



Please do not write above this line

Application for **MATS – Medication Assisted Treatment Specialist Credential**

Please type or clearly print all application forms

Submission Date: _____

Candidate's Full Name: _____

Candidate's Email: _____

Candidate's Phone Number: _____

CCB Registry Number: _____

Effective Sept 1, 2010, all candidates must complete a CCB Registry Application prior to applying for any CCB credential.

CCB Definition of a MATS – Medication Assisted Treatment Specialist

The Connecticut Certification Board defines a **MATS – Medication Assisted Treatment Specialist** a practitioner who has demonstrated their knowledge and skills in the 4 MATS performance domains identified in the MATS Job Task Analysis (JTA) & CCB MATS Candidate Guide (2008). In order to become MATS certified, a practitioner must possess a basic familiarity with the entire range of the 4 Performance Domains of a Medication Assisted Treatment Specialist:

- Pharmacotherapy
- Recovery Supports
- Education
- Professional Responsibility

When performing these functions, the practitioner must commit to and demonstrate consistent adherence to the **CCB Code of Ethical Conduct (2010)** & **CCB Code of Ethical Conduct – Disciplinary Procedures (2010)** and agree to continue their professional development with ongoing education, training and clinical supervision. Although the MATS credential is intended as a board specialty for certified and licensed behavioral health professionals, the credential is available to those that are not currently certified and licensed. However, it is important to note that this credential provides no permission to practice and does not afford the practitioner a scope of practice they are not already entitled to under their existing credentials. If an individual chooses to pursue the MATS credential without any other professional credentials, certifications or licenses, the MATS credential simply indicates the practitioner has met basic eligibility requirements and demonstrated their competency and basic knowledge of the subject by completing MAT-specific education and testing.

The Connecticut Certification Board

100 South Turnpike Road, Suite C
Wallingford, CT 06492

www.ctcertboard.org

Email: **info@ctcertboard.org**
203.284.8800

MATS Candidate's Name: _____

CCB Registry #: _____

MATS Application Submission Requirements

Please make sure you complete all of the following items in order to ensure timely processing of your application. Your application will not be processed until you submit the filing fees and all of the following items have been received:

Enclose the application filing fee of \$125.00 (check or money order)

OR

Pay online at www.ctcertboard.org Date of online payment: _____

Renewal fees are waived for any professional holding an IC&RC reciprocal credential

Complete the entire MATS Application and submit/fill-out/sign all 9 pages of this packet

Read/sign/initial pages of the CCB Code of Ethical Conduct & Auth. to Obtain Information

Submit a MATS Training Documentation Form which lists all education and training events you wish to apply towards the CAC that includes at minimum all the following information:

- ✓ Training Date, Title of Training Event and Location of Event
- ✓ Trainer/instructor and Host Organization
- ✓ Length of event (i.e., 6 hours, etc.)
- ✓ Type of event: addiction-specific or elective with addiction content

To download a sample training documentation form, visit the CCB website www.ctcertboard.org

Attach a copy of certificates of attendance or transcripts for all training/educational events included on the MATS Training Documentation Form

Request copies of your academic transcripts be sent directly to the CCB (if needed)

Make a copy of the entire packet for your records prior to submitting to the CCB

I have completed all of the above items and submitted them according to the CCB submission requirement and current MATS standards.

Candidate's Signature: _____

Date: _____

MATS Candidate's Name:

CCB Registry #:

Requirements for the MATS – Medication Assisted Treatment Specialist credential

MATS-Medication Assisted Treatment Specialist	Credential Requirements
Certification & Licensure	Although MATS certification is primarily intended for certified and licensed behavioral health professionals (i.e., Addiction Counselors, Mental Health Clinicians, Social Workers, Nurses, Physicians, Administrators), no certification or license is currently required.
College Degree	Although a college degree is strongly encouraged, a college degree is currently not required.
Training Requirements	45 hours of MAT specific training (with domain requirements)
Work Experience	The MATS credential does not currently require any MAT-specific clinical work experience
CCB Approved Distance Learning	Up to 35 hours
CCB MATS Written Exam	Passing Score on the CCB MATS Exam
Annual Renewal Standards*	6 hours of Medication Assisted Treatment Specific Training
*Renewal fees are waived for any professional holding an IC&RC reciprocal credential	

