

## INSTRUCTIONS FOR GENERAL APPLICATION for the Certified Substance Abuse Counselor (CSAC) Credential

**\*Important Note: You MUST mail in a completed application with payment (CERTIFIED CHECK OR MONEY ORDER, ONLY!) before you send for any transcripts or mail in supporting documents. This establishes a file for you in our office. Incomplete applications with accompanying documents WILL NOT be processed!**

1. Be sure to download the complete application packet, including:
  - General Information for Applicants
  - Application, Certified Substance Abuse Counselor (CSAC)
  - Code of Ethics and Code of Ethics Statement
  - Twelve Core Functions of the Alcohol and Drug Abuse Counselor
  - Work Experience Verification Record with attached Evaluation
  - Hawaii Administrative Rules 11-177.1 entitled "Certification Standards for Substance Abuse Counselors and Program Administrators"
  - Bibliography and Supplemental Reading List
  - Frequently Asked Questions information

2. **Please read carefully and follow directions:** Complete the "General Application" and "Code of Ethics Statement" and **return the completed forms to ADAD with the general application fee of \$25.00 in the form of a money order or certified check, (only) made payable to "State Director of Finance." **Personal checks will NOT be accepted.** *This one time application fee is non-refundable.* Mailing address:  

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

3. Give the "Work Experience Verification Record" with the attached "Confidential Evaluation" to your supervisor(s) for completion. Copy as many of these forms as needed. **NOTE: You must complete the top section of the "Work Experience Verification Record" before giving the form to your supervisor(s). Your supervisor(s) must complete the remainder of the form and evaluation and send it directly to ADAD himself/ herself.** Completed forms will not be accepted from the applicant. All signatures must be original signatures; no FAXed signatures are allowed.
4. If you plan to request education and/or experience credit for college degrees or completion of an alcohol/drug counseling certificate program, contact your school for an official transcript. Transcripts must be sent directly from the school to ADAD. Photocopies and student copies will not be accepted. Education accomplished through workshops approved by ADAD for continuing education or through ADAD-approved distance learning must be documented by submitting a

copy of your certificate of completion. Distance learning is limited to 50% (135 hours) of the total education required.

Once ADAD receives the information required on page 1, a review of the applicant's file will be conducted and a status email sent to the applicant. Only those applicants who have completed and documented the required 3 years (6000 hours) of supervised experience providing direct alcohol and drug treatment services, to include the 400 supervised practical experience hours, and who have completed the 300 hours of substance abuse specific education will be eligible to register for the examination.

Although general applications are accepted at any time, the applicant is strongly advised to plan ahead. Submit the application paperwork first, receive email verification that your application has been approved and a file has been established for you, and **keep a folder and submit copies of completed trainings certificates (Do not send in all your certificates at one time)**. ADAD will update your file with an accumulative amount of hours. This will allow the candidate to monitor what they have completed, keep track of any repeats (which are not allowed), and streamline the process for completion of all requirements. **Once you have met all the requirements to test, we mail you an application with directions, you mail us back the application and payment for the exam, the ADAD office registers you, and you then call the testing company contracted by the International Credentialing and Reciprocity Consortium (IC&RC) to arrange for the date you would like to test, yourself. Testing is available on *Oahu and Hawaii Islands*.**

**SOME TIPS TO REMEMBER:**

- **Send all payments by money order or certified check, only!**
- **Original signatures only**
- **Plan ahead (Processing time may take up to 4-6 weeks)**
- **When in doubt, call the Certification Office for clarification at (808) 692-7518**
- **There are, generally, no extensions for deadlines and no waivers for the basic requirements stated in HAR 11-177.1**

If the applicant does not pass the examination, the applicant will have to register to re-take the test and pay the examination fee.

If the applicant passes the written examinations and has met all of the other requirements for certification, a certificate will be issued, signed by the Director of Health.

Applicants who fail the exam 3 consecutive times must obtain 480 additional hours of clinically supervised work experience, and possibly further education, before applying to retake the examination.



**Reminder: DO NOT** send for any transcripts, trainings, or work verifications ***until*** you receive a reply email from the ADAD office stating the status of your application has been approved and that a file has been established!

### EDUCATIONAL INFORMATION

I have a: (high school diploma or highest degree completed): \_\_\_\_\_

In what area of study: \_\_\_\_\_

I will request that transcripts be sent to ADAD:   **YES**    **NO**

### SUBSTANCE ABUSE COUNSELING WORK HISTORY

Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

### CURRENT EMPLOYMENT

Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Have you, at any time (EVER!), been the subject of a finding of unethical, unprofessional, or illegal conduct made as part of a final decision by a regulatory body (e.g. certification or licensing board) or by a **court** (civil or criminal)? **(Note: Mandatory background checks are conducted, and falsifying any information may result in your application being declined!)**

\_\_\_\_\_ Yes    \_\_\_\_\_ No **(This includes ANY criminal charge, ever! If yes, you MUST attach a letter of explanation, and copies of official court documents showing all charges have been adjudicated, and you are not on probation or parole for at least one year. )**

**Reminder: DO NOT** send for any transcripts, trainings, or work verifications ***until*** you receive a reply email from the ADAD office stating the status of your application has been approved and that a file has been established!

