

## ADETS Instructor Certification - Process

Before you can provide ADETS services you will need to complete the process outlined below.

1. Complete ADETS Instructor Prime for Life training and pass the final exam.
2. Teach a full 16-hour Prime for Life program to a group of at least (5) individuals.

*If your agency is not currently authorized to provide ADETS, you may still teach one cycle of Prime for Life for the purposes of completing the authorization process.*

3. Report your training experience to PRI via an online certification report.
4. After you receive the PRIME for Life Instructor Certification from PRI please fax or email the following documents to Wayne Bailey (910) 202-0480:
  - a.) Prime For Life New Instructor training certificate (24 hours),
  - b.) Prime For Life Instructor Certification received after the completion of the teaching practicum,
  - c.) Current NCSAPPB credential,
  - d.) PFL Instructor Agreement,
  - e.) Updated information (authorized DWI agency name, your mailing address, your email address and phone, etc.).
  - f.) Training roster to include names and phone numbers of those who attended the practicum that you completed prior to submitting the "Teaching Survey" to PRI,
  - g.) Copy of the PRI Invoice for the Prime For Life student workbooks purchased for the practicum.

When this information is received your ADETS Instructor application will be reviewed and if complete your ADETS Instructor Certification will be sent to you.

NOTE: If your agency is currently approved to provide ADETS services you will need to submit the "Change of Facility Information" form to the DWI Services office to notify them that you will be providing ADETS for that facility.

If your agency is NOT currently approved to provide ADETS you will need to contact Marcie Blevins to complete the agency application process.

Please remember that you cannot offer any further ADETS services until your facility has received approval from the DWI Services Office.