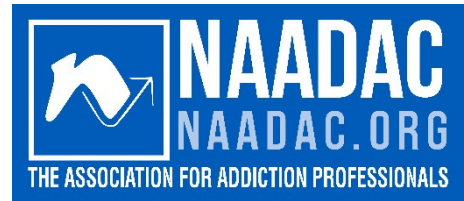


New Provider Application Checklists (Non-Academic)



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

NEW PROVIDERS (Non-Academic)	
Completed	Need Item
	Main Application
	Form A: Strategies, Goals, and Objectives
	<p>Form B: Training Programs to be Offered <i>Submit a filled-out copy of this form for each training workshop, conference, course, and independent study program that will be offered in the next two years. Note: any new courses needing to be added to your training portfolio that are not listed in your application during initial or renewal application will require a \$50 processing fee per course. Therefore, make sure to carefully review any upcoming trainings for the next two years.</i></p>
	<p>Form B 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></p>
	Form C: References
	<p>Form C Attachments <i>Attach three (3) written references or two (2) sets of compiled evaluations (including individual participants' comments) from two different courses previously offered. Written references must use Form C or contain all of the information requested in Form C.</i></p>
	<p>Form D: Co-Sponsor Relationship Disclosure <i>Only necessary if the training, conference, or other educational event is being provided by more than one organization. NAADAC defines a co-sponsor relationship as any relationship between two NAADAC Approved Education Providers.</i></p>
	<p>Application Submission Protocol <i>Please email your digital application to naadac@naadac.org using separate fillable pdf files. If your email exceeds 20MB total, please send separate emails (use email subject line for example, "XYZ Organization Provider Application Part 1 of 3)</i></p>

****Your application must include all trainings you intend to provide in the next two years. Once approved, your two-year approval is only for the training portfolio NAADAC reviewed and any future courses that need to be added to your training portfolio during the two-year approval period will require a \$50 processing fee per course.****