

Educational and Academic Data

HIGH SCHOOL:

High School Attended: _____

City: _____ State: _____

Date of Graduation: _____

--OR--

GENERAL EDUCATION DIPLOMA (GED):

Issued by: _____

City: _____ State: _____

Date: _____

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

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

Official transcripts must be submitted from EVERY post-secondary institution you attended, and must be sent directly from the college/university to the BAPP.

Educational and Academic Data (Continued)

SPECIALIZED EDUCATION DOCUMENTATION:

All specialized education course work must be approved by the Board and must be completed at an accredited post-secondary institution.

A minimum of five courses must be at the graduate level.

All courses must equal 3 or more semester credits and earn a “C” grade or higher.

List all completed specialized educational courses:

Requirement	Name of College or University	Prefix - Course Number	Name of Course	Credit Hours	Term Taken	Grade
Addiction Counseling Theories & Techniques						
Psychopharmacology OR						
Psychopathology						
Legal, Ethical & Professional Standards						
Case Management & Assessment of Co-Occurring Disorders						
Treatment Planning						
Clinical Supervision						
Multicultural Competency						

Work Experience Documentation

All experience must be specific to addiction counseling. List all relevant experience, beginning with your current place of employment. Verification must be received for all experience.

Applicant's Name: _____

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____

Job Title: _____

Dates of Employment: From _____ To _____

Was the experience Full Time: _____ Part Time: _____ Volunteer: _____

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____

Job Title: _____

Dates of Employment: From _____ To _____

Was the experience Full Time: _____ Part Time: _____ Volunteer: _____

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Supervisor: _____

Job Title: _____

Dates of Employment: From _____ To _____

Was the experience Full Time: _____ Part Time: _____ Volunteer: _____

(Duplicate page, if necessary)

Work Experience Verification

Applicant: All experience must be verified. Make a copy of this form for each agency where you completed work experience. Complete the top section and submit the form to each agency that is verifying your work experience hours.

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Job Title: _____

Dates of Employment: From _____ To _____

Was the experience Full Time: _____ Part Time: _____ Volunteer: _____

Clinical Supervisor's Name _____ CAC LAC

APPLICANT STOP HERE

THE FOLLOWING MUST BE COMPLETED BY THE AGENCY

The applicant listed above is applying for Licensed Addiction Counselor (LAC). Please verify the work experience for this individual and return this form directly to the Board for Addiction and Prevention Professionals (BAPP), PO Box 340, Pierre, SD 57501.

- I hereby attest that the above information is true and correct. (If the above information is not correct, please make changes and place your initials beside the changes.) This person was involved in direct service with clients who have a diagnosis of alcohol or other drug use. This experience included both direct and indirect activities related specific to the alcohol and drug counselor domains to include the Twelve Core Functions.
- I verify that the applicant was supervised by a qualified Certified Addiction Counselor (CAC) or Licensed Addiction counselor (LAC) whose name is listed above; and, the required hours of ongoing supervision have been met (i.e. a minimum of eight contact hours each month, with a minimum of one hour of supervision for every ten hours of client contact). (If the supervisor is not credentialed through the BAPP, you must provide proof that he/she is credentialed as an addiction professional at a reciprocal level.)

Applicant's total **hours** of qualifying work experience: _____

Signature: _____

Printed Name / Title / Credential: _____

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip: _____

Agency Phone: _____ Date: _____

CONFIDENTIAL – DO NOT RETURN THIS FORM TO THE APPLICANT

Professional Code of Ethics

The Code of Ethics and Standards of Practice can be viewed and/or printed at:

<https://dss.sd.gov/docs/licensing/bapp/standards-manual.pdf>

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, or trainee recognition. 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 and prevention 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. The BAPP's ethical codes and standards identify the ethical responsibilities of the profession. The Code details and establishes, although not exhaustive, those principles that form the standards of ethical behavior of any individual certified, licensed, or recognized by the Board.

The Code will set the basis for the reception of and processing of those allegations related to breeches of acceptable standards, practice, and behavior.

