



**CALIFORNIA CERTIFICATION BOARD OF ALCOHOL & DRUG COUNSELORS
REGISTERED RECOVERY WORKER, RRW
APPLICATION/PACKET**

MS/MR (Circle one) NAME _____ SS# (last four) _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ E-MAIL _____

EMPLOYER'S NAME _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE _____

JOB TITLE _____

Have you ever been certified, registered or licensed in any profession? ___ Yes ___ No

If yes, please indicate where and when you were certified, registered or licensed and the status of such:

► Applicants (new and renewals) must mail in a completed original RRW application/packet, failure to do so will result in a delay in the processing of your application/packet. Faxed copies will not be accepted. The application/packet review takes approximately 30 days from the receipt of original RRW application/packet.

- A. _____ Completed original RRW Application
- B. _____ Fee of \$40.00 (annually)
- C. _____ A signed Employment letter on letter head from your employer verifying employment or a letter from you stating that you are seeking employment if you are not currently employed
- D. _____ Signed and dated RRW Code of Ethics/Conduct (return all pages)
- E. _____ Signed and dated RRW Scope of Practice (return all pages)

METHOD OF PAYMENT:

1. ___ Check ___ Money Order (Mail with fee to: CAADAC, 3400 Bradshaw Rd., Ste. A-5, Sacramento, CA 95827)

2. ___ Visa ___ MasterCard ___ Amex ___ Discover (Mail to address above)

***Please note that faxed payments are no longer accepted, no exception. Submit payment with the original application/packet.**

Card Number _____

Expiration Date _____ 3 or 4 digit Security Code on Back _____

Name as it appears on Card: _____

Signature _____

Billing address for card: _____

CCBADC-ALCOHOL/DRUG COUNSELORS: CERTIFICANTS AND REGISTRANTS

CODE OF ETHICS/CONDUCT

(For all Alcohol/Drug Counselors: Certificants and Registrants)

Principle 1: Non-discrimination

The alcoholism and drug abuse counselor/registrant must not discriminate against clients or professionals based upon race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

Principle 2: Responsibility

The alcoholism and drug abuse counselor/registrant must espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a. The alcoholism and drug counselor/registrant, as teacher, must recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b. The alcoholism and drug abuse counselor/registrant, as practitioner, must accept the professional challenge and responsibility deriving from the counselor's work.
- c. The alcoholism and drug counselor/registrant, who supervises others, accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.

Principle 3: Competence

The alcoholism and drug abuse counselor/registrant must recognize that the profession is founded on national standards of competence which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The counselor/registrant must recognize the need for ongoing education as a component of professional competency.

- a. The alcoholism and drug abuse counselor/registrant must prevent the practice of alcoholism and drug abuse counseling by unqualified and unauthorized persons.
- b. The alcoholism and drug abuse counselor/registrant who is aware of unethical conduct or of unprofessional modes of practice must report such violations to the appropriate certifying authority.
- c. The alcoholism and drug abuse counselor/registrant must recognize boundaries and limitations of counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d. The alcoholism and drug abuse counselor/registrant must recognize the effect of professional impairment on professional performance and must be willing to seek appropriate treatment for oneself or for a colleague. The counselor/registrant must support peer assistance programs in this respect.

Principle 4: Legal Standards and Moral Standards

The alcoholism and drug abuse counselor/registrant must uphold the legal and accepted moral codes, which pertain to professional conduct.

- a. The alcoholism and drug abuse counselor/registrant must not claim directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b. The alcoholism and drug abuse counselor/registrant must not use the affiliation with the California Certification Board of Alcohol/Drug Counselors (and/or CAADAC) for purposes that are not consistent with the stated purposes of the Association.
- c. The alcoholism and drug abuse counselor/registrant must not associate with or permit the counselor's name to be used in connection with any services or products in a way that is incorrect or misleading.

