



ACADEMY

Alcohol and Drug Treatment Studies Course Catalog 2018/2019



Academy

Higher Education for Addiction
Professionals Since 1978



CCAPP Academy's objective is to provide education and technical assistance regarding addiction, treatment, recovery and associated problems

CCAPP Academy

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

CCAPP ACADEMY INTRODUCTION

The California Consortium of Addiction Programs and Professionals (CCAPP) established the CCAPP Academy Formerly known as (CAARR Institute) in 1978 to offer an alternative form of education for recovering people working in the alcohol and drug treatment industry.

Many of these recovering people chose to work in programs providing peer leadership and experience after finding recovery themselves through participation in alcohol and drug programs. It was discovered that these individuals, who understood the process of recovery that worked for them, could improve their effectiveness by gaining knowledge and technical skills through education.

Students that have English as a second language will have to have an 8th grade proficiency level and will have to take and pass an TOEFL test to show 8th grade proficiency.

The Academy was designed to be offered in a comfortable, less "academic" atmosphere in easily accessible locations. Instructors are recruited who have an in-depth understanding of the curriculum and can enlighten students with their vast experience in the field.

As more research on recovery and addiction becomes available the curriculum is revised, edited, and expanded to meet the changing needs of students, programs, and the people they serve.

Today our Academy has grown and is offered at eleven sites throughout California including suburban, urban, and rural communities. The geographic scope of the CCAPP Academy reaches from Imperial County in southern California as far north as Modoc County and several County Alcohol and Drug Program Administrators have sent their county alcohol and drug program employees to the Academy.

CCAPP Academy does not have a pending petition of bankruptcy, or is operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it.

Alcohol and Drug Studies Treatment Curriculum 56 Weeks

Alcohol and Drug Treatment Studies is taught in a 336 hour course held over 56 weeks. Staff and Volunteers of CCAPP Program Members receive a \$800 discount for the Alcohol and Drug Studies classes. Staff and Volunteers of CCAPP Program Members where the program pays for the Alcohol and Drug Studies classes receive a \$1000 discount.

Upon completion of the course, for a total of 336 hours, the student will receive a Graduation Diploma.



336 Hour CCAPP Academy start dates

Start Dates:

January 27, 2018

March 24, 2018

May 19, 2018

July 14, 2018

September 8, 2018

November 3, 2018

December 29, 2018

Upon request the course catalog can be mailed or picked up at the CCAPP office. Available for the general public or potential students.

* We enroll new students every 8 weeks.

**CCAPP Academy Classes are held on
Saturdays in most areas of California.**

Call CCAPP

to locate a class in your area!

(916) 338-9460

CCAPP Academy Alcohol and Drug Treatment Studies

Graduation from Alcohol and Drug Treatment Studies

Alcohol and Drug Studies is taught in **three hour and six hour classes** held over 56 weeks for a total of 336 hours. At the completion of which the student receives a Graduation Diploma.

Cost

The cost of the 336 hour course is **\$2,000.00**. Staff and Volunteers of CCAPP Program Members receive a \$800 discount off tuition. The student manual is covered in the cost of the course.

315 Hour CADC I or II

The minimum requirement for CADC I 315 hours approved, AOD specific education, 255 hours field practicum, passing score on the IC&RC written exam, 3,000 hours work experience, renewal every two years (continuing education required). For the CADC II the requirements are 315 hours approved, AOD specific education, 255 hour field practicum, passing score on the IC&RC written exam, 6,000 hours work experience, renewal every two years (continuing education required).

The CCAPP Academy accepts checks, money orders, Visa, Master Card or American Express. Cash is not accepted.



