



**UNITED WE HEAL**

# **Career Pathways**

**Apprenticeship and Training  
for Healthcare Professionals**

**Certified Alcohol and Drug Counselor  
Apprenticeship**

**Program Manual  
2025**

*Revised: March 2025*



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### *Phase I: Setting Up Your Apprenticeship*

1. Confirm on-site apprenticeship supervisor and email your program manager with their full name, title, and email address
2. Register with Center for Addiction Studies to access your coursework (Instructions below)
3. Complete New Apprentice Orientation with United We Heal, including your OJT Supervisor, UWH staff will send an invite to a Zoom Meeting for orientation

 CADC Apprenticeship Orientation Slideshow



## *Phase II: Maintaining Active Status*

### On the Job Training (OJT)

#### ***As a CADC Apprentice, You Are Expected To:***

- Participate in clinical supervision by establishing a supervision schedule with your CADC Supervisor who has a CADC II, CADC III or MAC credential
  - 30 minutes/week ideally; 2 hours/month
  - This can include 1 hour in a group supervision
- Log your hours weekly using the optional [Hours Log](#) and submit them on [ApprentiScope](#) for your supervisor to approve

#### ***Things to Keep in Mind about OJT hours:***

- The “Minimum Required Hours” on the hours log and in Apprentiscope only represent the minimum number of hours needed in each category; however, to meet MHACBO requirements, you will need to complete more than the minimum requirements
- MHACBO requires a total of 1,000 hours combined in the 8 domains
- For the Apprenticeship, we ask that you log all hours you are working each week. If hours don’t fit neatly into the MHACBO categories, you may use the “other” categories, under each heading



## Hours Log:

CADC-I Clinical Hours																
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L10	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1			Domain One		Domain Two	Domain Three		Domain Four			Domain Five			Domain Six	Domain Seven	Domain Eight
2	Dates	Alcohol & Drug Screening (25 hrs)	Alcohol & Drug Treatment Orientation: including client rights and informed consent (25 hrs)	Alcohol & Drug with DSM-V SUD diagnosis and ASAM level of care placement (50 hrs)	A&D Treatment Planning (50 hrs)	Consultation & Referral (10 hrs)	A&D Case Management (50 hrs)	A&D Discharge Planning (50 hrs)	A&D Relapse Prevention (50 hrs)	A&D Individual Counseling (25 hrs)	A&D Group Counseling (50 hrs)	A&D Family/Couples	Crisis Intervention (10 hrs)	A&D Client, Family, Community Education (50 hrs)	A&D Documentation (50 hrs)	A&D EBP, Curriculum & Program Development, Fidelity & Quality Assurance, Client Outcome and Satisfaction Monitoring (NOT REQUIRED FOR CADC-I)
3																Hours Per Day
4																0
5																0
6																0
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## Work Processes Examples:

Work processes align with the MHACBO Supervised Experience Form that needs to be submitted to MHACBO before testing:

