CCAPP
Instructions for Registration (RADT)
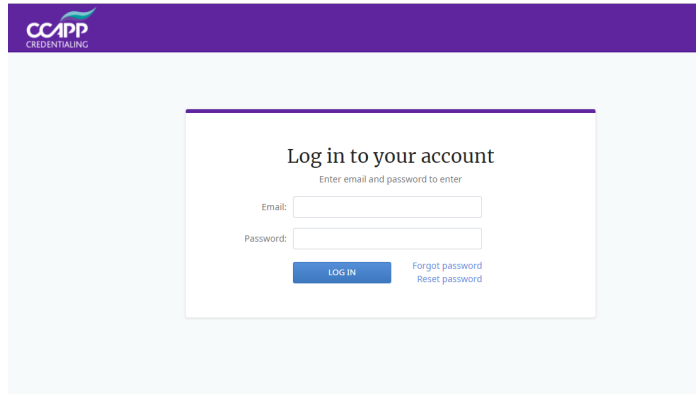
Your Registration (RADT) in Certemy

1. To begin your intial registration, login to your Certemy™ account at:

   https://app.certemy.com/entry/login

2. Renewals: As your registration approaches expiration, you will start receiving email notifications alerting you of your pending expiration. Either click on the, "Go to your Certemy" button on those emails to go to Certemy, or go to the website to login and start your renewal. DO NOT make a new Certemy account, use the same account you used for your intial application.

3. Accept the application to begin your intial registration or registration renewal.

3a. Click either "Accept" buttons to accept the application.

3b. Select "Proceed in Certemy" to continue.

4. Select each step to complete your application.

4a. Click on each of the steps to begin the step.

4b. Click "Complete Now" to continue to the step.

5. Fill out information as needed. Verify your information to ensure accuracy as you are completing your application.

5a. Fill out your information as required.

○ Female
○ FTM Trans
○ Intersex
○ Male
○ MTF Trans
○ Non Binary
○ Would rather not say

Indicate a gender identification, if none of the above are accurate

[   ]

Submit a copy of a driver`s license or other governmental identification. Must display a photo of head and shoulders. *

☁ Drop files to attach, or _Browse_

Current Employer *

[   ]

BACK   **CONTINUE**

5b. Click "Continue" at the bottom when you have fill out all the necessary questions.

Please confirm form submission

Step name:
Standard Application

Step type:
Dynamic form

BACK   **CONFIRM**

5c. Comfirm your submission by clicking "Confirm" and repeat for the remaining steps.

There will be different types of steps that require you complete the step in different ways.

6. **Signature Steps:** Signature steps will require you read an agreement and confirm that you have read and agree to the terms of that agreement by signing your signature.

The signature steps in this application are the RADT Code of Conduct, RADT Scope of Practice, and Statement of Understanding.

RADT Initial [Current Phase: RADT Initial Application]
8 Steps: ○ ○ ○ ○ ○ ○ ○ ○
Progress: Incomplete   **File uploaded:** 0
Application for the Registered Alcohol Drug Technician Credential
Less info

Steps

Standard Application
Dynamic form   Incomplete   Due: 03/28/2023

Application for Registered Alcohol Drug Technician credential.

RADT Code of Conduct
Dynamic form   Incomplete   Due: 03/28/2023

Agree to and sign Code of Conduct

RADT Scope of Practice
Dynamic form   Incomplete   Due: 03/28/2023

Agree to and sign Scope of Practice

Statement of Understanding
Dynamic form   Incomplete   Due: 03/28/2023

Sign Statement of Understanding and Authorization to Release.

RADT Initial [Current Phase: RADT Initial Application]

8 Steps: ○ ○ ○ ○ ○ ○ ○
Progress: Incomplete   **File uploaded:** 0
Application for the Registered Alcohol Drug Technician Credential
Less info

Steps

Standard Application
Dynamic form   Incomplete   Due: 03/28/2023

Application for Registered Alcohol Drug Technician credential.

RADT Code of Conduct
Dynamic form   Incomplete   Due: 03/28/2023

Agree to and sign Code of Conduct

RADT Scope of Practice
Dynamic form   Incomplete   Due: 03/28/2023

Agree to and sign Scope of Practice

...ding
Incomplete   Due: 03/28/2023

...ding and Authorization to Release.

6a. Click the step.

