



The Certification Board, Inc. – Addiction Professionals Division  
 1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
 732-249-1991 - Fax: 732-249-1559  
 E-Mail: info@certbd.com - Website: www.certbd.com

**CDA RECERTIFICATION  
 REQUIREMENTS AND APPLICATION**

**Objectives of the CDA Recertification:**

- ◆ Obtaining current information.
- ◆ Exploring new knowledge in a specific content area.
- ◆ Mastering new skills and techniques.
- ◆ Expanding the approaches towards the management of clients.
- ◆ Developing critical inquiry skills and balanced professional judgment.

**Requirements:**

- ◆ 24 hours of continuing education is required every two (2) years; hours must fall within the two year period.
- ◆ All education must be verified with original certificates.
- ◆ \$175 non-refundable renewal fee (check or money order made payable to The Certification Board or the APCB, Inc.).
- ◆ \$15 per month late fee, if applicable.
- ◆ Copy of current CDA certificate.

**Scope of Service:**

The Chemical Dependency Associate is designed for the entry-level counselor as a stepping-stone towards the CADC. It is not a clinical practice credential and cannot substitute for the CADC in State regulations. Private practice counselors must have a license approved by the Division of Consumer Affairs to provide independent counseling. The CDA may also be used for those who work in addiction related settings, but do not perform the duties of a CADC.

**The following must be printed LEGIBLY or typewritten:**

NAME \_\_\_\_\_  
 (Please Print Your Name as it should appear on your Certificate)

STREET \_\_\_\_\_

TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_

Email \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE # ( ) \_\_\_\_\_



The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: [info@certbd.com](mailto:info@certbd.com) - Website: [www.certbd.com](http://www.certbd.com)

## **INFORMATION AND REQUIREMENTS**

- Please note all originals of certificates must be submitted with the application, as well as a set of photocopies and a self addressed, stamped envelope. Once the review has been completed, the originals will be returned. If the SASE is not included, the originals will not be returned.
- All courses must either be alcohol and drug related, or enhance your skills as a counselor.
- The only documentation that will be accepted is either a certificate of completion with your name on it or a letter of verification from the sponsoring agency.
- Counselors must submit twenty-four (24) hours of continuing education every two years.
- Applicant must include the \$175 non-refundable recertification fee.  
(check or money order made payable to The Certification Board or the APCB, Inc.)

### **In-Service**

A maximum of 30 hours of alcohol or drug specific in-service education is allowed towards recertification. Official documentation on letterhead is required.

The Agency must be listed in the "Directory of Programs Available for Addiction Services" available through the Division of Addiction Services.

General staff meetings, case conference/presentations, peer supervision or staff rounds are not acceptable.

### **Individual Credit**

If you are uncertain as to whether or not certain courses will be accepted towards your recertification, it is strongly suggested that you submit a course description, along with verification of completion, to the Board for review PRIOR to your recertification.

The Certification Board reserves the right to withhold approval of education hours if it is unable to determine, from materials submitted, if the course is alcohol and drug related, or counseling related. Additional information regarding a course may be requested if necessary.

Home study courses are only accepted if pre-approved by the Board (they will list an approval number). A maximum of 30 hours per recertification is allowed.

### **Academic Credit**

Academic courses that pertain to the field of counseling or alcohol and drug issues are acceptable. The general rule for a three (3) credit college course is 45 hours (15 hours per credit). You must submit an official transcript.

#### **Research Papers**

**Please note that these are subject to Board review.**

- Undergraduate - (passing grade) - alcohol or drug related research paper = 6 hours maximum
- Graduate - (passing grade) - alcohol or drug related research paper = 12 hours maximum
- Doctoral - (passing 12 credit dissertation) - alcohol or drug related research paper = 18 hours maximum

### **Instructors**

For every hour taught by a counselor, three hours of credit will be given (two hours preparation, one hour presentation for a total of three hours. For example, if you teach a three-hour class, we will grant nine hours credit). A maximum of 30 hours is granted per recertification. You can only use this option once per course.

In order to document this information for recertification, the following information must be presented:

- A letter from the sponsoring agency **on their letterhead**, stating the following; the date the program was presented, your name, the number of hours presented, and the title of the program.

### **Miscellaneous**

The following courses will be accepted only once: CPR Training, First Aid Training or EMT Training - 6 hours



The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: [info@certbd.com](mailto:info@certbd.com) - Website: [www.certbd.com](http://www.certbd.com)

## **STATUS**

The following pertain to all Certifications.

### **Inactive Status**

- Inactive Status occurs when a counselor's recertification becomes more than 30 days late.
- Inactive Status means the Board does not consider the counselor to be actively certified or in good standing at that time.
- A counselor may remain on Inactive Status for a maximum of 12 months, at which time the counselor's credential will be terminated.
- For each month the counselor remains on Inactive Status, there will be a \$15 fee in addition to the \$175 recertification fee. The Inactive Status fee will not exceed \$180 (for the maximum 12 months).

