

# IMPORTANT RENEWAL INFORMATION

**All credential holders** (non-temporary), **with a credential renewal date after August 24<sup>th</sup>, 2018** are subject to 201 KAR 35:040 Section 2(3): *At least fifty (50) percent of the required continuing education hours for a credential holder shall be earned through **live, face to face, continuing education presentations**.*

## **Renewal Date is not your Expiration Date:**

Your Renewal date represents the end of your 3 year period for renewal. Renewals submitted before the Renewal date are not subject to late fees. Your Renewal date is your 3 year anniversary date from your credential issue date and is shown in your online eServices account.

Your Expiration date is the last date you may legally practice and bill for services. Your Expiration date is shown to the public and employers at online verification. The Expiration date represents the **end of your 90-day grace period**, allowing for board imposed late fees, but you maintain the ability to practice until the Expiration date.

**Please review the latest Continuing Education Regulation 201 KAR 35:040 for complete requirements including the suicide training law** (also found at <http://adc.ky.gov> by clicking on "Resources" at the top of the page and then click "Kentucky Administrative Regulations"): <http://www.lrc.ky.gov/kar/201/035/040.htm>

**All credential holders are to submit renewals using their online eServices account. The paper renewal form is no longer available to download.**

- Have all of your course information ready to upload/enter and set aside uninterrupted time as the website does not save your progress should your screen time out due to 15 minutes of inactivity.
- We recommend not to use iPhone, iPad, or other Apple or Mac devices.
- If you are interested in going on **Inactive** or **Retired** status, please contact our Board Administrator by email to: [ADC@ky.gov](mailto:ADC@ky.gov)

## LCADC's and CADC's\*

*\*For LCADCA and Registered Alcohol & Drug Peer Support Specialist CEU requirements, refer to 201 KAR 35:040*

- **60 CEU's** earned during the 3 year period for renewal (based on your issue date)
- At least **50%** of CEU's are to be live, face-to-face presentations your renewal date is greater than Aug. 24<sup>th</sup>, 2018
- At least **3** of the 60 CEU's shall be in **ethics**
- At least **6** of the 60 CEU's shall be in **suicide training**, due once every 6 yrs
- At least **3** of the 60 CEU's shall be in **supervisory practices** for Board Approved Supervisors