



Delaware Certification Board CCDP and CCDP Diplomate Application

Delaware Certification Board
298 S. Progress Ave., Harrisburg, PA 17109
(717) 540-4456 Fax: (717) 540-4458
info@DelawareCertificationBoard.org email
www.DelawareCertificationBoard.org

Important Information

1. This credential is known as the Certified Co-Occurring Disorders Professional (CCDP). The master's level CCDP is known as the Certified Co-Occurring Disorders Professional Diplomate (CCDPD).
2. An official college transcript is required and should be sent directly from the college or university to the DCB Office.
3. If there are problems with your application, you will be notified in writing.
4. This application may be photocopied.
5. Application fee is non-refundable.
6. Use the Checklist in this application to ensure all required materials are included prior to mailing application to the DCB Office.
7. Questions regarding this application and the CCDP process should be directed to the DCB Office at (717) 540-4456 or email your question to info@DelawareCertificationBoard.org.

If you have a credential with DCB or a LPCMH, see Easy Pass information below for quick, easy application instructions!

Easy Pass for DCB credentialed professionals and LPCMHs!

If you hold a CADC, CAAC or are a Licensed Professional Counselor of Mental Health (LPCMH):

1. Send application, CCDP supervision form, and fee.
2. Current Job Description, signed & dated by you and your supervisor.
3. LPCMH: Please include a copy of your current & active license.
4. You do not need to verify counseling employment on work verification form, just the employment providing integrated services to clients with co-occurring disorders.
5. Send notarized release **unless** you have recertified your CADC within 1 year of CCDP application. Notarized releases older than 1 year in your DCB file cannot be used towards the CCDP application.
6. Send signed Code of Ethical Conduct **unless** you have recertified your CADC within 1 year of CCDP application. Code of Ethical Conducts older than 1 year in your DCB file cannot be used towards the CCDP application.
7. You will still need to send your official transcript since DCB may not have kept your transcript on file.
8. The education requirement remains the same. It can be training you've already submitted for past applications, but you do need to send proof of attendance as DCB does not retain certificates in your file.

Requirements for CCDP

Employment

CCDP:

- One year (2000 hours) of documented work experience in counseling obtained over the past 10 years.
- Two years (4000 hours) of documented work experience providing integrated services to clients with co-occurring disorders obtained over the past 10 years.
- Supervised work experience is defined as paid professional experience in the delivery of counseling services to individuals, families, or groups with mental illness, substance abuse disorders, or co-occurring disorders or delivery of supervision to those providing said counseling services.

CCDP Diplomate:

- One year (2000 hours) of documented co-occurring specific work in counseling obtained over the past 10 years.

Supervision

Supervision is broadly defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing one's performance.

CCDP:

- 200 hours, with at least 20 hours in each of the domains. The supervised practical training may occur as part of eligible work experience and may be completed under more than one supervisor and/or agency. All supervised practical training hours must be documented.

CCDP Diplomate:

- 100 hours, with at least 10 hours in each of the domains. The supervised practical training may occur as part of eligible work experience and may be completed under more than one supervisor and/or agency. All supervised practical training hours must be documented.

Education

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and DCB approved distance learning

Three college credits are equivalent to 45 clock hours.

Education that applicant provides to others may also be used, with letter of verification from sponsoring provider.

CCDP:

- A minimum of a bachelor's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. The degree must be in co-occurring disorders (COD) or behavioral science with a clinical application from an accredited college or university, or an international equivalent if degree is from an international institution.
- 200 total hours of education: 140 hours co-occurring specific training that includes a focus on both substance use and mental disorders and considers the interactive relationship between the disorders; 30 hours of addiction specific training, including 6 hours of counselor specific ethics training; and 30 hours of mental health specific training.

CCDP Diplomate:

- A minimum of a master's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. The degree must be in co-occurring disorders (COD) or behavioral science with a clinical application from an accredited college or university, or an international equivalent if degree is from an international institution.
- 140 hours of co-occurring specific training that includes a focus on both substance use and mental disorders and considers the interactive relationship between the disorders; 6 of those hours must be counselor specific ethics training.

