



ADDICTION PROFESSIONALS CERTIFICATION BOARD, INC.  
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E-Mail: [info@certbd.com](mailto:info@certbd.com) Website: [www.certbd.com](http://www.certbd.com)

CHILD AND FAMILY DIVISION

**WOMEN'S SPECIALIST  
REQUIREMENTS AND APPLICATION**

**Scope of Service:** This is a specialty credential intended for use in human services, health care and counseling settings that provide services to women. This credential is not a clinical practice credential and cannot substitute for the LCADC/CADC as per State regulations. Private practice counselors must have a license approved by the Division of Consumer Affairs to provide independent counseling.

**Required Experience:** One year of experience of counseling experience with women of child bearing age.

**Required Education:**

30 hours of training as listed below. The courses must be pre-approved by the Certification Board.

All courses are 6 hours in duration and must be completed.

- W101 - Women's Health
- W102 - Gender Specific Risk Factors, Screening and Assessment
- W201 - Trauma Specific Treatment
- W301 - Systems Coordination: Resources and Partnerships Across the Lifespan
- W401 - Parenting Issues and Developmental Milestones throughout the Lifespan

**Applicant to include the following with the Application:**

- \$ 175 non-refundable Initial application review fee.
- Applicant Resume

**Recertification Requirements**

- 30 hours of continuing education on Women's related treatment every two (2) years. This may include courses used for other credentials or licenses.
- \$175 non-refundable recertification fee, or \$125 if several credentials are being recertified at the same time.
- Submission of recertification application.

***The following forms are included in this application and must be completed:***

- ◆ Applicant Information Sheet
- ◆ Coursework Record
- ◆ Authorization & Release Form
- ◆ Statement of Understanding
- ◆ Applicant Recognition Statement



*The following information must also be submitted with this application:*

- ◆ All Verification of Attendance Sheets or Certificates for Coursework.
- ◆ **Please note all originals of certificates must be submitted with the application, as well as a set of photocopies and a self-addressed, stamped envelope. Once the review has been completed, the originals will be returned. If the SASE is not included, the originals will not be returned.**
- ◆ Resume.
- ◆ \$175 Non-refundable Application and Review Fee (fees are subject to change).

**Please check once the following items have been submitted with your application:**

- Application pages placed in the same order it was received?
- \$175 Non-Refundable Review fee attached to the front page?
- Applicant Information Sheet
- Applicant Resume
- Authorization and Release Form
- Statement of Understanding Form
- Applicant Recognition Statement Form

*Education Information*

- Education Grid completed?
- Certificates placed in order?
- One set of original certificates, original letters of verification, and official transcripts submitted?
- One set of copies of the education certificates?
- Self addressed, stamped envelope included? (For those wanting their originals returned)

**NOTE: The Women’s Specialist credential is renewable every two (2) years from the anniversary date of initial certification. The fee for renewal is \$175, along with 30 hours of continuing education.**

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

TOWN STATE ZIP \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME OF AGENCY \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

WORK TELEPHONE \_\_\_\_\_



EMAIL ADDRESS \_\_\_\_\_

**OPTIONAL INFORMATION - DOES NOT AFFECT CERTIFICATION**

HIGHEST DEGREE OF EDUCATION \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ETHNICITY/RACE \_\_\_\_\_

SEX \_\_\_\_\_

**YOUR NAME AS IT SHOULD APPEAR ON YOUR CERTIFICATE:**

\_\_\_\_\_

• Please note all originals of certificates must be submitted with the application, as well as a set of photocopies and a self-addressed, stamped envelope. Once the review has been completed, the originals will be returned. If the SASE is not included, the originals will not be returned.

• Be sure all Certificates of Completion include your name, the sponsoring agency, course number and hours completed. Copies of this page may be reproduced.

• Please note that all coursework must be pre-approved and have a Board Approval Number.

• Courses are 6 hours each.

- {W101} Women's Health
- {W102} Gender Specific Risk Factors, Screening and Assessment
- {W201} Trauma Specific Treatment
- {W301} Systems Coordination: Resources and Partnerships Across the Lifespan
- {W401} Parenting Issues and Development Milestones throughout the Lifespan



**APPLICANT'S RECOGNITION STATEMENT**

The applicant identified below acknowledges that the applicant is seeking certification from the Addiction Professionals Certification Board, Inc. (hereinafter "The Board"). The applicant hereby recognizes and agrees as follows:

- 1. Applicant agrees to observe and abide by the Ethical Standards (for LCADC, CADC or CCS) adopted by The Board as same may be amended from time to time. Applicant acknowledges that the present form of ethical standards attached to their LCADC, CADC or CCS has been read and understood.
- 2. Applicant recognizes and agrees that any certification, or renewal thereof, granted by The Board to the applicant constitutes recognition by The Board that the applicant is qualified, based on the information before The Board, for the certification granted. Applicant recognizes and agrees that any certification, or renewal granted by The Board, does not constitute a property right or interest of the applicant. The applicant specifically recognizes and agrees that the certification or renewal is specific to suspension, revocation or other limitation or condition in the discretion of The Board. The applicant specifically recognizes the authority of The Board to suspend, revoke or otherwise impose limitations, restrictions and conditions on any certification granted.
- 3. Applicant agrees to cooperate in connection with any investigation conducted by The Board with respect to the applicant's certification, and continued qualification to hold same. The applicant further agrees that the applicant's failure to cooperate with any such investigation (a) shall in itself constitute an ethical violation for which discipline may be imposed and (b) may be considered by The Board as an admission of wrongdoing.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

**AUTHORIZATION AND RELEASE FORM**

I hereby authorize the Addiction Professionals Certification Board, Inc. to make any inquiry of any agency, facility, organization, or individual for any and all additional information, which might be necessary to fully and properly evaluate my application for the Women’s Specialist credential.