CCAPP Academy Alcohol and Drug Treatment Studies

315 Hour CCAPP Academy Classes

1. **ADS 101- Personal and Professional Growth/ Introduction and Overview (8 weeks)** This course will go over Alcohol and Other Drug Use, Past and Present, Personal and Professional Growth
2. **ADS 102- Law and Ethics/ Introduction and Overview (8 weeks)**
This course will go over Ethics and Ethical Decision Making, 12 Core Functions and the Essential Elements to Become a Counselor
3. **ADS 103- Abnormal Psychology/Introduction and Overview (8 weeks)**
This course will go over Disorders and Behaviors
4. **ADS 104- Physiology and Pharmacology of Alcohol and Other Drugs (8 weeks)**
This course will examine the effects that drugs and alcohol and the damaging effects on the body
5. **ADS 105- Case Management; Assessment, Orientation, Treatment Planning and Relapse Prevention/Aftercare Planning (8 weeks)**
This course will go over Prevention and Outreach
6. **ADS 106-Individual, Group and Family Counseling (8 weeks)**
The Exploration of Problems and Techniques in the counseling setting
7. **ADS 107- Supervised Practicum (8 weeks) This course consists of (45) classroom hours.** The course includes supervision by a qualified instructor and includes direct supervision. The instructor must also be available for consultation while student is completing field work requirements.
8. **ADS 108- Supervised Field Work Practicum**
(255 hours of Internship is required prior to graduation in conjunction with ADS 108) A minimum requirement of 255 hours of practical experiences performed at an agency approved by the aforementioned instructor. The student must complete all of the 4 domains at internship site. Each core function requires a minimum of 10 hours practicum. The application of knowledge and skills in a practice setting is essential to professional counseling. The field work is the means by which students learn to apply and integrate acquired knowledge and values; and to refine skills that are taught in the classroom.
 - **ADS 107 and ADS 108 Classes are held on Sunday for 8 weeks.**
 - **The 255 internship hours must be completed in the 8 weeks of Practicum or you will continue to attend practicum until you have completed the 255 hours(This will delay your end date).**

Breakdown of Internship Hours:

Supervised Practicum Course (Classroom) 45 Hours
 Supervised Field Work (Internship) in the Core Functions: 252 Hours
 Agency Orientation: 3 Hours

Total: 300 Hours

Student Policies

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR ACADEMY

The transferability of your credits you earn at CCAPP Academy is at the complete discretion of an institution to which you may seek transfer. Acceptance of CCAPP Academy Alcohol and Drug Studies Certificate you earn in CCAPP Academy Alcohol and Drug Studies Certificate is also at the complete discretion of the institution to which you may seek to transfer. If the CCAPP Academy Alcohol and Drug Studies Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCAPP Academy to determine if your CCAPP Academy Alcohol and Drug Studies Certificate will transfer.

Students may not challenge through exam. Admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement test, with no articulation agreement any other college or university that provides for the transfer of credits earned in the program of instruction.

CCAPP Academy does not award credit for prior experience learning or transfer of credits earned from other colleges or universities. Applicants must have a High School Diploma, GED or equivalent to be admitted into the program. If the applicant does not have a High School Diploma, GED they can do the Ability-to-Benefit (ATB) Examination.

<https://www.wonderlic.com>

<https://accuplacer.collegeboard.org>

The CCAPP Academy's "Alcohol and Drug Studies" program is career training, not formal education, and is not affiliated with any college or university and the units and certificate you earn in this program will not be transferable to any college or university in the future. In addition, the certificate you earn from the CCAPP Academy will not serve as a basis for obtaining a degree at a college or university.

Attendance Policy:

A Student can miss a Maximum of 11 absences = 66 hours.

A minimum of 70% attendance/participation points is required to graduate.

Leave of Absence Policy:

Leave of absence for military must provide copy of orders prior to leaving. A leave of absence can be requested in writing to the Education Director for up to 6 months.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Students have access to online resources and materials provided by the CCAPP Academy instructor and assistant. They have access to the larger library at the 2400 Marconi Ave. in Sacramento to check out books and reference material. The Student Services is responsible for coordinating the student services activities including: Scholarships, job listings, and credentialing information.

Class Policies

Each of our 11 CCAPP Academy location will have a class room for the instructors to conduct class. The instructor (s) will have be given lesson plans and hand outs that will be used for instruction. Instructors will also have access to films, TV/VCR, a computer, white board with dry erase markers and a projector.

SCORING AND REVIEWING THE TESTS

Students knowledge and capabilities are measured by means of written examinations, verbal discussions within class, written homework assignments, role-playing transactions, interactive training, mock sessions with instructor critique and debriefing sessions, guided application of skills, scenario driven role-plays, case vignettes, problem solving, (individually and with other students), formal and informal presentations that are 5 minutes to one hour in length and practical skills evaluation forms as completed by peers and instructional staff.

