

**California Mind Institute  
47905 Via Nice, La Quinta, CA 92253  
Office: (760) 799-1000 Fax: (877) 395-0809**

**[www.californiamindinstitute.com](http://www.californiamindinstitute.com)**

**Catalog of Courses  
January 1, 2017 to December 31, 2017**

Institutional Mission and Objectives.....	1
Catalog Update Policy.....	1
Policy – Distribution of This Catalog and Program Brochures.....	1
Instructional Location .....	1
BPPE Approval .....	1
Financial Stability – Bankruptcy History .....	1
Review Documents .....	2
Description of the Facilities & Type of Equipment Used for Instruction.....	2
Library Resources .....	2
Questions .....	2
Complaints .....	2
Notice Concerning Transferability of Credit.....	3
Admissions Policies & Recognition of Credits .....	3
Visa Related Services .....	4
Language Proficiency .....	4
Language of Instruction .....	4
English as a Second Language Instruction .....	4
Accreditation Status .....	4
STRF Disclosure .....	4
Privacy Act .....	5
Student Conduct .....	5
Nondiscrimination Policy .....	6
Academic Freedom .....	6
Sexual Harassment .....	6
Student’s Right to Cancel .....	6
Refund Policy .....	7
Policies and Procedures Regarding Financial Aid .....	7
Loan Repayment .....	7
Financial Aid Disclosures .....	7
Grades and Standards for Student Achievement - Satisfactory Progress .....	8
Attendance Policy – All Programs .....	8
Academic Probation and Dismissal Policies .....	8
Leaves of Absence .....	9
Student Grievance Procedures – Student Rights .....	9
Student Services .....	9
Placement Services .....	10
Student Housing .....	10
Student Records and Transcripts .....	10
Return of Lessons and Projects (distance education) .....	10
Professions – Requirements for Eligibility for Licensure .....	10
Charges: Tuition & Fees .....	11
Faculty .....	11
Programs – Drug and Alcohol Counselor Training.....	12

## **Institutional Mission and Objectives**

California Mind Institute's mission is to train highly competent alcohol and drug counselors with unique backgrounds and history who will focus on client's individual needs in promoting sobriety along with psychological and social wellbeing. We provide online training to individuals in California who aspire to work in the field of alcohol and drug counseling. To this end, the institution offers a certificate program in Alcohol and Drug Counseling, with a clinical internship component which is approved by the California Consortium of Addiction Programs and Professional Counselors (CCAPP). Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary to obtain employment as a Drug and Alcohol Counselor and understand the importance of continuing education. We believe that the alcohol and drug counselor field is a calling for most students. Usually the student has a unique story and past that has motivated them to pursue the field. In most situations the student has faced some struggles in the past with addiction and codependency related issues, and they have managed to overcome these struggles in a positive way, now they are choosing to give back and help others. Some students overtly profess that working in the field is a way to practice the 12<sup>th</sup> step of helping others based on Alcoholics Anonymous and other 12 step programs. The field of alcohol and drug counseling is meaningful and rewarding, and an opportunity to make a difference, we are here to give this special opportunity for the right student.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Instructional Location**

This program is only delivered online.

## **BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.

## **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **Review Documents**

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.

## **Description of the Facilities & Type of Equipment Used for Instruction**

The institution has only an administrative location. The program is only offered online. Personal computers, network computers and servers along with standard peripherals are utilized.

## **Library Resources**

No physical library is maintained by this institution as programs are delivered online. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and person to person-skills are the essential elements for completion of the programs offered. Students are encouraged to use learning resources as needed to compliment course requirements established by the instructors. As a matter of policy, all instructors will provide links to internet-based resources pertaining to lessons within each course. The list of resources is subject to continuous revision. Instructors assure that students are made aware of these resources at the beginning of each course.

Students needing supplemental readings or additional information on the subjects they are studying in the California Mind Institute courses can usually obtain such information on the Internet. The institution has identified the National Institute on Drug Abuse as a useful site for students to access important information on drug and alcohol abuse.. NIDA provides a variety of free publications for use by health care providers, researchers, educators, and the general public. All publications are available in online.

[www.drugabuse.gov](http://www.drugabuse.gov).

[www.drugabuse.gov](http://www.drugabuse.gov)

<http://www.drugabuse.gov/publications/drugfacts/treatment-approaches-drug-addiction>

<http://www.drugabuse.gov/nida-publications#access>

<http://www.drugabuse.gov/related-topics/addiction-science>

<https://www.caadac.org/>

<http://store.samhsa.gov/facet/Professional-Research-Topics>

## **Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

## **Complaints**

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at California Mind Institute 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 Counselor 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 are 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 California Mind Institute to determine if your certificate will transfer.”

