

**CALIFORNIA ASSOCIATION FOR
ALCOHOL/ DRUG EDUCATORS
CODE OF ETHICAL STANDARDS**

**Certified Addictions Treatment Counselor
(C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S., C.A.T.C., CATC-I,
REGISTRANT, C.P.S., AND/OR C.C.S.-I, REGISTRANT, C.P.S., C.C.S.)**

The following Code of Ethical Standards applies to the following individuals: certified AOD counselors holding a Certified Addictions Treatment Counselor (hereinafter referred to as “CATC”) credential; Certified Addictions Treatment Counselor Interns (hereinafter referred to as CATC-I); individuals registered to obtain certification by the California Association for Alcohol/Drug Educators (hereinafter referred to as “Registrant”); and individuals holding a CAADE Prevention Specialist (hereinafter referred to as “C.P.S.”) Credential and; individuals holding a Certified Clinical Supervisor (C.C.S.) Credential.

Ethical Standards
Adopted 2.22.02
Revised 2.3.04
Revised 6.30.06
Updated 7.10.09

SPECIFIC PRINCIPLES

Principle 1: Non-Discrimination

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall be knowledgeable about disabling conditions, demonstrate empathy 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall espouse objectivity and integrity, and maintain the highest standards in the services the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. offers.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but may take appropriate initiative toward improving such policies when it will better serve the interest of the client.

B. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. and of the profession as a whole. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall

recognize the need for ongoing education and clinical supervision as a component of professional competency.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall recognize professional boundaries and limitations of the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S.' competencies and only offer services or use techniques within their professional scope of practice.

B. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall be sensitive to the potential harm to clients of any personal impairment and shall be willing to seek appropriate treatment for oneself. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall support employee assistance programs in this respect.

Principle 4: Legal and Ethical Standards

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall uphold the legal and accepted ethical codes which pertain to professional conduct.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall be fully cognizant of all federal laws and laws of the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S.' respective state governing the practice of alcoholism and drug abuse counseling.

B. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not claim either directly or by implication, professional qualifications/affiliations that the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. does not possess.

C. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. will not use, possess, or be under the influence of alcohol or illicit drugs on program premises or while attending or conducting program services.

Principle 5 : Publication Credit

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. who publishes books or articles and/or makes professional presentations will assure that all sources of information and contributions are properly cited.

Principle 6: Client Welfare

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall disclose to clients that she/he operates under a code of ethics and that same shall be made available to the client if requested.

B. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall terminate a counseling or consulting relationship when it is reasonably clear to the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. that the client is not benefiting from the relationship.

C. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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.

D. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall take care to provide services in an environment that will ensure the privacy and safety of the client at all times and ensures the appropriateness of service delivery.

Principle 7: Confidentiality

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall adhere to all federal and state laws regarding confidentiality and the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S.' responsibility to report clinical information in specific circumstances, such as child or elder abuse or duty to warn, to the appropriate authorities and their supervisor.

D. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall discuss the information obtained in clinical, consulting, or observational relationships only in appropriate settings for professional purposes and on a need to know basis. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

Principle 8: Client Relationships

It is the responsibility of the C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not engage in dual relationships with clients, which have any significant probability of causing harm to the client, or the counseling relationship. A dual relationship occurs when a C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. and his/her client engage in a separate and distinct relationship, either simultaneously with the therapeutic relationship or within two years following the termination of the professional relationship. As a general rule, a C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. should not provide services to friends, family members, or any person with whom they have or have had a social, business, or financial relationship.

C. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not exploit relationships with current or former clients for personal or financial gain, including social or

business relationships. This could include, but not be limited to, borrowing from or loaning money to clients; accepting gifts from clients; accepting favors from clients such as volunteer labor; or accepting goods or services in lieu of payment.

D. The C.A.T.C., CATC-I, Registrant, C.P.S., and/or C.C.S. shall not under any circumstances engage in sexual behavior (both verbal and non-verbal) with clients, clients' family members, or other persons known to be significant to the client, either simultaneously with the therapeutic relationship or within two years following the termination of the professional relationship.

E. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not accept as clients anyone with whom they have engaged in sexual behavior.

F. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. will avoid dual relationships with current or past clients in self-help based recovery groups (such as A.A., N.A., Al-Anon, Smart Recovery, etc.) by not sponsoring a current or former client; by not having as a client a former sponsor or sponsee; by avoiding meetings, whenever possible, where clients are present; and by maintaining clear and distinct boundaries between the professional counselor and self-help sponsor roles.

G. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. will refrain from promoting or advocating any particular religious orientation or from utilizing any particular religious doctrine as part of a treatment program, except in those circumstances where such a religious orientation is an accepted part of the program's mission and clients have voluntarily agreed to participate in such a program.

Principle 9: Interprofessional Relationships

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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 C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

C. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not in any way exploit relationships with supervisees, employees, students, research participants, volunteers, or clients.

D. Seek resolution of workplace or professional issues in an appropriately assertive, understanding, and sensitive manner, utilizing established protocols when such exist.

Principle 10: Financial Arrangements

A. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall inform the client of all financial policies.

B. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall consider the ability of a client to meet the financial cost in establishing rates for professional services (sliding fee scale).

C. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not engage in fee splitting. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.

D. The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S., in the practice of counseling, shall not at any time use their relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.

Principle 11: Societal Obligations

The C.A.T.C., CATC-I, REGISTRANT, C.P.S., AND/OR C.C.S. 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/or drug abuse.

As a Certified Addictions Treatment Counselor, CATC-I, Registrant, C.P.S., and/or C.C.S. I will abide by the Code of Ethics stated herein. I understand that this Code of Ethics may be amended in the future and that I will be required to abide by that amended Code of Ethics to maintain my status as a CATC, CATC-I, Registrant, C.P.S. and/or C.C.S. and my signature below indicates my desire and right to grant a release of information and waiver of confidentiality related to any allegations of unprofessional conduct concerning myself and can be shared with and investigated by the appointed members of the CAADE Ethics Committee.

Name: _____
(please print)

Signed: _____

Dated: _____

(This code should be returned, signed, with the application)