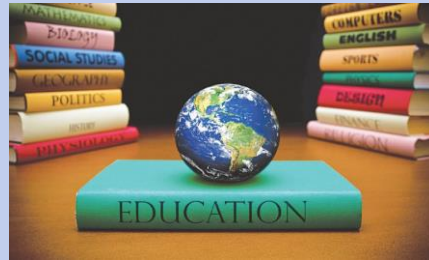


The Training Approval Process

North Carolina
Addictions Specialist
Professional Practice Board

by
Donna Jo Strickland
Education & Training Specialist

(2021)



This is a presentation with information on submitting a course to the NCASPPB to be reviewed for presentation as a Board approved training course.

Topics to be Discussed

- The Board



- Administrative Rules

- Approval Process

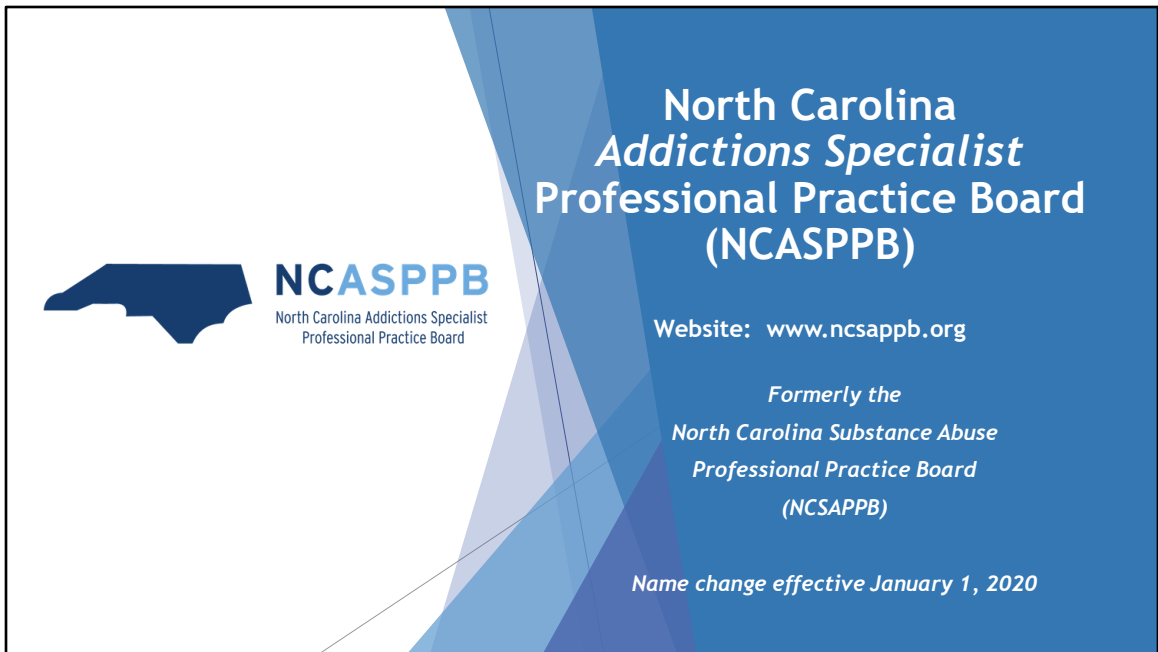


- Q&A



Basic topics to be covered:

- The Board (and the name change, website, etc.)
- Administrative Rules – the guidelines and rules for training approvals
- Review Process – how a review is done
- Q&A – any questions from attendees



Name change – the only change in the acronym is the SA/AS being reversed. As you will notice, our website still has the old acronym. The name hasn't been updated everywhere yet ... some places still say *Substance Abuse Professional Practice Board* and some places show *Addictions Specialist Professional Practice Board*. There are also some places where the old credential names are listed. We are working on getting everything current but working remotely due to the pandemic has slowed things down.

North Carolina Administrative Code Title 21 Chapter 68

ADDICTIONS SPECIALIST PROFESSIONAL PRACTICE BOARD

We're going to start with the rules and guidelines. The guidelines for having a training courses approved are dictated by internal policy and our Administrative Rules. While they are open to interpretation to some extent, we don't have a whole lot of leeway, especially with the Rules (which are part of the NC Administrative Code), in deviating from them. They apply not just to training approvals but to everything the Board deals with – from the physical make up of the actual Board to disciplinary action to licensing requirements.

CHAPTER 68 - ADDICTIONS SPECIALIST PROFESSIONAL PRACTICE BOARD
SECTION .0100 - GENERAL
21 NCAC 68 .0101 DEFINITIONS



As used in the General Statutes or this Chapter, the following terms mean:

(7) "Clinical supervision specific education" means training that covers the aspects of clinical supervision of a substance use disorder professional or any of the core functions of addictions counseling in their clinical application.

(13) "Education" means a service that is designed to inform and teach various groups including clients, families, schools, businesses, churches, industries, civic, and other community groups about the nature of substance use disorders and about available community resources. It also serves to improve the social functioning of recipients by increasing awareness of human behavior and providing alternative cognitive or behavioral responses to life's problems.

(15) "General professional skill building" means education provided to enhance the general skills of a substance use disorder professional.

(35) "Substance use disorder specific" means education focused upon alcohol and other drugs and the substance using population and is provided for a substance use disorder professional by an individual whose education and experience is in the field of alcohol and other drugs.

History Note: Authority G.S. 90-113.30; 90-113.31A; 90-113.31B; 90-113.33; 90-113.40; 90-113.41; 90-113.41A; Eff. August 1, 1996; Temporary Amendment Eff. November 15, 1997; Amended Eff. August 1, 2015; January 1, 2014; June 1, 2011; April 1, 2011; April 1, 2003; August 1, 2002; April 1, 2001; August 1, 2000; August 1, 1998; Readopted Eff. October 1, 2020.

First, a few definitions that are outlined in the Administrative Rules that specifically relate to training courses.

(7) Clinical Supervision Specific – These training courses must be covering topics where the attendees are learning how to supervise other addiction professionals/counselors or to provide guidance/supervision in the core functions of addictions counseling.

(13) Education – This is just a broad summation that primarily says the course must “inform & teach”, that it doesn’t have to be presented in a formal learning environment such as a school or classroom, and the last sentence is what allows us to approve GSB courses.

(15) General Skill Building (GSB) – these are courses that aren’t substance use disorder specific but that do educate the attendees/participants on general counseling skills (things such as cultural competence – which we’ll discuss more in depth when we go over ethics courses --, trauma informed care, suicide prevention/awareness, etc.)

(35) Substance Use Disorder Specific (SS) – This one is pretty self-explanatory. NOTE: The last sentence is why we must have the presenters resumes/bio/cv. They are reviewed, especially for SS courses.

CHAPTER 68 - ADDICTIONS SPECIALIST PROFESSIONAL PRACTICE BOARD
SECTION .0200 - CERTIFICATION
21 NCAC 68 .0213 EDUCATION APPROVAL POLICY

History Note: Authority G.S. 90-113.30; 90-113.33; 90-113.38; 90-113.39; 90-113.40; 90-113.37A; Eff. August 1, 1996; Amended Eff. January 1, 2010; August 1, 2000; Repealed Eff. October 1, 2020.



This is the first Administrative Rule that had any references to training approval policy. This Rule was removed with the October 2020 revisions so, while you'll still see the topic itself in the Administrative Rules, there's nothing under that section.

