

**Addictive Disorder Regulatory Authority
(ADRA)
APPROVED EDUCATIONAL PROVIDER PROGRAM (AEP)
DESCRIPTION**

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 following instructions and regulations are part of the Policies and Procedures which the ADRA has prepared for the operation of the AEP program. The purpose of the AEP program is to assure that current and potential addiction counselors, compulsive gambling counselors, and prevention specialists receive quality professional education. Applicants for addiction counselor certification may substitute up to 270 hours of AEP education for up to 18 semester hours of college credit in substance abuse counseling courses. Applicants for compulsive gambling counselor certification are required to have 30 hours of AEP education in compulsive gambling. Applicants for prevention specialist certification may substitute 450 hours of AEP education for 30 semester hours of college credit in prevention related courses.

Every certified counselor/specialist is required to obtain 48 hours of AEP education every two years in order to qualify for renewal of certification. The intent of the AEP program is to provide standards for the conduct of professional education directly related to addictions counseling, compulsive gambling counseling, and prevention. Organizations, which qualify for the AEP designation, are granted significant privileges provided they continue to meet or exceed these standards. Among the privileges are: announce to the public and advertise that its educational offerings are approved by the ADRA. This is a significant privilege in that the AEP organization does not have to obtain pre-approval for each of its courses. The AEP is responsible to see that any course it so designates does indeed meet the standards of the ADRA. Issue certificates of completion, which acknowledge approval of the course by the ADRA. This is a significant privilege in that the AEP organization does not have to wait for ADRA action before it can issue a course certificate. The AEP program is designed to simplify and expedite the process of offering quality professional education in the fields of addictions counseling, compulsive gambling counseling, and prevention while maintaining high standards and adherence to the requirements of the law. Questions and/or suggestions are welcomed and encouraged. Please address all comments to:

REQUIREMENTS and INSTRUCTIONS for AEP

Organizations who desire to provide continuing professional education in addiction counseling, compulsive gambling counseling, clinical supervision or prevention may register with the ADRA as an AEP. Each educational offering is a form of learning experience and shall be known as a course for the purposes of this program whether it was offered for academic credit, as a workshop, seminar, conference, or in any other acceptable format. An individual, partnership, corporation, association, organized health care system, educational institution, governmental agency, or any other autonomous entity shall qualify as an organization for the purposes of this program.

An organization shall be granted the AEP designation provided:

1. A satisfactory application form is submitted to the office of the ADRA.
2. One person, who is qualified by virtue of education, training, and experience, is identified as the supervisor of all educational programs to be offered.
3. The organization provides a statement, signed by an the supervisor of educational programs for the organization, to document:

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- a. The organization's desire and intent to provide continuing professional education in substance abuse counseling, compulsive gambling counseling, clinical supervision and/or prevention.
 - b. Acknowledgment of responsibility for such activities.
 - c. Acknowledgment that the organization is independent of the ADRA.
 - d. Acknowledgment that the organization shall hold the ADRA harmless.
 - e. Acknowledgment that the organization shall comply with the requirements of the ADRA and that failure to do so shall result in forfeiture of the AEP designation.
4. The organization agrees to provide a certificate of completion for each person satisfactorily completing each course, which shall contain:
- a. The name and trainee or certification number of the person completing the course.
 - b. The name and AEP number of the provider.
 - c. The title of the course, course number, name of the instructor(s), and date(s) and location of the course.
 - d. The number of clock hours of credit earned.
 - e. The signature of the organization's educational program supervisor or the instructor, or both.
5. The organization agrees to file a course report with the ADRA within 10 days of completion for each course, which shall contain:
- a. The AEP number and course number of the provider.
 - b. The trainee or certification number and the clock hours earned for each person completing the course or, the name and hours for persons not registered with or certified by this ADRA.
 - c. A sample of the certificate of completion for the course.
 - d. A copy of the flier or brochure used to advertise the course to the public.
 - e. The appropriate filing fee (\$1 per participant – minimum \$5)
6. The organization agrees to provide ADRA approved credit only for courses which meet the educational standards of the ADRA and which are taught by instructors who are qualified by virtue of education, training, and experience. The organization agrees to document this by maintaining a file for each course in its office, which contains:
- a. The course description containing the educational objectives; course outline; instructional modalities; and relevance of the material, including relationship to the 12 core functions or 6 performance domains, theoretical content related to scientific knowledge of practicing in the field of substance abuse counseling, compulsive gambling counseling, clinical supervision or prevention, direct and/or indirect patient/client care, and which renewal education area or areas are addressed.
 - b. Exclusion of credit for any part of the course which deals with professional services from which substance abuse counselors, compulsive gambling counselors, or prevention specialists are excluded, including, but not limited to, the practice of medicine, social work, psychology, counseling for disorders other than addiction/compulsive gambling, administering or interpretation of psychological tests, and utilization of psychometric procedures.
 - c. The qualifications of instructors containing description of the education, training, and experience which prepared them to teach the course.
7. The organization provides a summary statement of its continuous quality improvement program and agrees to maintain full records of that program. This program shall include, but not be limited to, student evaluations of each course, truth in advertising, ethical conduct, and current and future educational needs of counselors.
8. The organization agrees to notify the ADRA and each person who completed a course in a timely fashion if it is determined that a course did not comply with the standards of the ADRA for substance

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abuse counselor, compulsive gambling counselor, clinical supervisors or prevention education. The organization shall also present its written policy on refunds, cancellation, and partial credit.

