



CADC Work Experience Tracking Forms

Weekly Hours Tracking Form

Applicant Name _____

Supervisor Name _____

Week Starting (MM/DD/YYYY): _____

Week Starting (MM/DD/YYYY)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Weekly Hours	12 Core Functions Performed	Supervisor Initials

Supervisor's Signature _____

Date (MM/DD/YYYY): _____

Weekly Clinical Supervision Tracking Form

Applicant Name _____

Supervisor Name _____

Week Starting (MM/DD/YYYY): _____

Date	Duration of Supervision (Hours)	Topics Covered	Methods Used (e.g., case review, role-play)	Supervisor Initials

Supervisor's Signature _____

Date (MM/DD/YYYY): _____



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Supervisor Declaration

By signing below, I confirm that the information provided in this form is true and accurate to the best of my knowledge. I understand that falsifying information is a violation of California regulations and the CCAPP Code of Conduct.

Supervisor's Signature _____

Date (MM/DD/YYYY): _____

Applicant Declaration

By signing below, I consent to release my work experience information to CCAPP for the purpose of CADC I certification. I affirm that the information provided is accurate and understand the consequences of falsifying documentation.

Applicant Signature _____

Date (MM/DD/YYYY): _____

Instructions for Submission

1. Complete all sections of this form.
2. Attach supporting documents (e.g., supervisor's resume, qualification letters).
3. Submit this form and supporting documentation via Certemy or email to [CCAPP Credentialing](mailto:CCAPP_Credentialing).

Note: Ensure all hours are verified and meet CCAPP standards for supervision and experience.

The 12 Core Functions of Addiction Counseling

1. **Screening:** Determining whether the client is appropriate and eligible for admission to a particular program.
 - a. Activities include evaluating psychological, physical, and social data to determine a client's suitability for treatment.
2. **Intake:** Completing the admission process by collecting necessary administrative and assessment information.
 - a. Includes gathering consent forms, initial interviews, and paperwork.
3. **Orientation:** Informing clients about the general nature and goals of the program, rules, and the rights of clients.
 - a. Includes providing program guidelines and discussing client expectations.
4. **Assessment:** Identifying and evaluating an individual's strengths, weaknesses, and problems for treatment planning.
 - a. May involve standardized assessment tools and interviews.
5. **Treatment Planning:** Collaboratively developing individualized plans based on assessment results.
 - a. Includes setting measurable goals and identifying interventions to address specific client needs.
6. **Counseling:** Using specific techniques to assist clients in achieving their goals.
 - a. Includes individual, group, and family counseling sessions.
7. **Case Management:** Coordinating care to ensure that the client receives the appropriate treatment and services.
 - a. Includes referral to medical, psychiatric, or social services.
8. **Crisis Intervention:** Addressing acute emotional or physical distress in an immediate and effective manner.
 - a. Involves de-escalating situations and providing support during emergencies.
9. **Client Education:** Providing information about alcohol, drugs, and other addictive behaviors.
 - a. Includes prevention education and skills for coping with addiction.
10. **Referral:** Directing clients to resources that fall outside the counselor's expertise or scope of practice.
 - a. Includes linking clients to community services or specialized programs.
11. **Reports and Record Keeping:** Documenting all aspects of client care accurately and confidentially.
 - a. Includes progress notes, treatment plans, and discharge summaries.
12. **Consultation with Other Professionals:** Communicating with colleagues to ensure quality care.
 - a. Involves case discussions, staffing meetings, and professional collaboration.

Note: Each function must be performed ethically and in accordance with established standards to support the client's recovery journey.