

UNIVERSITY OF THE PACIFIC



SUBSTANCE ABUSE COUNSELOR CERTIFICATE PROGRAM

Requirements
and
Application Packet
for Classroom or Online Programs

CENTER FOR PROFESSIONAL
& CONTINUING EDUCATION

SUBSTANCE ABUSE COUNSELOR CERTIFICATE PROGRAM

TABLE OF CONTENTS

General Information	1
Faculty	2
Application Requirements	3
Program Fees	3
Scope of Training	4
Online Option	4
Enrollment Policies	5
Granting of Previous Coursework	6
Attendance Policy	6
Grades and Transcripts	6
Course Descriptions	7
Textbook List	10
TIPS	10
Certification Information	10
Certification Options	11
California Association of Alcoholism and Drug Abuse Counselors	11
California Association of Addiction Recovery Resources	12
Breining Institute	12
Center for Professional & Continuing Education Contact Information	13



GENERAL INFORMATION

University of the Pacific's Substance Abuse Counselor Certificate Program gives you the knowledge and experience to become certified in substance abuse counseling. Our program meets the educational and training requirements established according to regulations from the State of California Department of Alcohol and Drug Programs, and was developed by the Center for Professional and Continuing Education (CPCE) in conjunction with professionals and experts in the field of substance abuse.

Our goal is to give students the skills necessary to become employable in the field of drug and alcohol recovery and pass state certification exams. It is designed for:

- Individuals currently in recovery who would like to become counselors.
- Licensed professional counselors, psychotherapists, physicians, and nurses who wish to learn more about the field.
- Individuals currently working in the substance abuse field who would like to upgrade their skills and become certified as counselors by CAADAC (California Association of Alcoholism and Drug Abuse Counselors), CAARR (California Association of Addiction Recovery Resources), Breining Institute or other agencies approved by the State Department of Alcohol and Drug Programs.
- Anyone else wanting knowledge and skills in this rewarding industry.

Participants completing our program are prepared to apply for certification. Resources may be provided to assist students in locating counseling internships and counselor positions.

This program is designed to meet the certification requirements set forth by the California State Department of Alcohol and Drug Programs. **If you reside outside of California, approval of Pacific's program by your home state is recommended before enrolling in order to ensure that this program meets or exceeds local requirements for certification.** The Center for Professional and Continuing Education, along with the program director, will make every attempt to help out-of-state students connect with the single state agency responsible for alcohol and drug programs within their home state. An official transcript is available from Pacific upon successful completion of coursework.

For additional questions on state certification requirements, please contact the program director, George Feicht, at 209.946.2424 or via e-mail at gfeicht@pacific.edu.



Faculty

CPCE's faculty includes instructors with extensive experience in human services and training, including State Certified Substance Abuse Counselors, MFTs, LCSWs, Psychologists and credentialed educators. Our faculty has earned respect for its combination of academics, practical experience and skill in teaching adults. CPCE evaluates each course and workshop to insure a consistently high quality of instruction to meet all your training needs.

APPLICATION REQUIREMENTS

To apply for admission to the University of the Pacific's Substance Abuse Counselor Certificate Program, please submit the following items:

1. A completed application (found in the center of this booklet or online at www.pacific.edu/cpce).
2. An essay (250 words minimum) stating why you want to participate in this program.
3. Two letters of reference from individuals who have knowledge of your interest and ability to become a substance abuse counselor (excluding family members).
4. A \$50.00 non-refundable application fee (payable by cash, check, money order, Visa, MasterCard, Discover or American Express).
5. Transcripts of any college coursework or degrees.

Applications for admission should be received no later than May 31st for the July cohort and Nov. 30th for the January cohort. The administrative fee is due upon acceptance and must be paid with the Overview tuition in order to begin the program. A packet of instruction will be sent upon acceptance and payment of fees. Please contact the Center for Professional & Continuing Education for the next program start date.

Please mail the above items to:

Center for Professional and Continuing Education
University of the Pacific
3601 Pacific Ave
Stockton, CA 95211

Or return the application packet to the Center for Professional and Continuing Education office located at 1776 W. March Lane, Suite 290, Stockton, CA 95207.

