

616



Michigan Certification Board
for Addiction Professionals

6639 Centurion Dr.

Lansing, MI 48917





MCBAP

MICHIGAN CERTIFICATION BOARD FOR ADDICTION PROFESSIONALS

NAVIGATING THE CERTIFICATION APPLICATION PROCESS

<https://www.mcbap.com/>

CERTIFICATION: AN ONLINE PROCESS

Applications will be completed through Certemy's online application platform.



The entire certification application and renewal application is completed online and can be accessed from the MCBAP web site <https://www.mcbap.com/>.

New applicants can self-enroll into the certification process directly from the MCBAP web site.

To begin a new application, you can self-enroll into the certification process directly from the MCBAP web site.

CPS - Certified Prevention Specialist

Overview of Requirements

Experience - 2,000 hours, full- or part-time providing Substance Use Disorder Prevention services at a program licensed by the State of Michigan as a substance use disorder services provider, or MCBAP-approved alternative. Refer to "Experience" section in the application instructions for further explanation.

Education - 120 education hours. Of these hours, 24 must be specific to SUD Prevention and the additional 96 may be related to the Prevention Domains. Applicants must also complete six (6) hours of face-to-face, MCBAP approved education in prevention ethics. Refer to "Education" section in the application instructions for further explanation.

Specific education for the CPS must be in the IC&RC Prevention Domain topics and must be specifically focused on the prevention of alcohol, tobacco, and/or other drug use issues. Key words in course titles are: substance abuse, substance use disorder, drug addiction, chemical dependency, alcohol, tobacco, drug use, or co-occurring disorders. General courses in clinical/prevention theory and therapeutic methods will count as *related* to SUD prevention specialty services.

Supervision - 120 hours of direct supervision in SUD prevention services, specific to the IC&RC/PS Performance Domains (with a minimum of 10 hours in each Domain. Refer to "Supervision" section in the application instructions for further explanation.

Testing - IC&RC/PS, Prevention Specialist examination

Code of Ethics- Sign and adhere to the current MCBAP Prevention Code of Ethical Standards.

Residency - Must live or work within the State of Michigan fifty-one (51%) percent of the time.

Application Process

All applications are completed in the Certemy platform. Once approved, the initial certification period is valid for a two year period. Before you start the initial application process, you will need to decide if you would like to be in a 2 year renewal cycle or a 3 year renewal cycle starting after the initial two year period.

General Information for Applicants

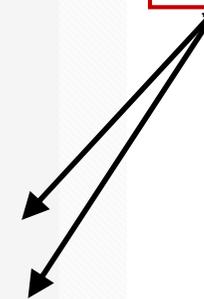
- [Application Instructions](#)
- [PS Performance Domains and Job Tasks](#)
- [Code of Ethics](#)
- [IC&RC Exam Prep](#)

Be sure to read the instructions entirely before getting started (see link above)

[Initial Application with a 2 year renewal cycle](#)

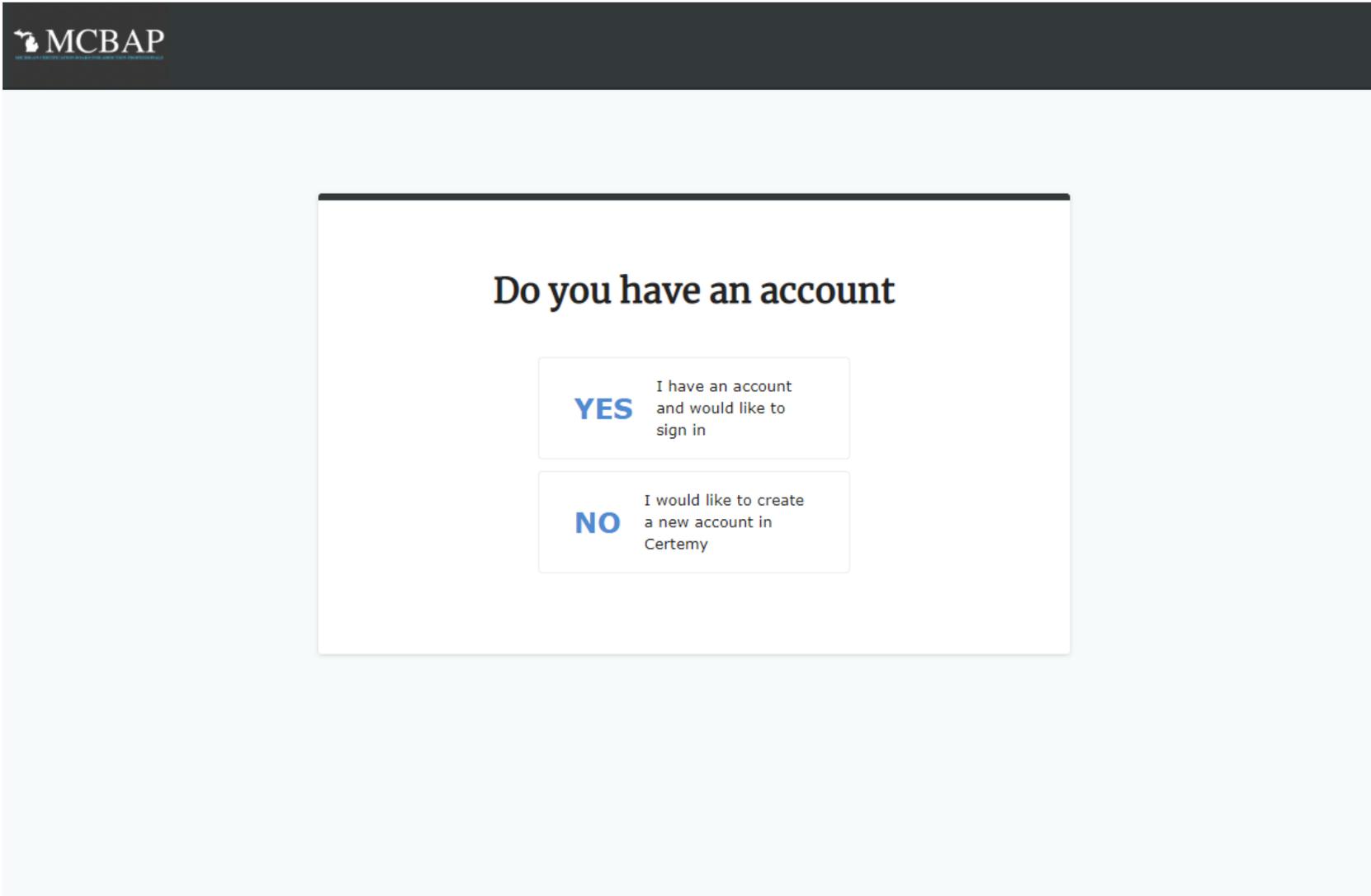
[Initial Application with a 3 year renewal cycle](#)

Choose the Application applying for



EXAMPLE

Upon the selection of the certification applying for, you will be directed to creating a personal account in Certemy.