CHAPTER 68 - ADDICTIONS SPECIALIST PROFESSIONAL PRACTICE BOARD
SECTION .0400 - GENERAL
21 NCAC 68 .0401 EDUCATION APPROVAL POLICY



(a) The Board shall approve educational events for professional credentialing. One “approved educational hour” is defined as one contact hour of participation in an organized continuing education experience. Continuing education used to meet the credentialing requirements shall be reviewed and approved according to the rules of the Section. If the sponsor does not obtain approval from the Board, the individual participants shall be responsible for supplying all of the required information for each continuing education session at the time of request for credentialing or re-credentialing. Submission of approval requests shall be received 45 days prior to opening day of the event.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.

A - This is basically a summary of the training approval policy.

We do approve based on clock hours, not CEUs (continuing education units, which are sometimes shown on certificates in tenth of an hour increments).

Applicants can use training courses (for initial certifications and/or renewals) that are not approved by our Board but, if we have questions about the course, we may ask for the same documentation that would have been required had the agency gotten Board approval ahead of time. It is much easier for the applicants to use our approved courses for their initial credentialing and renewals.

We’ll discuss the “45 days prior” requirement in a bit.

(b) Any applicant for training approval shall submit a training approval request form including:

- (1) title of course, date, location, individual or organization sponsor, and whether it will be held only once or recurring.**
- (2) presenter(s) who shall attach a resume outlining expertise in the subject area and content of the session.**
- (3) a description of the contents of a track, course, seminar, and the type of credit hours being requested to indicate if it is substance use disorder specific, general skill building, or required training pursuant to other specialized credentials including Criminal Justice Addictions Professionals, Clinical Supervisors, or Prevention Specialists.**
- (4) agenda, to include the breakdown of time including a 15 minute break for every two hours of education and amount of time allowed for meals; and**

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.



B – These are the things that are required for each approval –

1 – The basic things: title, date location, sponsor, date or if it's a recurring/ongoing course

2 – Who the presenter(s) is/are and a copy of their resume if needed (discussed later)

3 – Course description, type of hours requested

4 – Agenda broken down by time and topic ... NOTE: There must be a 5-minute break for every 2 hours. We will see later that we can only award time for actual training time so if you are wanting 3 hours credit, the course must, for example, take place from 9am-12:15pm with a break included and this is how the agenda must read.

- (5) the sponsor or individual seeking approval shall pay an annual fee as follows:
- (A) twenty five dollars (\$25.00) for up to 10 hours;
 - (B) fifty dollars (\$50.00) for more than 10 hours and up to 20 hours;
 - (C) seventy five dollars (\$75.00) for more than 20 hours and up to 30 hours;
 - (D) one hundred dollars (\$100.00) for more than 30 hours and up to 40 hours;
 - (E) one hundred twenty five dollars (\$125.00) for more than 40 hours.



(c) Training approved by IC&RC/AODA, Inc. or its successor organization member boards and organizations granted deemed status shall be accepted with documentation of completion.

(d) In-service training shall meet the same requirements as set out in Paragraphs (b) and (c) of this Rule. However, if persons who are non-employees of the sponsoring and presenting agency are invited to participate, then it is not considered in-service and Board pre-approval shall be required. The presenting agency or organization may contract with outside trainers to present to their employees and this shall be considered in-service training.

(e) Presenters shall be given one hour of credit for every one hour presented. However, if the original presentation is repeated, hours can only be credited for the original presentation.

(f) The Board may revise or rescind credit hours if information is received documenting that a previously approved event was not presented as it was approved.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.

5 – Fees - These are for in person AND online trainings; there are no longer 2 different fee charts. Approvals for all trainings are good for one year and have to be renewed annually.

C – This is for people who are becoming credentialed or renewing and doesn't affect anyone submitting a course for board approval.

D – This explains exactly what is considered an “in-service” training. Basically, if persons from outside the agency sponsoring the training are allowed to attend, it IS NOT CONSIDERED an in-service training. If attendance is limited to only employees of the sponsoring agency, it IS CONSIDERED an in-service training. The presenter of the training has no effect on this distinction, i.e., the trainer can be an employee or outside personnel. We do have agencies who submit their in-service courses for board approval and that is fine, they have the same requirements as any other approval request.

E – This one is for people who are becoming credentialed or renewing and doesn't affect anyone submitting a course for board approval.

F – This one is self-explanatory.



(g) In accordance with G.S. 90-113.40(a)(6), the Board shall only grant education hours for college courses in the subject areas of human services, counseling, mental health, and addictions. The Board shall grant 15 contact hours of education for each college or university semester credit; the standard 3 credit semester course shall be equal to 45 contact hours of education.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.

G - We do offer approvals/reviews for college courses. They're handled the same way another course approval is. NOTE: This refers to approval that are done for individual courses, NOT for full programs that are approved Criteria C programs for the LCAS. That is an entirely separate process.

21 NCAC 68 .0402 GENERAL TRAINING PRE-APPROVAL GUIDELINES

- (a) The rules of this section shall apply to each approval request for obtaining credit for didactic and academic hours for course, curricula, and training events seeking pre-approval from the Board for professionals to use to meet their educational requirements for initial credentialing or renewal.
- (b) The Board shall have the right to review programs by sending a Board member or designee to monitor the event or a portion of the event. When fulfilling this quality assurance role, the designated person shall notify the presenter or training sponsor in writing.
- (c) Education hours shall be awarded only for actual hours attended.
- (d) Providers of Board approved events shall be required to document attendance at individual events for schools, courses, curricula and conferences.
- (e) Event sponsors shall maintain attendance and evaluation records for a minimum of three years.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.



Section 400 of the Administrative Rules gets into specifics about the training approval process. This first section includes the general guidelines:

A – The review process for each course is the same. We no longer have different guidelines for in-person vs online course approval

B – This is self-explanatory

C – Our approval codes are issued for “Up to X hours” so that this rule can be adhered to. For example, if you have a 6- hour course and someone, for whatever reason, only attends 3 hours of it, you can issue them a certificate for the 3 hours they attended. However, you don’t HAVE to do that. Any agency policy that says the entire training must be attended in order to receive credit is okay.

D & E – These are self-explanatory.

21 NCAC 68 .0403 IN-SERVICE TRAINING EVENT

(a) An in-service event shall be a training session that shall be provided by the applicant's employer for the purpose of professional credentialing and limited to the employees of that agency. The Board shall accept in-service training for professional credentialing and renewal but reserves the right to attend and evaluate the in-service training as described in Rule .0402 of this Section.

(b) An applicant's training in substance use disorder and prevention provided as part of military employment shall be considered in-service training.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.



This is another section on in-service training hours, but it is for applicants who are seeking to use those hours for their initial credentialing or renewal.

21 NCAC 68 .0404 CREDIT DENIAL OR LIMITATION

The Board may deny credit approval based on failure to provide accurate information to the Board as part of the credit approval application.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.



Typically, if there is information missing, requestor will be emailed and asked to submit the documentation that is needed. Should someone submit a course for review that doesn't meet any of our criteria for approval for either SS or GSB hours, we do have the ability to not issue an approval for the course.

21 NCAC 68 .0405 SPONSOR GUIDELINES

- (a) Sponsors or presenters shall submit requests for approval prior to the event and shall allow the Board 45 days for review and approval. Requests by sponsors or presenters submitted after the event has taken place may not be reviewed or approved by the Board.
- (b) All approvals from the Board shall include the event approval number.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.




