

Essential Elements for Submission of Recertification Forms

This is not a complete listing of requirements. Please refer to application packet for entire application instructions.

- **All required training must be completed prior to the January 1 or July 1 submission deadline and have occurred within the past 2 years.**
- **Justifications must be submitted for all trainings. Use of the IC&RC domain language is recommended in your justifications.**
- **Training certificates or letters from the trainer must be submitted for all trainings and must include the following:**
 - + Your name**
 - + Name/Title of training**
 - + Name of trainer or presenting agency**
 - + Location of the training**
 - + Date(s) of the training**
 - + Number of hours of training**
 - + Name of presenter or sponsoring agency Representative**
- **A maximum of 20 hours of on-line training will be accepted. All on-line trainings must include a copy of the course description.**
- **A maximum of 10 hours of “in-house” training will be accepted. In-house is defined as “by employee for employee”.**
- **Handwritten applications must be legible.**
- **A course or workshop will not be accepted more than once for recertification if taken within a two year period.**
- **For college courses a transcript, course outline and specification of prevention related topics and number of hours must be indicated.**
- **Training hours must be specific to the field of ATOD prevention however, up to 10 hours of training can be ATOD treatment or mental, emotional or behavioral based education.**