



Behavioral Health
HEALTH & HUMAN SERVICES

NORTH DAKOTA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
BEHAVIORAL HEALTH DIVISION

Driving Under the Influence (DUI) Seminar

Instructor Guide

hhs.nd.gov/behavioral-health/prevention/DUI





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Overview

Research suggests that investing in early intervention services can contribute to a reduction in health care costs and help ensure the improved health and well-being of individuals. Early initiation of problem behavior and involvement in the criminal justice system is a risk factor for substance abuse and related consequences. Therefore, ensuring that this population is receiving evidence-based early intervention services is important in preventing further problems. The diagram below outlines the broad goals of a successful alcohol and drug early intervention system.

Increase capacity of workforce to provide evidence-based alcohol and drug education services

Increase access to evidence-based early intervention services to individuals who have been convicted of a Driving Under the Influence offense

Prevent the onset of Substance Use Disorders (SUD) among individuals who do not yet meet the criteria, but are exhibiting early warning signs

Authority

DUI instructors are regulated by North Dakota Century Code and Administrative Code. DUI instructors are certified by the North Dakota Department of Human Services Behavioral Health Division. Before applying, it is recommended to read and understand the following:

[Administrative Rule Chapter 75-09.1-09](#)

Qualifications

A DUI seminar instructor must have at least a two-year degree or its equivalent, or at least one year of professional work experience in the education, health, human services, or criminal justice field.





Becoming an Instructor

Requirements

Instructors must be working with a Licensed DUI Seminar Program

Application

Submit an application ([SFN 1870](#)) and one of the following:

- copy of two year degree or higher
 - letter describing a minimum of one year relative work experience
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Training

Applicant will be e-mailed a pre-approval letter with a link to complete the New Instructor Training Program with Prime For Life.

Initial Application

To apply to become a DUI Seminar Instructor:

- Complete and submit the following requirements:
 - **Application - [SFN 1870](#)**
 - All sections are required and applications will be returned if incomplete
 - **Proof of Education** - minimum two year degree, OR
 - **Relevant Experience** - letter or resume with minimum of one year of related work experience
- Application and required materials can be e-mailed to dhsbhd@nd.gov

The Department reviews applications in the order they are received. Please allow up to two weeks for review before inquiring on the status of your application.

Once reviewed, you will receive an e-mail either requesting additional information, or pre-approving your application. If pre-approved, the e-mail will contain a link to register and complete New Instructor Training through Prime for Life.

Licensed DUI Seminar Program Requirement

DUI Seminar Instructors must work with a DUI Seminar Program licensed by the Division.

If you are not working with an already established DUI Seminar Program, you may apply for licensure by submitting the following to the Division:

1. Submit an application (SFN 971) to dhsbhd@nd.gov.
2. Submit policy and procedures (address all items identified in North Dakota Administrative Code (NDAC) 75-09.1-09)
3. Submit a copy of your Business Registration through the ND Secretary of State

An initial review of the application and policy manual may take up to 6 weeks.

The Division is responsible for licensing all substance abuse treatment including DUI Seminar Programs in North Dakota as identified in North Dakota Century Code 50-31.

For any questions, please contact the Behavioral Health Division at dhsbhd@nd.gov or 701-328-8920.

New Instructor Training

Prime For Life is the Department approved training program for new instructors. This training program is provided by the Prevention Research Institute. <https://www.primeforlife.org/>

Your pre-approval e-mail will contain instructions on how to register for the New Instructor Training Online (NITO). Please use this e-mail to access your training - this link is unique to North Dakota applicants and features a reduced training fee that cannot be accessed through PRI's public website.

The training fee for North Dakota's NITO is \$325.00

The training consists of the following structure:

1. Online Introduction and Theory Course
2. Live Zoom Session #1 (2 hours)
3. Completion of self-paced Online Learning Module #1
4. Live Zoom Session #2 (2 hours)
5. Completion of self-paced Online Learning Module #2
6. Live Zoom Session #3 (2 hours)
7. Completion of self-paced Online Learning Module #3
8. Completion of post-training tasks, including an exam, survey, and coaching with a PRI Trainer




New Instructor Training (continued)

Sessions and modules must be completed in order. PRI offers live Zoom sessions each week, allowing an applicant to complete the full training within two weeks if desired. However, applicants may take up to one month to complete the training if needed.

Once NITO is completed, a Certificate of Completion will be provided. This Certificate must be sent to the Department to complete your application and to be eligible for final approval.

If an individual has completed this training prior to submitting an application, you may still apply to become an instructor by submitting the Certificate of Completion along with the initial application requirements.

Once you receive an e-mail from the Division with your Instructor Certification and Letter of Final Approval, you may begin providing classes with a licensed DUI Seminar Program.



