

ADVANCED ALCOHOL AND DRUG COUNSELOR (AADC)

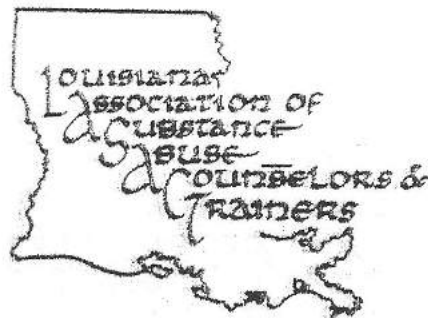
as authorized by the
CERTIFICATION EXAMINING BOARD
of the
LOUISIANA ASSOCIATION OF SUBSTANCE ABUSE
COUNSELORS AND TRAINERS

Revised October 2011

Revised August 2013

Revised March 2016

Revised January 2017



P.O. Box 80235
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www.lasact.org

Important Information

1. This Master's level certification is known as the Advanced Alcohol and Drug Abuse Counselor (AADC).
2. Advanced training is that which is specifically related to the knowledge and skills necessary to perform the tasks within the Advanced Alcohol and Drug Abuse Professional performance domains*:

- Screening, Assessment, and Engagement
- Treatment Planning, Collaboration, and Referral
- Counseling and Education
- Professional and Ethical Responsibilities

*TAP 21 Competencies & the 12 Core Functions are contained within these domains.

3. The certification is based on a combination of competence and knowledge about alcohol and drug abuse counseling and includes academic achievement. Authority for this certification comes from professionals working in the field of alcohol and drug abuse counseling who share a common concern for standards of competency.
4. Applicants will be required to maintain their practice right which will determine their scope of practice. The AADC will indicate advanced competency in the Alcohol and Drug field and is strictly voluntary. The basic requirement for certification is performance of Masters level alcohol and drug abuse counseling and academic achievement.
5. A copy of your college transcript .
6. Applicants will be notified in writing/email of any problems with their application.
7. This application may be photocopied.
8. When application is approved, applicant will be notified of the procedure for taking the written or the computer based test for this exam.
9. Application fee is non-refundable.
10. Applicants must use the AADC Checklist on page 19 of this application to ensure that all required materials are included prior to mailing application to the *LASACT/CEB* office. Page 19 must be used as the COVER SHEET of the portfolio.
11. Eligibility for AADC certification requires that applicant hold a current and valid practice credential and be free from any pending ethical complaints or violations.
12. Questions regarding this application and the AADC process should be directed to the *LASACT/CEB* office at (225) 766-2992 or e-mailed to ceb@lasact.org.
13. Computer Based Testing is available as needed.

Requirements for AADC

1) Practice Credentials

- A valid credential from the Addictive Disorder Regulatory Authority (ADRA) or another licensed mental health credential (LCSW, LPC, LMFT, etc.) to provide services in the State of Louisiana.

2) Employment/Experience

Supervised work experience is defined as paid professional experience in the delivery of counseling services to individuals, families, or groups with substance abuse disorders or delivery of supervision to those providing said counseling services.

- One year (2000 hours) of documented, supervised Alcohol and Other Drug Abuse Counseling (ADC) specific work experience.

3) Supervision

Supervision is broadly defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing one's performance.

The supervised practical training may occur as part of eligible work experience and may be completed under more than one supervisor or agency.

- 300 hours specific to the domains (see top of Page 2) to include the 12 core functions with a minimum of ten (10) hours in each core function area.

4) Education

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and CEB approved distance learning.

Three (3) college credits are equivalent to 45 clock hours.

One (1) clock hour of education is equal to 50 minutes of continuous instruction.

Hours required are in clock hours.

Education, as defined above, that applicant provides to others may also be considered with letter of verification from sponsoring provider.

- A minimum of a Master's degree in behavioral science with a clinical application from a regionally accredited college or university within the United States or colleges and universities outside the United States. and
- One hundred-eighty (180) clock hours of ADC (Alcohol and other Drug Abuse) specific education.
- Six (6) clock hours of the required education must be counselor specific ethics education.

