



Application Packet for

**CCDP**

Certified Co-Occurring Disorders Professional

**CCDP-D**

Certified Co-Occurring Disorders Professional-  
Diplomate

# Important Information

1. This bachelor's level credential is known as the Certified Co-Occurring Disorders Professional (CCDP). The master's level credential is known as the Certified Co-Occurring Disorders Professional Diplomate (CCDP-D).
2. You must meet all of the requirements as stated in this application to be eligible for the CCDP or CCDP-D.
3. The IC&RC Certified Co-Occurring Disorders Profession (CCDP) examination is required.
4. Your academic transcript is required from the college or university where any related coursework was completed.
5. If there are problems with your application, you will be notified in writing.
6. This application may be photocopied.
7. The application fee is non-refundable.
8. Use the Application Checklist on page 3 of this application packet to ensure all required materials are included prior to mailing your application to the MCB Office.
9. Questions regarding this application should be directed to the MCB Office at (763) 434-9787 or email your question to [mcb@mcboard.org](mailto:mcb@mcboard.org).

# Application Checklist

The following should be included in the CCDP and CCDP-D Application:

- \_\_\_\_\_ 1. Completed application
- \_\_\_\_\_ 2. Experience Verification Form(s)
- \_\_\_\_\_ 3. Signed Code of Ethical Conduct
- \_\_\_\_\_ 4. Signed and dated Release Form
- \_\_\_\_\_ 5. Documentation of education (200 hours for CCDP or 100 hours for CCDPD).
- \_\_\_\_\_ 6. Supervision Form completed by supervisor.
- \_\_\_\_\_ 7. Copy of license and specialized credential, if applicable.
- \_\_\_\_\_ 8. Documentation of college internship/practicum, if applicable (letter from agency).
- \_\_\_\_\_ 9. \$390.00 for CBT exam and one year of certification, non-refundable fee payable to MCB
- \_\_\_\_\_ 10. College transcript showing the educational requirements have been met.

**Maintain a copy of the entire application for your records. Send original application, all required documentation, and payment to:**

MCB  
4817 Viking Blvd. NE Suite 101  
Wyoming, MN 55092  
(763) 434-9787  
(763) 413-1746 – fax  
email: [mcb@mcboard.org](mailto:mcb@mcboard.org)  
website: [www.mcboard.org](http://www.mcboard.org)

# Requirements for CCDP & CCDP-D

## EXPERIENCE

Supervised work experience is defined as paid professional experience in the delivery of counseling services to individuals, families, or groups with mental illness, substance abuse disorders, or co-occurring disorders or delivery of supervision to those providing said counseling services.

CCDP	Two years (4000 hours) of co-occurring specific work experience AND one year (2000 hours) of documented work experience in counseling in the last ten years, 6000 hours total.
CCDP-D	2000 hours of co-occurring specific work in the last ten years.

## SUPERVISION

Supervision is broadly defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing one's performance.

CCDP	200 hours of on-the-job supervision received in the CCDP performance domains. A minimum of 20 hours of supervision must be received in each domain.
CCDP-D	100 hours with a minimum of 10 hours in each domain.

## EDUCATION

- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses.
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within the CCDP performance domains.
- Three college credits are equivalent to 45 clock hours.
- One hour of education is equal to 50 minutes of continuous instruction.
- Education, as defined above, that applicant provides to others may also be used, with letter of verification from sponsoring provider.

CCDP	<p>A minimum of a bachelor's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation (CHEA) or an international equivalent if degree is from an international institution.</p> <p>200 total hours are required; of those 140 hours of COD specific training that includes a focus on both substance use and mental disorders. 30 hours of addiction specific training and 30 hours of mental health specific training are required. Six of those hours must be counselor specific ethics training.</p>
CCDP-D	<p>A minimum of a master's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation or an international equivalent if degree is from an international institution.</p> <p>140 hours of COD specific training that includes a focus on both substance use and mental</p>

disorders and considers the interactive relationship between the disorders. Six hours must be counselor specific ethics training.
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## EXAMINATION

Passing the IC&RC Co-Occurring Disorders Professional Exam

## OTHER

- Signed Code of Ethical Conduct
- Signed and Dated Release
- Official college transcript
- Documentation of all other education (certificates of attendance)
- Copy of license and specialized credential, if applicable

## FEES

- \$390 (includes application fee, exam, and one year of certification).
- Payment should be made payable to MCB, must accompany completed application, and is non-refundable.

