

**Board Registered Interventionist  
I/II**

**(BRI I/II)**

**The Association of Intervention Specialists  
Credentialing Board  
(AISCB)**

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

**Administered by:**

**The Illinois Certification Board, Inc. (ICB)  
d/b/a IAODAPCA, Inc.  
217-698-8110  
iaodapca@aol.com  
WWW.IAODAPCA.ORG**

**August 2006**

# **Board Registered Interventionist I/II**

## **MODEL AND APPLICATION**

**(BRI I/II)**

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## PREFACE

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

**Experience Based** – This registration system recognizes one way to acquire the minimum interventionist competencies, supervision and work experience.

## PURPOSE

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

## RATIONALE

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

The AISCB 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 AISCB 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. The AISCB recognizes that interventionists 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 interventionists 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 AISCB 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 Board Registered Interventionist Code of Ethics and the jurisdiction of the AISCB in enforcement of the code.

## REGISTRATION LEVELS

The AISCB offers two levels of Board Registration recognizing a wide range of experience and training. The levels are intended to help interventionists plan for their professional growth and may be helpful to employers with regard to hiring, promotion and personnel planning. Registration in a level indicates the interventionist has met the minimum standards for that level. The two levels of registration are:

- Board Registered Interventionist 1 (**BRI I**)
- Board Registered Interventionist 2 (**BRI II**)

After initial registration as a BRI I, the interventionist may transition to BRI II level upon meeting the requirements for that registration level.

## AISCB REGISTRATION BOARD REQUIREMENTS

### **Minimum Requirements for BRI I:**

- Hold a current ICRC/NAADAC certification and/or a state recognized certification/license in a counseling related field.
- Have malpractice insurance, a minimum of 1,000,000/3,000,000.
- Successfully complete a minimum of 14 hours of training/education on intervention.
- Have a minimum of two years of work experience conducting interventions.
- Submit three peer evaluations and supervised practical experience.
- Adhere to Board Registered Interventionist Code of Ethics.
- Passing an Oral and/or Written Exam may be required.
- Provide a letter from your licensure or certification board verifying your license and/or certification are current and in good standing.

## **Minimum Requirements for BRI II:**

- **Be or meet the requirements to be a BRI I.**
- Successfully complete a minimum of 14 hours of training/education specific to addictions other than to alcohol and drugs, i.e., gambling, food, sex, etc.
- Have three additional years of work experience conducting interventions.
- Submit supervised practical experience.
- Passing an Oral and/or Written Exam may be required.

## **Work Experience**

The applicant will have the following work experience conducting interventions.

BRI I: Minimum of two years of supervised work experience, completing a minimum of 5 supervised interventions. Supervisor must be approved by the AISC.

BRI II: Meet the BRI I work experience requirement, plus an additional three years of supervised work experience conducting interventions and demonstrate experience with addictions other than to alcohol and drugs, i.e., gambling, food, sex, etc. in their practice. Successfully facilitate a minimum of 3 supervised interventions of a nature other than to alcohol and drugs. Supervisor must be approved by the AISC.

## **Supervision/Mentoring**

Supervised Practical Experience/Mentoring includes activities designed to provide training in specific intervention tasks. All of the hours must be spent being observed (directly or indirectly) in the performance of the intervention task and in receiving individual or group feedback on the performance of the tasks. Individuals considered qualified to provide supervision/mentoring include only those who are pre-approved by the AISC.

## **Training/Education**

BRI I: 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

BRI II: Meet all training requirements to become a BRI I and provide documentation of a minimum of fourteen (14) hours of training on Intervention techniques for the following:

1. Food Addictions
2. Sex Addiction
3. Gambling Addiction
4. Domestic Violence
5. MISA clients
6. How to work with special populations, i.e., lawyers, pilots etc.
7. Choosing the right intervention approach

Of the **28 clock hours** of training/education needed for the BRI II, 14 hours must be based on the Johnson, A.R.I.S.E., Systemic or other models recognized by the AISCB.