PROGRAM FEES

Application Fee	\$ 50.00
Administrative Fee	\$ 95.00
Course Fees - \$125/unit	<u>\$ 2,750.00</u>
Total Program Fees	\$ 2,895.00
Textbooks (approximate)	\$ 400.00
Total estimated fees*	\$ 3,295.00

* Subject to change

It is the responsibility of the student to understand and comply with all financial policies and obligations put forth by the University of the Pacific's Center for Professional and Continuing Education. For more information, please contact CPCE at 209.946.2424. **This program is not eligible for University of the Pacific Financial Aid.**

SCOPE OF TRAINING

The University of the Pacific's Substance Abuse Counselor Certificate Program is designed to provide participants with the skills necessary to counsel clients in the recovery process. Topics and skills include assessment, treatment planning, individual and group counseling, case management, crisis intervention, client education, and community resources. Special issues are addressed including sexual harassment, gender, aging, disabilities, cultural differences, and co-occurring disorders.

Curriculum

Curriculum and training stress a full continuum of treatment, focusing on issues involving the individual, the family, the community and the environment; relapse prevention; short and long term effects of substance abuse; and techniques for improving the client's quality of life. The program consists of 22 total units of instruction taken sequentially in either the classroom or online format. Each course is worth one or two extended education units of elective credit (eight of these units may be applicable towards an undergraduate degree at Pacific).

Classroom courses meet on weeknights. Online courses will be open for 2 to 4 weeks, occasionally requiring students to all be signed on at the same time. For both programs students take 2 classes at a time.

In addition to the coursework, students are required to complete 300 hours (255 site, 45 classroom) of supervised internship in order to receive our certificate. Previous internship or experience cannot be counted toward these 300 hours. We recommend you complete the program within six months but it must be completed within five years. If requirements and/or courses have changed during an absence in your attendance, repeating of some classes may be required.

Students are required to begin the program with XSAP 010 Overview of Substance Abuse Certificate Program. Internships may be performed during the program course of study but not until XSAP 010 has been successfully completed.

ONLINE OPTION

CPCE also offers our Substance Abuse Counselor Certificate Program online! Through the use of Sakai, students can now get the education they want without leaving their home. Online courses run for either 2 or 4 weeks, opening on Mondays and closing on Sundays. Two classes are offered at a time. Students will not be entered in the class until payment has been received in our office. We suggest you register at least 3 days prior to the start date so there will be no delay in class entry. All coursework can be taken online at this time. Internships can be accepted in your local area with approval from the Program Director.

ENROLLMENT POLICIES

Registration

Upon admission to the Substance Abuse Counselor Certificate Program, students must register for the first course: XSAP 010 Overview of Substance Abuse Counselor Certificate Program. Early registration is required to guarantee space in a course. Space is limited in the counselor program and granted on a first-come, first-serve basis. Students MUST register prior to attending class; there are no exceptions to this policy.

**It is recommended that students have - and keep - one year of sobriety to participate in the Substance Abuse Counselor Certificate Program.*

To register for a course, please complete a CPCE registration form, available in our office and online. Registrations received without full payment **will not** be processed. Payment may be made using cash, check, money order, Visa, MasterCard, Discover or American Express. The instructors **cannot** register students in class, so it must be done prior to the class start date. If you are attending the program through a Worker's Compensation, state training program agreement or other 3rd party funding, signed contracts must be in place before you can begin the program. Registration forms can be returned in person, by mail, or given over the phone and must be accompanied by payment.

Cancellations/Refunds

All cancellations must be made in writing to CPCE, not the instructor, at least three business days prior to the first day of the course. There will be a \$10.00 processing fee deducted for each cancelled course. If cancellation is not received prior to three days, no refund will be granted. Application and administrative fees are non-refundable.

Program Withdrawal:

If a student wishes to drop from the Substance Abuse Counselor Certificate Program after it has started, they will need to contact CPCE to complete a Substance Abuse Cancel-Drop form. All drop requests must be made in writing to CPCE, not the instructor, to prevent failing grades appearing on your student record. The Application fee is non-refundable and the Administrative fee will not be refunded after the program has begun.

Returned Checks

All returned checks will be assessed with a \$25.00 processing fee.

GRANTING OF PREVIOUS COURSEWORK

Previous Coursework

Students who have participated in prior drug and alcohol counseling programs and/or have attended college courses that may meet the requirements of the program, should submit official, sealed transcripts for consideration, along with your application, prior to starting the program. They will be reviewed to determine if any classes are eligible for waiver. **Please Note: Coursework that we waive for our program may not meet the requirements of the certifying body. Please check with the state agency to meet their requirements.**

Minimum Certificate Requirements/Previous Coursework

In order to receive our counselor certificate, a minimum of nine (9) units must be completed through the University of the Pacific, including XSAP 010 Overview of Substance Abuse Counselor Program and XSAP 109 Counseling Internship.