*"I hereby certify that all of the information given herein and on any attachments is true and complete to the best of my knowledge. I understand that falsification of any portion of this application or attachments may result in the revocation of this application.*

*I further agree to hold the Department of Health, Alcohol and Drug Abuse Division agents, staff and examiners free from any civil liability for damages or complaints about any action within the scope and arising out of the performance of their duties and which is taken in connection with this application, the examinations, grades received on examinations, and/or the failure of the Division to issue me a certificate."*

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Applicant's Name (PRINT)

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Applicant's Signature (IN INK)

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Date

**\*\*You must sign the "Code of Ethics Statement" which is included in this packet. Unsigned or incomplete applications will not be processed.**

## RECORD STORAGE

The Alcohol and Drug Abuse Division maintains records on all applicants and Certified Substance Abuse Counselors and Program Administrators. **Inactive records are archived for three (3) years from date of last correspondence and may be destroyed after five (5) years from date of last correspondence.** Therefore, it is important to keep ADAD informed of any address change.

**Remember to include your \$25 certified check or money order (only!!) made out to the "State Director of Finance." Please mail your application, payment, and signed code of ethics statement . Do not include any certificates of completed trainings or send for any transcripts . A candidate file needs to be established first. The application process may take up to 4-6 weeks.**

**Please mail your completed application to:**

**Certification Department  
Alcohol and Drug Abuse Division  
601 Kamokila Boulevard, Room 360  
Kapolei, HI 96707**

## **Certified Substance Abuse Counselor (CSAC)**

### **Code of Ethics**

(Adopted from the Code of Ethics of the National Association of Alcoholism and Drug Abuse Counselors - Revised 5/20/95)

#### **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.

- a. The substance abuse counselor shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the counselor guards the individual rights and personal dignity of clients.
- b. The substance abuse counselor shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

#### **Principle 2: Responsibility**

The substance abuse counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a. The substance abuse counselor shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.
- b. The substance abuse counselor, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- c. The substance abuse counselor 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.
- d. The substance abuse counselor who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

#### **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.

- a. The substance abuse counselor shall recognize boundaries and limitations of the counselor's competencies and not offer services or use techniques outside of these professional competencies.
- b. The substance abuse counselor shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The counselor shall support peer assistance programs in this respect.

#### **Principle 4: Legal and Moral Standards**

The substance abuse counselor shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The substance abuse counselor shall be fully cognizant of all federal laws and laws of the counselor's respective state governing the practice of alcoholism and drug abuse counseling.
- b. The substance abuse counselor shall not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- c. The substance abuse counselor shall ensure that products or services associated with or provided by the counselor by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

#### **Principle 5: Public Statements**

The substance abuse counselor shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- a. The substance abuse counselor, in making statements to clients, other professionals, and the general public shall state as fact only those matters which have been empirically validated as fact. All other opinions, speculations, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated
- b. The substance abuse counselor shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgment should extend to the source of the information and reliability of the method by which it was derived.

#### **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

- a. The substance abuse counselor shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- b. The substance abuse counselor shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.
- c. The substance abuse counselor shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

### **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.

- a. The substance abuse counselor shall disclose the counselor's code of ethics, professional loyalties and responsibilities to all clients.
- b. The substance abuse counselor shall terminate a counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from the relationship.
- c. The substance abuse counselor shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- d. The substance abuse counselor shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed. (See Principle 9)
- e. The substance abuse counselor shall take care to provide services in an environment that will ensure the privacy and safety of the client at all times and ensure the appropriateness of service delivery.

### **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.

- a. The substance abuse counselor shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- b. The substance abuse counselor shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The counselor shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- c. The substance abuse counselor shall adhere to all federal and state laws regarding confidentiality and the counselor's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- d. The substance abuse counselor shall discuss the information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.



- e. The substance abuse counselor shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

**Principle 9: Client Relationships**

It is the responsibility of the substance abuse counselor to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The substance abuse counselor shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- a. The substance abuse counselor shall 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 substance abuse counselor shall not engage in professional relationships or commitments with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The substance abuse counselor shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- d. The substance abuse counselor shall not under any circumstances engage in sexual behavior with current or former clients.
- e. The substance abuse counselor shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

The substance abuse counselor shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- a. The substance abuse counselor shall refrain from offering 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 substance abuse counselor shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The substance abuse counselor shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

**Principle 11: Remuneration**

The substance abuse counselor shall establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client first, and then of the counselor, the agency, and the profession.

- a. The substance abuse counselor shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- b. The substance abuse counselor shall consider the ability of a client to meet the financial cost in establishing rates for professional services.

- c. The substance abuse counselor shall not engage in fee splitting. The member shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- d. The substance abuse counselor, in the practice of counseling, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.
- e. The substance abuse counselor shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

**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 change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

**PLEASE READ THE "CERTIFIED SUBSTANCE ABUSE COUNSELOR CODE OF ETHICS," AND COMPLETE THIS "CODE OF ETHICS STATEMENT" AND RETURN IT TO ADAD WITH YOUR GENERAL APPLICATION**

**CODE OF ETHICS STATEMENT**

I HAVE RECEIVED A COPY OF, READ, AND AGREE TO ABIDE BY THE CERTIFIED SUBSTANCE ABUSE COUNSELOR (CSAC) CODE OF ETHICS (REFERENCE: HAR 11-177.1, SUBCHAPTER 3, 11-177.1-33.) ALL CSACS AND CANDIDATES NEEDS TO ABIDE BY CODE.

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PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE