



# **GENERAL APPLICATION MANUAL**

## **ARIZONA BOARD for CERTIFICATION of ADDICTION COUNSELORS**

**Address:** P.O. Box 83165 Phoenix, Arizona 85071

**Email:** [Abcac@abcac.org](mailto:Abcac@abcac.org)      **Phone:** 480-980-1770

ABCAC is a member of the International Certification Reciprocity  
Consortium / Alcohol and Other Drug Abuse  
(IC&RC / AODA)

## APPLICATION CRITERIA

1. All applicants must submit documentation for review and be approved for the written examination. All applicants will be required to pass the written exam. An applicant may choose to apply for certification as:
  - Certified Addiction Counselor (CAC)
  - Certified Alcohol & Drug Abuse Counselor (CADAC)
  - Advanced Alcohol and Drug Abuse Counselor (AADC)
  - Certified Clinical Supervisor (CCS)
  - Certified Prevention Specialist (CPS)
  - Certified Criminal Justice Professional (CCJP)
  - Certified Peer Recovery Specialist (CPRS)

2. Residency in the state of Arizona for one year immediately prior to application shall be required of all applicants for initial certification.

3. Applicant fees are as follows:
  - \$ 150.00 - Application Manual
  - \$ 225.00 - Testing
  - \$ 225.00 - Retest
  - \$ 30.00 - Returned checks

4. **Educational Requirements**

See specific supplement packet for each credential

Education is defined as formal classroom education (workshops, seminars, institutes, inservices and college/university work). Education must be specifically related to the knowledge and skills necessary to perform the tasks within each IC&RC credential.

1 College Semester Unit = 15 Clock Hours

**All education hours must be documented.**

5. **Work Experience**

All qualifying supervised work experience must be completed within six (6) years of applying for certification. Work experience is defined as full or part-time, paid or voluntary, working directly with clients.

Supervised work experience is defined as experience in which the counselor receives clinical supervision. Clinical supervision is a specific aspect of staff development dealing with the clinical skills and competencies for persons providing counseling. The format for supervision is commonly one-to-one and/or small groups on a regular basis. Methods for review often include case review and case discussion, utilizing direct observation of a counselor's clinical work.

Supervised work experience must be in the IC&RC performance domains.

Unsupervised work experience may **not** be substituted for the experience requirement. All experience must be documented.

6. **Ethics**

The applicant must sign a counselor specific code of ethics statement of affirmation that the applicant has read and will abide by the code of ethics.

## **CERTIFICATION APPLICATION CHECKLIST**

It is the responsibility of the applicant to submit complete documentation (certificates, transcripts, etc.). Application **must** be completed within one year of applying. After one year has lapsed from the time of application, the applicant **must** re-apply. **All fees are non-refundable.**

Complete application form with all questions answered (no blank spaces). We need specific rather than general information.

**Please check (X) each item in order to be certain your application is complete.**

**Check here:**

\_\_\_\_ 1. Application for Certification. Include copies of certificates from training programs and official transcripts of education courses completed, and any other relevant documentation.

\_\_\_\_ 2. Read and sign the "Residential Certification" and the "Code of Ethics" provided in this packet.

Please email or mail pages 4-8 of this application filled out/signed to:

**ABCAC**

P.O. Box 83165 Phoenix, Arizona 85071

**abcac@abcac.org**



Yes No Have you ever surrendered or canceled your license, certification or registration in lieu of disciplinary proceedings by the issuing authority in any behavioral health profession?

Yes No Have you ever been the subject of a disciplinary action by a regulatory committee of a professional association?

Yes No Have you ever been convicted or pled guilty or pled no contest to a criminal offense?

Yes No Have you ever been the defendant in a malpractice suit, and either entered into a settlement agreement or paid court-awarded damages, or is there such a suit pending?

Yes No Have you ever been involuntarily terminated from any behavioral health or related employment for unprofessional conduct?

If the answers to any of these questions is YES, please explain below. Use a separate sheet of paper if necessary and enclose any relevant documents.

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Printed Name:

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Signature

Date

**EMPLOYMENT HISTORY**

(Make copies if necessary)

Previous supervised positions in addiction-related fields within the last six (6) years:

Name of Employer:		
Position:		
Name of Supervisor:		
Length of Employment:	From:	To:
Hours worked per week:		
Duties of position held:		

Name of Employer:		
Position:		
Name of Supervisor:		
Length of Employment:	From:	To:
Hours worked per week:		
Duties of position held:		

## EDUCATION HISTORY

<u>Level of Education:</u>	<u>School Name:</u>	<u>Dates of Attendance:</u>	<u>Major/Degree:</u>
High School			
GED			
College			
Graduate School			
Graduate School			

## RESIDENTIAL CERTIFICATION

THIS IS TO CERTIFY THAT I HAVE BEEN A RESIDENT OF THE STATE OF ARIZONA FOR A PERIOD OF AT LEAST ONE YEAR IMMEDIATELY PRIOR TO SUBMITTING APPLICATION.

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**Signature**

**Date**

I hereby give ABCAC permission to contact the persons and institutions whom I have listed and who have provided references. I understand that certification carries no legal or licensing implication. I understand this application does not guarantee certification.

I further agree to hold ABCAC and its Credentialing Committees, Board officers, Board members, agents, staff, and examiners free from any civil liability or damages by reason of any action that is within their scope or arises from the performance of their duties in deciding this certification or any other activity as provided by law or regulation.

If I am awarded certification and I violate the ABCAC Code of Ethics or have a sanction lodged against me, I am aware that ABCAC may publish or release my name to a National Data Bank of Discipline for AODA Counselors.

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Date

Signature

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Print name

## CODE OF ETHICS

### I DO AFFIRM:

That my primary goal is recovery for the client and the client's family.

That I have a total commitment to provide the highest quality of care to those who seek my professional services.

That I shall invest a genuine interest in all my clients, and do hereby dedicate myself to the best interest of my clients and to helping them help themselves.

That I shall maintain at all times an objective, non-possessive, professional relationship with all my clients.

That I shall be willing to recognize when it is in the best interest of my clients to release and refer them to another program or another helping individual.

That I shall adhere to the Rule of Confidentiality with regard to all records, materials and knowledge concerning my client.

That I shall not in any way discriminate between clients or fellow professionals on the basis of race, color, creed, age, sex or sexual preference.

That I shall respect the rights and views of my fellow alcoholism counselors and other professionals.

That I shall maintain respect for institutional policies and management within agencies, and will take initiative toward improvement of such policies and management when it will better serve the interests of my clients.

That I have a continuing commitment to assess my own personal strengths, limitations, biases and effectiveness.

That I shall continuously strive for self-improvement and professional growth through further education and training.

That I have individual responsibility for my own conduct in all areas, including but not limited to, use of mood-altering drugs.

These things I pledge to my professional peers and to my clients.

I have read the entire ABCAC Code of Ethics and do subscribe to it.

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**Signature**

**Date**



**NATIONAL ASSOCIATION of ALCOHOLISM and DRUG ABUSE COUNSELORS  
(NAADAC)  
Presents  
ETHICAL STANDARDS of ALCOHOLISM and DRUG ABUSE COUNSELORS**

The National Association of Alcoholism and Drug Abuse Counselors is comprised of professional alcoholism and drug abuse counselors who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice should guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. Alcoholism and drug abuse counselors dedicate themselves to promoting the best interests of their society, of their clients, of their profession and of their colleagues.

**SPECIFIC PRINCIPLES**

Principle 1: Non-discrimination.

The alcoholism and drug abuse counselor should not discriminate against clients or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation or economic condition.

Principle 2: Responsibility.

The alcoholism and drug abuse counselor should espouse objectivity and integrity, and maintain the highest standards in the services the counselor offers.

- a. The alcoholism and drug abuse counselor, as teacher, should recognize the counselor's primary obligation to help others acquire knowledge and skill in dealing with the disease of chemical dependency.
- b. The alcoholism and drug abuse counselor, as practitioner, should accept the professional challenge and responsibility deriving from the counselor's work.

