

## Chapter 7. Credentials for License/Certification/Registration

### §701. Licensed Addiction Counselor (LAC)

A. The ADRA shall recognize as an LAC each candidate who possesses requirements set forth in R.S. 37:3387, in addition to the following:

1. provides evidence of having satisfied the following requirements in education, direct clinical supervision, and work experience under direct supervision;

a. Education

i. A master's degree from a regionally accredited institution of higher education. The degree shall be in a human service or behavioral science discipline or such other discipline as the ADRA may deem appropriate. Official transcripts, including degree and date conferred, must be received by the ADRA office directly from the university.

ii. Any person seeking to be recognized as an LAC who possesses a master's degree in a discipline other than a human services or behavioral science discipline may apply to the ADRA for a degree substitution waiver. The ADRA may grant or deny the waiver on such terms, conditions, and requirements as are deemed appropriate and in the best interest of the public.

iii. Documentation that verifies the successful completion of a minimum of 300 education hours with a minimum of 180 hours specific to addictive disorders, a minimum of six hours of professional ethics, and the remaining hours in counseling education.

b. Direct clinical supervision

i. Documentation that verifies the completion of 300 hours of direct clinical supervision provided face-to-face with a Certified Clinical Supervisor (CCS) in the core competencies based on the 123 competencies in TAP 21. This supervision should take place at a rate of not less than one hour per week. This supervision must be documented and verified by the CCS providing the supervision.

c. Work experience under direct supervision

1. Documentation that verifies the successful completion of 2000 hours of supervised work experience in an agency or facility that regularly treats clients with diagnoses of addictive disorders.

ii. This work experience may not exceed 2000 hours per year.

iii. The supervision required herein must be attested to by a licensed mental health provider, CAC, RAC, or designated facility administrator.

iv. Unsupervised work experience will not be considered.

2. Examination

a. Provide documentation of professional competency in addictive disorder counseling by successfully completing the examination requirements established by the ADRA.

B. Renewal

1. For an LAC credential to be considered for renewal;

a. A completed renewal application approved by the ADRA must be filed prior to the expiration date; and

b. Include proof that within two years prior to the expiration date, the LAC has completed a minimum of 48 hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIHE) directly applicable to or related to addictive disorder counseling, which must include six hours in professional ethics.

2. In addition, the renewal applicant must:

a. report any violations of the ADRA statute and disciplinary action by any other credentialing,

b. report any changes in sobriety status, including relapse and recovery dates,

c. report any felony arrests and felony convictions.

d. report any changes in contact information, including name, address, phone number, and email address.

§703, Certified Addiction Counselor (CAC)

A. The ADRA shall recognize as a CAC each candidate who possesses requirements set forth in R.S. 37:3387,1, in addition to the following:

1. Provides evidence of having satisfied the following requirements in education, direct clinical supervision, and

a. Education

i. possesses a bachelor degree from a regionally accredited institution of higher education, The degree shall be in a human service or behavioral science discipline or such other disciplines as the ADRA may deem appropriate. Official transcripts, including degree and date conferred, must be received by the ADRA office directly from the university.

ii. Any person seeking to be recognized as a CAC who possesses a bachelor degree in a discipline other than human services or behavioral science discipline may apply to the ADRA for a degree substitution waiver. The ADRA may grant or deny the waiver on such terms, conditions, and requirements as are deemed appropriate and in the best interest of the public.

iii. documentation that verifies the successful completion of a minimum of 300 education hours with a minimum of 180 hours specific to addictive disorders, a minimum of six hours of professional ethics, and the remaining hours in counseling education,

b. Direct clinical supervision

i. Documentation that verifies the completion of 300 hours of direct clinical supervision, provided face-to-face with a Certified Clinical Supervisor (CCS) in the core competencies based on the 123 competencies in TAP 21.

ii. This supervision should take place at a rate of not less than one hour per week.

iii. This supervision must be documented and verified by the CCS providing the supervision,

c. Work experience under direct supervision

i. documentation that verifies the successful completion of 4000 hours of supervised work experience in an agency or facility that regularly treats clients with diagnoses of addictive disorders,

ii. This work experience may not exceed 2000 hours per year.

iii. The supervision required herein must be attested to by a licensed mental health provider, CAC, RAC, or designated facility administrator.

iv. Unsupervised work experience will not be considered.

