

# **Training Institute for Addiction Counselors**

**2018-2019**

**5230 Clark Ave., Ste. 14**

**Lakewood CA 90712**

**714.376-3556**

**[www.training-institute.org](http://www.training-institute.org)**

## TABLE OF CONTENTS

MISSION AND OBJECTIVES .....	4
History .....	4
Non-Discrimination Policy .....	4
Disclosure Statements .....	5
Certification .....	6
Certification Questions .....	7
FACILITIES .....	7
Main Campus .....	7
Library and Learning Resources .....	8
ADMISSIONS REQUIREMENTS .....	9
Procedures for Admissions .....	9
General Admissions Criteria .....	9
Admission Standards .....	9
Notice concerning transferability of credits and credentials earned at our institution .....	10
Graduation .....	10
ACADEMIC POLICIES .....	11
Attendance Policy .....	11
Dismissal Policy And Conduct: .....	11
Letter Grade and Grade Point System .....	11
Course Retake Policy .....	12
Maximum Time in Which to Complete .....	12
Leave Of Absence .....	12
Attendance Probation .....	12
Make-Up Work .....	12
Automatic Withdrawal .....	12
Student Conduct Requirements .....	13
Student Rights and Grievance Procedure .....	13
STUDENT SERVICES .....	14

Placement Services.....	14
Field Site Placement And Job Placement.....	14
General Conduct .....	15
Liability .....	15
Retention of Records .....	15
Transcripts .....	15
Campus Security .....	16
Continuing Education.....	16
Credit Evaluation Policy.....	16
SCHEDULE OF CHARGES.....	16
Student Tuition Recovery Fund .....	16
Tuition Payment Methods.....	17
Financial Aid And Student Loans.....	17
Cancellation And Refund Policy .....	18
Students Right to Cancel .....	18
Refund Policy.....	18
PROGRAM OVERVIEW .....	19
Drug and Alcohol Program.....	19
Statement Of Purpose .....	19
Philosophy .....	19
Program Outline:.....	20
Course Descriptions.....	<b>Error! Bookmark not defined.</b>
Graduation Requirements.....	22
ADMINISTRATION.....	23
Faculty .....	23
Academic Calendar .....	23

## MISSION AND OBJECTIVES

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The mission of the Training Institute for Addiction Counselors (TIAC) is to provide a comprehensive, educational program that will benefit individuals preparing to become alcoholism and drug addiction counselors and/or to enhance the skills of individuals currently working as alcoholism and drug addiction counselors.

It is the goal of TIAC to fulfill the educational expectations of students and faculty and to provide the community with Addiction Counseling professionals capable of meeting the challenges in the real world.

In support of the TIAC's mission, the institute's objectives are:

- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in the field of counseling;
- ✓ To utilize tools and materials which require the students to effectively demonstrate the assimilation of the concepts and skills they have learned;
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

## HISTORY

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Over the last thirty years we have seen an increase in the use and abuse of both legal and illegal drugs in the United States. Over the last ten years we have seen a significant growth in the public and private sectors in providing professional services to deal with this problem. Training Institute for Addiction Counselors is ideal for anyone in the helping profession seeking additional skills needed to enhance his or her careers or to become certified in addiction counseling.

## NON-DISCRIMINATION POLICY

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Training Institute for Addiction Counselors is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

## DISCLOSURE STATEMENTS

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- ✓ TIAC is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. "Approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs.
- ✓ The Bureau for Private Postsecondary Education approves a person or legal entity to operate an institution in California. An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. Only accrediting agencies can accredit an institution. Accreditation is a voluntary non-governmental review process. State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.
- ✓ TIAC does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ TIAC does not provide housing assistance services to the students.
- ✓ Residential living in the areas served by TIAC may include room or apartment rental or private housing rental with costs varying \$550 upwards per month. Student Services will help students with general information on the availability and cost range of community housing in the area around the campus where they are studying.
- ✓ 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 1747 North Mark et Blvd. Suite 225 West Sacramento, CA 95834. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 574-8900
- ✓ 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.
- ✓ 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)).
- ✓ TIAC does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it 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 (11 U.S.C. Sec. 1101 et seq.).
- ✓ TIAC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ✓ TIAC does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ It is the policy of the institute to always provide a copy of the latest institute catalog either in writing or electronically on the institute's website to all prospective students.
- ✓ The institute catalog is updated at least once a year or whenever changes to institute policies take place.
- ✓ The Chief Academic Officer is responsible for monitoring new policies and procedures and maintaining the institute in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institute.
- ✓ These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet

relating to completion rates, placement rates, **certification?** examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

- ✓ TIAC is not accredited by an accrediting agency recognized by the United States Department of Education.
- ✓ The reason TIAC is unaccredited is that it is a new institution and will not qualify for accreditation until has been operating for at least two years.
- ✓ A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- ✓ TIAC is not approved to participate in the Federal or State Student Aid programs.
- ✓ TIAC does not admit students from other countries and does not provide visa services and will not vouch for student status.
- ✓ TIAC does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ TIAC does not provide housing assistance services to the students.
- ✓ Residential living in the areas served by TIAC may include room or apartment rental or private housing rental with costs varying \$650 upwards per month. Student Services will help students with general information on the availability and cost range of community housing in the area around the campus where they are studying.
- ✓ TIAC students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. TIAC does not offer English as a Second Language.

## CERTIFICATION

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In response to increasing demands for technical competency from private insurance companies and government agencies, employers in the substance abuse field are beginning to tighten employment requirements. Many employers are now requiring certification of their counselors. Upon satisfactory completion of the program, students will receive a Certificate from TIAC, which will enable them to sit for the CAADAC (California Association of Alcoholism and Drug Abuse Counselors) CAADE (California Alcohol and Drug Educators) exam and meet their employment educational requirements.

## CERTIFICATION QUESTIONS

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Q. Does this program meet all the requirements for CAADE/CAADAC?

A. Yes. TIAC does meet the educational component required by CAADE/CAADAC.

Q. Will I receive a CAADE/CAADAC certification after taking all required courses?

A. No. Although TIAC meets all the necessary educational requirements, we do not grant certification through them. Nor does any other school, college or university. We educate and train individuals to meet the requirements for examination by the CCBADC, (California Certification Board of Alcohol and Drug Counselors), the ONLY organization in the State authorized to designate a person CAC and/or CADC (Certified Alcohol/Drug Counselors), as per the California Secretary of State and Commissioner of Corporations.

### *Future Opportunities*

Trained Alcohol and Drug Addiction Counselors are needed to fill a variety of positions.

Alcoholism and Drug Addiction Counseling Training will help prepare students for these jobs:

Alcoholism Counselors

Case Management Workers

Drug Addiction Counselors

Residential Managers

Social Workers

Law Enforcement

## FACILITIES

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### MAIN CAMPUS

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All class sessions are held at the main TIAC campus located at 5230 Clark Ave #14, Lakewood CA 90712. The campus is situated on Clark Ave, 150 yards from Candlewood Street; a short five minute drive south the 91 Freeway. Our facility is adjacent to the Lakewood Center Mall. Parking is located at the rear of our building and accessed off of Civic Center Way. The area of the institute is approximately 1,500 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, two administrative offices, a kitchen and one large classroom. Restrooms are available. Instruction is provided in the primary classroom. Student and faculty kitchen area is available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible, with the exception of the restrooms. Free ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware and software. All institute equipment is owned by TIAC. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

### *Office Hours*

Business office hours are Monday through Friday from 9:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that describes the program. TIAC observes most major holidays and closes for a winter break from Christmas through New Year's Day. A complete listing is provided at the back of this catalog.

## LIBRARY AND LEARNING RESOURCES

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TIAC has established a library and resource center consisting of textbooks and periodicals providing information in the various allied health and Addiction Counseling disciplines. The institute subscribes to the Counselor: Magazine for Addiction Professionals, and several other periodicals that expose students and faculty to the very latest in Addiction Counseling. The resource center provides students with access to current publications and quiet workspace. Computers are available for student use. TIAC also will provide students with online library resources. Student may sign out books, videos or CDs out for a period of 4 weeks and may be renewed. Books may be renewed only twice. Students are limited to five (5) books to be checked out at one time. Students are held responsible for any book checked out on their card/library check out book.



# ADMISSIONS REQUIREMENTS

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## PROCEDURES FOR ADMISSIONS

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Potential applicants should contact TIAC by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are afforded the opportunity to observe classes if they desire.

## GENERAL ADMISSIONS CRITERIA

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Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED).

- ✓ TIAC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

## ADMISSION STANDARDS

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A potential student must complete all of the following:

- ✓ Submit an original high school certificate or original transcript indicating that the student graduated from an high school or a signed statement by the student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.
- ✓ Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at v. All Non-English transcripts must be translated into English and be officially certified.
- ✓ Attend a new student orientation.
- ✓ Complete and submit a TIAC application form.
- ✓ Complete, sign, and submit a TIAC enrollment form.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- ✓ Pay a registration fee of \$250.00.