5) Examination

Applicants must pass the IC&RC International AADC Examination, which is also used for the Licensed Addiction Counselor (LAC). Applicants that have taken the advanced exam in the last five years, for the LAC credential, are exempt from re-taking the exam and must attach a copy of the test results requesting exemption.

6) Fees

Initial Certification

LASACT members and NON- members- if AADC test score is under five years old and is available, no fee is required. If no AADC test score under five years old, only the testing fee of \$275 is payable.

Testing Fees

- \$275 for the exam. This fee will be waived if applicant has successfully passed the IC&RC/AADC exam within the last 5 years; tests results must be attached for waiver.

Recertification:

- \$120 LASACT member for a two-year cycle, or
- \$180 non-LASACT member for a two-year cycle.
- Add \$50 late fee if mailed after certificate expiration date.

If someone chooses to hold two LASACT certifications, a discount will be given:

LASACT Members -- \$150 for 2 certificates for a 24-month cycle

NON-Members -- \$305 for 2 certificates for a 24-month cycle

7) Other Requirements:

- Signed Code of Ethical Conduct,
- Signed and dated Release,
- Copy of practice credential,
- Copy of college transcript and
- Documentation and verification of all education (certificates of attendance and/or transcripts)

Other Items of Interest

Certification Time Period & Recertification Renewal

The AADC certification is for a two-year period. Recertification of the AADC will require 40 hours CEB approved ADC continuing education earned every two years during the certification period. An exception is allowed for pro-rating during the first cycle if it is not a complete two-year period.

Out of State

Applicants living and/or working in other states where there is no IC&RC Board offering the AADC are welcome to apply in Louisiana. A Louisiana practice credential is required to practice in Louisiana. The AADC certification is not a practice right but rather a designation of competency. Otherwise, applicants must live or work 51% of the time in Louisiana.

Right to Appeal

The purpose of appeal is to determine if CEB accurately, adequately, and fairly reviewed applicant's file. Any applicant whose application is denied by the CEB has the right to appeal that decision. Applicants who do not pass the exam may also appeal to have their test reviewed and re-scored by IC&RC. The non-refundable fee for an appeal is \$50.

Appeal Process

Notification of the Board's decision to deny the application, or to take disciplinary action, and the right to appeal that decision will be e-mailed or mailed to the applicant. Applicant will be considered notified three days after the date of mailing or e-mailing. An applicant who decides to appeal must submit a letter to CEB requesting the appeal and enclose a fee of \$50. The request must be received in the *LASACT/CEB* office within 30 days of the date of the notification of denial of the application or disciplinary action taken. The \$50 fee will be refunded if the CEB is found in error.

The written appeal will be sent to the CEB Executive Committee, which will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee. The decision of the Executive Committee shall be final.

Recertification

To maintain the high standards of this AADC professional practice and to assure continuing awareness of new knowledge in the field, CEB requires recertification every two years.

To be recertified as an AADC, an individual must:

1. Hold a current and valid certificate issued by CEB;
2. Hold a current and valid practice credential issued by ADRA or other Louisiana Mental Health licensing board.
3. Submit 40 approved hours of ADC specific education received within the two year recertification cycle. These hours will be pro-rated for the first recertification cycle, depending upon the original certification date and the end of the practice right.
4. Endorse by signature and uphold by practice the CEB Code of Ethical Conduct for professional behavior;
5. Complete an application notarized and signed by applicant and pay recertification fee.

Lapsed Certification

The completed recertification application should be received at CEB prior to the expiration date of the certificate. If the application is incomplete, applicant will be notified by e-mail.

There is no grace period to accumulate hours, so if the recertification is not completed by the expiration date of the old certificate, the individual will no longer hold an active certification, and no further use of the certificate will be permitted until the individual has recertified. All certified professionals should review the recertification application well in advance of the expiration date. A reinstatement fee is due if the recertification is between one day and twelve months late. After twelve months no recertification is possible, and applicant would be required to reapply for the certificate and meet all current requirements.

Retest of Examination

Applicants failing the written or computer based exam may retest by sending LASACT a test payment form with the testing fee. Once your information is received and entered into the testing site, you will receive further directions from the testing company on how to proceed with selecting date and time to test.