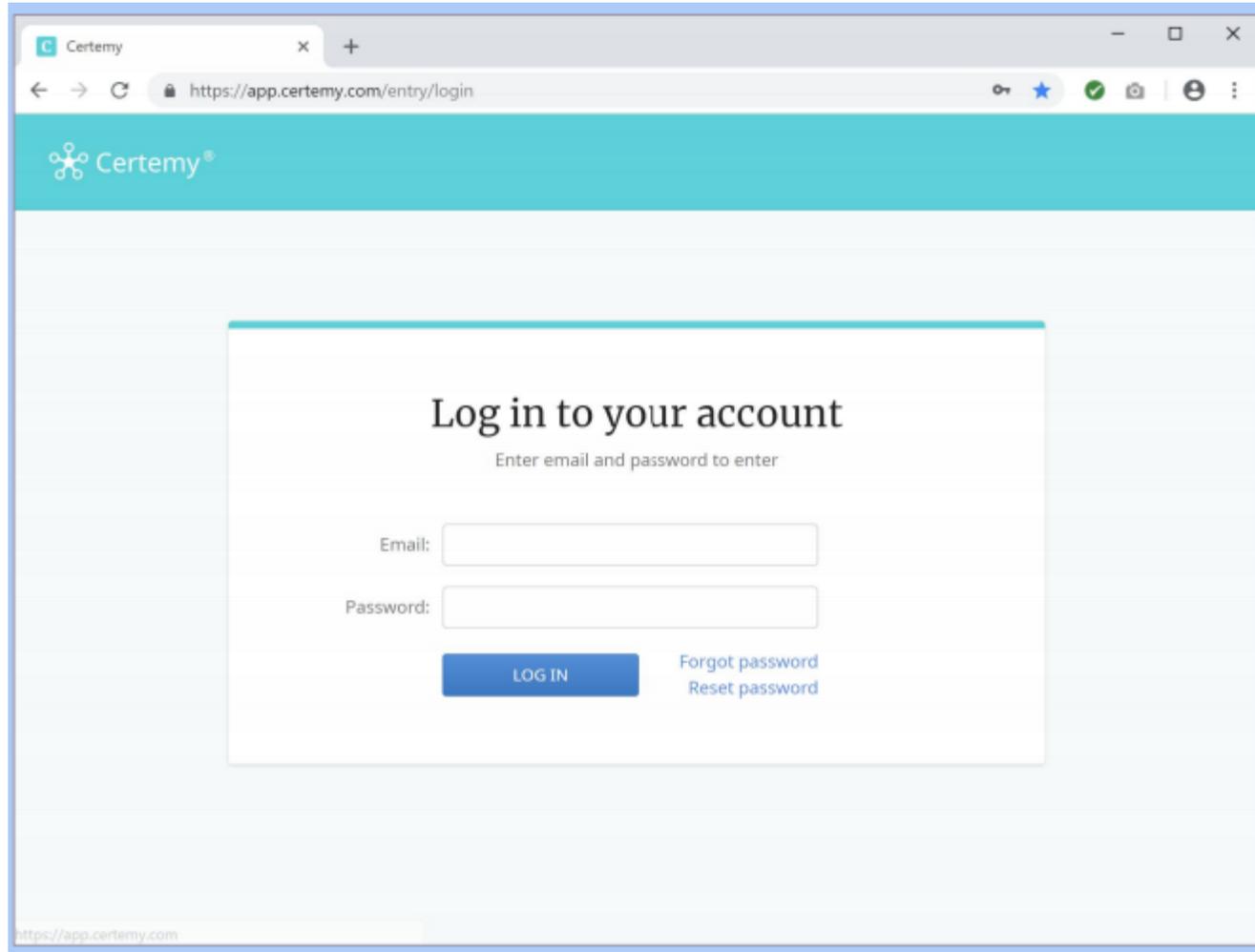
MCBAP
MICHIGAN CERTIFICATION BOARD FOR ADDICTION PROFESSIONALS

Do you have an account

YES I have an account and would like to sign in

NO I would like to create a new account in Certemy

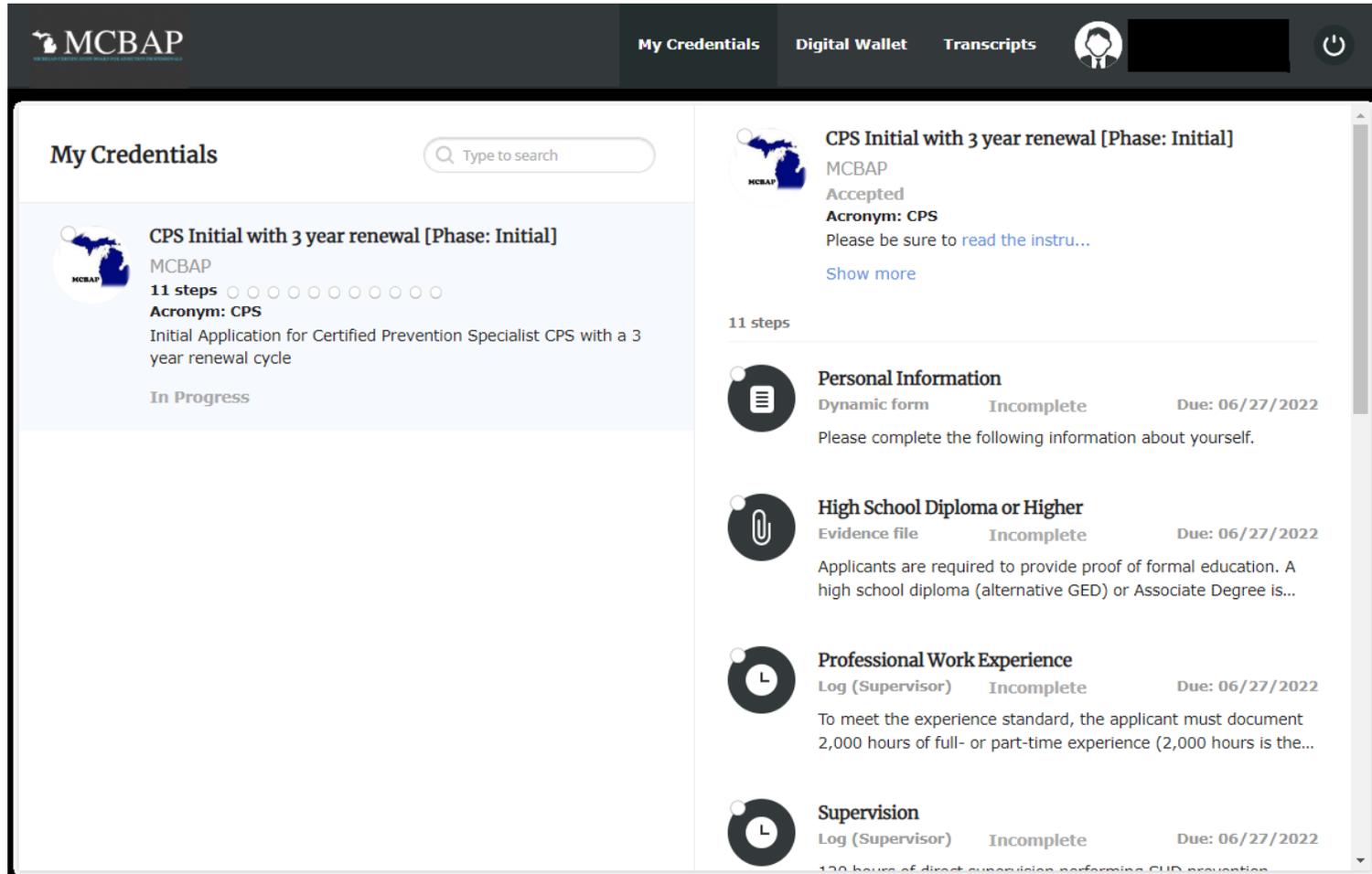
Returning users will come to a login screen on Certemy's site. Enter the email & password you created with your account.



The screenshot shows a web browser window with the URL <https://app.certemy.com/entry/login>. The page features the Certemy logo in the top left corner. The main content is a login form with the heading "Log in to your account" and the instruction "Enter email and password to enter". The form includes two input fields: "Email:" and "Password:". Below the "Password:" field, there is a blue "LOG IN" button and two links: "Forgot password" and "Reset password".

After logging in, you will be taken to your dashboard, showing your application status and steps. On the right-hand side are the required steps to be completed for the online application.

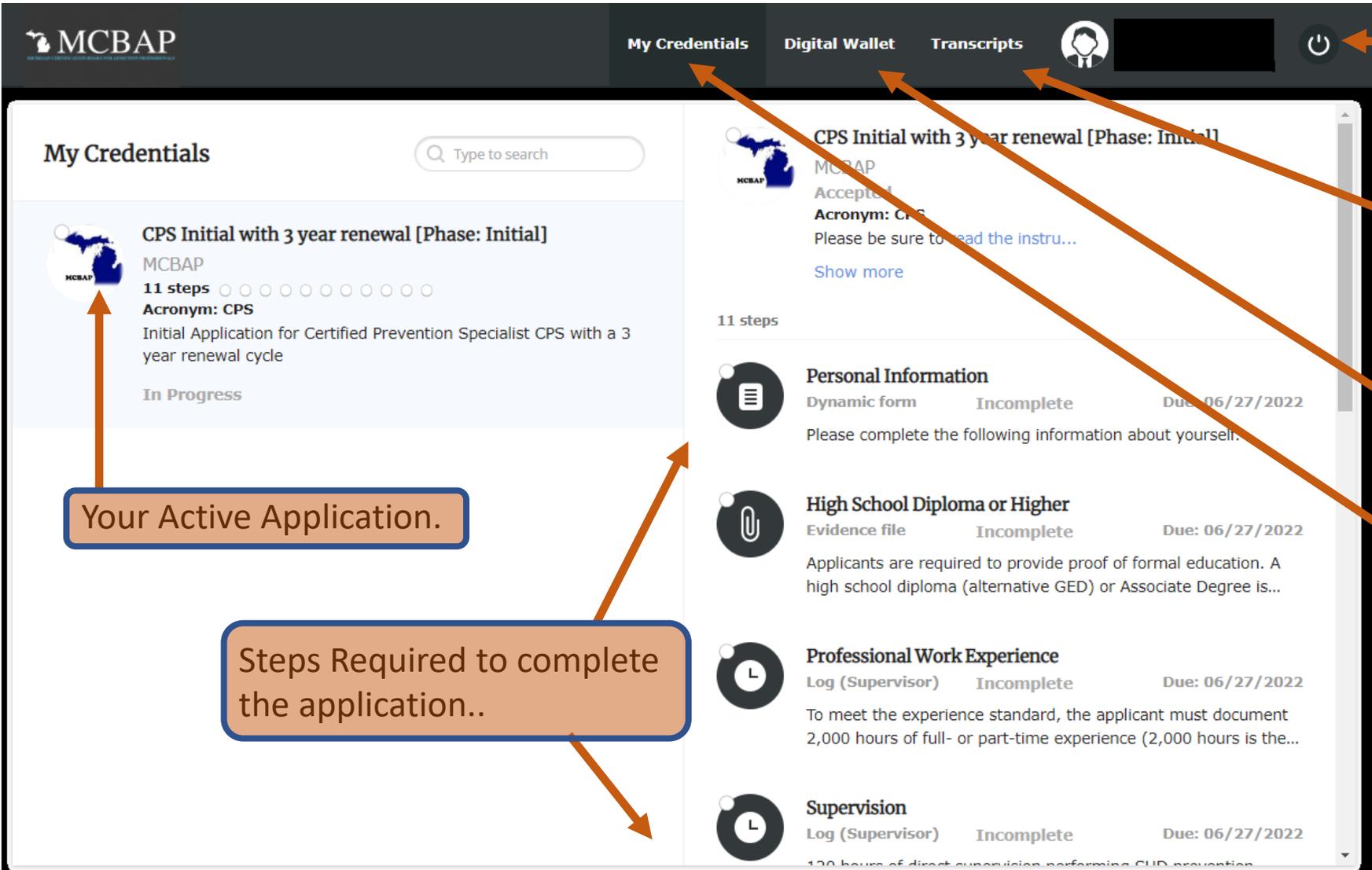
EXAMPLE



The screenshot displays the MCBAP dashboard interface. At the top, there is a navigation bar with the MCBAP logo, the text "My Credentials", "Digital Wallet", and "Transcripts", along with a user profile icon and a power button. The main content area is titled "My Credentials" and features a search bar. Below the search bar, there is a card for "CPS Initial with 3 year renewal [Phase: Initial]" with the MCBAP logo, "11 steps" (represented by a progress indicator), and the acronym "CPS". The card description reads: "Initial Application for Certified Prevention Specialist CPS with a 3 year renewal cycle" and "In Progress". To the right of this card, there is a detailed view of the application status, showing "CPS Initial with 3 year renewal [Phase: Initial]" with the MCBAP logo, "Accepted" status, and the acronym "CPS". It includes a link to "read the instru..." and a "Show more" link. Below this, there is a section titled "11 steps" with a list of required actions:

- Personal Information**: Dynamic form, Incomplete, Due: 06/27/2022. Please complete the following information about yourself.
- High School Diploma or Higher**: Evidence file, Incomplete, Due: 06/27/2022. Applicants are required to provide proof of formal education. A high school diploma (alternative GED) or Associate Degree is...
- Professional Work Experience**: Log (Supervisor), Incomplete, Due: 06/27/2022. To meet the experience standard, the applicant must document 2,000 hours of full- or part-time experience (2,000 hours is the...
- Supervision**: Log (Supervisor), Incomplete, Due: 06/27/2022. 120 hours of direct supervision performing CUD activities...

Certemy Dashboard Overview



The screenshot shows the Certemy dashboard interface. At the top, there is a navigation bar with 'My Credentials', 'Digital Wallet', and 'Transcripts' tabs. A user profile icon and a 'Log Out' button are also visible. The main content area is titled 'My Credentials' and features a search bar. Below the search bar, there is a card for 'CPS Initial with 3 year renewal [Phase: Initial]' with a progress indicator showing 11 steps. To the right, a detailed view of the application steps is shown, including 'Personal Information', 'High School Diploma or Higher', 'Professional Work Experience', and 'Supervision', each with a status of 'Incomplete' and a due date of '06/27/2022'.

