

Government of the District of Columbia
Department of Health



Health Professional Licensing Administration

District of Columbia
Board of Professional Counseling

Study Guide
for the

Jurisprudence Examination
for Addiction Counselors



Study Guide

FREQUENTLY ASKED QUESTIONS

What topics will the jurisprudence examination cover?

The examination will cover the sections of the Health Occupations Revision Act of 1985 (D.C. Official Code Title 3, Chapter 12 and Title 17, Chapter 87 (Business, Occupations, and Professions, Certified Addiction Counselor I and II) of the District of Columbia Municipal Regulations that pertain to the practice of addiction counseling. The exam will also cover The National Association for Alcoholism and Drug Abuse Counselors (NAADAC) Code of Ethics.

How many times can I take the examination?

The examination may be taken as often as you need for a passing score. However, if you fail the test more than three times, you will be required to take a Board-approved refresher course before you will be permitted to retake the Jurisprudence exam.

The examination is designed to test your ability to answer scenarios that may arise in the practice of addiction counseling. If you do not pass the examination after your first try, you should not expect to receive the same examination questions on subsequent examinations.

What references are required to study for the examination?

You will receive a copy of the “HORA”, various articles that apply to addiction counseling practice, NAADAC’s Code of Ethics, and copies of various District of Columbia laws that you should be acquainted with. In some instances you will be required to apply the laws contained in the “HORA” or information contained in the handouts to specific fact patterns. Do not assume that just because you have memorized a specific law that you will be required to merely repeat in writing what you have memorized.

HOW TO USE THIS STUDY GUIDE

This Study Guide contains all the information you will need for passing the DC Board of Professional Counseling’s Jurisprudence Exam. The following are some suggestions for making your studying time as effective as possible.

1. Read through the entire Study Guide at least once. Mark any places where you have questions regarding the content.
2. Go back to the beginning of the guide and read each section again. Research has shown that the more you interact with the information you’re trying to remember, the better you will actually remember it! Underline key points and make notes in the margins. If you are an auditory learner, say these key points out-loud.
3. At the end of every section is a Question Box. Cover up the section and answer the questions in the box. It is helpful to either write or say the answers. Uncover the section and check your answers. At the end of this guide, there is an Answer Key that also lists the section of Chapter 87 that pertains to each particular question.
4. Throughout the Study Guide you will notice sections titled, “Something to Think About.” These sections offer the chance for more in-depth analysis of difficult or tricky ideas. Spend some time thinking about these questions.

JURISPRUDENCE EXAM
STUDY GUIDE

- The Members of the DC Board of Professional Counseling are:
 - Appointed by the Mayor

 - Made up of:
 - Consumers
 - Professional counselors
 - Addictions professionals

1. Who appoints the members of the DC Board of Professional Counseling?

 2. What kinds of people make up the Board?

8702 EDUCATIONAL REQUIREMENTS

- Any coursework not taken in a degreed program must be approved by an accredited college or university or the National Association of Alcohol and Drug Abuse Counselors (NAADAC).

3. Coursework must be approved by _____ and _____

8703 EXPERIENCE

- As part of their preparation to be certified, an applicant for certification as an Addiction Counselor I must obtain 500 hours of supervised experience.

- In preparation for certification as an Addiction Counselor II, an additional 180 supervised hours are required.

4. How many hours of supervised experience are needed to become certified as an Addiction Counselor I?

5. How many additional hours of supervised experience are needed to become certified as an Addiction Counselor II?

8704 NATIONAL EXAMINATION

- An applicant for an Addiction Counselor I and/or II certification must pass the National Association of Alcohol and Drug Abuse Counselors (NAADAC) National Certification Commission Level I and Level II exam, respectively.

6. What test must you pass for addiction counselor I and II certification?

8705 DISTRICT JURISPRUDENCE EXAMINATION

- The Jurisprudence Exam will be offered at least three (3) times a year.
- The DC Board of Professional Counselors will determine the passing score for the exam.
- The Jurisprudence exam is based on:
 - The District of Columbia statutes and rules concerning the practice of addiction counseling
 - The Code of Ethics of the National Association of Alcohol and Drug Abuse Counselors (NAADAC)
- An applicant who fails the exam three times will be required to enroll in a refresher course, approved by the DC Board of Professional Counseling, before they are permitted to retest.
- NAADAC's Code of Ethics

Principle 1: Non-Discrimination

I shall affirm diversity among colleagues or clients regardless of age gender, sexual orientation, ethnic/racial background, religious/spiritual beliefs, marital status, political beliefs, or mental/physical disability.

