

# Training Institute for Addiction Counselors

January 1, 2018 – January 1, 2019

5230 Clark Ave., Ste. 14  
Lakewood CA 90712  
(562) 461-9446

[www.tiactraining.com](http://www.tiactraining.com)  
[www.familyintervention-center.org](http://www.familyintervention-center.org)

## **INTRODUCTION**

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.

TIAC 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.

## **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

## **CERTIFICATION**

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 the Training Institute for Addiction Counselors, which will enable them to sit for the CCAPP (California Consortium of Addiction Programs and Professionals;) exam and meet their employment educational requirements. Students are also eligible for the California Association for Alcohol & Drug Educators (CAADE) CATC certification thus allowing students the option for applying for the Certified Addiction Treatment Counselor (CATC) certification.

## **CERTIFICATION QUESTIONS**

Q. Does this program meet all the requirements for CCAPP (California Consortium of Addiction Programs and Professionals), now CCAPP? How about CAADE? (California Association for Alcohol & Drug Educators)

A. Yes. The Training Institute for Addiction Counselors does meet the educational component required by CCAPP and CAADE "Career Track" accreditation

Q. Will I receive a CCAPP or CAADE certification after taking all required courses?

A. No. Although the Training Institute for Addiction Counselors 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 a CADC (Certified Alcohol/Drug Counselor), as per the California Secretary of State and Commissioner of Corporations. The same applies to the CAADE CATC certification.

For more information on CCAPP certification, call (916) 368-9412 or visit [ccapp.us](http://ccapp.us); for CAADE : 707-722-2331 or visit [caade.org](http://caade.org).

## **PROGRAM OVERVIEW**

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



Case Management	3.0	30
Supervised Practicum	4.0	45
	<b>Clock Hours</b>	<b>375</b>
	<b>Credit Hours</b>	<b>22</b>

**COURSE LENGTH:** Twelve Months: (Ten Months Classroom Instruction; Two Months Clinical Instructions)

## **COURSE DESCRIPTIONS**

### **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 codependents.

### **Counseling Fundamentals**

This course will focus 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 another 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, under discussion will be treatment system approaches of social community, and medical model approaches to recovery.

## **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. The student will attend practicum classes where they will be provided process time to discuss with each other experiences gained in the field. Within the classroom setting, students are introduced to a variety of therapeutic models and philosophical approaches that are utilized within the helping professions.

## **ADMINISTRATION AND FACULTY**

Terri Melvin, CATC II, CCS

Director

Jack Kearney, M.Div., CATC IV, CATE .

Associate Director

## **FACULTY**

The Training Institute for Addiction Counselors staff is committed to helping the counselor/counselor trainee develop the skills needed to become the best counselor they can be. Training Institute for Addiction Counselors instructors must meet the following three criteria's 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 counselor's must maintain 40 continuing education units every two years.

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

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

Debra Kelsey, CADAC II, Certified Alcohol and Drug Counselor

Gus Fierro, MSW, CATC IV

## **ADMINISTRATIVE OFFICE AND SCHOOL SITE**

The Training Institute for Addiction Counselors is designed to promote a pleasant and efficient learning environment. The attractively decorated building is well lighted for both study and relaxation.

The building is air-conditioned and modern. There is one classroom equipped with modern technology (i.e. computer, projector, DVD player and vast books).

The administrative office and school site of the Training Institute for Addiction Counselors is located at: 5230 Clark Ave. #14 Lakewood CA 90712. Phone: (562) 461-9446, Fax: (562) 461-8832, and on the web at [www.familyintervention.com](http://www.familyintervention.com). Convenient to the Riverside (91) Freeway, San Gabriel River (605) Freeway, Garden Grove (22) Freeway, and the Long Beach (710) Freeway.

The site is easily accessible by public transportation, and plenty of safe, convenient parking is available.

**ACCREDITATION**

The Training Institute for Addiction Counselors has been granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Educational Code Section 94311. The Council’s approval means that the institution and its operations comply with the standards for postsecondary educational institutions and is required to bestow upon students who successfully complete the program a certificate verifying their completion.

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95833, www. Bppe.ca.gov. toll free telephone number is (888) 370-7589 or by fax (916) 263 -1897.

**ADMISSIONS REQUIREMENTS/PROCESS**

**ENROLLMENT PROCESS**

In order for the enrollment process to be complete, the following must be submitted and on file at the Training Institute for Addiction Counselors:

Alcohol/Drug Studies Program Application  
Application Fee of \$500.00

Once the student has completed the enrollment process, their file will be reviewed by the Institute to determine eligibility for admission to the Program. Each applicant will meet with the Director of the Institute for a personal interview designed to make their entry into the program a success.

