

**CALIFORNIA ASSOCIATION OF ALCOHOLISM AND
DRUG ABUSE COUNSELORS**

APPROVED CONTINUING EDUCATION PROVIDER

FOR CADC I/II, CCS, CCPS
IN THE STATE OF CALIFORNIA



APPLICATION AND INSTRUCTIONS

*3400 Bradshaw Rd, Suite A-5
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California Association of Alcoholism
and Drug Abuse Counselors



TO: NEW AND RENEWING CONTINUING EDUCATION PROVIDERS

SUBJECT: **CONTINUING EDUCATION PROVIDER REGULATIONS**

The primary purpose of continuing education is to enhance the quality of substance abuse counseling delivered to the public. This is accomplished by restricting advanced continuing education courses to subjects which relate to alcohol and drug abuse counseling and treatment.

Certified Alcohol and/or Drug Counselors are required to obtain 60 hours of continuing education (CEH's) toward renewal of certification. A minimum of 30 hours must be from approved provider programs and the other 30 hours may be achieved in areas of professional development. Therefore, our certified addiction professionals are looking for programs with the CAADAC Provider Number listed in advertisements. Education through colleges, universities and institutes required to become certified (basic education) does not qualify for continuing education for renewal of certification.

The regulations delineate a system of approval through approving the provider rather than prior review of individual seminars/workshops. CAADAC does, however, reserve the right to audit courses at random. Providers must comply with the regulations set forth herein. A CAADAC Provider Number may not be shared, nor can it be loaned to another agency or individual. Providers must also be aware that all information contained in these provisions supersedes all previous regulations. If you provide hours that qualify under the areas of professional development, please note those hours separately on the attendees certificate, complete with the CAADAC Provider Number.

By acquiring a CAADAC Provider Number it will distinguish that your workshops meet with current and forthcoming standards. It is absolutely necessary that prospective providers read the entire packet before applying for provider status. Please also be aware that if you choose not to become an approved provider your coursework qualifies for professional development hours only.

After submission of your new or renewal application, please allow a minimum of three weeks for processing. Failure to attach required flyers and outlines will delay the approval process. Educational offerings presented after renewal date and prior to actual renewal payment being made are subject to rejection. Please allow adequate time for processing. Thank you!

RENEWAL OF CERTIFICATION HOURS – CLARIFICATION

(Total of 60 hours required)

60 minutes = 1 hour & 1 hour = 1 CEH

Preparation is 1 hour for 1 hour of presentation

I. ADVANCE EDUCATION: ALCOHOL/DRUG COUNSELING CAADAC provider required minimum 30 hours.

- A. Workshop/Seminars: Basic counseling skills courses including at Masters Level may not be used for renewal. Minimum of 30 hours must be completed in workshops and seminars in the counseling skill, and must be given by approved providers with current CAADAC approved provider numbers. It is the responsibility of the applicant to make sure that the workshop has an approved provider number. All documentation must have the approved CAADAC provider number and be in advanced alcohol/drug skills.
- B. Design/implementation/Presentation of Alcohol/Drug Counseling topics for an approved CAADAC provider.
(Document by submitting a letter from administrator, supervisor or coordinator of activity stating date, type of activity, hours involved, outline of activities and sample brochures, handouts and other education materials.)
- C. Initial Oral Training by Approved ICRC/AODA Supervisors.
(Document by submitting copy of Certificate.)
- D. Ethics: Three (3) Hours.

II. PROFESSIONAL DEVELOPMENT HOURS

(Provider number not required.) Up to 30 hours may be obtained in the following areas:

- A. Design/Implementation/Presentation of Alcohol/Drug Counseling and related topics. Not an approved provider program.
(Document by submitting a letter from administrator, supervisor or coordinator of activity stating date, type of activity, hours involved, outline of activities and sample brochures, handouts and other educational materials.)
- B. In-service Education
Formalized training within institutions such as clinics and treatment centers provided for the development/enhancement of skills. (Document by submitting letter or certificate verifying participation.)
- C. Self-Improvement seminars, workshops, etc.
Formal, organized workshop/training which focuses on personal and professional growth issues:
 - 1. Burnout workshop/seminar.
 - 2. Personal growth (identification of strength and limitations, stress management, relaxation, leisure time skill, proper nutrition, spirituality.)
 - 3. Relapse prevention.
 - 4. Professional growth (self-assessment, resources, professional behavior, support services; i.e., eating disorders, child abuse, etc., peer assistance).
 - 5. Instruction hours of retreat programs which meet the above criteria of professional development are accepted.