9. The organization agrees to an annual audit review of its education program, course files, course reports, and continuous quality improvement program by a Certified Clinical Supervisor, and an audit or review of its records at any time by the ADRA.

The core functions specific to substance abuse and compulsive gambling 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, and (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 organizational policy, and (5) professional growth and responsibility.

The education areas for renewal of certification are:

1. Techniques of screening, intake, orientation, and assessment of client/patient.
2. Client education approaches for problems of chemical dependency/compulsive gambling.
3. Treatment planning strategies and counseling skills.
4. Chemical dependency/compulsive gambling counseling techniques including individual and group psychodynamics.
5. Case management matrices, consultation methods, and the utilization of other professional/treatment services and referral systems.
6. Chemical dependency/compulsive gambling crisis intervention skills.
7. Awareness of special population needs in reference to substance abuse/compulsive gambling.
8. Utilization of self-help groups and awareness of the 12-step process.
9. Basic pharmacologic knowledge and an understanding of chemical dependency/compulsive gambling disease.
10. Reporting and recordkeeping.
11. Professional ethics of substance abuse/compulsive gambling counseling.
12. Related medical and psychological disorders that may require referral.
13. Skills in the performance domains of prevention.

The AEP designation is granted upon approval of the application and request for AEP status. Approval is determined by the ADRA. The designation shall be valid from the date of approval to the nearest renewal date (Mar. 31 or Sept. 30) one year later. Upon approval, the AEP organization shall receive an appropriate certificate signed by the director of the ADRA acknowledging award of the AEP designation and the rights and privileges pertaining thereto. Registration as an AEP 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 organization's education program, course files, and continuous quality improvement program signed by a Certified Clinical Supervisor is filed.
3. There have been no unresolved complaints against the organization.

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R E M I N D E R

This is a reminder for those completing the application package for the AEP 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 an **authorized officer** of your organization. The statement must include the following points:

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

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

**Addictive Disorder Regulatory Authority
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APPROVED EDUCATIONAL PROVIDER PROGRAM (AEP)
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 Educational Provider. In support of this request I submit the following documentation:

- ___ Cover Sheet
- ___ Registration Form
- ___ Qualifications of the appointed Supervisor of Educational Programs
- ___ Sample of proposed Certificate of Completion
- ___ Sample of course file for two (2) typical courses
- ___ Summary Statement of CQI Program
- ___ Policy Statements on non-compliance, refunds, cancellation, and partial credit
- ___ Signed statement of compliance by Supervisor of Educational Programs

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**

**Addictive Disorder Regulatory Authority
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REGISTRATON FORM**

Organization: _____ **Date:** _____

Address: _____

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

Contact Person: _____

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

Website (if applicable for online providers) _____

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

We agree to:

- (1) provide a suitable certificate of completion for each person satisfactorily completing each course,
- (2) file the required course report with the office of the ADRA within 10 days of completion for each course **including paying the filing fee (\$1 per participant with \$5 minimum),**
- (3) provide board approved credit only for courses which meet the stated standards and to keep a file for each course,
- (4) notify the board and each person who attended should a course not meet the stated standards,
- (5) submit to an annual audit of the AEP program by a Certified Clinical Supervisor, and
- (6) an audit or review of any or all AEP program records at any time by the ADRA.

We pledge to comply with the requirements of the ADRA, and recognize that failure to do so may result in forfeiture of the AEP designation. We understand and acknowledge that registration as an AEP shall be renewed annually. We have received a copy of the Requirements for AEP. We agree to notify the ADRA of any change in the appointment of a qualified person as Supervisor of Education Programs. We understand that submitting an application in itself does not guarantee granting of the AEP designation

Supervisor of Educational Programs: _____

Supervisor's Credentials: LAC, CAC or RAC #: _____ CCS #: _____ Other: _____

Signature: _____ **Date:** _____

Application 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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INSTRUCTIONS FOR AEP COURSE REPORT**

Every Approved Educational Provider shall file a course report within 10 days of completion of each course.

1. Enter the required information on the appropriate form: date form is filled out, organization's name, AEP #, mailing address, course #, date or dates of the course, location, title, and instructor.
2. Enter the number of Certificates of Completion issued.
3. Prepare one original copy of the certificate of completion with "Sample" as the counselor's name and "xxx" as the LAC, CAC, RAC, CCGC, CCS, LPP, CPP, RPP, CPS, PSIT, RP, ATA or CIT number. All other information shall be as on all certificates for this course, including the signature(s).
4. Submit the attendance list on the appropriate form.
5. Submit a copy of the flier or brochure used to advertise the course to the public.
6. Enter your name, sign, and date the form.
7. Mail the form, sample certificate, attendance list, flier or brochure, and the appropriate filing fee (\$1 per participant – minimum of \$5) to the office of the ADRA
8. Registration fee of \$ 250.00 made payable to ADRA

**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
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ATTENDANCE LIST**

AEP#: _____

COURSE #: _____

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

ADRA #	Name	Hours Attended
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1. _____
2. _____
3. _____
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6. _____
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17. _____
18. _____