

Frequently Asked Questions Regarding Obtaining a Credential, Renewal, or Reciprocity from the Hawaii, Alcohol and Drug Abuse Division (ADAD)

CREDENTIALING PROCESS:

How do I get started in obtaining a credential with ADAD?

At the present time, ADAD offers six credentials: the Certified Substance Abuse Counselor (CSAC); the Certified Prevention Specialist (CPS), the Certified Clinical Supervisor (CCS), the Certified Criminal Justice Professional (CCJP), the Certified Co-Occurring Disorders Professional-Diplomate (CCDP-D), and the Certified Substance Abuse Program Administrator (CSAPA). ADAD is a member board of International Credentialing and Reciprocity Consortium (IC&RC), and we therefore adhere to their minimum standards and criteria for credentialing, including having candidates take their credentialing examinations through IC&RC once they have met all the requirements. The first five of the above listed credentials at ADAD offer reciprocity through IC&RC to any of the other 92 member boards around the United States, various territories, all branches of the military, and countries around the world. However, the sixth credential ADAD offers, the CSAPA, is a Hawaii designation only, and does not exist under IC&RC regulations; therefore, there is no reciprocity to any other member boards. The reciprocity directions are found on the ADAD website, near the top of the page, (<http://health.hawaii.gov/substance-abuse/>), as well as further question and answer information in this document for those who are already certified in one or more categories in Hawaii, and wish to reciprocate to another member board.

GETTING STARTED: To submit an application, you **MUST live and/or work at least 51% of the time in Hawaii** to obtain a credential through ADAD. To get the process started to obtain one of ADAD's credentials, you will need to decide which one, and thoroughly review the requirements on our website, at least several times, before it all begins to make sense. Once that is completed, the very first step is to download and print the application form for the credential you wish to obtain. You fill that out, paying particular attention to the directions in how to complete the payment portion. **ADAD can only accept certified checks or money orders (NO OTHER PAYMENT),** made out to the **Director of Finance (ONLY).** Along with your application and payment, you must mail in the signed Code of Ethics statement for that credential. These items must be mailed with their original signature; faxes, emails, or copies **WILL NOT** be accepted.

Please do not mail in any other application material until you receive a confirmation email back from the ADAD office indicating that your application has been received, approved, the **mandatory background check** has been successfully completed, and we have established a file for you. After you have received notice back from ADAD, you can start to send ADAD your official transcripts directly from any colleges or universities for degree work that pertains to the human service counseling field. Please note that you **must** state "yes" on the application form **if** you have had any criminal history and charges, **no matter when**, and

submit court documents along with your application that demonstrate your charges have all been satisfied and adjudicated, that you are not on probation or parole, and that you have no further pending charges. Your application will not be processed without this information, and failure to adhere to any of these directions will delay, or even prevent, your ability to obtain a credential.

What is the process like to obtain a credential?

Once you have been approved and a file is opened for you in the ADAD office, you will submit completed training certificates, and it is requested you submit several at a time. This will lessen the processing time for your paperwork, and speed up the process. Official transcripts sent directly from universities for degrees in the human service profession will be analyzed, and your file will be credited with any work experience hours and/or education hours that are applicable. Confidential Official Work Experience Verification forms **MUST be mailed directly to ADAD from your supervisor with their original signature.**

Once ADAD receives the above submissions, we will email you a table with your totals accumulated thus far for the three required areas (education hours, work experience hours, and direct supervision hours) to you. We suggest you keep track of these emails as they are proof of your running totals towards meeting the requirements in order to test for the credential you are seeking.

How long will it take to obtain a credential?

It truly varies, but the average amount of time is roughly 2 years. This can be shortened considerably if you have a master's degree in a human service profession, and applicable education, work experience hours, and supervision have been accredited to you. Some applicants complete the entire process in one year; others take 5 years or more.

How long does ADAD keep a file for?

It states in the application paperwork for ADAD that if we have not received any submissions from a candidate in 3 years, we will review the file. If we have not received any submissions from a candidate in 5 years, the file is considered abandoned, and is destroyed. This does not mean that a simple phone call or email to ADAD indicating on-going interest will suffice; in order for a file to be considered active, a candidate must submit evidence of continued progress in those 5 years.