Principle 3: Competence.

The alcoholism and drug abuse counselor should recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the counselor and of the profession as a whole. The counselor should recognize the need for ongoing education as a component of professional competency.

- a. The alcoholism and drug abuse counselor should prevent the practice of alcoholism and drug abuse counseling by unqualified and unauthorized persons.
- b. The alcoholism and drug abuse counselor who is aware of unethical conduct or of unprofessional modes of practice should report such violations to the appropriate certifying authority.
- c. The alcoholism and drug abuse counselor should recognize the boundaries and limitations of counselor's competencies and not offer services or use techniques outside of these professional competencies.
- d. The alcoholism and drug abuse counselor should recognize the effect of personal impairment on professional performance and should be willing to seek appropriate treatment for oneself or for a colleague. The counselor should support peer assistance programs in this respect.

**Principle 4: Legal Standards and Moral Standards.**

The alcoholism and drug abuse counselor should uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The alcoholism and drug abuse counselor should not claim either directly or by implication, professional qualifications/affiliations that the counselor does not possess.
- b. The alcoholism and drug abuse counselor should not use the affiliation with the National Association of Alcoholism and Drug Abuse Counselors for purposes that are not consistent with the stated purposes of the association.
- c. The alcoholism and drug abuse counselor should not associate with or permit the counselor's name to be used in connection with any services or products in such a way as to be incorrect or misleading.
- d. The alcoholism and drug abuse counselor associated with the development or promotion of books or other products offered for commercial sale, should be responsible for ensuring that such books or products are presented in a professional and factual way.

**Principle 5: Public Statements.**

The alcoholism and drug abuse counselor should respect the limits of present knowledge in public statements concerning alcoholism and other forms of drug addiction.

- a. The alcoholism and drug abuse counselor who represents the field of alcoholism counseling to clients, other professionals, or to the general public, should report fairly and accurate information.
- b. The alcoholism and drug abuse counselor should acknowledge and document materials and techniques used.
- c. The alcoholism and drug abuse counselor who conducts training in alcoholism or drug abuse counseling skills or techniques should indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

**Principle 6: Publication Credit.**

The alcoholism and drug abuse counselor should assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The alcoholism and drug abuse counselor should recognize joint authorship when major contributions of a professional nature are made by several persons to a common project. The author making the principal contribution to a publication should be identified by being listed first.
- b. The alcoholism and drug abuse counselor should acknowledge in footnotes or an introductory statement minor contributions of a professional nature, such as extensive clerical or similar assistance and other minor contributions.
- c. The alcoholism and drug abuse counselor should acknowledge, through specific citations, unpublished, as well as published material, that has directly influenced the research or writing.
- d. The alcoholism and drug abuse counselor who compiles and edits for publication the

contributions of others should list oneself as editor, along with the names of those others who have contributed.

**Principal 7: Client Welfare.**

The alcoholism and drug abuse counselor should respect the integrity and protect the welfare of the person or group with whom the counselor is working.

- a. The alcoholism and drug abuse counselor should define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- b. The alcoholism and drug abuse counselor, when faced with a professional conflict, should be concerned primarily with the welfare of the client.
- c. The alcoholism and drug abuse counselor should terminate counseling or consulting relationship when it is reasonably clear to the counselor that the client is not benefiting from it.
- d. The alcoholism and drug abuse counselor, in referral cases, should assume responsibility for the client's welfare either by termination by mutual agreement and/or by the client becoming engaged with another professional. In situations where a client refuses treatment, referral or recommendations, the alcoholism and drug abuse counselor should carefully consider the welfare of the client by weighing the benefits of continued treatment or termination and should act in the best interest of the client.
- e. The alcoholism and drug abuse counselor who asks a client to reveal personal information from other professionals or allows information to be divulged should inform the client of the nature of such transactions. The information released or obtained with informed consent should be used for expressed purposes only.
- f. The alcoholism and drug abuse counselor should not use a client in a demonstration role in a workshop setting where such participation would potentially harm the client.
- g. The alcoholism and drug abuse counselor should ensure the presence of an appropriate setting for clinical work to protect the client from harm and the counselor and the profession from censure.
- h. The alcoholism and drug abuse counselor should collaborate with other health care professionals in providing a supportive environment for the client who is receiving prescribed medications.

