

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. **AAC is an Advanced Addiction Counselor.** The AAC is credentialed by the Texas Certification Board of Addiction Professionals. AACs are required to obtain forty (40) continuing education hours every two (2) years, three (3) hours of which must be clinical supervision training and three (3) hours of which must be ethics training.

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. **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 students have access to faculty or instructors for questions and assistance in the completion of such course work.

D. **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.

E. **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.

F. **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.

G. **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.

H. **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 student in establishing or maintaining professional competence in the field of chemical dependency.

- I. **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.
- J. **Course** means a systematic learning experience, at least one (1) hour in length, for the acquisition of tasks, knowledge, skills and information.
- K. **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.
- L. **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.
- M. **Distance Learning or Independent Learning** means those courses conducted outside of a classroom environment, which conform to Article 9 of these Standards and Guidelines.
- N. **Evaluation** means the method used by the provider to measure the students' satisfactory completion of the instructional objectives of the continuing education course.
- O. **Hour** means fifty (50) minutes of participation in an organized, on site, learning experience.
- P. **LCDC** is a Licensed Chemical Dependency Counselor. The LCDC is issued by the Texas Commission on Alcohol and Drug Abuse (TCADA). The Texas Certification Board has authority under Chapter 150, Counselor Licensure, Texas Commission on Alcohol and Drug Abuse, March 2002 as follows:
- §150.33. Continuing Education Standards (b)(3):** (b) The commission will accept continuing education credits from:
- (3) the Texas Certification Board for Addiction Professionals (TCBAP). Courses approved by TCBAP shall meet the standards described in §150.62 of this title (relating to Continuing Education Provider Standards).
- §150.62. Continuing Education Provider Standards**
- (a) Continuing education providers approved by the Texas Certification Board for Addiction Professionals (TCBAP) shall meet the standards in this section.
- Q. **Satisfactory Completion** means the student has met all criteria as specified by the provider for continuing education course credit.
- R. **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.
- S. **Unsatisfactory Completion** means the student did not meet all criteria as specified by the provider for continuing education course credit.

Article 2. Education Targets

A. 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 relicensure education should be relevant to the Knowledge and Skills of the Knowledge, Skills, and Attitudes (KSA) practice dimensions.

B. 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 abuser's 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.

C. The KSA Practice Dimensions are: (Per Chapter 150, §150.62. Continuing Education Provider Standards (b) The CE hours shall consist only of material directly related to the skills and knowledge defined in the KSAs.)

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

D. 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

E. 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

F. Certified Prevention Specialists: Education should be relevant to alcohol and other drug abuse prevention. The 1999 ATOD Abuse Prevention Specialist Role Delineation identified six performance domains for the ATOD abuse prevention specialist. Within each performance domain are several identified tasks. The domains and tasks include:

1. Planning and Evaluation
2. Education and Skill Development
3. Community Organization
4. Public and Organizational Policy
5. Professional Growth and Responsibility

Article 3. Fees, Approval & Renewal

A. The applicant must submit the initial application for issuance of a provider number to the TCBAAP 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. Pre- and post-tests if applicable;
5. Participant sign in sheets;
6. Participant evaluations; and
7. A copy of the certificate of attendance.

B. 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. Site Visits

A member of the TCBAP Standards Committee, or a designee, may audit records, courses, instructors and related activities of a provider to monitor compliance with these guidelines and standards. A TCBAP Standards Committee representative, or designee, may make periodic site visits to Approved Providers. 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. Courses may be audited from time to time, and the audit may be unannounced. In such an event, course instructors will be informed at the outset that a representative of the TCBAP Standards Committee is present and the length of time the representative will be in attendance. The auditor will NOT receive credit for their attendance.

A report on the monitoring visit 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 Independent Study or Distance Learning must be instructor guided and monitored.
 - 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 experience and must have the TCBAP distance learning (DL) approval number.
- g. A TCBAP Distance Learning Notification Form must be filed at least one-hundred eighty (180) days prior to the offering of continuing education credit.
- h. If offered from other than an accredited college or university, the course must include a pre-test and 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 relicensure continuing education hours, per the March 2002, TCADA Counselor Licensure 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 relicensure.

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 student completing the program. The objectives are a message from the provider to the student explaining what proficiency the student 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 student 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 student 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 student must meet all class requirements. Partial credit may not be granted for partial attendance or for completing partial course requirements. Students 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, students 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 individual's achievement of objectives.

B. Upon the conclusion of course(s) students 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 students and method of presentation. The evaluation utilized needs to test the student'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 students. 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 student.
6. Other comments.

Article 15. Course Verification and Proof of Attendance

A. Approved Providers shall 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. Student name and professional license number
2. Student 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, 1005 Congress Avenue, Ste. 460, Austin, Texas 78701, Fax No. (512) 476-7297."

C. Course verification (A or B above) must be available to the individual within a reasonable length of time after completion of the course, not to exceed thirty (30) days.