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 credential is issued.

Upon obtaining registration, the interventionist will display the board registration at his/her primary work site. A Board Registered Interventionist is responsible for renewal of his/her credential.

**DURING THE FIRST 90 DAYS OF IMPLEMENTATION, ALL FULL MEMBERS OF AIS (Association of Intervention Specialists) AND ANYONE MEETING THE INTERVENTION TRAINING REQUIREMENTS (i.e., 14 HOURS OF TRAINING/EDUCATION ON A BOARD APPROVED INTERVENTION MODEL, REGISTRATION/LICENSURE REQUIREMENT AND WORK EXPERIENCE) WILL BE GRANTED BOARD REGISTERED INTERVENTIONIST I STATUS AFTER COMPLETING THE APPLICATION PROCESS, SIGNING AN ETHICS STATEMENT AND PAYING THE BIENNIAL FEE (\$100). ALL OTHER FEES AND REQUIREMENTS WILL BE WAIVED. BOARD REGISTERED INTERVENTIONIST II STATUS WILL BE GRANTED WITHIN THE FIRST 90 DAYS OF IMPLEMENTATION TO ANY FULL AIS MEMBER (Association of Intervention Specialists) WHO CAN DOCUMENT WORKING WITH OR HAVE TRAINING WITH ADDICTIONS OTHER THAN ALCOHOL AND DRUGS, COMPLETE THE APPLICATION PROCESS, SIGN AN ETHICS STATEMENT AND PAY THE BIENNIAL FEE (\$100). ALL OTHER FEES AND REQUIREMENTS WILL BE WAIVED.**

**TRANSITIONING TO ANOTHER LEVEL**

A BRI I may transition to a BRI II once the qualifications have been met. Qualifying work experience and training/education hours are cumulative. Application for transition does not suspend the interventionist’s CEU requirement for the current level of registration.

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

The AISCB 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
Transition to Another Classification.....	\$ 30.00
Biennial Registration Fee (BRI I) .....	\$100.00
Biennial Registration Fee (BRI II) .....	\$100.00
Inactive Status (biennial fee) .....	\$ 20.00
Extension Fee (per month for a maximum 6 months) .....	\$ 10.00
Returned Check Fee .....	\$ 30.00
Payment Plan Service Charge.....	\$ 15.00
AISCB Model (replacement copy) .....	\$ 30.00

## REGISTRATION TIME PERIOD

The AISCB registration encompasses two calendar years starting on the date of successful completion of the registration process. Two dates (date of issue and expiration) will appear on the board registration along with a number.

## HOW TO APPLY

Registration 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 employment and training/education (i.e., current job description, official transcripts, copies of training certificates, letters of attendance/participation).
4. Attach an "original copy" of a letter from your licensure or certification board verifying your license and/or certification are current and in good standing.
5. If a current job description is submitted, it must be on agency letterhead, dated and signed by the applicant and supervisor, and must reflect actual job duties and responsibilities performed by the applicant.
6. Sign the Code of Ethics for Board Registered Interventionists and have the signature notarized.
7. Verify the completeness of the application by using the "Checklist" in the model.
8. When the application is complete, mail all materials to the AISCB C/O ICB, 401 E. Sangamon Avenue, Springfield, IL 62702. **Applications will not be accepted by fax or e-mail.**
9. Once the application is approved, the applicant will be notified.
10. Upon approval, the applicant will be notified and invoiced for the registration fee.
11. Once the payment is received, the board registration will be issued to the member.

## 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 AISCB/ICB or the application will be destroyed resulting in reapplication.
- **Application Denied** – The registration standards were not met resulting in denial of application.

## APPEAL PROCESS

When an applicant is denied registration, questions the results of the application review, questions examination results or is subject to an action by the AISCB that the applicant deems unjustified, he or she has the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of the AISCB, 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 AISCB.

