

Application for Certification Upgrade Instructions

CADC, CADC I, CADC II, CAADC:

1. Application Form must be signed and dated and submitted as an original. **Faxed applications are unacceptable!**
 2. Application must include a summary of education as listed on Education Resume.
 3. Upgrade application processing fee is \$25. If applying during current certification cycle, the certification expiration date will remain unchanged.
 4. If applying for CAADC upgrade, applicant is also required to take and pass the IC&RC Advanced Alcohol & Drug Counselor written exam. Instructions will be sent to applicant upon approval of Upgrade Application.
 5. Applicant must be a current and continuous member of MAAP. If membership has expired, contact the office for the amount owed.
 6. No application will be reviewed until all materials have been received in the office. Applicant **will be notified by mail of the decision of the Certification Board.**
 7. Mail original application & copies of supporting documents to MAAP, 4785 Old Canton Road, Jackson, MS 39211. Do not send original certificates!
 8. Keep copies of all submitted materials for your records.
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Application for Certification Upgrade Checklist

- Completed Application Form
- Resume of Work Experience documented
- Completed Education Resume including adequate documentation to support minimum guidelines required
- Official transcripts mailed directly to MAAP from college/university and copy of your diploma.
- Ethics Affirmation signed and dated
- Upgrade Application Processing Fee of \$25 included
- Membership Dues included (if applicable)

Certification Upgrade Application

Name (as it appears on your certificate):

First Middle Initial Last

Last 4 digits of Social Security #: _____ MAAP Certificate #: _____

Home Address: _____
Street Address, including apt. no. if applicable

City, State, ZIP

E-Mail Address: _____

Telephone: () _____ Home () _____ Cell

Employer: _____
Name of Agency Phone Number

Address City, State, Zip

Current certification level: (Circle Appropriate Credential) IC CADC CADC I CADC II

Certification upgrade desired: (Circle Appropriate Credential) CADC CADC I CADC II CAADC

Release

I hereby request that the MAAP Certification Board grant recertification to me based on the following assurances and documentation:

- I subscribe to and commit myself to professional conduct in keeping with the MAAP Ethical Standards of Certified Professionals;
- I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;
- I consent to the release of information contained in my recertification application and any other pertinent data submitted or collected by MAAP to officers, members, and staff of the aforementioned Board;
- I consent to and authorize MAAP to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;
- Allegations of ethical misconduct reported to MAAP before, during, or after application for recertification is made will be investigated by MAAP and could result in the nullification of the application or denial or revocation of certification.

Signature: _____ Date: _____

Resume of Professional Alcohol & Drug Counseling Experience:

CADC credential, you must document 6000 hrs. Supervised work experience,
CADC I, credential, you must document 8000 hrs. Supervised work experience.
CADC II, credential, you must document 10000 hrs. Supervised work experience.

(NOTE: Hours are based upon a 40-hr. work week). If you have held more than one position for the required hours indicated, please duplicate this sheet and provide the requested information for each position.

Applicant Name: _____

1. Name of Employer: _____

a. Employer Address: _____
Number and Street City State Zip

b. Employer Phone: _____

2. Name of Immediate Supervisor: _____

3. Name of Administrative Supervisor: _____

4. Job Title: _____
(Counselor, Intern, Volunteer)

5. Brief Job Description/Duties: _____

6. Dates of Employment: From _____ to _____ for a total of _____ weeks.
Month/Year Month/Year

7. Average Work Hours Weekly (Exclude Overtime/Vacation Hours): _____ Hrs.

8. Total number of weeks _____ X hours per week = _____ (this is the hours worked in the field)

9. Indicate how much of this experience was in Individual, Group and Family Counseling:

Individual: _____ hrs. per week X _____ weeks equals total of _____ hrs.

Group: _____ hrs. per week X _____ weeks equals total of _____ hrs.

Family: _____ hrs. per week X _____ weeks equals total of _____ hrs.

10. Total number of hours spent in providing direct counseling services: _____
(Applicant must spend at least 51% of his/her time providing direct service to the population appropriate to the desired credential.)

Please duplicate this page for each position held.



