

**Department of Health and Hospitals - Office for Addictive Disorders**  
**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.

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**  
**628 North Fourth Street**  
**Baton Rouge, LA. 70802**

**Department of Health and Hospitals - Office for Addictive  
Disorders  
Addictive Disorder Regulatory Authority  
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**APPLICATION FOR SINGLE COURSE APPROVAL**

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

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

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

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

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

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

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

**Instructor:** \_\_\_\_\_ **Contact**  
**Hours:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

In support of this request I submit the following documentation:

\_\_\_\_\_ Course description.

\_\_\_\_\_ Qualifications of instructor(s).

\_\_\_\_\_ Sample of proposed certificate.

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 with 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.

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

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

**Type or Print Name:** \_\_\_\_\_

**Mail This Form and payment to:  
ADRA - Education  
628 North Fourth Street  
Baton Rouge, LA. 70802**

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**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:

Sample of Certificate of Completion for this course.

Attendance List

Flier or brochure advertising course to the public.

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

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

Type or Print Name: \_\_\_\_\_

**Mail This Form and Check to:**

**ADRA - Education**

**628 North Fourth Street**

**Baton Rouge, LA. 70802**

