



**PHARMATOX
INSTITUTE OF ADDICTION STUDIES
1143 Missouri Street
Fairfield, CA 94533
707-435-8042
www.pharmatox.com**

**ALCOHOL AND DRUG
COUNSELOR CERTIFICATE PROGRAM**

CURRICULUM AND CATALOG

Classes are to be held at 1143 Missouri St., Fairfield, CA 94533



MARCH 24, 2011 - February 23, 2012 CURRICULUM

The approval to operate indicates that the institution meets minimum state standards as set forth in the, Bureau for Private Postsecondary Education, California Education Code: Title 3; Division 10, Part 59, Chapter 8

*PharmaTox Institute of Addiction Studies is a private institute, and is approved to operate by the Bureau for Private Postsecondary Education. Any questions a student might have regarding this catalog that have not been satisfactorily answered by the institution may contact the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr, Ste 400, Sacramento, CA 95866, www.bppe.ca.gov, 1-888-370-7589 or by fax at 916-263-1897

All students and prospective students 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 and enrollment agreement

Depts Missouri Institute
2009 Forms/Curriculum and catalog 2012 - 2013
Revised for Field Inspection 2/22/12

Institute of Addiction Studies

Alcohol and Drug Counselor Certification Program

Objective: To thoroughly train and prepare students for the entry level positions in the field of Alcohol and Drug Counseling. Successful completion of the program enables students to sit for the CAADAC written examination. All courses are taught in a classroom with the use of computer presentations, and television and DVD learning tools.

Course of Instruction..... Clock Hours

Introduction & Overview of Alcohol and Drug Studies	48
Law and Ethics.....	48
Personal and Professional Growth for Counselors.....	48
Physiology and Pharmacology of Alcohol and Other Drugs	48
Case Management.....	48
Individual, Group and Family Counseling.....	48
Supervised Practicum	48
Clinically Supervised Externship.....	255

PROGRAM LENGTH:

Approximately eleven months. Students can complete externship while attending school. There are 336 required classroom hours and 255 clinical externship hours, for a total of 591 hours.

Each course requires the student to pass a final exam. In order to sit for the state exam, a student **MUST** complete 336 classroom hours and 255 externship hours.

COST: \$75 non-refundable registration fee, \$4,500 tuition (as of May 1, 2012); \$2.50 STRF (if applicable): books are approximately \$300.00.

Each instructor will provide a specific syllabus to students on their first day of instruction. Course outlines are provided within this curriculum.

Institute of Addiction Studies

Alcohol and Drug Certification Program

SERIES A

Introduction & Overview of Alcohol and Drug Studies

Prerequisites:

Interest and desire to work in the AOD (Alcohol and Other Drugs) field

Course Description:

Course will provide introduction to the field of AOD services. It will cover various definitions of use, abuse, dependence, tolerance, and addiction. It will look at cultural/life norms and differences. It will discuss human behavior from a historical, personal, and societal context. Topics will include prevention, intervention, detox, treatment and relapse prevention. Rules of the family, specific populations and dual diagnosis will be discussed.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Ability to digest and analyze professional research articles.
- An understanding of how an agency provides services using specific modalities.
- Knowledge of specific population needs.

Required Reading:

1. "Chemical Dependency Counseling" Robert Perkinson, Sage Publications
2. "Global Criteria: The 12 Core Functions of the Substance Abuse Counselor"
John Herdman
3. TIP 42 Substance Abuse Treatment for Persons with Co-occurring Disorders

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SERIES B

Law and Ethics, Education, Outreach and Crisis Intervention:

Prerequisites:

Some background in CD counseling or treatment of CD clients

Course Description:

This course addresses current laws, state and federal agency regulations, and the associated rights and liabilities faced by business establishments and individuals in situations involving alcohol and drug treatment. Employment issues, patient's rights and hazards of non-compliance are covered. Other topics include techniques for education and prevention in the community, communication theory and practice, interviewing methods, and assessment of client situations and personalities. The intervention portion of this course emphasizes the disease and recovery processes of addiction in relation to the community care continuum available to clients.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Able to apply to current practice.
- Understand the concept of ethics.
- Maintenance of patient's records.
- Apply crisis interventions strategies.
- Increased knowledge of the topic, competent in applying principles.