Education Resume:

For upgrade to CADC I, official transcript showing Bachelor’s degree in Behavioral Science must be submitted. For CADC II, official transcript showing Master’s degree in Behavioral Science must be submitted. Copy of diploma should also be attached to application. For CAADC, official Master’s degree transcript is required and the IC&RC Advanced Alcohol & Drug Counselor written exam must be taken and passed. If you would like to upgrade to CAADC, the Certification Board will notify you of eligibility for the next next scheduled IC&RC AADC written exam upon approval of Upgrade Application.

Applicant Name: _____

Please indicate certification upgrade applied for: ___ CADC ___ CADC I ___ CADC II ___ CAADC

Name of Academic Program	College/University	Degree Earned	Graduation Date

Please duplicate this page if extra space is needed



Ethical Standards of Certified Professionals *(Return this entire document!)*

The Mississippi Association of Addiction Professionals is comprised of Certified Professionals who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession, they assert that the ethical principles of autonomy, beneficence and justice should guide their professional conduct. Certified Professionals dedicate themselves to promote the best interests of their society, of their clients, of their profession, and of their colleagues.

The following codes of ethics set forth the minimum standards of behavior which all Certified Professionals are expected to honor. As a testament to their dedication, applicants must confirm their commitment by signing and returning an affirmation clause as part of their initial application as well as upon each subsequent recertification application.

SPECIFIC PRINCIPLES:

Principle 1--Responsibility to Clients: In their commitment to advancing the welfare of individuals and their families, Certified Professionals should value objectivity and integrity. They should accept the consequences of their work and make every effort to insure that their services are used appropriately.

- A. Certified Professionals should not discriminate against or refuse professional services to anyone on the basis of age, race, religion, national origin, disability, gender, or sexual orientation.
- B. Certified Professionals should avoid exploiting the trust and dependency of their clients and make every effort to avoid dual relationships with clients that would impair professional judgment or increase the risk of exploitation. Examples of such dual relationships include, but are not limited to, business or sexual relationships with clients.
- C. Certified Professionals should not use their professional relationship with clients to further their own interests.
- D. Certified Professionals should continue therapeutic relationships only so long as it is reasonably clear that clients are benefiting from the relationship. They should assist persons in obtaining other therapeutic services if they are unable or unwilling, for appropriate reasons, to see a person who has requested professional help. They should not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of such treatment.

Principle 2--Confidentiality: Certified Professionals have a primary objective to respect the confidentiality of client information. They should reveal information to others only with the written consent of the person or the person's legal representative, except in those unusual circumstances in which not to do so would result in clear danger to the person or to others. Where appropriate, Certified Professionals should inform clients of the legal limits of confidentiality.

- A. Certified Professionals should not disclose client confidences to anyone, except: (1) as mandated by law; (2) to prevent a clear and immediate danger to a person or persons; (3) where the Certified Professional is a defendant in a civil, criminal or disciplinary action arising from the therapy (in which case client confidences may only be disclosed in the course of the action); or (4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.
- B. Certified Professionals should use clinical materials in teaching, writing, and public presentations only if a written waiver has been received or when appropriate steps have been taken to protect client identity.
- C. Certified Professionals should store or dispose of client records in ways that maintain confidentiality.

Principle 3--Professional Competence and Integrity: The maintenance of high standards of professional competence and integrity are responsibilities shared by all Certified Professionals. They should recognize the boundaries of competence and the limitations of techniques and only provide services, use techniques, or offer opinions as professionals meeting recognized standards. Throughout their careers, Certified Professionals should maintain knowledge of professional information related to the services they render.

- A. Certified Professionals should accurately represent their competence, education, training and experience.
- B. Certified Professionals, as supervisors, should perform duties based on careful preparation so that supervision is accurate, up-to-date and scholarly.
- C. Certified Professionals should recognize the need for, and obligation to professional growth through continuing education. They should be open to new procedures and should be sensitive to differences between groups of people and changes in expectations and values over time.
- D. Certified Professionals should have an understanding of counseling or educational measurement, validation problems, and other test research where they have the responsibility for decisions involving individuals or policies based on test results. Test users should know and understand the literature relevant to the tests used and testing problems with which they deal.
- E. Certified Professionals should not attempt to diagnose, treat, or advise problems outside the recognized boundaries of their competence.
- F. Certified Professionals should seek appropriate professional assistance for their own personal problems or conflicts that are likely to impair their work performances and their clinical judgment.
- G. Certified Professionals should not engage in sexual or other harassment of clients, students, employees, supervisors, trainees or colleagues.
- H. Certified Professionals should be aware that because of their ability to influence and alter the lives of others, they must exercise special care when making public their professional recommendations and opinions through testimony or other public statements.

