

# **Candidate for Board Registered Interventionist**

**The International Interventionists  
Credentialing Board  
(IICB)**

**401 E. Sangamon Avenue  
Springfield, IL 62702  
(217) 698-8110**

**Administered by:**

**The Illinois Certification Board, Inc. (ICB)**

**d/b/a IAODAPCA, Inc.**

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## PREFACE

This document defines the role, purpose, functions and responsibilities of the International Interventionists Credentialing Board (IICB) and establishes a fair methodology for evaluation of competency. The credential defines the minimum acceptable standards for knowledge and skills of the Candidate for Board Registered Interventionist.

**Experience Based** – This candidate status system recognizes one way to acquire the minimum interventionist competencies.

## PURPOSE

- To establish standards and procedures for the **voluntary** candidate status of board registered interventionists.
- To provide a respected credential of professional competency.
- To provide a method for maintaining and updating professional standards.

## RATIONALE

The IICB endorses the concept that intervention is a specialty requiring performance by competent and professional individuals. The standards for recognition of these professionals are weighted on the side of proven experience and education.

## PHILOSOPHY STATEMENT

Interventionists combine a distinct knowledge base with human service skills to deal with the unique attitudes and behaviors associated with the intervention of those suffering from addictions and other special situations. Knowledge and skill may be acquired through a combination of specialized training, education and supervised (mentored) work experiences. Interventionists help the individual, group and/or community to address physical, intellectual, emotional, social and spiritual needs to facilitate and maintain a health-oriented lifestyle. Interventionists' clientele include individuals regardless of age, gender, group affiliation and/or perceived risk for problems.

The IICB supports ongoing research and technology and remains open to new techniques as they are proven to be workable and effective.

The IICB is committed to the professional growth of interventionists and to openness and enthusiasm about new information that allows interventionists to become more effective in their work.

## INTRODUCTION

Interventionists fill a unique role among health and human service professionals. They work in a variety of settings, using a combination of strategies and recognizing the need to provide quality services to the public. The IICB supports a voluntary credentialing system, including a

registration process based on a combination of experience, education, training and supervised practical experience.

The credentialing system identifies the functions, responsibilities, knowledge and skill required by interventionists.

This Model is the basic document describing the rationale and competencies of the credentialing process for the Candidate for Board Registered Interventionist. The IICB recognizes that Candidates for Board Registered Interventionist are educated in a wide range of disciplines, utilize many different approaches and techniques and bring to the field diverse personal and professional experiences. The credentialing system is designed to accommodate and evaluate candidates with a wide range of academic preparation or professional training and orientation.

## **DEFINITION**

Interventionists combine a distinct knowledge base with human service skills and a Code of Ethics to deal with the unique attitudes and behaviors associated with conducting interventions in a wide range of disciplines. Knowledge and skill may be acquired through a combination of specialized training, education and supervised (mentored) work experiences.

The IICB recognizes that professionals in the intervention field perform different functions at different levels of accountability. To accommodate this diversity, credentialing is based on a classification system.

Strong professional credentialing programs include:

- A meaningful code of ethics and a disciplinary review mechanism.
- A continuing education requirement.
- Supervised (mentored) work experience.

All applicants must subscribe to the Candidate for Board Registered Interventionist Code of Ethics and the jurisdiction of the IICB in enforcement of the code.

## **IICB CANDIDATE STATUS REQUIREMENTS**

- Have malpractice insurance, a minimum of 1,000,000/3,000,000.
- Successfully complete a minimum of 14 hours of training/education on intervention.
- Adhere to Candidate for Board Registered Interventionist Code of Ethics.

### **Training/Education**

Fourteen (14) hours of training/education on intervention to minimally include:

1. History of interventions
2. Suicide and homicide screenings
3. Stages of Change
4. Family Therapy
5. Johnson Intervention Model
6. Systemic Intervention Model

7. ARISE Intervention Model
8. Other types of intervention strategies
9. Ethical consideration of an interventionist
10. How to determine what intervention model to use

Sources of education are college courses, seminars, conferences, in-services, etc. (one college semester hour = 15 clock hours, one college quarter hour = 10 clock hours, one college trimester hour = 12 clock hours).

All requirements must be met and documented before the candidate status is issued.

## TRANSITIONING TO ANOTHER LEVEL

Persons holding the candidate status may transition to a BRI I or a BRI II once the qualifications have been met. All Candidates for Board Registered Interventionist must be supervised by a BRI credentialed interventionist in order to advance to a BRI I or a BRI II. Qualifying work experience and training/education hours are cumulative. All Application for transition does not suspend the candidate’s CEU requirement.