Required Reading:

1. "Chemical Dependency Counseling" Robert Perkinson, Sage Publications
2. TIP 27 Comprehensive Case Management for Substance Abuse Treatment
3. TIP 35 Enhancing Motivation for Change

Current State and Federal confidentiality laws and regulations.

Laws relating to "duty to warn", reporting abuse and neglect, drugs in the workplace, those establishments that serve alcohol (liability issues).

Recommended Reading:

NAADAC Desk Reference and Study Guide on Addiction Counseling/NAADAC Press

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SERIES C

Personal and Professional Growth for Counselors

Prerequisites:

Introduction and Overview of Alcohol and Drug Studies.

Course Description:

In the context of career burnout associated with the unique demands of counseling, this course focuses on maintaining a sense of well being through stress management, proper nutrition, physical exercise, enjoying leisure time and discussing personal feelings. Recovering counselors are encouraged to attend self-help and sobriety meetings. Professional growth topics include: translating the code of ethics into professional behavior, peer consultation, developing successful helping skills, training and education resources, career planning, and professional associations and trade journals for staying current with trends and developments in alcoholism and related fields. This course explains the certification and credentialing process for alcohol and drug counselors.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Be able to act professionally in accordance with the code of ethics.
- Use trade journals as sources for current trends in treatment, education and career.
- Know their skill level and be able to plan for continued training and career development.
- Increased self-awareness. Ability to identify, assess and manage current stressors, improve self-care and utilize prevention techniques. Be able to teach clients the process of self-awareness, self-care, and prevention in relation to stress and burnout.
- Increased self-knowledge. Command of clinical terms associated with the etiology and assessment of family of origin issues and codependency. Understanding the consequences and impact on self and clients as an untreated professional/wounded healer. Gain a deeper understanding one takes on as a professional counselor.

Required Reading:

1. Various Handouts

Recommended Reading:

- | | |
|---|-------------------------------------|
| 1. "The Road Less Traveled" | M. Scott Peck, MD |
| 2. "Care of Soul" | Thomas Moore |
| 3. First Things First: | Stephen Covey, Simon & Schuster Pub |
| 4. Younger Next Year (for Men or Women) | Lodge, Crowley |

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SERIES D

Physiology and Pharmacology of Alcohol and Other Drugs:

Prerequisites:

Some background or education in the treatment of addictions.

Course Description:

This course is designed to provide a basic understanding of the effects of mood altering substances on the body. Pharmacology and symptoms related to use of and addiction to Narcotics, Depressants, Stimulants, Hallucinogens, Marijuana, Inhalants, Caffeine and Nicotine will be presented. The course also examines the effects of Psychoactive Substances on behavior and current studies designed to enhance biochemical treatment strategies.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Students will be able to effectively understand treatment plans which incorporate biochemical interaction.
- Students will be able to initiate treatment plans with a focus on bringing neurotransmission into homeostasis.
- Students will be able to identify physical signs and symptoms of Substance Abuse.
- Students will be able to correlate client behavior and physical condition with client environment.
- Students will be able to identify dual diagnostic conditions and develop appropriate treatment plans.

Required Reading:

1. The Science of Addiction: From Neurobiology to Treatment (Carlton K. Erickson)

Recommended Reading:

1. "Alcohol and the Addictive Brain" Blum, Kenneth
The Free Press, New York, NY, 1991

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SERIES E

Case Management: Intake, Assessment, Continuing Care, Relapse Prevention

Prerequisites:

Education in the psychology and physiology of addiction. Education in the cognitive, behavioral and reality therapy and specific application of each in the treatment of addiction.

Course Description:

The first part of the class focuses on Case Management: who, what, where, when, why, how. Students will be taught the basic structure of case management, including forms, charting, documentation, and referrals. The second part evolves out of the content of Case Management into relapse prevention and the continuation of care. This class fulfills part of the requirements for CAADAC certification.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Be able to complete intake and clinical assessment. Write a clinical summary. Communicate to clinicians & clients the findings. Skill in organizing summarizing and documenting information gathered through interviewing, assessments, and other service providers. Be able to screen for red flags, possible dual diagnosis and make appropriate referrals including consultations as part of a treatment team.
- Be able to align treatment objectives and stages of recovery & implement appropriate therapeutic strategies.
- Understanding of the objectives of continuing care and the implementation of relapse prevention. Understanding of the bio-psycho-social dynamics of relapse.
- Knowledge in the assessment of relapse risk. Ability to identify relapse warning signs & create and integrated plan to prevent relapse through the management of symptoms and signs.

