

# **NAADAC Approved Education Provider System**



## **Approved Academic Education Provider Application and Operations Manual**

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# I. INTRODUCTION

Thank you for your interest in becoming a NAADAC Approved Academic Education Provider. The NAADAC Approved Education Provider emblem signifies that an organization, government agency or educational institution has voluntarily opened its educational programs to examination by an independent body. The NAADAC Approved Academic Education Provider program ensures that state, national and international certification standards of all participating programs are scrutinized and approved by the National Certification Commission (NCC).

This rigorous review process ensures that students receive a consistent, reliable and quality learning experience that is applicable to their careers and advances their understanding of addiction-related issues.

Specifically, NAADAC Approved Academic Education Providership demonstrates a college or university's commitment to quality education and its dedication to excellence that can only be achieved by connecting a student's learning experience to the standards and learning objectives required by the addiction profession.

By completing a NAADAC Approved Academic Education Provider degree program, students are simultaneously completing many of the state, national and international certification requirements that must be met to practice as an addiction professional in the United States and abroad, as well as receiving the highest quality education available to addiction professionals looking to enter the profession.

## II. BENEFITS OF PARTICIPATION

In addition to the added prestige and recognition resulting from a college or university's affiliation with the largest membership organization representing addiction professionals in the United States and abroad, NAADAC Approved Academic Education Provider status also offers the following benefits:

- A free link from NAADAC's web site to your homepage;
- Free listing in each issue of *Addiction Professional*, NAADAC's bi-monthly magazine. In addition to reaching all 10,000 NAADAC members, the magazine distribution includes an additional 30,000 addiction-focused health care professionals;
- Acceptance by the National Certification Commission (NCC) as a provider for NCAC and MAC re-credentialing requirements. There are currently over 8,600 NCAC and MAC professionals throughout the U.S. and abroad;
- A free 100-word listing in the annual NAADAC Approved Education Providers Directory;
- Ten percent discounts on organizational membership and on exhibit booth space at NAADAC's conference.
- Discounts on NAADAC marketing opportunities;
- Hundreds of professionals looking to continue their education contact NAADAC a year in search of a university or college that offers quality addiction-related studies and degrees. NAADAC promotes Approved Academic Education Providers in this instance because of our confidence in the courses offered and the resulting degree of the addiction-related program; and
- The unique opportunity to provide students with a head-start beyond other young professionals in the profession by offering the opportunity to complete many of the state, national and/or international certification requirements while simultaneously earning an addiction-related degree.

Students who complete a NAADAC Approved Academic Education Provider degree program receive the following benefits:

- Degree requirements and approved education training requirements for certification are satisfied with most students. (See "NCC Certification Requirements by Credential" chart on the following page for the specific requirements of each credential).
- Students who are scheduled to complete an Approved Academic Education Provider degree program are eligible to take NAADAC's national certification written

examination during their last semester of courses without having to pay the application fee. The student's score on the national certification written examination will be eligible for four (4) years and can be used to satisfy state, national and/or international certification requirements.

- If the NAADAC Approved Academic Education Provider requires an internship component to complete the program, students can apply the time to the supervised experience certification requirement.

