

# CADA

COUNCIL ON ALCOHOLISM & DRUG ABUSE  
*of Northwest Louisiana*

2000 Fairfield Avenue  
Shreveport, La 71104  
Phone: 318-222-8511  
Fax: 318-222-3273

Email: [cadanwlaschool@cadanwla.org](mailto:cadanwlaschool@cadanwla.org)  
Web: [cadanwla.org](http://cadanwla.org)

## *School of Addiction and Behavioral Health*

## *Handbook 2015-2016*

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ADDICTIVE  
DISORDER  
REGULATORY  
AUTHORITY

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## *School of Addiction and Behavioral Health*

### *1. Program Overview*

#### *Purpose*

The Council on Alcoholism & Drug Abuse offers training enabling future addiction and allied health professionals to learn and develop skills for working with individuals and families affected by addiction and by additional, co-presenting psychiatric disorders.

#### *Admissions Policy*

*CADA School of Addiction and Behavioral Health* courses are to open to all individuals interested in learning more about addiction. Many students are interested in becoming professional addiction counselors. Allied health professionals such as social workers, nurses, marriage and family therapists and other helping professionals can benefit substantially from developing specialized skills in addiction treatment. Doing so allows them to help their clients better, and they can earn credits for a specialty certificate in addiction. A commitment to become a full time addiction professional is not necessary for course enrollment, but a strong desire to study the addiction field is essential. Although a high school or college degree is not required, students should have basic writing, reading and verbal skills in order to get the most from the program.

#### *Education Provider Status*

The addiction profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA). CADA-SABH holds Approved Educational Provider status (AEP #E017) with that Authority, and all our educational offerings are ADRA-approved.

Accreditation groups for other professions (social work, nursing, professional counseling, etc.) may recognize the School's course work for continuing education credits. Since the School does not apply for approval from other groups other than ADRA, this matter must be worked out between those seeking non-ADRA credit and their appropriate credentialing organizations.

Credits may also be used for acquisition/renewal of addiction-specific certification by health professionals not regulated by ADRA.

### *Instructors*

Instructors are chosen for their ability to facilitate adult learning and skill development. All instructors have demonstrated mastery of a broad range of clinical theory and practice, and they are experienced teachers with advanced degrees in mental health counseling.

### *Training Location*

The School is onsite at the Council on Alcoholism & Drug Abuse of Northwest Louisiana, 2000 Fairfield Ave. Shreveport, LA 71104.

### *Training Philosophy*

The curriculum is structured and instructors selected to provide the best possible training experience for students. Material representing scientifically-validated consensus is presented, and students are encouraged to think through alternative ideas other than the ones to which they may have become accustomed.

## *2. Credentialing As an Addiction Professional*

By State Law – Act 803 - the addiction profession in Louisiana is regulated by the Louisiana Addictive Disorder Regulatory Authority (ADRA). The law requires appropriate degrees for credentialing:

Master's degree for credentialing as a Licensed Addiction Counselor (LAC);

Bachelor's degree for credentialing as a Certified Addiction Counselor (CAC);

Practical experience in the addiction treatment for credentialing as a Registered Addiction Counselor (RAC);

Completion of the *CADA School of Addiction and Behavioral Health* course of study does not guarantee automatic credentialing as an addiction professional. The law requires a total of 270 hours of education, 180 of which must be substance abuse specific. Completion of the entire course of study provides students with more than this required 180 hours of substance abuse specific training.

Since these hours meet only a part of the total education requirement for credentialing, students may acquire the additional education hours by attending an accredited community or four year college.

Visit ADRA's website at [www.la-adra.org](http://www.la-adra.org) for credentialing requirements at all levels and for scope of practice description for each level.

Tests are administered by LASACT, and paper and pencil tests are given quarterly on schedule set by the International Certification and Reciprocity Consortium (IC&RC). ADRA determines when applicants are ready to test and notifies LASACT. On the LASACT website [www.lasact.org](http://www.lasact.org) is a form for paying for and scheduling testing. Candidates approved by ADRA for testing need to complete the form and specify either paper and pencil or computer based testing and submit the testing fee to LASACT. Candidates can then schedule their testing date.

