

**BREINING INSTITUTE**

8894 Greenback Lane • Orangevale, California USA 95662-4019 • Telephone (916) 987-2007 • Facsimile (916) 987-8823

PROFESSIONAL CREDENTIALS RENEWAL APPLICATION

Please identify which registrations / certifications / credentials are being renewed (check all that apply):

☐ RASi ☐ RAS ☐ RAS II ☐ RAS III ☐ M-RAS ☐ CWTS ☐ MATC ☐ CCDS ☐ FAC ☐ CSC ☐ MCA
SECTION 1. Please print or type your information carefully. Incomplete applications will not be processed.

First Name

Middle Name

Last Name

Address (Number, Street, Apt or Suite No.)

City

State (or Province)

USA Zip Code

Country (other than USA)

Country Code

Primary Telephone Number (including Area Code)

Secondary Telephone Number (including Area Code)

X X X – X X – _____

Social Security Number (last 4 digits only)

Date of Birth

☐☐

Male Female

SECTION 2. Renewal Fee and Credit Card Payment information (if paying by VISA or MasterCard).**Select one:**

- ☐ On-time renewal fee for one or more of the registration / certifications / credentials \$150.00
- ☐ Late renewal fee (to be paid if within one year past your renewal date) \$225.00
- ☐ Late renewal fee (to be paid if past your renewal date between one and two years) \$300.00

Credit card number

Expiration date (Month / Year)

Full name on credit card

Breining Institute is authorized to charge the following amount selected above.

Authorized signature

Date

SECTION 3. Continuing Education (CE) hours requirements every two years:

The CE courses should include information relating to understanding addiction, treatment knowledge, communicable diseases, application to practice, special populations, and professional readiness. Additionally, the following specific courses and applicable hours must be included in the total CE hours:

Subject	RAS	RAS II	RAS III	M-RAS	CWTS	MATC	CCDS	FAC	CSC	MCA
Communicable Diseases	3	3	3	3	3	3	3	3	3	3
Ethics	10	10	10	10	10	10	10	10	10	10
Prevention of Sexual Harassment	3	3	3	3	3	3	3	3	3	3
Women's Issues					10					
Co-occurring Disorders							10			
Clinical Supervision									6	
TOTAL CE HOURS REQUIRED	40	40	40	40	50	40	50	40	46	40

Please list the courses that you have completed in each subject. Attach to this Renewal Application copies of the CE Certificates or other documentation that you received after completing the CE courses.

Course title or description	Agency	Hours
Communicable Diseases: 3 hours required		
Ethics: 10 hours required		
Prevention of Sexual Harassment: 3 hours required		
Other courses (attach additional sheets if necessary)		

SECTION 4. Code of Ethics – This Code must be signed and adhered to by RASi, RAS, RAS II, RAS III, and M-RAS.

As a Registered Addiction Specialist, I will comply with this Code of Ethics and do affirm:

- That my primary goal is recovery for the client and the client's family.
- That I have a total commitment to provide the highest quality of care to those who seek my professional services. That I shall not provide services beyond the terms and conditions of my professional certifications and/or licenses.
- That I shall evidence a genuine interest in all my clients, and do hereby dedicate myself to the best interest of my clients and to help them help themselves.
- That I shall maintain at all times an objective, professional relationship with all of my clients. I shall not engage in social or business relationships with my clients for my personal gain.
- That I shall be willing to recognize when it is in the best interests of my clients to release and refer them to another program or another helping individual.
- That I shall adhere to the Rule of Confidentiality with regard to all records, material and knowledge concerning my client, and shall protect his/her rights to confidentiality in accord with Code of Federal Regulations, Title 42 sections 2.1 through 2.67(1) and any other applicable regulations.
- That I shall cooperate with complaint investigation and supply information requested during such complaint investigations, subject to the confidentiality provisions cited above.
- That I shall not in any way discriminate between clients or fellow professionals on the basis of race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.
- That I shall respect the rights and views of my fellow Registered Addiction Specialists and other professionals. I will not verbally, physically or sexually harass, threaten, or abuse any program participant, patient, client or fellow addiction professional.
- That I shall maintain respect for institutional policies and management within agencies, and will take the initiative toward improvement of such policies and management when it will better serve the interests of my clients.
- That I have a continuing commitment to assess my own personal strengths, limitations, biases and effectiveness.
- That I shall continuously strive for self-improvement and professional growth through further education and training.
- That I have an individual responsibility for my own conduct in all areas, including, but not limited to, the use of mood-altering drugs. I shall not provide counseling or education services while under the influence of any amount of alcohol or illicit drugs (not including drugs or medication prescribed by a physician or other person authorized to prescribe drugs, used in the dosage and frequency prescribed; nor including over-the-counter medications used in the dosage and frequency described on the box, bottle or package insert).
- That I have an individual responsibility for myself in regard to sexual conduct and/or contact with clients, and shall not engage in sexual conduct with current program participants, patients or clients.
- These things I pledge to my professional peers and to my client.
- I hereby pledge to comply with this Code of Ethics, as well as to comply with a consistent code of conduct that may be applicable to a recovery or treatment program with which I may be affiliated.

