

# Provider and Co-Sponsorship Renewal Application Checklists (Non-Academic)



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

PROVIDERS	
Completed	Need Item
	<b>Renewal Application</b>
	<b>Renewal Application Attachment(s)</b> <i>Attach a copy of prior NAADAC Approved Education Provider Certificate(s)</i>
	<b>Renewal Form A: Strategies, Goals, and Objectives</b>
	<b>Renewal Form B: New Training Programs to be Offered</b> <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>
	<b>Renewal Form B Attachments</b> <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>
	<b>Renewal Form C: References</b>
	<b>Renewal Form C Attachments</b> <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>
	<b>Form D: Co-Sponsor Relationship Disclosure</b> <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>

CO-SPONSORSHIPS	
Completed	Need Item
	<b>Renewal Application</b> <i>(filled out by current NAADAC Approved Education Provider)</i>
	<b>Renewal Application Attachment(s)</b> <i>Attach a copy of prior NAADAC Approved Education Provider Certificate(s)</i>
	<b>Renewal Form B: New Training Programs to be Offered</b> <i>Submit a filled-out copy of this form for each training workshop, conference, course, and independent study program that will be offered.</i>

	<p><b>Renewal Form B Attachments</b>  <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>
	<p><b>Renewal Form D: Co-Sponsor Relationship Disclosure</b>  <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><b>Renewal Form D Attachments</b>  <i>Attach all signed contracts and agreements detailing the co-sponsor relationship.</i></p>