**Principle 8: Confidentiality.**

The alcoholism and drug abuse counselor should embrace, as a primary obligation, the duty of protecting the privacy of clients and should not disclose confidential information acquired in teaching, practice or investigation.

- a. The alcoholism and drug abuse counselor should 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.
- b. The alcoholism and drug abuse counselor should make provisions for the maintenance of confidentiality and the ultimate disposition of confidential records.

- c. The alcoholism and drug abuse counselor should reveal information received in confidence only when there is a clear and imminent danger to the client or to other persons, and then only to appropriate professional workers of public authorities.
- d. The alcoholism and drug abuse counselor should 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 should present only data germane to the purpose of the evaluation and every effort should be made to avoid undue invasion of privacy.
- e. The alcoholism and drug abuse counselor should use clinical and other materials in classroom teaching and writing only when the identity of the persons involved is adequately disguised.

**Principle 9: Client Relationships.**

The alcoholism and drug abuse counselor should inform the prospective client of the important aspects of the potential relationship.

- a. The alcoholism and drug abuse counselor should inform the client and obtain the client's 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/or observation of an interview by another person.
- b. The alcoholism and drug abuse counselor should inform the designated guardian or responsible person of circumstances which may influence the relationship when the client is a minor or incompetent.
- c. The alcoholism and drug abuse counselor should not enter into a professional relationship with members of one's own family, intimate friends or close associates, or others whose welfare might be jeopardized by such a dual relationship.
- d. The alcoholism and drug abuse counselor should not engage in any type of sexual activity with a client.

**Principle 10: Interprofessional Relationships.**

The alcoholism and drug abuse counselor should treat colleagues with respect, courtesy, fairness and should afford the same professional courtesy to other professionals.

- a. The alcoholism and drug abuse counselor should 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.
- b. The alcoholism and drug abuse counselor should cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

**Principle 11: Remuneration.**

The alcoholism and drug abuse counselor should establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client, of the counselor and of the profession.

- a. The alcoholism and drug abuse counselor should consider carefully the ability of the client

to meet the financial cost in establishing rates for professional services.

- b. The alcoholism and drug abuse counselor should not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services. The counselor should not engage in fee splitting.
- c. The alcoholism and drug abuse counselor should not accept a private fee or any other gift or gratuity for professional work with a person who is entitled to such services through an institution or agency. The policy of a particular agency may make explicit provisions for private work with its clients by members of its staff, and in such instances, the client must be fully apprised of all policies affecting the client.

**Principle 12: Societal Obligations.**

The alcoholism and drug abuse counselor should advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. The counselors should inform the public through active civic and professional participation in community affairs of the effects of alcoholism and drug addiction and should act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. The alcoholism and drug abuse counselor should adopt a personal and professional stance which promotes the well-being of all human beings.

## **PROCEDURES FOR INVESTIGATION OF ALLEGED DISCIPLINARY VIOLATIONS FOR PERSONS CERTIFIED BY ABCAC**

These procedures govern the investigation of allegations of ethical violations by persons certified by ABCAC. All persons applying for certification or recertification are subject to the Ethical Code of ABCAC, as the same may be changed from time to time. The Bylaws of ABCAC permit the Ethics Committee to investigate allegations of ethical violations. These procedures are adopted in the interest of furthering the integrity of the profession of addiction counselors and of promoting the health and well being of those certified by ABCAC and those they serve. Persons seeking certification and recertification are, by voluntarily submitting to the certification or recertification process, agreeing to be bound by the Ethical Code of the organization and by these procedures.

