HOW TO ENTER TRAINING COURSES INTO YOUR APPLICATION IN LEARNING BUILDER
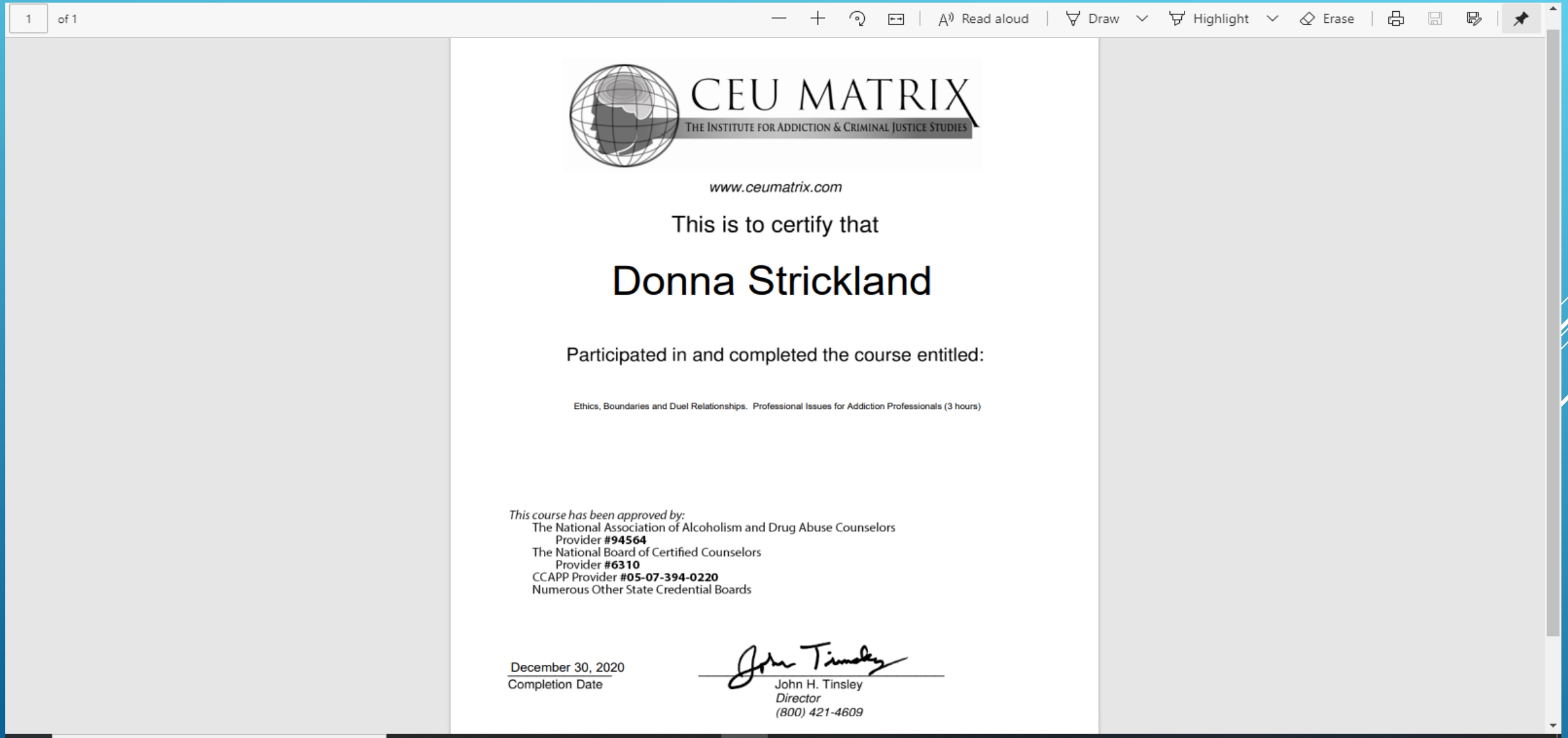
These instructions apply to ALL initial credentialing and renewals for ALL credentials.

Created May 2021

NCASPPB

North Carolina Addictions Specialist
Professional Practice Board

This is the certificate we will be using as an example to demonstrate how to enter your courses.

- **LOG IN** to your Learning Builder account.

- **GO TO THE APPLICATION** you are working on and **CLICK TO OPEN IT**.

