

**Addictive Disorders Regulatory Authority
(ADRA)
APPLICATION FOR
APPROVED INSTITUTION OF HIGHER EDUCATION (AIHE)
DESCRIPTION**

The ADRA operates a program to register a qualifying organization as an Approved Institution of Higher Education (AIHE) to implement the provisions of the Addictive Disorders Act R.S. 37:3371-3384. The rule governing this program was promulgated according to law and is recorded in LAC 46:LXXX.1709. The following instructions and regulations are part of the Policies and Procedures which the ADRA has prepared for the operation of the AIHE program. The purpose of the AIHE program is to assure that potential addiction counselors and prevention specialists receive quality professional education. Applicants for addiction counselor certification must have at least 12 semester hours, and up to 30 semester hours, of college credit in substance abuse counseling courses from an AIHE. Applicants for prevention specialist certification may have up to 30 semester hours of college credit in prevention related courses. The intent of the AIHE program is to provide standards for the conduct of college education directly related to addiction counseling and prevention. Institutions which qualify for the AIHE designation are granted significant privileges provided they continue to meet or exceed these standards. Among the privileges are, Announce to the public and advertise the availability of its addiction counseling and prevention curriculum. Offer practicum or internship courses in substance abuse counseling and prevention for credit. Assure its students that their education will contribute toward meeting the requirement of the ADRA for certification as an addiction counselor or prevention specialist. The AIHE program is designed to simplify and expedite the process of offering quality college education in the fields of addiction counseling and prevention, while maintaining high standards and adherence to the requirements of the law.

REQUIREMENTS and INSTRUCTIONS FOR AIHE

Institutions which grant formal college credit for courses in substance abuse counseling and/or prevention, have sufficient qualified faculty, and can offer supervised clinical practicum or internship courses may register with the ADRA as an Approved Institution of Higher Education, also known as AIHE.

An institution shall be granted the AIHE designation provided:

1. A satisfactory application form is submitted to the office of the ADRA.
2. The institution is an organized college or university accredited by a recognized regional accrediting body.
3. The institution provides a statement, signed by an authorized officer of the institution, to document:
 - a. The institution's desire and intent to provide substance abuse counseling and/or prevention education.
 - b. Acknowledgment of responsibility for such activities.
 - c. Acknowledgment that the institution is independent of the ADRA.
 - d. Acknowledgment that the institution shall hold the ADRA harmless.
 - e. Acknowledgment that the institution shall comply with the requirements of the ADRA, and that failure to do so may result in forfeiture of the AIHE designation.
4. The institution provides descriptions which document:
 - a. The appropriateness of their curriculum.
 - b. The qualifications of the faculty to teach such courses.
 - c. The policy on practicum and internship courses.
 - d. That education, training, experience, and supervision, when appropriate, in all 12 core functions and/or 5 performance domains will be provided.
5. The institution provides a summary statement of its continuous quality improvement program and agrees to maintain full records of that program.

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6. The institution agrees to provide for ongoing consultation from a Certified Clinical Supervisor, Licensed Prevention Professional or submit the credentials and qualifications of the qualified professional supervisor who will provide ongoing consultation relative to the quality and content of its substance abuse counseling and/or prevention curriculum.
7. The institution agrees to an annual audit review of its substance abuse counseling and/or prevention curriculum and continuous quality improvement program by a Certified Clinical Supervisor and an audit or review of its AIHE records at any time by the ADRA.
8. Application fee of \$ 250.00 made payable to ADRA

The core functions specific to substance abuse counseling are:

1. screening
2. intake
3. orientation
4. assessment
5. treatment planning
6. counseling
7. case management
8. crisis intervention
9. client education
10. referral
11. reports and record keeping
12. consultation with professionals.

The performance domains specific to prevention are:

1. planning and evaluation
2. education and skill development
3. community organization
4. public and environmental change
5. professional growth and responsibility

The AIHE designation is granted upon approval of the application and request for AIHE status. Approval is determined by the ADRA. The designation shall be valid from the date of approval to the nearest renewal date (March 31st or September 30th) one year later. Upon approval, the AIHE organization shall receive an appropriate certificate signed by the Director of the ADRA acknowledging award of the AIHE designation and the rights and privileges pertaining thereto.

