

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 Website: www.lasact.org

TWO YEAR RENEWAL for MORE THAN ONE CREDENTIAL

November 15, 2018

Dear Those That Hold More than One Certificate for a Two-Year renewal:

Your Advanced Alcohol and Drug Counselor (AADC), Certified Co-occurring Disorder Professional-Diplomate (CCDP-D), Certified Co-occurring Disorder Professional (CCDP), and/or Certified Criminal Justice Professional (CCJP) certificate(s) expire February 3, 2019. Attached are the necessary re-certification documents needed to renew your credentials for a two-year period, until February 3, 2021:

- (1) Re-certification Requirements
- (2) Re-certification Application Form
- (3) Education Summary Form
- (4) Code of Ethics

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 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 credentials to another state that IC&RC recognizes. Also, you have the *option* of ordering an official international certificate for a fee of \$25.00 for each certificate ordered (see attached form). This certificate will include your certification number whereas the generic certificate does not have this displayed.

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

Again, please 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.**

Sincerely,

Janice Rebstock

Janice Rebstock
CEB Chairman

JR:dcs

Attachments

Recertification Requirements (Page 2)
Application For Recertification (Page 3)
Summary of Continuing Education Hours (Page 4)
Code of Ethics (Page 5)
IC&RC Official Certificate Request Form (Page 10)

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Recertification Requirements WHEN RENEWING MORE THAN ONE CREDENTIAL Two-Year Certification

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 and also a copy of your ADRA practice credential card.

CCDP-D/CCDP/CCJP: 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 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 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.
2. Signed Code of Ethics Statement located at the bottom of the APPLICATION Form.
3. Copy of current ADRA card or other "right-to-practice" card.
4. For CCDP-D only: **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:**

RENEWING ONE OR MORE CREDENTIAL FOR A 2-YEAR PERIOD:

(Convenience Fees Apply to Credit Card and Pay Pal Payments)

- \$150 to cover all certificates for LASACT member
- \$305 to cover all certificates for Non-members
- \$ 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 for a 2-YEAR PERIOD ***FOR THOSE HOLDING MORE THAN ONE CREDENTIAL***

February 3, 2019

Expiration Date

Name to appear on certificates: _____

Please Print Clearly

Address: _____

Street/Apt. #/ P.O. Box

City

State

ZIP

Phone: W _____ Cell _____ E-mail _____

Please Print Clearly

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 an expiration date of December 31, 2020. *Your renewals 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/CCDP-D/CCJP/CCDP cards.*

____ Education Summary Form with back-up certificates to verify CEHs for your credentials

Convenience Fees Charged for Pay Pal and Credit Card Payments

-\$10 Fee for charges over \$200

-\$5 Fee for charges under \$200

Payment Options:

(Check applicable item)

____ Online at www.lasact.org using PayPal **AND** fax all renewal materials to 225.766.8552.

____ Payment by Credit Card either mailed **AND/OR** faxed with the required forms to 225.766.8552

____ 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

FOR MORE THAN ONE CREDENTIAL FOR A 2-YEAR PERIOD

(Check Appropriate Item):

____ \$ 150 Current LASACT Member Rate

____ \$ 305 **Non Member Rate**

____ \$ 50 Late fee for **each** certificate renewal submitted after expiration date.

____ \$ 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 and CCDP-D certificates are not a substitute or a replacement for the ADRA credential and therefore are NOT licenses with which to practice substance abuse counseling.

Print Name Here _____ Signature _____

Date _____

Rev 11/2018

THIS FORM AND OTHER REQUIRED INFORMATION MUST BE POSTMARKED BY THE EXPIRATION DATE. REMINDER: IF ALL CEH'S ARE NOT OBTAINED BY THE EXPIRATION DATE, PRO-RATED HOURS MUST BE SUBMITTED WITH LATE FEE.

Credit Card Info: Name on Card: _____ Card# _____
Expiration Date: _____ Security Code: _____ Billing Zip: _____

Certification Examining Board of LASACT
SUMMARY OF CONTINUING EDUCATION FOR *CCDP-D* and *AADC* RENEWAL
2-YEAR CERTIFICATION FOR TWO CREDENTIALS

February 3, 2019

Expiration Date

Name: _____

Continuing Education Requirement: 40 hours in integrated services / co-occurring disorders / dual diagnosis. Dates to be covered are for the two-year period of this certification (February 3, 2017-February 3, 2019).

Date	Provider	Title	# Hours
		Total Hours	

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 two-year period.
- ✓ 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.
- ✓ Hours received up to 90 days preceding this cycle can be used if they were not used in a previous renewal.

THIS FORM MUST BE COMPLETED. MAKE EXTRA COPIES IF NECESSARY. DO NOT WRITE ON THE BACK.
ALSO, SIMPLY SAYING "CERTIFICATE ATTACHED" IS NOT ACCEPTABLE Rev 11/2018

KEEP THESE PAGES FOR YOUR FILES

Code of Ethical Conduct

UNLAWFUL CONDUCT

Rule 1.1 Once certified, a certified professional shall not be convicted for any misdemeanor or felony relating to the individual's **ability** to provide substance abuse and other behavioral health services as determined by CEB.

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 because of the potential harm to the client.

Rule 2.4 A certified professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

FRAUD-RELATED CONDUCT

Rule 3.1 A certified professional shall not:

1. 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;
2. 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
3. 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;
4. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 An individual 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, the plagiarism of application and recertification materials, or the falsification of references.

Rule 3.3 An individual 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 they are 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 their 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 their 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 their 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 their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified professional must request inactive status of their CEB credential 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 their 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** The 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** The certified professional shall not discontinue professional services to a client nor shall they abandon the 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 their 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 the client record.

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:

1. 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 an unwillingness to cooperate in the CEB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.S 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.

