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APPLICATION FOR APPROVAL OF CONTINUING EDUCATION HOURS

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

DATE OF REQUEST: _____

PLEASE CHECK (1) BOX: Course Provider (\$35.00 fee + tax*) Course Attendee (No fee required)

PAYMENT OPTIONS: MASTERCARD VISA MONEY ORDER CHEQUE

CREDIT CARD NUMBER _____ EXPIRY _____

NAME ON CARD _____

MONEY ORDER NUMBER _____ CHEQUE NUMBER _____

DOES THIS COURSE WORKSHOP HAVE A TESTING COMPONENT Yes No

DATE OF COURSE: _____

NAME OF COURSE: _____

LOCATION OF COURSE: (Auditorium, hospital, etc.) _____

City: _____ Province: _____ Postal Code: _____

RESPONSIBLE ORGANIZATION: _____

PROGRAM ORGANIZER/CONTACT: (Name) _____

Organization: _____ Telephone: _____

PLEASE COMPLETE: A or B

A. Total hours requested **“SPECIFIC”** to Addictions Counselling, excluding Meals and Breaks: _____

Reasons why course hours are “core” to Addictions _____

OR/AND

B. Total hours requested **“RELATED”** to Addictions Counselling to a maximum of 12 hours per 2 years: _____

Reasons why course hours are related to Addictions _____

*** Be sure to include a program brochure or outline of the program objectives and educational methods being used as well as biographical information on the speakers/presenters.**

NAME OF APPLICANT: _____ TELEPHONE: () _____

ADDRESS: _____ CITY _____

PROVINCE: _____ POSTAL CODE _____ FAX : () _____

SIGNATURE: _____ EMAIL: _____

APPROVED FOR _____ **Hours, either CORE** _____ **OR RELATED** _____

APPROVED BY (signature) _____ **DATE** _____

Province	Fee	Tax *	Total
BC	\$35.00	\$4.20 (HST @ 12.0%)	\$39.20
ON, NL, NB	\$35.00	\$4.55 (HST @ 13.0%)	\$39.55

Province	Fee	Tax *	Total
NS	\$35.00	\$5.25 (HST @ 15.0%)	\$40.25
All Others	\$35.00	\$1.75 (GST @ 5.0%)	\$36.75

DEFINITION OF CONTINUING EDUCATION FOR RE-CERTIFICATION

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

1. Personal Growth Focused Courses

These are not appropriate for education credits

2. 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 CEU's

3. Supervision

Whether on the job or received as part of a practicum, supervision hours are NOT eligible for CEU's

4. Agency Program Visits

Visits for the purpose of observation or network are NOT eligible for CEU's

5. 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 CEU's.

6. Committee Meetings of Any Kind

CONTINUING EDUCATION:

This category includes workshops, seminars, lectures or a series of lectures. These courses must meet specifications for CEU credits.

All Certifications - must acquire 40 hours (Continuing Education Units or CEU's) of approved workshops, lectures, etc. every two (2) years, 28 hours of which must be alcohol/drug specific. Up to 12 hours may be on related topics such as administration, management, etc. This may include computer courses such as Introduction to Computers, providing the applicant can demonstrate that the course will teach him/her skills necessary for the performance of their jobs rather than as an interest.

ALL DESIGNATED & CERTIFIED MEMBERS MUST RE-CERTIFY EVERY TWO YEARS