2. Examination

a. provide documentation of professional competency in addictive disorder counseling by successfully completing the examination requirements established by the ADRA.

B. Renewal

1. For a CAC credential to be considered for renewal:

a. a completed renewal application approved by the ADRA must be filed prior to the expiration date;

b. include proof that within two years prior to the expiration date, the CAC has completed a minimum of 48 hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIHE) directly applicable to or related to addictive disorder counseling, which must include six hours in professional ethics.

2. In addition, the renewal applicant must:

- a. report any violations of the ADRA statute and disciplinary action by any other credentialing,
- b. report any changes in sobriety status, including relapse and recovery dates,
- c. report any felony arrests and felony convictions.
- d. report any changes in contact information, including name, address, phone number, and email address.

§705, Registered Addiction Counselor (RAC)

A. The ADRA shall recognize as an RAC each candidate who possesses requirements set forth in R.S. 37:3387.2, in addition to the following:

1, provides evidence of having satisfied the following requirements in education, direct clinical supervision, and work experience under direct supervision:

- a. Education
  - i. at least a high school diploma or its equivalent.
  - ii. documentation that verifies the successful completion of a minimum of 300 education hours with a minimum of 180 hours specific to addictive disorders, a minimum of six hours of professional ethics, and the remaining hours in counseling education,
- b. Direct clinical supervision
  - i. documentation that verifies the completion of 300 hours of direct clinical supervision, provided face-to-face with a Certified Clinical Supervisor (CCS) in the core competencies based on the 123 competencies from TAP 21.
  - ii. This supervision should take place at a rate of not less than one hour per week,
  - iii. This supervision must be documented and verified by the CCS providing the supervision.
- c. Work experience under direct supervision

- i. documentation that verifies the successful completion of 6000 hours of supervised work experience in an agency or facility that regularly treats clients with diagnoses of addictive disorders.
- ii. This work experience may not exceed 2000 hours per year.
- iii. The supervision required herein must be attested to by a licensed mental health provider, CAC, RAC, or designated facility administrator.
- iv. Unsupervised work experience will not be considered.

## 2. Examination

- a. documentation of professional competency in addictive disorder counseling by successfully completing the examination requirements established by the ADRA.

## B. Renewal

### 1. For an RAC credential to be considered for renewal:

- a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and
- b. include proof that within two years prior to expiration date, the RAC has completed a minimum of 48 hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIRE) directly applicable to or related to addictive disorder counseling, which must include six hours in professional ethics.

### 2. In addition, the renewal applicant must:

- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
- b. report any changes in sobriety status, including relapse and recovery dates.
- c. report any felony arrests and felony convictions.
- d. report any changes in contact information, including name, address, phone number, and e-mail address.

## §707. Counselor-In-Training (CIT)

A. The ADRA shall recognize as a CIT each candidate who possesses requirements set forth in R.S. 37:3387.3, in addition to the following:

1. attest that they are actively pursuing a career as a licensed, certified, or registered addiction counselor.

2. has not violated any ADRA statute or rule and has not been subject to disciplinary action by any other credentialing board.
3. possesses at least a high school diploma or its equivalent.
4. documents the completion of 180 hours of education specific to addictive disorders.
5. obtains a Certified Clinical Supervisor (CCS), and in collaboration with the CCS, develops a learning plan that includes the 123 competencies and competencies outlined in TAP21.
  - a. Progressive process in the learning plan must be documented by the CCS annually; and
  - b. The CIT must meet face-to-face with the CCS at least one hour per week.
- B. The ADRA shall develop CIT guidelines and CCS guidelines and shall post on the ADRA website. The guidelines shall be considered the minimum standards applicable to all CITs and CCSs who must regularly consult the website and review the guidelines to ensure familiarity and compliance with minimum standards.
- C. CIT status is granted for a 12-month period. During the 12-month period, the CIT shall comply with the ADRA guidelines for CIT status and, if required, sign an agreement acknowledging and consenting to the provisions of the guidelines.
- D. The CIT shall be allowed to maintain CIT status for an aggregate period not to exceed 72 months.
- E. Scope of Work
  1. CIT status does not authorize the CIT to engage in independent practice under any circumstances.
  2. After the CIT has completed 300 hours of direct clinical supervision, the CIT may work in the following core functions only if a credentialed addiction professional is in the building or available by phone for consultation and supervision:
    - a. Screening;
    - b. Intake;
    - c. Orientation;
    - d. Client education; and