## RECIPROCITY

The CCDP and CCDP-D meet the IC&RC requirements for reciprocity.

## LENGTH OF INITIAL CERTIFICATION

Initial MCB certification is good for one year, starting from the date your certification is approved. An expiration date will be provided on your certificate.

## FIRST ANNUAL RENEWAL

After your initial certification, you must renew your certification after one year. Your certification will be renewed by paying your annual renewal fee of \$95, which will renew your certification for one additional year. A renewal notice will be mailed to your address on file in advance of your renewal date. After your initial certification and first annual renewal, you will move to a two-year recertification cycle.

## RECERTIFICATION

Your first recertification will occur two years after your initial certification date. MCB requires recertification every two years in order to maintain high standards of professional practice and to assure that Certified Co-Occurring Disorders Professionals remain up to date in the field. A recertification application packet will be mailed to your address on file in advance of your recertification date.

To be recertified as a Certified Co-Occurring Disorders Professional (CCDP) or Certified Co-Occurring Disorders Professional (CCDP-D), you need to:

1. Hold a current and valid Certified Co-Occurring Disorders Professional (CCDP) or Certified Co-Occurring Disorders Professional (CCDP-D) credential issued by MCB;
2. Complete 40 hours of MCB approved continuing education related to the performance domains including six hours in professional ethics and responsibilities. Credits must be earned within the two year certification period.

If you hold another credential with MCB the same education may be used for both recertifications, providing it is applicable and within the appropriate time period;

3. Complete a Recertification Application;
4. Verify that you have reviewed, read and will uphold in your practice, the current MCB Code of Ethical Conduct for your credential;
5. Verify that you have not violated the MCB Code of Ethical Conduct for your credential;
6. Verify that you have practiced within the scope of all relevant statutes, rules, and standards relevant to your credential;
7. Pay the recertification fee of \$95 (includes one year of certification) or \$190 (includes two years of certification).

## **ACCEPTABLE CONTINUING EDUCATION**

The Minnesota Certification Board accepts the following types of continuing education:

- College/University courses. Three college credits are equivalent to 45 hours. Transcript of the course must be included as proof of attendance at the time of recertification.
- Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
- CPR/First Aid, computer trainings/classes and foreign language trainings/classes are acceptable up to six hours.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:
  - Teaching - Hours spent in teaching and/or training at educational events related to the IC&RC Prevention Performance Domains can be applied to continuing education hours. Twelve (12) hours is the maximum hours of teaching/training that can be used every two (2) years. The number of contact hours applicable is equal to the number of contact hours for the event.
  - Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC Prevention Performance Domains can be counted as the equivalent of twelve (12) contact hours.
  - Presenting Papers - The hours spent presenting a paper at a State or National conference of licensed professionals can be used as the equivalent of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).
- Distance learning/online courses.

If continuing education is completed outside of Minnesota, appropriate documentation (certificate, letter of attendance, transcript) must be provided. If the event was approved by an IC&RC member board of that state, no further MCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If the continuing education event was not approved by another IC&RC member board, the certified professional must seek approval of the continuing education from the MCB.

The MCB does not accept general staff meetings, supervision, staff rounds, or case management as education.

## **LAPSED CERTIFICATION**

You need to submit to MCB your completed recertification application and annual renewal fee before the expiration date on your certificate. If the recertification is not postmarked by the expiration date, the individual will no longer hold a Certified Co-Occurring Disorders Professional (CCPD) or Certified Co-Occurring Disorders Professional - Diplomate (CCPD-D) credential and so may not represent themselves as such.

