

APPLICATION HANDBOOK FOR

FOR CERTIFIED

GAMBLING TREATMENT

COUNSELORS

(CGTC)

MAY 2012



**Iowa Board
of Certification**

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IOWA BOARD OF CERTIFICATION

MISSION

The Iowa Board of Certification provides the professional credentialing process for treatment and prevention providers as a means to enhance community health.

VISION

To enhance community health, one professional at a time.

The benefits of the gambling counselor certification are four-fold:

For the Patient/Client: To assure competent, professional gambling treatment services to persons affected by pathological/problem gambling behavior; to improve the quality of service being provided to the client and family members.

For the Public: To assure professional competency that will meet standards required for licensing, accreditation and third-party payers.

For the Profession: To provide a method whereby the highest professional standards can be established, maintained and updated.

One level of certification is awarded to qualified applicants: Certified Gambling Treatment Counselor (CGTC). This level is reciprocal with the State of Nebraska's Certified Compulsive Gambling Counselor credential.

RESIDENCY REQUIREMENT

The applicant must live and/or work in Iowa at least 51% of the time at the time of application for initial certification, certification and reactivation

APPLICATION HANDBOOK

This Application Handbook contains information you will not only need to become certified, but also will be very useful after the certification process. Please keep this handbook to use as a referral source.

CERTIFICATION CRITERIA

REQUIREMENTS

Certified Gambling Treatment Counselor (CGTC)

Education Requirements

Minimum of Associate's degree or 2 years of college in a related human service field (i.e. psychology, sociology, counseling, chemical dependency, social work, criminal justice, human resources, etc.). A minimum grade of "C" must be earned or the course will be ineligible. Documentation of the degree will be according to instructions on Form 03, "Education Resume."

In addition, a minimum of 75 clock hours of education on gambling-related issues is required. These 75 clock hours may be a combination of college courses, trainings, and workshops. Some special conditions apply; namely,

- * Specifically, hours must be earned as:
 - 12 hours in basic pathological/problem gambling knowledge (including co-occurring problems)
 - 12 hours in intake, assessment and crisis
 - 12 hours in significant other treatment
 - 12 hours in individual and group counseling skills
 - 6 clock hours in problem gambling-related case management
 - 6 hours in special populations areas
 - 6 hours in ethics
 - 6 hours in legal/financial aspects
 - 3 hours in racial/ethnic

These hours may not include in-service training. An in-service training is the education and training which occurs within the counselor's agency, *only for* agency staff and conducted *only by* agency staff.

If using college classes, the formula for converting college credit to clock hours is: one semester hour equals 15 clock hours and one quarter hour equals 10 clock hours. A minimum grade of "C" must be earned or the course will be ineligible.

Documentation of these hours will be according to instructions on Form 04, "Workshop Documentation."

Experience Requirements

- 2000 hours (one year full-time) counseling experience, with at least 1000 hours gambling treatment specific
- 200 hours supervised gambling treatment experience in the following areas:
 - 40 hours of intake, assessment and crisis
 - 40 hours of case management

- 80 hours of counseling
- 20 hours of client, family and community education
- 20 hours in professional responsibility
- One satisfactory practicum supervisor reference/evaluation

Documentation of this will be according to instructions on Form 05, "Experience Resume."

When the application packet is complete, the applicant will sit for the written exam and must pass the exam before becoming certified. Applicants are allowed 18 months from the time the application packet is requested until the applicant must sit for the written exam. The written exam consists of 150 multiple-choice questions, and is an overview of five Performance Domains (see page 5 - Performance Domains).

Special Considerations

Special consideration for professionals in the gambling field will be allowed for either of the following two conditions:

1. Professionals already IBC certified must have at least six (6) months or 1000 hours gambling-specific treatment experience, 40 hours of gambling specific education, a supervisor reference/evaluation, and a passing score on the written exam.
2. Gambling professionals who are not currently IBC certified must have accrued at least two (2) years or 4000 hours of gambling-specific treatment experience, 30 hours of gambling specific education and a passing score on the written exam.

SUPERVISED EXPERIENCE

IBC believes that supervised experience is essential in order to obtain quality skills as Gambling Treatment Counselor. Therefore, IBC requires a minimum amount of supervised experience be completed in order to qualify for certification. Supervision takes place in the context of one to one and/or small groups.

Methods for supervision may include case review, direct supervision, video and/or audio review, and observation of the counselor's professional interaction with clients and staff.

Qualifications to Supervise

Certification applicants must be supervised by an individual who has a minimum of 2000 hours (one year full-time) experience in the gambling treatment field and who meets one of the following requirements:

- Holds any certification from the Iowa Board of Certification, or
- Is certified by the National Council or the American Academy of Health Care Providers in the Addictive Disorders

PERFORMANCE DOMAINS OF THE GAMBLING TREATMENT COUNSELOR

The following five Domains outlines the knowledge and skill base requirement for the Certified Gambling Treatment Counselor.

I. CLIENT, FAMILY AND COMMUNITY EDUCATION

Knowledge Requirements:

1. Available literature on pathological gambling
2. Signs/symptoms of pathological and problem gambling
3. Outreach activities which enhance awareness of the impact of pathological gambling on the community, social service systems and individuals
4. Resources within the community available to assist in the recovery process
5. Community based self-help meetings, activities and organizations
6. Professional literature and research on pathological gambling
7. Various methods of educating clients and the general public
8. The history and social impact of pathological gambling on the U.S., historical and current theoretical approaches to the treatment of pathological gambling, sociological impact of gambling on clients (i.e. vocational, legal, financial, etc.)

Skill Requirements:

1. Use of bibliotherapy
2. Use of various teaching modalities in order to educate diverse populations
3. Utilization of a variety of outreach activities
4. Public speaking
5. Networking with professional communities and social service organizations

II. INTAKE AND ASSESSMENT

Knowledge Requirements:

1. Client rights and responsibilities
2. Data gathering requirements for administrative, research and clinical purposes
3. Commonly accepted levels of gambling involvement
4. Standard assessment tools in the evaluation of gambling problems
5. Resources available to meet client needs
6. Co-morbid disorders common to pathological/problem gamblers
7. Appropriate information to be included in a biopsychosocial assessment summary
8. Limitations of ability to diagnose and/or treat co-morbid disorders
9. Resources available for the attainment of collateral information
10. Applicable Federal or State laws governing the disposition of client information

Skill Requirements:

1. Obtaining a client's informed consent to participate in the assessment/treatment process
2. Interview techniques to develop a complete biopsychosocial assessment

