

*Missouri Substance Abuse Professional
Credentialing Board*

(573) 751-9211

www.msapcb.com
email: help@msapcb.com

P.O. Box 1250
Jefferson City, MO 65102-1250

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OCTOBER 31, 2011 RENEWAL FORMS FOR CADC, CRADC, CRAADC, CCJP, CCDP, CCDP-D, RASAC II, SQP, SQP-R, SQI AND SQI-R

PLEASE READ THE RENEWAL INSTRUCTIONS IN THEIR ENTIRETY BEFORE COMPLETING RENEWAL FORMS. THERE ARE DIFFERENT REQUIREMENTS FOR COUNSELORS RENEWING FOR THE FIRST TIME.

IF THIS IS YOUR FIRST TIME RENEWING YOUR CERTIFICATION CREDENTIAL:

If you are a CADC, CRADC, or CRAADC and you passed the Written Examination in March 2010, June 2010, or September 2010 (see your 8½ x 11 certificate for certification date) this is your first renewal as a certified counselor. Submit 20 contact hours of education completed after you passed the Written Examination. 10 of the 20 contact hours must be from outside training events (not in-service training). 3 of the 20 contact hours of continuing education hours must be “LIVE” Ethics (not online or home study) may be from in-service trainings if you wish. **You must submit copies of the training certificates for all of your outside education hours.**

If you are a CCJP and you were issued your CCJP credential between **November 1, 2008 and January 30, 2009**, (see your 8½ x 11 CCJP certificate for your credentialing date) this is your first renewal. You must submit 20 contact hours of education related to one or more of the 8 CCJP performance domains, completed after you were issued your CCJP credential. Three (3) of the 20 contact hours of continuing education must be “LIVE” Ethics education obtained from workshops, seminars or in-service trainings (not from online or home study courses). Ten (10) of the 20 contact hours must be from outside training events such as workshops, seminars or courses from MSAPCB approved online and home study providers (see providers list on MSAPCB web site under Trainings), not from in-service training. **You must submit copies of the training certificates for all of your outside education hours.**

If you are a CCDP or CCDP-D and you were issued your credential between **June 1, 2009 and June 15, 2010**, (see your 8½ x 11 certificate for your credentialing date) this is your first renewal. You must submit 20 contact hours of education related to one or more of the 7 CCDP and CCDP-D performance domains, completed after you were issued your CCDP or CCDP-D credential. Three (3) of the 20 contact hours of continuing education must be “LIVE” Ethics education obtained from workshops, seminars or in-service trainings (not from online or home study courses). Ten (10) of the 20 contact hours must be from outside training events such as workshops, seminars or courses from MSAPCB approved online and home study providers (see providers list on MSAPCB web site under Trainings), not from in-service training. **You must submit copies of the training certificates for all of your outside education hours.**

YOU HAVE RENEWED YOUR CERTIFICATION CREDENTIAL PREVIOUSLY AT LEAST ONCE OR YOU WERE CREDENTIALLED BY THE MSAPCB BY MEANS OF RECIPROCITY:

If you are a CADC, CRADC, CRAADC, CCJP, CCDP or CCDP-D and you have renewed your certification at least once since you became a certified counselor or you were credentialed by the MSAPCB by means of reciprocity, you must submit 40 contact hours of education completed after October 31, 2009, that relates to one or more of the performance domains for your credential. 20 of the 40 contact hours must be from outside training events (not in-service training), and 6 contact hours must be “LIVE” Ethics (not from online or home study) may be from in-service trainings if you wish. Only list your trainings on forms; do not send copies of your training certificates unless your last name begins with the letter C, D, E, or F. **If your last name begins with C, D, E, or F, your renewal materials will be reviewed by the Continued Quality Improvement Committee for quality assurance and copies of your training certificates are required.**

YOUR FIRST TIME RENEWING YOUR RASAC II CREDENTIAL:

If you are a RASAC II and you became a RASAC II after October 31, 2009 and this is the first time renewing your RASAC II credential, you must submit 20 contact hours of education completed after your credentialing date (see your 8½ x 11 certificate for credentialing date) that relate to one or more of the performance domains. 10 of the 20 contact hours must be from outside training events (not in-service training), and 3 contact hours must be “LIVE” Ethics (not from online or home study) may be from in-service trainings if you wish. You must “always submit” copies of the training certificates for all of your outside education hours when renewing your RASAC II credential.

