



California Association for Alcohol/Drug Educators

**Addiction Counselor
Certification Board of
California (ACCBC)**

2018 CATC Handbook

Certified Addiction Treatment
Counselor (CATC)

5230 Clark Avenue | Suite 1 | Lakewood, CA 90712
Phone: 707-722-2331 | Fax: 562-275-3494
Email: office@caade.org

Contents

Introduction	2
About CAADE.....	2
About ACCBC.....	2
Purpose & Scope of CATC Certification.....	3
Impartiality Regarding Training.....	3
Section 1: How to Apply for CATC Certification	4
Registration Requirements.....	4
CATC Certification Eligibility.....	6
Eligibility Rationale.....	9
How to Apply.....	10
Scheduling an Exam.....	11
Section 2: Preparing for the Examination.....	12
How the Exam Was Developed.....	12
Exam Description.....	13
Examination Content.....	13
Sample Questions.....	19
List of References.....	22
Section 3: Taking the Exam.....	23
Taking the Exam.....	23
Section 4: After the Exam.....	26
Exam Results Reports.....	26
Understanding your Score.....	26
Re-Examination.....	27
Exam-Related Complaints.....	27
Section 5: Ethics, Conduct, Complaints & Disciplinary Actions	28
ACCBC Code of Ethics.....	28
California AOD Counselor Uniform Code of Conduct.....	32
Complaints and Disciplinary Actions.....	34
Section 6: Maintaining Your Certification.....	40
Recertification.....	40
Recertification Applications.....	41
Recertification Fee.....	42
Recertification Acceptance.....	42
Section 7: ACCBC Policies	43
Accommodations for those with Disabilities.....	43
Address Changes.....	43
Confidentiality.....	43
Reciprocity.....	45
Reconsideration Requests.....	45
Statement of Nondiscrimination.....	46
Use of the Certification Mark.....	46
Section 8: Forms	48
Special Accommodations Request Form.....	48
Documentation of Disability-Related Needs Form.....	49
Consent to Disclose Information from Student Records.....	50

Introduction

This candidate handbook provides essential information for persons applying for CATC certification and maintaining the CATC credential once certification is earned.

Applicants are advised to read the Handbook, review the exam content outline, and be familiar with references listed for the CATC examination. Recognize that laws, rules and standards change over time. It is your responsibility to keep your knowledge current during the course of your future professional practice.

About CAADE

Vision Statement

The CAADE Vision is to be a leader in state and national collaborative efforts to improve the overall health and welfare of those afflicted with substance related and addictive disorders.

Mission Statement

CAADE promotes and supports quality higher education in addiction studies by developing and implementing accreditation standards; providing continuing education and professional development; leading at the state and national levels in the development and implementation of certification and licensure standards for addiction service professionals; and providing public policy education and advocacy among consumers and other stakeholders.

About ACCBC

CAADE established the Addiction Counselor Certification Board of California (ACCBC) on July 22, 2005 for the following purposes:

- the development, implementation and advancement of appropriate alcohol and drug counselor certification standards and programs;
- the evaluation of compliance with these standards;
- the development and identification of resources concerning professional certification of alcohol and drug counselors according to California regulations; and,
- the advancement of high quality competency assurance through research, education and communication activities.

The ACCBC is an autonomous decision-making body of the CAADE Board and is responsible for counselor certification through testing and satisfaction with the administration of the California Addictions Treatment Counselor (CATC) exam.

Purpose & Scope of CATC Certification

The Certified Addictions Treatment Counselor (CATC) credential identifies any academically trained specialist who is able to facilitate behavioral change for persons affected by alcohol and other drug addictions.

Counselors may be physicians, physician assistants, nurses, nurse practitioners, psychologists, social workers, psychiatric technicians, marriage and family therapists, certified counselors, or others providing they have training or experience in treating persons with substance use disorders.

The CATC credential identifies those persons with entry-level practical experience in the areas of evaluation and assessment, treatment planning, pharmacology of alcohol and other drugs, cultural issues and their relevance, models of intervention, family issues, legal and ethical issues, referrals, and recordkeeping.

Requirements for CATC certification are based on the Department of Health Care Services regulations that require certain minimum eligibility requirements. These regulations are included in Chapter 8 (commencing with Section 13000), and Amendment of Sections 9846, 10125, and 10564, Division 4, Title 9, California Code of Regulations. CATC requirements meet federal standards and far exceed the minimum state requirements.

The CATC certification is available to individuals working in the United States that meet the eligibility requirements.

Impartiality Regarding Training

The ACCBC's role is to develop and administer certification examinations in order to determine the qualifications of candidates for certification. *The ACCBC does not require, provide, approve, accredit, or endorse any specific study guides, review courses, or other examination preparation products.*

The ACCBC does not accredit, approve, endorse, or recommend any education or training programs and/or products designed or intended to prepare candidates for certification. The ACCBC has no involvement in the development or delivery of such programs or products.

ACCBC board members do not participate in the development or delivery of any educational or training program and/or product designed or intended to prepare individuals to take the CATC examination. This includes exam review/exam prep courses and study guides.

Section 1: How to Apply for CATC Certification

Registration Requirements

Anyone working in a licensed Alcohol and Other Drugs (AOD) facility in California must register with one of the state-approved certifying bodies when beginning work (this includes volunteers and interns).

In order to volunteer, intern, or work in an Alcohol and Drug Treatment Facility, state law REQUIRES registration with a state certifying body (CCR, Section 13035 (f)). Individuals currently working or volunteering at a treatment center that are not registered are in violation and both the individual and their facility could face serious penalty. Once registered, individuals have five years from the date of initial registration to become fully certified.

Individual Registration

The CATC-i designates an individual who has passed the CATC Exam and is completing clinical hours towards their initial certification.

Individual Registration is open to those individuals who:

1. Did not complete their Alcohol and Drug Studies (ADS) education at a Community College or any accredited (post-secondary institution) ADS program and wish to certify with the ACCBC through the equivalency process or;
2. Are not attending or have not attended a Community College or any accredited (post-secondary institution) ADS program and would like to legally complete clinical hours towards their initial CATC certification; or
3. Are no longer students and wish to be registered to legally complete their clinical hours for certification.

* Beginning March 1, 2014, prior to registering with the ACCBC, all individuals not enrolled in a Community College or any accredited (post-secondary institution) ADS program Addiction Studies Program must complete a nine (9) hours orientation course consisting of:

- Three (3) hours of ethics
- Three (3) hours of professional boundaries
- Three (3) hours of confidentiality

ACCBC pre-registrants who are not enrolled in a Community College or any accredited (post-secondary institution) ADS program must take an orientation course through an accredited institution.

Student Registration

Student Registration is open to all individuals enrolled in, or who have completed a community college or any accredited (post-secondary institution) Alcohol and Drug Studies/Addiction Studies program and who have NOT yet passed the CATC exam. Student registration is also open to all individuals who are enrolled in non-accredited programs and plan on meeting the equivalency requirements.

Applications for initial Student Registration must include a copy of unofficial transcripts that clearly show enrollment in a community college or any accredited (post-secondary institution) ADS program.

Students not enrolled in a fully accredited ADS program will have their transcripts and coursework evaluated (see Equivalency Evaluation, Policy 205). However, they will be required to complete a 9 hour Laws & Ethics Orientation to ensure that all ACCBC registrants are educated to the state of California's regulations and laws in regard to addiction specific counseling. This requirement will remain in effect until each program has been individually and formally approved by the ACCBC that their curriculum meets ACCBC standards for registration. This applies to Student Registration only.

Registration Extension Requests

The Department of Health Care Services Counselor Certification Regulations Section 13035, item (f) states, "Registrants shall complete certification as an AOD counselor within five (5) years of the initial date of registration with any certifying organization," and that ACCBC "may allow up to two (2) years additional time from the initial registration date for a leave of absence due to medical problems or other hardships...".

Criteria

Extensions are granted by ACCBC based on the following criteria:

The applicant has begun their AOD specific education at a Community College or any accredited (post-secondary institution) ADS program, or equivalent, within their initial five-year registration period.

- The applicant is within their fifth year of registration.
- The applicant has not been able to complete the certification process due to some type of personal hardship.
- The applicant would be able to complete the certification requirements within the time allotted if granted an extension.
- If the registration is expired or will be within the next 90 days, it must be renewed at this time by submitting the proper registration form and non-refundable fee.

Processing

- The extension fee is non-refundable whether the request is approved or denied.
- Extensions are not processed until all required documents have been submitted with the correct information and fees have been paid in full.
- Extensions are granted in 6 month increments at the discretion of the ACCBC.

- A registrant who wishes to apply for an extension must mail the Extension Request form with the Registration form.
- An extension may be granted for one or two years, but it is not always a guarantee that the registrant will be approved for the extension.
- If denied, the applicant is no longer eligible for registration, but he/she can continue to pursue hours and take the CATC Exam.

In California, it is illegal for any licensed facility to allow a non-registrant to do internship/employed hours. They might get fined if audited; therefore, the member must notify the facility of his/her membership status and leave it up to the clinical supervisor to decide if they will allow him/her to continue hours. The ACCBC will still accept hours from the member when they apply for initial certification.

CATC Certification Eligibility

All candidates for certification must meet all eligibility requirements established by the ACCBC in effect at the time of application for certification. Candidates cannot earn certification without passing the certification exam.

Eligibility Requirements

The following steps must be completed to earn CATC certification:

1. **APPLICATION:** Submission of a complete CATC Initial Application form that includes:
 - a. Signed and Dated ACCBC Code of Ethics
 - b. Signed and Dated Scope of Practice
 - c. Signed and Dated Code of Conduct
2. **EXPERIENCE:** Proof of at least 2,240 hours of supervised clinical/field experience hours on the ACCBC Summary of Hours form.

