

Re-Certification Information for Certified Members

All Certifications must acquire 40 hours of CEU's (Continuing Education Units or CEU's) from approved courses, workshops, lectures, etc. every two (2) years.

Please be advised that 28 of the CEU hours must be **core specific** with the remaining 12 hours being **related** to addiction education. CEU's must pertain to the knowledge and skills area, as per the Standards and Certification manual and be approved through the CACCF office.

The following is an explanation.

Core Hours

Course content must pertain to the knowledge and skills area, as per the Standards and Certification manual and be approved through the CACCF office. In addition, CEU's that are "core specific" must have course content or material that pertains to and is relevant to the 12 Core Functions that are contained the CACCF's Standards and Certification Manual.

The Twelve Core Functions:

1. Screening
2. Intake
3. Orientation
4. Assessment
5. Treatment Planning
6. Counselling (Individual, Group and Significant Others)
7. Case Management
8. Crisis Intervention
9. Client Education
10. Referral
11. Reporting and Record Keeping
12. Consultation with Other Professionals in Regard to Client Treatment/Services

Related Hours

Course content must pertain to the Knowledge and Skills Area, as per the Standards and Certification manual and be approved through the CACCF office.

Knowledge and Skills Area

Knowledge:

- Ethics
- Human behaviour
- Signs and symptoms of alcohol and other drug abuse including pharmacological factors
- A working knowledge of alcohol and other drug abuse/dependency as it relates to the family
- Counselling approaches
- Philosophies
- Methods and objectives
- The continuum of care

- Federal, Provincial and local laws: administrative rules and regulations
- Provincial/local alcohol and drug abuse service system

Skills:

- Client assessment and referral
- Counselling
- Case management and record keeping
- Client education
- Professional responsibility

Related CEU's may be on other addiction related topics providing the applicant can demonstrate that the course will teach him/her the skills necessary for the performance of their jobs in the addictions field rather than as an interest.

No credit will apply for attendance at/or requests for continuing education credits for the categories listed below:

Personal Growth Focused Courses

- These are not appropriate for education credits

Separate Reading Lists

- Unless part of a structured distance education program, or tested education program offered by a recognized institution, i.e. university, college, or institute; reading addiction-related books, journals, or addiction articles, are NOT eligible for CEU's

Supervision

- Whether on the job or received as part of a practicum, supervision hours are NOT eligible for CEU's

Agency Program Visits

- Visits for the purpose of observation or network are NOT eligible for CEU's

Videos, Films, Television Programs, etc.

- Unless offered as part of a structured tested program, workshop or other short courses offered by a recognized institute are NOT eligible for CEU's.

Committee Meetings of Any Kind

For a complete breakdown and description of each core function or the knowledge and skills area, refer to your Standards and Certification Manual or go to the CACCF web site.

If you are unsure if the CEU's you are about to obtain meet the CACCF minimum guidelines, please contact us first before you take the course.