A – There is often some confusion about this first one. People frequently interpret it to read that they must have their approval request in 45 days before the training or we can't approve it. That is not correct. It rarely takes 45 days to get an approval reviewed (unless there are issues with it and we have to keep asking for information). Typically, the turn around time is a couple of weeks from when we receive payment. However, the earlier we get it, the longer it will be advertised on the website. This 45-day guideline is just to make sure we have time to process it before the training takes place. The second sentence **HOWEVER**, says that if an approval request is **received after the date it occurs** (or date it begins if it's a multi-day course), you will not get an invoice and the request will be deleted and not reviewed. That doesn't mean attendees can't use the course for the training, there just won't be an approval code for it and they run the risk of being asked to provide additional information when they submit it for their continuing education in their application..

B – The approval information is sent back via email to the person listed as the contact. The original request is forwarded with the approval code and amount and type of hours noted.

Our approval codes are all in the same format. An example is 21-000-S (ETHICS).

- The first 2 digits are the year of the approval

- The next group of 3 digits is the training number
- The letter at the end will either be S or G (for SUD specific or general skill building)
- The code in parenthesis is for any specialty hours



(c) Sponsors shall be responsible for providing a certificate of attendance which includes the approval number and number of approved education hours.

(d) Any event given on a recurring basis, as in the example of college courses, may be given approval on a yearly basis. Renewal of credit approval shall be based on notification by the sponsor or presenter documenting no change in course content. Any changes in content or method shall be submitted for review and approval in order to maintain prior approval. When changes have been made in content, method or agenda, the fee shall be the same as for a new event.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.

C – Attendees should be given a certificate documenting that they have completed the course. To make it easier for attendees to use the course for their training hours for their credential, the certificates need to show the date, attendee’s name, course title, approval code and approved # and type of hours. It also needs to have something on it that indicates it’s “official”, such as a signature or agency logo, and it does NOT need to be an editable document that the attendees complete and can change themselves.

D –Courses need to be renewed yearly. This means a new Training Approval Request Form needs to be submitted and a new fee will apply. If there’s no change, simply notate somewhere on the request form (most people just put it after the title) that it’s a renewal and include the previous year’s approval code (something to the effect of “Course Title - renewal of 20-000-S”). If that notation is made, there’s no need to resubmit an agenda or presenter’s bio(s). If there’s been a change, we’ll need the same information as for a new request. The fees for reviews of new courses or renewals are the same.

**HOW
MUCH
DOES
IT
COST?**



Renewal Fees:

The fees for a renewal are the same as the fees for a new approval and are based on the number of hours in the course.

- Up to 10 hours \$25
- 10 to 20 hours \$50
- 20 to 30 hours \$75
- 30 to 40 hours \$100
- Over 40 hours \$125



The fee includes the review process, an approval code that is valid for a year, and, if appropriate, listing on the Board's website in the training section. As mentioned earlier, the fees are now the same for in-person and online courses.

21 NCAC 68 .0406 PROCEDURES FOR APPROVAL OF SELF-STUDY COURSES



N/A

There is no longer a separate approval process for online courses, so this section of the rules is blank as of the October 2020 revisions.

21 NCAC 68 .0407 EDUCATION SUBMISSION GUIDELINES

- (a) The applicant shall provide the event approval number and proper documentation of attendance which includes:
- (1) Certificate of attendance; or
 - (2) Training cards or sheets signed by a sponsor or presenter.
- (b) Documents not acceptable to establish that an applicant has received continuing education are as follows:
- (1) Canceled checks;
 - (2) Receipts;
 - (3) Letters from supervisors who were non-participants in the course; or
 - (4) Program schedules.

History Note: Authority G.S. 90-113.30; 90-113.40; Eff. August 1, 1996; Readopted Eff. October 1, 2020.



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This section of the Rules is another part that applies to applicants as far as submitting training courses for their initial credentialing or renewals and, for you as a provider/requestor, basically just answers (1) why they need certificates and (2) why it is beneficial for applicants to attend Board approved training course.

Completing the Training Approval Request Form



To have a training approved, you must complete a Training Approval Request Form. Sometimes people refer to this as “the request” or “the form”.

Most of this information is spelled out on the Training Approval Request Form itself and the Training Information page on our website. The following slides will go over each field in detail.

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NCASPPB
North Carolina Addictions Specialist
Professional Practice Board

CREDENTIALING BOARD MEETINGS TRAINING APPROVAL
ABOUT US RULES VERIFY CREDENTIALS

Home → Training Approval Requests → Training Approval Request Form

TRAINING APPROVAL REQUEST FORM

The Training Approval Request Form is for organizations and instructors of training courses that are presented real-time in the traditional classroom setting, including live, interactive webinar format, also for traditional online courses. These training courses may be presented once, or multiple times throughout the year. This Form is **not** intended for students, i.e. persons taking the training.

Contact Person *

This is the person the invoice will be sent to and also the person who will be listed on the Training section of the Board's website as the contact for people who want to sign up for the training course.

Sponsor Organization *

Contact Mailing Address *

Street Address

Address Line 2

Address Line 3

TRAINING APPROVAL REQUESTS

- [Training Approval Request Form](#)
- [Training Approval Requests](#)

*Contact Person – This is the person the invoice will be sent to and who will be listed as the contact person on Board’s website (if the training is being advertised).

*Sponsor Organization – This is the person/organization/facility who is sponsoring the training course, and this will be listed on the website as well (if the training is being advertised)

*Contact Mailing Address – The only place this is really used is on the invoice for billing purposes.

City State / Province / Region

ZIP / Postal Code

Contact Phone *

This is the phone number that will be listed on the Training section of the Board's website as the contact for people who want to sign up for the training course.

Contact Email *

This is the email address where the invoice will be sent as well as any questions that arise as the approval is reviewed. It is also the email address that the approval information will be sent to and it will be listed on the Training section of the Board's website as the contact for people who want to sign up for the training course.

*Contact Phone – This is the number that will be included on the invoice as well as listed on the website (if the training is being advertised).

*Contact Email – This is the email address that the invoice will be sent to as well as the one listed on the website (if the training is being advertised).

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Title of Training *

Please enter the entire title of the training course as you want it listed in the Training section of the Board's website.

Date(s) of Training *

Please enter all dates on which the training will be presented. If this is an ongoing training with no specific dates scheduled, please note that here as well.

Posted/Advertised on Board's Website Training Page *

Yes
 No

Check yes for the course to be added to the listing of Board-approved training courses available on the website. There is no additional fee for this.

Location and/or Website *

If this is a face to face in-person courses, please enter the city/town where the training will occur. If this will be a live, interactive webinar or traditional "click-thru" online course, please enter the web address/link for participants to use to register or access the course.

*Title of Training – What is entered here is **EXACTLY** how the title will be listed on the invoice and on the website (if the training is being advertised).

