



ASSOCIATION OF CHRISTIAN ALCOHOL & DRUG COUNSELORS INSTITUTE

Not only to educate...but to equip

ASSOCIATION OF CHRISTIAN ALCOHOL & DRUG COUNSELORS INSTITUTE
ACADC Institute Headquarters
P.O. Box 326 Yucaipa, CA 92399
Office: (909) 795-5655 • Fax: (866) 862.6805
Email: acadcoffice@gmail.com • Website: www.acadc.org

APPLICATION FOR ADMISSION

SECTION 1. Please print your information clearly.

First Name

Middle Name

Last Name

Address (Number, Street, Apt, or Suite No.)

City

State

Zip

Telephone Number (including Area Code)

Work Number (including Area Code)

E-mail Address

Social Security Number

Date of Birth (Month-Day-Year)

Male Female

ARE YOU REQUIRED TO REGISTER AS A 290 OFFENDER? (Sex Offender) Yes No

I declare that the answer that I have provided regarding the question of a 290 sex offender is true.

Please sign _____ Date: _____

Highest level of education?

- Check if none apply
- High school, Diploma
- High school, GED
- College, Associate Degree
- College, Bachelor's Degree
- Grad school, Master's Degree
- Grad school, Doctorate

Length of time working in a CA licensed or certified AOD treatment facility.

- Check if none apply
- Less than 1 year
- Less than 5 years
- 5-10 years
- 11-20 years

HAVE YOU EVER HAD AN AOD CERTIFICATE REVOKED OR SUSPENDED?

Yes [] No [] (If yes please explain on back side of this page)

Must submit a "clear" photocopy of your valid ID, Driver's License, or other government issued ID that shows legal name and photo.

SECTION 2. ACADC INSTITUTE CREDENTIAL PROGRAMS *(Please check the program(s) or course(s) for which you are registering):*

Combination CSAC I, Dual CDAAC/CADC-CAS Certificate – Includes application & tuition fees: \$3000.00 (CSAC I and CDAAC). (Includes fee for California Department of Alcohol and Drug program registration for the CCAPP - ACADC Membership – 9 Hour Orientation Course, Fee Test Booklet and CSAC I Certificate). Internship must be completed within a state licensed or certified treatment facility. This certificate requires 155 hours of classroom or distant learning and clinical experience (160 supervised clinical & 2080 field experience). This meets the requirements for CA State certification through the Department of Health Care Services. Students are responsible for all fees pertaining to taking the IC&RC final exam.

Package Fee: \$3000

CSAC I / Application – Exam - Christian Substance Abuse Counselor CSAC I (intern level)
Fee: \$395

Continuing Education Courses: 40 CEU Packet \$100.00, Individual CEU's are \$10.00 per CEU

Renewal for all ACADC Certificates is \$150.00 every 2 years plus 40 CEU's. All certificates held with ACADC will be renewed for this fee.

RELATED CERTIFICATES (must currently hold an active CDAAC Certificate)

- Anger Management Instructor - One-day workshop** - Tuition: \$395 for 8-hour course. \$795 for the 40 hour course to meet county standards.
- Domestic Violence Prevention Instructor – One-day workshop** - Tuition: \$395 for 8-hour course; \$795 for the 40 hour course to meet county standards.
- Parenting Instructor - One-day workshop** - Tuition: \$395
- Crisis Interventionist - One-day workshop** - Tuition: \$395
- Addiction Interventionist - One-day workshop** - Tuition: \$395
- Codependence Group Instructor** - Tuition: \$395
- Codependence Counselor** - Tuition: \$395 (must already have a professional counseling credential)
- Licensed Chaplain**- Tuition: \$790. (if you already hold a CSAC-1, price will be \$395). Passing the CSAC-1 exam and chaplain exam is a requirement. Also required is a letter from your current church pastor in reference to your character of good standing and a letter from the head of the ministry/charity you have been connectedly involved in for a minimum of two years. (Badges are not included with prices listed. if you would like a Chaplains Badge, there is an additional fee of \$200).
- Licensed Clinical Chaplain**- Tuition: \$790. Passing the CSAC-1 exam and chaplain exam is a requirement. Also required is a letter from your current church pastor in reference to your character of good standing; a letter from the head of the ministry/charity you have been connectedly involved in for a minimum of two years; and a current state approved professional AOD credential issues by an NCCA/ICE accredited organization acknowledging clinical experience. (Badges are not included with prices listed. if you would like a Chaplains Badge, there is an additional fee of \$200.00). NOTE: if you already hold an active CDAAC, your price will be \$395.

