

Application for Approved Provider Status

Approved providers are defined as those entities or individuals approved by the ND Board of Addiction Counseling Examiners to provide continuing education without the need for prior Board review on a program by program basis. An approved provider may provide an unlimited number of programs each year for a \$100 annual 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 approved provider must ensure all programs offered contain 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 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 provider status.

To obtain approved provider status you must complete the application for approved provider status and include with it presenters' credentials and/or supporting data. When forwarding the completed application, be sure to enclose the \$100.00 processing fee. Checks may be made payable to the North Dakota Board of Addiction Counseling Examiners. To maintain status as an approved provider, all continuing education guidelines will need to be followed.

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