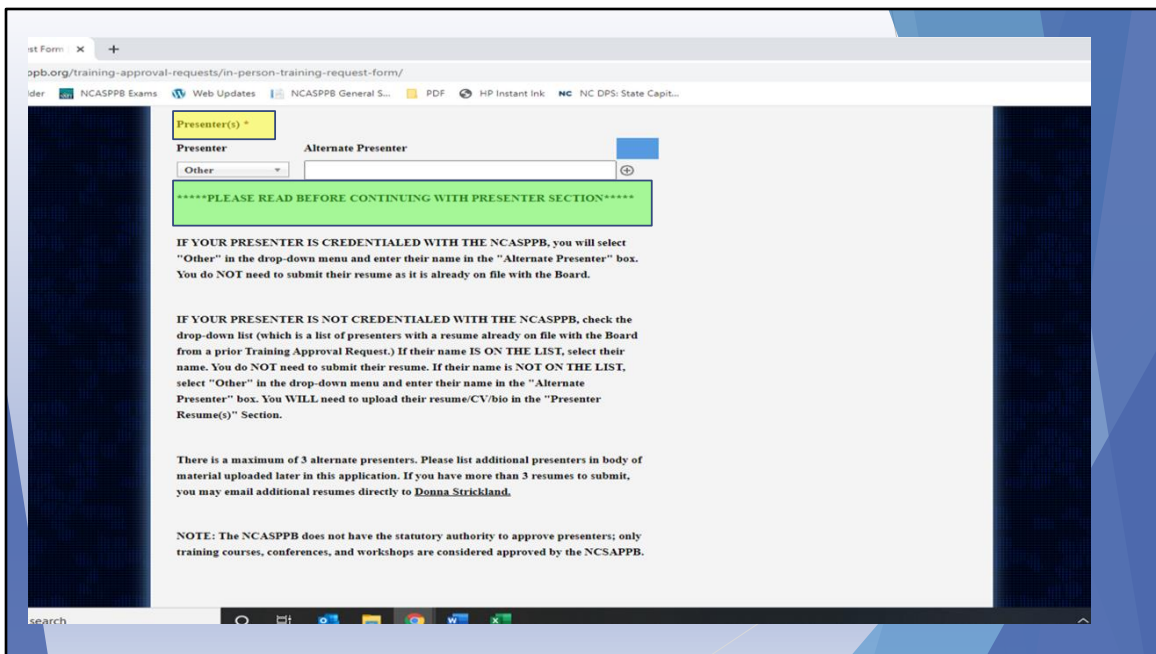
*Date(s) of Training – This is a free text field. You can enter one date, multiple dates, or that the training is ongoing and presented at various times. We do have a separate page of listings on our website for courses that don't have set dates but are offered on a recurring basis.

NOTE: There is a new policy that went into effect in the summer of 2020 regarding post-approval changes. Each approval is allowed ONE post-approval change at no charge. Any additional changes after that one are a \$25 fee. This includes things like title changes, date changes, additional dates or locations added, etc. This does NOT apply to any changes that are COVID related as far as any mandates issued by the Governor.

*Posted/Advertised on Board's Website – There is no extra fee for posting a course on our website.

*Location and/or Website – This is where you list the city/town the training will take place if it is an in-person course, or you can enter the website address if it is an online course. If it is a live, interactive webinar simply put "Webinar" (or you can put Zoom or whatever). For webinars you can also enter the web link to the sign-up site if you have that available. If you're putting a web address, don't just put that address and

nothing else; indicate if it is an interactive webinar or a self-study/online course.

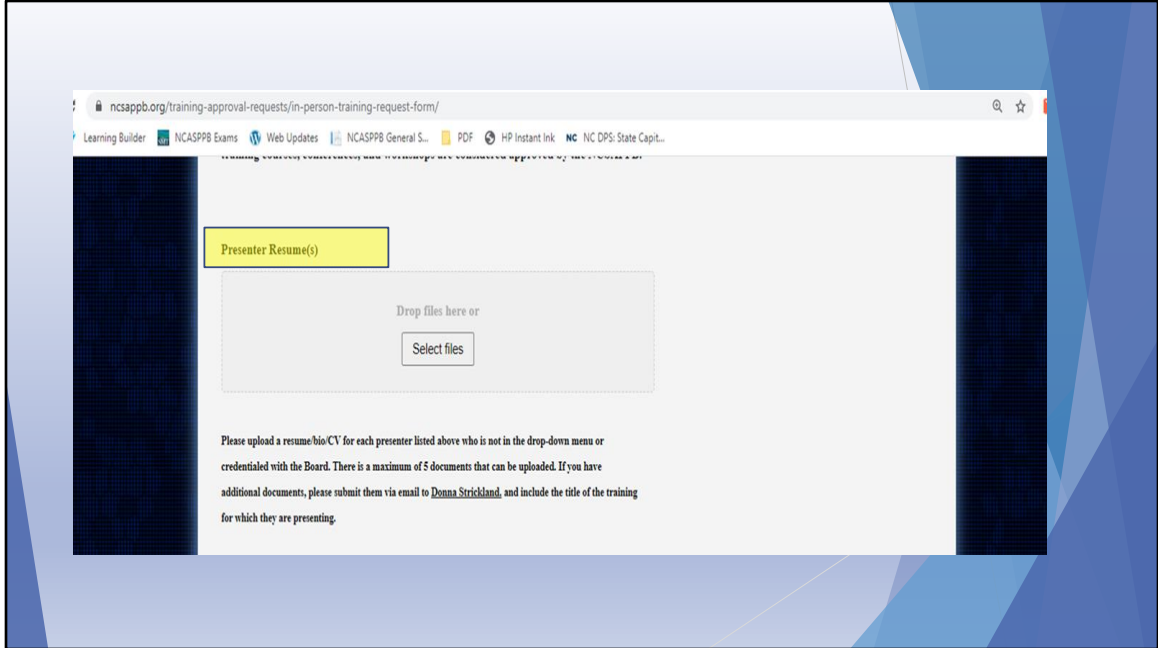


*Presenters – This is where you will enter the name(s) of the presenter(s). **PLEASE FOLLOW THE INSTRUCTIONS ON THE WEBSITE.** Not taking the time to do that slows down the review process and delays the turn around time. This is especially true of conferences or courses with multiple presenters.

If the presenter isn't credentialed with us or on the drop-down menu on the request form, we need their resume/CV/bio --- CHECK THE DROP-DOWN MENU AND ALSO LOOK TO SEE IF THEY HAVE A CREDENTIAL WITH US LISTED ON THEIR RESUME (or you can use the credential verification option on our website to see) ... IF THEY MEET ONE OF THOSE 2 CRITERIA, WE DO NOT NEED THEIR RESUME, WE ALREADY HAVE IT on file.

NOTE: The Board does not have the statutory authority

to approve a presenter, we can only approve individual courses. Being on this list does NOT mean that someone is a “board approved presenter”; it means that we have their resume on file and have reviewed it to confirm that they have the background to present the course in question.



IF THEY DO NOT MEET ONE OF THOSE CRITERIA, you will need to upload their resume/CV/bio. The form will only let upload you 5 documents. If you have more than that, such as for a conference, you can email the rest to the board directly. The specific instructions for this are included on the form.

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Strickland, and include the title of the training to which they correspond.

