



ACCBO

2054 N. Vancouver Ave., Portland, Oregon 97227

Phone: (503)231-8164

www.accbo.com

Reciprocity Application

The Addiction Counselor Certification Board of Oregon is a direct affiliate of:

- *The National Association of Alcoholism and Drug Abuse Counselors*
- *The International Certification Reciprocity Consortium*
- *The National Council on Problem Gambling*
- *The Oregon Office of Mental Health and Addiction Services*
- *The Northwest Frontier Addiction Technology Transfer Center*

ACCBO offers reciprocal certification to those individuals possessing commensurate certification or licensure where professional psychometric examination was a component of the credentialing process and/or where the issuing board is a member board of the ICRC or NAADAC. Should ACCBO receive notice of any notice of unresolved ethics complaints from your originating certification, your ACCBO certification shall be rescinded.

Reciprocity Checklist

To apply for reciprocal certification a certified counselor must complete and submit to ACCBO:

1. The enclosed consent form to allow the original certifying body to provide information to ACCBO to verify your eligibility for certification
2. The Enclosed Application Form
3. Signed Copy of Ethics Agreement
4. Photocopy of Valid ID
5. Copy of Certificates
6. Reciprocity fee of \$150

**Reciprocity fee of \$150 is returned if reciprocity cannot be granted*

Reciprocity Application

Your true legal name - matching your state identification

Name	Last	First	Middle Initial
Date of Application			
Home Address: Street Address <i>(please print if handwriting)</i>			
City	State	Zip	<i>(please print if handwriting)</i>
Work Address: Agency Name			
Street Address <i>(please print if handwriting)</i>			
City	State	Zip	<i>(please print if handwriting)</i>
Home Phone			
Work Phone			
Cell Phone			
Email <i>(please print if handwriting)</i>			
<input type="checkbox"/> Please include me on the ACCBO Email list			

- Reciprocity cost is \$150, fees can be paid by check, cash, or online at www.accbo.com/paypal under "Other ACCBO Services"
- Re-certification is every 2 years
- Your certification information can be found online at www.accbo.com/registry

Check one of the following:

_____ I am not recovering from chemical addiction, nor have I ever been diagnosed with a substance-related disorder

_____ I am recovering from chemical addiction

Statement of Alcohol & Drug Abstinence for those who are Recovering

I hereby attest that I have not used alcohol or illicit drugs (or have abused prescription medication) for the _____ years immediately preceding this application.

_____ applicant signature

_____ date

2 years minimum abstinence time required for CADC I
3 years minimum abstinence time required for CADC II & III

Candidate Statement



I hereby apply for certification in Oregon as an Alcohol & Drug Counselor.

Initial here: _____ Furthermore I attest that the information I have given in this application & all supporting documentation is correct and true. I give ACCBO permission to verify any statements given in any part of this application.

_____ applicant signature

Reciprocal Information

<p style="text-align: center;">List all states where you hold current certification</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>	<p style="text-align: center;">List certifications held in each corresponding state</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>
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Credential Information for Highest Level of Certification Held

Title of highest level of certification held	Examples: MAC, NCAC, ASAM, CDP, CADC
Education Required	Please indicate level of education (Bachelors, Masters, etc...) and Education Hours required for certification
Supervised Experience Required	
Examinations Required for certification (NAADAC/IC&RC)	
Date First Certified	Most credentialing boards use one of two national psychometric examinations for substance abuse professionals: NAADAC and IC&RC
Certification Expiration Date	
Certification Number	
Is your credential in good standing with no ethical complaints or findings?	
Yes No	

Completion of Jurisprudence Exam

In some cases, those applying for reciprocity may be asked to complete the written ACCBO Jurisprudence Exam before being granted a CADC II or CADC III.

In such an event, the counselor will be granted a CADC I “Upgradeable,” until completion of the written ACCBO Jurisprudence Exam. If a certification is deemed “Upgradeable,” a “U” will be placed at the end of the certification number. A note, stating the counselor is eligible for an upgrade, will also be present under the “View Details” section of the counselor’s entry in the ACCBO Registry www.accbo.com/registry.

If a counselor chooses to take the written ACCBO Jurisprudence Exam to upgrade their credential level, the “U” will be removed from their certification number after passing the exam.

Content of the Jurisprudence Exam

Under Division 19 of Oregon Administrative Rule 309, those possessing a CADC II or CADC III *may* meet the qualifications to provide Clinical Supervision in an Addictions Treatment Agency. The ACCBO jurisprudence exam serves as a measurement of aptitude for counselors who may possess such responsibility. The exam consists of 50 questions pertaining to:

- Oregon Administrative Rule 309 & 415
- Client Rights
- ASAM
- Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Fair Housing
- CFR 42 P2, Confidentiality & HIPAA
- Mandatory Reporting
- The Americans with Disabilities Act

For more info on the Jurisprudence Exam, and Exam registration info, please visit www.accbo.com/jurisprudence

Bypassing the Jurisprudence Exam

Those applying for CADC II or CADC III may potentially bypass the Jurisprudence Exam by showing completion of hours in ASAM, Supervisor Trainings or past Supervisor Experience, or completion of courses pertaining to the topics above.