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

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The transferability of credits you earn at TIAC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Drug and Alcohol 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 TIAC to determine if your certificate will transfer.

## GRADUATION

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Successful graduation from this **program** can be achieved through maintenance of a minimum grade of 75% in each of the ten classes; completion of the two hundred fifty-five (255) internship hours; and the student's account is paid in full.

Not all students will be able to complete the two hundred fifty-five (255) internship hours during the period and will be given one full year after successful completion of the coursework to complete these hours. Those students whose file is incomplete due to incomplete internships will receive a certificate of participation rather than a certificate of graduation. Once the student completes the internship hours and all other requirements have been satisfied, they will receive their certificate of graduation.

## ACADEMIC POLICIES

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The institute's attendance policy approximates the expectations found in a work situation. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

### ATTENDANCE POLICY

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Class attendance is mandatory. Absences will be excused for personal illness and for illness or death within the student's family. Students must attend 75% of classes in order to satisfactorily complete the coursework. Any student who arrives fifteen minutes or more after scheduled starting time is tardy. Four tardies equal one absence.

If a student does not maintain adequate attendance to achieve and sustain academic progress (75%), he or she will meet with a member of administration to discuss an appropriate course of action that will correct academic deficiencies. Additional study requirements will be added.

If a student requests a leave of absence it may be granted by administration. The length of leave of absence will be determined by the severity of the emergency or medical disability.

### DISMISSAL POLICY AND CONDUCT:

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Students may be dismissed from the Institute for dishonesty, illicit use of substances, being under the influence of drugs or alcohol during class, consistently failing grades, chronic insolence, chronic agitation, unexcused absences or absences beyond the attendance policy, or misconduct. Students are expected to maintain the same level of professional ethics, as do fully certified counselors.

### LETTER GRADE AND GRADE POINT SYSTEM

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Grades will be based upon examinations, homework and class participation. Students must maintain a grade average of 75% or higher to pass satisfactorily. Instructors using the following grading system will evaluate students:

95%-100%= A

90% - 94% = A-

85% - 89%= B

80% - 84%= B-

75% - 79%= C

0% - 74% = U (Unsatisfactory)

An incomplete grade indicates that the student did not complete work assigned in the given time. Faculty will be required to inform the institute of the assignments that would need to be completed by the student in order for the student to complete the course satisfactorily. Students will be informed regarding their assignments due and a date will be established for completion of the coursework.

## COURSE RETAKE POLICY

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The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade of “D” or “F”.

## MAXIMUM TIME IN WHICH TO COMPLETE

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Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

## LEAVE OF ABSENCE

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Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student. Failure to return to the institute as scheduled, without prior written notification to and approval from the Chief Academic Officer, will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

## ATTENDANCE PROBATION

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The Chief Academic Officer monitors the student attendance cards of all active students at least once a week and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 75% or more to meet the minimum attendance requirement of the program. A student who has missed more than 30% of the scheduled class hours consecutively in any given course will be put on probation until the end of the next scheduled course. A probation letter will be sent to that student.

## MAKE-UP WORK

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Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

## AUTOMATIC WITHDRAWAL

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A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend the institute for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements

- ✓ Failing any course in the program twice during the one enrollment period

## STUDENT CONDUCT REQUIREMENTS

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Students are expected to dress and act appropriately while attending classes. At the discretion of the institute administration, a student may be dismissed from the institute for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon the institute premises, possession of weapons on the institute premises, behavior creating a safety hazard to other persons at the institute, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

## STUDENT RIGHTS AND GRIEVANCE PROCEDURE

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At any time during their program, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the Chief Academic Officer of that department. The Chief Academic Officer will then rule upon the grievance.

If the student is not satisfied, a written appeal may be filed with the Chief Executive Officer. The Chief Executive Officer is responsible for maintaining the complaint records and informing the student of the resolution.

Any unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Tel (916) 431-6959, (888) 370-7589

Fax Number 1 (916) 263-1897

By e-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Mailing address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

## STUDENT SERVICES

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TIAC offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students enrolled in the degree or a certificate programs are provided with the following services:

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

### PLACEMENT SERVICES

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TIAC does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the institute to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

### FIELD SITE PLACEMENT AND JOB PLACEMENT

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Students must complete 255 hours of internship at an approved alcohol/drug treatment facility as a part of the requirements of the course. The institute will provide students with listings of possible field sites for internship hours, will maintain up to date listings of positions available within the substance abuse field, and will guide students wherever possible to locate and secure internships and positions in the field when nearing graduation.