### **Admissions Policies & Recognition of Credits**

- 1) The admissions requirements, including minimum levels of prior education, preparation, or training:
  - a) High school graduation, GED, or its equivalent. No Ability to Benefit Students will be admitted.
  - b) 18 years or older.
  - c) 6 months sobriety is recommended.
  - d) Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
  - e) This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
  - f) This institution has not entered into an articulation or transfer agreement with any other institution.

#### **Internet delivery**

Assessment prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment.

This institution utilizes The Wonderlic Admissions Risk Profile. It assists administrators and guides the admissions process by providing insight into potential risk factors that often contribute to a student’s decision to drop out of a college level program. The results of this test identify areas where additional support from school advisors could be helpful, directing students towards alternative programs that seem more suitable, and in some cases, to delay or deny admission when too many risk factors are present.

This interactive questionnaire focuses on:

Schedule Management	Program Commitment
Motivation	Academic Confidence
Communication Skills	Internet Access
Tech Knowledge	Transportation

The flexibility in this product allows it to be used for distance learning, campus-based and blended programs, and it can be administered prior to the admissions interview or after enrollment.

## **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **Language Proficiency**

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

## **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

### **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:

1. 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, and
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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 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.

## Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## Conduct Policy

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade or other academic achievement is dependent upon the granting of sexual favors.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo or other tasteless actions that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations or objects
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender or disability.

The institution takes allegations of harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation very seriously and strives to be free of all improper or unlawful harassment. Individuals who have questions or who experience harassment should immediately report the offence to the Chief Academic Officer. The institution will communicate directly with students whose conduct was deemed to warrant disciplinary action. Students may respond to the allegations by following the procedures listed under the grievance policy. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after discussing the incident with both the instructor of the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

California Mind Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

California Mind Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **Student's Right to Cancel**

### Indirect Instruction:

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, California Mind Institute 47905 Via Nice, La Quinta, CA 92253 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.



## **Refund Policy**

If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. (c)(1) An institution shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (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) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Policies and Procedures Regarding Financial Aid**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **Loan Repayment**

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.

## **Financial Aid Disclosures**

The institution does not offer financial aid.

## Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system.

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## Attendance Policy – All Programs

Online

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 10 days. To further assure this timely communication, you must respond to each of your instructor's inquiries within 10 days as well.

## Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

California Mind Institute  
47905 Via Nice, La Quinta, CA 92253

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the

student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

California Mind Institute  
47905 Via Nice, La Quinta, CA 92253

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

California Mind Institute  
47905 Via Nice, La Quinta, CA 92253

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

This institution does not provide placement assistance.

## **Student Housing**

### **This institution has no responsibility to find or assist a student in finding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## **Return of Lessons and Projects (distance education)**

Instructors will evaluate student submissions and Student's lessons, projects or dissertations will be returned within ten day from the date of receipt of such items.

## **Professions – Requirements for Eligibility for Licensure**

The institution offers a certificate program in Alcohol and Drug Counseling which is approved by the California Consortium of Addiction Programs and Professionals (CCAPP) and the California Foundation for the Advancement of Addiction Professionals (CFAAP). The certificate program provides training in the theoretical and clinical skills necessary that lead to CCAPP certification.

- 315 hours approved education
- 255 hour field practicum
- passing score on the ICRC written exam
- satisfactory portfolio review

You must submit a completed application found on the website of the California Consortium of Addition Programs and Professionals <https://www.caadac.org/certification/application/written-exam/land/> along with the written exam fee (\$164 for full CCAPP members and \$240 for non CCAPP members.) All fees are non refundable. If you do not show up to your exam you will have to submit another application, the exam fee and an additional \$25 reschedule fee. If you reschedule your exam 4 days or less before your exam date you will have to submit another application, the exam fee and an additional \$25 reschedule fee. If you reschedule your exam 5 days or more before your exam date you will have to submit another application and an additional \$25 reschedule fee. CCAPP office staff will submit your information to the testing corporation accordingly. After which you will receive an email from the testing corporation contracted with the IC&RC with instructions on how to schedule the date, time and location of your exam. You will also have the ability to print your admission letter after you have successfully registered.

The admission letter will give you all of the information that you will need to know regarding your exam date. If you have any questions/comments please email them to [counselors@caadac.org](mailto:counselors@caadac.org). Although you receive your preliminary written exam results immediately after your exam, they are not official until you receive them from our office which is approximately 4 weeks after your exam date. Please do not contact the office regarding not receiving your written exam results until after the end of the 4th week. Make sure that you are at your exam site earlier than what your scheduled exam start time is so that you may give yourself time to get settled in. If you arrive after your scheduled exam time you are considered late and you will not be able to take the exam. There are no exceptions! Make sure that you bring only what you need to into the exam. For example, your written exam admission letter, 2 copies of your ID (1 must be a photo), your car keys, eye glasses and a water bottle. Nothing further will be allowed.

