



**California Association for Alcohol/Drug Educators
Initial/Renewal Application for
Career Track Accreditation**

Revision June 1st, 2023

(for applications submitted after June 1st, 2023)

California Association for Alcohol and Drug Educators Application for Career Track Accreditation of Alcohol and Drug Programs

Accreditation is completed through a self-study and approval process every three (3) years after the initial accreditation. Please TYPE the following information in the right-hand column and save the document with a unique name that will identify the document with your program (e.g., *ABC_College_Initial Accreditation Application-6-1-23.doc.*) If you need room for additional narrative, comments or explanation, please attach on a separate document.

Date of This Application	
Program	
Institution name:	
Program Name & Department	
Program Director's Name & Title	
Program Website	
Address	
Program Director's Phone	
Program Director's Fax (if applicable)	
Program Director's Email	
Name & contact information for one other faculty member in your program (instructor, program coordinator etc...)	
Name & Title	
Phone	
Email	
Regional Accreditation Information (if accredited, BPPE approval required if not)	
Name of accrediting body	
Institution approval dates	
Website to view your accreditation/approval status	

When was the last time your curriculum committee reviewed the courses?
Date:
Outcome of review:
Has your department completed Student Learning Outcomes (SLOs) for each course?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Are SLOs included on the syllabi for each course?
<input type="checkbox"/> Yes <input type="checkbox"/> No

SELF STUDY CHECK LIST

The accreditation proposal shall be organized in the order of the following checklist. Documentation should clearly demonstrate in writing that the requested data exists and/or provide a timeline indicating when it will be completed. Please submit supporting documentation for each category along with this check list.

Institution Name:	Date:
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Teaching and Instruction Modalities	Yes	No	Comments
<i>Are there provisions for learning skills through a variety of modalities such as:</i>			
Written assignments			
Essays and research reports			
Review of current articles			
Audio visual presentations			
Field experience (at least 200 hours)			
<i>Are there provisions for providing learning experiences that include:</i>			
Verbal presentations			
Lab experiences and/or practicum experiences			
Analytical experiences (problem-solving activities)			
Written expression			
Skill Exercises			

Teaching and Instruction Modalities	Yes	No	Comments
<i>Are the following modalities utilized in providing the above-mentioned learning experiences:</i>			
Lecture presentations			
Term projects			
Discussions			
Actual work experience			
Guided discussions			
Reading assignments			
Independent assignments			
Instruction via media			
One-to-one supervision			
Guest speakers			

Small group exercises			
Field experience			
Other (please describe)			

Library and Media Resources	Yes	No	Comments
Are audio and media resources readily available to students?			
Does the self-study reflect a timeline to accomplish above objectives if currently not in place? (i.e., purchase orders)			

Faculty Qualifications	Yes	No	Comments
Do faculty vitas and other teaching certification documentation reflect faculty training/experience to carry out the program?			
Are all faculty curriculum vitae included?			

Admission, Guidance & Evaluation	Yes	No	Comments
<i>Admissions (submit copies of the following)</i>			
Is there a written admissions policy?			
Are there means to refer students who do not possess the necessary academic skills?			
Are students informed of the skills that will be necessary to complete the program?			
Is there a policy to give credit for completion of equivalent curriculum requirements from other institutions?			

Please submit on your institution's letterhead (or provide institute catalog) a narrative describing the following:

Guidance

How are the students given information concerning the following?

- Tutoring services available
- Remediation service/learning assistance
- Library services
- Student services
- Health services
- Financial aid
- Student advisement

Explain how your program promotes a learning environment that encourages retention and academic success. Show evidence to support this process.

Evaluation

Programs should have clear written standards and procedures for student evaluation to include:

- a. Competency-based criteria for evaluation in skill/practicum
- b. Dismissal/suspension policy
- c. Process for advising students of their due process rights
- d. Referrals for students who are inappropriate for the field
- e. Advisement of academic standing if not meeting competencies
- f. Departmental, faculty and staff preparation and readiness to assist non-traditional students and students from diverse backgrounds

Health Laws and Ethics

Provide evidence that your program is aware of health laws as they relate to admission of students.

Advisory Committees

- a. Does your program have an alcohol/drug advisory committee?
- b. Provide a listing of advisory committee members.
- c. Provide evidence that your program is utilizing the advisory committee in curriculum development, community outreach, marketing, job placement, etc.

