

Board of Addiction and Prevention Professionals (BAPP)
3101 West 41st Street, Suite 205, Sioux Falls, SD 57105
Phone: 605-332-2645 Fax: 605-332-6778
Email: bapp@midconetwork.com Web: www.dss.sd.gov/bapp



APPLICATION FOR PREVENTION SPECIALIST TRAINEE RECOGNITION OR PREVENTION SPECIALIST TRAINEE RENEWAL

INITIAL RECOGNITION: Applicants must have a minimum of a bachelor’s degree and be employed by or volunteer for an agency to participate in activities related specific to the prevention specialist domains. College transcripts showing evidence of a bachelor’s degree must be submitted with your initial trainee recognition application (unofficial transcripts are acceptable at this time). The initial recognition fee is prorated at a rate of \$12.50 per month from the month of the application to the last day of the month of your birth. Please calculate the fee beginning with the month of application to the month of your birth. Example: If an individual applies for trainee recognition in June and has a birth month of December, the payment would be \$87.50 (\$12.50 x 7).

RENEWAL: After the initial recognition period, trainees will renew their recognition annually in their birth month. The annual renewal fee is \$150.00 and must be received in the BAPP Administrative Office (or postmarked) by the last day of your birth month. You will be sent a renewal notice and invoice the month prior to your renewal date.

FAILURE TO RENEW BY THE DEADLINE: Any trainee who fails to submit the renewal application and fee by the deadline loses recognition status and may not be identified as a prevention specialist trainee. Any trainee who has allowed their status to lapse may have it restored within 15 days of the expiration date, providing they request reinstatement, submit the renewal application and all applicable documentation, and pay the \$150 reinstatement fee and the \$150 renewal fee. Any trainee wanting to regain status after the 15-day reinstatement period must successfully complete three of the required courses for Certified Prevention Specialist (CPS) before being allowed to reapply for recognition status.

APPLICATION: Complete the application in its entirety; do not leave information blank or attach separate sheets indicating “see attached”. Return the application with the required fee (see above) to BAPP, 3101 West 41st Street, Suite 205, Sioux Falls, SD 57105. Prevention Specialist Trainees must be supervised by a qualified prevention specialist or addiction professional throughout the entire recognition period and must adhere to all applicable ethical standards adopted by the BAPP. (Note: The supervisor cannot be a relative of the trainee.) Trainees who continue to work without trainee status will be reported to the Ethics Committee. Therefore, it is imperative you renew your trainee status prior to the expiration date on your certificate.

Trainee Recognition status will be granted for up to five (5) years. Trainees must meet all academic and work experience requirements for Certified Prevention Specialist (CPS) and successfully pass the examination before their 5-year recognition period ends.

Applicants shall be denied status if they fail to provide accurate and complete information on this application; or, if convicted of, pled guilty or no contest to, and/or received a suspended imposition of sentence for a felony offense within 5 years of the date of application. All sentencing requirements must be completed or satisfied prior to the date of application.

The BAPP is required to comply with SDCL 25-7A-56 which is a prohibition against the issuance of professional license, registration, certification, or permit of application in the event of child support arrearage. Applicants listed on the State Registry will not be granted Trainee Recognition, Certification, Licensure, or Renewal until arrangements have been made with the Department of Social Services, Office of Child Support Enforcement and the individual’s name is cleared via monthly written reports from that office.

If you have any questions or need additional information, please feel free to contact the BAPP Administrative Office.

Application for Prevention Specialist Trainee Status

A check or money order must accompany this application.

CHECK ONE:

<input type="checkbox"/>	Application for Initial Trainee Recognition - for applicants who have never applied for trainee recognition or held status with the BAPP before (Enclose your high school and/or college transcripts.)
<input type="checkbox"/>	Application for Annual Trainee Renewal Status
<input type="checkbox"/>	Reapplication for Trainee Recognition within the 15-day reinstatement period
<input type="checkbox"/>	Reapplication for Trainee Recognition after the 15-day reinstatement period. (Enclose your college transcripts showing proof of completion of three of the required courses for Certified Prevention Specialist.)

Note: Trainee Recognition status is granted for a maximum of five years.