Supervised experience requirements:

- a. Experience may include volunteer or paid experience in the field dating back to the first day the applicant began attending an approved Addiction Studies (ADS) program. Any hours worked prior to starting the ADS program will not be accepted.
- b. Work must be in a licensed drug/alcohol treatment center or facility. Practicum/fieldwork hours DO count toward the total 2,240.
- c. Experience hours must be in evaluation and assessment, treatment planning, pharmacology of alcohol and other drugs, cultural issues, models of intervention, family issues, legal and ethical issues, referrals, and/or record keeping.

Evidence of experience requires:

- (I) A signed letter from the applicant's supervisor(s) verifying the dates, hours, facility name(s), and experiential functions noted on the Summary of Hours forms.
- (II) Supervisors must be certified alcohol/drug treatment counselors or licensed professionals (MFT, LCSW, LPCC, MD).

3. EDUCATION:

- a. **Option 1:** Completion of a Community College or any accredited (post-secondary institution) Alcohol and Drug Studies (ADS)/Addiction Studies program that is at least 30 semester units in length and that is designed to meet Federal TAP 21 guidelines.
- b. **Option 2:**
 - i. Completion of a bachelor's degree from a regionally accredited college or university in one of the following areas of study:

Addiction Studies, Psychology, Sociology, Counseling, Human Services, Criminal Justice, Nursing, or other related degree

AND

- ii. Completion of the following addiction coursework either as part of, or in addition to, the applicant's degree:
 - Drugs and Society OR Physiological Effects of Drugs and Alcohol
 - Family & Addiction
 - Intervention, Treatment and Recovery (Treatment of Substance Abuse—clinical focus)
 - Co-Occurring Disorders
 - Group Counseling (experiential)
 - Ethics (specific to addiction counseling)
 - Fieldwork or direct experience with AOD clients
4. **REFERENCES:** Three (3) letters of character reference from three different individuals. References from family members or current employer are not accepted.
 5. **FEE:** Payment of initial non-refundable CATC fee. CAADE membership is not required for certification.
 6. **EXAM:** Passing score on the CATC examination.

Meeting the Requirements

Applicants are eligible to take the CATC exam after the educational requirements have been met. CATC certification is not awarded until all requirements are met.

Equivalency Evaluation

With respect to California State requirements and the value of work experience, and to create a pathway for all demographics who wish to become certified addiction treatment counselors, the ACCBC has developed an equivalency and career track policy for candidates who have not completed their Alcohol and Drug/Addiction Studies coursework at an accredited Community College or postsecondary institution.

Requirements for applying for the CATC Credential without attending a Community College or any accredited (post-secondary institution) Alcohol and Drug Studies/Addiction Studies program.

The following steps must be completed to earn equivalency CATC certification:

1. **APPLICATION:** Submission of a complete CATC Initial Application form that includes:
 - a. Signed and Dated ACCBC Code of Ethics
 - b. Signed and Dated Scope of Practice
 - c. Signed and Dated Code of Conduct
2. **EXPERIENCE:** Proof of at least 3,000 hours of supervised clinical/field experience hours on ACCBC Summary of Hours form. Applicants who have not attended a Community College or any accredited (post-secondary institution) Alcohol and Drug Studies /Addiction Studies program will be required to show competency and skills which would be consistent with 3,000 of work experience.

Supervised experience requirements:

- a. Experience may include volunteer or paid experience in the field dating back to the first day the applicant began attending Alcohol and Drug/Addiction Studies (ADS) program. Any hours worked prior to starting the ADS program will not be accepted.
- b. Work must be in a licensed drug/alcohol treatment center or facility. Practicum/fieldwork hours DO count toward the total 3,000.
- c. Experience hours must be in evaluation and assessment, treatment planning, pharmacology of alcohol and other drugs, cultural issues, models of intervention, family issues, legal and ethical issues, referrals, and/or record keeping.

Evidence of experience requires:

- d. A signed letter from the applicant's supervisor(s) verifying the dates, hours, facility name(s), and experiential functions noted on the Summary of Hours forms.
 - e. Supervisors must be certified alcohol/drug treatment counselors or licensed professionals (MFT, LCSW, LPCC, MD).
3. **EDUCATION:**
 - a. 21 semester units of addiction specific coursework: Drugs and Society OR Physiological Effects of Drugs and Alcohol, Family & Addiction, Intervention, Treatment and Recovery (Treatment of Substance

Abuse—clinical focus), Co-Occurring Disorders, Group Counseling (experiential), Ethics (specific to addiction counseling).

- b. 9 semester units of prior learning (academic credit given for previous life/work experience).
- c. 255 practicum hours (internship experience)

Education will be evaluated by California State Board of Education Standards and candidates will need to provide; transcripts from academic institutions, course outlines and syllabus for each class, prior learning projects for academic credit and practicum fieldwork/internship documentation.

- 4. FEE: Payment of initial non-refundable CATC fee. CAADE membership is not required for certification.
- 5. EXAM: Passing score on the CATC examination.

Eligibility Rationale

The ACCBC has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. Each eligibility requirement has been established to ensure that individuals certified by the ACCBC have an acceptable level of knowledge and experience needed to provide alcohol and other drug counseling services.

Education Requirement

The ACCBC contends the two vital components of being a successful addiction counselor based on Federal standards (TAP 21 and SAMSHA recommendations) are education and experience. The first step to becoming certified is completing a Community College or any accredited (post-secondary institution) Alcohol and Drug/Addiction Studies program based on Federal TAP 21 curriculum: or the equivalency/career track based on the same curriculum. This curriculum is designed to provide students with the necessary knowledge, skills and attitudes in the eight practice dimensions; 1) clinical evaluations, 2) treatment planning, 3) referral, 4) service coordination, 5) counseling, 6) documentation, 7) client, family, and community education, 8) professional and ethical responsibilities, that are necessary to become effective addiction treatment counselors. Knowledge of this curriculum is necessary to pass the CATC exam which is specific to the ACCBC.

Experience Requirement

Along with being properly educated, becoming comfortable and confident treating clients with addiction requires witnessing and being part of real-life treatment. This experience can be acquired through volunteer hours, as an intern, or as an employee. Experience, in and of itself, is the knowledge or mastery of an event or subject gained through involvement in or exposure to. Practical experience also allows individuals to learn in a variety of ways other than just in an academic environment. This tactile type of subjective learning is fundamental to the addiction treatment profession because each client and each treatment environment are unique. Furthermore, real-world learning prepares individuals for further education, for careers, and for community involvement. It is difficult to overestimate the value of experiential learning.

Code of Ethics & Code of Conduct

Addiction treatment counselors have the heavy responsibility of counseling vulnerable individuals struggling with addictive disorders in hopes of the individual making a complete recovery. During most of the counseling sessions, clients will reveal a lot of information about their current life situation, as well as their past. Because of the nature of the job, the ACCBC has adopted a code of ethics that protects the consumer of addiction treatment services and provides principles that safeguard against unethical behavior either intentional or unintentional to protect the consumer and insure public safety.

References

References add to the validity and verification of the character of a potential registrant and confirm their readiness to enter the profession.

CATC Examination

Passing the nationally recognized CATC exam verifies successfully mastery of the educational requirements to be a minimally competent Addictions Counselor.

How to Apply

Applicants can apply online at www.accbc.org and upload their documents or choose to mail their application directly to the ACCBC office for processing. Applications will be reviewed and processed within 10 business days of receipt.

The ACCBC reserves the right to verify any information submitted by an applicant and may contact education providers, employers, references, etc. to obtain verification as needed.

Incomplete Applications

An application will be considered incomplete if any of the requested information is missing, illegible, or the appropriate fee is not included.

Applications must be complete before they are processed and approved. Incomplete applications will not be returned. Applicants will be notified of outstanding information. It will be the applicant's responsibility to provide missing information before their application is processed.

Fees

The examination fee is \$135.00 and is paid directly by credit card to the testing agency when you schedule your appointment.

Cancellations, Rescheduling & Refunds

Application fees are not refundable once submitted to the ACCBC. There are no exceptions.

Applicants are solely responsible for any initial scheduling or rescheduling due to cancellation and are responsible for any fees associated with rescheduling.

Membership

Membership in CAADE, or any other organization, is not required for certification.

Scheduling an Exam

Exam appointments are available Monday–Friday, 9:00 am – 5:00 pm in most locations with weekend hours available in many areas.

Once approved by ACCBC to take the CATC exam, candidates will receive information on how to schedule their exam appointment at a PSI test center. Candidates may schedule their exam online or by phone. There are no exam deadlines.