D. Certificates of satisfactory completion must be filled out with all of the information listed above in Section B. However, the student name and license number may be filled in by the student. Certificates should be given directly to the student 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.

E. 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)

F. 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, 1005 Congress Avenue, Ste. 460, Austin, Texas 78701, Fax Number (512) 476-7297."

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

Article 18. Training Notification and Approval

A. The provider must send to the TCBAP Standards Committee notification of any course, that is not a distance learning opportunity, that credit will be awarded under a TCBAP provider number, at least thirty (30) days prior to the beginning of the course. (A sample training notification and approval request is attached.)

B. Providers are strongly encouraged to submit training notification and approval request forms through the TCBAP website. Training notification and approval request forms may also be submitted to TCBAP by email, fax, and postal delivery. Do not send copies of handouts or other course materials unless they are specifically requested by TCBAP.

C. Incomplete training notification and approval request forms will be returned to the provider with no action taken.

D. There are no exceptions or waivers for submitting a notification of training and approval request form. Providers who submit more than five (5) late class notices within a one (1) year period will receive a written reprimand from the TCBAP Standards Committee. Providers who submit more than eight (8) late class notices within a one (1) year period will have their provider number suspended for ninety (90) days and must pay a penalty fee of One hundred dollars (\$100.00) prior to submitting any additional training notification and approval request forms.

E. Providers may make changes to the training notification and approval request form by sending a copy of the original notice with the changes clearly noted. The word "AMENDED" and the date should be clearly indicated at the top of the notice. Changes may be made with less than thirty (30) days notice, as long as the original notice was submitted on time. Providers will not be penalized for amending the notice.

F. All training notifications submitted will be considered approved unless the C.E. Provider is notified that approval is denied. The C.E. Provider will be notified within fifteen (15) days of submitting the training notification and approval request form if the requested training is **not** approved. Approved training notifications are approved for a period of one year from the date submitted as long as their C.E. Provider number remains current/active.

G. In order to eliminate excess paperwork required by the providers, TCBAP has developed an online interface for the entry for training notices. Included with these Standards and Guidelines is the Internet Instructions for Training Notices form, which includes instructions and policies regarding the submission notices through the TCBAP website. Continuing Education Providers are strongly encouraged to use the convenience of online interface for submission of course notices. Training notification and approval forms may be submitted to TCBAP as follows:

1. Mail: 1005 Congress Avenue, Ste. 460, Austin, TX 78701
2. Fax: (512) 476-7297
3. Email: TCBAP@tcbap.org or
4. Web: www.tcbap.org

Article 19. Distance Learning/Independent Study Notice Form

A. Providers offering continuing education credit for distance learning or independent study must submit a Distance Learning/Independent Study Notice Form at least one hundred eighty (180) days prior to offering the course for credit.

B. A Distance Learning/Independent Study Notice Form is attached. Incomplete Distance Learning/Independent Study Notice Forms will be returned unapproved to the provider.

C. The TCBAP Standards Committee will respond to the Distance Learning/Independent Study Notice Form within ninety (90) days of receipt.

The TCBAP Standards Committee will either approve the course and issue a DL approval number, request more information regarding the course, or deny approval to award CEHs. Providers are **not** allowed to advertise or offer the course for C.E. credit until an approval number has been received from the TCBAP Standards Committee.

D. Approval numbers for distance learning/independent study courses are valid for one (1) year, unless otherwise specified by the TCBAP Standards Committee.

E. In order for courses to remain eligible for credit, the provider must maintain their C.E. provider number during the time that the course is being offered.

F. The TCBAP Standards Committee reserves the right to deny approval for any distance learning/independent study course. In the event a course is denied approval, a written explanation will be given.

G. Electronic versions of the distance learning/independent study notice form in Rich Text Format (*.rtf) are available from TCBAP at no charge. Distance learning/independent study notice forms may be submitted to TCBAP as follows:

1. Mail: 1005 Congress Avenue, Ste. 460, Austin, TX 78701
2. Fax: (512) 476-7297
3. Email: TCBAP@tcbap.org

H. This section does not apply to distance education/independent study courses offered through accredited colleges/universities that are from the Texas Higher Education Coordinating Board's Workforce Curriculum Manual through continuing education or for academic credit.

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. Submission of more than five (5) late class notices.

10. Failure to submit a 30-Day Notification Form for a class offered for continuing education credit.

11. Failure to amend the 30-Day Notification Form as needed.

12. 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, 1005 Congress Avenue, Ste. 460, Austin, Texas 78701, Telephone: (512) 708-0629, Fax Number (512) 476-7297.

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 will appoint individuals to conduct reviews of the CE Providers for compliance of guidelines and instructions as directed in this document. A minimum of 6 reviews/audits will be conducted each year through any of the following:

1. Random audits of continuing education sessions in progress.
2. Random review of provider records – Onsite.
3. Random review of provider records – By Mail.
4. 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 July 1, 2003.