If you wish to become recertified after your certificate has lapsed, you may be eligible to a reinstatement, which includes a reinstatement fee and bringing all renewal fees, continuing education, and other requirements up to date. Please contact MCB for specific reinstatement policies.

## **APPEAL PROCESS**

Test results may not be appealed. However, you may file an appeal to the Board of MCB if you believe some aspect of the application process was unfair or if mistakes were made by the MCB staff. For example you could ask the Board to review the staff's decision about your educational qualifications, your residency or your internship experience. The purpose of appeal is to determine if MCB staff accurately, adequately and fairly reviewed applicant's file. If you wish to appeal, you must write to MCB within 30 days when you were notified of the staff's action. The appeal letter must be postmarked no later than thirty days after the staff action. The written appeal will be sent to the MCB Board; Board members will review the action that is being appealed. Applicant will be notified in writing of the decision of the MCB Board.

## **CO-OCCURRING DISORDERS PROFESSIONAL PERFORMANCE DOMAINS**

- Screening & Assessment
- Crisis Prevention and Management
- Treatment and Recovery Planning
- Counseling
- Management and co-ordination of care
- Education of the Person, their support system and the community
- Professional Responsibility

# Application for CCDP & CCDP-D

**LIST OTHER MCB CREDENTIALS YOU HOLD:** \_\_\_\_\_

APPLICATION FOR CCDP \_\_\_\_\_ OR CCDP-D DIPLOMATE \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

(City)

(State)

(Zip)

COUNTY: \_\_\_\_\_

GENDER: (Please circle)    MALE    FEMALE

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

HOME PHONE: (        ) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_ EMPLOYER PHONE: (        ) \_\_\_\_\_

HIGHEST DEGREE EARNED: \_\_\_\_\_ NAME OF COLLEGE/UNIVERSITY: \_\_\_\_\_

NAME ON YOUR TRANSCRIPT, if different than listed above (i.e. maiden name) \_\_\_\_\_

DATE YOU REQUESTED TRANSCRIPT SENT TO MCB: \_\_\_\_\_ (include copy of request, if possible)

If the following is applicable, please complete this part and include a verification letter from agency where internship/practicum was performed and copies of license(s) and specialized credential(s).

AGENCY WHERE INTERNSHIP/PRACTICUM WAS PERFORMED: \_\_\_\_\_

LIST RELEVANT STATE ISSUED LICENSE(S): \_\_\_\_\_

LIST SPECIALIZED CREDENTIALS: \_\_\_\_\_

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Certification fee (\$390.00 for CBT exam, application fee, and one year of certification) can be paid using one of the following:

[    ] Check                    \$ \_\_\_\_\_    Credit Card Number \_\_\_\_\_

[    ] Money Order            \$ \_\_\_\_\_    Expiration Date \_\_\_\_\_

[    ] Visa or MasterCard    \$ \_\_\_\_\_    Signature \_\_\_\_\_





# Supervision

To Supervisor: Please complete this form indicating applicant's on-the-job supervision in performing CCDP or CCDP-D functions. This form is not intended to document applicant's total number of hours worked but rather the hours of on-the-job supervision you have provided the applicant.

Applicant Name:	
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I hereby attest that a minimum of 200 hours of supervision have been attained by the above-named applicant. At least 20 hours in each of the CCDP performance domains have been provided to the applicant. For the CCDP-D Diplomate a minimum of 100 hours of supervision with 10 hours in each of the performance domains.

