

# CAS RENEWAL DOCUMENTATION FORM



**American Academy  
of Health Care Providers**  
I N T H E  
**Addictive Disorders**

<u>2025 FEE SCHEDULE</u>	
<b>Annual Renewal Fee:</b>	<b>\$ 95</b>
<b>Late Fee:</b>	<b>\$ 35</b>
<b>Extension Request:</b>	
\$95 renewal + \$35 extension fee	<b>\$ 130</b>
<b>Laminated Wallet Card:</b>	<b>\$ 20</b>
Optional/not included with renewal	
<b>Wall Certificate Replacement:</b>	<b>\$ 25</b>
<b>Emeritus/Retired:</b>	<b>\$ 25</b>
<b>Total Payment Enclosed:</b>	<b>\$ _____</b>

**NAME** \_\_\_\_\_ **CAS#** \_\_\_\_\_ **Renewal Date:** \_\_\_\_\_

The Academy recommends that the CEUs be focused on a combination of the following domains:

1. **Addiction Specific Training**
2. **Addiction Counseling Competencies**
3. **Special Populations regarding Addictive Disorders:** Co-Occurring Disorders, PTSD, Disabilities, Diverse Populations, Culturally Diverse Populations, Aging Populations, Probation/Parole
4. **Ethics:** Law & Ethics, Confidentiality, HIPPA
5. **Communicable Diseases:** Tuberculosis, HIV and Hepatitis C
6. **Sexual Harassment Prevention**
7. **Suicide Prevention**

Certificate Date	Title	Approved Provider/ Sponsor	CE hours

**Total hours submitted:** \_\_\_\_\_

A maximum of 20 CEUs received in excess of the number due may be carried forward for one year.

- When submitting CEU documentation please include a certificate of attendance for each CE event, signed by the instructor, with number of CE hours and date of instruction.
- **Use our online renewal system to upload your certificates and pay online: AAHCPAD.CERTEMY.COM**

**\* 2025 Ethics Statement: \*\***

I have read and agree to be bound by and to comply with the Code of Ethics and Conduct as set forth by the American Academy of Health Care Providers in the Addictive Disorders.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**Date**

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The Academy reserves the right to disallow entries if they do not meet the renewal requirements.

- Coursework must be documented by a certificate of attendance on the agency's letterhead listing the attendee, the approved CEU hours, the date of attendance, the approval body, and the signature of the presenter.
- Submitted coursework must be completed within one year of the current renewal date.
- Coursework must be approved by a state or national accrediting body. All other coursework must be reviewed for pre-approval by the American Academy. The American Academy reserves the right to disallow coursework that does not meet the Academy's requirements for continuing education.
- College level teaching/presentations will be accepted if documented on the institution's letterhead or brochure, listing the instructor, course title, course date(s) and number of credits awarded. The presenter will receive ½ of the CEUs awarded for the course (1 college credit = 15 CEUs). This applies to one presentation only.
- Coursework on clinical supervision will be accepted. Clinical supervision hours and/or hours associated with employment responsibilities will not be accepted.

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### PLEASE UPDATE YOUR PROFILE

**NAME:** \_\_\_\_\_ CAS No. C-\_\_\_\_\_

Best daytime contact number: (\_\_\_\_) \_\_\_\_\_ (please check) Business \_\_\_\_ Personal \_\_\_\_ Cell \_\_\_\_

**\*\* EMAIL ADDRESS:** \_\_\_\_\_ To ensure that you receive important email communications **including your CAS confirmation letter and future renewal notifications** from the American Academy, please update and verify your current email address.

#### NEW PERSONAL ADDRESS (CHANGES ONLY)

Personal Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Personal Phone Cell Phone Fax No.

#### NEW PROFESSIONAL ADDRESS (CHANGES ONLY)

Name of Program or Practice \_\_\_\_\_  
Professional Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Business Phone Fax No.

#### CREDENTIAL CHANGES:

\_\_\_\_\_  
(Changes/additions can be made only if documented - please attach.)

Visit our online renewal system powered by Certemy at: [aahcpad.certemy.com](http://aahcpad.certemy.com)

Or E-MAIL RENEWAL TO: [info@americanacademy.org](mailto:info@americanacademy.org)

Or MAIL RENEWAL TO: American Academy: 314 West Superior Street, Suite 508; Duluth, MN 55802

Or FAX RENEWAL: 218-722-0346

If you have questions, please call 888-429-3701 or email: [shannon@americanacademy.org](mailto:shannon@americanacademy.org)