We are proud of the interim placement assistance we can offer our student to help defray the cost of their education and living expenses. Because of the great number of treatment centers in our area, employment is often available. TIAC maintains a Placement Service, which uses its best efforts to assist in placing students who have successfully earned their Certificate. There is never a charge for this service, and it is available at any time for each graduate. The Placement Service assists our graduates by:

- Assisting in the preparation of a good resume
- Advising the graduate in the use of good interview techniques
- Assisting in planning a proper and successful job placement campaign

TIAC will assist students in placement and supportive services. We make no guarantee of placement.

## GENERAL CONDUCT

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Students are expected to comply with the institute policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. TIAC defines improper conduct including, but not limited to: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for the institute policy. Improper conduct is cause for suspension or expulsion.

The institute reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. Course schedules are subject to change in terms of start and completion dates. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The institute reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

## LIABILITY

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TIAC assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

## RETENTION OF RECORDS

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TIAC will maintain student records for five years; student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution during the normal business hours it is open. Students desiring to view their records may request to see their records in the institute office either during normal business hours or may schedule a time to review records that is convenient to both the student and the institute administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. An extension of this time shall be granted only at the request of the student and approval by the Chief Academic Officer. Only the student and the institute administration have a right to review student records. No outside personnel will be allowed access to records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for coursework will be issued at the student's. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Student academic records and transcripts of completed courses for TIAC's certificate programs are electronically maintained (computer copy) and hard copies maintained in the student's file. In addition, the Program Directors and the institution's Registration Coordinator maintain student academic records. The Chief Academic Officer maintains academic records throughout the student's period of study.

## TRANSCRIPTS

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A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The institute reserves the right to withhold an official transcript, if the student's financial obligation to the institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The institute also reserves the right to limit, at its discretion, the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the

second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

## CAMPUS SECURITY

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All emergencies occurring at TIAC should be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. All criminal activities occurring at the institution should also be reported immediately to the Chief Executive Officer and/or Chief Operating Officer.

It is the policy of the institution that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the Chief Executive Officer and/or Chief Operating Officer. The Chief Operating Officer must report crime on campus to appropriate police agencies.

## CONTINUING EDUCATION

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In addition to our regular class program we offer approved courses written specifically for professionals in need of continuing education units for license and or certification renewal. Currently we are approved by CAADAC, CAADE (California Association of Alcohol and Drug Educators) and California Board of Behavioural Sciences (BBS).

## CREDIT EVALUATION POLICY

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This institute will conduct an evaluation of previous education and training for all eligible people, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. This credit may be given upon successful completion of the institute's test for the course for which credit is to be given.

This institute has not entered into an articulation or transfer agreement with any other college or university.

## SCHEDULE OF CHARGES

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Program of Study	Cost Breakdown				
	Registration	Tuition	STRF	Supplies/Books	Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>	<i>Refundable</i>	
Drug and Alcohol Program	\$500.00	\$5,000.00	\$2.50	\$0	\$5,502.50

Students are not charged for books.

## STUDENT TUITION RECOVERY FUND

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*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.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you, the student.

## TUITION PAYMENT METHODS

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At the institute's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The institute will contact students who are delinquent in paying tuition and fees.

## FINANCIAL AID AND STUDENT LOANS

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Currently, TIAC accepts only financial aid from the Department of Rehabilitation. To see if you are eligible, call your local Department of Rehabilitation. Phone numbers can be found in the phone book under government agencies. 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 money not paid by federal student financial program funds.

## CANCELLATION AND REFUND POLICY

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### STUDENTS RIGHT TO CANCEL

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You have 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. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax or telegram. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, TIAC will refund any money you paid, less any deductions for equipment not timely returned in new condition within 45 day after receipt of the notice.

### REFUND POLICY

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The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this institute at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the institute will remit a refund, less a registration fee \$250.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$250.00) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the *daily charge* for the program.
- (D) For purposes of calculating a refund, the amount owed by you is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment that were specified in the enrollment agreement and return them in good condition within 45 days following the date of your withdrawal, the institute shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 45-day period, the institute may offset the refund the documented cost for books or equipment exceeding the prorated refund amount. If you receive federal student financial aid funds, you are entitled to a refund of money not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.(2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## PROGRAM OVERVIEW

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### DRUG AND ALCOHOL PROGRAM

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The mission of the Training Institute for Addiction Counselors is to provide a comprehensive, educational program that will benefit individuals preparing to become alcoholism and drug addiction counselors and/or to enhance the skills of individuals currently working as alcoholism and drug addiction counselors.

