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

### PROVIDERS

<table>
<thead>
<tr>
<th>Completed</th>
<th>Need Item</th>
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- **Renewal Application**

- **Renewal Application Attachment(s)**
  *Attach a copy of prior NAADAC Approved Education Provider Certificate(s)*

- **Renewal Form A: Strategies, Goals, and Objectives**

- **Renewal Form B: New Training Programs to be Offered**
  *Submit a filled-out copy of this form for each new training workshop, conference, course, and independent study program that will be offered.*

- **Renewal Form B Attachments**
  *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.*

- **Renewal Form C: References**

- **Renewal Form C Attachments**
  *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.*

- **Form D: Co-Sponsor Relationship Disclosure**
  *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.*

### CO-SPONSORSHIPS

<table>
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<tr>
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- **Renewal Application (filled out by current NAADAC Approved Education Provider)**

- **Renewal Application Attachment(s)**
  *Attach a copy of prior NAADAC Approved Education Provider Certificate(s)*

- **Renewal Form B: New Training Programs to be Offered**
  *Submit a filled-out copy of this form for each training workshop, conference, course, and independent study program that will be offered.*
<table>
<thead>
<tr>
<th><strong>Renewal Form B Attachments</strong></th>
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<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th><strong>Renewal Form D: Co-Sponsor Relationship Disclosure</strong></th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Renewal Form D Attachments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach all signed contracts and agreements detailing the co-sponsor relationship.</td>
</tr>
</tbody>
</table>