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 your care. When there is evidence that another professional is violating an ethical standard, whether obvious or perceived, you have a responsibility to report the unethical conduct to the BAPP.

I understand and subscribe to the 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.

This application will not be processed if you fail to read the Code of Ethics and have not checked the box above.

Signature of Applicant

Date

Authorization and Release of Information

I hereby understand that being convicted of, pleading guilty to, or pleading no contest to, any felony, or to any crime involving moral turpitude or like offense, in any state, federal, foreign jurisdiction, tribal, or military court or tribunal, must be disclosed to the Board of Addiction and Prevention Professionals (Board). 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. This includes any crimes or offenses where imposition of sentence was suspended.

I hereby understand that it is my obligation to disclose, on the 'Statement of Felony Charges' form, 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, including any crimes or offenses where imposition of sentence was suspended. (*'Statement of Felony Charges' Form is included with this application.*)

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 certificate or 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 certificate/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 and 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 status, and may result in administrative, civil, or criminal legal action.

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

Signature of Applicant

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 the requested information below and attach copies of court files and records showing a thorough explanation of the facts and circumstances surrounding the charges and specific information regarding what charges were filed, including exact dates, terms and conditions of the sentence/conviction, and when all terms and conditions were met.

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 when all terms and conditions were met):

Date all sentencing requirements were completed: _____

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 Applicant

Date

If you answered 'no', you are still required to sign and date this page.

SUPERVISOR EVALUATION AND RECOMMENDATION

INSTRUCTIONS FOR THE APPLICANT: Give or mail this form directly to your supervisor(s) after you have filled in the bottom portion of this page. If your present supervisor has been supervising you for less than six (6) months, make a copy of this form and provide it to your immediate and past supervisors.

CONFIDENTIAL

Dear Supervisor:

The individual listed below is applying to the Board of Addiction and Prevention Professionals (BAPP) for status upgrade to Licensed Addiction Counselor (LAC). The information requested here is an essential part of the Board's evaluation of the competence of the applicant and must be on file before the application for upgrade can be processed.

The BAPP believes that your observation will provide a more complete and accurate impression of the knowledge and skills of the applicant than is available from other sources. Your evaluation and recommendation, plus recommendations from other professionals, and the data furnished by the applicant, will be used in determining eligibility for certification upgrade. The process can only be as good as you and the others make it, by careful and truthful reporting.

Please return the completed evaluation DIRECTLY TO:

BAPP
PO Box 340
Pierre, SD 57501

APPLICANT'S NAME: _____ DATE: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S TITLE & CREDENTIALS*: _____

AGENCY NAME: _____

AGENCY ADDRESS: _____

AGENCY PHONE: _____

*If you are not credentialed through the BAPP, you must provide proof that you are credentialed as an addiction professional at a reciprocal level.

SUPERVISOR EVALUATION AND RECOMMENDATION (Continued)

APPLICANT'S NAME: _____

The following items represent the skills needed by an Addiction Counselor. Evaluate the applicant for their abilities in each area. Mark the rating most descriptive of the individual's demonstrated skills. Use N/O (not observed) ONLY if you have never observed nor have any knowledge of the applicant's skill in that area. Please use the following rating scale:

