



## ADHD Certified Clinical Services Provider (ADHD-CCSP)

### 1.0 Professional Standards

1.1 State or Nationally licensed as a (or equivalent if practicing outside of the United States):

- Psychiatrist
- Psychologist
- Social Worker
- Licensed Professional Counselor
- Marriage and Family Therapist
- Psychiatric Nurse

Canadian Applicants: Licensed professionals who have met the licensure requirements for Provincial and Territorial Regulatory Bodies are welcome to apply. If you are unsure if your professional background meets the standards for Certification, please email us a copy of your educational background and CV to [info@adhdcert.com](mailto:info@adhdcert.com)

UK Applicants: Senior accrediting members who are psychotherapists meet the standards for Certification. Being a BACP member and designation as a counsellor does not meet the standards for Certification.

1.2 The applicant must:

- Be in good standing with the State or National Board or Organization that licenses him/her, including not being on probationary status for any reason.
- Not have been ethically or professionally denied application to or renewal of his/her professional membership in local, state or national associations to which he/she is qualified within the past 5 years.
- Not have had his/her professional or medical privileges restricted, revoked, or revised in any formal institutional setting (e.g., hospital, clinic or other clinical setting) based upon professional malpractice within the last 5 years.
- Must have current medical or professional malpractice individual policy or covered under an employer or agency policy.

### 2.0 Educational Standards

2.1 The candidate must meet the following education criteria (total minimum of 30 clock hours at a post-graduate level):

- Complete a minimum of 24 education hours in ADHD Assessment and Treatment including hours specific to:
  - An overview of neuroanatomy
  - Diagnosis process
  - Differential diagnosis (ODD, Learning Disorders, Anxiety)
  - FDA-approved medications and evidence-based non-medication treatment approaches
- Complete a minimum of 3 Education Hours in Introductory Psychopharmacology.
- Complete a minimum of 3 Education Hours in Educational Management of ADHD. Examples include but are not limited to:
  - Classroom management strategies for children and teens with ADHD from an accredited college or university as documented by a copy of a course syllabus and a transcript showing completion of the course.
  - Approved Continuing Education in Classroom Management Strategies as documented by certificates of completion from vendor

2.2 Examples of Educational sources include but are not limited to:

- Post-Graduate level coursework from an accredited college or university as documented by a copy of the course syllabus and a transcript showing completion of the course
- Approved Continuing Education as documented by certificates of completion from training organization
- Occupational Therapists: Continuing Education hours must be AOTA approved
- Speech & Language Pathologists: Continuing Education hours must be ASHA approved

### **3.0 Certification Client Work and Consultation Attestation**

The candidate must attest that, over the course of their career, he/she has conducted a minimum of 200 clinical contact hours with ADHD-diagnosed clients, with the use of weekly consultation and/or supervision.

### **4.0 Required Documentation for Certification Eligibility**

1. A copy of the candidate's license
2. Copies of completion of training as outline in the Educational Standards
3. A signed application form with attestation that the candidate has met all the requirements as detailed herein
4. Payment of certification application fee

The Institute of Certified ADHD Professionals will certify candidates who meet the above requirements.

*Please note: Certification does not imply endorsement of clinical competency. As a licensed professional, you are responsible for reviewing the scope of practice, including activities that are defined in law as beyond the boundaries of practice in accordance with and in compliance with your profession's standards.*

### **5.0 Required Documentation for Renewal of Certification**

To maintain Certification, a reapplication is required. The steps to re-apply for a 2-year reapplication are as follows:

1. Submit, via email, a copy of your professional licensure as well as a completion certificate(s) for twenty (20) ADHD-focused training hours to [info@adhdcert.com](mailto:info@adhdcert.com)
2. Payment of re-certification application fee

Re-certification training hours need to have been taken in the time since you were last certified or recertified.