## ACCOUNTABILITY

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

## RE-REGISTRATION

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, the AISCB requires all interventionists to renew their registration every two years. It is the responsibility of each Board Registered Interventionist to maintain his/her registration. Any failure to act is the responsibility of the interventionist. The interventionist is to notify the AISCB, in writing, of any change of address.

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

To be re-registered, an individual must:

- Hold a current and valid board registration issued by the AISCB.
- Maintain knowledge of the discipline through obtaining 15 AISCB recognized continuing education units (CEUs) received within the two-year re-registration period.
- Document the CEUs on the required continuing education form provided by the AISCB with notice of re-registration, and attach documentation of attendance.
- Pay the biennial registration fee.

## MAINTAINING THE REGISTRATION

### Continuing Education

The purpose of continuing education is to promote ongoing professional development. It benefits the 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 registration classification. Board Registered Interventionists 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 registration and must be earned within the two-year registration period. An average of 7.5 CEUs should be obtained each year. For registration maintenance purposes, CEUs are not transferable to any other registration 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 registration are not eligible to be used for maintaining registration. An interventionist may receive CEU credit only once for a training/education event, even if the event is repeated during different registration periods.

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

The Board Registered Interventionist may request an extension if he or she is unable to meet the continuing education requirements for re-registration for a period of 13 months. The interventionist may petition for CEUs for programs not currently recognized by the AISCB by providing a course outline and completion certificate.

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

Recognized programs are training/education programs the AISCB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by the AISCB or are recognized sources. The pre-training publicity will indicate if the AISCB 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 AISCB 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 AISCB Bibliocredit Program and other self-study programs, is available to the AISCB interventionists with a maximum of 10 CEUs every two years.

Interventionist's 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 AISCB 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 re-registration. 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. Interventionists will follow the pre-recognition method of reporting CEUs for agency in-service training recognized by the AISCB and the petition request procedure for in-service programs not awarded CEUs by the AISCB.

## **Other Types of Education Experiences**

Board Registered Interventionists may petition the AISCB 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:** An interventionist 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 interventionist has previously received credit are ineligible.

## **Validation of Continuing Education**

Board Registered Interventionists 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 AISCB 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 interventionist, 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 interventionist'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 registration, the interventionist will be notified by the AISCB of his or her need to document continuing education. Forms for this documentation will accompany the notification. Copies of certificates or other forms of verification must be submitted.

## **Continuing Education Recognition**

The AISCB 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 AISCB or are presented by pre-recognized sources. The certificate of completion will contain the program number assigned by the AISCB, 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 interventionist may petition for CEU credit for all educational programs that are not awarded CEUs by the AISCB. All in-services may be petitioned together. Petitions will be reviewed within 30 days, and the interventionist will receive a letter indicating the number of CEUs awarded, if recognized.

Requests are to be submitted to the AISCB 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**

An interventionist unable to meet the continuing education requirements for re-registration 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. An interventionist not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her registration on inactive status and shall be terminated.

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

An interventionist in good standing unable to meet the continuing education requirements for registration maintenance due to health or extenuating personal reasons may place his or her registration on inactive status if all requirements are met. The process for reactivation from inactive status will be followed when the interventionist wishes to activate his or her registration.

## **TERMINATED REGISTRATION**

Registration will be terminated for the following:

- Failure to pay the biennial registration 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 registration and no request for extension or payment plan.
- Ethics violations.
- Failure to maintain license or registration.

The AISCB will give written notice at least 30 days before the registration expires.

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

## INACTIVE STATUS

The AISCB has established an Inactive Status to allow interventionists, experiencing extenuating circumstances, to prevent their registration from expiring. It has been established for interventionists who expect to be inactive for more than two years. Inactive Status allows the interventionist to avoid the full reapplication process.