Principle 4--Professional Behavior: Due to the unique scope of practice that Certified Professionals provide, Certified Professionals shall be responsible for personal and professional conduct with particular attention to the use of alcohol and other mood altering drugs and issues of emotional, physical, and sexual abuse. Certified Professionals must monitor the following behaviors of themselves, their colleagues, and their staff:

- A. Conviction for the possession or use of any illegal drug, narcotic or mood altering substance.
- B. The use of intoxicants and/or non-physician prescribed and monitored mood-altering substance when engaged in professional pursuits.
- C. The conducting of intimate, personal and/or business relationships of any kind with any patient or their families. This applies to all clients. A Certified Professional should consult with an objective peer when this issue is raised.
- D. Certified Professionals respect the dignity and protect the welfare of participants in research and are aware of federal and state laws, regulations and professional standards governing the conduct of research, including informed consent.
- E. Certified Professionals make financial arrangements with clients, third party payers and supervisees that are understandable and conform to accepted professional practices. Certified Professionals do not offer or accept payment for referrals. Certified Professionals will disclose their fees to clients and supervisees at the beginning of services and represent facts truthfully to clients, third party payers and supervisees regarding services rendered.
- F. Certified Professionals accurately represent their competence, education, training and experience relevant to their practice as a Certified Professional. A Certified Professional assures that advertisements and publications in any media (such as directories, announcements, business cards, newspapers, radio, television and facsimiles) convey information that is necessary for the public to make an appropriate selection of professional services.
- G. A Certified Professional is in violation of this code if they:
 - 1. Are convicted of any felony

2. Engage in conduct which could lead to conviction of a felony or misdemeanor, or are convicted of a misdemeanor related to their qualifications or function.
3. Are expelled from or disciplined by other professional organizations
4. Have their certification suspended, revoked, or otherwise disciplined by regulatory bodies
5. Refuse to seek treatment for alcohol/drug abuse, mental/emotional problems, or physical health problems that interfere with professional functioning
6. Failure to cooperate at any point of an ethical complaint investigation.

Principle 5--Responsibility to Students, Employees and Supervisees: Certified Professionals should not exploit the trust and dependency of students, employees and supervisees.

- A. Certified Professionals should be cognizant of their potentially influential position with respect to students, employees and supervisees and should avoid exploiting the trust and dependency of such persons. They should make every effort to avoid dual relationships that could impair professional judgment or increase the risk of exploitation.
- B. Certified Professionals should not permit students, employees, or supervisees to perform or to represent themselves as competent to perform professional services beyond their training, level of experience, and competence.

Principle 6--Responsibility to the Profession: Certified Professionals should act with due regard to the needs and feelings of their colleagues in the field of addictions and other professions. They should respect the prerogatives and obligations of the institutions or organizations with which they are associated.

- A. Certified Professionals should understand the areas of competence of related professions and make full use of other professional, technical, and administrative resources, which best serve the interests of clients.
- B. Certified Professionals should remain accountable to the standards of the profession when acting as members or employees of organizations.
- C. Certified Professionals as writers and researchers should: (1) assign publication credit to those who have contributed to a publication in proportion to their contributions; (2) cite appropriately reasonable precautions to insure that the materials are accurately and factually promoted and advertised; and (4) be adequately informed of and abide by relevant laws and regulations regarding the conduct of research with human participants.
- D. Certified Professionals should recognize a responsibility to participate in activities that contribute to a better community and society, including devoting a portion of their professional activity to services for which there is little or no financial return.
- E. Certified Professionals should be concerned with developing laws and regulations pertaining to the field of addiction that serve the public interest, and with altering such laws and regulations that are not in the public interest. They also should encourage public participation in the designing and delivery of services and in the regulation of practitioners.
- F. Certified Professionals who have first-hand knowledge of an ethical violation should attempt to rectify the situation and failing an informal solution, should bring such unethical activities to the Certification Board.

