



NAADAC Approved Education Provider Program – Application to Add to Training Portfolio

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.

NAADAC Approved Education Providers that have been approved for an unlimited amount of trainings over a two-year period are permitted to apply to add to their training portfolios at any time. New courses that were not originally listed during initial approval or at the time of renewal may be submitted for approval for **\$50 for per course**. If adding a course causes a Provider to move from the amount of courses specified in Tier A to Tier B or C or from Tier B to Tier C, it will be responsible for paying the difference in cost between the original Tier and the Tier to which the Provider is upgrading. All fees are non-refundable processing fees. *Providers may upgrade from Tier A to Tier B or C or from Tier B to Tier C at any time during the two-year period. The upgrade cost will be the difference in cost between the original Tier and the Tier to which the Provider is upgrading.*

For more information regarding the NAADAC Approved Education Provider Program, including benefits of and guidelines for the program, please visit www.naadac.org/providers.

LEVELS AND COSTS

The NAADAC Approved Education Provider Program offers four (4) flexible options to colleges, universities, organizations and individual trainers who wish to apply for Providership status. Two of these options allow for additions to training portfolio.

Option 1: Approval of unlimited training for a period of two (2) years (3 Tier Levels)

- **Tier A Provider:** This option applies to organizations or individuals who plan to offer 1 – 3 different trainings throughout the two-year approval period. Trainings in this category are defined as workshops, conferences, courses, webinars, or independent study programs. The 1 – 3 trainings in Tier A can be provided an unlimited number of times during the two (2) year period. **The fee for this level of approval is \$400 for two (2) years.** All fees are non-refundable processing fees.

- **Tier B Provider:** This option applies to organizations or individuals who plan to offer 4 – 6 different trainings throughout the two-year approval period. Trainings in this category are defined as workshops, conferences, courses, webinars, or independent study programs. The 4 – 6 trainings in Tier B can be provided an unlimited number of times during the two (2) year period. **The fee for this level of approval is \$600 for two (2) years.** All fees are non-refundable processing fees.
- **Tier C Provider:** This option applies to organizations or individuals who plan to offer 6+ different trainings throughout the two-year approval period. Trainings in this category are defined as workshops, conferences, courses, webinars, or independent study programs. The 6+ trainings in Tier C can be provided an unlimited number of times during the two (2) year period. **The fee for this level of approval is \$800 for two (2) years.** All fees are non-refundable processing fees.

During the two-year approval period, new courses that were not originally listed during initial approval or at the time of renewal may be submitted for approval for **\$50 for per course**. If adding a course causes a Provider to move from the amount of courses specified in Tier A to Tier B or C or from Tier B to Tier C, it will be responsible for paying the difference in cost between the original Tier and the Tier to which the Provider is upgrading. All fees are non-refundable processing fees. *Providers may upgrade from Tier A to Tier B or C or from Tier B to Tier C at any time during the two-year period. The upgrade cost will be the difference in cost between the original Tier and the Tier to which the Provider is upgrading.*

Option 3: Approval for a Distance Learning Organization (eLearning, Learning Management System, Live/OnDemand Webinar Series, etc.) for a period of two (2) years

This option applies to organizations primarily offering distance learning, eLearning, or online courses via a Learning Management System. Upon initial approval and at the time of renewal, these organizations may submit an unlimited number of distance learning courses for approval. **Only courses that are submitted for approval and approved may be considered approved courses.** During the two-year approval period, any new courses that were not originally listed during initial approval or at the time of renewal may be submitted for approval for a processing fee of **\$50 per course**. The unlimited number of distance learning courses includes live or archived webinars, distance learning self-paced courses, interactive learning videos, and interactive eReader courses; this will function as the organization’s primary portfolio of educational offerings. **The fee for this level of approval is \$1,000 for two (2) years.** Unlimited approval for distance learning organizations does not include live in-person conferences/events. Distance learning organizations may apply for approval pursuant to Option 2 for live in-person conferences/events. All fees are non-refundable processing fees.

INSTRUCTIONS

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. 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 naadac@naadac.org, if applications are mailed please address to: NAADAC Providers Program, 44 Canal Center Plaza, Suite 301, Alexandria, VA 22314.

NAADAC APPROVED EDUCATION PROVIDER APPLICATION TO ADD TO TRAINING PORTFOLIO

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. If adding a course causes a Provider to move from the amount of courses specified in Tier A to Tier B or C or from Tier B to Tier C, it will be responsible for paying the difference in cost between the original Tier and the Tier to which the Provider is upgrading. Please allow at least four (4) weeks of processing time. All information must be received for an application to be reviewed.

PROVIDER APPLICATION

Attach a copy of current NAADAC Approved Education Provider Certificate(s).

Provider			Co-Sponsored Event(s)		
Date:		Provider #:		Expiration Date: <i>(See Provider Certificate)</i>	

TYPE OF INITIAL APPLICATION *(please select the tier selected in initial NAADAC Approved Education Provider Application)*

	Option 1 – Tier A: Two (2) years of unlimited training for 1-3 trainings (\$400)
	Option 1 – Tier B: Two (2) years of unlimited training for 4-6 trainings (\$600)
	Option 1 – Tier C: Two (2) years of unlimited training for 6+ trainings (\$800)
	Option 3: Distance Learning Organization (\$1,000)

PROVIDER INFORMATION

Name:					
Address:					
City:			State:		Zip Code:
Phone:	Cell:		Fax:	Email:	
Website:					

DIRECTOR OF ORGANIZATION

Name:					
Title:					
Email:			Phone:		Cell:

CONTINUING EDUCATION DIRECTOR *(Unless otherwise designated, this individual will serve as NAADAC's contact)*

Name:					
Title:					
Email:			Phone:		Cell:

PAYMENT METHOD

FEE CALCULATION – Enter any applicable fees in the table below.

Add to training portfolio Fee (\$50)	\$
Upgrade Fee (If adding a course for Providers that selected Option 1 in the initial application causes a Provider to move from the amount of courses specified in Tier A to Tier B or C or from Tier B to Tier C, it will be responsible for paying the difference in cost between the original Tier and the Tier to which the Provider is upgrading.)	\$
(Please mark the upgrade difference using the Type of Application section above)	
Total Payment	\$

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:	Zip Code:
Signature:		Date:

Application Signatures

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.

SIGNATURE:	Date:
------------	-------

NAADAC APPROVED EDUCATION PROVIDER

NAME:	
SIGNATURE:	DATE:

CO-SPONSOR ORGANIZATION CONTACT (if applicable)

NAME:	
SIGNATURE:	DATE:

For more information including benefits and guidelines for the NAADAC Approved Education Provider Program, please visit 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 To:
 NAADAC Providers Program, 44 Canal Center Plaza, Ste 301,
 Alexandria, VA 22314 or by email to naadac@naadac.org**

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