Behavioral Health Administration (BHA) CAC Clinical Training Program

BHA Approved Trainer Handbook
Revised May 2023

Handbook for BHA Approved Trainers
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The Behavioral Health Administration (BHA) oversees the CAC Clinical Training Program. Within this program is included the BHA Approved Trainer Program. The purpose of this program is to approve qualified trainers to provide required training classes for certification as an addiction counselor in Colorado. Individual trainers develop training curriculums, agendas, PowerPoint presentations, and examinations for each of the classes they wish to train based on the Core Competencies developed by the CAC Clinical Training Program.

The approval process begins with an application which is available on the BHA website. The **exception** to this process is the three Core Curriculum classes (Addiction Counseling Skills, Case Conceptualization and Documentation, and Principles of Addiction Treatment) which are developed by the BHA. Trainers for the Core Curriculum are approved through successful completion of the Training-of-Trainers (TOT) offered periodically by the BHA.

Qualifications and Expectations of a BHA Approved Trainer:

1. Must be credentialed and in good standing as a Licensed Addiction Counselor (LAC) in Colorado.

2. Must have at least two years of experience providing training or education to adult learners.

3. Must use BHA approved core competencies in the development of the curriculum for each required class. Competencies for the CAC courses are posted on the BHA website: https://bha.colorado.gov/resources/cac-clinical-training-program

4. Must submit an original application, meet all application requirements, and be approved by the BHA. The application will include a statement of specific experience relating to the training class.

5. Must submit a PowerPoint presentation. Content must be included for the reviewer if slides are predominantly pictures.

6. Must administer an examination as a measurement of learning with a minimum passing score of 70%.

7. Must use evaluation instruments as posted on the BHA website.

8. Must provide two letters of reference attesting to expertise in the area of addiction counseling and vouching for professionalism.

9. Attend BHA sponsored meetings for approved trainers and update course curricula as required by the BHA.

10. Support the goals and objectives of the CAC Clinical Training Program.

11. Seek new learning opportunities in order to stay current with changes in the addiction profession and behavioral health workforce development. Additionally, to stay updated with class presentations and materials as changes are made. All textbooks used for curriculum development should be the most current edition. All references and other resources must be within the last 10 years.

12. Single trainers have responsibility for training the entire curriculum. Co-trainers are approved to train together and are required to be in attendance for the full training. Each has specific curriculum sections to teach and neither may teach the course independent of the other.

13. Prerequisites: The student is responsible for obtaining proof of prerequisites for specified classes that have a prerequisite requirement. Students who have not taken the prerequisite class and/or cannot produce proof shall not be enrolled in the class.

Core Competencies for BHA Approved Trainers:

1. Communicate in a credible and effective way to facilitate learning.

2. Demonstrate professionalism and self-management.

3. Display leadership qualities in role modeling, inspiring, challenging, supporting and encouraging.

4. Become a content expert, continually learning, adjusting and updating the training content and methods.

5. Respect and promote equity, diversity and inclusion.

6. Create an empowering and motivating environment for learning.

7. Ensure the effective use of time and resources.

8. Promote professional development of the addiction profession workforce, setting an example of professional ethics and appropriate boundaries.

9. Understand adult learning principles.

10. Create safety in the training environment through effective classroom management.

11. Use interactive training tools to promote learning.

12. Review best practice research and stay informed of the trends in the addiction profession and behavioral health workforce.

Know Your Style as a Trainer:

1. Recognize your own style and how it influences the way you teach.

2. Do be sensitive to the relationships of learning style related to culture, gender, ethnicity, education levels, recovery status, etc.

3. Do vary teaching strategies, assignments and learning activities to give all students a chance to participate in a way they can learn the material. The trainer may provide options such as giving students a choice between a written essay or a verbal presentation.

4. While students may enjoy working with others with similar beliefs or backgrounds or experiences, make sure the students are mixed differently each time an assignment is given.