- I shall strive to treat all individuals with impartiality and objectivity relating to all based solely on their personal merits and mindful of the dignity of all human persons. As such, I shall not impose my personal values on my clients.

- I shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, I shall guard the individual rights and personal dignity of my clients.
- I shall relate to all clients with empathy and understanding no matter what their diagnosis or personal history.

Principle 2: Client Welfare

I understand that the ability to do good is based on an underlying concern for the well being of others. I shall act for the good of others and exercise respect, sensitivity, and insight. I understand that my primary professional responsibility and loyalty is to the welfare of my clients, and I shall work for the client irrespective of who actually pays his/her fees.

- I shall do everything possible to safeguard the privacy and confidentiality of client information except where the client has given specific, written, informed, and limited consent or when the client poses a risk to himself or others.
- I shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client of any areas likely to affect the client's confidentiality.
- I understand and support all that will assist clients to a better quality of life, greater freedom, and true independence.
- I shall not do for others what they can readily do for themselves but rather, facilitate and support the doing. Likewise, I shall not insist on doing what I perceive as good without reference to what the client perceives as good and necessary.
- I understand that suffering is unique to a specific individual and not of some generalized or abstract suffering, such as might be found in the understanding of the disorder. I also understand that the action taken to relieve suffering must be uniquely suited to the suffering individual and not simply some universal prescription.
- I shall provide services without regard to the compensation provided by the client or by a third party and shall render equally appropriate services to individuals whether they are paying a reduced fee or a full fee.

Principle 3: Client Relationship

I understand and respect the fundamental human right of all individuals to self-determination and to make decisions that they consider in their own best interest. I shall be open and clear about the nature, extent, probable effectiveness, and cost of those services to allow each individual to make an informed decision of their care.

- I shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship, such as the Code of Ethics and professional loyalties and responsibilities.
- I shall inform the client and obtain the client's participation including the recording of the interview, the use of interview material for training purposes, and/or observation of an interview by another person.

Principle 4: Trustworthiness

I understand that effectiveness in my profession is largely based on the ability to be worthy of trust, and I shall work to the best of my ability to act consistently within the bounds of a known moral universe, to faithfully fulfill the terms of both personal and professional commitments, to safeguard fiduciary relationships consistently, and to speak the truth as it is known to me.

- I shall never misrepresent my credentials or experience.
- I shall make no unsubstantiated claims for the efficacy of the services I provide and make no statements about the nature and course of addictive disorders that have not been verified by scientific inquiry.

- I shall constantly strive for a better understanding of addictive disorders and refuse to accept supposition and prejudice as if it were the truth.
- I understand that ignorance in those matters that should be known does not excuse me from the ethical fault of misinforming others.
- I understand the effect of impairment on professional performance and shall be willing to seek appropriate treatment for myself or for a colleague. I shall support peer assistance programs in this respect.
- I understand that most property in the healing professions is intellectual property and shall not present the ideas or formulations of others as if they were my own. Rather, I shall give appropriate credit to their originators both in written and spoken communication.
- I regard the use of any copyrighted material without permission or the payment of royalty to be theft.

Principle 5: Compliance with Law

I understand that laws and regulations exist for the good ordering of society and for the restraint of harm and evil, and I am aware of those laws and regulations that are relevant both personally and professionally and follow them, while reserving the right to commit civil disobedience.

- I understand that the determination that a law or regulation is unjust is not a matter of preference or opinion but a matter of rational investigation, deliberation, and dispute.
- I willingly accept that there may be a penalty for justified civil disobedience, and I must weigh the personal harm of that penalty against the good done by civil protest.

Principle 6: Rights and Duties

I understand that personal and professional commitments and relationships create a network of rights and corresponding duties. I shall work to the best of my ability to safeguard the natural and consensual rights of each individual and fulfill those duties required of me.

- I understand that justice extends beyond individual relationships to the community and society; therefore, I shall participate in activities that promote the health of my community and profession.
- I shall, to the best of my ability, actively engage in 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.
- I understand that the right of confidentiality cannot always be maintained if it serves to protect abuse, neglect, or exploitation of any person or leaves another at risk of bodily harm.

Principle 7: Dual Relationships

I understand that I must seek to nurture and support the development of a relationship of equals rather than to take unfair advantage of individuals who are vulnerable and exploitable.

- I 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.
- Because a relationship begins with a power differential, I shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- I shall not under any circumstances engage in sexual behavior with current or former clients.
- I shall not accept substantial gifts from clients, other treatment organizations, or the providers of materials or services used in my practice.

