

GUIDELINES AND INSTRUCTIONS

FOR PROVIDERS OF CONTINUING EDUCATION FOR CERTIFICATION, RECERTIFICATION AND RELICENSURE OF ADDICTION PROFESSIONALS IN THE STATE OF TEXAS

Article 1. Continuing Education Definitions

- A. **AADC is an Advanced Alcohol and Drug Counselor.** The AADC is credentialed by the Texas Certification Board of Addiction Professionals. The AADCs are required to obtain forty (40) hours of continuing education every two (2) years, including three (3) hours of ethics and three (3) hours of clinical supervision.
- B. **ADC is an Alcohol Drug Counselor.** The ADC is credentialed by the Texas Certification Board of Addiction Professionals. ADCs are required to obtain forty (40) continuing education hours every two (2) years.
- C. **ACPS is an Advanced Certified Prevention Specialist.** The Advanced CPS is credentialed by the Texas Certification Board of Addiction Professionals. The ACPSs are required to obtain forty (40) hours of alcohol, Tobacco and Other Drug (ATOD) prevention continuing education of two (2) years.
- D. **Approved Providers** means those individuals, partnerships, corporations, associations, organizations, organized health care systems, education institutions, governmental agencies or private practitioners who have been approved and issued an Education Provider Certificate by TCBAP. TCBAP will also accept education hours from an accredited college or university.
- 1) College transcripts must contain the official seal of the college and the signature of the registrar.
 - 2) One hour of college credit is equivalent to 15 CE hours.
 - 3) Independent study or guided learning courses must be guided and monitored by the instructor and include an evaluation of performance and/or participation verification. In addition, the course must be structured so that participants have access to faculty or instructors for questions and assistance in the completion of such course work.
- E. **APS is an Associate Prevention Specialist.** The APS is credentialed by the Texas Certification Board of Addiction Professionals. The APSs are required to obtain forty (40) hours of continuing education in the five prevention domains every two (2) years.
- F. **CCDS is a Certified Chemical Dependency Specialist.** The CCDS is credentialed by the Texas Certification Board of Addiction Professionals. CCDSs are required to obtain forty (40) continuing education hours every two (2) years.
- G. **CCGC is a Certified Compulsive Gambling Counselor.** The CCGC is credentialed by the Texas Certification Board of Addiction Professionals. CCGCs are required to obtain forty (40) continuing education hours every two (2) years, six (6) hours of which must be compulsive gambling education.

- H. **CCS is a Certified Clinical Supervisor.** The CCS is credentialed by the Texas Certification Board of Addiction Professionals. CCSs are required to obtain forty (40) continuing education hours every two (2) years, six (6) of which must be clinical supervision education.
- I. **CCJP is a Certified Criminal Justice Addictions Professional.** The CCJP is credentialed by the Texas Certification Board of Addiction Professionals. CCJPs are required to obtain forty (40) continuing education hours every two (2) years.
- J. **The CCJP-A is a Certified Criminal Justice Addictions Professional Applicant Status.** The CCJP-A is credentialed by the Texas Certification Board of Addiction Professionals. The CCJP-As are required to complete 270 hours of continuing education in [order to renew](#) for a one time only for a period of three (3) years, in the eight domains.
- K. **Content Relevant to the Student** means content relevant to the development and maintenance of current competency in the delivery of addiction counseling as defined in Article 10.
- L. **Continuing Education** means the forms of learning experiences, including, but not limited to lectures, conferences, academic studies, in-service education, institutes, seminars, and workshops undertaken by providers for certification and/or recertification. These learning experiences should enhance the knowledge of the participant in establishing or maintaining professional competence in the field of chemical dependency.
- M. **Continuing Education Coordinator** means the individual identified and registered with TCBAP as the person responsible for complying with all guidelines for the continuing education provider.
- N. **Course** means a systematic learning experience, at least one (1) hour in length, for the acquisition of tasks, knowledge, skills and information.
- O. **CPS is a Certified Prevention Specialist.** The CPS is credentialed by the Texas Certification Board of Addiction Professionals. CPSs are required to obtain forty (40) alcohol and drug specific or prevention continuing education hours across the prevention domains every two (2) years.
- P. **CSC is a Certified Supervisor Consultant.** The CSC is credentialed by the Texas Certification Board of Addiction Professionals. CSCs are required to obtain forty (40) continuing education hours every two (2) years, six (6) of which must be clinical supervision education.
- Q. **Distance Learning or Independent Learning** means those courses conducted outside of a classroom environment, which conform to Article 9 of these Standards and Guidelines.
- R. **Evaluation** means the method used by the provider to measure the participants' satisfactory completion of the instructional objectives of the continuing education course.
- S. **Hour** means fifty (50) minutes of participation in an organized, on site, learning experience.
- T. **LCDC** is a Licensed Chemical Dependency Counselor. The LCDC is issued by the Texas Department of State Health Services. The Texas Certification Board has authority under Chapter 140, Counselor Licensure, Department of State Health Services, amended August 2012 as follows:

