

PROFESSIONAL REFERENCE FORM

Dear _____, I am applying to the New Hampshire Board of Licensing for Alcohol and Other Drug Use Professionals for licensure as an Alcohol and Drug Counselor. References must be included as part of the application. Would you please complete the reference form below and forward it to the Board as soon as possible? Your prompt attention to this would be appreciated, as my application will not be processed until the Board receives this recommendation from you.

Reference for: _____
 Name of person providing reference: _____
 Telephone number of person providing reference: _____
 Address of person providing reference: _____

My relationship with the above named applicant is/was: _____
 I have known the above name applicant for _____ years.

On the basis of your knowledge of the above named counselor, please rate his/her skill in each area using the Likert Scale listed below:

- Rating of 1 is equivalent to Poor
- Rating of 2 is equivalent to Fair
- Rating of 3 is equivalent to Acceptable
- Rating of 4 is equivalent to Good
- Rating of 5 is equivalent to Excellent

ATTRIBUTE	Poor	Fair	Acceptable	Good	Excellent
1. Common Sense	1	2	3	4	5
2. Poise	1	2	3	4	5
3. Enthusiasm	1	2	3	4	5
4. Reliability	1	2	3	4	5
5. Personal and Professional Honesty	1	2	3	4	5
6. Empathy	1	2	3	4	5
7. Ability to Work With Others	1	2	3	4	5
8. Ethics	1	2	3	4	5
9. Knowledge of Alcohol Abuse Field	1	2	3	4	5
10. Knowledge of Drug Field	1	2	3	4	5
11. Effectiveness of Counseling Techniques	1	2	3	4	5
12. Appropriateness of Counseling Approach	1	2	3	4	5
13. Communication Skills	1	2	3	4	5

I HEREBY CERTIFY THAT ALL OF THE ABOVE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE.

 Signature Title Date

The Board of Licensing for Alcohol and Other Drug Use Professionals reserves the right to request further information from you regarding this applicant.

DO NOT RETURN THIS FORM TO THE APPLICANT

Please return this form directly to the NH Board of Licensing for Alcohol and Other Drug Use Professionals, 121 South Fruit Street, Philbrook Building, Concord, NH 03301