



Application Packet for

**Education Approval**

Series Event

**Minnesota Certification Board  
Education Approval – Series Event**

**ABOUT THE MINNESOTA CERTIFICATION BOARD:**

The Minnesota Certification Board (MCB) is a nonprofit organization that administers certifications for a variety of professions including prevention professionals, alcohol and drug counselors, and peer recovery specialists. MCB is an approved testing center and administers credentialing examinations for numerous professions. MCB is the Minnesota member board of the International Certification and Reciprocity Consortium (IC&RC). IC&RC is the global leader in the credentialing of prevention, substance use treatment, and recovery professionals. Organized in 1981, IC&RC represents over 50,000 professionals and has member boards across the United States and internationally. For more information about IC&RC, visit [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

**CONTACT INFORMATION:**

If you have any questions, please contact us.

Minnesota Certification Board  
4817 Viking Blvd. NE, Suite 101  
Wyoming, MN 55092

Phone: 763.434.9787  
Fax: 763.413.1746

Email: [mcb@mcboard.org](mailto:mcb@mcboard.org)  
Website: [www.mcboard.org](http://www.mcboard.org)

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**DIRECTIONS**

Read the application packet thoroughly. Complete and submit the requested information and items. Applications may be submitted via mail or email.

Submit the following forms and payment for initial approval of the event.

- Form 1: Application Form
- Form 2: Payment Form

The following events should be updated after each individual event that is part of the series and submit them as a packet within two weeks of the completion of the series. Each Series Event approval automatically expires on December 31 of each calendar year.

- Form 3: Series Event Summary Log
- Form 4: Individual Event Summary Form

Application fees for education approval are non-refundable. If paying by check or money order, payment must be mailed and made payable to MCB. Applications will not be processed until payment is received.

Retain a photocopy of the entire application for your records. All materials submitted will become property of the Minnesota Certification Board.

If **submitting your application by mail**, send your completed application forms, all necessary attachments, and the fee to:

Minnesota Certification Board  
4817 Viking Blvd. NE, Suite 101  
Wyoming, MN 55092

If **submitting your application by email**, send your completed application forms and all necessary attachments to: [mcb@mcboard.org](mailto:mcb@mcboard.org).

Processing of Application:

If there are questions regarding the information provided, you will be notified by email or phone. MCB may request additional information or ask for clarification on the information provided in this education application when doing so will assist in the review of this offering. After review of this application, MCB will inform the sponsoring organization in writing of its approval or denial.

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**REQUIREMENTS AND POLICIES FOR EDUCATION APPROVAL – SERIES EVENT**

**EVENT TYPE – SERIES EVENT**

This approval is intended for an event series where all activities occur within the same calendar year. Each Series Event approval automatically expires on December 31 of each calendar year.

Examples include a monthly lunch and learn, a lecture broken into a five-part series on different days, etc. Each event in the series must include a common title prefix (e.g., Minnesota Certification Board Monthly Ethics Lunch and Learn) followed by a more specific follow subtitle (e.g., the name of the topic being covered, Part 2, etc.).

The series will be approved in advance of the first event of the series. The sponsoring organization will maintain records and submit them as part of an end of the year report.

**ACCEPTABLE EDUCATION**

Education must be appropriate to the credential for which approval has been requested. Education must be in alignment with the domains for the credential (Appendix A), MCB’s Education Policy (Appendix B), and MCB’s Acceptable Continuing Education Policy (Appendix C).

**CREDENTIAL TYPE**

A separate application must be completed for each credential category (e.g., alcohol and drug counselors, peer recovery specialists, and prevention professionals) for which approval is being requested.

**DETERMINING CONTACT HOURS**

Clock hours should be calculated by determining the length of the event and deducting any periods where content relevant to the domains for the credential was not covered (e.g., welcome/orientation, breaks, meals, etc.). Contact hours should be calculated to the nearest 15-minute increment.

