



**CCPC GLOBAL™**

**Certifying Your Future**

Canadian Council of Professional Certification

## **ASSOCIATE ADDICTION COUNSELLOR AAC**

# **STANDARDS MANUAL**

[www.ccpcglobal.com](http://www.ccpcglobal.com)

**CCPC Head Office**

1 Edenmills Drive  
Toronto, ON M1E 4L1 Canada  
Tel: 416-724-5339  
Fax: 416-724-0884  
info@ccpcglobal.com

**Attn: Reg Newbury  
Western Canada Office**

#3404 – 3000 Somervale Court SW  
Calgary AB, T2Y 4J2 Canada  
Tel: 403-201-2123  
Fax: 403-254-8385  
wco@ccpcglobal.com



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# STANDARDS MANUAL FOR THE ASSOCIATE ADDICTION COUNSELLOR (AAC)

## Canadian Council of Professional Certification Statement of Purpose

The Canadian Council of Professional Certification (CCPC) provides recognition to those professionals whose occupational activities meet its relevant criteria. In this manner we endeavour to help and encourage the upgrading of standards within Canada and international professional communities.

## Introduction

The impact of alcoholism and drug addiction on individuals, families, and society has motivated many to commit themselves to train and assist those who seek help to recover.

These professional people realize that chemical addiction leads to a degenerate state affecting the physical, social, spiritual, and psychological condition of a person.

The Canadian Council of Professional Certification (CCPC) provides the opportunity for all competent workers in the field of addiction and related fields, to be an Associate and recognized as Professional Addiction/Gambling Counsellors and Supervisors. It has a Federal Charter to issue professional credentials to those who qualify in their respective field.

The **Associate Addiction Counsellor (AAC)** certificate will be issued to those who apply and are approved by the CCPC Examining Board.

## Purpose of Certification

The purpose of Certification for the **Associate Addiction Counsellor (AAC)** is to recognize, by way of the certification process, those who have acquired a minimal level of training, skills, and effectiveness as an Addiction Counsellor.

The AAC credentials are extended to individuals indicating the minimum skill level reached but who have not yet obtained the necessary qualifications to become a Certified Addiction Counsellor II (CAC II).

The Council encourages everyone having the required qualifications to apply regardless of age, race, nationality, religion, sex, or disability.



### **The focus is**

- 1) To provide the avenue for qualified persons who have studied, worked, and developed skills in the addiction field to receive professional recognition.
- 2) To provide the public with confidence that Addiction Counsellors have obtained an acceptable level of competency.
- 3) To provide Associate Counsellors with encouragement and opportunity for continual education, and professional development.

### **Certification as an Associate Addiction Counsellor (AAC)**

#### **Who may be certified?**

Any person may apply for credentials as an **Associate Addiction Counsellor (AAC)**. However, he or she must be able to meet the Standards Criteria for education and experience set by the Examining Board of the Canadian Council of Professional Certification.

The application process provides the opportunity for the applicant to demonstrate adequate skill, knowledge, and competence as an addiction counsellor.

#### **Counselling Skills Required**

The Canadian Council of Professional Certification has set the following standards for the counselling skills portion of the certification process:

The counsellor should have the knowledge and skill required to draw from counselling styles and techniques that are backed by an evidence-base. It should include an understanding of human development and an understanding of a wide range of approaches, skills, and practices relating to the treatment of alcohol and other drugs. See Core Competencies portion of the Manual for detailed skills.

#### **Experience Required**

The Canadian Council of Professional Certification has the experience portion of the certification process:

Experience is defined as supervised work, paid or voluntary, working directly with clients who have a primary problem of alcoholism and/or drug addiction.

Formal education or unsupervised work experience may NOT be substituted for the experience requirement. All experience must be documented.

The applicant must have a **minimum of 500 hours practical experience in the addiction field providing direct, supervised counselling services** to clients working at the Core Competencies stage of a counsellor.

Volunteer, part-time or placement hours may be acceptable providing it was under direct supervision. Actual time spent in a supervised alcoholism or drug addiction internship or in a human service setting may be applied toward your required hours.



### **Calculating Your Counselling Hours**

On the application form, applicants must break out how they have obtained their required hours i.e. For each position held provide the (X # hours per week per job) x (X weeks per year) x (X # years)

### **Education Required**

The Canadian Council of Professional Certification has set the following standards for the Education part of the certification process:

Education is defined as formal classroom education (workshops, seminars, institutes, in-services, and college or university work) in the addiction field. Education must be related to the base of knowledge and skills associated with counsellor Core Competencies. All education must be documented.