Registration as an AIHE shall be renewed annually, provided:

1. A satisfactory renewal form is received prior to the expiration date of the current registration.
2. The annual audit report of the institution's substance abuse counseling and/or prevention curriculum and continuous quality improvement program, signed by a Certified Clinical Supervisor, is filed with the ADRA.
3. There have been no unresolved complaints against the institution.

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COVER SHEET**

NAME: _____ DATE: _____

Only completed applications will be reviewed. The application will be deficient if any of the below does not meet the standards set in the Rules of the ADRA. The applicant will be notified and allowed to correct deficiencies. The applicant will be notified by E-mail when the application is complete. You will receive a Renewal Approval Letter.

***THIS APPLICATION IS VALID FOR ONE YEAR FROM THE DATE OF RECEIPT.
AFTER WHICH, ANY INCOMPLETE APPLICATIONS WILL BE DISCARDED.***

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

CHECK LIST

On behalf of the above organization, I hereby register with the ADRA and request designation as an Approved Institution of Higher Education. In support of this request I submit the following documentation:

- ___ Cover Sheet
- ___ Registration Form
- ___ Copy of accreditation
- ___ Written description of the curriculum
- ___ Summary Statement of Continuous Quality Improvement Program
- ___ Qualifications of the appointed Curriculum Consultant
- ___ \$ 250.00 registration fee

ATTACH Non-Refundable, Non-Transferable Cashier's Check, Money Order or Company Check for \$ 250.00 application fee made payable to the ADRA. Fees can also be paid at www.la-adra.org through PayPal.

Personal checks will not be accepted

Please indicate method of payment and total amount enclosed: _____

- ___ Cashier's Check ___ Money Order ___ Company Check ___ PayPal (include a copy of your receipt)

**Mail Completed Renewal Package to:
ADRA - Certification
4919 Jamestown Avenue
Suite #203
Baton Rouge, LA 70808**

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REGISTRATION FORM**

Institution: _____ **Date:** _____

Address: _____

City, State: _____ **Zip:** _____

Contact Person: _____

Phone: (_____) _____ - _____ **Email Address:** _____

Organization's Website: _____

As authorized agent of the institution, I certify the following statements:

- We agree to submit to an annual audit of the AIHE program by a Certified Clinical Supervisor.
- We agree to submit an audit or review of any or all AIHE program records at any time by the ADRA.
- We agree to comply with the requirements of the ADRA, and recognize that failure to do so may result in forfeiture of the AIHE designation.
- We understand and acknowledge that registration as an AIHE shall be renewed annually.
- We have received a copy of the Requirements for AIHE.
- We agree to notify the ADRA of any change in the appointment of a qualified person as Curriculum Consultant.
- We understand that submitting an application in itself does not guarantee granting of the AIHE designation.

Curriculum Consultant: _____

Consultant's Credentials: LAC, CAC, RAC, LPP #: _____ CCS#: _____ Other: _____

Signature: _____ **Date:** _____

**Registration fee of \$250.00 made payable to ADRA
Mail This Form and payment to:
ADRA - Registration
4919 Jamestown Avenue
Suite #203
Baton Rouge, LA 70808**

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R E M I N D E R**

This is a reminder for those completing the application package for the AIHE Program to check all the requirements listed in the instructions, particularly #3. This requirement is necessary to establish the legal structure between your program and the ADRA. The required statement must be signed by the Supervisor of Educational Programs for your institution. The statement must include the following points:

- a. your institution's desire and intent to provide continuing professional education in substance abuse counseling and/or prevention,
- b. acknowledgment of your institution's responsibility for such activities,
- c. acknowledgment that your institution is independent of the ADRA,
- d. acknowledgment that your institution shall hold the ADRA harmless, and
- e. acknowledgment that your institution shall comply with the requirements of the ADRA, and failure to do so shall result in forfeiture of the AIHE designation.

The application form lists this statement as the second item on the "check list" of documentation to be submitted with the application. It is your responsibility to write the statement consistent with your institution's policies and, at the same time, to satisfy the ADRA's requirements.

I, _____, am the Supervisor of Education Programs and my signature below affirms full acceptance of the terms in this document.

Signature

Date