Required Reading:

1. "Addictions: Concepts & Strategies for Treatment" Judith A. Lewis, Aspen Pub.
2. "Chemical Dependency Counseling", Robert Perkinson, Sage Pub.
3. TIP 27 Comprehensive Case Management for Substance Abuse Treatment
4. TAP 21 Addiction Counseling Competencies

Recommended Reading:

1. "Generalist Case Management" Marianne Woodside/Tricia McClam

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SERIES F

Individual, Group and Family Counseling

Prerequisites:

Introduction and Overview to Alcohol and Drug Studies; or background in the field (personal or professional); or college course work in related field.

Course Description:

This course will focus on helping the student acquire knowledge of counseling theories through studying the written works of authorities associated with these theories. Theories will be compared and contrasted in order to explore the goals of counseling and the factors involved. In addition, students will learn counseling interview techniques.

Expected Learning Outcomes Acquired After Completing Course Objective:

- **Students** will exhibit a clear understanding of the different theories
- Students will exhibit understanding of counseling interview techniques, including: establishing a rapport, problem identification, and intervention techniques.
- Students will demonstrate proficiency in applying theoretical knowledge into their counseling skills
- Students will be able to apply different counseling models to a given client problem or situation.
- Students will be able to critique strengths and weaknesses of each theory.

Required Reading:

1. TIP 35 Enhancing Motivation for Change
2. TIP 41 Group Therapy
3. TIP 42 Co-occurring Disorders

Recommended Reading:

1. "Groups: Process and Practice"
2. "Mindfulness and Psychotherapy"

Corey, Corey
Germer, Seigel, Fulton

Institute of Addiction Studies

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SERIES G

Practicum

Prerequisites:

Students should have completed a minimum of 50% of the course work required for the Certificate in Chemical Dependency Counseling.

Course Description:

This course is designed to provide a minimum of required field experience in each of the twelve core function areas required for Certification through the California Association of Alcoholism and Drug Abuse Counselors.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Students will exhibit a clear understanding of the elements which determine appropriateness and eligibility as well as co-existing conditions.
- Students will exhibit a clear understanding of the intake process including legal documents and policies and procedures.
- Students will exhibit a clear understanding of the orientation process including client obligations and rights.
- Students will exhibit a clear understanding of the assessment process including the basis for diagnostic evaluations.
- Students will exhibit a clear understanding of counseling theory, technique, and application. Student must differentiate between gender, cultural and lifestyle demand.
- Students will exhibit a clear understanding of case management and be able to explain the rationale of case management activities.
- Students will exhibit a clear understanding of the treatment planning process as a result of the clinical assessment.

Required Reading:

1. Global Criteria: The 12 Core Function of the Substance Abuse Counselor
2. TAP 21 Addiction Counseling Competencies
3. TIP 35 Enhancing Motivation for Change
4. TIP 41 Group Therapy 2 Co-occurring Disorders
5. TIP 42 Co-occurring Disorders
6. 12 Step Handouts

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SERIES H

Review: CCBADC Certification Preparation

Prerequisites:

Completion of at least eighteen units of required course work.

Course Description:

Students will review all topic areas in each of the twelve global criteria and core function areas.

Expected Learning Outcomes Acquired After Completing Course Objective:

- Increased knowledge of cultural biases, theories in addiction treatment, and the role of families in recovery.
- Increased knowledge of ethical standards and legal requirements of certified drug and alcohol counselors.
- Students will be able to effectively orient clients to different treatment modalities, assess clients using various assessment tools and develop appropriate individualized treatment plans.
- Students will be able to effectively counsel clients in both the group and individual counseling setting using an eclectic strategy.
- Increased knowledge of biochemical applications in recovery and effects on the body by mind altering substances. Increased knowledge of personal and professional growth issues and relapse prevention strategies.