What areas do I need to take trainings in to obtain the required 270 continuing education clock hours?

You may take any trainings that are applicable to the drug and alcohol counseling field, and typically they will count. You must take at least half of your required hours (half of the 270 hours equals 135 education hours) via in-person trainings; the rest can be conducted via

online trainings. Keep in mind, you ***MUST*** take 6 clock hours in professional ethics, 6 clock hours in confidentiality regulations pertaining to 42 CFR (Code of Federal Regulations), which are pertinent to the substance abuse field, and 6 clock hours in the area of sexually transmitted diseases, including HIV/AIDS training. This total of 18 clock hours is part of the overall 270 hours that you need to take trainings in. The rest are up to you; just make sure they are ***absolutely applicable and specific to drug and alcohol counseling***. (Please do ***NOT*** submit trainings such as “Safe Driving,” or “Sexual Harassment of Employees,” and the like as they are NOT specific to drug and alcohol counseling of clients and will not be counted, only delaying the processing of your submissions.)

The above are general suggestions for all credentials; however, if you are seeking a specific specialty credential, such as the Certified Criminal Justice Professional, you will want to take trainings that are ***especially relevant*** to that specialty. You will be tested on this information for your credential, and you will want to have the best preparation for success.

What if I have an additional license? Are the requirements different and what are the advantages/disadvantages of utilizing this instead of obtaining the standard CSAC? (THIS ONLY PERTAINS TO THE CSAC CREDENTIAL!)

If you have an additional license, such as a Licensed Marriage and Family Therapist (LMFT), a Licensed Social Worker (LSW), a Licensed Mental Health Counselor (LMHC), or the like, as well as a Licensed Psychologist or Psychiatrist, you can choose to obtain a CSAC credential, or renew one, by submitting fewer hours of education, work experience, and supervision. However, according to the regulations set forth by IC&RC, if you choose to do so, you will NOT be qualified for any type of reciprocity to any other IC&RC member board, and if you move to one of them, you would need to start the credentialing process all over from the beginning. In summary, the pros are that you have fewer hours to obtain towards your initial credential, but the fees are all the same and you still take the same certification exam. The cons are that you will not qualify for certification in any other state, territory, country, or military branch that is a member board of IC&RC, and you would have to start the process anew. To review the exact requirements for this type of CSAC credential, please scroll to the bottom of the ADAD certification website page where you will find the application and renewal documents for those with an additional license (<http://health.hawaii.gov/substance-abuse/>).

What happens once I meet the requirements in order to test for the credential I am seeking?

Once you have met all the criteria in order to test for the credential you are seeking, ADAD will send you a congratulatory email, and request a follow-up response indicating your current address. This is because many people have a change of address during their application period, and their testing paperwork is returned to ADAD as undeliverable. Once we receive this information, a letter will be sent to you from ADAD outlining the directions for registering for the credential exam you are qualified to test for, along with the

examination registration form. The fees are different for each examination, set by IC&RC, and are listed on the form. You will complete the payment according to the directions, and mail that and your registration form back to ADAD. As a courtesy, ADAD also mails you a Candidate Guide from IC&RC, that is filled with important testing information and resource material for the credential you are seeking. This information can also be downloaded for free from the IC&RC website at www.internationalcredentialing.org.

What happens after I return my examination application and payment back to ADAD?

Once ADAD processes your examination application and payment, we will register you with Schroeder Measurement Testing, ISO-Testing Corporation, the examination website contracted by IC&RC to deliver the exams. You will then receive an email from the testing company verifying you are now registered to take the exam. The email states you can go onto the testing website and pick your date and time to take the proctored computer exam. *HOWEVER, SINCE WE ARE SO RURAL IN HAWAII, THE SITE WILL NOT DISPLAY ANY TESTING SITES AVAILABLE IN HAWAII. Therefore, you will need to scroll down to end of the email and CALL ISO-TESTING CORPORATION DIRECTLY WITH THE NUMBER GIVEN IN ORDER TO REGISTER FOR YOUR EXAM.* The company is very easy to work with, and they will discuss with you a date and time that is convenient for you to schedule your proctored exam. At this time, there are testing site locations on Oahu, and in Hilo on the Big Island; we are hoping to establish sites on all the islands soon.

