



NEW MEXICO CREDENTIALING BOARD FOR
BEHAVIORAL HEALTH PROFESSIONALS, INC.

P.O. Box 66405
Albuquerque, NM 87193
www.nmcbbhp.org

GUIDELINES AND INSTRUCTIONS

FOR PROVIDERS OF CONTINUING EDUCATION FOR CERTIFICATION, RECERTIFICATION OF ADDICTION AND INJURY PREVENTION PROFESSIONALS IN THE STATE OF NEW MEXICO

Article 1. Continuing Education Definitions

- A. **Approved Providers** means those individuals, partnerships, corporations, associations, organizations, organized health care systems, education institutions, governmental agencies or private practitioners who have been approved and issued an Education Provider Certificate by NMCBBHP. NMCBBHP will also accept education hours from an accredited college or university.
- 1) Unofficial college transcripts are acceptable along with a copy of the Degree Earned.
 - 2) One hour of college credit is equivalent to 15 CE hours.
 - 3) Independent study or guided learning courses must be guided and monitored by the instructor and include an evaluation of performance and/or participation verification. In addition, the course must be structured so that students have access to faculty or instructors for questions and assistance in the completion of such course work.
- B. **CADC is an Certified Alcohol Drug Counselor.** The CADC is credentialed by the New Mexico Credentialing Board for Behavioral Health Professionals. CADCs are required to obtain (ninety) 90 education and training hours in the field of alcohol abuse; (ninety) 90 education and training hours in the field of drug abuse; (ninety) 90 education and training hours in field of counseling and (six) 6 education and training specifically related to alcohol and drug counseling ethics for certification. In addition, CADCs are required to obtain forty (40) continuing education hours, which includes 6 hours of professional ethics in a 24 month period for recertification.
- C. **CS is a Certified Clinical Supervisor.** The CS is credentialed by the New Mexico Credentialing Board for Behavioral Health Professionals. CSs are required to obtain thirty (30) didactic education and training hours in clinical supervision for certification. In addition, CSs are required to obtain forty (40) continuing education hours; six (6) of which must be clinical supervision education; six (6) of which must be in professional counseling education hours for recertification.
- D. **CFS is a Certified Family Specialist.** The CFS is credentialed by the New Mexico Credentialing Board for Behavioral Health Professionals. CFSs are required to obtain forty (40) education and training hours, six (6) of ethics; (6) cultural competency continuing education hours with a 24 month period for recertification.

- E. **Content Relevant to the Student** means content relevant to the development and maintenance of current competency as defined in Article 10.
- F. **Continuing Education** means the forms of learning experiences, including, but not limited to lectures, conferences, academic studies, in-service education, institutes, seminars, and workshops undertaken by providers for certification, endorsements, and/or recertification. These learning experiences should enhance the knowledge of the student in establishing or maintaining professional competence in the field of approved credentials.
- G. **Continuing Education Coordinator** means the individual identified and registered with NMCBBHP as the person responsible for complying with all guidelines for the continuing education provider.
- H. **Course** means a systematic learning experience, at least one (1) hour in length, for the acquisition of tasks, knowledge, skills and information.
- I. **CPI is a Certified Prevention Intern.** The CPI is credentialed by the New Mexico Credentialing Board for Behavioral Health Professionals. CPSs are required to obtain eighteen (18) alcohol and drug specific; thirty-two (32) general prevention hours; and six (6) hours of prevention ethics of continuing education hours for certification. In addition, starting July 1, 2011, CPIs are required to obtain forty (40) general prevention hours, which includes six (6) prevention ethics of continuing education hours within a 24 month period for recertification.
- J. **PS is a Certified Prevention Specialist.** The PS is credentialed by the New Mexico Credentialing Board for Behavioral Health Professionals. PSs are required to obtain fifty (50) alcohol and drug specific; fifty (50) general prevention hours; and six (6) hours of prevention ethics of continuing education hours for certification. In addition, PSs are required to obtain forty (40) general prevention hours, which includes six (6) prevention ethics of continuing education hours within a 24 month period for recertification.
- K. **CPSW is a Certified Peer Support Worker.** The CPSW is credentialed by the New Mexico Credentialing Board for Behavioral Health Professionals. CPSWs are required to obtain forty (40) peer support, which includes (6) ethics, (6) cultural competency continuing education hours with a 24 month period for recertification.
- L. **Distance Learning or Independent Learning** means those courses conducted outside of a classroom environment, which conform to Article 9 of these Standards and Guidelines.
- M. **Evaluation** means the method used by the provider to measure the students' satisfactory completion of the instructional objectives of the continuing education course.
- N. **Hour** means fifty (50) minutes of participation in an organized, on site, learning experience.
- O. **NMCBBHP, Inc** is the New Mexico Credentialing Board for Behavioral Health Professionals, Inc. The New Mexico Credentialing Board for Behavioral Health Professionals is an autonomous body created under the bylaws of the NMCBBHP, Inc.

