

CRENTEIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR (CASAC) RENEWAL APPLICATION

PART B – EDUCATION AND TRAINING (continued)

Professional Activities (optional)

A maximum of 20 clock hours of **professional activities** related to addiction, behavioral health counseling, and/or prevention may be claimed toward satisfying the 60-clock hour requirement of education and training. All professional activities being claimed must be supported by a completed Professional Activities Verification Record Form. A separate Professional Activities Verification Record Form must be completed for each group or organization served. **Billable hours with service recipients cannot be accepted as a professional activity.** The attestation on the bottom of page 17 must be signed by an authorized representative of the group or organization served. Make additional copies as needed.

A letter, on letterhead, from an authorized representative of the group or organization served may be substituted for the attestation, and must include the following: Applicant’s name, type and description of the activity, date of completion, total number of activity hours, signature, title, and phone number of the authorized representative.

Please note that a maximum of 20 hours of professional activity can be accepted for each renewal period. This may be completed as a combination of multiple professional activities (each activity must have its own form) or as one single professional activity. Please see chart below for professional activities accepted and maximum number of hours accepted for each activity. As a reminder, do not send in a professional activity form unless you are notified that you were chosen for an audit.

<u>Acceptable Professional Activity</u> <i>(Must be related to addiction, behavioral health counseling, and/or prevention)</i>	<u>Maximum Number of Hours Accepted</u> <i>(Can claim 20 hours maximum)</i>
Preparing and teaching a credit bearing course in an accredited higher education institution.	A maximum of 20 hours can be accepted.
Preparing and teaching a continuing education course. The course must be approved to provide continuing education credits by an accrediting body (examples include but are not limited to OASAS, NAADAC, social work, mental health counseling, etc.). Proof of CEU course approval must be submitted.	A maximum of 20 hours can be accepted. For every in-class continuing education hour, one hour of continuing education credit may be awarded plus one-half additional hour for preparation time for each hour of teaching.
Preparing and conducting a presentation to other current or future professionals.	A maximum of 15 hours can be accepted. For every presentation hour, one hour of continuing education credit may be awarded plus one-half additional hour for preparation time for each hour of actual presentation.
Authoring a published book, chapter, or article. A copy of the published book, chapter, or article must be submitted.	A maximum of 20 hours can be accepted.
Supervising an intern performing the duties of an addiction counselor.	A maximum of 10 hours can be accepted.
Volunteering at a conference, as a board member, organizing a campaign, or disaster response relief counseling. All volunteer work must be outside your current employment and/or internship and be non-paid. Please note that no other volunteer activities other than the ones listed above can be considered.	A maximum of 10 hours can be accepted.

NOTE: Clock hours claimed for teaching or presentations are limited to the actual time spent presenting the subject matter only once during your credentialed period. Repeated delivery of the same subject matter will not be considered.

