



California Consortium of Addiction Programs and Professionals

Inspiring Excellence, Promoting Change

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REGISTERED ALCOHOL AND DRUG TECHNICIAN (RADT) Renewal Procedures

CAREER LADDER

Effective July 1, 2018

Level		Fees and Details
Licensed Advance Alcohol Drug Counselor –S	Master's or other post graduate degree Minimum 300 hours SUD specific education 45 hours' clinical supervision education 4,000 hours supervised work experience IC&RC Advanced Exam (AADC)	New Applicant: \$339 Member; \$648 Non Member Renewal: \$250 Member; \$500 Non Member This is a reciprocal credential 50 hours of CE's (40 from an approved provider must include 6 hours of Ethics).
Licensed Advanced Alcohol Drug Counselor	Master's or other post graduate degree Minimum 300 hours SUD specific education 4,000 hours supervised work experience IC&RC Advanced Exam (AADC)	New Applicant: \$339 Member; \$648 Non Member Renewal: \$200 Member; \$500 Non Member This is a reciprocal credential 50 hours of CE's (40 from an approved provider must include 6 hours of Ethics).
Certified Alcohol Drug Counselor III	Bachelor's Degree With 315 hours SUD Specific Education and 4,000 hours supervised work experience IC&RC Exam (ADC)	New Applicant: \$339 Member; \$648 Non Member Renewal: \$150 Member; \$400 Non Member This is a reciprocal credential 50 hours of CE's (40 from an approved provider must include 6 hours of Ethics).
Certified Alcohol Drug Counselor II	315 hours SUD Specific Education and 6,000 hours supervised work experience IC&RC Exam (ADC)	New Applicant: \$339 Member; \$648 Non Member Renewal: \$150 Member; \$400 Non Member This is a reciprocal credential 50 hours of CE's (40 from an approved provider must include 6 hours of Ethics).
Certified Alcohol Drug Counselor I	Associate's Degree With 315 hours SUD Specific Education and 2,080 hours supervised work experience, or 315 hours SUD Specific Education and 3,000 hours supervised work experience IC&RC Exam (ADC)	New Applicant: \$339 Member; \$648 Non Member Renewal: \$100 Member; \$400 Non Member This is a reciprocal credential 50 hours of CE's (40 from an approved provider must include 6 hours of Ethics).
Registered Alcohol Drug Technician	Complete 9.5 hours of education in confidentiality, ethics, and boundaries and enrolled in SUD coursework and show progress towards certification Requirements	New Applicant: \$40+ 9hr course from an approved provider (\$50 course + \$40 if done through CCAPP) Renewal: \$40 Must complete three hours of ethics and confidentiality every year

The career ladder is designed to advance upward. It is not permissible to step down the ladder from any level.

APPLICANT QUICK GUIDE

Please print and read this document in its entirety for any questions that you may have about how to complete the application for registration.

1. Your application will be reviewed within four weeks upon receipt by the CCAPP office and you will be notified via email if you have any missing documents.
2. Applicants for RADT will be required to submit proof of completion of 45 hours of AOD education towards certification each year (Effective January 2018).
3. Individuals registered as an RADT have five years from the date of initial registry to become certified per counselor Certification Title IX Regulations.
4. All registrants for certification are required to receive supervision by a qualified supervisor.
5. **All Application must be complete through Certemy (CCAPP's ONLINE APPLICATION).**

CCAPP Credentialing recognizes that equal opportunity is fundamental to equality of in all forms of human endeavor. Therefore, all board, administrative practices and procedures are non-discriminatory.

In accordance with Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1991 (42 USC §1981, 2000e et seq), Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), the Age Discrimination Act of 1975, as amended (42 USC §6101 et seq), Title II of the Americans with Disabilities Act of 1990 (42 USC §12101 et seq), and Title IX of the Education Amendments of 1972, neither CCAPP Credentialing officers, employees or volunteers shall discriminate against members, registrants, employees or other professionals on the basis of sex, race, color, national origin, sexual orientation, economic condition, disability, or age in the certification/registration process, or in its programs and activities. Further, they shall comply with the policy of protecting the privacy of clients and may not disclose (without written consent) confidential information acquired in the certification or registration processes.

Disclaimer:

CCAPP Credentialing is an autonomous authority that confers credentials, standards, and requirements for CCAPP. Certification does not imply or allow the individual holder to diagnose disease, as specified under applicable state or federal law. Certification is not issued or mandated by state or federal authority.

