



West Virginia Certification Board for Addiction
and Prevention Professionals

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CERTIFIED
CRIMINAL JUSTICE ADDICTIONS
PROFESSIONAL
Certification Manual

Prepared By:
West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

WEST VIRGINIA CERTIFICATION BOARD FOR ADDICTION and PREVENTION PROFESSIONALS

CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

This manual defines the role, purpose, functions and responsibilities of criminal justice addictions professionals, and establishes a means of evaluating eligibility.

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WEST VIRGINIA CERTIFICATION BOARD FOR ADDICTION and PREVENTION PROFESSIONALS

SECTION I AUTHORITY FOR CERTIFICATION OF ADDICTION PROFESSIONALS

Certification has been defined as:

“The process by which a non-governmental agency or association grants recognition to an individual who has met certain pre-determined qualifications specified by that agency or association.”

The authority of the West Virginia Certification Board for Addiction and Prevention Professionals is derived from the persons who are dedicated to serve as addiction professionals and who will be most affected by certification. Application for certification is voluntary. Individuals seeking it choose to do so of their own free will and agree to accept the final decisions of the West Virginia Certification Board for Addiction and Prevention Professionals.

The value of certification provided by the West Virginia Certification Board for Addiction and Prevention Professionals is based on the use of standardized requirements and tests. The West Virginia Certification Board for Addiction and Prevention Professionals has incorporated the standards developed by the International Certification Reciprocity Consortium/Alcohol and Other Drugs of Abuse (ICRC/AODA) role delineation studies. Those are the standards which addiction professionals in West Virginia will meet in order to attain the highest level of certification as addiction professionals.

The credibility of the certification process results from standards that are maintained and upgraded. The Certification Board’s major role is to assure that professional competence and integrity are attained and maintained. The West Virginia Certification Board for Addiction and Prevention Professionals, as a member of the ICRC/AODA, adheres to that international organization’s guidelines for minimal standards relating to eligibility, application, testing, certification, recertification, quality assurance, quality improvement, ethics and disciplinary action.

SECTION II PURPOSE OF CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL CERTIFICATION

The purpose of establishing standards and a system for voluntary professional certification of the criminal justice addictions professional is to:

- Reduce crime by providing effective drug treatment.
- Cut tax dollars spent to incarcerate repeat substance abusing offenders.
- Build public confidence in the ability of those working with criminal-justice caseloads.
- Ensure quality to the consumer of substance abuse treatment in a criminal justice setting.
- Increase the level of credibility of those working with substance abusing offenders.
- Open doors to new professional opportunities for addiction counselors and criminal justice professionals.
- Offer organizations, agencies, and employers the option of professionals who have demonstrated the special skills required to work with offender and criminal justice populations.

It is important to maintain a credentialing system that will enable the criminal justice professional to meet and maintain an acceptable standard of competency and provide for uniform standards. Certification as a Criminal Justice Addictions Professional is based upon: knowledge of both the criminal justice and substance abuse treatment system; and, defined core knowledge and skill domains.

Knowledge is required in such areas as theories of addiction, theories of criminality, pharmacology, involuntary commitment procedures, criminal case processing, ethical guidelines and confidentiality limitations with clients in correctional/criminal justice settings, coordination of services and monitoring, court alternatives and conditions of probation.

RATIONALE OF CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL CERTIFICATION

The West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) recognizes that criminal justice professionals, working with and providing direct substance abuse treatment for the substance abusing criminal offender, within the criminal justice system, require multiple skills. Moreover, the National Certification Board for Criminal Justice Alcohol and Drug Professionals endorses the view that the treatment of addiction within the criminal justice setting is a specialty field that requires performance by competent and professional individuals.

PREFACE

The Certified Criminal Justice Addictions Professional credential is the result of the combined efforts of the major national groups from the fields of addiction and criminal justice. Representatives from the National Association of Alcohol and Drug Abuse Counselors (NAADAC); the International Certification Reciprocity Consortium (ICRC); the Center for Substance Treatment (CSAT); the National Drug Court Institute (NDCI); the American Probation and Parole Association (APPA); the Association of State Correctional Administrators (ASCA); the American Correctional Association (ACA); the National Treatment Alternatives to Safer Communities (TASC); the Certification Board for Addiction Professionals of Florida (CBAPF); the Florida and Ohio Departments of Corrections; the National Association of State Alcohol and Drug Abuse Directors (NASADAD); and, the Florida Department of Juvenile Justice comprise the Board of Directors, which received input from the President's Office of National Drug Control Policy (ONDCP), when establishing standards. The interest and efforts of these board members led to the development of this credential for professionals working with criminal justice populations.