SECTION 3. ACADC INSTITUTE DEGREE PROGRAMS (Please check the program(s) or course(s) for which you are registering):

- Dual Bachelor Degree and CDAAC Christian Certificate Program** - A savings of almost \$500.00 over doing these separately - Tuition: \$3700

ACADC INSTITUTE COLLEGE OF BIBLICAL STUDIES DEGREE PROGRAMS

- Associate of Ministry in Biblical Addiction Counseling**- Tuition: \$790
- Bachelor of Ministry in Biblical Addiction Counseling** - Tuition: \$1595
- Master of Ministry in Biblical Addiction Counseling** - Tuition: \$2895

- Doctor of Ministry in Biblical Addiction Counseling** - Tuition: \$3895
- Christian Marriage & Family Counselor Certificate (B. Min. with License accredited by the Association of Christian Alcohol & Drug Counselors Institute)** – Tuition: \$4095
- Transcript Review** - \$30
- Work Study Program – By appointment and availability – call (909) 795-5655**

(Before we can accept your tuition fee and enroll you in a degree program, you must talk to an ACADC Education Counselor. Email acadcoffice@gmail.com to make an appointment)

SECTION 3. Application submission. The following must be submitted with this application:

- Non-refundable Registration fee of \$395 made payable to ACADC. (This fee covers the cost of your entrance inventory, CSAC I Certificate and the 9 hour Basic Bundle requirement. Upon completion of this, you will be directed to register as an intern with CCAPP (this is required by the Department of Health Care Services before starting an internship).
- Academic tuition \$2605.
- All transcripts from educational institutions that you would like reviewed for credit

I understand that the certificates and degree programs for which I am hereby enrolling are granted under the authority of the Association of Christian Alcohol & Drug Counselors and will be subject to the Association's ethical standards described in its code of conduct. I understand that upon completion of all program requirements, the certification or degree for which this application is made will be granted. I acknowledge that all tuition & fees paid go to the work of the Association of Christian Alcohol & Drug Counselors and are non-refundable. I understand that in addition to classroom attendance, it is my responsibility to know and meet all state requirements for certificates I agree to take no legal action against the Association of Christian Alcohol & Drug Counselors or any individual minister, counselor, educator or employee associated with the Association of Christian Alcohol & Drug Counselors.

Student's signature: _____

Dated on the _____ day of the month of _____, 20_____.

I am including a check or money order made payable to ACADC in the amount of: \$_____ . Please consult above checklist for your total tuition & fees.

Return this application with appropriate fees to:

ACADC Institute
P.O. Box 326
Yucaipa, CA 92399

Please make your check or money order payable to: **ACADC Institute**

**REGISTERED ALCOHOL AND
DRUG TRAINEE I, RADT I
APPLICATION**



California Consortium of
Addiction Programs and
Professionals

**FOR APPLICANTS WHO HAVE
DOCUMENTATION OF COMPLETION OF
NINE-HOUR ETHICS, PROFESSIONAL
BOUNDARIES, AND CONFIDENTIALITY COURSE**

NAME _____ SS# (last four) _____
HOME ADDRESS _____
CITY _____ STATE _____ ZIP _____
HOME PHONE _____ E-MAIL _____
BIRTHDATE(REQUIRED): _____

Have you ever been certified, registered or licensed in any profession? ___ Yes ___ No

If yes, please indicate where and when you were certified, registered or licensed and the status of such: _____

► Applicants must mail or fax completed original RADT I application packets with all supporting documents listed below; failure to do so will result in a delay in the processing of your application. The application/packet review takes approximately 2-4 weeks from the receipt of all required items (including fee.)

- A. _____ Completed original RADT I Application
- B. _____ Fee of \$40.00 (annually)
- C. _____ Signed and dated RADT I Code of Conduct
- D. _____ Signed and dated RADT I Scope of Practice
- E. _____ Copy of valid, government issued identification (driver's license, passport, etc.)
- F. _____ Proof of completion of a nine-hour orientation course consisting of three hours each of ethics, professional boundaries, and confidentiality

METHOD OF PAYMENT:

1. ___ Check ___ Money Order (Mail with fee to: CCAPP, PO BOX 214127, Sacramento, CA 95821)

2. ___ Visa ___ MasterCard ___ Amex ___ Discover (Mail to address above, or fax)
(\$30 Fee will be charged for all declined Checks, and \$10 fee will be charged for declined credit cards)

Card Number _____ Expiration Date _____

Name as it appears on Card: _____

Billing address for card: _____

Signature _____

No refunds will be authorized whether or not the application is approved or denied.

