

PCB

PENNSYLVANIA CERTIFICATION BOARD

Recertification Application

Easy as 1-2-3 Instructions

1. ____ Submit Forms 1, 2 (and 3, if education is not already PCB approved)
2. ____ Submit continuing education: copies of certificates of attendance or transcript
3. ____ Submit fees (non-refundable)

Recertification record keeping is the responsibility of the certified professional. All recertification documents and application forms should be submitted together. Keep copies of everything submitted.

Faxable only if using credit card to 717.540.4458 or mail your completed packet to:

PCB
298 S. Progress Avenue
Harrisburg, PA 17109
Phone: (717) 540-4455 Fax: (717) 540-4458
Website: pacertboard.org Email: info@pacertboard.org



Free of Charge! IC&RC International Certificates

Addiction Professionals who hold a reciprocal level credential through PCB will automatically be issued an International Certificate by the International Certification & Reciprocity Consortium (IC&RC). **You will receive an International Certificate for each reciprocal credential you hold at no charge within 30 days of your recertification.** Your International Certificate will be issued directly from the IC&RC, and will come under separate cover than your PCB certificate. It will carry the same expiration date as your PCB credential. Each time you recertify your PCB credential, you will automatically be issued a new International Certificate.

The International Certificates are:

CAC - ICADC
CAC Diplomate - ICAADC
CCS - ICCS
CPS - ICPS
CCJP - ICCJP
CCDP - ICCDP
CCDP Diplomate – ICCDPD

The International Certificate provides an indication that you hold an international credential with PCB even though your credential is awarded to you by a state level credentialing board. The International Certificate provides this recognition of your status as an internationally certified addiction professional. International Certification for counselors is required by the Federal Department of Transportation (DOT) for recognition as a Substance Abuse Professional (SAP).

Continuing Education Requirements and Fees

All credentials require:

(1) 3 hours in PCB approved professional ethics and responsibilities as part of the total hours. Acceptable trainings that would meet this requirement include but are not limited to: ethics related to human services, HIPPA, confidentiality, and mental health law.

(2) PCB Approval for all continuing education (must be stated on certificate of attendance or you must apply for approval yourself - see Section B). **Please circle where it states “PCB Approved” on each certificate. If it does not state approved, see Section B.**

The fee for your original credential is the full fee; all other credentials are \$50 each.

AAC II (\$100) 45 hours of PCB Approved education relevant to addiction.

CAC (\$150) 45 hours of PCB Approved Education relevant to addiction.

CAC II (\$200) 40 hours of PCB Approved Education relevant to addiction.

CAC Diplomate (\$200) 40 hours of PCB Approved Education relevant to addiction.

CCS (\$150) 6 hours of PCB Approved Education specific to one or more of the clinical supervisor domains: Counselor Development, Professional & Ethical Standards, Program Development & Quality Assurance, Performance Evaluation, Administration, Treatment Knowledge.

APS II (\$100) 40 hours of PCB Approved Education, including 20 specific to alcohol, tobacco & other drug abuse prevention.

CPS (\$150) 40 hours of PCB Approved Education, including 20 specific to alcohol, tobacco & other drug abuse prevention.

CAAP (\$100) 25 hours of PCB Approved Education relevant to addiction

CCSM (\$150) 40 hours of PCB Approved Education relevant to addiction.

CCMS (\$150) 40 hours of PCB Approved Education relevant to addiction.

CCDP (\$150) 45 hours of PCB Approved Education specific to one or more of the CCDP domains: Screening & Assessment, Crisis Prevention & Management, Treatment & Recovery Planning, Counseling, Management & Coordination of Care, Education of the Person, their Support System & the Community, Professional Responsibility.

CCDP Diplomate (\$200) 40 hours of PCB Approved Education specific to one or more of the CCDP domains (see above).

CCJP (\$150) 45 hours of PCB Approved Education specific to one or more of the criminal justice domains: Dynamics of Addiction & Criminal Behavior, Legal, Ethical & Professional Responsibility, Criminal Justice System & Processes, Clinical Evaluation: Screening & Assessment, Treatment Planning, Case Mgmt, Monitoring & Participant Supervision, Counseling, Documentation.

Certificate of Competency in Problem Gambling (\$50)

Recertified at the same time as your qualifying credential. Submit the appropriate number of PCB approved hours of education for your qualifying credential, including 6 hours of PCB approved gambling specific education (within the total number required for your credential).

CRS (\$75) 25 hours of PCB Approved Education specific to the CRS domains including 6 hours of ethics: Recovery Management, Education/Advocacy, Professional Ethics & Responsibility.

General Information

- Time Period: Education for recertification must have been acquired no earlier than 2 years prior to the applicant's current expiration date. Recerts may be submitted up to 3 months early.
- A recert is considered late if it is received in the PCB Office after your expiration date. Postmarks are not considered. A recert is also considered late if it was received prior to your expiration date but incomplete for any reason, and completed after your expiration date.
- Education not properly verified is unacceptable. Proper verification (i.e. certificate, letter of attendance, official or unofficial transcript) must include date of training, number of hours attended, title of training, sponsoring organization and your name.
- You must circle where it states "PCB Approved" on each certificate. If it does not state this, you'll need to see Section B.

