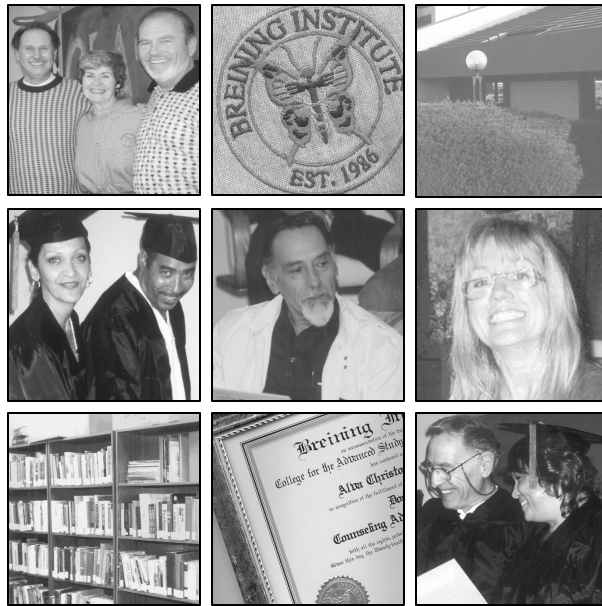


registered addiction specialist

RAS

certification handbook
2005/2006



breining institute

EST. 1986

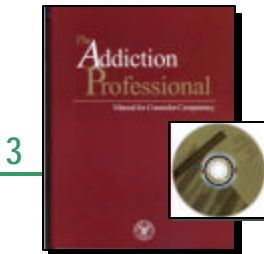
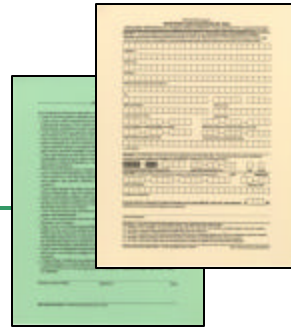
5 Steps to RAS Certification



Review this Handbook. It describes all of the requirements for certification.

2

Complete the RAS Application, and sign the Code of Ethics (located in the back of this Handbook).



Once you have documented eligibility to test, we will send you a comprehensive study guide and DVD Tutorial to help you prepare for the exam.

4

When you are ready to test, schedule your multiple-choice exam at any one of over 130 test centers located throughout the US.



5

Pass the exam, and receive your RAS Credential, joining professionals in 14 countries and 40 US States.



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Attachments

RAS Application
RAS Code of Ethics
RAS Scope of Practice
Request for Special Examination Accommodations

introduction

Since 1986 . . .

the mission of Breining Institute faculty and staff has been:

- To ensure a consistent standard of education, training, examination and certification for professionals working in the field of addiction.
- To promote the credibility of individuals in the addiction field by providing comprehensive State-approved and nationally-recognized training and testing for initial certification.
- To provide easily accessible and relevant continuing education to addiction professionals.

Since 1986, Breining Institute has been approved by the State of California as an addiction education and certification agency, and has had its continuing education programs approved by public and private agencies around the country, including the National Association of Alcohol and Drug Abuse Counselors (NAADAC), the National Board for Certified Counselors (NBCC), and the American Academy of Health Care Providers in the Addictive Disorders.

Independent Testing Agency

Breining Institute has contracted with Applied Measurement Professionals, Inc. (AMP) to assist in the administration and scoring of the RAS Examination. The examination is administered Monday through Friday, by computer, at over 130 AMP Assessment Centers located throughout the United States. Candidates may take the examination as soon as they are eligible.

Standards for Competent Practice

Since its inception, Breining Institute's certification program has been based upon counselor competency standards identified by national industry experts, including those established by the National Institute on Alcohol Abuse and Alcoholism – *Development of*



- *Breining Institute*
- *Independent Testing Agency*
- *Standards for Competent Practice*



introduction

Model Professional Standards for Counselor Credentialing (1984), Birch and Davis, Inc. – known as the “Birch & Davis” study; by the International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse (“ICRC”) study and the 1991 publication of the *Twelve Core Functions of Alcohol and Other Drug Abuse Counselors*; and by the US Department of Health and Human Services, which published – within its Technical Assistance Publication Series, No. 21 (1998) – the *Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice* (known as the “TAP 21” competencies).

RAS Credential

The credential awarded to successful candidates is “Registered Addiction Specialist.” This title is a legally protected and registered service mark – Reg. No. 051081, Class No. Int. 41 – as is the acronym “RAS”, and may only be used by individuals who have been certified by Breining Institute. The RAS professional is provided with a certificate identifying the credential and its effective dates.

On-line Directory of RAS

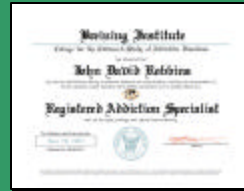
Breining Institute publishes and maintains an on-line directory of all certified RAS within *The Register of Addiction Specialists* – which is accessible through the Internet at www.breining.edu or www.addiction-specialists.com. Certified RAS may be found by selecting the “Search” link on the Home Page.

The Register includes a separate page for each RAS, which includes certification status information and other related credentials.

Certification status may be formally verified by completing an “RAS Verification Form” (available on-line), and sending it to Breining Institute by facsimile or mail.

A complaint may be filed against an RAS by utilizing an “RAS Complaint Form” (available

RAS Credential



On-line Directory of RAS



introduction

on-line) and sending it to Breining Institute.

The web site is updated with the names of new certificants within 30 days of the date score reports are mailed. The web site may not be considered a primary source verification. Therefore, if you require written verification of certification, you may send a Verification Form to Breining Institute, and we will verify the status of the RAS certificant.

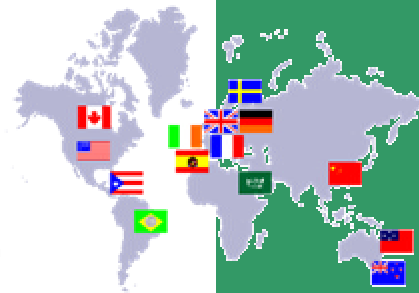
Why be RAS Certified?

Internationally, there are RAS professionals currently located in 14 countries and 40 US States.

