

## **Certification Examining Board of LASACT**

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August 4, 2010

Dear CCDP-D Certificate Holder:

Your CCDP-D certificate expires on October 3, 2010, to coincide with the renewal of your practice credential on August 31, 2010. **Read this letter carefully to find out what you need to do to recertify.**

**Items that you MUST submit to LASACT CEB to re-certify are listed below. All necessary forms are attached to this e-mail message.**

- ✓ Recertification Application Form with appropriate fee - \$60 for LASACT members whose dues are paid through 12/31/2010; \$90 for non-members.
- ✓ Copy of card or letter from Professional certification board verifying that you hold a right to practice credential that is valid through 8/31/2011.
- ✓ Education Summary Form listing the educational events that you are submitting for approval. This form **MUST** be completed and submitted with certificates as noted below.
- ✓ Documentation of the required number of CEU hours in co-occurring disorders, dual diagnosis, and/or integrated services. Submit copies of certificates of completion with Education Summary Form.

***ALL HOURS MUST BE IN INTEGRATED SERVICES, DUAL DIAGNOSIS AND/OR CO-OCCURRING DISORDERS. NO OTHER TYPE OF HOURS WILL BE ACCEPTED. If you don't have enough hours of this type when you receive this notification, you have until October 3, 2010, to get them. HOURS OBTAINED AFTER OCTOBER 3, 2010, WILL NOT BE ACCEPTABLE for this re-certification period.***

***Allow a minimum of 30 working days for processing of your recertification application. If your job and/or salary are dependent upon recertification EXACTLY on 10/3/2010, get your application to us by September 5, 2010, with a note requesting that we expedite it. Otherwise we will not be able to get your recertification processed by October 3. Don't contact us on October 3 for a new card if you did not give us advance notice by September 5.***

Sincerely,

*Ralph Melancon, Jr.*

Ralph Melancon, Jr., CEB Chairman

RM:dss