



CERTIFIED EMPLOYEE ASSISTANCE PROFESSIONAL®

PART I
CEAP® Candidate Information

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Employee Assistance Certification Commission (EACC)

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PART ONE – CEAP® CANDIDATE INFORMATION

1.0 Introduction

The CEAP® -- Certified Employee Assistance Professional® -- credential has set the international standard for EAP professional excellence since 1987. Every CEAP® has demonstrated a mastery of the body of knowledge required for competence in EA practice. The CEAP® is recognized in all 50 states and internationally by EAPs, employers, accrediting agencies, third-party insurers and clients. The CEAP® certification program is administered by the Employee Assistance Certification Commission (EACC), an independent adjunct of the Employee Assistance Professionals Association (EAPA).

The CEAP-I credential is awarded to distinguish between U.S. and international community CEAPs. **Information specific to international applicants and the CEAP-I is colored red.**

EAPA membership is not required to earn or renew the CEAP® credential.

2.0 Certification Requirements

This section describes the process leading to CEAP award, including certification requirements, and is intended for first-time (initial) candidates who have never before held the CEAP credential;

2.1 CEAP Eligibility Tracks

Credential award requires that candidates first become eligible to take the CEAP examination by meeting requirements in one of two Tracks.

2.1.1 Track One Requirements (*Candidate has no EAP-related graduate degree**):

* a "graduate degree" is defined as an advanced degree above the Bachelors (B.A. or B.S.) level.

* A minimum of 1,000 documented hours of paid employment or internship in an EAP setting of some type that were earned over a minimum of 1 year within 10 years of the date of EACC exam application;

* A minimum of 60 Professional Development Hours (PDH,) in specified domains: 10, 20, and 30 in Domains I, II, III, respectively (see handbook for explanation);

* A minimum of 12 hours advisement over a minimum 3-month period with a currently certified CEAP advisor; advisements must be acknowledged and approved in advance;

* Sit for and pass the CEAP exam.

2.1.2 Track Two Requirements (*Candidate has an EAP-Related Graduate Degree**):

*a “graduate degree” is defined as an advanced degree above the Bachelors (B.A. or B.S.) level.

* A minimum of 1,000 documented hours of paid employment or internship in an EAP setting of some type that were earned over a minimum of 1 year within 10 years of the date of EACC exam application;

* A minimum of 20 Professional Development Hours (PDHs) in specified domains: 10, 7, and 3 in Domains I, II, III, respectively (see handbook for explanation);

*A minimum of 12 hours advisement over a minimum 3-month period with a currently certified CEAP advisor; advisements must be acknowledged and approved in advance;

* Sit for and pass the CEAP exam.

Please Note: All new CEAP candidates applying for initial certification after July 1, 2010, must have completed at least two (2) hours of Domain I ethics training as part of their PDH eligibility requirement. This training must have been specifically approved by the EACC to meet this requirement. At this time the only EACC approved course available to the general candidate audience is EAPA’s “Elevating Ethical Awareness;” this course is available on the website Learning Center, at the annual EAPA conference, and through the EAPA state chapters.

2.2 Meeting the Work Experience Requirement

All CEAP candidates must provide sufficient documentation to substantiate the work experience requirement of a minimum of one year and 1,000 hours of work experience. EACC defines applicable experience as work (paid employment or internship) in a program providing both:

EAP Employee/Family Member Client Services

- Confidential problem identification and assessment services
- Constructive confrontation, motivation and short-term intervention to address problems affecting work performance
- Referrals for appropriate diagnosis, treatment and assistance
- Linkage between workplace and community resources that provide such services
- Case monitoring and follow-up for individuals who use these services

EAP Work Organization Client Services

- Expert consultation and training provided to organizational leadership, (e.g. management, supervisors and union stewards), regarding managing the troubled employee, enhancing the work environment and improving employee job performance.
- Assistance to work organizations in managing provider contracts and in establishing and maintaining relationships with service providers, managed care organizations, insurers and other third-party payers
- Assistance to work organizations in providing support for employee health benefits covering medical and behavioral problems
- Identification of the impact of EAP services on the work organization and individual job performance

Qualifying work must be performed within an established, ongoing EAP program with formal EA policies and procedures. The candidate must show accountability for EA client and work organization client functions, and work experience must be from direct employment, including paid internship, or under contract. Volunteer and unpaid internship experience is not acceptable.

To document the work experience requirement, CEAP candidates must provide a letter from their employer (on organizational letterhead) verifying that the minimum experience in EAP of one year AND 1,000 hours for all candidates has been completed; the letter should include the dates of employment, a very brief description of the job duties, immediate supervisor's name and telephone number. EACC reserves the right to verify all information provided on the application. EACC is solely responsible for evaluating candidate eligibility and may request additional information and/or documentation to determine eligibility.

Work experience must be completed prior to applying for EACC approval to take the CEAP test.

2.2.1 Meeting the Advisement Requirement: What Is Advisement

The Commission defines Advisement as a formal mentoring relationship between a CEAP candidate and an active CEAP. The relationship exists to assist the candidate with building skills, knowledge, attitudes, and values necessary for practice of employee assistance programming. This is a key CEAP requirement, not simply a formality, and the Advisor and CEAP candidate hold joint responsibility for maximizing the benefits of Advisement, and for submitting the required forms.

Before starting Advisement, the completed Advisement Documentation Form and CEAP Advisor Attestation Form must be submitted to EACC for review and approval. This is done prior the start of Advisement to verify that the Advisor is an active CEAP.

The intent of the process is to develop an understanding through discussion and interaction of the core concepts, technology and values of the employee assistance profession. Candidates will have the opportunity to appreciate the universal nature of employee assistance practice globally while maintaining a respect for the culture, history and legislation within their own countries. The credibility of the CEAP to be acquired depends on the advisement process being delivered by those with significant EAP knowledge globally as well as considerable knowledge and experience of local variations.

It is important to emphasize that Advisement is not supervision, nor is it a clinical practicum. The intent of the process is to build on discussion of the core concepts, technology and values of the employee assistance profession and to demonstrate the universality of employee assistance practice globally while maintaining the credibility of the CEAP credential. Each CEAP candidate must complete at least 12 advisement hours, spread out over a minimum three-month period, completed prior to a candidate applying for EACC approval to take the CEAP examination.

2.2.2 Differences between CEAP Advisement and Supervision

Advisement and supervision may have some overlap, but the two concepts differ in means, purpose and intent.

CEAP advisement is a **mentoring** process whereby an experienced CEAP relays EA knowledge of a broad nature, generally focusing on the general understanding, foundation and philosophy of EA, which can then be applied to EA work. All aspects of competent EA practice should be covered, and a suggested topic listing is provided (see **Section 2.2.4**), even though some aspects may not be part of a candidate's current job.

By comparison, EA professional supervision relates to job performance and typically addresses the candidate's work in that organization, including issues of concern and specific EAP cases, rather than a broad overview of EA issues in diverse EA models and settings. A supervisor's job includes providing guidance and direction on a particular case, and the supervisor retains responsibility for the EA professional's work performance. The CEAP advisor holds no responsibility for candidate job performance, and provides general, rather than specific, work directives. CEAP advisement does not include any clinical or casework supervision.