SECTION III

DEFINITION: CERTIFIED CRIMINAL JUSTICE ADDICTIONS PROFESSIONAL

In establishing standards for the certification of the criminal justice addictions professional, it is necessary to define the role of this individual in a manner that is distinct from others who may provide additional professional services to the same person in the same or similar setting. The Certified Criminal Justice Professional (CCJP) is a person that has demonstrated the highest competence among criminal justice addictions professional. The Certified Criminal Justice Addictions Professional (CCJP) is responsible to be able to recognize problems beyond the scope of his/her training, skill or competency and to be willing and able to refer the client to other appropriate professional services.

The certification process for criminal justice addictions professionals was developed for treatment professionals working with criminal justice populations. The setting in which the required number of work and supervised hours must be met is defined as: *Any setting which requires counseling, service coordination, behavior management, or behavior shaping to drug involved adult or juvenile offenders.*

The West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) recognizes the vast resources and breadth of experience that went into the development of these standards, and therefore, adopts these as the standards needed for certification as a Certified Criminal Justice Addictions Professional (CCJP). **The following describes the minimal requirements for certification as a criminal justice addiction professional based on work experience, supervised practical training, and education.**

EXPERIENCE: The experience requirement is 6,000 hours (three years) of supervised work experience for a Certified Criminal Justice Addictions Professional (CCJP). **Supervised work experience is defined as paid or voluntary professional experience providing direct service to individuals involved in the criminal justice system (e.g., law enforcement, judicial, corrections, probation/parole, etc.).** Supervised work experience must be in the International Certification & Reciprocity Consortium CCJP performance domains. Unsupervised work experience may NOT be

substituted for the experience requirements and all experience must be documented. The West Virginia Certification Board for Addiction and Prevention Professionals will accept an applicant's accredited degree as substitute for part of the work experience. Below, you will find minimum requirements based on work experience.

High School/GED

6,000 hours (3 years) documented work experience in direct services in Criminal Justice/addictions services and obtained over the past 10 years.

AA/AS or Alcohol and Drug Counselor (ADC)

5,000 hours (2 ½ years) documented work experience in direct services in Criminal Justice/Addictions services and obtained over the past 10 years.

BA/BS or Alcohol and Drug Counselor (ADC)

4,000 hours (2 years) documented work experience in direct services in Criminal Justice/Addictions services and obtained over the past 10 years.

MA/MS or Certified Clinical Supervisor (CCS) or Above Masters Level or AADC

2,000 hours (1 year) documented work experience in direct services in Criminal Justice/Addictions services and obtained over the past 10 years

SUPERVISED PRACTICAL TRAINING: It is determined that supervision should be broadly defined as in the Center for Substance Abuse Treatment (CSAT) / Substance Abuse and Mental Health Services Administration's (SAMHSA) **Technical Assistance Publication (TAP) #21**. TAP 21 defines supervision/clinical supervision as the administrative, clinical, and evaluative process of monitoring assessing and enhancing counselor performance. **There must be a minimum of 10 hours supervision in each domain (Section V)**. Below, you will find minimum requirements based on supervised practicum training.

High School/GED

200 documented hours of clinical supervision received

AA/AS or Alcohol and Drug Counselor (ADC)

150 documented hours of clinical supervision received

BA/BS or Alcohol Drug Counselor (ADC)

100 documented hours of clinical supervision receive

MA/MS or Certified Clinical Supervisor (CCS) or above Masters Level or Advanced AADC

60 documented hours of clinical supervision received

RESIDENCY

Must live and/or work in West Virginia 51% of the time.

