

Behavioral Services Center
8707 N. Skokie Blvd. Suite 207
Skokie, IL 60077
Phone: (847) 673-8577
Fax: (847) 568-0411
E-Mail: info@behavioralservices.us

Behavioral Services Center

The Behavioral Services Center CADC Program Policies & Procedures

FINANCIAL POLICY

TUITION & FEES:

Application Fee	\$100.00
Tuition	\$300.00 per class
Internship Application Fee	\$300.00
Internship Tuition	\$150.00 per semester

PAYMENT POLICY:

The \$100.00 application fee is due when the application is submitted. The application will not be considered until the fee is received. Upon acceptance, a \$100.00 deposit is due upon registration for the student's first semester of classes, which will be applied towards that semester's tuition. 50% of the remaining balance is due on the first day of class. The remainder of the balance is due on the fifth week of class. In the remaining semesters, 50% of that semester's tuition is due on the first day of class. The remaining 50% is due on the fifth week of class. In rare situations, additional payment plan options may be worked out. Please contact the Director of the Program to discuss possible options should the need arise. The student will not be allowed to register for the next semester until the current semester's payment obligations have been satisfied. Transcripts will not be released until all payment obligations have been satisfied.

PAYMENT OPTIONS:

Acceptable forms of payment are: cash, check, money order, credit card, or debit card. Returned checks will incur a \$50.00 fee. Two returned checks during the student's enrollment will result in the requirement that all future payments be made by cash, money order, or credit/debit card.

Behavioral Services Center
8707 N. Skokie Blvd. Suite 207
Skokie, IL 60077
Phone: (847) 673-8577
Fax: (847) 568-0411
E-Mail: info@behavioralservices.us

Behavioral Services Center

APPLICATION & ADMISSION POLICY

Application to the Behavioral Services Center CADDC program can be made at any time by completing an application and paying the application fee. Additional information may be requested before a decision can be made. Failure to respond to requests for this information may result in a denial of the application. A decision will be made within approximately four weeks and communicated to the applicant.

Criteria for admission include:

- Possession of at least a GED
- Legal residence within the United States
- Compliance with IAODAPCA's criteria for certification

All information regarding an applicant's personal and professional background will be duly considered when making a decision regarding acceptance or denial of the application. Failure to provide material information will result in the denial of the application or, if discovered after enrollment in the program, in expulsion from the program.

Behavioral Services Center
8707 N. Skokie Blvd. Suite 207
Skokie, IL 60077
Phone: (847) 673-8577
Fax: (847) 568-0411
E-Mail: info@behavioralservices.us

Behavioral Services Center

REGISTRATION POLICY

Upon notification of acceptance of the application for admission, the student is required to make a \$100.00 non-refundable deposit and return a signed copy of the Acknowledgement and Understanding of the Curriculum. The student may then register for classes any time after the payment of the deposit and return of the Acknowledgement and Understanding of the Curriculum. Enrollment may be deferred up to one semester following the semester in which the student would have first enrolled. After that time, the offer of admission is revoked and the student will need to reapply and pay the required fees.

Students may register for subsequent semesters when the current semester's tuition has been paid in full. The student will consult with the training director to determine which classes to register for. Registration closes at the end of the first day of class each semester. Failure to register for any classes for two consecutive semesters may result in dismissal from the program.

At the discretion of the training director, a student may be allowed to audit a class for no credit. The student is responsible for completing all course work and participating in the class in order to provide a comprehensive learning experience for all students in the class. The training director makes all decisions regarding auditing classes.

Behavioral Services Center
8707 N. Skokie Blvd. Suite 207
Skokie, IL 60077
Phone: (847) 673-8577
Fax: (847) 568-0411
E-Mail: info@behavioralservices.us

Behavioral Services Center

COURSE SEQUENCE AND SCHEDULING

REQUIRED COURSES:

Integrative Substance Abuse Treatment Strategies
Multicultural Counseling and Psychotherapy
Counselor Interviewing Skills
Substances and Behavior: The Psychology and Physiology of Addiction
Family Systems/Group Therapy
Ethics
Substance Abuse Group Counseling

*Up to three courses can be waived based on the review of previous transcripts.