A candidate's work supervisor who is a CEAP may concurrently provide advisement, with the prior understanding that each of the EA core areas would be discussed during the advisement period. Focusing only on candidate work issues is not advisement, even though it may happen during what is supposed to be the advisement process. CEAP advisor focus should not be with advising the candidate with respect to his/her current job, but to provide advisement within the board field of EA programming. The mentoring relationship goes beyond concerns of the CEAP candidate in his/her current EA job, and helps to prepare the candidate for the future.

2.2.3 Advisement Specifics

Although the EACC recommends that advisors not charge for their services, advisors are no longer prohibited from receiving reasonable compensation for advisement. Reimbursement for routine costs that an advisor may incur to provide advisement is also allowed (e.g. long-distance calls), as mutually agreed upon by the advisor and candidate prior to advisement.

Advisors receive compensation in the form of PDHs for providing advisement, at the rate of one PDH for every two hours of advisement, up to a maximum of 12 PDHs. While the advisement process need not be completed when the advisor applies for recertification (and wishes to use accrued PDHs), PDHs may be submitted only for those hours that have been completed at the time of the advisor's CEAP renewal application.

An Advisor may apply for no more than 12 PDHs obtained by providing Advisement during any renewal period, even if s/he has provided Advisement to more than one candidate during this time.

The Advisement requirement may be waived on a case-by-case basis for candidates with no less than ten years EAP experience, as determined by the EACC, based on evidence of the breadth and relevance of EA experience in all three content practice domains. For information, contact cert.dir@eap-association.org.

- Candidates participating in any form of advisement must formally contact EACC prior to the commencement of the process.
- All applicants are required to obtain appropriate forms and documentation related to advisement
- At least 12 hours of Advisement must be completed, spread out over at least three months.
- Advisement can occur with an advisor on a one-to-one basis, in groups of no more than eight (8) advisees, or by internet or telephone, or any combination thereof.
- During group advisement, the advisor is expected to ensure each candidate participates in each session. Each session is recorded on [the CEAP Advisement Contact Form](#) for each participant in the group.
- There is no maximum number of candidates with whom an advisor may work at the same time, as long as each candidate is afforded personalized attention.
- Any active CEAP may serve as an Advisor, though a CEAP cannot serve as an Advisor to their spouse, child or other relative.
- A lapsed or otherwise inactive CEAP may not serve as an advisor, nor can a non-CEAP, regardless of background or experience.

2.2.4. Advisement Content

Advisement is meant to be flexible, and so there is no set of required topics that must be covered. The first session is generally used to introduce the process and review the content areas with the candidate to determine the focus of the advisement. The role of the advisor is to help the candidate apply what they are learning to the EA work setting.

As a general guide, suggested EA professional practice areas the CEAP advisor may want to discuss with the candidate are listed below, in no particular order. The Advisor can also reference the CEAP Test Blueprint for additional topics. While some advisors help their advisee(s) prepare for the test, this is not a purpose or function of advisement:

- Organizational Dynamics
- Work Organizations and Organizational Development
- Risk Management
- Supervision
- Labor Relations
- Legal Mandates
- Benchmarking and Performance Management
- Employment Benefits
- General EAP Practice and Principles
- Policy Development
- HR Management
- Supervisory Training
- Supervisory Consultation
- Providing Direct EAP Services

- Special Interventions
- Case Management
- Prevention Education
- Illegal Drugs and Drug Testing
- Legal System (e.g., going to court)
- Confidentiality
- EAP Policy Development
- Mediation and Conflict Resolution
- Chemical dependency Problems
- Non-Chemical Addictions
- Work-Life
- Diversity
- Mental Health Diagnosis
- EAP Management

2.2.5 Documenting Advisement

Completed Advisement is documented on the CEAP Contact Form (Form D, located at the back of this document), which must be filed with the candidate's exam application when applying to EACC for approval to take the CEAP test. Candidates submitting an altered, unsigned, incomplete or questionable Advisement Form will be denied eligibility to take the test.

2.2.6 Advisement for Candidates Outside of the U. S.

Location, language and practice differences, as well as the fact that there are few CEAPs outside of the U.S. to provide advisement can make it difficult for non-U.S. CEAP candidates.

Remember that advisement need not be face-to-face. Long-distance advisement, such as by telephone, is allowed for all candidates. In addition, outside of the U.S., experienced EA practitioners can be used as peer certification advisors until the country can develop a sufficient core number of CEAP's. Once the country has established a core number of CEAP's (defined as 10 CEAP's per 20 million per country), then the regular advisement guidelines become applicable.

International CEAP candidates and potential advisors are encouraged to follow the guidelines below and contact the EACC Certification Department, prior to beginning the advisement process, for approval.

Peer certification advisors must be experienced employee assistance professionals who meet each of the following criteria:

- Minimum four years full-time equivalent and current work experience in an EAP setting in the core competencies of employee assistance work within the past 10 years. Documentation will need to be submitted to the EACC for approval.
- Written recommendation by the local EAPA chapter or, where one doesn't exist, the recommendation of at least two (2) other EAPA members who can attest that the candidate possesses the necessary intellect, knowledge, experience, and personal qualities to successfully act as a peer certification advisor.

- The potential certification advisor and the candidate cannot provide advisement to each other.
- Be a member in good standing of EAPA and any other professional organization to which they belong. The advisor must also be in good standing and not have been found to be in violation of any ethical standards or codes of conduct of any other licensing and/or certification entity which has granted them employee assistance related credentials (e.g. social work, psychology, counseling, nursing, medicine, etc.).
- International peer certification advisors are approved for a period of three years.
- At some point during the three year period, the peer certification advisor is expected to earn their own CEAP credential, which means that future advisement will meet the usual EACC criteria.
- International peer certification advisors can provide advisement individually, in groups, or in some combination, but to no more than 8 in a group.
- International peer certification advisors may serve as an advisor to no more than 3 individuals during any advisement period.

2.4 CEAP Forms *(all forms are located at the end of this document)*

- The CEAP [Advisement Documentation Form](#), must be filed with EACC prior to the start of Advisement. It is signed by both the CEAP candidate and his/her Advisor, then returned to EACC. *(Receipt of the form is acknowledged by EACC e-mail.)*
- The [Advisor Attestation](#), must be filed with EACC prior to the start of Advisement.
- The [Advisement Contact Form](#), initialed by both parties after each Advisement session, must be included with the candidate's application to EACC to verify that the Advisement requirement has been completed — at least 12 hours over a minimum six-month period.

2.5 Meeting the PDH Requirement

PDHs may be earned in any number of ways. Each PDH must be in an EAP-related area, with credit awarded based on the number of actual contact hours. Suggested ways to earn PDHs include:

- **Academic coursework.** EAP-related college or graduate courses taken at an accredited college or university, not part of the graduate study program on which Track Two application is made (i.e., coursework taken as part of a graduate degree program may be used toward applying for eligibility under Track Two **or** toward meeting the PDH eligibility requirement, NOT BOTH.) PDH Credit is awarded at the semester hour rate; instead of the number of classroom (contact) hours.