YOU HAVE RENEWED YOUR RASAC II AT LEAST ONCE BEFORE:

If you are a RASAC II and you have renewed your RASAC II credential at least once since you became credentialed, you must submit 20 contact hours of education completed after October 31, 2010 that relate to one or more of the performance domains. 10 of the 20 contact hours must be from outside training events (not in-service training), and 3 contact hours must be “LIVE” Ethics (not from online or home study) may be from in-service trainings if you wish. You must “always” submit copies of the training certificates for all of your outside education hours when renewing your RASAC II credential.

VERY IMPORTANT NOTICE REGARDING UPGRADING AND RENEWING YOUR CURRENT CREDENTIAL:

- ❖ **If you are a RASAC II upgrading to a certified level MSAPCB credential, your RASAC II credential could expire while you are waiting to take the examination. You need to be mindful of this, when scheduling your test date.**
- ❖ **If you are upgrading from any certified level credential to a higher level certified credential (i.e. CADC to CRADC) you must renew at this time, because your renewal date will NOT change when you complete the upgrade process.**

YOUR FIRST TIME RENEWING YOUR MSAPCB SQP, SQP-R SQI OR SQI-R:

If you are a SQP, SQP-R, SQI, or SQI-R this is the first time renewing your MSAPCB SATOP credential, you must submit 20 contact hours of continuing education completed after October 31, 2009. 10 of the 20 contact hours must be from outside training events (not in-service training), and 3 contact hours must be “LIVE” Ethics (not from online or home study) may be from in-service trainings if you wish. You must submit copies of the training certificates for all of your outside education hours unless you also hold a certified level credential you are renewing that is not required to submit certificates this renewal period (see instructions on page 2).

CADC, CRADC, AND RASAC II PERFORMANCE DOMAINS

- | | |
|-------------------------|--|
| 1. Clinical Evaluation | 5. Counseling |
| 2. Treatment Planning | 6. Client, Family & Community Education |
| 3. Referral | 7. Documentation |
| 4. Service Coordination | 8. Professional & Ethical Responsibility |

CRAADC PERFORMANCE DOMAINS

- | | |
|-------------------------|--|
| 1. Clinical Evaluation | 6. Client, Family & Community Education |
| 2. Treatment Planning | 7. Documentation |
| 3. Referral | 8. Professional & Ethical Responsibility |
| 4. Service Coordination | 9. Research Design, Analysis & Utilization |
| 5. Counseling | 10. Clinical Supervision |

CCJP PERFORMANCE DOMAINS

- | | |
|--|---|
| 1. Dynamics of Addiction and Criminal Behavior | 5. Clinical Evaluation: Screening & Assessment |
| 2. Legal, Ethical, and Professional Responsibility | 6. Treatment Planning |
| 3. Criminal Justice System and Processes | 7. Counseling |
| 4. Documentation | 8. Case Management, Monitoring, and Participant Supervision |

CCDP and CCDP-D PERFORMANCE DOMAINS

- | | |
|---|-------------------------------------|
| 1. Screening and Assessment | 5. Crisis Prevention and Management |
| 2. Treatment & Recovery Planning | 6. Counseling |
| 3. Management & Coordination of Care | 7. Professional Responsibility |
| 4. Education of the Person, Their Support System, & the Community | |

RENEWAL TIME LINE AND FEES:

1. Renewal materials postmarked on or before October 31, 2011

- \$190.00 (One Credential)
- \$215.00 (Two Credentials)
- \$240.00 (Three Credentials)
- \$265.00 (Four Credentials)

