

EDUCATIONAL INSTITUTIONS: ALCOHOL/DRUG STUDIES

C

PROGRAMS OR COURSE APPROVAL

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The California Foundation for the  
Advancement of Addiction Professionals  
2488 Bradshaw Road, Suite A-5  
Sacramento, CA 95827

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REQUIREMENTS & APPLICATION

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*CFAAP is the education board for CAADAC education and continuing education processes.*

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## Table of Contents

<u>Article:</u>	<u>Title:</u>	<u>Page(s):</u>
--	Instructions & General Information	3
I	Definitions	4
II	AOD Counseling Comprehensive Program/Single Course Approval Requirements	5 - 7
III	Comprehensive/Single Course Curriculum	7 - 8
IV	Institutions Records/Record Keeping Requirements	8
V	Web-based/On-line Education Courses/Program	9 - 11
VI	Instructor Requirements	12
VII	Advertisement	12
VIII	Revocation of Approval Status	12 - 13
IX	Hold Harmless	13
X	Mailing Lists	13
XI	Fee's for approval/renewal	14
XII	Change of Status	14
XIII	Audits	14 -15
XIV	Date of Revision	15
--	Application for Approval/Renewal	16
--	Organizational Flow Chart	17

## **INSTRUCTIONS AND GENERAL INFORMATION**

CAADAC recommends that all Alcohol and Drug Counseling Study programs be advised of these instructions and approval requirements and be provided the same. DO NOT SEND CAADAC any course outlines, curriculum, or instructors resumes. The course or program syllabus must be sent to CAADAC along with the application and fees. *(If you are applying as a Web-based or Online Education Program, see Article V.)* To apply for course or program approval you must have the information (outlined within this manual) available upon request for inspection.

Audits (Site visits) may occur to review the program or class offering alcohol and drug counseling education. Audits may be unannounced.

### **1. To apply for Comprehensive Program Approval**

- a. Read the entire Approval Manual
- b. Complete Application (Page 16.)
- c. Mark application as Program Approval
- d. Attach Course or Program Syllabus and outlines; and any new information**
- e. Send fees to CAADAC (Article XI outlines fee schedule.)

### **2. To apply for Single Course Approval**

- a. Read the entire Approval Manual
- b. Complete Application (Page 16.)
- c. Mark application as Single Course Approval
- d. Attach Course or Program Syllabus and outlines; and any new information**
- e. Send fees to CAADAC (Article XI outlines fee schedule.)

### **3. To Renew Program or Course Approval**

- a. Review Approval Manual
- b. Complete Application (Page 16)
- c. Mark Application RENEWAL Program/Course
- d. Attach Course or Program Syllabus and outlines; and any new information**
- e. Submit renewal fees to CAADAC (Article XI outlines fee schedule.)

## Article I. Definitions

- (a) CAADAC: Foundation of Alcohol and Drug Counselor Education Programs.
- (b) CCBADC: California Certification Board of Alcohol and Drug Counselors
- (c) Comprehensive Alcohol and Drug Studies Program: an educational institute providing a complete alcohol/drug counseling studies program that includes for-credit education that incorporates a transcript and/or degree/certificate that meets or exceeds the requirements outlined by California Certification Board of Alcohol and Drug Counselors. (CCBADC)
- (d) CCBADC Requirements: Program education must meet the required hours delineated by the CCBADC. Which is a minimum 315 education/didactic hours, a minimum 45 hours supervised practicum, and clinical supervision (externship) is minimum 255 hours. (Refer to Article III for course content required by the CCBADC.)
- (e) Content relevant to counselors: content relevant to the development of competency in the delivery of Alcohol and Drug Counseling services.
- (f) Courses: means the classes offered within the comprehensive program for alcohol and drug counseling studies.
- (g) Evaluation: the method used by the institute to measure the participant's successful completion of the course objectives of the program/single course.
- (h) Institute: referring to the school offering the alcohol/drug counseling education. (May be a single class or comprehensive alcohol/drug counseling studies program.)
- (i) On-line education: any web-based education received by an accredited web-based educational institute. (See Article V for specific requirements of online education.)
- (j) Program approval: an institution is approved as a comprehensive alcohol and drug counseling studies program (which meets or exceeds the educational requirements of the CCBADC.)
- (k) Single Course Approval: the institution has been approved for a specific class offering within the profession of alcohol/drug counseling.
- (l) Successful completion: the participant has met the certification requirements of the CCBADC for designation of RADI, CADC I and CADC II and the academic requirements of the institute, program or single class.

