A-1 EDUCATION
PROVIDER

SUD Hours Tracking Sheet

Track your progress toward 315 hours of AOD education

Student Information

Full name

Registration number

Certifying organization

Registration date

How to Use This Sheet

- Fill in each course as you complete it: the provider, the date, and the hours earned.
- Your total hours toward 315 and the hours you have left add up automatically on page 3.
- Keep your certificates of completion. Your certifying organization may ask for them.
- Save this file after each update, or print it and fill it in by hand.

Step 1: 9-Hour Orientation

Required for new registrants. The orientation does not count toward your 315 hours.

Course	Provider	Date Completed	Hours
9-Hour Orientation Required first step			Not counted

Key Requirements

- 315 hours of AOD education are required for SUD counselor certification.
- If you register on or after January 1, 2026, complete 80 hours of AOD education within 6 months.
- Until you reach 315 hours, complete 50 hours of AOD education each year to renew your registration.
- After 315 hours, registrants renew with 20 hours of continuing education each year.
- Certified counselors renew with 40 hours of continuing education every two years.

Requirements can change. Confirm current rules with DHCS and your certifying organization.

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Step 2: Your Path to 315 Hours

Fill in the path you are on. Took a full program instead (the 265-Hour or 235-Hour program)? Enter it on page 3 under Other Courses.

Path A: Started With the 50-Hour Course

Course	Provider	Date Completed	Hours
50-Hour Course 50 hours			
Hours 51–105 55 hours			
Hours 106–160 55 hours			
Hours 161–215 55 hours			
Hours 216–270 55 hours			
Supervised Practicum Hours 271–315, 45 hours			

Path B: Started With the 80-Hour Course

Course	Provider	Date Completed	Hours
80-Hour Course 80 hours			
Hours 81–140 60 hours			
Hours 141–205 65 hours			
Hours 206–270 65 hours			
Supervised Practicum Hours 271–315, 45 hours			

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Other Courses and Your Total

Other Courses and Providers

Courses toward 315 that are not listed on page 2, including courses from other providers.

Course Name	Provider	Date Completed	Hours

Your Progress Toward 315 Hours

These boxes add up automatically from pages 2 and 3.

Total hours completed	Hours remaining	Date I reached 315 hours
0	315	

Need your next course? Visit a-1education.com and click Next Steps.

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Step 3: Renewal Log

Registration Renewals (Before 315 Hours)

Each year, complete 50 hours of AOD education before you renew your registration.

Renewal Year	Courses Completed	Hours	Date Renewed

Continuing Education (After 315 Hours)

Registrants: 20 hours each year. Certified counselors: 40 hours every two years.

Course	Provider	Date Completed	CE Hours

A-1 offers 20-hour and 40-hour CEU courses for renewal at a-1education.com.

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