



Fall 2021 | Central East (Region 3)

SUBSTANCE ABUSE PREVENTION SKILLS TRAINING (SAPST)

COURSE REQUIREMENTS, LEVEL OF COMMITMENT, AND PARTICIPANT EXPECTATIONS

Note: This information can also be found on the "Requirements" page of the Course Hub: <https://ce-ttc.link/sapst-hub>

1. LEVEL OF COMMITMENT

The expected time commitment for this training is **31 hours**. Participants must complete the entire SAPST training to receive a certificate for 31 hours of participation. **No partial credit will be given.**

2. TECHNICAL REQUIREMENTS

Your participation and engagement are very important in this virtual training. In order to participate fully, you **MUST** have access to the following items. Please verify that you are able to access each of these items **BEFORE** the first day of training.

- Computer with a webcam, speaker, microphone, and Internet access
- Zoom Client for Meetings
 - Download Zoom Client for Meetings here: <https://zoom.us/download>
 - You must use a computer to join Zoom. Do not join Zoom from a phone or tablet.
- Google Apps (specifically, Google Slides)
 - To check if you have access to Google Slides, please go to <https://ce-pttc.link/google-slides-test>
 - If you're unable to see the Google Slides document linked above, you do not have access to Google Apps. (We suggest trying another device if this is the case.)

3. PRE-SAPST COURSE

Completion of the 5-hour HealthKnowledge online course, "Introduction to Substance Abuse Prevention: Understanding the Basics (Pre-SAPST Course)", is required prior to the training. Instructions for completing the course can be found on the "Pre-SAPST Course" page of the Course Hub: <https://ce-ttc.link/sapst-hub>. Course certificates must be submitted online no later than 4 PM on Wednesday, November 24, 2021.

- Expected time commitment: 5 hours
- Due Date: Wednesday, November 24 by 4 PM ET

4. ORIENTATION VIDEO

Participants must watch the 20-minute course orientation video, which includes a brief overview of SAPST, participant expectations, technology to be used during the training, how to prepare for the training, and information about completing homework assignments. The video can be found on the "Orientation" page of the Course Hub: <https://ce-ttc.link/sapst-hub>. Please watch this orientation video no later than Wednesday, November 24, 2021.

- Expected time commitment: 20 minutes
- Due Date: Wednesday, November 24

5. ATTENDANCE

Full attendance is required for this training. Credit will not be given for partial attendance. No exceptions.

- Expected time commitment: 20 hours
- Training Dates & Times:
 - Tuesday, November 30 at 9AM–3PM ET
 - Thursday, December 2 at 9AM–3PM ET
 - Tuesday, December 7 at 9AM–3PM ET
 - Thursday, December 9 at 9AM–3PM ET
- The sessions listed above include time for lunch and breaks.
- Participants are expected to join 15 minutes early for each session.

6. PARTICIPATION

Active participation during each session is expected. This means:

- Engaging in group discussions both verbally and via chat
- Engaging in group activities
- Participating in polls
- Having your webcam on at all times for ALL sessions

- Being prepared for each session with the following:
 - Paper, pen
 - Lunch/snacks planned ahead of time
 - Course handouts (more information provided below)

7. COURSE HANDOUTS

Participants will receive a paper copy of the course handouts by mail prior to the training. A digital copy of the handouts is available on the “Handouts” page of the Course Hub: <https://ce-ttc.link/sapst-hub>. You will need to refer to these materials throughout the course. We recommend organizing the paper handouts in a binder or folder for easier access. If using the digital handouts, we recommend viewing them on another screen (e.g. second monitor or tablet), or opening them in another window on your computer.

8. HOMEWORK ASSIGNMENTS

Participants are required to complete four homework assignments. These assignments are submitted online via the SAPST Homework Portal on the day before each session. Links to the assignments and instructions for completing the assignments can be found on the “Homework” page of the Course Hub: <https://ce-ttc.link/sapst-hub>.

- Total expected time commitment: 6 hours
- Due Dates:
 - Homework 1: Due no later than 12 PM ET on November 29 (the day BEFORE the training begins)
 - Homework 2: Due no later than 4 PM ET on December 1
 - Homework 3: Due no later than 4 PM ET on December 6
 - Homework 4: Due no later than 4 PM ET on December 8

9. POST-TRAINING EVALUATION

Participants will complete an online evaluation at the end of the training.

10. CERTIFICATE OF ATTENDANCE / CONTINUING EDUCATION HOURS

Participants must complete the entire SAPST training to receive a certificate for 31 hours of participation. **No partial credit will be given.**

Certificate of Attendance will be issued within 30 days of the last day of training. Participants can then submit the certificate to their credentialing authority toward certification or re-certification. Please contact your certification board to determine if the virtual SAPST is applicable toward your certification requirements.

The IC&RC Prevention Committee has endorsed the SAPST as an IC&RC-approved curriculum. This endorsement provides assurance that the SAPST is applicable to IC&RC’s prevention specialist domains and can be used toward the education/training requirement for IC&RC’s Prevention Specialist credential. The SAPST has also been approved by NAADAC, the Association for Addiction Professionals.

IMPORTANT DATES

Note: This information can also be found on the “Schedule” page of the Course Hub: <https://ce-ttc.link/sapst-hub>

Wednesday, November 24

- 4:00pm Pre-SAPST Certificate Due
- 4:00pm Watch Orientation Video

Monday, December 6

- 4:00pm Homework 3 Due

Monday, November 29

- 12:00pm Homework 1 Due

Tuesday, December 7

- 8:45am Join early
- 9:00am Training Day 3

Tuesday, November 30

- 8:45am Join early
- 9:00am Training Day 1

Wednesday, December 8

- 4:00pm Homework 4 Due

Wednesday, December 1

- 4:00pm Homework 2 Due

Thursday, December 9

- 8:45am Join early
- 9:00am Training Day 4

Thursday, December 2

- 8:45am Join early
- 9:00am Training Day 2