

## NCASPPB Approval Guidelines for Training/Continuing Education Requirements *(These apply to both initial and renewal applications)*

- Training/continuing education hours can be obtained through workshops, conferences, in-person training courses, online/self-study training courses, webinars, and/or college courses.
- All training hours for NCASPPB must be entered as clock hours, not CEUs.
- Certificates must show ALL the following information:
  - Name of attendee
  - Date course completed
  - Any approvals (NCASPPB code, approved provider information, etc.)
  - Hours awarded.
  - Presenter information (including any credentials)
- No more than 25% of the total hours can be from in-service training courses. An in-service training is one that is provided by an employer for the purpose of professional credentialing and is limited to the employees of that agency.
- No more than 25% of the total hours can be from approved courses where you were the presenter.
- Up to 100% of the hours can be completed online IF the courses fall within the guidelines outlined in this document.
- We will accept training courses that are approved by any of the following organizations:
  - NCASPPB
  - IC&RC
  - Deemed Status Organizations:
    - NAADAC
    - NASW
    - NBCC
    - CRCC
    - APA
    - ANCB
    - IC&RC Member Boards
- We will accept training courses from Relias IF the certificate indicates the course has been approved by another professional organization. *If the certificate states “This certificate may not meet your organization or certification needs for continuing education,” we will NOT accept it.*

- CPR and First Aid may be counted towards General Skill Building (GSB) hours and can only be used once. You cannot use yearly renewals. You also cannot use these hours towards your required HIV/AIDS/BBP/TB/STD hours. While the courses do touch on these topics, it is very minimal and is in relation to PPE; it is not related to SUD.
- Ethics training hours must be clinical in nature (HIPAA, boundaries, dual relationships, confidentiality, etc.).
  - You cannot use a college philosophy ethics course.
  - You also cannot use cultural competency courses. While this is a useful topic and can be used to meet your general training hours requirement, it is not clinical in nature and cannot be counted as clinical ethics.
- The formula for converting semester credits to clock hours is 15 clock hours for every 1 credit hour. i.e., 3-credit hour course = 45 clock hours. Refer to the “how to” presentation (see link below) for terms, quarters, etc. if your school was not on a semester calendar.
  - [How to Enter Training Courses into Your LearningBuilder Application](#)
- For the initial application, all training courses must have been completed within the last ten (10) years. Courses older than ten (10) years will NOT be accepted.
- Clinical internship hours cannot be used as training hours. These hours are work/experience hours, not training hours and cannot be used to satisfy the required training hours.
- Clinical Supervision Specific training is training where you learn about supervising other addictions professionals, not training/experience where you are supervised.
- SUD specific training is **ONLY** training courses that are specific to SUD. A treatment modality being *capable* of being applied to SUD is not the same as the *course content itself* being geared specifically to SUD.

## Hours Required for Initial Certification / Licensure

### **CADC**

Requires 270 clock hours of Board-approved education or training.

These hours must include:

- At least 190 hours of substance use disorder specific education or training. Up to 80 hours may be topics related to general skill building for counselors.
- At least 6 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
- At least 6 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP
- At least 6 hours in one or more of these topics:
  - o Nicotine use disorder/dependence
  - o Psychopathology
  - o Evidence-based treatment
  - o Substance use disorder issues and older adults
  - o Substance use disorder issues affecting veterans
  - o Substance use disorder and domestic violence

### **LCAS**

Requires 180 clock hours of Board-approved substance use disorder specific education or training.

#### PLEASE NOTE:

Per our statute and rules, ALL 180 clock hours of training for the LCAS must be SUD specific. An applicant for LCAS may upload coursework that is not clearly evidenced as SUD specific in the title, however, they will also need to upload additional information from the syllabus or course outline indicating that the course covered a significant percentage of topics in SUD. The Board reserves the right to determine if the course is significantly SUD-focused and may reject courses that are determined to be focused on counseling and human services in a broader (non-SUD) context.