- Request transition application packet from the IICB.
- Pay appropriate transition fee.
- Complete the application packet.
- Return the transition application to the IICB for review and approval.

The IICB will not review current files to verify an applicant’s experience, supervised practical experience or education when the applicant is applying for a transition. The applicant is responsible for completing the application in order to provide the required information. “You have it on file” will not be accepted in lieu of the submitted information and such applications will be considered incomplete.

## FEES

Application Fee .....	\$100.00
Candidate Status Biennial	
Fee.....	\$100.00
Transition to Another Classification.....	\$ 30.00
Extension Fee (per month for a maximum 6 months) .....	\$ 10.00
Returned Check Fee .....	\$ 30.00
Payment Plan Service Charge.....	\$ 15.00
IICB Model (replacement copy) .....	\$ 30.00

## CANDIDATE STATUS TIME PERIOD

The IICB candidate status encompasses two calendar years starting on the date of successful completion of the candidate process.

## HOW TO APPLY

Candidate Status will be granted contingent upon documentation of eligibility, submission of all required application material and payment of all fees. The following outlines the application, review and approval process:

1. Read the entire Model thoroughly.
2. Complete all parts of the application. Print legibly or type the application. Be sure to include all required attachments.
3. Attach all required documentation to support training and education (i.e., official transcripts, copies of training certificates, letters of attendance/participation).
4. Sign the Code of Ethics for Candidate Status and have the signature notarized.
5. Verify the completeness of the application by using the "Checklist" in the model.
6. When the application is complete, mail all materials to the IICB C/O ICB, 401 E. Sangamon Avenue, Springfield, IL 62702. **Applications will not be accepted by fax or e-mail.**
7. Once the application is approved, the applicant will be notified.
8. Upon approval, the applicant will be notified and invoiced for the candidate fee.
9. Once the payment is received, a letter will be issued confirming your candidate status.

## REVIEW OF MATERIALS

Upon receipt, the application and materials will be screened for completeness and accuracy. The results may be one of the following:

- **Application Approved** – The application meets all application standards.
- **Application Pending** – Some of the materials need clarification, submission or resubmission. The applicant will be notified in writing of any problem. Within one year of the application date, corrected materials must be submitted to the IICB/ICB or the application will be destroyed resulting in reapplication.
- **Application Denied** – The candidate standards were not met resulting in denial of application.

## APPEAL PROCESS

When an applicant is denied candidate status, questions the results of the application review he or she has the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of the IICB, the applicant (complainant) still thinks that an action taken is unjustified, he or she may appeal. The applicant may appeal the decision within 30 days of receipt of the notice of denial, or any other action deemed unjustified by sending a certified letter to the President of the IICB.

## ACCOUNTABILITY

The candidate status system is accountable to other professionals, and the credentials are independent, private, freestanding and self-supporting. The profession determines and maintains its own standards.

## RENEWAL OF CANDIDATE STATUS

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, the IICB requires all candidates to renew their candidate status every two years. It is the responsibility of each candidate to maintain his/her status. Any failure to act is the responsibility of the candidate. The candidate is to notify the IICB, in writing, of any change of address.

The IICB will send a notice that the candidate is due for renewal no fewer than 30 days prior to the expiration date. At the time of renewal, 15 continuing education units and the fee are due. CEUS should not be submitted until notification of expiration. Candidates for Board Registered Interventionist may arrange a payment plan for the fee. Such requests must be received **PRIOR** to the expiration date. Candidate status will be terminated if 45 days have passed from the expiration date without payment of the fee and/or submission of continuing education units. Failure to respond to renewal notices will result in termination of candidate status.

To renew, an individual must:

- Hold a valid candidate status letter.
- Maintain knowledge of the discipline through obtaining 15 IICB recognized continuing education units (CEUs) received within the two-year status period.
- Document the CEUs on the required continuing education form with notice of renewal, and attach documentation of attendance.
- Pay the biennial candidate status fee.

## **MAINTAINING THE CANDIDATE STATUS**

### **Continuing Education**

The purpose of continuing education is to promote ongoing professional development. It benefits the Candidate for Board Registered Interventionist, the intervention profession, and the individual, group, organization, and community to whom intervention services are provided. Continuing education is a means of accumulating the training necessary to transition to another classification. Candidates for Board Registered Interventionist will build upon their previously demonstrated competencies and demonstrate professional development through pursuit of continuing education.

