



California Association of Drinking Driver Treatment Programs

Instructions and Standards for Providers of Continuing Education for Alcohol and Other Drug Counselors Certified by CADDTP

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California Association of Drinking Driver Treatment Programs
(A Non-Profit California Corporation)

Instructions and General Information

The primary purpose of continuing education is to maintain and enhance the quality of substance abuse treatment services provided to the general public. This is best accomplished by restricting continuing education to professional development courses that directly address the counseling and treatment of substance abuse and related disorders. Related disorders are designated under one of the following classifications:

1. Those obsessive/compulsive disorders (behaviors) that would involve a psychological obsession or a psychological obsession/compulsion to an entity other than an addictive substance. Related disorders include (but are not limited to) conditions of obsessive/compulsive behavior in areas such as eating disorders and gambling, sex, love and relationships, spending money, work and others.
2. Those disorders that would fall under the category of reactive disorders: codependence, parade-pendence, adult children of dysfunctional families and secondary or reactive alcoholism and drug addiction.

Professional development courses are designed to expand the counselor's knowledge of substance abuse and related disorders, enhance their counseling and treatment skills, and broaden their understanding of the professional approach of other disciplines in treating these disorders. Professional development courses include (but are not limited to): alcohol/drug counseling and treatment, assertiveness training, child abuse, counselor burnout, domestic violence, intervention and relapse prevention, stress management, suicide prevention, and related courses in medicine, ethics, psychology and social work. The California Code of Regulations, Title 9, Section 13055, as effective April 1, 2005, provides a scope of the subject areas required for renewal of certification. A copy of the regulation is available on the Internet at www.adp.ca.gov.

A CADDTP certified alcohol and other drug counselor is required to obtain a minimum of 40 hours of continuing Education units (CEUs) every two years in the subjects required under Title 9 and given by providers with a current provider number from CADDTP or another organization accepted by CADDTP. CEUs may be obtained in courses (conference, workshop, home study, in-service training, etc.) as specified herein.

To Become a CADDTP continuing education provider for alcohol and other drug counselors:

1. Read the Provider Instructions and Standards before submitting your application.
2. Send a completed provider application form and all materials requested for the evaluation of one course for each category of courses (academic, conference/seminar/workshop, and home study) you wish to offer and, along with the appropriate evaluation fees (agency or bank cashier's check or money order payable to CADDTP, or completed credit card authorization) to CADDTP at the address listed on the application.
3. Materials required to be submitted with your application form and evaluation fees are:
 - A copy of all course materials for review and evaluation of one course for each category of courses including a copy of handouts and course outline or syllabus.
 - Course brochure and other forms of advertisements, if any.
 - Documentation of instructor's qualifications (vitae or resume).
 - Course objectives, and objective tests (if applicable).
 - Student course evaluation form, roster or check-in sheet, and certificate of completion.

Course materials submitted for review shall remain part of the applicant's file.

The provider number is awarded for a period of 3 years. Providers will be required to submit another complete course for evaluation at the time of renewal of the provider number.

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

Section I: INTENT

In order to improve the competence of credentialed alcohol and drug other counselors, certified counselors are to regularly engage in continuing education related to their profession and scope of practice as defined in these standards.

Section II: DEFINITIONS: As used in this article:

1. A continuing education “course” means a form of systematic learning of at least one hour in length including (but not limited to) academic studies, extension studies, lectures, conferences, seminars, workshops and home study courses.
2. A “home-study course” means a form of systematic learning performed at a credentialed person’s residence, office, or other private location including (but not limited to) viewing video tapes and listening to audio tapes, participating in studies electronically transmitted from another location, or articulating in home study, self-assessment testing (open-book tests completed by the member, submitted to the provider, graded and returned to the member with correct answers).
3. A continuing education “provider” means an accredited or approved educational institution or association, hospital or health facility, government agency, individual, or other organization that offers continuing education courses and meets the requirements contained in this article.

Section III: ADMINISTRATIVE REQUIREMENTS AND FEES

CADDTP shall fund the administration of this section through provider fees to be deposited in the CADDTP General Fund.

Section IV: SOURCES FOR CONTINUING EDUCATION HOURS

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

1. An approved CADDTP program in an accredited institution of higher learning or an appropriate state.
2. Professional alcohol and other drug abuse associations and institutions, health care facilities, professional health care associations, a continuing educational component of an accredited institutions of higher learning, appropriate government agencies, private individuals, institutions, and employers approved by CADDTP (or a CADDTP-approved organization) and awarded a valid provider number.

Section VI: CONTINUING EDUCATION COURSE CONTENT

1. A provider shall ensure that the content of a course shall be relevant to the subject areas provided in the California Code of Regulations, Title 9, Section 13055, as effective April 1, 2005.
2. The provider shall ensure that a course has specific objectives that are measurable.

