

Summary of Hours Instructions

Please read these instructions carefully:

- **Use only one form per internship site.**
- The following Summary of Hours Form should reflect clinical experience as outlined in the TAP 21 Addiction Counselor Competencies publication (SAMHSA). This form is **NOT** to be used for tracking hours completed day to day. It is only a summary of total hours completed.
- House supervision, driving, 12 step meeting leadership, and administrative tasks do **NOT** count as clinical hours. If you are not sure whether your hours apply, please call the CAADE office to verify.
- The total required hours for CATC Certification is 2,240 (approximately one (1) year of full time work *including* fieldwork/practicum hours completed during your college program)
- All information submitted on this form must be verified with a letter or letters from your CLINICAL SUPERVISOR(S).

A Clinical Supervisor is someone who is either certified as an addiction counselor or licensed as a mental health professional in good standing in the state of California. Accepted credentials/licensures include the CATC, CADC II, RAS, CAS, CAODC, LMFT, LCSW, LPCC, and licensed PhD/PsyD or MD.

Letters from Program Directors, Human Resources Representatives, Program Administrators, RNs, LVNs, etc. are NOT accepted.

- Clinical Supervision letters should include your clinical supervisor's name, type of credential/licensure, credential/licensure number, facility, date range and total amount of hours completed at that facility, and description of clinical training completed by the applicant. The supervisor listed on this form must also be the same person who writes the letter.
- We highly recommend that you retain documentation of your hours until all certification requirements have been met. Applications and all required documents must be submitted in one packet at the same time (forms submitted separately will not be accepted or held on file).
- Do not send time sheets or paystubs.