- P. **Satisfactory Completion** means the student has met all criteria as specified by the provider for continuing education course credit.
- Q. **Unsatisfactory Completion** means the student did not meet all criteria as specified by the provider for continuing education course credit.

Article 2. Education Targets

- A. Certified Alcohol and Drug Counselors Education for certification and recertification should be relevant to the Twelve Core Functions of the Substance Abuse Counselor and should be relevant to the Knowledge, Skills, and Attitudes (KSA) performance domains.
- B. The Twelve Core Functions are:
- 1) Screening: The process by which a client is determined appropriate and eligible for admission to a particular program.
 - 2) Intake: The administrative and initial assessment procedures for admission to a program.
 - 3) Orientation: Describing to the client:
 - a. general nature and goals of the program;
 - b. rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program;
 - c. in a non-residential program, the hours during which services are available;
 - d. treatment costs to be borne by the client, if any; and,
 - e. client's rights.
 - 4) Assessment: Those procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of a treatment plan.
 - 5) Treatment Planning: The process by which the counselor and the client:
 - a. identify and rank problems needing resolution;
 - b. establish agreed upon immediate and long-term goals; and,
 - c. decide on a treatment process and the resources to be utilized.
 - 6) Counseling (Individual, Group & Significant Others): The utilization of special skills to assist individuals, families or groups in achieving objectives through:
 - a. exploration of a problem and its ramifications;
 - b. examination of attitudes and feelings;
 - c. decision making.
 - 7) Case Management: Activities which bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contracts.
 - 8) Crisis Intervention: Those services which respond to an alcohol and/or other drug abuser's need during acute emotional and/or physical distress.
 - 9) Client Education: The provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
 - 10) Referral: Identifying the needs of the client that cannot be met by the counselor or agency, and assisting the client to utilize the support systems and community resources available.
 - 11) Reports and Record Keeping: Charting the results of the assessment and treatment plan; writing reports, progress notes, discharge summaries and other client-related data.
 - 12) Consultation: Relating with other counselors and other professionals in regard to the client treatment services to assure comprehensive quality care for the client.

- C. The 2008 ICRC Job Analysis Report identified eight (8) performance domains for alcohol and other drug abuse counselor. Within each performance domain are several identified tasks. KSA Performance Domains are:
- 1) Clinical Evaluation
 - 2) Treatment Planning
 - 3) Referral
 - 4) Service Coordination
 - 5) Counseling
 - 6) Client, Family and Community Education
 - 7) Documentation
 - 8) Professional and Ethical Responsibilities
- D. Certified Clinical Supervisors: Education should be relevant to clinical supervision. The 2008 ICRC Job Analysis Report identified six (6) performance domains for clinical supervisors. Within each performance domain are several identified tasks. The domains include:
- 1) Counselor Development
 - 2) Professional and Ethical Standards
 - 3) Program Development and Quality Assurance
 - 4) Performance Evaluation
 - 5) Administration
 - 6) Treatment Knowledge
- E. Certified Prevention Specialists: Education should be relevant to alcohol and other drug abuse prevention. The 2007 ATOD Abuse Prevention Specialist Job Task Analysis identified five (5) performance domains for the ATOD abuse prevention specialist. Within each performance domain are several identified tasks. The domains and tasks include:
- 1) Planning and Evaluation
 - 2) Education and Skill Development
 - 3) Community Organization
 - 4) Public Policy and Environmental Change
 - 5) Professional Growth and Responsibility

