

# **The Texas Certification Board**

presents

**The Texas System for Designation of**

# **ASSOCIATE PREVENTION SPECIALISTS (APS)**

## **APPLICATION PACKAGE**

Revised January 2019

## **TEXAS CERTIFICATION BOARD**

401 Ranch Road 620 S, Suite 310

Austin, TX 78734

Tel: (512) 708-0629

Fax: (888) 506-8123

Email: [admin@tcbap.org](mailto:admin@tcbap.org)

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# TEXAS SYSTEM FOR DESIGNATION OF ASSOCIATE PREVENTION SPECIALISTS (APS)

## Statement of Purpose

The Associate Prevention Specialist (APS) designation is intended for individuals pursuing competency in the field of substance abuse prevention or those with sustained employment in the field. APS designation is available for current prevention staff who are interested in pursuing this designation including staff currently employed at a substance abuse prevention entity.

## *Statutory Limitations*

Designation as an APS is not to be construed as authorization to charge or collect fees for services rendered if to do so conflicts with any statutory limitations. Where statute requires that an APS be supervised by a licensed provider/clinical supervisor, the APS shall so be supervised.

## *Principles*

Certain important principles have emerged in regard to this credential.

**Principle 1:** This prevention designation is based on a combination of competency and knowledge about prevention education to include academic achievement.

**Principle 2:** Persons having prevention skills and utilizing them in positions other than those of counseling may be awarded this designation by TCB. The basic requirement for designation is the performance of prevention skills and academic achievement.

**Principle 3:** Application for this credential is entirely voluntary.

**Principle 4.** Associate Prevention designation is offered to both members and non-members of TAAP's membership and TCB's certification processes.

**Principle 5:** Applicants for the APS designation must make their application with the credentialing board in the state in which they reside.

Principle 6: The APS designation is NOT an IC&RC reciprocal credential.

## Authority

The authority of the Texas Certification Board is derived from those persons who are dedicated to service as counselors and other health professionals who are most affected by certification and standardization of related counseling issues such as prevention. The authority is embodied in the statewide association of alcohol and drug abuse counselors, the Texas Association of Addiction Professionals, Inc. Recognition of designation is voluntary. The credibility of this designation results from the standards that are maintained and the performance levels established by the Texas Certification Board. Elected by the membership of the Texas Association of Addiction Professionals (TAAP), the Texas Certification Board is governed by its own procedures. Members serve without remuneration.

## Requirements for APS Designation

The minimum requirements for designation of an APS shall include academic achievements, work experience, and formal training.

- A. **Formal Training:** Documentation of 120 clock hours, or equivalent college semester hours, of education; of which 90 hours must be prevention specific and can be completed through Substance Abuse Prevention coursework offered through an accredited university or college, DSHS Coordinated Training Services (CTS) contractor, DSHS approved distance learning websites, TCB approved Continuing Education Provider, or the Substance Abuse Prevention Specialist (SAPST) training offered through CTS and provided by the Department of State Health Services approved SAPST trainer. Six hours must be specific to prevention ethics and can be part of the 90 hours of the prevention specific education. The remaining 24 hours of education must be AOD specific. AOD specific education may be acquired through accredited college or university course work or TCB approved Continuing Education Providers. Education must be documented through approved provider education certificates or official college transcripts.
- B. **Ethics:** All applicants for designation as an APS must sign and agree to comply with the ethical standards as set forth in the Texas System of Certification for the APS designation. All professional ethical complaints must be resolved prior to designation. The ethical standards are included in this application packet.
- C. **Supervised Practicum:** All applicants must show documentation of a one hundred twenty (120) hour Practicum with a minimum of ten (10) hours in each of the six (6) Prevention domains:
  - 1. Planning and Evaluation;
  - 2. Prevention Education and Service Delivery;
  - 3. Communication;
  - 4. Community Organization
  - 5. Public Policy and Environmental Change; and
  - 6. Professional Growth and ResponsibilityA form for documenting the supervised practicum is included in this application package.
- D. **Education:** A minimum of a High School Diploma or GED is required for designation and must be documented through official transcripts.
- E. **Experience:** All applicants must document a minimum of 3,000 hours of substance abuse prevention work experience. A form is included in this application package on which the work experience should be documented.
- F. **Evaluation:** Applicants are required to submit the Supervisor's competency evaluation included in this application packet.
- G. **Application:** All applicants must submit a completed copy of this application along with the application fee to the Texas Certification Board.

## **Fee for Designation**

The following fee structure shall apply for all individuals who apply for designation as an APS.