Log Out

“Transcripts” contain official school transcripts sent to MCBAP.

“Digital Wallet” contains all files & certificates you have uploaded.

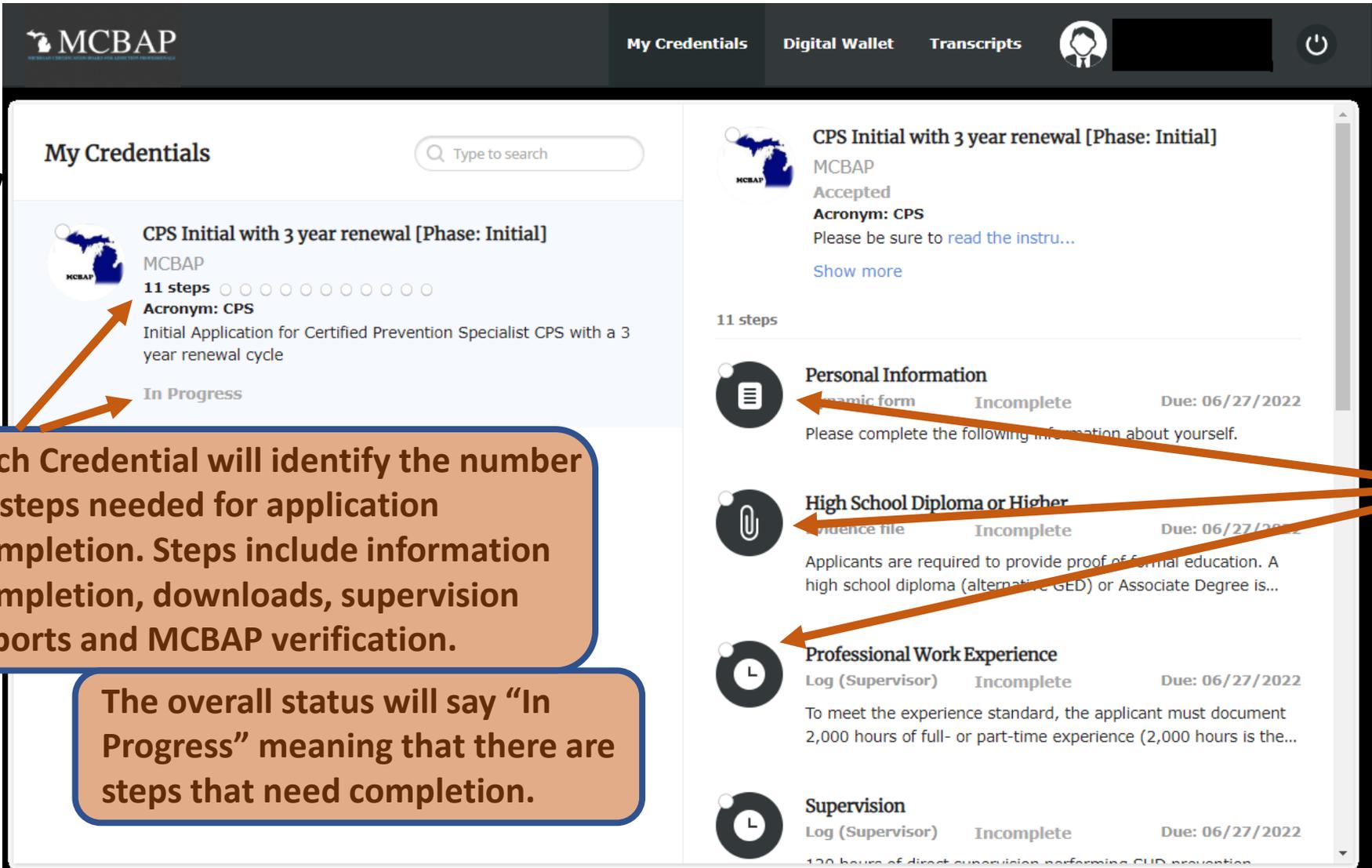
“My Credentials” shows the professional’s credentials.

Your Active Application.

Steps Required to complete the application..

Navigating the Application Steps

EXAMPLE



The screenshot shows the MCBAP application dashboard. At the top, there are navigation tabs for 'My Credentials', 'Digital Wallet', and 'Transcripts'. The main content area is titled 'My Credentials' and features a search bar. A credential titled 'CPS Initial with 3 year renewal [Phase: Initial]' is highlighted, showing it is 'In Progress' with 11 steps. To the right, a detailed view of this credential is shown, listing the following steps:

- Personal Information** (Dynamic form) - Incomplete - Due: 06/27/2022
- High School Diploma or Higher** (Evidence file) - Incomplete - Due: 06/27/2022
- Professional Work Experience** (Log (Supervisor)) - Incomplete - Due: 06/27/2022
- Supervision** (Log (Supervisor)) - Incomplete - Due: 06/27/2022

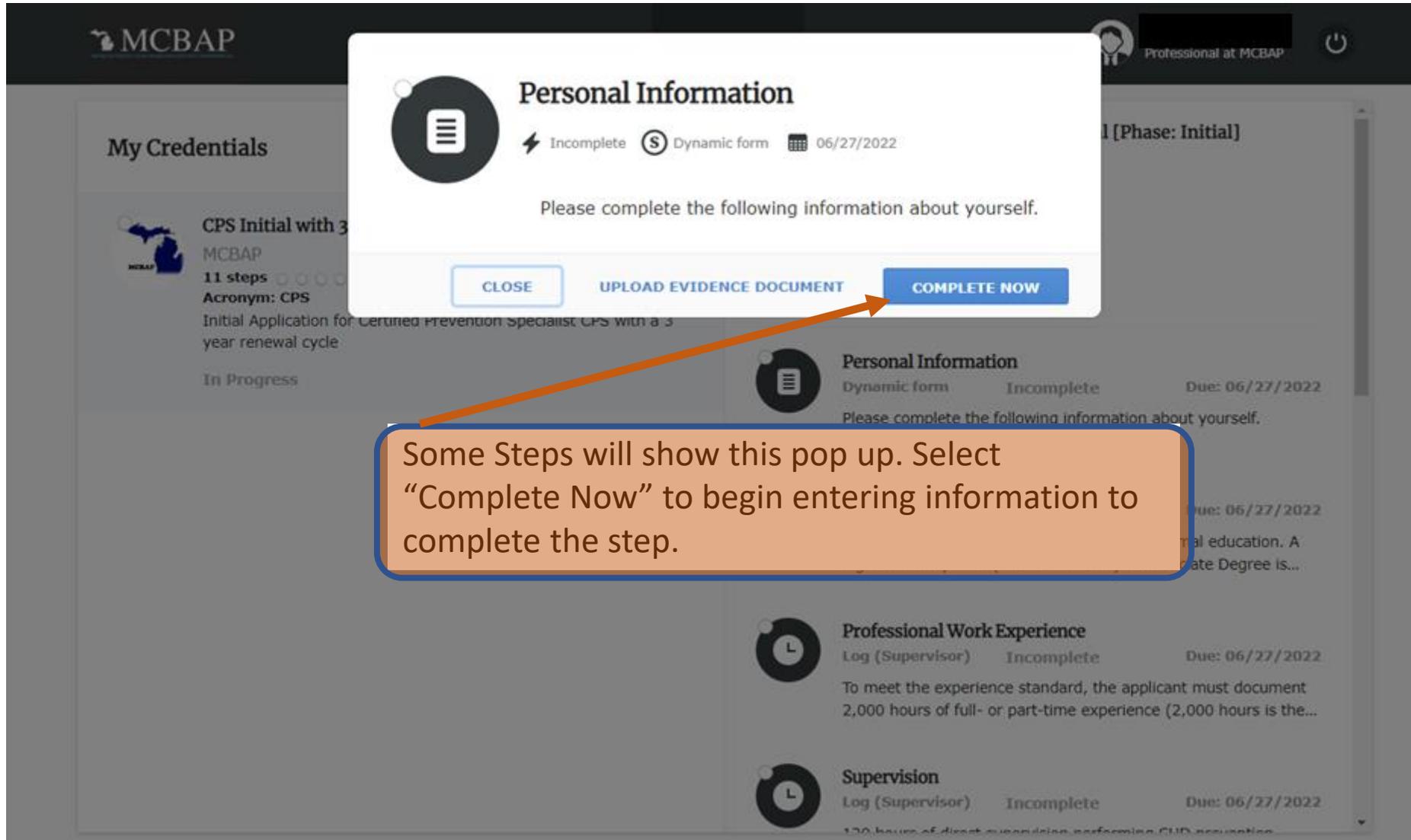
Each Credential will identify the number of steps needed for application completion. Steps include information completion, downloads, supervision reports and MCBAP verification.

The overall status will say "In Progress" meaning that there are steps that need completion.

Applicants can see and access individual steps on the right side of the dashboard. To complete a step, click on it for detailed information on how to complete.

Navigating Dynamic Form Steps

EXAMPLE



Personal Information
⚡ Incomplete Ⓢ Dynamic form 📅 06/27/2022

Please complete the following information about yourself.

CLOSE UPLOAD EVIDENCE DOCUMENT COMPLETE NOW

Personal Information
Dynamic form Incomplete Due: 06/27/2022

Please complete the following information about yourself.

Professional Work Experience
Log (Supervisor) Incomplete Due: 06/27/2022

To meet the experience standard, the applicant must document 2,000 hours of full- or part-time experience (2,000 hours is the...

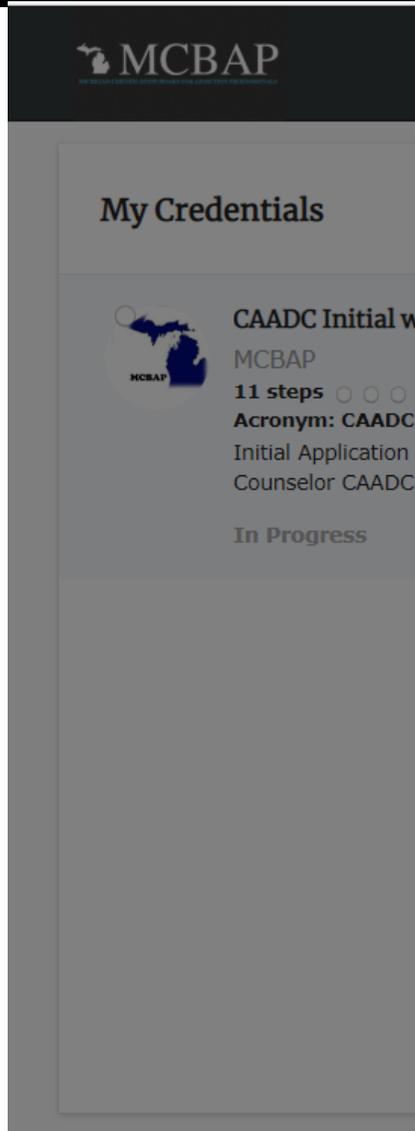
Supervision
Log (Supervisor) Incomplete Due: 06/27/2022

120 hours of direct supervision performing CUD assessment...