Interventionists are eligible for Inactive Status if:

- They are registered and in good standing, i.e., current with fees and continuing education units.
- They are no longer working in the intervention field.
- They are retired.
- They are on extended military active duty.
- They have health complications.
- They have extenuating personal reasons.

Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status. Board registrations placed on inactive status are not eligible for reciprocity.

During the period of inactive status, the interventionist is considered to be without AISCB registration. Such interventionists cannot refer to themselves in writing or verbally as "Registered Interventionists."

### **Procedure for Obtaining Inactive Status:**

- Request Inactive Status in writing from the AISCB stating the specific reason(s) for requesting inactive status.
- Include documentation for eligibility in the request for inactive status.
- Surrender current original intervention board registration to the AISCB. The interventionist will receive a letter acknowledging the registration number is inactive.
- Pay a biennial \$20.00 fee.

### **Procedure for Reinstating a Board Registration for Interventionists Who Have Left the Field but Wish to Reinstate Their Registration Before Two Years Have Lapsed:**

- Send written request for reinstatement to the AISCB.
- Payment of appropriate registration fees based on level of registration.
- Payment of reapplication fee.
- Provide documentation of current employment.
- Provide documentation of current CEU experience.

### **Procedure for Reinstating a Board Registration for Interventionists Who Wish to Reinstate Their Registration and Have Been on Inactive Status for More Than Two Years:**

- Send written request for reinstatement to the AISCB.
- Payment of appropriate registration fees based on level of registration.
- Payment of reapplication fee.
- Submit current job description. This must be on agency letterhead, signed and dated by the interventionist and his/her current supervisor and include the amount of time spent in direct service.

## **DISCIPLINARY REVIEW PROCESS**

Registered Interventionists 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 AISCB has established a disciplinary review process to file complaints about the ethical conduct of an AISCB registered professional or applicant. Through this process a professional 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 through the interventionist'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:

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

## 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 an interventionist. The application process includes validation from employers, supervisors and trainers. An approved application means an applicant is eligible for interventionist registration.

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 AISC, 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 AISC reserves the right to request further information from employers and other persons listed on the application forms.
9. Mail the completed application to:  
AISC, Inc.  
c/o ICB, Inc.  
401 E. Sangamon Avenue  
Springfield, IL 62702.

# APPLICATION FOR BOARD REGISTERED INTERVENTIONIST

## GENERAL INFORMATION

PLEASE PRINT OR TYPE

I am applying for:

- Board Registered Interventionist I
- Board Registered Interventionist II

Name: \_\_\_\_\_  
(Last) (First) (MI)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I Would Like My Mail Sent To: \_\_\_\_ Home \_\_\_\_ Work Sex: \_\_\_\_ Male \_\_\_\_ Female

Place of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer Telephone: (\_\_\_\_) \_\_\_\_\_ Employer Fax: (\_\_\_\_) \_\_\_\_\_

Position/Title: \_\_\_\_\_

Date Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hours of Work Per Week: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Immediate Supervisor: \_\_\_\_\_

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

**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)

Give three peers a Peer Evaluation form for them to fill out and send to AISCB/ICB.  
**(Peer Evaluations are not to be sent in by the applicant)**

**PLEASE NOTE: THE AISCB, INC., RESERVES THE RIGHT TO REQUEST FURTHER INFORMATION FROM ALL EMPLOYERS AND OTHER PERSONS LISTED ON THE APPLICATION FORM. THE AISCB 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 AN INTERVENTIONIST AND WILL BE KEPT CONFIDENTIAL BY THE AISCB AND THE ICB. FURTHER INFORMATION MAY BE REQUESTED IN ORDER TO VERIFY TRAINING, EMPLOYMENT, 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



**PLEASE REPRODUCE THIS FORM AS NEEDED TO DOCUMENT ALL RELEVANT WORK EXPERIENCE**

**APPLICANT NAME:** \_\_\_\_\_  
(Last) (First) (MI)

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**Name of Previous Employer:** \_\_\_\_\_

