



# LOUISIANA

## Addictive Disorder Regulatory Authority

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**Policy Name:** Substance Abuse/Addiction Specific Education Policy

**Approval Authority:** This ADRA Board is responsible for final approval of a new or revised policies and procedures. The ADRA office will be responsible to ensure that necessary policies, procedures and guidelines are current and available on the appropriate departmental web site and implemented accordingly.

**Revisions:** November 15, 2013

**Errors or changes?** Send email to [admin@la-adra.org](mailto:admin@la-adra.org)

1. **Policy Statement**  
Substance Abuse/Addiction Specific Education plays essential roles in ensuring counselors in training have obtained the necessary education to ensure operational competency in the substance abuse treatment field.
2. **Reason for Policy**  
To further clarify the expectations of applicants as it relates to their Substance Abuse/Addiction Specific Education requirement.
3. **Who Should Read This Policy**  
The following individuals should observe this policy and follow its procedures and understand this policy in order to perform job duties.
  - All members of the ADRA community including but not limited to:
    - ADRA Staff
    - ADRA Board Members
    - All individuals regulated by the ADRA
    - All individuals applying to be regulated by the ADRA
    - Counselors/Prevention Specialist in Training
    - Addiction Treatment Assistants
    - Certified Clinical Supervisors
    - Public
4. **Related Documents**  
ADRA Newsletter
5. **Contacts**  
ADRA Office  
4919 Jamestown Avenue, Suite 203  
Baton Rouge, Louisiana 70808  
225-361-0698 (phone)  
[admin@la-adra.org](mailto:admin@la-adra.org) (email)



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### 6. **The Policy**

#### Substance Abuse/Addiction Specific Education:

Any course in which the curriculum/content is directly associated with the treatment, diagnosis, prevention, and/or education of substance abuse addiction.

These courses can be taken through universities or from continuing education providers.

In most cases, the title of the course will indicate if the educational hours can be counted as Substance Abuse/Addiction Specific by having the words substance abuse and/or addiction in the actual title of the course. If the title does not specify, the burden of proof falls on the applicant to provide additional documentation for these hours to be approved. The documentation required for approval of the course includes the following:

- Course Description
- Course Syllabus or Curriculum
- Letter from university, department chair or educational provider on letterhead attesting to Substance Abuse/Addiction Specific content in the course

### 7. **Compliance with this Policy**

Failure to comply with this policy may result in untimely processing of applications. If there is anything in this policy that you do not understand, please contact the ADRA office using the information provided.

Please note that the procedures and policies outlined in this policy, and in any related policy, may be reviewed or changed at any time. You will be alerted to important changes [and updates will be published on our website].