An applicant applying for certification **must have a minimum of 100 hours and one half of the courses completed in the area of Core Competencies**. Photocopies of any transcripts, diplomas or certificates for courses taken are required to be submitted with the application.

After a person has been certified, it is expected that they will continue to attend workshops, seminars, and courses to keep abreast with new developments and maintain a high standard of professional competence in the addiction field.

### **Core Competencies**

There are a number of basic Core Competencies which are required. The CCPC expects that these Core Competencies will be the minimum requirements for certification.

#### **1. Assessment**

##### Techniques, Tools and Procedures

A basic knowledge and skill is required in the area of screening and assessing for substance use, abuse, and dependence through the use of appropriate screening and assessment tools.

#### **2. Treatment**

##### Treatment Planning

Basic knowledge and skills are required to participate effectively in a collaborative process that seeks to identify the client's goals derived from the assessment findings and match the client to appropriate treatment.

##### Family & Social Supports

Knowledge and skill is required to work effectively with family members and concerned others in order to support treatment goals and effectively address the impact of the client's substance use on family and social groups.

##### Group Facilitation

Knowledge and skill is required to develop and implement research-informed models, methods and strategies when working in a group treatment setting. This



requires understanding of how to manage group dynamics in order to motivate and engage participants in the group process.

#### Teamwork

Knowledge and skill is required to work cooperatively with others as part of a team comprised of colleagues within the field of substance abuse or allied professionals from other sectors.

#### Outreach

Knowledge of the tools, techniques and skills are required to design and deliver outreach services within the community.

#### Prevention

Knowledge and skill is required to design and deliver prevention programming and services in the community.

#### Cultural Awareness

The applicant taking this course should have the knowledge of aboriginal peoples and other populations as well as the consideration and respect for the historical and textual factors that face the customs, values, norms, and community practices of that culture.

#### Program Development, Implementation and Evaluation – (elective)

The applicant taking this course should have the knowledge and skill required to develop a new program or modify an existing program, oversee its implementation and evaluate program effectiveness in meeting the core goals and objectives.

### **3. Counselling Skills**

The counsellor should have the knowledge and skill required to draw from counselling styles and techniques that are backed by an evidence-base. It should include an understanding of human development and an understanding of a wide range of approaches, skills, and practices relating to the treatment of alcohol and other drugs.

#### Interviewing Approaches and Techniques

Knowledge and skill is required to use effective interviewing techniques to gather relevant and complete information to make informed observations and recommendations.

#### Conflict Management

Knowledge and skill is required to manage and bring an effective resolution to differences between parties using a variety of appropriate approaches and techniques.

#### Crisis Intervention

Knowledge and skill is required to recognize and respond to a client in crisis.

### **4. Relapse Prevention**

Knowledge and skill is required to provide the appropriate information and techniques to clients to guide them in relapse prevention.



## **5. Case Management**

Knowledge and skill is required to advocate on behalf of and guide the client through the barriers to service by coordinating and evaluating services available. This involves matching clients with the most appropriate available services.

## **6. Pharmacology**

A working knowledge is required of the range and types of substances and their effect on functioning.

## **7. Drug/Alcohol Abuse**

### Factors and sources of Substance Use, Abuse, and Dependency

The applicant must have knowledge about the continuum of substance use, abuse, and dependency and the various factors that advance or deter progression along the continuum.

*The Canadian Centre on Substance Abuse (CCSA) has developed a comprehensive set of competencies entitled "Competencies for Canada's Substance Abuse Workers". The competencies are a tool for obtaining a high level of learning utilizing their competencies.*

*It is recognized that this is an expanded approach to the Core Competencies that the CCPC presently utilizes in its Manuals. It should be noted that the publication of the CCSA Competencies does not affect the status of those who have been or will be certified through the CCPC. CCPC Core competencies will be reviewed and updated if required. For more information on the CCSA competencies, go to [www.ccsa.ca](http://www.ccsa.ca) and look for the competencies under the above indicated title.*

## **Professional Responsibilities**

The applicant must:

- Adhere to the established code of ethics and professionalism which holds them accountable for ethical behaviour and professionalism in their relationships with clients, colleagues and external partners;
- Maintain federal, provincial and agency regulations concerning addictions by following proper procedures to preserve the client's rights;
- Set up and maintain a program of self-assessment of professional conduct (strength and weakness) using ethical and legal standards; and
- Continue the process of professional growth and development by assessing one's training needs and obtaining the necessary education.