\$95.00 – INACTIVE STATUS FOR CERTIFIED CREDENTIALS ONLY

\$95.00 RASAC II Renewal Fee

2. Renewal materials postmarked from November 1 to November 30, 2011

- \$265.00 (One Credential with late fee)
- \$290.00 (Two Credentials with late fee)
- \$315.00 (Three Credentials with late fee)
- \$340.00 (Four Credentials with late fee)

\$170.00 (RASAC II Renewal with late fee)

3. Renewal materials postmarked after November 30, 2011 will not be accepted and your credential will be considered expired. In cases of disputes on when the renewal materials were mailed, the MSAPCB will accept only U.S. Postal Service marks as outlined in the MSAPCB Policies and Procedures.

- Please Do Not Staple Check To Renewal Forms.
- **The MSAPCB accepts Visa, MasterCard and Discover Card.**

UNABLE TO RENEW AT THIS TIME - MSAPCB STAFF ASSISTANCE - If you have had a serious illness, or an extended period of unemployment, or other serious event recently in your life and feel you cannot renew your credential at this time, **immediately call the MSAPCB office (573) 751-9211.** MSAPCB Staff will make every reasonable effort to work with you to help you successfully complete the renewal process so your MSAPCB credential(s) will not expire.

Please complete and return pages 6, 7, 8 if needed, 9 if needed, and 15 to the MSAPCB
Mail to MSAPCB, P.O. Box 1250, Jefferson City, MO 65102-1250

- ✓ **Receive the latest MSAPCB news and training information by joining the MSAPCB email mailing list. You may join our email mailing list at the bottom left corner of the MSAPCB home page at www.msapcb.com.**

INACTIVE STATUS PROCEDURE FOR CERTIFIED LEVEL COUNSELORS:

1. **Only Certified Counselors who do NOT use their credential for employment purposes may request at the time of their renewal to place their credential on inactive status.**
2. At the time of their renewal when they request inactive status, the counselor will only pay half of the current renewal fee, complete the demographic information on the renewal form and sign the Code of Ethical Practice and Professional Conduct and authorization and release.
3. At each renewal date to follow that the counselor wishes to remain on inactive status – they pay half of the current renewal fee and submit half the education hours required for that renewal period; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and Authorization and Release.
4. To return to active status at the counselor's renewal date, he/she will pay the full renewal fee and submit the total number of education hours as required; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and Authorization and Release.
5. **Should a counselor wish to return to active status at any point before their October 31, 2013 renewal** they will pay the full renewal fee and submit the total 40 hours of continuing education required for their October 31, 2011 renewal. 20 of the 40 hours may be from in-service trainings.; complete the renewal forms and sign the Code of Ethical Practice and Professional Conduct and authorization and release. Your next renewal date will remain the same, you will be required to submit the full renewal fee, and total number of hours required for your renewal as outlined above.

REQUIREMENTS FOR RETIRED EMERITUS STATUS FOR CERTIFIED COUNSELORS:

1. The Board may grant the classification, Retired Emeritus Status (RES) to credentialed substance abuse professionals who are fifty-five (55) years old, provided a minimum of ten (10) years of meritorious service and are retired from employment in the alcohol and other drug addiction field.
2. Credentialed substance abuse professionals who desire the emeritus status must send a letter of request to the Board office indicating this request and the effective date of retirement. The Board staff will review all requests for the emeritus status and if the applicant meets the requirements, the staff will approve the request and send a notice to the applicant. If an applicant does not meet the criteria, they will be notified in writing by Board staff.
3. No enrollment or renewal fees will be requested for the retired emeritus status.
4. The retired emeritus status individual may identify himself or herself as a Substance Abuse Professional Emeritus, and shall continue to receive the MSAPCB newsletter and other Board communication.
5. The retired emeritus status individual will be ineligible for IC&RC reciprocity and agrees to remain retired with no intention of returning to employment in the alcohol and other drug addiction field.
6. With the Retired Emeritus Status designation, your MSAPCB Certified Counselor credential will expire.
7. If a retired emeritus status individual desires to regain an active MSAPCB credential, the individual must write a letter of request to the board. They will need 15 hours of continuous education completed in the past six months and they will be charged \$50.00 to reinstate their credential.