- **Attending training, education or related professional development conferences and related events.** Candidates who have attended one or more session not approved in advance by EACC for PDH award may apply for post-approval, as described in [Section 2.5.1](#).
- **EAPA Chapter professional development.** Many EAPA chapters invite local professionals with expertise in such areas as psychiatry, substance-abuse, law and other EAP related topics, to speak to chapter members. Attendance at these presentations will qualify for PDHs. PDHs are not awarded for general chapter activities, such as meetings, reports, networking, social functions, or for chapter service.
- **Professional Development Activities** intended to provide new knowledge or skills, or to update, improve or augment existing EA knowledge or skills, regardless of presentation format (classroom, workshop, seminar, on-line training, correspondence courses, etc.).
- **Providing training, education and professional development** to others by preparing, delivering and/or presenting a course, seminar, research presentation or related activity. Credit is awarded at the same contact hour rate the first time you present the course. (While trainers and presenters spend significant time developing the course or talk, research or preparation time cannot be submitted for additional PDH credit.)
- **Publications.** Up to 12 PDHs may be earned for writing a published article in a recognized EAP-related research journal or related publication, such as [The Journal of Employee Assistance](#). Dissertation and thesis research may also be applied toward PDH credit, concurrent with submission to meet graduate degree requirements (i.e., unlike coursework, which may only be applied once).

All PDHs being submitted toward meeting CEAP eligibility requirements must have been earned within three (3) years from the date on which application for approval to take the test is made to EACC.

2.5.1 Pre-Approval and Post-Approval of PDHs

All PDHs must have been approved by the Commission to count toward meeting the PDH eligibility requirement. This approval may be obtained in either of two ways:

- Pre-Approval, detailed in the separate [PDH Approval Information](#) section, is applied for by training providers, submitted to EACC at least 30 days prior to the scheduled training event for which PDH award is sought. Each attendee may declare the number of PDHs the Commission has awarded to the particular session; or
- Post-Approval, detailed in the separate [PDH Approval Information](#) section, is applied for by the CEAP candidate after having attended a session that the Commission did not pre-approve for PDH award. The candidate applies to EACC for post-award of PDHs “after-the-fact”, as an example, for college or graduate coursework or related EA-related activities.

There is no prescribed maximum number of PDHs earned through any one activity that may be applied toward meeting the PDH eligibility requirement.

2.5.2 The Difference between PDHs and CEUs

PDHs and Continuing Education Units (CEUs) are different types of generic measurement units used to show the amount of time an individual spends in an educational activity. One Professional Development Hour (PDH) is defined as one contact hour or clock hour that an individual spends in approved training, education or professional development.

One difference between the two, is that the EACC awards PDHs to select EAP-related training, education and professional development events. CEUs, which EACC cannot award and will not accept to meet the PDH eligibility requirement, are not specific to any one profession.

2.6 Filing an Application with EACC

Upon meeting eligibility requirements, the candidate must make formal application with EACC for approval to take the CEAP test. Complete [Application to Take the CEAP Exam](#) located at the end of this document.

Providing copies of documents with the application, such as transcripts, is acceptable.

Current CEAPs electing to take the CEAP test again to recertify, and lapsed CEAPs who must pass the test again to regain active status, have already met eligibility requirements and need not provide documentation with their application. There is no limit on the time that a CEAP may be lapsed prior to regaining active certification status by passing the CEAP exam again.

The applicant's social security number is gathered specifically to provide a unique candidate identification number. **All information received by EACC as part of the application process is considered to be strictly confidential, and will not be released to any third-party, at any time, without written authorization from the applicant.**

Submit the application and application fee directly to EACC by mail or private express carrier. Applications may also be hand-delivered. EACC cannot be responsible for materials sent. Applicants are strongly urged to retain a copy of their application package prior to submitting it to EACC:

Employee Assistance Certification Commission
Suite 410
4350 North Fairfax Drive
Arlington, VA 22203

2.6.1 Application Deadline

There are no deadlines to apply for EACC approval to take the computer-based test; applications are accepted on a rolling basis.

2.6.2 Eligibility Period

Eligible candidates must take the test within one (1) calendar year of the date on which EACC eligibility was granted. Candidates who do not take the test within one year from the EACC approval date, as shown on the EACC approval letter, must reapply to EACC.

2.6.3 EACC Application Review

EACC will review the application during the once-weekly exam application review (per contract with EACC's test administration company), to ensure that all eligibility requirements have been met, and render a decision regarding candidate eligibility to take the CEAP examination. EACC will then respond in writing by U. S. mail, fax or to an e-mail addresses provided by the applicant.

Those found to have met all requirements may then register for the CEAP test. No candidate will be able to register for the CEAP examination prior to EACC approval, or before EACC has provided the name of that approved candidate to their computer-testing contractor.

2.7 Scheduling a CEAP Examination Date and Time

After receiving written EACC notification of eligibility to take the CEAP exam, the candidate may register for the test by contacting the computer-based testing contractor, Applied Measurement Professionals, Inc. (AMP). Candidates may schedule a testing session, by calling **1-888-519-9901** or going online at www.goAMP.com

The test is offered every weekday, except on the holidays listed in the next section. Testing sessions start at 8:30 a.m. and 1:30 p.m., Monday through Friday. Testing center space is limited and appointments are made subject to availability on a first-come, first-served basis. An appointment is required to take the CEAP test, and unscheduled candidates (walk-ins) will not be admitted to a test center, nor will candidates be admitted unless they appear at the designated testing center at the scheduled time. No changes in exam time or date will be made at the testing center:

The CEAP test may be scheduled any week day, with at least three days advance notice, so those who call on Monday may take the test as soon as Thursday.

A candidate may change an exam appointment **one time** at no charge by calling AMP (1.888.519.9901) at least four business days prior to the scheduled testing session. A candidate who wishes to reschedule an exam but fails to contact AMP at least four business days prior to the scheduled testing session forfeits the application and all fees paid to take the exam. A candidate who does not reschedule an examination within the one year eligibility period forfeits the application and all fees paid to take the exam, and must again reapply to EACC.

Before contacting AMP to schedule your exam date, have several possible dates in mind and have your Social Security number available to serve as your unique identification number. If relevant, be prepared to describe any reasonable testing accommodations that you may need (See Section 2.15.4).

Testing dates cannot be scheduled through the EAPA website or by calling EAPA or EACC.

EACC forwards the name, city and SSN of each eligible candidate to AMP by secure transmission, at least weekly. On rare occasions, a candidate who has received written EACC approval to register may not yet be able to register. The problem should resolve itself and the candidate should wait a day or two and then recontact AMP.

After your appointment is confirmed with AMP, please note the time and date since *no admission ticket or subsequent confirmation notice will be sent.*

2.7.1 Assessment Center Locations

Examinations are administered by computer at AMP Assessment Centers geographically distributed throughout the United States, typically located in H&R Block offices.

