

# Academic Institution Renewal Application Checklist



**\*\*ALL information and payments must be received for an application to be reviewed. Renewing providers must use renewal application.\*\***

| Completed | Need Item  |
|-----------|--|
|           | <b>Renewal Application</b>   |
|           | <b>Renewal Application Attachment(s)</b><br><i>Attach a copy of prior NAADAC Approved Academic Institution Education Provider Certificate(s)</i>   |
|           | <b>Renewal Form A: Degree Program Update</b>   |
|           | <b>Renewal Form A Attachments</b><br><i>NASAC Accreditation Certificate(s), if applicable.</i>   |
|           | <b>Renewal Form B: Addiction-Related Courses Offered</b>   |
|           | <b>Renewal Form B Attachments</b><br><i>Attach copies of all course materials, including but not limited to any handouts, PowerPoint presentations, course syllabi, lecture notes, and video links.</i>            |
|           | <b>Renewal Form C: Non-Addiction-Related Courses Offered</b>   |
|           | <b>Renewal Form C Attachments</b><br><i>Attach copies of all course syllabi.</i>   |
|           | <b>Renewal Form D: Regional Accreditation</b>  |
|           | <b>Renewal Form D Attachment</b><br><i>Verification from the regionally accrediting entity can be in the form of a copy of the letter of Accreditation, or a copy of the current Certificate of Accreditation.</i> |
|           | <b>Renewal Form E: Course Evaluations</b>  |
|           | <b>Renewal Form E Attachments</b><br><i>Attach compiled student evaluations, including individual comments, from two courses for which accreditation is sought.</i>  |