



CHEMICAL DEPENDENCY PROFESSIONALS BOARD VERIFICATION OF REQUIRED TASKS

Applicant Name: _____

File # _____

This form is provided to document the 330 hours of practical experience completed during an applicant's chemical dependency counseling work experience. This requirement is based on the International Certification and Reciprocity Consortium (ICRC) International Standards.

This is actual experience in each core function. If an applicant cannot obtain any of the required practical experience at his/her employment, arrangements may need to be made in order to accomplish this requirement (i.e., the applicant does not perform screening, therefore must make arrangements to perform this function for a minimum of 10 hours).

The applicant must complete the minimum hours (indicated below) in each core function. These total 220 hours. The remaining 110 hours may be spent in any areas as determined necessary by the supervisor and applicant.

This form must be completed and returned with the Formal Application.

CORE FUNCTION	MINIMUM HOURS REQUIRED	HOURS COMPLETED
Screening	10 hours	
Intake	10 hours	
Orientation	10 hours	
Assessment	10 hours	
Treatment Planning	25 hours	
Counseling: Individual	30 hours	
Group	30 hours	
Family	20 hours	
Case Management	15 hours	
Crisis Intervention	10 hours	
Client Education	10 hours	
Referral	10 hours	
Consultation	10 hours	
Reports & Recordkeeping	20 hours	

TOTAL HOURS COMPLETED _____ **(must be at least 330 hours)**

The supervisor signature verifies that the above named individual has completed the above listed hours of practical experience. Supervisor can sign for partial hours if the full 330 hours were not completed.

Supervisor Name (Please print): _____

Supervisor Signature _____

Date _____