



Georgia Addiction Counselors Association
4015 South Cobb Drive, Suite 160
Smyrna, Georgia 30080
770-434-1000

Thank you for your interest in becoming an Approved Educational Provider for the Georgia Addiction Counselors Association (GACA). GACA does not grant continuing education credits (CEU's) but approves continuing education for clock hours which can be used to satisfy the educational requirements for certification and recertification. One CEU equals ten clock hours.

If your primary business is headquartered in Georgia, you must have a GACA provider number in order for individuals taking your courses to be assured of receiving credit toward certification or recertification. If your primary business is located outside of Georgia, for example home study courses or providers in neighboring states, a valid NAADAC provider number will be honored, but will be applied differently toward certification and recertification.

To obtain a GACA Approved Provider number:

- Complete the enclosed application and attach all supporting documentation.
- Submit the application to GACA a **minimum of 45 days prior to the event** to allow adequate time for review by the Training and Education Committee. Applications less than 45 days in advance of the event will be assessed a late fee of \$25 with no guarantee of response before the event. Any provider claiming GACA approval prior to receiving official notice will automatically be denied. Once your application has been mailed or emailed to GACA, applicants may use the statement "GACA Provider Number Applied For" on promotional materials. Incomplete applications, applications without payment, and applications postmarked after the event will be returned without consideration.
- Individual Courses: \$100 non-refundable administrative processing fee for each application submitted. The \$100 fee is good for one course offering only.
- Multiple Course Offerings: Providers who intend to offer multiple courses or repeat courses within a twelve-month period may submit a \$350 non-refundable administrative processing fee with the annual application. This fee will cover the cost of three or more courses to be held within the twelve-month period. All courses must be submitted with the annual fee of \$350. Each additional application submitted after the annual approval requires a \$25 non-refundable administrative processing fee. The Training and Education approves both the course content and the instructor's qualifications. An approved course with the same instructor may be repeated during the twelve-month period provided the GACA office is notified at least one week prior to the event. Instructor or course content changes require submission of a new application with the required \$25 non-refundable administrative processing fee.

Please feel free to call the GACA Administrative Office if you have questions or concerns.

Respectfully,

Training and Education Committee
Georgia Addiction Counselors Association

GACA EDUCATION PROVIDER REQUIREMENTS

Qualifications for Instructors: Instructors of educational courses should hold a recognizable credential as an addictions specialist, i.e., CACII, CCS, NCACII or MAC. The credentials LPC, MSW, or PhD do not necessarily indicate a level of expertise working in the addictions field. Each application must include a resume or curriculum vitae demonstrating the qualifications of the instructor to provide the course. Instructors must follow approved course content and GACA ethical standards must be maintained at all times.

Qualifications for Courses: Providers may develop training courses based on general or specific needs of the addiction counseling profession. Each course must include at minimum: a detailed course description including topics to be presented, relevance to certification or recertification and the Basic Counselor Skill Groups, educational objectives, method of instruction, audio-visual media to be used, a copy the evaluation instrument to be used, and a schedule for each educational session including clock hours requested. One clock hour is one hour of actual instructional time; break times do not count as clock hours. A minimum fifteen-minute break is required every two hours. Internet or correspondence courses must also include a description of the educational process and a justification for the clock hours requested. Reasonable accommodations must be provided for persons with disabilities. GACA reserves the right to audit trainings unannounced for the purpose of quality monitoring and compliance with stated objectives. The training auditor will notify the trainer of their presence prior to the beginning of the course.

Credit for on-line courses will be limited to 8 hours credit within a 24 hour period of time. On-line courses are offered on the Internet. Webinars are live on-line course offerings. Live webinars can be converted to on-demand on-line courses. Courses and webinars may be interconnected whereas a candidate may be required to take more than one event to complete the course/webinar requirement for credit. No participant should be allowed access to the certificate of completion prior to having completed the course content of a webinar or on-line course. A system must be in place that proves participants watched or participated in the webinar or on-line course content for all web based content.

Providers must award individuals who complete trainings with a Certificate of Completion which includes the GACA Provider Number. The Provider Education Number should be printed on the certificate to assure that contact hours will be honored upon submission for certification or recertification. The certificate must contain the statement: Georgia Addiction Counselors Association has approved this training for _____ clock hours. Providers must send GACA a list of all participants receiving GACA clock hours and a summary of completed evaluations within two weeks following the event. The provider must maintain a copy of the provider application, a list of participants, and the completed evaluations for three years following the event.

Applicants should send completed applications with supporting documentation and appropriate fees to:

Email: Vanessa Cox
info@gaca.org (Preferred)

Mail: Education/Training Committee
Georgia Addiction Counselors Association
4015 South Cobb Drive, Suite 160
Smyrna, Georgia 30080

NO FAX WILL BE ACCEPTED

The application and supporting documents will be reviewed by the Training and Education Committee for approval and authorization to designate a provider number. For providers submitting multiple courses, each course will be reviewed independently on its own merits.

The Education Committee will respond to the application in one of the following ways:

- Approved for Certification/Recertification: The course is deemed appropriate for certification and recertification and the instructor has demonstrated qualification.
- Approved for Recertification: The course may be approved for recertification but the level or content is deemed to be too advanced or otherwise would not satisfy the Basic Counselor Education requirements for new certification applicants.
- Conditional Approval: The course may be approved for certification or recertification but under

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