Supervised Experience Form		Clinical Supervisor's Statement																																																																																								
<p>Directions: photocopy in many copies of this form as you will need. You will most likely need one copy for each agency you have been employed/interacted with. You must document the minimum prerequisite hours for the level of certification that you are applying for:</p> <p><b>CADC I – Associate Proficiency level</b>          1,000 hours Supervised Experience in Addiction Counseling Competencies (CSAT Technical Assistance Publication number 21, DHS Publication No. [SMA] 98-3171, 1998)</p> <p><b>CADC II – Bachelors Proficiency level</b>          4,000 hours Supervised Experience in Addiction Counseling Competencies (CSAT Technical Assistance Publication number 21, DHS Publication No. [SMA] 98-3171, 1998)</p> <p><b>CADC III – Graduate Proficiency level</b>          6,000 hours Supervised Experience in Addiction Counseling Competencies (CSAT Technical Assistance Publication number 21, DHS Publication No. [SMA] 98-3171, 1998)</p> <p>Each category of the Addiction Counseling Competencies carries a minimum number of hours of participation for that category. Please do not confuse these minimums in each category with the overall prerequisite hours you must document.</p> <p>Candidate Name _____</p> <p>Position Title _____</p> <p>Dates of experience: FROM - TO (do not write "present")</p> <p>Employer / Agency _____</p> <p>Print Supervisor name and advanced Addiction Counselor Credentials _____</p> <p>Print the name of the Clinical Supervisor and credentials. Must meet OAR 309-155R standards for Clinical Supervisor Qualifications in Addiction Treatment and must possess advanced addiction counselor certification.</p> <p>Check off the certification supervisor maintains:</p> <table border="0"> <tr> <td><input type="checkbox"/> CADC II</td> <td><input type="checkbox"/> MAC</td> <td><input type="checkbox"/> CCR II</td> </tr> <tr> <td><input type="checkbox"/> CADC III</td> <td><input type="checkbox"/> CCR III</td> <td><input type="checkbox"/> ASAM</td> </tr> <tr> <td><input type="checkbox"/> CADC IV</td> <td><input type="checkbox"/> CCR IV</td> <td><input type="checkbox"/> CCR V</td> </tr> </table> <p>Other state or country's advanced addiction counselor certifications utilizing professional psychometric examinations are acceptable.</p> <p>There are established minimums in each category, however the total number of hours must be at least 1,000 for CADC I, 4,000 for CADC II, and 6,000 for CADC III. Please estimate the number of hours accrued in each category of the Addiction Counseling Competencies. Total these numbers and sign.</p> <p>Assessing Experience Hours          1 Full Time Year = 2,000 hours</p>		<input type="checkbox"/> CADC II	<input type="checkbox"/> MAC	<input type="checkbox"/> CCR II	<input type="checkbox"/> CADC III	<input type="checkbox"/> CCR III	<input type="checkbox"/> ASAM	<input type="checkbox"/> CADC IV	<input type="checkbox"/> CCR IV	<input type="checkbox"/> CCR V	<table border="1"> <thead> <tr> <th>Hours Performed</th> <th>Minimum Hours CADC I</th> <th>Minimum Hours CADC II/III</th> </tr> </thead> <tbody> <tr> <td><b>DOMAIN ONE</b></td> <td></td> <td></td> </tr> <tr> <td>Alcohol &amp; Drug Screening</td> <td>25</td> <td>100</td> </tr> <tr> <td>Alcohol &amp; Drug Treatment</td> <td>25</td> <td>100</td> </tr> <tr> <td>Detoxification (including client rights and informed consent)</td> <td></td> <td></td> </tr> <tr> <td>Alcohol &amp; Drug Assessment with DSM-IV/510 diagnosis and ASAM level of care placement</td> <td>50</td> <td>200</td> </tr> <tr> <td><b>DOMAIN TWO</b></td> <td></td> <td></td> </tr> <tr> <td>A&amp;D Treatment Planning</td> <td>50</td> <td>200</td> </tr> <tr> <td><b>DOMAIN THREE</b></td> <td></td> <td></td> </tr> <tr> <td>Counseling &amp; Referral</td> <td>10</td> <td>40</td> </tr> <tr> <td><b>DOMAIN FOUR</b></td> <td></td> <td></td> </tr> <tr> <td>A&amp;D Case Management</td> <td>50</td> <td>200</td> </tr> <tr> <td>A&amp;D Discharge Planning</td> <td>50</td> <td>200</td> </tr> <tr> <td>A&amp;D Relapse Prevention</td> <td>50</td> <td>200</td> </tr> <tr> <td><b>DOMAIN FIVE</b></td> <td></td> <td></td> </tr> <tr> <td>A&amp;D Individual Counseling</td> <td>25</td> <td>100</td> </tr> <tr> <td>A&amp;D Group Counseling</td> <td>50</td> <td>100</td> </tr> <tr> <td>A&amp;D Family/Couples</td> <td>10</td> <td>40</td> </tr> <tr> <td><b>DOMAIN SIX</b></td> <td></td> <td></td> </tr> <tr> <td>Crisis Intervention</td> <td>10</td> <td>40</td> </tr> <tr> <td>A&amp;D Client, Family, Community Education</td> <td>50</td> <td>200</td> </tr> <tr> <td><b>DOMAIN SEVEN</b></td> <td></td> <td></td> </tr> <tr> <td>A&amp;D Documentation</td> <td>50</td> <td>200</td> </tr> <tr> <td><b>DOMAIN EIGHT</b></td> <td></td> <td></td> </tr> <tr> <td>A&amp;D EBP, Curriculum and Program Development, Fidelity &amp; Quality Assurance, Client Outcome and Satisfaction Monitoring</td> <td></td> <td>100</td> </tr> <tr> <td><b>Total Hours</b></td> <td colspan="2">0</td> </tr> </tbody> </table> <p>Supervisor's Signature _____ Date _____</p> <p>By signing this form, I attest to the accuracy of the information &amp; that the candidate has completed the addiction treatment specific activities described herein. I understand that any falsification of hours recorded would result in sanctions against both candidate and supervisor.</p> <p><b>Do not sign this form until you verify applicant's hours unless you meet the criteria and can provide documentation if called upon to do so.</b></p> <p>Supervisor's Phone Number for primary source verification _____</p> <p>Candidate Signature _____ Date _____</p>		Hours Performed	Minimum Hours CADC I	Minimum Hours CADC II/III	<b>DOMAIN ONE</b>			Alcohol & Drug Screening	25	100	Alcohol & Drug Treatment	25	100	Detoxification (including client rights and informed consent)			Alcohol & Drug Assessment with DSM-IV/510 diagnosis and ASAM level of care placement	50	200	<b>DOMAIN TWO</b>			A&D Treatment Planning	50	200	<b>DOMAIN THREE</b>			Counseling & Referral	10	40	<b>DOMAIN FOUR</b>			A&D Case Management	50	200	A&D Discharge Planning	50	200	A&D Relapse Prevention	50	200	<b>DOMAIN FIVE</b>			A&D Individual Counseling	25	100	A&D Group Counseling	50	100	A&D Family/Couples	10	40	<b>DOMAIN SIX</b>			Crisis Intervention	10	40	A&D Client, Family, Community Education	50	200	<b>DOMAIN SEVEN</b>			A&D Documentation	50	200	<b>DOMAIN EIGHT</b>			A&D EBP, Curriculum and Program Development, Fidelity & Quality Assurance, Client Outcome and Satisfaction Monitoring		100	<b>Total Hours</b>	0	
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## Related Training Instruction (RTI)