Some Steps will show this pop up. Select "Complete Now" to begin entering information to complete the step.

Navigating Dynamic Form Steps

EXAMPLE



Personal Information

 Incomplete  Dynamic form  06/10/2022

Please complete the following information about yourself.

Please note, your personal information will only be used strictly for purposes of the Michigan Certification Board and for professional certification. We will not share your information with external parties.

First Name *

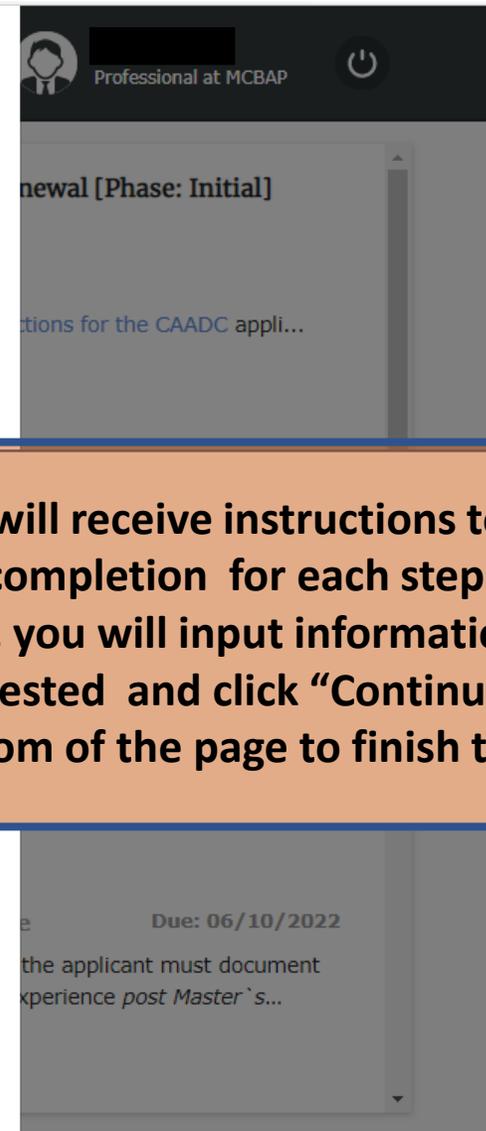
Middle Name/Initial *

Last Name *

Address 1 *

Address 2

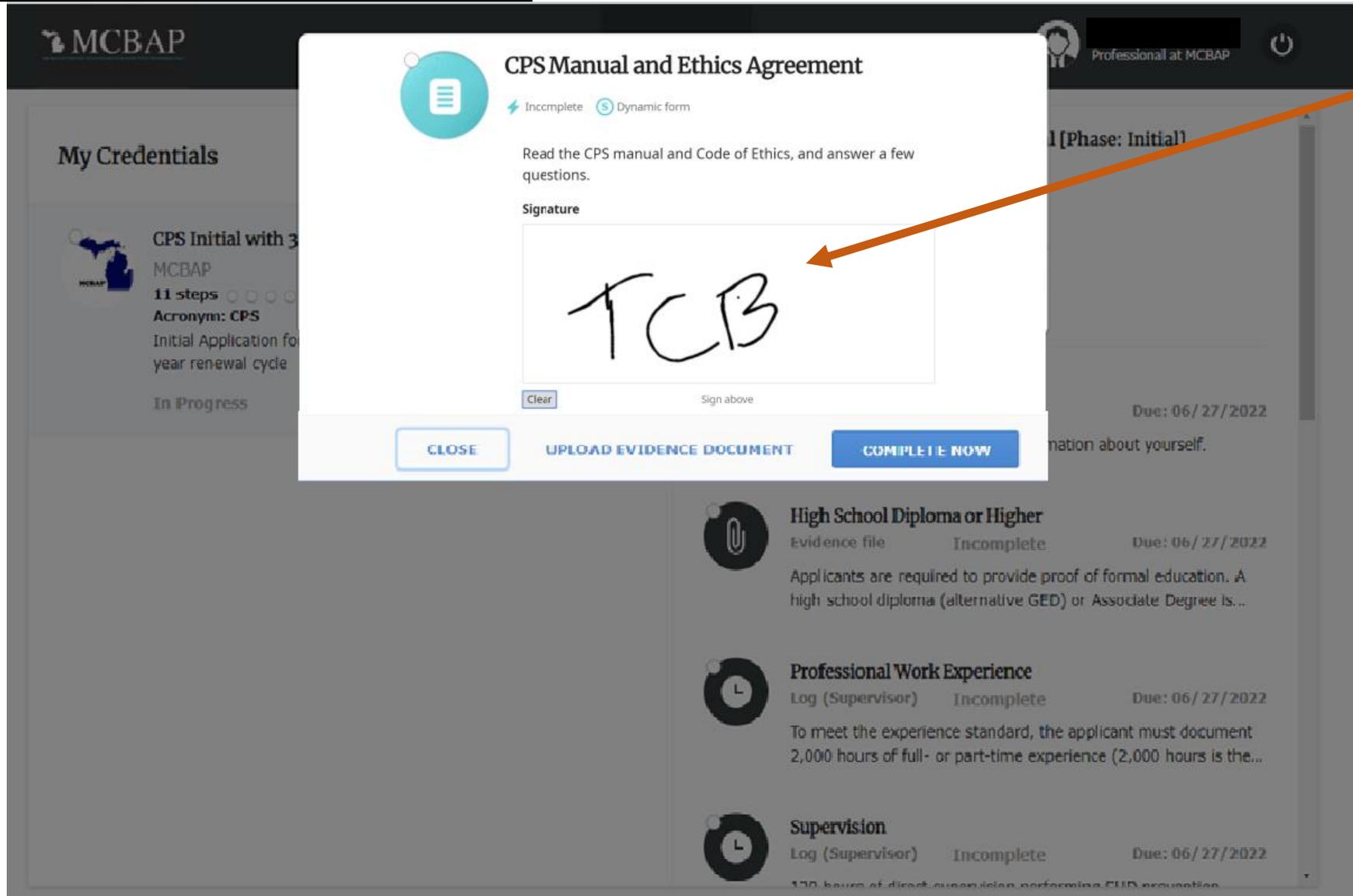
City *



You will receive instructions to follow for the completion for each step. For this step, you will input information as requested and click "Continue" at the bottom of the page to finish the step.

Navigating Dynamic Form Signature

EXAMPLE

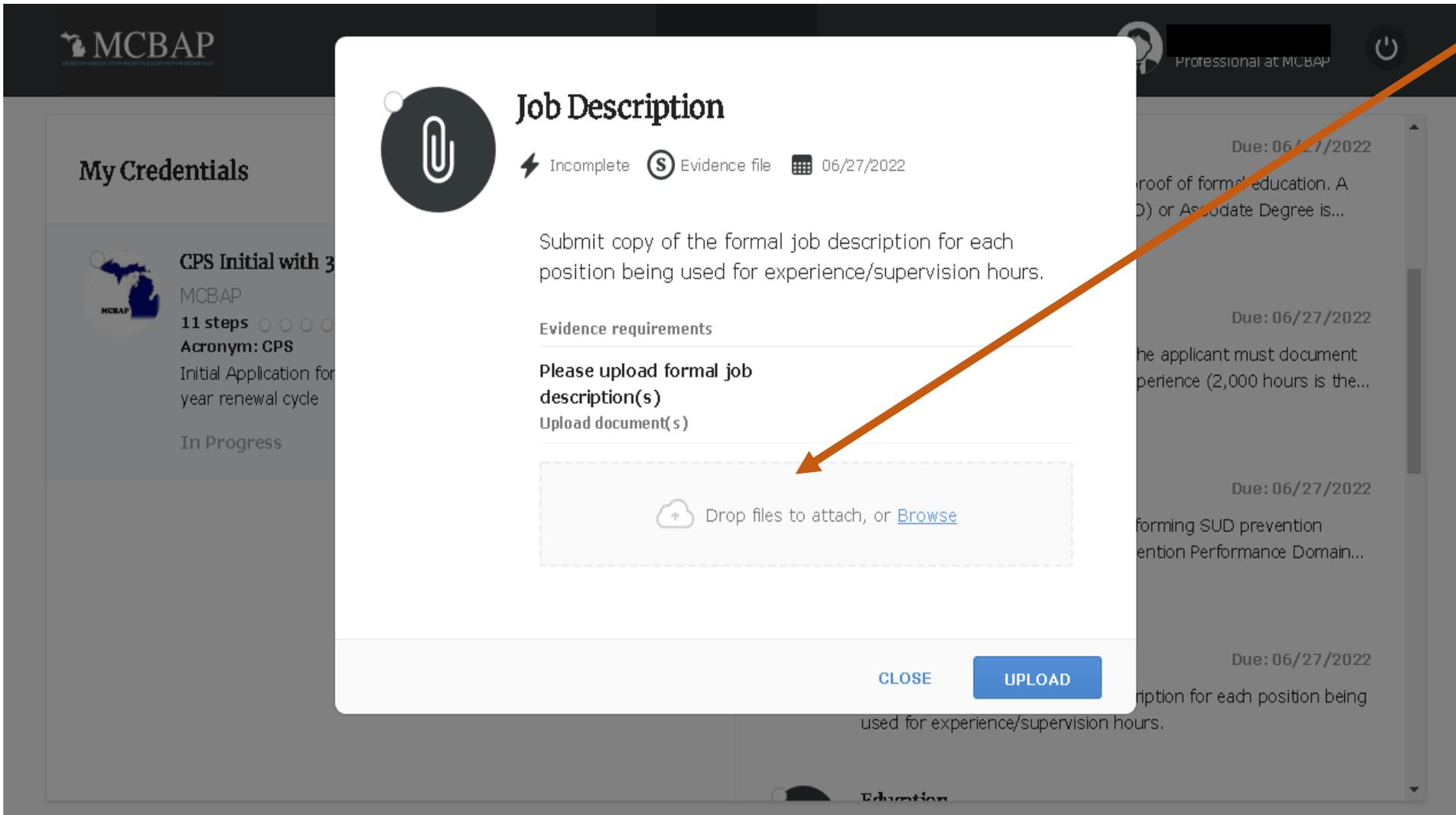


The screenshot shows a user interface for the Michigan Certification Board for Addiction Professionals (MCBAP). A modal window titled "CPS Manual and Ethics Agreement" is open, indicating it is an "Incomplete" "Dynamic form". The form instructions state: "Read the CPS manual and Code of Ethics, and answer a few questions." Below this is a "Signature" field containing the handwritten text "TCB". An orange arrow points from a text box on the right to this signature field. At the bottom of the modal are three buttons: "CLOSE", "UPLOAD EVIDENCE DOCUMENT", and "COMPLETE NOW".