Other

AADC certificate holders must keep their e-mail addresses current with LASACT/CEB. AADC renewal notices will be sent to the latest e-mail address in the LASACT database. For those who do not have an e-mail address, special arrangements will be made to mail the recertification information. Renewal information will also be posted on the LASACT web page www.lasact.org.

Certificate holders should also assume responsibility for knowing their recertification cycles and notify LASACT if they do not receive a recertification notice at least thirty days before the recertification date.

*ADVANCED ALCOHOL AND DRUG COUNSELOR (AADC)
APPLICATION FORM*

Circle Other LASACT Credentials you may hold:

CCDP

CCDP-D

AADC

CCJP

PRSS

Form 1

Title: Mr. Mrs. Ms. Other

Name to Appear on Certificate: _____
Please Print

Home Address: _____
(City) (State) (Zip)

Phones: W _____ H _____ C _____

E-mail Address: _____ Fax: _____

Employer: _____

Employer Address: _____
(City) (State) (Zip)

Enclosures: LASACT members

Enclose only the following items:

- ☐ Copy of current Right to Practice card;
- ☐ Copy of successful AADC exam score from IC&RC under five years old;
- ☐ Test fee of \$275 if no exam score under five years old is attached.

Enclosures: Non-LASACT Members

Enclose the following items:

- ☐ Copy of current Right to Practice card;
- ☐ AADC test score under five years old;
- ☐ Fee of \$275 for test fee if no AADC exam score under five years old is available.

For Pay Pal and Credit Card Charges:

Payment Options: (A \$10 Convenience Fee added to charges of \$200 and above)
(A \$ 5 Convenience Fee added to charges under \$200)

Checks and money orders payable to: LASACT/CEB; Mailed to: P. O. Box 80235 - Baton Rouge, LA 70898-0235

Online with Pay Pal at www.lasact.org "LASACT Fees" Tab

Credit Card with the following information:

Name on Card: _____

Credit Card Type & #: _____

Expiration Date: _____ Security Code _____ Card Billing ZIP Code _____

Applications cannot be processed until all required documents and fees are received in LASACT/CEB office.

Work Experience Information

Form 2:

This form to be completed only by applicant's supervisor (with this or duplicate forms totaling a minimum of 2000 hours),

Supervised work experience is defined as paid professional experience in the delivery of counseling services to individuals, families, or groups with Alcohol and/or Other Drug Abuse or delivery of supervision to those providing said counseling services.

Applicant's Name _____ Title _____

Supervisor's Name _____ Title _____

Employer _____

Supervisor's Telephone # _____

Applicant's dates of employment in counseling From: ____/____/____ To: ____/____/____
Month Day Year Month Day Year

Number of hours worked weekly; _____

Briefly describe the applicant's job duties in counseling to clients with Alcohol and/or Drug Abuse issues during the above dates of employment.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the paper.

Signature of Supervisor _____

Date _____

NOTE: If more than one employer must document current and relevant previous employment, photocopy this page for each employer.

Supervision

Form 3

To Supervisor: Please complete this form indicating on-the-job supervision hours you have provided the applicant in his/her performing of AADC functions. This form is not intended to document applicant's total number of hours worked, just hours of on-the-job supervision.

***Note: These hours are only to be validated in reference to performance in Alcohol and/or Drug Abuse Counseling**

Applicant's Name: _____

I hereby attest that a minimum of 300 hours of supervision have been attained by the above named applicant. At least 10 hours in each of the AADC performance domains listed below have been provided to the applicant.

AADC PERFORMANCE DOMAINS

HOURS RECEIVED IN EACH
(Minimum of 10 Hours)

1. Screening, Assessment, and engagement

2. Treatment Planning, collaboration, and Referral

3. Counseling and Education

4. Professional & Ethical Responsibilities

TOTAL MUST BE AT LEAST 300 HOURS, with minimum of 10 in each domain

Supervisor's Name *(Please Print)*

Supervisor's Phone Number

Supervisor's Signature *(with practice credential)*

Date

NOTE: If *MORE* than one, employer must document current and relevant previous supervision, photocopy this page for each employer.