## **Article II. AOD Counseling Comprehensive Program/Single Course Approval Requirements**

- (a) Comprehensive Program or Single Course approval by the California Bureau for Private Post-secondary Vocational Education (BPPVE) and/or**
- (b) Regional or national accreditation, (this will not be a sole basis of determining approval.)**
- (c) Agree to adhere to all laws and regulations within the Alcohol/Drug Counseling Profession and laws governing educational programs/courses in the state of California.**
- (d) Advertisement must represent CAADAC with the full statement: “[school name] is approved by CAADAC’s education foundation “CA Foundation for Advancement of Addiction Professionals.” It must also include the school approval number assigned by CAADAC. Misrepresentation may result in loss of approval status. (If approval has expired, the institute may not advertise CAADAC approval on any medium such as, brochures, catalogs, advertisements etc.) See Article VII.**
- (e) Educational programs and classes must represent specifically what they are offering in terms of education to all prospective participants. Such as, course outlines/syllabus, (the syllabus must be submitted with the application) admissions requirements, course fee’s, method of payment required. (Etc.) Misrepresentation may result in loss of approval status.**
- (f) Educational Institutions must have a satisfactory attendance and academic policy in place and provide proof to CAADAC upon request.**
  - i) The minimum academic requirement must not fall below 70% as a passing grade in a course or program. (This standard does not include individual grades for tests, assignments or quizzes.)**
  - ii) The minimum attendance standard must not fall below 70% average.**
- (g) Programs and classes must have proof of attendance and academic records on file for a minimum of four years. (Rosters must be on file for a period of four years as well.)**
- (h) Comprehensive programs and single courses must consent to audit by CAADAC’s education foundation (CFAAP). Failure to do so will result in revocation of approval, and there will be no refunds.**
  - i) CAADAC reserves the right to audit the Alcohol/Drug Counselor education program to ensure compliance with the foundations requirements. The authorization to audit includes: records, courses, instructors’ qualifications, related activities of the institute, licenses/certifications for instructors and institute.**

- ii) CAADAC may request institute, course or program information and the institute will be given specific dates in which to respond. Failure to do so may result in loss of approval status. In addition, the foundation may schedule a random unannounced site visit to assure compliance with the foundations requirements.
- (i) The educational institute must make transcripts available to participants who successfully complete the alcohol and drug counseling program or course. (The institute may charge a nominal fee for administration and printing costs.)**
- (j) The institutes' course units/credits are not required to be transferable to another institute of higher learning, but must include transcripts and a certificate of completion or degree. (Institutions must disclose verbally and in writing to prospective students if units/credits are or are not transferable.)**
- (k) The institute must provide a certificate of completion or degree (as per the institutes' policy) for participants who successfully complete the program or class. (The document must be kept on file at the school for a minimum of five years.)**
- (l) The institute must have written policies available upon request for:**
  - Refunds for non-attendance, cancellations and students who drop out of the course/program.
  - Notification Process for cancelled courses
  - Time period for refunds for full or partial registration fees.
  - Refund calculation sheet for partial refunds
- (m) An approved institution accepts full responsibility for each course, this includes but is not limited to**
  - Record Keeping
  - Content of advertising and courses
  - Issuing certificates
  - Course/Program Curriculum
  - Instructor qualifications
  - Providing full contact information, phone number, email address, physical address and availability for phone/office hours.
- (n) The institute must provide on-going training for instructors to ensure that current information is disseminated to participants.**
  - The on-going education must relate specifically to the field in which instructor(s) teach. (The institution may choose to pay for the training, offer training on site at no charge to the employee or require that the employee pay for the continuing education training.)
  - The institution must provide in-service training for instructors that include instructional skills, student advisement processes, and academic policies and requirements.

### **Article III. Comprehensive Program / Single Course Curriculum/Content**

**(a) If applying for a comprehensive Alcohol/Other Drug counselor program, courses/curriculum must include the following course topics in the curriculum:**

- Must total 21 Semester Units or 31.5 Credit Units
- Introduction and Overview of Alcohol and Drugs (45 hours)
- Law and Ethics (45 hours)
- Personal and Professional Growth (45 hours)
- Physiology and Pharmacology (45 hours)
- Case Management (45 hours)
- Counseling Theories and Techniques (45 hours)
- Supervised Practicum (minimum 45 Hours)
- Clinically Supervised Externship (minimum 255 hours)

**(b) Content of all courses must be relevant to alcohol/drug counseling, and must relate to the scientific knowledge or technical skills required for alcohol/drug counseling, or be related to direct and/or indirect patient care.**