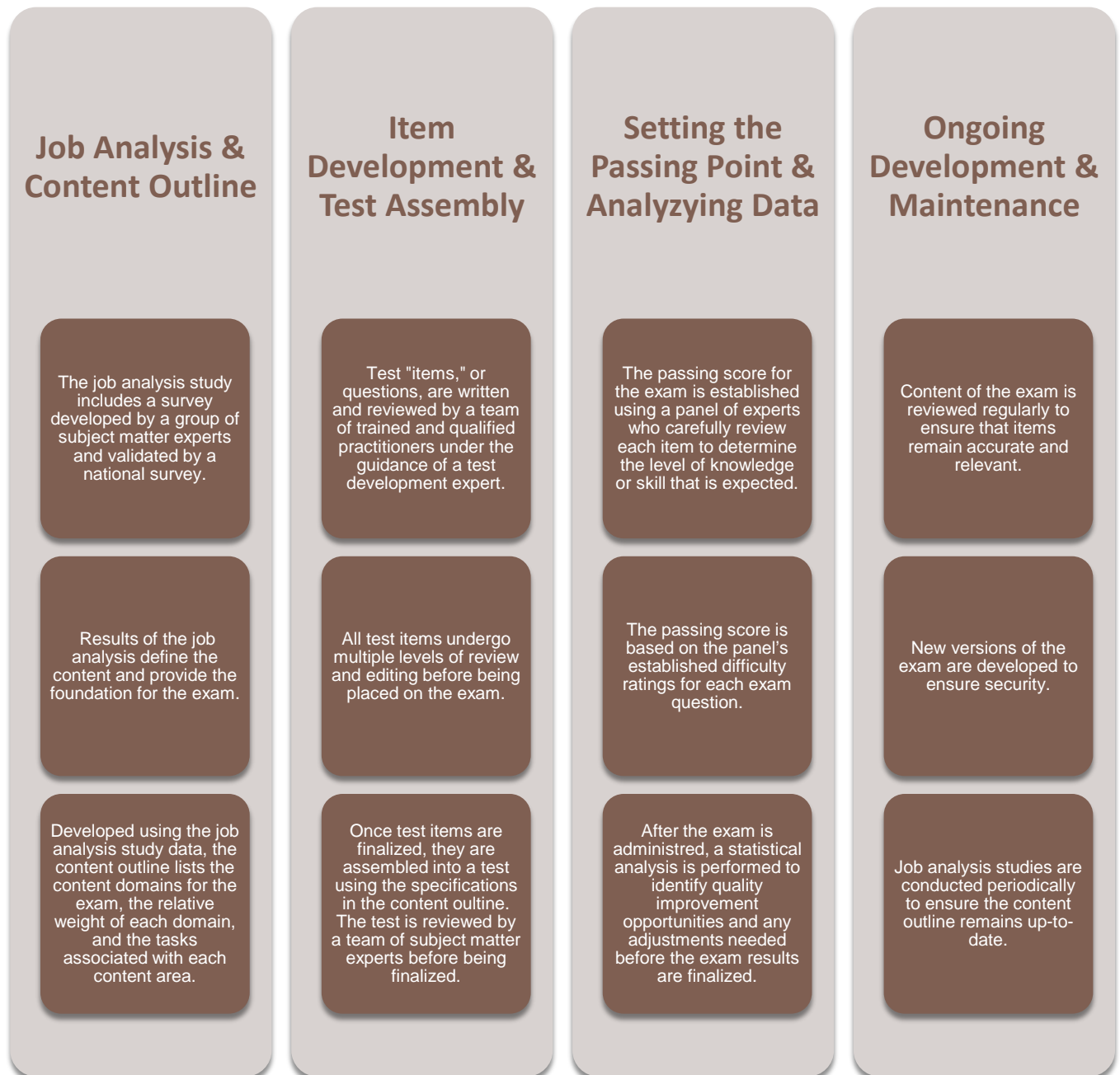
Exam Locations

The CATC exam is offered at PSI test centers throughout California. A list of test centers is available at the ACCBC website as well as the PSI website.

Section 2: Preparing for the Examination

How the Exam Was Developed

The CATC examination is developed and maintained by a diverse group of AOD counselors in partnership with test development experts in a manner consistent with generally accepted psychometric principles and best practices for certification examination development using the process described below:



Exam Description

The examination consists of 115 multiple-choice items from the eight major content areas of TAP 21. Of the 115 items, 100 of them are scored, meaning they count toward a candidate's total score, whereas 15 items are included for pretesting purposes, and do not contribute to the candidate's score. Items are presented in a randomized order, with no indication as to which items are scored, and which are for pretesting. Items are grouped into four domains:

- I. Clinical Evaluation and Treatment Planning
 - A. Clinical Evaluation
 - B. Treatment Planning
- II. Referral, Service Coordination, and Documentation
 - A. Referral
 - B. Service Coordination
 - C. Documentation
- III. Counseling and Client, Family, and Community Education
 - A. Counseling
 - B. Client, Family, and Community Education
- IV. Professional and Ethical Responsibilities

There is one correct answer for each question. There is no penalty for guessing; therefore, candidates should answer all of the questions.

Candidates are allowed a total of two and a half (2.5) hours to complete the examination. Candidates are responsible for managing their own time.

Examination Content

Summary of Exam Content Areas

I. Clinical Evaluation and Treatment Planning (27%)

A. Clinical Evaluation (11%*)

The systematic approach to screening and assessment of individuals thought to have a substance use disorder; being considered for admission to addiction-related services, or presenting in a crisis situation.

B. Treatment Planning (16%)

A collaborative process in which professionals and the client develop a written document that identifies important treatment goals; describes measurable, time-sensitive action steps toward achieving those goals with expected outcomes; and reflects a signed agreement between a counselor and client.

II. Referral, Service Coordination, and Documentation (26%)

A. Referral (4%)

The process of facilitating the client's use of available support systems and community resources to meet needs identified in clinical evaluation or treatment planning.

B. Service Coordination (10%)

The administrative, clinical, and evaluative activities that bring the client, treatment services, community agencies, and other resources together to focus on issues and needs identified in the treatment plan.

C. Documentation (12%)

The recording of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.

III. Counseling and Client, Family, and Community Education (33%)

A. Counseling (24%)

A collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives.

B. Client, Family, and Community Education (9%)

The process of providing clients, families, significant others, and community groups with information on risks related to psychoactive substance use, as well as available prevention, treatment, and recovery resources.

IV. Professional and Ethical Responsibilities (14%)

The obligations of an addiction counselor to adhere to accepted ethical and behavioral standards of conduct and continuing professional development.

** Percentages indicate the numbers of scored items on the examination per content area. For example, Area I (Clinical Evaluation, 11%) means of the 100 examination items, 11 of them (11/100) referencing the clinical evaluation area will contribute to candidates' scores.*

CATC Exam Specifications

I.A. Clinical Evaluation (11%)

1. Establish rapport, including management of a crisis situation and determination of need for additional professional assistance.
2. Gather and document relevant screening and assessment data from client and other collateral sources by using screening/assessment instruments and other methods that are sensitive to age, developmental level, gender, culture, trauma, and disabilities.
3. Assess client for behavior that may result in harm to self or others with standardized instruments or other clinical methods.

4. Assess client for symptoms of substance toxicity, intoxication, and withdrawal with standardized instruments or other clinical methods.
5. Assist the client in identifying the effect of substance use on his or her behaviors and current life problems and the effects of continued harmful use or abuse.
6. Determine client's readiness for treatment and change as well as needs of significant others.
7. Review the treatment options that are appropriate for the client's needs, characteristics, goals, and financial resources.
8. Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations.
9. Assess client's history and behavior to determine other physical and psychiatric problems.
10. Gather relevant clinical history and family history to perform a comprehensive assessment.

I.B. Treatment Planning (16%)

1. Interpret relevant screening and assessment information to formulate treatment plan.
2. Explain assessment findings to client, family and significant others in nontechnical terms.
3. Develop treatment goals and objectives by collaborating with client, family and significant others.
4. Prioritize client needs and services to develop a plan for intervention.
5. Develop mutually agreed upon treatment options consistent with client's needs, goals, and financial resources.
6. Develop realistic short and long-term strategies to achieve treatment goals for behavioral change.
7. Identify collateral support systems consistent with client needs.
8. Inform the client of confidentiality rights, program procedures that safeguard them, and the exceptions imposed by regulations.
9. Determine evaluation criteria and schedule for reassessment to monitor progress toward goals and objectives.
10. Modify treatment plan as indicated by changes in client needs and expectations.
11. Plan continuing care, relapse prevention, and discharge planning with client, family and significant others.

II.A. Referral (4%)

1. Make referrals to and placements with other professionals, agencies, community programs, or other resources to meet client's needs.

2. Explain necessity for and process of referral to client to increase likelihood of client understanding and follow through.
3. Exchange relevant information with the agency or professional to whom the referral is being made in a manner consistent with confidentiality rules and regulations and generally accepted professional standards of care.
4. Evaluate outcomes of services received from referrals to determine need for change of referral services.

II.B. Service Coordination (10%)

1. Coordinate treatment activities with referral service providers consistent with the client's diagnosis and existing placement criteria.
2. Perform required administrative procedures to admit client to treatment, e.g., confirm eligibility criteria.
3. Establish mutually agreed upon expectations for treatment and recovery.
4. Summarize the client's personal and cultural background, treatment plan, recovery progress, and problems inhibiting progress to ensure quality of care, gain feedback, and plan changes in the course of treatment.
5. Apply confidentiality rules and regulations appropriately.
6. Demonstrate respect and nonjudgmental attitudes toward clients in all contacts with community professionals and agencies.
7. Maintain ongoing contact with the client and involved significant others to ensure adherence to the treatment plan.
8. Assess treatment and recovery progress, and, in consultation with the client and significant others, make appropriate changes to the treatment plan to ensure progress toward treatment goals.
9. Describe and document the treatment process, progress, and outcome.
10. Conduct continuing care, relapse prevention, and discharge planning with client, family and significant others.

II.C. Documentation (12%)

1. Document treatment and recovery expectations to client, family and significant others including nature of services, program goals, program procedures, rules regarding client conduct, schedule of treatment activities, and client rights and responsibilities
2. Document service coordination activities throughout the continuum of care consistent with Federal, California State, agency, and treatment program standards, rules, and regulations.

3. Document assessment findings and treatment recommendations consistent with Federal, California State, agency, and treatment program standards, rules, and regulations.
4. Document screening, intake, and assessment reports consistent with Federal, California State, agency, and treatment program standards, rules, and regulations.
5. Document treatment and continuing care plan according to criteria for placement, continued stay, and discharge consistent Federal, California State, agency, and treatment program standards, rules, and regulations.
6. Document client progress in relation to treatment goals and objectives, e.g., identify needs and issues that may require modification in treatment plan.
7. Document treatment goals and objectives in progress notes.
8. Document discharge summaries.
9. Document treatment outcomes using accepted methods and instruments consistent Federal, California State, agency, and treatment program standards, rules, and regulations.

III.A. Counseling (24%)

1. Reinforce actions that assist the client in progressing toward treatment goals.
2. Facilitate client recognition of behaviors that are consistent with progress toward treatment goals, in order to maintain treatment progress and prevent relapse.
3. Facilitate participation of family and significant others in client's intervention, treatment and recovery process.
4. Facilitate families, couples, and significant others in understanding the interaction between the family system and substance use behaviors.
5. Facilitate families, couples, and significant others in adopting strategies and behaviors that sustain recovery toward developing healthy relationships.
6. Facilitate client recognition of behaviors that are consistent with health practices that manage and prevent infectious diseases.
7. Facilitate the client's engagement in the treatment and recovery process.
8. Work appropriately with the client to recognize and discourage all behaviors inconsistent with progress toward treatment goals.
9. Facilitate development of basic life skills associated with client's recovery, e.g., stress management, relaxation, communication, assertiveness, refusal skills, coping skills.
10. Facilitate the development of basic and life skills associated with recovery.
11. Engage the client in the treatment plan by using the strategies of motivational interviewing.

