



California Association for Alcohol/Drug Educators
Certified Addictions Treatment Counselor®
CEU Provider Application



**California Association For
Alcohol/Drug Educators
&
The Addiction Counselor Certification Board
of California (ACCBC)**

**Application, Fee Structure,
Instructions and Regulations for
Providers of Continuing Education for
Certified Addictions Treatment Counselors
In the State of California**

Revised December 2012

CAADE CONTINUING EDUCATION COMMITTEE

**5230 Clark Avenue Suite 3
Lakewood, CA 90712
Phone: 707.722.2331
Fax: 562.866.2540**

Contents

Provider Application	3
Evaluation Fee Schedule	5
Instructions and General Information	6
Section I: INTENT	8
Section II: DEFINITIONS: As used in this article:	8
Section III: ADMINISTRATIVE REQUIREMENTS AND FEES	8
Section IV: SOURCES FOR CONTINUING EDUCATION HOURS	8
Section V: CONTINUING EDUCATION PROVIDERS	8
Section VI: CONTINUING EDUCATION COURSE CONTENT	9
Section VII: CONTINUING EDUCATION COURSE CREDIT	9
Section VIII: INSTRUCTOR QUALIFICATIONS	10
Section IX: PARTICIPANT EVALUATIONS	10
Section X: COURSE EVALUATION	10
Section XI: RECORDS OF COURSE COMPLETION	10
Section XII: MAINTENANCE OF COURSE RECORDS	10
Section XIII: COURSE ADVERTISEMENT	11
Section XIV: CAADE CHRONICLES	11
Section XV: CHANGE IN STATUS	11
Section XVI: SITE VISIT	11
Section XVII: REVOCATION OR DENIAL OF PROVIDER STATUS	11
Section XVIII: HOLD HARMLESS	11
Section XIX: Date of Revision	11

APPLICATION CHECKLIST

1. _____ Read the Provider Instructions and Regulations 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 for the highest range of CEHs desired (1-40), along with the appropriate evaluation fees (Paypal/credit card, check or money order payable to CAADE) to the Continuing Education Committee (C.E.C.) at the address listed on the application. The categories and ranges of provider numbers and their respective evaluation fees are contained on page 5 of this document.
3. _____ A copy of all course materials for review and evaluation of one course for each category of courses (A, C, or H) including a copy of textbooks, manuals, handouts, video/audio tapes, and course outline or syllabus. **If you offer or plan to offer a Laws and Ethics course, please submit materials for that course.**
4. _____ Course brochure and other forms of advertisements. Documentation of instructor's qualifications (vitae or resume), course objectives, and objective tests (if applicable).
5. _____ Student course evaluation form, roster or check-in sheet, and certificate of completion. *

* Course materials, excluding textbooks/workbooks/manuals and video/audio tapes submitted for review shall remain part of the applicant's file. **Excluded materials will be returned at the applicant's request provided the applicant sends the cost of the return mailing with the application.**

**California Association for Alcohol/Drug Educators
Continuing Education Committee**

Evaluation Fee Schedule

Professional Development Categories:

Academic/Professional Institution Accredited Courses: (A)

Conferences/Seminars/Workshops: (C)

Home Study Courses: (H)

Use Period:

The use period of provider numbers for each category is 3 years. These courses may be offered an unlimited number of times over the life of the provider number.

Range:

The range is one to six based upon the number of continuing education hours.

Academic/Professional: (A)

Continuing Education Hours (ranges)	Initial Use	Renewal
1. one - ten	\$150.00	\$150.00
2. one - twenty	\$300.00	\$300.00
3. one - thirty	\$450.00	\$450.00
4. one - forty	\$500.00	\$500.00

Conference/Seminar/Workshop: (C)

Continuing Education Hours (ranges)	Initial Use	Renewal
1. one - ten	\$150.00	\$150.00
2. one - fifteen	\$225.00	\$225.00
3. one - twenty	\$300.00	\$300.00
4. one - twenty five	\$375.00	\$375.00
5. one - thirty	\$450.00	\$450.00
6. one - forty	\$500.00	\$500.00

Home Study Courses: (H)

Continuing Education Hours (ranges)	Initial Use	Renewal
1. one - ten	\$150.00	\$150.00
2. one - fifteen	\$225.00	\$225.00
3. one - twenty	\$300.00	\$300.00
4. one - twenty five	\$375.00	\$375.00
5. one - thirty	\$450.00	\$450.00
6. one - forty	\$500.00	\$500.00

**California Association for
Alcohol/Drug Educators**
(A California Non-Profit Corporation)

Instructions and General Information

The California Association for Alcohol/ Drug Educators (CAADE) recommends that all providers and instructors of continuing education programs review and be provided with a copy of these instructions.