Some forms will require a signature. Utilizing your computer mouse, sign in the box labeled "Signature".

Navigating Steps With Evidence Files

EXAMPLE



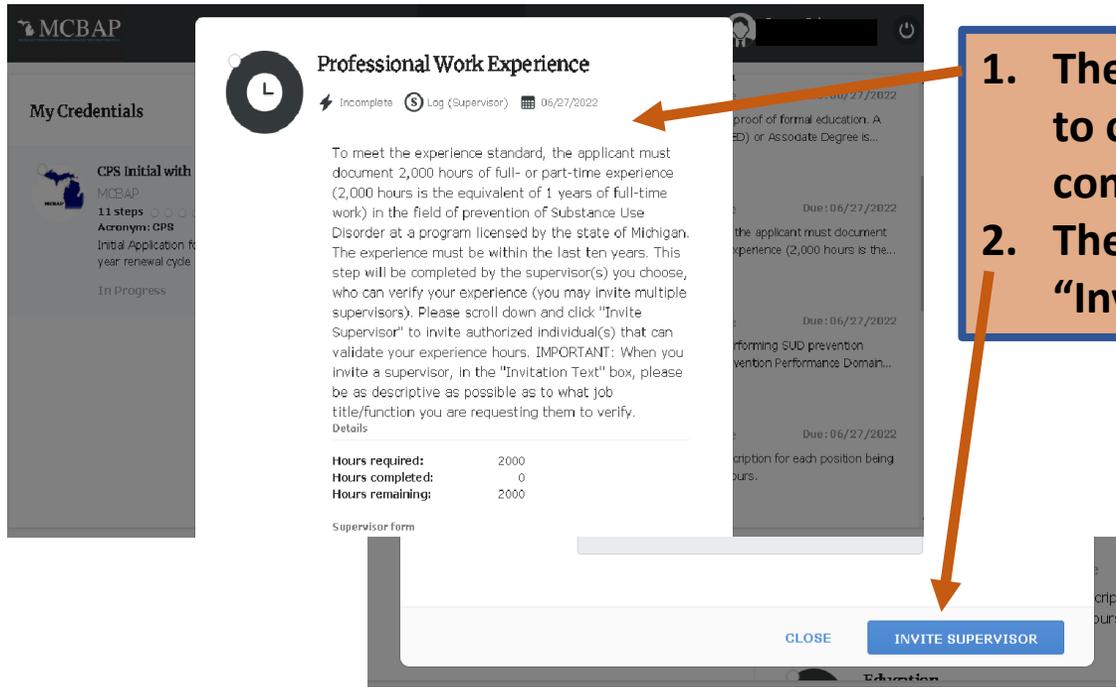
The screenshot shows a user interface for MCBAP. On the left, there is a sidebar with 'My Credentials' and a progress indicator for 'CPS Initial with 3 MCBAP 11 steps'. The main content area shows a step titled 'Job Description' with a paperclip icon. The step is marked as 'Incomplete' and 'Evidence file' with a due date of '06/27/2022'. The instructions state: 'Submit copy of the formal job description for each position being used for experience/supervision hours.' Below this, there is a section for 'Evidence requirements' with the text: 'Please upload formal job description(s) Upload document(s)'. At the bottom of this section is a dashed box containing a cloud icon with a plus sign and the text 'Drop files to attach, or [Browse](#)'. At the bottom of the modal, there are 'CLOSE' and 'UPLOAD' buttons.

Steps that require Evidence Files will prompt you to the files by “drag & drop” or through uploading the document.

Once a document has been uploaded to Certemy, it will be located in the “Digital Wallet”.

Navigating Steps for Supervision Logs

EXAMPLE



Professional Work Experience

Incomplete Log (Supervisor) 06/27/2022

To meet the experience standard, the applicant must document 2,000 hours of full- or part-time experience (2,000 hours is the equivalent of 1 years of full-time work) in the field of prevention of Substance Use Disorder at a program licensed by the state of Michigan. The experience must be within the last ten years. This step will be completed by the supervisor(s) you choose, who can verify your experience (you may invite multiple supervisors). Please scroll down and click "Invite Supervisor" to invite authorized individual(s) that can validate your experience hours. IMPORTANT: When you invite a supervisor, in the "Invitation Text" box, please be as descriptive as possible as to what job title/function you are requesting them to verify.

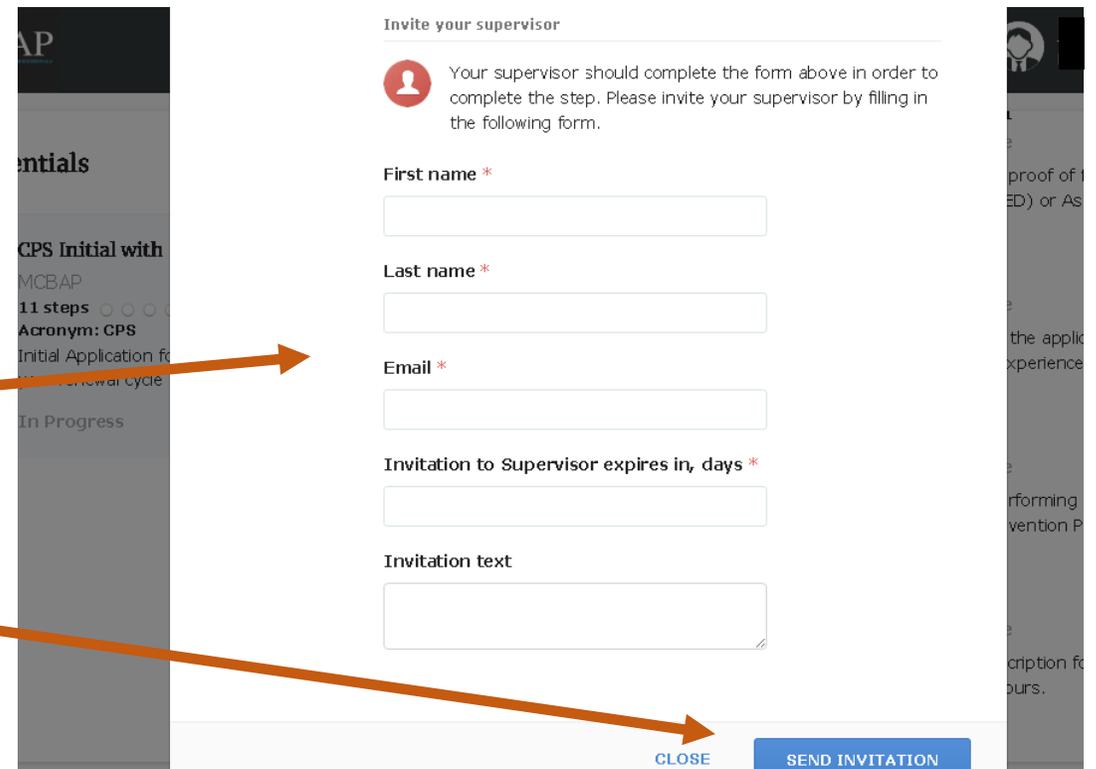
| | |
|------------------|------|
| Hours required: | 2000 |
| Hours completed: | 0 |
| Hours remaining: | 2000 |

Supervisor form

CLOSE **INVITE SUPERVISOR**

1. These log steps begin by giving instructions for a supervisor to complete followed by the form the Supervisor will complete on behalf of the applicant.
2. The applicant will scroll to the end of the form and click on "Invite Supervisor".

3. After clicking on "Invite Supervisor", the applicant will be asked to submit the Name and Email of the Supervisor being asked to complete the Log Form.
4. Click on "Send Invitation" to send the form.



Invite your supervisor

Your supervisor should complete the form above in order to complete the step. Please invite your supervisor by filling in the following form.

First name *

Last name *

Email *

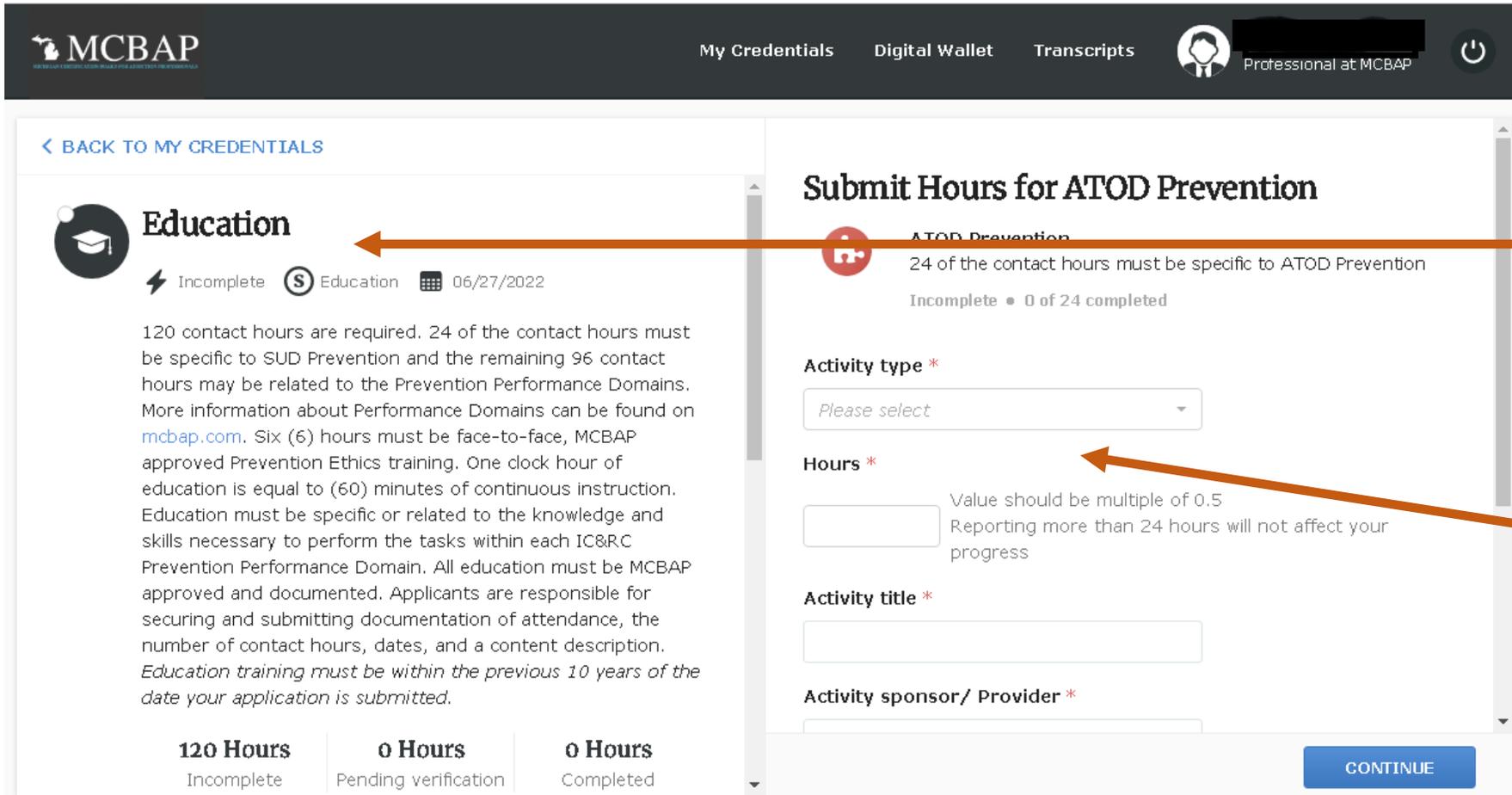
Invitation to Supervisor expires in, days *