PERSONAL DATA:

Name: _____
 First Middle Last Maiden

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Home Email: _____ Work Email: _____

Work Phone: _____ Work Fax: _____

Social Security #: _____ Birth Date: _____

CURRENT EMPLOYMENT:

Agency Name: _____

Agency Mailing Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Supervisor's Name: _____

STATISTICAL INFORMATION: (This information is used for statistical purposes only.)

Gender:
____ Female
____ Male

Ethnicity:
____ African American
____ American Indian
____ Asian/Pacific Islander
____ Caucasian
____ Hispanic/Latino
____ Other: _____

Educational and Academic Data

High School Attended: _____

Date of Graduation: _____

--OR--

GED: _____ Date: _____

Where Issued: _____

COLLEGE / UNIVERSITY (List ALL post secondary institutions attended):

Name of Institution	City, State	Degree(s) Earned or Pursuing (AA, BA, MA, etc.)	Date or Expected Date Conferred	Major Course of Study

SPECIALIZED EDUCATION DOCUMENTATION:

List all completed specialized educational courses. All courses must equal 3 or more semester credits and earn a “C” grade or higher.

Requirement	Name of College or University	Prefix - Course Number	Name of Course	Credit Hours	Term Taken	Grade
Example	FSU	HS 212	Study of Alcohol	3	Fall 2012	B
Intro to Alcohol Use and Abuse						
Intro to Drug Use and Abuse						
Foundations of Alcohol & Other Drug Prevention						
Theory & Practice of Alcohol & Drug Prevention						
Ethics for the Alcohol & Drug Professional*						

*Must include six (6) contact hours of ethics specific to prevention.

Professional Code of Ethics

The Professional Code of Ethics applies equally to all Certified Addiction Counselors, Licensed Addiction Counselors, Certified Prevention Specialists, Trainees, and individuals in the process of applying for certification/licensure. The Board of Addiction and Prevention Professionals (BAPP) believes that all people have rights and responsibilities through every stage of human development. The goal of the BAPP is for addiction professionals to treat everyone with the dignity, honor, and reverence that is fitting to them.

The Professional Code of Ethical Conduct entitles human beings to the physical, social, psychological, spiritual, and emotional care necessary to meet their individual needs. All Certified/Licensed Professionals and Trainees have a responsibility to adhere to the following guiding principles:

1. That I have a total commitment to provide the highest quality of care for those people who seek my professional services.
2. That I will dedicate myself to the best interests of clients and assist them to help themselves.
3. That at all time, I shall maintain a professional relationship with clients.
4. That I will be willing, when I recognize that it is in the best interest of the client, to release or refer them to another program or professional.
5. That I shall adhere to the laws of confidentiality and professional responsibility of all records, materials, and knowledge concerning clients.
6. That I shall not in any way discriminate against clients or other professionals.
7. That I shall respect the rights and views of other professionals and clients.
8. That I shall maintain respect for institutional policies and management functions within agencies and institutions, but I will take the initiative toward improving such policies if it will best serve the interest of clients.
9. That I have a commitment to assess my own personal strengths, limitations, biases, and effectiveness on a continuing basis; that I shall continuously strive for self-improvement and professional growth through further education and/or training.
10. That I have a responsibility for appropriate behavior in all areas of my professional and private life, and to provide a positive role model especially in regard to the personal use of alcohol and other drugs.
11. That I have a responsibility to myself, my clients, and other associates to maintain my physical and mental health.
12. That I respect the client's right to worship or not, according to their conscience and beliefs, and that I will not impose my own beliefs, values, or standards upon them.
13. That I have a professional responsibility to understand and appreciate different cultures for persons whom are or may be in my care or are recipients of my professional services. I will demonstrate sensitivity to cultural differences in my professional practices.
14. That I have a regard for an individual's needs and rights to equal protection and due process under the laws of the State of South Dakota.

Private conduct is a personal matter, except when such conduct compromises the fulfillment of professional responsibilities or may endanger the health or safety of clients who are or may be under my care. As a professional, I have a responsibility to report, whether obvious or perceived, any ethical violations or concerns related to my peers.

I understand and subscribe to the preceding professional code of ethics and understand that any violation of the principles will be grounds for disciplinary action and sanctions.

By checking this box, I hereby attest that I have read and will comply with the Code of Ethics and Standards of Practice of the Board of Addiction and Prevention Professionals.

The Code of Ethics can be viewed and/or printed at: www.dss.sd.gov/bapp. Applicants who have not read the Code of Ethics and have not checked the box above will not be granted recognition by the BAPP.

