

Alcohol/Drug Counselor Education and Continuing Education Application and Instruction

Description

Structured education is required for both initial and renewal clinical certifications offered by the Michigan Certification Board for Addiction Professionals (MCBAP). This application is for education primarily targeted to clinical staff preparing for or renewing the following MCBAP credentials: The Certified Alcohol and Drug Counselor {CADC}, Certified Alcohol and Drug Counselor – Michigan {CADC-M}, Certified Advanced Alcohol and Drug Counselor {CAADC}, Certified Co-occurring Disorders Professional {CCDP, CCDP-D} or other categories of counselor development and quality assurance credentials issued by MCBAP.

The application form and instructions contained here are to enable presenters of educational events to obtain approval for their events as meeting criteria that satisfy education and continuing education requirements for the CADC-M, CADC, CAADC, CCDP, and CCDP-D. To be accepted for application toward the educational requirement, education and training must meet criteria described in the following sections. Providers must submit the complete application, the requested documentation and the required fee to the mailing address on the application form. Allow up to four weeks for review.

Criteria

1. The goals and objectives of the event must be relevant to elements of the twelve core counseling functions or IC&RC skills or knowledge domains.

Screening	Intake	Diagnostic Methods and Criteria
Orientation	Assessment	Co-occurring Disorders (SUD+)
Treatment Planning	Counseling	Care Coordination
Case Management	Crisis Intervention	Therapeutic Methods
Client Education	Referral	Addiction Science
Report and Record Keeping	Supervision	
Program evaluation	Consultation with other professionals regarding client treatment services	

Definitions:

Substance Abuse Specific: In this category the goals and objectives must specifically address substance abuse issues. The words “substance abuse”, “alcohol and/or other drugs”, “chemical dependency”, or “substance use disorders” must appear in the goals and objectives.

Issues Outside of Substance Abuse Treatment: In this category the goals and objectives do not specifically focus on the substance abuse 12 core counseling functions, but are related. Following are some examples of types of education not substance abuse specific which are relevant: family; communication (e.g. inter-personal, intra-personal, non-verbal); treatment theories (e.g. reality therapy, behavior modification, etc.); psychology courses (e.g. deviant behavior, theories, counseling, etc.); counseling courses (e.g. theories, etc.); sociology courses (see psychology courses); social work courses (see psychology courses); special populations (e.g. elderly, women, adolescents, etc.); and

prevention (related to the twelve core functions.) Some examples of education not counted as related to substance abuse treatment and counseling include: administration, research methodologies and legislative or governance issues, standard contract compliance.

Contact Hour: A continuing education (CE) contact hour = 60 Minutes of formal, direct, instructional time with not more than 10 minutes scheduled for breaks. Events less than 60 minutes in length will not be eligible for credit. Events offering social work or nursing continuing education credits should apply the same hours calculation for MCBAP credits.

MCBAP recognizes education events for their total number of hours of actual instruction of each session or event, subtracting time for any breaks over 10 minutes in duration; not more than 10 minutes of scheduled breaks in any 60-minute period. Total time rounded to the nearest full ¼ hour (rounded down). Examples: 60 minutes – 5 minute break = 1 CE hour. 90 minutes – 10 min. break = 1.5 CE hours. Seminar 6 hours (360 min) on the clock with two 15 minute breaks (-30) and 1 hour lunch (-60) = 4.5 CE hours (270 min).

