



Provider Status Agreement

Organization _____

Address _____ City _____ State _____ Zip Code _____

Phone # _____ Contact Person _____

I/we agree to adhere to PCB's guidelines and deadlines for submitting trainings to be considered for PCB approval. Failure to do so could result in cancellation of Provider Status with PCB or the denial of education credits submitted for PCB approval. This agreement is effective through 1 year from date of signature.

Signature _____

Date _____

Please select the category which best represents the number of trainings your organization will submit for PCB approval during the 1 year agreement. This selection will also determine the fee to be paid.

# of Trainings	Fees
1-5	\$200 ()
6-10	\$300 ()
11-15	\$400 ()
16-20	\$500 ()
College/University	\$500 ()
21 & above - Institute Status	\$600 ()

It is best to anticipate your training needs for the entire year and select accordingly. If you need to have PCB approve more trainings than were agreed upon, you may do so at a cost of \$50 per training until the agreement year is lapsed.

Non-refundable fee can be paid using one of the following:

() Check payable to PCB \$ _____ Credit Card _____ - _____ - _____ - _____

() Money Order \$ _____ Expiration Date _____ / _____

() Visa \$ _____ Signature _____

() MasterCard \$ _____

Provider Status means an organization has entered into an agreement with PCB to offer a certain number of educational trainings. Trainings eligible for PCB approval are relevant to the field of addiction, using a formal structure and held in the state of Pennsylvania. A predetermined fee is set by PCB for granting approval of these trainings. Provider pays fee at the start of the agreement year. Each training must be submitted to PCB for review and approval at least 30 days prior to training date.

There are many benefits to becoming a Provider with PCB. You will be assured of offering training that all of our certified professionals must acquire for recertification. You may advertise that your training is PCB Approved, which is an immediate drawing card. In addition, your training will be listed free of charge on the PCB website at <http://www.pacertboard.org>.

To apply, simply submit the PCB Education Provider Status Agreement form and appropriate fee based on the selected number of trainings. Upon review and approval of your agreement, you will receive an assigned PCB Provider Status number which you will use and refer to throughout the agreement year.

The **contact person** listed on your PCB Education Provider Status Agreement form is the only person to whom PCB will send approval letters and other information regarding training approval, and is the only person who should submit training approval applications to PCB. This keeps paperwork and procedures streamlined and simple for both the provider and PCB staff. If your contact person should change, inform PCB in writing.

Prior to the end of the agreement year, you will receive information on renewing your Provider Status. At that time, it will be important for you to review the number of trainings you previously agreed to and determine if that met your training needs. If not, you may renew at a higher or lower number of trainings with PCB.

Certified professionals look to PCB's Educational Providers as their first choice in selecting training for recertification. Plus, applicants for all credentials check out www.pacertboard.org for education sources.



Education Approval

for sponsoring organization

1. Title of Training _____
(The title on your certificate of attendance must reflect the exact wording above)

2. Date of Training _____ 3. Location of Training _____

4. Names and Credentials of Instructor(s) _____

5. Briefly summarize the training and describe the goals and objectives; attach the daily program schedule, or, in the case of a college course, the course syllabus. Attach a separate sheet, if necessary.

6. Instructional Methods (video, audio, etc.) _____

7. Didactic Presentation Time _____ Experiential Presentation Time _____

8. Number of Hours _____ (exclude breaks, meals, etc.)

9. Include a copy of the Evaluation Form to be used.

10. Include either a draft of the training flyer or a copy of a letter of invitation to other organizations to attend.

11. _____
Organization

Address _____ City _____ State _____ Zip Code _____

Contact Person _____ Phone _____

12. PCB Education Provider # _____ (if applicable). If you do not have Provider Status, please include \$50 per workshop.

Information for Providers

PCB

You must submit training for approval **at least 30 days prior** to the training on an on-going basis or submit all trainings your organization plans to present at one time, providing all the pertinent information is available.

Your responsibilities once training has been offered are:

You must provide a certificate of attendance to each attendee. The certificate must carry the attendee's name, the exact title of the training listed on application, name of the organization, the date of the training and the total number of hours awarded to each attendee. Do not change the title or date of the training without notifying PCB in writing. You must indicate on the certificate that the total hours awarded for the training are "PCB Approved Hours" (example "6 PCB Approved Hours of Education).

If an attendee must leave the training prior to its completion, his/her certificate of attendance must reflect the exact amount of time actually attended.

You must maintain attendance sheets for 3 years from date of all PCB approved trainings.

Within 10 days of completion of each PCB approved training, submit an attendance list including name and full address to PCB. PCB will randomly select attendees to inquire about the quality of the training.

Your organization may not advertise that a training is "pending PCB approval." Full PCB approval must be received first in order to use this in promotional materials.