The CPCE Substance Abuse Counselor Certificate Program must be completed within five years of starting the first course. If requirements and/or courses have changed during an absence in your attendance, repeating of some classes may be required.

ATTENDANCE POLICY

CLASSROOM: Attendance is required at all course meetings. Failure to attend a class session may result in the lowering of the student's grade by up to one full letter grade. Students missing two or more class sessions may be dropped from the course without a refund. The student will be expected to retake the course in its entirety. Please review our cancellation policy for details.

ONLINE: Students are expected to complete all of their assignments in the time frame given and be present for all collaborative chats. Students should be entering Sakai daily to stay current with all assignments. Class time expected is 15-20 hours of work per unit.

GRADES AND TRANSCRIPTS

Course grades are issued on a letter basis (A-F). Students must earn a "C" letter grade or better in each course or will be required to repeat it. Transcripts of grades may be requested from the Registrar's Office at University of the Pacific. Grades are issued to student records at the end of each semester. Grade reports are not available from the Center of Professional and Continuing Education. Requests for grades to be sent directly to the student may be submitted by providing a self-addressed, stamped envelope to the instructor at the beginning of each class. To ensure student confidentiality, grades cannot be given over the phone.



COURSE DESCRIPTIONS

XSAP 010 Overview of Substance Abuse Counselor Certificate Program (1 unit)

This course is divided into two sections: (1) Goals and objectives of the Program with an overview of each course. Special emphasis on the twelve core functions of a counselor, as well as the requirements of internship. (2) Ethics, confidentiality, code of conduct, sexual harassment and general boundaries for counselors working in the field of substance abuse. Students are welcome to register for this course without applying for the program, though space is limited.

XSAP 012 Career Assessment (1 unit)

This course provides the student with the opportunity to assess skills and interests related to the field of substance abuse counseling. Students will build on this information and use it to set career and personal goals. The role of a counselor will be reviewed and students will be given the information needed to be successful in their chosen career path. Career portfolios, resumes and interviewing skills will be discussed.

XSAP 013 Writing for Case Management (2 units)

Clear writing skills are crucial to good counseling performance in order to accurately record and share case findings. In this course, students will learn basic computer skills and the basics of good writing, including grammar, clarity, concision, and coherence. This hands-on course prepares the participants for a future in the counseling workplace as well as the development of treatment plans and how to write appropriate progress notes for case management.

XSAP 100 Drugs and Society (2 units)

This course examines how the concept of disease relates to the prevention and treatment of alcoholism and drug addiction. Basic brain functions and the impact of alcohol and drug use on the brain and nervous system will be discussed. Students will review major psychoactive drugs by category, based on primary physiological reactions. Physiological versus psychological dependence, symptoms of intoxication, and common terms will be discussed. Both legal and illicit drugs will be examined, as well as other psychoactive chemicals, such as volatile inhalants.

XSAP 101 Addiction & Working with the Criminal Justice System (2 units)

This course provides a detailed review of the addiction process, as well as tools to help facilitate the recovery process. Self-esteem, values, peer pressure, and developing good judgment skills will be discussed. Students will explore the connection between alcohol and other drug use and the criminal justice system. A look at Probation, Parole systems, Deferred Entry of Judgment (DEJ), the Drug Court movement and Proposition 36 will be examined. The cost of incarceration versus treatment, and the efficacy of community-based treatment in lieu of incarceration will be explored.

XSAP 102 Assessment for Treatment Planning (2 units)

This course will discuss the assessment process, focusing on the Addiction Severity Index (ASI) and other assessment instruments. Students will learn how to administer the ASI to effectively garner information on the impacts of drug abuse in an individual's life, and to help that individual in recognizing these impacts. These assessments and identified needs will then be translated into a treatment plan.

XSAP 103 Relapse Prevention & Dealing with Co-occurring Disorders (2 units)

This course will discuss the importance of dealing with relapse as part of recovery issues from the beginning of treatment. Emphasis will be given on strategies to prevent relapse. Students will discuss triggers that can increase cravings to use drugs, and how to assist individuals in identifying their triggers for relapse. Additionally, there will be a discussion of the relationship between mental illness and substance abuse. Students will explore patterns of dual diagnosis and how to recognize substance-induced mental illness and make an appropriate referral.

