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**STATE OF NEVADA
BOARD OF EXAMINERS
FOR
ALCOHOL, DRUG AND GAMBLING COUNSELORS**
4600 Kietzke Lane B-115
Reno, NV 89502
Phone: 775-689-0562
Website www.alcohol.nv.gov
Email: licensingsspecialist@adgc.nv.gov

Application for approval of material for continued education.

Program title: _____

Date and time: _____

Location(s): _____

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 and problem gambling.

Name of person submitting application: _____

Agency or provider number or affiliation: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Email: _____

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

If you have approval from any other State Board, please list the approval code(s) and Board Name:

General Requirements for Program Approval:

1. Must be provided by a competent instructor as demonstrated by their 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 not 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.

Detailed time schedule	Detailed program outline
Statement of educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)	Sample of consumer feedback / evaluation
Instructor's presentation / speaker's resume	Sample of Certificate of completion

Required fee: \$150.00

Payment via check or money order only made out and mailed to:

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

A certificate of completion must be provided to all attendees with the Board approval number noted.

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

Continuing Education Units are valid for one year.