



Guide to Reciprocity Through the International Certification & Reciprocity Consortium (IC&RC)

IC&RC, Affiliated Boards, and Reciprocity:

IC&RC works to facilitate reciprocity between jurisdictions for professionals that hold an IC&RC recognized credential or license through an affiliated board. A list of all boards affiliated with IC&RC can be found at this link: <http://www.internationalcredentialing.org/memberboards>. If you do not see your board on at this link, IC&RC will not be able to assist with reciprocity.

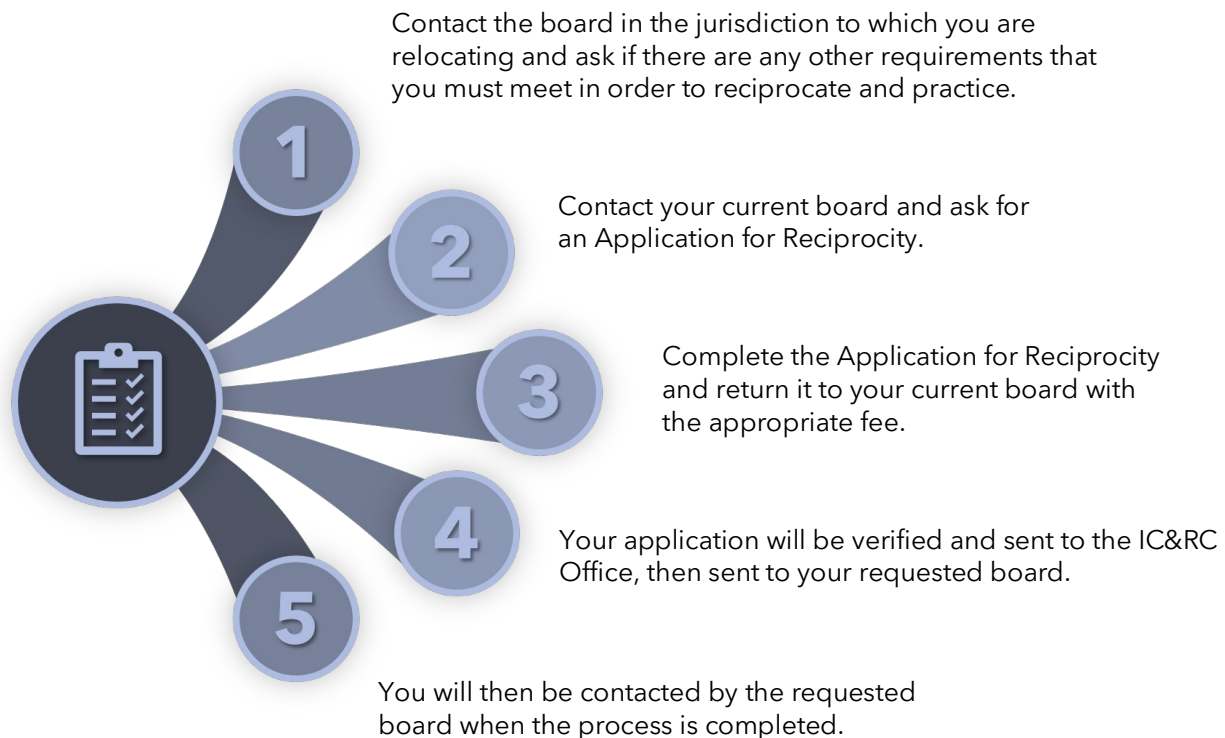
Reciprocity and the Right to Practice:

It is vitally important that professionals investigate practice requirements in their desired jurisdiction prior to relocating. Practice requirements are often mandated by jurisdictional law. Multiple credentials can and do exist within many jurisdictions. Before reciprocating, ensure that the credential you will receive in your new jurisdiction allows you to provide your desired level of service.

Completing the reciprocity process does not necessarily provide the right to practice.

To make the process as smooth as possible, it is recommended that you reciprocate your credential at least three months prior to moving.

Procedures:



Frequently Asked Questions Regarding Reciprocity:

Can I reciprocate my credential to any board?