- SCROLL DOWN TO THE SECTION FOR "**CREDENTIALING TRAINING RECORD**" – this is the section where you will be entering *ALL* your training courses.

(**NOTE**: *For initial credentialing applications, there is a* *"+" sign and the words* *"Show More Instructions"* *right under the words "Credentialing Training Record". If you click on this, either the + or the actual words, it will open additional information about the required training hours required for your specific credential. It is a good reference to use as you're adding training courses to make sure you have completed all the required hours.)*

Credentialing Training Record 📋

0 Hours Accepted | 0 Hours Added

⊖ Show Less Instructions

[Add Course]

You must document at least 3 hours of professional ethics to submit for registration.

Before your credential will be granted, you must have completed at least 270 hours of training. Those hours must meet the following requirements:
- At least 190 hours must be substance use specific specfic,
- At least 6 hours must be professional ethics,
- At least 6 hours must be HIV/AIDS/STDS/TB/Bloodborne pathogens, and
- At least 6 hours must be from one or more the five competencies listed below:
  - (i) Nicotine Dependence;
  - (ii) Psychopathology;
  - (iii) Evidence-Based Treatment Approaches;
  - (iv) Substance Use Issues in Older Adults;
  - (v) Substance Use Issues Affecting Veterans; a
  - (vi) Substance Use Issues and Domestic Viol

Completing Registration 📋

The instructions shown here are for the CADC. The information that shows up here will be different if you are working on a different credential, but it will ALWAYS show you the total hours you need as well as any specialty hour requirements.

*****NOTE *****

You will need to complete
the remainder of these steps
for
EACH AND EVERY
training course
that you want to enter.

In the Credentialing Training Record section of your application, CLICK ON THE BLUE "ADD COURSE" BUTTON. This button is located on the upper righthand side under the green line. A box will open, and you will select the specialty topic area for your course.

CLICK ON THE BLUE "**+SELECT**" button to add your course to that category. If the course does not fit into any of the specialty categories, you will use "Other Substance Abuse Training". The course on our certificate is an ethics course so we are going to select "Professional Ethics".

After you have selected your category, another box will open for you to enter the specifics of the course you are entering. The first line will say **"TOPIC"** and you need to make sure that what is filled in here matches the one you selected in the previous step.

- The next line will say "**COURSE NAME**". This is where you enter the title of the course from the certificate (or the course code and title if you are using a course from a transcript). This is a required field.

- The next line will say "**COURSE TYPE**". This is where you enter whether the course was an in-person training (select ***Classroom Training***) or an online course (select ***At Home/Independent Study***). This is also a required field.

These 2 fields are shown on the next slide.

(**NOTE**: Courses that have been presented as interactive webinars, even though they are technically presented online, are considered in-person training AS LONG AS the format was interactive (such as Zoom, etc.) where you could participate in discussions and ask questions in real-time.

NCASPPB

North Carolina Addictions Speci
Professional Practice Boar

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Professional Ethics: Enter Training ✕

If the course you are reporting was **NOT** pre-approved by NCSAPPB, then please put the name of the approving body and their approval code in the NCSAPPB Approval Code field.

If the course you are reporting was an accredited college course, please put "N/A" in the NCSAPPB Approval Code field.

If the course you are reporting has not been pre-approved at all, please contact the Board office for instructions on getting an approval code.

Topic:	Professional Ethics
Course Name*:	Ethics, Boundaries and Duel Relationships. Professional Issues for Addiction Professionals
Course Type*:	Select Course Type
	At Home/Independent Study
Location*:	Classroom Study
Completion Date*:	MM/DD/YYYY
❶ NCSAPPB Approval Code*:	
Hours Completed*:	
Certificate/Transcript*:	Choose from library or Upload

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Cancel   **Submit**

- The next line will say "**LOCATION**" and is another required field. Here you enter the location where you attended the training (agency, city, etc.) or, if it was a webinar or online course, you would put something like "online", "virtual webinar", etc. There is no set way to fill this section out.

- The next line is for "**COMPLETION DATE**". Very simply, this is the date you completed the course and should be the date on the certificate. If you are using a college course, you can use the date of completion showing on your transcript.

