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In reply, please refer to:  
File: DOH/ADAD

## **POLICY AND PROCEDURE FOR APPROVAL OF CONTINUING EDUCATION HOURS FOR CSAC CERTIFICATION AND RENEWAL**

Revised May 21, 2002

**POLICY:** The Alcohol and Drug Abuse Division (ADAD) supports the concept of counselors learning about substance abuse and related subjects and improving existing skills through a variety of educational opportunities. ADAD-approved workshops, college courses, seminars and other classroom environments, distance learning (defined as education that is obtained via internet, homestudy programs, or other means in which the counselor works independently from an instructor and classroom), teaching other professionals in ADAD-approved courses, and authoring publications are examples of the educational opportunities available to substance abuse counselors. Hereafter, these will be referred to as “course.”

1. To receive credit for courses attended, the following policies apply:
  - A. The course must be at least two hours in length per subject covered. All subtopics must be related.
  - B. For initial certification, the course must directly relate to the eight domains of clinical evaluation; treatment planning; referral; service coordination; counseling; client, family and community education; documentation, and professional and ethical responsibility.
  - C. For certification renewal, the course may be in substance abuse, psychology, social work, or human services.
  - D. The course must not be solely for the individual’s self-awareness.
  - E. The course, if taught within an agency, must not be taught by agency staff and must involve more than agency-specific applications. Otherwise, the course is considered to be “in-service training” or “staff development.” The course must be open to non-agency personnel on a space-available basis.

- F. The course sponsor must apply for continuing education hours. If the course is approved, the sponsor may advertise the course as being approved by ADAD for continuing education.
  - G. It is recommended that sponsors receive prior approval from ADAD for continuing education hours. Courses that are not pre-approved may not be accepted for continuing education hours. ADAD assumes no responsibility for expenses incurred by an individual or sponsor for courses that are not approved for continuing education or courses that were not approved for continuing education prior to the course start date.
  - H. Approval of continuing education hours must be in writing from ADAD.
  - I. No continuing education hours will be awarded for breaks or meal periods, unless there is a keynote speaker or other educational activity indicated on the agenda.
  - J. Continuing education hours for college courses will be awarded based on the following formula: 1 semester credit = 15 contact hours; 1 quarter credit = 10 contact hours. Only a grade of “C” or better will be accepted. Students must request an official transcript be sent to ADAD by the college that verifies the completion of the course, grade received, and topic of the course.
  - K. ADAD will approve a course for continuing education hours based on the course goals and objectives; course content and pertinence of the course to the field of substance abuse treatment and/or prevention; course exercises or homework; qualifications of the presenter(s); and outcome assessment measures.
  - L. EXCEPTION: Continuing education that is already approved by the National Association of Social Workers (NASW), the American Psychological Association (APA), the American Medical Association (AMA), and the National Board of Certified Counselors (NBCC) is considered approved by ADAD.
2. Certification contact hours:
- A. HAR 11-177.1 requires 270 hours of substance abuse specific education for initial certification at the reciprocal level. A maximum of 135 of these hours may be earned through ADAD-approved distance learning.
  - B. Fifty hours are required for licensed M.D.s and Ph.D.s not desiring certification at the reciprocal level and not holding their profession’s substance abuse specialty certification. A maximum of 25 of these may be earned through ADAD-approved distance learning.
  - C. One hundred eighty hours are required for masters level applicants licensed at the clinical level not desiring certification at the reciprocal level. A maximum of 90 of these may be earned through ADAD-approved distance learning.
3. Certification renewal continuing education hours:
- A. HAR 11-177.1 requires 40 continuing education hours of substance abuse related education for certification renewal at the reciprocal level. A maximum of 20 of these may be earned through ADAD-approved distance learning.

- B. Sixteen hours are required for licensed M.D.s, Ph.D.s, and masters level applicants not certified at the reciprocal level. A maximum of 8 of these may be earned through ADAD-approved distance learning.
- C. A maximum of 50% of the required continuing education hours for certification renewal may be approved for first-time teaching of other professionals in ADAD-approved courses.
- D. A maximum of 50% of the required continuing education hours for certification renewal may be approved for authoring or co-authoring a publication. To be credited with these hours, the applicant must send a letter of request to ADAD with justification for the number of hours requested and include a copy of the publication or publication reference.

PROCEDURE: ADAD does not award continuing education credits. Colleges, universities, or course sponsors, based on the number of contact hours presented in a specific area of study, award continuing education credits. ADAD approves or disapproves these courses based on the criteria in 1.K. above. Accordingly, for a course to be considered for approval of continuing education hours, the following documents are required to be submitted to ADAD:

1. The title of the course and a statement of the learning goals and objectives of the course.
2. An agenda that shows the actual amount of time to be spent in each course activity. This includes all breaks and meals. This requirement is waived for distance learning.
3. A statement summarizing the specific course content.
4. A resume or brief biography for each course trainer or presenter. For distance learning a brief biography of the course developer.
5. Written assurance that the participants will receive a certificate or letter of completion which indicates the actual number of hours each participant attended and a copy of a blank certificate. For distance learning, the certificate will indicate the number of hours awarded for completing the training event.
6. A description of the methods used to evaluate the course. If there is to be no pre- or post-test, a statement giving a reason must be provided.
7. Registration information (how to register, cost, location of the course or how to access the course if distance learning).
8. A \$10.00 fee for each course being submitted, in the form of a money order or certified check payable to the **“State Director of Finance,”** must be sent to ADAD at the time of the request. For course sponsors who are ADAD contractors and not profiting from the course, the \$10.00 fee may be waived.
9. This information must be received at ADAD no later than two weeks prior to the first day of the course.
10. Upon completion of the training, ADAD may require a summary of the participants’ evaluation of the course. ADAD also reserves the right to observe any course approved for continuing education hours.

Questions regarding continuing education hours should be directed to the Certification Office at (808) 692-7518.