**(c) Single Course or Comprehensive Program or Single Course Evaluation of Completion**

- The students must meet all course/program requirements. Partial credit may not be granted for partial attendance or for completing partial course requirements.
- Upon completion of a single course or comprehensive program, the student must be evaluated according to the objectives of the program/course. Examples of evaluation are:
  - i. Written or Oral Exam
  - ii. Demonstration of skills mastered
  - iii. Solving of hypothetical counseling situations
  - iv. Essays
  - v. Oral Presentations
  - vi. Clinical Practicum Presentations

- (d) If applying for a comprehensive program or single class approval content must be relevant to the development of current competency in the delivery of alcohol/drug counseling.**
- (e) The course objectives describe measurable outcomes the participant will demonstrate or achieve upon successful completion of the program.**
- (f) The institution must disclose in advance *if* the program or course credits are transferable to a university or other institution of higher learning.**

## **Article IV.      Institutions Records/Record Keeping**

- (a) The institution is required to clearly state the overall course objectives, have a concise course description in the institutes catalog, marketing brochures, advertising etc. Clear representation of the program and course(s) should be identified, documented and disclosed to all prospective participants.**
- (b) Course schedule for each single class or comprehensive program.**
- (c) Course evaluations by participants. (May be completed at the end of a course, or comprehensive program.)**
- (d) The institution must have evidence of instructor's qualifications and license/certification.**
- (e) Instructor's curriculum vitae, resume and application must be kept on file while employed and for a minimum of five years post employment.**
- (f) Documentation above (Article IV, items a-e) must be kept on file at the institution or at a location within California for a period of five years, if the institution closes or transfers all documentation must be kept in California and CAADAC must be given access if required to validate completion of education as required for certification.**

## **Article V. Web-based/Online Education Programs**

- (a) All Articles/requirements outlined in the course/comprehensive program are in effect for Web-based/online Education programs. In addition, the following information is required for submission for approval. Including, but not limited to:**
- Proof of Accreditation (Not a sole basis of determining approval)
  - Syllabus
  - Lesson Plans
  - Assignments
  - Quizzes
  - Exams
  - Projects
  - Evaluation Processes
  - Certificate of Completion
  - Instructor(s)/Author(s) Resume/Curriculum Vitae, Credentials.
  - Full access to the web-based course is required for review.
  - Full access to data base that includes answer keys and grading format or a hard copy of such.
- (b) Proof of accreditation by a national or regional accreditation body. (Legitimacy of the accreditation will be verified as part of the approval process.)**
- (c) Distance learning programs must be consistent with the institution's mission and limited to those subject areas for which the institution has expertise**
- (d) Admissions policies, procedures, and practices must fully and clearly represent the conditions and requirements related to distance learning.**
- (e) All distance learning programs must be approved and administered under established institutional policies and procedures, and supervised by an administrator who is part of the institutional organization. There must be appropriate involvement of on-campus administrators and faculty in planning, approval, and ongoing evaluation.**
- (f) The distance learning courses and programs must have educational learning objectives and outcomes that are consistent with the program objectives and the credential awarded. The delivery method must be appropriate for the students and the curriculum.**
- (g) Instructors who teach at a distance must be appropriately oriented and trained in the effective use of technology to ensure a high level of student motivation and quality of instruction.**

- (h) Any distance learning programs offered by an institution must provide students *with reasonable technical support and full disclosure* of all program requirements, including any courses that cannot be completed via distance learning. (See item "o" in this article.)
- (i) Institutions must assess whether students have the skills and competencies to succeed in a distance-learning environment. Proper training and support must be provided. The technology chosen must support and enhance the program's goals and objectives.
- (j) The institution must employ faculty who have the qualifications and experience to teach using distance-learning methods. The qualifications, credentials, and experience of such faculty to provide instruction in the subject matter of distance learning program or courses must be comparable to those of faculty teaching programs or courses with similar subject matter in traditional settings.
- (k) Programs must provide for timely and appropriate interaction between students and faculty and among students.
- (l) Distance learning standards require that there is faculty support, resources, facilities and equipment needed to engage in effective instruction at a distance.
- (m) If applying for a comprehensive or single course Alcohol/Other Drug counselor program, courses/curriculum must include the following course topics in the curriculum:
- Introduction and Overview of Alcohol and Drugs (45 hours)
  - Law and Ethics (45 hours)
  - Personal and Professional Growth (45 hours)
  - Physiology and Pharmacology (45 hours)
  - Case Management (45 hours)
  - Counseling Theories and Techniques (45 hours)
  - Supervised Practicum (minimum 45 Hours)
  - Clinically Supervised Externship (minimum 255 hours)
- (n) Content of all courses must be relevant to alcohol/drug counseling, and must relate to the scientific knowledge or technical skills required for alcohol/drug counseling, or be related to direct and/or indirect patient care.
- (o) Courses that may not be taught via distance learning:
- Practicum Courses
  - Clinical Supervision
  - Clinical Externship

