



# NAADAC Approved Education Providers Program

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## GUIDELINES & INSTRUCTIONS FOR NAADAC APPROVED EDUCATION PROVIDERS OF CONTINUING EDUCATION

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.**

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).

#### **ARTICLE I. DEFINITIONS**

- A. **Approved Education Provider:** An individual, corporation, association, organized health care system, educational institution, governmental agency or private practitioner offering continuing education as approved by NAADAC.
- B. **Continuing Education (CE):** A learning experience that can come in a variety of forms including, but not limited to, lectures, conferences, academic studies, in-service education, institutes, seminars, workshops, extension studies, independent/home study programs, and on- line courses taken by professionals for certification, recertification, and licensing/credentialing purposes.

- C. **Course:** A systematic learning experience, at least one (1) hour in length, which is designed for the acquisition of knowledge, skills and information for application in direct and indirect patient care.
- D. **The Eight Counselor Skill Groups:** The basic knowledge and functions of an addiction counselor ascribed to by NAADAC and NCC AP.

**The Eight Counselor Skill Groups are:**

- 1) **Clinical Intake and Screening:** A clinical intake and screening brings together bio-psycho-social-spiritual information and substance use disorder assessment screening tools to identify indications of substance use disorders and determine appropriate referrals and treatments. The primary purpose of a clinical assessment is to develop a full picture of the client's substance use patterns and determine treatment needs. It is critical that the client is engaged in the intake and screening process. Together, the client and counselor determine the behavioral changes the client is ready and willing to make after reviewing the assessment outcomes and counselor recommendations for referral and treatment options.
- 2) **Clinical Assessment:** The goal of the clinical assessment and evaluation is to gather information and diagnose or develop a diagnostic impression that can address substance use and co-occurring disorders and other recovery issues. The clinical assessment also identifies the client's strengths, weaknesses, supports and readiness for change as well as determines an appropriate level of treatment or care. A clinical assessment involves a combination of the clinical interview, personal history, bio-psycho-social-spiritual assessment, drug and alcohol testing, and other assessment tools that may be helpful in the process.
- 3) **Treatment Plan:** The treatment plan is a document that identifies the treatment and services based on the client's specific needs as determined by the intake, screening and assessment process. Each client must have an individualized treatment plan based on an inventory of his or her strengths and challenges. Together, the client and counselor determine the behavioral changes the client is ready and willing to make through this process.
- 4) **Counseling Services:** The interactive process of providing assistance to a client to help him or her change and maintain attitudes, beliefs and behaviors that are more constructive in his or her recovery process. The counselor must determine the most appropriate type of assistance and the counseling interventions to facilitate the change in behaviors, attitudes and beliefs. Counseling services include individual, group, family, and crisis intervention counseling, and psycho-education.
- 5) **Documentation:** Documentation and record-keeping are critical tasks for the addictions/co-occurring counselor. Frequent and detailed focus on the client file and the documentation within the client file are essential to evidence the services the client is receiving. Documentation and record keeping must begin with the first point of contact with the client, whether it be face to face, phone or electronic communication. Documentation continues throughout the course of intake, screening, assessment, and evaluation, treatment planning, treatment services, referral, case management, discharge, and continuing care planning. The client records must document every type of service received, as well as the client's progress or lack thereof.

- 6) **Case Management:** Case management focuses on the whole individual and emphasizes comprehensive assessment, service planning and service coordination to address multiple aspects of the client's recovery process. Comprehensive substance use and co- occurring treatment often requires clients to move to different levels of care or different systems of care pursuant to the case management plan.
  - 7) **Discharge and Continuing Care:** Discharge and continuing care planning is the process of planning treatment and/or other support activities designed to maintain the gains achieved in the treatment and recovery process. Discharge planning and continuing care occur as the treatment relationship enters the final stage with the client. A continuing care plan is a documented plan of action developed before discharge or transfer to another level of care.
  - 8) **Legal, Ethical and Professional Development:** This skill group includes understanding national or state regulations governing the counselor/client relationship, and adherence to the NAADAC/NCC AP Code of Ethics for substance use and co-occurring disorder counselors and peer recovery support specialists. These disciplines are expected to follow their specific scope of practice and professional development for continued education and development. The dynamic nature of professional development demands continual self-awareness, self-evaluation, and monitoring of professional development.
- E. **Evaluation:** A paper or electronic questionnaire which requires a written and/or selected response/answer to a series of questions in order to evaluate the instruction of a given course, including by asking about subject areas including but not limited to (1) the extent to which the course met the learning objectives; (2) the adequacy of the instructor's mastery of the subject; (3) the utilization of appropriate teaching methods; (4) efficiency of the course mechanics, e.g., room, space, lighting, acoustics, audio/visuals, handouts, etc.; (5) the applicability or usability of the new information; and (6) general/other comments.
- F. **Independent/home study/on-demand course:** A course that can be completed on an individual basis and carried out remotely.
- G. **Online course:** A course offered through a web browser or mobile device.
- H. **Successful completion:** Participant has met all criteria as specified by the NAADAC Approved Education Provider to earn continuing education course credit.
- I. **Webinar:** Live online course offering. Live webinars can be converted to on-demand online courses.

