

# **Addictive Disorder Regulatory Authority (ADRA)**

## **SINGLE COURSE PROVIDER**

The ADRA operates a program to register a qualifying organization as an Approved Educational Provider (AEP) 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.1707. The rule allows an organization to be granted approval for a single course without becoming an approved provider for multiple courses. The following instructions are directed toward those organizations.

The single course provider may:

- Announce to the public and advertise that the course meets the standards of the ADRA only if approval has been granted. Prior to approval, the organization may state that ADRA approval is pending only if application has been made. Otherwise, the organization is prohibited from making any statement regarding ADRA approval of its course.

Offer to provide a certificate of completion for the use of substance abuse, compulsive gambling, and prevention counselors/specialists and trainees only after ADRA approval has been granted and all required information is included on the certificate. An organization may be granted approval as a single course provider provided:

A satisfactory application form is received at the office of the ADRA prior to offering the course.

The organization documents the course description including the educational objectives, course outline, instructional modalities, relationship of the material to the 12 core functions or 6 performance domains, and which renewal education area(s) are addressed.

The organization documents the qualifications of the instructors including description of the education, training, and experience, which prepared them to teach the course.

The organization agrees to provide a certificate of completion containing the same information required of an AEP.

The organization agrees to file a Course Report in the same fashion as an AEP and to include student evaluations of that course and to including the filing fee of \$1 per participant with a minimum of \$5.

Single course provider cost is \$ 150.00 for course check or money order made payable to ADRA.

Questions, comments, and/or suggestions may be directed in writing to the ADRA at:

**ADRA**  
**4919 Jamestown Avenue**  
**Suite #203**  
**Baton Rouge, LA 70808**

**Addictive Disorder Regulatory Authority  
(ADRA)**

**APPLICATION FOR SINGLE COURSE APPROVAL**

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

On behalf of the above organization, I hereby request approval as provider of the following single course directly related to substance abuse counseling, compulsive gambling counseling, or prevention:

**Title of Course/Event:** \_\_\_\_\_

**Instructor(s):** \_\_\_\_\_

**Number of Hours Offered:** \_\_\_\_\_

**Date(s) of Course/Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

In support of this request I submit the following documentation:

- \_\_\_\_\_ Course description
- \_\_\_\_\_ Qualifications of instructor(s)
- \_\_\_\_\_ Sample of proposed certificate
- \_\_\_\_\_ \$ 150.00 application processing fee

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

- We agree to advertise ADRA approval only after we have received it.
- We acknowledge responsibility for conduct of the course, that the organization is independent of the ADRA, and that the organization shall hold the ADRA harmless.
- We agree to provide a suitable certificate of completion for each person satisfactorily completing the course.
- We agree to file the required Course Report and appropriate filing fee (\$1 per participant – minimum \$5) to the office of the ADRA within 10 days of completion of the course including student evaluations, attendance sheet and a copy of the flier or brochure used to advertise the course.
- We agree to provide ADRA approved credit only if the course meets the stated standards set by the ADRA.
- We pledge to comply with the requirements of the ADRA.
- We understand that submitting an application in itself does not guarantee granting of approval.

**Supervisor of Educational Programs:** \_\_\_\_\_

**Supervisor's Credentials:** LAC, CAC or RAC #: \_\_\_\_\_ CCS #: \_\_\_\_\_ Other: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Single Course Approval fee of \$ 150.00 made payable to ADRA**  
**Mail this form and payment to:**  
**ADRA - Education**  
**4919 Jamestown Avenue**  
**Suite #203**  
**Baton Rouge, LA 70808**

**Addictive Disorder Regulatory Authority  
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**COURSE REPORT**

Date: \_\_\_\_\_

Organization: \_\_\_\_\_ AEP #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course #: \_\_\_\_\_ Date(s) of Course: \_\_\_\_\_

Location: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Instructor(s) Qualifying Credentials: \_\_\_\_\_

Number of persons awarded Certificates of Completion: \_\_\_\_\_

Attach:

1. Sample of Certificate of Completion for this course.
2. Attendance List
3. Flier or brochure advertising course to the public.
4. Course Report filing fee - **\$ 1.00 per participant – minimum \$ 5.00**

Supervisor of Educational Program: \_\_\_\_\_

Title/Credentials: \_\_\_\_\_

**Signing this document as the Supervisor of Educational Programs for this Approved Educational Provider verifies that all requirements of this Course Report have been met.**

Signature: \_\_\_\_\_

**Mail This Form and Filing Fee to:  
ADRA - Education  
4919 Jamestown Avenue  
Suite #203  
Baton Rouge, LA 70808**

# Addictive Disorder Regulatory Authority (ADRA)

## ATTENDANCE LIST

AEP#: \_\_\_\_\_

COURSE #: \_\_\_\_\_

ADRA Credentialed or status holders only:  
LAC, CAC, RAC, CCS, CCGC, LPP, CPP, RPP,  
CPS, ATA, RP, CIT, PSIT

<b>ADRA #</b>	<b>Name</b>	<b>Hours Attended</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____