Total Number of Hours Requested *

Type of Hours Requested *

Substance Abuse Specific (SS)

General Skill Building (GSB)

Specialty Hours Requested *

N/A

Clinical Supervision (CBS)

Ethics (ETHICS)

Evidence-Based Treatment (EBT)

HIV/AIDS-BBP-STD (HIV)

Nicotine Dependence (ND)

Psychopathology (PSY)

Substance Use Disorder and Domestic Violence (DV)

Substance Use Disorder and the Elderly (SUDE - formerly SAOA)

Substance Use Disorder and Veterans (SUDV - formerly SAV)

Fee Schedule

The annual fee shall be as follows:

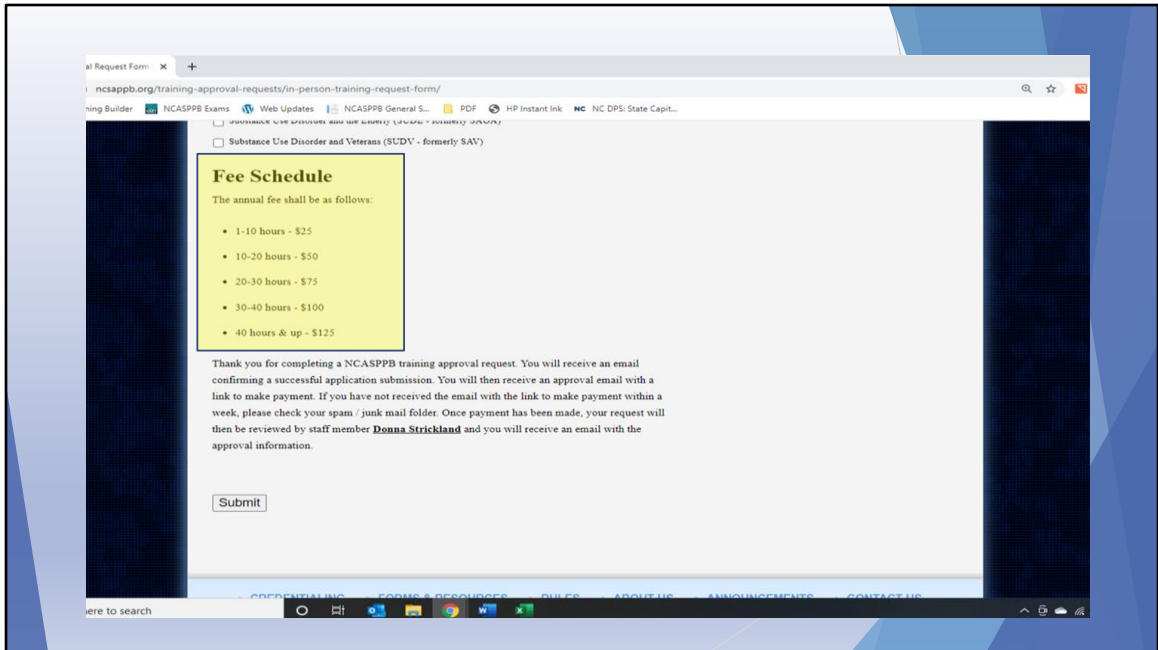
*Total Number of Hours Requested – As seen earlier, we can only award hours for actual training time; we do not award credit for breaks or meals, and we do require a 15-minute break for every 2 hours of actual training time. If your training course is more than 2 hours long and your agenda doesn't include the required 15-minute break, it will be deducted in the review and the hours awarded will reflect that.

*Type of Hours Requested – This is where you will pick Substance Abuse Specific (SS) or General Skill Building (GSB) based on the topic of the course you are submitting for approval.

*Specialty Hours Requested – If your course covers any specialty hours that you want approval for, this is where you select that. Until recently, all specialty hours defaulted to being approved as SS hours regardless of whether or not they were SUD related. That is no longer the case; specialty hours are now approved as either GSB or SS, depending on whether the overall course is related to addictions or not. For example, an ethics course that is entitled Ethics for SUD Professionals would be approved as SS (ETHICS) hours; a course entitled Confidentiality & Boundaries for Clinicians would be approved as GSB (ETHICS).

NOTE: Ethics topics must be professional and clinical in nature. Courses such as cultural competency, while extremely beneficial, are not clinical in nature and are not

approved as ethics hours. Topics such as HIPAA, dual relationships, boundaries, confidentiality, etc. would be considered professional, clinical ethics.



*Fee Schedule – All of our fees, for both in-person and online courses, are now based on the total number of hours in the course. These is what determines the amount of the invoice you will receive.

Payment can be made online with a credit card via a direct link in the invoice that is received in your email. We will accept a check by mail, however, this does drastically reduce the processing time as re

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Contact Person *

Donna Strickland

This is the person the invoice will be sent to and also the person who will be listed on the Training section of the Board's website as the contact for people who want to sign up for the training course.

Sponsor Organization *

NCASPPB

Contact Mailing Address *

1046 Washington St
Street Address

Address Line 2

Raleigh City NC State / Province / Region

27603 ZIP / Postal Code

Contact Phone *

(919) 832-0975

This is the phone number that will be listed on the Training section of the Board's website as the contact for people who want to sign up for the training course.

