

**Addictive Disorder Regulatory Authority  
(ADRA)  
APPLICATION FOR RENEWAL OF  
PRACTICE CREDENTIAL FOR ADDICTION COUNSELORS  
RULES (Title 46, Part LXXX)**

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**PROHIBITED ACTIVITIES**

**§1905.** No person shall hold himself out as holding, or knowingly allow others to conclude or believe he holds, a credential, certification or status issued or recognized by the ADRA, unless he has qualified for such under the provisions of the addictive disorders practice act and been granted the credential, certification or status pursuant to the ADRA's rules.

**CAUSES FOR ADMINISTRATIVE ACTION**

**§901.** The ADRA after due notice and hearing as set forth herein and the Administrative Procedure Act may deny, revoke, or suspend any credential or certification issued or applied for, or otherwise discipline a certificate holder, counselor or prevention specialist in training, or applicant on a finding that the has violated the Addictive Disorder Practice Act, any of the rules and regulations promulgated by the ADRA, the Code of Ethics, any supervision guidelines, any policy published by the ADRA or prior final decisions and/or consent orders involving the certificate holder, counselor or prevention specialist in training or applicant upon proof that such person:

1. Has been convicted of any offense, which constitutes a felony under the laws of this state, whether or not the conviction was in a court in this state.
2. Is convicted of a felony or other serious crimes.
3. Violates any provision of the ethical standards to which the ADRA subscribes.
4. Attempts to practice medicine, psychology, or social work without being licensed in such professions.
5. Is impaired in delivery of professional services because of alcohol or drug abuse, compulsive gambling or because of medical or psychiatric disability.
6. Provides drugs or other restricted chemical substances to another person.
7. Allows his/her certificate to be used by another person to illegally represent himself as an Addiction Counselors, Compulsive Gambling Counselor and/or Prevention Professional.
8. Engages in sexual misconduct with a client or a family member of a client.
9. Obtained certification by means of fraud, misrepresentation, or concealment of material facts.
10. Has been found guilty of fraud or deceit in connection with services rendered.
11. Has been grossly negligent in practice as an Addiction Counselors, Compulsive Gambling Counselor and/or Prevention Professionals.
12. Has violated any lawful order, rule, or regulation rendered or adopted by the ADRA.
13. Has violated any provision of the Rules and Regulations of the ADRA.

**CODE OF ETHICAL RESPONSIBILITY AND ACCOUNTABILITY**

**§1501. Professional Representation**

- A. A person holding a practice credential, specialty certification or status shall not:
  1. Misrepresent any professional qualifications or associations.
  2. Misrepresent any agency or organization by presenting it as having attributes which it does not possess.
  3. Make claims about the efficacy of any service that go beyond those which the counselor or specialist would be willing to subject to professional scrutiny through publishing the results and claims in a professional journal.
  4. Encourage or, within the counselor's power, allow a client to hold exaggerated ideas about the efficacy of services provided by the counselor or specialist.

**§1503. Relationships with Clients**

- A. A person holding a practice credential, specialty certification or status:
  1. Shall make known to a prospective client the important aspects of the professional relationship including fees and arrangements for payment which might affect the client's decision to enter into the relationship.
  2. Shall inform the client of the purposes, goals, techniques, rules of procedure, and limitations that may affect the relationship at or before the time that the professional relationship is entered.
  3. Shall provide counseling services only in the context of a professional relationship and not by means of newspaper or magazine articles, radio or television programs, mail or means of a similar nature.
  4. Shall neither accept nor pay a commission or rebate or any other of remuneration for the referral of clients for professional services.
  5. Shall not use relationships with clients to promote, for personal gain or the profit of an agency, commercial enterprises of any kind.
  6. Shall not under normal circumstances be involved in the counseling of family members, intimate friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.

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7. Shall not under normal circumstances offer professional services to a person concurrently receiving counseling or prevention assistance from another professional except with knowledge of the other professional.
8. Shall take reasonable personal action to inform responsible authorities and appropriate individuals in cases where a client's condition indicates a clear and imminent danger to the client or others.
9. Shall take reasonable precautions to protect individuals from physical and/or emotional trauma resulting from interaction within the group.
10. Shall not engage in activities that seek to meet the counselor's or specialists personal needs at the expense of a client.
11. Shall not engage in sexual intimacies with any client.
12. Shall terminate a professional relationship when it is reasonably clear that the client is not benefiting from it.

**§1505. Persons holding a practice credential, specialty certification or status the ADRA**

- A. A person holding a practice credential, specialty certification or status issued by the ADRA shall have the responsibility of reporting alleged misrepresentations or violations of ADRA rules to the ADRA.
- B. Any applicant for, or person holding, a practice credential, specialty certification or status under the authority of the Addictive Disorders Practice Act shall keep his/her ADRA file updated by notifying the ADRA of changes of address, telephone number and employment.
- C. The ADRA may require any applicant or candidate for practice credential, specialty certification or status, or renewal of the same whose file contains negative references to come before the ADRA for an interview before the certification or specialty designation process may proceed.
- D. The ADRA shall consider the failure of a person to respond to a request for information or other correspondence as unprofessional conduct and grounds for instituting disciplinary proceedings.
- E. A person holding a practice credential, specialty certification or status must participate in continuing professional education programs as required and set forth in these rules.

**§1507. Advertising and Announcements**

- A. Information used by a person holding a practice credential, specialty certification or status in any advertisement or announcement of services shall not contain information, which is false, inaccurate, misleading, partial, out of context, or deceptive.
- B. The ADRA imposes no restrictions on advertising by a person holding a practice credential, specialty certification, or status with regard to the use of any medium, the person's appearance or the use of his personal voice, the size or duration of an advertisement by a person holding a practice credential, specialty certification or status, or the use of a trade name.

**§1511. Confidentiality**

- A. No person holding a practice credential, specialty certification or status may disclose any information he may have acquired from persons consulting him in his professional capacity that was necessary to enable him to render services to those persons except:
  1. With written consent of the client, or in the case of death or disability, with written consent of his personal representative, other person authorized to sue, or the beneficiary of any insurance policy on his life, health, or physical condition; or
  2. When the person is a minor under the age of 18 and the information acquired by the addictive disorder counselor, compulsive gambling counselor, prevention specialist, counselor in training or prevention specialist in training indicates that a child was a victim or subject to a crime, then the addictive disorder counselor, compulsive gambling counselor, prevention specialist, counselor in training or prevention specialist in training may be required to testify fully in relation thereto upon any examination, trial or other proceeding in which the commission of such crime is a subject of inquiry; or
  3. When a communication reveals the contemplation of a crime or harmful act; or
  4. When the person waives the privilege by bringing charges before the ADRA against the addictive disorder counselor, compulsive gambling counselor, prevention specialist, counselor in training or prevention specialist in training.

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I hereby attest that I have read and understand the information provided to me regarding the Louisiana Addictive Disorder Regulatory Authority Prohibited Activities, Enforcement Authority and Code of Ethical Responsibility and Accountability for persons holding a practice credential, specialty certificate or status. I also understand that this statement is an excerpt from the Addictive Disorders Practice Act La. R.S. 37:3386-3390.6 and Professional Occupational Standards; which I also attest to having full knowledge of.

**PRINTED NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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