- 1 – POOR 2 – NEEDS IMPROVEMENT 3 – ACCEPATBLE**
4 – GOOD 5 – EXCELLENT

COUNSELOR SKILL AREAS	RATING	N/O
SCREENING: Determining appropriate and timely services for clients with knowledge of his/her problems and their intensity.	1 2 3 4 5	
CLIENT INTAKE: The process of collecting client information for assessment purposes.	1 2 3 4 5	
CLIENT ORIENTATION: Providing clients with general goals, rules, services, rights, etc. of program services.	1 2 3 4 5	
CLIENT ASSESSMENT: Identification and evaluation of information to determine appropriate treatment services.	1 2 3 4 5	
SUBSTANCE USE DISORDERS (SUD) EVALUATION: Knowledge and application of the major theories and stages of addiction and the symptomatology of SUD for assessment of clients.	1 2 3 4 5	
TREATMENT PLANNING: Defining problems and needs, establishing long- and short-term goals and developing a treatment process and the resources to be used.	1 2 3 4 5	
COUNSELING SKILLS: (Individual, Group, Family) The utilization of special skills to assist in assessing client's problems and facilitating appropriate changes.	1 2 3 4 5	
CASE MANAGEMENT: The coordination of services, agencies, resources or people within a planned framework of action for the achievement of established goals.	1 2 3 4 5	
CRISIS INTERVENTION: Assessing, defining and responding to the needs during acute, emotional, and/or physical distress.	1 2 3 4 5	
CLIENT EDUCATION: Provision of information concerning alcohol and other drug use implications, available services, and resources.	1 2 3 4 5	
REFERRAL: Identifying and limiting of appropriate services, familiarization of community and state resources available with demonstration of the referral process, including confidentiality requirements.	1 2 3 4 5	
REPORT AND RECORD KEEPING: Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries, and other client-related data.	1 2 3 4 5	
CONSULTATION: Relating with agency staff and other professionals to assure comprehensive, quality care for clients.	1 2 3 4 5	
PROFESSIONAL & ETHICAL RESPONSIBILITIES: A counselor's ability to adhere to generally accepted ethical and behavioral standards of conduct and continuing professional development.	1 2 3 4 5	

SUPERVISOR EVALUATION AND RECOMMENDATION (Continued)

Are you involved in the administration/management of the program where you are employed?

- No
- Yes, limited to clinical aspects (i.e., supervision of counselors).
- Yes, limited to administrative responsibilities.
- Yes, both _____% clinical and _____% administrative.

How long have you supervised this applicant? _____

For what period of time, while under your supervision, was addiction counseling the major part of this applicant's responsibilities?

From: _____ To: _____

Describe those activities: _____

Comments and/or additional information you feel may be pertinent: _____

I hereby certify that I have been in a position to observe and have first-hand knowledge of the applicant's work at: _____

(Name of work setting)

I recommend this applicant for status upgrade to LAC

I do not recommend this applicant for status upgrade to LAC.

I hereby certify that all of the above information is, to the best of my knowledge, true.

Signature of Supervisor

Date

CONFIDENTIAL – DO NOT RETURN THIS FORM TO THE APPLICANT

Professional Recommendation Form

Provide this form to a professional and/or academic colleague who is acquainted with your addiction counseling experience. Provide a pre-addressed, stamped envelope so the form can be mailed directly to the BAPP Administrative Office.

NOTE: ANY INDIVIDUAL WHO HAS COMPLETED THE 'SUPERVISOR EVALUATION AND RECOMMENDATION' FORM FOR THIS APPLICANT MAY NOT SUBMIT A 'PROFESSIONAL RECOMMENDATION' FORM.

PART I - TO BE COMPLETED BY THE APPLICANT

Complete the information below. Give this form to a professional who is acquainted with your work performance and abilities. Be sure to provide the individual with a pre-addressed, stamped envelope so the form can be mailed directly to the BAPP.

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

I understand that this recommendation will be used in determining my eligibility to upgrade to LAC and is a character reference. Therefore, I agree and understand that I will not be entitled to this information under any circumstance.

Applicant's signature

Date

PART II - TO BE COMPLETED BY A PROFESSIONAL OR ACADEMIC ACQUAINTANCE

The person listed above has applied for a status upgrade to Licensed Addiction Counselor (LAC). The signature above authorizes you to complete this form. Your assessment will assist the BAPP in determining the applicant's appropriateness for this upgrade. A fair and candid report is essential. Therefore, we ask for careful ratings and comments about character and ability. All information submitted will be viewed as confidential and will not be available to the applicant.