§140.418. Continuing Education Standards (b) (3): (b) Subject to department review, the department will accept continuing education credits approved by (3) the Texas Certification Board for Addiction Professionals

- U. **The PM/PRC is a Peer Mentor/Peer Recovery Designation.** The PM/PRC is credentialed by the Texas Certification Board of Addiction Professionals. The PM/PRC s are required to obtain of twenty (20) hours of Peer Recovery Support continuing education, including six (6) hours of ethics training every two (2) years.
- V. **The PRS is a Peer Recovery Support.** The PRS is credentialed by the Texas Certification Board of Addiction Professionals. The PRS s are required to obtain of twenty (20) hours of Peer Recovery Support continuing education, including six (6) hours of ethics training every two (2) years.
- W. **Satisfactory Completion** means the student has met all criteria as specified by the provider for continuing education course credit.
- X. **TCBAP** is the Texas Certification Board of Addiction Professionals, formerly known as the Texas Certification Board of Alcoholism and Drug Abuse Counselors (TCBADAC). The Texas Certification Board of Addiction Professionals is an autonomous body created under the bylaws of the Texas Association of Addiction Professionals.
- Y. **Unsatisfactory Completion** means the participant did not meet all criteria as specified by the provider for continuing education course credit.

Article 2. Education Targets

- A. Advanced Alcohol and Drug Counselors: Education should be relevant to clinical supervision skills. The AADC domains are as follows:
 - 1. Clinical Evaluation
 - 2. Treatment Planning
 - 3. Referral
 - 4. Service Coordination
 - 5. Counseling
 - 6. Client, Family, and Community Education
 - 7. Documentation
 - 8. Professional and Ethical Responsibilities
 - 9. Research, Design Analysis, and Utilization
 - 10. Clinical Supervision
- B. Alcohol and Drug Counselors, Licensed Chemical Dependency Counselors, and Certified Chemical Dependency Specialists: Education for recertification should be relevant to the Twelve Core Functions of the Substance Abuse Counselor and for re-licensure education should be relevant to the Knowledge and Skills of the Knowledge, Skills, and Attitudes (KSA) practice dimensions.
- C. The Twelve Core Functions are:

1. Screening: The process by which a client is determined appropriate and eligible for admission to a particular program.
2. Intake: The administrative and initial assessment procedures for admission to a program.
3. Orientation: Describing to the client:
 - a. general nature and goals of the program;
 - b. rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program;
 - c. in a non-residential program, the hours during which services are available;
 - d. treatment costs to be borne by the client, if any; and,
 - e. client's rights.
4. Assessment: Those procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of a treatment plan.
5. Treatment Planning: The process by which the counselor and the client:
 - a. identify and rank problems needing resolution;
 - b. establish agreed upon immediate and long-term goals; and,
 - c. decide on a treatment process and the resources to be utilized.
6. Counseling (Individual, Group & Significant Others): The utilization of special skills to assist individuals, families or groups in achieving objectives through:
 - a. exploration of a problem and its ramifications;
 - b. examination of attitudes and feelings;
 - c. decision making.
7. Case Management: Activities which bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contracts.
8. Crisis Intervention: Those services which respond to an alcohol and/or other drug abusers need during acute emotional and/or physical distress.
9. Client Education: The provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
10. Referral: Identifying the needs of the client that cannot be met by the counselor or agency, and assisting the client to utilize the support systems and community resources available.
11. Reports and Record Keeping: Charting the result of the assessment and treatment plan; writing reports, progress notes, discharge summaries and other client-related data.
12. Consultation with Other Professionals in Regard to Client Treatment/Services: Relating with our own and other professionals to assure comprehensive, quality care for the client.

D. Associate Prevention Specialist: Education should be relevant to alcohol and other drugs abuse across the prevention domains. The APS six prevention domains include:

1. Planning and Evaluation
2. Prevention Education and Service Delivery
3. Communication
4. Community Organization
5. Public and Environmental Change and
6. Professional Growth and Responsibility

E. The KSA Practice Dimensions are: (Per Chapter 140, §140.418. Continuing Education Provider Standards (c) All continuing education hours must be specific to substance use disorders and their treatment, or related to chemical dependency counseling, as defined by the KSA dimensions. Related education hours may include psychology, sociology, counseling, mental health, behavioral science, psychiatric nursing, ethics, and rehabilitation counseling.

1. Clinical Evaluation: Screening and Assessment
2. Treatment Planning
3. Referral
4. Service Coordination: Implement Treatment Plan, Consulting, Continuing Assessment, and Treatment Planning
5. Counseling: Individual, Group, Families, Couples, and Significant Others
6. Education: Client, Family, and Community
7. Documentation
8. Professional and Ethical Responsibilities

F. Certified Clinical Supervisors and Certified Supervisor Consultants:

Education should be relevant to clinical supervision. The 2000 ICRC/AODA Role Delineation Study identified four (4) performance domains for clinical supervisors. Within each performance domain are several identified tasks. The domains include:

1. Assessment and Evaluation
2. Counselor Development
3. Professional Responsibility
4. Management and Administration

G. Certified Compulsive Gambling Counselors: Education should be relevant to compulsive gambling counseling and treatment. The Texas Certification Board of Addiction Professionals has identified 11 performance domains for compulsive gambling counselors. The domains are divided into Gambling I and Gambling II and include:

1. Gambling I
 - a. Communication
 - b. Knowledge
 - c. Assessment and Evaluation
 - d. Treatment Planning
 - e. Information and Referral
 - f. Counseling and Treatment
2. Gambling II
 - a. Gambling Ethics
 - b. Gambling Family Issues
 - c. Adolescent Gambling
 - d. Cultural Gambling Issues
 - e. Treatment Techniques

H. Certified Criminal Justice Addictions Professional and Certified Criminal Justice Addictions Professional Applicant Status: Education should be relevant to alcohol and drug abuse to individuals

in the criminal justice system. There are eight (8) CCJP performance domains. Within each performance domain are several identified tasks. The domains and tasks include:

1. Dynamics of Addiction and Criminal Behavior
2. Legal, Ethical, and Professional Responsibility
3. Criminal Justice System and Processes
4. Clinical Evaluation: Screening and Assessment
5. Treatment Planning
6. Case Management, Monitoring and Participant Supervision
7. Counseling
8. Documentation

I. Certified Prevention Specialists and Advanced Certified Prevention Specialist: Education should be relevant to alcohol and other drug abuse across the prevention domains. Within each prevention domain are several identified tasks. The domains and tasks include:

1. Planning and Evaluation
2. Prevention Education and Service Delivery
3. Communication
4. Community Organization
5. Public and Environmental Change
6. Professional Growth and Responsibility