Article 3. Fees, Approval & Renewal

- A. The applicant must submit the initial application for issuance of a provider number to the NMCBBHP no less than forty-five (45) days prior to the date the first course is to begin. Incomplete applications will not be considered.
- B. The fee for approval/renewal of a continuing education provider is \$200.00 and must accompany the application. The provider approval/renewal expires on the last day of the month, one (1) year from the date of approval/renewal. Renewal must be completed prior to expiration of current approval. There is a thirty-day grace period. Failure to renew prior to expiration of the grace period will require a new application along with the \$200 and an additional \$50 late fee, for a total of \$250.
- C. Written notice of provider approval will be sent by the NMCBBHP indicating the period for which approval is granted, along with the provider number.

- D. As a courtesy to providers, a renewal notice will be sent to the name and address of record prior to the expiration date of the provider number. Failure to receive a renewal notice does not relieve the provider of the responsibility to renew per sections A and B of this Article.
- E. An Approved Provider number is non-transferable under any circumstances.
- F. It is the responsibility of the provider to update the NMCBBHP regarding continuing education coordinator and/or address changes as they occur. Failure to provide this information may affect the continued approval and/or renewal of the provider number.
- G. No provider will be granted approval for a provider number over the telephone under any circumstances.

Article 4. Approved Providers

- A. For the purpose of these articles, the title “Approved Provider” can only be used when an individual, partnership, association, organization, organized health care system, educational institution or governmental agency:
 - 1) has committed no act which would lead to disciplinary action;
 - 2) has submitted a provider application on the form supplied by the NMCBBHP;
 - 3) has remitted the appropriate fees; and,
 - 4) has been issued a provider number.
- B. An Approved Provider may be issued only one provider number. However, any individual employed by an approved provider may be issued a separate provider number by NMCBBHP.
- C. An Approved Provider shall have a written and published policy, available on request at each presentation, which provides information on:
 - 1) withdrawals;
 - 2) refunds in case of non-attendance;
 - 3) time period of return of fees;
 - 4) notification if course is canceled;
 - 5) policies regarding attendance; and
 - 6) what constitutes satisfactory completion for credit.
- D. The name that is on the Provider Certificate is very important.
 - 1) If an individual's name is listed, then no matter who pays the Education Provider fee, the individual is the only one approved to use the number. The individual is also responsible for the records. If the individual moves, the number goes with him/her.
 - 2) If a corporation, institution, organization, facility or other group is listed on the Provider Certificate, then anyone within the organization is entitled to use the provider number. However, an individual's name will be designated as the Continuing Education Coordinator for record keeping purposes.
- E. The Approved Provider is required to accept full responsibility for each and every course, including, but not limited to record keeping, advertising course content in compliance with the standards herein, issuance of certificates, and instructor(s) qualifications. When two or more providers co-sponsor a course, only one provider number shall be used for that course, and that provider must assume full responsibility for record keeping, advertising course content in compliance with the standards herein, issuance of certificates, and instructor(s) qualifications.

- F. Providers are responsible for granting no less than one (1) credit hour. Fractional credit for continuing education may be granted if the course lasts longer than one hour. The course time is not to include breaks or other non-educational times, such as meals.

