

**New York State Office of Alcoholism and Substance Abuse Services
Education and Training Provider Certification Application**

**PART A - EDUCATION AND TRAINING PROVIDER CERTIFICATION INFORMATION AND AGREEMENT
(Information Must Be Legible)**

EDUCATION AND TRAINING PROVIDER INFORMATION

EDUCATION AND TRAINING PROVIDER NAME		EDUCATION AND TRAINING PROVIDER #	
EDUCATION AND TRAINING PROVIDER ADDRESS Can this information be released to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		COUNTY	
NAME OF AUTHORIZED REPRESENTATIVE(S)		TITLE OF AUTHORIZED REPRESENTATIVE(S)	
NAME OF CONTACT PERSON		TITLE OF CONTACT PERSON	
CONTACT PERSON TELEPHONE # / EMAIL ADDRESS/WEBSITE ADDRESS		CONTACT PERSON FAX NO.	
TYPE OF REQUEST: <input type="checkbox"/> New Application <input type="checkbox"/> Add New Coursework/Training <input type="checkbox"/> Modify Existing Coursework/Training			
Type of Education and Training Provider:			
<input type="checkbox"/>	Academic CASAC 350-Hour Certificate Program (use Section C - form PDS-17.4)		
<input type="checkbox"/>	Community Based 350-Hour Certificate Program (use Section C - form PDS-17.4)		
<input type="checkbox"/>	Section Training (use Section C - form PDS-17.4)		
<input type="checkbox"/>	Individual Course/Training Renewal Only (use Section B - form PDS-17.2) (Check <input type="checkbox"/> if in-service training)		
Education and Training Providers certified by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) must comply with the following. Failure to comply may result in OASAS' right to rescind this Certification.			
<p><u>Quality Assurance:</u></p> <ol style="list-style-type: none"> Develop, provide, and maintain a quality level of education and training consistent with the information presented in this Application. Ensure appropriate class size (i.e. no more than 30 students in a clinical skills class (skills to be implemented upon completion of course)). Ensure that class schedule does not exceed 8 hours of direct training per day. Conduct periodic curricula material review to ensure that materials are up to date and consistent with current research. Maintain an attendance record for each student enrolled in a CASAC 350-Hour Standardized Curriculum Program. Student records must include: name of course/training; date of class delivery; date of completion; hours of completion and history of certificates issued to student and date of issuance of such. For individual training delivery you must maintain a sign in sheet for each delivery to include name and date of training; and name of individual attending/completing. Such records must be maintained on file and made available to OASAS upon request. Issue the OASAS Standardized Certificate of Completion to participants as documentation of successful completion of course work/training (to include partial completion of the full 350 hours of education and training, if applicable). This documentation must be provided to students upon departure of program and/or upon completion of individual trainings. Issuance of the OASAS Standardized Certificate of Completion is only permitted for the total clock hours of direct training completed by participants verified through student records and/or sign in sheets must be maintained for each student/participant. Acceptance of the OASAS Standardized Certificate of Completion from other OASAS Certified Education and Training Providers toward the 350 hour education and training requirement. Cooperate with OASAS Staff Compliance Visits and submit sign-in sheets, evaluations and/or other materials as requested by OASAS. <p><u>Ethics:</u></p> <ol style="list-style-type: none"> Ensure that the associated certifications and contracts for your organization and credentials/licenses for all staff employed or contracted by your organization to provide administrative and/or instructional duties are current and in good standing. 		<p><u>Ethics (continued)</u></p> <ol style="list-style-type: none"> Not knowingly misrepresent the purpose or limitations of provider certification to participants and/or the general public. Provide accurate information on education and training section determinations required for initial credentialing. Utilize the OASAS Training Catalog to schedule upcoming trainings through registration on the Provider Scheduling System - http://www.oasas.ny.gov/training/index.cfm. <p><u>CASAC 350-Hour Standardized Curriculum Program Application (only) must include submission to OASAS of the following:</u></p> <ul style="list-style-type: none"> For Application Process: <ol style="list-style-type: none"> Documentation of Student Training Readiness Screening tool which includes verification of student's educational status of at least a GED or High School Diploma. Documentation of existing published fees/tuition rates and related marketing brochures. Documentation of school schedule and all locations utilized for training delivery. <p><u>All OASAS Certified Education and Training Providers: For on-going review and approval, the following must be submitted:</u></p> <ol style="list-style-type: none"> Amended and/or new coursework/training. Changes in Authorized Representative, Education and Training Provider Name, contact name/information, training location (s). Instructor changes to include submission of new instructor qualifications (PDS-17.3) <p><u>Recertification (Three Year Certification Period)</u></p> <ul style="list-style-type: none"> ETPs are sent a recertification packet/instructions prior to expiration. (Please refer to ETP Certification Application Packet for instructions). If there is no activity (approved course work/training deliveries) during this three year certification period, ETP certification will be inactivated. ETPs will be notified by letter with instructions for future certification. 	
OASAS reserves the right to rescind an organization's/qualified trainer's Education and Training Provider Certification, if found to be in non-compliance with any of the above standards. Such notice shall be in writing from OASAS. The Education and Training Provider will have the opportunity to submit a written corrective action plan to address identified deficiencies and upon satisfactory review of the corrective action plan by OASAS, the Education and Training Provider status may be restored. If the Education and Training Provider Certification is rescinded the organization/qualified trainer will have the opportunity to submit a new Education and Training Provider Certification Application for OASAS consideration, after one year of termination.			
I agree to abide by the above-stated requirements and understand that these are the conditions under which Education and Training Provider Certification is granted and maintained.			
SIGNATURE OF AUTHORIZED REPRESENTATIVE (REQUIRED)		DATE	
SIGNATURE OF CONTACT PERSON (REQUIRED)		DATE	