Application Fee	\$100.00
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## **Requirements for Renewal**

The APS designation shall be issued for a period of two (2) years. The requirements for renewal shall be as follows:

- A. Submission of an application including a signed copy of the ethical standards for the APS and renewal fee of \$100
- B. Absent of any ethical or malpractice violations in this designation or any other certifications or licensures.
- C. Completion of forty (40) hours of continuing education in the six prevention domains:
  - 1. Planning and Evaluation;
  - 2. Prevention Education and Service Delivery;
  - 3. Communication;
  - 4. Community Organization
  - 5. Public Policy and Environmental Change; and
  - 6. Professional Growth and Responsibility

**ASSOCIATE PREVENTION SPECIALIST (APS)  
DESIGNATION APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ Home Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_ Social Security No. \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Gender \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Ethnic Origin**                       African American                       American Indian  
    Asian American                       Caucasian  
    Hispanic                                       Other \_\_\_\_\_

**Health Care Licenses/State Certifications (Please list type and expiration date)** \_\_\_\_\_

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

**Have you ever undergone a disciplinary action for violation of any Code of Ethics?**

YES \_\_\_\_\_ NO \_\_\_\_\_ (If YES, please attach letter of explanation)

**Education**

High School or GED (Type & Date Awarded) \_\_\_\_\_

Associate's Degree (Type & Date Awarded) \_\_\_\_\_

Undergraduate Degree (Type & Date Awarded) \_\_\_\_\_

Graduate Degree (Type & Date Awarded) \_\_\_\_\_

Doctorate Degree (Type & Date Awarded) \_\_\_\_\_

**Enclosures**

\_\_\_\_\_ Designation Application  
\_\_\_\_\_ Signed Code of Ethics

\_\_\_\_\_ Documentation of 90 clock hours, or equivalent college semester/quarter hours of prevention specific education. Prevention Specific education may be complete through Substance Abuse Prevention coursework offered through an accredited university or college, TCB approved Continuing Education Providers, DSHS Coordinated Training Services (CTS) contractor, Department of State Health Services (DSHS) approved distance learning websites, or the Substance Abuse Prevention Specialist (SAPST) training offered through CTS and provided by the Department of State Health Services approved SAPST trainer. Six hours must be specific to prevention ethics and can be part of the 90 hours of the prevention specific education. Education must be documented though approved provider education certificates or official college transcripts.

\_\_\_\_\_ Documentation of 24 clock hours, or equivalent college semester/quarter hours of Alcohol and Other Drug (AOD) specific education. AOD specific education may be completed through accredited college or university course work, TCB approved Continuing Education Providers, DSHS Coordinated Training Services (CTS) contractor, DSHS approved distance learning websites, or the Substance Abuse Prevention Specialist (SAPST) training offered through CTS and provided by the Department of State Health Services approved SAPST trainer. Education must be documented though approved provider education certificates or official college transcripts.

\_\_\_\_\_ Documentation of 6 clock hours of prevention ethics (may be include in the 90 hours of Prevention Specific training). Prevention ethics education may be completed through accredited college or university course work, TCB approved Continuing Education Providers, DSHS Coordinated Training Services (CTS) contractor, DSHS approved distance learning websites, or the Substance Abuse Prevention Specialist (SAPST) training offered through CTS and provided by the Department of State Health Services approved SAPST trainer. Education must be documented though approved provider education certificates or official college transcripts.

\_\_\_\_\_ Documentation of one hundred twenty (120) hour Prevention Practicum  
\_\_\_\_\_ Documentation of a minimum of a High School Diploma or GED through **official** transcript (If you already have certifications with TCB that required official transcript you DO NOT have to send them in again)

\_\_\_\_\_ Documentation of at least 3,000 hours of substance abuse prevention work experience  
\_\_\_\_\_ Completed Supervisor Competency Evaluation  
\_\_\_\_\_ Signed Assurance and Releases

**APS Fees**

\_\_\_\_\_ Designation Fee ..... \$100.00

**Payment Information**

\_\_\_\_\_ I have enclosed a check or money order payable to TCB  
\_\_\_\_\_ I authorize TCB to charge my credit card in the amount of \$ \_\_\_\_\_  
\_\_\_\_\_ Visa      \_\_\_\_\_ Mastercard      \_\_\_\_\_ American Express      \_\_\_\_\_ Discover

Card No. \_\_\_\_\_ Exp Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_



# **ASSOCIATE PREVENTION SPECIALIST (APS)**

## **CODE OF ETHICS**

### **Prevention Think Tank Code of Ethical Conduct**

#### **Preamble**

The principles of ethics are models of exemplary professional behavior. These principles of the Prevention Think Tank Code express prevention professionals' recognition of responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. They guide prevention professionals in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The principles call for honorable behavior, even at the sacrifice of personal advantage. These principles should not be regarded as limitations or restrictions, but as goals toward which prevention professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the prevention field.