Invitation text

CLOSE **SEND INVITATION**

Navigating Steps for Continuing Education

Part 1

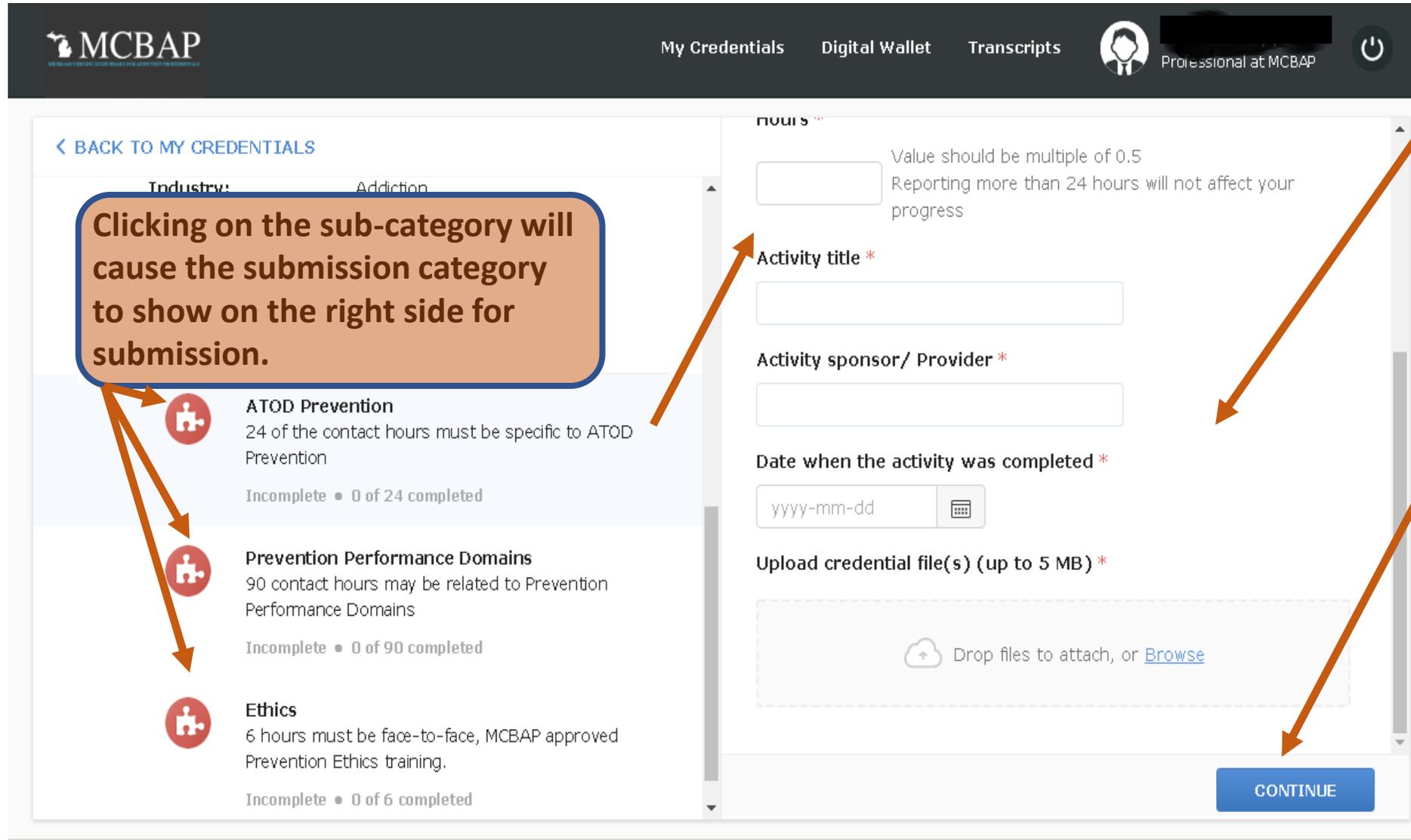


The screenshot shows the MCBAP web portal interface. At the top, there is a navigation bar with the MCBAP logo, a user profile icon, and links for 'My Credentials', 'Digital Wallet', and 'Transcripts'. The main content area is divided into two sections. On the left, under the 'Education' heading, there is a summary of requirements: '120 contact hours are required. 24 of the contact hours must be specific to SUD Prevention and the remaining 96 contact hours may be related to the Prevention Performance Domains. More information about Performance Domains can be found on mcbap.com. Six (6) hours must be face-to-face, MCBAP approved Prevention Ethics training. One clock hour of education is equal to (60) minutes of continuous instruction. Education must be specific or related to the knowledge and skills necessary to perform the tasks within each IC&RC Prevention Performance Domain. All education must be MCBAP approved and documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and a content description. Education training must be within the previous 10 years of the date your application is submitted.' Below this text are three status boxes: '120 Hours Incomplete', '0 Hours Pending verification', and '0 Hours Completed'. On the right, the 'Submit Hours for ATOD Prevention' form is displayed. It includes a title, a red 'i' icon, and instructions: '24 of the contact hours must be specific to ATOD Prevention' and 'Incomplete • 0 of 24 completed'. The form has several fields: 'Activity type *' (a dropdown menu with 'Please select'), 'Hours *' (a text input field with a note 'Value should be multiple of 0.5 Reporting more than 24 hours will not affect your progress'), 'Activity title *' (a text input field), and 'Activity sponsor/ Provider *' (a text input field). A blue 'CONTINUE' button is at the bottom right of the form.

Submitting Continuing Education is broken down into several sub-requirements. On the left hand side there are instructions and the categories necessary to completing CEU requirements.

On the right hand side, you will be able to submit hours according to the categories they belong.

Navigating Steps for Continuing Education Part 2



[BACK TO MY CREDENTIALS](#)

Industry: Addiction

Clicking on the sub-category will cause the submission category to show on the right side for submission.

- ATOD Prevention**
24 of the contact hours must be specific to ATOD Prevention
Incomplete • 0 of 24 completed
- Prevention Performance Domains**
90 contact hours may be related to Prevention Performance Domains
Incomplete • 0 of 90 completed
- Ethics**
6 hours must be face-to-face, MCBAP approved Prevention Ethics training.
Incomplete • 0 of 6 completed

hours Value should be multiple of 0.5
Reporting more than 24 hours will not affect your progress

Activity title *

Activity sponsor/ Provider *

Date when the activity was completed *
yyyy-mm-dd

Upload credential file(s) (up to 5 MB) *
Drop files to attach, or [Browse](#)

CONTINUE

Once a sub-category has been chosen, complete the information concerning the CEUs and "Upload" the certificate (and other descriptive documents if needed).

Click on "CONTINUE" to complete the submission

Navigating Steps for Continuing Education

Part 1

My Credentials

Type to search



CAADC 3 year renewal [Phase: Re-certification]
MCBAP
6 steps ● ● ● ● ● ●
Acronym: CAADC
Certified Advanced Alcohol and Drug Counselor CAADC
Pending verification



CAADC 3 year renewal [Phase: Re-certification]
MCBAP
Pending verification
Acronym: CAADC
Alcohol and Drug Counselors must seek re-certification every three years in order to maintain an active credential.

- Uploaded document(s):
- Certificate1.pdf 357 KB
 - Certificate2.pdf 204.4 KB
 - Certificate3.pdf 536.3 KB
 - Certificate4.pdf 239.8 KB
 - Certificate5.pdf 940 KB
 - Certificate6.pdf 367.8 KB
 - Certificate7.pdf 717.3 KB
 - Certificate8.pdf 372.5 KB

6 steps

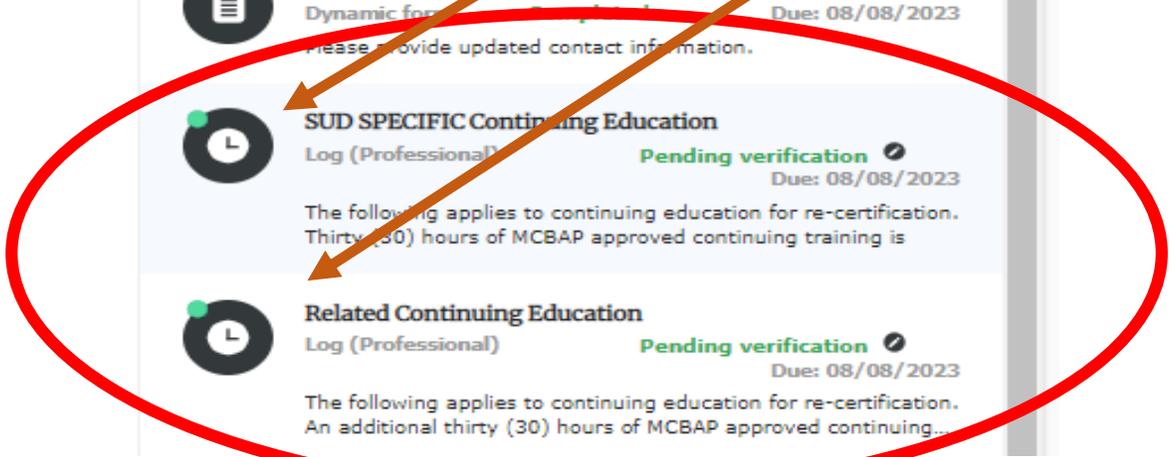
 **Update Contact Information**
Dynamic form
Due: 08/08/2023
Please provide updated contact information.