12. Manage crisis situations in individuals, families and groups that may arise during the course of treatment with crisis prevention and management skills.
13. Describe, select, and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients with substance use disorders.
14. Facilitate the entry of new members and the transition of exiting members.
15. Facilitate group growth within the established ground rules by using methods consistent with group type.
16. Describe and summarize the client's behavior within the group to document the client's progress and identify needs and issues that may require a modification in the treatment plan.
17. Assist client in recognizing the effect of substance abuse on current life problems and effects of continued use.
18. Assess treatment and recovery progress based on improvement in client status to ensure progress toward treatment goals.

III.B. Client, Family, and Community Education (9%)

1. Provide culturally relevant education to clients, community or groups regarding substance abuse prevention, intervention, treatment, and recovery.
2. Provide culturally relevant education to clients, community or groups regarding risk and resiliency factors for substance use disorders.
3. Provide education to clients, community or groups on the role of cultural identity, ethnic background, age, and gender in prevention, treatment, and recovery.
4. Provide culturally relevant education to clients, community or groups regarding warning signs, symptoms, and course of substance use disorders.
5. Provide culturally relevant education to clients, community or groups which describe how substance use disorders affect families and society.
6. Provide culturally relevant education to clients, community or groups regarding continuum of care and available resources for substance use disorders.
7. Provide culturally relevant education to clients, community or groups which describes health and behavior problems related to substance use; e.g., domestic violence, infectious diseases.
8. Teach life skills, including but not limited to stress management, relaxation, communication, assertiveness, and refusal skills.

IV. Professional and Ethical Responsibilities (14%)

1. Maintain confidentiality of client information in written and oral communications in accordance with code of conduct and government statutes, e.g., communication of information with third parties.

2. Comply with professional code of conduct in accordance with code of conduct and government statutes.
3. Comply with the CAADE Code of Ethics and Scope of Practice.
4. Comply with Federal and California State laws and regulations relevant to treatment of substance use disorders.
5. Utilize current research literature on addiction treatment and substance use disorders, in order to improve client care and enhance professional growth.
6. Use a range of supervisory options to process personal feelings and concerns about clients.
7. Conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance.
8. Recognize situations outside the competencies of a substance use disorders (SUD) counselor.

Sample Questions

These specific questions will not be on the examination but are representative of the types and format of the questions on the examination.

1. A heavy sedative user realizes that it takes a lot of alcohol to get a "buzz". What pharmacological process does this illustrate?

- A. Potentiation
- B. Increased tolerance
- C. Substitution
- D. Paradoxical effect

2. A patient gets drunk with friends once a month. He was arrested twice for DUI. As a result, he missed several days of work due to court appearances and hangovers. Based on this situation, what assessment should be made about this client?

- A. The client is an alcoholic.
- B. The client is an alcohol abuser.
- C. The client is a social drinker.
- D. The client is alcohol dependent.

3. A client speaks rapidly, provides answers that are irrelevant to the questions and experiences depressive episodes. Based on this situation, what action must be taken by the counselor?

- A. Refer client for mental health assessment
- B. Suggest client calls sponsor
- C. Counsel client about "dry drunk" syndrome
- D. Refer client for medical assessment

4. How do methadone maintenance programs contribute to addiction treatment?
- A. By eliminating daily drug use requirements for addicts
 - B. By substituting a non-addictive drug for an addictive drug
 - C. By curing addicts of their need for heroin
 - D. By permitting addicts to abandon criminal lifestyles
5. Which of the following activities enhances service coordination by counselors?
- A. Visit facilities to which referrals are frequently made
 - B. Limit outside referrals because clients need to be self-motivated
 - C. Take client to outside referral in all cases
 - D. Make an outside referral only if there is a crisis
6. What pattern of personality change includes apathy, lack of concern for the future and loss of ambition that occurs in some marijuana users?
- A. Acute brain syndrome
 - B. Dysphoric reaction
 - C. Amotivational syndrome
 - D. Immunosuppressant effect
7. What motivation explains the actions of enablers?
- A. They want the chemical-dependent to be irresponsible.
 - B. They are protecting their own security.
 - C. They want to get the person more involved in drugs.
 - D. They are instrumental in getting the drug dependent person into treatment.
8. Which of the following explanations characterizes a client who has been abstinent from mood altering substances, regularly attends 12-step meetings, but continues to feel irritable and anxious?
- A. The client's spouse is an untreated codependent.
 - B. The client has adjusted to life in recovery.
 - C. The client is experiencing post-acute abstinence syndrome.
 - D. The client is angry because of giving up using.
9. A client informs the counselor of frequent thoughts of suicide and has a plan. The client informed the counselor that the plan will be carried out if the counselor tells anyone. Based on this situation, which of the following actions should be made by the counselor?
- A. Contact the client's family to conduct an intervention
 - B. Ask client to sign a release of information so Psychiatric Evaluation Team can be contacted.
 - C. Contact a psychiatric evaluation team for evaluation
 - D. Convince the client that the plan is irrational

10. How can a counselor assist an outpatient client who discloses urges to drink?
- A. By scheduling increased A.A. attendance and having the client bring in signed attendance slips
 - B. By discussing and validating drinking urges with client and encouraging continued relapse prevention efforts
 - C. By challenging the client about behaviors that prompted the urges and giving client educational information
 - D. By suggesting that the client may require referral to an inpatient program for a short-term stay
11. During an intake interview, discrepancies in statements by the client indicate denial. Which of the following statements would enable the counselor to expose the client's denial using motivational interviewing?
- A. "I am not sure I understand, can you tell me again why this is not a problem?"
 - B. "Your addiction is causing you to be in denial of the problem."
 - C. "I know you are lying."
 - D. "First you tell me one thing and then another. Which is really the truth?"
12. Which of the following statements would be appropriate to use in determining whether or not an individual is in a crisis?
- A. "Describe your present mood."
 - B. "Describe your eating and sleeping habits."
 - C. "Have you thought of harming yourself?"
 - D. "Tell me about any changes in your lifestyle."
13. A counselor, in reviewing a client file, discovers a mistake in a section of the case notes. What action should be taken by the counselor?
- A. Leave the mistake unaltered and write a correction later on in the file
 - B. Use "white-out" to cover the original and write the corrected notes over the "white-out"
 - C. Make a line through the mistake, date and initial it and date the correction
 - D. Erase the mistake, write the correct details and date and initial the changes
14. A 15-year-old girl appears emaciated, her mood fluctuates and she admits that she has been using drugs. Based on this situation, what action should be taken by the counselor?
- A. Assess for substance abuse
 - B. Report the situation to Child Protective Services
 - C. Refer her to a shelter
 - D. Call the police
15. How should alcohol and drug counselors maintain ethical standards in professional conduct?
- A. By seeking ongoing substance abuse education
 - B. By obtaining national certification
 - C. By supporting peer assistance programs
 - D. By receiving personal therapy

16. When may information about a client be shared among staff within a program?

- A. Only if the staff are providing consultation services
- B. Only during the course of stay in the program
- C. Only during clinical team meeting and supervision
- D. Only with a signed release of information

ANSWERS: (1) B, (2) B, (3) A, (4) D, (5) A, (6) C, (7) B, (8) C, (9) C, (10) B, (11) A, (12) C, (13) C, (14) B, (15) A, (16) C

List of References

Carroll, C. (2000). *Drugs in Modern Society*, 5th edition; Brown and Benchmark, Madison, WI.

Grosso, F. (2017). 8th edition, *Advanced Applications of Law & Ethics for California CADCs & CATCs*

Herdman, J. (2005). *Global Criteria: The 12 Core Functions of the Substance Abuse Counselor*

Inaba, Daryl. (2014), 8th edition *Uppers, Downers, All Arounders: Physical and Mental Effects of Psychoactive Drugs*, CNS Productions, San Francisco, Ca

Kinney, J. (2016). *Loosening the Grip*. McGraw Hill, New York.

Lawson, G., Lawson, A., and Rivers, P. (2003). *Essentials of Chemical Dependency Counseling*; Pro-ed.

Levinthal, C.F. (2013). *Drugs, Behavior, and Modern Society* 8th edition; Allyn & Bacon.

Perkinson, R. (2011). *Chemical Dependency Counseling: A Practical Guide*; 4th edition; Sage Pubs.

Summers, N. (2016). *Fundamentals of Case Management Practice: Skills for Human Services* , 5th Edition

U. S. Department of Health and Human Services (2006). *Addiction counseling competencies: The knowledge, skills, and attitudes of professional practice*. Technical Assistance Publication (TAP) Series 21. DHHS Publication No. (SMA) 06-4171. Rockville, MD

Section 3: Taking the Exam

Taking the Exam

Exam Day Procedures

Report to the registration area at the time and date specified on the CATC Examination Admission Letter. It is recommended that you arrive thirty (30) minutes prior to the published examination start time. Proctors will collect the Admission Letter and ask to see identification (see Identification section below).

Identification

Candidates are required to present valid identification to gain admission to the test center. Identification must contain a permanently affixed photograph, a signature, and must be valid (not expired). An ID must be an original document and not a photocopy or a fax.

Acceptable forms of ID include:

- Driver's license
- Government issued identification card
- Passport
- Alien residency card
- Military identification

Candidates failing to provide appropriate identification at the time of examination will NOT be allowed to participate in the examination.

Missed Appointments, Rescheduling and Cancellations

On the day of the examination, the candidate must arrive at the designated site no later than the established registration time. If a candidate reports late, the candidate will not be permitted to take the examination and will need to reschedule and submit any applicable fees.