### ***NCC Certification Requirements by Credential***

	<i><b>National Certified Addiction Counselor, Level I (NCAC I)</b></i>	<i><b>National Certified Addiction Counselor, Level II (NCAC II)</b></i>	<i><b>Master Addiction Counselor (MAC)</b></i>
<i><b>Prerequisite:</b></i>	Must possess a current state certification or licensure as a substance abuse counselor from an accepted state credential	Must possess a current state certification or licensure as a substance abuse counselor from an accepted state credential	Must possess a current state certification or licensure as a substance abuse counselor from an accepted state credential OR current state license in a healing art (e.g. LPC, LCSW, nurse, etc.)
<i><b>Degree Required:</b></i>	No requirement	Bachelor's degree from an accredited college or university with an emphasis in counseling addicted clients	Master's degree in a healing art or related field from an accredited college or university with an emphasis in counseling addicted clients
<i><b>Approved Education Training:</b></i>	Must complete 270 contact hours of education and training in AODA counseling subjects, which includes at least 6 hours of HIV/AIDS training and 6 hours of ethics training	Must complete 450 contact hours of education and training in AODA counseling subjects, which includes at least 6 hours of HIV/AIDS training and 6 hours of ethics training	Must complete 500 contact hours of education and training in specific AODA counseling subjects during course of career, which includes at least 6 hours of HIV/AIDS training and 6 hours of ethics training
<i><b>Experience:</b></i>	6,000 hours / 3 years full-time supervised experience in AODA counseling	10,000 hours / 5 years full-time supervised experience in AODA counseling	6,000 hours / 3 years full-time experience in AODA counseling, 2 years of which must be post-master's degree award
<i><b>Examination:</b></i>	Must take and pass the written NCAC Level I examination	Must take and pass the written NCAC Level II examination	Must take and pass the written Master Addiction Counselor examination
<i><b>Code of Ethics:</b></i>	Read and sign code of ethics affirmation	Read and sign code of ethics affirmation	Read and sign code of ethics affirmation
<i><b>Recertification:</b></i>	60 contact hours of continuing education/training every two years	60 contact hours of continuing education/training every two years	60 contact hours of continuing education/training every two years

### **III. PROGRAM ELIGIBILITY REQUIREMENTS**

A NAADAC Approved Academic Education Provider is defined as a regionally or nationally accredited college or university that offers twelve (12) or more credits (semester or quarter hours) of addiction-related courses within an undergraduate and/or graduate degree program.

To be eligible for NAADAC Approved Academic Education Providership, the university or college must offer at least one (1) Bachelor's degree program, one (1) Master's degree program, or one (1) Doctoral degree program where a minimum of 50% of the course requirements to complete the degree program are addiction-related courses.

The requirements for addiction-related courses is outlined in the *Course Criteria and Standards* section below.

### **IV. COURSE CRITERIA AND STANDARDS**

For a course to qualify as an “addiction-related course,” it must meet the following requirements:

A. Course content must be current and relevant to the work of addiction professionals and designed to include recent developments in the subject of instruction. A minimum of 50% of the course content is dedicated to discussing topics related to substance use disorders. Potential providers are required to demonstrate this criterion has been met by submitting the description of the course, goals and objectives, syllabus and required texts for the course. Addiction-related courses must be in one of the following areas:

- Theoretical content related to scientific knowledge and/or or the application of scientific knowledge to practice in the profession of addiction counseling and mental health. Examples include pharmacology, neurological behavior of use, societal implications of use, criminology of use or other addiction related education.
- Content related to direct and indirect patient/client care. Examples include group and individual counseling, family dynamics and counseling, mental health diagnoses, co-occurring disorders, HIV/AIDS/HepC, case management, documentation, ethics or other addiction related content.
- Content related to administration, management, education, research, working within managed care systems, developing a private practice or other functional areas of addiction practice relating to indirect patient/client contact.
- Examples of content that would not be considered addiction-related include:
  1. Parenting or other programs that are designed for lay people.

2. Liberal arts courses in music, art, philosophy and others unrelated to the practice of addiction counseling.
  3. Orientation programs designed to familiarize employees with the policies and procedures of an institution.
- B. Instructional objectives are to be stated in behavioral terms. The objectives must denote measurable attributes observable in the student completing the program. The objectives are to explain what proficiency the continuing education program participants should be able to demonstrate. Instructor's goals are NOT behavioral objectives. For example: "To introduce the student to the community health system" is a goal of the instructor, not an instructional objective. An example of a behavioral objective is "Upon completion of this course, the student will be able to:
- explain the role of community education related to the effects of drug usage;
  - assess the drug knowledge status of county employee groups;
  - identify and evaluate the drug and alcohol education needs within the county system."
- C. A minimum of 50% of the course readings, examination materials and other assignments is related to addiction topics as outline above.
- D. An examination (written or oral) is administered to evaluate the students' completion of the course and learning objectives, where a minimum of 50% of examination questions is related to addiction topics as outline above. (NOTE: This criterion includes independent study courses and distance learning courses).
- E. A general course evaluation is administered to all students that measures:
- the extent to which the course met the objectives;
  - the adequacy of the instructor's mastery of the subject;
  - the utilization of appropriate teaching methods;
  - the efficiency of the course mechanics, e.g., room, space, lighting, acoustics, audiovisuals, handouts and other factors; and
  - the applicability or usability of the new information.
- F. Each addiction-related course must be offered for two (2), three (3), four (4) or five (5) credit hours with either semester or quarter hours being acceptable.