RADT Code of Conduct

⚡ Incomplete   ⓢ Dynamic form   📅 03/28/2023

Agree to and sign Code of Conduct

CLOSE   COMPLETE NOW

6b. Click "Complete now to continue to the step.

RADT Code of Conduct

⚡ Incomplete   ⓢ Dynamic form   📅 03/28/2023

Agree to and sign Code of Conduct

CCAPP CODE OF CONDUCT FOR CREDENTIALED ALCOHOL AND DRUG PROFESSIONALS (Version: January 2018) Principle 1: Credentialed AOD professionals shall conduct themselves in an honest, forthright, and professional manner. Credentialed professionals are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions, or duties of a credentialed professional including but not limited to the following: a. Securing a credential or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for a credential or renewal; b. Misrepresenting the type or status of credentials 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 credential information where appropriate or required (e.g., when offering or providing AOD 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 (B&P) Code sections 17200, et seq. Code of Regulations (CCR) Title 9, Division 4, Chapter 8, Sections 13000, et seq., as enacted April 1, 2005. 2 CCR Title 9, Div. 4, Chap. 8, Section 13060. 3 C; e. Failing to provide clinical supervision to counselors, supervisees, students, interns, and volunteers for counselors who are assigned managerial or supervisory responsibilities; f. Failing to treat colleagues and other professionals with fairness, courtesy, and respect; failing to give proper credit and attribution to all who have contributed to a published work; offering counseling services to a client already in a professional relationship with another counselor without the express knowledge of that counselor; exploiting relationships with students, volunteers or research participants; failing to cooperate fully with ethic committees and attempting to coerce the committee, colleagues or staff members with threatening behavior; failing to report counselor ethics violations. Principle 2: Credentialed AOD professionals shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful

6c. Read the agreement.

4

The undersigned agrees to abide by the CCAPP Code of Conduct for CREDENTIALED ALCOHOL AND DRUG PROFESSIONALS and understands that failure to do so may result in disciplinary action. *

☐ I agree

6d. Read and check "I agree."

Have you ever had a previous registration, certificate, or license revoked? * *

○ No
○ Yes

6e. Answer the question about revocation.

The undersigned agrees to abide by the State of California Code of Regulations (CCR) Title 9, Section 13060 and understands that this code does not supersede the CCAPP Code of Conduct. *

☐ I agree

6f. Read and check "I agree."

BACK   **CONTINUE**

6g. Click "Continue" to proceed.

RADT Code of Conduct

⚡ Incomplete   Ⓢ Dynamic form   🗓 03/28/2023

Agree to and sign Code of Conduct
Signature

Clear   Sign above

6h. Sign your signature by clicking and dragging your mouse in this box.

BACK   **SUBMIT**

6i. Click "Submit" to submit your signature.

If you make a mistake while drawing your signature, simply click "Clear" to start over.

Please confirm form submission

Step name:
RADT Code of Conduct

Step type:
Dynamic form

BACK   **CONFIRM**

6j. Click "Confirm" to complete the step. Repeat steps 6a-6i for the other signature steps (RADT Scope of Practice and Statement of Understanding).

7. Education Step: Education steps are where you will submit your required education hours.

Statement of Understanding
Dynamic form   Incomplete   Due: 03/28/2023

Sign Statement of Understanding and Authorization to Release.

Education Requirements for the RADT
Education   Incomplete   Due: 03/28/2023

Hours: Incomplete (9), Pending verification (0), Completed (0)

All applicants for the RADT credential must submit proof of completion for a nine-hour orientation course consisting of three...

7a. Click the step to get started.

Supervisor Information and Upload Supervisors Resume
Dynamic form   Incomplete   Due: 03/28/2023

7b. Review the number of hours you need to input.

7c. Click the submit hours tab to begin submitting your hours,

< BACK TO MY CREDENTIALS

Education Requirements for the RADT

⚡ Incomplete   Ⓢ Education   📅 03/28/2023

All applicants for the RADT credential must submit proof of completion for a nine-hour orientation course consisting of three hours each of ethics, professional boundaries, and confidentiality from a CCAPP approved education provider. Due to the COVID-19 State of Emergency, applicants may choose to purchase the course and will be allowed not more than 90 days to complete it. To apply without completing the course, upload the receipt from http://zipmart.com/Brand/5/Source/1/Home/Courses
If you choose to submit a receipt rather than evidence of course completion, your application WILL BE AUDITED in 90 days. If the course has not been completed at that time, CCAPP credentialing will immediately change your status to EXPIRED until your course is completed. To show proof of completion, simply click on "digital wallet" at the top of your profile page and then click on "upload file" which will be on the top right. You may submit a picture of the course completion message, a PDF of the message, or a screenshot.
Continuing to provide services without a valid credential is a violation of CCAPP's Code of Conduct. By uploading a receipt, you are agreeing to complete the course in 90 days and understand that disciplinary sanctions can be brought against you, should you fail to complete the course and continue to provide services.

