

# 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

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 specific,
- 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; and
  - (vi) Substance Use Issues and Domestic Violence.


Add Course

## 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.

Several thin, parallel white lines are drawn diagonally across the bottom right corner of the slide, extending from the right edge towards the bottom left.

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.

The screenshot shows a web application interface for credentialing. At the top, there are columns for 'Reference Name', 'Submission Date', 'Degree(s)', 'Credential(s)', and 'Next Step'. Below these, there are two rows for 'Colleague/Co-worker Evaluation 1' and 'Colleague/Co-worker Evaluation 2', each with an 'Identify Reference' button. A green bar indicates '0 Hours Accepted | 0 Hours Added'. A blue 'Add Course' button is highlighted with a yellow arrow. A modal titled 'Select Topic for Credentialing Training Record' is open, listing various topics with '+ Select' buttons. At the bottom, a 'Completing Registration' section contains instructions and a 'Submit Application' button.

Reference Name	Submission Date	Degree(s)	Credential(s)	Next Step
Colleague/Co-worker Evaluation 1				Identify Reference
Colleague/Co-worker Evaluation 2				Identify Reference

**Credentialing Training Record**

[Show Less Instructions](#)

You must document at least 3 hours of professional ethics to s  
Before your credential will be granted, you must have complete

- o At least 190 hours must be substance use specific specific,
- o At least 6 hours must be professional ethics,
- o At least 6 hours must be HIV/AIDS/STDs/TB/Bloodborne p
- o At least 6 hours must be from one or more the five compet

- o (i) Nicotine Dependence;
- o (ii) Psychopathology;
- o (iii) Evidence-Based Treatment Approaches;
- o (iv) Substance Use Issues in Older Adults;
- o (v) Substance Use Issues Affecting Veterans; and
- o (vi) Substance Use Issues and Domestic Violence.

**0 Hours Accepted | 0 Hours Added**

**Add Course**

**Select Topic for Credentialing Training Record**

Topic	
Clinical Supervision Specific	+ Select
Evidence-Based Treatment Approaches	+ Select
HIV/AIDS/STDs/TB/Bloodborne Pathogens	+ Select
Nicotine Dependence	+ Select
Other Substance Abuse Training	+ Select
Professional Ethics	+ Select
Psychopathology	+ Select
Substance Abuse Issues Affecting Veterans	+ Select
Substance Abuse Issues in Older Adults	+ Select

**Completing Registration**

When you have completed all of the required portions of the application, the **Submit Application** button will turn orange. Please click that button to submit your application. Note: If your application requires agreement from a supervisor, then that also must be completed before the **Submit Application** button will turn orange.

**Submit Application**

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”.

Reference Name

Submission Date

Degree(s)

Credential(s)

Next Step

Colleague/Co-worker Evaluation 1

Identify Reference

Colleague/Co-worker Evaluation 2

Identify Reference

Credentialing Training Record

Show Less Instructions

You must document at least 3 hours of professional ethics to s

Before your credential will be granted, you must have complete

At least 190 hours must be substance use specific specific,

At least 6 hours must be professional ethics,

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(i) Nicotine Dependence;

(ii) Psychopathology;

(iii) Evidence-Based Treatment Approaches;

(iv) Substance Use Issues in Older Adults;

(v) Substance Use Issues Affecting Veterans; and

(vi) Substance Use Issues and Domestic Violence.

0 Hours Accepted | 0 Hours Added

Add Course

Completing Registration

When you have completed all of the required portions of the application, the **Submit Application** button will turn orange. Please click that button to submit your application. Note: If your application requires agreement from a supervisor, then that also must be completed before the **Submit Application** button will turn orange.

Submit Application

Select Topic for Credentialing Training Record

Topic

Clinical Supervision Specific

+ Select

Evidence-Based Treatment Approaches

+ Select

HIV/AIDS/STDs/TB/Bloodborne Pathogens

+ Select

Nicotine Dependence

+ Select

Other Substance Abuse Training

+ Select

Professional Ethics

+ Select

Psychopathology

+ Select

Substance Abuse Issues Affecting Veterans

+ Select

Substance Abuse Issues in Older Adults

+ Select

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 screenshot shows the NCSAPPB Professional Ethics: Enter Training form. The form is titled "Professional Ethics: Enter Training" and includes a close button (X) in the top right corner. The form contains several fields and instructions:

- Instructions:**
  - 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 (indicated by a yellow double-headed arrow)
- Course Name\*:** [Empty text field]
- Course Type\*:** Select Course Type (Dropdown menu)
- Location\*:** [Empty text field]
- Completion Date\*:** MM/DD/YYYY (Text field)
- NCSAPPB Approval Code\*:** [Empty text field]
- Hours Completed\*:** [Empty text field]
- Certificate/Transcript\*:** Choose from library or Upload (Buttons)

The form also includes a Cancel button and a Submit button at the bottom right.



