



The Certification Board, Inc. – Addiction Professionals Division  
 1200 Tices Lane - Suite 104 - East Brunswick, NJ 08816  
 732-249-1991 - Fax: 732-249-1559  
 E-Mail: info@certbd.com - Website: www.certbd.com



**Certified Tobacco Treatment Specialist (CTTS)**  
**Recertification**  
**Requirements And Application**

**Objectives of the CTTS Renewal:**

- ◆ Obtaining current information
- ◆ Exploring new knowledge in a specific content area
- ◆ Mastering new skills and techniques
- ◆ Expanding the approaches towards the management of clients
- ◆ Developing critical inquiry skills and balanced professional judgment

**Requirements:**

- Eighteen (18) hours of continuing education on tobacco dependence treatment every two (2) years
- \$175 non-refundable renewal fee
- Submission of recertification application
- 

Please take the time to fill out this form so that we may update our records

**Name** \_\_\_\_\_

(Please Print Your Name as it should appear on your Certificate)

**Street** \_\_\_\_\_

**Town** \_\_\_\_\_ **County** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Home Phone #**( ) \_\_\_\_\_

**Email** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Sex** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Race** \_\_\_\_\_

**Highest Level of Education** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Street** \_\_\_\_\_

**Town** \_\_\_\_\_ **County** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Work Phone #**( ) \_\_\_\_\_



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## **STATUS**

The following pertain to all Certifications.

### **Inactive Status**

- Inactive Status occurs when a counselor's recertification becomes more than 30 days late.
- Inactive Status means the Board does not consider the counselor to be actively certified or in good standing at that time.
- A counselor may remain on Inactive Status for a maximum of 12 months, at which time the counselor's credential will be terminated.
- For each month the counselor remains on Inactive Status, there will be a \$15 fee in addition to the \$175 recertification fee. The Inactive Status fee will not exceed \$180 (for the maximum 12 months).

### **Lapsed (Terminated) Status**

- Lapsed Status occurs when a counselor permits their credential to lapse after the Inactive Status expires.
- Lapsed Status is considered permanent.
- If a lapsed counselor decides re-activate their credential again, they must follow the reinstatement procedure listed below:

### **Reinstatement Procedure**

- Counselor must submit in writing three recommendations for reinstatement: one licensed or certified counselor, one supervisor, and one colleague.
- Counselor must provide verification educational hours equal to those required for Recertification.
- Submission is to include \$87.50 per year for each year lapsed to a maximum of four years.
- Submission of \$180 late fee for the 12 months on Inactive Status.
- A letter requesting reinstatement with specific information on why the lapse occurred and covering the time period must be submitted. The letter must also state reasons for re-entering the field.
- If an ethical complaint is involved, a personal interview may be required.



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**AUTHORIZATION AND RELEASE**

I hereby authorize The Certification Board 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 renewal application.

I hereby release and hold harmless The Certification Board, its Board of Directors, its officers, its employees, servants and agents from any and all manner of suits, actions, claims and judgements 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 hereby acknowledge, understand and agree that any falsification or misrepresentation of information by myself or others regarding my experience and/or qualifications will be sufficient reason for denial of my application or for withdrawal of my credential at a later date.

**STATEMENT OF UNDERSTANDING**

I hereby apply for the renewal of my Certified Tobacco Treatment Specialist (CTTS) credential to the Board. I understand that renewal depends upon my successfully completing the required continuing education hours. I also understand that for research and statistical purposes, my application may be used in a non-identifying manner.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_





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**ETHICAL STANDARDS**  
**FOR**  
**Certified Tobacco Treatment Specialist**

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

- A. The CTTS shall avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the CTTS guards the individual rights and personal dignity of clients.
- B. The CTTS 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 CTTS shall espouse objectivity and integrity, and maintain the highest standards in the services the member offers.

- A. The CTTS 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 CTTS, as educator, has primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- C. The CTTS 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 CTTS 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 CTTS shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the member and of the professional as a whole. The CTTS shall recognize the need for ongoing education as a component of professional competency.

- A. The CTTS shall recognize boundaries and limitations of their competencies and not offer services or use techniques outside of these professional competencies.
- B. The CTTS shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The CTTS shall support peer assistance programs in this respect.

**Principle 4: Legal and Moral Standards**

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

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



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**Principle 5: Public Statements**

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

- A. The CTTS, in making statements to clients, other professionals, and the general public shall state as fact only those matters which 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 which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated.
- B. The CTTS 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 CTTS 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 CTTS 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 CTTS 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 CTTS 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 CTTS 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 CTTS's.

- A. The CTTS shall disclose their code of ethics, professional loyalties and responsibilities to all clients.
- B. The CTTS shall terminate a counseling or consulting relationship when it is reasonably clear that the client is not benefiting from the relationship.
- C. The CTTS shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- D. The CTTS 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 CTTS shall take care to provide services in an environment which will ensure the privacy and safety of the client at all times and ensure the delivery.



**Principle 8: Confidentiality**

The CTTS 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 CTTS 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 CTTS shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The CTTS 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 CTTS shall adhere to all federal and New Jersey laws regarding confidentiality and the CTTS's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- D. The CTTS 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 CTTS 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 CTTS to safeguard the integrity of the counseling relationship and to ensure that the client has reasonable access to effective treatment. The CTTS shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- A. The CTTS 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 CTTS 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 CTTS shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- D. The CTTS shall not under any circumstances engage in sexual behavior with current or former clients.
- E. The CTTS shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

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

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



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**Principle 11: Remuneration**

The CTTS 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 CTTS 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 CTTS shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- C. The CTTS shall not engage in fee splitting. The CTTS shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.
- D. The CTTS, 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 CTTS 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 CTTS 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.**

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

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_



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**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 adopted by The Board as same may be amended from time to time. Applicant acknowledges that the present form of ethical standards attached hereto and that the applicant has read and understood same.
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 \_\_\_\_\_



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### Application Check-off Sheet

Please use this as a final self-reminder regarding all the necessary documents and have fully completed all the requirements of the application. This will help you, as well as us, with a quicker review of your application.

- Fee (check or money order)
- Late Fee (if applicable)
- Applicant Information Sheet (included email address?)
- Verification of Appropriate Experience
- Coursework Completion Page (Initial or Continuing Education)

### Signatures

- Authorization and Release
- Applicant Recognition Statement
- Ethics Statement
- Statement of Understanding

I have checked and have completed any other requirements for this Application, and have included those items as well.

---

Signature

Date