Principle 8: Preventing Harm

I understand that every decision and action has ethical implication leading either to benefit or harm, and I shall carefully consider whether any of my decisions or actions has the potential to produce harm of a physical, psychological, financial, legal, or spiritual nature before implementing them.

- I shall refrain from using any methods that could be considered coercive such as threats, negative labeling, and attempts to provoke shame or humiliation.
- I shall make no requests of clients that are not necessary as part of the agreed treatment plan.
- I shall terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship.
- I understand an obligation to protect individuals, institutions, and the profession from harm that might be done by others. Consequently, I am aware that the conduct of another individual is an actual or likely source of harm to clients, colleagues, institutions, or the profession, and that I have an ethical obligation to report such conduct to competent authorities.

Principle 9: Duty of Care

I shall operate under the principle of Duty of Care and shall maintain a working/therapeutic environment in which clients, colleagues, and employees can be safe from the threat of physical, emotional or intellectual harm.

- I respect the right of others to hold opinions, beliefs, and values different from my own.
- I shall strive for understanding and the establishment of common ground rather than for the ascendancy of one opinion over another.
- I shall maintain competence in the area of my practice through continuing education, constantly improving my knowledge and skills in those approaches most effective with my specific clients.
- I shall scrupulously avoid practicing in any area outside of my competence.

7. How many times a year with the Jurisprudence Exam be offered?

8. Who determines the passing score for the exam?

9. What is the exam based on?

10. What happens if you fail the test three times?

11. How many principles are addressed in the NAADAC Code of Ethics?

12. As a counselor, what are your two primary concerns in regards to your clients' welfare?

13. What is the principle of trust worthiness based on?

14. To protect the principle of dual relationships, what do you need to avoid?

WAIVER OF EDUCATIONAL REQUIREMENTS

- The DC Board of Professional Counseling shall waive the educational requirements for addiction counselor I, if the applicant:
 - Is currently registered as an addictions counselor
 - Has a minimum of two (2) years of continued, documented supervised experience of at least thirty-five (35) or more hours each week
 - Has been employed in the field of addictions counseling since July 7, 2007
 - Submits an application for waiver by July 7, 2011

- The DC Board of Professional Counseling shall waive the educational requirements for an addiction counselor II, if the applicant:
 - Is currently registered as an addictions counselor
 - Has a minimum of five (5) years of continued, documented supervised experience of at least thirty-five (35) or more hours each week
 - Has been employed in the field of addictions counseling since July 7, 2004
 - Submits an application for waiver by July 7, 2011

15. Under what circumstances will the DC Board of Professional Counseling waive the educational requirements for an addiction counselor I?

16. Under what circumstances will the DC Board of Professional Counseling waive the educational requirements for an addiction counselor II?

APPLICANTS EDUCATED IN FOREIGN COUNTRIES

- The Board shall waive the educational requirements of § 8702 for an applicant for certification to practice as an addiction counselor I or II to anyone who has completed an educational program in a college or university in a foreign country which is not accredited in accordance with § 8702 if the applicant demonstrates to the satisfaction of the board that the applicant's education and training are substantially equivalent to the requirements of this chapter and the Act in ensuring that the applicant is qualified to practice as an addiction counselor I or II by submitting documentation required by § 8707.2 of this section.

17. What is required of a student from a foreign country who wants to apply for certification?

- To qualify for certification, an applicant must complete at least forty (40) hours of approved continuing education credit during the two-year (2) period preceding the date the certification expires.
 - At least six (6) of the forty (40) hours should be in Ethics
 - At least three (3) of the forty hours should be in Trauma Counseling
 - A maximum of thirty one (31) hours may be taken online

- To qualify for certification, a person in inactive status who submits an application to reactivate certification shall submit proof of having completed twenty (20) hours of approved continuing education credit within one (1) year prior to application.

18. In order to renew certification, how many hours of continuing education credit are needed over a two-year period?

19. Of the credits required, name two subjects you must cover _____

20. Someone in “inactive status” who wishes to qualify for certification, must show proof that they’ve completed _____ hours of approved continuing education credit

- It is the APPLICANT’S responsibility to verify whether a program is approved by the Board prior to attending the program.

- Trainings conducted and approved by the following professional bodies are acceptable for continuing education:
 - National Board of Certified Counselors;
 - Association of Social Work Boards;
 - National Association of Social Workers;
 - American Psychology Association;

- National Association of Alcohol and Drug Abuse Counselors;
 - American Counseling Association; or
 - American Mental Health Counselors Association
- Training conducted at an accredited health care facility.

