

NDBACE CONTINUING EDUCATION GUIDELINES

(Approved 4/25/2003)

All Licensed Addiction Counselors shall be required to complete a minimum of sixty contact hours of continuing education in a three-year period beginning January first of the year following the counselor's original licensure.

Board approved continuing education must:

- Be directly related to or supportive of addiction counseling practice

- Enhance the addiction counselor's professional development and competence

Continuing education hours cannot be earned until after the license effective date, and only within the current Continuing Education cycle.

All continuing education must be submitted to the Board office consisting of a copy of the certificate of completion or signed verification of completion and a brief description for each workshop.

All continuing education is to be submitted at the end of the three-year continuing education cycle with the license renewal application and fee!

Since the date for renewal is the 1st of December of each calendar year, verification of required continuing education needs to be submitted and postmarked on or before December first, at the end of the three-year continuing education cycle. If Continuing Education hours are submitted later than that date, a fee of \$100 will be imposed.

At the end of the Continuing Education cycle, the Board office will dispose of all continuing education documentation for licensees.

Board approved continuing education includes:

- Workshops, refresher courses, professional conferences, seminars, education programs presented by organizations such as NAADAC, or educational, and national or state health organizations.

- In-service training at addiction facilities is acceptable for a maximum of ten contact hours per Continuing Education cycle.

- Workshops/training seminars related to personnel management or administration within an addiction facility for a maximum of 30 contact hours per continuing education cycle.

- Presentations by licensee of special in-services, workshops, or conferences related to addiction counseling. A ratio of two hours of preparation time for each hour of presentation time will be awarded for a maximum of 30 contact hours per continuing education cycle. A specific presentation may be counted only once.

- Formal academic course work directly related to addiction counseling; either participating in or instructing. One semester credit is equal to 15 Continuing Education hours. No more than 35 contact hours per continuing education cycle will be accepted.

- Authoring professional publications such as: book, chapter in a book, thesis or dissertation, article, or multimedia.
- Formal self-study course pre-approved by an organization such as NAADAC, medical associations, or national or state health organizations with a completion certificate. A maximum of 45 hours will be allowed in the home study area, however, no single course can exceed thirty-five hours.
- Members of the Board of Addiction Counseling Examiners may be granted 5 supervisory contact hours per continuing education cycle.
- Oral examiners may be granted continuing education hours for administering the oral examination. A total of 20 hours per three-year continuing education cycle may be awarded based on four continuing education hours per testing session. Five of the 20 hours may count toward the clinical supervisory hours per cycle.
- A licensee who completes the initial oral examiner training may be granted 20 continuing education hours. This is on a one-time basis. The oral examiner who conducts the training may be granted 10 continuing education hours per cycle.
- A Licensed Addiction Counselor may be granted a maximum of 5 continuing education hours in the area of supervisory hours per three-year cycle for those attending mock oral exams. Verification sent to the Board office must consist of a statement of completion signed by the oral examiner and/or clinical supervisor on the mock oral review team.
- Each Clinical Supervisor must submit ten hours of clinical supervisory related continuing education hours in order to maintain clinical supervision registration per cycle.
- At least 30 hours of continuing education must be clinical in nature.

Non-acceptable continuing education topics include, but are not limited to, those contrary to the code of ethics, as well as topics such as marketing, business, personal enrichment, time management, supervisory sessions, technology enhancement, staff orientation, agency or other meetings regarding procedural issues, CPR classes, computer-related workshops, etc.

Licensees seeking **pre-approval** of continuing education hours may submit the following to the Board office: written request for pre-approval, course outline & hours, learning objectives, & other information as requested.

Final determination of the acceptability of continuing education hours rests with the Board.