Included as Professional Development:

1. CAADAC Board of Directors Meeting Participation
2. CCB Board of Directors Meeting Participation
3. CAADAC Regional Meeting Participation.
4. Approved CAADAC/CCBADC/CAADAC Committee Volunteer Work. (Document by submitting letter or certificate signed by Committee Chair verifying participation.)
5. Examinations performed by qualified CPM Evaluators/Commissioners.

Not included as Professional Development:

1. Volunteer 12 Step Work.
2. Volunteer Counseling at Step Houses/Service Centers.
3. 12 Step Meeting Attendance.
4. 12 Step Conference and Convention Attendance.
5. Group or individual counseling or psychotherapy.
6. Alcohol Anonymous, AA Retreats.

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GUIDELINES AND INSTRUCTIONS FOR PROVIDERS OF CONTINUING EDUCATION FOR CADC I's, CADC II's, CCS and CCPS IN THE STATE OF CALIFORNIA

ARTICLE I. DEFINITIONS

- A. "Continuing Education" means the variety of forms of learning, experiences, including, but not limited to lectures, conferences, academic studies and independent/home study programs undertaken by certified addiction professionals for recertification. These learning experiences are meant to enhance the knowledge of the certified addiction professional in providing direct and indirect patient care.
- B. "Course" means a systematic learning experience, at least two (2) hours in length, which deals with and is designed for the acquisition of tasks, knowledge, skills and information for application in direct and indirect patient care.
- C. "Content Relevant to the Counselor" means content relevant to the development and maintenance of current competency in the delivery of alcohol and drug counseling.
- D. "Independent/Home Study Courses" means continuing education courses offered by individual study by an approved provider.
- E. "Hour" means at least sixty (60) minutes of participation in an organized learning experience.
- F. "Approved Providers" means those individuals, partnerships, corporations, associations, organizations, organized health care systems, educational institutions, governmental agencies or private practitioners offering continuing education as approved by CAADAC.
- G. "Successful Completion" means the participant has met all criteria as specified by the provider for continuing education course credit.
- H. "Evaluation" means the method used by the provider to measure the participant's successful completion of the instructional objectives of the continuing education course.

ARTICLE II. PROVIDER CATEGORIES, FEES, APPLICATION PROCESS

- A. Category 1 – Full Provider - Approval is granted for a two year period. The provider is entitled to sponsor unlimited continuing education during this time, pursuant to the regulations stated herein. The fee for approval/renewal of a continuing education provider is three hundred (\$300.00) dollars. The provider approval expires two years from the date of initial approval. The fee for renewal of a continuing education provider number is three hundred (\$300.00) dollars.
- B. Category 2 – One-Time Use Provider – Approval is granted for one event per calendar year, pursuant to the regulations stated herein. Said event is limited to one week (40 continuing education hours) during that calendar year. Failure to follow provider guidelines can result in refusal to approve future provider applications. The fee for approval of a one-time use continuing education provider is fifty (\$50.00) dollars.

The provider must submit an application to CAADAC for CAADAC approval at least four (4) weeks prior to the date the first course is to begin.

1. For Initial Provider Approval:

To become a CAADAC approved continuing education provider for our addiction professionals:

- a. Read Provider Instructions
- b. Complete Application (last page of this packet) and check the APPROVAL box.
- c. Send Application, mandatory flyers/course brochures and appropriate payment to CAADAC office. Payment must accompany application.

2. For Renewal of Provider Number:

To renew Provider number with NO break in service:

- a. Review Provider Instructions
- b. Complete Application (last page of this packet) and check the RENEWAL box.
- c. Send Renewal Invoice, Application and appropriate payment to CAADAC office. Payment must accompany application.

Written notice of provider approval/renewal will be sent by CAADAC indicating the period for which approval is granted and the provider number.

As a courtesy to providers, a renewal notice will be sent to the address of record prior to expiration date of the provider number. Failure to renew a renewal notice does not relieve the provider of the responsibility to renew the provider number.

A provider number is non-transferable and non-shareable.

ARTICLE III. THE APPROVED PROVIDER

The title "CAADAC Approved Provider" can only be used when an individual, partnership, corporation, association, organization, organized health care system, educational institution or governmental agency has been approved by CAADAC in accordance with these instructions. In order to obtain approval, applicants must have committed no act which would lead to disciplinary action, has submitted a provider application on the form supplied by CAADAC and remitted the appropriate fee.

