



CCPC GLOBAL™

Certifying Your Future

Canadian Council of Professional Certification

CCPC Head Office

1 Edenmills Drive, Toronto, Ontario M1E 4L1 Canada

Tel: (416) 724-5339 Fax: (416) 724-0884

Email: info@ccpcglobal.com

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

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

(2) TREATMENT

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

FAMILY AND SOCIAL SUPPORTS		POOR	ACCEPT-ABLE	OUT-STANDING
Provide written comments where possible				
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:			



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GROUP FACILITATION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Understands models, methods and strategies of group facilitation Comment:			
2)	Manages group dynamics in order to motivate and engage participants in the group process Comment:			
TEAMWORK Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Works cooperatively with others as part of a team comprised of colleagues and allied professionals from other sectors Comment:			
OUTREACH Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has demonstrated the skill in designing and delivering outreach services within the community Comment:			
PREVENTION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Understands prevention programming and has skill in delivering prevention services in the community Comment:			
CULTURAL AWARENESS (ELECTIVE) Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
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:			
PROGRAM DEVELOPMENT, IMPLEMENTATION & EVALUATION (ELECTIVE) Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has the knowledge and skill required to develop a new program or modify an existing program Comment:			



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2)	Has the skill to oversee its implementation and evaluate program effectiveness Comment:			
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(3) COUNSELLING SKILLS

INTERVIEWING APPROACHES AND TECHNIQUES Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has the knowledge of effective interviewing techniques to gather relevant and complete information Comment:			
2)	Makes informed observations and recommendations Comment:			
CONFLICT MANAGEMENT Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Manages and brings an effective resolution to differences between parties using a variety of approaches and techniques Comment:			
CRISIS INTERVENTION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Recognizes and responds to a client in crisis Comment:			
(4) RELAPSE PREVENTION Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has the knowledge and skill required to provide appropriate information and techniques to guide clients in relapse prevention Comment:			
(5) CASE MANAGEMENT Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
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:			



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2)	Matches clients with the most appropriate service			
3)	Manages accurate case records and files			
(6) PHARMACOLOGY Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
1)	Has a working knowledge of the range and types of substances and their effect on functioning			
(7) DRUG/ALCOHOL ABUSE Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
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			
(8) PROFESSIONAL RESPONSIBILITIES Provide written comments where possible		POOR	ACCEPT- ABLE	OUT- STANDING
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			

Supervisor's Name

Applicant's Name

Supervisor's Professional Qualifications

Supervisor's Phone Number and Email

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