## **ARTICLE II. FEES, APPROVAL & RENEWAL**

- A. **Applications:** 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 first course for an additional non-refundable fee of \$200. A minimum of two (2) weeks for expedited review. 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.

**B. Renewals:** 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. Expedited processing for renewal applications is available for an additional non-refundable fee of \$200. NAADAC needs a minimum of two (2) weeks for expedited review. All information and payments must be received for an application to be reviewed. **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.**

**C. Application Fees**

<i>Application Type</i>	<i>Fee</i>
<b>Option 1:</b> Approved Education Provider (2 years)	Tier A: \$400
	Tier B: \$600
	Tier C: \$800
<b>Option 2:</b> Single Event Approval	\$200 (8 CEs or less)
	\$300 (14 CEs or less)
	\$400 (15CEs+)
<b>Option 3:</b> Approved Distance Learning Education Provider (2 years)	\$1,000
<b>Option 4:</b> Approved Academic Institution Education Provider (2 years)	\$800*
New Course Processing Fee	\$50** per course
Late Fee	\$200***
Expedited Processing Fee	\$200***
*\$400 of this amount is a non-refundable processing fee **New Course Processing Fee only applies to NAADAC Approved Education Providers who are submitting new courses or courses that was/were not approved during initial application or renewal period. ***The entirety of this amount is a non-refundable processing fee	

The fee to apply to renew an approval is the same as for the initial application.



- D. Any co-sponsor relationship must be between two or more NAADAC Approved Education Providers. If a training, conference, or other educational event is provided by more than one organization (i.e. sponsored by other organizations), then each organization involved in the event must disclose the nature of the co-sponsor relationship using our co-sponsorship form and include any requested documentation from NAADAC Reviewers. All co-sponsored relationships must be approved independently of a current NAADAC Approved Education Provider approval. Current NAADAC Approved Education Providers can apply for approval of co-sponsored relationships for a single-event or as part of their unlimited providership. A co-sponsor is a partner in an educational event, who is sharing in the selection of presenters/speakers, the management of CEs, the build of the conference-program and learning objectives. If a sponsor is simply providing marketing materials, advertising support, and branding or exhibiting then a co-sponsor application or disclosure form is **NOT** needed. Single event approvals expire twelve (12) months from the date of approval. Single event approvals are **only valid for the approved event.**
- E. Upon approval, a NAADAC Approved Education Provider Certificate will be sent indicating the approval period and provider number. This provider number must be on each of the CE certificates issued by the NAADAC Approved Education Provider upon completion of the training.
- F. NAADAC Approved Education Providers must retain their NAADAC Approved Education Provider Certificates and produce the original certificate when renewing their approved providership status. NAADAC recommends that the certificate be displayed in the provider's office or training facility, and/or be easily accessible on the website.
- G. All requested information must be included by the applicant on application forms and all appropriate forms must be completed in order for the application to be considered complete and eligible for review. **NAADAC shall attempt to notify the applicant of any missing information in the application, however, it is the applicant's responsibility to submit a complete application.** The NAADAC processing time for an application only begins once a complete application has been received.
- H. Applications must be submitted using the fillable Adobe forms available from NAADAC. NAADAC will not accept encrypted messages. Required attachments should be submitted as .pdf, .doc or .docx files, when possible (no large PowerPoint .ppt/.pptx files will be reviewed; please convert file to smaller .pdf using print to .pdf or scan to .pdf function).
- I. As a courtesy to NAADAC Approved Education Providers, a renewal notice will be sent to the address of record prior to expiration date. **Failure to receive a renewal notice does not relieve the NAADAC Approved Education Provider of the responsibility to renew.** NAADAC Approved Education Providers must notify NAADAC within thirty (30) days of any changes in organizational structure of a NAADAC Approved Education Provider and/or the person(s) responsible for the NAADAC Approved Education Provider's continuing education course(s), including name, credential, certification, and address changes. 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.