In California, individuals providing counseling services in an alcohol or other drug (AOD) program – including staff members of California-licensed facilities that operate alcohol or drug treatment programs, residential alcohol or drug abuse recovery or treatment programs, driving under the influence programs, or narcotic treatment programs – are required, by State law, to be certified by a State-approved certification agency (Cal. Code of Regs., Title 9, Sections 13000, *et seq.*).

The only agencies that may certify counselors in California are those that have been approved by the State of California Department of Alcohol and Drug Programs (ADP).

Breining Institute is an ADP-approved certification agency.



Why be RAS Certified?

eligibility

Applying for Examination

You may qualify for examination to become an RAS by completing an Application, signing the RAS Code of Ethics, and documenting any one of the following:

EITHER

Option 1:

10,000 hours (5 years) clinical experience between April 1, 1995 and April 1, 2005.

OR

Option 2:

An Associate (AA or AS), Bachelor (BA or BS), or Masters (MA or MS) degree in the study of chemical dependency.

OR

Option 3:

- 155 hours formal alcohol and other drug (AOD) classroom education that includes coverage of the TAP 21 counseling competencies; **and**
- 160 hours supervised AOD training; **and**
- an additional 2,080 or more hours work experience providing counseling services in an AOD program.

Candidates will be able to schedule an examination appointment with AMP as soon as the RAS Application process has been completed, and Breining Institute sends written notification to eligible candidates with examination scheduling procedures.

Scheduling an Examination

After the candidate has received written confirmation of eligibility from Breining Institute, there are two ways to schedule an appointment for the examination:

1. **Schedule Online.** The candidate may schedule an examination appointment online at any time by using AMP's online application/scheduling service. To use this service, follow these easy steps:
 - On the Internet, go to www.goAMP.com and select "Candidates."
 - Follow the simple, step-by-step instruc-

Applying for Examination



Scheduling an Examination

eligibility

tions to select your examination program and register for the examination; or

2. **Telephone Scheduling.** Call AMP at 888/519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 5:00 p.m. on Friday and 8:30 a.m. to 5:00 on Saturday.

When scheduling an examination, be prepared to confirm a location, a preferred date and time for testing, and to provide the unique identification number provided to you in your exam eligibility notification letter from Breining Institute. When you contact AMP to schedule an examination appointment, you will be notified of the time to report to the Assessment Center. Please make a note of it because you will NOT receive an admission letter.

Automatic RAS Intern Registration

The State of California requires counselors be registered and certified by a State-approved certification agency. **Breining Institute is a State-approved certification agency, and the certification recognized by ADP is the Registered Addiction Specialist (RAS) certification.**

In order to meet the California law, you will be automatically registered as an RAS Intern (RASi) when we receive your completed Application and applicable fees. This satisfies the State of California Department of Alcohol and Drug Programs (ADP) counselor certification regulations that require counselor registration.

Statement of Nondiscrimination

Breining Institute does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

· **Automatic RAS Intern Registration**

· **Statement of Non-discrimination**

eligibility

Accommodation for Disabilities

Breining Institute and AMP comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the RAS examination solely by reason of that disability. AMP will arrange for reasonable accommodations for candidates with disabilities.

Wheelchair access is available at all Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements, by submitting the "Request for Special Examination Accommodations" form at the back of this handbook. Candidates testing with approved special accommodations should schedule their test via AMP's toll-free number to ensure their accommodations are confirmed. Be sure to inform AMP of your need for special accommodations when calling to schedule your examination.

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at 913/495-4437. This TDD phone option is for individuals equipped with compatible TDD machinery.

Accommodation for Disabilities

examination

Examination Content

The RAS Examination is a multiple-choice examination. There is no oral examination, and there are no open-ended questions on the written exam.

The Examination was developed to objectively measure the knowledge and practical skills required of professionals working in the field of addictions. The examination questions are based upon counselor competency standards identified by national industry experts, including those established by the National Institute on Alcohol Abuse and Alcoholism – *Development of Model Professional Standards for Counselor Credentialing* (1984), Birch and Davis, Inc. – known as the “Birch & Davis” study; by the International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse (“ICRC”) study and the 1991 publication of the *Twelve Core Functions of Alcohol and Other Drug Abuse Counselors*; and by the US Department of Health and Human Services, which published – within its Technical Assistance Publication Series, No. 21 (1998) – the *Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice* (known as the “TAP 21” competencies).

More specifically, the Examination includes coverage of the following:

- The curriculum contained in the *TAP 21* counseling competencies study;
- Provision of services to special populations such as aging individuals, individuals with co-occurring disorders, individuals with post traumatic stress disorder; individuals with disabilities, diverse populations, individuals with cultural differences, individuals on probation/parole, etc.;
- Ethics;
- Communicable diseases including tuberculosis, HIV disease and Hepatitis

Examination Content

examination

C; and

- Prevention of sexual harassment.

(These topics satisfy those required by the California counselor certification law, Cal. Code of Regs., Title 9, Sections 13000, *et seq.*)

Examination Format

The coverage of the topics indicated above is tested within a 100-question multiple-choice examination. Examination items are presented in a random order and are not grouped according to content area. This structure resembles a clinical practice in which the addiction professional encounters a variety of client issues throughout the day. Each question contains either three or four options from which the candidate must choose the best response.

The exam has a two hour time limit. The time begins when the candidate starts the actual exam, and ends two hours later, whether or not a restroom break is taken.

Outline of the Examination

The Registered Addiction Specialist 100-question multiple-choice examination will test on following areas - Understanding Addiction (20 items); Treatment Knowledge and Application to Practice (40 items); Professional Readiness (20 items); and Professional Practice Dimensions (20 items) - as more fully described below:

Understanding Addiction: Understanding a variety of models and theories of addiction and other problems related to substance use; recognizing the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments; understanding the behavioral, psychological, physical health, and social effects of psychoactive substances on the user and significant others; and recognizing the potential for substance use disorders to mimic a variety of medical and psychological

· **Examination Format**

· **Outline of the Examination**

examination

disorders and the potential for medical and psychological disorders to co-exist with addiction and substance abuse.

Treatment Knowledge: Understanding the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems; recognizing the importance of family, social networks, and community systems in the treatment and recovery process; understanding the importance of research and outcome data and their application in clinical practice; and understanding the value of an interdisciplinary approach to addiction treatment.