**ISSUANCE OF CERTIFICATE TO PARTICIPANTS**

The sponsoring organization must issue a certificate of completion to each participant upon completion of the event. The certificate should include the sponsoring organization’s name, the title of the training/event (as it appears on the education approval application), the name of the individual who completed the training/event, the date of the training/event, the total number of hours completed, and the signature of the trainer or other signer authorized by the sponsoring organization. The certificate may include “Minnesota Certification Board Approved Education for Credential Category.” For instance, an event approved for peer recovery specialists would state “Minnesota Certification Board Approved Education for Peer Recovery Specialists.” This may also be abbreviated to “MCB Approved Education for Peer Recovery Specialists.”

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**ATTENDANCE VERIFICATION**

The sponsoring organization must have methods in place to ensure participants have attended the full amount of time they are granted credit. For instance, participants may sign in at the beginning and end of the event or there may be unique passwords provided at the beginning and end of an event. If a participant does not attend the entire event, the sponsoring organization must ensure that the certificate of completion accurately reflects the amount of time the participant engaged in the training/event.

**MAINTENANCE OF ATTENDANCE RECORDS**

The sponsoring organization must maintain a record of attendance. The record of attendance must include the title of the training/event (as it appears on the education approval application), the date of the training/event, a list of participant's names, and the number of hours completed by the participant. The sponsoring organization will maintain the record of attendance for three years after the training/event. If the sponsoring organization is unable to retain a copy of attendance records for three years, a copy of the record of attendance may be provided to MCB within 30 days of the conclusion of the event.

**TIMELINE FOR APPROVAL**

Sponsoring organizations are encouraged to submit the application at least 30 days prior to event. Please allow two weeks for processing. You may advertise that an offering is "pending MCB approval" once you have submitted your application for approval. You may not advertise the event as MCB Approved until approval has been granted.

**FEE**

The fee for a series approval is \$50. Approval for the same series for each additional credential category is \$10.

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Form 1  
**APPLICATION FORM**

**Sponsor Information**

Sponsoring Organization	
Address	
City, State	
Contact Person	
Phone Number	
Email Address	
Website	

**Training/Event Information**

Title of the Series <i>(as it will appear on certificate of completion)</i>  <i>Must be the common title prefix that will be used for each event in the series.</i>	
What is the anticipated schedule for when these events will occur?	
Approximately how many events will be a part of this series?	

Brief Description of Training/ Event	
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**Credential and Domains**

Credential Category Approval is Being Sought For	<input type="checkbox"/> Alcohol and Drug Counselors (ADC-MN and ADCR-MN) <input type="checkbox"/> Advanced Alcohol and Drug Counselors (AADCR-MN) <input type="checkbox"/> Clinical Supervisors (CCSR) <input type="checkbox"/> Co-Occurring Disorder Professionals (CCDP and CCDP-D) <input type="checkbox"/> Criminal Justice Professionals (CCJP) <input type="checkbox"/> Peer Recovery Specialists (CPRS and CPRSR) <input type="checkbox"/> Prevention Professionals (CPP, CPPA, CPPR)
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**Attendance Verification**

Indicate how you will verify participants have attended the full event and/or account for participants that did not attend the full event.	
Indicate which method will be used for maintaining record of participant attendance.	<input type="checkbox"/> The sponsoring organization will maintain a list of attendees for three years after the training/event. <input type="checkbox"/> A copy of the participant list will be provided to MCB within 30 days of the conclusion of each event.

**Evaluation of Training/Event**

Indicate how the events in this series will be evaluated. How will you use the evaluation results?	
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**Attestation and Signature**

I certify that the information provided in this application is true and complete to the best of my knowledge.

I ensure that each event that is a part of this series will align with the domains for the credential for which the series is approved (Appendix A), the Minnesota Certification Board’s Education Policy (Appendix B), and the Minnesota Certification Board’s Acceptable Continuing Education Policy (Appendix C). If I have any questions about an event aligning with these requirements, I will consult with the Minnesota Certification Board before identify the event as being approved by MCB.

Signature of Contact Person	
Date	

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Form 2  
**PAYMENT FORM**

Payment Amount:	
\$10 for first credential type. \$10 for each additional credential category.	

<input type="checkbox"/>	Check/Money Order (Payable to MCB)	
<input type="checkbox"/>	Credit Card #:	
	Name on Card:	
	Expiration (MM/YY):	
	CSC# (3-digit code from back of card):	
<input type="checkbox"/>	Third Party Payer Information:	



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Form 3  
**SERIES EVENT SUMMARY LOG**

**General Information**

This Series Event Summary Form must be submitted within two weeks of the conclusion of the series.