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

1. College/University course: Three college credits are equivalent to 45 hours. Official or unofficial transcript of the course must be included as proof of attendance at the time of recertification.
2. Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
3. Agency workshops. Only approved agency workshops made available to the staff of other agencies or to other drug and alcohol professionals as well as to the sponsoring agency staff are acceptable toward recertification. Documentation of this must be made at time of seeking PCB Education Approval. PCB does not accept general staff meetings, supervision, staff rounds, or case management as examples of workshop education.
4. Distance learning courses may be acceptable with prior review and approval by PCB. PCB may not grant the same number of hours the distance learning company offers, or may not accept the course. It is best to submit an unapproved distance learning course well in advance of your expiration date to allow time to possibly obtain more hours.
5. PCB approved CPR/First Aid and computer trainings are acceptable up to 6 hours.
6. PCB Approved Education may be found on the PCB website: **www.pacertboard.org**.

PCB accepts education received outside of Pennsylvania under the following conditions:

1. Education is relevant to your credential and meets the stated education requirement.
2. Appropriate documentation (certificate, letter of attendance, official or unofficial transcript) is provided.
3. If an out-of-state educational event was approved by the IC&RC member board of that state, no further PCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If these conditions were not met, the certified professional must seek PCB Education Approval of the training.

Section A: Education Provided by the Certified Professional

A certified professional who provides education to others may receive education credit towards their own recertification.

The presenter will receive the same credit as the participant; and the presentation can be used for credit once in each recertification period, provided the training has received PCB Education Approval (see Form 3).

Trainings prepared for clients as part of treatment or informational and referral services are not applicable. Training provided by a certified professional must also be documented by sponsoring organization/college in the same manner as participant documentation (i.e. certificate, letter of participation).

Published work written by the certified professional and published by a legitimate and professional publishing house may meet up to 10 hours of education. A copy of the published work must be submitted along with an education approval application.

Section B: Education Not Yet PCB Approved

Certified professionals may apply for PCB Education Approval when prior application has not been submitted for PCB approval by the sponsoring organization. In doing so, certified professionals are not prohibited from attending educational offerings they wish to use towards recertification.

Certified professionals must apply for PCB Education Approval and supply appropriate information as requested. An application for PCB Education Approval (Form 3) is included in this application.

Section C: Lapsed Credential

The credential is valid for a 2 year period. To maintain the credential(s) individuals must recertify every 2 years prior to the expiration date.

If recertification is not completed by the expiration date, individual is considered lapsed, the credential not in good standing and not active. No claim of an active credential is permitted until successful recertification.

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.
3. Submit \$100 Reinstatement fee. This fee begins the day after the expiration date. There is no grace period.

Certified professionals who regain their credential through this process will maintain the same expiration date. This process is effective for 12 months from the date of expiration. After 12 months, the individual must complete all phases of the initial certification process, meeting all current requirements.

Form 1: Recertification Information Sheet

Date	Soc Sec #	
Name		
Home Address		
City	State	Zip
County	Home Ph	
Position/Title	Email	
Employer		
Employer Address		
City	State	Zip
County	Work Ph	Ext
What credential(s) are you recertifying?		
How would you like to be notified of any problems?	Mail	Email
Have you ever received any disciplinary action from another certification or licensing authority? Yes No If yes, provide full details on separate sheet		
Are you submitting education you presented? Yes No If yes, see Section A		
Do all your certificates state PCB approval? Have you circled the "PCB Approved" statement on each certificate? Yes No If PCB approval is not stated on certificate, see Section B		
Is your recert late? Yes No If yes, see Section C		
Have you read and understood the PCB Code of Ethical Conduct? Yes No There is no need to return the printed Code of Ethical Conduct if you circle "yes."		
Are you interested in all your PCB credentials having the same expiration date? If yes, at PCB website, click on "Applications" then "Expiration Date Change Form."		

Fees can be paid using one of the following:

() Check/MO (payable to PCB) \$ _____ Credit Card _____ - _____ - _____ - _____

() MasterCard/Visa \$ _____ 3-Digit code: _____ Exp Date: _____

Name on card _____

Fee checklist: \$ _____ Recertification Fee (Primary Credential)
 + \$ _____ X \$50 for other credentials recertifying at this time
 + \$ _____ Education Approval fee, if applicable
 + \$ _____ Reinstatement Fee (\$100), if applicable
 \$ _____ **Total**

Form 2: Release

I hereby request that the Pennsylvania 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 PCB 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 PCB to officers, members, and staff of the aforementioned Board;

I consent to authorize PCB 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 PCB before, during, or after application for certification is made will be investigated by PCB 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:

This Release does not need to be notarized.

Form 3: Education Approval Application

Use this form if you are submitting education that is not PCB Approved.

For a non-approved training: Attach the brochure/flyer that provides title of training, description of training content, date, presenter and name of sponsoring organization. If you do not have the flyer, write the information in the summary below. Include a certificate of attendance.

For non-approved college course: Attach syllabus or course content and copy of transcript. A 3 credit course is 45 hours.

If you were the presenter, include a letter from sponsoring school or agency verifying the date, title, length of training and the agenda.

For distance learning courses, the entire course must be submitted for review. PCB reserves the right to determine how many hours will be granted, which may differ from the hours granted by the distance learning company. PCB reserves the right to refuse acceptance of any distance learning course.

The approval fee is \$10 for one training and \$20 total for two or more trainings. Please use one form per training.

Name	
Title of Training	
Date of Training	Number of hours
Name & Credentials of Presenter(s)	
Summary of Training	
Sponsoring Organization Name, Address & Phone	
Where was training held?	

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 PCB.
- 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 PCB 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:
1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
 2. 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;
 3. 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;
 4. 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 PCB 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 PCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the PCB 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 PCB, which he/she knows or should have known, is false or misleading.
- Rule 10.6 In submitting information to PCB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

Keep for your records. It is not necessary to include this Code with your recert materials if you have circled “yes” on the information page where indicated.