Professional Ethics: Enter Training

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Course Type*:	Select Course Type
	At Home/Independent Study
Location*:	Classroom Study
Completion Date*:	MM/DD/YYYY
❶ NCSAPPB Approval Code*:	
Hours Completed*:	
Certificate/Transcript*:	Choose from library or **Upload**

Cancel   **Submit**

"**NCSAPPB Approval Code**" is the next line. While this is a required field, it only requires that **something** be entered, not necessarily a NCASPPB Approval Code. If you hover your cursor over the blue "I" to the left of the line, it will give you instructions on how to enter courses that have not been approved by the NCASPPB.

If the course has been approved by another organization, such as NAADAC, you will enter their code. If there is no approval code at all, you enter N/A.

The final box you will enter information into is for **"HOURS COMPLETED".** These hours should be on your certificate and those are what you would enter. The Board uses actual clock hours, not CEUs.

College course hours are discussed on the next slide.

NOTE: For college courses that you are entering based on credit hours listed on a transcript, you will enter 45 hours for a full course that you completed.

While you may have heard that a college course translates to clock hours as 1 credit hour = 15 clock hours, that is not entirely true. College credit hours are converted to clock training hours at various ratios depending on the type of academic calendar the school uses. The 1:15 ratio is correct for schools on a semester calendar but schools that are on a term or quarter calendar use different ratios.

The bottom line: a full college course is entered for 45 hours into your Credentialing Training Records.

The very last action you must take is to upload the documentation that shows you successfully completed the course. This would either be the certificate you received at the end of the course or, in the case of college courses, your transcript. The next 2 slides will give you instructions for adding each type of document to your training entry.

To use a certificate: You will need to have scanned or taken a picture of the certificates and saved them in a common file type (jpeg, pdf, doc, docx, etc.) on a flash drive or your computer before you can click on the "UPLOAD" option.   If you do not know how to do this, you will need to get someone to assist you.
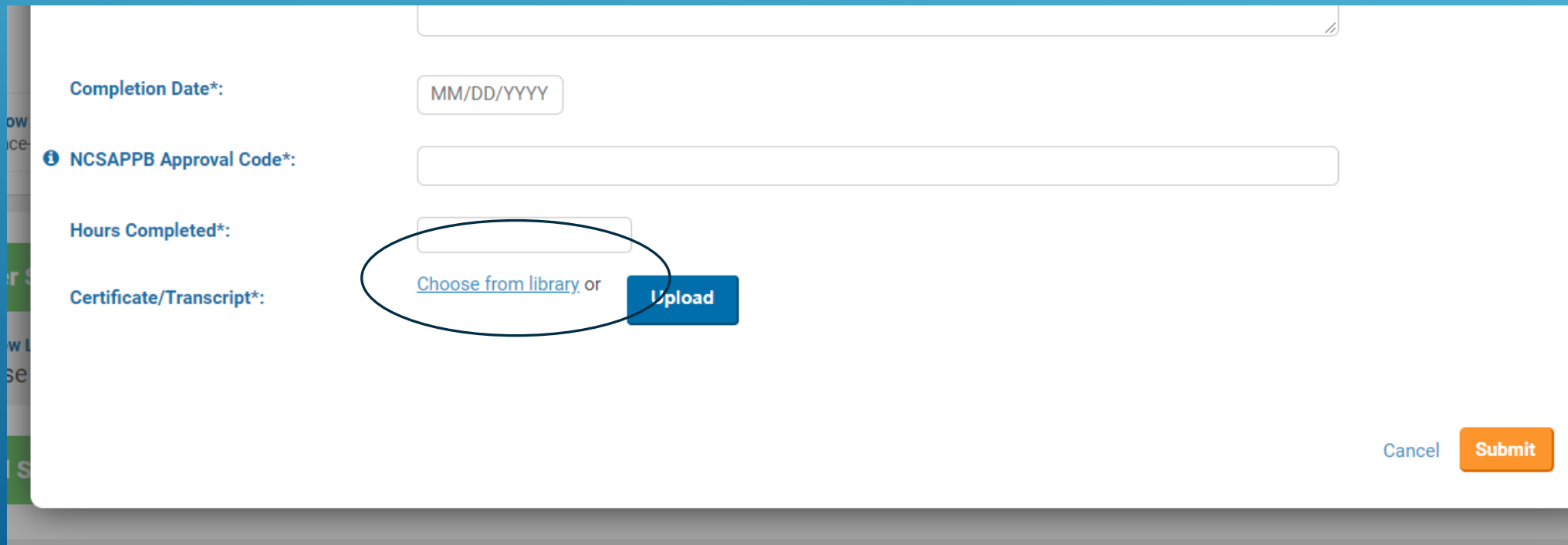
To use your transcript: If we already have an official copy of your transcript and uploaded it to your application for your education requirement, it is accessible to you from LearningBuilder and will not need to be uploaded again.