### **Lapsed (Terminated) Status**

- Lapsed Status occurs when a counselor permits their credential to lapse after the Inactive Status expires.
- Lapsed Status is considered permanent.
- If a lapsed counselor decides re-activate their credential again, they must follow the reinstatement procedure listed below:

### **Reinstatement Procedure**

- Counselor must submit in writing three recommendations for reinstatement: one licensed or certified counselor, one supervisor, and one colleague.
- Counselor must provide verification educational hours equal to those required for Recertification.
- Submission is to include \$87.50 per year for each year lapsed to a maximum of four years.
- Submission of \$180 late fee for the 12 months on Inactive Status.
- A letter requesting reinstatement with specific information on why the lapse occurred and covering the time period must be submitted. The letter must also state reasons for re-entering the field.
- If an ethical complaint is involved, a personal interview may be required.



The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: info@certbd.com - Website: www.certbd.com

**SUPERVISOR RECOMMENDATION**

APPLICANT'S NAME \_\_\_\_\_

Supervisor:

Please write a brief explanation below of why this applicant should or should not be renewed as a Chemical Dependency Associate (CDA).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_



The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: [info@certbd.com](mailto:info@certbd.com) - Website: [www.certbd.com](http://www.certbd.com)

## **STATEMENT OF UNDERSTANDING**

I hereby apply for recertification to the Addiction Professionals Certification Board, Inc. I understand that recertification depends upon my successfully completing the assessment of my continuing education hours as established by the Board, and submission of all required verifications. I also understand that for research and statistical purposes only, the data from my application may be used in a non-identifying manner.

## **AUTHORIZATION AND RELEASE**

I hereby authorize the Addiction Professionals Certification Board, Inc. to make any inquiry of any agency, facility, or organization or individual for any and all additional information, which might be necessary to fully and properly evaluate my application for recertification.

I hereby release and hold harmless the Addiction Professionals Certification Board, Inc., its Board of Directors, its Officers, its employees, servants, and agents from any and all manner of suits, actions, claims, and judgments which might arise from such efforts to further document the statements and claims I have made in this application or in the processing of consideration of same.

I further acknowledge, understand, and agree that any falsification or misrepresentation of information, by myself or others, regarding my experience and/or qualifications will be sufficient reason for denial of my application or for withdrawal of certification at a later date.

I also affirm that I conform to the APCB, Inc. Ethical Standards.

APPLICANT SIGNATURE

---

DATE

---

WITNESS SIGNATURE

---





The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: [info@certbd.com](mailto:info@certbd.com) - Website: [www.certbd.com](http://www.certbd.com)

## ETHICAL STANDARDS FOR CHEMICAL DEPENDENCY ASSOCIATES (CDA)

The Addiction Professionals Certification Board, Inc. (APCB, Inc.) wishes to thank the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) for the development of these Ethical Standards and for permission to use this amended version.

### Specific Principles

#### Principle 1: Non-Discrimination

The CDA shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- A. The CDA shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the CDA guards the individual rights and personal dignity of clients.
- B. The CDA shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

#### Principle 2: Responsibility

The CDA shall espouse objectivity and integrity, and maintain the highest standards in the services the member offers.

- A. The CDA shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.
- B. The CDA, as educator, has primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- C. The CDA who supervises others accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.
- D. The CDA who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

#### Principle 3: Competency

The CDA shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the member and of the professional as a whole. The CDA shall recognize the need for ongoing education as a component of professional competency. The CDA shall recognize boundaries and limitations of their competencies and not offer services or use techniques outside of these professional competencies.

- A. The CDA shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The CDA shall support peer assistance programs in this respect.

#### Principle 4: Legal and Moral Standards

The CDA shall uphold the legal and accepted moral codes which pertain to professional conduct.

- A. The CDA shall be fully cognizant of all federal and New Jersey laws governing the practice of alcoholism and drug abuse counseling.
- B. The CDA shall not claim either directly or by implication, professional qualifications/affiliations that they do not possess.
- C. The CDA shall ensure that products or services associated with or provided by the CDA or means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.



The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: [info@certbd.com](mailto:info@certbd.com) - Website: [www.certbd.com](http://www.certbd.com)

**Principle 5: Public Statements**

The CDA shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- A. The CDA, in making statements to clients, other professionals, and the general public shall state as fact only those matters, which have been empirically validated as fact. All other opinions, speculations, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters, which touch on the subject of alcoholism, and drug abuse shall be represented as less than scientifically validated.
- B. The CDA shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgement should extend to the source of the information and reliability of the method by which it was derived.