- G. Lead faculty for each addiction-related course must be knowledgeable, current and skillful in the subject matter of the addiction-related course. The lead faculty's knowledge must be evidenced by possessing a relevant graduate degree (Master's level or higher) for the addiction-related course he or she is teaching. This educational requirement may be substituted with relevant and substantial certifications, licenses, experience and/or specialized trainings that demonstrate the faculty's knowledge and expertise in the subject matter of the addiction-related course. The application review committee will determine whether this requirement has been met on an individual application basis, depending on the combination of education and additional training of the faculty.

## **V. RESPONSIBILITIES OF PROVIDER**

- A. For the purpose of this program, the title "NAADAC Approved Academic Education Provider" can only be used when an institution has been approved by NAADAC in accordance with these instructions. To obtain this status, a college or university must submit an Approved Academic Education Provider application on the forms supplied by NAADAC, the Association for Addiction Professionals, and remit the appropriate fee.
- B. A college or university may be issued only one provider number. However, autonomous entities within such colleges or universities may be issued separate provider numbers. Approved Academic Education Providers shall not permit use of numbers by non-approved entities or individuals.
- C. Approved Academic Education Provider numbers are non-transferable.
- D. When two or more Approved Education Providers co-sponsor a course, only one provider number shall be used for that course, and that provider must assume full responsibility for record-keeping, advertising course content as related to the standards of NAADAC, issuance of certificates and instructor qualifications.
- E. Approved academic education providers are responsible for all aspects related to the courses including, but not limited to, record keeping, advertising course content as related to NAADAC standards, issuance of credit and instructor qualifications.
- F. An Approved Academic Education Provider must keep the following records for a period of four (4) years in one location:
- complete course outlines of each addiction-related course offered including a brief overview, objectives, comprehensive topical outline, syllabus and method of evaluation of participants;
  - record of time, place, and date of each course given;

- a curriculum vitae or resume for each instructor;
  - name of each participant examination scores; and
  - course evaluations by participants.
- G. Approved education providers must notify NAADAC with thirty (30) days of any changes in organizational structure and/or the person(s) responsible for the provider's continuing education program including name and address changes.
- H. It is expressly agreed and understood that the Approved Academic Education Provider is independent of NAADAC, the Association for Addiction Professionals. By applying to be an Approved Academic Education Provider, the Provider agrees to hold harmless NAADAC from all suits, actions or claims of any kind brought on account of any person or property in consequence of any act or omission by the Provider or his employees, or from any claims or amounts arising or recovered under Workmen's Compensation Laws or any other law, by-law, ordinance, regulation, order or decree. The Provider shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, neglect or misconduct of any employee or agent of said Provider in the manner of method of performing the work of the Provider.
- I. An ongoing education provider audit program has been established by NAADAC as part of its quality assurance initiative. Periodically, NAADAC may assign an auditor to attend selected courses during the academic year. The auditor will be identified to your office via written correspondence prior to attendance. The auditor will also have a copy of the letter to present to the instructor prior to the beginning of the session. Approved Academic Education Providers against whom complaints have been registered may be audited and may include a site visit, which will be coordinated as to time and date. In such cases, the auditor will also review all required records (course materials, lead faculty qualifications, policies or other components) during the audit.

## **VI. WITHDRAWAL OF APPROVAL**

NAADAC, the Association for Addiction Professionals, may withdraw approval of any provider or deny a provider application for cause which includes, but is not limited to, the following:

- 1) Any material misrepresentation of fact by an approved college or university in any information required to be submitted to the NAADAC Approved Education Provider Review Committee.
- 2) Failure to correct deficiencies within a reasonable length of time after receiving written notice from NAADAC specifying the deficiencies.