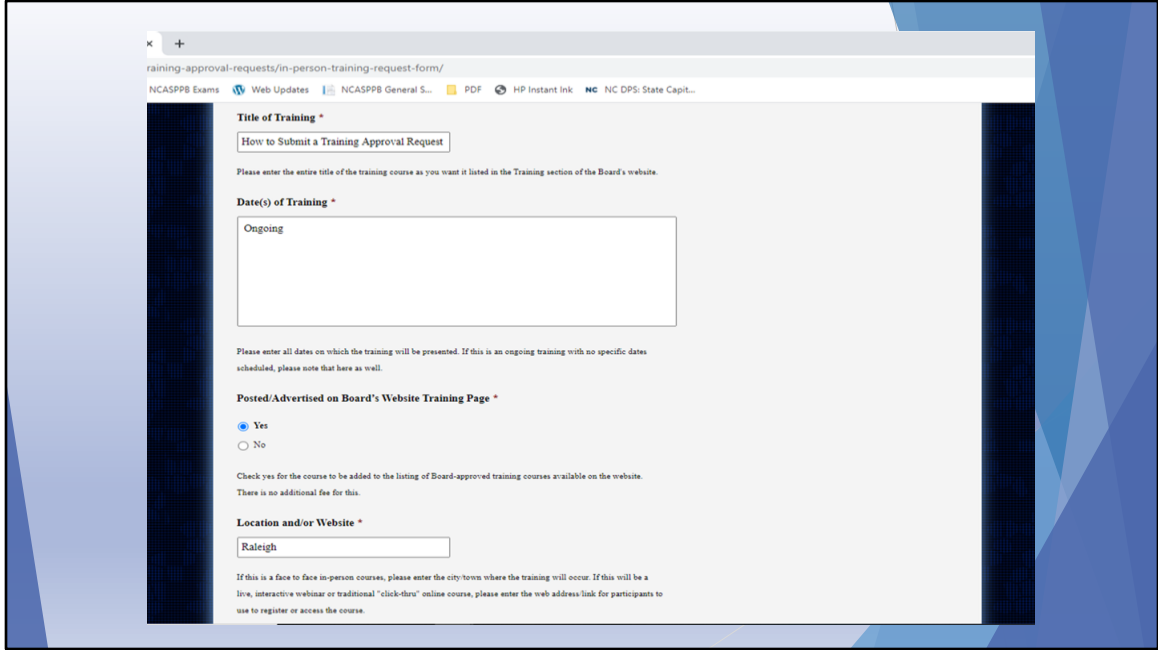
Contact Email *

donna@ncaddictionsboard.org

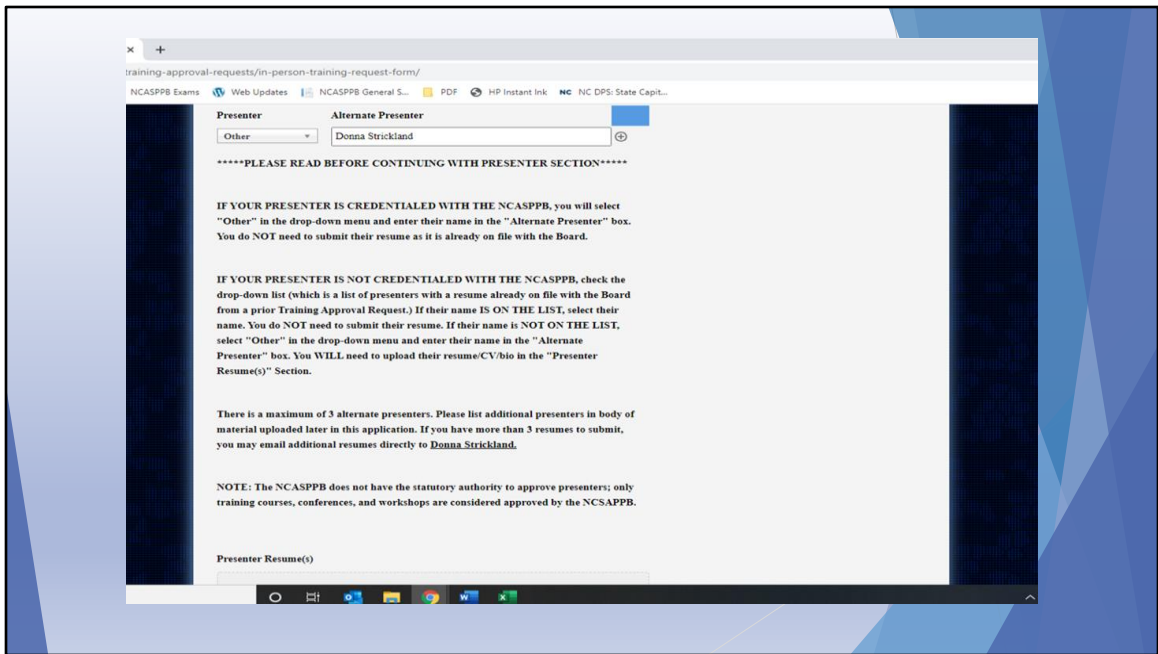
RESOURCES

- Training Approval Request Form
- Training Approval Requests

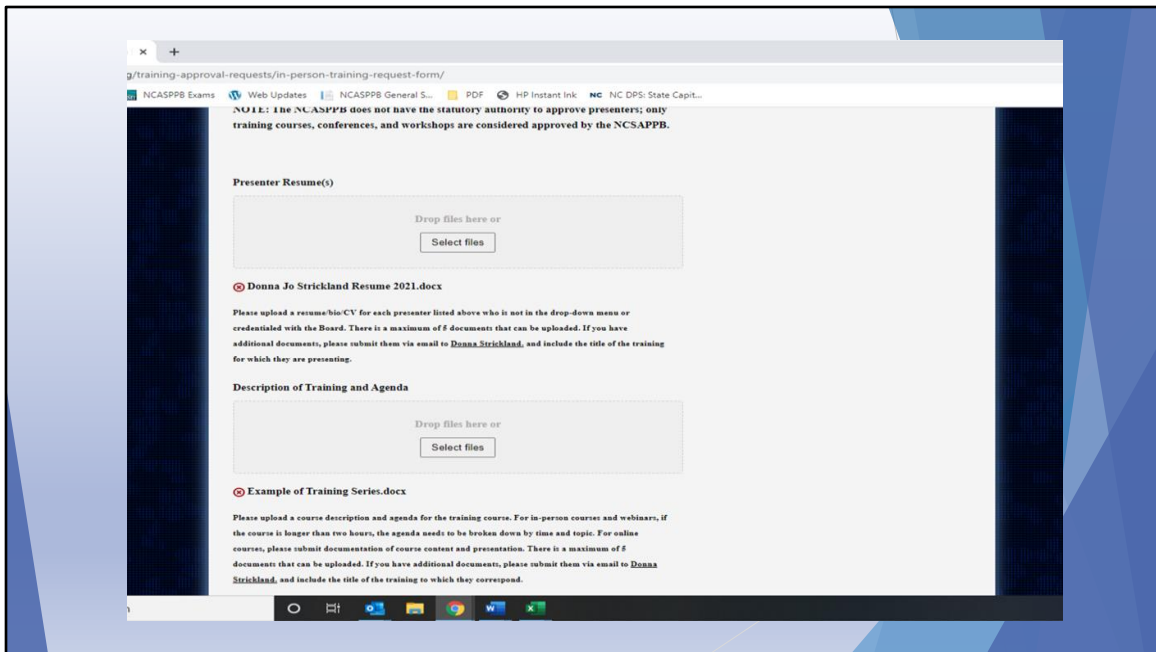
Here is a sample of a completed form showing what it will look like before you submit it.



... continuation of what the completed form looks like ...



... continuation of what the completed form looks like ...



... continuation of what the completed form looks like ...

training-approval-requests/in-person-training-request-form/

NCASPPB Exams Web Updates NCASPPB General S... PDF HP Instant Ink NC NC DPS: State Capit...

courses, please submit documentation of course content and presentation. There is a maximum of 5 documents that can be uploaded. If you have additional documents, please submit them via email to [Donna Strickland](mailto:Donna.Strickland), and include the title of the training to which they correspond.

Total Number of Hours Requested *

Type of Hours Requested *

Substance Abuse Specific (SS)

General Skill Building (OSB)

Specialty Hours Requested *

N/A

Clinical Supervision (CSS)

Ethics (ETHICS)

Evidence-Based Treatment (EBT)

HIV/AIDS BBP STD (HIV)

Nicotine Dependence (ND)

Psychopathology (PSY)

Substance Use Disorder and Domestic Violence (DV)

Substance Use Disorder and the Elderly (SUDE - formerly SAOA)

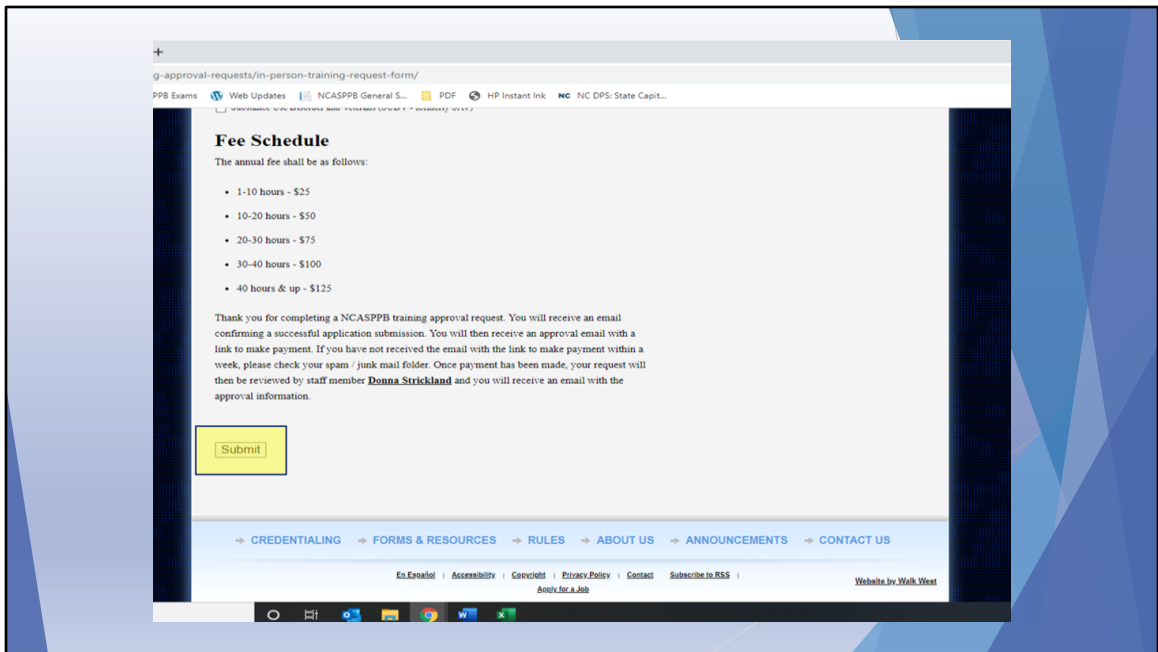
Substance Use Disorder and Veterans (SUDV - formerly SAV)