Recertification

Instructors must recertify every two years. A date of approval and a date of expiration will be provided in the final approval letter.

To recertify as a DUI Seminar Instructor:

- Complete and submit the following requirements:
 - **Application - [SFN 1870](#)**
 - All sections are required and applications will be returned if incomplete
 - **Verification of Continuing Education Credits (CEC)**
 - a minimum of six (6) CECs is required to be completed prior to recertification.
 - CECs must be completed through Prime for Life within the timeframe of your active certification.
- Application and required materials can be e-mailed to dhsbhd@nd.gov

An e-mail will be sent approximately two months prior to expiration to allow for enough time to complete the recertification requirements: A reminder e-mail will also be sent 3-4 weeks prior to expiration.

Applicants are responsible for updating the Division of any information changes, such as contact information, Licensed DUI Seminar Program in which classes are offered, and if the classes are offered virtually.



Reapplication

In the case of a lapsed or expired certification, instructors may reapply if the following information is also submitted in a letter:

1. Evidence that the DUI Seminar Program's curriculum has incorporated current information and educational changes since last certification
2. An explanation for lapse in certification
3. A statement of confirmation that the DUI Seminar Program has not provided services during the time period that the certification lapsed




Application Denials

The Department may deny an application if provider criteria is not met.

Provider Criteria is outlined in [Administrative Rule Chapter 75-09.1-09-14](#)

A written appeal may be filed with the department within thirty days of receipt of written notice of a denial of application.



Getting Started

Requirements for DUI Seminars in North Dakota consist of 16 total hours in a 4 hour format.


Seminars may be offered either in person or virtually using preapproved Prime for Life curriculum.



The following pages outline the Department's list of Seminar Criteria for DUI Seminar Instructors.



Seminar Criteria

- A DUI seminar shall follow the department-approved curriculum's sequence, schedule, format, process, and content.
 - A DUI seminar shall use only those videos approved by the department for use in the DUI seminar and shall use those videos only at the times when the curriculum schedule permits their use.
 - A DUI seminar shall provide each seminar participant with a new student booklet. Books become the property of the client and are not to be reissued.
 - A DUI seminar shall not continue a class for more than two hours without providing the clients with a break.
 - A DUI seminar shall not count time for breaks beyond three ten-minute breaks per four-hour period toward the required hours of education to be provided to clients.
 - A DUI seminar shall maintain a current list of licensed substance abuse programs and information on local recovery support groups.
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Seminar Criteria (continued)

- A DUI seminar shall ask all DUI seminar clients to complete a participant evaluation form at the conclusion of each seminar and will retain copies of the evaluations in accordance with its record retention policy.
- A DUI seminar shall not accept into the seminar a client who has completed the department-approved evaluation process more than six months prior to participation in the seminar.
- A DUI seminar shall conduct the seminar in classes that must last no more than four hours per session and only one session must be scheduled per calendar day unless an exception is granted by the department.
- A DUI seminar shall not admit to a class in progress a client who is more than fifteen minutes late unless extenuating circumstances exist. A client who arrives late to a class will be required to meet with the DUI seminar instructor to make up what the client missed.
- A client must attend all DUI seminar sessions sequentially and may not be allowed to attend the next session after missing a class. The client must wait until the next session of the class has started and then may start the class again from the point where missed.



Seminar Criteria (continued)

- If a client arrives at a DUI seminar under the influence or during the seminar is under the influence, a DUI seminar shall:
 - Not admit the client into the class;
 - Discharge the client from the class;
 - Inform the client that the program will notify law enforcement if the client drives upon leaving the program; and
 - Notify the department of transportation regarding the incident

In Person vs Virtual

Since 2020, the Department has encouraged DUI Seminar Instructors to offer virtual seminars in addition to in-person seminars.



Virtual seminars facilitated live through applications such as Zoom or Teams allows for easier access for rural clients, clients without access to transportation, and a multitude of other barriers that may make it difficult for clients to obtain the early intervention services they need.

Studies of higher education find non-face-to-face to be as effective, and in some cases more effective (e.g., Pei, 2019), than face-to-face education.

Instructors can engage their participants virtually by using similar tools available to an in-person seminar. Technological advancements such as digital whiteboards, emotes, chat boxes, virtual breakout rooms, and "gallery" webcam mode greatly improves participation and engagement from attendees!



Additional Information

DUI Seminar Instructors will be included in a database of current providers. This database will be available online for clients to search and locate seminars based on location and seminar format.

The required DUI Seminar format is 16 total hours at 4 hours per day for 4 days. To request an exception to this format,

Questions?

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[Behavioral Health Division Website](#)



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