FORM 4:

Certification Examining Board of LASACT
SUMMARY OF CONTINUING EDUCATION FOR AADC APPLICATION

Applicant's Name: _____
Education Requirement: One Hundred Eighty (180) clock hours of ADC (Alcohol and other Drug Abuse) specific training and six (6) hours of training specific to counselor ethics.

DATE	PROVIDER	TITLE	# HOURS
		Total Hours	

Make extra copies as needed. This form must be completed. Just saying "See Attached Certificates" will not suffice.

Instructions:

- Enter only one educational event per row. Copy form and attach additional sheets as needed.
- Provide the information requested in each column for each educational event.
- Minimum number of hours must total 180 in alcohol and other drug abuse specific training.
- Attach a copy of a certificate for each educational event listed. Certificates must show the provider, date(s), title of event, speaker/presenter, number of contact hours completed, and your name. Certificates without this information will be rejected.
- If college or university credit was given, hours are determined at the rate of 15 clock hours per semester credit hour.

Copy this form as needed.

ADVANCED ALCOHOL AND DRUG COUNSELOR (AADC)

CODE OF ETHICAL CONDUCT

(Please keep these pages for your files)

**(Sign, Date and Submit Form #5
with your Application)**

Code of Ethical Conduct

UNLAWFUL CONDUCT

Rule 1.1 A certified professional shall not be convicted for any misdemeanor or felony relating to his/her ability to provide substance abuse and other behavioral health services as determined by CEB or licensing board

Rule 1.2 A certified professional shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

Rule 2.1 A certified professional shall under no circumstances engage in sexual activities or sexual contact with clients, whether such contact is consensual or forced.

Rule 2.2 A certified professional shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.

Rule 2.3 A certified professional shall not engage in sexual activities or sexual contact with former clients within a two period after the professional relationship ends because of the risk of potential harm to the client.

Rule 2.4 A certified professional shall not provide clinical services to individuals with whom he/she has had a prior sexual relationship.

FRAUD-RELATED CONDUCT

Rule 3.1 A certified professional shall not:

- present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
- prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
- present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
- seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 A certified professional shall not use misrepresentation in the procurement of certification or recertification or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes, but is not limited to, the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, plagiarism of application and re-certification materials, or the falsification of references.

Rule 3.3 A certified professional shall not use a title, designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which he/she is not entitled.

Rule 3.4 A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

Rule 3.5 A certified professional shall not sign or issue, in his/her professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

Rule 3.6 A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

Rule 3.7 A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating his/her opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct

EXPLOITATION OF CLIENTS

Rule 4.1 A certified professional shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.

Rule 4.2 A certified professional shall not misappropriate property from clients *and/or* family members of clients.

Rule 4.3 A certified professional shall not enter into a relationship with a client which involves financial gain to the certified professional or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.

Rule 4.4 A certified professional shall not promote to a client for his/her personal gain any treatment, procedure, product, or service.

Rule 4.5 A certified professional shall not ask for nor accept gifts or favors from clients and/or family members of client.

Rule 4.6 A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.

Rule 4.7 A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

PROFESSIONAL STANDARDS

Rule 5.1 A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation: age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.

Rule 5.2 A certified professional who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with his/her professional functioning shall be in violation of this rule. Where any such conditions

exist and impede his/her ability to function competently, a certified professional must request inactive status of his/her CEB certificate for medical reasons for as long as necessary.

Rule 5.3 A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.

Rule 5.4 A certified professional shall not engage in conduct that "does not meet the generally accepted standards of practice.

Rule 5.5 A certified professional shall not perform services outside of his/her area of training, expertise, competence, or scope of practice.

Rule 5.6 A certified professional shall not reveal confidential information obtained as the result of a professional relationship without the prior written consent from the recipient of services, except as authorized or required by law.

Rule 5.7 A certified professional shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client or parents or legal guardians of the clients.

Rule 5.8 A certified professional shall not discontinue professional services to a client nor abandon a client without facilitating an appropriate closure of professional services for the client.

Rule 5.9 A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond his/her area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

Rule 6.1 A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

Rule 6.2 All certified professionals are mandated child abuse reporters.

