



## NAADAC Approved Academic Institution Education Provider Program Renewal Application

NAADAC Approved Education Providers offer training and education for those who are seeking to become certified/licensed, for those who want to maintain their certification/license at the state or national level, for those who want to add to their education, and for those from other disciplines who want to learn more about substance use and co-occurring disorders.

Individuals participating in educational programs offered by NAADAC Approved Education Providers are assured that the continuing education (CE) credits provided for each course will be accepted toward national credentialing by the National Certification Commission for Addiction Professionals (NCC AP), as well as many of the individual state licensing/certification bodies in the addiction and other helping professions.

The NAADAC Approved Education Provider logo signifies that an organization has voluntarily opened its educational programs to examination by the National Certification Commission for Addiction Professionals (NCC AP) for content applicability to state, national, and international certification standards. This rigorous review process ensures that learners receive a consistent, reliable, and quality learning experience that is applicable to their careers and advances their understanding of addiction and co-occurring disorders-related issues.

Colleges and universities that become NAADAC Approved Academic Institution Education Providers have demonstrated their 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 Institution Education Provider 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.

### **COSTS**

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, graduate, and/or doctorate degree program may apply to become NAADAC Approved Academic Institution Educational Provider. **The fee for this approval is \$800 for two (2) years**, \$400 of which is a non-refundable processing fee.

All NAADAC Approved Academic Institution Education Provider Applications must be submitted to NAADAC for review at least eight (8) weeks prior to the start date of the first course. Expedited processing is available for applications submitted less than eight (8) weeks prior to the start date of the

first course for an additional non-refundable fee of \$200. A minimum of two (2) weeks is required for expedited review. Applications submitted with less than two (2) weeks prior to the start date of the first course will be rejected. All information and payments must be received for an application to be reviewed.

All NAADAC Approved Academic Institution Education Provider Renewal Applications must be submitted to NAADAC for review **at least eight (8) weeks prior to the expiration of the current approved providership period**. Failure by a current approved provider to submit a completed renewal application at least eight (8) weeks before the expiration of the current approved providership period may result in a lapse in approval. A late fee of \$200 will be assessed if the renewal application is not submitted at least eight (8) weeks prior to the expiration of an unlimited providership period. Expedited processing for renewal applications is available for an additional non-refundable fee of \$200. NAADAC needs a minimum of two (2) weeks for expedited review. All information and payments must be received for an application to be reviewed. It is solely the NAADAC Approved Education Provider's responsibility to submit a complete renewal application in a timely manner, and NAADAC is not responsible for any lapse in approval status due to the provider's failure to properly apply for renewal.

For more information regarding the NAADAC Approved Education Provider Program, including information regarding obtaining approval for non-academic organizations, as well as benefits of and guidelines for the program, please visit [www.naadac.org/providers](http://www.naadac.org/providers).

## **INSTRUCTIONS**

The following information provides detailed instructions for the renewal application process. Please read this information carefully, and answer each question of the application in its entirety. All information must be included on application forms (please attach additional pages if more room is needed) and all appropriate forms must be completed in order to be considered complete and eligible for review. Applicants must have committed no act which would lead to disciplinary action. Incomplete applications will be returned to the applicant for completion. The NAADAC processing time for an application only begins once a complete application has been received. All applications must be typed. The forms on the NAADAC website are fillable. NAADAC prefers applications to be submitted electronically to [providers@naadac.org](mailto:providers@naadac.org), if applications are mailed please address to: NAADAC Providers Program, 44 Canal Center Plaza, Suite 301, Alexandria, VA 22314.

## **CONTACT INFORMATION**

This section identifies the individual or organization that is applying for education and training provider status. When an organization is applying for approval, one staff member must be designated as the Continuing Education Director. This person will be the key contact between your organization and NAADAC. He or she will also be responsible for reviewing and approving educational trainings in accordance with the NAADAC Approved Education Provider Guidelines.

## NAADAC APPROVED ACADEMIC INSTITUTION EDUCATION PROVIDER RENEWAL APPLICATION

*Please read the NAADAC Approved Education Provider Guidelines carefully before completing the application. If additional space is needed, use additional sheets properly marked with the corresponding section of the application. All NAADAC Approved Academic Institution Education Provider Renewal Applications must be submitted to NAADAC for review at least eight (8) weeks prior to the expiration of the current approved providership period. Failure by a current approved provider to submit a completed renewal application at least eight (8) weeks before the expiration of the current approved providership period may result in a lapse in approval. A late fee of \$200 will be assessed if the renewal application is not submitted at least eight (8) weeks prior to the expiration of an unlimited providership period. Expedited processing for renewal applications is available for an additional non-refundable fee of \$200. NAADAC needs a minimum of two (2) weeks for expedited review. All information and payments must be received for an application to be reviewed. It is solely the NAADAC Approved Education Provider's responsibility to submit a complete renewal application in a timely manner, and NAADAC is not responsible for any lapse in approval status due to the provider's failure to properly apply for renewal.*

### PROVIDER APPLICATION

*Attach a copy of prior NAADAC Approved Academic Institution Education Provider Certificate(s) received.*

<b>Renewing Academic Institution Education Provider</b>		<b>Date Submitted:</b>	
<b>Date:</b>		<b>Provider #:</b>	
		<b>Expiration Date:</b>	

### CONTACT INFORMATION

Full Name of College or University:			
Department of Degree Program:			
Address:			
City:		State:	Zip Code:
Phone:	Fax:	Email:	
University Website:			
Department Website:			
Is the College or University Regionally Accredited?		YES	NO
If yes, by which organization?			

### MAIN CONTACT IN DEPARTMENT

Name:		
Title:		
Email:	Phone:	Cell:

### NAME OF ALTERNATIVE CONTACT IN DEPARTMENT

Name:		
Title:		
Email:	Phone:	Cell:

PAYMENT METHOD	
Application Fee (\$800)	\$ 800.00
Late Fee (a fee of \$200 applies if this application is submitted less than four (4) weeks before expiration of approved providership status)	\$
Expedited Processing Fee (a fee of \$200 applies for courses beginning within eight (8) weeks of submission of this application)	\$
<b>Total Payment</b>	<b>\$</b>
METHOD OF PAYMENT	
Check Enclosed (Made Payable to "NAADAC")	
Pay by Credit Card:	VISA      MasterCard      Amex
CREDIT CARD INFORMATION	
Card Number:	Exp. Date:
Name on Card:	
Address:	
City:	State:
Signature:	Zip Code:
	Date:

Application Signature	
<i>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 and NAADAC Approved Provider Guidelines.</i>	
Full Name:	
Signature:	Date:

For more information including benefits and guidelines for the NAADAC Approved Education Provider Program, please visit [www.naadac.org/providers](http://www.naadac.org/providers).

*\* Approval is made at NAADAC's discretion and NAADAC reserves the right to deny or revoke approval at any time. \**

**Please Return Completed Application and Fees To:  
NAADAC Providers Program, 44 Canal Center Plaza, Ste 301,  
Alexandria, VA 22314 or by email to [providers@naadac.org](mailto:providers@naadac.org)**

Administrative Use Only							
Date Received		Current Provider Number		Expiration Date			
Approved		Not Approved		Date		Staff	
Certificate and Letter Sent			Date			Staff	