1. All complaints must be in writing, addressed to the ABCAC Ethics Committee, P.O. Box 3266, Chandler, AZ 85244 or such other address as shall be the official office of ABCAC.
2. Complaints must contain a summary of the facts which support an allegation of an ethical violation and the name, address, and telephone number of the person making the charge. If documents support the charge, legible copies of such documents should be included with the charge.
3. All allegations and investigatory materials will be kept confidential to the best of the Ethics Committee's and the Board of Directors' ability. Notice of receipt of a charge will, however, be given to the person or persons against whom the charge is made and, absent extraordinary circumstances, the person or persons against whom the charge is made will be entitled to see a copy of the charge. Notice of any proceedings will be given to both the person bringing the charge and to the person against whom the charge is made as well as to their respective designated representatives and any necessary witnesses. Any allegations which are found to be without merit will be kept confidential except that notice of the outcome will be given to both the person bringing the charge and the person against whom the charge was brought. If ethical violations are found to have occurred, the Board of Directors, in its discretion, will publish the action taken.
4. After receipt of a complaint, the Ethics Committee, or a person or persons authorized by the Ethics Committee, will investigate the charge. The investigator or investigators may ask for such documentation, interview such witnesses, examine such records and use such other resources as she/he deems necessary in order to conduct a thorough investigation, subject only to such limits as the Ethics Committee or the Board of Directors may impose. Failure by the party making the complaint to cooperate in an investigation may result in the dismissal of the complaint. The investigator shall make such written or oral reports of the progress of the investigation as the Ethics Committee shall request.
5. Following the investigation, the investigator or investigators will report either verbally or in writing as directed by the Ethics Committee, the results of the investigation to the Ethics Committee. The Ethics Committee will make an initial determination as to whether the charge is with or without merit and an initial recommendation as to what disciplinary action, if any, should be imposed.
6. The Ethics Committee will report, in writing, to the Board of Directors, the results of the investigation and its recommendation for disciplinary action. The Board of Directors, by a majority vote of those present (if a quorum is present) at either a regular board meeting or of one called specifically for the purpose of reviewing the charge, shall determine if it accepts, rejects or modifies the results of the Ethics Committee's investigation and its recommendation for

discipline. The Board of Directors may, instead of accepting, rejecting, or modifying the Ethics Committee's decision, direct that further investigation or further proceedings be held. If the Board determines that further investigation will be made, it shall appoint an investigator or investigators and direct when the further proceedings will be held; it shall determine, in its sole discretion, the nature and scope of the proceedings who shall appear at the proceedings, the date, time, and place for such proceedings and the length of such proceedings.

7. The Board of Directors will make the final determination as to whether any ethical violation has occurred and the nature and extent of any disciplinary action to be taken. It will notify, in writing, both the person making the allegations and the person or persons against whom the allegations were made, of the results of its investigation and any disciplinary action.
8. Either the person making the allegations or the person or persons against whom the allegations were made, may request reconsideration of the proceedings or determination by the Board. Such request must be in writing, must be made within 15 days after receipt of the Board's determination, and must explain the basis for the request for reconsideration and be accompanied by any additional information not previously presented to the Board. The Board has sole discretion to determine if it shall reopen any proceeding.
9. No complaint shall be considered if it is submitted to the Ethics committee more than one year after the alleged ethics violation occurred.
10. Any notice provided for in these procedures shall be either personally delivered or shall be by registered mail, return receipt requested, postage prepaid, and deposited in the United States mail. All notices to ABCAC shall be to the address given in paragraph one or to such other address as shall be the office of ABCAC from time to time. All notices to the person or persons against whom a charge is filed shall be to the address shown on ABCAC's records. Notice shall be deemed given when delivered, if personally delivered, or three days after deposit in the United States mail, if mailed.
11. The costs of the investigation shall be borne by the person against whom an ethical violation is found, if such a violation is found; by the person making the allegation if the allegation is found to be frivolous; and by ABCAC in all other instances.
12. Disciplinary action which may be taken if an ethical violation is found may include, by way of illustration only, any of the following: oral reprimand, written reprimand, censure, suspension of certificate, probation or revocation of certificate. The nature, time limitations, and severity of any disciplinary action shall be at the sole discretion of the Board of Directors.
13. The Board of Directors may change these procedures, in whole or in part, or may add to them or delete them, at any time, in its sole discretion as it deems in the best interest of ABCAC.
14. Any investigator, any member of the Ethics committee, or any member of the Board of Directors who has a direct interest in the outcome of any investigation shall excuse himself or herself from participating in the investigation, any recommendation or any determination.

