

MCBAP

Continuing Education Instructions

Description

Structured education is required for both initial and renewal clinical certifications offered by the Michigan Certification Board for Addiction Professionals (MCBAP). This application is for education primarily targeted to staff preparing for or renewing a MCBAP credential or other categories of counselor development and quality assurance.

The application form and instructions contained here are to enable presenters of educational events to obtain approval for their events as meeting criteria that satisfy education and continuing education requirements for MCBAP credentials. To be accepted for application toward the educational requirement, education and training must meet criteria described in the following sections. Providers must submit the complete application, the requested documentation, and the required fee to the mailing address on the application form. Allow up to 30 days for review.

Submission of an application does not guarantee approval. Please note the following:

- Application fees are nonrefundable.
- Incomplete applications will not be reviewed.
- Applications received less than 30 days prior to the program date, will not be reviewed or approved.

Criteria

1. The goals and objectives of the event must be relevant to the ICR&RC Domains.
2. Participants must demonstrate attainment of the goals and objectives by completing the following:
 - a. Output Product: Successful completion of a post course exam. Only one post test needs to be administrated per education/training event to meet the testing requirements for Continuing Education Units (CEU's).
 - b. Evaluation Form: participants must be provided an opportunity to evaluate both the event and the instructor at the conclusion, before the results of the output product (if one is used) are made known.

3. Participants must be provided with certificates of completion which minimally include:
 - the participants name
 - the name of the organization sponsoring the event
 - the date(s) of participation
 - the title of the event
 - the number of CE contact hours
 - the term “specific” or the term “related” (determined by MCBAP and listed in your approval letter)
4. The education and training planning committee for each event must include: at least one professional with experience in either treating substance use disorder or in the prevention of substance use.
5. Education and training presenters must have education and/or experience, which is relevant to substance use disorder treatment, prevention, or recovery. Include in your application the presenter for each workshop and attach a summary vita or resume for each.
6. To offer/sponsor substance use disorder specific education you must be a licensed substance abuse service program, or hold appropriate education services license or equivalent status. Any individual or program in the State of Michigan who provides substance use disorder specific training for fees must be licensed. If you are not licensed, you may be in violation of the Public Health Code or licensing rules of the State of Michigan. To offer education on topics related (not specific) to substance use disorder you do not need to be licensed, however, the education must be in core counseling functions or domains. Education providers may be subject to State of Michigan regulations.

Resubmitting Application for a Previously Approved Event

To obtain approval for previously approved education events, which are being repeated with NO changes: Submit a photocopy of the previous approval letter and a letter stating that the workshop is the same as previously approved. Include the new date/s, location, and time. The processing fee is still required.

Canceled or Postponed Workshop

If a workshop is canceled or postponed written notification of the cancellation or postponement and new date(s) should be sent to the Michigan Certification Board for Addiction Professionals at the following. The postponement of a training will not require additional paperwork or fee.

MCBAP
616 S. Creyts Rd, Suite A
Lansing, MI 48917

email: info@mcbap.com

Fees

A non-refundable fee is required for MCBAP review and processing. The fee must be submitted with the application. The processing fee applies to each date the event is to be offered.

4 CE hours or less	\$20.00
4.5 CE hours-up to 8 CE hours	\$30.00
8.5 CE hours – up to 12 CE hours	\$50.00
12.5 CE hours – up to 20 CE hours	\$80.00
Multi-session training	\$100.00

Please contact MCBAP for pricing on anything above 20 hours or if you are unsure of the correct amount to pay.

MCBAP

Continuing Education Application

This application is for live in person continuing education events. All supporting documentation **must be typed**. Please read the full instructions before submitting.

Name of Organization Submitting Application

Name of Authorized Person Submitting Application

Street Address, City, State, Zip Code

Phone Number

Email Address

Title of Education or Training Event

Number of Contact Hours

Date(s) to be offered

Location (City/State) of Event

Registration Phone Number, Email Address or Website Link

Is this a multisession program? Yes _____ No _____

If yes, how many individual sessions are there for review? _____

What MCBAP credential do you feel this education event is most geared toward?

CAADC/CADC ___ CPS/CPR ___ CPRM ___ CCJP ___ CCS ___

Has your organization had a program approved with any other professional association? If yes, please list the organizations.

What is your procedure for verifying attendance?

The person signing below attest they are legally authorized to sign on behalf of the organization sponsoring the education event and that all information and documentation submitted is true and accurate. The person signed also understands the following:

- Submission of an application does not guarantee approval.
- Application fees are nonrefundable.
- Incomplete applications will not be reviewed.
- Applications received less than 30 days prior to the program date, will not be reviewed or approved.

Signature

Date

The Following Must be Attached:

- List of Education Goals and Objectives
- The schedule or agenda with specific times
- A copy of the post course exam
- A copy of the evaluation form
- A copy of a blank certificate of completion
- Any brochures or flyers for this event
- A list of each person on the planning committee
- Current resume or vita for each person on the planning committee and the presenter