

# Call for Proposal for Trainers of Addiction Professionals

*Responses Due August 8, 2011*

## Introduction

The New Jersey Prevention Network (NJPN) coordinates the Addiction Training and Workforce Development (ATWD) Program funded by New Jersey's Department of Human Services, Division of Addiction Services. NJPN is currently accepting proposals from individuals who have extensive experience in training topics related to substance abuse prevention, treatment and recovery support.

The ATWD Program provides free training opportunities statewide for those working in the field of addiction services in New Jersey. The purpose of this RFP is to solicit proposals from a diverse group of professional trainers representative of New Jersey's varied addiction treatment workforce. We are seeking trainers to teach the following:

- **Certified Clinical Supervisor Training (CCS):** Thirty hours of clinical supervision coursework that will cover all areas needed to obtain certification as a Clinical Supervisor.
- **Intensive Trainings for LCADCs and CADCs:** Six to twenty-four hours of in-depth training on emerging topics relevant to New Jersey's treatment workforce, which will be offered to Licensed Clinical Alcohol and Drug Counselors (LCADCs) and Certified Alcohol and Drug Counselors (CADCs) for renewal credits.
- **Intensive Trainings for CPSs:** Six to twenty-four hours of in-depth training on topics relevant to New Jersey's prevention workforce, which will be offered to CPSs for renewal credits.
- **Initial CADC Coursework:** Coursework leading to certification or licensure as an Alcohol and Drug Counselor (Domains 1, 2, 3, 4 or 5). If applicable, please include the domains you have been approved to teach in New Jersey by the Addiction Professionals Certification Board of New Jersey and/or by the New Jersey Board of Marriage and Family Therapy Examiners.
- **Cultural Competence Training for LCADC/CADCs:** Six hour trainings to address cultural and social issues that will fulfill the training requirements of the Marriage and Family Board of Therapy Examiners' Alcohol and Drug Counselor Committee for LCADCs and CADCs.

## Who Can Apply

All trainers submitting a proposal must have the following credentials or experience:

- **Certified Clinical Supervisor Training (CCS):** All trainers submitting a proposal must have a Master's degree and possess an LCADC and a CCS.
- **Intensive Trainings for LCADCs and CADCs:** All trainers submitting a proposal must demonstrate extensive experience in areas relating to substance abuse treatment/counseling. LCADC and Master's degree are strongly desired.
- **Intensive Trainings for CPSs:** Trainers submitting a proposal must have a college degree and be a CPS or have significant experience in substance abuse prevention.
- **Initial CADC Coursework:** Trainers submitting a proposal to teach initial coursework leading to certification or licensure must have a Master's degree, be an LCADC and should include their letter from the Addiction Professionals Certification Board of New Jersey indicating which specific domains they have been approved to teach.

- **Cultural Competence Training for LCADC/CADCs:** Trainers submitting a proposal must have a Master's degree and possess an LCADC.
- Applicants must demonstrate the ability to impart accurate, unbiased knowledge regarding the science of addiction, evidenced-based treatment modalities, co-occurring disorders, medication assisted treatment, etc.

## Proposal Guidelines and Required Documentation

All proposals must be typed in 12 point font and double spaced. The narrative must be a maximum of eight pages. The Application Form and attachments do not count towards these eight pages.

Proposals must include:

- **Completed Application Form**
- **Narrative** (See details below)
- **Attachments:**
  - *For CCS and Intensive Trainings-* Proposed Training Goals, Objectives and Outline (including number of hours for each section of the outline)
  - *For Initial CADC Courses-* Letter from the Certification Board verifying what domains you are approved to teach and a list of all PowerPoint presentations you have already developed and which are already approved by the Certification Board
  - Resume
  - Two letters of recommendation from organizations you have provided training for in the last year and/or evaluation summaries from past trainings

## Application Requirements and Review Criteria

The narrative portion should be typed double-spaced, 12 point font and be organized as follows. The number of points after each heading shows the maximum number of points each section is worth.

<b>Work and Training Experience</b>	<b>10 points</b>
<b>Cultural Competence</b>	<b>5 points</b>
<b>Proposed Training Overview</b>	<b>15 points</b>

This narrative should serve as a guide to clearly identify all content areas included in the documentation. Information in the attachments does not need to be repeated in the narrative but can be briefly described to assist in the review process.

**Work and Training Experience:** Describe your experience in the field of substance abuse treatment and your experience training other professionals in the field. Provide examples of the topics you have covered in these trainings and how your work experience in the field has led you to be an expert in these areas.

**Cultural Competence:** Trainers must be culturally competent in their presentation content and teaching style. Please share information about any cultural competence trainings you have attended and how you will ensure your training will be culturally competent and appropriate for New Jersey's diverse addiction workforce.

**Proposed Training Overview:** Describe the goals and objectives of the training you are proposing. Describe how the training will impact changes in the attitude, knowledge, and skills of New Jersey's prevention, treatment and recovery support services in New Jersey. As an attachment, provide a detailed outline of the topics that will be covered, the amount of time that will be devoted to each topic, and the teaching methods that will be used throughout the training (lecture, group exercises, etc).

**Approval Process**

Your application will be reviewed by NJPN staff and the results of this review will be shared with DAS. If your application is accepted, approval status as a trainer for NJPN's ATWD Program will be pending until NJPN receives approval for your coursework from the Addiction Professionals Certification Board of New Jersey.

**Due Date**

All proposals must be received by NJPN by 4:00 p.m. on August 8, 2011.

**Where to Send Applications**

Please send one copy of your proposal to: New Jersey Prevention Network  
150 Airport Road, Suite 1400  
Lakewood, NJ 08701  
Attention: Diane Liga

**Contacts for Further Information**

For additional information about this RFP, please contact Diane Liga at 732-367-0611.

## NJPN Trainer Application Form

### Contact Information

Name:					
Home Address:					
City:		State:		Zip Code:	
Work Phone:		Cell Phone:			
E-Mail Address:					

### Employment Information

Agency:					
Title:					
Work Address:					
City:		State:		Zip Code:	
E-Mail Address:					

### Certification/Licensure and Education Information

LCADC, CCS and/or CPS #:					
How many years have you been certified/licensed?	LCADC ____ years	CCS ____ years	CPS ____ years		
Other certifications or licenses you hold?	LPC ____	LCSW ____	Other _____		
Level of Education?	Bachelors ____	Masters ____	Doctorate ____		
Years of experience training addiction treatment professionals?	_____ Years				

### I am submitting a proposal for the following (Check all that apply):

☐ CCS Training   
 ☐ LCADC/CADC Intensive Training   
 ☐ Initial CADC Coursework  
☐ Initial CPS Coursework   
 ☐ Cultural Competence Training