2. Participants must demonstrate attainment of the goals and objectives by completing one of the following:
 - a. Output Product: through successful completion of the culminating output product (test, demonstration, paper, etc.) Only one post test needs to be administrated per education/training event to meet the testing requirements for Continuing Education Units (CEU's).
 - Or**
 - b. Evaluation Form: participants must be provided an opportunity to evaluate both the event and the instructor at the conclusion, before the results of the output product (if one is used) are made known.
3. Participants must be provided with certificates of completion which minimally include:
 - the participants name,
 - the name of the organization sponsoring the event,
 - the date(s) of participation,
 - the title of the event, and
 - the number of CE contact hours.
4. The education and training planning committee for each event must include: at least one professional active full-time in either substance abuse treatment or in a prevention program.
5. Education and training presenters must have education and/or experience, which is relevant to substance abuse treatment or prevention. Include in your application the presenter for each workshop and attach a summary vita or resume for each.
6. To ensure that credit is correctly assigned to participants, a list, which includes the names of participants successfully completing the event, must be submitted to the Michigan Certification Board for Addiction Professionals within thirty days of the event completion. This list is used to document attendance in the event the certificate issued by your organization is lost, but participants should not rely on MCBAP retention of event records.
7. To offer/sponsor substance abuse specific education you must be a licensed substance abuse service program, or hold appropriate education services license or equivalent status. Any

individual or program in the State of Michigan who provides substance abuse specific training for fees must be licensed. If you are not licensed you may be in violation of the Public Health Code or licensing rules of the State of Michigan. To offer education on topics related to substance abuse you do not need to be licensed, however, the education must be related to the 12 core counseling functions or IC&RC domains. Education providers may be subject to State of Michigan regulations.

Resubmitting Application for a Previously Approved Event

To obtain approval for previously approved education events, which are being repeated:

1. Submit a photocopy of the previously approved education event application and a letter stating that the workshop is the same as previously approved.*
OR
2. Submit a photocopy of the previous letter of approval and a letter stating that the workshop is the same as previously approved.*

Regardless of which of the above options is used, the processing fee is still required. *Calculate CE contact hours using current format (1 hour = 60 minutes).

Educational Calendar

A calendar listing upcoming approved training events is posted weekly on the MCBAP website at www.mcbap.com

Canceled or Postponed Workshop

If a workshop is canceled or postponed written notification of the cancellation or postponement and new date(s) should be sent to the Michigan Certification Board for Addiction Professionals at the following address. The postponement of a training will not require additional paperwork or fee.

MCBAP
6639 Centurion Drive, Suite 170
Lansing, MI 48917

Fax: (517) 347-1288
email: info@mcbap.com

Fee

A non-refundable fee is required for MCBAP review and processing. The fee must be submitted with the application. The processing fee applies to each date the event is to be offered.

4 CE hours or less	\$15.00
More than 4 CE hours-up to 8 CE hours	\$25.00

Application for Approval of Education and Continuing Education Event for the Alcohol/Drug Counselor

This application and all supporting documentation **must be typed**. Attach additional pages as needed. Identify the section number for all attachments.

Section I

Name of Organization Submitting Application

Name of Person Submitting Application

Registration Phone Number

Street Address

City

State

Zip Code

Title of Education or Training Event

Number of Contact Hours

Email Address

Date(s) to be offered

Location (City/State) of Event

Section II

Attach a list of Education Goals(s) and Objectives(s) and a copy of the schedule or agenda for the workshop with specific times. Culminating Output Product(s) (test, demonstration, paper, etc.): or participation evaluation. Attach a copy.

Attach a blank copy of the certificate of completion which includes: The participant's name, the name of the organization sponsoring the event, the date(s) of participation, the title of the event, and the number of contact hours. Attach a copy of the event's evaluation form(s).

Section III

List the name(s) of each person on the planning committee for this education event. Indicate the organizational affiliation and attach a current resume' for each person listed.

Section IV

List the presenter(s) for each workshop and attach a resume' or vita for each.

Section V

The person signing below attest that he/she is legally authorized to sign on behalf of the organization sponsoring the education event and that all information and documentation submitted is true and accurate.

Signature of Person Completing the Application

Date

Include payment for non-refundable application fee. Online Payment possible: www.mcbap.com
(1.0 – 4.0 hours = \$15.00, 5.0 – 8.0 hours = \$25.00)

Send completed application, documentation and fee to:

MCBAP

6639 Centurion Drive, Suite 170

Lansing, MI 48917