EDUCATION/TRAINING: The candidate must first obtain the ADC or the AADC before testing for the CCJP credential. The education/training requirement is a total of 300 hours. Education is defined as formal, structured instruction in the form of workshops, institutes, in-services, college/university credit courses and distance learning. One hour of education/training is equal to 50 minutes of continuous instruction. Education/training must be specifically related to the knowledge and skills necessary to perform the tasks within the IC&RC/AODA, Inc. Criminal

Justice Addictions Professional performance domains as they relate to both adults and juveniles. YOU MUST ATTACH DOCUMENTATION, IN THE FORM OF TRANSCRIPTS OR CERTIFICATES OF ATTENDANCE, FOR ALL HOURS LISTED. At least 70 of the 270 hours must have chemical/behavioral dependence content as related to the title or description of workshop, presentation, or course. Six (6) of the 70 hours must be criminal justice specific ethics.

High School/GED

270 documented hours of education/training

AA/AS or Alcohol and Drug Counselor (ADC)

270 documented hours of education/training

BA/BS or Alcohol and Drug Counselor (ADC)

270 documented hours of education/training

MA/MS or Certified Clinical Supervisor (CCS) or above Masters Level or AADC

270 documented hours of education/training

SECTION IV
**PERFORMANCE DOMAINS of the CERTIFIED CRIMINAL JUSTICE
PROFESSIONAL**

The 2008 Criminal Justice Addiction Professional Job Analysis identified eight performance domains for the addiction professional operating in a criminal justice setting. Within each domain are several identified tasks, which provide the basis for questions in the examination. Following is an outline of those domains, associated task statements, and, in parenthesis, the weight of the domain on the exam. Some of these were updated by the IC&RC as recently as 2015. Within each performance domain are several identified tasks that provide the basis for questions in the examination. Following is the outline of the tasks that fall under each domain.

Domain 1: Dynamics of Addiction and Criminal Behavior Weight on Exam: 17%

Associated Tasks:

- Apply knowledge of human growth and development in order to understand addiction and criminal behavior.

- Apply knowledge of criminal behavior, including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.

- Apply knowledge of addiction including sociological, psychological, biological, and biochemical theories in order to provide appropriate addiction treatment services.

- Differentiate and integrate the dynamics of criminal thinking and the addictive process.

- Understand the effects of drugs on the brain and body in order to deliver appropriate addiction treatment services.

Domain 2: Legal, Ethical, and Professional Responsibility Weight on Exam: 12%

Associated Tasks:

- Behave in an ethical manner by adhering to established professional codes of ethics, conduct, and standards of practice in order to promote the best interest of the participant.
- Adhere to agency and jurisdictional regulations in order to protect participant rights and the public.
- Advise the participant of the specific nature of treatment, confidentiality, and the requirements for treatment within the criminal justice system in order to obtain informed consent.
- Promote the quality of professional services and assure continuing competence by engaging in appropriate professional development, obtaining continuing education, and reading professional literature.
- Obtain regular clinical and administrative supervision and consultation to facilitate proficiency.
- Recognize personal biases, feelings, concerns, and other issues that may interfere with the treatment and criminal justice process.
- Participate in quality improvement and evaluation activities to offer effective services.

Domain 3: Criminal Justice System and Processes Weight on Exam: 12%

Associated Tasks:

- Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes.
- Understand the function of the judge, prosecutor, defense counsel, probation, advocates, and guardian *ad litem* in the court system.
- Understand correctional settings and sentencing options.
- Learn criminal justice theories such as punishment, rehabilitation, restorative justice, and deterrence.

Domain 4: Clinical Evaluation: Screening and Assessment Weight on Exam: 14%

Associated Tasks:

- Establish rapport, including management of a crisis situation and determination of need for additional assistance.
- Gather data systematically from participant and other available collateral sources, using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender.
- Screen for psychoactive toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and co-occurring mental disorders.
- Assist the participant identifying the effect of substance use on his or her current life problems and the effects of continued harmful use or abuse.

- Determine the participant's readiness for treatment and change as well as the needs of others involved in the current situation.
- Review the treatment options that are appropriate for participant's needs, characteristics, goals, and financial resources.
- Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations.
- Construct with the court, participant, and appropriate others an initial action plan based on *court mandates*, participant needs, participant preferences, and resources available.
- Based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow-through.
- Select and use a comprehensive assessment process that is sensitive to criminal risk need, age, gender, racial and ethnic culture, and disabilities.
- Analyze and interpret the data to determine treatment recommendations.
- Document assessment findings and treatment recommendations.