J. Peer Mentor/Peer Recovery Designation and Peer Recovery Support: Education should be relevant to peer recovery support. The PRS domains include:

1. Advocacy
2. Mentoring/Education
3. Recovery/Wellness Support
4. Ethical Responsibility

Article 3. Fees, Approval & Renewal

- A. The applicant must submit the initial application for issuance of a provider number to the TCBAP Standards Committee no less than forty-five (45) days prior to the date the first course is to begin. Incomplete applications will not be considered.
- B. The fee for approval/renewal of a continuing education provider is \$200.00 and must accompany the application. The provider approval/renewal expires on the last day of the month, one (1) year from the date of approval/renewal. Renewal must be completed prior to expiration of current approval. There is a thirty-day grace period. Failure to renew prior to expiration of the grace period means that a new application must be submitted for approval and may result in a new provider number.
- C. Written notice of provider approval/renewal will be sent by the TCBAP Standards Committee indicating the period for which approval is granted, along with the provider number.

- D. As a courtesy to providers, a renewal notice will be sent to the name and address of record prior to the expiration date of the provider number. Failure to receive a renewal notice does not relieve the provider of the responsibility to renew per sections A and B of this Article.
- E. An Approved Provider number is non-transferable under any circumstances.
- F. It is the responsibility of the provider to update the TCBAP Standards Committee regarding continuing education coordinator and/or address changes as they occur. Failure to provide this information may affect the continued approval and/or renewal of the provider number.
- G. No provider will be granted approval for a provider number over the telephone under any circumstances.

Article 4. Approved Providers

- A. For the purpose of these articles, the title “Approved Provider” can only be used when an individual, partnership, association, organization, organized health care system, educational institution or governmental agency:
 - 1. has committed no act which would lead to disciplinary action;
 - 2. has submitted a provider application on the form supplied by the TCBAP Standards Committee;
 - 3. has remitted the appropriate fee; and,
 - 4. has been issued a provider number.
- B. An Approved Provider may be issued only one provider number. However, any individual employed by an approved provider may be issued a separate provider number.
- C. An Approved Provider shall have a written and published policy, available on request at each presentation, which provides information on:
 - 1. withdrawals;
 - 2. refunds in case of non-attendance;
 - 3. time period of return of fees;
 - 4. notification if course is canceled;
 - 5. policies regarding attendance; and
 - 6. what constitutes satisfactory completion for credit.
- D. The name that is on the Provider Certificate is very important.
 - 1. If an individual's name is listed, then no matter who pays the Education Provider fee, the individual is the only one approved to use the number. The individual is also responsible for the records. If the individual moves, the number goes with him/her.
 - 2. If a corporation, institution, organization, facility or other group is listed on the Provider Certificate, then anyone within the organization is entitled to use the provider number.

However, an individual's name will be designated as the Continuing Education Coordinator for record keeping purposes.

- E. The Approved Provider is required to accept full responsibility for each and every course, including, but not limited to record keeping, advertising course content in compliance with the standards herein, issuance of certificates, and instructor(s) qualifications. When two or more 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 in compliance with the standards herein, issuance of certificates, and instructor(s) qualifications.
- F. Providers are responsible for granting no less than one (1) credit hour. Fractional credit for continuing education may be granted if the course lasts longer than one hour. The course time is not to include breaks or other non-educational times, such as meals.

Article 5. Continuing Education Coordinator Requirements and Responsibilities

- A. It is the responsibility of the Continuing Education Coordinator to ensure the provider's compliance with all standards set forth in these guidelines.
- B. It is the responsibility of the Continuing Education Coordinator to ensure all aspects of any course offered under the provider number are current, appropriate and relevant to addiction counseling.
- C. It is the responsibility of the Continuing Education Coordinator to ensure all education provider records are maintained in compliance with these standards.
- D. Violations of these guidelines by the Continuing Education Coordinator or any person representing the provider may be reported to the TCBAP Ethics Committee.
- E. The Continuing Education Coordinator is required to sign a statement agreeing to follow these Standards and Guidelines.

