. The next phase focuses on completing your initial education and preparing for your first renewal. On the next page, you’ll find a clear timeline of what to complete, when to complete it, and how to stay compliant during your first year.

# Education Timeline & Renewal Steps

## What to Know Before Your First Day

Starting as a RADT Trainee I is your official entry into the field of **Substance Use Disorder counseling**. Before you begin working or training, there are a few key things to understand:

- You are required to complete 80 hours of formal education within 6 months of registration.
- You must follow a defined scope of practice and work under supervision at all times.

## RADT TRAINEE I STEPS:



### Step 1: Complete 80 Hours of Core Competency Education

- Must be completed **within 6 months** of initial registration
- Use a **CCAPP-approved education provider**
- Upload transcripts in Certemy

If your school is not listed, submit a letter with:

- Dates of completion
- Course descriptions
- Signature from a school official



### Step 4: Acknowledgment

CCAPP will confirm receipt **within 7 days**

You'll receive:

- Timeline for review
- Contact information for support



### Step 7: No Response Consequences

If no response within 30 days, your renewal review is terminated

You must submit a new application to re-register



### Step 2: Completion Notification

CCAPP will verify your education **within 45 days**

If incomplete, you'll be notified and must complete missing hours before your 1-year registration expires



### Step 5: Decision

CCAPP will respond **within 45 days**

Possible outcomes:

- Approved: 1-year renewal
- Denied: With appeal instructions
- Incomplete: With correction instructions



### Step 3: Prepare for Renewal

Apply **at least 120 days** before registration expires

Submit:

- Renewal application
- Proof of 80-hour completion (or missing hours)
- Renewal fee



### Step 6: Respond if Incomplete

You have **30 days** to submit missing documentation

CCAPP will respond **within 15 days**

## 02

# RADT TRAINEE II – CONTINUING YOUR EDUCATION

Your Complete Guide to Succeeding as an **RADT Trainee II** with CCAPP



“Balancing work and education isn’t easy, but every hour I complete brings me closer to my goal.”

## 1) The Phase That Prepares You for Practice

**At this stage**, you’ve completed your initial 80 hours of core competency education and successfully renewed your registration. Now, you’ll continue building toward the 315-hour requirement for RADT Intern status.

## 2) Application Requirements in Certemy

**To apply for RADT Trainee II**, you must complete the following steps in Certemy:

- ✔ Complete **50 hours of college-level AOD education**. Must be from a CCAPP-approved school
- ✔ Sign the **CCAPP Code of Conduct**. Required during the application process.
- ✔ Sign the **DHCS Code of Conduct**. Required during the application process.
- ✔ Agree to the **Registrant Scope of Practice**. Review and sign in Certemy.
- ✔ Upload a **Government-Issued ID**. Accepted forms include driver’s license, passport, or state ID.
- ✔ Submit a **Completed Application**. All steps must be completed in Certemy.
- ✔ Pay the **\$100 Application Fee**. Non-refundable. Required before review begins.

## 3) Building Toward Your 315-Hour Goal

**As an RADT Trainee II**, you’ve renewed your registration and are now working steadily toward the 315-hour education requirement. The next page outlines your annual education expectations, renewal process, and how to track your progress as you move closer to RADT Intern status.

# Education Timeline & Renewal Steps

## What to Know Before Advancing

**RADT Trainee II is the second step in your registration journey.** At this stage, you've completed your initial 80 hours of core competency education and successfully renewed your registration. Now, you'll continue building toward the 315-hour requirement for RADT Intern status.

- You must complete a minimum of 50 hours of AOD education annually
- All education must be from CCAPP-approved or DHCS-recognized providers

## RADT TRAINEE II STEPS:



### Step 1: Attain Trainee II Status

- Complete all **80 hours of AB 2473 education** (Topics 1-12)
- Submit a renewal application as outlined in the RADT Trainee I steps
- Upon approval, you become an **RADT Trainee II**



### Step 2: Begin Annual Education Toward Certification

- Complete **50 hours of AOD education per year**
- Use a **CCAPP-approved or DHCS-recognized provider**
- Ensure coursework counts toward the **315-hour requirement**



### Step 3: Track Progress Toward 315 Hours

- Maintain a **cumulative record** of AOD education hours
- You must reach **315 total hours** before advancing to RADT Intern



### Step 4: Maintain Active Registration

Renew registration **every 12 months**

Submit:

- Renewal fee
- Proof of education (minimum 50 hours/year)



### Step 5: Advance to RADT Intern

Once you've completed **315 hours of AOD education**:

- Apply for **RADT Intern** status
- Submit documentation of completed education
- Meet any additional intern-level requirements

## 03

# RADT INTERN – PREPARING FOR PROFESSIONAL PRACTICE

Your Complete Guide to Succeeding as an **RADT Intern** with CCAPP



“Now that I’ve finished my coursework, I finally feel like I’m stepping into the role I’ve been working toward.”