Examination

Applicant must pass the IC&RC Written Co-Occurring Disorders Professional examination. This is a computer based exam.

Fees

Fee	\$350.00	CCDP Recertification Fee	\$125.00
(fee must accompany application and materials)		(due every 2 years)	
		CCDP Diplomate Recertification Fee	\$125.00
		(due every 2 years)	
		Retest Fee	\$150.00
		Exam Cancellation Fee	\$150.00

Other

- Current Job Description, signed & dated by you and your supervisor
- LPCMH must include a copy of current and active license
- Signed Code of Ethical Conduct
- Signed, dated and notarized Release
- Official college transcript sent directly from college/university to the DCB Office.
- Documentation of all education (certificates of attendance and/or transcript)
- Applicant must be currently employed in a position providing co-occurring specific counseling work.
- Applicant must live or work in Delaware.

Certification Time Period

DCB certification encompasses 2 calendar years commencing on the date of successful completion of the application process. Two dates, date of issue and valid through, will appear on the certificate along with a certification number.

Appeal Process

The purpose of appeal is to determine if DCB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to DCB in writing within 30 days of the notification of the board's action. A person shall be considered notified 3 days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

Recertification

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, DCB requires recertification every 2 years.

To be recertified as a CCDP, an individual must:

1. Hold a current and valid certificate issued by DCB;
2. Submit 45 DCB approved hours of co-occurring specific education including 3 in professional ethics and responsibilities received within the 2 year recertification cycle (DCB approved education listed on DelawareCertificationBoard.org);
3. Endorse by signature and uphold by practice the DCB Code of Ethical Conduct for professional behavior;
4. Complete an application, notarized and signed by applicant and pay recertification fee.

To be recertified as a CCDP Diplomate, an individual must:

1. Hold a current and valid certificate issued by DCB;
2. Submit 40 DCB approved hours of co-occurring specific education including 3 in professional ethics and responsibilities received within the 2 year recertification cycle (DCB approved education listed on DelawareCertificationBoard.org);
3. Endorse by signature and uphold by practice the DCB Code of Ethical Conduct for professional behavior;
4. Complete an application, notarized and signed by applicant and pay recertification fee.

Lapsed Certification

If recertification is not completed by the expiration date, individual is considered lapsed, the credential not in good standing and not active.

Lapsed certified professionals wanting to regain their credential must adhere to the following:

1. Complete the Recertification Application and meet the educational requirements.
2. Submit the appropriate recertification fee plus \$25 late fee.

Certified professionals who regain their credential through this process will maintain the same expiration date. This process is effective for 60 days from the date of expiration. After 60 days, the individual must complete all phases of the initial certification process, meeting all current requirements.

Application for CCDP

DO YOU HOLD A CADC, CAAC or LPCMH? _____ (see Easy Pass for easy, quick application instructions)

APPLICATION FOR CCDP _____ OR CCDP DIPLOMATE _____

NAME: _____

HOME ADDRESS: _____

(city) (state) (zip) (email)

COUNTY: _____ GENDER: (Please circle) MALE FEMALE

HOME PHONE: () _____ SOCIAL SECURITY # _____

EMAIL: _____ DATE OF BIRTH: _____

EMPLOYER: _____

EMPLOYER ADDRESS: _____ ZIP CODE: _____

COUNTY: _____ EMPLOYER PHONE: () _____

HIGHEST DEGREE EARNED: _____ NAME OF COLLEGE/UNIVERSITY: _____

NAME ON YOUR TRANSCRIPT, if different than listed above (i.e. maiden name) _____

DATE YOU REQUESTED TRANSCRIPT SENT TO DCB: _____ (include copy of request)

NAME OF COLLEGE/UNIVERSITY: _____

Have you ever received any disciplinary action from another certification or licensing authority? ____ Yes ____ No
If yes, please explain in full on a separate sheet.

Fee of \$350 can be paid using one of the following:

Check or Money Order to DCB

() Check \$ _____

() Money Order \$ _____

Supervision - CCDP

To Supervisor: Please complete this form indicating applicant's on-the-job supervision in performing CCDP functions. This form is not intended to document applicant's total number of hours worked but rather the hours of on-the-job supervision you have provided the applicant.

