

**THE MASSACHUSETTS BOARD OF
SUBSTANCE ABUSE COUNSELOR CERTIFICATION INC.**

ADDICTION RECOVERY COACH RECERTIFICATION POLICY

APPLICATION PROCEDURE

Although the Massachusetts Certification Board regularly distributes Recertification materials to eligible Certified Professionals as a courtesy, it is the responsibility of the Certified Professional to make timely application for Recertification. Please keep in mind that we cannot provide you with this courtesy reminder if we are not kept informed of home address changes and employment changes as well.

Applications for Recertification must include the following:

- 1. Completion of the "Recertification Filing Form." Only MBSACC filing forms may be used (no other forms or format acceptable). This form must be signed and dated and must be included with the Recertification documentation.*
- 2. Submission of proper documentation totaling at least 30 clock hours of non-repetitive continuing education, training, or academic work of which: **6** hours must be Ethical Responsibility for Recovery Coaches; **6** hours must be in Multiple Pathways to Recovery; and **18** hours should be completed in the domains of Advocacy, Mentoring/Education, and Recovery/Wellness Support, and can also include Cultural Competency, Addictions, Mental Health, and Motivational Interviewing.*
- 3. Submission of the Recertification fee and any late penalty fees (if applicable).*
- 4. Submission of the Certificate Form. This is the form which must be completed for our printer to properly facilitate the printing of a renewal certificate.*

LATE FILING POLICY

Certifications are considered to be lapsed if the application for recertification has not been postmarked by the expiration date. The following is the recertification policy with regard to late filing:

- 1. The thirty (30) hours of continuing education/training must have been completed within the designated two-year Certification period. All documentation must be provided. Only proper and appropriate documentation will be accepted.*

(Cont'd.)

LATE FILING POLICY Cont'd.

2. *The Recertification fee must be submitted.*
3. *Payment of a late filing fee must also be submitted. The late fee is assessed at ten dollars (\$10.00) per month for each month (for any portion of a month) beyond the expiration date up to forty-eight months.*

PLEASE NOTE: *No Recertification submitted beyond the 48-month duration will be considered. The applicant would have no other recourse but to begin the Certification process anew, and no exceptions will be made.*

APPLICATION FOR RECERTIFICATION EXTENSION

Applications for Recertification extension should be obtained from the Certification Office and must be submitted on or before the date of expiration of the current Recertification period. A twenty-five dollar (\$25.00) non-refundable extension fee is charged for extensions due to extreme extenuating circumstances (serious medical issues and the like) and a fifty dollar (\$50.00) non-refundable application fee is charged for all other extensions. The extension fee must accompany the extension application. Individuals will be required to: 1) list and document all CEU's accrued to date; 2) provide a reason, in writing, for requesting an extension; and 3) include supportive documentation for any medical situation described.

CONTINUING EDUCATION

A Certified Professional must obtain 30 clock hours of continuing education credit during the two-year Certification period to qualify for Recertification. The amount of training hours obtained from one trainer that a Certified Professional can submit for renewal is limited to 15 hours. This does not apply to courses for academic credit or to recognized academic institutes/training organizations since there are already multiple instructors.

The required 30 clock hours may be obtained in the following categories:

Category A - Courses, Workshops, Seminars

A minimum of 15 clock hours must be obtained in Category A. The remaining 15 clock hours may be obtained in any combination of categories. If desired, all 30 hours may be obtained in Category A.

*Category A clock hours must be accrued (**in person**) through pertinent academic courses, workshops and/or seminars in the areas specified above and should not be confused with any of the following categories.*

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CONTINUING EDUCATION (Cont'd.)

Category B - In-Service Training

A maximum of 9 clock hours may be submitted in this category. MBSACC defines in-service training as training limited to the staff within a facility or agency and conducted by a staff member. If the agency contracts with an outside trainer or consultant, the training hours can be considered under Category A.

The definition as stated excludes general staff meetings, case conferences or presentations, peer supervision or staff rounds as examples of in-service training. On-the-job Training is not the same as in-service and is not acceptable under any circumstances. All in-service hours must be approved by MBSACC and must be specific to the Addiction Recovery Coach domains and training categories.

Each Certificate of Attendance for the in-service training should contain the following information:

- ❖ Name of the sponsoring organization*
- ❖ Title/topic of training*
- ❖ Location of training*
- ❖ Name of instructor(s)*
- ❖ Date of each separate training*
- ❖ Number of training hours involved (if more than three hours in length, an agenda must be furnished)*

Category C - Distance Learning

CEU'S for "Distance Learning" courses (i.e., home study courses, on-line courses, webinars, etc.) are limited to 15 hours per recertification period. The subject matter must be specific to Addiction Recovery Coach domains and training categories and must receive prior acceptance from MBSACC.

APPROPRIATE DOCUMENTATION

Appropriate documentation for workshops, conferences, etc., must be provided or the training will not be considered. The documentation of attendance must list the participant's name and exhibit: the name of the sponsoring agency, the training title, specific dates attended, location of the training, and the number of approved training hours. Brochures, registration forms, canceled checks, etc., do not constitute proper documentation.

PLEASE BE ADVISED: *The participant's name must be officially recorded on the Certificate of Attendance by the sponsoring agency/training organization. The participant's name may be hand-printed/written on the document, but **only** by an authorized agent of the sponsor who must print his/her first and last name (initials will **not** suffice) and the date in parentheses **beside** the participant's name. Never submit a certificate on which you have affixed your own name. A \$25.00 resubmittal fee is assessed to anyone who submits improper documentation.*

NON-APPROVED TRAININGS

MBSACC is under no obligation to accept CEU's for any training or workshop held in Massachusetts that has not been pre-approved by us. For trainings held outside this state, MBSACC will accept trainings that have been approved by another IC&RC certifying body as long as the training meets our Recertification criteria.

In submitting CEU's for trainings/workshops that have not been officially approved by MBSACC, the following information must be provided in order to be considered for Recertification:

- ❖ proper documentation of attendance*
- ❖ training description*
- ❖ name and credentials of instructor(s)*
- ❖ date(s) and location of training*
- ❖ sponsor(s) of training*
- ❖ training agenda, complete with beginning and ending times for each training segment*

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, social hours, etc. The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes).

CONTINUING EDUCATION CREDIT GUIDELINES

In addition to official transcript(s), an applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration.

Academic credit awarded for "prior learning experience," courses certified by use of a challenge examination, courses for audit, courses of independent study, or internships will not be considered as qualifying educational experience for purposes of Recertification. In addition, credit will not be allowed for submission of term and/or research papers.

MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses specific to the Alcohol, Tobacco, and Other Drug Prevention field.

Again, the minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). *Continuing education hours are not cumulative; therefore, no additional hours accrued during one recertification period can be carried over to the next recertification period.*

If a Certified Professional has any question(s) as to the validity/acceptability of any training, he/she should obtain clarification from the Certification Office prior to attending the training.