

California Association for Alcohol/Drug Educators
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CEU Provider Approval Application

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Applying for: Initial Approval Approval Renewal Annual Conference

Contact Name: _____

Title/Position: _____

Contact Phone: _____

Contact Email: _____

Professional Development Categories:

Academic/Professional Institution Accredited Courses: (A) _____

Conferences/Seminars/Workshops: (C) _____

Home Study Courses: (H) _____

Number of Courses Offered per Year: 1x/year Conference 1-20 Courses 21+ Courses

Will the organization be offering laws/ethics? Yes No

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct; and I have read and will abide by the guidelines and instruction stated herein. Any courses not approved will clearly state that they do not have CAADE approval for CEUs.

Signature: _____ Date: _____

Print: _____

Please Do Not Write Below This Line – Office Use Only

CEU Chair Signature: _____ Date: _____

Approved Denied

Corrections & Notes: _____

Revised 6/1/2023

CEU Provider Application Checklist

1. Completed CEU Provider Application (Pg. 1 of this form)

The following must be submitted for one (1) general education course and all Laws & Ethics or Tobacco-related courses. Electronic submission preferred. (office@caade.org) If coursework is online please provide at least a temporary password or access to all course material.

- General Education includes any topics approved for renewal of certification as outlined in State of California's Counselor Regulations Section 13055 (c):
 "The forty (40) hours of continuing education shall include any combination of the following:
 (1) The curriculum contained TAP 21, as defined in Section 13040;
 (2) Provision of services to special populations including at least aging individuals; individuals with co-occurring disorders (e.g., alcoholism and mental illness); individuals with Post-Traumatic Stress Disorder [PTSD]); individuals with disabilities; diverse populations; individuals with cultural differences, individuals on probation/parole, etc.;
 (3) Ethics;
 (4) Communicable diseases including tuberculosis, HIV disease and Hepatitis C; and
 (5) Prevention of sexual harassment."
- Laws & Ethics courses include any covering the topics of:
 - HIPAA; CFR 45 (must include comparison to CFR 42, part 2 and indicate priority for addiction counselors)
 - 42 CFR, Part 2
 - Professional Ethics
 - Boundaries
 - Dual Relationships
 - Confidentiality
 - Tarasoff/Duty to warn/Mandated Reporting and limitations dictated by CFR 42, part 2

2. Course flyer/brochure or any other forms of advertisement.
3. Course Objective
4. Documentation of instructor's qualifications (resume or vitae)
5. Course materials include any handouts, PowerPoint slides, workbooks, or referenced media (books, movies, videos, websites, etc.)
6. Objective Comprehension Test with answers
7. Course Evaluation Form
8. Certificate of Completion
9. Evaluation Fee: Fees can be paid by check, money order, PayPal, or debit/credit card on the CAADE website. If you elect to pay online, please include a copy of your PayPal receipt to the application.

CEU Provider Fee Schedule		
Category	# of Courses*	Amount
1	Conference (1x/ year)	\$100
2	1-20 Courses	\$250
3	21+ Courses	\$350

*Note: Approval fees are now calculated by the number of courses an organization offers and are no longer determined by the amount of hours that are provided in each course.

GUIDELINES AND REGULATIONS FOR PROVIDERS OF CONTINUING EDUCATION FOR CERTIFIED ADDICTIONS TREATMENT COUNSELORS IN THE STATE OF CALIFORNIA

Section I: INTENT

In order to improve the competence of credentialed alcohol and drug counselors, Credentialed Addictions Treatment Counselors are to regularly engage in continuing education related to their profession and scope of practice as defined in these regulations.

Section II: DEFINITIONS

As used in this article:

1. A continuing education “course” means a form of systematic learning of at least one hour in length including (but not limited to) academic studies, extension studies, lectures, conferences, seminars, workshops and home study courses.

2. A “home-study course” means a form of systematic learning performed at a credentialed person’s residence, office or other private location including (but not limited to) viewing video tapes and listening to audio tapes, participating in studies electronically transmitted from another location, or articulating in home study, self-assessment testing (open-book tests completed by the member, submitted to the provider, graded and returned to the member with correct answers and explanation of why the answer chosen by the provider was the correct answer).

3. A continuing education “provider” means an accredited or approved educational institution or association, hospital or health facility, government agency, individual, or other organization that offers continuing education courses and meets the requirements contained in this article.

Section III: ADMINISTRATIVE REQUIREMENTS AND FEES

The Credentialing Committee shall fund the administration of this section through provider fees to be deposited in the CAADE General Fund. The fees related to administration of this section shall not exceed the costs of administering the corresponding provisions of this section. The Evaluation and Renewal Fee Schedule is contained on the second page of this document.