TIAC is a twelve-month comprehensive certificate program designed to provide the student with diagnostic and clinical training. Originally established as CACTI (California Addiction Counselor Training Institute), TIAC has built a reputation for excellence in training and education. TIAC is committed to maintaining the highest standards set by CAADAC and other certifying bodies. The curriculum is also compliant with the TAP 21 guidelines issued by the Center for Substance Abuse and Treatment (CSAT).

### STATEMENT OF PURPOSE

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With the ever-expanding awareness of the devastating problem of chemical dependency in our society, skilled and knowledgeable counselors are sorely needed to provide the necessary continuum of care for those seeking help for their disease. TIAC is dedicated to training individuals to fill that need.

TIAC offers a course of study which meets the training and educational requirements established by the California Board of Alcohol Drug Counselors (CCBADC), an independent Board of the California Association of Alcohol and Drug Abuse Counselors (CADAC), for the designation of Certified Alcohol and Drug Counselors, the CAC, CDC, or CADC, which are required by more and more treatment centers.

### PHILOSOPHY

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- We respect and value our students as mature individuals. Students bring a wealth of knowledge, experience, and ability to their work.
- Learning occurs on both cognitive and experiential levels. The role of the instructor needs to be directive and structured in some instances and non-directive and creative in others.
- Although the faculty is available to assist students, responsibility for academic progress lies primarily with the students.
- TIAC respects the differences between individuals as well as the similarities.
- We believe that the scientific, objective, and linear aspects, as well as the intuitive, spontaneous and creative aspects of psychology are of equal value, and that each is necessary to the therapeutic process.
- We accept and appreciate the apparent dualities of the therapeutic, learning, and teaching processes:

Didactic/Intuitive

Authoritarian/Egalitarian

Directive/Non directive

Conscious/Unconscious

Requirements for the Certificate Program include the completion of the following courses.

**PROGRAM OUTLINE:**

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<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>	<b>CLOCK HOURS</b>
Physiology and Pharmacology	3.0	45
Counseling the Family	2.0	30
Counseling Fundamentals	3.0	30
Co-Occurring Disorders	2.0	30
Group Process	1.0	15
HIV and Special Populations	2.0	30
History and Overview of AOD	2.0	30
Laws and Ethics	2.0	30
Harm Reduction & Prevention	1.0	15
Relapse Prevention	1.0	15
Counseling Skills	1.0	15
Intervention	1.0	15
Case Management	3.0	45
Supervised Practicum	4.0	45
<b>TOTALS</b>	<b>22</b>	<b>375</b>

**Course Length:** Twelve Months: (Ten Months Classroom Instruction; Two Months Clinical Instruction)

**Method of Instruction:** Lecture and practicum. The Instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

## COURSE DESCRIPTIONS

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### **Physiology and Pharmacology**

This course familiarizes the student with the basic pharmacological properties as well as the effects and consequences of physiological actions of alcohol and drug use. Examination of tolerance, cross-tolerance and synergistic effects. Physiological and behavioral effects of alcohol and drug use, abuse, dependency, treatment and recovery will be explored. Identification of substances and properties of substances associated with use, abuse and dependency.

### **Counseling the Family**

This course examines the special issues involved in working with chemically dependent individuals and their families. Students will explore the general family systems theory relative to the alcohol & drug abuser and co-dependents.

### **Counseling Fundamentals**

This course focuses on establishing a new group, differentiating structured vs. unstructured groups, developing exercises for self growth and awareness, maintaining commitment, using and resolving conflict for change, and facilitating growth through use of experiential interaction, psychodrama and structured topics. Theories of group process and dynamics tailored for the alcoholism and drug addiction counselor.

### **Personal and Professional Growth**

This course provides recognition of strengths, limitations, and prevention of counselor burnout. The certification and credentialing process as well the need for continuing education is covered as well.

### **History and Overview of AOD**

This course reviews the history of alcohol and other drug abuse in our society and the psychodynamics of 12-Step programs.

Explores current strategies in treatment including: assessment, evaluation, recovery and aftercare. Develops the counselor's understanding of client readiness for treatment, enabling patterns, client regression and systemic changes inherent in the process of recovery.

