

Credentials Checklist and Instructions Army Substance Abuse (ASAP) Counselor		INSTRUCTIONS ARE ON PAGE 2
Application Form Number / Title		
1	DA Form 4691 , Initial Application for Clinical Privileges and Staff Appointment (<i>See Instructions</i>)	
2	DA Form 5754 , Malpractice History and Clinical Privileges Questionnaire	
3	DA 5440A , Approval of Clinical Privileges/Staff Appointment (<i>See Instructions</i>)	
4	DA Form 5440-58 , Delineation of Clinical Privileges – Substance Abuse Rehabilitation (<i>See Instructions</i>)	
5	Letter of Reference/Clinical Competency Statement- Peer	
6	Letter of Reference/Clinical Competency Statement– Current Employer/Supervisor	
7	Copies of Delineation of Privileges / Scope of Practice and Job Description granted at each current civilian employment.	
8	Transcript – Master’s Degree <input type="checkbox"/> Social Work <input type="checkbox"/> Psychology <input type="checkbox"/> Marriage and Family Therapy	
9	Transcript – Post-masters practicum or clinical internship	
10	Transcript – Undergraduate Degree	
11	License(s) – State issued <input type="checkbox"/> Social Work (LCSW will be required) <input type="checkbox"/> Psychology (LPC) <input type="checkbox"/> Marriage and Family Therapy	
12	Certification(s) in Substance Abuse Rehabilitation	
13	Curriculum Vitae or professional resume	
14	Statement of Affirmation and Release of Information	

General Instructions:	
	Questions or concerns about the completion of this credentialing packet can be addressed to USA MEDCOM QM, ATTN LTC Bredell, at 210-221-7197 or E-mail "jennifer.bredell@us.army.mil"
	This packet establishes credentials only as a substance abuse / addiction counselor. Some positions may require additional credentialing so that the provider can practice in other areas of his or her clinical specialty.
	Student Transcripts are acceptable for the purposes of this packet. Applicants who are offered employment will need to request an Official Transcript for their permanent record.
	Applications must provide information on all licenses ever held, including those that are revoked, expired, or inactive.
	Application must cover the entire period of practice, back to the time of graduation from the professional program. Any gaps in employment longer than six months should be explained in a separate letter or memorandum.
	Upon employment, Certification in Basic Life Support (BLS) is required. MEDCOM accepts certification from the American Heart Association and the American Red Cross. Applicants who already have BLS should include a copy of their card in the application packet.
	Letters of Reference: <u>At least two letters of reference are required.</u> Applicants in private practice may use a professional association or society as one professional reference. Applicants who graduated from a training program within the last year, may use the director or faculty of that program as one professional reference. These letters should be returned directly from the recommender, instead of being given to the applicant. Instructions for return are on the Letter of Reference form.
	If you need more room to complete your responses to any form, please use plain paper with the heading "ASAP CREDENTIALS" and include your name and SSN on each page.
Specific Instructions for DA Forms:	
	DA Form 4691: LEAVE BLANK: Blocks 2, 6, 18, 19,20, and 21. Block 5, AOC is "Area of Concentration", which is your clinical discipline. Block 16, enter "SUBSTANCE ABUSE COUNSELING AND REHABILITATION" Block 17, check Regular or Supervised based on your level of training and experience.
	DA 5440A: Block 1, enter Applicant's Name and SSN. Block 4, check "Other" and enter "ASAP Counseling" LEAVE THE REST OF THIS FORM BLANK.
	DA Form 5440-58: Request Privilege Categories and Individual Privileges according to your level of training and experience. You may add privilege items to this list; however, any addition will require documentation of education, certification, and experience related to the privilege. LEAVE BLANK: SECTION II AND SECTION III.
References:	
	AR 40-68, <i>Clinical Quality Management</i> Published 26 February 2004, Rapid Action Revision Issued 22 May 2009
	AR 600-85, <i>The Army Substance Abuse Program</i> Published 2 February 2009, Rapid Action Revision Issued 2 December 2009