MSAPCB Credential Reinstatement Policy and Fees

Contact MSAPCB Staff at (573) 751-9211, or email: help@msapcb.com for details.

Missouri Substance Abuse Professional Credentialing Board

P.O. Box 1250, Jefferson City, MO 65102-1250

Provide Your Required Demographic Information Below

PLEASE TYPE OR PRINT VERY LEGIBLY

Name First Middle Last Sir Name

Current Home Address: Street/PO Box Apt. #

City State Zip County

Home Telephone: SSN:

Work Telephone: Cell Number:

Place of Employment:

Do you work in any of the following programs? CSTAR SATOP ATR Prevention Dept of Corrections

Current Job Title:

E-mail Address:

Your email address listed above will be used by MSAPCB staff to correspond with you if there is a problem with your renewal materials when they are reviewed. Check your SPAM/Junk folder for email from MSAPCB staff.

Within the last renewal period have you been charged, found guilty, or entered a pleas of nolo contendere, in a criminal prosecution under the laws of any state or the United States for any offense, whether or not sentence was imposed or executed? If yes, please attach a written explanation. YES NO

List Other Professional Counseling Credentials You Hold

RENEWAL FEE PAYMENT METHOD:

Check One: Check Money Order Agency Paying Visa Master Card Discover Card

Credit Card Account Number Credit Card Expiration date (MM/YY)

Credit Card Authorized Signature:

Please mark all credential(s) and write the credential number(s) you are renewing at this time?

- CADC # CRADC # CRAADC # CCJP #
CCDP # CCDP-D # RASAC II # SQP #
SQP-R # SQI # SQI-R #
\$190.00 (One Credential) \$265.00 (One Credential with late fee)
\$215.00 (Two Credentials) \$290.00 (Two Credentials with late fee)
\$240.00 (Three Credentials) \$315.00 (Three Credentials with late fee)
\$265.00 (Four Credentials) \$340.00 (Four Credentials with late fee)
\$95.00 - INACTIVE STATUS FOR CERTIFIED CREDENTIALS ONLY
\$50.00 YOU ONLY RENEW A MSAPCB SATOP CREDENTIAL RENEWAL
\$125.00 YOU ONLY RENEW A MSAPCB SATOP CREDENTIAL RENEWAL WITH LATE FEE
\$95.00 RASAC II Renewal Fee \$170.00 (RASAC II Renewal with late fee)
\$120.00 RASAC II AND SATOP Renewal Fee \$195.00 (RASAC II AND SATOP Renewal with late fee)

READ THIS CODE OF ETHICAL PRACTICE AND PROFESSIONAL CONDUCT DOCUMENT, THEN SIGN, DATE THE LAST PAGE, AND MAIL IT TO THE MSAPCB WITH YOUR OTHER RENEWAL MATERIALS.

MISSOURI SUBSTANCE ABUSE PROFESSIONAL CREDENTIALING BOARD

Code of Ethical Practice and Professional Conduct

Introduction

This document is the foundation for standards, which will enable the credentialed professional to measure the propriety of his or her conduct in dealing with clients, other professionals and other members of the community. All professionals credentialed by MSAPCB are expected to thoroughly familiarize themselves with the Code of Ethical Practice and Professional Conduct. The Board is committed to investigate and sanction those who fail to abide by its standards.

