

Disciplinary Procedures

Introduction and Effective Date

This document is effective from August 2011. All certified professionals of the Association (Hong Kong Professional Addiction Counseling Association) must comply with the Association's Code of Ethics and the relevant procedures outlined in this document. These training procedures aim to ensure that all professionals and applicants participating in the Association's courses receive high-quality professional development and learn in a safe, professional, and protected environment.

Procedure Articles

1. Confidentiality Procedure

- **Strict Confidentiality:** Except as specifically mentioned herein, all received data, reports, decisive files, records, or other documents generated or received during the training courses must be kept strictly confidential by the Hong Kong Professional Addiction Counseling Association.
- **Legal Exemptions:** Unless required by applicable law (such as a court order), the aforementioned confidentiality principles strictly apply to all training-related information. Instructors and trainees participating in the training also share the responsibility of maintaining the confidentiality of case studies or sensitive information shared in class, both during and after the training period.

2. Registration and Qualifications

- **Admission Requirements:** Each training course will specify its own admission requirements. Individuals participating in advanced certification training may be required to first possess relevant basic educational qualifications, clinical experience, or a foundational certification from the Association.
- **Fair Admission:** The Association will process all training applications based on principles of openness, fairness, and non-discrimination. The Association reserves the right to make the final decision regarding the course admission list.

3. Participation and Professional Conduct

- **Adherence to Ethics:** Trainees must strictly abide by the Association's Code of Ethics during the training period (including, but not limited to, class discussions, group role-plays, case studies, and field visits).
- **Learning Environment:** Trainees must participate in training with a professional attitude, showing respect for instructors and peers. Any form of harassment, discrimination, or behavior that disrupts the learning environment is strictly prohibited. In the event of a violation, the Association reserves the right to terminate the trainee's eligibility for the training.

4. Attendance and Assessment Standards

- **Attendance Requirements:** To ensure the effective transfer of knowledge and skills, trainees must meet the minimum attendance rate required for each training course (generally 80% or more of total course hours, subject to specific course guidelines) to be eligible to receive a certificate.
- **Professional Assessment:** Training courses that involve professional certification may include written examinations, clinical supervision, or field observation assessments. Trainees must pass the relevant evaluations to demonstrate their competence in performing professional addiction counseling.

5. Certification and Continuing Education Records

- **Certificate Issuance:** Trainees who successfully complete the course and pass the required assessments will be awarded the relevant training certificate by the Association, and corresponding Continuing Professional Development (CPD) or Continuing Education Unit (CEU) credits will be recorded.
- **Record Retention:** The Association will properly and securely maintain trainees' training and assessment records in accordance with the "Confidentiality Procedure" for future professional certification or renewal purposes.