

# Adding to Training Portfolio Form A: New Training Programs to be Offered



Please fill out the following for any new trainings you are adding to your training portfolio since your last application. If you need more space, attach additional sheets to this application. Please list each training topic separately using this form.

<b>Title of Training:</b>		<b>Proposed Date(s):</b>	
<b>Presenter(s):</b>			
<b>Presenter(s) Bio(s):</b> <i>(these may be attached)</i>			
<b>Target Audience:</b>			
<b>Counselor Skill Group(s) Targeted:</b> <i>(see NAADAC Approved Education Provider Guidelines for more information)</i>			
<b>Projected number of participants:</b>			
<b>Projected number of participants who are SUD counselors:</b>			
<b>Number of continuing education credits (CEs) offered for this event</b> <i>(see NAADAC Approved Education Provider Guidelines for more information)</i>			
<b>Brief Outline of the Training:</b>			

**Learning Objectives:**

**Evaluation Procedures:**

*Attach a copy of the evaluation form.*

**Check any professional certification or licensure bodies by which the training or event is currently approved to offer continuing education credit.**

<b>State Certification Body (Specify State(s): _____)</b>	<b>State Licensure Body (Specify State(s): _____)</b>
<b>National Board for Certified Counselors</b>	<b>American Psychological Association</b>
<b>American Association for Marriage and Family Therapy</b>	
<b>National Association of Social Workers</b>	
<b>Other (Please List):</b>	

*Attach a copy of program materials (including outlines, handouts, PowerPoint presentations, lecture notes, video links, training materials, and trainers' manual) and promotional materials (including promotional flyers, brochures, and announcements).*

**For internet-based courses, account log-in information and credentials must be provided so that online content may be reviewed.**