- 3) Failure to maintain state provider number if the home office is in state with an existing provider number system.

The NAADAC Approved Education Provider Review Committee may withdraw approval of any provider after giving the provider written notice setting forth the reason for withdrawal, after affording a reasonable opportunity to be heard by NAADAC.

Should NAADAC deny the provider approval, applicant has the opportunity to formally appeal the action to NAADAC Approved Education Provider Review Committee with a thirty (30) day period.

## **VII. RENEWAL OF PROVIDERSHIP**

Initial approval of an Academic Education Provider is valid for a period of two (2) years from the date of formal approval. An Approved Academic Education Provider may renew its providership status for an additional two (2) years by submitting the renewal application and remitting the appropriate fee.

As a courtesy to Approved Academic Education Providers, a renewal notice will be automatically sent to the address on record prior to the expiration date of the current provider status. Failure to receive a renewal notice does not relieve the approved education provider of the responsibility to take the initiative in commencing renewal action. It is the primary responsibility of the Approved Academic Education Provider to maintain good standing with NAADAC. An Approved Academic Education Provider may inquire about its provider status by contacting NAADAC during normal business hours.

Upon renewal of your provider status, the Approved Academic Education Provider will be required to submit course materials for any new addition-related course offerings, as well as any revisions or updates to the course materials concerning any addition-related courses supplied with the initial application.

## **VIII. INSTRUCTIONS FOR APPLICATION PROCESS**

The following information provides detailed instructions for the application process. Please read this information carefully, and answer each question of the application in its entirety. It is preferred for you to type your answers on the provided documents, but if unavailable, please write legibly.

NOTE: NAADAC recommends that all instructors of approved college or university programs be advised of the contents of this application and these instructions.

### ***To become a NAADAC Approved Academic Education Provider for alcoholism and drug abuse counselors:***

1. Complete the entire application at least ten (10) weeks prior to the date the first course is to begin. If the application is submitted without all of the requested materials, your application will be incomplete and therefore, not eligible for consideration. Refer to “Checklist of Application Forms and Materials” for a comprehensive list of required information.
2. Submit the application with the application fee of \$600, \$200 of which is nonrefundable. The application fee must be submitted in full with the application. If payment is omitted, your application is incomplete and will not be considered for approval. If your application is not approved, the application fee will be refunded within 30 days of the decision, minus the corresponding processing fee.
3. Please allow three (3) to four (4) weeks for application review and decision.
4. Written notice of provider approval will be forwarded indicating the period for which approval is granted, and a unique provider identification number will be assigned.

Any questions concerning the NAADAC Approved Academic Education Provider Program should be directed to Shirley Beckett Mikell at 800.548.0497 or [sbeckettmikell@naadac.org](mailto:sbeckettmikell@naadac.org). Or visit NAADAC’s website at [www.naadac.org](http://www.naadac.org).



## Checklist of Application Forms and Materials



- Complete the “Application for NAADAC Approved Academic Education Provider” Cover Sheet.
- Enclose a check for \$600 made payable to “NAADAC” or include credit card information on the “Application for NAADAC Approved Academic Education Provider” Cover Sheet.
- Complete “Form A: Degree Program Overview” for each eligible degree program. For example, a Bachelor of Arts degree in Addiction Studies should be on a separate form than a Master of Arts degree in Addiction Studies.
- Attach degree requirements on a separate sheet of paper if there is not enough space on “Form A: Degree Program Overview.”
- Complete “Form B: List of Addiction-Related Degree Courses Offered” for each eligible degree program. (Course offering materials can be attached).
- Complete “Form C: List of Non-Addiction-Related Degree Courses Offered” for each eligible degree program. (Course offering materials can be attached).
- Complete “Form D: Addiction-Related Course Overview” for each course listed in “Form B: List of Addiction-Related Degree Courses Offered.”
- Attach syllabus to each “Form D: Addiction-Related Course Overview.”
- Attach course evaluation to each “Form D: Addiction-Related Course Overview.”