An individual, partnership, corporation, association, organized health care system, governmental agency, educational institution, and other organizations may be issued only one provider number. Autonomous entities within such organization, however, may be issued separate provider numbers.

An approved provider shall have a written and published policy, available on request with provider information on 1) refunds in case of non-attendance, 2) time period for return of fees, and 3) notification if course is cancelled.

Approved providers are responsible for all courses, including, but not limited to, record keeping, advertising course content as related to CAADAC standards, issuance of certificates and instructor qualifications. When two or more approved providers co-sponsor a course, only one provider number shall be used for that course, and that provider must assume full responsibility for record-keeping, advertising course content as related to CAADAC standards, issuance of certificates and instructor(s) qualifications.

- A. Out-of-State Providers – Providers of continuing education that are giving ongoing (i.e. once a year or more workshops in California must obtain a CAADAC provider number to allow California counselors to receive continuing education hours when renewing their certification. This stipulation applies even though the provider may hold a provider number from either a national organization or another organization in their home state. However, if the counselor attends a workshop out-of-state, we accept other ICRC certified bodies approved advanced education.
- B. Web-based/Online/Homestudy Programs – Students must be provided reasonable technical support and full disclosure of all program requirements and are pursuant to the regulations stated herein.
1. Methods - Several methods for the development of homestudy/independent study programs are described here for use by authors, developers and providers of continuing education by homestudy/independent study. Please note Section VII of the Provider packet: one (1) hour = one (1) Continuing Education Hour (CEH) and ten (10) hours = one (1) Continuing Education Unit.

Field Testing Method: Authors of homestudy/independent study courses using the Field Testing Method write continuing education materials for homestudy courses and determine the ratings of hours per course. These materials are pilot field-tested using already licensed or certified healthcare professionals. The results of such field testing determine an average number of hours for course completion and a minimum post-test cutoff score.

Consultant Development Method: Providers of continuing education contract with educational consultants' expert in the development of continuing education programs. Paid consultants develop educational programs and specify number of contact hours and passing post-test cutoff score.

Field Survey Method: Developers of continuing education programs survey existing providers to determine acceptable difficulty levels, per-page-CEH ratios and posttest questions-per-CEH ratios.

2. Guidelines - A National Association of Alcoholism and Drug Abuse Counselors (NAADAC) survey of continuing education providers indicates suggested development guidelines of 3-5 pages per CEH and 3-5 posttest questions-per-CEH. Less than the suggested 3-5 page-per-CEH may be indicated when highly technical material (i.e. Neurochemistry, research) is presented. More than the suggested 3-5 page-per-CEH may be necessary when lengthy case histories or dialogues are used. Posttests in the essay format may be used as an alternative format in some situations as in the case of ethics courses. A reasonable amount of credit is allowable for registration, testing and the completion of required paperwork by participants. Audiotapes and videotapes are rated on a real time basis. For example, a one-hour audio or videotape is rated at one (1) continuing education hour. Additional time may be allotted for reviews of study guides, posttests, registration and handling.

ARTICLE IV. PROVIDER RECORDS

- A. Approved provider(s) must keep the following records for a period of four (4) years in one location within the state of California, or in another place approved by CAADAC:
1. Complete course outlines of each course given, including a brief overview, objectives, comprehensive topical outline and method of evaluation of participants.

2. Record of time, place and date of each course given.
3. A curriculum vitae or resume for each instructor.
4. Name and credential number of the certified alcohol/drug counselor taking any approved course, and a record of the certificate issued to them.
5. Record of certified alcohol/drug counselors scores, if applicable.
6. Course evaluations by participants.

ARTICLE V. CHANGE IN STATUS

Approved providers must notify CAADAC within thirty (30) days, of any changes in organizational structure of a provider and/or the person(s) responsible for the provider's continuing education courses(s), including name and address changes.

ARTICLE VI. SITE VISITS/AUDITS

CAADAC may audit records, courses, instructors and related activities of a provider to monitor compliance with the regulations. A CAADAC representative will make periodic site visits to approved providers. At a mutually acceptable time and date the auditor will look at required records as well as review the provider's assessment of the certified alcohol/drug counselor's educational requirements relevant to community needs. In addition, courses will be audited from time to time, and the audit will be unannounced. These audits may be performed off-site and provider will be required to provide materials as outlined in the audit letter. Providers of Independent/Home Study Courses may be required to submit all course materials for audit by CAADAC.

