

## Application for Program Approval

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An Approved Program can be presented an unlimited number of times each year for a \$35 per year fee. Continuing education must be related to the practice of addiction counseling, behavioral mental health, or best practice techniques. It must have the potential to increase the licensee's proficiency in addiction counseling.

**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.

The program provider must ensure the program offered contains a course outline, learning objectives, and an evaluation of the learning outcome of participants and provide these documents to the board upon request.

The approved program provider must report the licensee's completion of continuing education programs to the Board within 30 days from the date of the program presentation. Failure to do so may result in the loss of approved program status.

When forwarding the completed application be sure to enclose the \$25.00 processing fee. Make checks payable to the North Dakota Board of Addiction Counseling Examiners.

If you have any questions, feel free to contact the board office. Thank you for your interest in providing continuing education for the addiction counseling profession!