CAADE Accreditation Self Study Overview

Organization for the Career Track SS

Standard A – Foundation Core

Courses

- Introduction to Addiction Studies
- Pharmacology of Psychoactive Drugs of Abuse
- Prevention, Intervention, Treatment and Recovery
- Co-Occurring Disorders I
- Diverse Populations

Total Semester Units (6)

Standard B – Skill Building Courses

- Individual Counseling
- Group Process
- Family Dynamics of Addiction
- Case Management & Documentation

Total Semester Units (6)

- Laws & Ethics

Total Semester Units (3)

Standard C – Field Study (Externship) Courses

- Field Studies & Seminar I
- Field Studies & Seminar II

Total Semester Units (6)

Breakdown of Practicum Hours (Externship Hours):

45 Hours - Supervised Practicum Course (Classroom)

250 Hours - Supervised Field Work (Externship) in the 8 Practice Dimensions

GRAND TOTAL (21 Semester Units)

1 semester unit = 15 actual clock hours/ 1-Three (3) unit course = 45 actual clock hours/

21 semester units = 315 actual clock hours

Clock Hour definition (34 CFR 600.2)

- Clock hour: a period of time consisting of -
 - (1) A 50 to 60-minute class, lecture, or recitation in a 60-minute period;
 - (2) A 50 to 60-minute faculty supervised laboratory, shop training, or internship in a 60-minute period;
 - (3) Sixty minutes of preparation in a correspondence course
- A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

Online Education Programs

- a) All requirements outlined in the comprehensive program are in effect for Online Education courses. Additionally, the following information is required for submission for accreditation. These requirements include, but are not limited to:
 - 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 database with answer keys and grading format or a hard copy of such.
- b) Proof of accreditation by a national or regional accreditation body (or BPPE approval) if the course originates at another institution. (Legitimacy of the accreditation will be verified as part of the CAADE accreditation process.)
- c) Online 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 online education.
- e) All online courses 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, accreditation, and on-going evaluation.
- f) The online courses 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 students and the curriculum. For example, a pharmacology course aimed at MFT students is not likely to suffice for addiction counselor students, and courses in laws and ethics aimed at licensed mental health professionals will lack training in CFR 42 part B.
- g) Instructors who teach online 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 online courses offered by the institution must provide students with reasonable technical support and full disclosure of all program requirements, including any courses that cannot be completed online. (See item "o" in this article.)
- i) Institutions must assess whether students have the skills and competencies to succeed in an online 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 online methods. The qualifications, credentials, and experience of such faculty to provide instruction in the subject matter of online 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 among students as well as between students and faculty.
- l) Online standards require faculty support, resources, facilities, and equipment needed to engage effectively.

- m) 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.
- n) Course Evaluation:
 - Observable, measurable, and achievable student performance outcomes must be identified so that online courses can be compared to those with similar subject matter and objectives, whether delivered online or by traditional means. The institution must specify expected knowledge, skills, and competency levels that students will achieve in an online course, and such must be equivalent to those expected for comparable (site-based) courses. Completion, placement, and licensing/certification exam pass rates must be assessed for the online program and found to be comparable to site-based programs.
 - Students must meet all course/program requirements. Partial credit may not be granted for partial completing partial requirements.
 - Courses must be designed to ensure that students put in appropriate amount of study time; this is also disclosed to prospective students.
 - Courses are designed in such a way that includes the ability to verify appropriate study time has been spent.
 - Institutions have a protocol in place which ensures the identity of students taking an exam.
 - Upon completion, the student is evaluated according to the objectives of each course.

Examples of evaluation:

- i) Written or Oral Exam
- ii) Demonstrated skills mastery
- iii) Solving hypothetical counseling situations
- iv) Essays
- v) Oral Presentations
- vi) Clinical Practicum Presentations

Organization for the Self-Study

The course content must line up with the CAADE Career Track guidelines in the Accreditation and Renewal process. Please see the *Career Track Accreditation Manual Guidelines for Alcohol/Drug Studies Programs within Higher Education* for a complete listing of suggested course descriptions and competencies.

Instructions:	Certificate Program	Units	Clock Hours	
In the columns, list the course number of the classes which cover each specific content area for all addiction studies degrees offered within your program. You only need to meet the requirements for your career track requirements.				
Example: (Human Services Certificate)				
Elective courses (total 9 units required)				
Introduction to Psychology (3 units-45 clock hours)				
Abnormal Psychology (3 units-45 clock hours)				
Introduction to Cultural Anthropology (3 units-45 clock hours)				
Introduction to Sociology (3 units-45 clock hours)				
Introduction to Human Services (3 units-45 clock hours)				

Standard B – Foundational Core Curriculum (Total 6 units)	Certificate Program	Units	Clock Hours	
Introduction to Addiction Studies (3 units-45 clock hours)				
Pharmacology of Psychoactive Drugs of Abuse (3 units-45 clock hours)				

Prevention, Intervention, Treatment and Recovery (3 units-45 clock hours)				
Co-Occurring Disorders (3 units-45 clock hours)				
Diverse Population Issues in Addiction Studies (3 units-45 clock hours)				

Standard C – Skill Building Courses (Total 9 units required/3 of these units must be Law & Ethics for AOD Counselors)	Certificate Program	Units	Clock Hours	
Individual Counseling (3 units-45 clock hours)				
Group Process (3 units-45 clock hours)				
Family Dynamics of Addiction (3 units-45 clock hours)				
Case Management and Documentation (3 units-45 clock hours)				
Law & Ethics Total 3 units required (3 units-45 clock hours)				

Standard D – Field Study (Internship) Courses (6 units) HOURS IN THE FIELD: A minimum of 250 hours of internship in addition to classroom instruction is required for each field studies program.	Certificate Program	Units	Clock Hours	
Field Studies & Seminar I (3 units-45 clock hours)				
Field Studies & Seminar II (3 units-45 clock hours)				
Program GRAND TOTAL: 21 Semester Units				

In your professional judgment, are the core competencies and content areas defined in the *Accreditation Guidelines Manual* sufficiently covered in the classes offered in your curriculum?