21. Who is responsible for verifying whether a continuing education class is approved by the Board?

22. Name five professional bodies whose courses are accepted by the Board

8710 ACCEPTABLE CONTINUING EDUCATION COURSES

- The Board may, in its discretion, accept continuing education credits including, but not limited to, the following topics:
 - Treatment of adolescents and youth
 - Trauma and abuse
 - Addiction or other compulsive behaviors such as:
 - Eating
 - Gambling
 - Sex
 - Grief
 - Assessment and screening
 - Stress management
 - Chemical dependency program administration or management
 - Research or other functional areas of chemical dependency treatment programs related to client care

23. Name three compulsive behaviors for which coursework covering these subjects is acceptable for continuing education credits.
24. Name four additional subjects that are acceptable subjects for continuing education courses.
25. Are classes in Marketing acceptable? What about Self-Help workshops? Basic Parenting? (if you aren't sure about the answers, the next section will clarify these issues.)

8711 UNACCEPTABLE CONTINUING EDUCATION COURSES

- The following continuing education will not be acceptable:
 - The same course taken more than once during a single renewal period;
 - Courses dealing with the participant's self-improvement, personal growth, changes in attitude, self-therapy or self-awareness or therapy workshops dealing with the participant's personal issues or problems;
 - Chemical dependency education courses designed for lay people (public education);
 - Parenting classes or other programs designed for non-professional participants;
 - Liberal arts courses in music, education, or art or other courses unrelated to chemical dependency counseling;
 - Orientation programs, such as specific series of activities designed to familiarize employees with policies and procedures of an institution or agency; and

26. Are courses in business, personal enrichment, time management, supervisory sessions, technology enhancement, CPR classes, or computer-related workshops acceptable?

27. Does attending an orientation program for a specific agency count as continuing education credit?

28. Would a workshop entitled, "How to be a better wife, mother, cook and lover" be accepted by the Board?

8712 CONTINUING EDUCATION CREDITS

- Continuing education credits are based on whole hours, which consist of a minimum of fifty (50) minutes.

Circle the correct answer:

29. Continuing education credits are based on **whole/half/quarter** hours that consist of **twenty/thirty/fifty** minutes.

8713 CERTIFICATION BY ENDORSEMENT

- The Board will issue a certification by endorsement to an addiction counselor who has out-of-state certification if his or her certification is :
 - Valid
 - Unrestricted
 - In good standing
- An applicant for certification by endorsement as an addiction counselor, needs to submit the following to the Board:
 - A passing score on the District of Columbia jurisprudence examination
 - Proof that the applicant has taken and passed the NAADAC or other state approved examination
 - Proof of certification as an addiction counselor in good standing from another jurisdiction of the United States

30. What are the three conditions under which the Board will issue a “certification of endorsement” to an out-of-state addiction counselor?

31. What are three things an applicant for certification of endorsement needs to submit to the Board?

- A graduate with an Associate's or Bachelor's degree who is obtaining experience pursuant to § 8703 pending an initial application for a certification, must identify himself or herself as a graduate before performing any task with a client.
- A graduate is allowed to practice for one (1) year under this section. The Board may, at its discretion, extend the one (1) year limit for good cause shown.
- A graduate, working under supervision, shall not receive compensation of any nature, directly or indirectly, from a client, except for a salary based on hours worked in the training program.

32. As a graduate with a BA or MA degree who is awaiting certification, what must you tell a client, prior to working with them?

33. How long are you allowed to work as a "graduate"?

34. As a "graduate," what types of financial compensation are you eligible to receive?

- Counselors are required to receive one (1) hour of face-to-face supervision for every thirty-two (32) hours of supervised practice.
- To qualify as a supervisor, an individual shall:
 - Be an advanced practice addiction counselor (APAC); or
 - Be a licensed professional counselor, licensed clinical psychologist, licensed clinical social worker, licensed marriage and family therapist, licensed medical doctor, or registered nurse; and
 - Hold one of the following:
 - A national certification in substance abuse counseling through the National Association for Alcoholism and Drug Abuse Counselors, National Certification Commission (NAADAC- NCC) or the National Board for Certified Counselors (NBCC);

- A current certified addiction counselor II certification in substance abuse counseling; or
- Document a minimum of one (1) year of experience in substance abuse counseling and at least one hundred (100) hours of didactic training in covered areas outlined in § 8703.1.
- A supervisor shall maintain appropriate documentation of:
 - The nature and extent of the supervision provided
 - Dates, duration and focus of the supervisory sessions
- A supervisor shall not engage in supervision of an addiction counselor who is a close relative or friend.