### **Continuing Education Policy**

Fifteen continuing education units (CEUs), every two years, are required to maintain candidate status and must be earned within the two-year status period. An average of 7.5 CEUs should be obtained each year. For candidate status maintenance purposes, CEUs are not transferable to any other status period. They may be counted toward the minimum hours of training/education required for another intervention registration classification. CEUS obtained prior to the initial date of candidate status are not eligible to be used for maintaining the status. A candidate may receive CEU credit only once for a training/education event, even if the event is repeated during different status periods.

All 15 CEUs required to maintain candidate status must be recognized or petitioned for IICB CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by the IICB for both categories.

**CATEGORY I:** Minimum of 10 CEU's of education specific to intervention. Examples of Category I education are food addiction, sex addiction, gambling addiction, domestic violence, MISA intervention techniques, working with MD's, hospitals, nursing homes, intervention approaches.

**CATEGORY II:** Minimum of 5 CEUs of education specific to knowledge and skills related to the counseling field/profession.

**ATTENDANCE AT AN AIS BUSINESS MEETING WEEKEND IN ITS ENTIRETY WILL EARN THE ATTENDEE 5 CATEGORY I/II CEUS.**

A CEU is defined as equivalent to one clock hour spent in a continuing education program. (Excluded is non-program time such as coffee breaks, social hours, registration time, meal times, etc.). One college or university semester hour of credit will be the equivalent of 15 CEUs, and one college or university quarter hour of credit will be the equivalent of 10 CEUs and one college or university trimester hour of credit will be equivalent to 12 CEUs.

### **Recognized Sources of Continuing Education Units**

Recognized programs are training/education programs the IICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by the IICB or are recognized sources. The pre-training publicity will indicate if the IICB recognition is being sought or has been obtained. Included are, continuing education programs provided by colleges and universities, health professional agencies, treatment agencies and governmental agencies. Programs not awarded IICB CEUs may be petitioned for credit. College and university courses, offered by accredited institutions as credit toward a degree qualify for CEUs.

Structured individual continuing education, such as the IICB Bibliocredit Program and other self-study programs, is available to the IICB interventionists with a maximum of 10 CEUs every two years.

Candidates may receive up to 5 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a Board committee or an IICB committee.

### **Agency In-Service Education Programs**

Agency in-service education programs may be counted for up to 10 of the required 15 CEUs required biennially for renewal. Agencies who conduct such programs solely for their staff may apply for renewed recognition of in-service program curriculum in increments of ten-hour blocks to be revised biennially. Candidates will follow the pre-recognition method of reporting CEUs for agency in-service training recognized by the IICB and the petition request procedure for in-service programs not awarded CEUs by the IICB.

### **Other Types of Education Experiences**

Candidates for Board Registered Interventionist may petition the IICB for official recognition of other valid types of education experiences not included in the recognized sources. Examples of alternative experiences include:

**Research papers, professional publications in the intervention field:** A candidate may obtain up to 5 CEUs every two years for papers accepted for publication, reading or discussion at a professional meeting or conference. **The topic must pertain to intervention.** The work can be counted only once unless major updates or revisions occur, even though presented in more than one format or location.

**Teaching/Training other interventionists:** The number of CEUs awarded will be equal to the number of hours spent in actual presentation time, plus .5 hours for preparation time. Education lectures presented as part of the intervention services provided to communities, organizations, groups and individuals are not eligible to be counted as CEUs. Presentations for which the candidate has previously received credit are ineligible.

### **Validation of Continuing Education**

Candidates for Board Registered Interventionist must document they have obtained CEUs and submit the appropriate validation for each educational experience. Acceptable validation (documentation) are copies of certificates or other proof of completion forms containing the number of CEUs, program number, date and category.

Continuing education programs not recognized by the IICB or the ICB must be petitioned. A certificate of completion or other evidence of program attendance provided by the sponsors bearing the name of the candidate, date and number of hours in the program must be submitted with the petition. If the certificate and/or verification of attendance do not indicate the number of education hours, a program brochure or other documentation of number of education hours must also be submitted.

For College and University courses, acceptable forms of documentation include transcripts or official university correspondence indicating proof of successful course completion.

For Agency In-Service Education and Training Programs, a certificate of attendance or letter, listing in-services attended, signed by the candidate's supervisor or training coordinator must be submitted. Such validation must include a verification of the number of hours spent in training and a description of the course content if petitioning for CEUs.

Other educational experiences not outlined above may be eligible for recognition by petition.

### **Procedures for Documenting Continuing Education**

At least 30 days prior to the expiration of the candidate status, the candidate will be notified by the IICB of his or her need to document continuing education. Copies of certificates or other forms of verification must be submitted with the appropriate forms for documentation.

