



### PRACTICAL EXPERIENCE IN THE CORE FUNCTIONS

Name: \_\_\_\_\_

This form can be used by supervisors to document the 220 hours of practical experience in Core Functions to be completed during a potential license applicant’s substance use disorder/chemical dependency counseling work experience. This form will NOT be provided to the OCDP Board and is for the supervisor only to reference when providing documentation of hours online for applicants.

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. Please refer to the Core Function definitions and global criteria provided by IC &RC on our website [ocdp.ohio.gov](http://ocdp.ohio.gov)

CORE FUNCTION	MINIMUM HOURS REQUIRED	HOURS COMPLETED/DATES
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 220 hours)