- 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.



## 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 Dual Relationships. Professional Issues for Addiction Professionals

Course Type\*: Select Course Type

Location\*: At Home/Independent Study  
Classroom Study

Completion Date\*: MM/DD/YYYY

NCSAPPB Approval Code\*:

Hours Completed\*:

Certificate/Transcript\*: [Choose from library](#) or

Upload

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.

The screenshot shows a web form titled "Professional Ethics: Enter Training". At the top, there is a blue header bar with the title and a close button. Below the header, there is a light gray box containing instructions: "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.", and "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." Below the instructions, the form has several fields: "Topic:" with the value "Professional Ethics"; "Course Name\*:" with the value "Ethics, Boundaries and Dual Relationships. Professional Issues for Addiction Professionals"; "Course Type\*:" with a dropdown menu showing "Select Course Type", "At Home/Independent Study", and "Classroom Study"; "Location\*:" with a yellow double-headed arrow pointing to it; "Completion Date\*:" with a yellow double-headed arrow pointing to it and a date input field showing "MM/DD/YYYY"; "NCSAPPB Approval Code\*:" with an empty text field; "Hours Completed\*:" with an empty text field; and "Certificate/Transcript\*:" with a link "Choose from library or" and a blue "Upload" button. At the bottom right, there are "Cancel" and "Submit" buttons.

**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 Dual Relationships. Professional Issues for Addiction Professionals

Course Type\*: Select Course Type  
At Home/Independent Study  
Classroom Study

Location\*:

Completion Date\*: MM/DD/YYYY

NCSAPPB Approval Code\*:

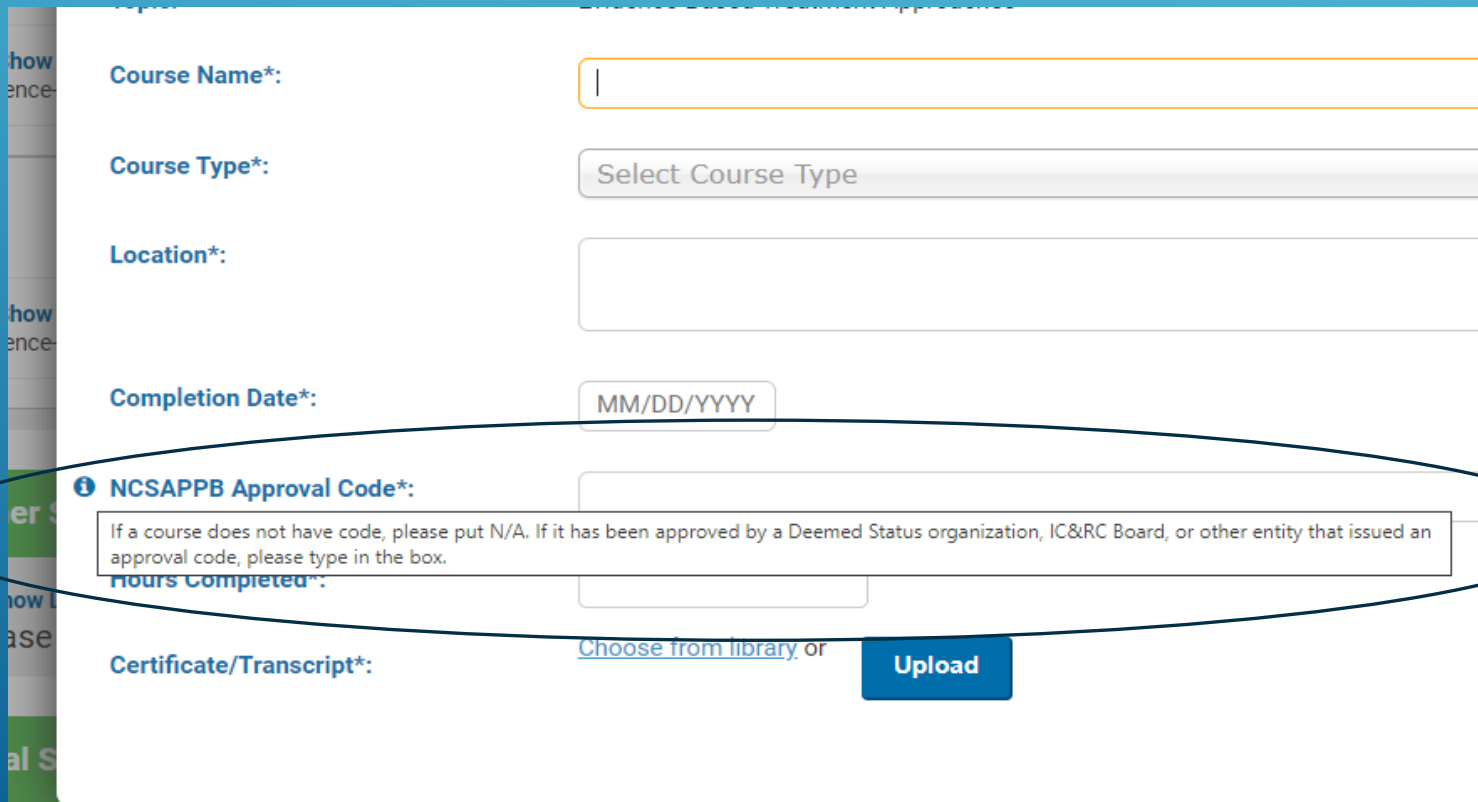
Hours Completed\*:

Certificate/Transcript\*: [Choose from library or](#) [Upload](#)

Cancel Submit

**“NCASPPB 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 screenshot shows a web form for entering course information. The fields are as follows:

- Course Name\*:** A text input field.
- Course Type\*:** A dropdown menu with the text "Select Course Type".
- Location\*:** A text input field.
- Completion Date\*:** A date input field with the placeholder "MM/DD/YYYY".
- NCASPPB Approval Code\*:** A text input field. This field is circled in blue. To its left is a blue information icon (i). A tooltip box is open, displaying the text: "If a course does not have code, please put N/A. If it has been approved by a Deemed Status organization, IC&RC Board, or other entity that issued an approval code, please type in the box."
- Hours Completed\*:** A text input field.
- Certificate/Transcript\*:** A section with a link "Choose from library or" and a blue "Upload" button.

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.*

**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 Dual Relationships. Professional Issues for Addiction Professionals

Course Type\*: At Home/Independent Study

Location\*: Online

Completion Date\*: 12/30/2020

NCSAPPB Approval Code\*: NAADAC # 94564

Hours Completed\*: 3

Certificate/Transcript\*: Ethics Certificate.pdf

Cancel Submit

**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 “**UPLOAD**” 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.

A screenshot of a web form with a white background and a light blue border. The form contains the following fields and elements:

- Completion Date\*:** A text input field with a placeholder "MM/DD/YYYY".
- NCSAPPB Approval Code\*:** A text input field with an information icon (i) to its left.
- Hours Completed\*:** A text input field.
- Certificate/Transcript\*:** A section with a blue link "Choose from library, or" and a blue "Upload" button. The "Upload" button is circled with a dark blue oval.
- Buttons:** "Cancel" and "Submit" buttons are located at the bottom right of the form.



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

The screenshot shows a web browser window with the NCSAPPB (North Carolina Statewide Addictions Practice Board) interface. A modal window titled "Professional Ethics: Enter Training" is open. The form contains the following fields and instructions:

- Topic:** Professional Ethics
- Course Name\*:** Ethics, Boundaries and Dual Relationships. Professional Issues for Addiction Professionals
- Course Type\*:** Select Course Type (dropdown menu with options: At Home/Independent Study, Classroom Study)
- Location\*:** (empty field)
- Completion Date\*:** MM/DD/YYYY
- NCSAPPB Approval Code\*:** (empty field)
- Hours Completed\*:** (empty field)
- Certificate/Transcript\*:** Choose from library or Upload

Instructions at the top of the modal:

- 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.

A large red arrow points to the orange **Submit** button at the bottom right of the modal. The **Cancel** button is also visible next to it.

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”.

