



BAPSA MEMBERSHIP APPLICATION M1

Please fill out the basic information below as well as the Code of Ethical Conduct agreement and e-mail it back to us at info@bapsa.net. We will respond with an e-mail shortly and contact you as soon as we can with a confirmation of your membership acceptance. Please ensure you attach a copy of your ID Document, credentials and experience information. Once we process your information and receive your annual membership fee (R575), we will activate your membership. This fee will cover your membership card, certificate and postage fee.

APPLICANT INFORMATION

Name:		
Date of birth:	ID No:	Phone:
Postal address:		
City:	Province:	Area Code:
Email:		Cell:

EMPLOYMENT INFORMATION

Current employer:		
Employer address:		Position:
Phone:	E-mail:	
City:	Province:	Area Code:

EDUCATION LEVEL

Highest Qualification:		
Where was the qualification acquired:		
Any Addiction Specific Qualifications:		
Where was this qualification acquired:		

BAPSA BANKING DETAILS

BAPSA Standard Bank Account No: 052793850 Branch: Scottburgh Branch Code: 057627 Cheque Account	Send Confirmation to: BAPSA Payment Email: info@bapsa.net Fax: 086 443 6250 Reference: Full Name
--	---

ADDITIONAL INFO

--

SIGNATURE

Signature of applicant:	Date:
-------------------------	-------

Benefits and Accountability

Member Responsibility and Conduct

By signing this document, members agree to the ethical code of conduct added below. Members of BAPSA are held accountable to these guidelines and can be requested to attend a hearing before the board when their professional conduct is in question. The outcome of these hearings may result in membership suspension or termination. Please read through these guidelines carefully before signing.

Membership Benefits

Current BAPSA Membership Benefits:

- Membership professional levels status – See levels below
- Legal and ethical guidance and accountability
- Education assistance and referral
- Updates on the latest developments in the addiction field
- Access to a network of addiction professionals and facilities
- Workshops and seminars
- Ongoing professional knowledge base and support
- Employment Referral

Membership Levels

Level 0 Student

No Experience or education, starting as volunteer or trainee or applying for addiction education.

Level 1 Peer Recovery Coach

(Matric) and 6 months (1000 hours) with minimum 30 Hrs CEU Peer Recovery, and Certification (IC&RC Peer Recovery, NAADAC National Peer Recovery Support Specialist or equivalent).

Level 2 Student Addiction Counsellor

Certificate and 6 Months (1000 hours) experience.

Level 3 Addiction Counsellor

Advanced Certificate (IC&RC Certified Alcohol and Drug Counsellor, NAADAC National Certified Addiction Counsellor or equivalent) and 3 Years (6000 Hours) experience, or Bachelor's degree or advanced diploma with education/training and 1.5 Years (3000 Hours) work experience in addiction counselling.

Level 4 Addiction Professional

Postgrad Diploma or Bachelors degree upwards, and 5 Years (10000 hrs) exp in addiction field.

Level 5 Addiction Clinical Supervisor

Postgrad Diploma or Honors degree and 5 Years (10000 hrs), 200 hrs supervision, or Bachelor's Degree and Certification (IC&RC Clinical Supervisor, NAADAC National Clinical Supervision Endorsement or equivalent).

Level 6 Professional Addiction Counsellor

Postgrad Diploma or Honors degree and between 5 Years (10000 hrs) exp and certification (IC&RC Certified Alcohol and Drug Counsellor II, NAADAC National Certified Addiction Counsellor II or equivalent).

Level 7 Professional Co-Occurring Disorder Counsellor

Postgrad Diploma or Honors degree and 5 Years (10000 hrs), (5000-6000 COD specific) and certification (IC&RC Certified Co-Occurring Disorder Professional, NAADAC National Endorsed Co-Occurring Disorders Professional or equivalent).

Level 8 Professional Co-Occurring Disorder Specialist

Master's degree and 3 Years (6000 hrs) experience and certification (IC&RC Certified Co-Occurring Disorder Professional Diplomate or equivalent).

Level 9 Addiction Prevention Specialist

Master's degree and 2 Years (4000 hrs) experience and certification (IC&RC Certified Prevention Specialist or equivalent).

Level 10 Professional Addiction Specialist

Masters degree and 2 Years (4000 hrs) experience and certification (IC&RC Certified Advanced Alcohol and Drug Counsellor, NAADAC Master Addiction Counsellor or equivalent).

Membership Package

Upon successful registration, members will receive an e-mail of confirmation and their membership level based on BAPSA guidelines. This confirmation e-mail will include a digital copy of your membership certificate, as well as the membership logo which may be used on your signature stationery or other documentation. Please note that using this logo if you are not a registered BAPSA will result in legal action. Ensure that if your membership has lapsed, you have removed this logo from all documentation and stationery.

Facility Staff – BAPSA Approved Logo

The BAPSA approved logo can be used by any facility involved in the treatment of addiction, provided all treatment staff are registered and active with BAPSA.

Infringements of Ethical or Legal Conduct

If it is brought to our attention that members are in breach of ethical and professional guidelines, a letter will be sent informing the member of the infringement report and requesting the member for a response in writing. BAPSA may request a hearing with the member to address the presented issues. BAPSA reserves the right to decide on the resulting action which may be a warning, suspension or withdrawal of membership status.

Professional Code of Ethical Conduct

PRINCIPLE 1: NON-DISCRIMINATION

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

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

- a. The professional 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 professional, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- c. The professional, 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 professional, who is aware of unethical conduct or of unprofessional modes of practice, shall report such inappropriate behavior to the appropriate authority.

PRINCIPLE 3: COMPETENCE

The professional shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the professional and of the profession as a whole. The professional shall recognize the need for ongoing education as a component of professional competency.

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

PRINCIPLE 4: LEGAL AND MORAL STANDARDS

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

- a. The professional shall be fully cognizant of all local laws and laws of the professional's respective province governing the practice of alcoholism and drug abuse counseling.
- b. The professional shall not claim either directly or by implication, professional qualifications/affiliations that the professional does not possess.
- c. The professional shall ensure that products or services associated with or provided by the professional by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

PRINCIPLE 5: PUBLIC STATEMENTS

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

- a. The professional, 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 professional 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 acknowledgments should extend to the source of the information and reliability of the method by which it was derived.

PRINCIPLE 6: PUBLICATION CREDIT

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

- a. The professional 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 professional 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 professional 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 professional shall promote the protection of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all counselors.

- a. The professional shall disclose the counselor's code of ethics, professional loyalties and responsibilities of all clients.
- b. The professional shall terminate a counseling or consulting relationship when it is reasonably clear to the professional that the client is not benefiting from the relationship.
- c. The professional shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral, treatment procedures or termination of treatment.
- d. The professional 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. (Principle 9)
- e. The professional 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 appropriateness of service delivery.

PRINCIPLE 8: CONFIDENTIALITY

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

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

PRINCIPLE 10: INTER-PROFESSIONAL RELATIONSHIPS

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

- a. The professional 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 professional shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- c. The professional shall not in any way exploit a relationship with a supervisor, employee, student, research participant or volunteer.

PRINCIPLE 11: REMUNERATION

The professional shall establish financial arrangements in professional practice 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 professional 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 professional shall consider the ability of a client to meet the financial cost in establishing rates for professional services.
- c. The professional shall not engage in fee splitting. The professional shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.

- d. The professional, 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 or any commercial enterprise of any kind.
- e. The professional shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

PRINCIPLE 12: SOCIETAL OBLIGATIONS

The professional shall to the best of his/her ability actively engage the public policy and 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.

Signed _____

Date _____