Required Reading:

1. Global Criteria: The 12 Core Functions of the Substance Abuse Counselor
2. Various Handouts
3. Test Preps

Recommended Reading:

1. NAADAC Desk Reference and Study Guide NAADAC Press

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OTHER INFORMATION PLEASE READ

- All above learning outcomes, objectives, course descriptions, and required readings are reviewed by CAADAC certified faculty on a yearly basis. The curriculum is updated as needed, as requirements for certification change.
- A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained at www.bppe.ca.gov
- PharmaTox does not have a library, but you can utilize the city library in your town. PharmaTox does provide access to free materials such as TIP and TAP books, for the students to check out if needed.
- If a student has credits they would like reviewed, please contact the admissions representative. Credits will be assessed on a case by case basis. There is no charge for this. We do not have any transfer or articulation agreements with any other institutions. We do not participate in any Federal or state financial aid programs.
- Refunds are given on a sliding scale based on how much of the program is completed at the time. Please see the Refund Policy.
- A student can cancel or withdraw from the program at any time, but can cancel up to 7 days after the first day of class with no penalty.
- Students should abide by the Rules of Conduct given to them at admission. Failure to follow these rules will result in a warning, possible probation and possible dismissal from the program.
- Students cannot miss more than 1 class per module in order to stay in good standing. If a student needs to miss more time, or take a leave of absence, please fill out the Leave of Absence Form given to you at enrollment, or ask admissions for one. Each leave of absence is handled on an individual basis.
- 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 financial aid funds.
- The Institution has no pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the last five years, or has had a petition filed against it within the last five years that resulted in reorganization under Chapter 11 of the US bankruptcy Code.

Certificates will not be given to any student who still owes any monies for this program.

Students Rights and Responsibilities With Respect to the Student Tuition Recovery Fund: It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.,

- Students should be proficient in the English language, as all instruction is done in English. If a student has a concern, please contact your admissions rep. No English Language Services are provided by PharmaTox, Inc.

- Student services include advising, tutoring, information on financial aid, grades, grade appeal, and any other information that is needed. Please contact admissions.

- The institute does not provide housing for students and has no responsibility to find or assist students in finding housing.

- **Students Rights and Grievances:** All students will receive a grievance form at admission, and a form outlining their rights. If you should need another one, please contact admissions. If you should have a grievance, please follow the instructions on the form. If you would like to speak to the President, please contact Desiree Rogers at 707-435-8042 x11 at any time, or at Desiree@pharmatox.com.

- Student paper records are retained for five years after completion of the program, but an electronic record will be retained for the life of the program.

- Students are expected to learn the material needed to become a certified drug and alcohol counselor. They are expected to achieve grades of B's or higher in order to pass the state exam. Students can re-take exams if needed, at the instructor's discretion. Tutoring is available.

TITLE 5: Code 7130 (a): PharmaTox Institute of Addiction Studies employs a Chief Executive Officer: Desiree Rogers, a Chief Operating Officer: Desiree Rogers, and a Chief Academic Officer: Joy Berggren.

TITLE 5: Code 71810 (b) (9): The building in which classes will be held is a one story building located close to downtown Fairfield. The facility houses a reception area, 4 private offices, 2 restrooms and a classroom. The classroom includes a very large white board, a flat screen TV (for videos), and a video player which are all used as part of classroom instruction.

ED: Code 94897 (1): The Institution is licensed to operate which means that the Institution is compliant with State Standards.

ED. Code 94900: Required Student Records:

PharmaTox shall maintain records of the name, address, email address and telephone number of each student who is enrolled.

PharmaTox shall maintain, for each student granted a certificate, permanent record of all of the following:

- (1) The certificate granted and the date on which that certificate was granted.
- (2) The courses and units which the certificate was based.
- (3) The grades earned by the student in each of those courses.

ED. Code 94902: General Enrollment Requirements

A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized representative of PharmaTox.