Application to Practice: Understanding the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care; understanding a variety of helping strategies for reducing the negative effects of substance use, abuse, and dependence; tailoring helping strategies and treatment modalities to the client's stage of dependence, change, or recovery; providing treatment services appropriate to the personal and cultural identity and language of the client; adapting practice to the range of treatment settings and modalities; familiarity with medical and pharmacological resources in the treatment of substance use disorders; understanding the variety of insurance and health maintenance options available and the importance of helping clients access those benefits; recognizing that crisis may indicate an underlying substance use disorder and may be a window of opportunity for change; and understanding the need for and the use of methods for measuring treatment outcome.

Professional Readiness: Understanding diverse cultures and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice; understanding the importance of self-

Outline of the Examination

examination

awareness in one's personal, professional, and cultural life; understanding the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship; understanding the importance of ongoing supervision and continuing education in the delivery of client services; understanding the obligation of the addiction professional to participate in prevention as well as treatment; and understanding and applying setting-specific policies and procedures for handling crisis or dangerous situations, including safety measures for clients and staff.

Professional Practice Dimensions: Clinical evaluation; Treatment planning; Referral; Service coordination; Counseling; Client, family and community education; Documentation; and Professional and ethical responsibilities.

Preparing for the Examination

As part of the examination fee, each eligible candidate will receive a comprehensive study guide - *The Addiction Professional: Manual for Counselor Competency* (418 pages) - and a DVD Tutorial, together with practice examination questions.

Every question on the examination is derived from the information contained in the *Manual* and the references cited therein. If you know the information presented in the *Manual*, which is more specifically identified and highlighted within the DVD Tutorial, you should do well on the examination.

Examination scores are based on the number of questions correctly answered. A candidate should carefully consider the possible answers to each question and select the best response. It is better to answer every item than to leave any blank.

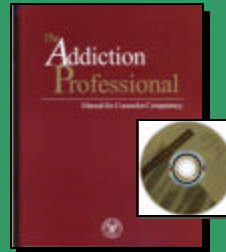
Sample Exam Questions

The following are samples of items that appear in the RAS Examination.

1. In the 1970s there was developed the Association of Labor and Management Ad-

Outline of the Examination

Preparing for the Examination



Sample Exam Questions

examination

ministrators and Consultants on Alcoholism, or ALMACA, as it came to be called. The members of this organization worked, mostly part-time, in what they referred to as “OAPs.” The National Council on Alcoholism created an advisory board of Labor and Management leaders to encourage the creation of “OAPs” throughout the country, and with NCA’s dynamic leadership of the time, they were able to enlist the support of the very top executives in the nation. “OAP” is the acronym for which of the following?

- A. Organized Alcohol Program.
- B. Occupational Alcoholism Program.
- C. Outside Assistance Program.
- D. None of the above.

(Sample Question Reference: ***The Addiction Professional***, Chapter 9, Employee Assistance Programs, page 102.)

2. People with alcohol use disorders are more or less likely than the general population to contract HIV (human immunodeficiency virus)?

- A. More likely.
- B. Less likely.
- C. About the same.
- D. None of the above.

(Sample Question Reference: ***The Addiction Professional***, Chapter 15, Fetal Alcohol Syndrome, Hepatitis, AIDS and HIV Issues, pages 193-194.)

3. The benefits of smoking identified in *The Smoker’s Book of Health* does not include which of the following:

- A. Improved concentration.
- B. Better able to deal with stress.
- C. Improved energy levels.
- D. Improved eyesight.

Sample Exam Questions

examination

(Sample Question Reference: *The Addiction Professional*, Chapter 16, Smoking and Nicotine Addictions, page 201.)

4. Which of the following diagnostic criteria for co-dependent personality disorder is not included in the definition offered by Dr. Timmen Cermak?

- A. Continued investment of self-esteem in the ability to control both oneself and others in the face of serious adverse consequences.
- B. Assumption of responsibility for meeting others' needs to the exclusion of acknowledging one's own.
- C. Anxiety and boundary distortions caused by financial pressures.
- D. Enmeshment in relationships with personality disordered, chemically dependent, other co-dependent, and/or impulse disordered individuals.

(Sample Question Reference: *The Addiction Professional*, Chapter 20, Codependency, pages 262-263.)

Scheduling the RAS Examination

Breining Institute has contracted with Applied Measurement Professionals, Inc. (AMP) to administer the certification examination. AMP has centers available for testing Monday through Friday at 9:00am and 1:30pm, at over 130 sites throughout the U.S. There is at least one site in every state as well as the District of Columbia. Applicants may contact AMP to schedule an appointment as soon as they receive notification from Breining Institute that they are eligible to take the examination. Candidates may be scheduled as early as three days after contacting AMP.

The candidate must do all scheduling directly with AMP. Online scheduling is available 24 hours a day, seven days a week at <http://www.goAMP.com>. Appointments may also be scheduled through AMP's customer support center at 1-888-519-9901 at the

Scheduling the RAS Examination

examination

following times: 7:00 am - 7:00 pm (Central Time), Monday - Thursday; 7:00 am - 5:00 pm on Friday; and 8:30 am - 5:00 pm on Saturday.

Examination Appointment Changes

A candidate may reschedule an examination appointment at no charge **once** by calling AMP at 888/519-9901 at least four business days prior to the scheduled testing session. (See table below.)

If the Examination is scheduled on . . .	AMP must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous . . .
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Missed Appointments and Cancellations

A candidate will forfeit the examination registration and all fees paid to take the examination under the following circumstances:

- The candidate wishes to reschedule an examination but fails to contact AMP at least four business days prior to the scheduled testing session,
- The candidate wishes to reschedule a second time,
- The candidate appears more than 15 minutes late for an examination, or
- The candidate fails to report for an examination appointment.

A new RAS Application and full Examination fee (\$150) are required to re-register for the examination.

- **Examination Appointment Changes**
- **Missed Appointments and Cancellations**

examination

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to an Assessment Center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 913/495-4418 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

Candidates are responsible for their own transportation, lodging, and other expenses associated with taking the examination.

Inclement Weather, Power Failure or Emergency

examination

Taking the Examination

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for the signs indicating AMP Assessment Center Check-in. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

Identification

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

Security

Breining Institute and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

- **Taking the Examination**

- **Identification**

- **Security**

examination

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No calculators are permitted.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

Examination Restrictions

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded.