Fax: For applications paid by credit card ONLY: (916) 338-9468

**CALIFORNIA UNIFORM CODE OF CONDUCT
FOR CERTIFIED AND REGISTERED ALCOHOL AND DRUG PROFESSIONALS**

Adopted: May 2012

Note: This code of conduct does not replace the existing Code of Ethics required by CCAPP Credentialing. CCAPP Credentialing requires that the most stringent rule be applied, regardless of whether it is derived from the CCAPP Credentialing Code of Ethics or the Department of Health Care Services' Uniform Code of Conduct. Current California regulations governing registrants and certified alcohol and other drug (AOD) counselors require each certifying organization (CO) to develop a code of conduct which establishes "minimum" standards that are designed to safeguard the rights of clients in AOD programs and facilities. Certifying organizations may impose more stringent standards which do not conflict with the standards contained in the Uniform Code of Conduct.

Principle 1:

Registrants and Certified AOD Counselors shall conduct themselves in an honest, forthright and professional manner. Registrants and Counselors are prohibited from engaging in the commission of any dishonest, corrupt, or fraudulent act substantially related to the qualifications, functions or duties of a registrant or counselor including but not limited to the following:

- a. Securing a registration, certification or renewal by fraud, deceit or misrepresentation on any application or material in support of any application for registration certification or renewal;
- b. Misrepresenting the type or status of registration or certification held by the person, or otherwise misrepresenting or permitting misrepresentation of his or her education, professional qualifications or professional affiliations to any person, program or entity;
- c. Refusal or failure to provide proper identifying registration, credential, certification or license where appropriate or required (e.g., when offering or providing AOD counseling services, on business cards, on informational or marketing materials, etc.);
- d. Advertising, marketing or promoting programs, services, training, education or experience in a false and misleading manner, as set forth in Business and Professions Code sections 17200, et seq. Code of Regulations (CCR) Title 9, Division 4, Chapter 8, Sections 13000, et seq., as enacted April 1, 2005. 2 CCR Title 9, Div. 4, Chap. 8, Section 13060. 3 C

Principle 2:

Registrants and Certified AOD counselors shall maintain professionally appropriate boundaries with clients and family members of clients and shall conduct themselves in a professional, non-exploitive and lawful manner, and are prohibited from:

- a. Engaging in inappropriate social relationships, sexual relations or soliciting sexual relations with a client or with a former client within two years from the termination date of the counseling relationship;
- b. Committing an act of sexual abuse, misconduct or an act punishable as a sexually related crime;
- c. Engaging in a business relationship with clients, patients, program participants, residents and/or other persons significant to them within one year from the termination of the counseling relationship;
- d. Physically, verbally, sexually harassing, threatening or abusing other staff members, clients, patients, program participants, residents and/or other persons significant to any of the above;
- e. Unlawfully administering to himself or herself any controlled substance as defined in Section 4021 of the California Business and Professions Code (B&P), or using any of the dangerous drugs or devices specified in Section 4022 of the B&P, or using any alcoholic beverage to the extent, or in a manner, as to be dangerous or injurious to the person holding or applying for a registration, certification or license or to any other person, or to the public.
CR Title 9, Div. 4, Chap. 8, Section 13060(f).

Principle 3:

Registrants and Certified AOD counselors shall comply with all Federal and State Laws and Regulations that pertain to patient/client confidentiality, mandated reporting exceptions, record keeping requirements and patient/client records access. Registrants and Certified AOD counselors are prohibited from:

- a. Violating client/patient confidentiality except as required or permitted by law including, but not limited to, Title 42 Code of Federal Regulations Part 2, Child Abuse, Elder Abuse and Public Safety laws and Regulations;
- b. Failing to maintain records consistent with the nature of the services being rendered;
- c. Refusing or denying patient/client access to charts and records as required by law;
- d. Violating, attempting to violate or conspiring to violate any law or regulation governing AOD registrants, certified or licensed AOD counselor.

Print name: _____

Signature: _____ Date: _____

REGISTERED ALCOHOL AND DRUG TRAINEE I SCOPE OF PRACTICE

PURPOSE

A. To assure a consistent standard of quality education, training, and experience for the Registered Alcohol and Drug Trainee I (RADT-I)

B. Registration is necessary to safeguard public health, safety, and welfare, and to protect the public from unauthorized service delivery by unqualified alcohol and drug service providers.

