



IOWA BOARD
OF CERTIFICATION

COUNSELOR APPLICATION FOR RECERTIFICATION

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Complete this form and email it to IBC at Sarah@iowabc.org. You can also mail it to the IBC office. Application and fees are due to IBC on or before your date of expiration or the late fee will be due.

CADC _____ ACADC _____ IADC _____ IAADC _____

Name (as you want it typed on your certificate): _____

Other last names you have used: _____

Certificate Number: _____ Certificate Expiration: _____

Home Address: _____

City, State, Zip: _____

Phone: _____ Personal E-Mail: _____

Current Employer: _____

Address: _____

City, State, Zip: _____

Employer Phone: _____ Business Email: _____

Have you ever had any credential (i.e. license, certification, endorsement, etc.) revoked, suspended or sanctioned? Yes ___ No ___ (If yes, on another page indicate: what credential, when, where, for what reason, and the current status of that credential)

PROFESSIONAL DEVELOPMENT DOCUMENTATION

Total number of professional development hours submitted, as recorded on page 2 (minimum of 40 hours):

	Number of Clock Hours
Ethics (3 hrs required)	
Relevant Education	

FEES

Recertification Fee \$220.00	
Late Fee (if 1-45 days late postmarked) \$50.00	
CEU Approval fee \$15.00/ea. (Non IBC approved cont. ed training)	
Total Amount Paid:	

Paid: Online Check

APPLICANT SIGNATURE: _____ DATE: _____

Send both pages of this application to Sarah@iowabc.org. All fees must be paid online or by check.

2600 Grand Ave Ste 114, Des Moines, IA 50312
515-965-5509 * Info@IowaBC.org
www.IowaBC.org

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Directions: Save this form to your computer and fill out. You can email the completed form to sarah@iowabc.org or you can mail it the IBC office. You do NOT need to submit a copies of your certificate of completions listed below, however, be sure to keep copies of your certificates in case your recertification is audited by IBC. Application and fees are due to IBC on or before your date of expiration or the late fee will be due.

Name: _____ Date of Cert Exp: _____

IBC Approved Trainings			# of Hours
Training Date	Title of Training	Ethics	Relevant Ed

Distance Learning/Non-IBC Approved Trainings			# of Hours
\$15.00 CEU processing fee for each training			
Training Date	Title of Training	Ethics	Relevant Ed

Maximum of 20 hours distance/online learning allowed. Live virtual webinars are not considered distance learning, however if there were not IBC approved the \$15.00 fee still applies.

Attest: I am attesting that all information above is correct and accurate _____

* * * *

(FOR OFFICE USE ONLY)

Total # hours approved: _____

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IBC Signature: _____

Date: _____

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