- J. The provider number and approval status are **non-transferable**. An individual, corporation, association, organization, organized health care system, educational institution, governmental agency or private practitioner cannot sell, barter, partner or by any means, allow the use of the NAADAC Approved Education Provider status or number to any other training, individual, corporation, association, organization, organized health care system, educational institution, governmental agency or private practitioner.
- K. All **co-sponsored** relationships must be approved independently of a current NAADAC Approved Education Provider approval. Current NAADAC Approved Education Providers can apply for approval of co-sponsored relationships to be considered for approval either (1) on a one-time event basis or (2) to have the co-sponsorship granted approval for a two-year period. **Any NAADAC Approved Education Provider found in a co-sponsoring educational relationship without using the approval process prior to the training/event/approval period will be considered in violation of Article II.J. and have its NAADAC Approved Education Provider approval withdrawn.**
- L. Proof of current NAADAC Approved Education Providership status in the form of a copy of the current NAADAC Approved Education Provider Certificate must be included in all renewal applications.
- M. NAADAC retains the authority and final discretion on the acceptability and approval of all programs. Approval is made at NAADAC’s discretion and NAADAC reserves the right to deny or revoke approval at any time.
- N. NAADAC Approved Education Providers that have been approved for an unlimited amount of trainings over a two-year period must maintain clear tracking of all educational events, courses, webinars, and CE hours provided to participants. During the two-year approval time, NAADAC can request an audit of all training records (providers will be given 60 days upon audit request to collect the requested documents).

### **ARTICLE III. NAADAC APPROVED EDUCATION PROVIDERS**

- A. The term “NAADAC Approved Education Provider” may only be used by or in reference to an individual, corporation, association, organization, organized health care system, educational institution or governmental agency that has been approved by NAADAC in accordance with these guidelines. In order to obtain approval, applicants must have committed no act which would lead to disciplinary action, have submitted a NAADAC Approved Education Provider application on the form supplied by NAADAC and remitted the appropriate fee. Approval is made at NAADAC’s discretion and NAADAC reserves the right to deny or revoke approval at any time.
- B. An individual, corporation, association, organized health care system, governmental agency, educational institution, or other organization may only be issued one provider number.
- C. A NAADAC Approved Education Provider shall have written and published policies, available on request, which provides information regarding:
  - a. Refunds in case of non-attendance;



- b. Time period for return of fees;
- c. Notification if education course is cancelled/rescheduled.
- D. NAADAC Approved Education Providers are responsible for all education courses, including, but not limited to, record-keeping, advertising course content as related to NAADAC's standards, issuance of certificates, and instructor(s) qualifications.
- E. All co-sponsored relationships must be approved outside of a current NAADAC Approved Education Provider approval. When two or more NAADAC Approved Education Providers co-sponsor an educational course, only one NAADAC Approved Education Provider shall be identified as assuming full responsibility for record-keeping, advertising course content as related to NAADAC's standards, issuance of certificates, and instructor(s) qualifications.
- F. No NAADAC Approved Education Provider may engage in the sale or transfer or allow purchase of the assigned NAADAC Approved Education Provider number.
- G. Providers may not grant less credits than the number of hours of training (for example, a 9-hour education course cannot give less than 9 hours of credit). Only educational content can be credited (for example, breaks are not to be counted toward credit hours). Partial credit may be granted at the instructor's discretion; however, partial credit may ONLY be granted for actual time spent in the training (for example, if a participant attends one hour of a two hour training, he or she may not receive more than 1 CE).
- H. All NAADAC Approved Education Providers are solely responsible for adhering to all NAADAC Approved Education Provider Guidelines. NAADAC will periodically audit NAADAC Approved Education Providers to ensure the guidelines set forth in this document are being satisfied. Any unsatisfactory behavior may result in the withdrawal of approval.

#### **ARTICLE IV. NAADAC APPROVED EDUCATION PROVIDER RECORDS**

A NAADAC Approved Education Provider must keep the following records for a period of four (4) years in the location where approval is granted:

- A. Complete course outline for each course given, including a brief description, learning objectives, comprehensive outline and the compilation of evaluation results of participants;
- B. Record of time, place and date of each course given;
- C. A bio, curriculum vitae or resume for each instructor, including instructor's credentials;
- D. Record of attendance of each participant for each training event; and
- E. If a test is administered, a record of scores for each participant for each training event.