Principles:

Principle 1: Responsibility to Clients

Principle 2: Counseling Relationship

Principle 3: Legal and Moral Standards

Principle 4: Diversity

Principle 5: Professional Competence and Integrity

Principle 6: Compliance with the Law

Principle 7: Cooperation with the Board

Principle 1: Responsibility to Clients

Informed Consent:

Clients have the right to be informed of their rights and responsibilities as they relate to the counseling process. **Professionals** assume the responsibility of informing clients, in language appropriate to the client, how information obtained from assessments will be used in their treatment. Further, clients also have the right to obtain clear information about their case records, treatment plans, discharge summaries and recommendations for aftercare. Clients have the right to expect confidentiality in the counseling relationship and be informed of exceptions to confidentiality. **Professionals** shall inform clients of their right to refuse any recommended services and the consequence(s) for their refusal. If a client is unable to exercise their rights, **Professionals** will act in the client's best interest.

Principle 2: Counseling Relationship

General respect and caring:

MSAPCB **Professionals** provide an appropriate setting for clinical work to protect the client from harm. **Professionals** make every effort to respect the dignity and protect the welfare of each client under their care and shall show respect for each client and colleague by maintaining an objective professional relationship at all times. Any activity that results in exploitation of clients for personal gain be it sexual, financial or social will be avoided. **Professionals** avoid fostering dependent counseling relationships and refrain from imposing their values on clients.

Professionals will remain aware of their own skills and limitations and will not attempt to counsel or advise clients on matters outside their area of expertise. When it is in the best interest of the client, **Professionals** will release or refer the client to another program or professional. The **Professional** is responsible for making appropriate arrangements for the continuation of treatment, during interruptions such as vacations and following termination of the counseling relationship.

Prior to entering into a counseling relationship, the **Professional** will clearly explain to the client, the financial arrangements including the use of collection agencies or legal measures for nonpayment.

Dual Relationships:

Professionals shall make every effort to avoid dual relationships with clients that may include, but are not limited to: familial; social; financial; business; or other types of close personal relationships with clients. It is the **Professionals'** responsibility to refer the client to another professional, if possible, when a dual relationship exists. When a dual relationship cannot be avoided, **Professionals** take appropriate professional precautions to ensure that judgment is not impaired and no exploitation occurs. **Professionals** do not accept superiors or subordinates with whom they have administrative, supervisory or evaluative relationships as clients.

Multiple Clients:

If a **Professional** provides counseling services to two or more persons who have a relationship (such as husband and wife, or parents and children), the **Professional** will identify the individual considered to be the primary client(s). If it becomes apparent that the **Professional** may be called upon to perform potentially conflicting roles, they clarify, adjust, or withdraw from the roles appropriately.

Conflict of Interest:

If a client is receiving services from another mental health professional, the **Professional** will, with informed client consent, inform the professional persons already involved and develop clear agreements to avoid confusion and conflict for the client.

Principle 3: Legal and Moral Standards

Confidentiality:

Professionals consider their clients' right to privacy to be of paramount importance and avoid illegal disclosures of confidential information. The **Professional** adheres to all federal, state, and local laws regarding confidentiality. Clients are informed of the limitations of confidentiality and identify foreseeable situations in which confidentiality might be breached. **Professionals** make every effort to ensure that the privacy and confidentiality of clients is maintained by subordinates including employees, supervisees, clerical assistants, and volunteers.

Records:

Professionals maintain records necessary for rendering counseling services to their clients as required by laws, regulations, or agency or institutional procedures. The **Professional** is responsible for securing the safety and confidentiality of any counseling records they create, maintain, transfer, or destroy in whatever forms the record is produced. This applies to records that are written, taped, computerized, or stored in any other medium.

Professionals acknowledge counseling records are kept for the benefit of clients. Consequently, access is provided only when requested by competent clients and when it is determined that the records contain information that is not considered to be misleading or detrimental to the client. When the records involve multiple clients, access to records is limited to those parts of records that do not include confidential information related to another client. The **Professional** discusses information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Every effort is made to avoid undue invasion of privacy.

Fraud-Related Conduct:

Professionals provide accurate, honest, and unbiased information when reporting professional evaluations to third parties including courts and health insurance companies. When **Professionals** provide advice or comment by whatever means, they take reasonable precautions to ensure that the statements are based

on appropriate professional counseling literature and practice; and the statements are consistent with MSAPCB's **Code of Ethical Practice and Professional Conduct**.