#### **Principles**

##### **Principle 1: Non-discrimination**

An applicant or certified prevention specialist shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, pregnancy, religion, national origin, socio-economic status, political belief, citizenship, military service or affiliation, psychiatric or psychological impairment, physical disability, or the amount of previous therapeutic or treatment occurrences. A prevention specialist should broaden his or her understanding and acceptance of cultural and individual differences, and in so doing, render services and provide information sensitive to those differences.

Prevention specialists should be knowledgeable about disabling conditions and demonstrate empathy in interactions with all participants, including those with disabilities, and make available physical, sensory, and cognitive accommodations that allow individuals with disabilities to receive services. Prevention specialists shall know and comply with all local, state and Federal laws regarding the accommodation of individuals with disabilities.

##### **Principle 2: Competency**

Prevention specialists shall master their prevention specialty's body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service delivery, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the cultures within which prevention application occurs. The maintenance of competence requires continual learning and professional improvement throughout one's career.

- A. Professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable technical and ethical standards.
- B. Due care requires a professional to plan and supervise adequately and evaluate to the extent possible any professional activity for which he or she is responsible.
- C. A prevention specialist should recognize limitations and boundaries of competencies and not use techniques or offer services outside of his or her competencies. Each professional is responsible



for assessing the adequacy of his or her own competence for the responsibility to be assumed. When asked to perform such services, a prevention specialist shall, to the best of their ability, refer to an appropriately qualified professional. When no such professional exists, a prevention specialist shall clearly notify the requesting person/organization of the gap in services available.

- D. Ideally, competent senior prevention specialists should supervise prevention specialists. When this is not possible, prevention specialists should seek peer supervision or mentoring from other competent prevention specialists.
- E. When a prevention specialist has knowledge of unethical conduct or practice on the part of an agency or prevention specialist, he or she has an ethical responsibility to report the conduct or practices to funding, regulatory or other appropriate bodies within seventy-two (72) business hours.
- F. A prevention specialist should recognize the effect of impairment on professional performance and should be willing to seek appropriate professional assistance for any form of substance misuse, psychological impairment, emotional distress, or any other physical related adversity that interferes with their professional functioning.
- G. Prevention specialists 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 3: Integrity**

To maintain and broaden public confidence, prevention specialists should perform all responsibilities with the highest sense of integrity. Personal gain and advantage should not subordinate service and the public trust.

Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle.

- A. All information should be presented fairly and accurately. Each professional should document and assign credit to all contributing sources used in published material or public statements.
- B. Prevention specialists should not misrepresent either directly or by implication professional qualifications or affiliations.
- C. Where there is evidence of impairment in a colleague or a service recipient, a prevention specialist should be supportive of assistance or treatment.
- D. Prevention specialists should not be associated directly or indirectly with any service, products, individuals, and organizations in a way that is misleading or discredit the profession.
- E. Prevention specialists shall not engage in conduct, which does not meet the generally accepted standards of practice for the prevention 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 services provided.
  - 2. Acting in such a manner as to present a danger to public health or safety, or to any participant including, but not limited to, impaired behavior, incompetence, negligence or malpractice, such as:
    - a. Failing to comply with a term, condition or limitation on a certification or license.
    - b. 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.
    - c. Administering to oneself any controlled substance not prescribed by a doctor, or aiding and abetting another person in the use of any controlled substance not prescribed to that person.

- d. Using any illicit drug, prescription medication 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.
  - e. Using illicit drug while providing professional services.
- F. Prevention specialists shall uphold the law and have high morals in both professional and personal conduct. Grounds for discipline include, but are not limited to, conviction of any felony during the period in which a prevention specialist holds a prevention certification, excluding class “C” misdemeanors, whether or not the case is pending an appeal.

#### **Principle 4: Nature of Services**

Practices shall do no harm to service recipients. Services provided by prevention specialists shall be respectful and non-exploitive.