**(p) Comprehensive Program/Single Course Evaluation of Completion**

- Observable, measurable, and achievable student performance outcomes must be identified so that distance learning programs and courses can be compared to courses and programs with similar subject matter and objectives, whether delivered by distance education methods or traditional means. The institution must specify the expected knowledge, skills, and competency levels that students will achieve in a distance learning program or course, and such must be equivalent to those expected for comparable (site-based) courses and programs. Completion, placement, and licensing/certification exam pass rates must be assessed for the distance learning program and must be found to be comparable to site-based programs.
- The students must meet all course/program requirements. Partial credit may not be granted for partial completing partial course requirements.
- Courses must have an allocation of time delegated in advance and must be disclosed to prospective students.
- When examinations are given, they must take place under circumstances that include firm student identification. The institution must seek to assure the integrity of student work.
- Time expended on each course must be monitored and have in place an verification method.
- Upon completion of a single course or comprehensive program, the student must be evaluated according to the objectives of the program/course. Examples of evaluation are:
  - i. Written or Oral Exam
  - ii. Demonstration of skills mastered
  - iii. Solving of hypothetical counseling situations
  - iv. Essays
  - v. Oral Presentations
  - vi. Clinic Practicum Presentations

## **Article VI. Instructor Requirements**

- (a) At least two years experience in the field of alcohol/drug counseling or related behavioral health profession. (Behavioral Health professions is indicative of psychology, abnormal psychology, human services, etc.)**
- (b) Certification, license or accreditation that meets or exceeds the minimum requirements of California Alcohol and Drug Program Administration. Preferably, the instructor is certified by CCBADC/CAADAC.**
- (c) Must be free from any disciplinary action by the certification, licensing or accreditation body in which they are licensed or certified.**
- (d) Must adhere to all applicable ethical standards and laws within the alcohol/drug counseling profession and the laws that govern educational Programs.**

## **Article VII. Advertisement**

- (a) Information disseminated by approved programs/courses shall be true and not misleading and shall include the following:**
  - i) The statement "The \_\_\_\_\_ (Indicated name of Program or Course) approved by CAADAC's (education foundation), Approval number\_\_\_\_\_."
  - ii) Clear, concise description of the program or course content.
  - iii) Institution name as officially on file with CAADAC.
  - iv) Must indicate if the course or program is accredited and if yes, include name of accreditation body.

## **Article VIII. Revocation of Approval Status**

- (a) CAADAC may withdraw any approval of a program/course or deny an application for causes which include, but are not limited to the following:**
  - i) Conviction of a felony of any offense substantially related to the activities of the institution providing a program or course.
  - ii) Failure to comply with any provision of Chapter VI, division 2 of the Business and Professional Code and/or Chapter XIV of the California Administrative Code.
  - iii) Failure to comply with the standards of Bureau of Private Post-secondary Vocational Education (BPPVE), which applies to the course or program.
  - iv) Failure to comply by the educational institutes own policies for student refunds.

- v) Failure to comply with the program or course requirements that meet the CCBADC standards for certification, as outlined in this document.

**(b) Revocation of BPPVE approval status.**

**(c) Any material misrepresentation of fact by the educational institute or applicant in any information required to be submitted to CAADAC is grounds for revocation of approval or denial of application.**

**(d) Should CAADAC deny the educational institute (the applicant) the applicant has the opportunity to formally appeal the action to CAADAC within thirty days from receipt of the denial.**

## **Article IX. Hold Harmless**

**(a) It is expressly agreed and understood that the institute offering alcohol/drug counseling studies programs are independent from CAADAC/CFAAP. The institute shall hold harmless CAADAC/CFAAP from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any act of omission by the institute or his employees, or from any claims or amounts arising or recovered under Workmen's Compensation laws or any other law, by-law, ordinance, regulation, order or decree. The institute shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, neglect, or misconduct of any employee or agent of said provider in the manner of method of performing the work of the institute.**

