



## NAADAC Approved Education Provider Program Renewal Application (Non-Academic)

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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.

### 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.

#### 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 2: Approval for a single training event**

This option applies to organizations or individuals who are experienced training providers and are offering only one (or are requesting approval for only one) training event (for example, an organization's annual conference). An independent study course is not considered a single training event. A workshop series or training series is not considered a single training event. The approval status is valid only for the approved event and may only be used for issuing or reissuing certificates for the event. If a workshop or training is repeated on subsequent dates, additional approval is required. **The fee for this type of approval is based on the number of CEs offered at the event. The fee is \$200 for events offering 8 CEs or less. The fee is \$300 for events offering 9-14 CEs. The fee is \$400 for events offering 15 CEs or more.** All fees are non-refundable processing fees.

## **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 fee of **\$50 processing fee 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.

## **Option 4: Approval for an academic institution for a period of two (2) years**

This option applies to regionally or nationally accredited colleges or universities that offer nine or more credits (semester or quarter hours) of addiction-related courses within an undergraduate and/or graduate, and/or doctorate degree program. **The fee for this level of approval is \$800 for two (2) years, \$400 of which is a non-refundable processing fee. Academic institutions must use the NAADAC Approved Academic Institution Education Provider Application & Renewal Application.**

### **Processing Time, Renewal & Associated Fees:**

All NAADAC Approved Education Provider Applications must be submitted to NAADAC for review at least **eight (8) weeks prior** to the start date of the event, training or first course. **Expedited processing is available for applications submitted less than eight (8) weeks prior to the start date of the event, training or 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 event or first course may be rejected. All information and payments must be received for an application to be reviewed.

All NAADAC Approved Education Provider Renewal Applications for unlimited training, including renewal applications for academic institutions, 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. **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.** It is best practice to request multiple people in your organization (including a representative in your Human Resources Department) to set a bi-annual renewal reminder 60-90 days before the expiration date.

For more information regarding the NAADAC Approved Education Provider Program, including 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 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](mailto:naadac@naadac.org). If application is mailed, please address it 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 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 Education Provider Renewal Applications must be submitted to NAADAC for approval 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 before the expiration date of an unlimited providership period. Expedited processing for applications for approval for single training events is available for applications submitted less than eight (8) weeks prior to the start date of the event course for an additional non-refundable fee of \$200. NAADAC needs a minimum of two (2) weeks for expedited approval. Applications submitted with less than two (2) weeks prior to the start date of the event, training, or first course will be rejected. All information and payments must be received for an application to be reviewed.*

### PROVIDER APPLICATION

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

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

### TYPE OF APPLICATION *(please see the NAADAC Approved Provider Guidelines for eligibility criteria)*

	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 2: Single Training Event for up to 8 CEs (\$200)
	Option 2: Single Training Event for 9-14 CEs (\$300)
	Option 2: Single Training Event for 15+ CEs (\$400)
	Option 3: Distance Learning Organization (\$1,000)

### PROVIDER INFORMATION

Name:			
Address:			
City:		State:	Zip Code:
Phone:	Cell:	Fax:	Email:
Website:			
Has your organization done business under another name in the past 3 (three) years?			YES      NO
If yes, please explain:			

### 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 the application fee from above and any additional applicable fees in the table below.

<b>Application Fee</b> <i>(copied from Type of Application above)</i>	\$
<b>Late Fee</b> <i>(a fee of \$200 applies if application is not submitted at least eight (8) weeks before expiration of an unlimited providership period)</i>	\$
<b>Expedited Processing Fee</b> <i>(a fee of \$200 applies if event(s) is(are) scheduled within eight (8) weeks of submission of this application)</i>	\$
<b>Total Payment</b>	\$

## METHOD OF PAYMENT

Check Enclosed (Made Payable to “NAADAC”)

Pay by Credit Card:	VISA	MasterCard	AmEx
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## 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:
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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

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