

October 15, 2015

Jane Doll  
Patient Education Coordinator  
Sunshine Foundation  
1234 Happy Days Lane  
Warminster, PA 18974

Christopher White, MBA, MA  
Approval of Care Supervisor  
Bucks County Drug and Alcohol Commission, Inc.  
600 Louis Drive  
Suite 102A  
Warminster, PA 18974

Dear Mr. White,

This letter is to request exemption for John Doe, an Assessor at Sunshine Foundation, from both the *Addictions 101* and the *Screening & Assessment* trainings, which are required for Assessment Department staff. This request is based on the following information:

- *Addictions 101:*
  - John's obtainment of Pennsylvania's Certified Alcohol and Drug Counselor Certification in April of 2015. During this obtainment process, John became knowledgeable of the disease concept, stages of dependence, 12 step model of treatment, and characteristics of common drugs of abuse. A copy of this certificate is included in this application packet.
  - During John's ten years of experience as a clinical as a Clinical Supervisor, and current role as an Assessor at Sunshine Foundation, direct exposure to various levels of care, the assessment process, and understanding of what makes treatment successful occurred.
- *Screening & Assessment:*
  - Based on the above mentioned work experience, he also has a solid understanding of how to conduct an effective assessment and determine emergent care needs; including use of the ASAM and DSM IV-R criteria for substance abuse disorders and familiarity with CIWA & CINA.
  - His attendance of two courses pertaining to cultural competencies (Multicultural Issues during his Bachelor Degree obtainment and Cross Cultural Conflict during his Master's Degree obtainment) support his understanding of cultural competency.
- Lastly, John's 16+ years working in the Behavioral Health and Human Services field, including achievement of both Bachelor's and Master's degrees in Behavioral Health, provided additional familiarity with the content of both of these trainings. Degree transcripts and resume also attached.

If you have any questions or additional information is needed, please contact Jane Doll at 215-555-1234 ext. 321 or [JaneDoll@SunshineFoundation.org](mailto:JaneDoll@SunshineFoundation.org).

Sincerely,

*Jane Doll*

Jane Doll  
Vice President and Chief Clinical Officer