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 classification:

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 the like.
2. Those disorders that would fall under the category of reactive disorders: codependence, parapendence, 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, nursing, psychology and social work.

A Certified Addictions Treatment Counselor is required to obtain a minimum of 40 hours of continuing education (CEHs) every two years in substance abuse and other professional development courses given by providers with a current **CAADE provider number**. CEHs may be obtained in courses (academic, home study, conference, seminar and workshop) as specified herein. Consequently, C.A.T.C.s are looking for continuing education courses with an approved CAADE provider number listed in brochures and other various forms of advertisements. One such source is in the **CAADE Chronicles**, which offers free links to their approved providers for the life of the CAADE provider number.

To Become a CAADE continuing education provider for Certified Addictions Treatment Specialists:

1. Read the Provider Instructions and Regulations 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 for the highest range of CEHs desired (1-40), along with the appropriate evaluation fees (Paypal/credit card, check or money order payable to CAADE) to the Continuing Education Committee (C.E.C.) at the address listed on the application. The categories and ranges of provider numbers and their respective evaluation fees are contained on the last page of this document.
3. Materials required to be submitted with your application form and evaluation fees are:
 - a. A copy of all course materials for review and evaluation of one course for each category of courses (A, C, or H) including a copy of textbooks, manuals, handouts, video/audio tapes, and course outline or syllabus. **If you offer or plan to offer a Laws and Ethics course, please submit materials for that course.**
 - b. Course brochure and other forms of advertisements. 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.
 - c. Course materials, excluding textbooks/workbooks/manuals and video/audio tapes submitted for review shall remain part of the applicant's file. **Excluded materials will be returned at the applicant's request provided the applicant sends the cost of the return mailing with the application.**
4. 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. Since all courses offered by a provider are not reviewed a complaint by a student will result in a review of the course complained about and may result in that course not being acceptable for continuing education.

These regulations dated **July 2012** supersede all previous regulations and revisions set forth by CAADE governing continuing education for Certified Addictions Treatment Counselor.

REQUIREMENTS FOR RENEWAL OF CATC CERTIFICATION

I. Continuing Education Hours:

- A.** A minimum of 40 hours of continuing education in Alcohol/Drug and Related Disorders, Counseling, Treatment and Professional Development Courses, from a CAADE approved program or provider, are required for renewal of the Certified Addiction Treatment Counselor (CATC) credential.
- B. Effective June 30, 2000** all conferences, seminars, workshops and home study courses for continuing education hours must have a CAADE approved provider number.
- C.** An hour of academic instruction is equal to one 60-minute hour of continuing education credit. (60 minutes = 1 hour and 1 hour = 1 CEH)

II. Alcohol/Drug/Related Disorders Hours:

- A. Academic/Institutional Courses:**
Forty (40) hours of continuing education may be obtained by participating in academic and professional institution's course work in Alcohol/Drug/Related Disorders Counseling and Treatment Courses given by providers with a current CAADE provider number.
- B. Conferences/Seminars/Workshops:**
Forty (40) hours of continuing education may be obtained by participating in conferences, seminars and workshops in Alcohol/Drug/Related Disorders Counseling and Treatment Courses given by providers with a current CAADE provider number.
- C. Home Study Courses:**
Forty (40) hours of continuing education may be obtained by participating in Counseling and Treatment Home Study Courses given by providers with a current CAADE provider number.