Something to think about:

The reality of full caseloads and busy schedules can make that difficult in some situations.

- *Would you approach your Supervisor if you were not getting the required Supervision you needed?*
- *How would you approach your Supervisor if you were not getting the required Supervision you needed?*

35. What is the ratio of face-to-face hours per hours of supervised practice?

36. Name three kinds of professionals who may work as supervisors.

37. What are two types of certification a supervisor must hold?

38. Are you allowed to supervise a close relative or friend?

8716.1 An addiction counselor who is not licensed to practice medicine, psychology or professional counseling, is NOT permitted to engage in the diagnosis and treatment of other mental health disorders.

Something to think about:

A. You are certified as an Addition Counselor II. You do not hold a Mental Health license. You supervise a person who is obtaining certification as an Addiction Counselor and who currently holds a license as a social worker. This person comes to you for help with a client who is diagnosed with Bipolar Disorder.

Do you supervisor this person's treatment of the Bipolar Disorder. Explain.

B. A client who is diagnosed with Bipolar comes in for his session very agitated. He says he is starting to be afraid he might be becoming manic and wants you to help him relax by using some of the relaxation exercises you have talked to him about. Would you be treating his mental health disorder if you did that?

What would you do in that situation?

8716.2 A certification holder must adhere to The National Association of Alcoholism and Drug Abuse Counselors (NAADAC) Code of Ethics.

Something to think about:

NADAAC Principle 2, "Client Welfare" states:

"I understand that suffering is unique to a specific individual and not of some generalized or abstract suffering, such as might be found in the understanding of the disorder. I also understand that the action taken to relieve suffering must be uniquely suited to the suffering individual and not simply some universal prescription."

You have a client suffering from chronic liver disease who refuses medical help. Your client believes that praying will heal him and does not want you to talk about any other treatment. What do you do?

8716.3 A certified addiction counselor must maintain client confidentiality, except for these instances:

1. A case conference with other mental health professionals employed at the treatment facility or to other participating providers when and to the extent necessary to facilitate the delivery of professional services to the client;
2. A case in which the client authorized in writing the addiction counselor I or II to reveal a communication;

3. A case where an immediate threat of serious physical harm to an identifiable victim is communicated to the addiction counselor I or II by a client or where there is a bona fide emergency;
4. Evidence in criminal cases where the accused is charged with causing the death of, or inflicting injuries upon, a human being, and the disclosure is required in the interest of public justice;
5. Information released pursuant to an order by a court of competent jurisdiction;
6. Evidence relating to the mental competency or sanity of a child alleged to be delinquent, neglected, or in need of supervision in any proceeding before the Family Division of the District of Columbia Superior Court or the Department of Youth Rehabilitation Services;
7. Evidence in criminal or civil cases where a person is alleged to have defrauded the District of Columbia or federal government in relation to receiving or providing services under the District of Columbia medical assistance program authorized by Title 19 of the Social Security Act, approved July 30, 1965 (79 Stat. 343; 42 U.S.C. § 1396 et seq.).
8. Proceedings conducted by the Board or the Office of Administrative Hearings where the disclosure of confidential communications is necessary to defend against charges that the addiction counselor I or II has violated provisions of this chapter or the Act.

Something to think about:

A county judge, who sentenced a client to your program, calls you and tells you to release the client's records for an upcoming court hearing.

What do you do?

What do you tell the judge?

- 8716.4 A certified addiction counselor I or II shall make personal reference as an "addiction counselor under the supervision of (name and license number of supervisor)" in all written and oral communications relating to the provision of addiction counseling services.
- 8716.5 A certified addiction counselor I or II may not engage in, or give the appearance of, practicing independently of the supervisor.
- 8716.6 A certified addiction counselor I or II shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation, economic condition, or any other categories listed by federal or state law.

Something to think about:

A close relative of yours was killed by a DUI driver of the same ethnicity as the new client you were just assigned. The client is court ordered for DUI. You are aware of angry and impatient feelings after starting your intake.

What do you do?

8716.7 A certified addiction counselor I or II shall be knowledgeable about the existence of any disability which a client has and shall make available physical, sensory, and cognitive accommodations that allow the client with the disability to receive services.

Something to think about:

You have a client who is visually impaired and cannot read any of the paper work you need filled nor read the 12-Step workbook he bought and would like to complete. He asks you to read this material to him. You have a full caseload and no extra time.

What do you do?

