



Certified Addiction Professional Work Experience Verification Form

DIRECTIONS

This form allows for one employer to document work hours as required for the CAP credential. Provide a separate form to each employer who will document experience for certification purposes.

All information must be TYPED. Handwritten forms will be denied. This is a two-part form.

- Part One is completed by the applicant and provided to the employer.
- Part Two is completed by the employer and provided to FCB by mail, email or fax (see below).

Upon completion, please submit the form and supporting documentation directly to the FCB. *Work Experience Verification Forms* will not be accepted from the applicant.

Mail: Florida Certification Board
 Attn: Certification Operations
 1715 South Gadsden Street
 Tallahassee FL 32301

Email: Certification Specialist's email or
 admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: Work Experience Verification (applicant name)

REQUIREMENT

CAP Description	A professional substance abuse credential for those persons working in a licensed substance abuse disorder treatment program in Florida.
Related Work Experience Requirement	<p>6,000 hours (approximately 3 years of full-time work) of addiction-specific, professional-level work experience. One year of full-time employment at 40-hours per week, equals 2,080 hours.</p> <p>Individuals applying for the CAP may use 1,000 hours of BHT related work experience toward the total work experience requirement.</p> <p>Eligible work experience occurred within the last 5 years.</p> <p>Volunteer experience and non-clinical internships are not eligible for certification purposes.</p>
Supporting Documentation	Attach a position description that directly relates to the core competencies of the credential. Must be on agency letterhead.



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All information must be typed. Handwritten forms will be denied.

Part 1: To be completed by the applicant prior to providing to employer for completion.

Applicant Information: Please list the position you held for which you are requesting credit for certification and verification by your employer. Report employment dates in the following format: MM/DD/YYYY to MM/DD/YYYY. Use a separate form for each position/employer documenting work experience.		
Applicant Name:		
Employer:		
Type of Position:	Full-Time	Part-Time
Position Title:		
Immediate Supervisor:		

Part 2: To be completed by the employer’s personnel officer or designee only.

Section A: Verifier’s Contact Information	
Last Name:	First Name:
Title:	Employer:
Email Address:	Business Phone:
Work Address:	
City:	State:
Zip Code:	County:

Section B: Experience Attestation			
I have read and understand the on-the-job experience requirements for Certified Addiction Professional (CAP) certification. The following information can be verified by employment records maintained by the agency. I consent to an audit of such records if requested.			
	Yes	No	
Applicant’s Position Description Attached:	Yes	Type of Position:	Full-Time Part-Time
Applicant’s Employment Dates (use MM/DD/YYYY format):	From:	To:	
Average number of hours per week providing related services:			
By my signature, I attest that the above material is true to the best of my knowledge			
Verifier’s Signature <i>(FCB accepts manual and electronic signatures)</i>			Date