



The Colorado Certification Educational Requirements Tracking System

CAC Student Fact Sheet

As of January 1, 2018, all persons pursuing CAC certifications in the State of Colorado are required to participate in the Colorado Certification Educational Requirements Tracking System (CERTS).

Q. What is CERTS?

A. The Colorado Certification Educational Requirements Tracking System (CERTS) is an online software application contracted by the State of Colorado to track the successful completion of Certified Addiction Counselor (CAC) training courses. CERTS essentially maintains a transcript for every registered student. As of January 1st, 2018, the State will exclusively use CERTS to verify required course completion for CAC certifications.

Q. How does CERTS track my progress?

A. Registered trainers submit course reports that show all students who have completed a course. These results will appear in your CERTS account immediately upon submission. Be sure to present your CERTS ID to every course trainer to make sure your courses are properly credited to you.

Q. Is there a fee to use CERTS?

A. An initial registration fee is required. Your registration fee covers tracking for all of the training courses specific to a CAC level. Tracking for additional CAC level courses may be purchased for an additional fee either at the time of registration or at any point in the future.

Q. How can I pay the fee if I don't have a credit/debit card or bank account?

A. You can pay for your CERTS tracking fee using a Visa, Mastercard, Discover, or American Express gift card that you can purchase at most grocery and department stores.

Q. How do I register with CERTS?

A. Go to <https://www.colorado-certs.com/> and click the "Register" button.

Q. Do I have to register with CERTS before I take CAC courses?

A. Whether or not CERTS registration is required prior to taking a course is at the discretion of course trainers. **However, you cannot receive credit for the course until you register with CERTS, and even after registration you may have to submit a missing credit request to the State to receive credit. Incomplete transcripts may cause delays in certification approval.**

Q. How will I receive credit for courses I had taken prior to registering?

A. If any course taken prior to registration does not appear on your transcript, you can submit a missing credit request to the State to have the course put on your transcript. **Note that all required coursework must show on your transcript with a passing grade when you apply for certification or your application will be denied.**

Q. Will CERTS affect how I manage course requirements?

A. In your CERTS account you can see at a glance what courses you have taken and what courses you may still need to take to satisfy certification course requirements. You will no longer need to maintain paper certificates or submit them to the State when you apply. **You should keep any certificates of courses taken prior to registering with CERTS as evidence of course completion.**