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Drug & Alcohol Counselor	\$5,000	\$150	\$0	\$1,500	\$6,650

Program Name	
<b>Name of Program Drug &amp; Alcohol Counselor</b>	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$6,650
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$6,650

## Faculty

### Balaji Nettimi

Doctor of Psychology (PsyD), Clinical Psychology, Chicago School of Professional Psychology's California Graduate Institute, 2004.

Master of Arts (MA), General & Experimental Psychology, California State University Los Angeles, 2001.

### Carolyn Howell

MA Arts Counseling Psychology LPCC, Argosy University.

BA Psychology, Argosy University.

Alcohol Drug Studies and Counseling Program UCLA & Dual Diagnosis Program UCLA.

CCAPP Certified Counselor

## Programs – Drug and Alcohol Counselor Training

<b>Name of Program</b>	<b>Alcohol and Drug Counselor Training</b>
Program Description	This training program, approved by the California Consortium of Addiction Programs and Professional Counselors (CCAPP).
Program Mission & Objectives	California Mind Institute’s mission is to train highly competent alcohol and drug counselors with unique backgrounds and history who will focus on client’s individual needs in promoting sobriety along with psychological and social wellbeing. We provide online training to individuals in California who aspire to work in the field of alcohol and drug counseling. To this end, the institution offers a certificate program in Alcohol and Drug Counseling, with a clinical internship component which is approved by the California Consortium of Addiction Programs and Professional Counselors (CCAPP). Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary to obtain employment as a Drug and Alcohol Counselor and understand the importance of continuing education. We believe that the alcohol and drug counselor field is a calling for most students. Usually the student has a unique story and past that has motivated them to pursue the field. In most situations the student has faced some struggles in the past with addiction and codependency related issues, and they have managed to overcome these struggles in a positive way, now they are choosing to give back and help others. Some students overtly profess that working in the field is a way to practice the 12 <sup>th</sup> step of helping others based on Alcoholics Anonymous and other 12 step programs. The field of alcohol and drug counseling is meaningful and rewarding, and an opportunity to make a difference, we are here to give this special opportunity for the right student.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 570 hours in length
Final Tests or Exams	Yes
Required Internship or Externship	Yes – The student will complete a 255 hour externship which will be performed at an agency approved by the instructor

### Alcohol and Drug Counselor Core Classes

#### AOD 100

Introduction & Overview of Alcohol and Other Drugs (45 hrs): Examines the history of alcohol and other mood altering drugs in the United States. Content includes cultural and lifestyle issues in alcohol and drug abuse, human behavior (personality, development, emotions, motivation and denial process), family dynamics (codependency, family roles, family treatment), treatment and recovery approaches and program and educational planning in treatment.

### AOD 101

Physiology and Pharmacology of Alcohol and Other Drugs (45 hrs): Examines the effects of alcohol and other psychoactive drugs on the body and behavior. It includes drug related issues such as dependence, tolerance, withdrawals and synergistic effects. It further explores the disease model, neurobiology related to addiction, the AMA definition and Jellinek's work.

### AOD 102

Law and Ethics (45 hrs): Explores legal and ethical issues such as patient rights, code of conduct, professional liabilities, assessment, screening, intervention, referral and crisis counseling. It also includes government regulations and employment problems related to alcohol and drug abuse.

### AOD 103

Case Management (45 hrs): Explores case management issues related to drug and alcohol counselors. General topics include but are not limited to intake, assessment, orientation, treatment planning recovery, relapse prevention, reports and record keeping, consultation and referral.

### AOD 104

Individual, Family, and Group Counseling (45 hrs): Explores different theoretical perspective on individual, group, and family counseling in the drug and alcohol treatment setting. It also offers practical application of the different modalities in role play setting. Studies include the different counseling models and knowledge of application of these models for treating alcohol and drug addictions.

### AOD 105

Professional and Personal Growth (45 hrs): Explores issues related to professional and personal growth of addiction counselors. Topics include counselor burnout, strengths, limitations, certification requirements, consultation and professional development and application of the ethics code to professional situations.

### AOD 106

Supervised Practicum (45 hrs): This 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. Completion of 255 externship hours (12 core functions) is also required to complete this course.

### Supervised Field Work Practicum (Internship)

A minimum requirement of 255 hours of practical experiences performed at an agency approved by aforementioned instructor (See List of Qualified Internship Sites at: <https://findtreatment.samhsa.gov/>). The student must complete all of the 12 Core functions at internship site. Each core function requires a minimum of 21 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.

[End of Document]