Fee Schedule

The annual fee shall be as follows:

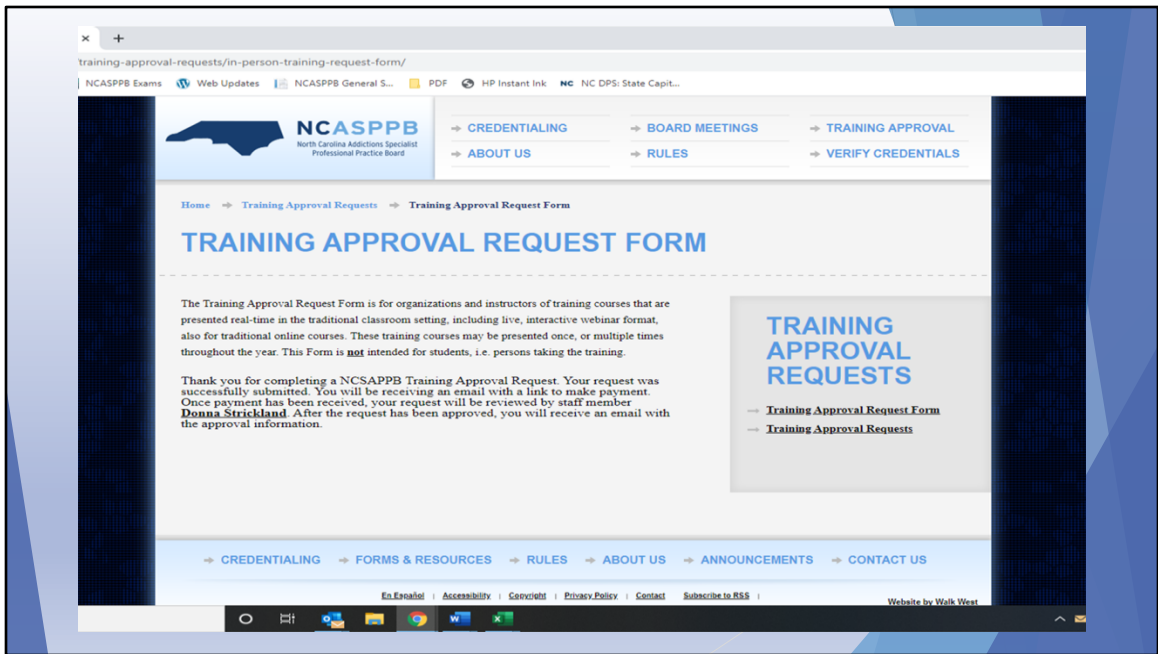
- 1-10 hours - \$25

... continuation of what the completed form looks like ...

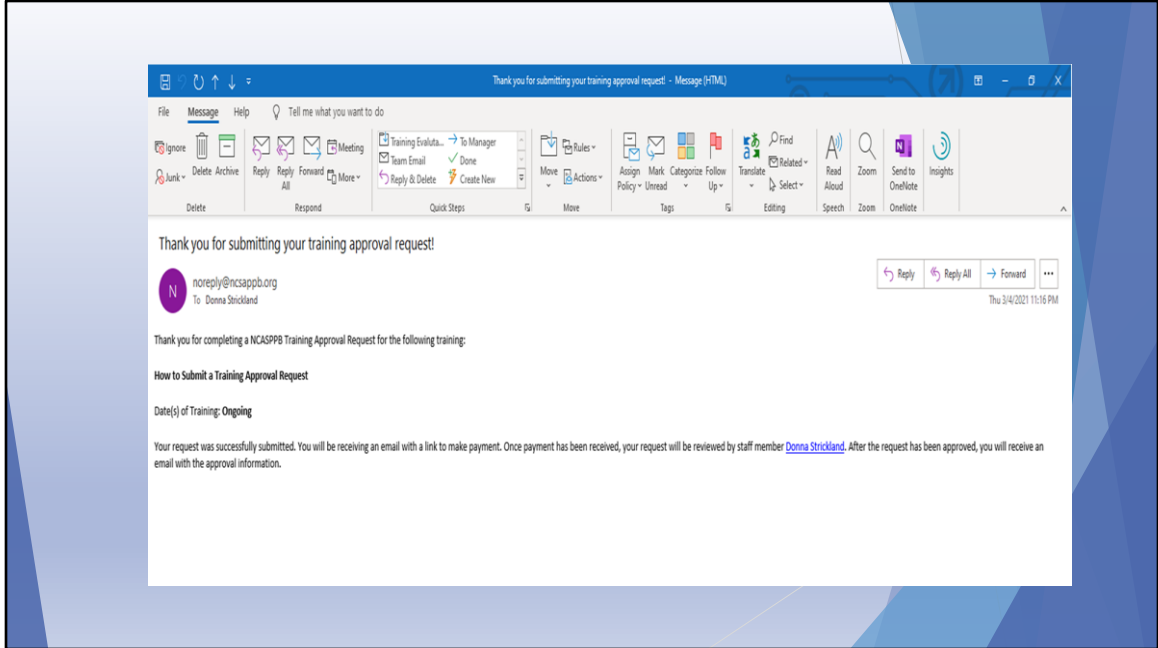


... continuation of what the completed form looks like ...

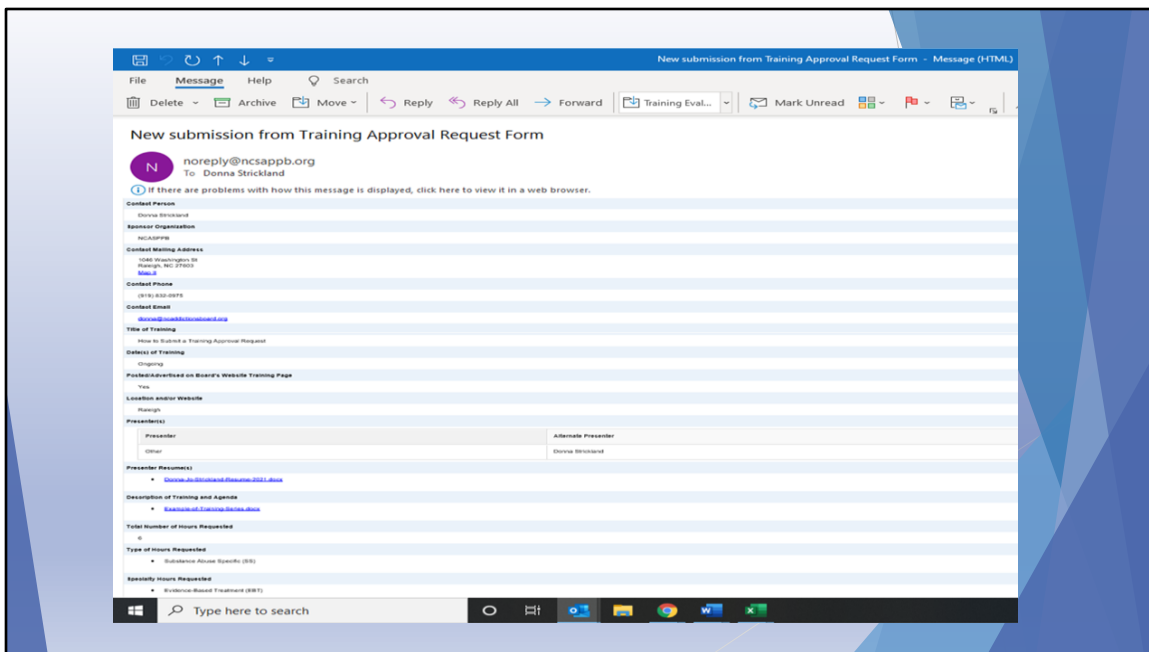
At the bottom you will see "Submit". Once you have filled out the form completely, you will click on this.



