



# APPLICATION FOR RENEWAL CERTIFIED SUBSTANCE ABUSE PROGRAM ADMINISTRATOR

## INSTRUCTIONS:

1. Complete the two-page application.
2. Attach copies of certificates of completion and/or request an official transcript be sent to ADAD documenting 40 hours of ADAD-approved continuing education, including 6 hours in counselor ethics. These same hours may be used to renew a Certified Substance Abuse Counselor (CSAC) certification.
3. Include the **\$25.00** renewal fee in the form of a money order or certified check payable to "**STATE DIRECTOR OF FINANCE.**"
4. Send to:

Alcohol and Drug Abuse Division  
 Attn: Certification  
 Kakuhihewa Building  
 601 Kamokila Boulevard, Room 360  
 Kapolei, Hawaii 96707

1. Name: \_\_\_\_\_  
 (Please Print)
2. Home Address: \_\_\_\_\_  
 Street/P.O. Box  
 \_\_\_\_\_  
 City/State/Zip
3. Home Phone: \_\_\_\_\_  
 Area Code/Number
4. E-mail Address: \_\_\_\_\_

## FOR OFFICE USE ONLY

- Fee Amount: \_\_\_\_\_
- Date Received: \_\_\_\_\_
- Transcripts/Certificate for CEUs Received: \_\_\_\_\_
- Re-Certification Approved: \_\_\_\_\_ Effective: \_\_\_\_\_
- Expires: \_\_\_\_\_
- New Certificate Number: \_\_\_\_\_



You must document **40** hours of continuing education, to include **6** hours in counselor ethics. Continuing education may be verified by:

1. Transcripts

- a. Official transcripts documenting courses in the human services fields must be sent directly from the college to the Alcohol and Drug Abuse Division. This can be done by contacting the college admission or registrar office. You must give them ADAD's address:

Alcohol and Drug Abuse Division  
Attn: Certification  
601 Kamokila Boulevard, Room 360  
Kapolei, Hawaii 96707

- b. One semester credit equals 15 hours of continuing education; one trimester credit equals 10 hours of continuing education; one quarter credit equals 7.5 hours of continuing education.
  - c. Applicants for renewal must earn a grade of "C" or better in any course.
2. Certificates: Copies of certificates of completion for ADAD-approved training, including distance education, may be used to complete the requirement for renewal. Distance education is limited to a maximum of 20 hours. If you are not certain that a training is ADAD-approved, please contact the Certification Office at (808) 692-7518.
3. Teaching: Send a copy of the appointment letter for college courses or the training agenda for workshops conducted. Credit for teaching college courses will be computed per 1.b. above. Credit for workshops will be the actual hours of training.

**CODE OF ETHICS**  
**CERTIFIED SUBSTANCE ABUSE COUNSELOR**  
**CERTIFIED SUBSTANCE ABUSE PROGRAM ADMINISTRATOR**

- Principle 1: Non-Discrimination.** The substance abuse counselor shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.
- Principle 2: Responsibility.** The substance abuse counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.
- Principle 3: Competence.** The substance abuse counselor shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The substance abuse counselor shall recognize the need for ongoing education as a component of professional competency.
- Principle 4: Legal and Moral Standards.** The substance abuse counselor shall uphold the legal and accepted moral codes which pertain to professional conduct.
- Principle 5: Public Statements.** The substance abuse counselor shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.
- Principle 6: Publication Credit.** The substance abuse counselor shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.
- Principle 7: Client Welfare.** The substance abuse counselor shall promote the protection of the public health, safety and welfare, and the best interest of the client as a primary guide in determining the conduct of all substance abuse counselors.
- Principle 8: Confidentiality.** The substance abuse counselor working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.
- Principle 9: Client Relationships.** The substance abuse counselor shall safeguard the integrity of the counseling relationship and ensure that the client has reasonable access to effective treatment. The substance abuse counselor shall provide the client and the client's guardian, where applicable, with accurate and complete information regarding the extent of the potential professional relationship.
- Principle 10: Interprofessional Relationships.** The substance abuse counselor shall treat colleagues and other professionals with respect, courtesy, fairness, and good faith.
- Principle 11: Remuneration.** The substance abuse counselor shall establish financial arrangements in professional practice in accord with professional standards that safeguard the best interests of the client first, and then of the counselor, the agency, and the profession.
- Principle 12: Societal Obligations.** The substance abuse counselor shall to the best of his or her ability actively engage the legislative processes, educational institutions, and the general public to make possible opportunities and services for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

\*\*Adapted from the National Association of Alcoholism and Drug Abuse Counselors "Ethical Standards of Alcoholism and Drug Abuse Counselors." Printed in HAR 11-177.1, Subchapter 3, 11-177.1-33

**PLEASE READ THIS CODE OF ETHICS, AND KEEP IT IN YOUR POSSESSION FOR REFERENCE.**