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STATE OF NEVADA
BOARD OF EXAMINERS
FOR
ALCOHOL, DRUG AND GAMBLING COUNSELORS
400 W. KING STREET SUITE 111
Carson City, Nevada 89701
775-684-7080/7081
Fax-775-684-7084
Email: agawronski@adgc.nv.gov
cmasterson@adgc.nv.gov
Website: alcohol.nv.gov

Application for approval of material for continued education.

Program title: _____

Date and time: _____

Location: _____

Number of contact hours: _____

Intended Audience: _____

Give a brief description of the purpose of this program and how it applies to the practice of alcohol, drug or problem gambling: _____

Name of person submitting application: _____

Agency or provider affiliation: _____

Address _____ Phone _____

City _____ State _____ Zip _____

Is this program available to all alcohol, drug abuse counselors and/or problem gambling counselors? _____

Was this program previously approved? _____ Prior approval number: _____

Applications are good for one year.

General Requirements for Program Approval:

1. Must be provided by a competent instructor as demonstrated by his educational, professional and teaching experience.
2. Must contain current and relevant educational material which concerns alcohol and drug abuse and is applicable to the practice of counseling alcohol and drug abusers.
3. Must be of professional quality.
4. Must be appropriately designed for instructional purposes.
5. Must include a written evaluation of the content and presentation of the course or program and its relevance to alcohol and drug abuse or problem gambling counselors.

The Board will no approve any of the following types of courses and programs of education as a course of continuing education:

1. An orientation program for new employees
2. An on-the-job training program presented by an agency which the primary purpose is to disseminate information on policies or procedures of the agency.
3. An audio or video learning tape or home study course for which there is no independent verification of successful completion.
4. A program of self-improvement.

The following must accompany all applications:

Detailed time schedule	Detailed program outline
Statement of the educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)	Sample of consumer feedback/evaluation form.
Instructors speech/speakers resume	Sample Certificate of completion

The following are the fees charges for reviewing requests:

Less than 10 hrs of training	\$30.00
At least 10 hrs. but less than 20 hrs. of training	\$50.00
At least 20 hrs. but less than 30 hrs. of training	\$75.00
At least 30 hrs. but less than 40 hrs. of training	\$100.00
40 hrs or more of continued education	\$150.00

Note: Applications for continuing education approval will **not** be reviewed for approval until all of the items listed above are received.

A certification of completion must be provided to all attendees

Records must be maintained for 3 years after the completion of the course/program.

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