**Your Title/Position:** \_\_\_\_\_

**Date Employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Hours of Work Per Week:** \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**Immediate Supervisor:** \_\_\_\_\_

**Your Duties and Area(s) of Specialty:** \_\_\_\_\_  
\_\_\_\_\_

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**Name of Previous Employer:** \_\_\_\_\_

**Your Title/Position:** \_\_\_\_\_

**Date Employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Hours of Work Per Week:** \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**Immediate Supervisor:** \_\_\_\_\_

**Your Duties and Area(s) of Specialty:** \_\_\_\_\_  
\_\_\_\_\_

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**Name of Previous Employer:** \_\_\_\_\_

**Your Title/Position:** \_\_\_\_\_

**Date Employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Hours of Work Per Week:** \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**Immediate Supervisor:** \_\_\_\_\_

**Your Duties and Area(s) of Specialty:** \_\_\_\_\_  
\_\_\_\_\_

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**SUPERVISED PRACTICAL EXPERIENCE**

To Clinical Supervisor/Mentor: Please complete this form indicating the applicant’s supervised practical training. This form is not intended to document the applicant’s total number of hours worked, but rather the hours of supervision/mentoring you have provided to the applicant while conducting interventions.

**PLEASE RETURN THIS FORM DIRECTLY TO:** AISCB, Inc.  
c/o ICB, Inc.  
401 E. Sangamon Avenue  
Springfield, IL 62702.

\_\_\_\_\_  
Applicant’s Last Name

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

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

I hereby attest to the fact that I have provided the applicant supervision/mentoring for the number of hours noted below.

Supervised Practical Experience/Mentoring includes activities designed to provide training in specific intervention tasks. All of the hours must be spent being observed (directly or indirectly) in the performance of the intervention task and in receiving individual or group feedback on the performance of the tasks. Individuals considered qualified to provide supervision/mentoring include only those who are pre-approved by the AISCB.

Total number of hours of supervision/mentoring I have provided to the applicant \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor/Mentor

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

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Supervisor’s Title

\_\_\_\_\_  
Supervisor’s Employer

(\_\_\_\_)\_\_\_\_\_  
Employer’s Phone Number

**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

**PEER EVALUATION**

**TO APPLICANT: PLEASE REPRODUCE THIS FORM AS NECESSARY.**

**TO PEER: PLEASE PROVIDE A PEER EVALUATION ON THE APPLICANT IN THE SPACE PROVIDED BELOW.**

\_\_\_\_\_  
Applicant's Last Name

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

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

**PLEASE RETURN THIS FORM DIRECTLY TO:** AISC, Inc.  
c/o ICB, Inc.  
401 E. Sangamon Avenue  
Springfield, IL 62702.

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\_\_\_\_\_  
Signature of Peer

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

\_\_\_\_\_  
Printed Name of Peer

\_\_\_\_\_  
Peer's Credentials

(\_\_\_\_) \_\_\_\_\_  
Peer's Phone Number

**ASSURANCE AND RELEASE**

The Association of Intervention Specialists Credentialing Board (AISCB) and/or the Illinois Certification Board (ICB) may request further information from all persons listed on the application form in order to verify training, employment, etc. This information is not available to others outside the registration process without the written consent of the applicant.

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

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

"I further agree to hold the ICB and the AISCB, 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 AISCB to issue registration."

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

"I further certify that my Intervention Registration classification and status 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 BOARD REGISTERED INTERVENTIONISTS

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

The welfare and dignity of the client are to be protected and valued above all else. AISCB Board Registered Interventionists 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. AISCB Registered Interventionists shall not physically or verbally abuse their clients.
- c. AISCB Registered Interventionists shall not abuse alcohol.
- d. AISCB Registered Interventionists shall not financially exploit their clients.
- e. AISCB Registered Interventionists shall not abuse legal drugs.
- f. In some circumstances, AISCB Registered Interventionists may themselves use properly prescribed, mood-altering drugs for necessary and appropriate medical reasons. In such circumstances, AISCB Registered Interventionists should weigh their ability to serve in clinical relationships.
- g. AISCB Registered Interventionists shall not possess or use any illegal drugs under any circumstances.
- h. AISCB Registered Interventionists who can legally prescribe controlled substances must exercise clinical discretion in prescribing controlled substances which are mind altering and/or addictive.

