Real example: how I filled the MHACBO CADC continuing education log

Eric Richers, LPC, CADC III · [practice name], Eugene, Oregon · solo telehealth counseling practice

Recreated from my own filing, redacted. Bracketed values are placeholders. Get the current blank form from MHACBO (the renewal form downloads from the certification portal) at https://www.mhacbo.org/en/.

What to notice

Payer applications ask you to attest to continuing education, and the OPCA has a whole section for it, so the log you keep for the certification board is the log you will reuse. The form wants 40 clock hours per cycle with two minimums inside it: six hours of ethics and two of suicide prevention, and it caps general behavioral-health hours at twenty, so at least twenty must be alcohol-and-drug specific.

Most of my hours came in one December stretch three months before the March expiration. It worked, and I would not do it that way again: the certificates have to be attached one by one, and an employer's training transcript only counts for the courses that carry CE credit. Log each course the week you finish it.

Summary

Name	Eric Richers
Date	12/22/2024
Certification expiration date	03/13/2025
Ethics education (minimum 6 hours)	7 submitted
Suicide prevention (minimum 2 hours)	3.25 submitted
Additional education (minimum 20 hours in Category I)	33 submitted
Total hours (40 required)	more than 43

Courses attached

Course	Provider	Hours	Completed	Counted as
Ethics and Boundary Issues	CE4Less (NAADAC approved)	5	12/19/2024	Ethics
ACA Code of Ethics 2014	CE4Less	2	12/19/2024	Ethics
Counseling on Access to Lethal Means	employer training transcript	2.25	02/2024	Suicide prevention
Additional suicide-prevention training	employer training transcript	1	2024	Suicide prevention
Intimate Partner Violence	CE4Less	9	12/22/2024	Category I
Clinical Supervision and Professional Development of the SUD Counselor	CE4Less	6	12/22/2024	Category I
Clinical Psychopharmacology Made Ridiculously Simple	CE4Less	5	12/19/2024	Category I
Mindfulness Interventions in Clinical Practice	CE4Less	4	12/22/2024	Category II

Course	Provider	Hours	Completed	Counted as
Substance Use Disorder Treatment: Family and Organizational Cultures	CE4Less	3	12/22/2024	Category I
Substance Misuse Prevention Programs and Policies	CE4Less	3	12/19/2024	Category I
Fetal Alcohol Syndrome: Identification, Prevention, and Intervention	CE4Less	2	12/22/2024	Category I
Marijuana Overview	CE4Less	1	12/22/2024	Category I

Category I is alcohol and drug counseling education; Category II is general counseling education, capped at twenty hours. The board decides which column a course lands in; I have shown my own reading of it.