3. Crisis intervention techniques
4. Summarization of clinical impressions obtained via testing, interview, and collateral information
5. Utilization of appropriate level of care based upon assessment results
6. Recognition of need for further evaluation of potential co-morbid disorders
7. Communication of assessment results to the client, referral sources, and other concerned persons within ethical and legal contexts
8. Appropriate use of the Diagnostic and Statistical Manual-IV (DSM-IV) as an assessment tool

III. COUNSELING

Knowledge Requirements:

1. Use of clients identified strengths and needs in treatment plan development
2. Importance of client involvement in the identification of therapeutic goals
3. Therapeutic interventions which enhance attainment of specific treatment goals
4. General recovery/relapse processes associated with problem/pathological gambling
5. Individual, group and significant other counseling techniques and theories
6. Barriers to successful treatment goal attainment
7. Method by which therapeutic progress may be measured and reflected in the treatment plan
8. Role of affect and cognitive distortions in the counseling relationship
9. Crisis identification and intervention techniques
10. Community based professional and self-help referral sources

Skill Requirements:

1. Engagement of client in the treatment plan formation
2. Utilization of appropriate individual, group and significant other counseling techniques
3. Orienting and/or socializing the client to self-help opportunities
4. Communication of identified treatment progress/barriers to the client
5. Development of coping strategies and skills to assist the client in attainment of treatment goals
6. Continual monitoring of potential co-morbid disorders which require referral or consultation
7. Crisis intervention techniques and assessment of client potential for suicide
8. Matching client needs with appropriate referral sources

IV. ASSESSMENT

Knowledge Requirements:

1. Community resources and services available to meet client needs
2. Methods of recruiting clients and mobilizing community resources
3. Legal issues common to clients and resources available to them for assistance
4. Financial issues common to clients and financial management resources available
5. Gamblers Anonymous pressure relief group process and its impact on the treatment process in respect to financial matters.
6. Appropriate advocacy for the client in legal, vocational and financial matters.

Skill Requirements:

1. Coordination of services with community resources and ability to provide concurrent services
2. Development of a professional relationship with a variety of community resource systems (i.e. legal, business, self-help, etc.)
3. Evaluation of financial status and selection of therapeutically appropriate resources
4. Educating community resource systems on the recovery process and the ability of the disorder to be effectively treated
5. Development of appropriate documentation which facilitates coordination of services across disciplines

V. PROFESSIONAL RESPONSIBILITY

Knowledge Requirements:

1. Ethical standards established by the State of Iowa for certified counselors
2. State, Federal and local laws applicable to the provision of services
3. Agency requirements for the provision of services
4. Appropriate documentation and record keeping of interactions with clients
5. Available resources for continued education, training and supervision
6. Populations which present with unique needs that may require varied interventions
7. Counselor's limitations in the ability to effectively treat co-morbid disorders
8. Appropriate storage and maintenance of client records.

Skill Requirements:

1. Maintaining professional relationships with clients, staff and the community
2. Remaining within established ethical boundaries in the provision of services
3. Identification of issues/disorders beyond a counselor's scope of practice and referral of the client to appropriate resources to meet the client's needs
4. Integration of emerging research into the treatment process when appropriate
5. Application of varied techniques appropriate to the client population being treated

APPLICATION PROCESS

HOW TO APPLY

Each Application has a unique application number that appears on each form to be submitted. **The Application Handbook and its forms will expire eighteen (18) months from the date of issue.** To complete the application, follow these steps.

1. The applicant is required to meet the education and experience requirements listed on pages 3-4.
2. The applicant is required to complete the application for certification and submit it to the IBC office.
3. The applicant will take and pass the written test.
4. The applicant will be notified of approval or denial of certification following Board approval.

All information must be documented on the numbered application forms provided. Computer replicated forms are acceptable. Forms must bear original signatures. It is recommended you keep a copy of your completed application before mailing it to IBC.

Ask your supervisor to complete Form 09, "Supervisor's Evaluation." The supervisor must meet the requirements listed on page 4. You may have more than one supervisor complete a Form 09.

An applicant must receive at least an average score of one on the Supervisor's Counselor Evaluation. If an applicant does not receive at least an average score of one, the Supervisor's Evaluation shall be resubmitted until it does score at least an average of one. IBC staff shall score the Supervisor's Evaluation. If the score is not sufficient, the application shall be considered incomplete and the applicant will not be scheduled for the written test until the minimum required score is received.

Complete Forms 01, 02, 03, 04, 05, and 06 which will provide the needed information on your education and experience. Attach any additional documentation as directed. **Include a written job description.**

Verify the completeness of your application by reviewing the checklist on page 33. Check with your supervisor to ensure the completion and mailing of Form 09.

Mail the completed application and the written test fee to:

Iowa Board of Certification
225 NW School St.
Ankeny, IA 50023

All application materials must be delivered to this address and will become the property of IBC and will not be returned to the applicant.

Questions? All questions should be directed to IBC at the above address or by calling (515) 965-5540.

WRITTEN TEST

Approximately one month before the test, registered applicants will receive specific test information.

The test consists of 150 multiple choice questions and is focused on the following five domains: Client, Family and Community Education; Intake and Assessment; Counseling; Case Management; Professional Responsibility. Three and a half hours are allowed for the examination. See Domain Knowledge and Skill Requirements on pages 5-7.

PROCESSING APPLICATIONS

The application process is designed to give each applicant a fair review. The application process will include the following steps.

Screening. The Iowa Board of Certification staff will screen the application upon receipt for completeness. If any corrections or clarifications are necessary, the applicant will be contacted.

Review and Evaluation. Four times a year IBC sponsors the written test. Please refer to the Appendix "Schedule of Events" for more information.

Recommendation for Denial. If an applicant fails to achieve a passing score on the written test, a recommendation for denial will be made to the IBC Board of Directors. The applicant may re-take the test as many times as needed to pass the exam, and the exam fee will be due each time the exam is taken.

Denial. An applicant who has been denied certification may either appeal (see page 10, "Appeal Procedures") or repeat the competency review. Only under extraordinary circumstances can an appeal be submitted for the denial of the written test.

If an applicant is denied at the written test, the applicant may re-take the test upon submission of a letter listing the desired test date and submission of the test fee.

Repeating the Application Process. An applicant who repeats the application process must receive a new application number through the purchase of a new Application Packet. Application materials submitted as part of the first application may be combined with part of the second application. However, the new application number must appear on each section of the second application. The combining of materials is the responsibility of the applicant.

Recommendation for Approval. Upon determining that demonstration of competence has been shown in the written test, a recommendation for approval will be made to the Board of Directors.