9 Hours   **0 Hours**   **0 Hours**
Incomplete   Pending verification   Completed

Submit hours for the step

EDUCATION OPPORTUNITIES   SUBMIT HOURS

🔍 Type to search   ▼ FILTER

🌐 **SAC 101 - Introduction to Substance Abuse Counseling**   ☆ Add to favorites
CE-Classes.com
45 hours   Online Self Paced $699.00
This course will present an overview of alcohol and mood altering drugs and the patterns and progression of alcoholism and addiction. A summary of treatment and recovery approaches is included. Cultural norms across gender, age, sexual orientation and ethnicity will be discussed. Human needs and roles will also be reviewed.

SUBMIT HOURS   GO TO COURSE

🌐 **SAC 102 - Physiology & Pharmacology of Alcohol & Other Drugs**   ☆ Add to favorites
CE-Classes.com
45 hours   Online Self Paced $699.00
This course will examine the effects of psychoactive drugs on the body in detail. Physical damage, tolerance and synergistic effects will be reviewed for each class of drug. Differences across gender will also be discussed. This course also includes a review of the disease model of abuse, dependence and addiction, with references to the signs, symptoms and current definitions of each disease stage.

SUBMIT HOURS   GO TO COURSE

Submit hours for the step

EDUCATION OPPORTUNITIES   **SUBMIT HOURS**

Activity type *

Please select

Hours *

Value should be multiple of 0.01

Activity title *

Activity sponsor/ Provider *

Date when the activity was completed *

yyyy-mm-dd

7d. The submission tab looks like this.

7e. Select and enter the information as needed.

Upload credential file(s) (up to 30 MB) *

Drop files to attach, or Browse

7f. Click "Browse" to upload your credential file.

7g. Select the file you wish to upload from your computer in the pop-up window.

Open   ✕

← → ∨ ↑ 📁 > This ... > Shared (\\cc...   ∨   ↻   🔎 Search Shared (\\ccappdc) (S:)

Organize ▾   New folder   ▣ ▾   ▥   ❓

⭐ Quick access
🖥 Desktop   📌
⬇ Downloads   📌   No preview available.
📄 Documents   📌
🖼 Pictures   📌
📁 Shared (\\ccappdc) (S:) 📌

File name: ∨   Custom files   ∨

Open ▾   Cancel
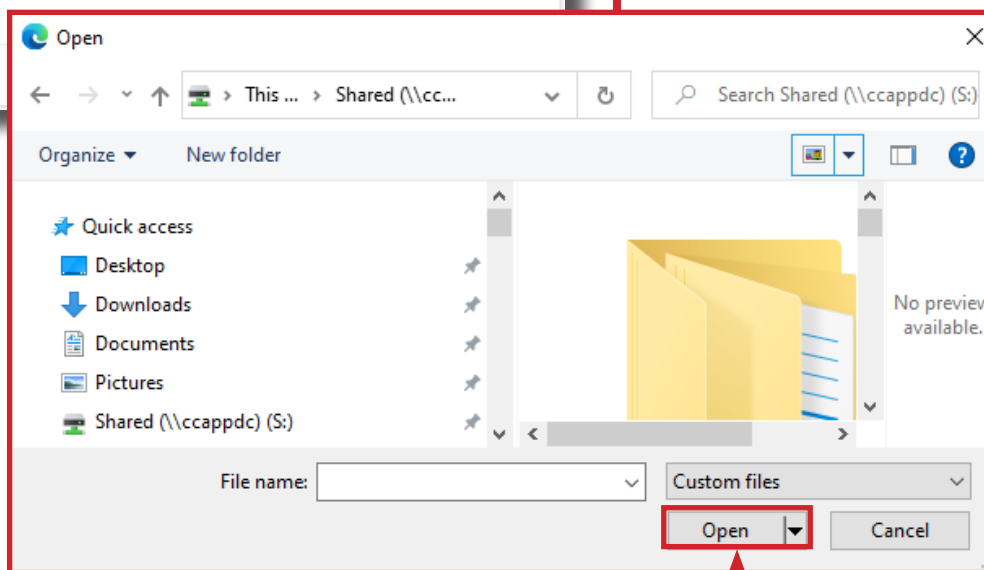
7h. Click "Open" to upload your selected file.