MHACBO requires 6 classes for the CADC-I credential:

- *\*Basic Counseling Skills*
- *\*Group Counseling Skills*
- Alcohol & Drugs of Abuse Pharmacology
- Infectious Disease Risk Assessment & Risk Reduction
- *Counseling Ethics*
- Clinical Evaluation ASAM

*\*Basic Counseling Skills* and *\*Group Counseling Skills* will be offered by United We Heal. You will receive an invite from the instructor to register for the LMS on [training.unitedwehealoregon.com](http://training.unitedwehealoregon.com)



These two courses will be offered each term in a ten-week course cycle. MHACBO requires these courses to consist of a live, synchronous component. These courses will require a one hour per week live class via zoom for the duration of the 10-week course. Apprentices will participate in one synchronous course at a time.

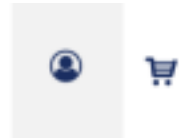
The Counseling Ethics course is also found through the LMS system, however this course does not have a live instruction component.

The remaining three courses are offered in partnership with the Center for Addiction Studies and Research. You will need to register with the Center for Addiction Studies and provide the email address you registered with to your United We Heal Program Manager in order to access courses, quizzes, and progress.



### **Account Registration and Coursework Login Instructions**

1. Visit <https://centerforaddictionstudies.com>
2. On the top right corner, you will see an icon with a person.



- That will bring you to a screen where you can Login or Register. When registering, use the preferred email address you would like tied to your account. This is the email where you will receive your course materials and any related notifications (e.g., exam submission confirmations).

#### Login

Email address \*

  
 Password \*
  
 ☐ Remember me  
[Lost your password?](#)

#### Register

Email address \*

  
 Password \*
  

By registering, you agree to our privacy policy.

- Once registered, you will have access to your dashboard. You can always access your dashboard by selecting the icon from step 2. Your dashboard allows you to view your coursework, exam results, take your online exams, and update your contact information.
- After registering, your coursework will not appear in your account automatically. First, you need to *notify us that you have registered* so we can upload your course materials to your account.

