

**Addictive Disorder Regulatory Authority
(ADRA)**

Renewal of Registration as an Approved Training Institution (ATI)

Date: _____

Institution: _____ ATI #: _____

Address: _____

City, State: _____ Zip: _____

Supervisor of Training Program: _____

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

Phone: (_____) _____ - _____ Date of first ATI registration: _____

On behalf of the above institution, I hereby request that the designation as an Approved Training Institution be renewed. In support of this request I submit a copy of the required annual audit of the ATI program conducted by a Certified Counselor Supervisor. As authorized agent of the institution, I certify the following statements: We are aware of no unresolved complaints concerning our ATI program. We acknowledge that we continue to be responsible for annual renewal of this registration. We agree to notify the ADRA of any change in the appointment of a qualified person as Supervisor of Training Program.

Signature: _____ Date: _____

Type or Print Name: _____

Renewal fee of \$ 250.00 made payable to ADRA

Mail This Form and payment to:

**ADRA- Registration
628 North Fourth Street
Baton Rouge, LA 70802**

For Office Use Only:

Received

Check #

Files Reviewed

Mailed

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QUALITY ASSURANCE REVIEW

Please read the following questions, circle your answers, and return the questionnaire with your renewal request.

1. During my contact with the ADRA, I found that all my needs were met in a timely, professional manner.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

2. Information received from the ADRA was clear and reliable.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

3. The ADRA's Administrative Staff was helpful and polite.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

4. All instructions given by ADRA material is clear, easy to read, and understandable.
 - A. Strongly Agree
 - B. Agree
 - C. Disagree
 - D. Strongly Disagree

5. Please write any comment about the ARDA here. _____