• **Examination Restrictions**

• **Misconduct**

examination

Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Copyrighted Examination Questions

All examination questions are the copyrighted property of Breining Institute. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Practice Examination

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

· **Copyrighted Examination Questions**

· **Practice Examination**

examination

Timed Multiple-choice Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right-hand corner of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right hand corner of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked

Timed Multiple-choice Examination

examination

questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, candidates are asked to complete a short evaluation of their examination experience. Then, candidates are instructed to report to the examination proctor to receive their score report. Scores are reported in written form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a “pass” or “fail.” Your pass/fail status is determined by your raw score. Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions you answered correctly.

Pass/Fail Score Determination

The methodology used to set the minimum passing score is the Angoff method, applied during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of

- ***Candidate Comments***
- ***Following the Examination***
- ***Pass/Fail Score Determination***

examination

other candidates.

Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meet the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each question selected for each version of the examination, attempting to match the difficulty level of each version as closely as possible. To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

Scores Cancelled

Breining Institute and AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. Breining Institute and AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

If you Pass the Examination

Candidates who pass the examination will be issued an RAS Credential Certificate within four weeks, mailed to the address on the RAS Application (unless a different mailing address is provided, in writing, by the candidate).

If you do not Pass the Examination

Candidates are allowed to take the examination once every thirty days. The candidate must re-register by submitting a new RAS Application with the appropriate fee.

Failing to report for an Examination

A candidate who fails to report for an exami-

- ***Scores Cancelled***
- ***If you Pass the Examination***
- ***If you do not Pass the Examination***
- ***Failing to report for an Examination***

examination

nation forfeits the registration and all fees paid to take the examination. A completed RAS Application and examination fee are required to reapply for examination.

Retaking the RAS Examination

A candidate who fails the certification examination may retake the examination. The first retake may occur no sooner than 30 days after the initial examination. Subsequent retakes may occur no sooner than 30 days after the last exam.

The candidate must notify Breining Institute in writing that she/he wishes to retake the examination. The application does not have to be resubmitted, but the re-take examination fee (\$75) must be submitted. Breining Institute will send notification of eligibility, and the candidate may then schedule the examination with AMP.

Candidate Test Critique

There will be an opportunity to evaluate or criticize any test item and the overall testing experience. The candidate may comment on individual items throughout the examination. A posttest questionnaire regarding the testing experience will be administered online. Participation in the critique process is voluntary.

Examination Development and Standard Setting

Test items used on the national certification examination are developed by the Breining Institute RAS Examination Review Board, whose members are Registered Addiction Specialists practicing in a variety of settings around the country. Items are edited extensively and reviewed to confirm the accuracy of the item in the current literature.

Following each examination administration, a statistical analysis of the results for each item is performed. Items that perform poorly or are answered incorrectly by a substantial portion of candidates are flagged for review by the Examination Review Board. The committee reviews all flagged items in addi-

- ***Retaking the RAS Examination***
- ***Candidate Test Critique***
- ***Examination Development and Standard of Setting***

examination

tion to any items that were substantively critiqued by candidates. If the committee determines that an item is defective - for example, ambiguous wording, more than one correct answer-the item may be deleted from final scoring, or more than one answer may be counted as correct.

Scoring

Each item on the examination is worth one point. Your score is based only on the total number of correct answers selected. Since there is no penalty for choosing an incorrect response, you should answer all test items. However, you should choose only one response per item. If more than one response is selected, that item will be scored as incorrect. Examinations may contain a minority of pretest items which do not count toward the official scoring. Pretest items are scattered throughout the examination. The intended use of pretest items is to accelerate the scoring process in order to provide earlier results to candidates.

The pass/fail standard is determined on the entire test. Although there are several content areas within the test, these content areas are not independent measures. Therefore, a candidate who is retaking the RAS examination must retake a complete alternate form of the examination.

Score Verification

In computer based testing, it is extremely unlikely that a "non-pass" result would be reversed through score verification since the quality assurance processes for scoring each examination are substantial. However, if a candidate receives a non-pass score and believes that an error may have occurred in the scoring of the examination, the candidate may request that her or his exam be rescored. This request must be in writing, accompanied by the \$50.00 fee (certified check, cashier's check or money order payable to Breining Institute), and must be post-marked within thirty days of the postmark on the envelope containing the candidate's results. Please note that score verification is

- **Scoring**
- **Score Verification**

examination

used only to verify that the computer scoring process accurately counted the candidate's responses.

Notification of Exam Results

Provisional score reports will be generated immediately after the completion of the examination. The provisional score report can be used for immediate documentation that the candidate has taken the examination. The official score report will be mailed from Breining Institute to the address indicated on the application form within four weeks. Passing candidates will receive their certificates at the same time. Failing candidates will receive an analysis of their responses to test items, which is designed to provide information that may help in preparation for retaking the exam.

Breining Institute reserves the right to withhold notification of examination results in the event of any irregularities in the application or administrative process.

Confidentiality

Information provided by candidates for certification is treated as confidential. Information about examination candidates and their test results is considered confidential, except that successful candidates will be automatically identified at the Breining Institute web site unless specifically requested by the RAS not to do so. Successful California RAS certificants will be included within the on-line listing pursuant to State law. Studies and reports concerning candidates will contain no information identifiable with any particular candidate unless authorized by the candidate.

Summary of Certification Statistics

Breining Institute has administered the counselor certification examination to nearly 1,000 individuals since 1986. The passing score has been at least 70%, and the average number of successful candidates has been 83.98%. There are over 2,000 certified RAS professionals located in 14 countries and 40 US States.

- **Notification of Exam Results**
- **Confidentiality**
- **Summary of Certification Statistics**

appeals policy

Appeals Policy and Procedure

The following is a description of the steps and requirements for filing an appeal.