Yes No

If “yes,” please complete this form and sign in the box below (electronic signature is acceptable). Proceed to the **Initial/Renewal Application, fill it out completely and mail/email the entire application packet (with your supporting documentation) to office@caade.org (or complete application and pay online) or mail hard copy with payment (all application fees are non-refundable) and all of the supporting documents to the CAADE Office.**

CAADE
Attn: Career Track
Accreditation
4185 Viking Way, Suite 213

Long Beach, CA 90808

If “no,” please describe any deficiencies on a separate document/letterhead and briefly outline a plan with a timeline for fulfilling/correcting the deficiency.

Signature _____ Date _____

Final Checklist

Please include the following supporting information/documents as attachments in separate files:

1. Addiction Studies Certificate Requirements (list of required courses)
2. Detailed course outlines/course syllabi
3. Resumes/curricula vitae of faculty members
4. Current institute course catalog
5. Faculty professional development policy
6. Program philosophy and mission statement
7. History of program
8. Copy of program information given to students (e.g., student handbook)
9. Submit a list of subscriptions to periodicals and journals relevant to addiction.
10. Submit a list of alcohol and drug audio/visual, DVDs, films, etc.
11. A narrative on your institute’s letterhead
12. If applicable, a timeline to accomplish the above objectives if not currently in place
13. If course/program is web-based; full access (username and password) to the web-based materials are required for review. If access codes are not included, the approval process will be delayed until codes are received. Periodic checks will be made to ensure functionality of website and all links.
14. Completed Initial/Renewal Application and payment (or proof of payment if made online)

CALIFORNIA ASSOCIATION FOR ALCOHOL AND DRUG EDUCATORS
“Initial Application for Career Track Approval”

Check all that apply and mail to: 4185 Viking Way, Suite 213 Long Beach, CA 90808

Make checks/Money orders payable to: CAADE

Or you email your application to office@caade.org and request to be invoiced via PayPal, Online invoice payments are payable by credit or debit.

All approved schools, programs, courses or specialty courses are approved for an initial three (3) years. Each school, program, course or specialty course must be renewed (please follow the self-study guidelines (pages 3-11) every three (3) years.

All application fees are non-refundable

Initial Course

_____ Initial Single Course or Specialty Course (CCS, MATS, Co-Occ etc...)
 (On-campus) Approval (\$575.00)

_____ Initial single Web-Based Course (\$575.00)

Initial Program

_____ Initial Full Program (21 or more semester units) certificate
 (On-campus) Approval (\$575.00) _____ Initial Web-Based Program (\$575.00)

_____ Initial BA-MA-PsyD-PhD with major or concentration in addiction Studies (15 or more units)
 (On-campus) Approval (\$575.00) _____ Initial Web-Based Program (\$575.00)

Total fees submitted with this application \$ _____

Business Name	() Business Phone
Address	City State Zip Code
Contact Name	() Telephone Number Email
Address of Record Storage	City State Zip Code
Application Submitted by:	Title
Email	Phone
Applicant Signature: _____	Date: _____

CALIFORNIA ASSOCIATION FOR ALCOHOL AND DRUG EDUCATORS
Renewal Application for Approved Schools/Courses/Programs

Check all that apply and mail to: 4185 Viking Way, Suite 213, Long Beach, CA 90808

Make checks/Money orders payable to: CAADE

Or you email your application to office@caade.org and request to be invoiced via PayPal, Online invoice payments are payable by credit or debit.

All approved schools, programs, courses or specialty courses must conduct a new self-study every three (3) years to be renewed (please follow the self-study guidelines (pages 3-11)).

All application fees are non-refundable

Renewal Course

_____ Renewal Single Course or Specialty Course (CCS, MATS, Co-Occ etc...)
 (On-campus) Approval (\$575.00)

_____ Renewal single Web-Based Course (\$575.00)

Renewal Program

_____ Renewal Full Program (21 or more semester units) certificate
 (On-site) Approval (\$575.00) _____ Renewal Web-Based Program (\$575.00)

_____ Renewal BA-MA-PsyD-PhD with major or concentration in addiction Studies (15 or more units)
 (On-campus) Approval (\$575.00) _____ Renewal Web-Based Program (\$575.00)

Total fees submitted with this application \$ _____

Business Name	Business Phone		

Address	City	State	Zip Code
	()		
_____		_____	
Contact Name	Telephone Number	Email	
_____		_____	
Address of Record Storage	City	State	Zip Code
_____		_____	
Application Submitted by:		Title	
_____		_____	
_____		_____	
Email	Phone		
_____		_____	
Applicant Signature:		Date:	
_____		_____	