



CALIFORNIA CERTIFICATION BOARD OF ALCOHOL & DRUG COUNSELORS

REGISTERED RECOVERY WORKER, RRW  
APPLICATION/PACKET

MS/MR (Circle one) NAME \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

EMPLOYER'S NAME \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

Have you ever been certified, registered or licensed in any profession? \_\_\_ Yes \_\_\_ No

If yes, please indicate where and when you were certified, registered or licensed and the status of such:

\_\_\_\_\_

**► Applicants (new and renewals) must mail in a completed original RRW application/packet, failure to do so will result in a delay in the processing of your application/packet. Faxed copies will not be accepted. The application/packet review takes approximately 30 days from the receipt of original RRW application/packet.**

- A. \_\_\_\_\_ Completed original RRW Application
- B. \_\_\_\_\_ Fee of \$40.00 (annually)
- C. \_\_\_\_\_ A signed Employment letter on letter head from your employer verifying employment or a letter from you stating that you are seeking employment if you are not currently employed
- D. \_\_\_\_\_ Signed and dated RRW Code of Ethics (return all pages)
- E. \_\_\_\_\_ Signed and dated RRW Scope of Practice (return all pages)

**METHOD OF PAYMENT:**

1. \_\_\_ Check \_\_\_ Money Order (Mail with fee to: CAADAC, 3400 Bradshaw Rd., Ste. A-5, Sacramento, CA 95827)

2. \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Amex \_\_\_ Discover (Mail to address above)

**\*Please note that faxed payments are no longer accepted, no exception. Submit payment with the original application/packet.**

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ 3 or 4 digit Security Code on Back \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Signature \_\_\_\_\_

Billing address for card: \_\_\_\_\_

**CALIFORNIA CERTIFICATION BOARD OF  
ALCOHOL & DRUG COUNSELORS (CCBADC)**

**REGISTERED RECOVERY WORKER**

**CODE OF ETHICS**

**Principle 1: Non-discrimination**

The Registered Recovery Worker should not discriminate against clients or professionals based upon race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

**Principle 2: Responsibility**

The Registered Recovery Worker should embrace objectivity and integrity, and maintain the highest standards in the services the Recovery Worker renders.

- a. The Registered Recovery Worker should recognize the Recovery Worker's primary obligation is to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b. The Registered Recovery Worker should accept the challenges and responsibilities deriving from the Recovery Worker's duties.
- c. The Registered Recovery Worker who supervises others accepts the obligation to facilitate further development of these individuals by providing accurate and current information.

**Principle 3: Competence**

The Registered Recovery Worker should recognize that the Addictions field is founded on national and international standards of competence which promote the best interests of society, of the client, of the Recovery Worker and of the field as a whole. The Recovery Worker should recognize the need for ongoing education and/or training as a component of professional growth.

- a. The Registered Recovery Worker should prevent unqualified and unauthorized persons from using false certifications or registry.
- b. The Registered Recovery Worker who is aware of unethical conduct or of unprofessional modes of practice should report such violations to the appropriate licensing, certifying, and/or registering authority.
- c. The Registered Recovery Worker should recognize boundaries and limitations of the Recovery Worker and not be involved in services outside of their assigned job description.
- d. The Registered Recovery Worker should recognize the effect of personal impairment on their performance and should be willing to seek appropriate treatment for oneself or for a colleague. The Recovery Worker should support peer assistance programs in this respect.

**Principle 4: Legal Standards and Moral Standards**

The Registered Recovery Worker should uphold the legal and accepted moral codes, which pertain to ethical conduct.

- a. The Registered Recovery Worker should not claim directly or by implication, professional qualifications/affiliations that the Recovery Worker does not possess.
- b. The Registered Recovery Worker should not use the affiliation with the California Association of Alcoholism and Drug Abuse Counselors for purposes that are not consistent with the stated purposes of the Association or their particular registration.

- c. The Registered Recovery Worker should not associate with or permit the Recovery Worker's name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The Registered Recovery Worker associated with the development or promotion of books or other products offered for commercial sale should be responsible for ensuring that such books or products are presented in a professional and factual way.

#### **Principle 5: Public Statements**

The Registered Recovery Worker should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The Registered Recovery Worker who represents the field of addictions to the general public should report fairly and accurately in all applicable areas and represent a healthy role model.
- b. The Registered Recovery Worker who may conduct training should indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

#### **Principle 6: Publication Credit**

The Registered Recovery Worker should assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The Registered Recovery Worker should recognize joint authorship, major contributions of a professional character made by several persons to a common project. The author who has made the principle contribution to a publication should be identified as the first listed.
- b. The Registered Recovery Worker should acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c. The Registered Recovery Worker should acknowledge any information, through specific citations, unpublished, as well as published material, that has directly influenced the research or writing.
- d. The Registered Recovery Worker who compiles and edits for publication the contributions of others should list oneself as editor, along with the names of those who have contributed.