How do I find out the results of the examination, and what happens next?

All credentialing testing is obtained through IC&RC and is completed by taking the exam via a proctored computer exam. An added bonus to this is that once you have completed and submitted your exam, your proctor will select the results button, and you will know immediately if you passed. The ADAD office is notified approximately 2-3 days after your examination, and a letter will be generated to you. If you passed, the letter will indicate your new certification number, and the dates which your credential is valid. This month and day will always be the same, every two years, for that is the time period you will have to renew (see the renewal process information in this document for further details). If you unfortunately did not pass, the ADAD office will generate a letter to you indicating this, and mail you another examination application form. According to the IC&RC mandate, you must wait at least 60 days before attempting to take the examination again.

Is there a limit to how many times I can retake a credentialing examination?

At the present time, there is no limit, however, after 3 consecutive failures to successfully pass the exam, the ADAD office will discuss with you areas that you may need strengthening in, and recommend further trainings and/or supervision experience before attempting the exam again.

Can I use duplicate completed training certificates from the same place, same author?

No, ADAD does not accept duplicate training certificates from the exact same location, and same presenter for the original application, nor for two-year renewal periods. If, for example, you take two different trainings in professional ethics, from two different presenters, that is fine and those training hours WILL be accepted.

If I have more than one credential, can ADAD change all the dates to coincide to the same expiration date?

At this juncture, ADAD does not have the capacity to change all dates on each credential to coincide into one expiration date. It is something ADAD is looking into, and will advise our credential holders if this is something we can change.

How does my supervisor fill out the Work Experience Verification Form? What is the process?

The directions for each credential and each Work Experience Verification Form are found on the ADAD website, <http://health.hawaii.gov/substance-abuse/>, under the title for each credential. The applicant fills out the top portion, and the supervisor fills out the rest of the confidential form, according to the accompanying directions. Since the form is confidential, it is very important the supervisor fill out the form and **MAIL IT DIRECTLY TO ADAD HIM/HERSELF**. ADAD requires an original signature on the form, with the supervisor's mailing address on the envelope. The directions are very clear, therefore, faxed, emailed, or duplicated forms will NOT be accepted, and this will only delay an applicant's credentialing process. A licensed mental health professional (i.e. Psychologist, Psychiatrist, Licensed Social Worker, Licensed Marriage and Family Therapist, Licensed Mental Health Counselor, or licensed professional with substance abuse/addiction training) can fill out the overall Supervised Work Training Hours. However, only a person holding a CSAC (or its equivalent in another state/country) may complete the 400, face-to-face Supervised Practical Training hours for them to count towards the 12-core functions, for which the CSAC candidate will be tested on. There needs to be **AT LEAST** a minimum of 20 hours recorded in **EACH** of the 12-core function areas; an applicant will have more in some of the hours in order to reach the overall required 400 hours.

How do I find out about upcoming ADAD sponsored, and other training opportunities?

All ADAD sponsored trainings can be found on our website, under the Training Calendar tab on the far left. Upcoming trainings that are "live" and ready for registration will display a link, and the interested attendee will click the link open to register, and pay by credit or debit card. The person will then receive an electronic email indicating the registration has been approved, and the person has a reserved seat. An interested attendee can also pay by check or money order, and the information is also located on the link when it is opened listing how

to complete the registration by this method. ADAD additionally posts upcoming trainings that have been arranged, but are not “live” yet for registration purposes. These trainings will be listed as far in advance as is possible, and they will be more of a “save the date,” and will NOT have a link available with it in order to register yet.

As a courtesy upon request, ADAD may also post other ADAD-approved trainings, workshops, and conferences for those presenters who have submitted their complete packet of training materials to ADAD for approval of Continuing Education (CE) hours. Please refer to the Training Calendar portion of the ADAD website, under the “Process to Obtain ADAD-Approved CE’s” to review the required documentation.

RENEWAL INFORMATION:

What information do I need to know for my bi-annual renewal?