Assessment Center locations, detailed maps and directions are available on AMP's web site, www.goAMP.com, or from the AMP operator when you call to schedule a test date.

2.7.2 Taking the CEAP Test Outside of the United States

Since January 1, 2005, the CEAP-I is only offered at Computer Based Testing (CBT) sites located outside the U.S. AMP has established approximately 15 CBT sites in Canada, Japan, Guam, New Zealand, Saudi Arabia, Germany, Mexico, and a few other locations. Additional sites are planned in the future. To find out the location of a site near you go to www.goAMP.com and click on "schedule an exam".

The CEAP test is offered to the international community in English only. No accommodation is made for those who are not native English speakers, such as allowing extra time or permitting candidates to bring materials into the testing center to aid with language translation (i.e., language dictionary or computer).

2.7.3 Preparing for the CEAP Examination

The best preparation is gained in meeting CEAP eligibility requirements. We recommend that candidates review the **CEAP Test Information and Exam Blueprint** and consult your Advisor or reference materials if additional review is needed in one or more content areas.

EACC does not endorse any particular seminar, workshop or reading materials that may be offered by any non-profit, for-profit company or trade union designed to help CEAP candidates pass the test. A CEAP Study Guide is available through the EAPA Resource Center, not EACC, at a cost of:

\$24.95 for EAPA members and \$30.00 for non EAPA members.

Contact the EAPA Resource Center, consult chapter updates and access the EAPA website for updated product information.

2.7.4 Test Security

EACC and AMP maintain test administration and test security standards designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. In addition to the presence of test proctors, who are available for assistance, the assessment center is continuously monitored by audio and video surveillance equipment for security purposes.

2.7.8 On the Day of Your Scheduled Test

Plan to arrive early since **no candidate arriving at the testing center more than 15 minutes after the scheduled test time will be admitted.** Once you enter the H&R Block office, look for the signs to the “AMP Assessment Center Check-In”.

To gain admission to the assessment center, a candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate’s current name and signature. The candidate will also be required to sign a roster to verify identity. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the assessment center.

Acceptable forms of photo identification include current:

1. Driver’s license with photograph
2. State identification card with photograph
3. Passport
4. Military identification card with photograph

None of the following are acceptable forms of identification:

1. Employment IDs and badges
2. Student ID cards
3. ID cards issued by a non-government entity
4. Any kind of temporary identification

After AMP staff has confirmed your identity, you will be directed to a testing carrel, where you will be instructed on-screen to enter your Social Security number. The testing unit will capture your photograph, which will remain on-screen throughout your testing session. This photograph will also appear on your score report.

2.8 Examination Center Rules

These rules are applicable to all CEAP test centers, regardless of U. S. or international venue:

1. Testing center staff has the right to search briefcases, handbags, backpacks, and other personal materials that are brought to the testing center before testing begins. There is no need for pens or pencils. Similarly, none of the following items may be used during the test and should be left at home or in the car:
 - Books and other reference materials

- Cell phones, alarms, pagers and related signaling devices
 - Computers, calculators, automated schedulers, and related electronic devices
 - Personal reading materials, such as newspapers and magazines
 - Books, papers, dictionaries, other reference materials or personal items (purses, briefcases, coats, etc.)
2. Only questions concerning operation of the computer will be accepted after the candidate starts the CEAP test; test center monitors will not answer questions about test content. No testing materials, documents, personal notes or papers are to be taken from the testing site.
 3. There is no storage room at any testing center and AMP will not be responsible for loss or damage to personal items.
 4. No documents or notes of any kind may be removed from the examination room. All computer screens, questions, paper and written materials are the property of AMP and may not be reproduced in any form.
 5. Optional comments about any CEAP test item may be offered DURING the test by clicking on the button displaying an exclamation point (!). This opens a dialog box where you may enter your comments.
 6. There is no eating, drinking or smoking in the assessment center, so please leave food, coffee and tobacco products at home.
 7. You may take a break at your testing station whenever you wish, but you will not be allowed additional time to make up for break times. The examination will be timed; you will have four (4) hours of actual testing time, though the large majority of examinees finish in well under four hours. The computer will indicate remaining time on the screen. If distracting, the time feature may be turned off during the examination.
 8. The testing center supervisor may dismiss a candidate from the examination for any of the following reasons, and EACC cannot intervene:
 - Admission to the exam is unauthorized or fraudulent
 - Creating a disturbance, being abusive, or otherwise uncooperative
 - Giving or receiving help or being suspected of doing so;
 - Recording or trying to record test questions or making notes;
 - Attempting to take the exam for someone else; or
 - Being observed with notes

Violating any of the above provisions will result in dismissal from the testing session and voiding of the candidate's score on the exam. EACC will then review evidence of candidate misconduct to determine whether retesting will be permitted. If re-examination eligibility is granted by EACC, a complete application and fee are required to reapply. If retesting eligibility is denied, the candidate may file an appeal with EACC.

2.8.1 At the Test Center

- Prior to starting the exam, you will be given the opportunity to take a practice test. Taking the practice test is optional, and the time you use for the practice test is NOT counted as part of your exam time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed CEAP exam.
- Instructions for taking the exam are accessible on-screen. The exam contains 220 test questions, 200 of which are scored and 20 are not scored. The computer monitors the time you spend on the exam. The test will end when the four hour time limit is reached.
- There is no guessing penalty, so avoid leaving any questions unanswered to maximize your chances of passing.
- At any time during the test, click on the “Time” button in the lower right-hand corner of the screen or select the TIME key to monitor your time.
- Only one test item is presented at a time, the number of which appears in the lower right-hand corner of the screen. The entire question appears on-screen (i.e., stem and four options labeled – A, B, C and D). **Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse.** Your answer appears in the window in the lower left portion of the screen. To change your answer, enter a different option by pressing the A, B, C or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish as long as you have time left.
- To move to the next item, click on the forward arrow (>) in the lower right-hand corner of the screen or select the NEXT key. This action will move you forward through the exam item by item. If you wish to review any item or items, click the backward arrow (<) or use the left arrow key to move backward through the exam.
- You may also leave a test item unanswered and return to it later, and you can bookmark items for later review by clicking in the blank square to the right of the “Time” button. Clicking on the hand icon or selecting the NEXT key advances to the next unanswered or bookmarked item on the exam.
- To identify all unanswered and bookmarked items, repeatedly click on the hand icon or press the NEXT key. When you have completed the exam, the number of test items that you have answered is reported. If you have not answered all 220 test items and you have time remaining, return to the exam and answer those items.
- The test is immediately scored at U.S. test sites and results are delivered to the candidate at the test site. In non-U.S. locations, score reports are mailed to candidates.

2.8.2 Following the Examination

After completing the CEAP examination, you will be asked to complete a brief, optional evaluation of your testing experience, after which, you will report to the testing center

supervisor to receive your score report noting whether or not a passing score was achieved on the test.