#### **ARTICLE V. CHANGE IN STATUS**

NAADAC Approved Education Providers must notify NAADAC within thirty (30) days, of any changes in organizational structure of a NAADAC Approved Education Provider and/or the person(s) responsible for the NAADAC Approved Education Provider's continuing education course(s), including name, credential, certification, and address changes.

## **ARTICLE VI. AUDIT PROCEDURE**

An ongoing NAADAC Approved Education Provider audit program has been established by NAADAC as part of the quality assurance initiative. A NAADAC representative may periodically review NAADAC Approved Education Provider programs selected for audits on a random basis. NAADAC Approved Education Providers against whom complaints have been registered will be audited on a priority basis. Although advance notification may be given, audits may be done without prior notification. In addition, auditors may arrive unannounced to audit live events. Course instructors will be informed of the auditor's presence and the length of time the auditor is in attendance for live events. The NAADAC Approved Education Provider must provide NAADAC with login information to access any information not available to the public in order to review online courses. The NAADAC auditor will receive CE credit from NAADAC for the length of time that he or she audits the course.

## **ARTICLE VII. CONTINUING EDUCATION HOURS**

NAADAC requires that hours of approved continuing education be measured on one of the following basis:

- A. One (1) hour of education shall be accepted as one (1) continuing education credit (CE).
- B. One (1) contact hour of continuing education is equal to one (1) continuing education credit (CE).
- C. One (1) academic quarter unit is equal to ten (10) continuing education credits (CEs).
- D. One (1) academic semester hour is equal to fifteen (15) continuing education credits (CEs).

## **ARTICLE VIII. TRAINING REQUIREMENTS FOR NAADAC APPROVED EDUCATION PROVIDERS**

- A. The content of all continuing education courses must be relevant to substance use and co-occurring disorder counseling and/or practice, must be related to the scientific knowledge or technical skills required for substance use and co-occurring disorder counseling, and/or must be related to direct and/or indirect patient/client care (i.e., recovery support). In addition, each course must be identified as belonging within one of the Eight Counselor Skill Groups (see Article I).
- B. NAADAC Approved Education Providers are required to demonstrate, by description of the course, the learning objectives and outline of the course content, how the course relates to substance use and co-occurring disorder counseling and/or practice and/or direct and/or indirect patient/client care; i.e., recovery support).  
Courses must be in one of the following subject areas:

1. Theoretical content related to scientific knowledge and/or the application of scientific knowledge to practice in the field of addiction and/or co-occurring disorder counseling and/or treatment;
  2. Content related to direct and indirect patient/client care, such as group and individual counseling, family dynamics and counseling, mental health diagnoses, co-occurring disorders, HIV/AIDS/HepC, case management, recovery support documentation, ethics; and/or
  3. Content related to administration, management, education, research, working within managed care systems, developing a private practice, or other functional areas of addiction practice relating to indirect patient/client contact. This does not include administrative functions within an organization, such as human resources or billing.
- C. All programming that does not qualify for NAADAC CE credits must be clearly marked. Course titles or designations containing the words **“credential(ing),” “certification,” and/or “accredited”** shall not be approved for NAADAC credit and must be clearly marked as separate from those approved by NAADAC. Course titles and advertisements suggesting a NAADAC Approved Education Provider is offering NAADAC “credentials,” “certification,” or “accreditation” is misleading and may be misconstrued by the participants of the course(s). A course description may include that it offers a “certificate of training” or “certificate of education.”
- D. Examples of content that would NOT be acceptable include (but are not limited to):
1. Programs regarding parenting or otherwise designed for lay people.
  2. Liberal arts courses in music, art, philosophy, and others unrelated to the practice of addiction counseling.
  3. Orientation programs designed to familiarize employees with the policies and procedures of an institution.

## **ARTICLE IX. COURSE STANDARDS**

- A. The NAADAC Approved Education Provider program or course content must be relevant to the educational needs of the substance use and co-occurring disorders counselor or direct/indirect patient/client care needs or recovery support.
- B. Training content must be current and designed to include recent developments in the subject of instruction. The content of all courses must be updated regularly. NAADAC Approved Education Providers have an ongoing responsibility to update course content and materials to reflect the current best practices (for example, all materials should be updated to cite/refer to/analyze/otherwise use DSM V rather than DSM IV or if training is on ethics using the current NAADAC Code of Ethics released in October 2016).
- C. Instructional objectives are to be stated in learning terms. The learning objectives must denote measurable attributes observable in the participant completing the program. The objectives are to

explain what proficiency the continuing education program participants should be able to demonstrate. Instructor's goals are NOT learning objectives. For example: "To introduce the student to the community health system" is a goal of the instructor, not an instructional learning objective. Learning objectives are brief statements that describe what a participant will be expected to learn by the completion of the course.