The Appeals Procedure should be used by candidates for initial certification and certificate maintenance who wish to file an appeal concerning (1) their denial of certification or certificate maintenance; or (2) the occurrence of a substantial irregularity (such as a disturbance) during an RAS examination. An appeal may only be made based on the following grounds:

- An error by Breining Institute resulting in a denial of an application for certification or certificate maintenance. The appeal must be filed within thirty (30) days of the postmark on the envelope that contains the notice to the candidate of the certification or certificate maintenance denial; or
- A substantial irregularity (such as a disturbance) occurring during the examination administration that may have affected the candidate's examination performance. The appeal must be filed within thirty (30) days of the date the irregularity occurred (the candidate's examination administration date). Appeals based on examination irregularities will only be reviewed by Breining Institute in the event the candidate does not pass the examination. If the candidate passes the exam, the appeal will be terminated without a decision on the appeal.

Candidates may not obtain copies of any of Breining Institute's examinations or examination answer sheets.

Candidates may not appeal the content or interpretation of Breining Institute's examination questions or examinations.

Request for Appeal

Candidates wishing to appeal must submit a written letter requesting the appeal. The appeal letter must be postmarked within thirty (30) days of the applicable deadline

• ***Appeals Policy and Procedure***

• ***Request for Appeal***

appeals policy

identified above. The letter must be sent to Breining Institute. Electronic, computer or other communications (such as facsimile or e-mail) will not be accepted. The request for appeal must include a detailed statement identifying the error or irregularity, and a statement of the resolution requested by the candidate. There is no fee to file an appeal, but candidates who file an appeal bear their own expenses throughout the entire appeal process.

Request for Appeal

discipline policy

Code of Ethics

RAS Candidates, RAS certificants and RAS Interns agree to abide by the RAS Code of Ethics and RAS Scope of Practice as a condition to eligibility. The RAS Code of Ethics must be signed and included with the RAS Application.

An individual may file a formal complaint about an RAS with Breining Institute if they believe that a currently certified RAS acted improperly, but not just because there is some disagreement, or because of a belief that he or she did a poor job.

Depending upon the seriousness of a demonstrated breach of this Code, the RAS may be temporarily or permanently suspended from certification.

Complaints registered against RAS practitioners subject to California law will be investigated in accord with, and referred to the State of California Department of Alcohol and Drug Programs (ADP) as provided in, the California Code of Regulations, Title 9, Chapter 8, sections 13000, et seq.

A complaint against an RAS is taken very seriously, and the complainant must certify - under penalty of perjury and potential civil and criminal liability - that the statements made in the complaint are true. Anonymous and/or undocumented complaints will not be recognized.

Discipline Policy and Procedures

The following Discipline Policy and Procedures identifies selected grounds for action, certificant responsibilities, possible sanctions, and the procedure for submitting notice of a possible violation. If there is a conflict between these and the California laws regulating AOD counselors (Cal. Code of Regs., sections 13000, et seq.), Breining Institute will follow the procedures established in the California law for all counselors certified under and/or subject to that law.

· **Code of Ethics**

· **Discipline Policy and Procedures**

discipline policy

I. Discipline Policy

A. Grounds for Disciplinary Action. Breining Institute may sanction an applicant for certification or recertification or a current certificant in the event of any of the following:

1. Ineligibility for certification or recertification or violation of Breining Institute policies or rules.
2. Failure to provide or update any information required by Breining Institute or fraud or deceit in an application, reapplication or other communication to Breining Institute including but not limited to providing a false or misleading statement, and/or knowingly assisting another to obtain or attempt to obtain Breining Institute certification or recertification by fraud or deception.
3. Irregularity regarding an exam of Breining Institute including but not limited to providing or receiving unauthorized assistance before, during, or after an exam, providing false information to gain admittance to an exam, or impersonating another.
4. Misrepresentation of certification or violation of Breining Institute personal and/or intellectual property rights including but not limited to unauthorized access, possession of, use of, distribution of, or access to (i) Breining Institute exams, (ii) certificates, (iii) name, trade name or trademarks; and (iv) any of its other personal and/or intellectual property.
5. Habitual use of alcohol or any other substance of abuse, or any physical or mental condition that impairs competent and objective professional performance.
6. Gross or repeated negligence or malpractice in professional work.
7. Limitation or sanction by a federal, state or private licensing board, administrative agency, association or health care organization relating to public health or

Discipline Policy and Procedures

discipline policy

safety.

8. Conviction of, plea of guilty to, or plea of *nolo contendere* to a crime directly relating to public health and safety. Individuals convicted of a felony described in this section shall be ineligible to apply for certification or recertification for a period of three (3) years from the exhaustion of appeals, completion of probation or final release from confinement (if any), whichever is later.

9. Engaging in unprofessional conduct, including but not limited to (i) any practice that creates unnecessary danger to a client's life, health or safety; and (ii) any practice that is contrary to the ethical conduct and/or RAS Code of Ethics that results in termination or suspension from practice. Actual injury to a patient or the public need not be shown under this provision.

B. Sanctions. Sanctions for violation of the Disciplinary Policy may include one or more of the following:

1. Denial, suspension or revocation of certification;
2. Non-renewal of certification;
3. Reprimand; and/or
4. Other corrective action.

C. Notice of Possible Violation.

1. Notice of an alleged violation of the grounds of this Discipline Policy should be submitted in writing to Breining Institute.

2. The notice should:

- Identify the person(s) involved.
- Provide a detailed description of the pertinent facts or occurrences.
- Include the name, address and telephone number of the person providing

Discipline Policy and Procedures

discipline policy

the notice to the Corporation and the person's relationship to the matter.

3. Breining Institute may proceed in a matter with or without a complainant where there is reason to believe that a violation of the Discipline Policy of Code of Ethics has occurred.

D. Procedure

1. Breining Institute executive staff shall develop disciplinary procedures.
2. These procedures shall be reviewed annually by the board of directors.

II. Disciplinary Procedures

A. Upon receipt of a complaint or notice of a possible violation of this Discipline Policy, Breining Institute:

1. Shall investigate the matter in consultation with legal counsel, Breining Institute staff, and such others as may be deemed appropriate.
2. May request additional information or documentation from the candidate or certificant, or from third persons.
3. Shall review the matter to determine whether the facts, if true, could constitute a violation of one or more of the grounds of this Discipline Policy.
4. Shall close the matter if the facts, even if true, would not constitute a violation of the grounds identified in this Discipline Policy. The complainant, if any, shall be notified of this decision.

B. Candidates or certificants who are the subject of a possible discipline violation are required to provide any information or documents requested by Breining Institute within thirty (30) days of the date of the notice.