3. After the CIT has completed 300 hours of direct clinical supervision and documented a level of knowledge and competency as set forth in TAP 21, the CIT may work in the following core functions under the direct supervision of a credentialed addiction professional or licensed mental health professional (LMHP), which professional must be in the building or available by phone for consultation and supervision:

- a. assessment;
- b. treatment planning;
- c. counseling;
- d. referral;
- e. crisis intervention;
- f. report and record keeping;
- g. consultation; and
- h. case management.

F. Renewal

1. For a CIT to be considered for renewal:

- a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and
- b. include proof that within one year prior to the expiration date, the CIT has completed a minimum of 20 hours of education directly applicable to or related to addictive disorder counseling; and
- c. include documentation of continued compliance of supervision by a CCS.

2. In addition, the renewal applicant must:

- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
- b. report any changes in sobriety status, including relapse and recovery dates.
- c. report any felony arrests and felony convictions.
- d. report any changes in contact information, including name, address, phone number, and e-mail address.

§709. Addiction Treatment Assistant (ATA)

A. The ADRA shall recognize as an ATA each candidate who possesses the requirements set forth in R.S. 37:3387.4 and who verifies the completion of 6 hours of professional ethics training.

B. Scope of work

I. The ATA shall serve in a supportive role within the clinical environment under the supervision of a licensed mental health provider, CAC, RAC, or designated facility administrator.

C. Renewal

I. For an ATA to be considered for renewal:

a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and

b. include proof that within one year prior to the expiration date, the ATA has completed 6 hours of professional ethics training.

2. In addition, the renewal applicant:

a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.

b. report any changes in sobriety status, including relapse and recovery dates.

c. report any felony arrests and felony convictions.

d. report any changes in contact information, including name, address, phone number, and e-mail address.

§711. Certified Clinical Supervisor (CCS)

A. The ADRA shall recognize as a CCS each candidate who possesses requirements set forth in RS. 37:3387.5, and who provide documentation of either:

1. a current and valid credential as a LAC, CAC or RAC; or

2. a current and valid mental health license with an addictive disorder specialty certification approved by the board.

B. Renewal

1. For a CCS credential to be considered for renewal:

- a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and
- b. include proof that within two years prior to the expiration date, the CCS has completed a minimum of eight hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIHE) directly applicable to clinical supervision and a minimum of six hours in professional ethics.

2. In addition, the renewal applicant must:

- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
- b. report any changes in sobriety status, including relapse and recovery dates.
- c. report any felony arrests and felony convictions.
- d. report any changes in contact information, including name, address, phone number, and e-mail address.

#### §713. Certified Compulsive Gambling Counselor (CCGC)

A. The ADRA shall recognize as a CCGC each candidate who possesses requirements set forth in R.S. 37:3387.6.

#### B. Renewal

1. For a CCGC credential to be considered for renewal:

- a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and
- b. include proof that within two years prior to the expiration date the CCGC has completed a minimum of eight hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIHE) directly applicable to compulsive gambling and a minimum of six hours in professional ethics.

2. In addition, the renewal applicant must:

- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
- b. report any changes in sobriety status, including relapse and recovery dates.
- c. report any felony arrests and felony convictions.

d. report any changes in contact information, including name, address, phone number, and e-mail address.

#### §715. Licensed Prevention Professional (LPP)

A. The ADRA shall recognize as an LPP each candidate who possesses requirements set forth in RS. 37:3387.10 D, and who:

I. provides evidence of having satisfied the following requirements in education, direct clinical supervision, and work experience under direct supervision:

a. Education

i. a masters degree from a regionally accredited institution of higher education. Official transcripts, including degree and date conferred, must be received by the ADRA office directly from the university.

ii. documentation that verifies the successful completion of a minimum of 120 continuing education hours across all prevention domains, 90 hours must be prevention specific, 24 hours must be addiction (alcohol or other drug) specific, and a minimum of six hours must be in prevention ethics.

b. Direct clinical supervision

i. documentation that verifies the completion of a 120-hour practicum with a Certified Prevention Supervisor (CPS) in the prevention domains with a minimum of ten hours in each domain. A list of the current prevention domains can be found in policy adopted by the ADRA.

c. Work experience under direct supervision

i. documentation that verifies successful completion of 2000 hours of Alcohol, Tobacco and Other Drug (ATOD) Prevention work experience across the domains.

ii. This work experience may not exceed 2000 hours per year.

iii. The supervision required herein must be provided by a licensed mental health provider, CPP, RPP or designated facility administrator.

iv. Unsupervised work experience will not be considered.

