

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, 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, to the office of the ADRA.
8. There is a charge of \$ 1.00 per for each course minimum \$ 5.00

**Addictive Disorder Regulatory Authority
(ADRA)**

AEP COURSE REPORT

Date: _____

Organization: _____ **AEP #:** _____

Address: _____

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

Course #: _____ **Date(s) of Course:** _____

Location: _____

Course Title: _____

Instructor(s): _____

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. Check made payable to ADRA - \$1.00 per participant (minimum \$5.00)

Signature: _____ **Date:** _____

Type or Print Name: _____

**Please mail to:
ADRA
628 North Fourth Street
Baton Rouge, LA 70802**

**Addictive Disorder Regulatory Authority
(ADRA)**

AEP COURSE ATTENDANCE LIST

AEP#: _____

COURSE #: _____

Certified or Registered
LAC, CAC, RAC,
CCS, CPS, ATA, RP,
CIT PSIT

#	Name	Hours
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____