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## **CODE OF ETHICS**

The Associate Counsellor will adhere to the following Code of Ethics:

- 1) Believe in the dignity and worth of all human beings, and pledge my service to the well-being and betterment of all members of society.
- 2) Recognize the right to humane treatment of anyone suffering from alcoholism or drug abuse, whether directly or indirectly.
- 3) Promote and assist in the recovery and return to society of every person served endeavouring to provide the highest quality of care.
- 4) Maintain a proper professional relationship with all persons served, assisting them to help themselves, and referring them promptly to other programs or individuals when in their best interest.
- 5) Adhere strictly to established precepts of confidentiality in all knowledge, records, and materials concerning persons served — also in accordance with any current government regulations.
- 6) Ensure that all interpersonal transactions between myself and persons served are non-exploitive and essential to their good recovery.
- 7) Give due respect to the rights, views, and positions of any other alcoholism counsellors, referral agents, and related professionals.
- 8) Respect institutional policies and procedures and cooperate with any agency management with which I may be associated — consistent with recognized standards and procedures.
- 9) Contribute my ideas and findings regarding alcoholism, treatment, and recovery to any body of knowledge — through appropriate channels.
- 10) Refrain from any activities, including the abuse of alcohol, drugs or other mood-altering chemicals, where my personal conduct might diminish my personal capabilities, denigrate my professional status, or constitute a violation of law.
- 11) Avoid claiming or implying any personal capabilities or professional qualifications beyond those I have actually obtained — recognizing that competence gained in one field of activity must not be used improperly to imply competency in another.
- 12) Regularly evaluate my own strengths, limitations, biases or levels of effectiveness always striving for self-improvement and seeking professional development by means of further education and training.



## **Professional References**

All applications must be accompanied by two professional references. All references are for the purpose of assisting the Examining Board of the Canadian Council of Professional Certification (CCPC) to make a fair and complete evaluation of the competency of the applicant.

All references are treated with **strict professional confidentiality**.

They should be addressed to the Canadian Council of Professional Certification and included with the application under confidential cover.

These two current written references should include the following information concerning the applicant:

- 1) How does the applicant demonstrate self control?
- 2) How has the applicant demonstrated reliability?
- 3) Show how honesty is a part of the applicant's personal/professional conduct.
- 4) Give examples of the applicant's ability to work with others.
- 5) How informed is the applicant about the Addiction field.
- 6) Comment on the communication skills of the applicant.
- 7) Comment on the applicant's ethical (professional) conduct.

The CCPC reserves the right to request additional information if required.

## **Supervisor Letter and Evaluation**

All applications must be accompanied by a completed Supervisor Evaluation (See page 14) and a letter from your current supervisor on employer letterhead. The letter should confirm your position title, length of time in position, and number of hours of work experience as outlined in the Experience section of the Manual.

## **Keep a Record of your Application**

It is recommended that you start a personal file for your records including: a copy of your complete application, copies of all past, current, and future training undertaken including transcripts, diplomas, certificates; keep track of your hours associated with your education and work experience in relation to your certification. The CCPC does periodic checks in those certifications requiring annual education or work.



## **APPLICATION PROCESS**

It is important that you follow the instructions carefully and read the complete manual and application form first.

Certification for **AAC** is authorized by the Canadian Council of Professional Certification. Following approval of the professional designation, **AAC** can be affixed after your name and you may use the professional "CCPC Certified" stamp on your resume or business cards. After being certified, you may request this stamp by sending an email to [info@ccpcglobal.com](mailto:info@ccpcglobal.com)



### **Instructions for Certification (All forms are available online at [ccpcglobal.com](http://ccpcglobal.com))**

1. Please **complete the application** form including sections detailing how you have achieved the total number of required work hours in direct counselling (500 hours) and a minimum of 100 education hours in the core competency areas.
2. Please **sign application**.
3. Attach the following to your **completed** application:
  - \_\_\_ Your current resume
  - \_\_\_ Signed "Consent to Release Information" form (See pg 14)
  - \_\_\_ Supervisor's Evaluation form in separate envelope
  - \_\_\_ Photocopies of specific addiction training as indicated in the Education section of the manual and core competency areas. Please include transcripts, certificates, workshops, showing what has been completed to date.
  - \_\_\_ A letter from your supervisor, on employer letterhead, indicating length of time in current position and number of hours of work experience as outlined on pg 9
  - \_\_\_ Two current professional letters of reference in separate envelopes following the guidelines set out on pg 9
  - \_\_\_ Keep a photocopy of the completed application and all related documents for your personal file, as outlined on Page 9.
4. Application Fees / Keeping Your Certification In Good Standing

The fee for certification must accompany your application. Current fees are listed on the Certification page on the [www.ccpcglobal.com](http://www.ccpcglobal.com) website. To keep your certification in good standing you must renew your certification annually on or before your anniversary date. You will receive notification 30 days prior to this date from the CCPC Head Office in Toronto.