Printed name

Signature

Date

SECTION 5. Code of Ethics – This Code must be signed and adhered to by CSC.

As a Clinical Supervisor Credential (CSC) professional, I will comply with this Code of Ethics and do affirm:

- That my primary goal is recovery for the client and the client's family.
- That I have a total commitment to provide the highest quality of care to those who seek my professional services. That I shall not provide services beyond the terms and conditions of my professional certifications and/or licenses.
- That I shall evidence a genuine interest in all my clients, and do hereby dedicate myself to the best interest of my clients and to help them help themselves.
- That I shall maintain at all times an objective, professional relationship with all of my clients. I shall not engage in social or business relationships with my clients for my personal gain.
- That I shall be willing to recognize when it is in the best interests of my clients to release and refer them to another program or another helping individual.
- That I shall adhere to the Rule of Confidentiality with regard to all records, material and knowledge concerning my client, and shall protect his/her rights to confidentiality in accord with Code of Federal Regulations, Title 42 sections 2.1 through 2.67(1) and any other applicable regulations.
- That I shall cooperate with complaint investigation and supply information requested during such complaint investigations, subject to the confidentiality provisions cited above.
- That I shall not in any way discriminate between clients or fellow professionals on the basis of race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.
- That I shall respect the rights and views of my fellow Registered Addiction Specialists and other professionals. I will not verbally, physically or sexually harass, threaten, or abuse any program participant, patient, client or fellow addiction professional.
- That I shall maintain respect for institutional policies and management within agencies, and will take the initiative toward improvement of such policies and management when it will better serve the interests of my clients.
- That I have a continuing commitment to assess my own personal strengths, limitations, biases and effectiveness.
- That I shall continuously strive for self-improvement and professional growth through further education and training.
- That I have an individual responsibility for my own conduct in all areas, including, but not limited to, the use of mood-altering drugs. I shall not provide counseling or education services while under the influence of any amount of alcohol or illicit drugs (not including drugs or medication prescribed by a physician or other person authorized to prescribe drugs, used in the dosage and frequency prescribed; nor including over-the-counter medications used in the dosage and frequency described on the box, bottle or package insert).
- That I have an individual responsibility for myself in regard to sexual conduct and/or contact with clients, and shall not engage in sexual conduct with current program participants, patients or clients.
- These things I pledge to my professional peers and to my client.
- I hereby pledge to comply with this Code of Ethics, as well as to comply with a consistent code of conduct that may be applicable to a recovery or treatment program with which I may be affiliated.

Printed name

Signature

Date

SECTION 6. Code of Ethics – This Code must be signed and adhered to by MCA.

As a Master Counselor in Addictions (MCA), I will comply with this Code of Ethics and do affirm:

- That my primary goal is recovery for the client and the client's family.
- That I have a total commitment to provide the highest quality of care to those who seek my professional services. That I shall not provide services beyond the terms and conditions of my professional certifications and/or licenses.
- That I shall evidence a genuine interest in all my clients, and do hereby dedicate myself to the best interest of my clients and to help them help themselves.
- That I shall maintain at all times an objective, professional relationship with all of my clients. I shall not engage in social or business relationships with my clients for my personal gain.
- That I shall be willing to recognize when it is in the best interests of my clients to release and refer them to another program or another helping individual.
- That I shall adhere to the Rule of Confidentiality with regard to all records, material and knowledge concerning my client, and shall protect his/her rights to confidentiality in accord with Code of Federal Regulations, Title 42 sections 2.1 through 2.67(1) and any other applicable regulations.
- That I shall cooperate with complaint investigation and supply information requested during such complaint investigations, subject to the confidentiality provisions cited above.
- That I shall not in any way discriminate between clients or fellow professionals on the basis of race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.
- That I shall respect the rights and views of my fellow Registered Addiction Specialists and other professionals. I will not verbally, physically or sexually harass, threaten, or abuse any program participant, patient, client or fellow addiction professional.
- That I shall maintain respect for institutional policies and management within agencies, and will take the initiative toward improvement of such policies and management when it will better serve the interests of my clients.
- That I have a continuing commitment to assess my own personal strengths, limitations, biases and effectiveness.
- That I shall continuously strive for self-improvement and professional growth through further education and training.
- That I have an individual responsibility for my own conduct in all areas, including, but not limited to, the use of mood-altering drugs. I shall not provide counseling or education services while under the influence of any amount of alcohol or illicit drugs (not including drugs or medication prescribed by a physician or other person authorized to prescribe drugs, used in the dosage and frequency prescribed; nor including over-the-counter medications used in the dosage and frequency described on the box, bottle or package insert).
- That I have an individual responsibility for myself in regard to sexual conduct and/or contact with clients, and shall not engage in sexual conduct with current program participants, patients or clients.
- These things I pledge to my professional peers and to my client.
- I hereby pledge to comply with this Code of Ethics, as well as to comply with a consistent code of conduct that may be applicable to a recovery or treatment program with which I may be affiliated.