## **Principle 2: AISCB Registered Interventionists/Client Relationships**

In the provision of intervention services, AISCB Registered Interventionists shall establish and maintain counselor/client relationships characterized by professionalism, respect and objectivity.

- a. AISCB Registered Interventionists 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. AISCB Registered Interventionists shall ensure that services are offered in a respectful manner in an appropriate environment.
- c. AISCB Registered Interventionists 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. Registered Interventionists shall not engage in fee-splitting.
- d. AISCB Registered Interventionists must not use their relationship with clients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- e. AISCB Registered Interventionists 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. AISCB Registered Interventionists shall not give or receive a fee, commission, rebate or any other form of compensation for the referral of clients.

- g. AISCB Registered Interventionists 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 AISCB Registered Interventionists 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, AISCB Registered Interventionists shall be knowledgeable about referral resources and suggest appropriate alternatives. If clients decline the suggested referral, AISCB Registered Interventionists are not obligated to continue the relationship.
- i. AISCB Registered Interventionists 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 AISCB Registered Interventionists.
- j. In promotional and marketing activities for services, AISCB Registered Interventionists shall respect the dignity and confidentiality of the clients.
- k. AISCB Registered Interventionists 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). Board Registered Interventionists in all instances shall not engage in any sexual relationship, conduct or contact through means of any therapeutic deception.

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

AISCB Registered Interventionists 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**

AISCB Registered Interventionists' responsibility is to provide competent professional services.

- a. AISCB Registered Interventionists shall not offer services outside the boundaries of the intervention profession unless otherwise educated and trained, licensed or certified.
- b. AISCB Registered Interventionists shall not offer services outside their range of competency.

### **Principle 5: Confidentiality**

AISCB Registered Interventionists shall preserve, protect and respect their clients' right to confidentiality.

- a. AISCB Registered Interventionists shall comply with the federal and state laws, rules and regulations pertaining to client confidentiality.
- b. AISCB Registered Interventionists 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. AISCB Registered Interventionists 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. AISCB Registered Interventionists 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. AISCB Registered Interventionists 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 AISCB Registered Interventionists 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. AISCB Registered Interventionists 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, AISCB Registered Interventionists 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. Registered Interventionists 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, AISCB Registered Interventionists discuss with clients the relevant limitations of confidentiality and the foreseeable uses of information generated through interventionist services.
- j. AISCB Registered Interventionists 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**

AISCB Registered Interventionists shall establish and maintain professional relationships characterized by respect and mutual support.

- a. AISCB Registered Interventionists shall establish and maintain professional relationships with their clients.
- b. AISCB Registered Interventionists shall respect the confidences shared by other colleagues/professionals with respect to clients.
- c. AISCB Registered Interventionists shall not knowingly solicit the clients of other colleagues/professionals.
- d. AISCB Registered Interventionists shall not knowingly withhold information, that has been appropriately released by the client, from colleagues/professionals that would enhance their treatment effectiveness.
- e. AISCB Registered Interventionists 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, AISCB Registered Interventionists will not abdicate their responsibility to protect and promote the welfare and best interests of the client.
- g. When working within a treatment team, AISCB Registered Interventionists shall work to support, not damage or subvert the decisions made by the team.