Each score report will show a “Pass” or “Fail”, with additional detail provided in the form of raw scores by major content category. Your “Raw score” is number of test questions that you answered correctly. Your raw score determines your pass/fail status.

Those who pass the test must forward the original score report to EACC, along with the Certification Fee, to receive their certificate (**see Section 2.8.4**). After 90 days have passed unsuccessful examinees are directed to reapply to EACC to retake the exam. Upon EACC approval, the candidate must again contact AMP to schedule another testing session.

2.8.3 Setting of Examination Passing Scores

The passing score is formally established through a psychometric standard-setting procedure. Briefly, Commissioners serving as subject-matter expert judges estimate how many examinees would be expected to correctly answer each test question. These ratings are then “pooled” (averaged) across all CEAP test items to establish the minimum number of correctly answered items required to pass the exam.

Even though there are 230 CEAP test questions, the maximum possible score is 200. As noted earlier, 30 test items are included only for research purposes; whether you got these items right or wrong does not count toward your raw score

The passing score for the original forms of the CEAP and CEAP-I exams was determined to be 80%. However, the passing score for each new exam form that is developed can and may vary slightly depending on the established difficulty level of the particular exam form.

2.8.4 How to Obtain Your Certificate

To receive your CEAP certificate and activate certification for the upcoming three-year period, forward the original of your letter or passing score report to EACC, along with the \$225.00 certificate fee (\$325.00 for non-members). (Score reports cannot be faxed or scanned and e-mailed to EACC.) **Please note that the CEAP certification is not complete and will not be activated until the original of the score report and all credentialing fees have been received by EACC.**

EACC will provide formal verification of active CEAP status, if needed, prior to the certificate being received.

2.9 Quarterly Renewal System

To more easily track renewal dates, EACC uses a “quarter system”, whereby all certification dates are advanced to the first day of the quarter following the date on which the credential was issued. For example, if an individual initially certifies or renews on August 12th, October 1st will be listed as the start of the three-year certification period.

For renewal purposes, professional development PDHs may be accrued starting on the actual certification or renewal date (i.e., August 12th), rather than waiting until the next quarterly date listed on the certificate (i.e., October 1st).

3.0 Summary of CEAP Fees

Initial CEAP certification fees consist of:

- an Application Fee
- a CEAP Examination Fee, and
- a Certification Fee, paid upon passing the CEAP test.

3.0.1 Application Fee

The Application Fee must be submitted regardless of whether the applicant is a first-time (initial) candidate, renewing by retesting, is a lapsed CEAP or was previously unsuccessful on the test. This fee is non-refundable:

EAPA Member	Non-Member
\$125.00	\$150.00

3.0.2 CEAP Examination Fee

The Examination Fee is due before a candidate receives eligibility to take the CEAP examination and is nonrefundable*. The Examination (Testing) Fee must be submitted regardless of whether the applicant is a first-time (initial) candidate, renewing by retesting, is a lapsed CEAP or was previously unsuccessful on the test. (* If a candidate prepays the testing fee with the initial application and then cannot meet the eligibility requirements, the candidate may request a refund for the testing fee. Once eligibility to take the CEAP Examination is given, the testing fee is non-refundable.)

Examination / Testing Fees are:

EAPA Member	Non-Member
\$295.00	\$395.00

3.0.3 Certification Fee

Upon passing the CEAP examination, this non-refundable fee is sent to EACC with the original Passing Score Report, to activate your certificate for the upcoming three-year period:

EAPA Member	Non-Member
\$225.00	\$325.00

CEAP FAQs

Questions about Certification Requirements

Q. Do you have to be a member of EAPA to become a CEAP?

A. No, EAPA membership is not required to participate in the CEAP Program, though fees are slightly higher for non-EAPA members

Q. Earning the CEAP credential happens in two stages, right?

A. Yes. There are two separate steps in the CEAP certification process: (i) Meeting eligibility requirements and (ii) Passing the CEAP exam. After meeting eligibility requirements, the candidate must formally apply to EACC for approval to take the CEAP test, and then. Pending written EACC approval, a test date can then be schedule on-line or by telephone.

Q. What's the difference between the CEAP and CEAP-I credential?

A. The CEAP-International (CEAP-I) is a separate credential is meant to serve needs of the international community. Candidates achieving passing score on the 200-item CEAP test receive the CEAP; those passing the 155-item international version of the CEAP test are awarded the CEAP-I credential. CEAP and CEAP-I eligibility requirements are the same. The international version of the CEAP test does not include 45 test questions, adjusted for content, covering U.S. laws and healthcare policies—content specific to U.S. practice.

Q. I am a Ph.D. licensed psychologist who has been providing EAP services for more than 30 years. How can I “grandfather” in based on my strong experience and credentials, or, at minimum, not have to do Advisement or submit PDHs?

A. No provision is available for any CEAP requirement to be waived, regardless of candidate background.

Q. Does EAPA board and committee service count toward meeting PDH eligibility requirements?

A. EACC policy holds that Commission and EAPA board members need not renew their credential while serving; their credential is in effect, “frozen” during their EACC or Board term. EAPA committee service cannot be used toward meeting the 60 PDH recertification requirement.

Q. I have another professional certification. Can I also apply PDHs earned to maintain that certificate toward meeting the 60 PDH requirement for CEAP renewal?

A. Yes. PDHs earned toward meeting CEAP requirements can also be applied to maintain non-EACC credentials when accepted by the other credentialing agency. Always check with the sponsoring organization to be sure. Similarly, credits submitted elsewhere can be “doubled” by also applying them toward meeting the 60 PDH CEAP

renewal requirements. PDHs and CEUs don't lose "value" if submitted to more than one place.

Q. Both PDHs and CEUs can be used to renew certification. Can both also be used to meet initial certification requirements?

A. No, only PDHs may be used to meet initial certification requirements, and only PDHs that have been approved by the Commission.

Q. As an initial CEAP candidate, can I submit 15 PDHs all of which were obtained from one source?

A. Yes. As long as each PDH has EACC approval, (whether obtained via pre- or post-approval), there is no prescribed maximum number of PDHs earned through any one activity that can be applied toward meeting the PDH eligibility requirement.

Q. I can't locate my CEAP certificate. Can it be replaced?

A. Yes, contact EACC for a replacement copy, for a fee of \$35.00. Replacement certificates will be issued gratis to correct a typo or to accommodate a CEAP legal name change, for example after a marriage.

Questions about Advisement

Q. I'm a CEAP advisor and I've reviewed the advisement topics list. It's rather intimidating. How can I cover all of it in just 12 hours of advisement?

A. You don't have to. The shown topics are those in which the CEAP candidate should be knowledgeable in order to work competently as a CEAP, and to pass the CEAP examination.

But finding readings and workshops to fill in major gaps remains the candidate's responsibility. Advisement content is not standardized but is purposefully designed to be flexible, depending on each candidate's particular needs.

Q. Is group advisement permitted, perhaps in the interest of minimizing employee time away from the office or not working?