## **Continuing Education Recognition**

The IICB recognizes and awards CEUs for education or training events as Category I or II. The two methods of obtaining training/education awarded Category I or II CEUs are:

- Attend programs that have been awarded CEUs by the IICB or are presented by pre-recognized sources. The certificate of completion will contain the program number assigned by the IICB, the number of continuing education hours, and the Category (I and/or II).
- Attend programs that have not been recognized or awarded CEUs and petition for CEUs.

### **Procedures to Petition for Continuing Education Units**

The candidate may petition for CEU credit for all educational programs that are not awarded CEUs by the IICB. All in-services may be petitioned together. Petitions will be reviewed within 30 days, and the candidate will receive a letter indicating the number of CEUs awarded, if recognized.

Requests are to be submitted to the IICB on the petition form upon completion of the training event, with the following information:

- Documentation of attendance.
- Goals and objectives of the program.
- Date/length of program in clock hours.
- Brochure or other document describing program content.
- Sponsor, location, instructor and target population.
- Definition of the training type (publication, workshop, seminar).
- Identification of the intervention specific content and/or knowledge/skill related to intervention.
- Non-refundable petition fee (\$10.00).

### **Extension of Continuing Education Requirements**

A candidate unable to meet the continuing education requirements for renewal may request, in writing, an extension of up to six months from his or her expiration date until the continuing education requirements can be met. The request must be made prior to the expiration date. A monthly charge of \$10.00 is assessed for extensions. A candidate not meeting the CEU requirement after the six-month extension shall be terminated.

NOTE: The candidate should remember this process leaves him or her only 18 months to obtain CEU credit for the current status period.

## **TERMINATED CANDIDATE STATUS**

Candidate status will be terminated for the following:

- Failure to pay the biennial candidate status fee.
- Failure to apply for an extension prior to the expiration date.
- Failure to comply with the conditions of an extension by the deadline.
- Failure to document 15 continuing education units (CEUs) over the two-year period of candidate status and no request for extension or payment plan.
- Ethics violations.
- Failure to maintain candidate status.

The IICB will give written notice at least 30 days before the candidate status expires.

All requests for re-instatement must be put in writing to the Board of Directors of the IICB. Telephone inquiries will not be accepted. A written response will be sent to the member.

## **DISCIPLINARY REVIEW PROCESS**

Candidates for Board Registered Interventionist hold a unique position of trust and responsibility and must be aware at all times of the ethical requirements imposed on them as a result of this special position.

The IICB has established a disciplinary review process to file complaints about the ethical conduct of an IICB registered professional, candidate or applicant. Through this process a professional, candidate or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints that have been found to be insolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the intervention professional or candidate or through the interventionist's/candidate's supervisor/employing agency. If this means fails or does not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

To request an Ethics Complaint package please contact:

IICB, Inc.  
c/o ICB, Inc.  
Attn: Executive Director  
401 E. Sangamon Avenue  
Springfield, IL 62702.

## **CANDIDATE STATUS FOR BOARD REGISTERED INTERVENTIONIST APPLICATION INSTRUCTIONS**

The initial application is a brief sketch of the professional's qualifications. This is meant to be an assessment for review purposes. The manual is a recording and compilation of documents demonstrating competency in the knowledge and skills specifically related to the domains of the Candidate for Board Registered Interventionist. An approved application means an applicant is eligible for candidate status.

1. Application forms must be neatly printed or typed.
2. Staple or paperclip the materials together. Do not place the application materials in binders, folders, report covers, etc.
3. The check or money order for \$100 should be made payable to ICB.  
**All fees are non-refundable.**
4. Make and keep a photocopy of the entire completed application including all attachments. Send the original copy of the application and copies of all other documents. **Faxed applications will not be accepted.**
5. Applications will not be reviewed until all sections are completed and signed where required. If any problems are found with the application materials, the applicant will receive written notification.
6. The applicant is responsible for notifying the IICB, Inc. in writing, of any changes to name, work/home address and work/home telephone numbers.
7. Applications in process will be maintained by the ICB for one year and then purged if not completed, requiring reapplication.
8. The IICB reserves the right to request further information from persons listed on the application forms.
9. Mail the completed application to:

IICB, Inc.  
c/o ICB, Inc.  
401 E. Sangamon Avenue  
Springfield, IL 62702.