After you click on “Submit”, you will get this Acknowledgement on your screen.



There will also be an email acknowledgement sent to the email address that was listed in the Training Approval Request as the Contact Email. This is simply an acknowledgement that your submission went through the system successfully. It is not your invoice nor is it your approval. The invoice will be generated and will be a separate email. At this time, it comes from PayPal as it is integrated with the invoicing system in the online credentialing software (LearningBuilder) and that system is PayPal based.



For those of you who want to know how it works on this end:

- When you submit the Training Approval Request Form, an email is sent to a Board staff member with the information that you entered into the form. This slide is how that email looks.
- An invoice will be created and sent to you using the information in this email.
- Once we receive payment for the invoice, the approval request is reviewed, and an approval code is issued or we note any additional information that is needed.

- You are then forwarded this email with the approval code (or asking for the additional information).
- If you requested the course be advertised on the Board's website, that addition is made (typically within 3-5 business days).

Training Links from NCASPPB Website



Main page for training approval process information:
<https://www.ncsappb.org/training-approval-requests/>

Training Approval Request Form (Use the form for ALL approval requests, including in-person face to face courses, live interactive webinars, and traditional online/self-study courses)

<https://www.ncsappb.org/training-approval-requests/in-person-training-request-form/>

These are links to the specific pages on the Boards website that address the training approval process. The first one is an informational page and the second one is the actual Training Approval Request Form.

REQUIREMENTS & GENERAL INFORMATION

- ***Live, interactive webinars are considered in-person training courses.***
- **Awarded Hours:** In-person training courses longer than two (2) hours **must** include an agenda that is broken down by time and include breaks. There **must** be a 15-minute break scheduled for every two (2) hours of training/class time. If breaks are not included and noted in the agenda/breakout of hours, there will be 15 minutes subtracted for every two (2) hours of training/class time. Credit is only given for actual training/class time; no time is awarded for breaks, meals, or registration.
- **Contact Information:** The name, phone number and email address of the person listed on the approval request as the contact person is the same information that will be listed as the contact for people who want to register for the class if the training is posted on the Board's website.
- **Presenters:** If a presenter is **NOT** (a) credentialed with the Board or (b) listed in the drop-down menu in the presenter section of the approval request form, you need to submit a resume/bio/CV. If they **ARE** (a) credentialed with the Board or (b) listed in the drop-down menu in the presenter section of the approval request form, you do not need to submit a resume/bio/CV as we already have theirs on file. Always check the drop-down menu, as well as the presenter's credentials, before uploading a resume/bio/CV. The credentials awarded by the Board are CADC (formerly CSAC), LCAS, LCAS-A, CCS, CSI, CCJP and CPS (formerly CSAPC).
- **Post-approval Changes:** All training approvals are limited to ONE (1) post-approval change per course. Any additional changes will need to be submitted and paid for as a new approval request. This includes any change in date, title, presenter(s) or content/session(s). This does not apply to presentation format (live/in-person to webinar) changes due to COVID-19 restrictions. All other requests for exceptions will be reviewed on a case by case basis.

This is the information that is found on the website on the page for the Training Approval process ...

- **Approval Timeline:** Training approval requests must be submitted before the training has occurred. Submissions received after the event has taken place will not be reviewed. Typical turn-around time for an approval is 1-2 weeks after payment has been received.
- **Certificates:** Training certificates must be given to attendees upon completion of the course. The certificate needs to include the title, date, approval code, approved hours, presenter's name (unless it is a multi-faculty presentation), sponsoring organization information, and have a signature on it. Slides, such as in PowerPoint and Publisher, that the attendees create themselves are not acceptable. We cannot accept an editable document as proof of attendance.
- **Approval Authority:** The Board does not have the statutory authority to approve providers or presenters, only to approve individual courses as meeting the Board requirements for educational credit for applicants. Presenter(s) resumes are reviewed to verify that the presenter has a background in the topic(s) they are presenting, however the presenter is not "Board approved". While there are best practices for record retention and legally binding aspects that any responsible training provider should take and abide by (for example, not sharing credit card information used for payment by a participant), the Board does not dictate what protocols providers/sponsors must follow. The training providers are not regulated by the Board, only the trainings are regulated and only inasmuch as they are intended for use for educational credit.
- **Fees:** Training approval codes are valid for one year from the date of issuance. Fees are based upon the total number of hours for the course.
 - 1-10 hours – \$25
 - 10-20 hours – \$50
 - 20-30 hours – \$75
 - 30-40 hours – \$100
 - 40 hours and up – \$125

... the remainder of what is found on the general information page about the training approval process.



Main Listing of Available Training Courses
<https://www.ncsappb.org/forms-resources/trainings/>

Upcoming Training Courses
<https://www.ncsappb.org/forms-resources/trainings/one-time/>

Online Training Courses
<https://www.ncsappb.org/forms-resources/trainings/online/>

Ongoing/Recurrent Training Courses
<https://www.ncsappb.org/forms-resources/trainings/ongoing/>

Other Training Resources
<https://www.ncsappb.org/forms-resources/trainings/other-training-resources/>

We have pages on the website that list (“advertise”) trainings that have been approved by the Board. The main link to these pages is found from our homepage under “Resources” then “Trainings”. These pages are for upcoming courses with specific dates, ongoing/recurrent trainings that have no set date, and online/self-study courses. There is also a page for organizations who have had their courses approved by another credentialing body, i.e., NAADAC, and do not want to have them approved by our board as well but do want to advertise them on our website. This is a relatively new service we are offering so this is a very small page at this time. There is a fee charged for having a course(s) posted on this page.



To recap, here is the information you need to provide on the form for the approval:

- Contact information
- Sponsor information
- Course title
- Date(s) of course
- If you want the course posted on the board's website
- Speaker/presenter information and, IF NECESSARY, their bio/resume/CV
- Course description/agenda broken down by time and topic; don't forget to include a break if over 2 hours
- Type of hours being requested and any specialty hours that are applicable



If you have any questions about anything in this presentation, please email Donna Strickland

[\(donna@ncaddictionsboard.org\)](mailto:donna@ncaddictionsboard.org)

Please send an email if you have any questions.



Contact Us

Website: www.ncsappb.org

Staff:

- Barden Culbreth, Executive Director
barden@ncaddictionsboard.org
- Marcie Murfin, Customer Support Lead
marcie@ncaddictionsboard.org
- Katie Gilmore, Associate Director
katie@ncaddictionsboard.org
- Donna Strickland, Education & Training Specialist (part-time)
donna@ncaddictionsboard.org

Mailing Address:

*PO Box 10256
Raleigh, NC 27605*

Phone: 919-832-0975

Fax: 919-833-5743

Here is contact information for the Board staff.