III. Professional Development Hours:

- A. Academic/Institutional Courses:**
Forty (40) hours of continuing education may be obtained by participating in academic course work in Professional Development Courses given by providers with a current CAADE provider number.
- B. Conferences/Seminars/Workshops:**
Forty (40) of continuing education may be obtained by participating in conferences, seminars or workshops in Professional Development courses given by a providers with a current CAADE provider number.
- C. Home Study Courses:**
Forty (40) hours of continuing education may be obtained by participation in Professional Development Home Study Courses given by providers with a current CAADE 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 counselors, Credentialed Addictions Treatment Counselors are to regularly engage in continuing education related to their profession and scope of practice as defined in these regulations.

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 and explanation of why the answer chosen by the provider was the correct answer).
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

The Credentialing Committee shall fund the administration of this section through provider fees to be deposited in the CAADE General Fund. The fees related to administration of this section shall not exceed the costs of administering the corresponding provisions of this section. **The Evaluation and Renewal Fee Schedule is contained on the last page of this document.**

Section IV: SOURCES FOR CONTINUING EDUCATION HOURS

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

1. An approved CAADE program in an accredited institution of higher learning or an appropriate state accredited or approved school in course directly related to addiction counseling.
2. Professional alcohol and other drug abuse associations and institutions, licensed hospitals and health care facilities, professional health care associations, a continuing educational component of an accredited institutions of higher learning, appropriate government agencies, private individuals and institutions approved by the Continuing Education Committee and awarded a valid provider number.

Section V: CONTINUING EDUCATION PROVIDERS

The Credentialing Committee has established procedures for approving providers of continuing education. Continuing education providers shall adhere to the procedures established herein. To become an approved continuing education provider for Certified Addictions Treatment Counselors (CATC) the applicant shall:

Read the Provider Instructions and Regulations 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 for the highest range of CEHs desired (1-40), along with the appropriate evaluation fees (Paypal/credit card, check or money order payable to CAADE) to the Continuing Education Committee (C.E.C.) at the address listed on the application. The categories and ranges of provider numbers and their respective evaluation fees are contained on the last page of this document.

3. Materials required to be submitted with your application form and evaluation fees are:
 - a. A copy of all course materials for review and evaluation of one course for each category of courses (A, C, or H) including a copy of textbooks, manuals, handouts, video/audio tapes, and course outline or syllabus. **If you offer or plan to offer a Laws and Ethics course, please submit materials for that course.**
 - b. Course brochure and other forms of advertisements. 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.
 - c. Course materials, excluding textbooks/workbooks/manuals and video/audio tapes submitted for review shall remain part of the applicant's file. **Excluded materials will be returned at the applicant's request provided the applicant sends the cost of the return mailing with the application.**
4. 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. Since all courses offered by a provider are not reviewed a complaint by a student will result in a review of the course complained about and may result in that course not being acceptable for continuing education.
5. The C.E.C. reserves the right to request the submission of a course for review when deemed necessary to resolve a dispute that arises with a counselor or other professional over a course taken.
6. A provider number issued under this section is awarded for a period of 3 years and shall expire on the last day of the thirty-sixth month from the approval issue date.
7. To renew a provider number, the provider shall on or before the expiration date of the permit, send a completed renewal application form, renewal fees and all materials requested for the evaluation of one course selected by the C.E.C. to the address listed on the application (see # 2 above).
6. A provider number which is not renewed by the expiration date, may not be renewed, restored, reissued or reinstated thereafter. However, the provider may apply for a new provider number.
7. A provider number is non-transferable to another institution, organization, person or entity.
8. On a semi-annual or annual basis remit a brochure or list of your scheduled courses. This will assist us in the proper maintenance of your provider account.

Please Submit All Materials By Mail or Email at office@caade.org

Section VI: CONTINUING EDUCATION COURSE CONTENT

1. A provider shall ensure that the content of a course shall be relevant to counseling and treatment of alcohol and other drugs, related disorders, and professional development. The content of a course shall be related to direct or indirect patient/client care such as:
 - a. direct patient/client care courses covering specialty areas of practice (e.g., theoretical frameworks for clinical practice: assertiveness training, codependency, domestic violence, and dual diagnosis etc).
 - b. indirect patient/client care courses, which cover pragmatic aspects of clinical practice (e.g. legal or ethical issues, consultation, record keeping, administrative and supervisory training) and aspects of other disciplines that enhance the understanding and practice of the alcohol and drug specialist.
2. The provider shall ensure that a course has specific objectives that are measurable.
3. Upon completion of the course, a credentialed person shall evaluate the course through some form of evaluation mechanism.

