

Addictive Disorder Regulatory Authority (ADRA)

GUIDELINES FOR EDUCATIONAL PROVIDERS

1. Contact Hours are awarded in half-hour increments for actual time spent in educational activities. It is recorded as a decimal fraction, i.e., 0.5 hours. Truncate; do not round the Contact Hours awarded, i.e., if a session runs past a half-hour increment by 20 or 25 minutes no extra credit is earned.
 - a. Minimum course length is 1 hour without a break.
 - b. Meal time is excluded.
 - c. Breaks are allowed at the rate of 10 minutes per hour after the first hour.
 - d. Study, testing, evaluation, and other administrative duties are excluded.
 - e. Time spent on educational material not relevant to or excluded from the scope of practice for substance abuse counselors/compulsive gambling counselors/prevention specialists shall not be credited for these individuals.
 - f. Contact hours are for direct, didactic interaction only. Observation, field exercises, experiencing techniques as subjects, practicum, internship, etc. are excluded.
2. Attendance records shall be kept for each session and each day if there are multiple sessions in the educational offering, e.g., conference, convention, retreat, or multiple day seminar or workshop. These records will be audited.
3. Each course has a three-digit number. Course numbers are assigned by the provider sequentially beginning with 001. Each time a course is taught it has a unique course number even if it is a repeat of a previously offered course.
4. The Policy on Refunds shall state the terms and conditions for giving refunds. The Policy on Cancellation shall state the terms and conditions for cancellation by the provider or by the person registered. The Policy on Partial Credit shall state whether partial credit is available and, if so, under what conditions. A statement of these policies shall be included in all advertisements and announcements.
5. The term CEU may be used for contact hours as an expedient. The provider is cautioned that colleges and universities are primary sources of CEU credits and that form of CEU is granted in increments of 0.1 hour at the rate of 1 CEU for 10 clock hours.
6. A file shall be kept on each course by number. It shall contain the course description, faculty qualification, copy of all brochures and advertisements, original of a certificate as issued for the course marked as "file copy", attendance list, and other records on the course. These files may be audited.

Sample Certificate of Completion [Fill In]

Name of Organization
ADRA AEP # X000
certifies that

[Name of Counselor]
LAC, CAC or RAC/CCGC/CPS/CIT No. [#]

Attended and Completed
Course No. [#] :

[Name of Course/Workshop]

taught/conducted by

[Name of Instructor]

on
[Date(s)]
at
[City, State]

for which [#] contact hours are awarded.

Signature: _____ Title of Educational Supervisor

SAMPLE COURSE DESCRIPTION

Title: Descriptive Name (not misleading)

Contact Hours: Number of hours, partial credit conditions, if any.

Schedule: Describe the planned schedule. Include number of days, start and stop times or length in hours, number of sessions, breaks, and other particulars. **Description:** Statement of the purpose and scope of the course. Include topics or subject matter.

Objectives: List the educational objectives of the course. Objectives must be written in measurable terms relevant to adult continuing education.

Content: (example only)

I. Introduction

A. Background

B. Definitions

II. First Major Subject

A. Topic 1

B. Topic 2

III. Second Major Subject

A. Topic 3

1. Subtopic 1

2. Subtopic 2

B. Topic 4

IV. Summary and Conclusion

Teaching Methods: List the adult education techniques which will be applied, such as, lecture, discussion, questions and answers, film, role playing, demonstrations, etc. List handouts, audio/visual, and other instructional aids.

(sample course description continued)

Material Applies To: [Check]

Core Function

- Screening
- Intake
- Orientation
- Assessment
- Treatment Planning
- Counseling
- Case Management
- Crisis Intervention
- Client Education
- Referral
- Reports and Record Keeping
- Consultation with Professionals

Performance Domains

- Program Coordination
- Education and Training
- Community Organization
- Public Policy
- Professional Growth and Responsibility
- Planning and Evaluation

Relevance Area

- Theoretical content related to scientific knowledge of practicing in the field of substance abuse/compulsive gambling counseling and/or prevention.
- Application of scientific knowledge in the field of substance abuse/compulsive gambling counseling and/or prevention

- Direct and/or indirect patient/client care.
- Other Relevance Renewal Educational Area
- Techniques of screening, intake, orientation, and assessment of client/patient.
- Client education approaches for problems of chemical dependency/compulsive gambling.
- Treatment planning strategies and counseling skills.
- Chemical dependency/compulsive gambling counseling techniques including individual and group psychodynamics.
- Case management matrices, consultation methods, and the utilization of other professional/treatment services and referral systems.
- Chemical dependency/compulsive gambling crisis intervention skills.
- Awareness of special population needs in reference to substance abuse/compulsive gambling.
- Utilization of self-help groups and awareness of the 12-step process.
- Basic pharmacologic knowledge and an understanding of chemical dependency/ compulsive gambling disease.
- Reporting and record keeping.
- Professional ethics of substance abuse/ compulsive gambling counseling.
- Related medical and psychological disorders that may require referral.
- Skills in the performance domains of prevention.

Portion of Course Excluded from Credit: _____

Sample Faculty Qualifications
FACULTY QUALIFICATION

Name: _____

Credentials: _____

Address: _____

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

Phone: (_____) _____ - _____

Education:

List degrees, college/university, date, major.
List pertinent diplomas and special education.

Training:

List pertinent internships and practica.
List significant specialized training.

Experience:

List applicable professional experience.
List applicable teaching experience.

Publications:

List applicable books, articles, tapes, videos, etc.

Curriculum Vitae or Resume Attached: ___ Yes ___ No