### **HIV and Special Populations**

This course provides updated information and education on HIV/AIDS counseling as well as assists the student in identifying and recognizing chemical use in special populations.

### **Intervention**

This course provides the fundamentals of the family intervention process. Primary, secondary and tertiary prevention strategies are also discussed.

### **Relapse Prevention — Grief and Loss**

This course is to provide students with the skills necessary to recognize clients at risk for relapse. Grief and Loss counseling techniques will be included in this module.

## Laws and Ethics

This course provides a student with an understanding of current confidentiality laws, standards of conduct, ethical standards, consideration of the counselor's obligation to self, the client, and society, and examination of limits and limitations of the alcohol/drug addiction counselor, including reporting responsibilities and consideration of personal and professional ethics.

## Case Management

This course examines the process of intake and assessment, individualized treatment planning and record keeping skills. In addition, treatment system approaches of social community, and medical model approaches to recovery will be discussed.

## Supervised Practicum

This course is presented in a classroom setting to provide a sharing of experiences during internship. Internship consists of 255 hours of supervised counseling in the 12 core functions and TAP 21 competencies. The student will attend practicum classes where they will be provided time to process and discuss experiences gained in the field with each other. Within the classroom setting, students are introduced to a variety of therapeutic models and philosophical approaches that are utilized within the helping professions.

## GRADUATION REQUIREMENTS

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To be eligible for graduation a student must attain an overall cumulative grade of "C", equivalent to 75% or better and have passed all courses required in the program of study.

A certificate is awarded to students who fulfill all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial aid documentation, clearance from the accounting office that all financial obligations have been met, and all academic projects have been completed (e.g., externship). A certificate certifies that the student has maintained the required academic average and has demonstrated proficiency in all the courses (didactic, clinical/practical) taken.

Schedule:

Saturday 9 - 5

09.00 a.m.	-10.50 a.m.	Lecture
10.50 a. m.	-11:10 a.m.	Break
11:10 a.m.	-12:00 p.m.	Lecture
12.00 p.m.	-01:00 p.m.	Break
01:00 p.m.	-02:50 p.m.	Lecture
02:50 p.m.	-03:10 p.m.	Break
03:10 p.m.	-04:00 p.m.	Lecture
04:00 p.m.	-04:10 p.m.	Break
04:10 p.m.	-05:00 p.m.	Lecture

Sunday 10 - 3 or 12 - 6

10.00 a.m.	-10.50 a.m.	Lecture
10.50 a. m.	-11:10 a.m.	Break
11:10 a.m.	-12:00 p.m.	Lecture
12.00 p.m.	-01:00 p.m.	Break
01:00 p.m.	-02:50 p.m.	Lecture
02:50 p.m.	-03:10 p.m.	Break
03:10 p.m.	-04:00 p.m.	Lecture

04:00 p.m.	-04:10 p.m.	Break
04:10 p.m.	-05:00 p.m.	Lecture
05:00 p.m.	-05:20 p.m.	Break
05:20 p.m.	-06:00 p.m.	Lecture

## ADMINISTRATION

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Terri Melvin, CATC II, CCS	Director
Jack Kearney, M.Div., CATE, CAIC, CATC IV.	Associate Director

## FACULTY

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TIAC's staff is committed to helping the counselor/counselor trainee develop the skills needed to become the best counselor they can be. TIAC instructors meet the following three criteria to teach: expertise in their specialty area, knowledge and experience in working with addicted individuals and families, and ability to teach their subject area. All certified counsellors must maintain 40 continuing education units every two years.

Jack Kearney, M.Div., CATC IV, CATE, CAIC. - Instructor, Certified Alcohol and Drug Counselor.

Terri Melvin, CATC II, CCS. – Alcohol & Drug Counselor Program Director/Coordinator/Instructor. Certified Alcohol and Drug Counselor, Certified Clinical Supervisor.

Debra Kelsey, CADC II. Certified Alcohol and Drug Counselor

## ACADEMIC CALENDAR

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The institute has an open enrollment period. Start dates are assigned upon the number of students enrolled.

### Institute 2014 Holiday Schedule

New Year's Day	January 1
Martin Luther King Day	January 20
President's Day	February 17
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Veterans Day	November 13
Thanksgiving Day	November 27
Day after Thanksgiving	November 28

The Winter Holiday will last from December 20, 2014 until January 5, 2015. Additional holidays or institute closures may be declared at the discretion of the School Director.