

# CERTIFICATION EXAMINING BOARD OF LASACT, INC.

P.O. Box 80235 \* Baton Rouge, LA 70898-0235

Phone: 225.766.2992 \* Fax: 225.766.8552 \* e-mail: [ceb@lasact.org](mailto:ceb@lasact.org) Website: [www.lasact.org](http://www.lasact.org)

December 6, 2017

## Dear AADC Certificate Holder:

Your Advanced Alcohol and Drug Counselor (AADC) expires on February 3, 2018. Attached are the necessary re-certification documents to renew your credential for a two-year period--until February 3, 2020:

- (1) Re-certification Requirements
- (2) Re-certification Application Form
- (3) Education Summary Form (AADCs only need to submit a current LAC card for CEH verification—see explanation below\*)
- (4) Order Form for receiving an IC&RC Official Certificate (Optional)

If you are not currently a member of LASACT and join at the time you submit your re-certification application, you may pay the member rate to recertify. You can find a LASACT membership form on our webpage at [www.lasact.org](http://www.lasact.org) under the LASACT tab. In addition to the discounted recertification fee, you are also entitled to discounts on all of our educational offerings including our Annual Conference.

A generic IC&RC certificate is issued at no charge to you at the time of your renewal . You will now be able to reciprocity your credential(s) to another state that IC&RC recognizes. Also, you have the option of ordering an official international certificate (see attached form) which includes your certification number for a fee of \$25.00 for each certificate ordered.

Read all attached documents thoroughly and carefully so you will know exactly what you need to do to re-certify.

\*For your AADC renewal, a copy of your LAC card showing an expiration date of December 31, 2019 will suffice to verify the CEH's. However, should you also be renewing your CCDP, CCJP or CCDP-D, you should pay particular attention to the information about the continuing education hours that are required. **The hours must be in integrated services, dual diagnosis, and/or co-occurring disorders. Nothing else will be accepted.**

If your job and/or salary require recertification exactly on February 3, 2018, please submit your application to us by January 15, 2018 with a note requesting that we expedite processing for your work requirement. Otherwise, processing of recertifications requires at least 30 working days.

Sincerely,

*Janice Rebstock*

Janice Rebstock  
CEB Chairman

JR:dcs

Attachments

## AADC Recertification Requirements

Expiring 2/3/2018

### Two Year Certification

(Renews Until 2/3/2020)

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**AADC:** If renewing at the same time as your CCDP-D, you need only to complete the combined application form and to include the appropriate fee. We will copy your application form and ADRA card to associate with your AADC file.

**CCDP/CCJP/CCDP-D:** After the initial certification period, renewal of the CCDP-D is required every two years. **During each two-year cycle, recertification will require 40 hours of continuing education specific to integrated/co-occurring treatment services education/training (addiction with another mental health co-occurring topic).** An accepted co-occurring education unit is one that addresses treatment of a client that suffers with substance abuse disorder and another simultaneous problem which impacts mental health. You will typically find these hours with titles of the course as Dual Diagnosis, Co-occurring, Integrated Care or Mental Health with Substance Abuse. In-service hours will not be allowed.

In-service hours will **not** be allowed.

1. Hours may be accrued up to 90 days preceding the certification cycle, if not used for the previous certification. If you have all of the necessary continuing education hours but miss the deadline for submission of your application for recertification, you have a 90-day grace period within which you may submit your application with a late fee.
2. If you do not have all of the necessary continuing education hours, your certification will lapse; however, you have one year from your expiration date within which to recertify by acquiring the needed hours plus prorated hours calculated at 1.67 hours per month from the expiration date to the date you submit your recertification application. You may contact us at [ceb@lasact.org](mailto:ceb@lasact.org) for assistance in calculating your hours and additional fees.

Co-occurring Education Hours are offered at the Summer LASACT Conference each year. In addition, on the LASACT webpage [www.lasact.org](http://www.lasact.org) under the tab to "Education Opportunities" there is a link to the Distance Learning Center for Addiction Studies (DLCAS) which offers online courses in co-occurring disorder and integrated services that meet this requirement. Of course, you may take advantage of any other options available to you for integrated/co-occurring treatment services education/training.

An Applicant for a two-year recertification should submit the following documents and fees.

