



TREATMENT ASSISTANT (CTA) APPLICATION FOR RECERTIFICATION

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Complete this form online and either email it to IBC at Sarah@iowabc.org or 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.

Name (as you want it on your certificate) _____

Certificate Number _____ Certificate Expiration _____

Home Address _____

City, State, Zip Code _____

Phone Number _____ Cell _____ E-Mail _____

Current Place of Employment _____

Address _____

Phone Number _____ E-Mail _____

Have you ever had any credential (i.e. license, certification, endorsement, etc.) revoked, suspended or sanctioned?
Yes No (If yes, please include: 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 20 hours):

	<u>Number of Hours</u>
6 clock hours Ethics	_____
Relevant Education clock hours	_____
Total Hours	_____
<u>FEE</u>	
Recertification Fee: \$ 50.00	_____
Late Fee (if 1-45 days late postmarked): \$ 10.00	_____
CEU Approval Fee (if applicable) - \$ 15.00 (per each distance learning & non-IBC training)	_____
TOTAL PAID (check online)	_____

APPLICANT SIGNATURE _____

DATE _____

SEND ENTIRE APPLICATION TO: Sarah@iowabc.org
or MAIL APP & FEES TO: IBC, 2600 Grand Ave, Ste. 114, Des Moines, IA 50312



Iowa Board
of Certification

Iowa Board of Certification

Verification of Treatment Assistant (CTA) Professional Development

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Directions: Complete this Form for your recertification - you may make copies of this form if you need more space.

You do NOT need to submit a **COPY** of your certificate of completion trainings listed below, however

be sure to keep copies of your certificates in case your recertification is audited by IBC.

Name _____

Date of Certificate Expiration _____

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

Distance Learning & non-IBC Approved Trainings (\$15.00 CEU Processing Fee owed for each training)

Training Date	Title of Training	Ethics	Relevant Ed

ALL distance learning must be accompanied by CEU processing fee, including those approved by NAADAC and Iowa.

Maximum of 7 hours distance learning allowed.

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

Signature

* * * * *

(FOR OFFICE USE ONLY)

Total # clock hours approved: _____

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IBC Signature _____

Date _____