8716.8 A certified addiction counselor I or II who is aware of unethical conduct or of an unprofessional modes of practice by another registered addiction counselor I or II shall report such inappropriate behavior to the Board

Something to think about:

Your clinical supervisor sells vitamin supplements for extra income. One day, he comes in with samples for everyone to try. He tells you that he's lost 25 pounds since he began taking the vitamins and he's also earned quite a bit of extra money. He offers to sell you a starter package of the product so you can sell the product as well.

Is this ethical? What would you do?

8716.9 A certified addiction counselor I or II shall not offer services or use techniques outside of his or her competency.

Something to think about:

Janet is a certified addiction counselor with 8 years of experience. She goes to as many training events as she can possibly attend. Janet recently a year-long certification program in hypnosis and is now eager to use hypnosis on one of her clients who has been having trouble remembering childhood events. Janet told you she had ample opportunity during the training process to practice age regression hypnosis. You are Janet's supervisor and you have no experience using hypnosis.

What do you tell Janet?

8716.10 A certified addiction counselor I or II shall seek appropriate treatment if he or she is impaired in any manner that negatively impacts his or her ability to perform counseling duties and shall not provide or offer to provide services until he or she has been deemed fit to practice by the treating health professional.

8716.11 A certified addiction counselor I or II shall comply with all federal and District of Columbia laws governing the practice of addiction counseling.

- 8716.12 A certified addiction counselor I or II shall not claim either directly or by implication, professional qualifications or affiliations that he or she does not possess.
- 8716.13 The promotion of the protection of the public health, safety, and welfare and the best interest of the client shall be the primary guides of a certified addiction counselor I or II in determining his or her conduct.
- 8716.14 A certified addiction counselor I or II shall disclose his or her standards of conduct and responsibilities to all clients.
- 8716.15 A certified addiction counselor I or II shall terminate a counseling relationship when it is reasonably clear that the client is not benefiting from the relationship and shall take appropriate measures to ensure that that the client is referred to alternative care.
- 8716.16 A certified addiction counselor I or II shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures, or termination of treatment.
- 8716.17 A certified addiction counselor I or II shall not use or encourage a client's participation in a demonstration, research, or other non-treatment activity when such participation would have potential harmful consequences for the client or when the client is not fully informed.
- 8716.18 A certified addiction counselor I or II shall provide services in an environment that ensures the privacy and safety of the client at all times and ensure the appropriateness of service delivery.
- 8716.19 If an addiction counselor I or II engages in an activity that may affect the privacy of his or her client, such as the recording of the clinical interview or the use of material for training or observation by another party, the counselor shall provide to the client information in writing regarding the client's rights regarding confidentiality, as part of informing the client about the counseling activity. The counselor shall request the client to sign an acknowledgment attesting to the fact that such information has been provided.
- 8716.20 A certified addiction counselor I or II shall adhere to all federal and District of Columbia laws regarding confidentiality and the counselor's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- 8716.21 A certified addiction counselor I or II shall use clinical and other material in teaching or writing only when there is no identifying information used about the parties involved.
- 8716.22 A certified addiction counselor I or II shall not engage in the following dual relationships:
- (a) Counseling a family member, friend, close associate

- (b) Exploit a relationship with a current or former client for personal gain, including a social or business relationship
- (c) Engage in any type of sexual activity with a current client and shall not engage in sexual activity with a former client within a minimum of two (2) years after terminating the counseling relationship. A certified addiction counselor who engages in such sexual activity after more than two (2) years following termination of the counseling relationship shall have the responsibility to thoroughly examine and document that the relationship did not have an exploitative nature.
- (d) Accept as a client anyone with whom they have engaged in sexual activity.
- (e) Negatively exploit relationships with coworkers, employees, student research participants, or volunteers.

Something to think about:

A. You run into a client that was in a program you worked at four years ago. You were very attracted to this client. However, you knew that acting on your attraction was not appropriate. It is now four years later. The client was not your client but rather the client of another counselor in the agency you worked for.

You want to ask him/her out. What should you do?

B. You have a client in aftercare who is also seeing a drug and alcohol counselor in private practice. Your aftercare client tells you that the other counselor is really terrific. In fact, he is so terrific that in addition to paying for her counseling sessions she is also cleaning his house on a weekly basis for free just to show her gratitude.

How do you react to hearing this?

Do you wonder why she hasn't offered to clean your house?

What, if anything, do you do?