INITIAL RADT APPLICATIONS

All individuals applying for RADT registration must complete an application with all supporting documents listed below. All applications will be processed in a consistent manner according to procedure requirements and without preference or bias.

1. Complete RADT Application
2. Fee of \$50.00
3. Signed and dated RADT Uniform Code of Conduct
4. Signed and dated RADT Scope of Practice
5. Copy of valid, government issued identification (driver's license, passport, or other government issued ID)
6. Proof of completion of a nine-hour orientation course consisting of three hours each of ethics, professional boundaries, and confidentiality from a CCAPP approved education provider

Applicants for RADT will be required to submit proof of completion of 45 hours of AOD education towards certification each year (Effective January 2018).

Individuals registered as an RADT have five years from the date of initial registry to become certified per counselor Certification Title IX Regulations.

All registrants for certification are required to receive supervision by a qualified supervisor.

Supervisor Qualifications

It is the responsibility of registration and certification applicants to ensure that all supervised internship hours (closely supervised) performed in a practicum or for credit toward work experience requirements for certification is verified by a professional who is qualified by meeting one of the definitions below. Internship/practicum hours are closely supervised which means a qualified supervisor must be in the same room when an intern is practicing counseling skills or performing any function described in the four domains or 12 core functions. Work experience hours (2080+ hours) are not closely supervised and there for the individual only needs to have a qualified supervisor at the facility where the work is being performed to evaluate the quality of work and perform clinical supervision.

Supervisor for CADC I Applicants:

A supervisor for CADC I practicum or work experience verification is defined as:

- Any CADC I, CADC II, CCAPP CCS, IC&RC ICCS, LAADC, LAADC-S, or
- any person who has documented education, training and experience that is comparable to, or exceeds the above certifications; indicate how this supervisor meets this qualification below•

Supervisor for CADC II Applicants:

A supervisor for CADC II practicum or work experience verification is defined as:

- Any CADC II, CCAPP CCS, IC&RC ICCS, LAADC, LAADC-S, or
- any person who has documented education, training and experience that is comparable to, or exceeds the above certifications; indicate how this supervisor meets this qualification below*

Supervisor for CADC III Applicants:

A supervisor for CADC III practicum or work experience verification is defined as:

- Any CADC III, CCAPP CCS, IC&RC ICCS, LAADC, LAADC-S, or
- any person who has documented education, training and experience that is comparable to, or exceeds the above certifications; indicate how this supervisor meets this qualification below*

***Definition of "comparable to" (Registrants must submit supervisors' resume or letter documenting how requirements are satisfied).**

- A CADC-CAS must have at least 9 years' experience and submit a resume.
- Any person with a master's degree in a behavioral health discipline and three years supervised experience in delivering counseling services consistent with the 12 core functions.
- Any person with a bachelor's degree in a behavioral health discipline and five years supervised experience in delivering counseling services consistent with the 12 core functions.
- Any person with an associate's degree in a behavioral health discipline and seven years supervised experience in delivering counseling services consistent with the 12 core functions.

RADT APPLICATION RENEWALS

All individuals applying for RADT registration renewals must complete an application with all supporting documents listed below. All applications will be processed in a consistent manner according to procedure requirements and without preference or bias.

1. Complete original RADT I Application
2. Fee of \$30.00 (annually)
3. Signed and dated RADT Uniform Code of Conduct
4. Signed and dated RADT Scope of Practice
5. Proof of completion of a three hours of law, ethics and confidentiality education/training approved by CCAPP education provider

If you are more than 30-days expired, you will be required to submit a nine-hour course in Ethics from a CCAPP approved provider and pay a \$29 late fee.

Applicants for RADT will be required to submit proof of completion of 45 hours of AOD education towards certification each year (Effective January 2018).

Individuals registered as an RADT have five years from the date of initial registry to become certified per counselor Certification Title IX Regulations.

All registrants for certification are required to receive supervision by a qualified supervisor.

REGISTRATION COMPLAINTS

If you have an issue that arises with your registration application, follow the steps below:

1. Make every effort to resolve any problems with a staff member if an issue has arisen.
2. If you believe the staff person you have been working with was unable to assist you to your satisfaction, ask to speak with a supervisor.
3. If a supervisor was not able to assist you to your satisfaction you can fill out the online complaint form to escalate your issue to management: www.ccapp.us / Complaints.