The **Professional** does not use their official position to seek or receive unjustified personal gains, sexual favors, unfair advantage, or unearned goods or services. **Professionals** refrain from charging a client or a third party payer for a service not performed, or submitting an account or charge for services that is false or misleading.

Professionals do not publish any advertisement that is false, fraudulent, deceptive or misleading. The **Professional** also refrains from engaging in fraud, misrepresentation, deception or concealment of material fact when applying for or assisting in securing credentialing or credentialing renewal or taking any examination.

Principle 4: Diversity

Nondiscrimination:

The **Professional** does not condone or engage in discrimination based on age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.

Respecting Differences:

Professionals will actively attempt to understand the diverse cultural backgrounds of the clients with whom they work. This includes, but is not limited to, learning how the **Professional's** cultural/ethnic/racial identity impacts his/her values and beliefs about the counseling process. The **Professional** should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

Professionals should have a knowledge base of their client's cultures and be able to demonstrate competence in the provision of services that are sensitive to clients' cultures and to differences among people and cultural groups. The **Professional** should obtain education about and seek to understand, the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sexual orientation, age marital status, religion, and mental or physical disability.

Principle 5: Professional Competence and Integrity

Competence and Self-Knowledge:

Professionals strive to give precedence to their professional responsibility over personal interests and uphold the dignity and honor of the profession. The **Professional** shall seek appropriate professional assistance for their personal problems or conflicts that may impair work performance or clinical judgment. **Professionals** have a responsibility to read, understand, and follow the **Code of Ethical Practice and Professional Conduct**. **Professionals** practice only within the boundaries of their competence and avoid practice in specialty areas new to them until they obtain appropriate education, training, and supervised experience. **Professionals** accept responsibility for their continuing education and professional development as part of their commitment to providing quality care for persons who seek their services. **Professionals** take responsibility for identifying their values and beliefs and take measures to prevent imposing their values on clients. The **Professional** makes a commitment to continually review their ethical competence and attend traditional (not online) training session on ethical conduct as determined by MSAPCB.

Professionals in private practice take reasonable steps to seek out peer supervision to evaluate their efficacy as counseling professionals.

Sexual Misconduct:

Professionals do not have any type of sexual intimacies with clients and do not counsel persons with whom they have had a sexual relationship. **Professionals** do not engage in sexual intimacies with former clients within a minimum of two years after terminating the counseling relationship. **Professionals** who engage in such relationships after two years have the responsibility to document that such relations did not have an exploitative nature.

Professionals do not engage in sexual harassment. Sexual harassment is defined as sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, that occurs in connection with professional activities or roles, and that either is unwelcome, offensive, or creates a hostile workplace environment. Sexual harassment can consist of a single intense or severe act or multiple persistent or pervasive acts.

Do no harm:

Professionals refrain from offering or accepting professional services when their physical, mental or emotional problems may pose a risk to clients or others. They are alert to the signs of impairment, seek assistance for problems, and, if necessary, limit, suspend, or terminate their professional responsibilities. The **Professional** abstains from the non-medical use of any mood altering chemicals while on the job, and will abstain from all illegal substances at all times. **Professionals** strive to serve as a responsible role model for clients, staff and the community.

Superior/Subordinate Relationships (Clinical Supervision):

