



ICAP Guidance Sheet on Continuing Education (CEUs) Activity & Verification of the Training Source

Below is a table illustrating a variety of Continuing Education (CE) activities you may wish to complete, along with potential forms of evidence to maintain (for example, in your ICAP portfolio). While the list is not exhaustive, it also clarifies whether each activity is considered individual or group-based. Ultimately, you are responsible for determining if an activity is group-based. Many activities qualify as groups if they involve personal interaction with other individuals as part of the learning experience.

| Continuing Education Activity | Examples | Suggested evidence to retain | Individual/Group |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|
| Structured learning (in person or distance learning style) by an accredited training provider | Universal Prevention Curricula (UPC); Universal Treatment Curricula (UTC); Universal Nurses Addiction Curriculum (UNAC) | Certificate of completion* | Individual/Group |
| Accredited college or university-level education or training | Completion of undergraduate/post graduate modules/courses/programs in the subject of addiction/substance use. | Certificate of completion* | Individual |
| Mandatory training required by Employer specifically relevant to role/ scope of practice | Subject specific training in a substance use service that the employer requires. | Certificate of completion* | Individual/Group |
| Formal learning events such as workshops, conferences | ICUDDR/ISSUP Regional Meetings/ Congress - NIDA, ISSAM, SAMSHA, etc. | | |

**While we are requesting the certificate number, CE credits/hours, and the trainer's signature, if this information is not available, please provide the trainer's details or the website so we can verify the information.*

Verification of the Training Source/Provider

The credibility and quality of training providers are essential to ensuring relevant, high-standard professional development. CCA seeks to verify the suitability of a training source provider using the following methods:

1. Accreditation or Endorsement Checks – Confirming the provider holds recognized accreditation or professional endorsement from a reputable body.
2. Curriculum Review – Evaluating the training content to ensure it is evidence-based, current, and aligned with industry best practices.
3. Trainer Qualifications – Assessing the expertise, credentials, and professional standing of instructors or facilitators.
4. Participant Feedback – Reviewing course evaluations, testimonials, or other evidence of learner satisfaction and outcomes.
5. Compliance with Ethical and Professional Standards – Ensuring the provider adheres to relevant codes of conduct, data protection, and regulatory requirements.

When you are submitting your Continuing Education (CEs) Hours Proforma please ensure you provide details of your training provider, their organization details, website etc. – and corresponding evidence of your participation and completion of the training in the form of certifications.