XSAP 104 Counseling Theory (2 units)

This course will look at the essence of chemical dependency counseling, and the stages of progress in counseling. A brief history of the approaches to AOD counseling, as well as a discussion of some current strategies, motivational interviewing and Cognitive Behavioral Therapy. Co-dependency and enabling, family therapy, brief interventions, and Genograms will be discussed. A look at the continuum of care from prevention to continuing care, (Cradle to Grave), will be discussed.

XSAP 105 Individual and Group Counseling (2 units)

The pros and cons of individual and group counseling will be examined in this course. Discussions will focus on the basic concepts of group counseling including: therapeutic factors and stages of development; role identification; role lock; and group processes. Education, training, therapy, counseling and support groups will be explored. Supervised practice sessions will be provided. The process of establishing client rapport, good communication skills and client-directed recovery will be examined.

XSAP 106 Communicable Diseases (2 units)

Alcohol and other drug users have a high-risk for infectious diseases. The need to provide a thorough knowledge of HIV/AIDS, Hepatitis and other blood-borne viruses is essential to the counselor. This course discusses the history, transmission and prevention of these infectious diseases. Counseling approaches will be reviewed, as well as resources for testing and counseling. Health issues including the Public Health Model of intervention will be discussed, as well as sexually transmitted diseases, tuberculosis, hepatitis, and other blood viruses. Resource and referral information will also be provided.

XSAP 110 Cultural Competency and Special Populations (2 units)

This course provides instruction regarding special needs in counseling culturally diverse individuals and special populations. Topics discussed include sensitivity to cultural diversity, physically challenged and aging individuals. Lifestyle differences such as gay and lesbian, bi-sexual, transgender, etc. will also be discussed in relation to counseling approaches for participants in a treatment program.

XSAP 109 Counseling Internship (2 units)

This course is divided into two sections in order to aid the student in completing State Certification requirements: (1) A structured classroom setting for sharing experiences from the internship program. The internship consists of 45 hours of classroom discussion and 255 hours of supervised training on the core functions as outlined in TAP 21. (CPCE does not place participants for the 255 hours of required internship. It is the responsibility of the student to find their own internship.) (2) A discussion of various State Certifying Agencies along with enrollment in the student's agency of choice. Practice sessions on testing for state certification, with follow-up discussion, will be held.

TEXTBOOK LIST

Uppers, Downers, All-Arounders, 6th Edition

By: D. Inaba, ISBN # 0-926544284, CNS Publications, Inc.

Therapist's Guide to Substance Abuse Intervention

By: Sharon L. Johnson, ISBN # 0123875811, Academic Press

Woe is I: The Grammarphobe's Guide to Better English in Plain English

2nd Edition, By: Patricia O'Conner, ISBN # 1594480060, Riverhead Trade

Preventing Prejudice: A Guide for Counselors and Educators, 2nd Edition

By: J. Ponterotto and P. Pederson, ISBN # 0761928189,

Sage Publications, Inc.

The Feeling good Handbook, By: David Burns, ISBN # 0452281326

Note: Textbooks can be purchased through University of the Pacific's Bookstore (first come, first serve basis).

TIPS

TIP 6 Screening for Infectious Diseases Among Drug Abusing Clients

TIP 15 Treatment for HIV Infected Alcohol and Other Drug Abusers

TIP 35 Enhancing Motivation for Change in Substance Abuse Treatment

TIP 37 Substance Abuse Treatment for Persons with HIV/AIDS

TIP 41 Substance Abuse Treatment - Group Therapy

TIP 42 Substance Abuse Treatment for Persons with Co-occurring Disorders

TIP 44 Substance Abuse Treatment for Adults in the Criminal Justice System

Note: To order TIPS, go to <http://ncadi.samhsa.gov>, choose Publications, Pubs in Series, and Treatment Improvement Protocols (TIPS). The TIPS are free but do take 4-6 weeks for delivery so place your order at the beginning of the program.