## 1) Your Role as an Intern

**RADT Intern status** means you’ve completed your formal education and are actively working toward becoming a fully certified counselor. This is a transitional phase where you’ll gain supervised experience, complete continuing education, preparation, and setting yourself up for success.

## 2) Application Requirements in Certemy

To apply for **RADT Intern**, you must complete the following steps in Certemy:

- ✔ Completed **315 hours of college-level AOD education**. Must be from a CCAPP-approved school.
- ✔ Sign the **CCAPP Code of Conduct**. Required during the application process.
- ✔ Sign the **DHCS Code of Conduct**. Required during the application process.
- ✔ Agree to the **Registrant Scope of Practice**. Review and sign in Certemy.
- ✔ Upload a **Government-Issued ID**. Accepted forms include driver’s license, passport, or state ID.
- ✔ Submit a **Completed Application**. All steps must be completed in Certemy.
- ✔ Pay the **\$100 Application Fee**. Non-refundable. Required before review begins.

## 3) Preparing for Full Registration

**Now that you’ve completed your formal education**, your focus shifts to continuing education and active engagement in the certification process. On the next page, you’ll find a breakdown of your annual CE requirements, renewal steps, and what to expect as you work toward becoming a fully certified counselor.

# Education Timeline & Renewal Steps

## What to Know Before Stepping into Practice

RADT Intern is the third and final step in your registration journey. This stage is about staying active, staying compliant, and preparing for full registration or certification.

- You must complete 25 hours of continuing education (CE) annually
- You must remain actively engaged in the certification process.

## RADT INTERN STEPS:



### Step 1: Attain Intern Status

- Submit documentation verifying **315 hours of AOD education**
- Meet any additional intern eligibility requirements
- Receive confirmation of upgrade to RADT Intern status



### Step 2: Actively Work Toward Certification

- Stay engaged in the certification process
- Prepare for the written exam
- Complete practicum & work experience
- Submit any additional documentation requested by your certifying organization



### Step 3: Complete 25 Hours of Continuing Education Annually

- Complete **25 hours of AOD-related CEs** every 12 months
- Courses must be from **CCAPP-approved or DHCS-recognized providers**
- Maintain documentation for renewal



### Step 4: Maintain Active Registration

Renew registration **annually**

Submit:

- Renewal fee
- Proof of 25 CE hours
- Any updates required by your certifying organization



### Step 5: Track Your 5-Year Registration Limit

- The **5-year clock** starts from your initial RADT Trainee I registration
- You must achieve full registration within this timeframe
- Failure to do so will result in expiration and restart requirement
- Hardship extensions may be available with documentation

# Education Requirements & AB 2473

Understanding the foundation of your training as a Registered Alcohol and Drug Technician.

## What Is AB 2473?

**Assembly Bill 2473 (AB 2473)** is a California law that updates the educational standards for Alcohol and/or Other Drug (AOD) counselors. Effective January 1, 2026, it ensures that all registered professionals receive consistent, high-quality training aligned with the needs of today's behavioral health system.

**AB 2473** is enforced by the California Department of Health Care Services (DHCS) and applies to all certifying organizations and counselor registrants.

Group	Requirements
First-time registrants (after July 1, 2025)	Complete 80 hours of core competency education within 6 months + 50 hours of AOD education annually
Registrants before July 1, 2025	Must document core competency education by the time of initial certification
Master's degree holders	Exempt from core competency requirement (psychology, social work, MFT, counseling)

## CORE COMPETENCY TOPICS

Under AB 2473, all first-time registrants must complete education in the following areas:

- DSM (current edition)
- ASAM Criteria
- Cultural responsiveness (including disability inclusion)
- Case management and care coordination
- Electronic health record systems (EHR)
- Medication Assisted Treatment (MAT)
- Clinical documentation
- Co-occurring disorders (mental health + SUD)
- Confidentiality and ethics
- Professional boundaries
- Behavioral health system navigation

These topics are designed to prepare you for real-world clinical settings and ensure ethical, inclusive, and effective care.

## Terminology Updates

**First-year counselor:** Has not yet renewed registration

**Counselor:** Has renewed registration at least once

## Registration & Review Timelines

- Submit renewal applications at least **120 days** before expiration
- Certifying organizations have **45 days** to approve, deny, or mark applications incomplete
- If marked incomplete, you have **30 days** to respond
- Once corrected, applications are reviewed **within 15 days**



# Fees, Policies, & Time Limits

## Registration Fees

As of **August 1, 2025**, the following fees apply to all RADT levels:

Action	Fee	Notes
Initial Application	\$100	Required before review begins
Annual Renewal	\$60	Due with renewal application
Expedited Application (RADT Trainee I, CCAPP Program Members only)	\$100	Must include orientation certificate and Expedite Request Form

All fees are non-refundable, even if your application is denied or incomplete.

## Refund Policy

- Fees cover the cost of processing your application
- Payment does not guarantee approval
- Refunds are not issued under any circumstances once payment is submitted

## 5-Year Registration Limit

**All RADT registrants** must complete the full registration process within 5 years of their initial RADT Trainee I registration date.