Domain 5: Treatment Planning Weight on Exam: 11%

Associated Tasks:

- Use relevant judicial and assessment information to guide the treatment planning process.
- Explain assessment findings and court mandates to the participant and relevant others.
- Examine treatment options in collaboration with the interdisciplinary team, participant, and others.
- Consider the readiness of the participant to engage in treatment.
- Prioritize the participant's needs in the order they will be addressed in treatment.
- Formulate mutually agreed-on and measurable treatment goals and objectives.
- Identify appropriate strategies for each treatment goal.
- Develop with the participant a mutually acceptable treatment plan and method for monitoring and evaluating progress.
- Reassess the treatment plan at regular intervals or when indicated by changing circumstances.

Domain 6: Case Management, Monitoring, and Participant Supervision Weight on Exam: 10%

Associated Tasks:

- Integrate clinical and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
- Organize an array of services for the participant's benefit by identifying and prioritizing appropriate resources to comply with court orders and clinical requirements.
- Assist the participant by advocating for services and related resources which address problem areas identified in supervision and case plans to achieve desired outcomes.
- Revise the case plan, including a recommendation for custody/supervision level, by evaluating participant behavior and circumstances to achieve desired outcomes.

Domain 7: Counseling Weight on Exam: 16%

Associated Tasks:

- Provide effective counseling services by applying knowledge of counseling theories and techniques to facilitate participant progress.
- Create a therapeutic relationship by establishing rapport with the participant and significant others to achieve treatment and criminal justice objectives.
- Adapt counseling strategies to the individual characteristics of the participant, including disability, gender, sexual orientation, developmental level, culture, ethnicity, age, health status, and criminality.
- Provide appropriate intervention for the participant and/or significant others to achieve treatment and criminal justice objectives.
- Educate the participant by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources, and other needed services in order to achieve treatment objectives.
- Facilitate the participant's identification, selection, and practice of strategies that help sustain the knowledge, and skills needed for maintaining treatment progress and preventing relapse and recidivism.
- Apply crisis prevention and management skills.
- Develop a comprehensive discharge plan to include continuing care for the participant by addressing ongoing needs in order to enhance recovery, reduce recidivism, and ensure public safety.

Domain 8: Documentation Weight on Exam: 8%

Associated Tasks:

- Demonstrate knowledge of accepted principles of participant record management.
- Protect participant rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of participant information with third parties.

- Prepare accurate and concise screening, intake, and assessment reports.
- Maintain a complete record of each case, using a variety of case management record keeping tools to provide a complete history of all case activities and their outcomes.
- Report participant status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.
- Create a therapeutic relationship by establishing rapport with the participant and significant others to achieve treatment and criminal justice objectives.
- Adapt counseling strategies to the individual characteristics of the participant, including disability, gender, sexual orientation, developmental level, culture, ethnicity, age, health status, and criminality.
- Provide appropriate intervention for the participant and/or significant others to achieve treatment and criminal justice objectives.
- Educate the participant by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources, and other needed services in order to achieve treatment objectives.
- Facilitate the participant's identification, selection, and practice of strategies that help sustain the knowledge, and skills needed for maintaining treatment progress and preventing relapse and recidivism.
- Apply crisis prevention and management skills.
- Develop a comprehensive discharge plan to include continuing care for the participant by addressing ongoing needs in order to enhance recovery, reduce recidivism, and ensure public safety.

SECTION V STEPS FOR CERTIFICATION

- 1) Obtain a WVCBAPP CCJP Certification Application and Manual, which include the following:
 - a. Certification Procedures and Guidelines
 - b. Application/Demographic Data Form
 - c. Employment History Form
 - d. Education/Training Form

- e. Supervised Practical Training Form
- f. Formal Education Form
- g. Assurance and Release Form
- h. Code of Ethics

2) Complete all forms and return it to the Certification Board with the \$75 review fee. Send original application and one copy. Please make checks or money order payable to WVCBAPP. Mailing address:

WVCBAPP
436 12th Street
Dunbar, WV 25064

3) The application, and all requirements for certification, must be completed prior to taking the written test. The WVCBAPP will notify applicants of any deficiencies in their applications, and will notify applicants of their eligibility to take the written (Computer Based Test - CBT) for the CCJP Credential.

4) The applicant will submit the CBT test fee to the WVCBAPP.

5) The board will pre-register the applicant. The applicant will receive a pre-registration verification email. It is the applicant's responsibility to register for the CBT.

6) Applicants must take and pass the IC & RC written CBT to receive the CCJP certification.