#### **Principle 7: Client Welfare**

The Registered Recovery Worker should respect the integrity and protect the welfare of the person or group with whom the Recovery Worker is working.

- a. The Registered Recovery Worker should define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The Registered Recovery Worker, in the presence of professional conflict should be concerned primarily with the welfare of the client.
- c. The Registered Recovery Worker should terminate any interactions with a client when it is reasonably clear that the client is not benefiting from it.
- d. The Registered Recovery Worker, in referral cases, should assume the responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the Recovery Worker should carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and should act in the best interest of the client.
- e. The Registered Recovery Worker who asks a client to reveal personal information from other professionals or allows information to be divulged should inform the client of the nature of such transactions. The information released or obtained with informed consent should be used for expressed purposes only.
- f. The Registered Recovery Worker should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The Registered Recovery Worker should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the Recovery Worker and the profession from censure.

- h . The Registered Recovery Worker should collaborate with other health care professional(s) in providing a supportive environment for the client who may be receiving prescribed medications.

### **Principle 8: Confidentiality**

The Registered Recovery Worker should embrace, as a primary obligation, the duty of protecting the privacy of clients and should not disclose confidential information acquired, in teaching, practice or investigation.

- a. The Registered Recovery Worker should inform the client and obtain agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and observation of an interview by another person.
- b. The Registered Recovery Worker should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The Registered Recovery Worker should reveal information received in confidence only when there is clear and imminent danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d. The Registered Recovery Worker should discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for purposes clearly concerned with the case. Written and oral reports should present only data germane to the purpose of the evaluation and every effort should be made to avoid undue invasion of privacy.

### **Principle 9: Client Relationships**

The Registered Recovery Worker should inform the prospective client of the important aspects of the potential relationship.

- a. The Registered Recovery Worker should inform the designated guardian or responsible person of the circumstances, which may influence the relationship, when the client is a minor or incompetent.
- b. The Registered Recovery Worker should not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The Registered Recovery Worker should not engage in any type of sexual activity with a client.
- d. The Registered Recovery Worker shall not accept as clients anyone with whom they have engaged in sexual behavior.

### **Principle 10: Interprofessional Relationships**

The Registered Recovery Worker should treat colleagues with respect, courtesy and fairness, and should afford the same professional courtesy to other professionals.

- a. The Registered Recovery Worker should not offer professional services to a client in counseling with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.
- b. The Registered Recovery Worker should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The Registered Recovery Worker shall not in any way exploit relationships with employees, students, research participants or volunteers.

### **Principle 11: Remuneration**

The Registered Recovery Worker should establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the Recovery Worker and of the profession.

- a. The Registered Recovery Worker shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The Registered Recovery Worker should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The Recovery Worker should not engage in fee splitting.
- c. The Registered Recovery Worker should not use their relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- d. The Registered Recovery Worker should not accept a private fee or any other gift or gratuity for work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its client by members of its staff, and in such instances the client must be fully apprised of all policies affecting the client.

**Principle 12: Societal Obligations**

The Registered Recovery Worker should advocate for changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The Registered Recovery Worker should adopt a personal and professional stance, which promotes the well being of all human beings. CCBADC Registered Recovery Workers dedicate themselves to promote the best interests of their society, of their clients, of their field, and of their colleagues.

*The undersigned hereby understands and agrees to comply with the code of ethics as outlined in this document. \*\*The undersigned also agrees to abide by the California Department of Alcohol and Drug Program Administrations Code of Conduct outlined in Chapter 8; Subchapter 3, Section 13060. The undersigned also understands and consents to the release of information pertaining to any ethical violation(s) and/or sanctions as part of the process of becoming a CAADAC member, registrant, or a certificant. The information may be disclosed to the California Alcohol/Drug Program Administration and to the California state-approved certification bodies. I agree to cooperate with complaint investigations and supply information requested during complaint investigations unless such disclosure of information would violate the confidentiality requirements of Subpart 2, Title 42, Code of Federal Regulations.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

\*\*Applies to those employed by CA state licensed and/or certified agencies only.  
Revised 3/8/06 rm

**CALIFORNIA CERTIFICATION BOARD OF  
ALCOHOL & DRUG COUNSELORS (CCBADDC)**

**REGISTERED RECOVERY WORKER**

# **SCOPE OF PRACTICE**

## **PURPOSE**

- A. To assure a consistent standard of quality education, training and experience for the Registered Recovery Worker (RRW.)
- B. Registration is necessary to safeguard the public health, safety, and welfare, and to protect the public from unauthorized service delivery by unqualified alcohol and drug service providers and unprofessional contact by alcohol and drug service requirements.