Test Administration and Evaluations:

1. Creates an exam using multiple choice, true/false or fill in the blank questions. A minimum of ten (10) questions for seven (7) hour training, twenty (20) questions for fourteen (14) or twenty-one (21) hour training. The BHA Approved Trainer Program may provide standardized exams for addiction courses.

2. Reviews exam periodically to assure the questions relate to the training material.

3. Informs students when the exam will be given, what preparation will be provided or allowed for, and the process for grading the exams.

4. Adheres to BHA policy to not pass a student who fails the skills portion of the class even though they may pass the written exam. The trainer may refer the student to retake the class. If the student does not pass the written exam but demonstrates good skills, a retest of the written exam may be offered at the trainer's discretion.

5. Works with students who have test anxiety to make accommodations if feasible.

6. Monitor the room, and the online component during the examination.

7. Scores the tests prior to the end of the course.

8. Uses all BHA approved class titles in marketing efforts.

9. Uses BHA approved format for trainer evaluation forms.

10. BHA Approved Trainers are to provide participants with the link to the voluntary BHA course evaluation: https://forms.gle/suLhEh13PVobdGX29

    Course evaluations are to be completed and sent within two (2) weeks of class completion. *A paper copy of the course evaluation is available through the CAC Clinical Training Program Manager. Written evaluations are to be sent via email or mail to BHA within two (2) weeks of class completion.*

Certification Educational Requirements Tracking System (CERTS)

The Certification Educational Requirements Tracking System (CERTS) is an online software application contracted by the State of Colorado to track the successful completion of Certified Addiction Counselor (CAC) training courses. The CERTS maintains a transcript for every registered student.

As of January 1, 2018 all individuals seeking certification or licensure for addiction counseling are to be registered in CERTS and have a CERTS ID number entered into the student profile to get credit for any CAC courses attended and passed (this does not include courses on a college transcript).

All BHA Approved Trainers will be added to the CERTS by the BHA CAC Clinical Training Program. Trainers cannot self-enroll. Trainers are responsible for:

1. Maintaining their own profiles.

2. Submitting electronic course reports **within two (2) weeks** of course completion on the CERTS database.

3. Requesting corrections or changes to their approved courses as trainers are unable to change this information

Instructions for Adding a Course Report:

1. Sign into CERTS: htpp://www.colordo-certs.com

2. Select the "Course Reports" tab.

3. Click to Add a new Course Report.

4. Select the course from the list to enter the course report. If the course is not in the list, CERTS does not recognize the course as a course the trainer is approved to train. Use the "Change Request" feature of CERTS to send to the BHA for review.

5. Specify the date of completion for the course.

6. To add students already registered with CERTS to the report:
   - Select the "Registered Students" tab.

   - In the "Add student" search field, enter the student's CERTS ID and press enter to search. When searching by ID, you may omit the three-letter prefix and any leading zeroes. If found, the student will be automatically added with a passing grade *(If the student did not pass the course, uncheck the "passed" box)*.

If the student was not found, it is possible that a mistyped or the incorrect ID number was provided. You may find them using their name, email address, or phone number.

7. Trainers may encounter students that have not yet registered with CERTS. Trainers are strongly encouraged to make sure a student has registered *before* taking a course.

8. BHA Approved Trainer reporting on an unregistered student:
   - Select the "Unregistered Students" tab.

   - Click to add an unregistered student.

   - Specify the student's full legal name and last 4 digits of their SSN in the fields provided. Trainers must enter at least the student first and last names, and the SSN. If the Student did not pass the course, select the "Failed" option.

   - Press the "Save student" button in the upper right hand corner to add the student to the list.

   - Trainers can remove an unregistered student at any time by selecting the student in the list and pressing the button.

   - Trainers can edit the student information at any time by double-clicking on the student row.

   - Note that the student list will be sorted by the student's name by default, however trainers can change the search order by pressing the column header (refer to the CERTS online help for more information).

9. After you have entered every student to the course report, press the "Save course report" button in the upper right hand corner.

Important Notes:
- CERTS may send email alerts to registered students when students are added to or removed from course reports since the students' transcripts are determined by trainer course reports.