Application # \_\_\_\_\_

# APPLICATION FOR BOARD REGISTERED INTERVENTIONIST - CANDIDATE

## GENERAL CANDIDATE INFORMATION

PLEASE PRINT OR TYPE

<b>Name:</b> _____ (Last) (First) (MI)
<b>Home Address:</b> _____
<b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____
<b>Home Telephone:</b> (____) _____ <b>E-Mail Address:</b> _____
<b>Date of Birth:</b> _____ <b>Social Security Number:</b> _____
<b>I Would Like My Mail Sent To:</b> ____ Home ____ Work <b>Sex:</b> ____ Male ____ Female
<b>Place of Employment:</b> _____
<b>Employer Address:</b> _____
<b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____
<b>Employer Telephone:</b> (____) _____ <b>Employer Fax:</b> (____) _____
<b>Position/Title:</b> _____
<b>Date Employed:</b> from _____ to _____ <b>Hours of Work Per Week:</b> _____ Month/Day/Year Month/Day/Year
<b>Immediate Supervisor:</b> _____

Title: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Application # \_\_\_\_\_

**PLEASE CHECK ONE SELECTION FROM EACH OF THE FOLLOWING AREAS:**

**Highest Education Level Completed**

High School Diploma or GED       Associate of Arts/Sciences  
 Bachelor of Arts/Sciences       Master of Arts/Sciences       Doctorate

**Ethnic Origin (Optional)**

Caucasian       Black/African-American       Native American or Alaskan Native  
 Asian or Pacific Islander       Hispanic       Other

**Primary Work Setting**

Private Practice       Funded Program

**Primary Population Served**

Adults       Adolescent       Mixed  
 Geriatrics       Children

**PLEASE INDICATE IF YOU HOLD ANY OF THE FOLLOWING:**

**Certifications/Board Registrations/Licenses (Enclose Copies of Certifications or Licenses)**

CADC       CRADC       CSADC       CMADC       CARS       MISA I       MISA II  
 CCJP       PCGC       LPC/LCPC       LSW/LCSW       Other \_\_\_\_\_

Malpractice Insurance is provided by: \_\_\_\_\_  
(Enclose a copy of current Malpractice Insurance Certificate with \$1,000,000/\$3,000,000 minimum coverage)

Fourteen hours of **approved intervention training** was provided by: \_\_\_\_\_  
(Enclose a copy of Certificate of Attendance)

**PLEASE NOTE: THE IICB, INC., RESERVES THE RIGHT TO REQUEST FURTHER INFORMATION FROM ALL PERSONS LISTED ON THE APPLICATION FORM. THE IICB AND ITS REVIEW COMMITTEES RESERVE THE OPTION TO REQUEST AN ORAL**

**INTERVIEW WITH THE APPLICANT. THIS INFORMATION WILL BE USED STRICTLY TO EVALUATE THE PROFESSIONAL COMPETENCE OF A CANDIDATE AND WILL BE KEPT CONFIDENTIAL BY THE IICB AND THE ICB. FURTHER INFORMATION MAY BE REQUESTED IN ORDER TO VERIFY TRAINING, ETC. THIS INFORMATION IS NOT AVAILABLE TO OTHER PERSONS WITHOUT THE WRITTEN CONSENT OF THE APPLICANT.**

All answers are correct to the best of my knowledge. I authorize any educational institution or other body having knowledge of my academic status, to release information to the ICB regarding my status.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Application # \_\_\_\_\_

## EDUCATION

**PLEASE REPRODUCE THIS FORM AS NEEDED TO RECORD ALL RELEVANT EDUCATION. Be sure to attach documentation (i.e., transcripts, certificates) that supports participation. Lack of appropriate documentation will result in the inability to apply these hours toward registration. Mark the category for each program (more than one may apply).**

\_\_\_\_\_  
Course/Program Title: \_\_\_\_\_

Date Attended: \_\_\_\_\_ to \_\_\_\_\_ Clock Hrs: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Briefly Describe the Content of Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intervention Specific     Counseling Specific     Ethics

Course/Program Title: \_\_\_\_\_

Date Attended: \_\_\_\_\_ to \_\_\_\_\_ Clock Hrs: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

**Briefly Describe the Content of Education:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Intervention Specific     Counseling Specific     Ethics

**Course/Program Title:** \_\_\_\_\_

**Date Attended:** \_\_\_\_\_ to \_\_\_\_\_ **Clock Hrs:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Briefly Describe the Content of Education:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Intervention Specific     Counseling Specific     Ethics

**Application #** \_\_\_\_\_

## **ASSURANCE AND RELEASE**

The International Interventionists Credentialing Board (IICB) and/or the Illinois Certification Board (ICB) may request further information from all persons listed on the application form in order to verify education. This information is not available to others outside the application process without the written consent of the applicant.