Signature of Prevention Specialist Trainee

Date

Authorization and Release of Information

I hereby attest that I have not been convicted of, plead guilty to, or plead no contest to, any felony, or to any crime involving moral turpitude or like offense, including any crimes or offenses where imposition of sentence was suspended.

I hereby understand that being convicted of, pleading guilty to, or pleading no contest to, any felony or crime of moral turpitude in any state, federal, foreign jurisdiction, tribal, or military court or tribunal must be disclosed to the Board of Addiction and Prevention Professionals (Board), and that this information, or failure to fully disclose this information, may, standing alone, provide sufficient grounds to deny, revoke, suspend, or refuse trainee recognition, certification, licensure, or renewal.

I hereby understand that my obligation to disclose whether I have been convicted of, plead guilty to, or plead no contest to, any felony or crime of moral turpitude in any state, federal, foreign jurisdiction, tribal, or military court or tribunal includes any crimes or offenses where imposition of sentence was suspended.

I hereby attest that I am not required to register as a sex offender.

I confirm that I have never had an application denied, had my professional license revoked or suspended, or been sanctioned or disciplined by this or any other certifying or licensing professional board or authority, public or private. If I have had an application denied, had my professional license revoked or suspended, or been sanctioned or disciplined by this or any other certifying or licensing professional board or authority, public or private, I understand that I am required to provide that information to the Board, in writing.

I hereby authorize the Board to release to any agency, facility, organization, or individual any and all information necessary for verification of credentials.

I hereby authorize any agency, facility, organization, or individual contacted by the Board to release any and all information and documents requested and waive any and all confidentiality or privilege provided by state, federal, foreign jurisdictions, tribal, or military statute, law, or rule. I understand that the Board reserves the right to request further information or documentation to evaluate and verify my application, qualifications, education, training, moral character, and professional competence.

I hereby release and hold harmless the Board of Addiction and Prevention Professionals; its Board Members- past, present and future; its attorneys- past, present, and future; its agents, representatives and employees- past, present and future; as well as any agency, facility, organization, or individual providing information or documents to the Board pursuant to my application.

I hereby understand that failing to provide accurate, full, and complete responses to the questions and requests for information in my application may, in the Board's discretion and judgment, cause it to deny, suspend, or revoke trainee recognition, certification, or licensure, and may result in administrative, civil, or criminal legal action.

I hereby certify that the information contained herein is correct and true, and that I have read and completely understand the Authorization and Release of Information. If for any reason, you are unable to check this box, you will need to provide the Board with a written explanation.

Signature of Prevention Specialist Trainee

Date

Please print your name below as you would like it to appear on your certificate.

Printed name: _____

Statement of Felony Charges

All felony charges must be disclosed to the Board of Addiction and Prevention Professionals (BAPP). Felony charges include being convicted of, pleading guilty to, or pleading no contest to, any felony or crime of moral turpitude in any state, federal, foreign jurisdiction, tribal, or military court or tribunal and includes any crimes or offenses where imposition of sentence was suspended. Failure to fully disclose this information, may, standing alone, provide sufficient grounds to deny, revoke, suspend, or refuse trainee recognition, certification, licensure, or renewal.

I have had felony charges filed against me. Yes _____ No _____

If you answered 'yes', please provide detailed information below.
If you answered 'no', you are still required to sign and date this page.

Date charges were filed: _____

The Disposition (*provide a thorough explanation of the facts and circumstances surrounding the charges*):

The Sentence/Conviction and Fine (*also include terms and conditions of the sentence, probation, etc. and whether all terms and conditions have been met*):

State why you feel this felony charge does not affect your ability to effectively work in the addiction counseling or prevention services field:

Signature of Prevention Specialist Trainee

Date

PROFESSIONAL CODE OF ETHICAL CONDUCT FOR PREVENTION SPECIALISTS

The practice of alcohol, tobacco, and other drug prevention is based on shared knowledge, skills, and values. The following ethical standards shall govern the professional's daily involvement in prevention activities and emphasize the professional concern for the rights and interests of the consumer/client:

RESPONSIBILITIES

Prevention Specialists have a responsibility to maintain objectivity, integrity, and the highest standards in delivering prevention services. Prevention Specialists shall:

- Operate at the highest level of honesty and professionalism and will strive to deliver high quality services, holding the best interest of the public first.
- Recognize their primary obligation to promote the health and well being of individuals, families, and communities in order to prevent chemical abuse and dependency.
- Recognize their personal competence and not operate beyond their skill or training level and be willing to refer to another individual or program when appropriate.
- Be committed to upgrading their knowledge and skills through ongoing education and training.
- Understand and appreciate different cultures and demonstrate sensitivity to cultural differences in professional practices.