Certification. Once IBC approves recommendation, the applicant will be notified within two weeks of the Board meeting along with a request for payment of the certification fee.

When the fee is received, IBC will issue a certificate to the applicant as verification of certification. The fee must be paid within thirty (30) days of the date of notification or the application will be considered inactive and the applicant must reapply.

CERTIFICATION PERIOD

The Iowa certification period encompasses two calendar years, commencing from the first day of the month that follows approval by the Iowa Board of Certification. Dates of validation are printed on the counselor's certificate.

DUAL CERTIFICATION

To support those certified professionals who wish to carry more than one IBC credential, the certification fee of the additional credential shall be 25% less than the certification fee for the additional credential.

Similarly, those holding more than one IBC credential shall receive a 25% decrease in the recertification fees as long as both credentials are maintained.

This policy refers to IBC credentials only: Certified Alcohol and Drug Counselor and Advanced Certified Alcohol and Drug Counselor, Certified Prevention Specialist, Certified Gambling Treatment Counselor, and Certified Assessment Specialist. National credentials do not apply.

FEES

Refer to the "Fee Schedule" attached to the Certification Application.

CERTIFICATION APPEAL PROCEDURES

Appeal of the Denial for Certification. Every applicant shall be provided the opportunity to appeal the decision of the Board regarding the applicant's certification to the Ethics and Appeals Committee. Only under extraordinary circumstances can an appeal be submitted for the denial of the written test.

If the applicant desires to appeal the decision of the Board regarding certification, the applicant shall send a written request for an appeal review meeting within thirty (30) days of receipt of the certified notice of denial of certification. The response shall be addressed to:

**Executive Director
Iowa Board of Certification
225 NW School St.
Ankeny, Iowa 50023**

Appeal Review Meeting. An appeal review meeting shall be held at a time and place fixed by the chairperson of the Ethics and Appeals Committee.

- A. All appeal review meetings of the Ethics and Appeals Committee shall be closed to the public. Only committee members, those invited by the committee to testify, and staff members shall be in attendance.
- B. There shall be no contact prior to the appeal review meeting between the applicant and any member of the Ethics and Appeals Committee for the purpose of discussing the appeal.
- C. The Ethics and Appeals Committee shall review with the applicant the reasons for denial of certification and the applicant may present any information he or she feels is relevant.
- D. The Ethics and Appeals Committee may not consider additional materials presented by the applicant for the purposes of correcting deficiencies in the oral interview or written test.
- E. The Ethics and Appeals Committee shall make a determination to:
 - 1. Recommend that the Board uphold the decision regarding certification.
 - 2. Recommend that the Board overturn the decision regarding certification.
 - 3. Recommend that the Board remand the application to the Committee on Credentialing for re-review.
- F. If an applicant who has requested an appeal review meeting, and upon whom proper notice of the meeting has been served, fails to appear for the meeting, the Committee shall proceed with the conduct of the review and the applicant shall be bound by the results to the same extent as if the applicant had been present.
- G. The Board shall, at its next regular scheduled meeting, vote to accept or reject the recommendations of the Ethics and Appeals Committee.
- H. The applicant shall be notified by certified mail within two weeks of the decision of the Board concerning the appeal.

RECERTIFICATION

HOW TO RENEW CERTIFICATION

Certification must be renewed every two years. Dates of validation are printed on the certificate. Recertification is a continuous process which involves earning continuing education credit on an on-going basis, as well as submission of the actual recertification application.

Recertification applications can be found on IBC's web site at www.iowabc.org. In

addition, professionals due to recertify each quarter are listed in the IBC newsletter as well as on our web site. **Please note: It is the responsibility of the counselor to keep track of recertification dates and to make timely application for recertification.**

Recertification materials will not be sent to you unless you request them from the IBC office.

An application for recertification shall include the following:

1. Completion of Form 12, "Application for Recertification." This form must be signed and dated by the counselor.
2. Submission of Form 11, "Verification of Continuing Education" forms attached to copies of certificates of completion, totaling at least 40 clock hours, signed and dated by the counselor.
3. Submission of the recertification fee, as well as applicable CEU processing fees and the late penalty fee, if applicable.

LATE PENALTIES

1. The application for recertification must be postmarked on or before the certification expiration date, or the late penalty will be imposed beginning on the day following the certification expiration date.
2. A forty-five (45) day penalty period following the certification expiration date shall be allowed.
3. During the penalty period of the certification, the professional may choose to do one of the following:
 - a. Renew the certification by submitting the required documentation of Professional Development, the recertification fee, and the penalty fee;
 - b. Apply for voluntary inactive status, if applicable; **or**
 - c. Allow the certification to lapse. Certification will lapse on the 46th day. If certification lapses, the professional may again apply for certification whenever he/she believes that the criteria can be met. At that time, the professional may purchase a new application packet and begin the application process anew.

REQUIREMENTS

Certified Gambling Treatment Counselors must obtain forty (40) clock hours of continuing education during the two-year certification period to qualify for recertification. Specifically:

- 20 hours must be gambling treatment specific
- 6 hours must be special populations
- 3 hours must be in ethics

No more than 20 clock hours may be earned through distance learning for each certification period.

Recertification applicants may use up to 10 hours of credit for in-service trainings (see Glossary of Terms) per recertification period so long as the in-service has been approved by IBC.

To receive college credit for clock hours a minimum grade of “C” is required. One semester hour equals 15 clock hours. One quarter hour equals 10 clock hours. If college courses are being used, an original transcript must be sent from the college to the IBC office.

The required forty (40) clock hours may be obtained in more than one category. If desired, all forty (40) clock hours may be earned in Category A.

CATEGORY A - ATTENDING FORMAL TRAININGS

A minimum of twenty-five (25) clock hours must be obtained through a combination of pertinent courses, workshops and/or seminars. Accredited home-study courses may be included.

Counselors will be assessed a CEU approval fee per submitted workshop that has not been IBC-approved or were obtained via distance learning (see Glossary of Terms). The fee is not charged for college courses submitted for IBC credit.

CATEGORY B - TEACHING OTHER PROFESSIONALS

A maximum of fifteen (15) clock hours may be obtained in this category. The number of hours awarded will be equal to the number of hours spent in actual teaching time. Credit also will be awarded for repeated workshop presentations offered by a counselor as the presenter.

CATEGORY C - PARTICIPATORY LEARNING EXPERIENCES/COMMUNITY INVOLVEMENT

Prior approval is recommended. A maximum of fifteen (15) clock hours may be obtained in this category which includes documented credit for direct participation (e.g. public speaking or volunteering in a professional capacity) with gambling treatment or community boards, committees, or task forces which are gambling related, as well as independent peer review. Volunteering as a parent, such as a teacher’s assistant or Cub Scout leader, DOES NOT qualify for credit.