C. If a violation of the Disciplinary Policy is indicated, Breining Institute shall appoint a Chairperson of an Ad Hoc Review Committee and refer the matter to the Committee.

Discipline Policy and Procedures

discipline policy

Discipline Policy and Procedures

D. The Review Committee shall be composed of the Chairperson and two members appointed by the Chairperson. Members shall be chosen from the roster of Review Committee candidates previously approved by the board of directors. Members of the Review Committee shall not have had prior involvement with the matter, the complainant, or the individual against whom discipline is being considered.

E. Upon appointment of the Review Committee, Breining Institute shall send to the applicant/certificant a notice of the disciplinary proceeding by registered, certified or other traceable mail or delivery service.

1. If the individual is a certificant, the notice shall include:

- The facts alleging a violation of the grounds for disciplinary action, and a copy of the complaint, if any.
- That the matter has been referred to the Review Committee and a list of the names of the members of the Review Committee.
- That the candidate must respond in writing to the allegations within thirty (30) days of the date of the notice. The candidate's response must include a statement admitting or explaining the facts identified in the allegations. Seven (7) copies of all materials must be submitted to Breining Institute. Electronic, computer or other communications (such as facsimile or e-mail) will not be accepted.

2. If the individual is an applicant or candidate for certification, the notice shall include (in addition to the information identified above):

- That a failure to respond to the allegations on the schedule determined by the Corporation may result in suspension of any pending application until

discipline policy

such time as the disciplinary action is decided, or in such other sanction as the Corporation may deem appropriate.

- The Review Committee may withhold decision and imposition of a sanction if any until a response is received from the individual and reviewed by the Review Committee.

F. The Review Committee shall:

1. Have broad power to correspond with any parties involved in the matter and any other individuals or consultants.
2. Decide the matter by majority vote.
3. Render a decision as to whether or not a violation of Breining Institute Discipline Policy or RAS Code of Ethics has occurred and, if a violation occurred, shall recommend a sanction.
4. Render a written decision and recommended sanction, if any, to Breining Institute normally within ninety (90) days from the receipt of the individual's written response. The written decision will include findings of fact and a description of the Committee's decision and recommended sanction.

G. Review by the Board of Directors.

1. Within 30 days of receipt by the President of the decision of the Review Committee, the board of directors shall meet by conference call to review the findings and recommendations of the Review Committee.
2. The board of directors shall vote to accept or reject the findings and recommendations of the Review Committee.
3. The President shall send the decision of the board of directors to the affected individual by registered or certified mail or other traceable delivery service.
4. The decision of the board of directors

Discipline Policy and Procedures

discipline policy

including any sanction shall become effective immediately.

H. Appeal

1. If the decision of the board of directors is to deny or limit a candidate's ability to obtain or retain certification by Breining Institute, the individual may appeal the decision by submitting seven (7) copies of a written appeal consisting of a maximum of 10 typed pages.
2. The appeal must be sent to the President. Electronic, computer or other communications (such as facsimile or e-mail) will not be accepted.
3. The individual must also pay the current appeal fee published in the current schedule of charges.
4. The appeal must be postmarked within thirty (30) days of the date of the notice of the board of director's decision.

I. The Appeal/Hearing Committee shall:

1. Be comprised of the members of the Executive Committee of Breining Institute.
2. Be chaired by the President.
3. Render a decision on the appeal normally within 30 days of receipt of the individual's appeal.
4. Send its decision to the individual by registered or certified mail or other traceable delivery service.

J. Publication of Adverse Disciplinary Decisions.

1. Breining Institute has the right to publish adverse decisions and the reasons for such decisions.
2. Disciplinary decisions that are adverse to the certified RAS, RAS Intern, applicant, or candidate will be communicated to the individual, to the State of California (when involving individuals subject to the

Discipline Policy and Procedures

discipline policy

AOD counselor certification laws), and will be provided in response to inquiries into a person's certification status.

K. Reconsideration of revocation of certification or denial of eligibility due to noncompliance with the Breining Institute's Discipline Policy may occur on the following basis:

1. In the event of a felony or misdemeanor conviction, plea of guilty, or plea of *nolo contendere* directly related to public health or the provision of AOD counseling services, no earlier than three years from the exhaustion of appeals, release from confinement, or satisfactory completion of all terms and the entire length of parole or probation, whichever is later.
2. In any other case, no earlier than three years from the final decision of ineligibility or revocation.
3. Reconsideration may include a review of the underlying matter and any additional evidence the Breining Institute receives or requests, including evidence of rehabilitation.
4. Reconsideration may be conducted by a Review Committee.
5. Reconsideration decisions are final and not subject to internal appeal.
6. The candidate may reapply for reconsideration no more than once every three years.

Discipline Policy and Procedures

continuing education

RAS Recertification and Required Continuing Education

Forty (40) contact hours of academic continuing education (CE) in or related to the field of addiction is required every two years upon renewal. Here are the minimum hours for each subject area that you will need every two years:

Hrs Subject Area

- 6 Understanding Addiction**
- 6 Treatment Knowledge** (including **3 hours** in **Communicable Diseases**)
- 6 Application to Practice** (including **3 hours** in **Special Populations**)
- 6 Professional Readiness**
- 3 Ethics**
- 3 Prevention of Sexual Harassment**
- 10 Any other subject** related to professional practice in addictions or counseling, which may include the subjects mentioned above

The CE subjects and what they may include are more fully explained below:

- **Understanding Addiction** – includes understanding theories of addiction, recognizing social and cultural factors within which addiction exists, behavioral and physical effects of psychoactive substances, and recognition of potential for substance abuse disorders to co-exist with other medical and psychological disorders.
- **Treatment Knowledge** – includes philosophies and practices of generally accepted models of treatment, recovery, relapse prevention and continuing care for addiction, the importance of family and community systems in the treatment and recovery process, recognizing the importance of ongoing study in clinical practice, and understanding of multidisciplinary,

RAS Recertification and Required Continuing Education

continuing education

non-traditional or various approaches to addiction treatment. **Communicable Diseases** includes tuberculosis, HIV disease and Hepatitis C.