Article 5. Continuing Education Coordinator Requirements and Responsibilities

- A. It is the responsibility of the Continuing Education Coordinator to ensure the provider's compliance with all standards set forth in these guidelines.
- B. It is the responsibility of the Continuing Education Coordinator to ensure all aspects of any course offered under the provider number are current, appropriate and relevant to specific credentials.
- C. It is the responsibility of the Continuing Education Coordinator to ensure all education provider records are maintained in compliance with these standards.
- D. Violations of these guidelines by the Continuing Education Coordinator or any person representing the provider may be reported to the NMCBBHP Ethics Committee.
- E. The Continuing Education Coordinator is required to sign a statement agreeing to follow these Standards and Guidelines.

Article 6. Provider Records

- A. Approved Providers must keep the following records for each course a period of at least five (5) years. The records for all courses for which NMCBBHP credit was given during the five (5) years shall be maintained together in the same physical location. The Approved Provider is responsible for updating the NMCBBHP on any address changes for record storage. Failure to do so will jeopardize the Provider Number. Physically separating these records to more than one (1) address must be approved by the NMCBBHP in advance. Records to be maintained by the provider include:
 - 1) Documentation of course approval from NMCBBHP (if provided);
 - 2) Complete course description;
 - 3) Handouts;
 - 4) Pre- and post-tests if applicable;
 - 5) Participant sign in sheets;
 - 6) Participant evaluations; and
 - 7) A copy of the certificate of attendance.
- B. Provider records are subject to review/audit by an individual appointed by the NMCBBHP per Article 22 of this document.

Article 7. Status/Continuing Education Coordinator Change

Approved Providers must notify the NMCBBHP within thirty (30) days, of any change in organizational structure of a provider and/or the person(s) responsible for the provider's continuing education course(s), including name and address changes. This must be in writing.

Failure to do so may affect continued approval and/or renewal of provider number. Changes in the Continuing Education Coordinator must be submitted on an approved NMCBBHP Continuing Education Coordinator Change Form.

Article 8. Site Visits

A member of the NMCBBHP, or a designee, may audit records, courses, instructors and related activities of a provider to monitor compliance with these guidelines and standards. A NMCBBHP representative, or designee, may make periodic site visits to Approved Providers. Audits may be done without prior notification. On a random basis, providers may be audited by mail and required to return requested information within fifteen (15) days of date reflected in the cover letter. Courses may be audited from time to time, and the audit may be unannounced. In such an event, course instructors will be informed at the outset that a representative of the NMCBBHP is present and the length of time the representative will be in attendance. The auditor will NOT receive credit for their attendance.

A report on the monitoring visit will be mailed to the provider within Forty five (45) days.

Article 9. Continuing Education Hours

The NMCBBHP will accept hours of approved continuing education on the following basis:

- 1) Each hour (50 minutes) of interaction shall be accepted as one (1) continuing education hour (CEH). Time spent on homework or other non-supervised learning is not acceptable.
- 2) Courses less than one (1) hour in duration will not be approved.
- 3) One (1) CEU (continuing education unit) is equal to ten (10) continuing education hours (CEHs).
- 4) One (1) academic quarter unit is equal to ten (10) continuing education hours (CEHs).
- 5) One (1) academic semester unit is equal to fifteen (15) continuing education hours (CEHs).
- 6) Distance Learning or Independent Learning Courses which meet the following guidelines:
 - a. They must not total more than Forty-five (45) hours if an academic course offered by an accredited college or university, or thirty (30) hours if offered by other than an institution of higher education.
 - b. The Independent Study or Distance Learning must be instructor guided and/or monitored.
 - c. Each course will include a written evaluation of performance and/or participation.
 - d. The course must be structured so that students have access to the instructor for questions and assistance related to the course and course assignments.
 - e. Only those courses provided by an accredited institution of higher education or by an organization that is an Approved Provider of continuing education by the New Mexico Credentialing Board for Behavioral Health Professionals.
 - f. All certificates of completion must show that the course was a distance learning experience and must have the NMCBBHP distance learning (DL) approval number.
 - g. A NMCBBHP Distance Learning Notification Form must be filed at least forty five (45) days prior to the offering of continuing education credit.
 - h. If offered from other than an accredited college or university, the course must include a pre-test and post-test.