A. Yes. Citing valuable group dynamics and cost-effectiveness, EACC has approved group advisement (as opposed to one advisor concurrently advising multiple candidates, one at a time), with eight (8) as the maximum allowable number in a group. It is the advisor's responsibility to ensure that each CEAP candidate in the group participates.

Q. Does advisement have to be face-to-face?

A. No, advisement can proceed using any medium that the advisor and candidate agree to use, for all or a portion of advisement. In-person is the most common advisement means, but the process can, and has successfully happened, via telephone, e-mail and video-conferencing.

Q. Does the same advisor have to provide the entire 12 advisement hours?

A. No. While it is strongly suggested that the same advisor work with a candidate during the full advisement process in the interest of maintaining continuity, things happen and changes are always possible. The candidate must advise EACC of the change and provide the new advisor's name by again submitting the signed Advisement Documentation and Advisor Attestation forms. The advisement hours conducted under the first advisor are counted toward meeting the requisite 12 advisement hours.

Q. As a CEAP advisor, am I responsible in any way, for candidate competency and practice, whether during or after Advisement?

A. No. While EACC recommends that advisors carry professional liability insurance, as we recommend for all CEAPs, you are not accepting any supervisory responsibility for candidate work behavior or decisions by providing advisement. Those remain with the candidate and his/her work supervisor.

Q. Can any active CEAP serve as an advisor?

A. Yes, with the exception of current EACC Commissioners, current EAPA Board members, and individuals related to the CEAP (i.e., a CEAP cannot serve as an Advisor to their spouse or other relative). Work associates, including supervisors, may provide advisement. The criterion is that the Advisor be currently "active". A lapsed or former CEAP may not provide advisement, nor can a CEAP provide advisement when any part of his/her active period has lapsed—another reason why the Advisement Agreement Forms must first be filed with EACC. Upon receipt, EACC verifies that the advisor is, in fact, a CEAP and is active, to avoid possible candidate surprises down the road.

Q. As a candidate, the CEAP process seems already demanding. Why is Advisement necessary?

A. Advisement is an important CEAP qualification criterion. In many settings, the work of EA professionals has become increasingly specialized. At the same time, legislators in states moving in the direction of EA licensure tend to ask why an advanced degree is not required to pursue the CEAP, nor is an internship. We've worked hard to protect the dual-Track option available to pursue the CEAP credential, while maintaining an emphasis on work experience. An advanced degree can be important, but knowledge application is key. Advisement is one of the ways of helping to ensure that new CEAPs have access to the knowledge of experienced EA professionals, without requiring formal degrees or internships.

Q. How do I find an advisor?

A. Attending EAPA chapter meetings is a good place to start, as is contacting local chapter officers. EACC can provide their names and telephone numbers. Candidates still experiencing difficulty locating an advisor are encouraged to contact the EACC for names of CEAPs willing to provide long-distance advisement. Advisement need not be conducted face-to-face.

Q. I'm going for the CEAP. A while back, I met a CEAP at a chapter meeting and we've been talking about EAP and practice issues for several months. If I start advisement with that person, how many advisement hours from the past few months can be credited toward the needed 12 hours?

A. None. Advisement is a formal process with an agreed-to agenda and defined content areas, and which begins after EACC is formally notified by the filing of a signed Advisement Agreement Form. Flexibility is available within advisement to discuss issues as they may arise, and specialized issues of particular candidate (or advisor) interest, but credit for prior informal sessions is not given. Advisement hours must be clearly documented to be applicable.

Q. Can I do advisement with more than one advisor? I started advisement with John Smith and we completed 8 hours, but John is unable to continue providing advisement because of pressing business concerns, and I don't want to lose the 8 hours already completed.

A. While the large majority of CEAP candidates have only one advisor, there is no restriction on the number of advisors a candidate may have. Each advisor, however, must be an active CEAP, and advisement hours accrued under each Advisor must be documented. As such, the 8 advisement hours that you accrued with John Smith do count toward the needed 12 Advisement.

Questions about the CEAP Exam

Q. EACC has given me approval to take the CEAP test. Can I schedule my test date before EACC receives my test fee?

A. **NO**, a candidate may not schedule his/her examination before the testing fee is received by EAPA and the candidate receives his/her letter of eligibility.

Q. How will I find out if I am ineligible to take the CEAP test?

A. Those deemed ineligible to take the CEAP test are advised in writing, along with the reason(s) for the decision and suggested remedy(ies) to become eligible in the future. Candidates found to be ineligible must reapply to EACC, and remit the requisite application fee.

Q. If I am found to be ineligible to take the CEAP test, can I appeal?

A. Applicants found to be ineligible to take the CEAP test and who believe this was an error may formally appeal to the EACC. To appeal, the candidate must file in writing and within 30 days of their notice of ineligibility. The appeal must clearly state reason(s) why s/he is, in fact, eligible to take the test, and why EACC may have erred in denying eligibility. There is no cost to file an appeal.

EACC will review the appeal and provide a decision within 15 days of receipt.

Q. What is the application deadline for applying to EACC for eligibility to register for the CEAP test?

A. With computer-based testing, there are none; applications are accepted on a rolling basis.

Q. Is there same day Computer Based Testing (CBT)?

A. No, a minimum of three days advance notice is needed.

Q. Will I know whether I passed the test before leaving the testing center?

A. Yes, as long as you took the test in a U.S. center.

Q. How do I obtain additional copies of my score report?

A. Candidates may purchase additional original copies of their score reports, for a fee of \$25.00 per copy. Requests for CEAP Exam results must be submitted to AMP, in writing, within 12 months after the examination date, and must include the candidate's name, Social Security number, address, telephone number, and date of exam. Duplicate score reports will be mailed within approximately two weeks of receipt of the request.

Q. What if there is a snow storm on the date I am scheduled to take my CEAP exam?

A. In the event of inclement weather or unforeseen emergencies in a particular locality on the day of an exam, EACC and AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an exam. The examination will usually not be rescheduled if the assessment center personnel are able to open the assessment center.

Candidates may contact AMP's Weather Hotline at (913) 495-4418 (24 hours/day) prior to the exam to determine if AMP has been advised that any assessment centers are closed. Every attempt is made to administer exams as scheduled; however, should an exam be canceled at an assessment center, all scheduled candidates will receive notification regarding rescheduling their exam date. No reapplication to EACC is required.

Q. What if I don't show up to take the CEAP exam?

A. A candidate who does not schedule an examination within the one-year eligibility period forfeits the application and all fees paid to take the examination. A complete application and fee are required to reapply for examination.

Q. What happens if I fail the CEAP exam?

Unsuccessful examinees must wait at least **three months** before reapplying to EACC for approval to take the CEAP exam again. The candidate must resubmit [Form E, Application to take the CEAP Examination](#), checking the box "**Took the test but did not pass**" along with the requisite fee.

The Commission will review the application to ensure that eligibility requirements were previously met, and render a decision regarding candidate eligibility, within three business days from the date the application was received.

Pending written EACC approval, the candidate may then schedule a test date.