Candidates who fail to appear for the examination must re-register for the examination and pay the prescribed fees.

Candidates may contact PSI Services to cancel or reschedule an examination appointment up to 24 hours prior to the scheduled exam appointment. Examination fees cannot be refunded for cancellations received less than 24 hours in advance of the examination appointment.

No refunds of exam fees are available once a candidate has taken the exam.

Exam Site Rules

Candidates cannot receive any unauthorized assistance during the examination, including but not limited to any of the following:

- Impersonating another person in order to take the examination on that person's behalf;
- Communicating examination content to any person (during or after the examination);

- Removing examination materials from the examination room for the purpose of selling, distributing, buying, receiving or having unauthorized possession of any portion of the examination;
- Having in one's possession books, equipment, notes, written or printed materials, data, other than the examination materials distributed;
- Reproducing examination materials or providing notes of examination content to any persons other than the examination staff; and,
- Obstructing the standardized administration of the examination.

Candidates will not be permitted to leave the examination room for any purpose unless accompanied by a member of the examination staff. Candidates will NOT be permitted to receive extra time to complete the examination. Failure to follow these rules will result in the candidate's examination being voided.

What to Bring on Exam Day

Other than photographic identification, you will be provided with all material necessary to take the examination.

What NOT to Bring on Exam Day

Candidates cannot bring communication devices, reference materials, photographic equipment or electronic devices into the examination room.

The following items are *examples* of prohibited materials:

- Cell phones
- Candidate study guides, technical reference books, and dictionaries
- Cameras and video recorders
- Radios and recording devices
- Laptop computers
- Programmable electronic organizers or other electronic devices with the ability to take pictures, record sound, etc.
- Food and beverages

Personal Belongings

Candidates may keep keys, wallets and purses on the floor near their seat during the examination. Larger items (e.g., backpacks, briefcases, duffel bags, handbags, tote bags) and outerwear (e. g. coats, hats) CANNOT be brought into the examination.

Examination staff will NOT be responsible for monitoring candidates' personal items during the examination. If a candidate reports with prohibited materials or belongings, the candidate will be asked to make alternative arrangements before starting the examination.

If securing belongings results in the candidate being late for the examination, the candidate will not be permitted to take the examination and will need to reschedule and submit any applicable fees.

Cheating & Disruptive Behavior

Individuals suspected of cheating will be subject to the disciplinary policies and procedures in Section 5 of this Handbook.

Any incidents of suspected cheating, violation of any CAADE, ACCBC, and/or test site policies, disturbances, attempts to remove test materials or notes from the testing room, or other exam-related irregularities will be reported immediately. All serious incidents will be investigated. Testing irregularities may result in termination of a candidate's participation in the examination administration, invalidation of exam scores, or other disciplinary action.

Candidates who engage in behavior that is disruptive to other candidates will be disqualified from the examination process. Examples of disruptive behavior include:

- Eating and drinking during the examination;
- Allowing the alarm features or programmable wrist watches or other timepieces to emit sound;
- Talking, whispering, or otherwise attempting to communicate with other candidates for any reason.

ACCBC reserves the right to investigate any incident of suspected misconduct or irregularity.

Section 4: After the Exam

Exam Results Reports

Score reports will be issued directly to candidates at computer-based test sites. Score reports will include a “pass” or “fail” result. Score reports will also include:

- Candidate’s test score
- Passing score
- Information on performance in each content domain area
- Retesting policy

For confidentiality purposes, exam results are not provided by phone or by e-mail. In addition, candidates should be aware that examination security procedures do not allow candidates to access test questions, answer keys, or other secure materials.

Understanding your Score

The passing score (or “cut score”) is based upon minimum competence required to become certified. Minimum competence refers to the level of performance that would be expected by a person who has the required education and training and who is ready to practice independently. The passing score accounts for difficulty of the questions and is unaffected by the number of candidates who sit for the examination.

A criterion-referenced standard setting process is used to establish the passing point for the exam. This means that each candidate’s performance on the exam is measured against a predetermined standard. Candidates are not graded on a curve and do not compete against each other or against a quota.

This passing score for the exam is established using a panel of subject matter experts who carefully review each exam question to determine the basic level of knowledge or skill that is expected. The passing score is based on the panel’s established difficulty ratings for each exam question. Under the guidance of our psychometrician, the panel develops and recommends the passing point which is reviewed and approved by the ACCBC. The passing point for the exam is established to identify individuals with an acceptable level of knowledge and skill. Receiving a score higher than the passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge.

The domain scores on the score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding candidate performance in each domain. The examination is designed to provide a consistent and precise determination of a candidate’s overall performance and is not designed to provide complete information regarding a candidate’s performance in each domain. Candidates should remember that areas with a larger number of items will affect the overall score more than areas with a fewer number of items. The precision and

consistency of scores diminishes with fewer items, and therefore, sub-scores should be interpreted with caution, especially those that correspond to domains with very few items.

Re-Examination

Candidates who fail the exam may re-test after a 90 day waiting period following the date the previous exam was taken. Candidates who fail a second time will need to wait 120 days to retest. Candidates failing a third time will need to wait 180 days to retest. Candidates failing a fourth time will need to provide proof of completion of an Addiction Studies/ADS refresher course from a provider that meets TAP 21 Federal standards and will need to wait an additional 90 days to retest.

This policy protects the security of the integrity of the exam by preventing item over-exposure. It is ACCBC policy to maintain two unique tests forms and update test items yearly to reduce any possible over exposure by candidates by following the above waiting periods.

Exam-Related Complaints

Candidates with complaints about the examination processes or their experience at the testing center should utilize the comment area(s) provided during the exam. Complaints can also be directed to the certification manager. See the Reconsideration Requests policy in Section 7 of this Handbook for more information.

Candidates who fail the exam and believe irregular testing conditions, significant technical problems, or violation of ACCBC policy were a contributing factor may file a request for reconsideration to the ACCBC following the Reconsideration of Adverse Decisions policy (see Section 7 in this Handbook).

Feedback from candidates regarding the content of the exam or specific questions submitted via the comment process during the exam administration will be reviewed and considered by Subject Matter Experts (SMEs) as part of the ongoing item review and test development process.

Section 5: Ethics, Conduct, Complaints & Disciplinary Actions

ACCBC Code of Ethics

The following Code of Ethics applies to the following individuals: individuals registered to obtain certification by the Addiction Counselor Certification Board of California (hereinafter referred to as “Registrant”), certified AOD counselors holding a Certified Addictions Treatment Counselor Intern (hereinafter referred to as CATC-I) credential or Certified Addictions Treatment Counselor (hereinafter referred to as “CATC”) credential, and all honorary tier levels (I, II, III, IV, V and N).

Specific Principles

Principle 1: Non-Discrimination

The CATC, CATC-I, Registrant shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- A. The CATC, CATC-I, Registrant shall be knowledgeable about disabling conditions, demonstrate empathy in interactions with clients with disabilities, and make available physical, sensory, and cognitive accommodations that allow clients with disabilities to receive services.

Principle 2: Responsibility

The CATC, CATC-I, Registrant, shall espouse objectivity and integrity, and maintain the highest standards in the services the CATC, CATC-I, Registrant offers.

- A. The CATC, CATC-I, Registrant, shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but may take appropriate initiative toward improving such policies when it will better serve the interest of the client.
- B. The CATC, CATC-I, Registrant, shall not verbally, physically, or sexually harass, threaten, or abuse another staff member.
- C. The CATC, CATC-I, Registrant, who is aware of unethical conduct or unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.
- D. Applicants who sit for the CATC examination are responsible for assuring that they have met all of the requirements for certification except passage of that examination, and that they have appropriately documented their compliance.

Principle 3: Competence

The CATC, CATC-I, Registrant, shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the CATC, CATC-I, Registrant, and of the profession as a whole. The CATC, CATC-I, Registrant, shall recognize the need for ongoing education and clinical supervision as a component of professional competency.

- A. The CATC, CATC-I, Registrant recognize professional boundaries and limitations of the CATC’s, Registrant’s, competencies and only offer/provide services or use techniques within the scope of his/her registration or certification as an AOD counselor.

- B. The CATC, CATC-I, Registrant shall be sensitive to the potential harm to clients of any personal impairment and shall be willing to seek appropriate treatment for himself/ herself. The CATC, CATC-I, Registrant shall support employee assistance programs in this respect.

Principle 3.5: Supervision

Any experience obtained under the supervision of a spouse or relative by blood or marriage shall not be credited toward the required hours of supervised experience. Any experience obtained under the supervision of a supervisor with whom the applicant has a personal relationship that undermines the authority or effectiveness of the supervision shall not be credited toward the required hours of supervised experience.

Principle 4: Legal and Ethical Standards

The CATC, CATC-I, Registrant shall abide by and uphold the ethical standards contained in this Code of Conduct.

- A. The CATC, CATC-I, Registrant shall be fully cognizant and abide by all state and federal laws and laws governing the practice of alcoholism and drug abuse counseling, including but not limited to regulations protecting participant's, patient's, or resident's rights to confidentiality in accordance with the Code of Federal Regulations, Title 42, Part 2, Sections 2.1 et seq., and the Counselor Certification Regulations in the California Code of Regulations, Title 9, Sections 13000 et seq.
- B. The CATC, CATC-I, Registrant shall not claim either directly, or by implication, professional qualifications/affiliations that the CATC, CATC-I, Registrant does not possess.
- C. The CATC, CATC-I, Registrant will not use, possess, or be under the influence of alcohol or illicit drugs on program premises or while attending or conducting program services.
- D. The CATC, CATC-I, Registrant shall cooperate with investigations into alleged violations of this Code of Conduct, whether initiated by the California Department of Alcohol and Drug Programs, or the California Association of Alcohol/Drug Educators, and shall supply information requested during the course of any investigation unless disclosure of the information would violate the confidentiality requirements of the Code of Federal Regulations, Title 42, Part 2, Sections 2.1 et seq. By registering with, or being certified by ACCBC, Registrant, CATC, CATC-I, Registrant authorizes the ACCBC to release any and all information to ACCBC its board, or its agents possess, and hereby releases CAADE and the ACCBC, their boards, or their agents from any liability therefor.