CCDP PERFORMANCE DOMAINS	# HOURS RECEIVED IN EACH
1. Screening & Assessment	_____
2. Crisis Prevention and Management	_____
3. Treatment and Recovery Planning	_____
4. Counseling	_____
5. Management and co-ordination of care	_____
6. Education of the Person, their support system and the community	_____
7. Professional Responsibility	_____
<b>TOTAL MUST BE AT LEAST 200 HOURS -CCDP</b>	_____
<b>TOTAL MUST BE AT LEAST 100 HOURS –CCDP-D</b>	

Supervisor Name:	
Supervisor Credential:	

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Code of Ethical Conduct

## UNLAWFUL CONDUCT

- Rule 1.1 Once certified, a certified professional shall not be convicted for any misdemeanor or felony relating to the individual's ability to provide substance abuse and other behavioral health services as determined by MCB.
- Rule 1.2 A certified professional shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

## SEXUAL MISCONDUCT

- Rule 2.1 A certified professional shall, under no circumstances, engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.
- Rule 2.2 A certified professional shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.
- Rule 2.3 A certified professional shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client.
- Rule 2.4 A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

## FRAUD-RELATED CONDUCT

- Rule 3.1 A certified professional shall not:
- present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
  - prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
  - present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
  - seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.
- Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, or experiences, the plagiarism of application, and recertification materials or the falsification of references.
- Rule 3.3 An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

- Rule 3.4 A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.
- Rule 3.5 A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6 A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7 A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

### **EXPLOITATION OF CLIENTS**

- Rule 4.1 A certified professional shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2 A certified professional shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3 A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4 A certified professional shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5 A certified professional shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6 A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7 A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

### **PROFESSIONAL STANDARDS**

- Rule 5.1 A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, and religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2 A certified professional who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified professional must request inactive status of their credential for medical reasons for as long as necessary.

- Rule 5.3 A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4 A certified professional shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5 A certified professional shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6 A certified professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7 The certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.
- Rule 5.8 The certified professional shall not discontinue professional services to a client nor shall they abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9 A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.

#### **SAFETY & WELFARE**

- Rule 6.1 In circumstances where the certified professional becomes aware, during the course of providing or supervising professional services, that a condition of clear and imminent danger exists that a client may inflict serious bodily harm on another person or persons, the certified professional shall, consistent with federal and state regulations concerning the confidentiality of records, take reasonable steps to protect any likely victims of the client's behavior.
- Rule 6.2 In circumstances where the certified professional becomes aware, during the course of providing or supervising professional services, that a condition of clear and imminent danger exists that a client may inflict serious bodily harm on themselves; the certified professional shall, consistent with federal and state regulations concerning the confidentiality of records, take reasonable steps to protect that client.
- Rule 6.3 A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.4 All certified professionals are mandated child abuse reporters.

#### **RECORD KEEPING**

- Rule 7.1 A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

#### **ASSISTING UNQUALIFIED/UNLICENSED PRACTICE**

- Rule 8.1 A certified professional shall not refer a client to a person that he/she knows or should have known is

not qualified by training, experience, certification or license to perform the delegated professional responsibility.

### COOPERATION WITH THE BOARD

- Rule 9.1 A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:
- the willful misrepresentation of facts before the disciplining authority or its authorized representative;
  - the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
  - the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed prosecuted or completed;
  - refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.
- Rule 9.2 A certified professional shall:
- not make a false statement to the MCB or any other disciplinary authority;
  - promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
  - report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.
- Rule 9.3 A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.
- Rule 9.4 A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the MCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the MCB investigation or disciplinary proceeding shall be grounds for disciplinary action.
- Rule 9.5 A certified professional shall not file a complaint or provide information to the MCB, which he/she knows or should have known, is false or misleading.
- Rule 9.6 In submitting information to MCB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

By signing this document, I acknowledge that I have read and understand this Code of Ethical Conduct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

# Release

I hereby request that the Minnesota Certification Board, Inc. grant the certificate to me based on the following assurances and documentation:

- I subscribe to and commit myself to professional conduct in keeping with the MCB Code of Ethical Conduct;
- I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;
- I consent to the release of information contained in my application file and any other pertinent data submitted or collected by MCB to officers, members, and staff of the aforementioned Board;
- I consent to authorize MCB to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;
- Allegations of ethical misconduct reported to MCB before, during, or after application for certification is made will be investigated by MCB and could result in the nullification of the application or denial or revocation of certification.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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