

GENERAL INFORMATION & INSTRUCTIONS FOR APPLICANTS CERTIFIED CO-OCCURRING DISORDERS PROFESSIONAL- DIPLOMATE

1. The credential of Certified Co-Occurring Disorders Professional-Diplomate (CCDP-D) fulfills two purposes. First, and most important, the public has a means by which to identify individuals who have met the minimum requirements as set forth in Hawaii Administrative Rules 11-177.1. Second, individuals are recognized for the time, education, and experience they have accumulated in the profession of integrated alcohol, drug and mental health counseling. Certification is meant to recognize a counselor's accomplishments and competence in providing alcohol, drug, and mental health counseling, and not as an entry-level credential.
2. Prerequisite: an applicant must have a master's degree or higher in co-occurring disorders (COD) or behavioral science with a clinical application from a college or university that is accredited by the U.S. Department of Education or the Council on Higher Education Accreditation, or an international equivalent if the degree is from an international institution.
3. Criteria for Certified Co-Occurring Disorders Professional-Diplomate (CCDP-D):
 - Live or work 51% of the time in Hawaii or be a member of the Armed Forces stationed in Hawaii or the Pacific region.
 - Education: 140 hours of co-occurring disorder specific training that includes a focus on both alcohol/drug use and mental disorders and considers the interactive relationship between the disorders. 6 hours must be counselor specific ethics training.
 - Experience: 2000 hours of co-occurring disorder specific work experience, plus 2000 hours of counseling work experience, all in the last 10 years, for 4000 total clock hours.
 - Supervision: 100 hours of face-to-face supervision with a minimum of 10 hours in each of the following domains
 - Screening and assessment
 - Crisis prevention and management
 - Treatment and recovery planning
 - Counseling
 - Management and coordination of care
 - Education of the person, their support system and the community
 - Professional responsibility
 - Agree to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics included in the General Application Packet and found in HAR 11-177.1, Subchapter 3.
 - Successful completion of the IC&RC International computer-based Co-Occurring Disorders Professional Examination.
4. The following information must be received by ADAD **before** an applicant is eligible to apply for the written examination:
 - A completed application for certification.
 - An official transcript documenting earning a master's degree or higher in co-occurring disorders or behavioral science.
 - Documentation (official transcripts or copies of certificates of completion) of 140 hours of ADAD-approved co-occurring disorder specific education that includes a focus on both alcohol/drug use and mental disorders and considers the interactive relationship between the disorders.
 - Documentation on the "Work Experience Verification Record" of 2000 hours of co-occurring disorder specific work experience, 2000 hours of counseling work experience, including 100 hours of face-to-face supervision with at least 10 hours of supervision in each of the domains above.
 - A signed Code of Ethics statement agreeing to abide by the Certified Substance Abuse Counselor (CSAC) Code of Ethics.

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5. All signatures must be originals. Faxed signatures will not be accepted. The originating supervisor must send the "Work Experience Verification Record" and the college or university send official transcripts. Work Experience forms or transcripts received from the applicant will not be accepted. The applicant may send copies of continuing education certificates of completion.
6. **All fees must be paid by certified check or money order (only), payable to "State Director of Finance." Personal checks will not be accepted!**
7. Deadlines will not be extended.
8. Fees: General Application: \$25.00
IC&RC Computer-Based Exam: \$115.00 (Available on Oahu and Hawaii islands)
CCDP-D Renewal: \$25.00
9. Submit application for renewal along with 40 hours of continuing education in co-occurring disorder specific topics earned during the current two-year period of certification, including 6 hours in counselor ethics.
10. Refer to Chapter 11-177.1 HAR, entitled "Certification Standards for Substance Abuse Counselors, Program Administrators, Prevention Specialists, Clinical Supervisors, Criminal Justice Addictions Professionals, and Co-Occurring Disorders Professional-Diplomate" for more specifics regarding certification criteria. These rules can be found at: <http://co.doh.hawaii.gov/sites/har/admrules/Rules/1/11-177.1.pdf>
11. Application materials may be found at: <http://hawaii.gov/health/substance-abuse/prevention-treatment/adcert.htm>
12. Mail completed applications to:
Alcohol & Drug Abuse Division (ADAD)
Attn: Certification
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707

***NOTE: Please complete and forward your general application before you send for transcripts or submit your supervision and/or education requirements. ADAD will establish a file and email you once your application has been approved, and notify you thereafter whenever documents that substantiate your education and experience are received.**

Once ADAD receives the application information a review of the applicant's file will be conducted and a status email sent to the applicant. Only those applicants who have completed and documented the required education requirement and supervised experience, including the direct supervision requirement, will be eligible to register for the IC&RC computer examination. When the applicant qualifies for the computer examination by virtue of documenting the education and supervised experience requirements, an examination application packet will be sent with instructions. If the applicant does not pass the examination, the candidate will have the opportunity to apply to re-take the examination and pay the testing fee.

If the applicant passes the written examination, a certificate of certification will be issued, signed by the Director of Health.

For questions regarding the certification process, please contact the Certification Office at 692-7518.