"I give my permission for the IICB/ICB Board and staff to investigate my background as it relates to information contained in this application for Candidate Status for Board Registered Interventionist. I understand that intentionally false or misleading statements or intentional omissions shall result in denial or revocation of candidate status."

"I consent to the release of information contained in my application file and other pertinent data submitted to, or collected by the IICB/ICB, to officers, members and staff of the aforementioned board."

"I further agree to hold the ICB and the IICB, it's officers, board members, employees and examiners free from civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties, which they may take in connection with this application and subsequent examinations and/or the failure of the IICB to issue registration."

"I certify that I have read and subscribe to the IICB Model and the IICB Code of Ethics for Candidate for Board Registered Interventionists."

"I further certify that my Candidate Status classification is public knowledge."

"I hereby affirm that the information provided on this form is correct and that I believe I am qualified for the registration for which I am applying."

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## **CODE OF ETHICS FOR CANDIDATES FOR BOARD REGISTERED INTERVENTIONIST**

### **Principle 1: Legal and Moral Standards**

The welfare and dignity of the client are to be protected and valued above all else. IICB Candidates for Board Registered Interventionist in the practice of providing interventions, show respect and regard for the laws of the communities in which they work. They recognize that violations of legal standards may damage their own reputation and that of the INTERVENTIONIST profession.

- a. The welfare and dignity of the client are to be protected and valued above all else.
- b. IICB Candidates for Board Registered Interventionist shall not physically or verbally abuse their clients.
- c. IICB Candidates for Board Registered Interventionist shall not abuse alcohol.
- d. IICB Candidates for Board Registered Interventionist shall not financially exploit their clients.
- e. IICB Candidates for Board Registered Interventionist shall not abuse legal drugs.

- f. In some circumstances, IICB Candidates for Board Registered Interventionist may themselves use properly prescribed, mood-altering drugs for necessary and appropriate medical reasons. In such circumstances, IICB Candidates for Board Registered Interventionist should weigh their ability to serve in clinical relationships.
- g. IICB Candidates for Board Registered Interventionist shall not possess or use any illegal drugs under any circumstances.
- h. IICB Candidates for Board Registered Interventionist who can legally prescribe controlled substances must exercise clinical discretion in prescribing controlled substances which are mind altering and/or addictive.

**Principle 2: IICB Candidates for Board Registered Interventionist/Client Relationships**

In the provision of intervention services, IICB Candidates for Board Registered Interventionist shall establish and maintain counselor/client relationships characterized by professionalism, respect and objectivity.

- a. IICB Candidates for Board Registered Interventionist shall not enter into clinical relationships with members of their own family, with close friends, with persons closely connected to them or others whose welfare might be jeopardized by such a dual relationship.
- b. IICB Candidates for Board Registered Interventionist shall ensure that services are offered in a respectful manner in an appropriate environment.
- c. IICB Candidates for Board Registered Interventionist shall not charge or collect a private fee or other form of compensation for services to a client who is charged for those same services through the agency. Candidates shall not engage in fee-splitting.
- d. IICB Candidates for Board Registered Interventionist must not use their relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- e. IICB Candidates for Board Registered Interventionist shall avoid continuing a clinical relationship (maintaining a case) for personal gain or satisfaction beyond the point where it is clear that the client is not benefiting from the relationship.
- f. IICB Candidates for Board Registered Interventionist shall not give or receive a fee, commission, rebate or any other form of compensation for the referral of clients.
- g. IICB Candidates for Board Registered Interventionist shall not abandon or neglect clients in treatment and shall assist in making appropriate arrangements for the continuation of treatment, if appropriate, following termination of treatment.
- h. If IICB Candidates for Board Registered Interventionist determine an inability to be of professional assistance to clients, they shall either avoid initiating the intervention relationship or immediately terminate that relationship. In either event, IICB Candidates for

Board Registered Interventionist shall be knowledgeable about referral resources and suggest appropriate alternatives. If clients decline the suggested referral, IICB Candidates for Board Registered Interventionist are not obligated to continue the relationship.

- i. IICB Candidates for Board Registered Interventionist shall terminate an intervention services relationship, securing client agreement when possible, when it is reasonably clear that the client is no longer benefiting, when services are no longer required, when intervention services no longer serves the client's needs or interests, or when clients do not pay the fees charged by IICB Candidates for Board Registered Interventionist.
- j. In promotional and marketing activities for services, IICB Candidates for Board Registered Interventionist shall respect the dignity and confidentiality of the clients.
- k. IICB Candidates for Board Registered Interventionist shall not engage in any sexual relationship, conduct or contact with clients during the time of the intervention relationship or for at least one year thereafter, or if the client or former client becomes or remains "emotionally dependent" on the interventionist as defined under Illinois Law at 740 ILCS & 140/1 (a). Candidates in all instances shall not engage in any sexual relationship, conduct or contact through means of any therapeutic deception.

