



## CADTP Certification – Quick Glance

<b>Registration 5 Year Period</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• Registrant Application</li> <li>• Registration Fee- \$75</li> <li>• Official Certificate – 9 Hour Orientation Course</li> <li>• 2” x 2” passport style photograph of applicant</li> <li>• Copy of official ID</li> <li>• Signed Uniform Code of Conduct; CADTP Code of Ethics for Alcohol and Other Drug Counselors</li> </ul>
<b>Registrant Annual Renewal</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• Registrant Renewal Application</li> <li>• Renewal Fee- \$25</li> <li>• 3 hours of Ethics Continuing Education <u>and</u> 3 hours of Confidentiality Continuing Education</li> <li>• Proof of activity registrant has completed in last 12 months toward certification.</li> <li>• Signed Uniform Code of Conduct; CADTP Code of Ethics for Alcohol and Other Drug Counselors</li> </ul>
<b>Certification Candidate Application</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• CAODC Candidate Application and Exam Application</li> <li>• Application Fee and Exam Fee- \$350 total</li> <li>• Official transcript from an accredited state university, community college or post-secondary institution, which documents successful completion of at least 315 formal classroom hours of alcohol and/or drug related education.</li> <li>• One photo on <u>each</u> application: 2" X 2", passport style head and shoulder view, to be signed and dated on the back and stapled to CAODC Candidate Application and Exam Application.</li> <li>• Documentation of one hundred and sixty (160) hours of supervised training as a substance abuse counselor</li> <li>• Documentation of completion of two thousand and eighty (2,080) hours of paid or unpaid experience as a substance abuse counselor</li> <li>• Signed Uniform Code of Conduct; CADTP Code of Ethics for Alcohol and Other Drug Counselors</li> </ul>
<b>Bi-Annual Certification Renewal</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• Certification Renewal Application</li> <li>• Certification Renewal Fee- \$125 CAODC, \$150 CAODC-A, \$175 CAODC-CS</li> <li>• 40 Hours Minimum of AOD Continuing Education (CEU’s) dated within 2 years of last expiration/application. CEU’s must include and specify both 3 hours of Ethics and Confidentiality.</li> <li>• Signed Uniform Code of Conduct; CADTP Code of Ethics for Alcohol and Other Drug Counselors</li> </ul>
<b>Certify as CAODC Advanced</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• Documentation of passing the required exam must be submitted if the applicant has not achieved the CAODC credential</li> <li>• Documentation of completion of 380 hours of formal classroom education related to alcohol and other abuse</li> <li>• Documentation of five (5) years or ten thousand (10,000) hours of actual work experience in providing alcohol and drug counseling services</li> <li>• Signed Uniform Code of Conduct; CADTP Code of Ethics for Alcohol and Other Drug Counselors</li> </ul>
<b>Certify as CAODC Clinical Supervisor</b>	<p>Submit</p> <ul style="list-style-type: none"> <li>• Documentation of passing the required exam must be submitted if the applicant has not achieved the CAODC credential</li> <li>• Completion of a minimum of 450 hours of formal classroom education related to alcohol and other abuse</li> <li>• Documentation of five (5) years or ten thousand (10,000) hours general clinical experience, two (2) years as a supervisor [which may be concurrently obtained within the required five (5) year, or ten thousand (10,000) general clinical experience]</li> <li>• Documentation of forty (40) hours of clinical supervisor education courses</li> <li>• Signed Uniform Code of Conduct; CADTP Code of Ethics for Alcohol and Other Drug Counselors</li> </ul>

The California Association of DUI Treatment Programs (CADTP) is one of two AOD counselor certifying organizations (CO) recognized by the California Department of Health Care Services (DHCS), Substance Use Disorder (SUD) Compliance Division. As required in the regulations, all CO's are currently accredited by the Institute for Credentialing Excellence (ICE), a part of the National Commission for Certifying Agencies (NCCA). Because the Certified Alcohol & Other Drug Counselor (CAODC) credential is accredited by NCCA/ICE and is recognized by DHCS, those holding this credential are authorized to work in any substance use disorder (SUD) treatment modality.