Applicant's Name _____

I hereby attest that a minimum of 200 hours of supervision have been attained by the above-named applicant. At least 20 hours in each of the CCDP performance domains have been provided to the applicant.

CCDP PERFORMANCE DOMAINS

HOURS RECEIVED IN EACH

- | | |
|--|-------|
| 1. Screening & Assessment | _____ |
| 2. Crisis Prevention & Management | _____ |
| 3. Treatment & Recovery Planning | _____ |
| 4. Counseling | _____ |
| 5. Management & Coordination of Care | _____ |
| 6. Education of the Person, their Support System & the Community | _____ |
| 7. Professional Responsibility | _____ |

TOTAL MUST BE AT LEAST 200 HOURS

Supervisor's Signature

Date

Supervision – CCDP Diplomate

To Supervisor: Please complete this form indicating applicant's on-the-job supervision in performing CCDP functions. This form is not intended to document applicant's total number of hours worked but rather the hours of on-the-job supervision you have provided the applicant.

Applicant's Name _____

I hereby attest that a minimum of 100 hours of supervision have been attained by the above-named applicant. At least 10 hours in each of the CCDP performance domains have been provided to the applicant.

CCDP DIPLOMATE PERFORMANCE DOMAINS

HOURS RECEIVED IN EACH

- | | |
|--|-------|
| 1. Screening & Assessment | _____ |
| 2. Crisis Prevention & Management | _____ |
| 3. Treatment & Recovery Planning | _____ |
| 4. Counseling | _____ |
| 5. Management & Coordination of Care | _____ |
| 6. Education of the Person, their Support System & the Community | _____ |
| 7. Professional Responsibility | _____ |

TOTAL MUST BE AT LEAST 100 HOURS

Supervisor's Signature

Date

International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. (IC&RC/AODA)

The purpose of the IC&RC is:

- to promote uniform professional standards and quality for the alcohol and other drug abuse profession and to give the profession greater visibility throughout the United States and other countries;
- to negotiate reciprocity agreements for alcohol and other drug abuse professionals with certification bodies throughout the United States and other countries;
- to provide support services, including consultation and training to all states in all areas of certification, such as establishment of standards, evaluation of competence, establishment and training of boards and committees;
- to provide information on certification and certification activities throughout the United States and other countries;
- to provide an International Certificate (ICCDP) for co-occurring disorders professionals meeting specified qualifications certified by individual IC&RC member certification boards. Any IC&RC certified co-occurring disorders professional is eligible. ICCDP international certificates are provided free of charge from IC&RC;
- to promote uniform professional standards in AODA specialty disciplines.

Certified professionals in the state of Delaware have reciprocity with many certifying bodies throughout the United States and other countries as well as the US Air Force, Marines and Navy. For reciprocity process and/or a listing of member boards, please call the DCB Office.

Code of Ethical Conduct

UNLAWFUL CONDUCT

- Rule 1.1 Once certified, a certified professional shall not be convicted for any misdemeanor or felony relating to the individual's ability to provide substance abuse and other behavioral health services as determined by DCB.
- Rule 1.2 A certified professional shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

- Rule 2.1 A certified professional shall, under no circumstances, engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.
- Rule 2.2 A certified professional shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.
- Rule 2.3 A certified professional shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client.
- Rule 2.4 A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

FRAUD-RELATED CONDUCT

- Rule 3.1 A certified professional shall not:
1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
 2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
 3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
 4. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.
- Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.
- Rule 3.3 An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4 A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

- Rule 3.5 A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6 A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7 A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

EXPLOITATION OF CLIENTS

- Rule 4.1 A certified professional shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2 A certified professional shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3 A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4 A certified professional shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5 A certified professional shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6 A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7 A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

PROFESSIONAL STANDARDS

- Rule 5.1 A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2 A certified professional who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified professional must request inactive status of their DCB credential for medical reasons for as long as necessary.