Once we have added your coursework, you can access it by selecting **Downloads** from the menu on the left side. This is where you will have links to all of your course materials (reading and exam PDFs, and online exam links). Click the orange button(s) to access your coursework.



Orders	Download
<b>Downloads</b>	Clinical Supervision for Addiction Professionals_Reading
Addresses	Clinical Supervision for Addiction Professionals_Examination
Payment methods	Take Exam Online_Clinical Supervision for Addiction Professionals
Account details	
Log out	
Exam Results	

6. Once you submit your online exam, you will be able to see your scores on your dashboard under “**Exam Results.**” You will also receive an email with your test scores upon submission.

#### Next 10 Results

Exam Name	Score	Time Taken
Cultural Competence in Substance Abuse Treatment Ch 1,2 Online Examination	43 out of 43 or 100%	12-01-2021 01:25:57 PM
Pharmacology of Psychoactive Substances: Physical, Psychological, and Pharmacological Effects of Drugs of Abuse Online Examination	254 out of 255 or 99%	12-01-2021 01:16:56 PM

All Center for Addiction Studies and Research course material will be available to you when you start. Courses are self-paced and can be completed on your own schedule. Please reach out to the Center for Addiction Studies or the Program Manager if you need assistance.

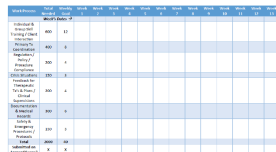
## ApprentiScope 101

Submit OJT hours and RTI hours weekly on **ApprentiScope** using this guide:

### CADC OJT and RTI Submission Process

#### OJT and RTI Submission Process for Apprentices

**Step 1)** Log your OJT hours using a printed or electronic copy of the **Hours Log** provided (see attachment or request copy from Sarah, sample below)

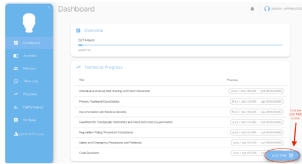


Date	Activity	Hours
05/20/2022	Work on project	8.00
05/21/2022	Work on project	8.00
05/22/2022	Work on project	8.00
05/23/2022	Work on project	8.00
05/24/2022	Work on project	8.00
05/25/2022	Work on project	8.00
05/26/2022	Work on project	8.00
05/27/2022	Work on project	8.00
05/28/2022	Work on project	8.00
05/29/2022	Work on project	8.00
05/30/2022	Work on project	8.00
05/31/2022	Work on project	8.00

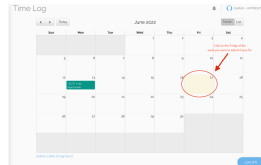
**Step 2)** At the end of every week or every month, submit hours for each week on ApprentiScope using the directions below

**Step 3)** Log in to your ApprentiScope Account

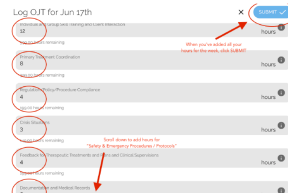
**Step 4)** Click the LOG TIME button



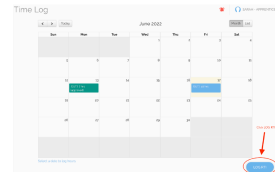
**Step 5)** Click on the Friday of the week you want to submit hours for



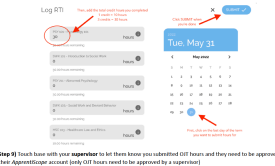
**Step 6)** Enter your hours from your **Hours Log** in each Work Process area and click SUBMIT



**Step 7)** To log RTI hours after you've completed a course with GACC, click LOG RTI on the calendar after clicking LOG TIME from the home screen/dashboard (Step 4)



**Step 8)** Click on the list day of the term using the calendar on the right, then add the hours you completed in the course you just finished (1 credit course = 50 hours / 3 credit course = 150 hours), when you're done click SUBMIT



**Step 9)** Touch base with your supervisor to be there have you submitted OJT hours and they need to be approved in their ApprentiScope account (yes, OJT hours need to be approved by a supervisor)

## Supportive Services

- If there are financial needs that you have during the life of the apprenticeship, our program can possibly assist with those expenses! Some services are purchased for you up front, others may be in the form of a reimbursement.
- 
- Some examples of supportive services we've provided:
  - A loaned device to engage in the curriculum (laptop, tablet, etc.)
  - A bus pass
  - Internet bill
  - Childcare costs
  - Food/rent assistance