Your credential is reciprocal only with boards that offer an equivalent credential. For example, if you hold a Prevention Specialist credential from Pennsylvania and you want to reciprocate that credential to Nebraska, you would be unable to do so because Nebraska does not offer the Prevention Specialist credential.

When should I begin the reciprocity process - before I move into my new jurisdiction or after?

It is best to start the process prior to moving into your new jurisdiction. That way if there are any delays in processing your application, it should be completed before you begin to work in your new jurisdiction. Waiting until after you move could result in a delay in starting new employment.

Can I maintain my credential in more than one jurisdiction?

Yes, you are permitted to maintain your credential in more than one jurisdiction. You will be required to meet the recertification criteria in each jurisdiction.

When I reciprocate to a new jurisdiction, will my current expiration date on my credential change?

No, your new jurisdiction is required to provide you with the same expiration date that appears on your current credential.

Is there ever a time when I could be denied reciprocity into a new jurisdiction?

It is the right of every jurisdiction to determine who is or is not eligible for reciprocity. Often boards will require additional standards outside of IC&RC's reciprocity procedure that must be met before a reciprocity is approved. It is critical that you check with your new jurisdiction before reciprocating to determine your eligibility.

How long does the reciprocity process take?

Typically, reciprocities are finalized within 6-8 weeks of completing and submitting your Reciprocity Application. IC&RC will contact you once your application has been processed and forwarded to your desired board.

If my credential has expired in my current jurisdiction, can I still reciprocate into a new jurisdiction?

No, your credential must be current and valid in order to reciprocate. If your credential has lapsed, you must successfully recertify prior to applying for reciprocity. In order to avoid credentials expiring during the reciprocity process, credentials must be valid for a minimum remainder of at least 60 days at the time of application.

If I hold a license rather than a certification, will I receive a license from my new jurisdiction?

Not necessarily. You will receive what is deemed as the equivalent in your new jurisdiction. Please contact the IC&RC affiliated board in your new jurisdiction to determine that equivalency. Contact information for all affiliated boards can be found at this link:

<http://www.internationalcredentialing.org/memberboards>.

What are the differences between certification and licensure?

While these terms are used interchangeably, there are differences between the two concepts.

Certification is a process by which a non-governmental organization grants recognition to an individual who has met predetermined qualifications and has demonstrated a level of knowledge and skill required in a profession specified by that organization. Certification is typically a voluntary process but can be a mandatory in some jurisdictions.

Licensure is a governmental grant of legal authority, pursuant to that government's power, to practice a profession within a particular scope of practice. Under a licensure system, a government will define by statute the tasks and function or scope of practice of a profession and these tasks may be legally performed only by those holding that license.

Confusion between certification and licensure arises because many jurisdictions call their licensure processes "certification," particularly when they incorporate the standards and requirements of private certifying bodies in their licensing statutes and require that an individual be certified in order to have jurisdictional authorization to practice.

Application for Reciprocity



Instructions:

1. Complete and sign this application.
2. Include payment for the reciprocity fee as indicated below:
 - \$150.00 USD per credential to be reciprocated.
 - \$90.00 USD per credential being reciprocated from/to the USAF/USN
 - **Credit card payments ONLY!**
3. Make a copy for your records.
4. Send completed application and fee to your **current IC&RC member board.**

IC&RC REFUND POLICY

You are responsible of doing your due diligence prior to filling out your request.
Please read all instructions prior to making payment.

Next Steps:

1. Your current board will send your application and fee to IC&RC.
2. IC&RC will review your application. If there is a problem with your application, you will be notified. If approved, IC&RC will forward a reciprocity notification to your requested board.
3. IC&RC will email you to confirm your application has been sent to your requested board.
4. You will then receive a confirmation from your new board.
5. If you have not heard from your new board within 2 weeks of receiving notification from IC&RC that your application has been processed, please contact them directly.
6. The entire reciprocity process takes approximately 6-8 weeks.