The Alcohol and Drug Abuse Division (ADAD) sends out courtesy email reminder notices to those holding a credential that will expire in the next 60 days. Please note that the State of Hawaii Administrative Rules allows for a very generous 12-month reinstatement period should you lapse your credential. However, it is ***illegal*** to use an expired credential until it is renewed, and employers and insurance companies check with us every day inquiring about active credentialing dates. ***You may renew up to 60 days before your expiration date*** (but not before then). If you fail to renew within the current ***reinstatement*** period of 12 months past your expiration date, you will need to start the entire process over from the beginning to obtain a new credential, ***including retesting***.

For your renewal every two years, you need to submit a copy (never originals) of certificates of completion for a total of **40 continuing education content hours (CE hours), specific to alcohol and drug abuse training only, including 6 education hours in professional ethics**. Trainings such as Safe Driving, Fire Safety, Sexual Harassment of Employees, Environmental Emergency Management, and the like (while interesting!) do ***NOT*** count towards your renewal hours. Kindly only send in the required amount of hours of completed, relevant certificates of trainings because a huge number of certificates over the 40 hours only serves to delay the entire renewal process. Check to make sure each certificate has the CE hours clearly listed, and please include a very short explanatory note if the title of the training is not self-evident as to its content, or is has a lot of abbreviations that would not be immediately understandable. Duplicates of the exact same training, taken from the exact same place will ***not*** be accepted within the two-year renewal period.

(Note: For those of you who have an additional License through DCCA [Department of Commerce and Consumer Affairs], and you choose to renew your ADAD credential under these stipulations, please follow the renewal application requirements for your ADAD certification on the application forms provided at the bottom of our website page.)

Download and print a copy of your renewal application form from our website at <http://health.hawaii.gov/substance-abuse/>. You need to mail us a **certified check or money order** (only) for \$25 made out to the **Director of Finance**, along with your supporting documents and renewal application. Paperwork for renewals for separate credentials MUST be sent in with complete documentation for ***EACH*** credential. ADAD does ***NOT*** have the capacity to track submissions from different credential folders, copy them, and transfer them into the appropriate credential for renewal. **IT IS THE RESPONSIBILITY OF THE CREDENTIAL HOLDER TO MAKE THEIR OWN COPIES OF COMPLETED TRAINING CERTIFICATES AND SUBMIT THEM SEPARATELY FOR EACH CREDENTIAL.**

Remember, your credential expires the same month and day, every two years, and it is important to keep your email address current with ADAD so that you can receive important notices. Please contact ADAD with any questions you may have.

RECIPROCITY INFORMATION:

I am moving to another IC&RC member board; how do I reciprocate?

The reciprocity information is listed at the top of the ADAD website page at: <http://health.hawaii.gov/substance-abuse/>. First, you explore the IC&RC website at: www.internationalcredentialing.org, to see if the place you are moving to is a member board of IC&RC. If it is, you contact the ADAD office ***in writing*** indicating you wish to reciprocate to another board. ADAD will review your file and confirm that you are in good standing (that you don't have any ethics violations pending), and you must have at least 60 days remaining on your active credential before it expires. Once this is completed, ADAD will mail you the appropriate forms for you to complete. You mail the completed forms along with your payment back to ADAD, and then ADAD will also complete verification forms and mail this entire packet to IC&RC. IC&RC will notify you once their processing has been completed, and your new member board will also be advised. Your new member board will contact you with further directions specific to their credentialing.

I am moving to Hawaii with an IC&RC recognized credential, and from an IC&RC member board: what is the process?

You would do the reverse of above. You contact your current member board, and follow their policies and procedures for reciprocity to Hawaii. ADAD will receive notification once this process has been approved and completed.

I am moving to Hawaii and am licensed/credentialed elsewhere, but not with IC&RC. What do I do?

Please contact the credentialing office directly at 808-692-7518 to discuss what your options may be. To be certified in Hawaii, according to the Administrative Rules, you must meet all the minimum criteria for education, work experience, and supervision hours, plus, you will have to take the IC&RC relevant examination, regardless of your prior credentials.