Title of the Series	
Sponsoring Organization	
Contact Person	

**Summary Log**

List each event that was identified as an approved continuing education event under the series event approval. An Individual Event Summary Completion Form must be attached for each event.

Date (mm/dd/yy)	Title of Individual Event	# of CE Hours Awarded	# of Attendees

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**INDIVIDUAL EVENT SUMMARY FORM**

Maintain an Individual Event Summary Form for each event that is part of the series and keep it on file to submit with the Series Event Summary Log after conclusion of the series.

**Training/Event Information**

Title of the Series			
Title of Individual Event			
Date of Event			
Start Time		End Time	
# of CE Hours Awarded			
<i>Attach a copy of the agenda for the event showing start time, end time, breaks, meals, etc.</i>			

Learning Objectives for Training/Event	
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**Credential and Domains**

Credential Category Approval is Being Sought For	<input type="checkbox"/> Alcohol and Drug Counselors (ADC-MN and ADCR-MN) <input type="checkbox"/> Advanced Alcohol and Drug Counselors (AADCR-MN) <input type="checkbox"/> Clinical Supervisors (CCSR) <input type="checkbox"/> Co-Occurring Disorder Professionals (CCDP and CCDP-D) <input type="checkbox"/> Criminal Justice Professionals (CCJP) <input type="checkbox"/> Peer Recovery Specialists (CPRS and CPRSR) <input type="checkbox"/> Prevention Professionals (CPP, CPPA, CPPR)
List the credential-specific domains that will be covered by this training/event.  <i>See Appendix A for a list of domains.</i>	

**Presenter Information**

Name and Credentials	
Provide a brief description of presenter's qualifications to facilitate this event/training.	
<i>Attach additional sheets if there is more than one presenter.</i>	

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Appendix A  
**CREDENTIAL DOMAINS**

<b>Alcohol and Drug Counselors</b>
<b>Domains:</b> 1. Screening, Assessment, and Engagement; 2. Treatment Planning, Collaboration, and Referral; 3. Counseling; and 4. Professional & Ethical Responsibilities
<b>Advanced Alcohol and Drug Counselors</b>
<b>Domains:</b> 1. Screening, Assessment, and Engagement; 2. Treatment Planning, Collaboration, and Referral; 3. Counseling and Education; 4. Professional & Ethical Responsibilities
<b>Clinical Supervisors</b>
<b>Domains:</b> 1. Counselor Development; 2. Professional & Ethical Standards; 3. Program Development & Quality Assurance; 4. Performance Evaluation; 5. Administration; and 6. Treatment Knowledge
<b>Co-Occurring Disorder Professionals</b>
<b>Domains:</b> 1. Screening & Assessment; 2. Crisis Prevention and Management; 3. Treatment and Recovery Planning; 4. Counseling; 5. Management and Coordination of Care; Education of the Person, Their Support System and the Community; and 6. Professional Responsibility
<b>Criminal Justice Professionals</b>
<b>Domains:</b> 1. Dynamics of Addiction & Criminal Behavior; 2. Criminal Justice System & Processes 3. Screening, Assessment, and Treatment Planning; and 4. Case Management and Counseling
<b>Peer Recovery Specialists</b>
<b>Domains:</b> 1. Advocacy; 2. Mentoring/Education, 3. Recovery Support; and 4. Ethical Responsibility
<b>Prevention Professionals</b>
<b>Domains:</b> 1. Planning and Evaluation; 2. Prevention Education and Service Delivery; 3 Communication; 4. Community Organization; 5. Public Policy and Environmental Change; and 6. Professional Growth and Responsibility

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Appendix B  
**EDUCATION POLICY**

The Minnesota Certification Board defines education as formal, structured instruction that is aligned with the IC&RC domains for a specific credential. This definition and the subsequent information apply to education requirements necessary for initial certification and continuing education requirements.

- One clock hour of education is equal to (50) minutes of continuous instruction.
- One college/university credit (semester system) is the equivalent of 15 contact hours
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within the IC&RC domains for the specific credential.
- All education must be documented. Applicants are responsible for acquiring and submitting documentation of attendance, the number of contact hours, instructor/provider information, dates, and content descriptions. Transcripts, certificates of completion, written verification from the provider, and other documentation may be accepted.