The intent of the category is to encourage counselors to participate in the community in a professional capacity to promote the profession and the welfare of the public.

GENERAL GUIDELINES

The following general guidelines apply to Continuing Education:

- A. The content of all courses on continuing education must be relevant to the Domains as listed in the Application Handbook.
- B. The following is an example of continuing education that will not receive IBC credit.
 - 1. Parenting or other programs that are designed for lay people.
 - 2. Basic living skills.
 - 3. Orientation programs, meaning, a specific series of activities designed to familiarize employees with the policies and procedures of an institution.
- C. Continuing education hours exclude non-program time such as coffee breaks, social hours, and time allocated for meals.
- D. The forty (40) clock hours must be obtained within each certification period; that is, between the dates of certification shown on the certificate. Therefore, hours earned before the last application was submitted will not be accepted.
- E. Continuing education hours are not cumulative. Therefore, additional hours earned during one certification period **and** before the recertification application was submitted will not be accepted for the next period.
- F. One approved college or university semester hour credit is the equivalent of fifteen (15) clock hours and one approved college or university quarter hour credit is the equivalent of ten clock hours. In order to give IBC credit for college coursework, an original transcript will need to be sent to the IBC office.
- G. Counselors cannot repeat an *identical* training within his or her recertification period.
- H. The minimum acceptable unit of credit for any single experience is one clock hour.
- I. Counselors may submit Form 11, "Verification of Continuing Education," upon completion of any activity for which continuing education credit is desired. It may also be to the counselor's advantage to seek information from the IBC office about whether a particular activity may qualify for credit prior to attendance or participation.
- J. It is the responsibility of each counselor to maintain records of continuing education credit for submission with the Application for Recertification. *IBC does not keep records of a counselor's credits.*

VOLUNTARY INACTIVE STATUS

The Iowa Board of Certification will grant inactive status under the following circumstances:

1. Behavior-Medical problems
2. Maternity, paternity, or family
3. Education
4. Military service
5. Other valid reasons

Inactive certification status is for the certified counselor who is currently **not working as a gambling treatment counselor**, yet plans to someday return to that field. Not having earned enough continuing education hours or an employer not requiring IBC-certification are inadequate reasons to be granted inactive status.

Instructions. Certified individuals desiring inactive status shall send a letter of request on or before the certification expiration date to the IBC office which includes:

1. Current home address and telephone number.
2. Reason for request.
3. Final date of employment in the gambling treatment field.
4. Anticipated date of return to employment to the gambling treatment field.
5. Non-refundable enrollment fee.

At the next scheduled regular IBC Board meeting, the request for inactive status will be considered. The applicant will be notified of the Board's decision within three weeks of the Board meeting.

Fees. Appropriate fees must be remitted in order to obtain inactive status and reactivation of certification – see Fee Schedule.

To maintain Inactive status, a letter of request as described above, and the appropriate fee must be sent on or before the annual expiration date or the late fee will be assessed. The 45-day penalty period and late fees apply (see page 12).

To restore the certification, the fee is the same as the recertification fee.

Rights, Limitations, and Responsibilities.

1. While on inactive status, an individual shall continue to receive all bulletins, newsletters, and other communications from IBC.
2. A counselor on inactive status may not use the initials of a certified gambling counselor.
3. Individuals on inactive status are not eligible for reciprocity.
4. Inactive individuals must subscribe to any of the aspects of the IBC Code of Ethics which are applicable during the period of inactive status.

5. The inactive individual must notify IBC immediately upon returning to work in the gambling treatment field. Failure to notify the Board within 30 days of returning to such employment will constitute a violation of the IBC Code of Ethics and will result in referral to the Board for investigation, in accordance with the procedures outlined in the Code of Ethics. The inactive individual must successfully reactivate certification within 90 days of returning to employment.

Reactivation. Individuals requesting reactivation of their certification status shall follow the recertification process and meet residency requirements. Current recertification forms will be available on the IBC web site. At least 20 of the 40 clock hours must have been earned within two years of the reactivation application.

RECIPROCITY

Iowa counselors who are certified as a Certified Gambling Treatment Counselor (CGTC) are reciprocal with the State of Nebraska's Certified Compulsive Gambling Counselor credential with the following exceptions:

- Nebraska Gambling Counselors need to verify 6 hours in ethics when seeking certification in Iowa
- Iowa Gambling Counselors need to verify a total of 12 case management education hours when seeking certification in Nebraska

CODE OF ETHICS FOR GAMBLING TREATMENT COUNSELORS

INTRODUCTION

All counselors must subscribe to the IBC Code of Ethics upon application for certification. This Code of Ethics is adopted to aid in the delivery of the highest quality of professional care to persons seeking gambling treatment services. It is hoped that these standards will assist the counselor to determine the propriety of his or her conduct in relationships with clients, colleagues, members of allied professions, and the public.

The Board is committed to investigate and sanction those who breach this Code of Ethics. Gambling treatment counselors, therefore, are encouraged to thoroughly familiarize themselves with the Code of Ethics and to guide their behavior according to the principles set forth below.

Violation of the IBC Code of Ethics shall be deemed as grounds for discipline. Engaging in unethical conduct includes, in addition to violation of the Principles enumerated herein, any other violation that is harmful or detrimental to the profession or to the public.

SUBSCRIPTION TO CODE OF ETHICS

Persons applying for certification must subscribe to the Iowa Board of Certification's Code of Ethics for Gambling Treatment Counselors and so indicate by signing Form 02. This subscription will be in effect until their certification is no longer valid. In the event the applicant did not successfully complete the certification process, the subscription shall be in effect until the application period expires. IBC can provide specific information regarding these time-frames.

SPECIFIC PRINCIPLES

PRINCIPLE I. Responsibility to clients. IBC certified professionals respect the rights of those persons seeking their assistance and make reasonable efforts to ensure that their services are used appropriately.

- A. IBC certified professionals do not discriminate against or refuse professional service to anyone on the basis of race, gender, religion, national origin or sexual orientation.
 - 1. IBC certified professionals avoid bringing personal or professional issues into the counseling relationship. Through an awareness of the impact of stereotyping and discrimination, the certified professional guards the individual rights and personal dignity of clients.
 - 2. IBC certified professionals are 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.