- 8716.23 A certified addiction counselor I or II shall refrain from offering or providing 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.
- 8716.24 A certified addiction counselor I or II shall cooperate with duly constituted professional ethics committees or licensing boards and promptly supply necessary information unless prohibited by confidentiality laws or regulations or recognized codes of conduct.
- 8716.25 A certified addiction counselor I or II shall inform each of his or her clients of all financial policies regarding the counseling. The fact that such information has been provided shall be documented in the client's chart.
- 8716.26 A certified addiction counselor I or II shall not send or receive a commission or rebate or any other form of remuneration for referral of a client for professional services.

- 8716.27 A certified addiction counselor I or II shall not accept a private fee for professional work with a person who is entitled to such services [without charge through an institution or agency unless the client is informed of such services and still requests private services.
- 8716.28 A certified addiction counselor I or II shall not practice addiction counseling while using controlled substances, alcohol, or any other chemical agents which impair the ability to practice.
- 8716.29 A certified addiction counselor I or II shall urge chemically impaired colleagues to seek treatment, if possible.
- 8716.30 A certified addiction counselor I or II with first-hand knowledge that a colleague is practicing addiction counseling when impaired by controlled substances, alcohol, or other chemical agents shall report such knowledge to the Board.
- 8716.31 A certified addiction counselor I or II shall not offer or provide to a client a controlled substance, alcohol, or any other chemical agent.
- 8716.32 A certified addiction counselor I or II who has a mental impairment which affects his or her ability to practice safely, or becomes impaired in anyway that may negatively impact services being provided to a client, shall limit his or her services provided to those determined appropriate in consultation and advice from a qualified mental health professional.

Something to think about:

- *How do you feel about the regulation you are reading?*
- *When might adhering to this regulation pose some difficulties?*
- *Can you think of a time these regulations were violated?
Did you do anything about the violation?*
- *What would you do if someone asked you to do something that violated a standard?*
Examples:
 - a. *A colleague asks you to falsify information.*
 - b. *Someone else's client in aftercare, whom you are attracted to, asks you for a date.*
 - c. *Your best friend's wife/husband wants your help with their drug problem because they "don't trust anyone else."*

Have you ever thought a colleague might have acted unethically? What did you do about it?

39. As an addiction counselor, are you permitted to diagnose or treat other mental health disorders?
40. Which organization's Code of Ethics must you follow as an addiction counselor?
41. Describe at least three instances where you are permitted to break client confidentiality.
42. Name at least five areas where it is forbidden to discriminate against someone.
43. What are you required to do if you have a client who has a disability?
44. What do you do if you discover another counselor is acting unethically or unprofessionally?
45. Are you allowed to practice therapy techniques you've read about?
46. What do you do if you become impaired and unable to perform your job as an addiction counselor?

47. Which laws governing the practice of alcohol and drug abuse counseling are you obligated to follow? Hint: there are two entities
48. If your supervisor holds a PhD in Psychology, are you allowed to imply that you hold the same credentials?
49. What are your “primary guides” in determining your conduct as an addiction counselor?
50. Are you required to disclose your “standards of conduct” to your client?
51. When is it appropriate for you to end a counseling relationship?
52. Concerning referrals, treatment procedures, or termination of treatment, what is the most important consideration?
53. What are the two most important considerations you must undertake before suggesting a client participate in a research project or non-treatment activity?
54. It is imperative that the counseling environment be both _____ and _____.
55. Do you inform a client of his or her confidentiality rights verbally or in writing?

56. Are you ever allowed to record a counseling session without your client's consent?

57. Are you permitted to use counseling material in your writing or teaching? If so, under what circumstances?

58. Is it ever permissible to receive gifts from clients?

59. Is it ever acceptable to engage in sexual relations with a current or former client?

60. Are you permitted to counsel someone with whom you had sex with in the past?

61. What do you need to do when a client alerts you to the fact that they are already in therapy with someone else?

62. Are you required, as an addiction counselor, to cooperate with professional ethics committees and licensing boards? If so, is it ever okay not to? When?