 **SUD SPECIFIC Continuing Education**
Log (Professional) **Pending verification**
Due: 08/08/2023
The following applies to continuing education for re-certification. Thirty (30) hours of MCBAP approved continuing training is

 **Related Continuing Education**
Log (Professional) **Pending verification**
Due: 08/08/2023
The following applies to continuing education for re-certification. An additional thirty (30) hours of MCBAP approved continuing...

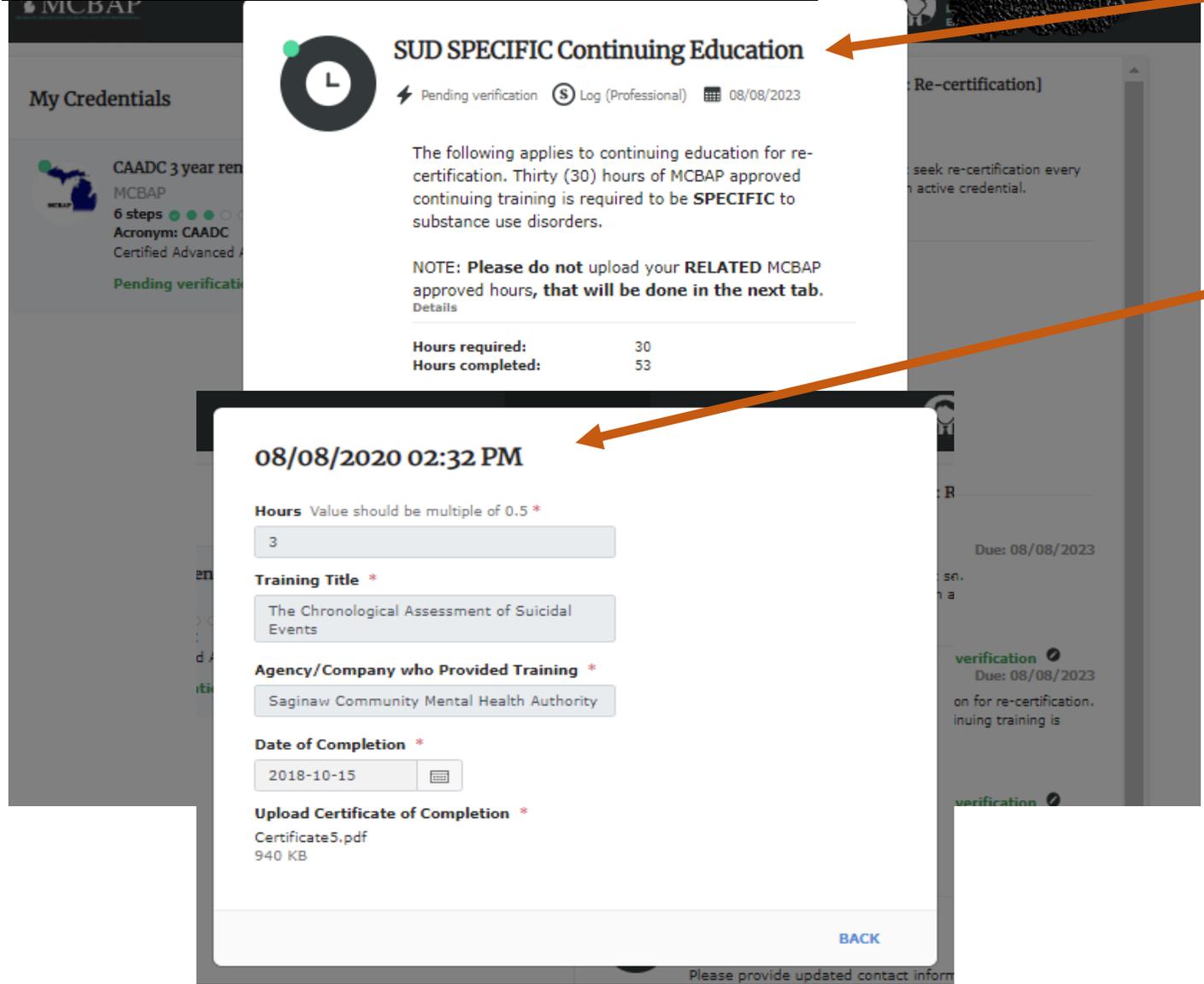
There are 2 sections involved is submitting Educational Documentation:

1. SPECIFIC Continuing Education &
2. Related Continuing Education



Navigating Steps for Continuing Education

Part 2



SUD SPECIFIC Continuing Education
⚡ Pending verification 💰 Log (Professional) 📅 08/08/2023

The following applies to continuing education for re-certification. Thirty (30) hours of MCBAP approved continuing training is required to be **SPECIFIC** to substance use disorders.

NOTE: Please do not upload your **RELATED** MCBAP approved hours, **that will be done in the next tab.**
Details

| | |
|------------------|----|
| Hours required: | 30 |
| Hours completed: | 53 |

08/08/2020 02:32 PM

Hours Value should be multiple of 0.5 *

Training Title *

Agency/Company who Provided Training *

Date of Completion *

Upload Certificate of Completion *
Certificate5.pdf
940 KB

[BACK](#)

Once you choose the SUD SPECIFIC Continuing Education Tab, you will see the following instructions and the link to upload CEU information and training certificates.

When you begin your upload, you will receive the following box to describe each uploaded material.

Navigating Steps for Continuing Education

Part 3

Related Continuing Education

⚡ Pending verification \$ Log (Professional) 📅 08/08/2023

The following applies to continuing education for re-certification. An additional thirty (30) hours of MCBAP approved continuing training is required. These remaining hours can be related to the AADC Performance Domains. More information about Performance Domains can be found on: mcbap.com.

[Details](#)

| | |
|------------------|----|
| Hours required: | 30 |
| Hours completed: | 30 |

- [08/08/2020 02:32 PM](#) >
- [08/08/2020 02:34 PM](#) >
- [08/08/2020 02:36 PM](#) >
- [08/08/2020 09:49 PM](#) >

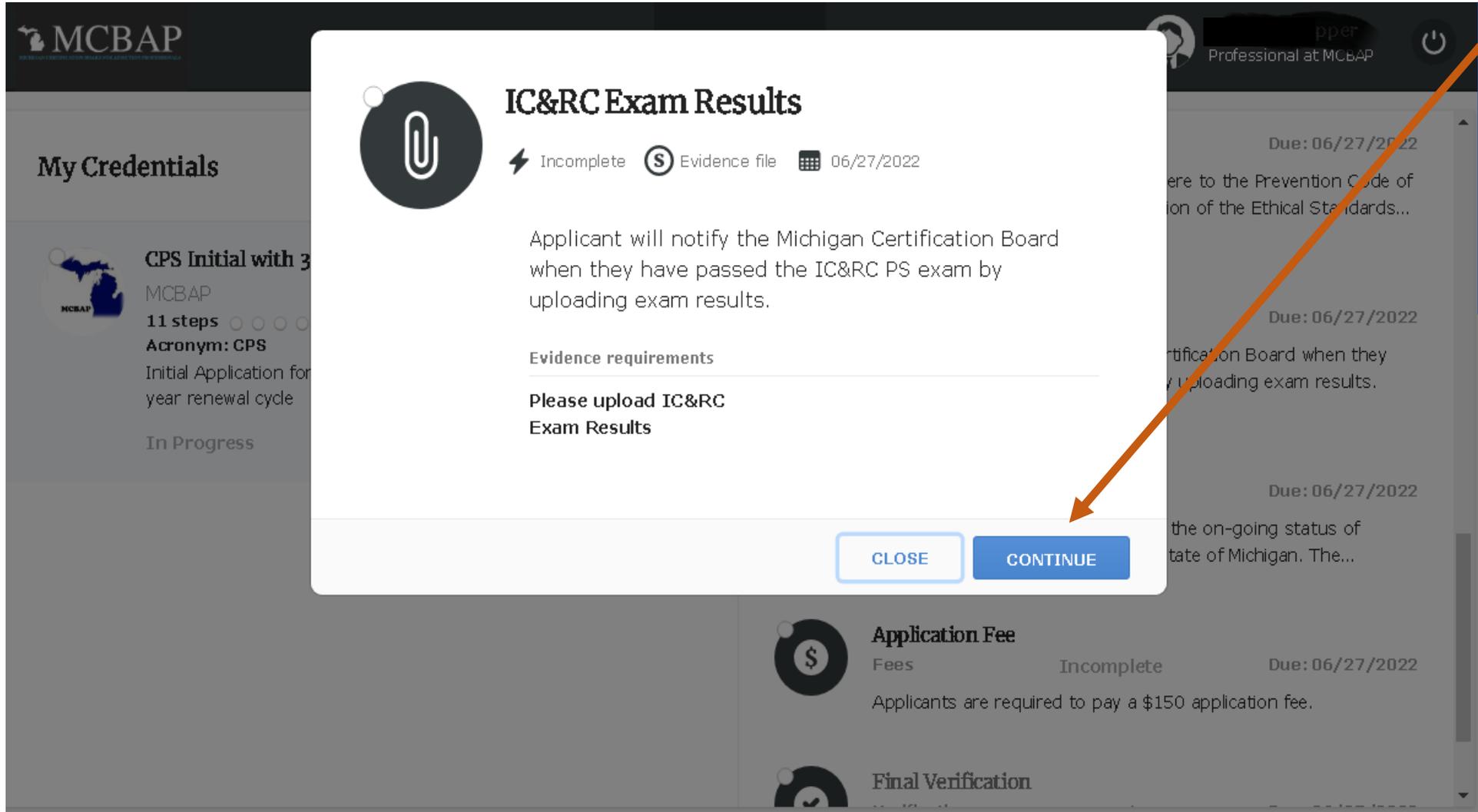
[RESET](#) [CLOSE](#)

Upon completing the SPECIFIC Tab, applicant will move to the RELATED Tab with these instructions.

Notice that the program monitors the hours and will list the upload. All uploads can also be found in the "Digital Wallet" link at the top of the dashboard.