Upload credential file(s) (up to 30 MB) *

test evidence file.docx   11.1 KB   Delete

Drop files to attach, or Browse

7i. Confirm that your submission was correct. If it is not the correct file simply click "Delete" to remove the incorrect file.

Repeat steps 7f - 7h for all other files you may need to upload.

7j. Click "Continue" once you have uploaded all your necessary files.

CONTINUE

Confirm submission

Please select "Submit" if you are done with this submission. If not, please select "Cancel"

7k. Click "Submit" to continue your submission.

CANCEL   SUBMIT

WARNING

This submission will complete the requirements for this step. If you click "Continue" you will NOT be able to go back and edit any prior submissions. Are you sure you would like to continue?

7l. Read the warning and review your submission.

03/28/2022 03:48 PM

Activity type:	Online Self Paced
Hours:	9
Activity title:	Enter Activity Title
Activity sponsor/provider:	Enter Activity Sponsor
Date when the activity was completed:	03/27/2022
Uploaded credential files(s):	test evidence file.docx

7m. Click "Continue" to complete your submission.

CANCEL   CONTINUE

< BACK TO MY CREDENTIALS

⚡ Pending verification   Ⓢ Education   📅 03/28/2023

All applicants for the RADT credential must submit proof of completion for a nine-hour orientation course consisting of three hours each of ethics, professional boundaries, and confidentiality from a CCAPP approved education provider. Due to the COVID-19 State of Emergency, applicants may choose to purchase the course and will be allowed not more than 90 days to complete it. To apply without completing the course, upload the receipt from http://zipmart.com/Brand/5/Source/1/Home/Courses If you choose to submit a receipt rather than evidence of course completion, your application WILL BE AUDITED in 90 days. If the course has not been completed at that time, CCAPP credentialing will immediately change your status to EXPIRED until your course is completed. To show proof of completion, simply click on "digital wallet" at the top of your profile page and then click on "upload file" which will be on the top right. You may submit a picture of the course completion message, a PDF of the message, or a screenshot. Continuing to provide services without a valid credential is a violation of CCAPP's Code of Conduct. By uploading a receipt, you are agreeing to complete the course in 90 days and understand that disciplinary sanctions can be brought against you, should you fail to complete the course and continue to provide services.

0 Hours	9 Hours	0 Hours
Incomplete	Pending verification	Completed

Uploaded document(s)

📄 **03/28/2022 03:48 PM**   **DELETE**

test evidence file....   9 Hours   Pending

7n. Review incomplete hours. Once the number of hours incomplete goes to "0" you will have submitted all your required hours for verification.

< BACK TO MY CREDENTIALS

⚡ Pending verification   Ⓢ Education   📅 03/28/2023

All applicants for the RADT credential must submit proof of completion for a nine-hour orientation course consisting of three hours each of ethics, professional boundaries, and confidentiality from a CCAPP approved education provider. Due to the COVID-19 State of Emergency, applicants may choose to purchase the course

7o. Click "Back To My Credentials" on the upper left of the page to return to your application and complete your remaining steps.

8. **Supervisor Information Step:** All registrants must work in supervised environments. Work experience must be verified by your supervisor. Enter your supervisor's information in the supervisor information step.

My Credentials

SHOW ACTIVE ONLY   SHOW ALL

RADT Initial [Current Phase: RADT Initial Application]
8 Steps: ● ● ● ● ● ○ ○ ○
Name (Short): radt_i   Number: TBD
Status: In Process   Expiration Date: TBD
Application for the Registered Alcohol Drug Technician Credential

Statement of Understanding
Dynamic form   **Completed**   Due: 03/28/2023
Sign Statement of Understanding and Authorization to Release.

Education Requirements for the RADT
Education   **Pending verification**   Due: 03/28/2023
Hours: Incomplete (0), Pending verification (9), Completed (0)
All applicants for the RADT credential must submit proof of completion for a nine-hour orientation course consisting of three...

8a. Select the "Supervisor Information and Upload Supervisors Resume Step"

Supervisor Information and Upload Supervisors Resume
Dynamic form   Incomplete   Due: 03/28/2023
All Registrants must work in supervised environments. Work experience requires verification by a qualified supervisor. Please...