If you have a certificate: Clicking on "<mark>UPLOAD</mark>" will open a box showing you everything that is available on your computer. You will need to find the corresponding document for the training you are entering and double click on the file to upload that.

Completion Date*:

MM/DD/YYYY

🛈 NCSAPPB Approval Code*:

Hours Completed*:

Certificate/Transcript*:   Choose from library or   **Upload**

Cancel   **Submit**

If you are _using your transcript_ and we have already received it and uploaded it into your application, you will click on "**CHOOSE FROM LIBRARY**" and select your transcript from the list of documents that comes up. You will not need to upload your transcript each time as we already have it in the application.

Completion Date*:

MM/DD/YYYY

ⓘ NCSAPPB Approval Code*:

Hours Completed*:

Certificate/Transcript*:

Choose from library or

Upload

Cancel   Submit

The final step is to CLICK ON THE ORANGE "**SUBMIT**" BUTTON at the bottom

After you have clicked on "Submit", you will be taken back to your application. In the Credentialing Training Record section, the course you just entered will now be showing on your list as "Awaiting Review".

To make another entry, go back in these instructions to the ==pink highlighted line== and you can then start the process over to add another training course.

NOTE: With the exception of the 3 hours of clinical professional ethics training required for registration, you are **not** required to have the rest of the hours of training totally completed until you are ready to submit at the end for your full credential (although working on them throughout the process is easier and recommended). If a staff member is in your application reviewing something else, they may go ahead and review any courses you've already submitted, HOWEVER, a course sitting there as "Awaiting Review" for an extended period does not mean it won't count towards your hours. The courses you enter will always be reviewed as part of the last step in the credentialing process if not before.

Things to keep in mind about training courses and entering those:

How old can my trainings be?

While the Board does not have a regulation on how far back you can go with your trainings, the Board does have discretionary authority to determine that a course or courses should not count towards your application because they are not recent. For example, if it is 2021 and your most recent training is from the 1990's or early 2000's, the Board may determine that more recent training is required before your application is approved. It's generally a good practice to take 30-40 clock hours of training a year while an applicant. You should also consult with your supervisor about workshops, trainings, and conferences that are of interest to you and will help develop your professional skills.

How do I enter conferences/multi-day trainings with different sessions?

*The Board **will** accept multiple trainings as a single upload. For example, many conferences will give attendees one document that shows all the hours for the breakout sessions they attended. You do not have to upload each track of the conference separately; you can upload the conference as one entry for the total number of hours. A word of WARNING: If you complete an Ethics, HIV/AIDS/STD, or other specialty requirement as part of a conference, you should list it individually under its specialty category, then list the remainder of the conference under a different training entry.*

Do my college courses automatically transfer from my transcript being uploaded?

No. if you have courses from your college transcript you would like to count towards your continuing education/training, you must add them yourself in this section. Please note that you can add multiple courses here, too. Simply name the course: "Courses from my Degree", tally up the hours using the total hours mentioned earlier, put an approximate or best date, list the approval code as N/A, and click "Choose from Library" to find your transcript.

==What counts as professional ethics training?==

The ethics hours required for a credential must be clinical in nature and deal with the ethical aspects of counseling (HIPAA, confidentiality, dual relationships, boundaries, etc.). Philosophy ethics courses do not count. Also, while we will accept a cultural competence course for one or two of the required ethics hours, this topic, although valuable, is not considered clinical in nature.

==Can I enter my practicum/internship/field work from college here?==

No, these hours are considered work/experience hours, not training hours and cannot be used as continuing education/training hours. They also do not count as Clinical Supervision Specific training. That is training where you learn about supervising other addictions professionals, not training/experience where you are supervised.

FOR RENEWAL APPLICATIONS - The entire application is basically all continuing education, you will not have a separate Credentialing Training Record section. Instead, each individual section will show you the number of required hours for that topic.

FEEL FREE TO CONTACT US WITH ANY QUESTIONS

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