- A student, or the State, may contact a trainer after-the-fact to transfer the student from the "Unregistered" to the "Registered" list as the student will not receive course credit toward their certification until this is done. CERTS has a function to make this transfer easy. Refer to the CERTS online help for more information.

- The State may alter submitted course reports at their discretion, and students may change their registered names under specific circumstances, so it is possible that the course report may not match trainer hard copy records over time.

- If a student contacts a trainer about a course not showing on a transcript, but CERTS shows them as "Registered" in the online course report, have the student contact CERTS customer support or to submit a "Change Request" for the missing credit.

Creation and Delivery Of BHA Approved Training:

1. Base the class format and content on the BHA established core competencies for the course.

2. Conduct classroom training of at least seven (7) hours per day not including breaks.

3. Online classes shall approximate the number of hours of in-person classes.

4. Use a variety of training materials and training strategies to meet the needs of a diverse student population.

5. Provide instruction and demonstrate skills to be utilized by each student.

6. Provide all equipment needed for classroom presentation or have access to such equipment, such as laptop, projector, whiteboards, etc.

7. Be familiar with using PowerPoint presentations along with use of other electronic media. Video presentations may not exceed 40 minutes per day of training.

8. Assess individual student learning to determine the level of competency with the training material throughout the training experience.

9. Shall adhere to established class size limits. Exceptions may be approved by the Manager of the CAC Clinical Training Program on a case-by-case basis.

Counselor Certification Training Committee (CCTC)

The Counselor Certification Training Committee (CCTC) consists of eight (8) members serving three (3) year terms to promote effective addiction counselor trainers and trainings. CCTC members have key accountabilities:

- Maintain active trainer status for CAC Clinical Training Program.

- Speak with knowledge about the training program and curriculums.

- Continued interest in making innovations to the CAC training program.

- Develop linkages through community coalitions and partnerships.

- Actively participate in scheduled advisory council meetings.

- Share information about available resources/relevant research.

- Review submitted curriculum from prospective CAC addiction trainers.

Entities Who Wish to Offer a Standardized Curriculum:

It is the policy of the BHA to approve a curriculum for a required class for those entities who wish to offer a BHA approved curriculum to students and allow for various trainers to present the curriculum. The policy attempts to ensure that all trainers who present the curriculum are qualified to deliver the content through established expertise and knowledge base.

The curriculum must first be created, submitted and approved by the CCTC and CAC Clinical Training Program:
- An additional fee and application will be required for each trainer applicant who applies to train the standardized curriculum.

- The "author" of the standardized and approved curriculum is responsible for updating that curriculum as needed or as required by BHA CAC Clinical Training Program for re-credentialing purposes.

Training-of-Trainers for CAC Training Program Courses:

It is the policy of the BHA to establish standardized training opportunities for required classes as needed for updates, new training classes, or new training approaches. The purpose of this policy is to provide opportunities for existing trainers and trainer applicants to receive specific training for class curriculums, training skills, classroom management, presentation skills, etc.

The CCTC may establish a TOT requirement for certain classes for new trainer applicants and existing approved trainers. The TOT may be delivered in person or by electronic means or combination of these.

Online Classes:

It is the policy of the BHA to allow approved trainers to provide online learning classes for CAC credit without any additional application or approval process, once a submitted curriculum has been approved, based on the BHA competency for the addiction training. All CAC addiction trainings, including skills based trainings, are offered in person or online.

Trainer Renewal of BHA Approved Status:

It is the policy of BHA that individuals who are BHA-approved trainers for the required training classes for certification as an addiction counselor are required to renew their active status **every two (2) years or periodically as determined by the BHA.** The purpose of this policy is to review trainer competency to assure the quality of training provided through a process of ongoing evaluation and professional development.

Renewal requirements:
1. Maintain credentials in good standing with DORA.

2. Completion of Training-of-Trainers (TOT) if required by BHA for updates to CAC addiction training competencies and/or professional development.