2. is not currently and has not had an addictive disorder and/or compulsive gambling disorder within two years prior to application.

3. signs a statement that the applicant has read and will abide by the Code of Ethics.

4. Examination

a. documentation of professional competency in prevention services by successful completion of the examination requirements established by the ADRA.

B. Renewal

1. For an LPP credential to be considered for renewal:

a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and

b. include proof that within two years prior to the expiration date, the LPP has completed a minimum of 48 hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIHE) across the prevention domains, which must include six hours in prevention ethics.

2. In addition, the renewal applicant must:

a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.

b. report any changes in sobriety status, including relapse and recovery dates.

c. report any felony arrests and felony convictions.

d. report any changes in contact information, including name, address, phone number, and e-mail address.

§716. Certified Prevention Professional (CPP)

A. The ADRA shall recognize as a CPP each candidate who possesses requirements set forth in R.S. 37:3387.11, and who:

I. provides evidence of having satisfied the following requirements in education, direct clinical supervision, and work experience under direct supervision:

a. Education

i. a bachelors degree from a regionally accredited institution of higher education. Official transcripts, including degree and date conferred, must be received by the ADRA office directly from the university.

ii. documentation that verifies the successful completion of 120 total continuing education hours across all prevention domains, 90 hours must be prevention specific, 24

hours must be addiction (alcohol or other drug) specific, and with a minimum of six hours in prevention ethics.

b. Direct clinical supervision

i. documentation that verifies the completion of a 120-hour practicum with a Certified Prevention Supervisor (CPS) in the prevention domains with a minimum of 10 hours in each domain. A list of the current prevention domains can be found in policy adopted by the ADRA.

c. Work experience under direct supervision

i. documentation that verifies the successful completion of 4000 hours of Alcohol, Tobacco and Other Drug (ATOD) Prevention work experience across the domains.

ii. This work experience may not exceed 2000 hours per year.

iii. The supervision required herein must be provided by a licensed mental health provider, CPP, RPP or designated facility administrator.

iv. Unsupervised work experience will not be considered.

2. is not currently and has not had an addictive disorder and/or compulsive gambling disorder within two years prior to application.

3. signs a statement that the applicant has read and will abide by the Code of Ethics.

4. Examination

a. documentation of professional competency in prevention services by successful completion of the examination requirements established by the ADRA.

B. Renewal

1. For a CPP credential to be considered for renewal:

a. a completed renewal application approved by the ADRA must be filed prior to the expiration date; and

b. include proof that within two years prior to the expiration date, the CPP has completed a minimum of 48 hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIHE) across the prevention domains, which must include six hours in prevention ethics.

2. In addition, the renewal applicant must:

- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
- b. report any changes in sobriety status, including relapse and recovery dates.
- c. report any felony arrests and felony convictions.
- d. report any changes in contact information, including name, address, phone number, and e-mail address.

#### §717. Registered Prevention Professional (RPP)

A. The ADRA shall recognize as an RPP each candidate who possesses requirements set forth in R.S. 37:3387.12 D, in addition to the following:

1. provides evidence of having satisfied the following requirements in education, direct clinical supervision, and work experience under direct supervision:

a. Education

i. at least a high school diploma or its equivalent.

ii. documentation that verifies the successful completion of 120 continuing education hours across all prevention domains, 90 hours must be prevention specific, 24 hours must be addiction (alcohol or other dmg) specific, and six hours in prevention ethics.

b. Direct clinical supervision

i. documentation that verifies the completion of a 120-hour practicum with a Certified Prevention Supervisor (CPS) in the prevention domains with a minimum of 10 hours in each domain. A list of the current prevention domains can be found in policy adopted by the ADRA.

c. Work experience under direct supervision

i. documentation that verifies successful completion of 6000 hours of Alcohol, Tobacco and Other Drug (ATOD) Prevention work experience across the domains.

ii. This work experience may not exceed 2000 hours per year.

iii. The supervision required herein must be provided by a licensed mental health provider, CPP, RPP or designated facility administrator.

iv. Unsupervised work experience will not be considered.