**Principle 6: Publication Credit**

The CDA shall assign the credit to all who have contributed to the published material and for the work upon which the publication is based.

- A. The CDA shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- B. The CDA shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.
- C. The CDA shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

**Principle 7: Client Welfare**

The CDA shall promote the production of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all CDA's.

- A. The CDA shall disclose their code of ethics, professional loyalties and responsibilities to all clients.
- B. The CDA shall terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship.
- C. The CDA shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- D. The CDA shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed.
- E. The CDA shall take care to provide services in an environment, which will ensure the privacy, and safety of the client at all times and ensures the delivery.



**Principle 8: Confidentiality**

The CDA working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- A. The CDA shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- B. The CDA shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CDA shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- C. The CDA shall adhere to all federal and New Jersey laws regarding confidentiality and the CDA's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- D. The CDA shall discuss the information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- E. The CDA shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

**Principle 9: Client Relationships**

It is the responsibility of the CDA to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The CDA shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- A. The CDA shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- B. The CDA shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- C. The CDA shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- D. The CDA shall not under any circumstances engage in sexual behavior with current or former clients.
- E. The CDA shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

The CDA shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- A. The CDA shall refrain from offering professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- B. The CDA shall cooperate with the APCB, Inc., Ethics Committee and promptly supply necessary information unless constrained by the demands of confidentiality.
- C. The CDA shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.



The Certification Board, Inc. – Addiction Professionals Division  
1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
732-249-1991 - Fax: 732-249-1559  
E-Mail: [info@certbd.com](mailto:info@certbd.com) - Website: [www.certbd.com](http://www.certbd.com)

**Principle 11: Remuneration**

The CDA shall establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client first, and then of the counselor, the agency, and the profession.

- A. The CDA shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- B. The CDA shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- C. The CDA shall not engage in fee splitting. The CDA shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- D. The CDA, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency of any commercial enterprise of any kind.
- E. The CDA shall not accept a private fee for professional work with a person who is entitled to such services and still requests private services.

**Principle 12: Societal Obligations**

The CDA shall to the best of their ability actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

**By signing, I attest that I have read the above Ethical Standards and agree to abide by them.**

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_



The Certification Board, Inc. – Addiction Professionals Division  
 1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
 732-249-1991 - Fax: 732-249-1559  
 E-Mail: info@certbd.com - Website: www.certbd.com

**APPLICANT'S RECOGNITION STATEMENT**

The applicant identified below acknowledges that the applicant is seeking certification from the Addiction Professionals Certification Board, Inc., (hereinafter "The Board"). The applicant hereby recognizes and agrees as follows:

1. Applicant agrees to observe and abide by the Ethical Standards adopted by The Board as it may be amended from time to time. Applicant acknowledges that the present form of ethical standards attached hereto and that the applicant has read and understood it.
2. Applicant recognizes and agrees that any certification, or renewal thereof, granted by The Board to the applicant constitutes recognition by The Board that the applicant is qualified, based on the information before The Board, for the certification granted. Applicant recognizes and agrees that any certification, or renewal granted by The Board, does not constitute a property right or interest of the applicant. The applicant specifically recognizes and agrees that the certification or renewal is specific to suspension, revocation or other limitation or condition in the discretion of The Board. The applicant specifically recognizes the authority of The Board to suspend, revoke or otherwise impose limitations, restrictions and conditions on any certification granted.
3. Applicant agrees to cooperate in connection with any investigation conducted by The Board with respect to the applicant's certification, and continued qualification to hold same. The applicant further agrees that the applicant's failure to cooperate with any such investigation (a) shall in itself constitute an ethical violation for which discipline may be imposed and (b) may be considered by The Board as an admission of wrongdoing.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

**AUTHORIZATION AND RELEASE FORM**

I hereby authorize the Addiction Professionals Certification Board, Inc. to make any inquiry of any agency, facility, organization or individual for any and all additional information, which might be necessary to fully and properly evaluate my application for the Chemical Dependency Associate (CDA).

I hereby release and hold harmless the Addiction Professionals Certification Board, Inc., its Board of Directors, its Officers, its employees, servants, and agents from any and all manner of suits, actions, claims, and judgments which might arise from such efforts to further document the statements and claims I have made in this application or in the processing or consideration of same.

I further acknowledge, understand, and agree that any falsification or misrepresentation of information by myself or others regarding experience and/or qualifications will be sufficient reason for disapproval of my application or for withdrawal of the credential at a later date.

I understand that evaluations on me, which are submitted by supervisors and/or colleagues, are confidential. I hereby relinquish my right to review these evaluations.

I also affirm that I conform to the Ethical Standards as described in the requirements for credentialing.

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_