Article 6. Provider Records

- A. Approved Providers must keep the following records for each course a period of at least four (4) years. The records for all courses for which TCBAP credit was given during the four (4) years shall be maintained together in the same physical location. The Approved Provider is responsible for updating the TCBAP Standards Committee on any address changes for record storage. Failure to do so will jeopardize the Provider Number. Physically separating these records to more than one (1) address must be approved by the TCBAP Standards Committee in advance. Records to be maintained by the provider include:
 - 1. Documentation of course approval from TCBAP (if provided);
 - 2. Complete course description;
 - 3. Handouts;
 - 4. Post-tests if applicable;
 - 5. Participant sign in sheets;
 - 6. Participant evaluations; and
 - 7. A copy of the certificate of attendance.

- B. Courses offered during a conference do not require sign in sheets for each course. Approved Provider is responsible for verifying course attendance offered during conferences and issue a document of proof of attendance as set forth under Article 15.
- C. Provider records are subject to review/audit by an individual appointed by the TCBAP Standards Committee per Article 23 of this document.

Article 7. Status/Continuing Education Coordinator Change

Approved Providers must notify the TCBAP Standards Committee within thirty (30) days, of any change in organizational structure of a provider and/or the person(s) responsible for the provider's continuing education course(s), including name and address changes. This must be in writing. Failure to do so may affect continued approval and/or renewal of provider number. Changes in the Continuing Education Coordinator must be submitted on an approved TCBAP Continuing Education Coordinator Change Form.

Article 8. Audits

A member of the TCBAP Standards Committee, or a designee, may audit records of a provider to monitor compliance with these guidelines and standards. Audits may be done without prior notification. On a random basis, providers may be audited by mail and required to return requested information within fifteen (15) days of date reflected in the cover letter.

A report on the audit will be mailed to the provider within forty five (45) days.

Article 9. Continuing Education Hours

The TCBAP Standards Committee will accept hours of approved continuing education on the following basis:

1. Each hour (50 minutes) of interaction shall be accepted as one (1) continuing education hour (CEH). Time spent on homework or other non-supervised learning is not acceptable.
2. Courses less than one (1) hour in duration will not be approved.
3. One (1) CEU (continuing education unit) is equal to ten (10) continuing education hours (CEHs).
4. One (1) academic quarter unit is equal to ten (10) continuing education hours (CEHs).
5. One (1) academic semester unit is equal to fifteen (15) continuing education hours (CEHs).
6. Distance Learning or Independent Learning Courses which meet the following guidelines:
 - a. They must not total more than forty-five (45) hours if an academic course offered by an accredited college or university, or thirty (30) hours if offered by other than an institution of higher education.
 - b. The Distance Learning, Independent Study, or Webinar must be instructor guided, monitored, and/or available to the participant.
 - c. Each course will include a written evaluation of performance and/or participation.
 - d. The course must be structured so that students have access to the instructor for questions and assistance related to the course and course assignments.

- e. Only those courses provided by an accredited institution of higher education or by an organization that is an Approved Provider of continuing education by the Texas Certification Board of Addiction Professionals.
- f. All certificates of completion must show that the course was a Distance Learning, Independent Study, or Webinar experience and must have the TCBAP distance learning (DL) approval number.
- g. If offered from other than an accredited college or university, the course must include a post-test.