A Medication Assisted Treatment Specialist is a practitioner who has demonstrated their knowledge and skills in the 4 MATS performance domains identified in the MATS Job Task Analysis (JTA) & CCB MATS Candidate Guide (2008). In order to become MATS certified, a practitioner must possess a basic familiarity with the entire range of the 4 Performance Domains of a Medication Assisted Treatment Specialist. When performing these functions, the practitioner must commit to and demonstrate consistent adherence to the Connecticut Certification Board's Medication Assisted Treatment Specialist Code of Ethics. Although the MATS credential is intended as a board specialty for certified and licensed behavioral health professionals, the credential is available to those that are not currently certified and licensed. However, it is important to note that this credential provides no permission to practice and does not afford the practitioner a scope of practice they are not already entitled to under their existing credentials. If an individual chooses to pursue the MATS credential without any other professional credentials, certifications or licenses, the MATS credential simply indicates the practitioner has met basic eligibility requirements and demonstrated their competency and basic knowledge of the subject by completing MAT-specific education and testing.

By signing below, I acknowledge that I have reviewed the current standards for the MATS credential and meet or exceed the standards.

Candidate's Signature: _____

Date: _____

MATS Candidate's Name:

CCB Registry #:

MEDICATION ASSISTED TREATMENT SPECIALIST-TRAINING REQUIREMENTS

Etiology of Substance Use Disorders & Medication Assisted Treatment	12 hours
Addiction Pharmacotherapy Opioid and Alcohol Dependence	18 hours
Recovery Supports & Medication Assisted Treatment	3 hours
Collaboration with MAT Providers & Medical Professionals	6 hours
MAT Specific Ethics	2 hours
Minimum MAT Specific Training Hours	45 hours

MATS Candidate's Name:

CCB Registry #:

Important Information about you MATS Application

Submission Requirements

- ✓ *All forms submitted must be original and signed without any alteration or modifications. If a change is required, please complete a new form without alterations or modifications. Any forms with white-out, scribble marks or changes will be denied.*
- ✓ *No photocopies or faxed forms will be accepted. Please do not fax any materials to the CCB related to a certification application*
- ✓ *Original and signed Letters of Recommendation should be mailed directly from the rater to the CCB.*

Verification of a college degree or college course work

- ✓ *If you are interested in utilizing a college degree as part of the certification process, an official transcript must be submitted from the issuing institution that verifies the degree has been awarded from an accredited institution for the US Department of Education. Only qualifying college degrees will be applicable.*
- ✓ *In order to document college course work, an official transcript must be submitted from the issuing institution which shows the course work has been completed (with a grade of C minus or better) from an accredited institution for the US Department of Education.*

Training Documentation

- ✓ *When documenting training and education for the MATS credential, you must submit a MATS Training Documentation Form (you can download a copy from the CCB website) with all required information completed. Attached to the form, you must include a copy of all certificates of attendance or transcripts for all training/educational events included on the MATS Training Documentation Form with each certificate or transcript numbered according to the MATS Training Documentation Form.*

Application Review Process

- ✓ *In order to have your application reviewed by staff, you must pay the filing fee and submit all required application materials prior to the review. Incomplete applications or applications submitted without payment will not be reviewed.*

MATS Candidate's Name: _____

CCB Registry #: _____

MATS Fees (All CCB Fees are Non-Refundable)

Fees for MATS – Medication Assisted Treatment Specialist initial certification

Application filing fee	\$125.00
CCB/MATS CBT Exam	\$100.00

Fees for MATS – Medication Assisted Treatment Specialist recertification

MATS Annual Renewal fee	\$60.00	
MATS Two Year Renewal fee	\$115.00	(\$57.50 per year)
MATS Three Year Renewal fee	\$165.00	(\$55.00 per year)

Renewal fees are waived for any professional holding an IC&RC reciprocal credential

CCB Fee Policy: By signing below, I acknowledge the current fees associated with the MATS credential (listed above) and understand that all fees are non-refundable and may change at any time (for a complete list of CCB fees, please visit the CCB website). *I understand that I am responsible for all fees associated with the certification process at the time of my initial application.* All fees must be paid by check, credit card (see CCB website) or money order. **No cash payments will be accepted.** A returned check fee will be due (\$35.00) for all returned checks and a hold will be placed on my application until the original and return check fees are received by the CCB. A late fee of \$100 will be charged for all MATS renewal applications not received within 30 days of the due date.

