

## CAADE RECORD OF HOURS

### Certified Addictions Treatment Counselor

The following record of hours should reflect experience in the 8 Counselor Competencies, Clinical Evaluation, Treatment Planning, Referral, Case Management, Counseling, Client, Family, and Community Education, Documentation, and Professional and Ethical Responsibilities: 2240 hours are required at a **State Licensed AOD facility**, and must be verified by supervisor **on letterhead of the facility** at which they were served.

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH LETTERS FROM SUPERVISORS VERIFYING SUPERVISION OF THE HOURS REPRESENTED.**

| FACILITY  | DATE(S) | HOURS | DESCRIPTION OF ACTIVITY | SUPERVISOR                        |
|---|---------|-------|-------------------------|-----------------------------------|
| ADS Internship Hours<br>Full Name<br>Address<br>Phone No. |         |       |                         | Full Name<br>Address<br>Phone No. |
| Full Name<br>Address<br>Phone No.                         |         |       |                         | Full Name<br>Address<br>Phone No. |
| Full Name<br>Address<br>Phone No.                         |         |       |                         | Full Name<br>Address<br>Phone No. |
| Full Name<br>Address<br>Phone No.                         |         |       |                         | Full Name<br>Address<br>Phone No. |
| Full Name<br>Address<br>Phone No.                         |         |       |                         | Full Name<br>Address<br>Phone No. |

I certify that all of the above information is true and give my permission for verification.

Today's Date: \_\_\_/\_\_\_/\_\_\_

Applicant's Name: \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_