- d. The alcoholism and drug abuse counselor/registrant must not associate with the development or promotion of books or other products offered for commercial sale must be responsible for ensuring that such books or products are presented in a professional and factual way.
- e. The alcoholism and drug abuse counselor/registrant must not attempt to secure certification or registration (or certification renewal) by fraud, deceit, or misrepresentation on any application or other documents submitted to the certifying organization whether engaged in by an applicant for certification or registration or in support of any application for certification or registration. Any altered documents as identified by staff in the application or renewal process will be denied immediately and reapplication may be required and the CCBADC Chairperson may deny application or reapplication as a result of such fraudulent activity.
- f. The alcoholism and drug abuse counselor/registrant must not violate, attempt to violate, or conspire to violate any regulation or law adopted by the California Alcohol and Drug Program Administration or CCBADC Policies and/or Code of Ethics.

Principle 5: Public Statements

The alcoholism and drug abuse counselor/ registrant must respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The alcoholism and drug abuse counselor/registrant who represents the field of AOD counseling to clients, other professionals, or to the general public must report fairly and accurately the appropriate information.
- b. The alcoholism and drug abuse counselor/registrant must acknowledge and document materials and techniques used.
- c. The alcoholism and drug abuse counselor/registrant who conducts training in alcoholism or drug abuse counseling skills or techniques must indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

Principle 6: Publication Credit

The alcoholism and drug abuse counselor/registrant must assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The alcoholism and drug abuse counselor/registrant must recognize joint authorship, major contributions of a professional character, made by several persons to a common project. The author who has made the principle contribution to a publication must be identified as a first listed.
- b. The alcoholism and drug abuse counselor/registrant must acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- d. The alcoholism and drug abuse counselor/registrant must acknowledge, through specific citations, unpublished, as well as published material, that has directly influences the research or writing.
- e. The alcoholism and drug abuse counselor/registrant who compiles and edits for publication the contributions of others must list oneself as editor, along with the names of those who have contributed.

Principle 7: Client Welfare

The alcoholism and drug abuse counselor/registrant must respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a. The alcoholism and drug abuse counselor/registrant must define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The alcoholism and drug abuse counselor/registrant, in the presence of professional conflict must be concerned primarily with the welfare of the client.

- c. The alcoholism and drug abuse counselor/registrant must terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from it.
- d. The alcoholism and drug abuse counselor/registrant, in referral cases, must assume the responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations when a client refuses treatment, referral or recommendations, the alcohol and drug abuse counselor/registrant must carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and must act in the best interest of the client.
- e. The alcoholism and drug abuse counselor/registrant who asks a client to reveal personal information from other professionals or allows information to be divulged must inform the client of the nature of such transactions. The information released or obtained with informed consent must be used for expressed purposes only.
- f. The alcoholism and drug abuse counselor/registrant must not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The alcoholism and drug abuse counselor/registrant must ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.
- h. The alcoholism and drug abuse counselor/registrant must collaborate with other health care professional(s) in providing a supportive environment for the client who is receiving prescribed medications.

Principle 8: Confidentiality

The alcoholism and drug abuse counselor/registrant must embrace, as a primary obligation, the duty of protecting the privacy of clients and must not disclose confidential information acquired, in teaching, practice or investigation.

- a. The alcoholism and drug abuse counselor/registrant must inform the client and obtain 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 observation of an interview by another person.
- b. The alcoholism and drug abuse counselor/registrant must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.
- c. The alcoholism and drug abuse counselor/registrant must reveal information received in confidence only when there is clear and imminent danger to the client or to other persons, and then only to appropriate professional workers or public authorities.
- d. The alcoholism and drug abuse counselor/registrant must discuss the information obtained in clinical or consulting relationships only in appropriate settings, and only for professional purposes clearly concerned with the case. Written and oral reports must present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.
- e. The alcoholism and drug abuse counselor/registrant must use clinical and other material in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

Principle 9: Client Relationships

The alcoholism and drug abuse counselor/registrant must inform the prospective client of the important aspects of the potential relationship.