CERTIFICATION INFORMATION

CAARR Certification Application must be ordered directly from:

California Association of Addiction and Recovery Resources (CAARR)

P.O. Box 214127, Sacramento, CA 95821; (916) 338-9460 www.caarr.org

CCBADC Certification Guide must be ordered directly from:

California Certification Board of Alcohol & Drug Counselors (CAADAC)

3400 Bradshaw Rd., Suite A-5, Sacramento, CA 95827

916-368-9412 www.caadac.org

Breining Institute: 8880 Greenback Lane, Orangevale, CA 95662

(916) 987-2007 www.breining.edu

CERTIFICATION OPTIONS

California Association of Alcoholism and Drug Abuse

Counselors (CAADAC)

3400 Bradshaw Road, Suite A5, Sacramento, CA 95827

(916) 368-9412

The California Certification Board of Alcohol and Drug Abuse Counselors (CCBADC) offers certification on a voluntary basis to applicants who meet the criteria for the certification of Certified Alcohol Counselor (CAC), Certified Drug Counselor (CDC), Certified Alcohol and Drug Counselor (CADC), or Certified Clinical Supervisor (CCS). CCBADC is the credentialing body of CAADAC, conferring the professional rights and privileges of certification. The International Certification Reciprocity Consortium (ICRC) has set minimum standards for certification. The CCBADC is a member board of the ICRC along with forty-five (45) other state certification boards, the U.S. Air Force; U.S. Army; U.S. Navy; Indian Health Services and the Nashville Area Indian Health Services; Canada; Sweden; and Germany.

The certification is the counselor's passport to relocate through application for reciprocity to any member boards with the ICRC. Each member board of the ICRC accepts the certification of another member board without having to meet other qualifications. This process creates a new level of mobility for the professional counselor.

The certification provided through CCBADC will provide public assurance that certified counselors have demonstrated an appropriate level of knowledge and skills to perform completely in all treatment modalities.

University of the Pacific is approved by CAADAC's Commission of Alcohol and Drug Counselors Education Programs.

Requirements for CAADAC Certification

- 300 hours of approved alcohol and drug formal education.
- Supervised practicum of 300 hours which includes 45 hours of in-classroom participation and 255 hours of internship at an approved agency.
- A passing grade on the written examination administered by the certifying agency.
- Complete all requirements of the internship.
- Verified documentation of 6,000 clock hours or three years of fully supervised work experience as an alcohol and drug counselor.

California Association of Addiction Recovery Resources

5777 Madison Avenue, Suite 1210, Sacramento, CA 95841

(916) 338-9460

The Certified Addiction Specialist (CAS) is part of the California Association of Addiction and Recovery Resources (CAARR) effort to achieve professional excellence. CAARR carries the social model approach for individual, family, and community recovery. There is recognition that those involved in community recovery programs require special and unique skills. Education plus experiential learning is part of the process to acquire professional competence.

The certification process is designed to provide encouragement and recognition for professional growth for staff, both employees and volunteers, who are involved in Community Social Model programs.

NOTE: Certified Addiction Specialist Certification does not qualify a person to engage in private practice. Certification recognizes a persons ability to perform in a community drug and alcohol program.

Requirements for CAARR

- 200 hours of approved alcohol and drug formal education.
- Supervised practicum of 160 hours at an approved agency.
- A passing grade on the written examination administered by CAARR.
- Verified documentation of 2,080 clock hours or one year of fully supervised work experience as and alcohol and drug counselor.

Breining Institute

8880 Greenback Lane, Orangevale, CA 95662

(916) 987-2007

The Breining Institute has been providing educational programs since 1986. They currently offer the Registered Addiction Specialist (RAS) Credential for Addiction Professionals. The Credential has been accredited by the National Commission for Certifying Agencies (NCCA) and is one of three organizations approved by the State Department of Alcohol and Drug Programs to certify counselors in California.

Requirements for Breining Institute

- 155 hours of approved alcohol and drug formal education.
- Supervised practicum of 160 hours at an approved agency.
- A passing grade on the written examination administered by Breining Institute.
- Verified documentation of 2,080 clock hours or one year of fully supervised work experience as and alcohol and drug counselor.

CENTER FOR PROFESSIONAL & CONTINUING EDUCATION

Need to contact us?

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E-mail: cpce@pacific.edu

Office Hours:

Hours: Mon. – Fri., 8:30 a.m. to 5:00 p.m.

Call for summer hours.

Office Location:

Center for Professional &
Continuing Education
1776 W. March Lane, # 290
Stockton, CA 95207