### **Principle 3: Non Discrimination**

IICB Candidates for Board Registered Interventionist must not discriminate against clients or professionals based on race, religion, age, sex, disability, ethnicity, national ancestry, sexual orientation or economic condition.

### **Principle 4: Competence**

IICB Candidates' for Board Registered Interventionist responsibility is to provide competent professional services.

- a. IICB Candidates for Board Registered Interventionist shall not offer services outside the boundaries of the intervention profession unless otherwise educated and trained, licensed or certified.
- b. IICB Candidates for Board Registered Interventionist shall not offer services outside their range of competency.

### **Principle 5: Confidentiality**

IICB Candidates for Board Registered Interventionist shall preserve, protect and respect their clients' right to confidentiality.

- a. IICB Candidates for Board Registered Interventionist shall comply with the federal and state laws, rules and regulations pertaining to client confidentiality.

- b. IICB Candidates for Board Registered Interventionist shall guard professional confidences and shall reveal such confidences only in compliance with the law or only when there is a clear and imminent danger to an individual or society.
- c. IICB Candidates for Board Registered Interventionist must inform the client and obtain agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes and observation of an interview by another person.
- d. IICB Candidates for Board Registered Interventionist must discuss the information obtained in clinical or consulting relationships only in appropriate settings and only for professional purposes clearly concerned with the case. Written and oral reports must present only data germane to the purpose of the evaluation and every effort must be made to avoid undue invasion of privacy.
- e. IICB Candidates for Board Registered Interventionist must use clinical and other material in classroom teaching and writing only when the identities of the persons involved are adequately disguised.
- f. The general requirement that IICB Candidates for Board Registered Interventionist keep information confidential does not apply when the best interests of clients, welfare of others, obligations to society or legal requirements demand that confidential information be revealed. IICB Candidates for Board Registered Interventionist consult with other professionals when they are unsure of whether an exception to confidentiality exists.
- g. Before confidential information is disclosed over the client's objection, because of legal requirements, IICB Candidates for Board Registered Interventionist shall request to the court that the disclosure not be required and explain why disclosures are harmful to clients. Steps are taken to limit the extent of the unwanted disclosure. Candidates shall not, however, be obligated to violate any state or federal law, or the order of competent jurisdiction.
- h. When circumstances require the disclosure of confidential information, only information that is essential is to be revealed. To the extent possible, clients are to be informed before confidential information is disclosed.
- i. When beginning to provide intervention services, IICB Candidates for Board Registered Interventionist discuss with clients the relevant limitations of confidentiality and the foreseeable uses of information generated through interventionist services.
- j. IICB Candidates for Board Registered Interventionist shall explain the fact that confidentiality cannot be guaranteed in group activities and communicate that clearly to group activity participants.

### **Principle 6: Inter- Professional Relationships**

IICB Candidates for Board Registered Interventionist shall establish and maintain professional relationships characterized by respect and mutual support.

- a. IICB Candidates for Board Registered Interventionist shall establish and maintain professional relationships with their clients.
- b. IICB Candidates for Board Registered Interventionist shall respect the confidences shared by other colleagues/ professionals with respect to clients.
- c. IICB Candidates for Board Registered Interventionist shall not knowingly solicit the clients of other colleagues/ professionals.
- d. IICB Candidates for Board Registered Interventionist shall not knowingly withhold information, that has been appropriately released by the client, from colleagues/professionals that would enhance their treatment effectiveness.
- e. IICB Candidates for Board Registered Interventionist shall not knowingly accept for treatment a person who is receiving services from another professional, except by agreement with that worker or after the termination of the case by that worker.
- f. When working in a treatment team with other professionals, IICB Candidates for Board Registered Interventionist will not abdicate their responsibility to protect and promote the welfare and best interests of the client.
- g. When working within a treatment team, IICB Candidates for Board Registered Interventionist shall work to support, not damage or subvert the decisions made by the team.

**Principle 7: Ethical Standards of IICB Candidate for Board Registered Interventionist.**

**Principle 7.1: When making recommendations for positions, advancements, certification, etc., IICB Candidates for Board Registered Interventionist shall consider the welfare of the public and the profession above the needs of the individual concerned.**

- a. IICB Candidates for Board Registered Interventionist shall not use another professional as a reference without first obtaining that person's permission.
- b. IICB Candidates for Board Registered Interventionist shall not lead a person to believe that he/she will receive a favorable recommendation when, in fact, such a recommendation will not be given.