Section IV: SOURCES FOR CONTINUING EDUCATION HOURS

Continuing education shall be obtained from one of the following sources:

1. An approved CAADE program in an accredited institution of higher learning or an appropriate state accredited or approved school in course directly related to addiction counseling.

2. Professional alcohol and other drug abuse associations and institutions, licensed hospitals and health care facilities, professional health care associations, a continuing educational component of an accredited institutions of higher learning, appropriate government agencies, private individuals and institutions approved by the Continuing Education Committee and awarded a valid provider number.

Section V: CONTINUING EDUCATION PROVIDERS

The Credentialing Committee has established procedures for approving providers of continuing education. Continuing education providers shall adhere to the procedures established herein. To become an approved continuing education provider for Certified Addictions Treatment Counselors (CATC) the applicant shall:

1. Read the Provider Instructions and Regulations before submitting your application.
2. Send a completed provider application form and all materials requested for the evaluation of one course for each category of courses (academic, conference/seminar/workshop, and home study) you wish to offer and for the highest range of CEHs desired (1-40), along with the appropriate evaluation fees Paypal/credit card, check or money order payable to CAADE) to the Continuing Education Committee (C.E.C.) at the address listed on the application.

3. Materials required to be submitted with your application form and evaluation fees are:

a. A copy of all course materials for review and evaluation of one course for each category of courses (A, C, or H) including a copy of textbooks, manuals, handouts, video/audio tapes, and course outline or syllabus. If you offer or plan to offer a Laws and Ethics course, please submit materials for that course.

b. Course brochure and other forms of advertisements. Documentation of instructor's qualifications (vitae or resume), course objectives, and objective tests (if applicable). Student course evaluation form, roster or check-in sheet, and certificate of completion.

c. Course materials, excluding textbooks/workbooks/manuals and video/audio tapes submitted for review shall remain part of the applicant's file. Excluded materials will be returned at the applicant's request provided the applicant sends the cost of the return mailing with the application.

4. The provider number is awarded for a period of 3 years. Providers will be required to submit another complete course for evaluation at the time of renewal of the provider number. Since all courses offered by a provider are not reviewed a complaint by a student will result in a review of the course complained about and may result in that course not being acceptable for continuing education.

5. The C.E.C. reserves the right to request the submission of a course for review when deemed necessary to resolve a dispute that arises with a counselor or other professional over a course taken.

6. A provider number issued under this section is awarded for a period of 3 years and shall expire on the last day of the thirty-sixth month from the approval issue date.

7. To renew a provider number, the provider shall on or before the expiration date of the permit, send a completed renewal application form, renewal fees and all materials requested for the evaluation of one course selected by the C.E.C. to the address listed on the application (see # 2 above).

6. A provider number which is not renewed by the expiration date, may not be renewed, restored, reissued or reinstated thereafter. However, the provider may apply for a new provider number.

7. A provider number is non-transferable to another institution, organization, person or entity.

8. On a semi-annual or annual basis remit a brochure or list of your scheduled courses. This will assist us in the proper maintenance of your provider account.

Section VI: CONTINUING EDUCATION COURSE CONTENT

1. A provider shall ensure that the content of a course shall be relevant to counseling and treatment of alcohol and other drugs, related disorders, and professional development. The content of a course shall be related to direct or indirect patient/client care such as:

a. direct patient/client care courses covering specialty areas of practice (e.g., theoretical frameworks for clinical practice: assertiveness training, codependency, domestic violence, and dual diagnosis etc).

b. indirect patient/client care courses, which cover pragmatic aspects of clinical practice (e.g. legal or ethical issues, consultation, record keeping, administrative and supervisory training) and aspects of other disciplines that enhance the understanding and practice of the alcohol and drug specialist.

2. The provider shall ensure that a course has specific objectives that are measurable.

3. Upon completion of the course, a credentialed person shall evaluate the course through some form of evaluation mechanism.

Section VII: CONTINUING EDUCATION COURSE CREDIT

1. Effective June 30, 2000 all home study courses, conferences, seminars, and workshops for continuing education hours must be CAADE approved and has a CAADE provider number.

2. Provided by an accredited/approved post-secondary institution that meets the requirements in this document or an approved provider with a current provider number as set forth in Section IV.

3. An hour of academic instruction is equal to one 60-minute hour of continuing education credit. (60 minutes = 1 hour and 1 hour = 1 CEH). For video presentations 50 minutes = one hour.

4. If reading material is provided the suggested minimum is 10 pages = 1 hour. If complicated or technical material is required, this may be reduced.