NON-DISCRIMINATION

The Prevention Specialist shall not discriminate against individuals, the public, or others in the delivery of services on the basis of race, color, gender, religion, national origin, ancestry, age or against persons with disabilities.

Prevention Specialists shall not engage in any behavior involving professional conduct that encourages, condones, or promotes discrimination; and, will strive to protect the rights of individuals.

ADHERENCE TO STATE AND FEDERAL LAWS AND RULES

Prevention Specialists shall protect client rights and insure confidentiality by adhering to all state and federal laws and rules. Prevention Specialists:

- Will not participate in or condone any illegal activity, including the use of illegal chemicals, or the possession, sale or distribution of illegal chemicals.
- Shall not participate in, condone, or be an accessory to dishonesty, fraud, deceit, or misrepresentation.
- Will adhere to mandatory reporting procedures related to abuse, neglect, or misconduct by individuals and/or agencies in accordance with state and federal laws and regulations.
- Shall assume responsibility to report the incompetent and unethical practices of other professionals.

PERSONAL CONDUCT AND PROFESSIONAL COMPETENCY:

Prevention Specialists shall have a responsibility to model and promote a healthy life style and well being by low risk or no use of alcohol, tobacco, and/or other mood-altering chemicals. In addition, Prevention Specialists have a responsibility to maintain sound, mental health to prevent the impairment of professional judgment and performance. Prevention Specialists:

- Will not exhibit gross incompetence, unprofessional, or dishonorable conduct or any other act that would be a substantial deviation from the standards ordinarily possessed by professional peers.
- Shall not fail to recognize the personal boundaries and limitations of their professional competence and practice by offering services beyond the scope of their personal competencies or expertise.

- Will utilize resources for support, growth, and professional development.
- Will strive to maintain and promote the integrity of certification within the State of South Dakota, nationally and internationally, and the advancement of the Prevention Specialist Profession.

PUBLIC WELFARE

Prevention Specialists will maintain an objective, non-possessive relationship with those they serve and not exploit them sexually, financially, or emotionally. Prevention Specialists:

- Will actively discourage any dependency upon themselves for the personal satisfaction of any physical, psychological, emotional, or spiritual need.
- Shall accurately represent their qualifications and affiliations.
- Shall discontinue services when they are no longer appropriate and will refer the public to programs or individuals with the client's welfare as the primary consideration.
- Shall not impede an individual's access to competent, professional care.
- Will respect the rights and views of other professionals and agencies and should treat colleagues with respect, courtesy, and fairness.
- Will not promote personal gain or the profit of an agency or commercial enterprise of any kind.
- Will adhere to professional remuneration and financial arrangement practices and standards that safeguard the best interests of the public and profession.

PROFESSIONAL PUBLICATIONS AND PUBLIC STATEMENTS

Prevention Specialists will respect the limits of present knowledge and shall assign credit to all who have contributed to published materials, professional papers, videos/films, pamphlets, or books. Prevention Specialists will:

- Act to preserve the integrity of the profession by acknowledging and documenting any materials, techniques, or people used in creating their opinions, papers, books, etc.
- Adhere to copyright laws and seek approval for the use of such materials.

PUBLIC POLICY TO MAINTAIN AND IMPROVE ALCOHOL, TOBACCO AND OTHER DRUGS CONTINUUM OF CARE

Prevention Specialists will take the initiative to support, promote, and improve the delivery of high quality services in the professional continuum of care (prevention, intervention, treatment, and aftercare).

Prevention Specialists:

- Shall advocate for changes in public policy and legislation to afford opportunities and choices for all persons whose lives are impaired or impacted by the disease of alcoholism, tobacco use, and other drug abuse and addictions, promoting the well being of all human beings.
- Will actively participate in the public awareness of the effects of tobacco, alcoholism, and other drug addictions and should act to ensure all persons, especially the disadvantaged, have access to the necessary resources and services.