- B. IBC certified professionals do not use their professional relationships with clients to further their own interests.
- C. IBC certified professionals respect the right of clients to make decisions and help them to understand the consequences of these decisions.
- D. IBC certified professionals continue therapeutic relationships only as long as it is reasonably clear that clients are benefiting from the relationship.
- E. IBC certified professionals assist persons in obtaining other therapeutic services if the counselor is unable or unwilling to provide professional help.
- F. IBC certified professionals do not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of such treatment.
- G. IBC certified professionals obtain written, informed consent from clients before videotaping, audio recording, or permitting third-party observation.
- H. IBC certified professionals respect the integrity and protect the welfare of the client. The certified professional, in the presence of professional conflict, is concerned primarily with the welfare of the client.
- I. IBC certified professionals ensure the presence of an appropriate setting for clinical work to protect the client from harm and the certified professional and professional from censure.
- J. IBC certified professionals do not continue to practice while having a physical or mental disability which renders the certified professional unable to practice the occupation or profession with reasonable skill or which may endanger the health and safety of the persons under the certified professional's care.
- K. IBC certified professionals do not engage in the conduct of one's practice while suffering from a contagious disease involving risk to the client's or public's health without taking adequate precautions including, but not limited to, informed consent, protective gear or cessation of practice.

PRINCIPLE II. Dual relationships.

- A. IBC certified professionals are aware of their influential position with respect to clients, and they avoid exploiting the trust and dependency of such persons. IBC certified professionals, therefore, make every effort to avoid dual relationships with clients that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, IBC certified professionals take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or close personal relationships with clients and/or their family members.

1. Soliciting and/or engaging in sexual conduct with clients is prohibited; this includes the five years following the termination of services.
 2. IBC certified professionals do not accept as clients anyone with whom they have engaged in sexual conduct.
 3. IBC certified professionals are aware of their professionalism and healthy boundaries with clients when it comes to social networking for at least a period of one year following the termination of services.
 - a. IBC certified professionals do not “friend” their own clients, past or present, or clients of an agency for which they work, on Facebook or other social media sites.
 - b. IBC certified professionals use professional and ethical judgment when including photos and/or comments on social media sites.
 - c. IBC certified professionals do not provide their personal contact information to clients, i.e. home/personal cell phone number, personal email, Skype, Twitter, etc. nor engage in communication with clients through these mediums except in cases of agency/professional business
- B. IBC certified professionals are aware of their influential position with respect to students, employees, and supervisees, and they avoid exploiting the trust and dependency of such persons. IBC certified professionals, therefore, make every effort to avoid dual relationships that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, IBC certified professionals take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or close personal relationships with students, employees or supervisees.
1. Provision of therapy to students, employees, or supervisees is prohibited.
 2. Sexual conduct with students or supervisees is prohibited.

PRINCIPLE III. Confidentiality. IBC certified professionals embrace, as primary obligation, the duty of protecting the privacy of clients and do not disclose confidential information acquired in teaching, practice or investigation without appropriately executed consent.

- A. IBC certified professionals make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. IBC certified professionals 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 to and appropriate to the services being provided and be accessible only to appropriate personnel.
- B. IBC certified professionals adhere to all federal, state, and local laws regarding confidentiality and the certified professional’s responsibility to report clinical information in specific circumstances to the appropriate authorities.

- C. IBC certified professionals 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 present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort is made to avoid undue invasion of privacy.
- D. IBC certified professionals reveal information received in confidence only when there is a clear and imminent danger to the client or other persons, and then only to appropriate workers, public authorities, and threatened parties.

PRINCIPLE IV. Professional competence and integrity. IBC certified professionals maintain high standards of professional competence and integrity.

- A. IBC certified professionals seek appropriate professional assistance for their personal problems or conflicts that may impair work performance or clinical judgment.
- B. IBC certified professionals, as teachers, supervisors, and researchers, are dedicated to high standards of scholarship and present accurate information.
- C. IBC certified professionals do not engage in sexual or other harassment or exploitation of clients, students, trainees, supervisees, employees, colleagues, research subjects, or actual or potential witnesses or complainants in investigations and ethical proceedings.
- D. IBC certified professionals do not diagnose, treat, or advise on problems outside the recognized boundaries of their competence.
- E. IBC certified professionals do not engage in conduct which does not meet the generally accepted standards of practice for their profession including, but not limited to, incompetence, negligence or malpractice.
 - 1. Falsifying, amending or making incorrect essential entries or failing to make essential entries of client record.
 - 2. A substantial lack of knowledge or ability to discharge professional obligations within the scope of their profession.
 - 3. A substantial deviation from the standards of skill ordinarily possessed and applied by professional peers in the state of Iowa acting in the same or similar circumstances.
 - 4. Acting in such a manner as to present a danger to public health or safety, or to any client including, but not limited to, impaired behavior, incompetence, negligence or malpractice.
 - 5. Failing to comply with a term, condition or limitation on a certification or license.

6. Failing to obtain an appropriate consultation or make an appropriate referral when the problem of the client is beyond the certified professional's training, experience or competence.
7. Suspension, revocation, probation or other restrictions on any professional certification or licensure imposed by any state or jurisdiction, unless such action has been satisfied and/or reversed.
8. Administering to oneself any controlled substance, or aiding and abetting the use of any controlled substance by another person.
9. Using any drug or alcoholic beverage to the extent or in such manner as to be dangerous or injurious to self or others, or to the extent that such use impairs the ability of such person to safely provide professional services.
10. Using alcohol or any dangerous drug or controlled substance while providing professional services.
11. Refusing to seek evaluation and follow through with the recommended treatment for chemical dependency or a mental health problem which impairs professional performance.

F. IBC certified professionals who provide services via electronic media shall inform the client/patient of the limitations and risks associated with such services and shall document in the client/patient case record that such notice has been provided.

PRINCIPLE V. Responsibility to students, employees, and supervisees. IBC certified professionals do not exploit the trust and dependency of students, employees, and supervisees.

- A. IBC certified professionals do not permit students, employees, or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience and competence.
- B. IBC certified professionals who supervise others accept the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations, and constructive consultation.

PRINCIPLE VI. Responsibility to the profession. IBC certified professionals respect the rights and responsibilities of professional colleagues.

- A. IBC certified professionals treat colleagues with respect, courtesy, and fairness and afford the same professional courtesy to other professionals.
 1. IBC certified professionals do not offer 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.

2. IBC certified professionals cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
 3. IBC certified professionals report the unethical conduct or practice of others in the profession to the appropriate certifying authority.
 4. IBC certified professionals do not knowingly file a false report against another professional concerning an ethics violation.
- B. As employees or members of organizations, IBC certified professionals refuse to participate in an employer's practices which are inconsistent with the ethical standards enumerated in this Code.
- C. IBC certified professionals assign publication credit to those who have contributed to a publication in proportion to their contributions and in accordance with customary professional publication practices.
- D. IBC certified professionals who are the authors of books or other materials that are published or distributed cite persons to whom credit for original ideas is due.