Article 10. Continuing Education Course Criteria

- A. The content of continuing education courses must be relevant to alcohol and other drug abuse counseling and treatment, addiction counseling and treatment, clinical supervision, and treatment, or the prevention of injury or alcohol and other drug abuse, and relevant to other certification and endorsements approved by NMCBBHP. Courses must relate to the 12 core functions, ATOD prevention core competencies, Injury Prevention Core Competencies, scientific knowledge, or technical skill required for alcohol and drug counseling and treatment, addiction counseling and treatment, the prevention injury and/or alcohol and other drug abuse, and other certification and endorsement core competencies as individually identified by NMCBBHP.
- B. It will be the responsibility of the provider to clearly show for the reviewer, by the description of the course, the statement of objectives, and outline of the content, how the course relates to injury or alcohol and other drug abuse prevention, counseling, treatment, or other core competencies as identified by NMCBBHP. More specifically, the course(s) must be in one of the following areas:
- 1) Content related to the 12 core functions, ATOD prevention core competencies, Injury Prevention Core Competencies or the knowledge, skills, and attitudes of the addiction professional.
 - 2) Theoretical content related to scientific knowledge for practicing in the field of alcoholism and drug abuse counseling, other addictions counseling, clinical supervision, treatment, or the prevention of injury or alcohol and other drug abuse.
 - 3) Content related to the application of scientific knowledge in the field of alcoholism and drug abuse counseling, other addictions counseling, clinical supervision, treatment, or the prevention of injury or alcohol and other drug abuse.
 - 4) Content related to direct patient/client care.
 - 5) Content related to indirect patient/client care.
 - 6) Content related to other specific CORE competencies as identified by NMCBBHP.
- C. Courses offered for continuing education must be categorized as either General continuing education credit or as a specific required topic area (such as, clinical supervision, ethics, ATOD, Injury Prevention, etc).
- 1) If an individual's job duties include clinical supervision, required hours of continuing education must include three hours of clinical supervision.
 - a. Courses relating to HIV, Hepatitis C, and sexually transmitted diseases shall address these diseases in the context of chemical dependency counseling and prepare a counselor to provide appropriate information to educate clients. These courses must provide information relating to the special needs of people with positive test results, including the importance of prevention, early intervention, and treatment and recognition of psychosocial needs.
 - b. Clinical Supervision (CS): Classes in this subcategory offer instruction in the supervision and training of licensed/certified counselors and counselor interns.
 - c. Ethics (E): Classes in this subcategory address ethics as it pertains to alcohol and other drug abuse prevention, counseling and treatment issues as well as injury prevention.
 - d. Other designations not listed above will be delineated and provided by the NMCBBHP as credentials and endorsements become available.
 - 2) General continuing education courses are those courses relevant to the practice of chemical dependency counseling, including courses in prevention, psychology, upper

division sociology, counseling, mental health, behavioral science, psychiatric nursing, pharmacology, and rehabilitation counseling.

- a. Cultural Awareness-Related (CA-R): Classes in this subcategory address cultural issues in chemical dependency counseling and treatment.
- b. Dual Diagnosis/Sexual Abuse-Related (DD-R): Classes in this subcategory address mental health and sexual abuse issues.
- c. Prevention (P): Classes in this subcategory involve the prevention of injury or alcohol and other drug abuse.
- d. Other designations not listed above will be delineated and provided by the NMCBBHP as credentials and endorsements become available.

- D. Courses designed for lay people are not acceptable for continuing education credit. Public presentations such as a celebrity's story or basic information provided as an incentive to get help do not qualify as professional education and therefore do NOT meet the requirements for certification/recertification.

Article 11. Course Standards

Instructional objectives are to be stated in behavioral or credential/endorsement specific terms. The objectives are the basis for determining the content of the program. The objectives must denote measurable attributes observable in the student completing the program. The objectives are a message from the provider to the student explaining what proficiency the student should be able to demonstrate, as well as what the provider thinks is important. Provider's goals are NOT behavioral objectives.