The screenshot displays the LearningBuilder application interface. At the top, there is a navigation bar with links to Apps, Learning Builder, NCASPPB Exams, Web Updates, NCASPPB General S..., PDF, Liononage: UHR..., HP Instant Ink, and Liononage Guidelin... Below this, the main content area is divided into sections. The first section is 'Colleague/Co-worker Evaluation 2' with an 'Identify Reference' button. The second section is 'Credentialing Training Record' with a green header and a sub-header '0 Hours Accepted | 3 Hours Added'. It includes a 'Show More Instructions' link and an 'Add Course' button. Below this is a table with the following columns: Course Name / Topic, Completion Date, Hours, Type, and Next Step. The table contains one row: 'Ethics, Boundaries and Dual Relationships. Professional Issues for Addiction Professionals', '12/30/2020', '0.00 / 3.00', 'At Home/Independent Study', and 'Awaiting Review'. A yellow arrow points to the course name, and another yellow arrow points to the 'Awaiting Review' status. Below the table is a 'Show Less' link. The third section is 'Completing Registration' with a blue header and a sub-header 'When you have completed all of the required portions of the application, the Submit Application button will turn orange. Please click that button to submit your application. Note: If your application requires agreement from a supervisor, then that also must be completed before the Submit Application button will turn orange.' It includes a 'Submit Application' button. At the bottom, there is a footer with links to Contact Us, FAQ, NCASPPB Home Page, and LearningBuilder Online Help. It also includes the text 'Powered by LearningBuilder. Copyright 2020 Heuristic Solutions, LLC. Built: Thu, 27 Aug 2020 13:39:15 Version: 10.3.2 Revision: 9f371e7830' and a 'Site Map' link.

Colleague/Co-worker Evaluation 2

Identify Reference

Credentialing Training Record 0 Hours Accepted | 3 Hours Added

Show More Instructions Click the Add Course button to document training. Add Course

Course Name / Topic	Completion Date	Hours	Type	Next Step
Ethics, Boundaries and Dual Relationships. Professional Issues for Addiction Professionals	12/30/2020	0.00 / 3.00	At Home/Independent Study	Awaiting Review

Show Less Professional Ethics

Completing Registration

When you have completed all of the required portions of the application, the **Submit Application** button will turn orange. Please click that button to submit your application. Note: If your application requires agreement from a supervisor, then that also must be completed before the **Submit Application** button will turn orange.

Submit Application

Contact Us | FAQ | NCASPPB Home Page | LearningBuilder Online Help

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Built: Thu, 27 Aug 2020 13:39:15 Version: 10.3.2 Revision: 9f371e7830

Site Map

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.*

The screenshot displays a web interface for tracking training hours. At the top, a blue header bar contains a toggle for 'Recording Training', a list icon, a settings gear, and a status summary: '0 Hours Accepted | 0 Hours Added | 40 Hours Required'. An orange button labeled 'Recording Training' is on the right. Below this, three training categories are listed, each with a blue header bar and a light gray content area. Yellow arrows point to the category headers on the left and right. The categories are: 'Professional Ethics' (3 hours required), 'HIV/AIDS/STDs/TB/Bloodborne Pathogens Training' (3 hours required), and 'Specific Core Competencies Training' (3 hours required). Each category's content area includes a 'Show Less Instructions' link, a paragraph of instructions, and an 'Add Course' button.

Category	Hours Accepted	Hours Added	Hours Required
Recording Training	0	0	40
Professional Ethics	0	0	3
HIV/AIDS/STDs/TB/Bloodborne Pathogens Training	0	0	3
Specific Core Competencies Training	0	0	3

**Professional Ethics**

Show Less Instructions

At least 3 hours of professional ethics training must be documented.

If any of your courses are a combination of ethics and HIV/AIDS hours, then be sure to list the course under both the "Professional Ethics" and the "HIV/AIDS..." categories.

Add Course

**HIV/AIDS/STDs/TB/Bloodborne Pathogens Training**

Show Less Instructions

At least 3 hours of HIV/AIDS/STDs/TB/Bloodborne pathogens training must be documented.

If any of your courses are a combination of ethics and HIV/AIDS hours, then be sure to list the course under both the "Professional Ethics" and the "HIV/AIDS..." categories.

Add Course

**Specific Core Competencies Training**

Show Less Instructions

At least 3 hours of education should be completed from one or more of the topics below: (i) Nicotine Dependence; (ii) Psychopathology; (iii) Evidence-Based Treatment Approaches; (iv) Substance Abuse Issues in Older Adults; and/or (v) Substance Abuse Issues Affecting Veterans.

Add Course

**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*



Donna Strickland

Education & Training Specialist

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919-832-0975