Navigating Steps by Uploading IC&RC Exam Results

EXAMPLE

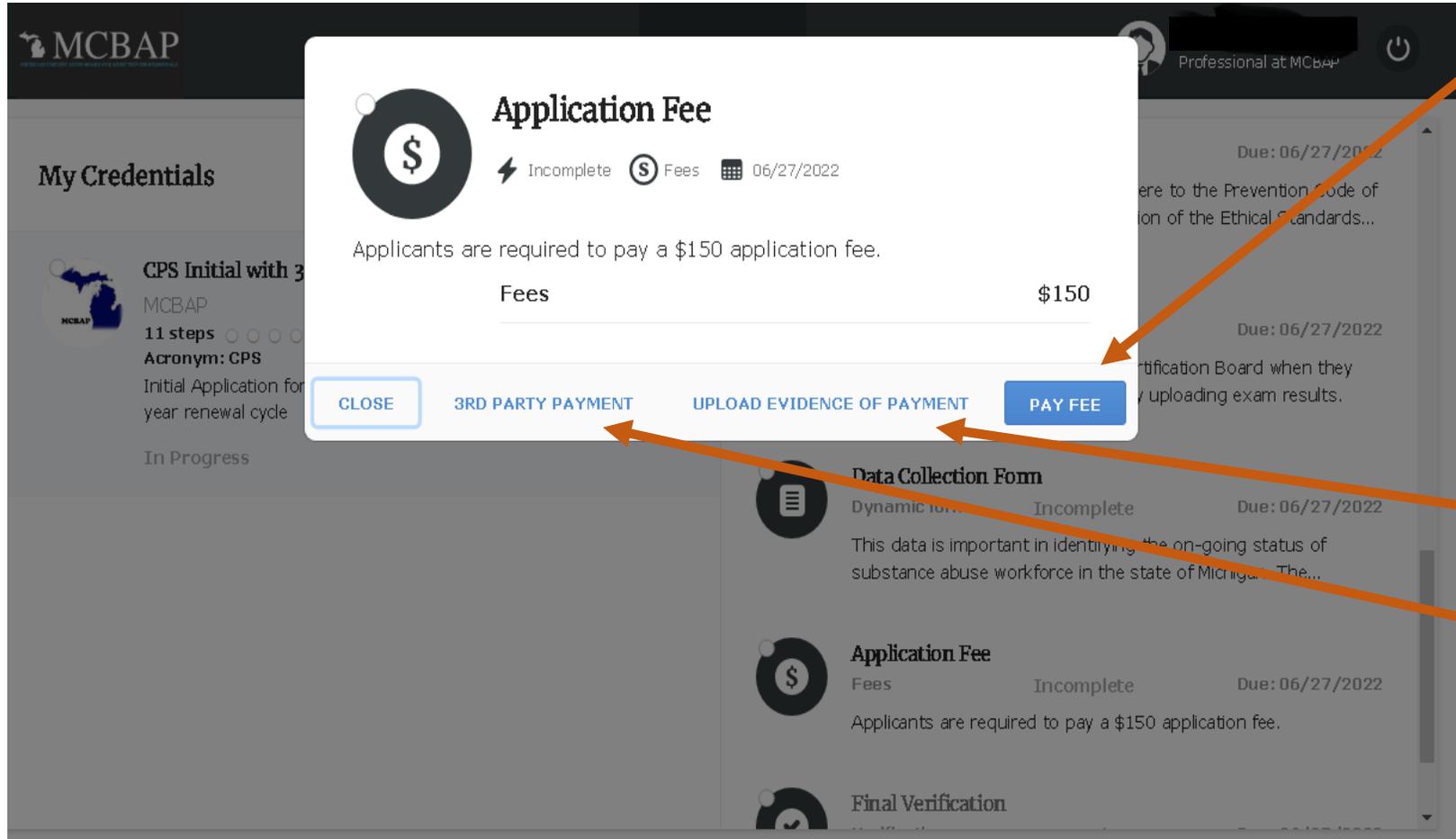


The screenshot shows a user interface for the Michigan Certification Board for Addiction Professionals (MCBAP). A modal window titled "IC&RC Exam Results" is open, displaying a paperclip icon, a lightning bolt icon labeled "Incomplete", a dollar sign icon labeled "Evidence file", and a calendar icon labeled "06/27/2022". The text inside the modal reads: "Applicant will notify the Michigan Certification Board when they have passed the IC&RC PS exam by uploading exam results." Below this, under "Evidence requirements", it says "Please upload IC&RC Exam Results". At the bottom of the modal are two buttons: "CLOSE" and "CONTINUE". An orange arrow points from a text box on the right to the "CONTINUE" button. The background shows a "My Credentials" section with a progress indicator for "CPS Initial with 3" steps, and a list of other requirements like "Application Fee" and "Final Verification".

Click on "Continue" to upload IC&RC Exam Passing Results.

Navigating the Application Fee Step

EXAMPLE



Application Fee
Incomplete Fees 06/27/2022

Applicants are required to pay a \$150 application fee.

Fees \$150

[CLOSE](#) [3RD PARTY PAYMENT](#) [UPLOAD EVIDENCE OF PAYMENT](#) [PAY FEE](#)

Data Collection Form
Dynamic form Incomplete Due: 06/27/2022
This data is important in identifying the on-going status of substance abuse workforce in the state of Michigan. The...

Application Fee
Fees Incomplete Due: 06/27/2022
Applicants are required to pay a \$150 application fee.

Final Verification

Clicking on the “Application Fee” will allow you to securely and easily pay the application fee through Certemy.

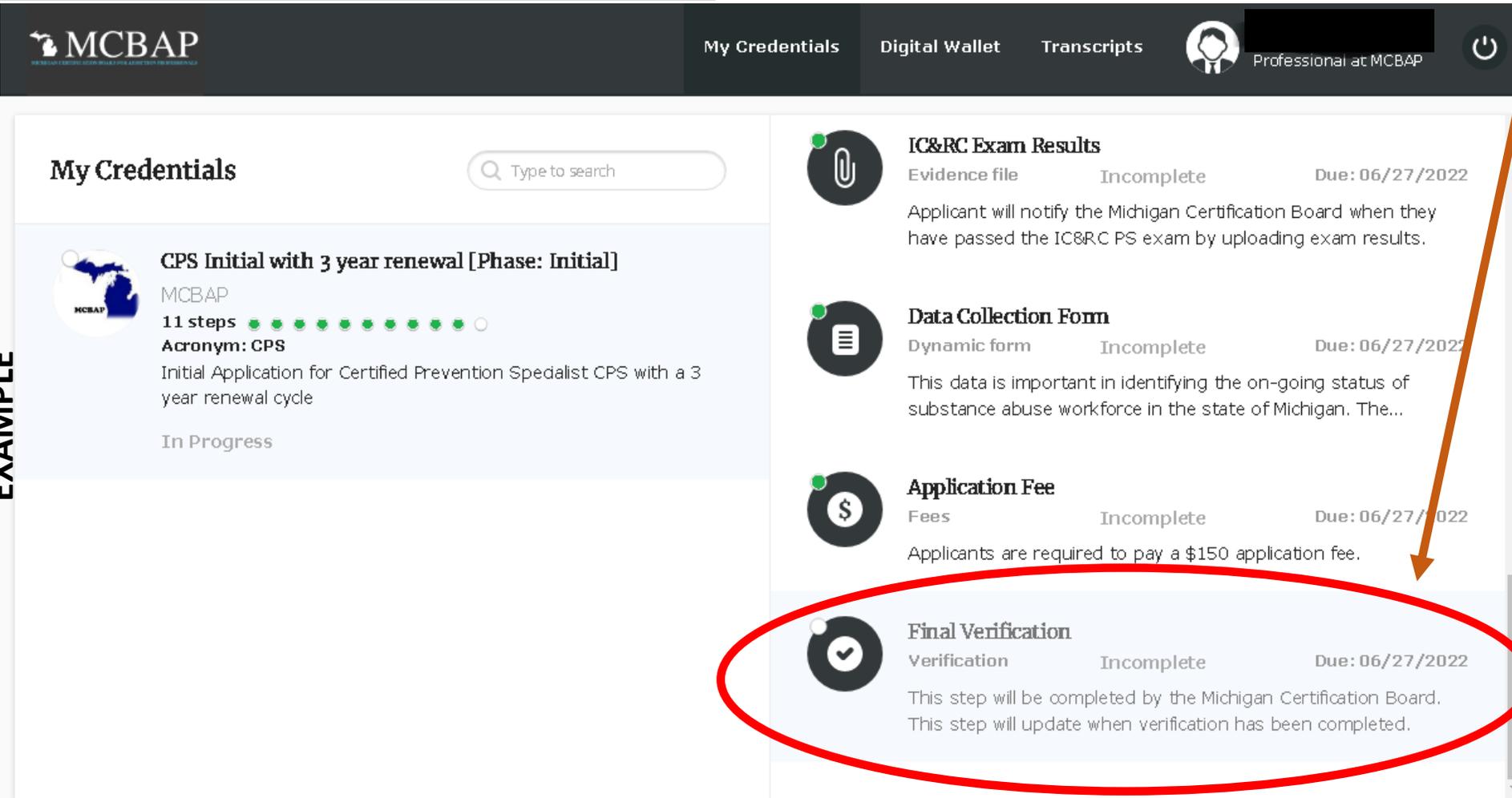
If a payment is being paid by a 3rd Party, then the applicant can identify who will be submitting the payment.

In rare occasions, if someone has already paid, you can Upload an Evidence Document regarding the previous payment.

Note: Applications cannot be processed without Fee submission.

Final Verification Step

EXAMPLE



The screenshot shows the MCBAP user interface. At the top, there are navigation tabs for 'My Credentials', 'Digital Wallet', and 'Transcripts'. The user is logged in as 'Professional at MCBAP'. The 'My Credentials' section displays a progress bar for 'CPS Initial with 3 year renewal [Phase: Initial]' with 11 steps, 10 of which are complete. Below this, a list of tasks is shown:

| Task Name | Category | Status | Due Date |
|----------------------|---------------|------------|-----------------|
| IC&RC Exam Results | Evidence file | Incomplete | Due: 06/27/2022 |
| Data Collection Form | Dynamic form | Incomplete | Due: 06/27/2022 |
| Application Fee | Fees | Incomplete | Due: 06/27/2022 |
| Final Verification | Verification | Incomplete | Due: 06/27/2022 |

The 'Final Verification' task is circled in red. It includes a description: 'This step will be completed by the Michigan Certification Board. This step will update when verification has been completed.'

Once all the previous step are completed (as identified with a green dot), then the MCBAP staff will embark in evaluating the completed application.

If questions or deficiencies arise, staff will communicate them to the applicant for correction.

Once the Application has been approved, an official Certificate will mailed through the US Postal Service.

CONTACT MCBAP:

Website: www.mcbap.com

Phone: 517-347-0891

Email: info@mcbap.com

Fax: 517-347-1288