ARTICLE VII. CE HOUR EQUIVALENTS

CAADAC will accept hours of approved continuing education on the following basis:

1. Each hour of theory shall be accepted as one (1) continuing education hour (CEH).
2. One (1) contact hour of continuing education is equal to one (1) continuing education hour (CEH).
3. One (1) CEU (continuing education unit) is equal to ten (10) continuing education hours (CEH'S).
4. One (1) academic quarter unit is equal to ten (10) continuing education hours (CEH'S).
5. One (1) academic semester hour is equal to fifteen (15) continuing education hours (CEH'S).

ARTICLE VIII. CONTINUING EDUCATION COURSE CRITERIA

- A. The content of all courses on continuing education must be relevant to alcohol/drug counseling, and must be related to the scientific knowledge or technical skills required for alcohol/drug counseling, or be related to direct and/or indirect patient/client care.
- B. Courses leading to basic counselor training are not acceptable as continuing educational courses.
- C. Providers may be required to demonstrate, by the description of the course, the statement of objectives and outline of the content, how the course relates to alcohol/drug counseling and treatment. Courses must be in one of the following areas:

1. Theoretical content related to scientific knowledge for practicing in the field of alcohol/drug counseling.
 2. Content related to the application of scientific knowledge in the field of alcohol/drug counseling.
 3. Content related to direct patient/client care.
 4. Content related to indirect patient/client care.
- D. Courses in administration, management education, research or other functional areas of alcohol/drug counseling relating to indirect patient/client contact would be acceptable.
- E. Courses which deal with self-improvement, changes in attitude, financial gain, and those designed for lay people are not acceptable.
- F. Examples of unacceptable course offerings would include the following:
1. Courses which focus on self-improvement, growth, changes in attitudes, self-therapy, and self-awareness.
 2. Parenting or other programs that are designed for lay people.
 3. Liberal arts courses in music, art, philosophy, and others unrelated to the alcohol/drug counseling profession.
 4. Orientation programs, meaning, a specific series of activities designed to familiarize employees with the policies and procedures of an institution.

ARTICLE IX. COURSE STANDARDS

- A. The program or course content must be relevant to both the educational needs of the certified alcohol/drug counselor and the health needs of the community.
- B. Instructional objectives are to be stated in behavioral terms. The behavioral objectives are the basis for determining the content of the program. The objectives must denote measurable attributes observable in the student completing the program. The objectives are to explain what proficiency continuing education program participants would be able to demonstrate. Instructors goals are NOT behavioral objectives. For example: "To introduce the student to the community health system" is a goal of the instructor, not an institutional objective. An example of a behavioral objective is "Upon completion of this program, the counselor will be able to:
1. explain the role of community education related to the effects of drug usage;
 2. assess the drug knowledge status of county employee groups;
 3. identify and evaluate the drug and alcohol education needs within the county system."
- C. The course content must be current and designed to include recent developments in the subject of instruction.
- D. Course offerings must be at least one (1) hour in length if credit is to be given.

ARTICLE X. EVALUATION OF PARTICIPATION

- A. Courses which teach new skills, or which may result in the application of scientific knowledge in the treatment setting must measure the participant's achievement of objective(s) by the course/workshop provider(s).

- B. Upon the conclusion of course(s), each counselor must be evaluated according to the stated behavioral objectives. Examples of evaluation tools are:
 - 1. Examination, written or oral.
 - 2. Return demonstration of skills mastered.
 - 3. Solving of a hypothetical situation.
 - 4. Essay(s).

- C. The type of evaluation used will vary according to the instructor, content of the program, number of participants and method of presentation. The evaluation should test the participant's achievement behavioral objectives, and should not include irrelevant test items.

ARTICLE XI. COURSE EVALUATION

All courses require a general course evaluation by the attending participants. A sample is included in this packet. The following aspects should be measured:

- 1. The extent to which the course met the objectives.
- 2. The adequacy of the instructor's mastery of the subject.
- 3. The utilization of appropriate teaching methods.
- 4. Efficiency of the course mechanics, e.g., room, space, lighting, acoustics, audiovisuals, handouts, etc.
- 5. The applicability or usability of the new information.
- 6. Other comments.

ARTICLE XII. COURSE VERIFICATION & PROOF OF ATTENDANCE

- A. Approved providers shall issue a document of proof, i.e., grade slip or transcript to each participant to show that the individual has met the established criteria for successful completion of a course.

- B. A certificate or diploma documenting successful completion shall contain the following information:
 - 1. Name of student and credential number, or other identification.
 - 2. Course title.
 - 3. Provider name (as approved by CAADAC), address, and provider number.
 - 4. Date of course.
 - 5. Number of continuing education contact hours.
 - 6. Signature of instructor and/or provider, or provider designee.
 - 7. This document must be retained by the participant for a period of four (4) years after the course concludes.

