INFORMATION RELEASE AND CONFIDENTIALITY POLICY

The Board routinely issues a listing of all certified psychodramatists. The Board provides information to the general public as to whether or not a specific person is certified, and the level of certification for that person. At times the Board receives a request for more detailed information on a specific person such as the date the individual was certified, the individual’s certification renewal date, and certification number. It is at the discretion of the central office whether to release this limited information or to require that the agency submit a written release for the information.

While the Board routinely releases a list of all certified psychodramatists, the Board does not release the names of all individuals who have applied for or who are candidates for certification. On an annual basis, the Board may publish a list of all individuals who were certified during the year and those individuals who retired or are no longer certified.

Status of Individuals
The Board maintains six categories of status for individuals: 1) persons who are certified; 2) persons who were formerly certified but are no longer certified by the Board; 3) persons who have been admitted to the certification process; 4) persons who have applied for certification; and 5) persons who are not enrolled with us but who are known by us; and 6) persons unknown to us.

Release of Information About Individuals
The following are examples of information releases that the Board makes to 3rd parties if information was requested about a specific person, e.g., John Smith. Our office would respond by stating:

- Mr. Smith is a certified practitioner.
- Mr. Smith is a candidate for certification.
- Mr. Smith has applied for certification.
- Mr. Smith is no longer certified by our Board.
- Mr. Smith is not formally affiliated with our Board, but you may be able to locate him by contacting the American Society of Group Psychotherapy and Psychodrama or the University of North Dakota.
- We have no information about Mr. Smith.
Prohibition of Release of Information on Certification Candidates
The Board does not release specific information about specific candidates concerning the examination process, (e.g., Mr. Smith failed the written exam, Mr. Smith passed his written exam, but has not yet scheduled his on-site, etc.).

The Board does not release specific information concerning the status of an individual, who has applied for certification (e.g., Mr. Smith applied for certification but has failed to complete his documentation of his training hours, Mr. Smith requested an application package but hasn't returned it yet, etc.).

Anonymity of the Written Examination Evaluation Process
The evaluation of the written exams is done with complete anonymity. Only the written exam codes are provided to the reviewers. Our central office randomly assigns a written exam code to each candidate. Our central office personnel inform each candidate of his or her exam code. While central office personnel have access to the code numbers for the candidates, none of the central office personnel are involved in reading or evaluating the exams. In fact, none of the central office personnel are even in the room during the discussion and evaluation of the examinations. The actual names of the exam takers are not released until the Board has reviewed each and every exam and made the final decision regarding the pass/fail of each and every written examination.

Ethical Complaint Process
The Board will accept an ethical complaint against individuals who are certified or those individuals who have either applied for certification or is a candidate for certification. For further information on ethical complaints see “Filing An Ethical Complaint” on our home page.