RECORD KEEPING

Rule 7.1 A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into clients' records.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

Rule 8.1 A certified professional shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

Rule 9.1 A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

COOPERATION WITH THE BOARD

Rule 10.1 A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. 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;
4. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.

Rule 10.2 A certified professional shall:

1. not make a false statement to the CEB or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the CEB investigation or disciplinary proceeding. Failure or unwillingness to cooperate in the CEB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 A certified professional shall not file a complaint or provide information to the CEB, which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to CEB, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

AADC

Code of Ethical Conduct

Form 5

Signature below denotes that applicant has read and will adhere to the Advanced Alcohol and Drug Counselor's Code of Ethical Conduct and is free of any ethical or malpractice violation and ACCEPTS ALL OF THE PRINCIPLES OF HIS/HER PROFESSIONAL PRACTICE CREDENTIALING CODE OF ETHICS AND DISCIPLINARY PROCEDURE. Applicant understands the AADC is not a substitute or a replacement for the right to practice credential and is therefore NOT a license with which to practice substance abuse counseling. Applicant understands that LASACT / CEB must be notified if applicant relinquishes his/her practice credential or loses it for any reason.

I will be required to maintain my practice credential, which will determine my scope of practice.

I understand that the AADC does not serve as a practice credential but as a professional competency addition to the practice credential that I already hold.

SIGNATURE

DATE

Release

Form 6:

I hereby request that the LASACT Certification Examination Board grant the AADC certificate to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with the CEB Code of Ethical Conduct;

I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;

I consent to the release of information contained in my application file and any other pertinent data submitted or collected by CEB to officers, members, and staff of the aforementioned Board;

I consent to authorize CEB to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;

Allegations of ethical misconduct reported to CEB before, during, or after application for certification is made will be investigated by CEB and could result in the nullification of the application or denial or revocation of certification.

Signature: _____

Date: _____

Please print your name below as it should appear on your certificate.

Name _____

TESTING

Exam Content

The Job Task Analysis by IC&RC identified ten performance domains for the Advanced Alcohol and Drug Abuse Counselor certification. Within each performance domain there are several identified tasks that provide the basis for questions in the exam. There are 150 multiple-choice questions in the exam. Three and one-half hours are permitted to complete the exam.

Candidate Guide

The questions on the written exam were developed from the knowledge and skills in each domain identified in the Job Task Analysis. Multiple sources were utilized in the development of questions for the exams. Each question is linked to one of the knowledge and skills identified for each domain. The domains, knowledge, and skill areas, sample test questions, and a list of references are included in the Candidate Guide, which is free of charge and available to anyone interested in and eligible to take the written exam. The Candidate Guide is available on the LASACT web site (www.lasact.org) under the link to "Certification".

Exam Dates

Computer based test are given as needed.

Special Exam Situations

Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes by requesting from the CEB a Request of Special Accommodations Form at least 30 days prior to the scheduled exam date. Contact CEB on what constitutes official documentation. CEB will offer appropriate modifications to its procedures when documentation supports the need for them. If applicant is unable to provide CEB with proper notice, an effort will be made to accommodate.

Cancellation Policy for Exams

The testing company assesses a \$50 fee if cancellation is made 5 days prior to the testing date. A \$150 fee is assessed for cancellations under the 5 day allowance. There are absolutely no exceptions to this policy. No shows on the date of the examination will forfeit their entire test fee.

Retest of Examination

Applicants failing the exam may retest after 90 days by sending LASACT a test payment form with the testing fee. Once your information is received and entered into the testing site, you will receive further directions from the testing company on how to proceed with selecting date and time to test. Applicant must take the exam within 1 year to keep application active.