Article 10. Continuing Education Course Criteria

- A. The content of continuing education courses must be relevant to alcohol and other drug abuse counseling and treatment, addiction counseling and treatment, clinical supervision, compulsive gambling counseling and treatment, or the prevention of alcohol and other drug abuse. Courses must relate to the 12 core functions, scientific knowledge, or technical skill required for alcohol and drug counseling and treatment, addiction counseling and treatment, or the prevention of alcohol and other drug abuse.
- B. It will be the responsibility of the provider to clearly show for the reviewer, by the description of the course, the statement of objectives, and outline of the content, how the course relates to alcohol and other drug abuse counseling and treatment. More specifically, the course(s) must be in one of the following areas:
 - 1. Content related to the 12 core functions or the knowledge, skills, and attitudes of the addiction professional.
 - 2. Theoretical content related to scientific knowledge for practicing in the field of alcoholism and drug abuse counseling, other addictions counseling, clinical supervision, compulsive gambling counseling and treatment, or the prevention of alcohol and other drug abuse.
 - 3. Content related to the application of scientific knowledge in the field of alcoholism and drug abuse counseling, other addictions counseling, clinical supervision, compulsive gambling counseling and treatment, or the prevention of alcohol and other drug abuse.
 - 4. Content related to direct patient/client care.
 - 5. Content related to indirect patient/client care.
- C. Courses offered for continuing education must be categorized as either General continuing education credit or as a specific required topic area (such as, clinical supervision, ethics, etc).
 - 1. LCDC re-licensure continuing education hours, per the August 2012 Department of State Health Services Licensed Chemical Dependency Counselor rules, must include at least three (3) hours of ethics training and at least six (6) hours of training (total) in HIV, Hepatitis C, and sexually transmitted diseases. If an individual's job duties include clinical supervision, required hours of continuing education must include three hours of clinical supervision.
 - a. Courses relating to HIV, Hepatitis C, and sexually transmitted diseases shall address these diseases in the context of chemical dependency counseling and prepare a counselor to provide appropriate information to educate clients. These courses must provide information relating to the special needs of people with

- positive test results, including the importance of prevention, early intervention, and treatment and recognition of psychosocial needs.
 - b. Clinical Supervision (CS): Classes in this subcategory offer instruction in the supervision and training of licensed/certified counselors and counselor interns.
 - c. Ethics (E): Classes in this subcategory address ethics as it pertains to alcohol and other drug abuse counseling and treatment issues.
2. General continuing education courses are those courses relevant to the practice of chemical dependency counseling, including courses in prevention, psychology, upper division sociology, counseling, mental health, behavioral science, psychiatric nursing, pharmacology, and rehabilitation counseling.
- a. Cultural Awareness-Related (CA-R): Classes in this subcategory address cultural issues in chemical dependency counseling and treatment.
 - b. Dual Diagnosis/Sexual Abuse-Related (DD-R): Classes in this subcategory address mental health and sexual abuse issues.
 - c. Prevention (P): Classes in this subcategory involve the prevention of alcohol and other drug abuse.
- D. Courses designed for lay people are not acceptable for continuing education credit. Public presentations such as a celebrity's story or basic information provided as an incentive to get help do not qualify as professional education and therefore do NOT meet the requirements for certification/recertification, or re-licensure.

Article 11. Course Standards

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 participant completing the program. The objectives are a message from the provider to the participant explaining what proficiency the participant should be able to demonstrate, as well as what the provider thinks is important. Provider's goals are NOT behavioral objectives.

For example "To introduce the participant to the community health system" is a goal of the provider, not an instructional objective. An example of a behavioral objective is: "Upon completion of this program the participant will be able to: a.) explain the role of community education related to the effects of alcohol/drug usage; b.) assess the alcohol/drug knowledge status of county employee groups; and, c.) identify and evaluate the drug and alcohol education needs within the community system."

Article 12. Course Requirements

The participant must meet all class requirements. Partial credit may not be granted for partial attendance or for completing partial course requirements. Participants may not be excused for part of the course and receive credit for completing it.

Upon completion of the workshop/seminar/course and proof of competence, if required, participants will be granted the appropriate credit.

