



State of California—Health and Human Services Agency  
Department of Health Care Services



EDMUND G. BROWN JR.  
GOVERNOR

DATE: January 16, 2015

MHSUDS INFORMATION NOTICE NO.: 15-007

TO: COUNTY BEHAVIORAL HEALTH PROGRAM DIRECTORS  
COUNTY DRUG & ALCOHOL ADMINISTRATORS  
COUNTY BEHAVIORAL HEALTH DIRECTOR'S ASSOCIATION  
CALIFORNIA COUNCIL OF COMMUNITY MENTAL HEALTH AGENCIES  
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS  
DHCS APPROVED CERTIFYING ORGANIZATIONS  
AOD PROGRAMS LICENSED AND/OR CERTIFIED BY DHCS

SUBJECT: American Academy of Health Care Providers Voluntary Withdrawal as a  
Certifying Organization

The purpose of this bulletin is to inform all Certifying Organizations (CO) approved by the Department of Health Care Services (DHCS) and all alcohol and other drug (AOD) programs licensed and/or certified by DHCS that as of January 15, 2015, there are three (3) CO's approved by DHCS to register and certify individuals to provide AOD counseling services. All AOD counselors currently registered or certified with a CO no longer approved by DHCS will need to re-register with one of the three (3) approved CO's to continue providing counseling services.

DHCS has been informed the American Academy of Health Care Providers has chosen to withdraw their participation as a DHCS approved CO. Therefore, the American Academy of Health Care Providers is no longer an approved DHCS CO.

The American Academy of Health Care Providers has stated they will send notification to their certified and registered counselors within five (5) working days from January 15, 2015, informing the counselors of their rights and responsibilities as specified in regulations.

This Information Notice also serves as notification to the counselors of the American Academy of Health Care Providers that there is a six (6) month deadline to re-register/certify with an approved organization prior to the expiration of their certification or registration, or within the six (6) month deadline (whichever is sooner). AOD counselors currently with a registration or certification with the American Academy of Health Care Providers must be re-registered/certified with an approved CO by

July 15, 2015. If you are currently a CADC-CAS counselor with CCAPP you are not affected by this change.

The following is a list of the three (3) approved CO's:

Addiction Counselor Certification Board of California  
Affiliated with California Association for Alcohol/Drug Educators  
5230 Clark Avenue, Suite 3  
Lakewood, CA 90712  
Phone: (707) 722-2231  
Fax: (562) 866-2540  
[www.caade.org](http://www.caade.org)

California Association of DUI Treatment Programs (CADTP)  
1731 Howe Avenue, PMB #352  
Sacramento, CA 95825-2209  
Phone: (800) 464-3597  
[www.cadtp.org](http://www.cadtp.org)

California Consortium of Addiction Programs and Professionals (CCAPP)  
2400 Marconi Avenue  
P.O. Box 214127  
Sacramento, CA 95821  
Phone: (916) 338-9460  
[www.ccapp.us](http://www.ccapp.us)

## REFERENCES

California Code of Regulations (CCR), Title 9, Chapter 8, Section §13035(d)(1-4)  
"(d) if any of the certifying organizations specified in this regulation fails to comply with the requirements of this regulation, within five (5) working days following receipt of written notification by the Department that it is no longer approved to certify AOD counselors, the certifying organization shall send written notification to each AOD counselor registered with or certified by the certifying organization, informing him/her of his/her rights and responsibilities, including the following:  
(1) Before expiration of his/her certification or within (6) months of the notice (whichever is sooner), the counselor shall register with one of the certifying organizations listed in (a) or this regulations  
(2) For purposes of this Chapter, the AOD counselor's certification remains valid until it expires only if the certified counselor re-registers as required by (d)(1) of this regulation;  
(3) The new certifying organization shall give credit for any continuing education credits earned while certified by the former certifying organization; and

(4) The new certifying organization shall give registrants sufficient credit for education and experience completed to place the registrant at an equivalent level in the new certifying organization."

Within six (6) months from their date of hire any individual providing AOD counseling in a licensed or certified AOD program must be registered or certified by an approved CO, or be professionally licensed. All individual AOD counselors failing to become registered or certified with one of the approved certifying organizations in the appropriate time frames will not hold a valid registration or certification. Without valid registration or certification, individuals must not provide AOD counseling services in any AOD program licensed or certified by DHCS.

All licensed and certified AOD programs should review and monitor the personnel records of all staff providing AOD counseling to ensure counseling staff are appropriately registered and/or certified at all times by an approved certifying organization, or appropriately professionally licensed. Licensed and/or certified AOD programs must continue to ensure the program meets the regulatory requirement of 30% of the staff providing AOD counseling are certified or professionally licensed. Programs failing to ensure compliance will be cited accordingly.

#### QUESTIONS/MAINTENANCE

If you have questions regarding this Information Notice, please contact the Substance Use Disorder Compliance Division at (916) 322-2911. This Information Notice is available on the DHCS Web page at <http://www.dhcs.ca.gov/formsandpubs/Pages/MHSUDS-InfoNotices.aspx>.

Sincerely,

Original Signed by

Karen Baylor, Ph.D., LMFT, Deputy Director  
Mental Health & Substance Use Disorder Services