Clinical Supervisors clearly define and maintain ethical, professional, and social relationship boundaries with their trainees, interns and supervisees. They respect the differential in power that exists between the supervisor and the trainees, interns or supervisees. The **Clinical Supervisor** explains to the trainees, interns and supervisees the potential for the relationship to become exploitative. **Clinical Supervisors** do not engage in sexual relationships with trainees, interns or supervisees and do not subject them to sexual harassment. Clinical Supervisors who supervise the counseling services of others take reasonable measures to ensure that counseling services provided to clients are professional. **Clinical Supervisors** do not endorse trainees, interns or supervisees for credentialing, employment, or completion of an academic or training program if they believe trainees, interns or supervisees are not qualified for the endorsement. **Clinical Supervisors** take reasonable steps to assist students or supervisees who are not qualified for endorsement to become qualified. **Clinical Supervisors** clearly state to trainees, interns and supervisees, in advance of training, the levels of competency expected, appraisal methods and timing of evaluations for both didactic and experiential components. Trainees, interns and supervisees are provided with periodic performance appraisal and evaluation feedback throughout the training program. Trainees, interns and supervisees are informed of the ethical responsibilities and standards of the profession and the trainees, interns and supervisee's ethical responsibilities to the profession.

Unprofessional Conduct:

Professionals refrain from participating in inappropriate conduct not befitting their profession. In the event of an ethics complaint &/or hearing, the **Professional's** conduct will be measured against accepted standards and practices. **Professionals** have a responsibility to alert their employers to conditions that may be potentially disruptive or damaging or that may limit their effectiveness.

Inter-Professional Relationships:

Professionals actively participate in local, state, and national associations that foster the development and improvement of counseling. The **Professional** shall adhere to a strict policy of respect for the views, actions, and findings of colleagues and members of other professions and programs. Appropriate practices will be used when expressing agreement or disagreement in judgment on such matters. The **Professional** shall not denigrate other professions nor engage in any false or misleading communications about their own or other professionals' abilities, training/experience and ethical conduct. The **Professional** is respectful of approaches to counseling that differ from her/his own. **Professionals** know and take into account the traditions and practices of other professional groups with which they work. **Professionals** select competent staff and assign responsibilities compatible with their skills and experiences. The **Professional** refuses to participate in an employer's practices, which are inconsistent with the ethical standards enumerated in this Code.

Principle 6: Compliance with the Law

Unlawful conduct:

All credentialed professionals are expected to comply with all federal, state, and local laws. Anyone who is convicted of any offense other than a misdemeanor has the obligation to report the conviction to the MSAPCB. The definition of conviction includes: A plea or verdict of guilty or a conviction following an Alford Plea, or any other plea, which is treated by the court as a plea of guilty and all the proceedings in which the sentence was deferred or suspended, or the conviction expunged shall be deemed a conviction within the meaning of this section.

Grounds for Discipline:

Permitting, aiding, abetting, assisting, hiring or conspiring with an individual to violate or circumvent any of the laws relating to licensure or credentialing under any licensing or credentialing act.

Principle 7: Cooperation with the Board

The **Professional** shall cooperate in any investigation conducted pursuant to this Code and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to: The willful misrepresentation of facts before the disciplining authority or its authorized representative; the use of threats or harassment against, or an inducement to, any consumer or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action; the use of threats or harassment against, or an inducement to any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed.

Professionals shall report any violation of the **Code of Ethical Practice and Professional Conduct**. Failure to report a violation may be grounds for discipline. A **Professional** who has firsthand knowledge of the actions of a respondent or complainant shall cooperate with a MSAPCB complaint investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in a MSAPCB complaint investigation or disciplinary proceeding shall be grounds for disciplinary action.

Professionals shall not knowingly file a complaint or provide information to the MSAPCB, which they know or should have known, is false or misleading. When submitting any information to the Board, the **Professional** shall comply with any requirements pertaining to the disclosure of consumer information established by the federal or state government.

The primary commitment of the **Professional** is to the health, welfare, and safety of the client. As an advocate for the client, the **Professional** must take appropriate action to report instances of incompetent, unethical, or illegal practice by other credentialed professionals that places the rights or best interests of the client in jeopardy.