AADC Checklist - Use this form as Portfolio Cover Sheet

Use the following checklist to assemble your Portfolio Application and attach forms in the order listed:

- ___ 1. AADC Checklist: (this sheet)
- ___ 2. Form 1: Completed AADC Application
- ___ 3. Form 2: Work Experience Information
- ___ 4. Form 3: Supervision Form completed by supervisor
- ___ 5. Form 4: Completed Educational Summary Form with attached copies of Education / Training certificates for hours listed on this Form
- ___ 6. Form 5: Signed Code of Ethical Conduct
- ___ 7. Form 6: Completed Release Form
- ___ 8. Copy of letter and / or card to verify practice credential
- ___ 9. Appropriate Fee as Noted below:
 - LASACT Members
 - Test fee of \$275 if no AADC exam score under five years old is attached.
 - LASACT Non-members
 - \$275 test fee if no AADC exam score under five years old is available.
- ___ 10. ICRC AADC (LAC) Test Exam Scores, if available, for test and test fee to be waived
- ___ 11. College transcript (copy or original)

Photocopy entire application for your records. Send original application, all required documentation, and payment to:

LASACT/CEB
P.O. Box 80235
Baton Rouge, LA 70898-0235
225.766.2992 - phone
225.766.8552 - fax
Email: ceb@lasact.org
Website: www.lasact.org

AADC - Disciplinary Procedures

Method of discipline

The LASACT/CEB may impose the following disciplinary sanctions:

- a. Revocation of certification;
- b. Suspension of certification until further order of the Board or for a specified period of time;
- c. Suspension of application privileges until further order of the Board or for a specified period of time;
- d. Reprimand; or
- e. Denial of application/certification.

Discretion of the Board

The following factors may be considered by the LASACT/CEB in determining the nature and severity of the disciplinary sanction to be imposed:

- a. The relative seriousness of the violation as it relates to assuring the citizens of this state a high standard of professional service and care;
- b. The facts of the particular violation;
- c. Any extenuating circumstances or other countervailing considerations;
- d. The number of complainants;
- e. The seriousness of prior violations or complaints;
- f. Whether remedial action has been previously taken; or
- g. Other factors which may reflect upon the competency, ethical standards, and professional conduct of the individual.

Complaint Procedure

Any individual may file a complaint against a professional by submitting a written complaint which includes:

- a. The full name, address, and telephone number of the complainant;
- b. The full name, address, and telephone of the respondent; and
- c. A concise statement of the facts which clearly and accurately describe the allegations against the respondent. Whenever possible, the complainant shall identify the specific Code and Rule involved.

The complaint shall be sent by certified mail, return receipt requested to:
Executive Director, LASACT
P.O. Box 80235
Baton Rouge, LA 70898-0235

The Executive Director shall send a written acknowledgment of receipt of the complaint to the complainant and refer the complaint to the Ethics Investigator(s).

- d. Should further violations be uncovered in the course of an investigation, these would comprise an additional complaint by the Ethics Investigator(s).

Investigating of Allegations

The Ethics Investigator(s) shall, upon receipt of an official complaint, or may upon its own motion pursuant to other evidence received by the Board or Committee, review and investigate alleged acts or omissions which he/she/they believe constitute cause for discipline.

- a. The voluntary surrendering of certification will not excuse a certified addiction professional from being investigated or disciplined for an ethics violation.
- b. The Ethics Investigators, or a committee or staff member designated by the chairperson, shall investigate the allegations of the complaint by contacting the party or parties involved and obtaining information in any other appropriate manner which will provide documentation upon which a decision for order of hearing may be based.
- c. The Respondent and Complainant shall be required to submit a written response within thirty days subsequent to being furnished with information concerning the investigation. In the event the Respondent does not provide such a timely written response, then his or her right to contest the Hearing is waived. Both Respondent and Complainant shall be afforded the opportunity to request a personal conference in addition to their written responses.

Right to Appeal

The purpose of appeal is to determine if CEB accurately, adequately, and fairly reviewed applicant's file. Any applicant whose application is denied by the CEB has the right to appeal that decision.

Appeal Process

Notification of the Board's decision to deny the application, or to take disciplinary action, and the right to appeal that decision will be e-mailed or mailed to the applicant. Applicant will be considered notified three days after the date of mailing or e-mailing. An applicant who decides to appeal must submit a letter to CEB requesting the appeal and enclose a fee of \$50. The request must be received in the LASACT-J CEB office within 30 days of the date of the notification of denial of the application or disciplinary action taken. The \$50 fee will be refunded if the CEB is found in error.

The written appeal will be sent to the CEB Executive Committee, which will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee. The decision of the Executive Committee shall be final.