1. Application Form that LASACT will provide and that will be posted on web site [www.lasact.org](http://www.lasact.org)
2. Signed Code of Ethics Statement on bottom of Application Form.
3. Copy of current ADRA card or other "right-to-practice" card.
4. For CCDP/CCJP or CCDP-D: **Documentation of 40 hours of continuing education specific to integrated/co-occurring treatment services during the two year certification period;**
5. **Appropriate Fee determined from the following Fee Schedule:**

**If renewing only the AADC for a 2-year period:** (Convenience Fees Apply to Credit Card and Pay Pal Payments)

- LASACT members – send \$ 120
- Non-members – send \$ 180

- \$50 late fee per application is required if application is sent after the expiration date.

- \$25 fee for each Official International Certificate ordered (OPTIONAL)

**All fees are non-refundable.** You have a 90-day grace period to get the required materials in with the late fee; however, education hours may not be acquired during this period.

**Certification Renewal Notices may also be sent out by e-mail. Please notify us of any changes to your e-mail address**

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## APPLICATION FOR RECERTIFICATION

**2-YEAR PERIOD**—Expires February 3, 2018

**ADVANCED ALCOHOL AND DRUG COUNSELOR** (Until February 3, 2020)

Name to appear on certificate(s) \_\_\_\_\_

Please Print Clearly

Address: \_\_\_\_\_

Street/Apt. #/ P.O. Box

City

State

ZIP

Phone: W \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employers Address: \_\_\_\_\_

City

State

ZIP

### Required Enclosures - check applicable statement:

\_\_\_\_\_ Copy of **current ADRA Credentialing** Card or other masters level credentialing card showing expiration date of 12/31/2019. *Your AADC renewal **cannot** be processed until we receive a copy of your card verifying that you hold a current and valid right to practice credential. **Do not send** your current AADC card.*

### Payment Options: Check applicable item

\_\_\_\_\_ Online at [www.lasact.org](http://www.lasact.org) using PayPal **AND** fax application form to 225.766.8552. If a late fee is required, a separate PayPal payment must be made.

\_\_\_\_\_ Check or Money Order for re-certification fee in the amount of \$ \_\_\_\_\_ Make check payable to LASACT/CEB.

\_\_\_\_\_ Mail to P.O. Box 80235, Baton Rouge, LA 70898-0235 **AND** attach required forms

\_\_\_\_\_ Payment by Credit Card (use the form below or call information in to 225.766.2992 **AND** fax the required forms to 225.766.8552) or pay with Pay Pal by accessing [www.lasact.org](http://www.lasact.org) / [Credentialing](#) tab.

### If renewing the AADC for a 2-year period: (Convenience Fees Apply to Credit Card / Pay Pal Payments)

\_\_\_\_\_ LASACT members – send \$ 120

\_\_\_\_\_ Non-members – send \$ 180

\_\_\_\_\_ \$ 50 Late fee for each certificate renewal submitted/postmarked after February 3, 2018

\_\_\_\_\_ \$ 25 Charge for each Official International Certificate(s) Ordered (Optional)

Signature below denotes that applicant:

**is currently active in the field of alcohol and substance abuse; is free of any ethical or malpractice violation; ACCEPTS ALL OF THE PRINCIPLES OF THE ADRA CODE OF ETHICS AND DISCIPLINARY PROCEDURE. Applicant understands that the AADC certificate is not a substitute or a replacement for the ADRA credential and therefore is NOT a license with which to practice substance abuse counseling.**

Print Name Here \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Rev 12/2017

**THIS FORM AND OTHER REQUIRED INFORMATION MUST BE POSTMARKED BY 2/3/2018 TO AVOID THE \$50 LATE FEE.**

### IF PAYING WITH CREDIT CARD:

NAME ON CARD: \_\_\_\_\_

EXPIRE

DATE: \_\_\_\_\_

CARD #: \_\_\_\_\_ SECURITY CODE : \_\_\_\_\_ BILLING ZIP: \_\_\_\_\_

**Certification Examining Board of LASACT**  
**SUMMARY OF CONTINUING EDUCATION FOR RENEWAL**  
**2 YEAR CERTIFICATION**

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

Dates to be covered 2/3/2016 - 2/3/2018

**Continuing Education Requirement: 40 hours in integrated services / co-occurring disorders / dual diagnosis between the dates of 2/3/2016 and 2/3/2018. (AADC's do not need to complete this form)**

Date	Provider	Title	# Hours
<b>Total Hours</b>			

Make extra copies as needed.