REQUIREMENTS

A. Competency requirements shall include the following functions taken from TAP 21:

- Screening
- Intake
- Orientation
- Referral
- Consultation
- Case Management
- Crisis Intervention
- Client, Family & Community Education
- Report & Record Keeping

B. The Registered Alcohol and Drug Trainee I, as previously described, must renew registration annually by meeting the following criteria:

1. Documentation a minimum of ten (10) contact hours of Personal Development skills.
2. Signature of agreement to the RADT-I Code of Ethics and the RADT-I Scope of Practice at each registration renewal period.
3. Signature of agreement that a Registered Alcohol and Drug Trainee I is required to become certified as an Alcohol and Drug Counselor within five years of the date of initial registration as an RADT I.

ROLE OF THE REGISTERED ALCOHOL AND DRUG TRAINEE I

Under general supervision of appropriately qualified staff, the Registered Alcohol and Drug Trainee I shall:

A. Assist and support clients, family members and others with alcohol/drug abuse or dependence to:

1. Attain and maintain abstinence as appropriate;
2. develop a program tailored to the individual in support of a recovery process;
3. and affect an improved quality of living.

Under general supervision of appropriately qualified staff, the Registered Alcohol and Drug Trainee I shall;

A. Provide quality assistance and support for clients with alcohol/drug abuse or dependence, their family members and others by the following means:

1. Providing current and accurate information and education on the disease of alcoholism and other drug dependency issues and recovery processes;
2. assisting in identifying and understanding the defense mechanisms that support addiction;
3. facilitating, through self-exploration, the consequences of alcoholism and other drug dependence;
4. utilizing skills and knowledge in screening, intake, orientation, referral, consultation, case management, crisis intervention, client, family & community education, and report & record keeping;
5. assisting in relapse prevention planning and recognizing relapse symptoms and behavior patterns;

6. providing current and accurate information and education to identify and understand the roles of family members and others in the alcoholism/drug dependency system;
7. educating about the complementary nature of self-help groups, such as Alcoholics Anonymous, Al-Anon, Women for Sobriety, Narcotics Anonymous, Secular Organization for Sobriety, Co-dependents Anonymous, etc., as well as the unique role each plays in the recovery process;
8. assisting clients in establishing life management skills to support a recovery process;
9. facilitating problem solving and the development of alternatives to alcohol/drug use or abuse;
10. utilizing the appropriate skills to assist in developing sober, life management and communication skills that support recovery, including: (1) Active Listening; (2) Intervention; (3) Leading; (4) Confrontation; (5) Summarizing; (6) Feedback; (7) Reflection; (8) Concreteness; (9) Empathy; (10) Education;
11. maintaining appropriate records in a confidential manner; and
12. providing all services in accordance with the registering authority (California Consortium of Addiction Programs and Professionals/Credentialing) signed Code of Ethics and Scope of Practice for the Registered Alcohol and Drug Trainee I.

B. Provide support as part of a treatment team in referring clients, family members, and others to other appropriate health professionals as needed.

SETTING FOR DELIVERY OF SERVICES

A. The Registered Alcohol and Drug Trainee I may provide the identified services to individuals with alcohol/drug addiction or dependence, their family members and others in:

1. hospitals,
2. agencies,
3. other facilities where alcohol and/or drug services are delivered.

DEFINITIONS

A. The RADT-I is an individual who must be in the process of becoming certified. The RADT I has five years from the date of registering with CCAPP Credentialing to obtain the required education, training and testing to become certified. These requirements encompass a competency-based core of knowledge and skills to develop competency to assist alcohol/drug-affected persons, as well as those affected by the alcohol/drug affected person.

NON-APPLICATION

A. Nothing in this Scope of Practice shall be construed to constrict or limit the practice of any other professional licensed by the State of California under the Medical Practice Act, the Social Work Licensing Law, the Nursing Practice Act, the Psychology Licensing Act, or the Marriage, Family and Child Counselors Licensing Law.

B. Nor shall the Scope of Practice apply to any priest, rabbi, or minister of the gospel of any religious denomination when performing counseling services as a part of his or her pastoral or professional duties, or to any person who is admitted to practice law in the state, or who is licensed to practice medicine, when providing counseling services as part of his/her professional practice.

C. Nor shall this Scope of Practice apply to an employee of a governmental entity or of a school, college, or university or of an institution both non-profit and charitable if his/her practice is performed solely under the supervision of the entity, school or organization by which he/she is employed, and if he/she performs such functions as part of the position for which he/she is employed.

Signature: _____

Date: _____

Print Name: _____