I hereby release and hold harmless the Addiction Professionals Certification Board, Inc., its Board of Directors, its Officers, its employees, servants, and agents from any and all manner of suits, actions, claims, and judgments which might arise from such efforts to further document the statements and claims I have made in this application or in the processing or consideration of same.

I further acknowledge, understand, and agree that any falsification or misrepresentation of information by myself or others regarding experience and/or qualifications will be sufficient reason for disapproval of my application or for withdrawal of the credential at a later date.

I understand that evaluations of me, which are submitted by supervisors and/or colleagues are confidential. I hereby relinquish my right to review these evaluations.

I also affirm that I conform to the Ethical Standards as described in the requirements for credentialing.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_



## STATEMENT OF UNDERSTANDING

I hereby apply for certification to the Addiction Professionals Certification Board, Inc. I understand that approval of my application depends upon my successfully completing the assessment of competency as established by the Board. I also understand that for research and statistical purposes only, the data from this application may be used in a non-identifying manner.

Any counselor or applicant who contests the Certification Board's Ethics Division has a right to appeal to the full Board for a final decision. Those who further wish to contest the final appeal may seek remedy in the courts.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

## ETHICAL STANDARDS CERTIFIED PERINATAL ADDICTION SPECIALISTS (CPAS)

The Addiction Professionals Certification Board, Inc. (APCB, Inc.) wishes to thank the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) for the development of these Ethical Standards and for permission to use this amended version.

### Specific Principles

#### *Principle 1: Non-Discrimination*

The WTS shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

A. The WTS shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the CPAS guards the individual rights and personal dignity of clients.

B. The WTS shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

#### *Principle 2: Responsibility*

The WTS shall espouse objectivity and integrity, and maintain the highest standards in the services the member offers.

A. The WTS shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.

B. The WTS, as educator, has primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.

C. The WTS who supervises others accepts the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations and constructive consultation.

D. The WTS who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.



### ***Principle 3: Competency***

The WTS shall recognize that the profession is founded on national standards of competency that promote the best interests of society, of the client, of the member and of the professional as a whole. The WTS shall recognize the need for ongoing education as a component of professional competency. The WTS shall recognize boundaries and limitations of their competencies and not offer services or use techniques outside of these professional competencies.

- A. The WTS shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The WTS shall support peer assistance programs in this respect.

### ***Principle 4: Legal and Moral Standards***

The WTS shall uphold the legal and accepted moral codes which pertain to professional conduct.

- A. The WTS shall be fully cognizant of all federal and New Jersey laws governing the practice of alcoholism and drug abuse counseling.
- B. The WTS shall not claim either directly or by implication, professional qualifications/affiliations that they do not possess.
- C. The WTS shall ensure that products or services associated with or provided by the WTS or means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

### ***Principle 5: Public Statements***

The WTS shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- A. The WTS, in making statements to clients, other professionals, and the general public shall state as fact only those matters that have been empirically validated as fact. All other opinions, speculations, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters that touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated.
- B. The WTS shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgement should extend to the source of the information and reliability of the method by which it was derived.

### ***Principle 6: Publication Credit***

The WTS shall assign the credit to all who have contributed to the published material and for the work upon which the publication is based.

- A. The WTS shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- B. The WTS shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.
- C. The WTS shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.



### ***Principle 7: Client Welfare***

The WTS shall promote the production of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all WTS's.

- A. The WTS shall disclose their code of ethics, professional loyalties and responsibilities to all clients.
- B. The WTS shall terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship.
- C. The WTS shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- D. The WTS shall not use or encourage a client's participation in any demonstration, research or other non-treatment activities when such participation would have potential harmful consequences for the client or when the client is not fully informed.
- E. The WTS shall take care to provide services in an environment that will ensure the privacy and safety of the client at all times.

### ***Principle 8: Confidentiality***

The WTS working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- A. The WTS shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- B. The WTS shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The WTS shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- C. The WTS shall adhere to all federal and New Jersey laws regarding confidentiality and the WTS's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- D. The WTS shall discuss the information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- E. The WTS shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

### ***Principle 9: Client Relationships***

It is the responsibility of the WTS to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The WTS shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- A. The WTS shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- B. The WTS 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.
- C. The WTS shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- D. The WTS shall not under any circumstances engage in sexual behavior with current or former clients.
- E. The WTS shall not accept as clients anyone with whom they have engaged in sexual behavior.



***Principle 10: Inter professional Relationships***

The WTS shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

- A. The WTS shall refrain from offering 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.
- B. The WTS shall cooperate with the APCB, Inc. Ethics Committee and promptly supply necessary information unless constrained by the demands of confidentiality.
- C. The WTS shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

***Principle 11: Remuneration***

The WTS shall establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client first, and then of the counselor, the agency, and the profession.

- A. The WTS shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.
- B. The WTS shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- C. The WTS shall not engage in fee splitting. The WTS shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- D. The WTS, in the practice of counseling, shall not at any time use one’s relationship with clients for personal gain or for the profit of an agency of any commercial enterprise of any kind.
- E. The WTS shall not accept a private fee for professional work with a person who is entitled to such services and still requests private services.

***Principle 12: Societal Obligations***

The WTS shall to the best of their ability actively engage 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.

**By signing, I attest that I have read the above Ethical Standards and agree to abide by them.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_