7) The board awards the certification once passing test results have been received.

TIME CONSIDERATIONS:

Application Deadline: Applicants have one certification period (2 years) from the postmark date of the application to pass the written examination

Eligibility Period for Tests: In order to be eligible to take the written test, the applicant's portfolio (application and all related materials) must be complete. The applicant will be notified of the deficiencies and will be required to submit additional documentation to correct all deficiencies. A fee may be assessed for each individual item submitted to correct deficiencies.

SECTION VI

DEFINITION OF TERMS

The criteria for measuring qualifications of applicants for certification are defined as follows:

QUALIFYING EXPERIENCE

WORK EXPERIENCE

1. Supervised Work Experience

The phrase is used to mean professional experience, paid or voluntary, working directly with individuals involved in the criminal justice system (e.g., law enforcement, judicial, corrections, probation/parole, etc.). Supervised work experience must be in the International Certification & Reciprocity Consortium CCJP performance domains. Unsupervised work experience may **not** be utilized for the requirement. The West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) will allow an accredited degree to substitute for part of the work experience.

2. Accredited Degree

This phrase is used to mean any human service degree from an accredited academic college or university. Associate, Bachelors, Masters or Doctoral level degrees can be used as substitute for part of the work experience. This academic work shall include course work toward both graduate and/or undergraduate degrees in the area of psychology, social work, counseling, sociology, and health sciences. **Such education must be supported by documentation in the form of an official transcript from the institution of higher learning.**

EDUCATION/ TRAINING

Education may include the successful completion of course work relevant to criminal justice/addictions through accredited institutions of higher learning; workshops; or, training programs sponsored by federal/state agencies, professional associations, or organizations whose function is to foster criminal justice/addictions education. One contact hour of training is equal to 50 minutes of continuous instruction. This training must be related to the knowledge and skills necessary to perform the tasks within the IC&RC/AODA, Inc. Criminal Justice Addictions Professional performance domains as they relate to both adults and juveniles. A certificate of attendance from the sponsoring agent, indicating total number of contact hours, topic and date of training is required for documentation in the application packet.

Accredited college-level course work is credited in the following way: one semester hour credit equals fifteen contact hours of training.

SUPERVISED PRACTICAL EXPERIENCE (SPE)

The Supervised Practical Experience teaches the knowledge and skills of the criminal justice addictions professional. This supervised training must include work experience related to the Performance Domains of the criminal justice addictions professional. It is required that there be a minimum of ten (10) hours of supervision in each domain. This training must be documented and verified by both applicant and supervisor. (See Supervised Practical Training Page 6 of this manual).

CORE KNOWLEDGE BASE

The Core Knowledge Base includes cognitive knowledge of a variety of topics including, but not limited to: human growth and development; theories of criminal behavior; knowledge of alcohol and drug use; alcoholism and other drug addictions; professional ethics; criminal justice theories; assessment; understanding the entire recovery/relapse process; counseling techniques and treatment strategies; case management; and, information and referral. Knowledge shall be measured by the IC&RC/AODA written examination for the applicant seeking certification as a Certified Criminal Justice Addictions Professional (CCJP). The standards for the knowledge base begin on page 7 of this manual.

PERSONAL AND PROFESSIONAL CHARACTERISTICS

Personal and professional characteristics must reflect compatibility with the standards for Certified Criminal Justice Addictions Professionals

The personal and professional characteristics compatible with the standards for criminal justice addictions professionals include, but are not limited to:

1. Ability to relate comfortably, confidently and effectively to people.
2. A sincere interest in helping individuals involved in the criminal justice system through the provision of humanitarian and quality care.
3. A positive mental attitude toward alcoholism/addiction and its treatment.
4. Adherence to values and ethics commonly associated with professionals having access to confidential and sensitive client information.
5. Ability to serve all clients without discrimination.

CODE OF ETHICS

The applicant must subscribe to the Certification Board's code of ethics, which has been adopted from the National Association of Alcohol and Drug Abuse Counselors (NAADAC).

The applicant must agree to abide by the jurisdiction of the Certification Board in matters of violation or misconduct, as specified in the policies of the Certification Board. The Code of Ethics is found at the end of this manual.

SECTION VII APPEALS PROCEDURES

PURPOSE:

The appeal process will determine if a decision rendered regarding an applicant's eligibility for certification was arbitrary and capricious.