Course Grading Format: (The total points possible in each module are 350.)

Quizzes	=	75 points
Practical/Technical Skills	=	100 points
Assignments	=	50 points
Module Final Exam	=	75 points
Professionalism	=	50 points
TOTAL	=	350 points

%	GRADE	INTERPRETATION
90% - 100%	A	Excellent
80% - 89.9	B	Very Good
70% - 79.9%	C	Average
60%- 69.9%	D	Poor
0 – 59.9%	F	Fail
CR/NC	N/A	Credit/no credit

Credit = no less than an average of 70%, and No credit is considered 69.9% or lower.

* Must pass every Module with no less then a 70% to complete the program. If you receive a failing grade you must contact the office for pricing to retake module.

POLICY REGARDING DIFFICULT /DISRUPTIVE STUDENTS

Advise the student if his/her behavior is disruptive to the class environment, and that dismissal from the class could result. If behavior continues, the instructor/lead has the option to warn the student again or ask him/her to leave the class. If disruptive behavior continues, the student should be asked to leave the class. The instructor should notify the lead of such action. The lead should contact the student and advise them that continuance of disruptive behavior will mean expulsion from the remaining CCAPP Academy sessions/classes. If applicable, a pro-rated portion of their tuition will be refunded. CCAPP Academy does not have academic probation.

RECORDS

All students grands and transcripts are computerized and kept permanently. Hardcopy files are kept in a fireproof save and all others are stored on a server with cloud backup.

Housing

CCAPP ACADEMY does not assist with housing and does not house students nor has any responsibility to find housing or assist with housing. Housing is located reasonably near the facilities and has an approximate range of \$1000-\$1500 monthly.



Questions and Concerns

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Academy may be directed to the Bureau for Private Postsecondary Education at:

Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7579 or by completing a complaint form, which can be obtained on the bureau's internet web site at www.bppe.ca.gov.

Financial Aid and STRF

CCAPP Academy does not participate in federal financial aid, but does accept payment from the Department of Rehabilitation. CCAPP Academy does not have a degree program and is not accredited by an accrediting agency recognized by the United States Department of Education. CCAPP Academy requires students have proficiency in the English language and does not have any language services available. All instruction will be in English for all classes located in the United States. CCAPP Academy does not admit students from other countries. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

STUDENT’S RIGHT TO CANCEL:

If notice of cancellation or withdrawal is made in writing through attendance of the first day of instruction, CCAPP will refund 100 percent of the amount paid minus the \$100 non-refundable registration fee and \$150 non-refundable book fee. A Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received a copy of the workbook and does not return it in reusable condition, a fee of \$150 non-refundable will be withheld from any refund. If a student needs a leave of absence they may make a formal request to the Education Director for no more than 6 months.

STUDENTS RIGHT TO WITHDRAWAL:

Notice of withdrawal must be submitted in writing to the CCAPP office to the attention of Kristina Padilla Chief Academic Officer.

Refund Policy

Any refund due to a student’s withdrawal shall be issued by CCAPP within 30 days of receiving student’s refund letter. The refund for students who have completed 60 percent or less of the program shall be a pro rata refund. CCAPP will deduct a registration fee of \$100 non-refundable from the total charge then divide that remainder by the total hours in the program. The quotient is the total hourly charge for the program. The amount owed by the student is derived by total hourly charge for instruction, total institutional charge divided by the number of program hours multiplied by the total hours attended by the student.

Attendance	Total Cost	Less Registration Fee	Less Tuition Due to CCAPP	Less Book Fee	Refund Due Student
336 hrs (\$5.96per hr)	\$2000	\$100	(\$5.96 x 3hrs) \$17.88	\$150	\$1732.12
336 hrs (\$5.96per hr)	\$2000	\$100	(\$5.96 x 6hrs) \$35.76	\$150	\$1714.24

Example – Full Tuition Students:

Attendance	Total Cost	Less Registration Fee	Less Tuition Due to CCAPP	Less Book Fee	Refund Due Student
336 hrs (\$3.58 per hr)	\$1200	\$100	(\$3.58 x 3hrs) \$10.74	\$150	\$939.26
336 hrs (\$3.58 per hr)	\$ 1200	\$100	(\$3.58 x 6hrs) \$21.48	\$150	928.52
336 hrs (\$2.98 per hr)	\$ 1000	\$100	(\$2.98 x 3hrs) \$8.94	\$150	\$741.06
336 hrs (\$2.98 per hr)	\$ 1000	\$100	(\$2.98 x 6hrs) \$17.88	\$150	\$732.12

Students completing more than 60 percent of the program (will not qualify for a refund.. Understanding Regarding the Alcohol and Drug Studies Program. The CCAPP Academy’s “Alcohol and Drug Studies” program is career training, not formal education, and is not affiliated with any college or university and the units and certificate you earn in this program will not be transferable to any college or university in the future. In addition, the certificate you earn from the CCAPP Academy will not serve as a basis for obtaining a degree at a college or university.to 4pm. If applicable, a pro-rated portion of their tuition will be refunded. Maximum of 11 absences = 66hours. A minimum of 70% attendance/participation points is required to graduate. The CCAPP Academy is taught in a 336 hour course held over 56 weeks.

Students completing more than 60 percent of the program will not qualify for a refund.

The CCAPP Academy is taught in a 336-hour course held over 56 weeks from 9am to 4pm

Maximum of 11 absences = 66 hours. A minimum of 70% attendance/participation points is required to graduate.

Start: January 27, 20178 Ending Date: February 24, 2019
 Sacramento Tuesday/Thursday:
 Start Date: February 1, 2018 Ending Date: March 10, 2019

Registration Fee (non-refundable)	\$100.00
Tuition	\$1750.00
Scholarship	\$ 0.00
STRF (non-refundable)	\$ 0.00
Workbook (non-refundable)	\$150.00
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATENDANCE \$ 2000.00</u>	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ 2000.00</u>	
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ 2000.00</u>	

I understand that the total fee for the CCAPP Academy is \$2000 and that the registration fee of \$100 and the book fee of \$150 are non-refundable. A \$800.00 scholarship is available for paid or volunteer staff of Program Member organizations of the California Consortium of Addiction Programs and Professionals. Program Member is the only category affiliated with CCAPP that is eligible for the scholarship.

The above rates cover the entire cost of the training, including a copy of the workbook, Alcohol and Drug Treatment Studies: The Fundamentals of Addiction Counseling, minus the \$100 non-refundable registration fee.

The Student Tuition Recovery Fund (STRF) there is a non-refundable assessment rate of \$0.00 per student for enrollment.

Student Tuition Recovery Fund Disclosures:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans,. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: You are not a California resident, or are not enrolled in a residency program,. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party .

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Student Bill of Rights

As a student you have the right to:

Career & Student Services Information – Accurate facts about job availability and salary ranges if the institution makes claims to prospective students regarding the starting salaries of its graduates. Information is available upon request. CCAPP Academy Assistant offers assistance for students.

A Catalog – A comprehensive listing of current and accurate information regarding programs, policies, procedures, and a list of current administrative staff and faculty, including their qualifications.

Contract – An enrollment agreement that states the program and the number of credits, clock hours, or units required to complete the course, the length of the program covered by the enrollment agreement, and the cancellation and refund policies.

Cost Information – Clear and honest disclosure of all tuition, fees, and other charges related to the cost of receiving your education.

Financial Aid Disclosure – Full disclosure of all financial aid and loan information including rates, terms, and any deferment or forbearance options.

Quality Faculty – Instructors who are knowledgeable and current in the areas they are teaching and have at least 3 years of experience as a certified counselor. The Student to Instructor ratio is 23:1.

Quality Materials – Textbooks, teaching materials, and equipment that are current and in good condition. No Library card is needed student can utilize in class resources.

Refunds – The ability and right to withdraw from school at any time and receive a refund for tuition paid but not used.

Retention/Placement Information – Information about the number and percentage of students that start and complete programs and the number and percentage of graduates placed in jobs. CCAPP Academy does not provide placement.

Labor Code 21-1011.00 - Substance Abuse and Behavioral Disorder Counselors

Grievance Policy — A student must first talk to the instructor. Then if the issue is not resolved in a timely matter then the student may contact the Director of Education, or CEO to assist in resolving the issue.

