

Provider and Co-Sponsorship Application to Add to Training Portfolio Checklist (Non-Academic)



*****ALL information and payments must be received for an application to be reviewed.*****

Completed	Need Item
	Application to Add to Training Portfolio
	Double-check if adding to your training portfolio changes your Tier Level; if so, pre-authorize the correct fee in your application to avoid application processing delays.
	Add to Training Portfolio Application Attachment(s) <i>Attach a copy of prior NAADAC Approved Education Provider Certificate(s)</i>
	Add to Training Portfolio Form A: New Training Programs to be Offered <i>Submit a filled-out copy of this form for each new training workshop, conference, course, and independent study program that will be offered.</i>
	Add to Training Portfolio Form A Attachments <i>Attach copies of evaluation forms, program materials (outlines, handouts, PowerPoint, lecture notes, video links, training materials, trainers' manual, etc.) and promotional materials (promotional flyers, brochures, announcements, etc.) to each Form B submitted. For internet-based courses, account log-in information and credentials must be provided so that on-line content may be reviewed.</i>