PROCEDURES:

1. An individual desiring to appeal a decision regarding certification eligibility must do so in writing, addressed to the President of the Certification Board, within thirty (30) days of the postmark on the envelope carrying the notification of the application status. The letter of appeal must include the following:
 - a. The specific decision being appealed
 - b. The outcome desired
 - c. The justification for the desired outcome

2. The appeals review committee of the Certification Board will review the appeal and all appropriate data. That committee will then report and make recommendations to the Board at Large. The Board President will respond in writing to the appeal letter within thirty-days (30), stating the Board's decision regarding the outcome. The review committee will be chosen by the Board President, or the appeals committee may consist of the Board as a whole.
3. If the applicant is not satisfied with the review committee's written response, he/she may request a personal appearance before the Board. This appearance must be requested in writing within thirty-days (30) of the postmark on the response from the Board, which will schedule the appearance within sixty-days (60) of the written request.
4. The applicant may be accompanied to the personal appearance in front of the Board by the person of his/her choice. However, it should be noted that the appeal interview is not a re-interview. It is a review to determine whether the Board acted in an arbitrary or capricious manner.
5. The applicant may present information to the Board to demonstrate that the decision rendered by the Board was arbitrary and capricious.
6. A set time allowance for presentation of information will be established by the Board prior to the beginning of the appearance.
7. The applicant will be notified in writing within seven (7) days of the Board's decision.

SECTION VIII ENFORCEMENT/DISCIPLINARY PROCEEDURES

The West Virginia Certification Board of Addiction and Prevention Professionals (WVCBAPP) shall be empowered to deny, suspend, or revoke an individual's certification for just cause. Such disciplinary actions will be based on an act or acts of substantial violation of the Professional Code of Ethics of the West Virginia Certification Board of Addiction and Prevention Professionals. Interpretation of the word "substantial" will be made by the Ethics Committee, based on the actual or probable consequences of the violation(s).

SECTION IX CCJP RECERTIFICATION

CCJP certification is for a period of two (2) years. CCJPs must re-certify every two (2) years by completing a re-certification application documenting 40 hours of continuing education units. CCJP Counselors must document at least 6 hours of addiction-specific training. A completed re-certification application packet with appropriate fees, \$150 must be postmarked by August 30th of the re-certification year. A late fee of \$75 will be incurred for late applications. All re-certified individuals will be acknowledged at the Annual WVAADC

Awards Banquet. Letters or cards with stamps to update certificates will either be sent in the mail or given to re-certified professionals at the Annual Banquet.

CODE OF ETHICAL BEHAVIOR

It is the policy of the West Virginia Certification Board for Addiction Professionals to promote and safeguard the quality, effectiveness and competence of professional addiction counselors through the insistence of adherence to its Code of Ethics for CCJPs. The ethics committee develops and recommends an ethical code of conduct for adoption by the Board of Directors

ETHICAL STANDARDS FOR ADVANCED CHEMICAL DEPENDENCY SPECIALISTS

The West Virginia Certification Board For Addiction and Prevention Professionals is comprised of professional chemical dependency specialists who, as responsible health-care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional and societal expectations, obligations and conduct. As professionals dedicated to the treatment of chemical dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. Chemical dependency specialists dedicate themselves to the promotion of the best interests of their society, their clients, their profession and their colleagues.

SPECIFIC PRINCIPLES

Principle 1: Nondiscrimination. The chemical dependency specialist must not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national origin, sexual orientation or economic condition.

Principle 2: Responsibility. The chemical dependency specialist must espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

a) The chemical dependency specialist, 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 chemical dependency specialist, as practitioner, must accept the professional challenge and responsibility deriving from the counselor's work.

Principle 3: Competence. The chemical dependency specialist must recognize that the profession is founded on national standards of competency which promote the best interests of society, the client, the counselor and the profession as a whole. The counselor must recognize the need for ongoing education as a component of professional competency.

a) The chemical dependency specialist must prevent the practice of alcoholism and drug abuse counseling by unqualified and/or unauthorized persons.

b) The chemical dependency specialist who is aware of unethical conduct or unprofessional modes of practice must report such violations to the appropriate certifying authority.

c) The chemical dependency specialist must recognize boundaries and limitations of a counselor's competencies and not offer services or use techniques outside of these professional competencies.

d) The chemical dependency specialist must recognize the effect of impairment on professional techniques and must be willing to seek appropriate treatment for oneself or for a colleague. The counselor must support peer assistance programs in this respect.