YOUR NAME: _____

POSITION/TITLE: _____

BUSINESS ADDRESS: _____

DAYTIME TELEPHONE #: _____

HOW LONG HAVE YOU KNOWN THE APPLICANT: _____

IN WHAT CAPACITY: _____

Professional Recommendation Form (Continued)

Please rate the candidate by circling the most accurate response. Use “Don’t Know” ONLY if you have never observed or have absolutely no knowledge of the respective variable.

COUNSELOR SKILL AREAS	Poor-Excellent	Don’t Know
Breadth of knowledge in alcohol and other drug use	1 2 3 4 5	
Breadth of knowledge in the twelve core functions	1 2 3 4 5	
Relationship ability	1 2 3 4 5	
Communication skills	1 2 3 4 5	
Sense of responsibility & adherence to state & federal confidentiality regulations	1 2 3 4 5	
Empathy / understanding	1 2 3 4 5	
Openness / genuineness	1 2 3 4 5	
Honesty / integrity	1 2 3 4 5	
Cooperation with others	1 2 3 4 5	
Ability to recognize and set appropriate limits with clients	1 2 3 4 5	
Self-assessment / insight	1 2 3 4 5	
Ability to be objective	1 2 3 4 5	
Flexibility / adaptability	1 2 3 4 5	
Emotional stability	1 2 3 4 5	
Crisis problem solving	1 2 3 4 5	
Counseling abilities & competencies	1 2 3 4 5	

Please provide a written overall assessment of the candidate as a Counselor. Comment on the intellectual and personal assets and/or liabilities that would affect the person’s professional practice in the diagnosis of alcohol or other drug use.

Signature

Date

CONFIDENTIAL – DO NOT RETURN THIS FORM TO THE APPLICANT

Page 2

Professional Recommendation Form

Provide this form to a professional and/or academic colleague who is acquainted with your addiction counseling experience. Provide a pre-addressed, stamped envelope so the form can be mailed directly to the BAPP Administrative Office.

NOTE: ANY INDIVIDUAL WHO HAS COMPLETED THE 'SUPERVISOR EVALUATION AND RECOMMENDATION' FORM FOR THIS APPLICANT MAY NOT SUBMIT A 'PROFESSIONAL RECOMMENDATION' FORM.

PART I - TO BE COMPLETED BY THE APPLICANT

Complete the information below. Give this form to a professional who is acquainted with your work performance and abilities. Be sure to provide the individual with a pre-addressed, stamped envelope so the form can be mailed directly to the BAPP.

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

I understand that this recommendation will be used in determining my eligibility to upgrade to LAC and is a character reference. Therefore, I agree and understand that I will not be entitled to this information under any circumstance.

Applicant's signature

Date

PART II - TO BE COMPLETED BY A PROFESSIONAL OR ACADEMIC ACQUAINTANCE

The person listed above has applied for a status upgrade to Licensed Addiction Counselor (LAC). The signature above authorizes you to complete this form. Your assessment will assist the BAPP in determining the applicant's appropriateness for this certification upgrade. A fair and candid report is essential. Therefore, we ask for careful ratings and comments about character and ability. All information submitted will be viewed as confidential and will not be available to the applicant.

YOUR NAME: _____

POSITION/TITLE: _____

BUSINESS ADDRESS: _____

DAYTIME TELEPHONE #: _____

HOW LONG HAVE YOU KNOWN THE APPLICANT: _____

IN WHAT CAPACITY: _____

Professional Recommendation Form (Continued)

Please rate the candidate by circling the most accurate response. Use “Don’t Know” ONLY if you have never observed or have absolutely no knowledge of the respective variable.