In order to be eligible for our supportive service program, an apprentice must have done the following:

- completed new apprentice orientation
- sent their program manager their apprenticeship supervisors's contact information
- registered and begun coursework with their education provider
- established at least a month of OJT hours in Apprentiscope with supervisor's approvals
- please note that supportive services are limited to \$1,200 per apprentice during the length of the apprenticeship program (this number includes program incentives like payment for attending study hall days, completing monthly evaluations, as well as any individual requests made by the apprentice) additionally, there are monthly limitations on specific types of requests
- 
- Contact your program manager to let them know you're interested in receiving a supportive service. They exist to help you be successful - so please don't hesitate to reach out!

## Study Halls

United We Heal will host study hall days for apprentices to have time to work on their RTI (coursework). These generally occur on a quarterly basis. Apprentices in the Portland area may attend in person, and for those who live far outside the metro area, virtual attendance options are available. Food is provided and for those who attend virtually, there is a stipend for food. Stipends for attendance are also available. UWH staff are available to answer questions and provide support during study halls.



## Leaves of Absence

- Sometimes you just need a break! For whatever reason, you are always welcome to take a leave of absence. Just inform your program manager of the date you wish to take some time away from the apprenticeship and length intended.



## Clinical Supervision

Opportunities for participating in clinical supervision:

All Apprentices need a supervisor at their agency who has one of the following credentials to sign off on their on-the-job-training hours: CADC II, CADC III, MAC, NCAC II, CDS II, CDS III, C-CATODSW, CDP, other state's advanced addiction counselor addiction counseling certifications utilizing professional psychometric examinations.

- Supervision is provided by your agency and is expected to be a minimum of two hours per month as indicated in our BOLI standards.



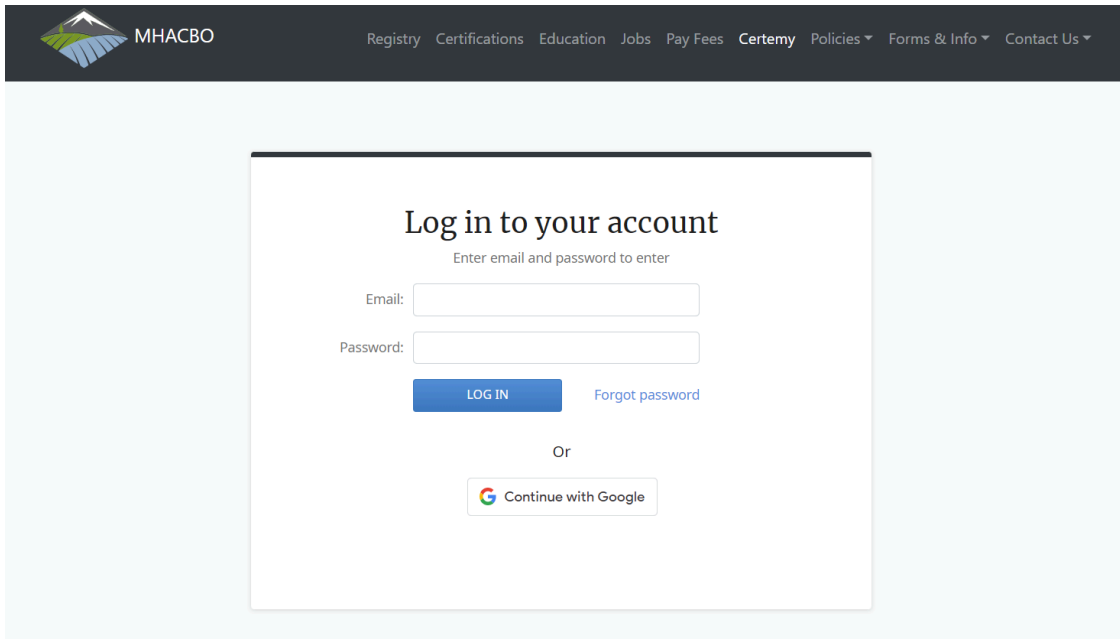
## Apprenticeship Expectations

- Work your regularly scheduled hours
- Engage in clinical supervision (2 hours per month minimum)
- Log OJT and RTI hours in ApprentiScope weekly
- Ensure that your Apprenticeship Supervisor is approving your hours on ApprentiScope
- Participate in check-ins with your program manager once per month (to review OJT and RTI progress)