I hereby agree to the above Professional Code of Ethical Conduct and will uphold and promote the integrity of the profession by adhering to and reporting violations of the preceding Code of Ethical Conduct. I understand that violations of the principles will be grounds for disciplinary action and sanctions.

Signature of Prevention Specialist Trainee

Date

Supervision Data

The Clinical Supervisor must complete this page and the
'Clinical Supervisor Code of Ethics' page.

PERSONAL DATA:

Name: _____
 First Middle Last Maiden

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Home Email: _____ Work Email: _____

Work Phone: _____ Work Fax: _____

CURRENT EMPLOYMENT:

Agency Name: _____

Agency Mailing Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____

CERTIFICATION / LICENSURE

Designation:	Check Your Designation(s)	Certificate Number:
CAC		
LAC		
CPS		

EDUCATION / EXPERIENCE:

Educational Level: _____

Years of Experience in the field: _____

Years of Experience in Clinical Supervision: _____

Clinical Supervisor Code of Ethics

Clinical Supervision is the process of upholding the ethical standards of the profession and ensuring the professional development of those in training. Clinical Supervisors shall be the professional agent assuming the responsibility for overseeing the processes of ethical development and clinical practice.

Clinical Supervisors shall uphold the Professional Code of Ethics for Addiction Professionals in addition to this Clinical Supervisor Code of Ethics. Clinical supervision embraces a potential ethical vulnerability; therefore Clinical Supervisors shall recognize their influence on the development of human behavior and those under their supervision. They shall be aware of ethical and legal ramifications of the supervision process. Clinical Supervisors shall be responsible for self-evaluation and be accountable to professional review as is consistent within the current scope of addiction services and standards.

The Clinical Supervisor Professional Code of Ethical Conduct is derived from the above ethical principals and is designed to help ensure that trainees receive the supervision necessary for professional development. Clinical Supervisors have a responsibility to adhere to the following professional code:

1. That I have a commitment to provide the highest quality of clinical supervision to advance the welfare of the trainees and their clients. I shall respect the rights of those persons seeking supervision and make reasonable efforts to ensure that my services are used appropriately.
2. That I shall maintain professional relationships and not exploit the trust and dependency of trainees and colleagues. I shall not enter into dual relationships that result in ethical compromise or conflict of interest.
3. That I shall be willing, when it is in the best interest of the trainee, to release or refer them to another program or supervisor.
4. That I shall protect the unique confidentiality concerns, abide by 42 CFR 2, and state laws, within the parameters of supervision.
5. That I shall respect and guard confidences of trainees and restrict disclosure of information for professional purposes with regard for agency personnel policies and existing laws and regulations.
6. That I shall maintain those records necessary to provide an accurate assessment of the trainees' abilities and training needs and to record that supervision has been provided in accordance with the BAPP policies and procedures, and the administrative rules and laws of South Dakota. I shall limit my supervisory documentation or verification of information to that which was completed under my direct supervision.
7. That I shall alert the appropriate individuals and authorities to conditions that may be disruptive or damaging.
8. That I shall respect the dignity and protect the rights and welfare of participants in research. I shall maintain the federal and state laws and regulations, and professional standards governing the conduct of research.
9. That I shall disclose financial arrangements and any fee structure to trainees and agencies in such a way as to be reasonably understandable and in conformance with accepted professional practices.
10. That I shall accurately represent my professional education, training and qualifications to trainees and agencies to enable an informed selection of professional services.
11. That I shall have a commitment to maintain a professional level of knowledge and competence through ongoing education and training in clinical supervision.

I affirm, understand and will adhere to the preceding professional code of ethics and understand that any violation of the principles will be grounds for disciplinary action and sanctions in accordance with BAPP policies and procedures as outlined in the Standards Manual and the laws of the State of South Dakota. I understand that ethical violations can result in disciplinary actions and sanctions prohibiting any further clinical supervision of trainees recognized by the BAPP and/or my credential as an Addiction Counselor or Prevention Specialist.

By checking this box, I hereby attest that I have read and will comply with the Code of Ethics and Standards of Practice of the Board of Addiction and Prevention Professionals.

The Code of Ethics can be viewed and/or printed at: www.dss.sd.gov/bapp. This application will not be processed if you fail to read the Code of Ethics and check the box above.

Signature of Supervisor

Date