After receiving written approval to take the CEAP exam, the candidate must then remit the Test Fee, by returning the EACC approval letter, or a copy of the letter, along with the fee listed below. Candidates may schedule a date on which to take the test and take the test prior to the test fee, below, being received by EACC; however, no test results will be provided to any candidate with an outstanding balance:

	<u>EAPA Member</u>	<u>Non- Member</u>
U. S.	\$295.00	\$395.00
Canada	\$295.00	\$395.00
Outside of North America	\$295.00	\$395.00

Q. I failed the CEAP exam and want to appeal. What do I do?

A. Examinees who do not pass the CEAP test may appeal the decision in writing to EACC, listing the reason(s) underlying the appeal. EACC will review the appeal and request additional information, as needed.

When a written appeal is received by EACC at least 21 days in advance of the next scheduled EACC meeting, the appeal will be placed on the Agenda. Written appeals received within 21 days of the meeting will be heard not later than the following regularly scheduled Commission meeting.

Commission action on an appeal is by simple majority vote. Should EACC approve the appeal, EACC may provide the candidate with retesting at no cost to the examinee, or direct that other reasonable accommodation be provided. Under no circumstances, can EACC direct that a candidate who did not pass the test be given a passing score.

There is no cost to file an appeal with EACC. All appellants are provided with an initial written acknowledgement of the appeal, and notified, within 15 days of the appeal being heard, in writing, of the Commission decision on the appeal.

Q. What if my scores were cancelled by EACC or AMP?

EACC and AMP are responsible for the integrity of the scores they report, which is the basis of CEAP award. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. EACC and AMP are committed to rectifying such discrepancies as expeditiously as possible, and may void examination result if, upon investigation, violation of its regulations is discovered.

Q. I have a disability, and need an accommodation to take the CEAP exam. What should I do?

EACC complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the CEAP exam solely by reason of that disability. Candidates with documented visual, sensory or physical disabilities that would prevent taking the exam under standard conditions may request special accommodations and arrangements (e.g. providing a reader, screen magnifier and/or allowing more time on the test beyond the four hours allotted).

Wheelchair access is available at all established assessment centers. However, candidates must advise AMP at the time of scheduling that wheelchair access is necessary.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to both AMP and EACC at least 45 calendar days prior to your desired testing date.

Questions about CEAP Renewal

Q. My CEAP was supposed to lapse at the end of May. The new (renewal) certificate, however, lists July 1st as starting the new three-year certification period. Is this a typo?

A. No, it is an example of EACC having moved to a quarterly tracking system. As noted in Section 1.4, all renewal and initial CEAP certificates are automatically issued on the first day of the next quarter (e.g., July 1st), yet valid from the issue date (e.g., May 21st).

Q. I now have the CEAP and elect to recertify through retesting. Is the application process the same as for someone seeking initial certification?

A. Yes, you still need to formally apply to the Commission for approval to take the CEAP test. However renewal candidates do not need to meet CEAP eligibility requirements, just file the application and pay the applicable fees.

Q. I used to be a CEAP but I haven't been active for several years. Is the application process the same as for someone seeking initial certification?

A. Yes, as noted in response to the above question, you still must file an application with EACC and pay the fee to take the test.

Q. Does someone who is recertifying through retesting need 24 hours of advisement?

A. No. You have already met eligibility requirements, so just file an application with the Commission and pay the fee to take the test.

Q. I took the CEAP test in 2003 but I failed it. If I want to take the test again, do I need to provide evidence of having met Advisement and PDH requirements?

A. No. Once EACC eligibility to take the CEAP exam has been granted, the candidate remains eligible and need not submit adjunct documentation along with their application to take the test again—whether to recertify or because the test was previously failed. Reapplicants previously granted eligibility to take the test need not meet any new eligibility requirements, even if requirements have been revised since the time the applicant filed their initial application.

Questions about Filing a Complaint against a CEAP

Q. Can a complaint against a CEAP be taken over the telephone?

A. No. Formal complaints must be filed in writing to be accepted by the Commission. However, EACC staff is available to informally and confidentially discuss possible CEAP misconduct by telephone. They can also evaluate whether a problem would constitute misconduct, if proven and provide guidance regarding formal complaint filing procedures. No records are kept of such inquiries nor are any notes taken during the conversation.

Q. Can I file a formal complaint against an EAPA member who is not a CEAP?

A. No. EACC can only enforce the *CEAP Code of Conduct* and handle CEAP complaints. To file a formal complaint against an EAPA member, contact the EAPA Professional Conduct Committee.

Q. How do I contact EACC?

A. Write EACC, 4350 North Fairfax Drive, Suite 410, Arlington, Virginia 22203 U.S.A.
Call
703.387.1000 (x 311 or x 318), e-mail: certdir@eap-association.org or visit www.eap-association.org

Advisement Documentation Form

CEAP ADVISEMENT DOCUMENTATION FORM
(please type or legibly print all information)

CEAP Candidate:	
Home Address:	Work Address:
Home Phone:	Work Phone:
E-Mail:	Fax:
CEAP Advisor:	
Home Address:	Work Address:
Home Phone:	Work Phone:
E-Mail:	Fax:

- Discussed goals and objectives, general instructions, and information requirements; developed learning plan.

Signature: Candidate

Signature: Advisor

Date

Date

For the Advisor's use only—To claim a maximum of 6 PDHs for providing Advisement to this candidate, state the number of advisement hours provided to this candidate, and return this form with your CEAP recertification application: _____. Please note: only 12 PDHs in total from advisement may be used for any recertification period regardless of the number of candidates advised or number of hours of advisement given.

Advisor Attestation

To be Completed by the Advisor
and filed with the Advisement Agreement Form
(Please print or type)

Name of Applicant _____ SS # _____

Applicant Address _____

City _____ State/Prov _____ Zip/Postal Code _____ Country _____

Work Telephone _____ E-mail _____

Advisor _____

Advisor's Title _____

Please list your (Advisor) professional licenses and certificates, and the state(s) held:

Where? _____ Expiration Date _____

Original Date of CEAP _____ Expiration Date _____

(continued on page 2)

Please answer each of the following questions:

1. Have you ever been the subject of an ethics complaint or related disciplinary proceeding?
NO () YES () (Explain in a separate attachment, including case disposition)

2. Do you have pending against you any complaints from a regulatory board or professional organization?
NO () YES () (Explain in a separate attachment, including case disposition)

3. Have you ever been or are you currently a defendant in a criminal or civil proceeding related to your professional activities?
NO () YES () (Explain in a separate attachment, including case disposition)

4. Years in Employee Assistance Practice _____

I HEREBY ATTEST THAT THE ABOVE-NAMED APPLICANT FOR CEAP WILL BE UNDER MY ADVISEMENT FROM THE PERIOD OF _____ TO _____.
(month/year) (month/year)

I HAVE READ AND COMPLETED THIS APPLICATION AND I ATTEST THAT ALL INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE TO FOLLOW THE REVISED CEAP CODE OF CONDUCT (APPROVED OCTOBER, 2002).