CCAPP Academy Locations

Fresno County

- **Westcare Treatment Center**
2772 S. Martin Luther King Blvd., Fresno, CA 93706

Los Angeles County

- **Pasadena, Impact Drug & Alcohol Treatment (Main Meeting Room)** 1680 N. Fair Oaks Ave., Pasadena, CA 91103
- **Metro The Midnight Mission Downtown (Computer Room)** 601 S. San Pedro, Los Angeles, CA 90014

Marin County

- **Bayside Marin Treatment Center**
718 4th St, San Rafael, CA 94901

Orange County

- **Cornerstone of So. California**
1950 East 17th Street, #158, Santa Ana, CA 92705

Riverside County

- **Hemet Valley Medical Center- Hospital,**
1117 East Devonshire Avenue, 4th Floor, Hemet, CA 92543

Sacramento County

- **CCAPP Office**
2400 Marconi Ave., Sacramento, CA 95821
- **Saturday**
- **Weeknights (Tuesday and Thursday)**

San Diego County

- **McAllister Institute**
1400 Johnson Ave. #101, El Cajon, CA 92020

Shasta County

- **First United Methodist Church**
1825 East St. #10 & 11, Redding, CA 96001

Stanislaus County

- **Nirvana**
1100 Kansas Ave. #C, Modesto, CA 95351

Tulare County

- **New Heights Recovery**
1731 W. Walnut, Visalia, CA 93277

Facility Members and Qualifications:

Darin Scharer

28 years experience, Certified Substance Abuse and Alcohol counselor, CADC II—CA Certified

Maurice Bailey

15 years experience, Case Management Support Staff, Support Service Worker, AOD Counselor, CADC-CAS Certified.

Ayi Shaw

24 years experience, CADC II Certified, Certified Recovery Program Manager.

Lori Butler

3 years experience, CADC-CAS Certified.

DeAnna Lopez

6 years experience, Recovery Specialist, Detox Counselor, CADC II-CA Certified.

Patricia Nealy

15 years experience, CADC II Certified, Supervising the Detox Program, Outpatient Service.

Neil Miller

13 years experience, Program Instructor, Recovery Coach/Care Manager, LAADC Certified.

Bob Hulsey

22 years experience, Program Director, Prevention Services Coordinator, CADC II—CA Certified.

Thomas Holland

24 years experience, Sr. Counselor, Director, CADC II—CA Certified

William Ferro

10 years experience, Adolescent and Adult Counseling. CADC II-CA Certified.

Jocella Collins

15 years experience, Counselor/Intake Counselor, Liaison Worker, CADC II-CA Certified.

John Cahill

18 years experience, Case Manager CADC II-CA Certified.

Jack Mount

17 years experience, Resident Manager, Program Coordinator, CADC II-CA Certified.

Toni Wells

9 years experience, Instructor, Bachelor of Science Degree, Associates of Science Degree, CADC-CAS Certified.

Facility Members and Qualifications (Continued):

Kimberly McKinney

13 years experience, MFT, CADC-CAS Certified.

Steven Houston

17 years experience, Prevention Case Manager, Prevention Education Director, Admission Specialist, CATC 1 Certified.

Kathleen Murphy

14 years experience, Prevention Service Coordinator, Alcohol and Drug Specialist, CADC II-CA Certified.

Charles Yarnell

19 years experience, Clinical Services Technician I/II, Behavioral Health Specialist I/II, LAADC Certified.

Rhonda Currier

5 years experience, Case Manager, Counselor, Client Supervisor, CADC II Certified.

Tonja Ochonma

8 years experience, Doctor of Philosophy in Educational Leadership, Master of Arts in Education, Bachelor of Arts in Social Work.

Nia Casselman

22 years experience, Caseworker; Admission Specialist, DUI Instructor Case Manager, Facilities Manager, CADC-CAS Certified.

Eugene Hay

25 years experience, Facilitator, Supervising Counselor, Manager, CADC II Certified.

Salahudin Akbar

17 years experience, Program Manager, CADC II Certified.

Debbie Harkness

14 years experience, Senior Dual Diagnosis Substance Abuse Counselor, Intake and Assessment Coordinator, LAADC Certified.

Dwain B. Rogers

8 years experience, Substance Abuse Treatment Program Director, LAADC Certified.