For example "To introduce the student to the community health system" is a goal of the provider, not an instructional objective. An example of a behavioral objective is: "Upon completion of this program the student will be able to: a.) explain the role of community education related to the effects of alcohol/drug usage; b.) assess the alcohol/drug knowledge status of county employee groups; and, c.) identify and evaluate the drug and alcohol education needs within the community system."

Article 12. Course Requirements

The student must meet all class requirements. Partial credit may not be granted for partial attendance or for completing partial course requirements. Students may not be excused for part of the course and receive credit for completing it.

Upon completion of the workshop/seminar/course and proof of competence, if required, students will be granted the appropriate credit.

Article 13. Evaluation of Student

- A. In courses that are over six (6) hours in length, instructors must measure the individual's achievement of objectives.
- B. Upon the conclusion of course(s) students will be evaluated according to the stated behavioral objectives. Examples of evaluation tools are:
 - 1) Examination, written or oral;
 - 2) Documentation of return demonstration of skills mastered;

- 3) Documentation of solving a hypothetical situation;
 - 4) Essays;
 - 5) Written observation/evaluation by instructor.
- C. The type of evaluation used will vary according to the instructor, content of the program, number of students and method of presentation. The evaluation utilized needs to test the student's achievement of the behavioral objectives.
- D. Continuing education hours shall consist only of material directly related to the skills and knowledge defined in the Addiction Counseling Competencies for counseling and treatment: The Knowledge, Skills, and Attitudes (KSAs) of Professional Practice, Technical Assistance Publication Series 21, and Center for Substance Abuse Treatment. Continuing education hours in prevention shall consist of material related to ATOD prevention core competencies and Injury Prevention Core Competencies and other certification and endorsement core competencies as individually identified by NMCBBHP.
- E. The continuing education provider shall develop a description for each course that includes:
- 1) course objectives that reference the KSAs;
 - 2) course content;
 - 3) teaching methods to be used; and
 - 4) number of continuing education hours.

Article 14. Course Evaluation

All courses require a general course evaluation by the attending students. The following aspects will be measured.

- 1) The extent to which the course met the objectives.
- 2) The adequacy of the instructor's mastery of the subject.
- 3) The utilization of appropriate teaching methods.
- 4) Efficiency of the course mechanics, e.g., room, space, lighting, acoustics, audiovisuals, handouts, etc.
- 5) The applicability of the use of the new information to the student.
- 6) Other comments.

Article 15. Course Verification and Proof of Attendance

- A. Approved Providers shall issue a document of proof, i.e., transcript or certificate, to each individual to show that the individual has met the established criteria for satisfactory completion of a course.
- B. A sample certificate is provided in this packet by the NMCBBHP. All information contained on this example certificate must be included on all certificates issued to meet the requirements of the Certification Board. Information required on course verification certificates includes:
- 1) Student name
 - 2) Name/Title of course
 - 3) Date of course
 - 4) Location of course
 - 5) Course instructor(s)
 - 6) Type of education hours awarded
 - 7) Number of continuing education hours awarded
 - 8) The distance learning approval number, if applicable

- 9) Name, address and telephone number of the Continuing Education Provider, NMCBBHP Provider Number and expiration date
 - 10) Sponsoring Agency Name
 - 11) Signature of the instructor or the Continuing Education Coordinator
 - 12) The statement "Complaints about provider or workshop content may be directed to the NMCBBHP, PO Box 66405, Albuquerque, NM 87193".
- C. Course verification (A or B above) must be available to the individual within a reasonable length of time after completion of the course, not to exceed thirty (30) days.
- D. Certificates of satisfactory completion must be filled out with all of the information listed above in Section B. However, the student name may be filled in by the student. Certificates should be given directly to the student to be completed. Mailed Certificates will be completed with the student name prior to mailing them.
- E. Any course verification (A or B above) issued to a participant who is also the continuing education coordinator for that provider MUST be cosigned by another qualified professional who can verify that person's satisfactory completion of the course. (e.g. course instructor).
- F. Certificates should bear the actual signature of the Continuing Education Coordinator. Certificates should not have a computer font as a signature. However, signatures may be scanned and reproduced.

