



**Office of Alcoholism and
Substance Abuse Services**

**Screening, Brief Intervention and
Referral to Treatment (SBIRT)
Training Provider Application
Packet**

June 2017

www.oasas.ny.gov

**New York State Office of Alcoholism and Substance Abuse Services
Screening, Brief Intervention and Referral to Treatment (SBIRT) Training Provider
Certification Application**

The New York State Office of Alcoholism and Substance Abuse Services (OASAS) in collaboration with the NYS Department of Health (DOH) is promoting the standardization and certification of course work/training which enhances the knowledge and skills of individuals performing the Screening, Brief Intervention, and Referral to Treatment (SBIRT) protocol in general and behavioral healthcare settings.

Through this certification process, OASAS' Learning and Development Unit reviews SBIRT training applications offered through accredited colleges or universities; governmental agencies; professional organizations; training institutes; in-service training programs; qualified trainers; distance learning providers; or special events/conferences to ensure the qualifications of instructors and appropriateness of SBIRT coursework/training.

STANDARDIZED SBIRT CURRICULUM

New York State uses a standardized SBIRT curriculum that all SBIRT trainers must use. Applicants will be provided with the curriculum electronically upon certification. The curriculum consists of a trainer's manual, power point slides, and handouts. It is expected that all certified trainers will update the curriculum over time or as directed by OASAS. Content areas may not be changed without prior approval from OASAS.

SBIRT TRAINING CERTIFICATION REQUIREMENTS

In order to become an OASAS certified SBIRT Training Provider, an entity must meet at least one of the following education and training criteria:

- Accredited colleges or universities that provide alcoholism and substance use-related course work.
- Governmental agencies, professional organizations or training institutes that provide, on an annual basis, alcoholism and substance use-related course work.
- Qualified trainers who offer alcoholism and/or substance use related education and training.
- Distance learning providers that offer alcoholism and substance use related course work/training approved by appropriate certifying bodies.
 - (Note: OASAS certified alcoholism, substance abuse and chemical dependence service providers- all program components must be in good standing.)
 - Conferences and other Special Events that offer alcoholism and substance use education and information.

CERTIFICATION PROCESS

The first step in the certification process is the submission of an SBIRT Training Provider Certification Application.

Application

Applications will be reviewed on a first-come, first-served basis upon receipt. Applications will be reviewed to ensure that:

- the trainer(s) has documented SBIRT knowledge, expertise, and experience;
 - has at least one year of experience in implementing SBIRT or Teen Intervene in a clinical setting;
 - has at least two years of experience in training delivery and/or vast knowledge in the subject area, in order to apply;
-

Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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- the trainer(s) have the technological capacity to deliver the OASAS standardized 4 and 12 hour SBIRT curriculum.
- forms have been accurately completed;
- qualifications of all instructors are appropriately documented (to include license(s) and/or credential(s) and ensure they are in good standing); and
- applicants meet all of the SBIRT training certification requirements.

Incomplete Applications

Entities whose Applications have been determined to be incomplete are advised of any incomplete information and/or deficiencies in the Application. Material submitted in response to the deficiencies identified will be reviewed and a determination made. Entities whose Applications are not approved are so notified in writing.

Approved Applications

Entities whose Applications are approved and determined by OASAS to be eligible for SBIRT Training Provider Certification are forwarded an Approval Letter and:

- OASAS SBIRT Training Provider Certificate and instructions for obtaining the OASAS SBIRT Standardized Certificate of Completion template to distribute to participants who complete the approved SBIRT training(s);
- The OASAS SBIRT Standardized Certificate of Completion must be requested via email to the Learning and Development Unit at training@oasas.ny.gov. The email must include your SBIRT Training Provider Number which will be assigned to you upon approval of your application.
- Instructions on how to report to OASAS students' completion of the approved SBIRT training(s).

APPLICATION AMENDMENT

New course work/training associated with an approved SBIRT Training Provider Certification must also be submitted to OASAS for review and approval using an OASAS SBIRT Training Provider Certification Application Packet.