Section VIII: INSTRUCTOR QUALIFICATIONS

A provider shall ensure that an instructor teaching a course meets minimum qualifications:

1. Master's degree, professional license or equivalence, such as a certificate of training in an area related to the subject matter of the course that is current, valid and free from restriction due to disciplinary action by the Credentialing Committee or any other regulatory agency.
2. At least two years' experience in teaching in an area related to the subject matter of the course.

Section IX: PARTICIPANT EVALUATIONS

1. Seminars, workshops, home study courses, etc. must, through some behavioral method, measure the participant's achievement of the program's objectives.

2. The form of evaluation may vary according to the instructor, program content, and method of presentation and the number of participants. The evaluation should test the participant's achievement of obtaining the behavioral objectives.

Section X: COURSE EVALUATION

Seminars, workshops, home study courses etc. require evaluation by the participant. The course evaluation form (filled out by participants) should measure the following:

1. Relevance and usability of the subject matter presented
2. Extent to which stated objectives were met
3. Instructor's proficiency in and presentation of the subject
4. Suitability of the arena in which the program was presented

Section XI: RECORDS OF COURSE COMPLETION

Upon completion of a course, a provider shall issue a record of the completion to each participant (e.g., letter of verification of attendance, certificate or transcript) containing the following:

1. Name of credentialed person and his/her credential number or other identification number
2. Course title
3. Provider name and address
4. Date and location of course
5. CAADE provider number and number of CEHs awarded
6. Signature of course instructor, provider or provider designee

Section XII: MAINTENANCE OF COURSE RECORDS

1. A provider shall maintain records related to continuing education courses for a period of at least four (4) years. Records shall include:
 - a. syllabi, outline and objective testing for all courses
 - b. the time and location of all courses
 - c. course advertisements
 - d. course instructor's vitae or resumes
 - e. course rosters and sign-in sheets with the names and credential numbers of those in attendance
 - f. records of course completion issued to credentialed persons who attended the program
2. The Credentialing Committee may audit the course records of a provider to ensure compliance with the Credentialing Committee's continuing education requirements.

Section XIII: COURSE ADVERTISEMENT

Dissemination of information by approved providers advertising continuing education shall be true, accurate and in no manner misleading, and shall include the following:

1. Identification information: statement that provider is approved by CAADE, the CAADE provider number and the number of CEHs awarded
2. Provider's legal business name (on file) with CAADE

3. A clear and concise description of the course content and objectives
4. Provider's policy on refunds in cases of non-attendance by registrant

Section XIV: CAADE .Org

The California Association for Alcohol and Drug Educators will provide a free link on its websites to its providers for the life of the provider number.

Section XV: CHANGE IN STATUS

Providers must notify CAADE within thirty (30) days of any changes in their organizational structure and/or the person(s) responsible for their continuing education course(s), including address and name changes.

Section XVI: SITE VISIT

A CAADE representative may make periodic site visits to approved providers, at a mutually acceptable date and time, to audit the provider's records, courses and other related materials to monitor compliance to these regulations. In addition, programs (conferences/seminars/workshops) may be audited from time to time without notice. If so requested, provider must give access to distance learning courses.

Section XVII: REVOCATION OR DENIAL OF PROVIDER STATUS

1. The Credentialing Committee may revoke or deny "approved provider status" of a continuing education provider for reasonable cause.
2. After a thorough case review, should the Credentialing Committee decide to revoke or deny the "approved provider status" of a continuing education provider, it shall give the provider a written status report setting forth its reasons for revocation or denial.

Section XVIII: HOLD HARMLESS

It is expressly agreed and understood that the provider is independent of the California Association for Alcohol and Drug Educators. The provider shall hold harmless the California Association for Alcohol and Drug Educators from all suits, claims or actions of any kind brought on account of any person or property or in consequence of any act or omission by the provider or his employees, or from any claim or amounts arising or recovered under Workmen's Compensation Laws or any other law, by-law, regulation, order, ordinance or decree. The provider shall be responsible for 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 method or manner of performing the work of the provider.

Section XIX: DATE OF REVISION

These regulations dated August 2018 supersede all previous regulations and revisions.

Refund Policy for CEU Providers Application

Refunds will not be given for denial of CEU Provider Application or any individual trainings. Every attempt will be made by the Continuing Education Approval Committee to align the application with stated criteria. If the applicant is unable or unwilling to meet criteria a notice of denial will be sent. Payment of fees shall be retained by CAADE to cover processing of application, whether denied or approved.

Refunds will be given only if payment was issued in error or intended for another application, and within 10 days of initial payment.