- A. Services should be provided in a way, which preserves the protective factors inherent in each culture and individual.
- B. Prevention specialists should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.
- C. Where there is suspicion of abuse of children or vulnerable adults, the prevention specialist shall report immediately or no later than twenty-four (24) hours the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.
- D. Prevention specialists shall adhere to the same principles of professionalism outlined in the Prevention Code of Ethics online as they would offline. With this in mind, the following are additional guidelines regarding the use of technology:
  1. Prevention specialists are discouraged from interacting with current or past direct program participants on personal social networking sites. It is recommended that prevention specialists establish a professional social networking site for this purpose.
    - a. Prevention specialists should not affiliate with their own direct program recipients on personal social media sites.
    - b. Prevention specialists should use professional and ethical judgment when including photos and/or comments online or in prevention materials.
    - c. Prevention specialists shall not provide their personal contact information to direct program recipients, i.e. home/personal cell phone number, personal email, social media accounts, etc. nor engage in communication with direct program participants through these mediums.
  2. It is the responsibility of the prevention specialist to ensure, that professional networks used for sharing confidential information are secure and that only verified and registered users have access to the information.
  3. Prevention specialists should be aware that any information they post on a social networking site may be disseminated (whether intended or not) to a larger audience, and that what they say may be taken out of context or remain publicly available online in perpetuity. When posting content online, they should always remember that they are representing the prevention field, their organization and their community, and so should always act professionally and take caution not to post information that is ambiguous or that could be misconstrued or taken out of context. It is recommended that employees not identify themselves as connected to their agency on their personal website.
  4. Employees should be aware that employers may reserve the right to edit, modify, delete, or review organizational Internet communications and that writers assume all risks related to the security, privacy and confidentiality of their posts. When moderating any website, the

prevention specialist should delete inaccurate information or other's posts that violate the privacy and confidentiality of participants or that are of an unprofessional nature.

5. Prevention specialists should refer, as appropriate, to an employer's social media or social networking policy for direction on the proper use of social media and social networking in relation to their employment.
- E. Prevention Specialists must be aware of their influential position with respect to employees, supervisees, and direct program recipients, and they avoid exploiting the trust and dependency of such persons. Prevention specialists, therefore, make every effort to avoid dual relationships with prevention participants that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, Prevention Specialists 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 direct prevention recipients, their family members, employees or supervisees.
  1. Soliciting and/or engaging in sexual conduct with any direct prevention participants is prohibited.
  2. Prevention specialists should avoid any action or activity that would indicate a dual relationship and transgress the boundaries of a professional relationship (e.g. developing a friendship with a program participant, socializing with participants, accepting or requesting services from a participant, providing "informal counseling" to a participant.)
  3. Prevention specialists should not assume dual roles in a setting that could compromise the relationship with or confidentiality of participants (e.g. providing a skills group for students engaging in risky substance use behaviors, an "indicated population," and also teaching an academic subject where they are class members.)
  4. Prevention specialists shall avoid bringing personal issues into the professional relationship.

### **Principle 5: Confidentiality**

Confidential information acquired during service delivery shall be safe guarded from disclosure, including – but not limited to – verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases. Prevention specialists are responsible for knowing the confidentiality regulations relevant to their prevention specialty.

### **Principle 6: Ethical Obligations for Community and Society**

According to their consciences, prevention specialists should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of prevention specialists to educate the general public and policy makers. Prevention specialists should adopt a personal and professional stance that promotes health.

**Adopted by the Texas Certification Board of SUD professionals**

I have read and understand the Prevention Think Tank Code of Ethical Principles. I will, to the best of my ability, adhere to and honor this Code in my professional and personal dealings and agree to the authority of the Texas Certification Board of SUD professionals. In regards to my certification as a Prevention Specialist, I will surrender my certification, if necessary, for violation of any portion of the Code of Ethics.

**Adopted by the Texas Certification Board**

I hereby certify that this Associate Prevention Designation application and related material, to the best of my knowledge, are true and correct. I hereby release from liability TCB the organization, all representative Board members and agents of the Board from liability for their acts performed in good faith and without malice in connection with reviewing, evaluating, processing, and monitoring my application, my testing, my designation, and renewal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**ASSOCIATE PREVENTION SPECIALIST (APS)**  
**Supervised Practicum Form—Documentation of Hours**

**Instructions for Completion:** Supervisors should complete this form and are also required to keep time sheets/documentation verifying supervised practical experience for a minimum of five years after completion. **Unless otherwise indicated, please type or print all information on this form.**

**APPLICANT'S NAME:** \_\_\_\_\_

**CERTIFYING STATEMENT:**

“I hereby certify that the above named individual has successfully completed the 120 hour Practicum experience, including at least ten (10) hours of experience in each of the six (6) Prevention Domains, as outlined at the bottom of this form. Weekly time sheets/documentation verifying supervised practical experience shall be kept on file for a minimum of five years after completion and I will provide time sheets/documentation to TCB should they be requested.”