APPLICATION RENEWAL

OASAS SBIRT Training Provider Certification is issued for a three-year period. Prior to the expiration of the certification, OASAS SBIRT Training Providers are emailed an SBIRT Training Provider Attestation Form. If the content of the approved course work/training course title[s] and/or clock hours have not changed, upon receipt of the completed Attestation, OASAS will renew the SBIRT Training Provider Certification, provided that the training provider continues to instruct and the content of the curriculum is up to date.

If there have been changes to any of the above, the Attestation Form and SBIRT Training Provider Certification Application Packet must be submitted.

NOTE: Only course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Training Provider through its OASAS SBIRT Training Provider Certificate.

Once certified, OASAS SBIRT Training Providers must:

- submit electronically to OASAS, within 30 days of the date of completion of training, required information of all participants who have completed SBIRT 4 or 12 hour training courses. Upon approval of your application, an email providing reporting instruction and format will be sent to you.
- register onto the Provider Scheduling System within OASAS' On-Line Training Catalog and schedule all upcoming trainings to include all relevant information such as location, times, cost, etc. (see enclosed Instructions for On-Line Training Catalog Provider Scheduling System).

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- notify OASAS of any changes in contact information (i.e., organization, address, authorized representative, or contact person);
- provide a copy of any updated participant evaluation forms;
- permit periodic on-site monitoring and review of educational programs by OASAS; and
- conform to all standards and protocols as determined by OASAS.

OASAS' ON-LINE TRAINING CATALOG

The OASAS Learning and Development Unit maintains an On-Line Training Catalog, which is available, at OASAS' Web site (www.oasas.ny.gov/training), This On-Line Training Catalog includes training offered by OASAS and its Certified SBIRT Training Providers which is acceptable toward satisfying SBIRT training requirements.

While the Catalog provides a listing of all OASAS approved course work/training, once approved as an OASAS Certified SBIRT Training Provider you **must register onto the Provider Scheduling System** to schedule your course work/training. OASAS frequently receives training inquiries and directs individuals to the Training Catalog for any scheduled courses.

Instructions for Registering and Scheduling Course work/training are included in this Application Packet.

INSTRUCTIONS

These instructions are intended to guide you in completing the SBIRT Training Provider Certification Application.

Please read the following before proceeding to prepare the Application.

Submit the completed Application to:

**NYS OASAS
Bureau of Talent Management, Learning and Development Unit
1450 Western Avenue
Albany, New York 12203-3526
training@oasas.ny.gov**

PART A - SBIRT Training Provider Information

Part A (SBIRT Training Provider Information contains information to create a certification record. Complete Part A as follows (please type all information):

- Enter the name of the SBIRT Training Provider and an Education and Training Provider (ETP) Number if the applicant is a previously approved ETP.
- Enter the address of the SBIRT Training Provider.
- Enter the county in which the SBIRT Training Provider is located.
- Enter the name and title of the SBIRT Training Provider's authorized representative. This individual will be held responsible for maintaining compliance with items noted in the PDS 17.1 (Part A). This individual will also be responsible for issuing the OASAS Standardized SBIRT Certificate of Completion to individuals completing training.
- Enter the name, title, telephone number/E-mail address, fax number of the contact person for the SBIRT Training Provider.
- Review the SBIRT Training Provider Certification Agreement.
- Obtain the signature of the provider's authorized representative.
- Date the Application

Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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INSTRUCTOR QUALIFICATION FORM - SBIRT Training Provider Course Information

Instructor Name(s)/Qualifications -- Enter the name(s) of the instructor(s) for the course. An Instructor Qualifications Form must be completed for each instructor as follows:

- Enter the name, address and telephone number of the instructor.
- List all degrees and certifications held by the instructor.
- List the instructor's relevant SBIRT experience.
- List the instructor's relevant training experience.

NOTE: Please do not attach a resume.