**Instructions:**

- ✓ Enter only one educational event per row.
- ✓ Provide the information requested in each column for each educational event.
- ✓ Number of hours must total a minimum of 40 for the period 2/3/2016 to 2/3/2018.
- ✓ Attach a copy of a certificate for each educational event listed. **Certificates must show** the provider, date(s), title of event, speaker/presenter, number of contact hours completed, and your name. Certificates without this information will be rejected. Title of educational event must indicate clearly that it is related to integrated services and/or co-occurring disorders.
- ✓ If college or university credit was given, hours are determined at the rate of 15 clock hours per semester credit hour.

**THIS FORM MUST BE COMPLETED. MAKE EXTRA COPIES IF NECESSARY. DO NOT WRITE ON THE BACK. ALSO, SIMPLY SAYING "CERTIFICATES ATTACHED" IS NOT ACCEPTABLE**

# **ADVANCED ALCOHOL AND DRUG COUNSELOR (AADC)**

## **CODE OF ETHICAL CONDUCT**

**(Please keep these pages for your files)**

**(By Signing the Bottom of Application Form Verifies that  
you have read the Code of Ethics.)**

## Code of Ethical Conduct

### UNLAWFUL CONDUCT

Rule 1.1 A certified professional shall not be convicted for any misdemeanor or felony relating to his/her ability to provide substance abuse and other behavioral health services as determined by CEB or licensing board

Rule 1.2 A certified professional shall not be convicted of any crime that involves the 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 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 within a two period after the professional relationship ends because of the risk of potential harm to the client.

Rule 2.4 A certified professional shall not provide clinical services to individuals with whom he/she has had a prior sexual relationship.

### FRAUD-RELATED CONDUCT

Rule 3.1 A certified professional shall not:

- present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
- prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
- 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;
- seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 A certified professional 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, plagiarism of application and re-certification materials, or the falsification of references.

Rule 3.3 A certified professional 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 he/she is 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 his/her 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 his/her 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. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct

## EXPLOITATION OF CLIENTS

Rule 4.1 A certified professional shall not develop, implement, 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 a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.

Rule 4.4 A certified professional shall not promote to a client for his/her personal gain any treatment, procedure, product, or service.

Rule 4.5 A certified professional shall not ask for nor accept gifts or favors from clients and/or family members of client.

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 who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with his/her professional functioning shall be in violation of this rule. Where any such conditions exist and impede his/her ability to function competently, a certified professional must request inactive status of his/her CEB certificate for medical reasons for as long as necessary.

Rule 5.3 A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.

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

Rule 5.5 A certified professional shall not perform services outside of his/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 A 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.

Rule 5.8 A certified professional shall not discontinue professional services to a client nor abandon a client without facilitating an appropriate closure of professional services for the client.

Rule 5.9 A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond his/her 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 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 child abuse reporters.

## RECORD KEEPING

Rule 7.1 A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into clients' records.

## 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.

## 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:

- I. not make a false statement to the CEB 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 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 CEB investigation or disciplinary proceeding. Failure or unwillingness to cooperate in the CEB 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 CEB, which he/she knows or should have known, is false or misleading.

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

# LASACT

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## OFFICIAL IC&RC CERTIFICATE REQUEST

*(Please Note: A GENERIC Certificate was included in your Renewal Packet)*

Date of Request: \_\_\_\_\_

**LASACT Credential held:**

AADC -----ICAADC

NAME TO APPEAR ON IC&RC CERTIFICATE \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Method of Payment:    Check \_\_\_\_\_            Money Order \_\_\_\_\_            Pay Pal \_\_\_\_\_  
(Check One)            Credit Card \_\_\_\_\_            Other \_\_\_\_\_

Amount of Payment (\$25 for each certificate)    \$ \_\_\_\_\_

If paid by Credit Card: (No convenience fees are assessed)

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

Name on Card if Different From Above: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Delivery Zip Code if Different from Above: \_\_\_\_\_

.....  
For Office Use:            # for Certificate \_\_\_\_\_            Date Credential Issued \_\_\_\_\_

Date Mailed/File Updated: \_\_\_\_\_            Date of Expiration \_\_\_\_\_

IC&RC Notified \_\_\_\_\_