# APPLICATION FOR NAADAC APPROVED ACADEMIC EDUCATION PROVIDER



Please read the accompanying Instructions for Application Process carefully and then complete the entire application. If additional space is needed, use additional sheets properly marked with the corresponding section of the application.

## CONTACT INFORMATION

FULL NAME OF COLLEGE OR UNIVERSITY: \_\_\_\_\_

\_\_\_\_\_

DEPARTMENT OF DEGREE PROGRAM: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY/STATE/ZIP/COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

UNIVERSITY WEBSITE: \_\_\_\_\_

DEPARTMENT WEBSITE: \_\_\_\_\_

IS THE COLLEGE OR UNIVERSITY REGIONALLY OR NATIONALLY ACCREDITED?  YES  NO

IF YES, BY WHICH ORGANIZATION? \_\_\_\_\_

NAME OF MAIN CONTACT IN DEPARTMENT: \_\_\_\_\_

TITLE OF MAIN CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF ALTERNATIVE CONTACT IN DEPARTMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## **PAYMENT METHOD - \$600 application fee, \$200 of which is nonrefundable.**

Check enclosed (make check payable to NAADAC)

Charge my credit card:

Visa  MasterCard  Amex

Card Number \_\_\_\_\_

Expiration date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature \_\_\_\_\_

### Administrative Use Only

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Provider Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Not Approved \_\_\_\_\_

I certify under penalty of perjury under the laws of the State/Country of \_\_\_\_\_ that the information in this application is true and correct, and I have read and understand the NAADAC Application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to: 1001 N Fairfax St, Ste 201, Alexandria, VA 22314**





## Form B: List of Addiction-Related Degree Courses Offered



TITLE OF ADDICTION-RELATED COURSE	CREDIT HOURS
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____
5.) _____	_____
6.) _____	_____
7.) _____	_____
8.) _____	_____
9.) _____	_____
10.) _____	_____
11.) _____	_____
12.) _____	_____
13.) _____	_____
14.) _____	_____
15.) _____	_____
16.) _____	_____
17.) _____	_____
18.) _____	_____
19.) _____	_____
20.) _____	_____
21.) _____	_____
22.) _____	_____
23.) _____	_____
24.) _____	_____
25.) _____	_____



**Form C: List of Non-Addiction-Related  
Degree Courses Offered**



TITLE OF NON-ADDICTION-RELATED COURSE	CREDIT HOURS
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____
5.) _____	_____
6.) _____	_____
7.) _____	_____
8.) _____	_____
9.) _____	_____
10.) _____	_____
11.) _____	_____
12.) _____	_____
13.) _____	_____
14.) _____	_____
15.) _____	_____
16.) _____	_____
17.) _____	_____
18.) _____	_____
19.) _____	_____
20.) _____	_____
21.) _____	_____
22.) _____	_____
23.) _____	_____
24.) _____	_____
25.) _____	_____



## Form D: Addiction-Related Course Overview



TITLE OF COURSE: \_\_\_\_\_

CREDIT HOURS FOR COURSE: \_\_\_\_\_  SEMESTER  QUARTER

COURSE DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED PERCENTAGE OF COURSE ADDICTION-RELATED: \_\_\_\_\_

NAME OF LEAD FACULTY: \_\_\_\_\_

LEAD FACULTY EDUCATION LEVEL:  BACHELOR'S  MASTER'S  PH.D.

DISCIPLINE DEGREE OBTAINED IN: \_\_\_\_\_

OTHER QUALIFICATIONS OF NOTE: \_\_\_\_\_  
\_\_\_\_\_

NAME(S) OF OTHER INSTRUCTOR(S) (IF APPLICABLE): \_\_\_\_\_  
\_\_\_\_\_

INSTRUCTIONAL OBJECTIVES OF COURSE STATED IN BEHAVIORAL TERMS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SYLLABUS OUTLINING REQUIRED TEXTS, EXAMINATION, DAILY TOPIC AREAS, AND ASSIGNMENTS IS ATTACHED TO THIS FORM:  YES  NO

COURSE EVALUATION IS ATTACHED TO THIS FORM:  YES  NO