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APPLICATION FOR APPROVAL OF CONTINUING EDUCATION HOURS

NOTE: If the course provider has already received CACCF approval the attendee does not need to fill out this form.

Date of Request: _____ Check one (1) box: Course Provider (\$50.00 + tax*) Course Attendee (no fee required)
 Course to be listed on website? Yes No

Payment Options: MasterCard Visa Money Order (Money Order #) _____ Cheque (Cheque #) _____

Credit Card Information _____ Expiry Date _____

Name on Card _____

Does the Course/Workshop have a testing component? YES: _____ NO: _____

Date(s) of Course: _____

Name of Course: _____

Location of Course (auditorium, hospital, hotel, venue, etc): _____

City: _____ Prov./State: _____ Postal Code/Zip: _____

Organization: _____

Organization Contact (Name): _____ Phone #: _____

Please Complete:

Total hours of CEUs excluding meals and breaks that pertain to the 12 Core Functions and to the Knowledge and Skills area, as per the Standards and Certification Manual.

Be sure to include a program brochure or outline of the program objectives and educational methods being used as well as the biographical information on the speakers/presenters. Attach further explanation(s) if necessary.

Name of Applicant: _____

Address: _____

City: _____ Prov./State: _____ Postal Code/Zip: _____

Phone: _____ FAX: _____ Email: _____

Signature: _____

Province	Fee	Tax	Total	Province	Fee	Tax	Total
ON	50.00	HST@13% 6.50	\$56.50	NS, NB, PEI, NL	50.00	HST@15% 7.50	\$57.50
QC	50.00	HST@14.97% 7.49	\$57.49	All Others	50.00	GST@05% 2.50	\$52.50

CACCFUSEONLY

Approved Total Hours: _____ **Approval Denied**

Examiner: _____ Signature: _____ Date: _____

Important Information

All Continuing Education Units MUST be approved by the CACCF Office

All Certifications and designations must acquire 40 hours of Continuing Education Units (CEUs) from approved courses, workshops, lectures, etc. every two (2) years. Supporting documentation must be submitted with your recertification application. If you are unsure if the CEUs you are about to obtain meet the CACCF minimum guidelines, please contact the CACCF office before you take the course.

Additional Continuing Education Contact Hour Options:

Up to 50% of the education hours for renewal can be met through the following alternatives to formal education:

Teaching

Hours spent researching; designing and developing teaching materials and/or training for educational events specific to or related to substance abuse can be applied as continuing education hours. Twelve (12) hours is the maximum number of hours in teaching/training that can be used every two (2) years.

Publishing in a Professional Journal

Publishing more than 4,000 words in a journal or book in an area related substance abuse can be counted as the equivalent of twelve (12) contact hours.

Presenting Papers

The hours spent presenting a paper at a conference of licensed professionals can be used as the equivalent of contact hours of continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).

No credit will apply for attendance at/or requests for continuing education credits for the categories listed below:

Personal Growth Focused Courses

These are not appropriate for education credits

Separate Reading Lists

Unless part of a structured distance education program, or tested education program offered by a recognized institution, i.e. university, college, or institute; reading addiction-related books, journals, or addiction articles, are NOT eligible for CEUs.

Supervision

Whether on the job or received as part of a practicum, supervision hours are NOT eligible for CEUs.

Agency Program Visits

Visits for the purpose of observation or network are NOT eligible for CEUs.

Videos, Films, Television Programs, etc.

Unless offered as part of a structured tested program, workshop or other short courses offered by a recognized institute are NOT eligible for CEUs.

Committee Meetings of Any Kind.

Please complete the following chart with the total hours of CEUs excluding meals and breaks that pertain to each of the 12 Core Functions as per the Standards and Certification Manual.

CORE FUNCTION	HOURS	COURSE NAME & DESCRIPTION	GLOBAL CRITERIA MET
1. Screening			
2. Intake			
3. Orientation			
4. Assessment			
5. Treatment Planning			
6. Counselling (Individual, Group, & Significant Others)			

CORE FUNCTION	HOURS	COURSE NAME & DESCRIPTION	GLOBAL CRITERIA MET
7. Case Management			
8. Crisis Intervention			
9. Client Education			
10. Referral			
11. Reporting and Record Keeping			
12. Consultation with Other Professionals in Regard to Client			

Please complete the following charts with the total hours of CEUs excluding meals and breaks that pertain to the Knowledge and Skills area as per the Standards and Certification Manual.

KNOWLEDGE	HOURS	COURSE NAME & DESCRIPTION	CRITERIA MET
A. Ethics			
B. Human Behaviour			
C. Signs and Symptoms of Alcohol and Other Drug Abuse Including Pharmacological Factors			
D. A Working Knowledge of Alcohol and Other Drug Abuse/Dependency as it Relates to the Family			
E. Counselling Approaches, Philosophies, Methods, and Objectives			
F. The Continuum of Care			
G. Federal, Provincial and Local Laws: Administrative Rules and Regulations			
H. Provincial/Local Alcohol and Drug Abuse Service System			

SKILLS DOMAIN	HOURS	COURSE NAME & DESCRIPTION	CRITERIA MET
1. Clinical Evaluation			
2. Treatment Planning			
3. Referral			
4. Service Coordination			
5. Counseling			
6. Client, Family and Community Education			
7. Documentation			
8. Professional and Ethical Responsibilities			