



Alcohol and Drug Abuse Division (ADAD)

RENEWAL APPLICATION INSTRUCTIONS

- **Certified Substance Abuse Counselor**
- **Certified Substance Abuse Counselor with Professional License**
- **Certified Prevention Specialist**
- **Certified Clinical Supervisor**
- **Certified Criminal Justice Addictions Professional**
- **Certified Substance Abuse Program Administrator**

**Please submit a copy of your current government-issued ID
with your renewal packet.*

**The Alcohol and Drug Abuse Division
Quality Assurance and Improvement Office
601 Kamokila Blvd, Room 360
Kapolei, Hawaii 96707**

FOR INQUIRES CONTACT:
doh.adad.qaio@doh.hawaii.gov

ADAD Website: <https://health.hawaii.gov/substance-abuse/>
ADAD Professional Certification: <https://health.hawaii.gov/substance-abuse/home/counselor-certification/>

Prior to submitting your application, review all the requirements and download the application. Use the table below as a guide for gathering your documents. If you hold more than one credential CE hours can be combined with exception of CSAC Ethics and CPS Ethics. **Failure to submit required documentation may result in rejection of your application, and/ or hinderance of the review processes.**

Certification	Requirements
Certified Substance Abuse Counselor (CSAC)	<ul style="list-style-type: none"> Forty (40) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics.
CSAC with a License (LCSW, LMFT, LMHC)	<ul style="list-style-type: none"> Sixteen (16) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics. A copy of your current license to practice in the State of Hawaii. <p><i>**Please note you will not be eligible for reciprocity or to supervise a candidate working on the 12 Core Functions.</i></p>
CSAC Advance Practice Registered Nurse (APRN)	<ul style="list-style-type: none"> Sixteen (16) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics. A copy of your current license to practice in the State of Hawaii and recognition as an APRN. <p><i>**Please note you will not be eligible for reciprocity or to supervise a candidate working on the 12 Core Functions.</i></p>
CSAC – Licensed Psychologist/Physician (Specialty)	<ul style="list-style-type: none"> Sixteen (16) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics. A copy of your current license to practice in the State of Hawaii and Proficiency Certificate. <p><i>**Please note you will not be eligible for reciprocity or to supervise a candidate working on the 12 Core Functions.</i></p>
Certified Prevention Specialist (CPS)	<ul style="list-style-type: none"> Forty (40) ADAD Approved Continuing Education Hours, six (6) of which are required to be in Prevention Ethics. <p><i>**If you hold more than one certification, CE hours can be combined with CSAC CE's</i></p>
Certified Clinical Supervisor (CCS)	<ul style="list-style-type: none"> Forty (40) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics. <p><i>**You must be an active CSAC. CE hours can be combined with CSAC CE's.</i></p>
Certified Criminal Justice Addictions Professional (CCJP)	<ul style="list-style-type: none"> Forty (40) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics. <p><i>**You must be an active CSAC. CE hours can be combined with CSAC CE's.</i></p>
Certified Substance Abuse Program Administrator (CSAPA)	<ul style="list-style-type: none"> Forty (40) ADAD Approved Continuing Education Hours, six (6) of which are required to be in SUD Ethics. <p><i>**CE hours can be combined with CSAC CE's.</i></p>

TO SUBMIT YOUR RENEWAL APPLICATION, PLEASE MAIL TO:

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 Quality Assurance and Improvement Office
 601 Kamokila Blvd, Room 360
 Kapolei, Hawaii 96707**

FOR INQUIRES CONTACT: doh.adad.qaio@doh.hawaii.gov

REVIEW, APPROVAL, & PROCESS

1. Mail in the following to ADAD at the address below:

- Completed, signed and dated application.
- Non-Refundable application fee of \$25.00.**
- Required continuing education hours and/or transcripts.
- Any applicable documentation related to any findings of unethical, unprofessional, or illegal conduct and/ or civil/ legal court dispositions.
- A copy of your valid government-issued photo ID.

Non-Refundable Fee Payment – The only acceptable forms of payment are *Cashier's Check*** and ***Money Order***, payable to the **State Director of Finance**. Personal checks are *NOT* accepted. If paying with a money order, it must be purchased within 30-days of submission. There is a \$25.00 service fee for returned checks or money orders.

2. To request receipt confirmation of your application, email ADAD at: doh.adad.qaio@doh.hawaii.gov
3. ADAD will review the renewal application. Please allow 1 to 2 weeks for review and processing of your application.
4. The applicant will be emailed or called if there are questions regarding your application.
It is imperative to provide your current email address and phone number.
5. Your application is considered approved when you receive an email stating that you have met all requirements for renewal. At that time, you will be given a new date of expiration.
6. Please allow 4 to 6 weeks for the processing your certificate. Once signed by ADAD official, your certificate will be mailed to the mailing address listed on the renewal application.
7. Duplicate CE's and CE's that are less than 1.0 will not be accepted.
8. CE's must be Substance Use Disorder (SUD) and or behavioral health related. Topics such as "Workplace Violence, Fire Safety, etc." will not be accepted. Topics should be related to the certification in which you hold.
9. CE's submitted must be dated during your current renewal period only.
10. It is your responsibility to promptly report all name and address changes to ADAD.
11. Records may be destroyed after two (2) years from the date of certification expiration or revocation.

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