PRINCIPLE VII. Financial arrangements. IBC certified professionals make financial arrangements for services with clients and third-party payers that are reasonably understandable and conform to accepted professional practices.

- A. IBC certified professionals do not offer, give or receive commissions, rebates or other forms of remuneration for the referral of clients.
- B. IBC certified professionals do not charge excessive fees for services.
- C. IBC certified professionals disclose their fees to clients at the beginning of services.
- D. IBC certified professionals do not enter into personal financial arrangements.
- E. IBC certified professionals represent facts truthfully to clients and third-party payers, regarding services rendered.
- F. IBC certified professionals do not accept a private fee or any other gift or gratuity for professional work.

PRINCIPLE VIII. Advertising. IBC certified professionals engage in appropriate informational activities, including those that enable lay persons to choose professional services on an informed basis.

- A. IBC certified professionals accurately represent their competence, education, training, and experience.

- B. IBC certified professionals do not use a firm name, letterhead, publication, term, title designation or document which states or implies an ability, relationship or qualification which the certified professional does not have.
- C. IBC certified professionals do not use any professional identification (such as a business card, office sign, letterhead, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive. A statement is false, fraudulent, misleading, or deceptive if it:
 - 1. contains a material misrepresentation of fact;
 - 2. fails to state any material fact necessary to make the statement, in light of all circumstances, not misleading; or
 - 3. is intended to or is likely to create an unjustified expectation.

PRINCIPLE IX. Legal and Moral Standards. IBC certified professionals uphold the law and have high morals in both professional and personal conduct.

Grounds for discipline under this principle include, but are not limited to, the following:

- 1. Conviction of any felony or misdemeanor, excluding minor traffic offenses, whether or not the case is pending an appeal. A plea or verdict of guilty or a conviction following an Alford Plea, or any other plea which is treated by the court as a plea of guilty and all the proceedings in which the sentence was deferred or suspended, or the conviction expunged shall be deemed a conviction within the meaning of this section.
- 2. Permitting, aiding, abetting, assisting, hiring or conspiring with an individual to violate or circumvent any of the laws relating to licensure or certification under any licensing or certification act.
- 3. Fraud-related conduct under this principle includes, but is not limited to, the following:
 - a. Publishing or causing to be published any advertisement that is false, fraudulent, deceptive or misleading.
 - b. Engaging in fraud, misrepresentation, deception or concealment of material fact in:
 - 1. Applying for or assisting in securing certification or certification renewal.
 - 2. Taking any examination provided for #1 above including fraudulently procured credentials.
 - c. Making misleading, deceptive, untrue or fraudulent representation in the practice or the conduct of the profession or practicing fraud or deceit, either alone or as a conspirator.

- d. Failing to cooperate with an investigation by interfering with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representatives; by use of threats or harassment against, or inducement to any patient, client or witness to prevent them from providing evidence in a disciplinary proceeding or any person to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed. Failing to cooperate with a board investigation in any material respect.
 - e. Committing a fraudulent insurance act.
 - f. Signing or issuing, in the certified professional's capacity, a document or statement that the certified professional knows, or ought to know, contains a false or misleading statement.
 - g. Using a firm name, letterhead, publication, term, title designation or document which states or implies an ability, relationship or qualification which the certified professional does not have.
 - h. Practicing the profession under a false name or name other than the name under which the certification is held.
 - i. Impersonating any certified professional or representing oneself as a certified professional for which one has no current certification.
 - j. Charging a client or a third party payer for a service not performed, or submitting an account or charge for services that is false or misleading. This does not apply to charging for an unkept appointment by a client.
 - k. Charging a fee that is excessive in relation to the service or product for which it is charged.
 - l. Offering, giving or promising anything of value or benefit to any federal, state, or local employee or official for the purpose of influencing that employee or official to circumvent federal, state, or local law, regulation or ordinance governing the certified professional or their profession.
4. Engaging in sexual conduct, as defined in the Iowa Code, with a client during a period of time in which a professional relationship exists and for five years after that period of time.

INVESTIGATION

Complaint Procedure. Any individual may file a complaint against a certified professional by submitting a completed “Ethics Violation Allegation Worksheet” (available on IBC’s web site at www.iowabc.org or by requesting one from the IBC office).

1. The Ethics Violation Allegation Worksheet shall be submitted to:
Executive Director
Iowa Board of Certification
225 NW School St.
Ankeny, Iowa 50023
2. A copy of the Worksheet is forwarded to the Ethics & Appeals Committee chairperson.
3. The Executive Director shall send a letter to the complainant to acknowledge receipt of the complaint and that it has been forwarded to the Ethics Committee.
4. The Ethics Committee, at their next monthly meeting, determines which principle(s) may have been violated.
5. If a potential violation has been determined, an investigator is assigned and the investigation is started.
6. If, in committee review, the allegation does not warrant assignment of an investigation, the complainant and the person who is alleged to have violated the principle will be notified of that decision. The allegation worksheet will be maintained in a committee file.
7. The Executive Director sends a certified letter to the respondent, notifying him/her that a complaint has been received, that an investigation has begun, and that he/she will be sent correspondence by the investigator. **Note: not cooperating with an investigation can result in a violation of Principle VI.**
8. The Executive Director shall send a certified letter to the complainant stating that the investigation has begun and that the investigator may be in contact with him/her.
9. When all investigation is completed, the investigator will report to the Ethics Committee. The committee shall review the information and make one of the following recommendations to the hearing panel:
 - a. Disciplinary hearing be held, or
 - b. Dismiss the complaint
10. Following the hearing, the respondent and complainant are notified in writing of the actions taken by the Board.

Should further violations be uncovered in the course of an investigation, these would comprise an additional complaint by the Committee on Ethics and Appeals.

If a complaint has been filed, the Ethics Committee may, at its discretion, proceed with an investigation even if the complainant subsequently requests that the complaint be withdrawn.

HEARING PROCEDURES

Order for Hearing. Upon recommendation of the Committee on Ethics and Appeals, the IBC Board shall approve the date, time and place for an ethics hearing and shall appoint a hearing panel for the proceedings. Within ten (10) days of Board action, a written notice will be sent to the complainant, the respondent and the hearing panel members.

- A. The hearing panel shall be comprised of three directors of the Board, excluding any member having a conflict of interest in the matter. At least one of the three members of the hearing panel shall be a certified professional.

