

## CODE OF CONDUCT

This Code of Conduct applies to the following individuals: those who are registered to obtain certification by the Addiction Counselor Certification Board of California and individuals holding a Certified Addiction Treatment Counselor Intern (CATC-i), (hereinafter referred to as “Registrant”), and Certified Addiction Treatment Counselor (CATC I, II, III, IV, V, and N) credential (hereinafter referred to as “AOD Counselor”).

**California Code of Regulations (CCR), Title 9, Chapter 8, Section 13060 and its preceding subsections** require each certifying organization (CO) to develop a code of conduct which establishes *minimum* standards for Registrants and AOD Counselors. CO’s may impose more stringent standards that do not conflict with the standards contained within this Uniform Code of Conduct. The ACCBC Code of Conduct is designed to safeguard the rights of clients in Alcohol and Other Drug (AOD) programs and facilities. ACCBC Registrants and AOD Counselors are governed by the Code of Conduct and are held accountable to the provisions contained in this Code of Conduct.

### **Principle 1:**

Registrants and AOD Counselors shall conduct themselves in an honest, forthright and professional manner. Registrants and AOD Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a registrant or counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;
- c. Refusal or failure to provide proper identifying registration, credential, certification or license where appropriate or required (e.g., when offering or providing AOD counseling services, on business cards, on informational or marketing materials, etc.);
- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in Business and Professions Code sections 17200, et seq.;
- e. Providing services beyond the scope of his/her registration or certification as an AOD counselor, or his/her professional license, if the individual is a licensed professional as defined in CCR, Title 9, Division 4, Chapter 8, Section 13015.

### **Principle 2:**

Registrants and AOD Counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful manner, and are prohibited from:

- a. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- b. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- c. Engaging in a business relationship for personal gain with program participants, patients, or residents, their family members or other persons who are significant to them within one year from the termination of the counseling relationship;
- d. Discriminating against program participants, patients, residents, or other staff members, based on race, religion, age, gender, disability, national ancestry, sexual orientation, or economic condition;
- e. Verbally, physically, or sexually harassing, threatening, or abusing any participant, patient, resident, their family members, other persons who are significant to them, or other staff members;
- f. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified

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in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public;

- g. Providing counseling services, attending any program services or activities, or being present on program premises while under the influence of any amount of alcohol or illicit drugs. As used in this subsection, "illicit drugs" means any substance defined as a drug in Section 11014, Chapter 1, Division 10, Health and Safety Code, except:
  - 1) Drugs or medications prescribed by a physician or other person authorized to prescribe drugs, in accordance with Section 4036, Chapter 9, Division 2, Business and Professions Code, and used in the dosage and frequency prescribed; or
  - 2) Over-the-counter drugs or medications used in the dosage and frequency described on the box, bottle, or package insert.

**Principle 3:**

Registrants and AOD counselors are required to protect the participant's, patient's, or resident's rights to confidentiality in accordance with Part 2, Title 42, Code of Federal Regulations. Registrants and AOD counselors are required to cooperate with complaint investigations and supply information requested during complaint investigations unless such disclosure of information would violate the confidentiality requirements of Subpart 2, Title 42, Code of Federal Regulations. Registrants and AOD counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements, and patient/client records access. Registrants and AOD counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to: Part 2, Title 42, Code of Federal Regulations, child abuse, elder abuse, and public safety laws and regulations;
- b. Failing to maintain records consistent with the nature of services being rendered, including, but not limited to, the destruction of records;
- c. Refusing or denying patient/client access to charts and records as required by law;
- d. Violating, attempting to violate, or conspiring to violate any law or regulation governing AOD registrants and/or certified AOD counselors.

I understand that as a Registrant or AOD Counselor I will be notified of changes made to the Code of Conduct by the ACCBC office electronically and in writing within 30 calendar days of the changes being made. I understand that disciplinary action may occur as a result of violating this Code of Conduct.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This Code of Conduct should be read thoroughly by the applicant. Once you have read the Code of Conduct, please initial each page, sign last page, and submit all pages with your application.