- a. The alcoholism and drug abuse counselor/registrant must 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 alcoholism and drug abuse counselor/registrant must inform the designated guardian or responsible person of the circumstances, which may influence the relationship, when the client is a minor or incompetent.
- c. Dual Relationships:

- i. The alcoholism and drug abuse counselor/registrant must seek to nurture and support the development of a relationship with clients as equals rather than to take advantage of individuals who are vulnerable and exploitable.
- ii. The alcoholism and drug abuse counselor/registrant must not engage in professional relationships or commitments that conflict with family members, friends, close associates or others whose welfare might be jeopardized by such a dual relationship.
- iii. Because all relationship begins with a power differential, the alcoholism and drug abuse counselor/registrant must not exploit relationships with current or former clients for personal gain, including social or business relationships.
- iv. Engaging in sexual relations with a client or with a former client within two years from the termination date of therapy with the client, soliciting sexual relations with a client, or committing an act of sexual abuse, or sexual misconduct with a client, or committing an act punishable as a sexually related crime, if that act or solicitation is substantially related to the qualifications, functions, or duties of an alcohol and other drug counselor/registrant.
- v. The alcoholism and drug abuse counselor/registrant must not accept gifts from clients, other treatment organizations or the providers of materials or services used in practice.

Principle 10: Inter-professional Relationships

The alcoholism and drug abuse counselor/registrant must treat colleagues with respect, courtesy and fairness, and must afford the same professional courtesy to other professionals.

- a. The alcoholism and drug abuse counselor/registrant must not offer 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 alcoholism and drug abuse counselor/registrant must cooperate with duly constituted professional ethics committees, staff requests and promptly supply necessary information unless constrained by the demands of confidentiality. Failure to cooperate with the committee or staff may result in immediate suspension until such time cooperation is given. Additionally, the alcoholism and drug abuse counselor/registrant may not use threatening gestures, behaviors or other forms of coercion with the committee, colleagues, members, staff or other individuals.
- c. The alcoholism and drug abuse counselor/registrant must not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

Principle 11: Remuneration

The alcoholism and drug abuse counselor/registrant must establish financial arrangements in professional practice and in accordance with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a. The alcoholism and drug abuse counselor/registrant must inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients must be made fully aware of these policies.
- b. The alcoholism and drug abuse counselor/registrant must not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor must not engage in fee splitting.
- c. The alcoholism and drug abuse counselor/registrant in clinical or counseling practice must not use one's relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- d. The alcoholism and drug abuse counselor/registrant must not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its client by members of its staff, and in such instances the client must be fully apprised of all policies affecting the client.

Principle 12: Societal Obligations

The alcoholism and drug abuse counselor/registrant must advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by alcoholism and other forms of drug addiction. The counselors must inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and must act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The alcoholism and drug abuse counselor/registrant must adopt a personal and professional stance, which promotes the well being of all human beings.

The CCBADC is comprised of certified counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and families manifestations. CCBADC certified counselors dedicate themselves to promote the best interest of their society, of their clients, of their profession, and of their colleagues.

CALIFORNIA AOD COUNSELORS: CERTIFICANTS AND REGISTRANTS—UNIFORM CODE OF CONDUCT FINAL VERSION JUNE 29, 2009

*Note: This code of conduct does not replace the existing Code of Ethics as defined by the CCBADC it merely enhances it. Additionally, the **CCBADC requires the most stringent rules be applied whether defined by CCBADC Code of Ethics or ADP's Uniform Code of Conduct.***

This Code of Conduct shall prohibit registrants and certified alcohol and other drug (AOD) counselors from:

1. Securing a certification or registration by fraud, deceit, or misrepresentation on any application submitted to the certifying organization whether engaged in by an applicant for certification or registration or in support of any application for certification or registration.
2. Administering to himself or herself any controlled substance as defined in section 4021 of the Business and Professions Code, or using any of the dangerous drugs or devices specified in section 4022 of the Business and Professions Code or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person applying for a certification or holding a registration or certification, or to any other person, or to the public, or, to the extent that the use impairs the ability of the person applying for or holding a registration or certification to conduct with safety to the public the counseling authorized by the registration or certification.
3. Gross negligence or incompetence in the performance of alcohol and other drug counseling.
4. Violating, attempting to violate, or conspiring to violate any regulation adopted by ADP.
5. Misrepresentation as to the type or status of certification or registration held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications, or professional affiliations to any person or entity, and failure to state proper certification or licensure initials and numbers on business cards, brochures, websites, etc.
6. Impersonation of another by any counselor or registrant, or applicant for a certification or registration, or, in the case of a counselor, allowing any other person to use his or her certification or registration.
7. Aiding or abetting any uncertified or unregistered person to engage in conduct for which certification or registration is required.
8. Providing services beyond the scope of his/he registration or certification as an AOD counselor or his or her professional license, if the individual is a licensed counselor as defined in Section 13015.
9. Intentionally or recklessly causing physical or emotional harm to any client.
10. The commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions, or duties of a counselor or registrant.
11. Engaging in sexual relations with a client or with a former client within two years from the termination date of therapy with the client, soliciting sexual relations with a client, or committing an act of sexual abuse, or sexual misconduct with a client, or committing an act punishable as a sexually related crime, if that act or solicitation is substantially related to the qualifications, functions, or duties of an alcohol and other drug counselor.