- B. Both the respondent and complainant will be provided with a copy of the investigative summary and recommendations including the level of violation severity and the hearing procedures.
- C. The notice of the hearing shall state:
 - 1. The date, time, and location of the hearing; and
 - 2. The respondent may, at his or her expense, be represented by legal counsel at the hearing; and
 - 3. The rules by which the hearing shall be governed.

Conduct of Hearing. The hearing shall be conducted in compliance with the following rules:

- A. The hearing shall be conducted by the chairperson of the Quality Improvement Committee, an impartial administrative law judge, attorney, or other person designated by the chairperson of the Quality Improvement Committee.
- B. The chairperson of the Committee on Ethics and Appeals, or a representative designated by the Committee on Ethics and Appeals, shall present evidence in support of the Committee's recommendation before the hearing panel. The complainant and the respondent shall be allowed the opportunity to participate in the hearing. Witnesses will be called when appropriate, but shall only be present in the hearing during their testimony. The hearing shall be closed to the public.
- C. The hearing panel shall not be bound by common law or statutory rules of evidence, and may consider all evidence having probative value.
- D. No discovery shall be permitted and no access to Board files shall be allowed by the respondent except as specifically provided for herein. The Board shall keep all files in permanent form and confidential, unless otherwise provided or directed in writing by the President of the Board or the President's designee, for disciplinary purposes or by a specific rule of the IBC Board.
- E. After completion of the investigation and prior to the commencement of the hearing, members of the Board and hearing panel shall not discuss the case with either the complainant or the respondent in order to maintain neutrality and impartiality. The Executive Director may act as a source of general information to all parties.
- F. Members of the hearing panel may inquire and/or conduct relevant fact-finding to obtain the information necessary to make an accurate determination of the facts of the case.
- G. Board members and committee members who are not serving in an official capacity during the hearing shall not be present unless all parties present agree to such circumstances.
- H. A member of the IBC staff shall be responsible for record keeping at the hearing.
- I. The hearing shall be audio taped.

Failure by Respondent to Appear. If a respondent, upon whom proper notice of hearing has been served, fails to appear either in person or represented by counsel at the hearing or otherwise respond to the complaint, the respondent shall be deemed to be at default and bound by the results of the hearing to the same extent as if the respondent had been present.

Right to Waive Hearing. At any time during the ethics investigation process, a respondent has the right to waive an ethics hearing by formal notification in written form with an original signature to IBC. In so doing, the respondent stipulates that the allegations of the ethics violation(s) are correct. As soon as practical, but no later than 90 days upon receipt of the waiver or scheduled hearing date, the Board shall determine any disciplinary sanctions. The decision of the Board shall be final.

Deliberation of the Hearing Panel. Once the chairperson of the Committee on Ethics and Appeals or a representative designee has presented the case information, the complainant and the respondent have had an opportunity to speak, and the hearing panel has asked any questions, the hearing panel will meet in closed session to discuss the facts. A member of the IBC staff is permitted to be present during the deliberation. All panel deliberations will be audio taped.

Decision of the Hearing Panel. The hearing panel shall make the determination regarding violation(s) and disciplinary sanctions.

Upon conclusion of the hearing, the hearing panel chair shall submit a written report to the IBC office which shall include:

1. A concise statement of the findings of fact;
2. A conclusion as to whether the specific Principles have been violated, and if so, which Principles; and
3. The sanctions imposed by the Panel.

At its next regularly scheduled Board meeting, the Board shall be notified of the hearing panel's decision.

The hearing panel's decision and the official hearing panel report shall be sent by certified mail to both the respondent and the complainant and include information on how an appeal may be requested.

Discretion of the Hearing Panel. The following factors may be considered by the hearing panel in determining the nature and severity of the disciplinary sanction to be recommended:

1. The relative seriousness of the violation as it relates to assuring the citizens of this state a high standard of professional service and care;
2. The facts of the particular violation;
3. Any extenuating circumstances or other counter-vailing considerations;
4. The number of complaints;
5. Prior violations or complaints and/or sanctions;
6. Whether the violation was self-reported;
7. Whether remedial action has previously been taken;

8. The level of cooperation from the respondent; and
9. Other factors which may reflect upon the competency, ethical standards and professional conduct of the individual.

Method of Discipline. The hearing panel may impose the following disciplinary sanctions:

1. Temporary revocation or permanent revocation; or
2. Suspension of certification or application privileges; or
3. Denial of an application for certification;
4. Reprimand; or
5. Other sanctions which may be deemed appropriate, such as additional education, training, supervision, competency demonstration, assessment and completion of any recommendations resulting from the assessment and/or other additional requirements in conjunction with any of the above disciplinary sanctions.

Announcement of Decision. At its next scheduled regular meeting, the Board shall be notified of the hearing panel's decision. The decision and the official hearing panel report shall be sent by certified mail to both the respondent and the complainant and include information on how an appeal may be requested.

Confidentiality. At no time prior to the release of the decision by the hearing panel shall any portion or the whole thereof of any action be made public or be distributed to any persons other than the directors of the Board, its Committee on Ethics and Appeals, and its staff.

Publication of Decisions. The decision in any disciplinary proceeding shall be published in whatever manner deemed appropriate by the Board. The employer, if any, shall be notified by certified mail of the final decision of the Board if a violation was founded. IBC may report a disciplinary action against certified professionals to the Iowa Department of Public Health.

PROCEDURES AND REINSTATEMENT FOLLOWING DISCIPLINARY SANCTION(S)

Repossession of Certificate. If a respondent's IBC credential has been suspended, denied, or revoked, the respondent must return his or her certificate to IBC no later than twenty-one (21) days after he or she receives notice of the suspension, denial, or revocation. The IBC certificate remains the property of IBC. Failure to return the certificate as required may result in additional sanctions.

Reinstatement Following a Suspension. Upon expiration of the suspension period, the Board shall authorize reinstatement of the professional's credential for the balance of his or her certification period, unless:

1. The respondent did not submit a letter of application for reinstatement or the letter did not present facts which, if established, would be sufficient to enable the Board to determine that the basis for sanction no longer exists;
2. Another suspension or revocation of the respondent's certification has occurred;
3. The respondent has committed another violation of the Code of Ethics;

4. The respondent has failed to remit the recertification fees or make an application for recertification in a timely manner; or
5. The respondent has failed to comply fully with the terms of his or her suspension.

Possible Consideration Following Revocation. It is recognized that there may be mitigating circumstances which could warrant granting permission to apply for certification following revocation. This does not apply to a permanent revocation sanction.

