



## ADHD Certified Educator (ADHD-CE) Certification Requirements

### 1.0 Professional Standards

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

- Educator
- Certified School Counselor
- School Principal/Assistant School Principal
- School Nurse (Minimum of a BSN-RN)

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)

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., school, university, hospital, clinic or other educational or clinical setting) based upon professional malpractice within the last 5 years.

### 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 15 education hours in ADHD Assessment and Treatment in Children and Adolescents, including hours specific to:
  - An overview of the etiologies of ADHD
  - An overview of the diagnostic process
  - An overview of differential diagnosis from and comorbidity with ADHD (ODD, Learning Disorders, Anxiety)
  - An overview of the educational impairments and outcomes associated with ADHD specifically and the risk for impairments in other domains of major life activities generally
  - A review of FDA-approved medications and evidence-based non-medication treatment approaches
- Complete a minimum of 15 education hours in Educational Management of ADHD, including hours specific to:
  - Classroom management strategies for children and teens with ADHD
  - Parent/guardian involvement at school

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

### **3.0 Documentation of Eligibility and Requirements**

1. A copy of the candidate's license
2. Copies of completion of training as outline in the Educational Standards
3. 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.*

### **4.0 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) total clock hours of ADHD treatment and management in the classroom training 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.