

Application Checklist Non-Academic



****ALL information and payments must be received for an application to be reviewed. Renewing Providers need to use renewal applications, if available.****

OPTION 1: APPROVAL OF UNLIMITED TRAINING FOR A PERIOD OF TWO (2) YEARS	
Completed	Need Item
_____	Main Application
_____	Form A: Strategies, Goals, and Objectives
_____	Form B: Previously Offered Program: submit two (2) previously offered training workshops/ conferences/courses/independent study programs, including outlines, brochures, goals and objectives and biographical sketches for each. These programs must have been presented within the last five (5) years. For internet-based courses, a review account login must be provided so that on-line content may be reviewed.
_____	Form B Attachments: Compiled summary evaluations only. DO NOT send individual evaluations.
_____	Form B Attachments: Copies of program materials (handouts, PowerPoint, lecture notes, video links, etc.)
_____	Form C: Pending Program: submit two (2) pending workshops/conferences/courses/independent study programs, including outlines, brochures, goals and objectives and biographical sketches for each pending event. At least one program must be submitted with your application (draft brochures are acceptable).
_____	Form C Attachments: Copies of program materials (handouts, PowerPoint, lecture notes, video links, etc.)
_____	Form C Attachment: Copy of evaluation addressing learning objectives.
_____	Private Practitioner (only): Must submit three (3) Form D: References which have been completed by individuals from organizations who have employed you for a Continuing Education presentation for them and have witnessed this presentation. Once the reference evaluation forms have been completed and returned to you, please submit them, unopened, with your application. Please label the envelopes with your company name.
OPTION 2: APPROVAL FOR A SINGLE TRAINING EVENT	
Completed	Need Item
_____	Main Application
_____	Form A: Strategies, Goals, and Objectives
_____	Form B: Previously Offered Program: submit one (1) previously offered training workshops/ conferences/courses/independent study programs, including outlines, brochures, goals and objectives and biographical sketches for

	each. These programs must have been presented within the last five (5) years. For internet-based courses, a review account login must be provided so that on-line content may be reviewed.
_____	Form B Attachments: Compiled summary evaluations only. DO NOT send individual evaluations.
_____	Form B Attachments: Copies of program materials (handouts, PowerPoint, lecture notes, video links, etc.)
_____	Form C: Pending Program: submit the pending workshops/conferences/courses/independent study programs, including outlines, brochures, goals and objectives and biographical sketches for each pending event. At least one program must be submitted with your application (draft brochures are acceptable).
_____	Form C Attachments: Copies of program materials (handouts, PowerPoint, lecture notes, video links, etc.)
_____	Form C Attachment: Copy of evaluation addressing learning objectives.
_____	Private Practitioner (only): Must submit three (3) Form D: References which have been completed by individuals from organizations who have employed you for a Continuing Education presentation for them and have witnessed this presentation. Once the reference evaluation forms have been completed and returned to you, please submit them, unopened, with your application. Please label the envelopes with your company name.
OPTION 3:	APPROVAL FOR A COSPONSORED SINGLE TRAINING EVENT
_____	Main Application completed for current NAADAC Approved Education Provider
_____	Form E: Cosponsored Relationship Disclosure