

Certified Addiction Professional (CAP) for Licensed Professionals Training Verification Form

Requirement: Licensed professionals seeking the CAP must complete and document a minimum of **145 hours of training** allocated among the SAMHSA Transdisciplinary Foundations as follows:

1. Understanding Addiction – basic knowledge about substance use disorders. 45 hours, minimum.
2. Treatment Knowledge – treatment and recovery models. 45 hours, minimum.
3. Application to Practice – how to apply treatment knowledge to practice. 20 hours minimum.
4. Professional Readiness – issues related to self-awareness, appreciation of diversity, ethics and continuing education. 20 hours minimum.
5. Elective CEUs, must apply to at least one of the Transdisciplinary Foundations. 15 hours.

All training must have been completed with the last 10 years.

How to Document: The applicant completes the Training Verification Form, attaches copies of eligible training documentation in the same order as listed on the form and uploads (for electronic, on-line application) or mails hard-copy, original forms to the FCB office. Training documentation must provide the following information:

- Applicant's Name
- Title of course/training/educational event*
- Event sponsor/provider
- Delivery date(s)
- Number of Contact/Clock Hours

**If the event title does not clearly identify the instructional content, please attach an official description of the event, such as an agenda or syllabus.*

In the absence of complete documentation, contact the training provider and request the required information on their official letterhead: you may submit these letters as supporting documentation of successful completion of training requirements.

If you use college coursework for training credit, you must provide documentation for each entry as follows: (1) Make a photo copy of your transcript, number each course you are using to meet training requirement(s), print out the course description as published by the educational institution, and write the number corresponding to the course on your transcript on the course description. Place this document in the appropriate order as is appears on this form.

How to Calculate Content-specific Training Hours:

College coursework is credited at the rate of 45-clock hours per 3 semester hour course. Partial credit may be calculated for topics covered in the overall course. For example, a course on treatment planning may include partial credit for "Application to Practice" training.

Partial-day, Full-day and Multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed. If the total credit hours are not listed on the certificate, attach a copy of the training agenda.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

**Certified Addiction Professional (CAP) for Licensed Professionals
Training Verification Form (1 of 5)**

Transdisciplinary Foundation: Understanding Addiction

Training Requirement: Minimum of 45 hours of training in topics directly related to Understanding Addiction.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ Training Report and Documentation Example ↓					
<i>Drugs of Abuse</i>	<i>Florida State University</i>	<i>Fall 2012</i>	<i>45</i>	<i>Transcript</i>	
↑ Training Report and Documentation Example ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

Certified Addiction Professional (CAP) for Licensed Professionals Training Verification Form (2 of 5)

Transdisciplinary Foundation: Treatment Knowledge

Training Requirement: Minimum of 45 hours of training in topics directly related to Treatment Knowledge.

[illegible]

Certified Addiction Professional(CAP) for Licensed Professionals Training Verification Form (3 of 5)

Transdisciplinary Foundation: Application to Practice

Training Requirement: Minimum of 20 hours of training in topics directly related to Application to Practice.

[illegible]

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Training Verification Form (4 of 5)**

Transdisciplinary Foundation: Professional Readiness

Training Requirement: Minimum of 20 hours of training in topics directly related to Professional Readiness.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ Training Report and Documentation Example ↓					
<i>Crisis Intervention</i>	<i>FCCMH Annual Conference</i>	<i>8-15-11</i>	<i>2</i>	<i>Conference Certificate of Attendance and Conference Brochure</i>	
↑ Training Report and Documentation Example ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only

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Electives

Training Requirement: Minimum of 15 hours of training in topics directly related to any of the four Transdisciplinary Foundations.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
↓ Training Report and Documentation Example ↓					
<i>Methods for Effective Referrals</i>	<i>FADAA Annual Conference</i>	<i>8-15-11</i>	<i>2</i>	<i>Conference Certificate of Attendance and Conference Brochure</i>	
↑ Training Report and Documentation Example ↑					
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only