Payment can be made by cheque, money order or credit card directly to:

CCPC, 1 Edenmills Dr., Toronto, Ontario M1E 4L1 Canada



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**AAC APPLICATION FORM**

<b>NAME</b>	Surname	First Name
<b>TELEPHONE</b>	Home / Cell	Business
<b>E-MAIL</b>	Personal	Business
<b>HOME ADDRESS</b>	Street	City
	Province	Postal Code
<b>BUSINESS</b>	Name	
<b>ADDRESS</b>	Street	City
	Province	Postal Code

<b>WORK EXPERIENCE – Current Position</b>	
Present Position Title	Length of Time in this position
Type of Business	Number of employees supervised/managed

<b>REQUIRED WORK EXPERIENCE - AAC (500 hours)</b>				
<i>Calculate # hours per position (X # hours per week per job) x (X weeks per year) x (X # years)</i>				
Dates	Employer	Title	Job Description	Number of Counselling Hours

		Total Counselling Hours		

<b>FORMAL EDUCATION</b>		
<i>State highest level obtained, year of graduation, and any degrees/diplomas obtained.</i>		
Year	Level	Institution

If you are currently enrolled in further education, please complete the following

Name of University, College or Institution	Web Site Address:
Faculty/Department:	Program Name

<b>SPECIFIC EDUCATION</b>		
List all professional degrees or education as required for certification: AAC - 100 hours education in addictions		
Degree/Credential	Institution	Number of Hours

<b>RELATED DATA</b>
<i>Please provide data on any other position held or experience gained which is considered necessary to establish the grade of certification to which you are entitled Examples are: Consulting; lecturing; volunteer positions held; management, technical, or scientific papers printed or presented. (Add additional pages if required.)</i>

**Please initial:**

\_\_\_\_\_ Yes, I have read and will adhere to the Professional Responsibilities and to the Code of Ethics as outlined in the manual.

*Please ✓ indicate where you received training/education related to the following:*

Assessment: Techniques, Tools, Procedures \_\_\_\_\_

Treatment Planning \_\_\_\_\_

Family & Social Supports \_\_\_\_\_

Group Facilitation \_\_\_\_\_

Teamwork \_\_\_\_\_

Outreach \_\_\_\_\_

Prevention \_\_\_\_\_

Cultural Awareness \_\_\_\_\_

Program Development, Implementation and Evaluation \_\_\_\_\_

Counselling Skills: Interviewing Approaches and Techniques  
\_\_\_\_\_

Conflict Management \_\_\_\_\_

Crisis Intervention \_\_\_\_\_

Relapse Prevention \_\_\_\_\_

Case Management \_\_\_\_\_

Pharmacology \_\_\_\_\_

Drug/Alcohol Abuse \_\_\_\_\_

Comments:

**Signature**

**Date**

*Any information provided on this application is for use of the CCPC for certification purposes only. This application must be accompanied by the appropriate forms and registration fee. Please make cheque or money order payable to the CCPC. Do not send cash. A receipt will be issued upon receipt of payment. Please advise us of a change of address.*

**To pay by Credit Card, complete the following:**

**Credit Card Type:** \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express

**Card #:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_ **(Pls print)**

**Authorizing Signature:** \_\_\_\_\_



**CCPC Head Office**

## Consent to Release Information

I give permission to Canadian Council of Professional Certification (CCPC) to request information from my present and past employers and any institution or agency with which I am, or have been, associated in a professional capacity.

I consent to the CCPC consulting with any person who may have information on my competence and ethical standards of behaviour.

I consent to CCPC inspecting any documents or records necessary, to determine my "acceptable standard" for certification.

I hereby release from any liability, all representatives of CCPC and all individuals and organizations who provide information to the CCPC, while acting in good faith, to determine my credentials and character.

I am aware that any false or misleading information deliberately given, will be considered a serious matter, and will be dealt with accordingly.