Overview of Reciprocity

CADC RECIPROCAL CERTIFICATION CONVERSION

ACCBO CADC Levels	Examination Required for Reciprocity
CADC I <ul style="list-style-type: none"> • 150 A&D Education Hours • 1000 Supervised Experience Hours • NAADAC Level 1 Exam 	Those applying for reciprocity must have taken and passed one of the following psychometric exams: <ul style="list-style-type: none"> • NAADAC Level I • ADC (IC&RC Examination) • Other Psychometric Examination
CADC II <ul style="list-style-type: none"> • 300 A&D Education Hours • 4000 Supervised Experience Hours • NAADAC Level 2 Exam • NAADAC Case Presentation • Bachelor's degree or equivalency 	Those applying for reciprocity must have taken and passed one of the following psychometric exams: <ul style="list-style-type: none"> • NAADAC Level II • ADC (IC&RC Examination) • Other Psychometric Examination
CADC III <ul style="list-style-type: none"> • 300 A&D Education Hours • 6000 Supervised Experience Hours • MAC Exam • NAADAC Case Presentation • Regionally Accredited Master's Degree in Human Arts 	Those applying for reciprocity must have taken and passed one of the following psychometric exams: <ul style="list-style-type: none"> • MAC Exam • AADC (Advanced IC&RC Examination) • <i>Applicant must also have a master's degree</i>

Neighboring State Credential Conversions

STATE	CERTIFICATION	OREGON RECIPROCITY LEVEL
CALIFORNIA	CCAPP	CADC I CADC I – Eligible to upgrade to CADC II upon passing Jurisprudence Exam
	LAADC	CADC I - Eligible to upgrade to CADC III upon passing Jurisprudence Exam
WASHINGTON	CDP	CADC I – Eligible to upgrade to CADC II upon passing Jurisprudence Exam
IDAHO	CADC	CADC II



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Consent for the release of information

I, _____, authorize to disclose to The Addiction Counselor Certification Board of Oregon my original date of certification, my current status, and any history of ethical violations contained therein. I understand the purpose of this disclosure is to verify my eligibility for certification in Oregon through reciprocity.

This consent form expires automatically 6 months after the date this form is signed by me.

Releasing Board Information

Name of certifying body
Address
State
Zip
Phone number (if known)

Instructions:

Complete and return this form to the ACCBO office, ACCBO will make the actual contact with the certifying body

(Signature of Applicant)

(Typed or printed name of Applicant)

(Date Signed)

Ethics Agreement

DIRECTIONS: Please carefully read the following, sign and date. Make a photocopy for your records and return the entire ORIGINAL to ACCBO.

ETHICAL STANDARDS OF ALCOHOLISM AND DRUG ABUSE COUNSELORS

The Addiction Counselor Certification Board of Oregon certified counselors are comprised of professional alcoholism and drug abuse counselors 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 conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. ACCBO certified counselors dedicate themselves to promote the best interests of their society, of their clients, of their profession and of their colleagues.

Principle 1: Non-Discrimination

The ACCBO certified counselor shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- a. The ACCBO certified counselor shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the member guards the individual rights and personal dignity of clients.
- b. The ACCBO certified 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 ACCBO certified counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the member offers.

- a. The ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 member and of the profession as a whole. The ACCBO certified counselor shall recognize the need for ongoing education as a component of professional competency.

- a. The ACCBO certified counselor shall recognize boundaries and limitations of the member's competencies and not offer services or use techniques outside of these professional competencies.

- b. The ACCBO certified 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 member shall support peer assistance programs in this respect.

Principle 4: Legal and Moral Standards

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

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

Principle 5: Public Statements

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

- a. The ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO members.

- a. The ACCBO certified counselor shall disclose the member's code of ethics, professional loyalties and responsibilities to all clients.
- b. The ACCBO certified counselor shall terminate a counseling or consulting relationship when it is reasonably clear to the member that the client is not benefiting from the relationship.

- c. The ACCBO certified 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 ACCBO certified 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 ACCBO certified counselor shall take care to provide services in an environment which will ensure the privacy and safety of the client at all times and ensure the appropriateness of service delivery.

Principle 8: Confidentiality

The ACCBO certified 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 ACCBO certified 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 ACCBO certified counselor shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The member 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 ACCBO certified counselor shall adhere to all federal and state laws regarding confidentiality and the member's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- d. The ACCBO certified 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 ACCBO certified 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 ACCBO certified counselor to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The ACCBO certified counselor shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- a. The ACCBO certified 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 ACCBO certified counselor shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The ACCBO certified counselor shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- d. The ACCBO certified counselor shall not under any circumstances engage in sexual behavior with current or former clients.

- e. The ACCBO certified counselor shall not accept as clients anyone with whom they have engaged in sexual behavior.

Principle 10: Interprofessional Relationships

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

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

Principle 11: Remuneration

The ACCBO certified 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 ACCBO certified 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 ACCBO certified counselor shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- c. The ACCBO certified 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 ACCBO certified 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 ACCBO certified 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 ACCBO certified counselor shall to the best of his/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.

Print or Type Name

Sign Name (handwriting only),
pledging adherence to this Ethical Code

Adapted from the NAADAC Code of Ethics.
Revised April 2000.