The Minnesota Certification Board recognizes the following formats for education:

- Synchronous/Live Format: Synchronous/Live events occur in real-time. They may be delivered in person or electronically (e.g., webinar, virtual meeting, etc.). Participants have the ability to interact directly and immediately with the instructor(s) for the duration of the event.
- Asynchronous Format: Asynchronous learning does not occur in real-time. Examples may include on-demand/recorded events (e.g., webinars and conferences), text-based courses, digital courses, home study, etc. Participants generally do not have the ability to interact directly and immediately with the instructor.
- Hybrid Format: Education offered via a hybrid format is any education that combines live education and distance education/home study.

Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted to MCB for approval.

- College and University Credit-bearing Courses that are aligned with the IC&RC domains specific to the credential may be accepted by the Minnesota Certification Board. Courses must be offered by a regionally-accredited institution of higher education. Courses must appear on a transcript. Credit is not allowed for any audited college or university courses. A course syllabus may be requested.
- Workshops, seminars, institutes, academies, conferences, and in-services that are aligned with the IC&RC domains specific to the credential may be accepted by the Minnesota Certification Board. Applicants must be able to provide verification of completion including the title of the education event, instructor name and credentials, sponsoring organization, course description and/or learning outcomes, relevance to the domains, date(s) of the event, and clock hours.
- On-demand/Recorded Events (e.g., webinars and conferences), Online Training/Course (non-credit bearing), Text-based Courses, Digital Courses, Home Study, etc. that are aligned with the IC&RC domains specific to the credential may be accepted by the Minnesota Certification Board. Applicants must be able to provide verification of completion including the title of the event or course, instructor/developer name and credentials, sponsoring organization, course description

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and/or learning outcomes, relevance to the domains, date(s) of completion, and clock hours. Evidence of completing a post-test may be requested.

The Minnesota Certification Board maintains processes for providers to preapprove education offerings. Education offerings that have been preapproved will state “Minnesota Certification Board Approved Education Hours” on completion verification documents. Education offerings that have been preapproved shall be guaranteed to meet Minnesota Certification Board education requirements.

The following are not accepted by the Minnesota Certification Board toward initial certification or continuing education requirements:

- Self-guided learning
- Therapeutic education
- Participation in self-help meetings

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Appendix C

**ACCEPTABLE CONTINUING EDUCATION POLICY**

Continuing education must be in alignment with the Minnesota Certification Board’s Education Policy (Appendix B). The Minnesota Certification Board accepts the following types of continuing education:

- College and University Credit-bearing Courses that are aligned with the IC&RC domains specific to the credential.
- Workshops, seminars, institutes, academies, conferences, and in-services that are aligned with the IC&RC domains specific to the credential.
- On-demand/Recorded Events (e.g., webinars and conferences), Online Training/Course (non-credit bearing), Text-based Courses, Digital Courses, Home Study, etc. that are aligned with the IC&RC domains specific to the credential.
- CPR/First Aid are acceptable for up to six (6) hours of continuing education.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:
  - Teaching/Training - Hours spent in teaching and/or training at educational events related to the IC&RC domains specific to the credential can be applied to continuing education hours. The number of contact hours applicable is equal to the number of contact hours for the event. The maximum hours allowed for teaching/training during each two-year recertification period is twelve (12) hours.
  - Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC domains specific to the credential can be counted as the equivalent of twelve (12) contact hours. The maximum hours allowed for publishing during each two-year recertification period is twelve (12) hours.
  - Conference Presentation - The hours spent presenting at a state or national conference for credentialed professionals can be used as the equivalent number of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for conference presentations during each two-year recertification period is twelve (12) hours.

All continuing education must be documented. Applicants are responsible for acquiring and submitting documentation of attendance, the number of contact hours, instructor/provider information, dates, and content descriptions. Transcripts, certificates of completion, written verification from the provider, and other documentation may be accepted. For additional details, please see the Education Policy.

The Minnesota Certification Board does not accept self-guided learning, therapeutic education, participation in self-help meetings, general staff meetings, supervision, staff rounds, or case management as continuing education.