**Principle 7.2: IICB Candidates for Board Registered Interventionist shall establish and maintain employer/employee relationships characterized by professionalism and respect for the agency's rules of operation.**

**Principle 7.3: IICB Candidates for Board Registered Interventionist shall strive at all times to maintain high standards in the services they offer.**

- a. The maintenance of high standards of competency is a responsibility shared by all IICB Candidates for Board Registered Interventionist.
- b. In circumstances where IICB Candidates for Board Registered Interventionist or IICB Board Registered Interventionists violate ethical standards, it is the obligation of IICB Candidates for Board Registered Interventionist who know first hand of their activities to attempt to rectify the situation. If such attempts fail, IICB Candidates for Board Registered Interventionist shall promptly notify the IICB.

**Principle 7.4: IICB Candidates for Board Registered Interventionist shall respect their professional status and standing.**

- a. IICB Candidates for Board Registered Interventionist shall not misrepresent their professional qualifications and affiliations.
- b. IICB Candidates for Board Registered Interventionist shall not aid or abet a person not duly registered as an IICB Registered Interventionist or an IICB Candidate in representing himself/herself as an IICB Registered Interventionist, as an IICB Candidate or at an interventionist classification which is not true.

**Principle 7.5: IICB Candidates for Board Registered Interventionist have an obligation to see that interventions are done by qualified, competent persons. Constructive efforts to achieve competent intervention services, such as certification, deserve support.**

IICB Candidates for Board Registered Interventionist shall submit accurate and honest information to the IICB for the purpose of obtaining, maintaining and recommending someone for candidate status or registration.

**Principle 7.6: In the conduct of research, IICB Candidates for Board Registered Interventionist should adhere to high standards and follow appropriate scientific procedures.**

**Principle 7.7: When IICB Candidates for Board Registered Interventionist accept the responsibility of teaching intervention techniques or of supervising interventionists, they should discharge these responsibilities with the same regard for standards required of all other professional activities.**

**Principle 7.8: As authors or editors, IICB Candidates for Board Registered Interventionist shall adhere to high standards abiding by the traditions established in the academic arena.**

- a. IICB Candidates for Board Registered Interventionist must acknowledge and document materials and techniques used.
- b. IICB Candidates for Board Registered Interventionist, who conduct training in intervention or techniques, must indicate to the audience the requisite training and qualifications required to properly perform these skills and techniques.

- c. IICB Candidates for Board Registered Interventionist must recognize joint authorship and major contributions of a professional character made by several persons to a common project. The author who has made the principle contribution to a publication must be identified by being listed first.
- d. IICB Candidates for Board Registered Interventionist must acknowledge in footnotes or introductory statements minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- e. IICB Candidates for Board Registered Interventionist must acknowledge, through specific citations, unpublished, as well as published material that has directly influenced the research or writing.
- f. IICB Candidates for Board Registered Interventionist who compile and edit for publication the contributions of others must list oneself as editor, along with the names of those others who have contributed.
- g. IICB Candidates for Board Registered Interventionist must define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- h. IICB Candidates for Board Registered Interventionist must not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.

### **Principle 8: Resolving Ethical Issues**

IICB Candidates for Board Registered Interventionist shall take appropriate action when they possess information that raises doubts as to whether another IICB Candidate for Board Registered Interventionist or an IICB Registered Interventionist is acting in an ethical manner.

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PERSONAL STATEMENT

As an IICB Candidate for Board Registered Interventionist, I shall strive at all times to maintain the highest standards in all services I provide, valuing competency and integrity over expediency or ability, providing services only in those areas where my training and experience meet established standards. I shall always recognize that I have assumed a heavy social and vocational responsibility due to the intimate nature of my work which touches the lives of other human beings.

My signature below indicates my agreement with and willingness to abide by this Code of Ethics.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Stamp



## Candidate for Board Registered Interventionist Checklist

**The following should be included in your Candidate Application**

- \_\_\_\_\_ General Information forms and appropriate **fees**.
- \_\_\_\_\_ Copy of Insurance.
- \_\_\_\_\_ Education forms including all documentation. Attach an official transcript, if applicable.
- \_\_\_\_\_ Assurance and Release form signed and dated by applicant.
- \_\_\_\_\_ Code of Ethics signed, dated and notarized.

When the application is complete, send all materials to:

IICB, Inc.  
c/o ICB, Inc.  
401 E. Sangamon Avenue  
Springfield, IL 62702.

**Applications will not be accepted by fax.**