- **Application to Practice** – includes understanding diagnostic criteria for addiction treatment and placement, providing the appropriate treatment in consideration of a client’s personal and cultural background situation, and familiarity with the acceptable range of medical and pharmacological resources available for treatment. **Special Populations** includes aging individuals; individuals with co-occurring disorders (e.g., alcoholism and mental illness); individuals with post traumatic stress disorder (PTSD) individuals with disabilities; diverse populations; individuals with cultural differences; individuals on probation/parole, etc.
- **Professional Readiness** – includes personal and professional growth, understanding supervision in the delivery of client services, professional obligation to adhere to ethical standards, understanding of and participation in prevention as well as treatment programs, and understanding of procedures for handling crisis or dangerous situations.

On-line Continuing Education

After you complete your examination and become RAS Certified, you can earn your Continuing Education credit from Breining Institute through easily accessible on-line courses.

Three easy steps to earn your Continuing Education (CE) hours:

1. **READ** the Course Material, which is all On-Line. No passwords needed. No charges to read or download the Course Material. Just go to www.breining.edu, select the Continuing Education link, and read the Course Material that you select.
2. **ANSWER** the Examination Questions.

- **RAS Recertification and Required Continuing Education**
- **On-line Continuing Education**

continuing education

The Exam Questions are included in the Course Material. The Answer Sheet can be downloaded and printed by your printer, at no charge.

3. **MAIL or FAX** your Answer Sheet to Breining Institute. If you want CE credit, simply send in your Answer Sheet with the Examination Fee, which is \$29 per course.

*On-line
Continuing
Education*

disclaimer

Disclaimer

Breining Institute assumes no responsibility for an act of God or man that is beyond its control and affects the administration, evaluation, or reporting of examination results.

Disclaimer

SECTION 5. PRIOR CERTIFICATION OR LICENSURE: Non-California Applicants who have been or who are certified or licensed by recognized public or private agencies that have eligibility requirements similar to the basic RAS requirements may be eligible to take the RAS written examination. If you are already certified or licensed, provide the full name(s) of the certification or license that you hold, as well as the full name of the certifying or licensing agencies:

<i>Certificate or License</i>	<i>Certifying or Licensing Agency</i>	<i>Number</i>	<i>Date(s)</i>
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE NOTE: In order to receive credit for the prior certification or license, and for it to be included within your web page, you must provide documentation (such as a copy or copies) of your Certificate(s) or License(s) with this Application. The Certificate or License must clearly identify the certifying or licensing agency in order for us to verify the status of your certificate or license.

SECTION 6. CLINICAL EXPERIENCE: If you are applying for certification under either QUALIFICATION OPTION 1 or QUALIFICATION OPTION 3, you must document your Clinical Experience. Provide information identifying where you completed your direct clinical experience, including 160 hours of supervised work if applicable. Work experience may be volunteer work and does not have to be compensated. Your documentation may be in the form of a letter identifying your years of employment and job responsibilities from your employer(s) on company letterhead, or, if self-employed, from a colleague.

<i>Name of Employer or Facility</i>	<i>Job Title / Description</i>	<i>Years / Hours</i>	<i>Dates (from/to)</i>
_____	_____	_____	_____
_____	_____	_____	_____

SECTION 7. ACADEMIC EDUCATION: If you are applying for certification under either QUALIFICATION OPTION 2 or QUALIFICATION OPTION 3, please provide information identifying where you completed your academic hours of formal studies in Addictions. The coursework should have been completed at an approved or accredited college-level institution, and the coursework should have included some or all of the following topics: The curriculum contained in the TAP 21 counseling competencies study; Provision of services to special populations such as aging individuals, individuals with co-occurring disorders, individuals with post traumatic stress disorder; individuals with disabilities, diverse populations, individuals with cultural differences, individuals on probation/parole, etc.; Ethics; Communicable diseases including tuberculosis, HIV disease and Hepatitis C; and Prevention of sexual harassment. Provide certificates of completion or transcripts which verify the following:

<i>Name of Institution</i>	<i>Course(s)</i>	<i>Hours or Units</i>	<i>Date completed</i>
_____	_____	_____	_____
_____	_____	_____	_____

SECTION 8. PHOTOGRAPH

Include a recent photograph of yourself with your Application. This photo will be used by The REGISTER to identify you and will be included on the World Wide Web, and will be available for viewing on the web site. Write your full name on the back of the photo, which may be any size between 1" x 2" and 8" x 10". We will keep your photo in your file, and it will not be returned.

SECTION 9. SPECIALIZATION

Please check the area(s) of addiction in which you specialize. You may choose one or more areas. If your area is not listed, please identify the area of specialty on the blank lines provided.

- | | | |
|---|---|--|
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Eating Disorders | <input type="checkbox"/> Sexual Addiction |
| <input type="checkbox"/> Alcoholism | <input type="checkbox"/> Gambling | <input type="checkbox"/> Shopping/Spending |
| <input type="checkbox"/> Co-dependency | <input type="checkbox"/> Intervention | <input type="checkbox"/> Smoking Addiction |
| <input type="checkbox"/> Drug Addiction | <input type="checkbox"/> Nicotine | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Dual Diagnosis | <input type="checkbox"/> Relapse Prevention | <input type="checkbox"/> _____ |

SECTION 10. FEES AND DOCUMENTATION

Please check the applicable fees and documentation to be included with your Application:

- OPTION 1:** 10,000 hours (5 years) clinical experience. (\$75 Application Fee, \$75 2-year Registration/Certification).\$ 150.00
- OPTION 2:** Related AA, AS, BA, BS, MA or MS degree. (\$75 Application Fee, \$75 2-year Registration/Certification).\$ 150.00
- OPTION 3:** 155 hours formal alcohol and other drug (AOD) classroom education; **and** 160 hours supervised AOD training; **and** an additional 2,080 or more hours work experience. (\$75 Application Fee, \$75 2-year Registration/Certification).\$ 150.00
- OPTION 4:** RAS Intern registration. (\$75 Application Fee, \$75 2-year Registration).\$ 150.00
- EXAMINATION FEE (includes study guide, DVD Tutorial, and examination):**\$ 150.00
- Certificates of completion or transcripts (if applicable) that verify Academic Education.
- Documentation of Clinical Experience (if applicable): copies of Certificates or Licenses; current photograph (full name written on back).

