

**The Certification Board, Inc &  
The Foundation for Addiction and Behavioral Health Professionals, Inc.  
1200 Tices Lane –Suite 104- East Brunswick, NJ 08816**

September 11, 2007

To Approved Providers:

The Certification Board is striving to improve efficiency and clarity for our LCADC/CADC initial education reviews.

Based on feedback from Approved Providers, there have been some technological difficulties in emailing large volumes of material to the Board. To assure quality reviews within the 30-day time frame, we are instituting a new procedure:

1. **Submissions will be made through the regular ground mail using compact discs and the form enclosed. Please be sure to properly label your discs!**
  - a. The form will give us all information needed for approvals including:
    - i. Domain Number
    - ii. Course Title
    - iii. Instructors first and last name (some instructors share the same last name)
    - iv. Date of the course
    - v. If the course is a resubmission. This will help speed the process, as we will only have to review the new learning objectives submitted as indicated on the form.
    - vi. If the course was previously approved for your agency, the courses will NOT require a Power Point submission, but only the original approval number. Original approval numbers are good for a period of three years.
    - vii. You must keep a receipt from the post office or other ground carriers to assure you of receipt by the Board for your coursework submission.
  
2. **Submissions will only be accepted via email by prior special arrangement with our Communications Director Ed Alberts who can be contacted at [Ed@certbd.com](mailto:Ed@certbd.com).**
  - i.e. for three or less total course submissions for those agencies lacking the ability to burn a cd disc.

This new system will reduce the incidence of “lost” or incomplete records and help to keep each Approved Provider Agency in date order of submission. We expect a quicker turn around time once this new system is implemented. **This requirement will go into effect immediately.**

We appreciate your cooperation and, as always, welcome any suggestions in improving our services to you.

Sincerely,

Richard J. Bowe, Executive Director

Christine M. Harrington, Administrator