

SUPERVISOR FORM FOR CT AND CDC 1 CLINICAL INTENSIVES

Please send this form to Waypoint.

Options: 1) scan and email the form to
paul@waypointcontinuingeducation.com

-or-

2) Mail a copy to: Waypoint Continuing Ed.
PO Box 8610 Tacoma, WA 98419

PERSONAL INFORMATION

Your Name

Work email

Work phone

Agency Name

Attendee's Name

Your employee is planning to attend one of the Clinical Intensive Programs to become a CT or CDC 1 (formerly called "the Academy" and facilitated by RADACT). Depending on which program your employee is attending, completion of the coursework will provide 84 training hours toward Counselor Technician certification or the additional 64 hours toward upgrading from Counselor Technician to Level One Certification through the Alaska Commission for Behavioral Health Certification (ACBHC).

Please complete this form to acknowledge that your employee will be away from work to complete these professional development activities. Your employee is responsible for making sure that they have communicated their exact training dates with you so that their time off is approved.

THE FINE PRINT

Illness: In case of mild illness, your employee can attend the conference virtually. We allow people to make up classes at future academies if they miss class for any reason.

Refunds: There are no partial refunds made if an attendee only attends part of the conference. If they cannot attend any of the days and want a refund, we will allow full refunds up to 3 business days **before** the event. If less than 3 days notice is given, refunds are limited to 50%. Please consider sending an alternate staffperson if your employee cannot attend.

Applications are not complete until we have received the attendee's registration, payment and Supervisor Form.

*For payments: We will follow up with you via email with a paypal/Venmo/debit/credit link if you choose that route.

*Checks can be mailed to PO Box 8610 Tacoma, WA 98419. Must be received 10 days prior to conference.

*For phone payments, please call (253) 220-9452.

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