Tests for credentialing of addiction professionals are provided by the International Certification and Reciprocity Consortium (IC&RC), which sets international standards of practice in addiction counseling, prevention, clinical supervision and co-occurring disorders through testing and credentialing.

### *3. Program Description*

#### *Format*

To enable the widest possible variety of information, the *CADA School of Addiction and Behavioral Health* holds courses over a two-week period. These courses give students a comprehensive survey of information essential for developing basic and specific addiction counseling skills not generally emphasized in university curricula.

Each course is approved for 15 contact hours per six-week term.

Class sessions meet every Wednesday for two consecutive weeks. In the event of conflicting events or natural disasters, this schedule is subject to change. The current class schedule for 2015-2016 can be found at the end of this Handbook.

Students must begin each class at the first of the two sessions as advertised in the master schedule. They are encouraged to enroll for the full year of training in order to fully benefit from the course work. New students are admitted *only* on the first Wednesday of the courses' respective terms of instruction. Enrollment is limited to 25 students per class.

Classes meet from 5:00pm – 8:30pm on Wednesdays on the designated dates. This published schedule may be altered by the instructor to reflect clock time invested in online and other extramural learning activities; *in any event, since sessions begin on time, promptness befitting professionals in training is required.*

At the beginning of each two-week course, the instructor will review the current class syllabus and schedule with students and note any necessary changes. The current schedule is also posted on the CADA webpage [www.cadanwla.org](http://www.cadanwla.org) under the "Services" tab.

### *Attendance Policies*

Your instructor may assign makeup work for missed class sessions. Payment must be made for all classes, whether attended or not, for as long as the student is enrolled in the School. Students who must miss a session are requested, as a courtesy, to give advance notice to their instructor by telephone or email.

### *Conduct*

Smoking is only allowed at least 25 feet away from the 2000 Fairfield Avenue facility. Although the School does not require abstinence from nicotine, your professional formation should lead you to consider strongly the contradictory message being sent to your future patients/clients if you engage in an active addiction.

Although we attempt to keep the temperature in the building as comfortable as possible. students who become cold easily may need to bring a wrap.

Students should be sure that the area they occupied is clean before leaving at the end of the class day

Cell phones *must* be silenced while the class is in session; however, on-call students are asked to alert the instructor at the start of that day's session.

Students are expected to come ready to participate fully in class. Any student determined to be impaired by the instructor and/or the School Director will be asked to leave class. If the student appears to be intoxicated or otherwise unable to drive safely, School staff shall arrange for a taxi to take them home.

## *4. Fee Structure & Financial Policies*

Tuition may be paid in full upon registration or may be paid as follows:

Individual Courses : \$75.00 each (CADA employees pay \$37.50). Individualized payment arrangements can be made on a case by case basis.

No textbook purchases are required. Replacement fee for each lost binder is \$10.

Non-CADA Employees: Tuition fees are fully refundable for courses the student is unable to attend, but refund requests must be made in writing. If the course has already begun, no refund shall be given, regardless of the student's subsequent attendance at that course.

CADA employees: No refunds will be given.

Students enrolled for the School are responsible for payment of full course fees, even if unable to attend both class sessions in each course.

No certificate of completion will be issued to a student until all fees are paid in full.

### *Tuition Policies/Financial Agreement*

At the orientation held on or before the beginning of class, each student will sign a financial agreement specifying how he/she will pay tuition for the courses being taken. Each student will be given a copy of his/her signed agreement. Students who wish automatic credit card payment each month will be requested to sign a form to that effect and provide the credit card information.

Students must pay tuition as agreed upon in the Financial Agreement. Any changes in the Financial Agreement must be made in advance with the School Director.