Advisor's Signature _____ Date _____

Applicant's Signature _____ Date _____



Employee Assistance Certification Commission CEAP Exam Application

To apply for the CEAP examination, please send this completed application to EACC, along with full documentation of completion of all eligibility requirements and the appropriate fee.

The fee schedule is included with this application. Please note the difference in fees for EAPA members and non-members. You may pre-pay all fees with this application, or you may choose to pay fees according to the schedule. The application fee must accompany this application, testing fees must be received before eligibility to schedule your exam is authorized, and the final three-year certification fee must be sent with your original score report after you pass the exam.

Please type or clearly print all information. **Be sure to enclose requisite documentation and related evidence of completion of each eligibility requirement, as needed.**

1. Applicant Name _____

2. Company Name (if part of mailing address) _____

3. Street Address _____

City _____ State/Province _____

Zip Code _____ Country _____

4. Telephone (Daytime) _____ Fax _____

5. E-mail: _____

6. Are you an EAPA member? Yes No (EAPA membership is not required)

7. Which form of the CEAP exam are you applying to take? (Choose only one option.)

CEAP Exam: Computer-Based (available only in the United States)

CEAP-I (International) Exam: Computer-Based (available only outside the U.S.)

8. Under which Eligibility Track are you applying?

____ Track One (go to application Item 8a)

____ Track Two (go to application Item 8b)

8a. For applicants applying under Track One. Please be sure to enclose documentation verifying completion of each eligibility requirement.

Work Experience: A minimum of 1,000 hours paid experience earned over a minimum of one year of employment in EAP and completed within the ten years preceding the date of this application. Please enclose a letter on company letterhead from your supervisor or HR Department verifying this experience. Resumes, job descriptions, etc. are not acceptable verification.

Advisement: Enclose the completed and signed CEAP Advisement Contact Form.

PDH Requirement: Sixty (60) PDHs in the appropriate Domain distribution are required. Only PDH certificates for continuing education specifically approved by the EACC meet this requirement and will be accepted. Each PDH certificate must include the EACC approved Domain. All PDHs must have been completed within the three years immediately preceding the date of this application.

Please enclose copies of your PDH certificates as verification of completion of these requirements:

- Domain I (at least 10 PDHs – must include the two hour approved ethics course)
- Domain II (at least 20 PDHs)
- Domain III (at least 30 PDHs)

Ethics Requirement: Each candidate must have completed at least two hours of Domain I ethics training as part of the PDH eligibility requirements. This training must have been specifically approved by the EACC to meet this requirement. Please enclose a copy of this PDH certificate of completion.

Proceed to Item 9.

8b. For applicants applying under Track Two: Please be sure to enclose documentation verifying completion of each eligibility requirement.

EAP-Related Graduate Degree: Please enclose a photocopy of your degree if it specifies your area of concentration in an EAP-related area. Otherwise a transcript is required.

- Degree Earned: _____
- University: _____
- Date Received: _____

Work Experience: A minimum of 1,000 hours paid experience earned over a minimum of one year of employment in EAP and completed within the ten years preceding the date of this application. Please enclose a letter on company letterhead from your supervisor or HR Department verifying this experience. Resumes, job descriptions, etc. are not acceptable verification.

Advisement: Enclose the completed and signed CEAP Advisement Contact Form.

PDH Requirement: Twenty (20) PDHs in the appropriate Domain distribution are required. Only PDH certificates for continuing education specifically approved by the EACC meet this requirement and will be accepted. Each PDH certificate must include the EACC approved Domain. All PDHs must have been completed within the three years immediately preceding the date of this application.

Please enclose copies of your PDH certificates as verification of completion of these requirements:

- Domain I (at least 10 PDHs – must include the two hour approved ethics course)
- Domain II (at least 7 PDHs)
- Domain III (at least 3 PDHs)

Ethics Requirement: Each candidate must have completed at least two hours of Domain I ethics training as part of the PDH eligibility requirements. This training must have been specifically approved by the EACC to meet the ethics requirement. Please enclose a copy of this PDH certificate of completion.

Proceed to Item 9.

9. Have you ever previously applied to EACC for approval to take the CEAP examination?

_____ **No** (go to application Item 10)

_____ **Yes** (go to application Item 9a)

9a. For candidates who have previously applied at any time to EACC for approval to take the CEAP examination, which category best describes your current status?

_____ **Previously denied eligibility to take the examination.**
(Provide documentation of completion of each eligibility requirement.)

but _____ **Previously approved and received eligibility to take the examination, did not take the examination.**
(Applicants have previously met eligibility requirements and need not provide documentation.)

_____ **Took the examination but did not pass.**
(Applicants have previously met eligibility requirements and need not provide documentation. Candidates must wait at least 90 days before reapplying.)

_____ **Active CEAP electing to recertify by again passing the examination.**
(Applicants have previously met eligibility requirements and need not provide documentation.)

_____ **Lapsed CEAP seeking to regain certification by passing the examination.**
(Applicants have previously met eligibility requirements and need not provide documentation.)

10. I certify that all information provided on this application and as part of this application, including all enclosures, is true and correct to the best of my knowledge. I also certify that I have read and will adhere to the CEAP Code of Conduct. By signing, I authorize EACC or its duly authorized representatives to contact any organization or individual listed herein to verify any information contained as part of this application, and I authorize any organization or individual listed herein to verify any information contained as part of this application.

Candidate Signature

Date

Return the application and application fee to EACC:
Employee Assistance Certification Commission
4350 North Fairfax Drive Suite 410

Arlington, VA 22203

Revised: 060710

CEAP Credentialing Fees

Note: All fees may be prepaid with application or paid as per the following schedule.

Certification fees	EAPA Members U.S. & Int'l	Non- Members U.S. & Int'l	Fee Is Due
Exam Application Fee	\$125.00	\$150.00	With Application
Exam Computer-Based Testing Fee	\$295.00	\$395.00	Prior to Testing
3-Year Certification Fee	\$225.00	\$325.00	After testing with Score Report
<u>Total Cost of Initial Certification</u>	\$645.00	\$870.00	
<u>Recertification Fees</u>			
<u>Recertification by PDH</u> (Total Cost)	\$225.00	\$325.00	Every 3 years @ expiration date
<u>Recertification by Exam</u> (Fees are same as initial certification)			Every 3 years @ expiration date
Exam Application Fee	\$125.00	\$150.00	With Application
Exam Computer-Based Testing Fee	\$295.00	\$395.00	Prior to Testing
3-Year Certification Fee	\$225.00	\$325.00	After testing with Score Report
Total Cost of Recertification by Exam	\$645.00	\$870.00	

Credit Card Payment Form: To charge CEAP Program fees to your credit card, please submit a completed copy of this form.

Purpose of this Payment (e.g., CEAP exam application fee, test fee, etc.):

Credit Card:

_____ VISA _____ MasterCard _____ American Express _____ Discover

Name (as it appears on your card):

Address (as it appears on your statement):

Daytime Phone Number: _____

Card Number:

Expiration Date: _____

Charge to my credit card this amount: \$ _____

Signature: _____