**NAME OF PRACTICUM SUPERVISOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**AGENCY NAME:** \_\_\_\_\_

**AGENCY PHONE NUMBER:** \_\_\_\_\_

**PRACTICUM SUPERVISOR SIGNATURE:** \_\_\_\_\_

**PRACTICUM STUDENT'S SIGNATURE:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

Prevention Domain	Number of Hours of Experience in Domain	Supervisor Initials
1. Planning and Evaluation		
2. Prevention Education and Service Delivery		
3. Communication		
4. Community Organization		
5. Public Policy and Environmental Change		
6. Professional Growth and Responsibility		
<b>TOTAL SUPERVISED HOURS</b>		

## Associate Prevention Specialist (APS) Sample Supervised Practical Experience Documentation Form

This is a sample Supervised Practical Experience Documentation Form for the Associate Prevention Specialist (APS) provided by TCB. Agencies may utilize another form of time sheet/documentation form but it should include at a minimum the information on this form. Applicants ARE NOT required to return this form to TCB with their application but practicum supervisors/agencies are required to keep this documentation on file for a at least five years from the date of completion.

For an excel version of this spreadsheet with formulas to help tabulate totals visit [www.tcbap.org](http://www.tcbap.org).

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

Week Beginning: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday      Current Week Total      Cummulative Total Last Week      Cummulative Total

**Domain**

1. Planning and Evaluation										
2. Prevention Education and Service Delivery										
3. Communication										
4. Community Organization										
5. Public Policy and Environmental Change										
6. Professional Growth and Responsibility										
<b>DAILY TOTAL HOURS:</b>										

**PRACTICUM STUDENT SIGNATURE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

# ASSOCIATE PREVENTION SPECIALIST (APS)

## WORK EXPERIENCE DOCUMENTATION FORM

**INSTRUCTIONS FOR COMPLETING FORM:** You must be working in substance abuse prevention. A minimum of 3,000 hours of substance abuse prevention work experience must be documented. Please note you must attach a job description to this form for each employer you are listing and the job description must be signed by both you and your supervisor. If more than one form is needed for multiple employers, please make photocopies of this form.

\_\_\_\_\_  
**Applicant Last Name**

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

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

List your most recent work experience first. BE SURE TO ATTACH A JOB DESCRIPTION FOR ALL JOBS LISTED. **The applicant and the supervisor must sign the job description.**

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

\_\_\_\_\_  
*Applicant Job Title*

\_\_\_\_/\_\_\_\_-\_\_\_\_

\_\_\_\_/\_\_\_\_-\_\_\_\_

\_\_\_\_\_

**Employer Phone**

**Extension**

**Employer Fax**

**Total # Hours Per Week**

\_\_\_\_\_  
*Employer Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*    *Zip Code*

\_\_\_\_\_  
**Date Employment Began**

*TO*

\_\_\_\_\_  
**Date Employment Ended (If presently employed please indicate "present")**

APPLICANT'S DUTIES:

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

**Please attach a job description on company letterhead signed by you and your supervisor.**

# ASSOCIATE PREVENTION SPECIALIST (APS)

## SUPERVISOR COMPETENCY EVALUATION

**INSTRUCTIONS FOR COMPLETING FORM:** Your supervisor must complete this form for you to return with your application packet. Supervisors should provide a skills rating for your work experience in each of the five APS Prevention domains using the skills rating system below.

**NAME OF SUPERVISOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**AGENCY NAME:** \_\_\_\_\_

**AGENCY PHONE NUMBER:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

<b>Prevention Domain</b>	<b>Skills Rating</b> <i>Scale: Excellent, Good, Fair or Poor</i>	<b>Supervisor Initials</b>
1. Planning and Evaluation		
2. Prevention Education and Service Delivery		
3. Communication		
4. Community Organization		
5. Public Policy and Environmental Change		
6. Professional Growth and Responsibility		



### **PROCEDURE FOR CODE OF ETHICS COMPLAINTS**

TCB has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCB APS or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be irresolvable 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 APS professional or through the APS professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

Ethic complaints must be submitted in writing and mailed to TCB Headquarters at 401 Ranch Road 620 S, Ste. 310, Austin, and TX 78734.

If you have any questions about any portion of this application, call the office for assistance at:  
(512) 708-0629

Be sure to make a copy of this application and all materials sent with it for your permanent record and as back-up in case it should get lost or damaged in the mail.

Please note: we cannot accept piece mail. Please be certain your portfolio is complete prior to submitting it to TCB. Incomplete portfolios will be returned.

**Return completed application packet to:**

**TCB  
401 Ranch Road 620 S, Suite 310  
Austin, TX 78734**