Students are encouraged to discuss any financial difficulties or concerns with the Director. Under special circumstances, arrangements may be made to students make their payments for the training over an extended period of time. All such arrangements must be made in advance, and no attendance certificate will be awarded until all applicable fees are paid in full.

Make tuition checks and/or money orders payable to CADA. For reasons of safety and accountability, students are required to pay fees by check, money order, debit card, or credit card only; no cash.

The School will provide students with a receipt for payments collected. The receipt is not valid unless signed by a representative of CADA, usually the Administrative Assistant. Students should retain these receipts in their files while in school in the event any question should arise about tuition payments. CADA also keeps a copy of the receipt.



The School registers students for specific courses. Since training slots are saved and class materials prepared for the registered individuals for each course, **students missing class sessions are required to pay tuition for the training missed.**

Students planning to discontinue training should notify the School Director immediately in order to enable another student to take advantage of the training opportunity.

Tuition must be paid in full for each course before any certificates are awarded. Certificates will not be issued until all fees are paid.

## *5. Communication*

### *School Contact Information*

Students may contact *CADA School of Addiction and Behavioral Health* at

2000 Fairfield Ave, Shreveport, LA 71104

Phone: 318.222.8511, Fax: 318.222.3273.

E-mail: [cadanwlaschool@cadanwla.org](mailto:cadanwlaschool@cadanwla.org)

Website: [www.cadanwla.org](http://www.cadanwla.org)

CADA's regular hours are Monday – Friday 8:00am to 5:00pm

### *Student Contact Information*

In the interest of time, efficiency, and cost saving the School contacts students by email. We understand that not everyone has access to e-mail, but we believe that the majority of people do – on their jobs if not at home. Students are *required* to provide the School with a current email address and to notify us immediately if the address changes. Students should check their email frequently for messages from the School, especially when a Saturday class session is near.

In order that we may be sure that our email messages are received, we request that students always acknowledge receipt of a School email message by sending a brief reply message to us. A simple “got it” reply message will do with your full name signed.

Students are *expected to respond* to all questions and requests in email messages from the School. When sending an email, students should always sign their full name to the message. In many instances, we cannot identify the sender from the email address alone, and we cannot respond appropriately without knowing to whom we are responding.

Students must report changes promptly in any of their contact information, including changes in mailing address, employment, work/home/cell/fax numbers and email address.

### *Emergency Weather Conditions*

In the event of hazardous weather conditions that might affect safety, students may call 318 222 8511 by 7:00am the day of the scheduled training for information on whether or not class will be held that day. Instructors will provide students with their mobile number, which is to be used only for emergencies.



## 6. Contact Information

Submit completed form to the

Council on Alcoholism & Drug Abuse  
2000 Fairfield Ave. Shreveport, LA 71104  
Phone: 318-222-8511  
Email: [cadanwlaschool@cadanwla.org](mailto:cadanwlaschool@cadanwla.org)

U.S. Social Security Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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New Student

Former Student

<b>Legal Name:</b> Last: _____	First: _____	MI: _____
<b>Date of Birth</b> (mm/dd/yyyy): _____	<b>Gender:</b> M F	
<b>Home Number:</b> _____		
<b>Work Number:</b> _____		
<b>Mobile Number:</b> _____		
<b>Enrollment Year:</b> 20_____		
<b>E-mail Address:</b> _____ @ _____		
<b>Permanent Address:</b> _____		Apartment #: _____
City: _____	Parish: _____	State: _____ Zip: _____
<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other		
<b>Emergency Contact:</b>		
Name: _____		Telephone Number: _____
Relationship: _____		
<b>Ethnic Origin (Optional):</b>		
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Black or African American <input type="checkbox"/> Two or more races <input type="checkbox"/> Race and ethnicity unknown		

Education History:

Name of School	Type of Study	City/State	Complete/ Currently enrolled	Diploma/Degree

What Are Your Educational Goals?