Article 16. Instructor Qualifications

- A. Courses shall be taught by qualified instructors with appropriate knowledge in the subject matter. Qualified instructors include:
- 1) qualified credentialed counselors;
 - 2) individuals with at least a master's degree in the subject;
 - 3) individuals who are licensed, registered, or certified in the subject area; and/or
 - 4) individuals with documented education and experience generally recognized as providing expertise in the subject.
 - 5) Be free from any disciplinary action by NMCBBHP or the NMCBBHP Ethics Committee, and/or appropriate credentialing committees (such as state licensure boards).
- B. It is the responsibility of the provider to use only qualified instructors.

Article 17. Advertisement

- A. Information disseminated by Approved Providers publicizing continuing education shall be true and not misleading and shall include the following:
- 1) The statement "Provider approved by the NMCBBHP, Provider No. 0000-00, ___ hours general and/or ___ hours specific specialization, Expires 00/00 (month/year). Example: "Provider approved by the NMCBBHP, Provider Number 0089-87, Three (3) hours general and Three (3) hours clinical supervision. Expires 12/99.)
 - 2) A clear, concise description of the course content and objectives.
 - 3) Provider name and number as officially on file with the NMCBBHP
 - 4) What constitutes satisfactory completion for credit.

- 5) All printed materials giving information about courses shall include the statement "Complaints about provider or workshop content may be directed to the NMCBBHP PO BOX 66405, ALBUQUERQUE, NM 87193".
- 6) As appropriate, provider's policy on withdrawal and refunds in cases of non-attendance by the registrant, and policy regarding notification if the course is canceled.

B. A copy of all advertisements is to be kept with the provider's records for five (5) years.

Article 18. Training Notification and Approval

- A. The provider must send to the NMCBBHP notification of any course, which is not a distance learning opportunity that credit will be awarded under a NMCBBHP provider number, at least thirty (30) days prior to the beginning of the course.
- B. Training notification and approval request forms may be submitted to NMCBBHP by email, fax, and postal delivery. Do not send copies of handouts or other course materials unless they are specifically requested by NMCBBHP.
- C. Incomplete training notification and approval request forms will be returned to the provider with no action taken.
- D. There are no exceptions or waivers for submitting a notification of training and approval request form. Providers who submit more than five (5) late class notices within a one (1) year period will receive a written reprimand from the NMCBBHP. Providers who submit more than eight (8) late class notices within a one (1) year period will have their provider number suspended for ninety (90) days and must pay a penalty fee of One hundred dollars (\$100.00) prior to submitting any additional training notification and approval request forms.
- E. Providers may make changes to the training notification and approval request form by sending a copy of the original notice with the changes clearly noted. The word "AMENDED" and the date should be clearly indicated at the top of the notice. Changes may be made with less than thirty (30) days notice, as long as the original notice was submitted on time. Providers will not be penalized for amending the notice.
- F. All training notifications submitted will be considered approved unless the C.E. Provider is notified that approval is denied. The C.E. Provider will be notified within fifteen (15) days of submitting the training notification and approval request form if the requested training is not approved. Approved training notifications are approved for a period of one year from the date submitted as long as their C.E. Provider number remains current/active.
- G. Training notification and approval forms may be submitted to NMCBBHP as follows:
 - 1) Mail: PO Box 66405, Albuquerque, NM 87193
 - 2) Email: info@nmcbbhp.org
 - 3) Website: www.nmcbbhp.org

Article 19. Distance Learning/Independent Study Notice Form

- A. Providers offering continuing education credit for distance learning or independent study must submit a Distance Learning/Independent Study Notice Form at least forty-five (45) days prior to offering the course for credit.