CLINICAL TRAINING (REQUIRED FOR ALL STUDENTS):

Internship

OPTIONAL COURSES:

MISA I/MISA II

The student and training director will consult prior to registration for the next semester regarding which classes to register for. It is the student's responsibility to contact the training Director to make an appointment for this consultation. A yearly schedule will be published identifying the semesters in which the classes will be offered. The schedule is subject to change due to enrollment needs. All classes will be offered on Saturdays between 9 am and 5 pm.

Behavioral Services Center
8707 N. Skokie Blvd. Suite 207
Skokie, IL 60077
Phone: (847) 673-8577
Fax: (847) 568-0411
E-Mail: info@behavioralservices.us

Behavioral Services Center

INTERNSHIP POLICY AND PROCEDURES

All students are required to complete a 300 non-paid hour internship under the supervision of a licensed mental health professional or certified substance abuse counselor (licensed students or students who hold Master's Degree in the field related to Psychology can be waived not more than 150 hours of internship). The majority of the hours must be spent in providing chemical dependency services, including, but not limited to, intake assessment, treatment planning, individual counseling, group counseling, DUI/Substance Abuse education, case management, parent/coaching education. The site supervisor, BSC training director, and student are responsible for ensuring that the student's clinical activities remain within the scope of the student's competence.

The student must submit an application for internship and pay a non-refundable \$150.00 fee in the semester prior to his/her final semester of classes. Upon approval, the application remains valid for 1 year. If the student has not completed the internship requirement at this time, he/she must reapply and pay the required fee. The student may begin the internship during his or her final semester of classes. Alternately, the student may wait to begin the internship until the completion of all other course requirements.

Ideally the internship will be completed in one semester. However, internship hours can be accumulated over three semesters (one year), with tuition being due for each semester the student remains enrolled in Internship. After three semesters, the student must reapply for internship and begin re-accumulating all 300 hours.

It is the student's responsibility to identify potential internship sites. BSC maintains a list of sites that previous students have been placed at but makes no guarantee that the sites will still accept students. BSC may also offer internship placements to select students but makes no guarantee of the availability of an internship placement. The student must notify the training director of the identified site no later than the last week of the semester prior to the start of the Internship. The training director has the final decision regarding the suitability of the site for the internship. The training director may consult with the site supervisor throughout the course of the internship in order to assess the student's progress and the ongoing suitability of the site for training. Upon completion of the internship, the site supervisor will submit a written evaluation of the student which must be received before the student is awarded credit for the internship.

Behavioral Services Center
8707 N. Skokie Blvd. Suite 207
Skokie, IL 60077
Phone: (847) 673-8577
Fax: (847) 568-0411
E-Mail: info@behavioralservices.us

Behavioral Services Center

ACKNOWLEDGMENT AND UNDERSTANDING OF THE CURRICULUM

As a condition of admission into the Behavioral Services Center CADC Program, all applicants are required to indicate their review and acceptance of this Acknowledgement and Understanding of the Curriculum. BSC's CADC training program has been designed to train qualified and interested individuals who seek to advance their knowledge of chemical dependency and addiction treatment. Completion of this program does not confer any professional licensure or certification. Further, this program is not intended nor designed to meet the educational requirements for any mental health or medical practice licensure. Completion of this program also does not guarantee that the student will obtain any particular job and no guarantee is made regarding employability as the result of completing the program.

While all efforts have been made to ensure that the program conforms to the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA)'s educational requirements for eligibility to sit for the Certified Alcohol and Drug Counselor (CADC) examination, approval of applications for examination is made solely by IAODAPCA. BSC cannot guarantee that IAODAPCA will approve an application for examination based on having completed BSC's CADC Program. In the event that you are unable to sit for the certification examination, you agree that you will make no claim nor take no action against BSC and you waive any potential claim against BSC for responsibility for your certification. Before enrolling in the program, it is your responsibility to research the requirements for licensure or certification in the state or states in which you wish to practice, including IAODAPCA's certification criteria, and evaluate whether BSC's curriculum will allow you to meet those requirements. BSC staff is available to help you make this decision, but you acknowledge that the ultimate responsibility for the decision is yours.

My signature below indicates that I have read and understood the preceding paragraphs and agree with all statements made. I understand that completion of Behavioral Services Center's CADC Program confers no guarantees regarding licensure, certification, or employability. I agree to maintain all responsibility for ensuring that participation in and completion of the program will meet my personal educational and professional goals.

Your Name: _____

Signature: _____

Date: _____