An example of a learning objective is: "Upon completion of this education program/course, the participant will be able to:

1. Explain the role of the clinical assessment in the development of a client treatment plan;
  2. Assess the substance use disorder criteria according to the DSM V;
  3. Identify the main concepts in case management;
  4. Describe or explain the differences between screening and assessment;
  5. Demonstrate counseling methods related to motivational interviewing;
  6. Understand the referral mechanisms in your practice community; and
  7. Recognize or identify assessment tools specific to substance use or co-occurring disorder."
- D. Independent study courses must include an exam to evaluate students' understanding of the course materials and completion of the learning objectives.
- E. All training must be at least one hour (60 minutes) in length if continuing education credit is to be given.
- F. Courses and webinars may be interconnected, requiring a candidate to attend more than one event (live or via webinar) to complete the course/webinar requirement for credit.

## **ARTICLE X. COURSE REQUIREMENTS**

- A. The participant must be enrolled in the course for credit. Courses must measure the participant's achievement of course objective(s) as outlined in Article XI.
- B. The participant must meet all course requirements. Partial credit may be granted at the instructor's discretion; however, partial credit may ONLY be granted for actual time spent in the training (for example, if a participant attends one hour of a two hour training, he or she may not receive more than 1 CE).
- C. No participant shall be allowed access to the certificate of completion prior to having completed the course content of a webinar or online course.
- D. A system proving participants watched or participated in the webinar or online course content must

be in place for all web-based content.

- E. Participant credit for **online courses** will be **limited to eight (8) hours** of credit within a twenty- four (24) hour period of time.

#### **ARTICLE XI. COURSE EVALUATION**

- A. All courses require a general course evaluation by the attending participants. A sample course evaluation can be found at [naadac.org/providers](http://naadac.org/providers). The following characteristics should be analyzed:

1. The extent to which the course met the learning objectives;
2. The adequacy of the instructor's mastery of the subject;
3. The utilization of appropriate teaching methods;
4. Efficiency of the course mechanics, e.g., room, space, lighting, acoustics, audio/visuals, handouts, etc.;
5. The applicability or usability of the new information; and
6. General/other comments.

#### **ARTICLE XII. COURSE VERIFICATION & PROOF OF ATTENDENCE**

- A. NAADAC Approved Education Providers shall issue a document of proof, such as a grade slip, certificate, or transcript, to each participant to show that the individual has met the established criteria for successful completion of a course. A sample CE Certificate can be found at [naadac.org/providers](http://naadac.org/providers).

- B. The document of proof shall contain the following information:

1. Name of participant;
2. Course title;
3. Provider name;
4. Date of course;
5. Number of continuing education contact hours (CEs);
6. Signature of instructor and/or NAADAC Approved Education Provider or Approved Education Provider designee;
7. The NAADAC Approved Education Provider number; and
8. The statement: "This course has been approved by [NAADAC Approved Education Provider

Name], as a NAADAC Approved Education Provider, for educational credits. NAADAC Provider #\_\_\_\_\_, [NAADAC Approved Education Provider Name] is responsible for all aspects of the programing.”

- C. The NAADAC Approved Education Provider logo is available and recommended for use on NAADAC Approved Education Provider Certificates or other document of proof of completion. The NAADAC Approved Education Provider logo is to only be used for NAADAC approved educational offerings. Any use of the logo that can or does result in misleading the public is strictly prohibited and will result in a withdrawal of approval for all provider educational offerings. The NAADAC Approved Education Provider Logo Use Guidelines & Agreement are available at [naadac.org/providers](http://naadac.org/providers); a signed copy of the guidelines & agreement must be submitted to NAADAC before use of the logo is permitted.
- D. The use of the NAADAC, the Association for Addiction Professionals, logo is strictly prohibited and will result in a withdrawal of approval for all provider educational offerings. NAADAC Approved Education Providers are to use the NAADAC Approved Education Provider logo pursuant to the NAADAC Approved Education Provider Logo Use Guidelines & Agreement.
- E. Course verification must be issued within a reasonable length of time after the completion of the course, not to exceed thirty (30) days.
- F. NAADAC holds the right to reject approval for any program offered by a NAADAC Approved Education Provider for continuing education credits.