Principle 5: Publication Credit

The CATC, CATC-I, Registrant assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- A. The CATC, CATC-I, Registrant who publishes books or articles and/or makes professional presentations will assure that all sources of information and contributions are properly cited.

Principle 6: Client Welfare

The CATC, CATC-I, Registrant shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.

- A. The CATC, CATC-I, Registrant shall disclose to clients that she/he operates under a code of ethics and that same shall be made available to the client if requested.
- B. The CATC, CATC-I, Registrant shall terminate a counseling or consulting relationship when it is reasonably clear to the CATC, CATC-I, Registrant that the client is not benefiting from the relationship.
- C. The CATC, CATC-I, Registrant shall not use or encourage a client's participation in any demonstration, research, or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed.

- D. The CATC, CATC-I, Registrant shall take care to provide services in an environment that will ensure the privacy and safety of the client at all times, and ensures the appropriateness of service delivery.
- E. The CATC, CATC-I, Registrant shall not verbally, physically, or sexually harass, threaten, or abuse a client, a client's family members, or any other person known to be significant to the client.

Principle 7: Confidentiality

The CATC, CATC-I, Registrant working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice, or investigation without appropriately executed consent.

- A. The CATC, CATC-I, Registrant shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, and the use of material for training or observation by another party.
- B. The CATC, CATC-I, Registrant shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CATC, CATC-I, Registrant shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided, and shall be accessible only to appropriate personnel.
- C. The CATC, CATC-I, Registrant shall adhere to all federal and state laws regarding confidentiality and the CATC, CATC-I, Registrant responsibility to report clinical information in specific circumstances, such as child or elder abuse or duty to warn, to the appropriate authorities and their supervisor.
- D. The CATC, CATC-I, Registrant shall discuss the information obtained in clinical, consulting, or observational relationships only in appropriate settings for professional purposes and on a need-to-know basis. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- E. The CATC, CATC-I, Registrant shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

Principle 8: Client Relationships

It is the responsibility of the CATC, CATC-I, Registrant to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The CATC, CATC-I, Registrant shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- A. The CATC, CATC-I, Registrant shall inform the client and obtain the client's 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/or observation of an interview by another person.
- B. The CATC, CATC-I, Registrant shall not engage in dual relationships with clients that have any significant probability of causing harm to the client, or the counseling relationship. A dual relationship occurs when a CATC, CATC-I, Registrant and his/her client engage in a separate and distinct relationship, either simultaneously with the therapeutic relationship or within two years following the termination of the professional relationship. As a general rule, a CATC, CATC-I, Registrant should not provide services to friends, family members, or any person with whom they have or have had a social, business, or financial relationship.
- C. The CATC, CATC-I, Registrant shall not exploit relationships with current or former clients for personal or financial gain, including social or business relationships. This could include, but not be limited to,

borrowing from or loaning money to clients; accepting gifts from clients; accepting favors from clients such as volunteer labor; or accepting goods or services in lieu of payment.

- D. The CATC, CATC-I, Registrant shall not under any circumstances engage in sexual behavior (both verbal and non-verbal) with clients, clients' family members, or other persons known to be significant to the client, either simultaneously with the therapeutic relationship or within two years following the termination of the professional relationship.
 - (i) The CATC, CATC-I, Registrant does not engage in sexual intimacies with former clients even after a two-year interval except in the CATC, CATC-I, Registrant who engages in such activity after the two years following cessation or termination of counseling and of having no sexual contact with the former client bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including (1) the amount of time that has passed since counseling terminated; (2) the nature, duration, and intensity of the counseling; (3) the circumstances of termination; (4) the client's personal history; (5) the client's current mental status; (6) the likelihood of adverse impact on the client; and (7) any statements or actions made by the CATC, CATC-I, Registrant during the course of counseling suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the client.
- E. The CATC, CATC-I, Registrant shall not accept as clients anyone with whom they have engaged in sexual behavior.
- F. The CATC, CATC-I, Registrant will avoid dual relationships with current or past clients in self-help based recovery groups (such as A.A., N.A., Al-Anon, Smart Recovery, etc.) by not sponsoring a current or former client; by not having as a client a former sponsor or sponsee; by avoiding meetings, whenever possible, where clients are present; and by maintaining clear and distinct boundaries between the professional counselor and self-help sponsor roles.
- G. The CATC, CATC-I, Registrant will refrain from promoting or advocating any particular religious orientation or from utilizing any particular religious doctrine as part of a treatment program, except in those circumstances where such a religious orientation is an accepted part of the program's mission and clients have voluntarily agreed to participate in such a program.

Principle 9: Interprofessional Relationships

The CATC, CATC-I, Registrant colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- A. The CATC, CATC-I, Registrant shall refrain from offering 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 CATC, CATC-I, Registrant shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- C. The CATC, CATC-I, Registrant shall not in any way exploit relationships with supervisees, employees, students, research participants, volunteers, or clients.
- D. The CATC, CATC-I, Registrant shall seek resolution of workplace or professional issues in an appropriately assertive, understanding, and sensitive manner, utilizing established protocols when such exist.

Principle 10: Financial Arrangements

- A. The CATC, CATC-I, Registrant shall inform the client of all financial policies.
- B. The CATC, CATC-I, Registrant shall consider the ability of a client to meet the financial cost in establishing rates for professional services (sliding fee scale).

- C. The CATC, CATC-I, Registrant shall not engage in fee splitting. The CATC, CATC-I, Registrant shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- D. The CATC, CATC-I, Registrant in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.

Principle 11: Societal Obligations

The CATC, CATC-I, Registrant shall to the best of his/her ability actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and/or drug abuse.

As a Certified Addictions Treatment Counselor, CATC, CATC-I, Registrant I will abide by the Code of Ethics stated herein, I understand that this Code of Ethics may be amended in the future and that I will be required to abide by that amended Code of Ethics to maintain my status as a CATC, CATC-I, Registrant and my signature below indicates my desire and right to grant a release of information and waiver of confidentiality related to any allegations of unprofessional conduct concerning myself and can be shared with and investigated by the appointed members of the ACCBC Ethics Committee.

California AOD Counselor Uniform Code of Conduct

The current California Regulations¹ governing registrants and certified alcohol and other drug (AOD) counselors require each certifying organization (CO) to develop a code of conduct which establishes minimum standards² that are designed to safeguard the rights of clients in AOD programs and facilities. CO's may impose more stringent standards³ that do not conflict with the standards contained within this Uniform Code of Conduct.

Principle 1:

Registrants and Certified AOD Counselors shall conduct themselves in an honest, forthright and professional manner. Registrants and Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a registrant or counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;

¹ California Code of Regulations (CCR) Title 9, Division 4, Chapter 8, Sections 13000, *et seq.*, as enacted April 1, 2005.

² CCR Title 9, Div. 4, Chap. 8, Section 13060.

³ CCR Title 9, Div. 4, Chap. 8, Section 13060(f).

- c. Refusal or failure to provide proper identifying registration, credential, certification or

license where appropriate or required (e.g., when offering or providing AOD counseling services, on business cards, on informational or marketing materials, etc.);

- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in Business and Professions Code sections 17200, et seq.

Principle 2:

Registrants and Certified AOD counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful manner, and are prohibited from:

- a. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- b. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- c. Engaging in a business relationship with clients, patients, program participants, residents and/or other persons significant to them within one year from the termination of the counseling relationship;
- d. Physically, verbally, sexually harassing, threatening or abusing other staff members, clients, patients, program participants, residents and/or other persons significant to any of the above;
- e. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public.

Principle 3:

Registrants and Certified AOD counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements and patient/client records access. Registrants and Certified AOD counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to, Title 42 Code of Federal Regulations Part 2, Child Abuse, Elder Abuse and Public Safety laws and Regulations;
- b. Failing to maintain records consistent with the nature of the services being rendered;
- c. Refusing or denying patient/client access to charts and records as required by law;
- d. Violating, attempting to violate or conspiring to violate any law or regulation governing AOD

registrants, certified or licensed AOD counselor.

Complaints and Disciplinary Actions

The Department of Health Care Services (DHCS) Program Compliance Branch investigates complaints against California's alcohol and other drug recovery and treatment programs. Through complaint investigations, the Department of Health Care Services (DHCS) ensures the provision of quality treatment through the enforcement of standards for professional and safe treatment.

The Department of Health Care Services (DHCS) Program Compliance Branch also investigates violations of the code of conduct of registered or certified AOD counselors. Alcohol or Drug Abuse Recovery or Treatment Facilities licensed or certified by ADP are required to report counselor misconduct to ADP within 24 hours of the violation. Consistent with Title 9, California Code of Regulations, Section 13065 complaints about a licensed/certified alcohol or other drug service provider OR a registered or certified counselor should be submitted to the Department of Health Care Services Substance Use Disorder Services.

Policy Scope

Complaints under the jurisdiction of the Department of Health Care Services Substance Use Disorder Services must be filed with the department.

Complaints regarding individuals certified by CAADE's ACCBC who (1) do not practice in the State of California and/or (2) that are not under the purview of the Department of Health Care Services Substance Use Disorder Services may be filed directly with the ACCBC as described in this policy.

Introduction

Information regarding the Department of Health Care Services Substance Use Disorder Services complaint process and the ACCBC's complaint process will be available to the public via the ACCBC web site or other published documents. A complete copy of this policy will be publicly available.

In order to maintain and enhance the credibility of the certification program, the ACCBC has adopted the following procedures to allow individuals to bring relevant complaints concerning the conduct of registrants and certificants to the ACCBC.

In the event a registrant or certificant violates the CAADE Code of Ethics, ACCBC certification rules, requirements, and/or policies the ACCBC may reprimand or suspend the individual or may revoke certification.