Principle 4: Legal Standards and Moral Standards. The chemical dependency specialist must uphold the legal and accepted moral codes which pertain to professional conduct, legal and accepted moral codes of our society.

- a) The chemical dependency specialist must not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b) The chemical dependency specialist must not use the affiliation with the Texas Association of Addiction Professionals for purposes that are not consistent with the stated purposes of the association.
- c) The chemical dependency specialist 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.
- a) The chemical dependency specialist associated 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.
- b) The chemical dependency specialist must obey civil and criminal laws, and commit no act involving moral turpitude of which would bring discredit to the profession.

Principle 5: Public Statements. The chemical dependency specialist must respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a) The chemical dependency specialist who represents the field of alcoholism and drug abuse counseling to clients, other professionals, or to the general public must report fairly and accurately the appropriate information.
- b) The chemical dependency specialist must acknowledge and document materials and techniques used.
- c) The chemical dependency specialist who conducts training in alcoholism and drug abuse counseling skills or techniques must indicate to the audience the requisite training/qualification to properly perform those skills and techniques.

Principle 6: Publication Credit. The chemical dependency specialist must assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a) The chemical dependency specialist must recognize joint authorship, major contributions of professional character made by several persons to a common project. The author who has made the principal contribution to a publication must be identified as a first listed.
- b) The chemical dependency specialist must acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c) The chemical dependency specialist must acknowledge, through specific citations, unpublished, as well as published, materials that have direct influences the research or writing.
- d) The chemical dependency specialist who compiles and edits for publication the contributions of others must list oneself as editor, along with the names of those others who have contributed.

Principle 7: Client Welfare. The chemical dependency specialist must respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a) The chemical dependency specialist 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 chemical dependency specialist, in the presence of professional conflict, must be concerned primarily with the welfare of the client.
- c) The chemical dependency specialist must terminate a counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- d) The chemical dependency specialist, in referral cases, must assume the responsibility for the client's welfare either by mutual agreement and/or by the client becoming engaged with another professional.

In situations when a client refuses treatment, referral or recommendations, the chemical dependency specialist 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 chemical dependency specialist 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 transaction. The information released or obtained with informed consent must be used for expressed purposes only.

f) The chemical dependency specialist must not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.

g) The chemical dependency specialist 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 chemical dependency specialist must collaborate with other health-care professionals in providing a supportive environment for the client who is receiving prescribed medications.

Principle 8: Confidentiality. The chemical dependency specialist 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 chemical dependency specialist 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 the observation of an interview by another person.

b) The chemical dependency specialist must make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.

c) The chemical dependency specialist must reveal information received in confidence only when there is a clear and present danger to the client or to other persons, and then only to appropriate professional workers or public authorities.

d) The chemical dependency specialist 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.

The chemical dependency specialist 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 chemical dependency specialist must inform the prospective client of the important aspects of the potential relationship.

a) The chemical dependency specialist 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 chemical dependency specialist must inform the designate guardian or responsible person of circumstances which may influence the relationship, when the client is a minor or incompetent.

c) The chemical dependency specialist must not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.

d) The chemical dependency specialist must not engage in any type of sexual activity with a client.

Principle 10: Inter-professional Relationships. The chemical dependency specialist must treat colleagues with respect, courtesy and fairness, and must afford the same professional courtesy to other professionals.

- a) The chemical dependency specialist 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 chemical dependency specialist must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

Principle 11: Remuneration. The chemical dependency specialist must establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a) The chemical dependency specialist must consider carefully the ability of the client to meet the financial cost in establishing rates for professional services.
- b) The chemical dependency specialist 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 chemical dependency specialist in clinical or counseling practice must not use one's relationship with clients to promote personal gains or the profit of an agency or commercial enterprise of any kind.
- d) The chemical dependency specialist must not accept a private fee or any 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 clients 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 chemical dependency specialist must advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of 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 abuse addiction and must act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The chemical dependency specialist must adopt a personal and professional stance which promotes the well-being of all human beings.

I have read, understand and commit to the preceding Ethical Standards.

Signature _____ **Date** _____

