

SAP (counselor) REQUIREMENTS CHECKLIST

(Please return this sheet with all the required documents & payment)

NAME: _____

_____ BIOGRAPHICAL DATA SHEET

WORK EXPERIENCE

_____ 2000 hours experience in a recognized Student Assistance Counselor Program as recognized by the Vermont Department of Health Division of Alcohol and Drug Abuse Programs.

SUPERVISION

_____ 70 hours documented clinical supervision by a Licensed Alcohol and Drug Abuse Counselor or Certified Clinical Supervisor.

EDUCATION

_____ The education requirement is a total of 100 hours. Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, college/university credit courses and distance education. One hour of education is equal to 50 minutes of continuous instruction. Education must be specifically related to the knowledge and skills necessary to perform the tasks within the SAP performance domains. All education must be documented.

8 Performance Domains Documented with Certificates attached are:

A minimum of 12 hours must be specific to brief counseling / crisis intervention / risk behavior identification

A minimum of 12 hours must be specific to screening

A minimum of 6 hours must be specific to school and legal issues

A minimum of 6 hours must be specific to prevention education and programming

A minimum of 6 hours must be specific to ethics

A minimum of 24 hours must be specific to Alcohol Tobacco or other Drug pharmacology / chemical dependency

A minimum of 6 hours must be specific to program development / record keeping

A minimum of 6 hours must be specific to classroom teaching / management / presentations / curriculum development

REFERENCES (3 TOTAL)

Submission of (1) one reference from each of the following:

_____ • Clinical supervisor

_____ • Building / school supervisor

_____ • Community representative

_____ FEE: \$125.00 ENCLOSED.