These hours must include:

- At least 6 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
- At least 6 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP
- At least 6 hours in one or more of these topics
  - o Nicotine use disorder/dependence
  - o Psychopathology
  - o Evidence-based treatment
  - o Substance use disorder issues and older adults
  - o Substance use disorder issues affecting veterans
  - o Substance use disorder and domestic violence
- At least 6 hours of clinical supervision specific education or training. A fully licensed LCAS is eligible to provide ongoing supervision for a fully certified CADC. Because of this, you are required to have training in how to supervise other substance use disorder / counseling professionals.

## **CCS**

Requires 30 clock hours of Board-approved clinical supervision specific education or training.

## **PS**

Requires 270 clock hours of Board-approved education or training.

These hours must include:

- 170 hours of primary and secondary prevention and in the prevention performance domains
- 100 hours in substance use disorder specific topics, including:
  - o At least 6 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
  - o At least 6 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP
  - o At least 6 hours in one or more of these topics:
    - Nicotine use disorder/dependence
    - Psychopathology
    - Evidence-based treatment
    - Substance use disorder issues and older adults
    - Substance use disorder issues affecting veterans
    - Substance use disorder and domestic violence

## **CCJP**

Requires 270 hours of Board-approved education or training *if you have a HS diploma or a bachelor's degree.*

Requires 180 hours of Board-approved education or training *if you have a master's degree with a substance use disorder/addiction clinical internship/practicum.*

The hours of education shall be specifically related to the knowledge and skills necessary to perform the tasks within the criminal justice addictions professional performance domains as they relate to both adults and juveniles.

## **Hours Required for Renewals**

*(Board Webpage on Renewals)*

**All training hours for a renewal MUST be completed during the renewal period in which they are being used. Renewing early is allowed, BUT it does not change your renewal dates. Please think carefully before you renew early so you do not end up attending training events that you cannot use.**

**For example, if your CADC is due to be renewed on 7/1/2026 and you renew it on 7/1/25, your next renewal cycle will still be 7/1/2026 – 6/30/2028. Since you already renewed in 2025, no training courses that you take from 7/1/2025 to 6/30/2026 can be used for your renewal. Suppose there is a conference you want to attend in October 2025. You will NOT be able to use those conference hours for your next renewal because they did not take place between 7/2026 and 6/30/2028.**

### **CADC**

Requires 60 clock hours.

- At least 30 clock hours of SUD specific training. The remaining hours can be related to general counseling skills.
- At least 3 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
- At least 3 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP
- At least 3 hours in one or more of these topics:
  - o Nicotine use disorder/dependence
  - o Psychopathology
  - o Evidence-based treatment
  - o Substance use disorder issues and older adults
  - o Substance use disorder issues affecting veterans
  - o Substance use disorder and domestic violence

### **LCAS**

Requires 40 clock hours.

- At least 30 clock hours of SUD specific training. The remaining hours can be related to general counseling skills.
- At least 3 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
- At least 3 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP
- At least 3 hours in one or more of these topics:
  - o Nicotine use disorder/dependence
  - o Psychopathology
  - o Evidence-based treatment
  - o Substance use disorder issues and older adults
  - o Substance use disorder issues affecting veterans
  - o Substance use disorder and domestic violence

### **CCS**

Requires 15 clock hours of SUD clinical supervision training that are reflective of the Twelve Core Functions

NOTE: These hours may also be used towards your LCAS renewal

### **PS**

Requires 60 clock hours.

- At least 30 hours of SUD specific training. The remaining hours can be related to general counseling skills.
- At least 3 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
- At least 3 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP

- At least 3 hours in one or more of these topics:
  - Nicotine use disorder/dependence
  - Psychopathology
  - Evidence-based treatment
  - Substance use disorder issues and older adults
  - Substance use disorder issues affecting veterans
  - Substance use disorder and domestic violence

### ***CCJP***

Requires 40 clock hours.

- At least 20 clock hours of SUD specific training. The remaining hours can be related to general counseling skills.
- At least 3 hours of clinical ethics (HIPAA, boundaries, dual relationships, confidentiality, etc.)
- At least 3 hours in one or more of these topics: HIV/AIDS/STD/TB/BBP
- At least 3 hours in one or more of these topics:
  - Nicotine use disorder/dependence
  - Psychopathology
  - Evidence-based treatment
  - Substance use disorder issues and older adults
  - Substance use disorder issues affecting veterans
  - Substance use disorder and domestic violence