Section VII: CONTINUING EDUCATION COURSE CREDIT

1. **Effective June 30, 2000** all home study courses, conferences, seminars, and workshops for continuing education hours must be CAADE approved and has a CAADE provider number.
2. Provided by an accredited/approved post secondary institution that meets the requirements in this document or an approved provider with a current provider number as set forth in Section IV.
3. An hour of academic instruction is equal to one 60-minute hour of continuing education credit. (60 minutes = 1 hour and 1 hour = 1 CEH)

Section VIII: INSTRUCTOR QUALIFICATIONS

A provider shall ensure that an instructor teaching a course meets minimum qualifications:

1. Master's degree, professional license **or equivalence**, such as a certificate of training in an area related to the subject matter of the course that is current, valid and free from restriction due to disciplinary action by the Credentialing Committee or any other regulatory agency.
2. At least two years experience in teaching in an area related to the subject matter of the course.

Section IX: PARTICIPANT EVALUATIONS

1. Seminars, workshops, home study courses, etc. must, through some behavioral method, measure the participant's achievement of the program's objectives.
2. The form of evaluation may vary according to the instructor, program content, and method of presentation and the number of participants. The evaluation should test the participant's achievement of obtaining the behavioral objectives.

Section X: 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
4. Suitability of the arena in which the program was presented

Section XI: 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. CAADE provider number and number of CEHs awarded
6. Signature of course instructor, provider or provider designee

Section XII: 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
2. The Credentialing Committee may audit the course records of a provider to ensure compliance with the Credentialing Committee's continuing education requirements.

Section XIII: 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 CAADE, the CAADE provider number and the number of CEHs awarded
2. Provider's legal business name (on file) with CAADE
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

Section XIV: CAADE CHRONICLES

The California Association for Alcohol and Drug Educators will provide a free link in the quarterly publication, **The CAADE Chronicles**, to its providers for the life of the provider number (see last page for other advertising opportunities). In order to meet the deadline for publication, all "course" materials must be evaluated by the Continuing Education Committee in accordance with the instructions herein and a provider number granted, no later than the fifteenth (15th) day of the month proceeding the month of publication.

Section XV: CHANGE IN STATUS

Providers must notify CAADE within thirty (30) 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 XVI: SITE VISIT

A CAADE 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 XVII: REVOCATION OR DENIAL OF PROVIDER STATUS

1. The Credentialing Committee may revoke or deny "approved provider status" of a continuing education provider for reasonable cause.
2. After a thorough case review, should the Credentialing Committee 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 revocation or denial.

Section XVIII: HOLD HARMLESS

It is expressly agreed and understood that the provider is independent of the California Association for Alcohol and Drug Educators. The provider shall hold harmless the California Association for Alcohol and Drug Educators 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 XIX: Date of Revision

These regulations dated **November 2012** supersede all previous regulations and revisions.

CAADE Chronicles Advertising

Agency: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

(Ad size: see chart for specs) _____

*Payment Enclosed: \$ _____ (you may pay using Paypal or a credit card at www.caade.org). Select the **Donate button** and enter the amount for the ad you have selected). Attach the Paypal receipt to this form.*

Agency Representative (please print): _____

Title: _____ Date: _____

To pay by mail send this form with check made payable to:

**CAADE Chronicles Advertising
5230 Clark Avenue, Suite 3
Lakewood, CA 90712**

CAADE Chronicles Ad pricing	
Rates are available for advertisement in our green quarterly Chronicles, distributed to over 4000 members.	
<u>Sizes and rates are as follows:</u>	
● Business Card (3.5" w x 2" tall)	\$100
● 1/4 Page (3.5" w x 4.25" tall)	\$150
● 1/2 Page horizontal (7.5" w x 4.25" tall)	\$250
● 1/2 Page vertical (3.5" w x 9" tall)	\$250
● Full Page Ad (7.5" w x 9" tall)	\$350
<p>***All ads must be built to the correct size. Supply artwork as JPG, TIFF, GIF, PNG, or PDF. Email artwork to Tatiana Servin at tservin@caade.org</p>	