Printed name

Signature

Date

SECTION 7. Code of Conduct for Counselors in California – must be signed by all California counselors

California AOD Counselors – Uniform Code of Conduct – Effective date July 1, 2012

The current California Regulations¹ governing registrants and certified alcohol and other drug (AOD) counselors require each certifying organization (CO) to develop a code of conduct which establishes “minimum” standards that are designed to safeguard the rights of clients in AOD programs and facilities. CO’s may impose more stringent standards that do not conflict with the standards contained within this Uniform Code of Conduct.

Principle 1:

Registrants and Certified AOD Counselors shall conduct themselves in an honest, forthright and professional manner. Registrants and Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a registrant or counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;
- c. Refusal or failure to provide proper identifying registration, credential, certification or license where appropriate or required (e.g., when offering or providing AOD counseling services, on business cards, on informational or marketing materials, etc.);
- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in Business and Professions Code sections 17200, *et seq.*

Principle 2:

Registrants and Certified AOD counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful manner, and are prohibited from:

- a. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- b. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- c. Engaging in a business relationship with clients, patients, program participants, residents and/or other persons significant to them within one year from the termination of the counseling relationship;
- d. Physically, verbally, sexually harassing, threatening or abusing other staff members, clients, patients, program participants, residents and/or other persons significant to any of the above;
- e. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public.

Principle 3:

Registrants and Certified AOD counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements and patient/client records access. Registrants and Certified AOD counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to, Title 42 Code of Federal Regulations Part 2, Child Abuse, Elder Abuse and Public Safety laws and Regulations;
- b. Failing to maintain records consistent with the nature of the services being rendered;
- c. Refusing or denying patient/client access to charts and records as required by law;
Violating, attempting to violate or conspiring to violate any law or regulation governing AOD registrants, certified or licensed AOD counselor.

Printed name

Signature

Date

¹ California Code of Regulations (CCR) Title 9, Division 4, Chapter 8, Sections 13000, *et seq.*, as enacted April 1, 2005.

SECTION 8. Photograph

Include a recent photograph of yourself with this Renewal Application. This photo will be used by Breining Institute to identify you and will be included on your Profile page, available for viewing on the Internet through our Home page at www.breining.edu. Write your full name on the back of the photo, which may be any size between 2" x 2" and 8" x 10". We will keep your photo in our files, and it will not be returned to you.

SECTION 9. Previous certification statement

Have you had a prior certification or licensure as an alcohol or drug counselor revoked? ☐ yes ☐ no

If yes, please explain: _____

SECTION 10. Fees and documentation

Please check that you have included the appropriate and full documentation necessary for your renewal:

- ☐ On-time renewal fee \$150.00
- ☐ Late renewal fee (within one year past your renewal date).....\$225.00
- ☐ Late renewal fee (between one and two years past your renewal date).....\$300.00
- ☐ Copies of CE courses certificates of completion.
- ☐ Signed Section 4 Code of Ethics for RASi, RAS, RAS II, RAS III and M-RAS.
- ☐ Signed Section 5 Code of Ethics for CSC.
- ☐ Signed Section 6 Code of Ethics for MCA.
- ☐ Signed Section 7 Code of Conduct for all California counselors.
- ☐ Recent photograph.

ATTESTATION OF INFORMATION AND CONTINUING EDUCATION

The undersigned declares that the information contained within this renewal application, including the continuing education (CE) courses identified herein, is true and authentic. The undersigned understands that if at any time it is shown that the information or documentation provided is not true or is misrepresented, any fees which have been paid will be forfeited, and registration / certification / credentials may be revoked.

Printed name

Signature

Date

Pay by credit card (at section 2) or make check payable to:
Breining Institute

Return this completed Renewal Application, signed Codes of Ethics and/or Conduct, and fee by **either**:

- **FAX** (if paying by credit card): 916-987-8823
- **E-mail** (if paying by credit card): College@Breining.edu
- **POSTAL MAIL** (may pay by either credit card or check): Breining Institute
8894 Greenback Lane
Orangevale, California USA 95662-4019