COUNSELOR SKILL AREAS	Poor-Excellent	Don’t Know
Breadth of knowledge in alcohol and other drug use	1 2 3 4 5	
Breadth of knowledge in the twelve core functions	1 2 3 4 5	
Relationship ability	1 2 3 4 5	
Communication skills	1 2 3 4 5	
Sense of responsibility & adherence to state & federal confidentiality regulations	1 2 3 4 5	
Empathy / understanding	1 2 3 4 5	
Openness / genuineness	1 2 3 4 5	
Honesty / integrity	1 2 3 4 5	
Cooperation with others	1 2 3 4 5	
Ability to recognize and set appropriate limits with clients	1 2 3 4 5	
Self-assessment / insight	1 2 3 4 5	
Ability to be objective	1 2 3 4 5	
Flexibility / adaptability	1 2 3 4 5	
Emotional stability	1 2 3 4 5	
Crisis problem solving	1 2 3 4 5	
Counseling abilities & competencies	1 2 3 4 5	

Please provide a written overall assessment of the candidate as a Counselor. Comment on the intellectual and personal assets and/or liabilities that would affect the person’s professional practice in the diagnosis of alcohol or other drug use.

Signature

Date

CONFIDENTIAL – DO NOT RETURN THIS FORM TO THE APPLICANT

Page 2

Professional Recommendation Form

Provide this form to a professional and/or academic colleague who is acquainted with your addiction counseling experience. Provide a pre-addressed, stamped envelope so the form can be mailed directly to the BAPP Administrative Office.

NOTE: ANY INDIVIDUAL WHO HAS COMPLETED THE 'SUPERVISOR EVALUATION AND RECOMMENDATION' FORM FOR THIS APPLICANT MAY NOT SUBMIT A 'PROFESSIONAL RECOMMENDATION' FORM.

PART I - TO BE COMPLETED BY THE APPLICANT

Complete the information below. Give this form to a professional who is acquainted with your work performance and abilities. Be sure to provide the individual with a pre-addressed, stamped envelope so the form can be mailed directly to the BAPP.

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

I understand that this recommendation will be used in determining my eligibility to upgrade to LAC and is a character reference. Therefore, I agree and understand that I will not be entitled to this information under any circumstance.

Applicant's signature

Date

PART II - TO BE COMPLETED BY A PROFESSIONAL OR ACADEMIC ACQUAINTANCE

The person listed above has applied for a status upgrade to Licensed Addiction Counselor (LAC). The signature above authorizes you to complete this form. Your assessment will assist the BAPP in determining the applicant's appropriateness for this certification upgrade. A fair and candid report is essential. Therefore, we ask for careful ratings and comments about character and ability. All information submitted will be viewed as confidential and will not be available to the applicant.

YOUR NAME: _____

POSITION/TITLE: _____

BUSINESS ADDRESS: _____

DAYTIME TELEPHONE #: _____

HOW LONG HAVE YOU KNOWN THE APPLICANT: _____

IN WHAT CAPACITY: _____

Professional Recommendation Form (Continued)

Please rate the candidate by circling the most accurate response. Use “Don’t Know” ONLY if you have never observed or have absolutely no knowledge of the respective variable.

COUNSELOR SKILL AREAS	Poor-Excellent	Don’t Know
Breadth of knowledge in alcohol and other drug use	1 2 3 4 5	
Breadth of knowledge in the twelve core functions	1 2 3 4 5	
Relationship ability	1 2 3 4 5	
Communication skills	1 2 3 4 5	
Sense of responsibility & adherence to state & federal confidentiality regulations	1 2 3 4 5	
Empathy / understanding	1 2 3 4 5	
Openness / genuineness	1 2 3 4 5	
Honesty / integrity	1 2 3 4 5	
Cooperation with others	1 2 3 4 5	
Ability to recognize and set appropriate limits with clients	1 2 3 4 5	
Self-assessment / insight	1 2 3 4 5	
Ability to be objective	1 2 3 4 5	
Flexibility / adaptability	1 2 3 4 5	
Emotional stability	1 2 3 4 5	
Crisis problem solving	1 2 3 4 5	
Counseling abilities & competencies	1 2 3 4 5	

Please provide a written overall assessment of the candidate as a Counselor. Comment on the intellectual and personal assets and/or liabilities that would affect the person’s professional practice in the diagnosis of alcohol or other drug use.

Signature

Date

CONFIDENTIAL – DO NOT RETURN THIS FORM TO THE APPLICANT

Page 2