



CALIFORNIA CERTIFICATION BOARD OF ALCOHOL & DRUG COUNSELORS

REGISTERED STUDENT, RS  
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 RS 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 RS application/packet.**

- A. \_\_\_\_\_ Completed original RS Application
- B. \_\_\_\_\_ Fee of \$40.00 (annually)
- C. \_\_\_\_\_ **CURRENT** proof of enrollment
- D. \_\_\_\_\_ Signed and dated **RS Code of Ethics** (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 STUDENT

### CODE OF ETHICS

#### **Principle 1: Non-discrimination**

The REGISTERED STUDENT 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 STUDENT should embrace objectivity and integrity, and maintain the highest standards in the services the Registered Student renders.

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

#### **Principle 3: Competence**

The REGISTERED STUDENT 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 Registered Student and of the field as a whole. The Registered Student should recognize the need for ongoing education and/or training as a component of professional growth.

- a. The REGISTERED STUDENT should prevent unqualified and unauthorized persons from using false certifications or registry.
- b. The REGISTERED STUDENT 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 STUDENT should recognize boundaries and limitations of the Registered Student and not be involved in services outside of their assigned job description.
- d. The REGISTERED STUDENT 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 Registered Student should support peer assistance programs in this respect.

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

The REGISTERED STUDENT should uphold the legal and accepted moral codes, which pertain to ethical conduct.

- a. The REGISTERED STUDENT should not claim directly or by implication, professional qualifications/affiliations that the Registered Student does not possess.
- b. The REGISTERED STUDENT 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 STUDENT should not associate with or permit the Registered Student's name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. The REGISTERED STUDENT 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 STUDENT should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The REGISTERED STUDENT 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 STUDENT 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 STUDENT 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 STUDENT 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 STUDENT 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 STUDENT should acknowledge any information, through specific citations, unpublished, as well as published material, that has directly influenced the research or writing.
- d. The REGISTERED STUDENT 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 STUDENT should respect the integrity and protect the welfare of the person or group with whom the Registered Student is working.

- a. The REGISTERED STUDENT 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 STUDENT, in the presence of professional conflict should be concerned primarily with the welfare of the client.
- c. The REGISTERED STUDENT should terminate any interactions with a client when it is reasonably clear that the client is not benefiting from it.
- d. The REGISTERED STUDENT, 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 Registered Student 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 STUDENT 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 STUDENT should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.

- g . The REGISTERED STUDENT should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the Registered Student and the profession from censure.
- h . The REGISTERED STUDENT 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 STUDENT 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 STUDENT 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 STUDENT should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The REGISTERED STUDENT 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 STUDENT 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 STUDENT should inform the prospective client of the important aspects of the potential relationship.

- a. The REGISTERED STUDENT 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 STUDENT 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 STUDENT should not engage in any type of sexual activity with a client.
- d. The REGISTERED STUDENT shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Inter-professional Relationships**

The REGISTERED STUDENT should treat colleagues with respect, courtesy and fairness, and should afford the same professional courtesy to other professionals.

- a. The REGISTERED STUDENT 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 STUDENT should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The REGISTERED STUDENT shall not in any way exploit relationships with employees, students, research participants or volunteers.

**Principle 11: Remuneration**

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

- a. The REGISTERED STUDENT 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 STUDENT should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The Registered Student should not engage in fee splitting.
- c. The REGISTERED STUDENT 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 STUDENT 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 STUDENT 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 STUDENT should adopt a personal and professional stance, which promotes the well being of all human beings. CCBADC REGISTERED STUDENTS 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 3/8/07 rm