Application Fee
Fees   Incomplete   Due: 03/28/2023
Your application will be reviewed within two to four weeks. The steps to the application will appear green solid when you have complete...

Registry and Ethics Review
Verification   Incomplete   Due: 03/28/2023
This step will be completed by a CCAPP staff person. This step will update when verification has been completed.

Supervisor Information and Upload Supervisors Resume

⚡ Incomplete   Ⓢ Dynamic form   📅 03/28/2023

All Registrants must work in supervised environments. Work experience requires verification by a qualified supervisor. Please indicate the person who supervises your work.

CLOSE   COMPLETE NOW

8b. Click "Complete Now" to begin.

Supervisor Information and Upload Supervisors Resume

⚡ Incomplete   Ⓢ Dynamic form   🗓 03/28/2023

All Registrants must work in supervised environments. Work experience requires verification by a qualified supervisor. Please indicate the person who supervises your work.

All registrants (also known as RADTs) are required to receive supervision by a qualified supervisor. Registrants must submit supervisors' resume or letter documenting how requirements are satisfied, their supervisor is not currently certified or is a licensed mental health professional that is not certified must show documented education, training, and experience that is comparable to, or exceeds the above certifications; indicate how this supervisor meets this qualification below•. If you are not employed and are attending school please upload proof of enrollment.

A supervisor for a RADT is:
▯ Any CADC I, CADC II, CCAPP CCS, IC&RC ICCS, LAADC, LAADC-S, or
▯ any person who has documented education, training, and experience

8c. Read the information and requirements your supervisor will have to fulfill.

Do you currently have a supervisor? *
○ No, I am a student or seeking employment
○ Yes, provide information below

Supervisor`s first name

[   ]

Supervisor`s last name

[   ]

Name of agency

[   ]

Supervisor`s title

[   ]

Supervisor`s direct phone number

[   ]

Supervisor`s direct e-mail

[example@domain.com]

Agency address

[   ]

Agency city

[   ]

Agency state

[   ]

Agency zip code

8d. Fill out information as needed. Make sure you verify accuracy of all your information.

5454545

**Upload Supervisor`s Resume or Proof of Supervisor`s SUD
Certification or if they are a Supervisor Qualification
Verification (SVQ) please look up their name and upload a
screenshot from the registry:
https://ccappcredentialing.org/index.php/verify-credential** *

test evidence file.docx   Delete
11.1 KB

⛅ Drop files to attach, or _Browse_

BACK   **CONTINUE**

8e. Click "Continue" to
complete the step.

Please confirm form submission

Step name:
Supervisor Information and Upload Supervisors Resume

Step type:
Dynamic form

BACK   **CONFIRM**

8f. Click "Confirm" to
finalize your submission.

9. **Fee Step:** This is typically the last step in you application and it is the step where you pay for your registration.

Application Fee
Fees
Incomplete
Due: 03/28/2023

Your application will be reviewed within two to four weeks. The steps to the application will appear green solid when you have complete...

9a. Select the step to begin.

Application Fee
⚡ Incomplete ⑤ Fees 📅 03/28/2023

Your application will be reviewed within two to four weeks. The steps to the application will appear green solid when you have completed a step, and green with a checkmark when it has been approved or verified by staff. When all of the steps have been completed and verified, you will receive a copy of your verification letter of registration via email. Processing times can take up to 30 days, so please leave adequate time for processing when making career decisions.

Fees	$40.00

CLOSE   3RD PARTY PAYMENT   UPLOAD EVIDENCE OF PAYMENT   **PAY FEE**

9b. Review the fee amount.

9c. Click "Pay Fee" to continue.

Application Fee
⚡ Incomplete ⑤ Fees 📅 03/28/2023

Your application will be reviewed within two to four weeks. The steps to the application will appear green solid when you have completed a step, and green with a checkmark when it has been approved or verified by staff. When all of the steps have been completed and verified, you will receive a copy of your verification letter of registration via email. Processing times can take up to 30 days, so please leave adequate time for processing when making career decisions.

Payment Amount   Name on card *

$40.00   Jane Doe

Card *

1234 5678 9107   MM / YY

BACK   CLOSE   **PAY $40.00**

9d. Enter the name on your card.

9e. Enter your card number here. Make sure you enter both the expiration date and the security cvc number.

Card *

9107   12 / 30   123

9f. Click "Pay $40.00" to complete payment.