Article 13. Evaluation of Student

- A. In courses that are over six (6) hours in length, instructors must measure the participant's achievement of objectives.
- B. Upon the conclusion of course(s) participants will be evaluated according to the stated behavioral objectives. Examples of evaluation tools are:
 - 1. Examination, written or oral;
 - 2. Documentation of return demonstration of skills mastered;
 - 3. Documentation of solving a hypothetical situation;
 - 4. Essays;
 - 5. Written observation/evaluation by instructor.
- 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 utilized needs to test the participant's achievement of the behavioral objectives.
- D. Continuing education hours shall consist only of material directly related to the skills and knowledge defined in the Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes (KSAs) of Professional Practice, Technical Assistance Publication Series 21, Center for Substance Abuse Treatment.
- E. The continuing education provider shall develop a description for each course that includes:
 - 1. course objectives that reference the KSAs;
 - 2. course content;
 - 3. teaching methods to be used; and
 - 4. number of continuing education hours.

Article 14. Course Evaluation

All courses require a general course evaluation by the attending participants. The following aspects will 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 of the use of the new information to the participant.
- 6. Other comments.

Article 15. Course Verification and Proof of Attendance

- A. Approved Providers shall verify attendance and issue a document of proof, i.e., transcript or certificate, to each individual to show that the individual has met the established criteria for satisfactory completion of a course.
- B. A sample certificate is provided in this packet by the TCBAP Standards Committee. All information contained on this example certificate must be included on all certificates issued to meet the

requirements of the Certification Board. Information required on course verification certificates includes:

1. Participant name and professional license number
2. Participant social security number (optional)
3. Name/Title of course
4. Date of course
5. Location of course
6. Course instructor(s)
7. Type of education hours awarded
8. Number of continuing education hours awarded
9. The distance learning approval number, if applicable
10. Name, address and telephone number of the Continuing Education Provider, TCBAP Provider Number and expiration date
11. Sponsoring Agency Name
12. Signature of the instructor or the Continuing Education Coordinator
13. The statement "Complaints about provider or workshop content may be directed to the TCBAP Standards Committee, 401 Ranch Road 620 S, Ste. 310, Austin, Texas 78734, Fax No. (888) 506-8123."

- C. For Conferences with multiple breakouts, the approved provider is responsible for assuring that the participant receives credit only for the time actually spent in the course.
- D. Course verification (A or B above) must be available to the participant within a reasonable length of time after completion of the course, not to exceed thirty (30) days.
- E. Certificates of satisfactory completion must be filled out with all of the information listed above in Section B. However, the participant name and license number may be filled in by the participant. Certificates should be given directly to the participant to be completed. Mailed Certificates will be completed with the student name, and license number if applicable, prior to mailing them. Failure to comply can jeopardize the provider number.
- F. Any course verification (A or B above) issued to a participant who is also the continuing education coordinator for that provider **MUST** be cosigned by another licensed professional who can verify that person's satisfactory completion of the course. (e.g. course instructor)
- G. Certificates should bear the actual signature of the Continuing Education Coordinator. Certificates should not have a computer font as a signature. However, signatures may be scanned and reproduced.

Article 16. Instructor Qualifications

- A. Courses shall be taught by qualified instructors with appropriate knowledge in the subject matter. Qualified instructors include:
1. qualified credentialed counselors;
 2. individuals with at least a master's degree in the subject;
 3. individuals who are licensed, registered, or certified in the subject area; and/or

4. Individuals with documented education and experience generally recognized as providing expertise in the subject.
5. Be free from any disciplinary action by TCBAP or the TCBAP Standards or Ethics Committees, and/or appropriate credentialing committees (such as state licensure boards).

B. It is the responsibility of the provider to use only qualified instructors.

Article 17. Advertisement

A. 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 the TCBAP Standards Committee, Provider No. 0000-00, ___ hours general and/or ___ hours specific specialization, Expires 00/00 (month/year). Example: "Provider approved by the TCBAP Standards Committee, Provider Number 0089-87, Three (3) hours general and Three (3) hours clinical supervision. Expires 12/99.)"
2. A clear, concise description of the course content and objectives.
3. Provider name and number as officially on file with the TCBAP Standards Committee
4. What constitutes satisfactory completion for credit.
5. All printed materials giving information about courses shall include the statement "Complaints about provider or workshop content may be directed to the TCBAP Standards Committee, 401 Ranch Road 620 South, Ste. 310, Austin, Texas 78734, Fax Number (888) 506-8123."
6. As appropriate, provider's policy on withdrawal and refunds in cases of non-attendance by the registrant, and policy regarding notification if the course is canceled.