- C. Course verification must be issued within a reasonable length of time after the completion of the course, not to exceed thirty (30) days.

ARTICLE XIII. INSTRUCTOR QUALIFICATIONS

- A. It is the responsibility of the provider to use qualified instructors.

- B. In addition to teaching that which is within their scope of practice/credential or license/training, Instructors teaching approved continuing education courses shall have the following minimum qualifications:
1. The Certified Alcohol/Drug Counselor instructor shall:
 - a. hold a current credential from the California Certification Board of Alcoholism and Drug Counselors (CCBADC) and be free of any disciplinary action, and
 - b. be knowledgeable, current and skillful in the subject matter of the continuing education material.
 2. The non-certified instructor shall:
 - a. be currently licensed or certified in his/her area of expertise if appropriate, and
 - b. show evidence of specialized training, which may include, but not be limited to, a certificate of training or an advanced degree in given subject area, and
 - c. have at least one year experience within the last two years in the practice of teaching of the specialized area in which he/she teaches.

ARTICLE XIV. ADVERTISING AND MARKETING

Information disseminated by approved providers publicizing continuing education shall be true and not misleading and shall include the following:

1. The statement "Provider approved by CAADAC, Provider Number _____ for _____ CEH'S."
2. Provider's policy on refunds in cases of non-attendance by the registrant.
3. A clear, concise description of the course content and objectives.
4. Provider name as officially on file with CAADAC.
5. For the purpose of evaluating providers, the provider must send to CAADAC a copy of the brochure(s) disseminated to the public.

ARTICLE XV. WITHDRAWAL OF APPROVAL

- A. CAADAC may withdraw approval of any provider or deny a provider application for causes which include, but are not limited to, the following:
1. Conviction of a felony or any offense substantially related to the activities of a provider.
 2. Failure to comply with any provision of Chapter VI, Division 2, of the Business and Professions Code and/or Chapter XIV of the California Administrative Code.
 3. Failure to correct deficiencies within a reasonable length of time after receiving written warning notice from CAADAC specifying deficiencies.
- B. Any material misrepresentation of fact by a continuing education provider or applicant in any information required to be submitted to CAADAC, is grounds for withdrawal of approval or denial of application.
- C. CAADAC may withdraw approval of any provider after giving the provider written notice setting forth the reason for withdrawal, and after affording a reasonable opportunity to be heard by CAADAC, and after giving thirty (30) days written notice of the specific charges to be heard.
- D. Should CAADAC deny the provider approval, applicant has the opportunity to formally appeal the action to CAADAC within a thirty (30) day period.

ARTICLE XVI. HOLD HARMLESS

It is expressly agreed and understood that the provider is independent of CAADAC and its affiliated organization, CAADAC. The provider shall hold harmless CAADAC AND CAADAC from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any act or omission by the provider or his employees, or from any claims or amounts arising or recovered under Workmen's Compensation Laws or any other law, by-law, ordinance, regulation, order or decree. The provider shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, neglect or misconduct of any employee or agent of said provider in the manner or method of performing the work of the provider.

ARTICLE XVII. MAILING LISTS

The use of California Association of Alcoholism and Drug Abuse Counselors (CAADAC) membership labels or compilations of names (hereinafter "CAADAC mailing lists") are governed by the following:

1. CAADAC mailing lists are made available only for communications, which are consistent with the policies of CAADAC as established by the Board of Directors and are germane to the profession.
2. Copies of all materials to be sent, mailed, or furnished in connection with the mailing list **must** be submitted in advance for approval by CAADAC along with a signed copy of the Mailing List Usage Agreement (available from the CAADAC office).
3. CAADAC shall only approve the request for mailing lists when it will directly benefit Association members.
4. Payments in accord with the Schedule of Charges must be received before the mailing list will be released to the purchaser. Upon receipt of the Mailing List Usage Agreement, CAADAC will contact purchaser, with the total costs for the mailing list based on the Order Specifications.
5. CAADAC mailing lists are intended for a one-time use only and are seeded as such. You will be billed for each time thereafter if said list is not used per the Agreement.
6. The accuracy of CAADAC mailing lists is only as good as the information we receive from our members. Therefore, CAADAC will not be responsible for mail returned to the sender due to a bad address.
7. CAADAC reserves the right to refuse the use of CAADAC mailing list to anyone.