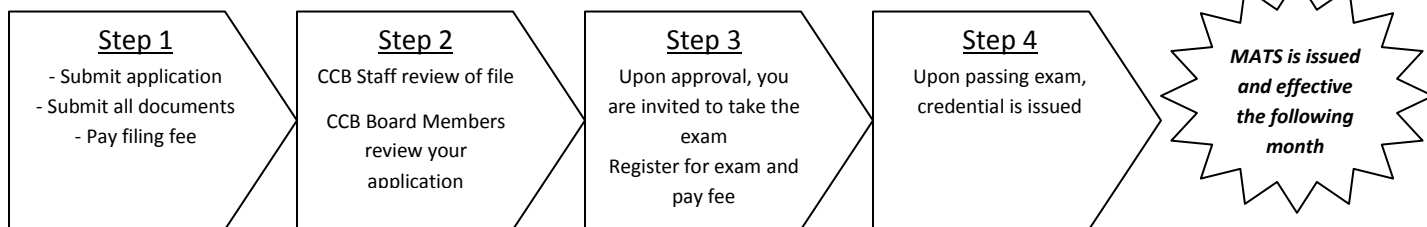
Candidate's Signature: _____

Date: _____

Once you have submitted your application materials... you will receive written confirmation your packet has been received. After your application has been reviewed, we will notify you in writing (email or regular mail) within approximately four weeks of the deadline about the status of your application. If changes or additional information are required, you will be notified in writing at that time. We will also notify you, by letter, when your application has been accepted and you will be invited to sit for the written exam. If you have questions about your certification packet after submitting it to us for review, or if you have not received a notification letter after 4 weeks, please email jquamme@ctcertboard.org for assistance. We will attempt to respond to your inquiry as soon as possible. **PLEASE DO NOT CALL THE CCB OFFICE TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION.**

If you have questions about the certification process, please email Jeff at jquamme@ctcertboard.org for assistance.

The Certification Process



MATS Candidate's Name:

CCB Registry #:

CCB CODE OF ETHICAL CONDUCT

UNLAWFUL CONDUCT

Rule 1.1 – Once certified, a certified professional shall not be convicted for any misdemeanor or felony relating to the individual's ability to provide substance abuse and other behavioral health services as determined by CCB.

Rule 1.2 – Once certified, a certified professional shall not be convicted of any crime that involves the possession, sale or use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

Rule 2.1 – A certified professional shall, under no circumstances, engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.

Rule 2.2 – A certified professional shall not knowingly engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.

Rule 2.3 – A certified professional shall not engage in sexual activities or sexual contact with former clients when there is a risk of exploitation or potential harm to the client.

Rule 2.4 – A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

FRAUD-RELATED CONDUCT

Rule 3.1 – A certified professional shall not: 1) present or cause to be presented a false or fraudulent claim, or provide any proof in support of such claim, to be paid under any contract or certificate of insurance; 2) prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing; 3) present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program; 4) seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 – An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.

Rule 3.3 – An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

Rule 3.4 – A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

Rule 3.5 – A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

Rule 3.6 – A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

Rule 3.7 – A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials prior to any such use or publication.

EXPLOITATION OF CLIENTS

Rule 4.1 – A certified professional shall not develop, implement, condone or maintain exploitative relationships with clients and/or family members of clients.

Rule 4.2 – A certified professional shall not misappropriate property from clients and/or family members of clients.

Rule 4.3 – A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or to a third party resulting from the promotion or the sale of services unrelated to the provision of services or of [the sale or acquisition of?] goods, property, or any psychoactive substance.

Rule 4.4 – A certified professional shall not promote to a client, for the professional's personal gain, any treatment, procedure, product, or service.

Rule 4.5

A certified professional shall neither ask for nor accept favors/free services/gifts of substantial monetary value or gifts that impair the integrity or efficacy of the therapeutic relationship.

Rule 4.6 – A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.

Rule 4.7 – A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

PROFESSIONAL STANDARDS

Rule 5.1 – A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.

Rule 5.2 – A certified professional shall timely seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related condition or adversity that interferes with his or her professional functioning. Where any such condition exists and impedes his or her ability to function competently, a certified professional must request inactive status of their CCB credential for medical reasons for as long as necessary.