B. Copies of all advertisements are to be kept with the provider's records for four (4) years.

Article 20. Suspension/Withdrawal of Approval

A. The TCBAP Standards Committee may suspend or withdraw its approval of a provider or deny a provider application for causes which include, but are not limited to the following:

1. Conviction of the continuing education coordinator of a felony.
2. Sanctions applied by the TCBAP Ethics Committee or by any other licensing board.
3. Failure to have the responsible person and/or records available for audit when monitor requests them.
4. Failure to notify Standards Committee of provider changes regarding location of records, location of provider or person responsible.
5. Failure to correct deficiencies within a thirty (30) day period after receiving a written notice from the TCBAP Standards Committee specifying deficiencies.
6. Advertising or promoting a course in a misleading way or implying that a given course is tantamount to passing the written or oral examination for certification.
7. Failure to comply with any portion of the guidelines as set by the TCBAP Standards Committee.
8. Failure to fund payment of the application or renewal fee.
9. Failure to provide students with appropriate and authorized certificates for credit.

- B. Any material misrepresentation of fact by a continuing education provider or applicant in any information submitted to the TCBAP Standards Committee is grounds for suspension or withdrawal of approval or denial of application.
- C. The TCBAP Standards Committee may withdraw its approval of a provider after giving the provider written notice setting forth its reason(s) for suspension or withdrawal.
- D. Should the TCBAP Standards Committee deny the provider approval or suspend or withdraw a provider number, the applicant or provider has the opportunity to appeal in writing the action of the TCBAP Standards Committee within a thirty (30) day period. During this thirty (30) day period, no continuing education credit may be offered/awarded under this provider number without prior approval by the TCBAP Standards Committee. Upon receipt of written appeal, a hearing will be held within sixty (60) days. Recommendations will be made to the Certification Board. The decision of the Certification Board is final.

Article 21. Mailing Lists

- A. Mailing lists of TCBAP certified professionals and TAAP members may be purchased from TAAP headquarters, 401 Ranch Road 620 South, Ste. 310, Austin, Texas 78734, and Telephone: (512) 708-0629, Fax Number (888) 506-8123.
- B. Mailing lists are the property of TAAP.
- C. TAAP reserves the right to refuse to provide or sell mailing lists.
- D. Prices of mailing lists are subject to change without notice.

Article 22. Publication of Upcoming Classes

It is the policy of TCBAP to make lists of upcoming courses available to counselors. In addition to sending a course schedule, TCBAP may publish upcoming classes either electronically or in the Texas Association of Addiction Professionals' newsletter, The Advisor. All courses offered by an Approved Provider designated as "open to all professionals" may be publicized.

Article 23. Provider Review/Audit

- A. The TCBAP Standards Committee, or designee, will conduct reviews of the CE Providers for compliance of guidelines and instructions as directed in this document. Random reviews/audits will be conducted each year through any of the following:
 - 1. Random review of provider records – By mail or electronic medium.
 - 2. Audits will be conducted when a complaint warrants such.
- B. Failure to comply with any required changes can lead to sanctions or removal as an approved provider.

Article 24. Hold Harmless

It is expressly agreed and understood that the provider is independent of the Texas Certification Board of Addiction Professionals, the Standards Committee and any other committees assigned, and the provider shall hold harmless the TCBAP and its committees' representatives thereof from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any fact or omission by the provider or its employees, or from any claims or amounts arising or recovered under Workers' Compensation Laws or any other law, bylaw, ordinance, order or decree. The provider shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, and neglect, or misconduct of any employee or agent of said provider in the manner or method of performing the work of the provider.

Article 24. Effective Date

All articles contained herein are effective as of September 1, 2014.