

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title Counselor Certification – Five-Year Expiration Period		Issue Date: Nov. 16, 2012 Expiration Date: N/A	Issue No. 12 - 16
Deputy Director Approval Millicent Tidwell Acting Deputy Director Licensing and Certification Division	Function: [] Information Management [X] Quality Assurance [] Service Delivery [] Fiscal [] Administration []	Supersedes Bulletin/ADP Letter No.	

PURPOSE

The purpose of this Bulletin is to remind all Certifying Organizations (CO) and Alcohol and other Drug (AOD) Programs licensed and/or certified by the Department of Alcohol and Drug Programs (ADP) that all staff members conducting counseling services must be certified no later than five years from initial registration with a Certifying Organization.

DISCUSSION

ADP has noticed a trend in the increase in the number of counselors whose five year registration period has expired, but whom have continued to provide counseling services.

REFERENCES

California Code of Regulations, Title 9, Chapter 8, Section 13035(f)(1)(2).

“Within six months of hire, all non-licensed or non-certified individuals providing counseling services in an AOD program shall be registered to obtain certification as an AOD counselor by one of the certifying organizations specified in this regulation.

- (1) Registrants shall complete certification as an AOD counselor within five years of the date of registration.
- (2) The certifying organization may allow up to two years additional time for a leave of absence due to medical problem or other hardship, consistent with the policy developed by the certifying organization.”



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BACKGROUND

Counselors have a total of five years to obtain certification from their initial registration date regardless of whether they register with more than one CO. For example, if an individual registers with one CO and uses two of the five years and the individual transfers to another CO, they will only have a remainder of three years to obtain certification.

If a counselor is found to exceed their five year registration period without a hardship exception and they are providing counseling services, their registration will be revoked. They will be unable to perform counseling duties at any ADP-licensed and/or certified program until they receive their certification.

Licensed and certified programs will be held accountable to ensure that staff has a current and valid registration or certification and have not exceeded the five year registration period and to ensure that at least 30% of counseling staff is certified. ADP staff will issue the appropriate deficiency to programs not meeting these requirements.

QUESTIONS

If you have any questions regarding this matter, please contact the Licensing and Certification Division at (916) 322-2911.

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