12. Engaging in a social or business relationship with clients, program participants, patients, or residents or other persons significant to them while they are in treatment and exploiting former clients, program participants, patients, or residents.
13. Verbally, physically or sexually harassing, threatening, or abusing any participant, patient, resident, their family members, other persons who are significant to them, or other staff members.
14. Failure to maintain confidentiality, except as otherwise required or permitted by law, including but not limited to Code of Federal Regulations, Title 42, Part 2.
15. Advertising that in reasonable probability will cause an ordinarily prudent person to misunderstand or be deceived; makes a claim either of professional superiority or of performing services in a superior manner, unless that claim is relevant to the service being performed and can be substantiated with objective scientific evidence; makes a scientific claim that cannot be substantiated by reliable, peer reviewed, published scientific studies.
16. Failure to keep records consistent with sound professional judgment, the standards of the profession, and the nature of the services being rendered.
17. Willful denial of access to client records as otherwise provided by law.

STATEMENT OF AGREEMENT AND UNDERSTANDING:

The undersigned hereby understands and agrees to comply with the CCBADC code of ethics and uniform code of conduct as outlined in this document. The undersigned also agrees to abide by the California Department of Alcohol and Drug Program Administrations Code of Conduct outlined in Chapter 8; Subchapter 3, Section 13060. The undersigned also understands and consents to the release of information pertaining to registration or certification, any ethical violation(s) and/or sanctions as part of the process of becoming and maintaining a CCBADC/CAADAC designation as a member, registrant, or a certificant. The information may be disclosed to the California Alcohol/Drug Program Administration, to the California state-approved certification bodies and/or employers. I further agree not to sue CAADAC or CCBADC relative to the certification/examination process and I agree to indemnify and hold CAADAC and CCBADC and their respective officers, directors, agents, and employees harmless from any and all liabilities, losses, costs, damages, and any other expenses which CAADAC/CCBADC or their officers, directors, agents, and employees may sustain or incur as a result of or arising from the certification examination process. I agree to reimburse CAADAC and/or CCBADC for any attorneys' fees and costs incurred as a result of my breach of this hold harmless provision. I agree to cooperate with complaint investigations and supply information requested during complaint investigations unless such disclosure of information would violate the confidentiality requirements of Subpart 2, Title 42, Code of Federal Regulations. I understand failure to comply with the Ethics Review Committee or ADP may result in immediate suspension and/or revocation of my registration or certification until such time I comply. I understand the website will include the term "pending" until such time the complaint is resolved and/or sanctions are completed by respondent; suspensions and revocations will be posted on the public database (website).

Print Name: _____

Signature: _____ Date: _____

**CALIFORNIA CERTIFICATION BOARD OF
ALCOHOL & DRUG COUNSELORS (CCBADC)**

REGISTERED RECOVERY WORKER

SCOPE OF PRACTICE

PURPOSE

- A. To assure a consistent standard of quality education, training and experience for the Registered Recovery Worker (RRW.)
- B. Registration is necessary to safeguard the public health, safety, and welfare, and to protect the public from unauthorized service delivery by unqualified alcohol and drug service providers and unprofessional contact by alcohol and drug service requirements.

REQUIREMENTS

- A. Competency requirements shall include the below listed functions taken from TAP 21 as listed below:
 - ◆ Screening
 - ◆ Intake
 - ◆ Orientation
 - ◆ Referral
 - ◆ Consultation
 - ◆ Case Management
 - ◆ Crisis Intervention
 - ◆ Client, Family & Community Education
 - ◆ Reports & Record Keeping
- B. The Registered Recovery Worker, as previously described, must renew registration annually by meeting the following criteria:
 - 1. Documentation at a minimum of ten (10) contact hours of Personal Development skills.
 - 2. Will ascribe to the RRW Code of Ethics and the RRW Scope of Practice/Uniform Code of Conduct at each registration renewal period.
 - 3. The Registered Recovery Worker is required to become certified as an Alcohol and Drug Counselor within 5 years of the date of the initial registration.

