



## **Call for Proposal for Trainers of Addiction Professionals**

**Responses Due October 10, 2008**

## **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 experienced trainers who have extensive experience in training topics related to substance abuse treatment.

The ATWD Program provides free training opportunities Statewide for those entering or presently working in the field of addiction services in New Jersey. A primary objective of the ATWD Program is to increase the number of certified addiction professionals in New Jersey as well as to enhance the proficiency of those already working in the field. The types of trainings offered include:

- Initial coursework leading to certification or licensure as an Alcohol and Drug Counselor
- Six-hour trainings for individuals who currently are Licensed Clinical Alcohol and Drug Counselors (LCADCs) or Certified Alcohol and Drug Counselors (CADCs)
- In-depth "immersion" trainings for individuals who are LCADCs, CADCs, or other qualified addiction treatment staff as identified by the Division of Addiction Services.
- Thirty-hour trainings providing the education hours needed to become a Certified Clinical Supervisor

The purpose of this RFP is to solicit proposals from a diverse group of trainers that are representative of New Jersey's diverse addiction treatment workforce. We are looking for trainers who are available to teach the following:

- Thirty hours of clinical supervision coursework that will cover all areas needed to obtain certification as a Clinical Supervisor
- Twenty-four hours of in-depth training on topics relevant to New Jersey's treatment workforce (which will be offered to LCADCs and CADCs [and /or its equivalent] for renewal credits)
- Six hours of training on topics relevant to New Jersey's treatment workforce (which will be offered to LCADCs and CADCs (or its equivalent) for renewal credits)
- Initial coursework leading to certification or licensure as an Alcohol and Drug Counselor. 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.

## **Who Can Apply**

All trainers submitting a proposal must have a master's degree, be a Licensed Clinical Alcohol and Drug Counselor (LCADC), or possess a master's degree in a closely related field related to counseling. In addition, all applicants must demonstrate extensive experience in areas relating to substance abuse treatment and counseling. Trainers submitting a proposal to teach initial coursework leading to certification or licensure should include their letter from the Addiction Professionals Certification Board of New Jersey indicating which specific domains they have been approved to teach.

## Proposal Guidelines and Required Documentation

All proposals must be typed in 12 point font, double spaced, have one inch margins and be a maximum of ten pages in length, not including required attachments.

Proposals must include:

- **Application Form Completed**
- **Narrative** (See details below)
- **Attachments:**
  - Resume (not to exceed 5 pages)
  - Three letters of recommendation from organizations you have provided training for in the last year and/or evaluation summaries from past trainings

Proposals that do not meet these guidelines will **NOT** be reviewed and scored.

## Application Requirements and Review Criteria

The narrative portion should be double-spaced, no smaller than 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>Experience</b>	<b>10 points</b>
<b>Training Experience (including letters of recommendation)</b>	<b>10 points</b>
<b>Cultural Competence</b>	<b>10 points</b>
<b>Certification Board Approved Courses/Domain</b>	<b>5 points</b>
<b>Course Details including Goals and Objectives and Training Outline</b> (if available)	<b>15 points</b>

A brief narrative should be included to summarize the noted areas of interest. 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. If the documentation does not clearly describe noted areas, please provide more details in your narrative so your experiences and expertise are highlighted.

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.

**Experience:** Describe your experience in the field of substance abuse treatment.

**Training Experience:** Describe 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.

**Certification Board Approved Courses/Domains:** List any courses or domains that have been approved by the Addiction Professionals Certification Board of New Jersey. Please provide course title, description and approval code, as well as any official documentation listing domain approvals from the Certification Board.

**Course Details:** Describe the goals and objectives of the training you are proposing. Describe how the training will impact changes in the attitude, the knowledge, and the skills of New Jersey's treatment workforce. 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).

**Due Date**

All proposals must be received by NJPN by 4:00 p.m. on October 10, 2008.

**Where to Send Applications**

Please send 3 copies 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:	
Home Phone:		Cell Phone:			
Work Phone:		Fax Number:			
E-Mail Address:					

### Employment Information

Agency:					
Title:					
Work Address:					
City:		State:		Zip Code:	

### Certification/Licensure and Education Information

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