Documentation of course work/training **will only be accepted** from OASAS Certified SBIRT Training Providers **using the OASAS SBIRT standardized Certificate of Completion**. This Certificate of Completion, which has been developed by OASAS, bears a watermark which will minimize the potential for alteration. Once you have gained approval as an OASAS Certified SBIRT Training Provider you must submit an E-Mail request for this document to OASAS' Learning and Development Unit at training@oasas.ny.gov. A Certificate of Completion and instructions for use will then be electronically transmitted to you.

NOTE: Issuance of blank or fillable electronic Certificates of Completion is not permitted under any circumstance.

For more information, contact the OASAS Learning and Development Unit at:

Phone: (518) 485-2027
Fax: (518) 485-8041
E-Mail: training@oasas.ny.gov

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Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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SBIRT TRAINING PROVIDER CERTIFICATION APPLICATION CHECKLIST

Did you remember to?

- Complete the Part A – SBIRT Training Provider Information?**
- Sign and date the Part A – SBIRT Training Provider Certification Agreement?**
- Complete the Instruction Qualifications Form for each instructor?**
- Attach all required supporting documentation?**
- MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS?**

Submission of this Application shall constitute assurance by the submitting provider that the course work/training described in the Application will be delivered in the manner stated. Failure to provide course work/training in a manner consistent with that stated in the Application may be grounds for rescinding provider certification. Only SBIRT course work/training submitted to and approved by OASAS may be identified and promoted by an SBIRT Certified Training Provider through its Certificate.

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ON-LINE TRAINING CATALOG

The Training Catalog is available on-line at OASAS' Web site <http://www.oasas.ny.gov/training/index.cfm>.

As an OASAS Certified SBIRT Training Provider, your OASAS approved SBIRT course work/training is posted to this site. This information is available to the public. If you do not want this information made available to the public, please let us know. The Catalog is continually updated as new course work/training is submitted, reviewed and approved. For providers who offer in-service training only, such a notation will be made so individuals will not contact you directly.

While the Catalog will provide a listing of all OASAS approved course work/trainings; **you must register onto the Provider Scheduling System to schedule upcoming trainings**. To do this, please follow the instructions listed below:

Go to www.oasas.ny.gov/training/index.cfm

- Select OASAS Certified Education and Training Provider Log In
- Enter your Email address and a password
- **Click on: Sign up as an OASAS Certified Education and Training Provider (this will register you onto the system)**
- Enter User Info - - Under Organization Type Click on --- Select a Provider – Select Your Organization
- Select request role (Administrator or staff) - - Select continue
- Verify registration information - - Select complete
- An E-mail will be sent to the Training Unit Mailbox, verification of your status as an Education and Training Provider will be made and you will receive an E-mail confirming access to the system

Scheduling Course Work/Trainings

Once Registered - - Menu Items - - Scheduling – **select Class Scheduling**

Select your organization and this will provide you with a listing of all of your OASAS approved course work/trainings.

- To schedule a class - select icon to the left of course title and complete information (a default has been set for your organization and county location) (a calendar icon has been added for scheduling the start and end dates) - - Provide information and select add class
- Distance Learning - select icon to the left of course title and complete information - add cost and comments – select update

We encourage you to participate in the Provider Scheduling System to schedule your course work/training and offer credentialing applicants with information on available course work/training needed to meet their education and training requirements. If you have any questions or require assistance please contact the Training Unit at 518-485-2027 or at training@oasas.ny.gov.

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Screening, Brief Intervention, & Referral to Treatment (SBIRT) Training Provider Certification Application PART A - SBIRT PROVIDER CERTIFICATION INFORMATION AND AGREEMENT (Information Must Be Legible)

SBIRT TRAINING PROVIDER INFORMATION

SBIRT TRAINING PROVIDER NAME:		EDUCATION AND TRAINING PROVIDER # (If applicable):	
SBIRT 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 (Check all that apply):	<input type="checkbox"/> New ETP Application	<input type="checkbox"/> SBIRT 4 Hour Training	<input type="checkbox"/> SBIRT 12 Hour Training

SBIRT 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.

