

Who Completes:  
 \*Method D  
 \*Method I  
 Method F

Minnesota Board of Behavioral Health and Therapy  
 335 Randolph Avenue, Suite 290  
 St. Paul, MN 55102

Applicant's Name: \_\_\_\_\_  
 (Please print)

## Academic Course Work Summary

If a course title is not clearly indicative of the content areas as set forth in Minnesota Statutes, section 148F.025, subd. 2, attach the college catalog description or course syllabus indicating that specific material was included. In addition, please highlight the areas of the literature that best demonstrate coverage of the content area. (1 semester credit = 15 clock hours, 1 quarter credit = 10 clock hours.)

*Only one course is required for each course work area listed below (although multiple courses may be listed). Each course work area does not require a certain amount of credits, the content listed just needs to be covered in the course. A single course may be utilized for more than one content area.*

Course Work Area	Name of College or University	Course Number and Title	Credits Earned	Number of Clock hours
<b>Area (1):</b> an overview of the transdisciplinary foundations of alcohol and drug counseling, including theories of chemical dependency, the continuum of care, and the process of change				
<b>Area (2):</b> pharmacology of substance abuse disorders and the dynamics of addiction, including medication-assisted therapy				
<b>Area (3):</b> professional and ethical responsibilities				
<b>Area (4):</b> multicultural aspects of chemical dependency				
<b>Area (5):</b> co-occurring disorders				
<b>Area (6):</b> the core functions defined in section 148F.010, subdivision 1:				
(1) "screening" means the process by which a client is determined appropriate and eligible for admission to a particular program				
(2) "intake" means the administrative and initial assessment procedures for admission to a program				
(3) "orientation" means describing to the client the general nature and goals of the program; rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program; in a nonresidential program, the hours during which services are available; treatment costs to be borne by the client, if any; and client's rights				

(4) "assessment" means those procedures by which a counselor identifies and evaluates an individual's strengths, weaknesses, problems, and needs to develop a treatment plan or make recommendations for level of care placement;				
(5) "treatment planning" means the process by which the counselor and the client identify and rank problems needing resolution; establish agreed upon immediate and long-term goals; and decide on a treatment process and the sources to be utilized				
(6) "counseling" means the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making				
(7) "case management" means activities that bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals;				
(8) "crisis intervention" means those services which respond to an alcohol or other drug user's needs during acute emotional or physical distress				
(9) "client education" means the provision of information to clients who are receiving or seeking counseling concerning alcohol and other drug abuse and the available services and resources;				
(10) "referral" means identifying the needs of the client which cannot be met by the counselor or agency and assisting the client to utilize the support systems and available community resources;				
(11) "reports and record keeping" means charting the results of the assessment and treatment plan and writing reports, progress notes, discharge summaries, and other client-related data				
(12) "consultation with other professionals regarding client treatment and services" means communicating with other professionals in regard to client treatment and services to assure comprehensive, quality care for the client				
Other courses with alcohol and drug counseling content				
			<b>Total Clock Hours</b>	