- Rule 5.3 A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4 A certified professional shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5 A certified professional shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6 A certified professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7 The certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.
- Rule 5.8 The certified professional shall not discontinue professional services to a client nor shall they abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9 A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

- Rule 6.1 A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.2 All certified professionals are mandated child abuse reporters.

RECORD KEEPING

- Rule 7.1 A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

- Rule 8.1 A certified professional shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

- Rule 9.1 A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

COOPERATION WITH THE BOARD

- Rule 10.1 A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:
2. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
 3. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
 4. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
 5. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.
- Rule 10.2 A certified professional shall:
1. not make a false statement to the DCB or any other disciplinary authority;
 2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
 3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.
- Rule 10.3 A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.
- Rule 10.4 A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the DCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the DCB investigation or disciplinary proceeding shall be grounds for disciplinary action.
- Rule 10.5 A certified professional shall not file a complaint or provide information to the DCB, which he/she knows or should have known, is false or misleading.
- Rule 10.6 In submitting information to DCB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

Signature: _____ Date: _____

Release (must be notarized below)

I hereby request that the Delaware Certification Board grant the credential to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with the DCB Code of Ethical Conduct;

I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;

I consent to the release of information contained in my application and any other pertinent data submitted to or collected by DCB to officers, members, and staff of the aforementioned Board;

I consent to authorize DCB to gather information from third parties regarding continuing education and employment and understand that such communication shall be treated as confidential;

Allegations of ethical misconduct reported to DCB before, during, or after application for certification is made will be investigated by DCB and could result in the nullification of the application or denial or revocation of certification.

Signature: _____ Date: _____

Please print your name as it should appear on your certificate:

On this the _____ day of _____, 201____, by me _____

a notary public, the undersigned officer, personally appeared: _____,

known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that she/he executed the same for the purposes therein contained. In witness whereof, I hereby set my hand and official seal.

Sworn and subscribed before me this _____ day of _____, 201____.

Notary Public **SEAL:**

CCDP Checklist

The following should be included in the CCDP Application:

- _____ 1. Completed application
 - _____ 2. Experience Verification Form(s)
 - _____ 3. LPCMH: include a copy of your active & current license
 - _____ 4. Signed Code of Ethical Conduct, unless exempt (see EasyPass)
 - _____ 5. Completed and notarized Release Form, unless exempt (see EasyPass)
 - _____ 6. 200 hours of documented education including
 - _____ 140 hours in COD specific training
 - _____ 30 hours of addiction specific training including 6 hours of counselor specific ethics
 - _____ 30 hours of mental health specific training
 - _____ 7. Supervision Form completed by supervisor
 - _____ 8. Current Job Description, signed & dated by you and your supervisor
 - _____ 9. \$350.00 non-refundable fee payable to DCB
- To be sent separately:
- _____ 10. Official college transcript sent directly from your college/university

Photocopy entire application for your records. Send original application, all required documentation, and payment to:

DCB
298 S. Progress Avenue
Harrisburg, PA 17109
(717) 540-4456
(717) 540-4458 – fax
email: info@DelawareCertificationBoard.org
website: www.DelawareCertificationBoard.org

CCDP Diplomate Checklist

The following should be included in the CCDP Application:

- _____ 1. Completed application
- _____ 2. Experience Verification Form(s)
- _____ 3. LPCMH: include a copy of your active & current license
- _____ 4. Signed Code of Ethical Conduct, unless exempt (see EasyPass)
- _____ 5. Completed and notarized Release Form, unless exempt (see EasyPass)
- _____ 6. 140 hours of documented education including
 - _____ 140 hours in COD specific training
 - _____ 6 hours of counselor specific ethics
- _____ 7. Supervision Form completed by supervisor
- _____ 8. Current Job Description, signed & dated by you and your supervisor
- _____ 9. \$350.00 non-refundable fee payable to DCB

To be sent separately:

- _____ 10. Official college transcript sent directly from your college/university

Photocopy entire application for your records. Send original application, all required documentation, and payment to:

DCB
298 S. Progress Avenue
Harrisburg, PA 17109
(717) 540-4456
(717) 540-4458 – fax
email: info@DelawareCertificationBoard.org
website: www.DelawareCertificationBoard.org