



**STATE OF HAWAII**  
**DEPARTMENT OF HEALTH**  
**KA 'OIHANA OLAKINO**  
**ALCOHOL AND DRUG ABUSE DIVISION**  
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In reply, please refer to:  
File: DOH/ADAD

**POLICY AND PROCEDURE FOR OBTAINING ADAD APPROVAL FOR  
CONTINUING EDUCATION (CE) FOR TRAININGS**

**POLICY:** The Alcohol and Drug Abuse Division (ADAD) supports the concept of substance use professionals learning about substance use 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 synchronous education that is via the internet, asynchronous study programs with enduring materials, 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 use professionals. 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 one hour in length per subject covered, and subsequent course time shall be calculated in half hour increments. All subtopics must be related.
  - B. Duplicated course(s) (courses of the same title facilitated by the same facilitator and or distance learning site) taken during the initial certification and or current renewal period will not be accepted.
  - C. For initial certification, the course must directly relate to the 12 core functions or selected domains to include code of ethics in which certification the candidate selected.
  - D. For certification renewal, the course must be substance use specific or other modalities to support substance use professionals.
  - E. The course must not be solely for the individual’s self-awareness.
  - F. For in-service training, agency seeking “continuing education hours” must submit for approval.
  - G. 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.
  - H. It is recommended that sponsors request for approval three weeks prior to event to receive approval from ADAD selected provider for continuing education hours. Courses that are not approved prior to course must be sent to ADAD for approval, however, may be declined for continuing education hours. ADAD assumes no responsibility for expenses incurred by an individual or sponsor for courses that are approved for continuing education units or courses that were not approved for continuing education prior to course start date.

- I. Approvals and denials will be received via email by ADAD or ADAD selected provider.
- J. 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.
- K. 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.
- L. ADAD or ADAD selected provider 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 use disorder treatment and/or prevention; course exercises or homework; qualifications of the presenter(s); and outcome assessment measures.  
EXCEPTION: Substance use related continuing education that is already approved by the National Association of Social Workers (NASW) and the American Psychological Association (APA) is considered approved by ADAD with the exception of courses less than 1 hour and Ethics. Ethics must be in substance use disorder (SUD) specific. All other boards should submit a request.
- M. A maximum of 50% of the required continuing education hours for certification renewal may be approved for authoring or co-authoring a publication in behavioral health/substance use disorder. To be credited with the 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 for publication reference.

### **PROCEDURES TO FOLLOW TO REQUEST ADAD APPROVAL FOR CEUs**

**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 or ADAD selected provider will approve or disapprove 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 or ADAD selected provider via on-line link:

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.
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. All certificates or letters of completion must also indicate the participant’s name, title of course, dates of the training and/or completion date, and name of the awarding agency.
6. For distance learning that is an asynchronous study program, a learning evaluation is required. A description of the post test, or other evaluation method that will be used to assess that learning objectives are met must be submitted.
7. A description of the methods used to evaluate the course. If there is to be no pre- or posttest, a statement giving a reason must be provided.
8. Registration information (how to register, cost, location of the course or how to access the

course if distance learning).

8. Application must be received no later than three weeks prior to the first day of the course.
9. Upon completion of the training, ADAD or ADAD selected provider may require a summary of the participants evaluation of the course. ADAD or ADAD selected provider also reserves the right to observe any course approved for continuing education hours.

Questions regarding continuing education hours should be emailed to the Quality Assurance and Improvement Office at [doh.adad.qaio@doh.hawaii.gov](mailto:doh.adad.qaio@doh.hawaii.gov).