### **ARTICLE XIII. INSTRUCTOR QUALIFICATIONS**

- A. It is the responsibility of the NAADAC Approved Education Provider to use qualified instructors.
- B. Instructors teaching approved continuing education courses shall have the following minimum qualifications:
  - 1. Hold a current credential or license in his/her area(s) of expertise, if appropriate;
  - 2. Be free of any disciplinary action;
  - 3. Be knowledgeable, current, and skillful in the subject matter they are teaching;
  - 4. Show evidence of specialized training which many include, but not be limited to, a certificate of training or an advanced degree in given subject area; and
  - 5. Have at least one-year experience within the last two years in the practice of teaching of the specialized area in which he/she teaches.

### **ARTICLE XIV. ADVERTISEMENT**

- A. Information disseminated by the NAADAC Approved Education Providers publicizing continuing



education shall be true and not misleading and shall include the following:

1. The statement “This course has been approved by [NAADAC Approved Education Provider Name], as a NAADAC Approved Education Provider, for [# CE] CE(s). NAADAC Provider # \_\_\_\_\_, [NAADAC Approved Education Provider Name] is responsible for all aspects of its programing.”
  2. The NAADAC Approved Education Provider’s policy on refunds in cases of non-attendants by the registrant;
  3. A clear and concise description of the course content and objectives;
  4. Identification of the Counselor Skill Group addressed by the course; and
  5. The NAADAC Approved Education Provider’s name as officially on file with NAADAC.
- B. NAADAC Approved Education Provider’s must send to NAADAC a copy of the brochure(s), flyers or advertisement used for dissemination of the educational course(s).

#### **ARTICLE XV. WITHDRAWAL OF APPROVAL**

- A. NAADAC may withdraw approval of any NAADAC Approved Education Provider or deny a provider’s application at its discretion and/or for causes which include, but are not limited to, the following:
1. Conviction of a felony or any offense substantially related to the activities of the provider;
  2. Failure to correct deficiencies within 30 days of receiving written warning notice from NAADAC by email or mail specifying deficiencies or corrections;
  3. Failure to maintain national, international or state provider approval; and
  4. Any material misrepresentation of fact by a NAADAC Approved Education Provider or applicant in any information submitted to the NAADAC Approved Education Provider Program.
- B. NAADAC retains the right to withdraw approval of any provider.

#### **ARTICLE XVI. NAADAC APPROVED EDUCATION PROVIDER PROGRAM BENEFITS**

The NAADAC Approved Education Provider Program highlights a continuing education provider’s commitment to quality education and dedication to excellence.

##### **Additional benefits include\*:**

- A. Listing in NAADAC's Directory of Approved Education Providers

- B. Use of the “NAADAC Approved Education Provider” logo on your website and in your publications
- C. Ability to post your events on the NAADAC Calendar of Events
- D. 10% discount for advertisements in NAADAC's bi-weekly *Addiction & Recovery eNews* (circulation of 48,000+)
- E. 10% discount for advertisements in NAADAC's quarterly *Advances in Addiction & Recovery* magazine (circulation of 11,500+)
- F. Added prestige and recognition from being a part of the NAADAC Approved Education Provider Program sponsored by the nation’s largest addiction focused professional association

\*Benefits are subject to change without notice. For a complete list of up-to-date benefits, please visit [www.naadac.org/approved-education-provider-program-benefits](http://www.naadac.org/approved-education-provider-program-benefits).

#### **ARTICLE XVII. NAADAC CE ACCEPTANCE**

NAADAC Approved Education Provider CEs are not necessarily accepted by every state or international credentialing or licensing body. It is incumbent upon the NAADAC Approved Education Provider to verify CE acceptance in the state or country in which the training is being offered and/or taking place.

#### **ARTICLE XVIII. INDEMNIFY AND HOLD HARMLESS**

It is expressly agreed and understood that the NAADAC Approved Education Provider is independent of NAADAC. The NAADAC Approved Education Provider shall indemnify and hold harmless NAADAC from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any act or omission by the provider or his employees, or from any claims or amounts arising or recovered under Workmen’s Compensation Laws or any other law, by-law, ordinance, regulation, order or decree. The provider shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, neglect, or misconduct of any employee or agent of said provider in the manner or method of performing the work of the provider.

#### **ARTICLE XIX. DATE OF REVISION**

Revision dates: February 24, 2008, June 30, 2012, July 16, 2015, September 1, 2017, June 25, 2019, July 12, 2019. This revision is dated July 12, 2019 and supersedes all previous versions.