Candidate's Initials

MATS Candidate's Name:

CCB Registry #:

PROFESSIONAL STANDARDS continued

Rule 5.3 – A certified professional shall meet and comply with all terms, conditions, or limitations of any professional certification or license he or she holds.

Rule 5.4 – A certified professional shall not engage in conduct that does not meet generally accepted standards of practice.

Rule 5.5 – A certified professional shall not perform services outside of his or her area of training, expertise, competence, or scope of practice.

Rule 5.6 – A certified professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.

Rule 5.7 – The certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients except as authorized or required by law.

Rule 5.8 – The certified professional shall not discontinue professional services to a client nor shall he or she abandon the client without facilitating an appropriate closure of professional services for the client or facilitating an appropriate referral for future counseling.

Rule 5.9 – A certified professional shall obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond their area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

Rule 6.1 – A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to the professional, a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

Rule 6.2 – All certified professionals are mandated reporters (abuse & neglect) and each shall comply with all mandatory reporting requirements.

RECORD KEEPING

Rule 7.1 – A certified professional shall keep timely and accurate records consistent with current standards of best practices and shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

Rule 8.1 - A certified professional shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

Rule 9.1 – A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action and provide the Board with such information concerning such discipline and/or authorizations to obtain such information about such discipline as the Board deems reasonably necessary or desirable.

COOPERATION WITH THE BOARD

Rule 10.1 - A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to: 1) the willful misrepresentation of facts before the disciplining authority or its authorized representative; 2) the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action; 3) the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed; 4) refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.

Rule 10.2 – A certified professional shall: 1) not knowingly make a false or misleading statement to the CCB, the State of Connecticut, or any other disciplinary authority; 2) promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action; 3) report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 - A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of an alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 - A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the CCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the CCB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 - A certified professional shall not file a complaint or provide information to the CCB, which he/she knows or should have known, is false or misleading.

Rule 10.6 - In submitting information to the CCB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

MODIFICATION OF CODE OF ETHICAL CONDUCT/DISCIPLINARY PROCEDURES

Rule 11.1 - The CCB Board of Directors reserves the right to amend and modify the **Code of Ethical Conduct** and the **Code of Ethical Conduct – Disciplinary Procedures**. When changes are made, all certified professionals will be notified of all changes made and when changes become effective.

Candidate's Initials

Revised 5/09, 09/09, 1/10; CCB Board Approved, September 10, 2009; January 14, 2010; Published – January 15, 2010

MATS Candidate's Name: _____

CCB Registry #: _____

Signed Assurances and CCB Code of Ethical Conduct

- A. I hereby attest that all of the information given is true and complete to the best of my knowledge and belief. I understand that falsification of any portion of this application will result in my being denied certification or revocation of same, upon discovery.
- B. I acknowledge the right of CCB, Inc. to verify the information in this application or to seek further information from employers, schools, or persons mentioned within.
- C. I have read, understand, and agree to act in accordance with the Connecticut Certification Board's (CCB) **Code of Ethical Conduct (2010)** and the CCB's **Code of Ethical Conduct – Disciplinary Procedures (2010)** available on the CCB's website at www.ctcertboard.org
- D. I will hold CCB, Inc., its Board members, officers, agents, and staff free from any civil liability for damages or complaints by reason of any action that is within their scope and arising out of the performance of their duties which they, or any of them, may take in connection with any examination, and/or failure of the Board to bestow upon me certification with the CCB, the IC&RC, CT Department of Public Health or any other entity.
- E. I understand that upon acceptance of my application, additional fees may be due and payable including exam fees, recertification fees, etc and that all CCB fees are non-refundable without exception.

Print Name: _____ Date: _____

Signature: _____

Authorization to Obtain Information

I hereby authorize the CCB to request and receive all records and/or information in any way relating to my application for a CCB credential. I understand that this includes, but is not limited to, verbal or written contacts with my employer(s), colleagues, academic and training institutions, and/or other persons or organizations having pertinent information related to the review of my application. This is a waiver of my privilege that may otherwise exist in respect to the disclosure of such information. I understand that this authorization will expire one year after certification lapses or when my certification expires, once CCB is notified of my intent not to recertify. I further understand that the status of any CCB credential is public record and may be shared by CCB and is available on the CCB website, including effective date, expiration date and certification type. I further understand that if my CCB credential is sanctioned in any way including revocation or suspension that this information is public.

Print Name: _____ Date: _____

Signature: _____