Grounds for Sanctions

The grounds for sanctions under these procedures may include, but are not necessarily limited to:

- Any restrictions such as revocation, suspension, probation or other sanctions of the professional's license, where applicable.

- Violation of the established ACCBC Code of Ethics, ACCBC rules, requirements, and/or policies.
- Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, services provided by a CATC.
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved CATC certification.
- Fraud, falsification, or misrepresentation in an initial application or renewal application for certification.
- Falsification of any material information requested by the ACCBC.
- Misrepresentation of CATC status, including misuse of the certification mark.
- Cheating on any certification examination.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made about the conduct of the certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken.

Complaints

Complaint Submission

Complaints may be submitted by any individual or entity. Complaints should be reported to the ACCBC in writing and should include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with ACCBC's confidentiality policy. Inquiries or submissions other than complaints may be reviewed and handled by the ACCBC or its staff members at its discretion.

Preliminary Review

Upon receipt and preliminary review of a complaint involving the certification program, the certification manager in consultation with the ACCBC Chair may conclude, in their sole discretion, that the submission:

- should be referred to the Department of Health Care Services Substance Use Disorder Services as required by law,
- contains unreliable or insufficient information, or
- is patently frivolous or inconsequential.

Preliminary review will be conducted within 15 business days of receipt of the complaint.

In such cases, the certification manager and ACCBC Chair may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the ACCBC for investigation and a determination of whether there has been a violation of substantive requirements of the certification process. If so, the submission is disposed of by notice from the certification manager and ACCBC Chair to its submitter, if the submitter is identified. All such preliminary dispositions by the Chair are reported to the ACCBC at its next meeting.

If a submission is deemed by the certification manager and ACCBC Chair to be a valid and actionable complaint, the Chair will see that written notice is provided to the registrant/certificant whose conduct has been called into question. The registrant/certificant whose conduct is at issue also will be given the opportunity to respond to the complaint. The Chair also will ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by the ACCBC.

Complaint Review

For each complaint that the Chair concludes is a valid and actionable complaint, the ACCBC authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.

Review Committee Appointment and Responsibilities

The ACCBC Chair appoints a Review Committee composed of three CATC certified individuals, who may or may not be members of the ACCBC, to investigate and make an appropriate determination with respect to each such valid and actionable complaint; the Review Committee may review one or more such complaints as determined by the Chair. The Review Committee initially determines whether it is appropriate to review the complaint under these Procedures or whether the matter should be referred to another entity engaged in the administration of law. The timeline for responses and for providing any additional information shall be established by the Review Committee. The Review Committee may be assisted in the conduct of its investigation by CAADE staff and/or legal counsel. The ACCBC Chair exercises general supervision over all investigations.

Both the individual submitting the complaint and the registrant/certificant who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. The Review Committee, or the ACCBC on its behalf, may at its discretion contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

All investigations and deliberations of the Review Committee and the ACCBC are conducted in confidence, with all written communications sealed and marked "Personal and Confidential," and they are conducted objectively, without any indication of prejudice. An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held and the parties are not expected to be represented by counsel, although the Review Committee and ACCBC may consult their own counsel.

Registrants/certificants who are found to bring frivolous complaints against other certificants or CAADE/ACCBC may be subject to disciplinary action by the ACCBC, up to and including revocation of certification.

Members of the Review Committee will be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

Determination of Violation

Review Committee Recommendation

Upon completion of an investigation, the Review Committee recommends whether the ACCBC should make a determination that there has been a violation of ACCBC policies and rules. When the Review Committee recommends that the ACCBC find a violation, the Review Committee also recommends imposition of an appropriate sanction. If the Review Committee so recommends, a proposed determination with a proposed sanction is prepared under the supervision of the Chair and is presented by a representative of the Review Committee to the ACCBC along with the record of the Review Committee's investigation.

ACCBC Determination

COMPLAINT DISMISSAL

If the Review Committee recommends against a determination that a violation has occurred, the complaint is dismissed with notice to the registrant/certificant, the individual's employer (if involved in the investigation), and the individual or entity who submitted the complaint; a summary report is also made to the ACCBC.

DETERMINATION OF VIOLATION

The ACCBC reviews the recommendation of the Review Committee based upon the record of the investigation. The ACCBC may accept, reject, or modify the Review Committee's recommendation, either with respect to the determination of a violation or the recommended sanction to be imposed. If the Review makes a determination that a violation has occurred, this determination and the imposition of a sanction are promulgated by written notice to the registrant/certificant, and to the individual submitting the complaint, if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the ACCBC.

In certain circumstances, the ACCBC may consider a recommendation from the Review Committee that the registrant/certificant who has violated the certification program policies or rules should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the Review Committee to make such a recommendation and of the ACCBC to accept it are within their respective discretionary powers. If such an offer is extended, the registrant/certificant at issue must submit the required written assurance within thirty days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the ACCBC. If the ACCBC accepts the assurance, notice is given to the certificant's employer and to the submitter of the complaint, so long as the submitter agrees in advance and in writing to maintain the information in confidence.

Sanctions

Any of the following sanctions may be imposed by the ACCBC upon a registrant/certificant whom the ACCBC has determined to have violated the policies and rules of its certification program(s), although

the sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

- written reprimand to the registrant/certificant;
- suspension or termination of the registrant's eligibility to apply for certification;
- suspension of the certificant for a designated period; or
- termination of the certificant's certification.

For sanctions that include suspension or termination, a summary of the final determination and the sanction with the registrant/certificant's name and date is published by the ACCBC. This information will be published only after any appeal has either been considered or the appeal period has passed.

Reprimand in the form of a written notice from the Chair normally is sent to a registrant/certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a registrant/certificant who has received two substantiated complaints. Termination normally is imposed on a registrant/certificant who has received two substantiated complaints within a two year period, or three or more substantiated complaints. The ACCBC may at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

Registrants/certificants who have been terminated will have their registration/certification revoked and may not be considered for ACCBC certification in the future. If certification is revoked, any and all certificates or other materials requested by the ACCBC must be returned promptly to the ACCBC.

Appeal

Request for Appeal

Within thirty (30) days from receipt of notice of a determination by the ACCBC that a registrant/certificant violated the certification program policies and/or rules, the affected certificant may submit to the ACCBC in writing a request for an appeal.

Appeal Committee

Upon receipt of a request for appeal, the Chair of the ACCBC establishes an appellate body consisting of at least three, but not more than five, individuals. This Appeal Committee may review one or more appeals, upon request by the Chair. No current members of the Review Committee or the ACCBC may serve on the Appeal Committee; further, no one with any personal involvement or conflict of interest may serve on the Appeal Committee. Members of the Appeal Committee may be reimbursed for reasonable expenses incurred in connection with the activities of the Committee.

Basis for Appeal

The Appeal Committee may only review whether the determination by the ACCBC of a violation of the certification program policies and/or rules was inappropriate because of:

- material errors of fact, or
- failure of the Review Committee or the ACCBC to conform to published criteria, policies, or procedures.

Appeal Procedure

Only facts and conditions up to and including the time of the ACCBC's determination as represented by facts known to the ACCBC are considered during an appeal. The appeal will not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the ACCBC and the Appeal Committee. The ACCBC and Appeal Committee may consult legal counsel.

The Appeal Committee conducts and completes the appeal within ninety days after receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the member and of the ACCBC. Submissions are made according to whatever schedule is reasonably established by the Appeal Committee. The decision of the Appeal Committee either affirms or overrules the determination of the ACCBC, but does not address a sanction imposed by the ACCBC. The decision of the Appeal Committee, including a statement of the reasons for the decision, is reported to the ACCBC.

The Appeal Committee decision is binding upon the ACCBC, the registrant/certificant who is subject to the termination, and all other persons.

Resignation

If a registrant/certificant who is the subject of a complaint voluntarily surrenders his or her registration/certification(s) at any time during the pendency of a complaint under these Procedures, the complaint is dismissed without any further action by the Review Committee, the ACCBC, or an Appeal Committee established after an appeal. The entire record is sealed and the individual may not reapply for registration/certification. However, the ACCBC may authorize the Chair to communicate the fact and date of resignation, and the fact and general nature of the complaint which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the person or entity who submitted the complaint are notified of the fact and date of resignation and that ACCBC has dismissed the complaint as a result.

Section 6: Maintaining Your Certification

Recertification

Purpose

The purpose of recertification, or renewal of certification, is to enhance the quality of addiction counseling delivered to the public and to meet the requirements for recertification by the ACCBC.

To support this purpose, recertification requires continuing education courses that enhance professional development and recognize learning opportunities that are specifically related to providing AOD counseling beyond entry-level. This is accomplished through continuing education courses that are specifically related to the topics on the CATC exam; counseling skills (basic courses), including at the Masters level, may not be used for renewal. These continuing education courses must also be approved for content and high standards.

Recertification Cycle

Recertification is required every two years. The two-year recertification cycle was selected to conform with California Code of Regulations Section 13055.

The two year recertification cycle was adopted by the ACCBC based on the understanding that the practice of AOD changes over time and that new techniques and understanding are introduced to the field on an ongoing basis. Qualified counselors participate in frequent and ongoing learning and professional development through participation in activities designed to increase an individual's knowledge, awareness, and/or skills in AOD counseling.

Recertification Requirements

CATCs must obtain 40 TAP 21-specific CEHs/CEUs every two years. 9 of those hours must be in addiction-specific laws and ethics.

ACCBC requires that all CATCs must obtain CEHs/CEUs from providers that meet TAP 21 criteria and federal standards. Evidenced by either a certificate of completion from the provider and/or a signed letter from the provider documenting CEHs/CEUs. In both cases, the topic of the education and the hours must be listed as well as any provider numbers.

Recertification Rationale

The ACCBC supports the CA AOD requirement for 40 continuing education units every two years as adequate to encourage ongoing learning and professional development through participation in activities designed to increase an individual's knowledge, awareness, and/or skills AOD directly related to TAP-21. The requirement is consistent with the understanding that AOD counseling knowledge and

skills change over time and that continued practice as an AOD counselor requires that certificants are continually exposed to new learning.