63. Are you permitted to accept gifts from referral providers?

64. Is it permissible to take a referral agency's employee out to lunch to thank them for sending clients to you?

65. Who is responsible for informing clients of the financial policies regarding their treatment?

66. Is an addiction counselor permitted to use controlled substances when they have a day off?

67. If you discover that a fellow addiction counselor is using drugs, what are you supposed to do?

ANSWER KEY

1. The Mayor 3-1202-13
2. Consumers, professional counselors, addiction professionals 3-1202-13
3. NAADAC 8702.2
4. 500 hours 8703.1
5. 180 hours 8703.2
6. The NAADAC level I and level II exams 8704.1 and 8707.2
7. 3 times per year 8705.3
8. The DC Board of Professional Counseling 8705.3
9. DC statutes and rules and the NAADAC code of ethics 8705.5
10. Must take a Board-approved refresher course 8705.4
11. 9 principles NAADAC Code of Ethics
12. Utmost concern for client's well being and protection of their privacy NAADAC Code of Ethics, Principle 2
13. Morals and ethics NAADAC Code of Ethics, Principle 3
14. *Unethical working relationships, sex with clients, abuse of power/unfair advantage*
NAADAC Code of Ethics, Principle 7
15. Someone is currently registered as an addictions counselor, has a minimum of 2 years of continued, documented supervised experience, has been employed in the field since July 7, 2009 and submits an application for waiver by July 7, 2011 8706.1
16. Someone is currently registered as an addictions counselor, has a minimum of 5 years of continued, documented supervised experience, has been employed in the field since July 7, 2009 and submits an application for waiver by July 7, 2011 8706.1
17. They must meet the requirements of Chapter 87, Title 17. 8707.1
18. At least 40 hours 8708.2
19. Ethics and Trauma counseling 8708.4
20. 20 hours 8708.5
21. The applicant 8709.6

22. *National Board of Certified Counselors;*
 Association of Social Work Boards
 National Association of Social Workers;
 American Psychology Association;
 National Association of Alcohol and Drug Abuse Counselors;
 American Counseling Association; or
 American Mental Health Counselors Association; 8709.3
23. Eating
 Gambling
 Sex 8710.1
24. 8710.1
 o Treatment of adolescents and youth;
 o Trauma and abuse
 o Grief;
 o Assessment and screening;
 o Stress management;
 o Chemical dependency program administration or management; or
 o Research or other functional areas of chemical dependency treatment programs related to client care.
25. NO 8711.2
26. NO 8711
27. NO 8711
28. NO 8711
29. fifty (50) minutes. 8712
30. The Out-of State certificate needs to be Valid, Unrestricted and in good standing 8713
31. a.. A passing score on the District of Columbia jurisprudence examination
 b. Proof that the applicant has taken and passed the NAADAC or other state approved examination
 c. Proof of certification as an addiction counselor in good standing from another jurisdiction of the United States 8713
32. A graduate must identify himself or herself as a graduate who is obtaining experience prior to certification before performing any task with a client. 8714
33. one (1) year 8714
34. No compensation of any nature, directly or indirectly, may be received from a client, except for a salary based on hours worked in the training program. 8714
35. one (1) hour of face-to-face supervision for every thirty-two (32) hours of supervised practice. 8715

36. an advanced practice addiction counselor (APAC); or a licensed professional counselor, licensed clinical psychologist, licensed clinical social worker, licensed marriage and family therapist, licensed medical doctor, or registered nurse. 8715
37. A national certification in substance abuse counseling through the National Association for Alcoholism and Drug Abuse Counselors, National Certification Commission (NAADAC- NCC) or the National Board for Certified Counselors (NBCC); or a current certified addiction counselor II certification in substance abuse counseling. 8715
38. No 8715.7
39. No 8716.1
40. NAADAC 8716.2
41. Case conference, client authorized in writing, immediate threat to identifiable victim, criminal case, with a court order, evidence in a criminal or civil case of alleged fraud against the DC or federal government 8716.3
42. Race, religion, age, gender, disability, national ancestry, sexual orientation, economic condition 8716.6
43. Be knowledgeable about the existence of the disability and offer accommodations 8716.7
44. Report the behavior to the Board 8716.8
45. No 8716.9
46. Seek appropriate treatment and not provide services until cleared by a health professional 8716.10
47. Federal and DC 8716.11
48. No 8716.12
49. The promotion and protection of public health, safety and welfare and the best interest of the client 8716.13
50. Yes. 8716.14
51. When it is clear the client is not benefiting from counseling 8716.15
52. The welfare of your client 8716.16
53. That the treatment/research project not be potentially harmful and that the client is fully informed 8716.17
54. Private and safe 8716.18
55. In writing 8726.19

56. No. 8716.19
57. Yes, but you must remove any identifying information regarding the client 8716.21
58. No 8716.22 b
59. No, according to NAADAC. Yes, two years after termination of therapeutic relationship
8716.22 c
60. No 8716.22 d
61. Send notice to the other counselor 8716.23
62. Yes, except when prohibited by confidentiality laws 8716.24
63. No 8716.26
64. No 8716.26
65. The counselor 8716.25
66. No 8716.28
67. Report it to the Board 8716.30