

APPLICATION FOR CEU PRIOR APPROVAL
(For instructors and presenters)

Date(s) of proposed program: _____

Name of presenter(s): _____

Sponsoring agency and address: _____

_____ Phone #: _____

Title of program: _____

Location of program _____ Contact hours requested: _____

FOR COMMITTEE USE ONLY:		
_____ Approved	_____ Disapproved	_____ Reviewer's initials
_____ # of Contact hours	_____ Activity Number	

RESUME:

- Educational and professional qualifications of the presenter are appropriate for the level of material being offered.

PROGRAM DESCRIPTION:

- Title of program is an accurate reflection of the material to be presented.
- Brief description of program is a clear and concise narrative of the material to be presented.
- Targeted audience includes alcohol and drug professionals.
- Objectives are measurable outcomes that participants might expect to gain from attending this program.
- Outline of topics and activities includes all program topics and activities in the order of their presentation, including the amount of time allotted to each segment.
- Methods of instruction describe how the instructor plans to present the material.
- Evaluation form that will be used is attached.

STATEMENT OF APPLICABILITY:

- The program material is applicable to the field of alcohol and drug counseling.

COMMENTS: _____

MAINE BOARD OF ALCOHOL AND DRUG COUNSELORS
35 STATE HOUSE STATION, AUGUSTA, ME 04333
Tel: (207) 624-8603 Fax: (207) 624-8637 Hearing Impaired: 1-888-577-6690

APPLICATION PROCEDURE

1. Fill out the top section of the APPLICATION FOR CEU PRIOR APPROVAL.
2. Submit the form with all application materials to:

Maine Board of Alcohol and Drug Counselors
35 State House Station
Augusta, Maine 04333
3. If a program offering is disapproved, a copy of the APPLICATION FOR CEU PRIOR APPROVAL will be returned to the applicant with the reasons for disapproval clearly indicated. A disapproved program topic may be resubmitted **once**. A second disapproval by the Education and Training Committee may be appealed in writing to the State Board of Alcohol and Drug Counselors. Any program corrections must be made and approved prior to program presentation.
4. All program participants must be provided with a certificate of attendance at each program offering which will include:
 - ◆ Name of the approved program provider
 - ◆ Title of the program
 - ◆ Date(s) of the program
 - ◆ Name of the participant
 - ◆ Activity number
 - ◆ Number of contact hours awarded
 - ◆ Signature of instructor
 - ◆ A statement of approval*

* this program has been approved by the State Board of Alcohol and Drug Counselors.

Note: The instructor, at his or her discretion, may deny part or all of any previously approved CEU credit to any program participant. Examples of justifiable causes for denial of CEU credit would include tardiness, non-participation, and non-attendance. Should this occur, the instructor should be prepared to defend the decision in writing should the denial be appealed to the Board.

5. The APPLICATION FOR CEU PRIOR APPROVAL should be submitted at least 30 days prior to the date of the first presentation. This should allow time for the review, to make changes and for resubmission, if necessary. All approvals are valid for one year from the date of the approval. **Under no circumstances will any program be reviewed or approved after it's presentation.**

CRITERIA FOR CEU PROGRAM APPROVAL

1. The applicant must submit a resume' which specifies educational and professional qualifications of the presenter.
2. The applicant must submit a program description which will include:
 - A. Title of program: must be an accurate reflection of the material to be presented.
 - B. Brief description of program: a narrative of the material to be presented.
 - C. Targeted audience
 - D. Objectives: measurable outcomes that participants might expect to gain from attending this program
 - E. Outline of topics and activities: should include all program topics and activities in the order of their presentation, including the amount of time allotted to each segment
 - F. Methods of instruction: should describe how the instructor plans to present the material, such as techniques, teaching aids, and materials.
 - G. Method of evaluation: attach a copy of the participant evaluation form that will be used.
3. The applicant must provide a statement of applicability of the program material to the field of alcohol and drug counseling.