



International Consortium of Universities  
for Drug Demand Reduction (ICUDDR)

**Center for Credentialing  
& Accreditation**

## Employer/Supervisor Reference Template

Thank you for taking the time to complete this reference form. As part of the ICAP professional’s credential renewal, we rely on feedback from direct supervisors and employers to confirm that ICAP professionals seeking entry and/or renewal to our register are “fit for practice.” Your insights are crucial in affirming their competence, professionalism, and adherence to ethical standards. We ask you to confirm the commencement date of the candidate’s employment with your organisation, confirmation that you are the most appropriate person to provide commentary on their ‘practice’ and specific feedback in the domains outlined by rating their performance and providing comments as appropriate.

Your honest and thorough assessment will help ensure the high standards of the ICAP credential. We appreciate your time and thoughtful input in this important process.

**Name of ICAP Professional:** \_\_\_\_\_

**Date Commenced Employment:** \_\_\_\_\_

**Confirmation that they are still employed:**  Yes  No

**Status of Employment:**  Full time  Part time  Paid  Unpaid

### 1. Quality of Clinical/Field Work with patients/clients/communities affected by problematic substance use

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding</b>
Performance is far below the standard; significant improvement is needed	Performance occasionally meets expectations, but overall is inconsistent or below standard	Performance consistently fulfils job requirements; reliable and competent	Performance is above average; frequently surpasses standard requirements	Performance is exceptional; serves as an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

## 2. Professional Conduct and Ethical Practice

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding</b>
Performance is far below the standard; significant improvement is needed	Performance occasionally meets expectations, but overall is inconsistent or below standard	Performance consistently fulfils job requirements; reliable and competent	Performance is above average; frequently surpasses standard requirements	Performance is exceptional; serves as an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

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## 3. Communication and Collaboration Skills

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding</b>
Performance is far below the standard; significant improvement is needed	Performance occasionally meets expectations, but overall is inconsistent or below standard	Performance consistently fulfils job requirements; reliable and competent	Performance is above average; frequently surpasses standard requirements	Performance is exceptional; serves as an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

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## 4. Reliability and Accountability

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding</b>
Performance is far below the standard; significant improvement is needed	Performance occasionally meets expectations, but overall is inconsistent or below standard	Performance consistently fulfils job requirements; reliable and competent	Performance is above average; frequently surpasses standard requirements	Performance is exceptional; serves as an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

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## 5. Continued Professional Development

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding</b>
Performance is far below the standard; significant improvement is needed	Performance occasionally meets expectations, but overall is inconsistent or below standard	Performance consistently fulfils job requirements; reliable and competent	Performance is above average; frequently surpasses standard requirements	Performance is exceptional; serves as an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

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## 6. Adherence to Organizational Policies and Regulatory Requirements

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding</b>
Performance is far below the standard; significant improvement is needed	Performance occasionally meets expectations, but overall is inconsistent or below standard	Performance consistently fulfils job requirements; reliable and competent	Performance is above average; frequently surpasses standard requirements	Performance is exceptional; serves as an example for others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

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## Acknowledgement and Agreement

I, \_\_\_\_\_, confirm that I have completed this reference and that I have relevant knowledge and overview of this ICAP Professionals performance.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CCA as part of its governance protocols occasionally reaches out to the institutions where the practitioner claims to be working to confirm details and references. Please can you indicate that you would be prepared for CCA to contact you.**

I confirm permission for CCA to contact me to verify this reference should this be required

**Contact address:**

**Email:**

**Telephone No:**