**PROGRAM COSTS**

Program of Study	Drug and Alcohol Program
Program Length in Hours	375
Total Tuition .....	\$5000.00 *
Registration/Materials Fee.....	\$ 500.00
Total Student Paid.....	\$5500.00

\* Tuition may be paid in bimonthly installments of \$200.00 a class session.

\*\* **This school does not participate in any federal or state financial aid programs.**

**STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction within the 30-day period before the institution's closure. The Fund protects only California students. Institutional participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Council's service on the student of their rights under the STRF, or if not notice of rights are served to the student, within four years of institution's closure. For further information or instructions contact:

The Bureau for Private Postsecondary and Vocational Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. [www.bbpe.ca.gov](http://www.bbpe.ca.gov). Phone (916) 431-6959 and Fax (916) 263-1897.

## **REFUND AND CANCELLATION POLICY**

Full refunds are given to any student who signs an enrollment agreement prior to viewing the school, within 3 days of orientation or tour of facility, if they wish to cancel enrollment. If a student is rejected, all monies are refunded.

When it becomes necessary for a student enrolled in a course to terminate before completion, refunds will be made as follows:

A full refund will be made if applicant cancels the Enrollment Agreement by registered mail, or in person, within 3 days after signing.

If a student is accepted and then withdraws from the course for any reason before the class convenes, all monies shall be refunded. For a student requesting cancellation of the enrollment after he or she has entered school and started the course of training, a refund will be made in accordance with the schedule shown below.

The refund policy of TIAC as expressed in the school policies and enrollment agreement grants the student cancellation rights for one day or less of class attendance.

### **Course Completion Charges**

- a. For the first day of the course, no charge.
- b. 100 % pro rata Registration fee of \$100.00 is non-refundable, and therefore cannot be excluded. After first day of the course, student is charged for the amount completed.

## **PROGRAM POLICIES**

### **ATTENDANCE POLICY:**

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:**

Students may be dismissed from the Institute for dishonesty, use of drugs or alcohol if identified as a recovering individual, 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.

### **LIBRARY**

The Institute has a lending library for students to borrow articles and textbooks and other resources. The Institute Library is located at the Administrative Office.

### **STUDENT PERFORMANCE AND GRADING POLICY:**

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

85% - 89%= B

75% - 79%= C

90% - 94% = A-

80% - 84%= B-

0% - 74% = U (Unsatisfactory)

An incomplete grade indicates that the student did not complete work assigned at 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.

### **STUDENT RIGHTS NOTICE**

For academic: counseling or to register a complaint students should utilize the following steps:

1. See your instructor to discuss the problem.
2. See a member of administration to discuss the problem if not satisfied.
3. If necessary the administrator and student and instructor will meet to resolve the problem.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the school's Director or Assistant Director. Unresolved complaints may be directed to the California State Department of Education, PRIVATE POSTSECONDARY EDUCATION DIVISION, 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. [www.bbpe.ca.gov](http://www.bbpe.ca.gov). Phone (916) 431-6959 and Fax (916) 263-1897.

### **GRADUATION**

Successful graduation from this course can be achieved through maintenance of a minimum grade average 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.

### **STUDENT SERVICES: FIELD SITE PLACEMENT AND JOB PLACEMENT**

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. The Training Institute for Addiction Counselors 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

The Training Institute for Addiction Counselors will assist students in placement and supportive services.

We make no guarantee of placement.

## **TRANSCRIPTS**

Student's transcripts are available from the administrative office. There is a processing fee for all transcripts of \$25.00. Teachers and other school personnel are always happy to write letters of reference for students and are encouraged to include instructors in their list of references. All student files are kept at the administrative office.

## **CONTINUING EDUCATION**

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 CCAPP, CAADE (California Association of Alcohol and Drug Educators) and California Board of Behavioural Sciences (BBS).

## **POLICY OF NON-DISCRIMINATION**

TIAC does not discriminate based on race, religion, age, sex, handicap or national or ethnic origin in the administration of its educational policies, admission policies, and other institute administered programs. Although instructors make every attempt to assist students in every way currently there is no English-as-a-second language.

## **Complaints about School**

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 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. [www.bbpe.ca.gov](http://www.bbpe.ca.gov). Phone (916) 431-6959 and Fax (916) 263-1897.

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 (916) 431-6959 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bbpe.ca.gov](http://www.bbpe.ca.gov)

## **CREDIT EVALUATION POLICY**

This school 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 school's test for the course in which credit is to be given. This school has not entered into an articulation or transfer agreement with any other college or university.

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

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

"The transferability of credits you earn at The Training Institute for Addiction Counselors 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 is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 The Training Institute for Addiction Counselors to determine if your credits or certificate will transfer."