## **REQUIREMENTS**

- A. Competency requirements shall include the below listed functions taken from TAP 21 as listed below:
  - ◆ Screening
  - ◆ Intake
  - ◆ Orientation
  - ◆ Referral
  - ◆ Consultation
  - ◆ Case Management
  - ◆ Crisis Intervention
  - ◆ Client, Family & Community Education
  - ◆ Report & Record Keeping
- B. The Registered Recovery Worker, as previously described, must renew registration annually by meeting the following criteria:
  1. Documentation at a minimum of ten (10) contact hours of Personal Development skills.
  2. Will ascribe to the RRW Code of Ethics and the RRW Scope of Practice at each registration renewal period.
  3. The Registered Recovery Worker is required to become certified as an Alcohol and Drug Counselor within 5 years of the date of the initial registration as an RRW.

## **ROLE OF THE REGISTERED RECOVERY WORKER**

**Under general supervision of appropriately qualified staff, the Registered Recovery Worker shall:**

- A. Assist and support clients with alcohol/drug abuse or dependence, their family members and others to:
  - 1. attain and maintain abstinence as appropriate,
  - 2. develop a program tailored to the individual in support of a recovery process,
  - 3. affect an improved quality of living.

**Under general supervision of appropriately qualified staff, the Registered Recovery Worker shall;**

- B. Provide quality assistance and support for clients with alcohol/drug abuse or dependence, their family members and others by the following means:
  - 1. providing current and accurate information and education on the disease of alcoholism and other drug dependency issues and recovery processes,
  - 2. assisting in identifying and understanding the defense mechanisms that support addiction,
  - 3. facilitating in self-exploration the consequences of alcoholism and other drug dependence,
  - 4. utilizing the skills and knowledge in screening, intake, orientation, referral, consultation, case management, crisis intervention, client, family & community education, and report & record keeping,
  - 5. assisting in relapse prevention planning and recognizing relapse symptoms and behavior patterns,
  - 6. providing current and accurate information and education to identify and understand the roles of family members and others in the alcoholism/drug dependency system,
  - 7. educating on how self-help groups, such as Alcoholics Anonymous, Al-Anon, Women for Sobriety, Narcotics Anonymous, Secular Organization for Sobriety, Co-dependents Anonymous, etc., complement alcoholism/drug addiction or dependency treatment as well as the unique role of each in the recovery process,
  - 8. assisting clients in establishing life management skills to support a recovery process,
  - 9. facilitating problem solving and the development of alternatives to alcohol/drug use or abuse and related problems of family members and others,
  - 10. utilizing the appropriate skills to assist in developing sobriety life management and communication skills that support recovery, including:

Active Listening	Intervention	Leading	Confrontation
Summarizing	Feedback	Reflection	Concreteness
Empathy	Education		
  - 11. Maintaining appropriate records in a confidential manner,

12. Providing all services in accordance with the Registering Authority (California Certification Board for Alcohol and Drug Abuse Counselors) signed Code of Ethics and Scope of Practice for Registered Recovery Workers.
- C. Providing support as part of a treatment team and referring clients, family members and others to other appropriate health professionals as needed.

### **SETTING FOR DELIVERY OF SERVICES**

- A. The Registered Recovery Worker may provide the identified services to individuals with alcohol/drug addiction or dependence, their family members and others in:
  1. hospitals,
  2. agencies,
  3. other facilities where alcohol and/or drug services are delivered.

### **DEFINITIONS**

- A. The RRW is a person who must be in the process of becoming certified and has five years from the date of registering with the Certifying Organization (CCBADC) received the required education which encompasses a competency-based core of knowledge and skills to assist alcohol/drug-affected persons, as well as those affected by the alcohol/drug affected person.

### **NON-APPLICATION**

- A. Nothing in this Scope of Practice shall be construed to constrict or limit the practice of any other professional licensed by the State of California under the Medical Practice Act, the Social Work Licensing Law, the Nursing Practice Act, the Psychology Licensing Act, or the Marriage, Family and Child Counselors Licensing Law.
- B. Nor shall the Scope of Practice apply to any priest, rabbi, or minister of the gospel of any religious denomination when performing counseling services as a part of his or her pastoral or professional duties, or to any person who is admitted to practice law in the state, or who is licensed to practice medicine, when providing counseling services as part of his/her professional practice.
- C. Nor shall this Scope of Practice apply to an employee of a governmental entity or of a school, college, or university or of an institution both non-profit and charitable if his/her practice is performed solely under the supervision of the entity, school or organization by which he/she is employed, and if he/she performs such functions as part of the position for which he/she is employed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_