Quality Assurance:

- Utilize the NYS OASAS SBIRT standardized curriculum.
- Maintain a quality level of education and training consistent with the SBIRT Standardized Curriculum.
- Conduct periodic curricula material review to ensure that materials are up to date and consistent with current research.
- Update the SBIRT curriculum as needed. PLEASE NOTE: CONTENT AREAS ARE EXPECTED TO REMAIN CONSISTENT AND SHOULD BE UPDATED AS NECESSARY OR AS INSTRUCTED BY OASAS.
- Maintain a sign in sheet for each training delivery to include name and date of training; and name of individual attending/completing. Such records must be maintained on file for 10 years and made available to OASAS upon request.
- Submit electronically to OASAS within 30 days of completion of training, the names and required information of all participants on the designated form supplied by OASAS.**
- Issue the **OASAS SBIRT Standardized Certificate of Completion** to participants as documentation of successful completion of course work/training. Issuance of the **OASAS SBIRT Standardized Certificate of Completion** is only permitted for the total clock hours of direct training completed by participants verified through sign in sheets which must be maintained for each training delivery.
- Cooperate with OASAS Staff Compliance Visits and submit sign-in sheets, evaluations, and/or other materials as requested by OASAS.

Ethics:

- 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.
- Not knowingly misrepresent the purpose or limitations of provider certification to participants and/or the general public.
- Provide accurate information regarding SBIRT training requirements as stated in the DOH Medicaid Guidance document: https://www.health.ny.gov/health_care/medicaid/program/update/2016/2_016-04.htm
- Utilize the OASAS Training Catalog to schedule upcoming trainings through registration on the Provider Scheduling System - <http://www.oasas.ny.gov/training/index.cfm>.

Recertification (Three Year Certification Period)

- SBIRT trainers are sent a recertification packet/instructions approximately six weeks prior to expiration. (Please refer to SBIRT Training Provider Certification Application Packet for instructions).
- If there is no response to the recertification packet your certification will be inactivated. SBIRT trainers will be notified by letter with instructions for future certification.**

OASAS reserves the right to rescind an organization's/qualified trainer's SBIRT 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 SBIRT 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 SBIRT Training Provider status may be restored. If the SBIRT Training Provider Certification is rescinded the organization/qualified trainer will have the opportunity to submit a new SBIRT 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 SBIRT Training Provider Certification is granted and maintained.

SIGNATURE OF AUTHORIZED REPRESENTATIVE (REQUIRED):	DATE:
SIGNATURE OF CONTACT PERSON (REQUIRED):	DATE:



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PLEASE TYPE ALL INFORMATION

SBIRT TRAINING PROVIDER NAME:

SBIRT INSTRUCTOR QUALIFICATIONS FORM

Individuals must have a minimum of two years of teaching/training delivery and/or vast knowledge in the subject area in order to apply.

Instructor Name:

Instructor Address:

Instructor Telephone No.: Work: () Home: () Cell: ()

Degrees and Certifications (List all degrees/credentials/certifications relevant to course work/training to be delivered which are held by the instructor Please include the licensing state for out of state credentials):

- Credentialed Alcoholism and Substance Abuse Counselor (CASAC) #
- Credentialed Prevention Professional (CPP) or Credentialed Prevention Specialist (CPS) #
- Credentialed Problem Gambling Counselor (CPGC) #
- Social Worker: LMSW LCSW (including R) #
- Medical Professional: MD Psychiatrist Pharm. D RN LPN #
- Counseling Professional: LMHC Psychologist #
- Other (Please include the licensing state for out of state credentials):

SBIRT Administration Experience: (List the instructor's relevant experience in implementing SBIRT in clinical settings. Note: at least one year of clinical experience is required). The instructor must have attended the 4 or 12 hour SBIRT curriculum. Please indicate the date and location of the instructor's SBIRT training and a certificate of completion:

Training Experience: Document teachings/trainings, relevant to this course work/training, which have been delivered over the past two years to include: total number of hours of delivery for each; title of trainings delivered/courses taught; location of training deliveries/courses taught and references/contact information for verification of training delivery. Also, if possible, please include letter of reference verifying training(s) delivered:

Other Qualifications (to include information relative to vast knowledge of subject/content area):