Applicant Name				
Street Address				
Mailing Address				
City		State or Province		Zip/Postal Code
Country (if outside of the U.S.)				
Phone Number				
Email Address				
Current IC&RC Board		Requested (New) Board		

NOTE: Not all IC&RC member boards offer all credentials. Please check with your desired IC&RC board to ensure your credential is available in their jurisdiction. Contact information for all IC&RC boards can be found at this link: <http://www.internationalcredentialing.org/memberboards>

Credential Information

What credential(s) will you be reciprocating? (Check all that apply)

	Credential Expiration Date
<input type="checkbox"/> Internationally Certified Alcohol and Drug Counselor (ICADC)	_____
<input type="checkbox"/> Internationally Certified Advanced Alcohol and Drug Counselor (ICAADC)	_____
<input type="checkbox"/> Internationally Certified Clinical Supervisor (ICCS)	_____
<input type="checkbox"/> Internationally Certified Prevention Specialist (ICPS)	_____
<input type="checkbox"/> Internationally Certified Criminal Justice Addictions Professional (ICCJP)	_____
<input type="checkbox"/> Internationally Certified Co-Occurring Disorders Professional (ICCDP)	_____
<input type="checkbox"/> Internationally Certified Co-Occurring Disorders Professional Diplomate (ICCDPD)	_____
<input type="checkbox"/> Internationally Certified Peer Recovery (ICPR)	_____

NOTE: Credentials must be valid for a minimum remainder of 60 days or more at time of application.

Release of Information Authorization

I hereby authorize my current IC&RC member board to release any/all information to the requested board regarding my qualifications, including but not limited to, work experience, supervision, training, written and/or oral examination results and any disciplinary action taken as a result of an/a ethical/professional violation of said board's code of conduct.

Applicant Signature

Date

Payment Information:

- \$150.00 USD per credential to be reciprocated
- \$90.00 USD per credential being reciprocated from/to the USAF/USN

Check or Money order made **payable to IC&RC** in the amount of \$150.00 USD or \$90.00 USD (when applicable) per credential to be reciprocated.

Credit Card



Name on Card			
Billing Address			
City		State/Province	Zip/Postal Code
Country (if outside of the U.S.)			
Credit Card #			
Three Digit Security Code			
Expiration Date			

Applicant Signature

Date

Please return this form with payment to your current IC&RC Member Board.

CREDENTIAL VERIFICATION REPORT FOR RECIPROCITY



This form is to be completed only by an agent from the board affiliated with the IC&RC. Professionals cannot complete their own Credential Verification Report.

Date: _____
Board Name: _____
Board Agent Completing Report: _____
Name of Applicant: _____

IC&RC Credential being reciprocated. Please check one. For multiple credentials, please complete multiple Verification Reports.

- Internationally Certified Alcohol and Drug Counselor (ICADC)
- Internationally Certified Advanced Alcohol and Drug Counselor (ICAADC)
- Internationally Certified Clinical Supervisor (ICCS)
- Internationally Certified Prevention Specialist (ICPS)
- Internationally Certified Criminal Justice Addictions Professional (ICCJP)
- Internationally Certified Co-Occurring Disorders Professional (ICCDP)
- Internationally Certified Co-Occurring Disorders Professional Diplomat (ICCDPD)
- Internationally Certified Peer Recovery (ICPR)

Board Acronym for Credential: _____
Credential Number: _____
Date of Issuance: _____
***Date of Expiration: _____

*** Credentials must be valid for 30 days at the time of completing this form in order to be processed.

Please check one:

- For ADC & AADC, applicant passed the written and oral exam BEFORE June 1, 2008.
 - For ADC & AADC, applicant passed the written exam AFTER June 1, 2008.
 - For all other credentials, the applicant passed the IC&RC exam for the credential.
- If known, please provide the date of the examination: _____.
- Applicant earned the credential during a test waiver period (grandparenting period).
 - Applicant earned the credential through reciprocity from another board.
 - Other, please explain:

Is the applicant currently under investigation for any disciplinary action or violation of code of conduct or ethics?

Yes No

Has the applicant ever had this certification revoked, suspended, denied or reprimanded?

Yes, date of action: _____ No

I hereby verify that the above-named individual holds a current IC&RC credential with this board and is eligible for reciprocity. By signing this document, the board agrees to hold this applicant's file indefinitely.

Signature

Date

This report should be forwarded with the applicant's "Application for Reciprocity" and payment to:

IC&RC
P.O. Box 61227
Harrisburg, PA 17106

OR

Emailed to: neraida@internationalcredentialing.org

Please make copies for your records.