1. Permission to apply for certification following revocation may be considered only after two years have lapsed from the date of the Board's final decision.
2. The request for permission to apply for certification shall be initiated by the respondent. The request shall present facts which, if established, would be sufficient to enable the Board to determine that the basis for sanction no longer exists.
3. Permission to seek certification following revocation is granted solely within the discretion of the Board.

Permanent Revocation. Permanent revocation of certification or application privileges shall be construed as lasting a lifetime without the possibility for reinstatement.

APPEALS OF DECISIONS OF HEARING PANEL

Notice of Right to Appeal. The respondent has the right to appeal the hearing panel's decision. The IBC office shall provide notice to the respondent that he or she may file an appeal of the hearing panel's decision.

Filing of Appeal. Appeals must be postmarked or personally delivered to IBC within thirty (30) days of receiving the certified notice of the hearing panel's decision. Appeals shall be addressed to:

Executive Director
Iowa Board of Certification
225 NW School St.
Ankeny, Iowa 50023

Administrative Fee for Appeals. A \$75.00 non-refundable administrative fee must be submitted to IBC with the party's written appeal.

Content of Appeal. The appeal shall contain the following information.

1. Name, address, and telephone number of appealing party;
2. A written statement of the reasons supporting the appealing party's dissatisfaction with the hearing panel's decision;
3. A statement of the relief desired by the appealing party;
4. Copies of all relevant documents;
5. Signature of the appealing party.

Review and Adjudication of Appeal. The Directors of the Board, excluding any member having a conflict of interest in the matter, will review the case within 75 days of receipt of

the request for appeal. The original hearing panel members may participate in the review with at least one member representing the hearing panel's decision.

Review of the appeal shall include review of the written appeal, any relevant documents submitted for purposes of the appeal, and transcripts of the hearing panel proceedings.

The Board shall make the determination to do one of the following.

1. Uphold the decision of the hearing panel;
2. Overturn or otherwise alter the decision of the hearing panel; or
3. Recommend a new hearing.

Final Decision. If no request for an appeal is made within the required time frame stated above, the decision of the hearing panel shall be final. Once the appeal process is completed, the decision of the Board shall be final.

Respondents who waive their right to a hearing also waive their right to appeal the sanctions determined by the board.

GLOSSARY OF TERMS

Board: The Iowa Board of Certification.

CEU: Literally means a continuing education unit and is synonymous with "clock hour."

Client: A person who seeks or is assigned the services of a gambling treatment counselor, regardless of the setting in which the counselor works, and for one year after the termination of services which includes aftercare, growth group and/or continuing care.

Clock Hour: Sixty minutes of participation in an organized learning experience.

Complainant: A person who has filed an official complaint pursuant to these rules.

Continuing Education: The variety of forms of learning experiences including, but not limited to lectures, conferences, academic studies, institutes, workshops, extension studies, and home study programs undertaken by applicants.

Date of Application: The date on which the Iowa Board of Certification receives the completed Application Handbook.

Disciplinary Proceeding: Any proceeding conducted under the authority of the Board.

Discipline: Any sanction the Board may impose upon a counselor for conduct which denies or threatens to deny the citizens of this state a high standard of professional care.

Distance Learning: Education that is obtained via Internet, home study programs, or other means in which the counselor works independently from an instructor and

classroom. A limit of 20 clock hours can be earned by this method per recertification period. ICN trainings are not considered distance learning. The CEU Processing fee is due for each certificate of completion submitted for recertification.

Ethics: Moral and ethical conduct as described in the IBC Code of Ethics.

Experience: Actual work in the field of gambling treatment counseling. This may include practicum, volunteer, or part-time counseling, if provided under direct supervision.

Gambling Treatment Counselor: A person who has applied for certification or who is certified as a gambling treatment counselor by the Iowa Board of Certification.

Hearing Panel: A panel comprised of directors of the Board, which conducts a disciplinary proceeding pursuant to these rules.

Home Study Courses: Continuing education courses offered for individual study.

IBC-Approved: When a sponsor submits workshop materials to IBC demonstration that a workshop has relevant content and requesting IBC CEU's for all participants. Workshops/trainings certificates of completion which have not been IBC approved must be accompanied by the CEU Processing fee at the time of recertification.

In-Service Training: The education and training which occurs within the applicant's agency, *only for* agency staff and conducted *only by* agency staff.

Internal Complaint: A complaint registered against any IBC director of the Board or any of its committee members.

Permanent Revocation: The permanent loss of certification or application privileges.

Racial/Ethnic: Covers training including, but not limited to, the following categories: American Indian/Alaskan Native, Asian, African American, Native Hawaiian/Pacific Islander, and Hispanic/Latino.

Reprimand: A formal written reproof or warning. Two reprimands within a two-year period will result in a six-month suspension.

Respondent: A person who is seeking or who has obtained certification from the Iowa Board of Certification and against whom a complaint has been filed pursuant to this Code.

Revocation: The loss of certification, including all related test scores.

Sexual Conduct: Includes kissing; touching of the clothed or unclothed inner thigh, breast, groin, buttocks, anus, pubes, or genitals; and sex acts which include intercourse, oral sex, and sexual contact with fingers, hands, objects.

Special Populations: Clients from various populations who are unique in their needs. Special Populations include age, race, national origin, religion, gender, economic status, sexual orientation, disability, HIV positive, veterans, rural or urban, diagnosis of co-occurring mental health disorder and/or substance abuse, gangs, Post Traumatic Stress Disorder, impoverished, criminals, and abuse victims.

Sponsor: An organization or presenter seeking IBC hours for all participants at a specific workshop.

Successful Completion: Meeting all criteria as specified by the sponsor for continuing education course credit.

Supervisor: A person who meets the criteria to conduct supervision for counselor certification purposes.

Suspension: A time-limited loss of certification or the privilege of making application for certification.

Workshop: A systematic learning experience, at least one hour in length, which deals with and is designed for the acquisition of tasks, knowledge, skills, and information for application in client care.

CHECKLIST

APPLICATION FOR GAMBLING TREATMENT COUNSELORS

The completed application sent to the Iowa Board of Certification needs to include the following:

- _____ 1. Form 01, "Applicant Information"
- _____ 2. Form 02, "Assurances and Release"
- _____ 3. Form 03, "Education Resume"
* Have you requested your college(s) to send transcripts to IBC?
- _____ 4. Form 04, "Workshop Documentation"
- _____ 5. Form 05, "Professional Experience Resume"
- _____ 6. Form 06, "Documentation of Core Function Experience"
- _____ 7. A written job description
- _____ 8. Completed Form 09, sent by supervisor
- _____ 9. Written test fee: a check, money order or credit card form