The fee scale for the CAADAC mailing list consists of a 'per name' charge and a \$6.00 shipping and handling fee. Continuing Education Providers receive a discounted rate but must comply with the above stipulations. To obtain a Mailing List Usage Agreement you may call, write or email:

California Association of Alcoholism and Drug Counselors
3400 Bradshaw Rd., Ste. A-5
Sacramento, CA 95827
(916) 368-9412
counselors@caadac.org

ARTICLE XVIII. DATE OF REVISION

This revision, dated March 27, 2008, supersedes all previous versions.

WORKSHOP EVALUATION

Trainers Name: _____

Workshop Title: _____

Date: _____ Location of Training: _____

Instructions: Your opinion is valuable! Please take a few minutes and rate this workshop by circling the appropriate figure. Mark one response per question. Your thoughtful consideration helps maintain high standards. Please feel free to write on the back if you need more space. *Thank You for your time and consideration!* If you would like to attend future trainings, please include your address on the attendance sheet.

0 = Below Satisfactory 5 = Above Satisfactory

- | | |
|---|-------------|
| 1. Your overall rating of subject matter. | 0 1 2 3 4 5 |
| 2. Your overall rating of the trainer. | 0 1 2 3 4 5 |
| 3. Your overall rating of the materials/handouts. | 0 1 2 3 4 5 |
| 4. Your overall rating of the training/workshop. | 0 1 2 3 4 5 |
| 5. Your overall rating of the fee's. | 0 1 2 3 4 5 |

We appreciate your written comments on any or all of the questions. Your comments are important and useful in improving future trainings. Thank you for your participation!

5. **Subject matter -- Was the course material helpful? Were there any areas you felt missing?**
6. **Did this training (workshop) meet your expectations? If not, do you have suggestions that would improve the training?**
7. **Please check the training topics (below) that you are interested in attending.**
- | | | |
|-------------------------|-----------------------------------|------------------------|
| ___Counselor Wellness | ___Assessment/Treatment Planning | ___Relapse Prevention |
| ___Counter-transference | ___Encouragement vs. Codependency | ___Time Management |
| ___Assertiveness | ___Group Counseling Skills | ___Crisis Intervention |
| ___Creative Groups | ___Family Roles | ___other: _____ |
8. **Would you recommend this training / facilitator? Please comment.**

California Association of Alcoholism
and Drug Abuse Counselors



APPLICATION FOR CONTINUING EDUCATION PROVIDER

APPROVAL

New Providers must attach course flyers/brochures. Failure to do so could result in delay of application processing and posting of website links, where applicable.

RENEWAL

Previous Provider number _____

Provider/Business Name _____ Business Phone _____

Business Fax _____ Email Address _____

Address Number & Street _____ City _____ State _____ Zip _____

Name Record Keeper/Coordinator _____ Phone Number for Publication _____

Address of Record Storage _____ City _____ State _____ Zip _____

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct, and that I **have read and will comply with the guidelines and instructions.**

Application Submitted by _____ Name (Please print) _____ Title _____ Date _____

Signature: _____ Date _____

Category 1 - Full Provider [2 year use] - \$300.00

Additional Services for Full Providers Only:

Website Option #1 - Link from http://www.caadac.org to my site only - **\$100.00 per year**

Website Option #2 - Same as above, plus reciprocal link back - **\$50.00 per year** [Periodic checks will be made to determine functionality of reciprocal link.]

Web page address _____

[Please be clear on letters that are either upper (A) or lower (a) case.]

Category 2 - One-Time Use [1 Program Per Calendar Year] - \$50.00

Method of Payment:

Check # _____ Charge: Visa MasterCard Expiration Date _____ 3 or 4 digit code # _____

Account Number _____ Name on Card: _____

Billing Address: _____

Signature of Cardholder: _____ Date: _____

For Office Use Only:

Date Received: _____

Complete Processed on: _____

Incomplete: Docs Rec'd: _____

Certificate Sent: _____

Acknowledgment Sent : _____

To Accounts Receivables: _____

To Website: _____

Approval Signature: _____

Provider # _____

CAADAC required documentation for NEW applicants. The following items must be submitted with your application. Failure to do so will result in a delay of the approval process.

1. Completed Application
2. Course description (including summary, workshop goals)
3. Presenter information
4. Copy of post test questions
5. Copy of the certificate that you provide to your attendee (including the name of your organization, date of training, topic, attendee name). Note: Once approved you will need to also include the CAADAC approval number.
6. Copy of Flyers/Brochures