I understand that none of the information referred to herein constitutes "personal information" as defined under the *Personal Information Protection and Electronic Documents Act*.

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Applicant's Name (please print)

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Applicant's Signature

Date



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**CAC II / AAC Supervisor's Evaluation Report**

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

When a person applies for credentials as a Certified Addiction Counsellor II or an Associate Addiction Counsellor, we, the Examining Board of the CCPC, seek to determine their competence/character and knowledge, by authentication from various sources.

As their Supervisor, we consider your comments very important, because of your first hand observation of the applicant's skills, knowledge, and ethical standard. Please provide us with the following information on the basis of your knowledge through supervised work:

**(1) ASSESSMENT**

<b>TECHNIQUES, TOOLS AND PROCEDURES</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Effective method of interviewing - Comment			
2)	Ability to form an accurate assessment - Comment			
3)	Knows when to refer a client - Comment			

**(2) TREATMENT**

<b>TREATMENT PLANNING</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Formulates goals/objectives/treatment with client Comment:			
2)	Ability to match client's needs to appropriate service Comment:			

<b>FAMILY AND SOCIAL SUPPORTS</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Demonstrates ability to work effectively with family members and concerned others - Comment:			
2)	Addresses the impact of a client's substance use on family and social groups - Comment:			
<b>GROUP FACILITATION</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Understands models, methods and strategies of group facilitation - Comment:			



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2)	Manages group dynamics in order to motivate and engage participants in the group process Comment:			
<b>TEAMWORK</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Works cooperatively with others as part of a team comprised of colleagues and allied professionals from other sectors Comment:			
<b>OUTREACH</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Has demonstrated the skill in designing and delivering outreach services within the community Comment:			
<b>PREVENTION</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Understands prevention programming and has skill in delivering prevention services in the community Comment:			
<b>CULTURAL AWARENESS</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Has a knowledge of aboriginal peoples and other populations in the community - Comment			
2)	Respects the historical and textual factors that deal with the customs, values, norms and community practices of those cultures - Comment:			
<b>PROGRAM DEVELOPMENT, IMPLEMENTATION &amp; EVALUATION (ELECTIVE)</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Has the knowledge and skill required to develop a new program or modify an existing program - Comment:			
2)	Has the skill to oversee its implementation and evaluate program effectiveness - Comment:			



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**(3) COUNSELLING SKILLS**

<b>INTERVIEWING APPROACHES AND TECHNIQUES</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Has the knowledge of effective interviewing techniques to gather relevant and complete information Comment:			
2)	Makes informed observations and recommendations Comment:			
<b>CONFLICT MANAGEMENT</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Manages and brings an effective resolution to differences between parties using a variety of approaches and techniques Comment:			
<b>CRISIS INTERVENTION</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Recognizes and responds to a client in crisis Comment:			
<b>(4) RELAPSE PREVENTION</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Has the knowledge and skill required to provide appropriate information and techniques to guide clients in relapse prevention Comment:			
<b>(5) CASE MANAGEMENT</b> Provide written comments where possible		<b>POOR</b>	<b>ACCEPT- ABLE</b>	<b>OUT- STANDING</b>
1)	Demonstrates the ability to advocate on behalf of clients and guide them through the barriers to service by coordinating and evaluating services available Comment:			
2)	Matches clients with the most appropriate service			
3)	Manages accurate case records and files			



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		POOR	ACCEPT- ABLE	OUT- STANDING
<b>(6) PHARMACOLOGY</b> Provide written comments where possible				
1)	Has a working knowledge of the range and types of substances and their effect on functioning			
<b>(7) DRUG/ALCOHOL ABUSE</b> Provide written comments where possible				
1)	Has a knowledge of the continuum of substance use, abuse and dependency			
2)	Has a knowledge of the various factors that advance or deter progression along the continuum			
<b>(8) PROFESSIONAL RESPONSIBILITIES</b> Provide written comments where possible				
1)	Adheres to the established Code of Ethics and professionalism which holds them accountable for their behaviour with clients, colleagues and external partners			
2)	Follows proper procedures to protect the client's rights			
3)	Has established a program of self-assessment of their strengths and weaknesses using ethical and legal standards			
4)	Has an established plan for professional growth and development			

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Supervisor's Name

Applicant's Name

---

Supervisor's Professional Qualifications

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Supervisor's Address, Phone Number, Email

Please place your report in a separate envelope to be returned with the application.