## **Article X. Mailing Lists**

**(a) Mailing Lists for members of CAADAC may be available from (we reserve the right to distribute or disseminate any/all information:**

California Association of Alcoholism and Drug Abuse Counselors  
3400 Bradshaw Road, Suite A-5  
Sacramento, CA 95827  
916/ 368-9412  
www.caadac.org

## **Article XI. Fee's, Approval and Renewal**

**(a) The institute must submit an application to CAADAC/CAADAC and wait the period of four to six weeks for status/response.**

**(b) Approval expires annually, biannually or triennially, contingent upon the amount of years approved on the date in which it was issued.**

i) One year single course or comprehensive program approval: \$175

ii) Two year single course or comprehensive program approval: \$250

CFAAP is CAADAC's Education Foundation with full authority to review all course materials, approve or deny applications.

iii) Three year single course or comprehensive program approval: \$300

**(c) As a courtesy to institutions, CAADAC will send a renewal notice prior to the expiration date. However, it is the sole responsibility of the institution to renew their approval status and pay the associated fee to avoid a lapse in their status.**

## **Article XII. Change in Status**

**(a) Educational institutes must notify CAADAC within thirty days of any changes in the organizational structure, courses or program; including, but not limited to name, phone number and address changes. Failure to do so may result in revocation of approval.**

## **Article XIII. Audits**

**(a) Random unannounced on-site audits may be conducted on a random basis or as per CAADAC board requests, because of complaints received, notification of misrepresentation, or at the request of CAADAC's chairperson. The purpose of the audit is to assure compliance with the Approval Requirements. The audit may consist of:**

- i) One or more CAADAC committee member(s)
- ii) Record reviews
- iii) Review of Program courses, curriculum and evaluations.
- iv) Inspection of policies/procedures of the institution to assure compliance with CAADAC's approval requirements. (i.e. academic/attendance policies.)
- v) Faculty qualification reviews may include resume, curriculum vitae, application for employment, and certification/license.
- vi) Interviews with staff, faculty or administration as needed to validate compliance with CAADAC requirements.
- vii) Audit of the course/program.

**(b) Random off-site audits: CAADAC may request specific documentation from an institute to assure compliance with approval requirements. Such audits are conducted via United States postal services, by way of certified mail. The institute will be given a minimum of 30 days to respond to the request. The audit letter may request:**

- i) Records

- ii) Documentation verifying content of courses, curriculum, evaluations, advertising, certificate of completions, transcripts etc.
- iii) Documentation of policies/procedures of the institution to assure compliance with CAADAC's approval requirements. (i.e. academic/attendance policies.)
- iv) Faculty qualification documents may include resume, curriculum vitae, application for employment, and certification/license.
- v) Interviews with staff, faculty or administration as needed to validate compliance with CAADAC requirements (may be conducted on the telephone.)

## **Article XIV. Date of Revision**

**(a) This revision dated February 28, 2008, supersedes all previous revisions.**

# CA FOUNDATION FOR ADVANCMENT OF ADDICTION PROFESSIONALS

## APPLICATION FOR AODA COURSE OR PROGRAM APPROVAL

**Check all that applies:**

- Initial Single Course Approval
- Initial Program Approval
- Single Course Renewal
- Program Renewal
- Web-based Course
- Web-based Program
- Link on Website
- Link w/reciprocal link back

( )

Business Name \_\_\_\_\_ Business Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( )

( )

Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Address of Record Storage \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Application Submitted by: Print Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ Home Phone \_\_\_\_\_

### APPROVAL STATUS

**Check all that applies: *PLEASE MAKE CHECKS PAYABLE TO CFAAP***

- One- year Class or Program Approval \$175.00
  - Two Year Class or Program Approval \$250.00
  - Three-year Class or Program Approval \$300.00
  - Link on CAADAC Website (per year) \$100.00
  - Link on CAADAC Website with reciprocal link back \$75.00
- Periodic checks will be made to determine functionality of reciprocal link.

**Web page address:**

Please denote if the letters are uppercase (i.e. A) or lowercase (i.e. a)

**Phone number for publication on the CAADAC web page and other media provided:**

( ) \_\_\_\_\_

*I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct and that I have read, understand and will comply with the requirements for program/course approval.*

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Signature) Approval Number: \_\_\_\_\_

CFAAP is CAADAC's Education Foundation with full authority to review all course materials, approve or deny applications.

# ORGANIZATIONAL FLOW CHART

**Legend:**

- - - - = Autonomous Entities  
(Working Agreements  
or affiliate contracts.)
- = Directly Accountable

