




Behavioral Health  
HEALTH & HUMAN SERVICES

NORTH DAKOTA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
BEHAVIORAL HEALTH DIVISION


# Minor in Possession (MIP) Seminar

Instructor Guide

[hhs.nd.gov/behavioral-health/prevention/MIP](https://hhs.nd.gov/behavioral-health/prevention/MIP)



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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 youth sentenced to alcohol and drug education



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

# Authority

MIP 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 75-09.2](#)

# Qualifications

A MIP seminar instructor must have at least a four-year degree or its equivalent in the education, health, human services, or criminal justice field, or must be currently enrolled as a DUI Seminar Instructor.







# Becoming an Instructor

**Requirements**      Instructors must pass a background check.

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**Application**                      Submit an application ([SFN 1870](#)) and the following:

- copy of four year degree
- copy of completed background check

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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 MIP Seminar Instructor:

- Complete and submit the following requirements:
  - **Application - [SFN 586](#)**
    - All sections are required and applications will be returned if incomplete
  - **Proof of Education** - minimum four year degree, OR
  - Verification of current DUI Seminar Instructor Certification
  - Background Check - copy of background check including criminal conviction history
- Application and required materials can be e-mailed to [dhsbhd@nd.gov](mailto: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.



# Background Check


MIP Seminar Instructor applicants are required to submit a background check detailing any criminal convictions.

Applicants may utilize the North Dakota Attorney General's Criminal History Record Check.

To request a Criminal History Record Check, please visit <https://attorneygeneral.nd.gov/public-safety/criminal-history-records/requesting-criminal-history-record-check>

Alternatively, applicants may submit a background check from a provider of their choice.

Applicants are responsible for any fees associated with the background check process.



# 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.

# Recertification

Instructors must recertify every three years. A Date of Approval and a Date of Expiration will be provided in the final approval letter.

To recertify as a MIP Seminar Instructor:

- Complete and submit the following requirements:
  - **Application - [SFN 586](#)**
    - 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
- Application and required materials can be e-mailed to [dhsbhd@nd.gov](mailto: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 Department of any information changes, such as contact information and seminar format.



# 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 MIP 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 MIP 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 75-09.2-01-04](#)

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



# Annual Reporting Requirements


The Division will conduct an annual review of all certified instructors from the period of July 1st to June 30th. The Division will send out a survey via e-mail to gather the requested information annually after June 30th.

Data that will be requested from each instructor will include:

- Number of individuals served by the instructor during the last data period
- Number of repeat individuals served by the instructor during the last data period
- Number of classes provided during the last data period

It is important instructors notify BHD when their contact information changes. The annual survey will be emailed to instructors using the email address on their most recent application.

If the reporting requirements are not met, instructors could forfeit their certification.



# Getting Started

Requirements for MIP Seminars in North Dakota consist of 8 total hours.

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 MIP Seminar Instructors.



# Seminar Criteria

- A MIP seminar program shall follow the department-approved curriculum's sequence, schedule, format, process, and content.
- A MIP seminar program 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 MIP seminar program shall provide each seminar participant with a new student booklet. Books become the property of the client and are not to be reissued.
- A MIP seminar program shall not continue a class for more than two hours without providing the clients with a break.
- A MIP seminar program 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 MIP seminar program shall maintain a current list of licensed substance abuse programs and information on local recovery support groups.

# Seminar Criteria (continued)

- A MIP seminar program shall ask all MIP 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 MIP seminar program 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 MIP seminar program 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 MIP seminar program 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 MIP seminar instructor to make up what the client missed.
- A client must attend all MIP 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 MIP seminar under the influence or during the seminar is under the influence, a MIP program 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

MIP 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 8 total hours.



# Questions?

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