- B. Distance Learning/Independent Study Notice Form is attached. Incomplete Distance Learning/Independent Study Notice Forms will be returned unapproved to the provider.
- C. All training notifications submitted will be considered approved unless the C.E. Provider is notified that approval is denied. The C.E. Provider will be notified within fifteen (15) days of submitting the training notification and approval request form if the requested training is not approved. Approved training notifications are approved for a period of one year from the date submitted as long as their C.E. Provider number remains current/active.
- D. Distance learning/independent study notice forms may be submitted to NMCBBHP as follows:
 - 1) Mail: PO Box 66405, Albuquerque, NM 87193
 - 2) Email: info@nmcbbhp.org
 - 3) Website: www.nmcbbhp.org
- E. This section does not apply to distance education/independent study courses offered through accredited colleges/universities.

Article 20. Suspension/Withdrawal of Approval

- A. The NMCBBHP may suspend or withdraw its approval of a provider or deny a provider application for causes which include, but are not limited to the following:
 - 1) Conviction of the continuing education coordinator of a felony.
 - 2) Sanctions applied by the NMCBBHP Ethics Committee or by any other licensing board.
 - 3) Failure to have the responsible person and/or records available for audit when monitor requests them.
 - 4) Failure to notify of provider changes regarding location of records, location of provider or person responsible.
 - 5) Failure to correct deficiencies within a thirty (30) day period after receiving a written notice from the NMCBBHP specifying deficiencies.
 - 6) Advertising or promoting a course in a misleading way or implying that a given course is tantamount to passing the written or oral examination for certification.
 - 7) Failure to comply with any portion of the guidelines as set by the NMCBBHP.
 - 8) Failure to fund payment of the application or renewal fee.
 - 9) Submission of more than five (5) late class notices.
 - 10) Failure to submit a 30-Day Notification Form for a class offered for continuing education credit.
 - 11) Failure to amend the 30-Day Notification Form as needed.
 - 12) Failure to provide students with appropriate and authorized certificates for credit.
- B. Any material misrepresentation of fact by a continuing education provider or applicant in any information submitted to the NMCBBHP is grounds for suspension or withdrawal of approval or denial of application.
- C. The NMCBBHP may withdraw its approval of a provider after giving the provider written notice setting forth its reason(s) for suspension or withdrawal.

- D. Should the NMCBBHP deny the provider approval or suspend or withdraw a provider number, the applicant or provider has the opportunity to appeal in writing the action of the NMCBBHP within a thirty (30) day period. During this thirty (30) day period, no continuing education credit may be offered/awarded under this provider number without prior approval by the NMCBBHP. Upon receipt of written appeal, a hearing will be held within sixty (60) days. Recommendations will be made to the Executive Board. The decision of the Executive Board is final.

Article 21. Publication of Upcoming Classes

All courses offered by an Approved Provider designated as “open to all professionals” may be publicized by the NMCBBHP.

Article 22. Provider Review/Audit

- A. The NMCBBHP may conduct reviews of the CE Providers for compliance of guidelines and instructions as directed in this document. Audits will be conducted through any of the following:
- 1) Random audits of continuing education sessions in progress.
 - 2) Random review of provider records – Onsite.
 - 3) Random review of provider records – By Mail.
 - 4) Audits will be conducted when a complaint warrants such.
- B. Failure to comply with any required changes can lead to sanctions or removal as an approved provider.

Article 23. Hold Harmless

It is expressly agreed and understood that the provider is independent of the New Mexico Credentialing Board for Behavioral Health Professionals, and any other committees assigned, and the provider shall hold harmless the NMCBBHP and its committees’ representatives thereof from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any fact or omission by the provider or its employees, or from any claims or amounts arising or recovered under Workers' Compensation Laws or any other law, bylaw, ordinance, order or decree. The provider shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, and neglect, or misconduct of any employee or agent of said provider in the manner or method of performing the work of the provider.

Article 24. Effective Date

All articles contained herein are effective as of June 1, 2011