## **ADMISSION REQUIREMENTS AND PROCEDURES**

The Training Institute for Addiction Counselors considers each applicant on the basis of ability, character recommendation by references and general aptitude.

Many factors such as your desire, motivation, and aptitudes will be considered before you are accepted as a student. We accept students only if we believe they will succeed in the chosen career.

As part of our admission procedure, you will be asked to make an appointment for a personal interview with our Executive Director. This interview is to evaluate your motivation, determination and skills to succeed. The applicant must be in good physical and mental health in order to perform the requisites of the course, as well as, his or her career obligations after completion.

Students from foreign countries may be admitted, with each applicant being considered on an individual basis.

As most of the programs at The Training Institute for Addiction Counselors require physical dexterity and strength applicants with handicaps should be advised by their physician, and a school counselor, to determine if he or she would be able to perform the duties of the profession desired.

All classes are taught in English language only.

All applicants must be proficient in English comprehension and writing and asked to provide documents, which will assist the Institute in evaluating the applicant's ability to write in English as well as determine motivation and desire to participate in this course work. Each applicant must provide the Institute with a written Statement of Purpose. These documents will take the place of a written entrance examination.

## **FINANCIAL AID AND STUDENT LOANS**

Currently The Training Institute for Addiction Counselors only accepts Financial Aid from the Dept of Rehabilitation. To see if you are eligible call your local Dept. 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 moneys not paid from federal student financial aid program funds. This school is not and never has had to file bankruptcy.

## **STUDENT HOUSING**

The school has no responsibility to find or assist a student in finding housing. All classes are held on site at the main campus 5230 Clark Ave. #14, Lakewood CA 90712.

## **Academic Probation**

Because of the GPA requirement to graduate, low grades are a sign of trouble. Academic probation draws attention to the problem and encourages solutions. A student whose cumulative GPA is less than 2.0 will be placed on academic probation.

### **What is academic probation?**

Academic probation is an academic standing that draws attention to unsatisfactory academic performance and sets conditions for continued enrollment.

### **Why would I be placed on academic probation?**

You are placed on academic probation if your cumulative grade-point average falls below 2.0.

### **When will I return to regular academic standing?**

You will return to regular academic standing when you raise your cumulative GPA to at least 2.0 and earn at least a 1.5 quarter GPA.

## **CLASSROOM ACADEMIC HONESTY & INTEGRITY POLICY**

Students are required to read and abide by the Academic Honesty Policy.

TIAC and the Addiction Counseling profession encourage, and are committed to honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty .

This policy recognizes the following general categories of violations of classroom Academic Integrity, with representative example of each. During this course, Academic Integrity is violated whenever a student:

- A. Uses or obtains unauthorized assistance in any academic work. ~ Copying from another student exam.  
~ Using notes, books, or other aids of any kind during an exam where prohibited.  
~ Stealing an exam, possessing a copy of an exam, revealing or exchanging an exam during the examination process.
- B. Gives fraudulent assistance to another student.  
~ Completing an academic activity or taking an exam for someone else.  
~ Giving answers to or sharing answers with another student during an exam.  
~ Sharing answers during an exam by using a system of signals or with technical equipment.
- C. Knowingly represents the work of others as his/her own, or represents previously completed work as current.  
~ Submitting a paper or another academic work, for credit, that includes works, ideas, data, or creative work of others without acknowledging the source.  
~ Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately. ~ Presenting another individual's work as one's own.  
~ Submitting the same paper or academic assignment to another class without the permission of the instructor .
- D. Fabricates data in support of an academic assignment. ~ Falsifying bibliographic entries.  
~ Submitting any academic assignment that contains falsified or fabricated data or results.
- E. Inappropriately or unethically uses technological means to gain academic advantage. ~ Inappropriately or unethically acquiring material via the Internet. ~ Using devices for communication during an exam.

Consequences for a single violation of this Academic Integrity Policy will be at the discretion of the instructor who will determine the action to be followed . The student has a right to appeal to the Director.

Adapted with permission from *Successful Beginnings/or College Teaching: Engaging Your Students from the First y* by Angela Provitera McGlynn, 200 I, Atwood Publishing, Madison, WI

By signing this agreement, I acknowledge that I have received a copy of this agreement and in effect as of the date entered below that I agree to abide by the rules and regulations described above.

\_\_\_\_\_

Name of Student

\_\_\_\_\_

Signature

\_\_\_\_\_

Director

\_\_\_\_\_

Date

All information in the content of this school catalog is current and correct and is so certified as true by Terri Melvin, CATC II, CCS, Educational Director, The Training Institute for Addiction Counselors

Signature \_\_\_\_\_

Date \_\_\_\_\_