An enrollment agreement is not enforceable unless all of the following requirements are met:

- (1) The student has received the institutions' catalog and School Performance Fact Sheet prior to signing the enrollment agreement.
- (2) At the time of the execution of the enrollment agreement, the institution holds a valid approval to operate.
- (3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance *Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910* . Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be signed and dated by the student.
- (4) Each Student shall receive a copy of the signed enrollment agreement, in writing or electronically, regardless of whether total charges are paid by the student.

ED. Code 94909

(a)(7) Faculty and their Qualifications:

The following people are currently working at the Institute:

- (1) ***Isabella Rogers, Founder:*** Ms. Rogers founded PharmaTox, Inc. in 1990. She had a clear vision and mission to help change the lives of those who were in need of recovery services, and those wanting to provide those recovery services. Ms. Rogers was passionate about her work and seeing those around her succeed in life.
- (2) ***Desiree Rogers, CEO:*** Ms. Rogers holds a B.A. from CSU, Chico and a J.D. from McGeorge School of Law. She has worked closely with PharmaTox for years and now oversees the day-to-day operations.
- (3) ***Joy Berggren, Chief Academic Officer and Lead Instructor:*** Ms. Berggren is a graduate of this institution and has been employed with PharmaTox for 12 years. She holds a LAADC - and non-government certificate; a CADC II, an ICADC.; and is also a Substance Abuse Professional.

- (4) Denise Hathcock, Institute Co-coordinator.** Ms. Hathcock is a graduate of this institution and not only does she manage all of the daily requirements of the institution and its students, including their enrollment but she assists with the counseling responsibilities in running the drug and alcohol group counseling sessions at PharmaTox.

(a)(8)(a) Admission Policies

PharmaTox Institute is happy to accept credits earned at other institutions **ONLY** when the following has occurred:

- (a) The prospective student has brought all of their credits earned that they would like to transfer to PharmaTox.
 - (b) A qualified PharmaTox representative, who will then have the student sign an authorization for her/him to release this information to CAADAC, who will make the ultimate decision whether these credits are or are not acceptable to PharmaTox Institute of Addiction Studies.
1. PharmaTox also requires that before a student starts their classes, they must have either a **High School Diploma, GED or college transcripts.**

(a)(8)(c) Probation and Dismissal Policy

The institute has a separate “Rules of Conduct” which is handed to each new student and reviewed. As violations vary, so will the degree of ramification. Should a student violate any of the rules of conduct, the instructor shall speak with him/her. If that does not solve the problem, then that student shall be referred to the CEO. The severity of the negative conduct of course has much to do with whether the student is put on Probation or dismissed from the program. Each student shall be given **1** opportunity for probation: should they conduct unacceptable behavior after that, they will be dismissed.

Behavior such as physical violence, brandishing a weapon, verbal abuse, etc. will constitute automatic dismissal. Should a student exhibit such behavior, the instructor will call 911 if necessary; if not the student shall then be referred to the CEO. The CEO shall meet with the student, instructor and the institute coordinator, where the student will then be officially dismissed.

(a)(15): Notice concerning Transferability of Credits and Credentials Earned at Our Institution:

“The transferability of credits you earn at PharmaTox Institute of Addiction Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the

certificate you earn in the Drug and Alcohol Counseling Program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PharmaTox Institute of Addiction Studies to determine if your certificate will transfer.”

- Students are expected to learn the material needed to become a certified drug and alcohol counselor. They are expected to achieve grades of B's or higher in order to pass the state exam. Students can re-take exams if needed, at the instructor's discretion. Tutoring is available.

ED. Code 94920:

Cancellation; Withdrawal; and Refund Policies:

You have the right to cancel the enrollment agreement and obtain a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the charges paid for, less a reasonable deposit or application fee are not to exceed seventy five dollars (\$75.00), through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation request shall be acknowledged when you give **a written notice of cancellation** to the ***Institute Co-coordinator***. You can do this by mail, hand delivery, or Federal Express. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed, with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

- (d) The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.
- (e) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If your tuition is being funded by a third party, the refund shall be handled directly with them.

If the student obtains a loan to pay for the educational program, the student will be responsible to work with the loan company. If the student defaults on a federal or state loan, both or the following may occur: the federal, state government, or loan guarantee agency may take action against the student, including garnishing an income tax refund, and the student may not be eligible for any other government financial assistance at another institution until the loan is repaid.