Acknowledgments

The Missouri Substance Abuse Professional Credentialing Board would like to thank the following agencies/states for their contribution to the preparation of this code:

1. NAADAC
2. NATTC Curriculum Committee
3. Connecticut
4. Illinois
5. California Association of Addiction Recovery Resources
6. Canadian Psychological Association
7. Iowa
8. Arizona
9. Kansas
10. Hawaii
11. Pennsylvania
12. Arkansas

SIGNATURE PAGE FOR CODE OF ETHICAL PRACTICE AND PROFESSIONAL CONDUCT AND AUTHORIZATION AND RELEASE

Applicant's Agreement to the Code of Ethical Practice and Professional Conduct

Sign, date, and return this page of the Code of Ethical Practice and Professional Conduct with your renewal materials.

I have read the Code of Ethical Practice and Professional Conduct and agree to abide by this code:

Signature

Date

AUTHORIZATION AND RELEASE

I hereby certify all of the information given herein is true and complete to the best of my knowledge and belief. I also authorize any relevant investigations, or the release of personal information to the Missouri Substance Abuse Professional Credentialing Board, its agents, or contractors pursuant to this application/renewal procedure. I understand falsification of any portion of this application/renewal will result in my being denied credentialing, or revocation of same upon discovery.

I further agree to hold the Missouri Substance Abuse Professional Credentialing Board and its Board Members, officers, agents, staff, peer evaluators and examiners, free from any civil liability for damages or complaints by reason of any action that is within the scope and arise out of the performance of their duties which they, or any of them, may take in connection with this application/renewal, the written examination, the grades with respect to any examination, and/or the failure of the MSAPCB to issue me said credential or renewal.

This Authorization and Release shall also apply to personal information requested by the Board at any time following credentialing in connection with any investigation concerning allegations that could lead to disciplinary action against me.

Signature

Date

Sign, date, and return this page of the Code of Ethical Practice and Professional Conduct with your renewal materials.

Renewal Check List

- _____ 1.) Complete and return the Demographic Page of the renewal forms (page 6).
- _____ 2.) Complete and return the Outside Training Page(s) of the renewal forms (page 7).
- _____ 3.) Complete and have your Supervisor sign the In-service Page of the renewal and return to MSAPCB if these agency in-service hours are needed (page 9). Not required to be signed by supervisor if you are not required to send training certificates for outside trainings.
- _____ 4.) Send copies of your training certificates if you hold a RASAC II credential, or this is the First Time Renewing your Certified Level Credential, or your last name begins with the letter C, D, E, or F and you have renewed your Certified level credential at least once before.
- _____ 5.) Sign and return the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release (page 15).
- _____ 6.) Send check, money order, or credit card information for the appropriate renewal fees based on credential level and number of credentials being renewed (see page 6).
- _____ 7.) Mail renewal materials and fees to MSAPCB so they are postmarked by October 31, 2011. If your renewal materials are postmarked after October 31, 2011, you must also pay a late fee in addition to renewal fees.
- _____ 8.) Renew early so your renewal materials will be processed more quickly and you will get your new 5 x 7 renewal certificate sooner.

Frequently Made Renewal Mistakes

- Failure to send copies of your outside training certificates when required to do so (see #4 above)
- Failure to sign, date and return the signature page of the Code of Ethical Practice and Professional Conduct and Authorization and Release (see page 15 of renewal forms).
- Forgetting to also renew your SATOP credential when renewing other MSAPCB credentials (see page 6 of renewal forms).
- Faxing renewal forms and certificates to the MSAPCB (**DO NOT FAX OR SEND PHOTOCOPIES OF RENEWAL MATERIALS TO THE MSAPCB**). The MSAPCB must have an original signature on the Code of Ethical Practice and Professional Conduct and the Authorization and Release (see page 15 of renewal forms).
- Failure to mail renewal materials before the October 31, 2011 deadline.
- Failure to check your email to see if MSAPCB Staff has emailed you regarding problems with your renewal materials (check your spam/junk folder).
- Failure to keep a copy of everything you mail to the MSAPCB for your records.
- Renewing at the last minute just before your October 31, 2011 renewal deadline and then not understanding why it is taking so long to get our new 5 x 7 renewal certificate (913 credentials are scheduled to renew on October 31, 2011). Please renew as early as possible.