3. Renewal shall be staggered for trainings approved for CAT and CAS addiction coursework. An attestation letter will be sent to all approved active trainers prior to the expiration date of the addiction training, and/or trainers will be given 90 days in which to submit an updated version of their training agenda, curriculum, PowerPoint, examination, and resource list. Expiration dates will be posted on the CERTS database.

4. The submissions shall be reviewed by members of the CCTC and approved or not approved for another two-year period. A fee may be charged for renewal.

5. Trainers **are required to complete one (1) training course per renewal period** to maintain active trainer status.

Renewal of a trainer shall be denied if the trainer:
1. Credentials are no longer in good standing with DORA.

2. Fails to provide required paperwork to the BHA in a timely fashion to include course reports entered in CERTS, evaluations and renewal documents.

3. Teaches course content that differs significantly from the core competencies approved by the CCTC.

4. Fails to complete one (1) training course during the renewal period.

Complaints Against BHA Approved Trainers:

It is the policy of BHA to review and investigate any written or verbal complaints received from identified sources against BHA approved trainers. The purpose of this policy is to provide an established protocol when a valid complaint has been made against BHA approved trainer that allows for the trainer to make necessary adjustments and corrections in response to that complaint.

The complaint procedure involves the following steps:

1. The complaint shall be evaluated for validity by the CAC Clinical Training Program Manager. The trainer in question will be notified of the complaint by mail or email, which shall include a copy or a summary of the complaint.

2. The trainer in question shall be contacted and invited to respond to the complaint.

3. The Manager may request a meeting with the trainer and the results of any such meeting shall be documented by the Manager and reviewed by the trainer.

4. The trainer and Manager shall sign an agreement outlining specific steps that will be taken and monitored in order to correct issues raised by the complaint.

5. The trainer shall be given a specified period of time to remedy the issues brought forward in the complaint.

6. The Manager shall interview complainants as deemed necessary, either in person or by other means, or conduct investigations as deemed appropriate by BHA.

7. The Manager shall compile all related documentation of the process and shall consult with the CCTC regarding resolution of the issues as appropriate.

8. The decision of the Manager regarding any disciplinary action with a BHA approved trainer is final. However a trainer may request a hearing before the CCTC to appeal the decision within 30 days of official notification of the Manager's decision.

BHA Approved Required Training Titles and Training Size Limits:

CAT Courses:
Minimum 6, Maximum 30 live, Maximum 40 online
Pharmacology I (14 hrs)

Principles of Addiction (21 hrs)

Ethical Practice in Addiction Treatment (21 hrs)

Trauma Informed Care with Diverse Populations (14 hrs)

Minimum 6, Maximum 16 live, Maximum 40 online
Case Conceptualization and Documentation (14 hrs)

Culturally Informed Treatment (14 hrs)

Minimum 6, Maximum 8
Addiction Counseling Skills (21 hrs)

Minimum 6, Maximum 12
Motivational Interviewing (21 hrs)
Prerequisite: Addiction Counseling Skills

Minimum 6, Maximum 16
Group Counseling Skills (21 hrs)
Prerequisite: Addiction Counseling Skills

CAS Courses:

Minimum 6, Maximum 30 live, Maximum 40 online
Infectious Diseases in Addiction Treatment (14 hrs)

Advanced Case Conceptualization (14 hrs)
Prerequisite: Case Conceptualization and Documentation

Co-Occurring Disorders (14 hrs)

Advanced Pharmacology (14 hrs)
Prerequisite: Pharmacology I

Minimum 6, Maximum 24 live, Maximum 40 online
Cognitive Behavioral Therapy (14 hrs)

Advanced Treatment Models (14 hrs)

Treating Diverse Populations (14 hrs)

Minimum 6, Maximum 30
Advanced Professional and Ethical Practice (14 hrs)

Minimum 6, Maximum 12
Advanced Motivational Interviewing (14 hrs)
Prerequisite: Motivational Interviewing

Clinical Supervision I (21 hrs)

Clinical Supervision II (14 hrs)
Prerequisites: Advanced Motivational Interviewing and Clinical Supervision I