Principle 7--Fees: Certified Professionals should charge fees only where they are licensed to do so. In such cases they should make financial arrangements with clients that conform to accepted professional practices and that are reasonably understandable.

- A. Certified Professionals should not offer or accept payment for referrals.
- B. Certified Professionals should not charge excessive fees for services.
- C. Certified Professionals should disclose their fee structure to clients at the onset of treatment.

Principle 8--Advertising: Certified Professionals should engage in appropriate informational activities, including those that enable lay persons to choose professionals on an informed basis.

- A. Certified Professionals should accurately represent their competence, education, training, and experience relevant to their practice as an addiction professional.
- B. Certified Professionals should claim as evidence of educational qualifications only those degrees from regionally-accredited institutions or from institutions accredited by states which licenses or certify addictions professionals.
- C. Certified Professionals should not use a name which could mislead the public concerning the identity, responsibility, source, and status of those practicing under that name and do not represent themselves out as being partners or associates of a firm if they are not.
- D. Certified Professionals should assure that advertisements and publications, whether in directories, announcement cards, newspapers, or on radio or television, are formulated to convey information that is necessary for the public to make an appropriate selection.
- E. Certified Professionals should not use any professional identification (such as a professional card, office sign, letterhead, or telephone or association directory listing), if it includes a statement or claim that is false, fraudulent, misleading, or deceptive.
- F. Certified Professionals should correct, wherever possible, false, misleading or inaccurate information and representations made by others concerning the addictions professionals' qualifications, services or products.

Principle 9--Responsibility to the Board: 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:

- A. The willful misrepresentation of facts before the disciplining authority it or its authorized representative;
- B. 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;
- C. 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.
- D. Filing a complaint or provide information to the Board, which he/she knows or should have known, is false or misleading.

Principle 10--Suspension/Revocation of Certification: Certification may be denied, suspended or revoked by the Certification Board by independent action or upon recommendation of the Board of Directors of MAAP upon the presentation to the Certification Board of evidence satisfactorily documenting violation of the Ethical Standards of Certified Professionals. The Board is authorized to refuse to grant or renew, or may suspend a certificate on the following grounds:

- A. Conviction of a felony under the laws of the United States;
- B. Conviction of any crime, an essential element of which is dishonesty, deceit or fraud;
- C. Fraud or deceit in obtaining a credential as a Certified Professional;
- D. Dishonesty, fraud or gross negligence in the practice of a Certified Professional; or
- E. Violation of any rule of professional ethics and professional conduct adopted by MAAP or its agents.



Grievance and Appeals

If an applicant is denied certification, questions the results of the application and portfolio review, questions examination results, or is subject to an action by MAAP or its agents that is deemed unjustified, the application has the right to an inquiry and appeals process.

- A. Inquiry: If an applicant (complainant) deems that an action taken by MAAP or its agents is unjustified (e.g., denial of certification), he/she is entitled to a written summary from MAAP or its agents that explains the reasons for the action. If the complainant does not agree with the MAAP decision, he/she may request an appeal.
- B. Appeal:
 - i. The applicant (complainant) may appeal the decision of MAAP within thirty (30) days of receipt of the summary notice of denial or any other action deemed unjustified by sending a certified letter to the President of the Board at the MAAP office. The President or designated Board member reviews the written appeal and appoints a three-member Hearing Committee of certified counselors to hold an oral hearing with the complainant within thirty (30) days of receipt of the certified letter.
 - ii. The complainant will be informed of the results of the hearing by certified mail. These results are considered final unless the complainant requests a further hearing by the Board.
 - iii. The Hearing Committee will report the results of the hearing to the Certification Board at its next meeting. If the Board has received an objection to the decision, it will review the entire matter.
 - iv. The Certification Board will review the findings of the Hearing Committee and objections of the complainant. It will notify the complainant of its final decision by certified mail within thirty (30) days of the meeting.

AFFIRMATION

NOTE: The Ethical Standards of Certified Professionals document and this signature page must be returned in its entirety to the MAAP Certification Board, along with your application.

I, _____ (print name) have read and do affirm the foregoing Ethical Standards of Certified Professionals.

Applicant Signature

Date: _____