## **EXAM INFORMATION**

### **THE PURPOSE OF THE EXAM:**

This examination provides a portion of the criteria utilized to certify alcohol/drug counselors. It is used to assist the Certification Board in evaluating the knowledge and competency of candidates for certification.

An exam alone cannot determine the total competency of an applicant for certification as a counselor. When used in conjunction with other criteria, it ascertains the candidate's comprehension of concepts, theories, knowledge and methods that are essential for working with clients/patients suffering from chemical dependency. Individual candidates cannot be expected to be knowledgeable in all facets of the field, but the scope of the examination permits a broad representation of the field, which allows an **adequate expression of the candidate's abilities and knowledge**.

### **THE EXAM:**

This certification exam is composed of 150 multiple-choice questions. Candidates have 3 hours to complete the exam. One answer (and only one) is correct. While the exam is not designed to trick the examinee, he/she is expected to read each question carefully and determine what is being asked prior to answering. An objective exam is utilized for a number of factors, including ease of scoring, breadth of area covered, and affinity for statistical analysis.

### **HOW TO TAKE THE EXAM:**

Upon application approval, the applicant will be notified that their application has been approved and they will be registered for the appropriate IC&RC exam. All IC&RC exams are provided by computer-based testing at designated testing sites in all IC&RC member states and countries. In Arizona there are testing sites in Flagstaff and Phoenix, but the candidate can take their exam anywhere they choose. Once the candidate is registered, they will receive an email directly from the testing site to schedule their exam, the candidate must provide a good contact email to ABCAC for exam registration. Candidates choose their testing day and time within a 1-year time period, which begins the day of registration. There are study guides available through IC&RC: <http://internationalcredentialing.org/examprep>. For more information on taking an IC&RC exam please either contact ABCAC or visit <http://internationalcredentialing.org/takinganexam>.

### **RULES:**

Exam candidates must bring a government issued ID and their candidate letter to the testing site on the day and time of their scheduled exam. Candidate letters are provided by the testing site email sent to the candidate when they are registered. Nothing is allowed in the testing room. Candidates have 3 hours to take the exam. Preliminary results will be given as soon as the exam is submitted, or the time has expired. Official results will be mailed to the candidate within 1-2 weeks. Please visit the following webpage to see the IC&RC candidate guide: [http://internationalcredentialing.org/resources/Candidate%20Guides/ADC\\_Candidate\\_Guide.pdf](http://internationalcredentialing.org/resources/Candidate%20Guides/ADC_Candidate_Guide.pdf).

### **RETESTS**

If an individual fails the initial exam, they may retake the exam up to 3 times. The original application may be used for the re-exams. There is a fee of \$225.00 per exam each time the test is taken.

A fee of \$225.00 will be charged for each retest. Three (3) failures will require applicant to repeat the entire application process.

### **COMPLAINT PROCESS**

The Complaint process is designed for those individuals who feel they have been unfairly treated by any action of ABCAC, including Certification denial or revocation. The purpose of the Complaint process is only to determine whether ABCAC has acted accurately, adequately, and fairly in matters dealing with Certification and Recertification.



A Complaint is made by writing to the ABCAC Ethics Committee within thirty (30) days of notification of ABCAC's action. This should state the reason the Complaint is being made and include any necessary supporting data. Complaints will not be processed if they are not received within thirty (30) days of said notification. In this case, ABCAC's initial actions will stand.

After a Complaint is received, the ABCAC Ethics Committee will re-evaluate the action/decision which prompted the Complaint and review any supporting documents attached to the individual's notice. The applicant will receive written notification of the Ethics Committee's decision.

All costs, if any, incurred by the individual making the Complaint shall be the sole responsibility of the complaining party.