### What This Means:

- Your 5-year clock starts the day you first register as a RADT Trainee I
- You must reach full registration (RADT Intern or beyond) before this deadline
- If you do not complete the process, your registration will expire and you must start over

## Hardship Extensions

**In some cases, you may apply for a hardship extension of up to 2 additional years.**

### Requirements:

- Submit a **Registry Hardship Initial Application**
- Provide **documentation** explaining the hardship
- CCAPP will review and may approve a **limited extension**



### Stay Ahead of the Clock!

Renewals and deadlines sneak up fast—set calendar reminders and check Certemy regularly to avoid delays or lapses in registration.



### Your Future Is Worth the Investment

Every fee you pay and every hour you complete brings you closer to becoming a certified professional. The time and effort you are investing into your future will be worth it.



## Key Resources and Contact Information

Your journey as a Registered Alcohol and Drug Technician is a commitment to ethical care, lifelong learning, and meaningful impact. Whether you're just starting out or preparing to advance, CCAPP is here to guide you every step of the way.

## Helpful Links and Support

Explore your next steps and access the tools that support your growth as a RADT.

Resource	Details	Access Link or Location
<b>Certemy Application Portal</b>	Submit applications, renewals, and upload documents	<a href="#">Go to Certemy</a>
<b>10-Hour Orientation Course</b>	Required 10-hour training for RADT Trainee I	<a href="#">Go to Counselor CE Hub</a>
<b>AB 2473 Crosswalk &amp; Requirements</b>	Compare new competencies with traditional 12 Core Functions	<a href="#">View Crosswalk</a>
<b>CCAPP Credentialing Website</b>	Full details on registration, education, and certification	<a href="#">Visit CCAPP Credentialing</a>
<b>Information Request Form</b>	Submit questions or request support	<a href="#">Contact CCAPP Credentialing</a>

## Contact CCAPP Credentialing

If you need help with your application, renewal, or education tracking, CCAPP Credentialing is here to support you.

- Email: [admin@ccapp.us](mailto:admin@ccapp.us)
- Phone: (800) 564-5927
- Website: [www.ccappcredentialing.org](http://www.ccappcredentialing.org)

# EXPLORE CERTIFICATION PATHWAYS

Once you've completed your RADT Intern requirements, you may be eligible to pursue full certification as a counselor. CCAPP offers multiple pathways depending on your education, experience, and career goals.

## Available Credentials:

CADC I	Certified Alcohol and Drug Counselor I
CADC II	Certified Alcohol and Drug Counselor II
CADC III	Certified Alcohol and Drug Counselor III
PEER SPECIALIST	Peer Recovery Specialist & Certified SUD Peer Recovery Mentor
MENTAL HEALTH ENDORSEMENTS	Certified Mental Health Specialist (Adult, Family, Veteran, Youth)
SPECIALTY CREDENTIALS	Clinical Supervisor, MAT, SAP, Youth, and more!

## Explore Certification Options



## Why Certification Matters

- Enhances your credibility and professional identity
- Opens doors to higher-paying roles and leadership positions
- Signals your commitment to ethical, evidence-based care
- Meets employer and state requirements for independent practice

## Choosing the Right Credential

- Match your credential to your education and long-term goals—whether you're aiming for CADC I, CADC II, or a specialty path.
- Explore credentials that align with your passion—like youth services, MAT, and clinical supervision.

## Ready to Take the Next Step? Your Unique Path to Certification

Whether you're aiming for CADC I, CADC II, or a specialty credential, your next move should reflect your passion and purpose.

Visit CCAPP Credentialing to compare pathways, review requirements, and start your application when you're ready.

# FAQ and Troubleshooting

Answers to common questions and guidance for resolving issues during your RADT registration journey.

## What's the difference between “registered” and “certified”?

**Registered** means you are actively working toward certification and have met the requirements to practice under supervision.

**Certified** refers to individuals who have completed all education, experience, and examination requirements and are fully credentialed to practice independently.

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## What if my school isn't CCAPP-approved?

You can still submit transcripts, but you must include:

- A letter from the school verifying completion
- Course descriptions
- Signature from a school official

CCAPP will review and determine eligibility.

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## What happens if I miss the 6-month education deadline as a Trainee I?

You may still renew, but you must complete the missing hours before your 1-year registration expires. Failure to do so may result in denial or termination of your registration.

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## Troubleshooting Tips

- Always use a personal email (not work email)
- Keep digital copies of all certificates and transcripts
- Submit applications early to avoid delays
- Double-check spelling—your documents will reflect what you enter
- Use the same name and email for all Certemy applications

## Advance Your Career with HIGH-QUALITY CONTINUING EDUCATION

At the Counselor Magazine CE Hub, we provide trusted, accredited continuing education (CE) opportunities for professionals in the Addiction and Behavioral Health field.

### OUR CE OPPORTUNITIES



Continuing Education Courses



Free & Discounted Member Courses



Addiction & Behavioral Health Training



CE Credits from CCAPP & NBHAP



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**CCAPP CREDENTIALING**

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