Definition of Recertification

Recertification is defined as “requirements and procedures established as part of a certification program that certificants must meet to maintain competence and renew their certification.” CATC recertification requirements are designed to promote continued competence, which is defined as “demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual’s professional career.”¹

Recertification Applications

Recertification applications are available online at www.accbc.org. A complete recertification application includes:

- 1) Non-refundable payment of the recertification fee.
- 2) Proof of 40 units of continuing education hours including 9 hours of laws and ethics. Certificates of completion must include a title, date, and CEU awarded, and must be submitted with the application.
- 3) Completed application form

The ACCBC reserves the right to verify any information provided on recertification applications. All recertification applications are reviewed to ensure that all requirements are met.

Recertification Acceptance

The certification manager will issue a renewal notice and new certificate to the certificant once all recertification requirements have been met. Recertification applications will not be accepted from individuals whose certification is in a state of suspension or has been revoked.

Incomplete Applications

Recertification applications are considered incomplete if any of the required information is missing and/or illegible, or the appropriate fee is not included. Recertification applications must be complete before they are processed and approved.

¹ Definitions of recertification and continuing competence are from the National Commission of Certifying Agencies *Standards for the Accreditation of Certification Programs*. (Revised November 2014).

Initial CAT-C's (All tiers)

\$175 (for two years)

Recertification Fee

\$150 (for two years)

Recertification Acceptance

The ACCBC will issue a renewal letter and new certificate to the certificant once all renewal requirements have been met.

Renewal applications will not be accepted from individuals whose certification is in a state of suspension or has been revoked.

Section 7: ACCBC Policies

Accommodations for those with Disabilities

ACCBC complies with the Americans with Disabilities Act. Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential knowledge being measured by the examination.

Reasonable accommodations are decided upon based on:

- the individual's specific request
- the individual's specific disability
- documentation submitted
- the appropriateness of the request

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations generally are provided for candidates who:

- have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g. walking, talking, hearing, performing manual tasks)
- have a record of such physical or mental impairment
- are regarded as having a physical or mental impairment

To apply for accommodation(s), the candidate must:

- Submit the Request for Testing Accommodation form
- Submit documentation provided by an appropriate licensed professional on the professional's letterhead to the ACCBC which includes a diagnosis of the disability and specific recommendations for accommodations.
- Submit documentation at least 30 days prior to the testing date. All documentation is subject to verification.

Address Changes

Individuals are responsible for notifying ACCBC in writing of any changes in address, including email address. Certification renewal is the responsibility of each certified individual. The ACCBC is not responsible for notices that fail to reach certificants.

Confidentiality

The ACCBC is committed to protecting confidential information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process. The

confidentiality policy applies to all CAADE employees, ACCBC members, committee members and volunteers, consultants, vendors, and other individuals who are permitted access to confidential information.

Confidential information is defined as information that is exempt from disclosure under the provision of the California Public Records Act or other applicable State or Federal laws.

Confidential materials include, but are not limited to:

- an individual's application status
- personal applicant/certificant information
- exam development documentation (including role delineation study reports, technical reports, and cut score studies)
- exam items and answers
- exam forms
- individual exam scores

To ensure the security of the examination, all test materials are confidential and will not be released to any person or agency.

Information about an applicant/candidate/certificant will only be released to that applicant/candidate/certificant unless release of the information is authorized in writing by the individual or is required by law. Personal information submitted by an applicant/candidate/certificant with an application or recertification application is considered confidential. Personal information retained within the database will be kept confidential.

All application information is confidential and will not be shared with any party other than the examination development or administration vendors for certification processing purposes.

Examination scores are released only to the examination candidate unless a signed release is provided in writing by the individual, or release is required by law.

ACCBC/CAADE follows the Privacy Act of 1974 (2012 Edition), which states that:

"No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record is pursuant to specific exceptions. The Act also provides individuals with the right to seek access to and amend their records as allowable/ appropriate, and sets forth various agency record-keeping requirements."

Confidentiality Agreements

Applicants for certification are required to read and acknowledge a confidentiality statement as part of the application process.

Status Verification

An individual's registration and/or certification status is not considered confidential. The names of registered and certified individuals may be published by the ACCBC.

ACCBC will provide confirmation of certification status to anyone who requests the information, and verification will be accessible via the certification program's web site. Verification of certification status will include the individual's name, zip code, certification number, registration date, certification issue and expiration date, current certification status, and notations regarding previous complaints.

Application status, information about whether or not an individual has taken the exam, and score information will not be released without written consent of the individual as noted in the Confidential Information section above.

Aggregate Data

Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) will be publicly available and updated annually. Aggregate exam statistics, studies, and reports concerning applicants/certificants will contain no information identifiable with any applicant/certificant.

Reciprocity

The ACCBC currently has no reciprocity recognition with any other organization and all registrants are required to take the CATC exam.

Reconsideration Requests

Applicants/candidates deemed ineligible for certification due to an adverse decision related to initial certification eligibility, a failed examination, or recertification eligibility may request reconsideration of the decision if the request is based on:

- Denial of certification/recertification eligibility as a result of an error in the application review process or a failure to follow application review policies
- Failure of the exam based on a breach of policy during exam administration

Reconsideration requests regarding examination content (e.g., specific questions and the domain weights/specifications/blueprint that results from the Job Task Analysis or specific exam items) are not accepted.

Submitting a Request for Reconsideration

The request for reconsideration must be submitted in writing to the ACCBC within 45 days of the adverse decision.

In the case of adverse eligibility/recertification determinations, the request should clearly state the reasons why the candidate feels his/her application for certification/recertification was incorrectly denied and how they comply with the published requirements.

In the case of an exam administration policy breach, the request should clearly describe in detail the situation that occurred during testing and the policy breach. Supporting documentation should be provided when applicable.

Review Process

A Reconsideration Committee will review the applicant/candidate's request and supporting documentation and materials when reconsidering the ACCBC's decision. The ACCBC Chair will notify the applicant/candidate in writing of the Reconsideration Committee's decision within 30 days of receiving the request.

Statement of Nondiscrimination

CAADE's autonomous ACCBC board recognizes that equal opportunity is fundamental to equality in all forms of human endeavor. Therefore, all board, administrative practices, and procedures are non-discriminatory. In accordance with Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1991 (42 USC §1981, 2000e et seq), Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), the Age Discrimination Act of 1975, as amended (42 USC §6101 et seq), Title II of the Americans with Disabilities Act of 1990 (42 USC §12101 et seq), and Title IX of the Education Amendments of 1972, neither ACCBC officers, employees or volunteers shall discriminate against members, registrants, employees or other professionals on the basis of sex, race, color, national origin, sexual orientation, economic condition, disability, or age in the certification/registration process, or in its programs and activities. Further, they shall comply with the policy of protecting the privacy of clients and may not disclose (without written consent) confidential information acquired in the certification or registration processes.

Use of the Certification Mark

Compliance with CA AOD

Compliance with the California Alcohol and Other Drug (AOD) Uniform Code of Conduct requires that Registrants and Counselors properly representing the type or status of registration or certification held.

All violations are reported to DHCS for investigation and sanctions. Should DHCS not sanction a counselor for a violation because, for example, the counselor is not employed in a state licensed or certified facility, it is the policy of the ACCBC to refer the case for further investigation under the disciplinary and complaints policy.

Proper Use of Credentials

The CATC credential may be used by individuals who have earned the CATC designation as long as certification remains valid and in good standing. Individuals may not use the CATC credential until they have received specific written notification that they have successfully completed all requirements, including passing the exam. Certificants must comply with all recertification requirements to maintain use of the credential.

After meeting all eligibility requirements and passing the examination, individuals may use their credential in all correspondence and professional relations. The credential is typically used after the certificant's name following any academic degrees and licensure (e.g. Mary Smith, Ph.D., CATC or Mary Smith, CATC).

The credential may be used as:

CATC

or

Certified Addiction Treatment Counselor

The certification mark(s) may be used only as long as certification is valid.

Section 8: Forms

Special Accommodations Request Form

If you have a disability covered by the Americans with Disabilities Act (ADA), please complete this form and the Documentation of Disability-Related Needs Form. The information you provide, and any documentation regarding your disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source, without your express written permission.

Please submit forms to: office@accbc.org

APPLICANT INFORMATION

First Name: _____ MI: ____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

SPECIAL ACCOMMODATIONS

Please provide (check all that apply)

- Accessible Testing Site
- Screen Magnifier (Large Font)
- Separate Testing Room
- Reader Required for Learning Disability
- Extended Testing Time
- Reader Required for Visual Disability
- Other special accommodation: _____

Comments: _____

Applicant's Signature: _____ Date: _____

Documentation of Disability-Related Needs Form

Candidates for CATC certification who have a learning, psychological, or other disability that requires accommodation during testing must provide a written disability report prepared by an appropriately qualified, licensed health care professional (e.g. physician, nurse practitioner, psychologist, psychiatrist). The information you provide, and any documentation regarding your disability and special accommodation request, will be treated with strict confidentiality.

LICENSED HEALTHCARE PROVIDER DOCUMENTATION

I have known _____ since ____/____/_____
Test applicant

in my capacity as a _____
Professional Title

SPECIAL ACCOMMODATIONS

Given the nature of the test to be taken by the above-named candidate, it is my opinion that he/she should be accommodated by providing the following special arrangements:

Check all that apply:

- Accessible testing site
- Screen Magnifier (Large Font)
- Separate testing room
- Reader Required for Learning Disability
- Extended testing time
- Reader Required for Visual Disability
- Other special accommodation: _____

Signature: _____ Date: _____

Title: _____ License _____
(if applicable)

Consent to Disclose Information from Student Records



CONSENT TO DISCLOSE INFORMATION FROM STUDENT RECORDS

I, _____, authorize _____
_____, to disclose my academic records to the Addiction
Counselor Certification Board of California (ACCBC) for the purpose of verifying my
educational requirements for becoming a certified addiction treatment counselor.

[Student name]

[Student signature]

[Date]