SECTION 11. DECLARATION OF AUTHENTICITY

The undersigned Applicant declares that the information provided in the Application and within the supporting documentation is true and authentic. The Applicant 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 by Applicant, and certification as an RAS may be revoked.

Applicant Signature

Date



REGISTERED ADDICTION SPECIALIST

CODE OF ETHICS

As a Registered Addiction Specialist, I 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 of RAS

Signature

Date



REGISTERED ADDICTION SPECIALIST

SCOPE OF PRACTICE

PURPOSE

To insure a consistent standard of education, training and experience for professionals working in the field of addictions.

REQUIREMENTS FOR INITIAL CERTIFICATION

Formal Education: 450 classroom hours (equivalent to 45 quarter units or 30 semester units) in addiction studies from government approved or privately accredited college-level institutions (every one (1) quarter unit of the Formal Education requirement may be substituted with 200 hours clinical experience in the field of addictions);

Clinical experience: 6,000 hours of direct clinical experience, including 300 hours of supervised work where all 5 task domains (assessment and evaluation; counseling; case management; client education; and ethics and professional growth) and/or 12 core functions (screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, reports and record keeping, and consultation with other professionals) are utilized;

Examinations: Achievement of a passing grade on written and oral examinations, which test practical knowledge and clinical skills (examinations waived if RAS candidate is previously certified or licensed by recognized agency, and otherwise meets the Formal Education and Clinical Experience requirements);

Code of Ethics: Adherence to the RAS Code of Ethics.

CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS

Forty (40) contact hours of academic continuing education in or related to the field of addictions, or 800 hours of direct clinical work within one or more of the RAS specialties, is required every two years.

ROLE OF THE REGISTERED ADDICTION SPECIALIST (RAS)

The Registered Addiction Specialist (RAS) professional, consistent with and in adherence to all applicable federal, state and local statutes, regulations and/or guidelines relating to the practice of providing services in the field of addictions in hospitals, in-patient or out-patient treatment facilities, private facilities or other addiction treatment or administration facilities:

- Facilitates behavioral change for persons affected by addictions;
- Facilitates access or referral to treatment and support systems for clients, through skills of evaluation and assessment, group process, treatment planning, and consideration of applicable self-help programs;
- Facilitates social and environmental change through client education and awareness of cultural and family issues;
- Facilitates intervention and both primary prevention and relapse prevention;
- Refers to other professionals when appropriate for the recovery of clients;
- Maintains accurate and objective records, and adheres to legal and professional obligations of confidentiality; and,
- Performs the role of an RAS in accord with the RAS Code of Ethics.

ACCREDITATION AND APPROVALS

Breining Institute provides various educational and counseling programs which are approved or recognized by a number of agencies. Up-to-date approval information may be viewed by visiting the ACCREDITATION section of the Breining Institute web site located at www.breining.edu on the Internet. Some of those approvals and programs include the following:

DEGREE, CERTIFICATE AND DIPLOMA PROGRAMS APPROVAL

State of California Bureau for Private Postsecondary and Vocational Education (BPPVE)

STATE-APPROVED CERTIFICATION AGENCY

State of California Department of Alcohol and Drug Programs (ADP) has approved Breining Institute as a counselor registration and certification agency (Cal. Code of Regs. Title 9, Chapter 8, section 13000, et seq.)

STATE-APPROVED TRAINING PROVIDER

Workforce Investment Act Training Provider (ETPL No. 1052)

CONTINUING EDUCATION PROVIDER APPROVALS

National / International

Addiction Intervention Association (Canada) (ICRC member-approved)
American Academy of Health Care Providers in the Addictive Disorders
NAADAC - The Association for Addiction Professionals (Prov. No. 427)
National Board for Certified Counselors (Prov. No. 6078)

Alaska

Board of Professional Counselors (12 AAC 32.320(b)(2)(G))

California

Board of Behavioral Sciences (PCE 1401)
Board of Registered Nurses for Continuing Education (CEP 10997)
California Association for Alcohol/Drug Educators (CP30-705-H-1205)
California Association of Addiction Recovery Resources (CAARR)
California Association of Alcoholism and Drug Abuse Counselors (5-86-077-1203)

Florida

Florida Certification Board (5003-SS)

Idaho

Idaho Board of Alcohol/Drug Counselors Certification (Board App. 08-20-02)

Indiana

Indiana Counselors Association on Alcohol and Drug Abuse (NAADAC-approved)

Iowa

Iowa Board of Substance Abuse Certification (IBSAC)

Kansas

Kansas Behavioral Sciences Regulatory Board (KAR 102-6-10(e))

Missouri

Missouri Substance Abuse Counselors' Certification Board, Inc. (MSACCB)

Nevada

Board of Examiners for Alcohol and Drug Abuse Counselors (NAADAC-approved)
Bureau of Alcohol and Drug Abuse for the State of Nevada (97-201/206)

New Mexico

New Mexico Regulation and Licensing Department counseling and Therapy Practice Board (NMAC 16.27.16.9(B))

Oregon

The Addiction Counselor Certification Board of Oregon (NAADAC-approved)

Texas

Texas Certification Board of Alcoholism and Drug Abuse Counselors (1570-00)

Virginia

Substance Abuse Certification Alliance of Virginia (2-04-05)

Washington

Chemical Dependency Professionals of Washington State (WAC 246-811-250)

DRIVING-UNDER-THE-INFLUENCE PROGRAM APPROVAL

California Department of Alcohol and Drug Programs
Sacramento Department of Health and Human Services

DEGREE PROGRAMS

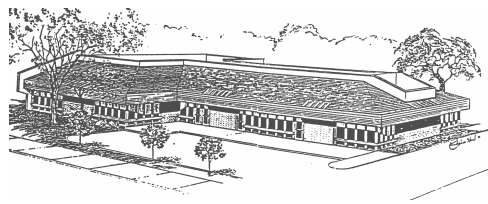
Associate of Arts – Addictive Disorders
Bachelor of Arts – Addictive Disorders
Master of Arts – Addictive Disorders
Master of Arts – Hypnotherapy and Holistic Health
Doctor of Addictive Disorders (Dr.AD)

CERTIFICATION PROGRAMS

Addiction Studies Certificate
Chemical Dependency Intervention Specialist
Registered Addiction Specialist (RAS)

PUBLICATIONS

The JOURNAL of Addictive Disorders



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