**Principle 7: Ethical Standards of AISCB Registered Interventionist.**

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

- a. AISCB Registered Interventionists shall not use another professional as a reference without first obtaining that person's permission.
- b. AISCB Registered Interventionists 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: AISCB Registered Interventionists shall establish and maintain employer/employee relationships characterized by professionalism and respect for the agency's rules of operation.**

**Principle 7.3: AISCB Registered Interventionists 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 AISCB Registered Interventionists.
- b. In circumstances where AISCB Registered Interventionists violate ethical standards, it is the obligation of AISCB Registered Interventionists who know first hand of their activities to attempt to rectify the situation. If such attempts fail, AISCB Registered Interventionists shall promptly notify the AISCB.

**Principle 7.4: AISCB Registered Interventionist shall respect their professional status and standing.**

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

**Principle 7.5: AISCB Registered Interventionists 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.**

AISCB Registered Interventionists shall submit accurate and honest information to the AISCB for the purpose of obtaining, maintaining and recommending someone for registration.

**Principle 7.6: In the conduct of research, AISCB Registered Interventionists should adhere to high standards and follow appropriate scientific procedures.**

**Principle 7.7: When AISCB Registered Interventionists 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, AISCB Registered Interventionists shall adhere to high standards abiding by the traditions established in the academic arena.**

- a. AISCB Registered Interventionists must acknowledge and document materials and techniques used.
- b. AISCB Registered Interventionists, 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. AISCB Registered Interventionists 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. AISCB Registered Interventionists must acknowledge in footnotes or introductory statements minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- e. AISCB Registered Interventionists must acknowledge, through specific citations, unpublished, as well as published material that has directly influenced the research or writing.
- f. AISCB Registered Interventionists 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. AISCB Registered Interventionists must define for self and others the nature and direction of loyalties and responsibilities and keep all parties concerned informed of these commitments.
- h. AISCB Interventionists 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**

AISCB Registered Interventionists shall take appropriate action when they possess information that raises doubts as to whether another AISCB Registered Interventionist is acting in an ethical manner.

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**PERSONAL STATEMENT**

**As an AISCB 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

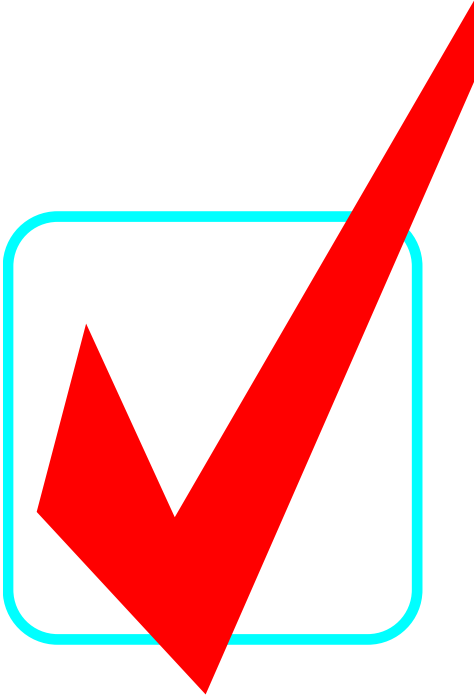
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Date

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

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

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

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



## Board Registered Interventionist Checklist

The following should be included in your BRI I or BRI II Application:

- \_\_\_\_\_ General Information forms and appropriate **fees**.
- \_\_\_\_\_ Work Experience forms including all documentation. These forms include a job description on agency letterhead signed and dated by applicant and supervisor.
- \_\_\_\_\_ Supervised Practical Experience form completed and **mailed by your supervisor**.
- \_\_\_\_\_ Education forms including all documentation. Attach an official transcript, if applicable.
- \_\_\_\_\_ Peer Evaluation forms completed and **mailed by your peers**.
- \_\_\_\_\_ Assurance and Release form signed and dated by applicant.
- \_\_\_\_\_ Code of Ethics signed, dated and notarized.
- \_\_\_\_\_ An "original copy" of a letter from your licensure or certification board verifying your license and/or certification are in current and good standing.

When the application is complete, send all materials to:

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

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