2. is not currently and has not had an addictive disorder and/or compulsive gambling disorder within two years prior to application.

3. signs a statement that the applicant has read and will abide by the Code of Ethics.

C. Examination

i. documentation of professional competency in prevention services by successfully completing the examination requirements established by the ADRA.

B. Renewal

1. For an RPP credential to be considered for renewal:

a. a completed renewal application approved by the ADRA must be filed prior to the expiration date;

b. include proof that within two years prior to the expiration date, the RPP has completed a minimum of 48 hours of education from an approved educational provider (AEP) or an approved institute of higher education (AIRE) across the prevention domains, which must include six hours in prevention ethics.

2. In addition, the renewal applicant must:

a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.

b. report any changes in sobriety status, including relapse and recovery dates.

c. report any felony arrests and felony convictions.

d. report any changes in contact information, including name, address, phone number, and e-mail address.

§719. Prevention Specialist-In-Training (PSIT)

A. ...

1. documents that he is actively pursuing a career as a LPP, CPP or RPP;

2. -4 ....

5. does not now, and has not had, an addictive disorder and/or compulsive gambling disorder for a period of two years from the date of application;

6. has not been convicted of, pleaded guilty, or entered a plea of nolo contendere to a felony unless the applicant has applied for and been granted a waiver by the ADRA. The applicant shall sign a form prescribed by the ADRA authorizing the ADRA to obtain a criminal history or to conduct a criminal background check;

7. signs a statement that the applicant has read and will abide by the Code of Ethics;  
and
  8. provide three letters of recommendation;
- B. PSIT status is granted for a 12 month period, during which the PSIT shall comply with the ADRA guidelines for PSIT supervision;
- I. The PSIT shall be allowed to maintain the PSIT status for an aggregate period not to exceed 72 months.
- C. The ADRA shall develop PSIT supervision guidelines and post the guidelines on the ADRA website, which guidelines shall be considered the minimum standards applicable to all PSIT and PSIT supervisors.
- D. A PSIT must work toward the requisite hours of work experience under the supervision of a CPS, licensed mental health professional (LMHP), LPP, CPP, or RPP to maintain PSIT status.
- E. Renewal
- I. For a PSIT to be considered for renewal:
- a. a completed renewal application approved by the ADRA must be filed, prior to the expiration date;
  - b. include proof that within one year prior to the expiration date, the PSIT completed a minimum of 20 hours of education directly applicable to or related to the prevention domains; and
  - c. include documentation of the continued supervision by a CPS.
2. In addition, the renewal applicant must:
- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
  - b. report any changes in sobriety status, including relapse and recovery dates.
  - c. report any felony arrests and felony convictions.
  - d. Report any changes in contact information, including name, address, phone number, and e-mail address.

§720. Certified Prevention Supervisor (CPS)

A. The ADRA shall recognize as a CPS each candidate who possesses the requirements set forth in R.S. 37:3387.14 E, in addition to the following:

1. is a legal resident of the United States;
2. is not currently and has not had any addictive disorder and/or compulsive gambling disorder for a period of two years prior to the application;
3. has not been convicted of, pleaded guilty, or entered a plea of nolo contendere to a felony unless the applicant has applied for and been granted a waiver by the ADRA;
4. signs a form prescribed by the ADRA authorizing the ADRA to obtain a criminal history or to conduct a criminal background check;
5. signs a statement that the applicant has read and will abide by the Code of Ethics;
6. documents a minimum of 10,000 hours of work experience in the field of prevention;
7. documents a minimum of 4,000 hours of work experience in a prevention supervisory position; and
8. provides evidence of the completion of a minimum of 30 hours in ADRA approved prevention supervision education.

B. Scope of supervision

1. An LPP recognized as a CPS may provide supervision for LPP, CPP, RPP, or PSIT; and
2. A CPP recognized as CPS may provide supervision for CPP, RPP, or PSIT.

