



Recertification Checklist

- Recertification Application Fee: \$100 for NAADAC/SCAADAC members, \$200 for non-members.
- Recertification Application (Download from www.scaadac.org): **Applicant must submit the recertification application with recertification fee to the SCAADAC Certification Commission thirty (30) days prior to expiration date of certification. Applicants must pay a late fee if they do not have their application postmarked at least 30 days prior to expiration of their certification.** (Late Application Fee: \$50 for members/non-members) If the applicant allows their certification to expire, the applicant will be required to submit an updated certification application with fee and successfully complete an oral examination. (See Certification Manual Appendix II for fee schedule.)
- Retain copies of training certificates or transcripts documenting 40 hours of continuing education; do not submit with your application.** Documentation of 40 hours of continuing education or training during the current two-year term of certification must be listed on the application. Two hours of the required 40 hours must be in the area of professional ethics. The primary focus of trainings should be on the core functions.

If a recertification application is selected for audit, the applicant will be required to submit verification of all continuing education/training documented on the application. This verification must be training certificates or official transcripts of undergraduate, graduate or professional studies forwarded by the issuing institution to the SCAADAC Certification Commission. Training certificates must contain the trainer's and trainee's name, training name and the number of clock hours for the training event.

- A maximum of 50% of the hours required for recertification may be earned through distance learning/home-study courses.
- Trainings must relate to the core functions of addictions counseling.
- A maximum of 20 hours of the 40 hours required for recertification may be earned through events where the applicant is the trainer.
- At least 2 hours of ethics training in the last two years.
- Course certificates are at least 1 contact hour in length.