### *Phase III: Graduation*

1. Complete the [MHACBO Education Form](#)
2. Finalize your [CADC Supervision Form](#) and ensure your supervisor has signed off on your hours
3. Complete the testing application in Certemy



The screenshot shows the MHACBO website header with navigation links: Registry, Certifications, Education, Jobs, Pay Fees, Certemy, Policies, Forms & Info, and Contact Us. The main content area features a login form titled "Log in to your account" with the instruction "Enter email and password to enter". The form includes input fields for "Email:" and "Password:", a blue "LOG IN" button, a "Forgot password" link, and a "Continue with Google" button.



## Additional Resources

### Contact List:

UNITED WE HEAL	RTI PROVIDERS	TRAINING AGENTS / TRUSTEES	MHACBO
<b>Alli Diamant</b> CADC Program Manager <a href="mailto:adiament@unitedwehealoregon.com">adiament@unitedwehealoregon.com</a> (971) 271-7802	<b>Jake Miner</b> Managing Director, Center for Addictions Studies and Research <a href="mailto:jake@centerforaddictionstudies.com">jake@centerforaddictionstudies.com</a> (203) 424-0287	<b>Dave Kohler</b> People and Culture Development Officer, Cascadia Health <a href="mailto:dave.kohler@cascadiahealth.org">dave.kohler@cascadiahealth.org</a>	<b>Kristi McKinney</b> MHACBO Director of Credentialing, Compliance & Testing <a href="mailto:kristi@mhacbo.org">kristi@mhacbo.org</a>
<b>Haley Coupe</b> Behavioral Health Career Pathways Supervisor <a href="mailto:hcoupe@unitedwehealoregon.com">hcoupe@unitedwehealoregon.com</a> (971) 271-7807	<b>Cengage Help:</b> 800-354-9706	<b>Juli Knapp</b> Human Resources Director, Clatsop Behavioral Healthcare <a href="mailto:julik@clatsopbh.org">julik@clatsopbh.org</a>	
<b>Sarah Drake</b> Director of Career Pathways <a href="mailto:sdrake@unitedwehealoregon.com">sdrake@unitedwehealoregon.com</a> (971) 271-7896		<b>Emily Stroud</b> Director of Village Sheltering Sunstone Way <a href="mailto:estroud@sunstoneway.org">estroud@sunstoneway.org</a>	
<b>Andy Friedman</b> Executive Director <a href="mailto:afriedman@unitedwehealoregon.com">afriedman@unitedwehealoregon.com</a>			

### Apprenticeship Terms:

**Apprenticeship committee:** An entity approved to provide apprenticeship and training services for employers and employees.

**Joint program:** A program that is sponsored by a group of employers and a labor organization with a collective bargaining agreement. It is directed by employer and employee representatives from an apprenticeship and training committee composed equally from management and labor.





**Journey-level mentor or journey person:** a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills, abilities, and competencies required for the occupation.

**OJT, On-the-Job Training:** hands-on training from an experienced journey-level mentor at the job site. On the job training focuses on the skills and knowledge an apprentice must learn during the program to be fully proficient on the job.

**RTI, Related Technical Instruction:** A systematic form of instruction that teaches the apprentice technical or academic competencies that apply to the job, typically provided in a classroom or online.

**Supervision:** The necessary education, assistance, and control provided by one or more journey-level employees who is on the same job site at least 75% of each working day

**Work process:** Skills and competencies an apprentice must be proficient in to become a fully-qualified employee for the occupation. When the apprentice reaches the level of skill specified by the work process, and has also completed the number of hours required, the apprentice will have reached the journey-level mentor skill level

See more terms here - [Glossary of Apprenticeship Terms](#)

## Data Collection Information

By participating in these programs, you are acknowledging that United We Heal will be sharing participant data with stakeholders and funders (ie. OHA, BOLI). Data sharing is necessary to help assess program outcomes, ensure representation of priority populations, and further expand program offerings. All efforts will be made to ensure data is securely transmitted and not used inappropriately.