C. Renewal

1. For a CPS credential to be considered for renewal:
  - a. a completed renewal application approved by the ADRA must be filed prior to the expiration date;
  - b. include proof that within two years prior to expiration date, the CPS has completed eight hours of supervision education from an approved educational provider (AEP) or an approved institute of higher education (AIRE) related to the prevention domains and six hours in prevention ethics; and
  - c. include proof of a current and valid LPP or CPP credential.
2. In addition, the renewal will require the applicant to:

- a. report any violations of the ADRA statute and rules and disciplinary action by any other credentialing board.
- b. report any changes in sobriety status, including relapse and recovery dates.
- c. report any felony arrests and felony convictions.
- d. report any changes in contact information, including name, address, phone number, and e-mail address.

#### §721. Practice credential by reciprocity from other states

A. The ADRA may issue a practice credential or specialty certification, without examination in this state to any person who meets the following requirements:

1. if the applicant is applying from an IC&RC jurisdiction, the applicant may follow the IC&RC reciprocity process;
2. if the applicant is not applying from an IC&RC jurisdiction, the applicant may submit an application and satisfy the following:
  - a. possess a valid credential to practice as an addiction counselor or prevention professional in any other state;
  - b. document and verify that the practice credential or specialty certification from the other state is based upon an examination and other requirements substantially equivalent to the requirements for the same practice in Louisiana; or
3. The applicant may be licensed by endorsement in accordance with the provisions of the Welcome Home Act, R.S.37:51-59.

#### §723. Application and Examination

A. Application

1. Eligibility requirements and applications for a practice credential, specialty certification, or learning status shall be maintained on the ADRA website.
2. An application remains valid for one year.
3. The application shall contain forms for the applicant to provide information and documentation attesting to the completion of the requirements for a practice credential, specialty certification, or learning status.
4. Each application shall require such information the ADRA deems necessary and appropriate.

B. Examination

1. An application will be reviewed for test eligibility after the submitted application complete and all required information and forms are received by the ADRA.
2. Upon completion and approval of the application, the applicant will be deemed eligible to take the appropriate examination.
3. The ADRA shall determine the scope of the examinations which satisfy the ADRA requirements.

§725. Renewal

- A. It is the responsibility of the individual to timely renew a practice credential, specialty certifications, and learning status.
- B. The ADRA shall renew a practice credential, specialty certification, or learning status only upon receipt of completed application for renewal and satisfaction of all renewal requirements. Upon renewal, the ADRA shall issue a new wallet card with date of renewal and new expiration date.
- C. Applications for renewal which do not satisfy the renewal requirements will be deemed deficient. The individual will be notified and allowed to correct the deficiency. If a deficient renewal application is corrected after the expiration date, payment of the late fee is required.

§727. Continuing Professional Education for Renewal

- A. In-service training conducted by an employer does not serve as continuing education for renewal.
- B. Continuing education hours must be approved by the ADRA.
- C. If unapproved continuing education hours are submitted, renewal applicant must document that the education meets standards equivalent of the ADRA. Equivalence may be demonstrated by providing the course description and the qualifications of instructors.

§729. Failure to Timely Renew

- A. A practice credential, specialty certification, or learning status becomes suspended not renewed prior to the expiration date shall be deemed suspended until renewed or reinstated.

B. Applications for renewal received within 30 days after the expiration date and which satisfy all requirements for renewal will require payment of both a renewal fee and a late fee and will be effective on the expiration date.

C. Suspended practice credentials and specialty certifications must be surrendered to the ADRA by the thirty-first day after the expiration date.

#### §731. Reinstatement

A. An ADRA practice credential or specialty certification suspended for nonrenewal may be reinstated within one year of the expiration date, provided:

1. a satisfactory application for renewal is submitted within a year of the date of the expiration, together with an explanation of the failure to renew and a written request for reinstatement.
2. for a practice credential the individual must document the completion of 48 hours of education required for timely renewal, plus an additional 12 hours of education if the application is received within six months of the expiration date, or an additional 24 hours of education if the application is received more than six months after the expiration date;
3. for a specialty certification the individual must document the completion of 14 hours of education required for timely renewal plus an additional four hours of education if the application is received within six months of the expiration date, or an additional eight hours of education if the application is received more than six months after the expiration date; and
4. CIT, PSIT, or ATA status must be timely renewed and are not eligible for reinstatement.