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*7. Certification*

All of the above statements are true to the best of my knowledge, and all information furnished on this form is complete and accurate. I understand that withholding or giving false information will make me ineligible for admission and enrollment at *CADA School of Addiction and Behavioral Health*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 8. Financial Agreement

2000 Fairfield Ave, Shreveport, La 71104 • Phone: 318.222.8511 Fax 318.222.3273  
email: [cadanwlaschool@cadanwla.org](mailto:cadanwlaschool@cadanwla.org)  
web site: [www.cadanwla.org](http://www.cadanwla.org)

This agreement is entered into on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ between  
*CADA School of Addiction and Behavioral Health* and

\_\_\_\_\_.

### *CADA School of Addiction and Behavioral Health* shall:

1. Provide ongoing classes in substance related and co-occurring disorder counseling in Shreveport, Louisiana.
2. Provide classes over two consecutive weeks per course on Wednesdays from 5:00pm to 8:30pm.
3. Notify the student as far in advance as possible of any necessary changes in the class schedule because of unforeseen circumstances.
4. Provide highly qualified instructors in addiction and co-occurring disorder studies.
5. Hold confidential all personal information provided by the student.
6. Issue a certificate of attendance at the end of each class showing contact hours received when full tuition payment has been received.

### **I agree to:**

1. Pay fees for the 15 contact-hour training outlined above unless other arrangements are made:  
Individual Course:  \$75.00 payment in full     Employee: \$37.50 payment in full  
Installment payments can be arranged on request by contacting the School administration.
2. Make payments as stated above upon the first day of class.
3. *CADA School of Addiction and Behavioral Health* accepts cash, check or credit card payments.
4. Make checks payable to *CADA School of Addiction and Behavioral Health*
5. **Pay full course fees even if unable to attend both class sessions.**

**I understand that no certificates of attendance will be issued until all fees are paid in full.**

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of School Representative: \_\_\_\_\_

Date: \_\_\_\_\_



## *9. Schedule of Classes 2015 - 2016*

**All classes meet from 5:00pm - 8:30pm on their respective Wednesdays\* at Dan J. Talley Memorial Center, 2000 Fairfield Avenue, Shreveport, LA 71104.**

**If all twelve courses are completed, the student will have acquired the necessary 180 contact hours of addiction-related training to satisfy ADRA requirements.**

### *Ethics and Confidentiality*

April 15 and 22, 2015

### *Practicum on MET Counseling Techniques Specific to People with Addiction*

May 13 and 20, 2015

### *Cross-Cultural Addictions Counseling*

June 10 and 17, 2015

### *DSM-5 Co-Occurring Disorder Differential Diagnosis in Addictions Counseling*

July 8 and 15, 2015

### *Group Therapy Techniques Specific to People with Addiction*

August 12 and 19, 2015

### *Introduction to Clinical Documentation in Addiction Treatment*

September 9 and 16, 2015

## *CADA - SABH Schedule of Classes 2015 - 2016*

### *Challenges of Interfacing 12 Step Programs and Professional Counseling*

October 14 and 21, 2015

### *Networking Therapy for People with Addictions and Loved Ones*

November 11 and 18, 2015

### *Dynamics of Interacting Pathology in Co-Occurring Disorders*

December 9 and 16, 2015

### *Practical Skills Overview in Addictions Counseling as a Performance Art*

January 13 and 20, 2016

### *Basic Pedagogy in Addictions and Co-Occurring Disorders Education*

February 10 and 17, 2016

### *Skills Training in Impulse Control in Addictive Disorders*

March 9 and 16, 2016

### *\*Note*

Actual in-class time will vary depending on the nature of out-of-class homework assignments, which are at the discretion of the course instructor. The *total* time for in- and out-of-class participation will be equivalent to the stated time of 5:00pm - 8:30pm, yielding an equivalent in-class and extramural study and review aggregate of 15 contact hours per course.

**CADA**  
COUNCIL ON ALCOHOLISM & DRUG ABUSE  
*of Northwest Louisiana*

*School of Addiction  
and Behavioral Health*  
ADRA AEPE017