ROLE OF THE REGISTERED RECOVERY WORKER

Under general supervision of appropriately qualified staff, the Registered Recovery Worker shall:

- A. Assist and support clients with alcohol/drug abuse or dependence, their family members and others to:
 - 1. attain and maintain abstinence as appropriate,
 - 2. develop a program tailored to the individual in support of a recovery process,
 - 3. affect an improved quality of living.

Under general supervision of appropriately qualified staff, the Registered Recovery Worker shall:

- B. Provide quality assistance and support for clients with alcohol/drug abuse or dependence, their family members and others by the following means:
1. Providing current and accurate information and education on the disease of alcoholism and other drug dependency issues and recovery processes,
 2. Assisting in identifying and understanding the defense mechanisms that support addiction,
 3. Facilitating in self-exploration the consequences of alcoholism and other drug dependence,
 4. Utilizing the skills and knowledge in screening, intake, orientation, referral, consultation, case management, crisis intervention, client, family & community education, and report & record keeping,
 5. Assisting in relapse prevention planning and recognizing relapse symptoms and behavior patterns,
 6. Providing current and accurate information and education to identify and understand the roles of family members and others in the alcoholism/drug dependency system,
 7. Educating on how self-help groups, such as Alcoholics Anonymous, Al-Anon, Women for Sobriety, Narcotics Anonymous, Secular Organization for Sobriety, Co-dependents Anonymous, etc., complement alcoholism/drug addiction or dependency treatment as well as the unique role of each in the recovery process,
 8. Assisting clients in establishing life management skills to support a recovery process,
 9. Facilitating problem solving and the development of alternatives to alcohol/drug use or abuse and related problems of family members and others,
 10. Utilizing the appropriate skills to assist in developing sobriety life management and communication skills that support recovery, including:

Active Listening	Intervention	Leading	Confrontation
Summarizing	Feedback	Reflection	Concreteness
Empathy	Education		
 11. Maintaining appropriate records in a confidential manner,
 12. Providing all services in accordance with the Registering Authority (California Certification Board for Alcohol and Drug Abuse Counselors) signed Code of Ethics and Scope of Practice/Uniform Code of Conduct for Registered Recovery Workers.
- C. Providing support as part of a treatment team and referring clients, family members and others to other appropriate health professionals as needed.

SETTING FOR DELIVERY OF SERVICES

- A. The Registered Recovery Worker may provide the identified services to individuals with alcohol/drug addiction or dependence, their family members and others in:
1. Hospitals,
 2. Agencies,
 3. Other facilities where alcohol and/or drug services are delivered.

DEFINITIONS

- A. The RRW is a person who must be in the process of becoming certified and has five years from the date of registering with the Certifying Organization (CCBADC) received the required education which encompasses a competency-based core of knowledge and skills to assist alcohol/drug-affected persons, as well as those affected by the alcohol/drug affected person.

NON-APPLICATION

- A. Nothing in this Scope of Practice shall be construed to constrict or limit the practice of any other professional licensed by the State of California under the Medical Practice Act, the Social Work Licensing Law, the Nursing Practice Act, the Psychology Licensing Act, or the Marriage, Family and Child Counselors Licensing Law.
- B. Nor shall the Scope of Practice apply to any priest, rabbi, or minister of the gospel of any religious denomination when performing counseling services as a part of his or her pastoral or professional duties, or to any person who is admitted to practice law in the state, or who is licensed to practice medicine, when providing counseling services as part of his/her professional practice.
- C. Nor shall this Scope of Practice apply to an employee of a governmental entity or of a school, college, or university or of an institution both non-profit and charitable if his/her practice is performed solely under the supervision of the entity, school or organization by which he/she is employed, and if he/she performs such functions as part of the position for which he/she is employed.

Signature: _____ Date: _____

Print Name: _____