Section VII: CONTINUING EDUCATION COURSE CREDIT

1. **Effective immediately** all home study courses, conferences, seminars, and workshops for continuing education hours must be CADDTP approved and have a CADDTP provider number – or be approved through another organization accepted by CADDTP.
2. An hour of instruction is equal to one 60-minute hour of continuing education credit. (60 minutes = 1 hour = 1 CEU)

Section VIII: INSTRUCTOR QUALIFICATIONS

A provider shall ensure that an instructor teaching a course has a demonstrated ability to teach the subject matter and meets minimum qualifications:

2.

1. At a minimum, must be certified under the Title 9 regulations previously noted in these standards, or
2. A licensed professional as described in the Title 9 regulations noted, or
3. Is a trained specialist in the subject matter (e.g. communicable diseases, sexual harassment, etc.) of the course.

Section IX: COURSE EVALUATION

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

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

Section X: RECORDS OF COURSE COMPLETION

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

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

Section XI: MAINTENANCE OF COURSE RECORDS

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

Section XII: COURSE ADVERTISEMENT

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

1. Identification information: statement that provider is approved by CADDTP, the CADDTP provider number and the number of CEUs awarded
2. Provider's legal business name (on file) with CADDTP
3. A clear and concise description of the course content and objectives
4. Provider's policy on refunds in cases of non-attendance by registrant (if there is a charge)

Section XIII: CHANGE IN STATUS

Providers must notify CADDTP within sixty (60) days of any changes in their organizational structure and/or the person(s) responsible for their continuing education course(s), including address and name changes.

Section XIV: SITE VISIT

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

Section XV: REVOCATION OR DENIAL OF PROVIDER STATUS

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

Section XVI: HOLD HARMLESS

It is expressly agreed and understood that the provider is independent of the California Association of Drinking Driver Treatment Programs. The provider shall hold harmless the California Association of Drinking Driver Treatment Programs from all suits, claims or actions of any kind brought on account of any person or property or in consequence of any act or omission by the provider or his employees, or from any claim or amounts arising or recovered under Workmen's Compensation Laws or any other law, by-law, regulation, order, ordinance or decree. The provider shall be responsible for damage to property and personal injury of any kind resulting from any act, omission, neglect or misconduct of any employee or agent of said provider in the method or manner of performing the work of the provider.

Section XVII: EFFECTIVE DATE

These standards are effective as of August 1, 2005.

**California Association of Drinking Driver
Treatment Programs**

Evaluation Fee Schedule

Professional Development Categories:

Conferences/Workshops/In-Service = (C)

Home Study Courses = (H)

Use Period:

The use period of provider numbers for each category is 3 years. Courses may be offered an unlimited number of times over the life of the provider number. The fee is not subject based, i.e., there is no additional charge for more than one subject or topic.

	<u>Member *</u>	<u>Non-Member</u>
Conference/Workshop/In-Service (C):	\$150	\$250
Home Study (H):	\$150	\$250

NOTE: * CADDTP Organizational Member in good standing

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CEU Provider Application

Check the provider categories applying for:

(C) _____ (H) _____

This application is for: (check one) _____ **Approval** _____ **Renewal**

*Previous Provider Number _____

Institution/Provider Name

Address City State Zip

(____) _____ (____) _____
Business Telephone Fax Number E-Mail

Street Address of Records Storage: City State Zip

Name of Records Keeper Telephone Number (____)

Application submitted by: Name Title Date

The provider is a/an (check all that apply):

- _____ Association _____ Corporation _____ Government Agency
- _____ Health Facility _____ Individual _____ Partnership _____ Licensed DUI Program
- _____ Private Educ. Inst. _____ Private Practitioner _____ University/College

I certify under penalty of perjury, under the laws of the state of California, that the foregoing is true and correct, and that I have read and will abide by the guidelines and instruction stated herein.

Signature: _____ Date: _____

For official use only:

Date Received Committee Approved _____ Declined _____ Signature _____ Date _____

Provider Number Assigned: _____ CEH's _____

Period of Approval: From _____ To _____

6.

**California Association of Drinking Driver
Treatment Programs**

CREDIT CARD AUTHORIZATION INFORMATION

(MasterCard or Visa Only)

Please Print or Type

Name As It Appears on Card:

Complete Billing Address:

Account Number:

Expiration Date: _____

Card ID Number:* _____

Amount to be Charged: \$ _____

Authorized Signature: _____

Your daytime phone number in case there is a question:

* Card ID number is the last three numbers in the set of numbers near the signature box on the card