California Association for Alcohol/Drug Educators

Initial/Renewal Application for

Accreditation

Revision June 1st 2023

(for applications submitted after June 1st 2023)
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-6.01.23.doc.*) If you need room for additional narrative, comments or explanation, please attach on a separate document.

<table>
<thead>
<tr>
<th>Date of This Application</th>
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<table>
<thead>
<tr>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>Regionally Accredited Institution</td>
</tr>
<tr>
<td>Program Name &amp; Department</td>
</tr>
<tr>
<td>Program Director’s Name &amp; Title</td>
</tr>
<tr>
<td>Program Website</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Program Director’s Phone</td>
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<tr>
<td>Program Director’s Fax (if applicable)</td>
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<tr>
<td>Program Director’s Email</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name &amp; contact information for one other faculty member in your program (instructor, program coordinator etc…)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Title</td>
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<tr>
<td>Phone</td>
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<td>Email</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Accreditation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of accrediting body</td>
</tr>
<tr>
<td>Institution approval dates</td>
</tr>
<tr>
<td>Website to view your accreditation status</td>
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</tbody>
</table>
When was the last time your curriculum committee reviewed the courses?

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Outcome of review:</td>
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</tbody>
</table>

Has your department completed Student Learning Outcomes (SLOs) for each course?

- □ Yes □ No

Are SLOs included on the syllabi for each course?

- □ Yes □ No
CALIFORNIA ASSOCIATION FOR ALCOHOL/DRUG EDUCATORS ACCREDITATION COMMITTEE 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.

<table>
<thead>
<tr>
<th>College/University:</th>
<th>Date:</th>
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### Teaching and Instruction Modalities

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

**Are there provisions for learning skills through a variety of modalities such as:**

- Written assignments
- Essays and research reports
- Review of current articles
- Audio visual presentations
- Field experience (at least 200 hours)

**Are there provisions for providing learning experiences that include:**

- Verbal presentations
- Lab experiences and/or practicum experiences
- Analytical experiences (problem-solving activities)
- Written expression
- Skill Exercises

### Teaching and Instruction Modalities

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
</table>

**Are the following modalities utilized in providing the above-mentioned learning experiences:**

- Lecture presentations
- Term projects
- Discussions
- Actual work experience
- Guided discussions
- Reading assignments
- Independent assignments
- Instruction via media
<table>
<thead>
<tr>
<th>One-to-one supervision</th>
<th></th>
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<tbody>
<tr>
<td>Guest speakers</td>
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</table>

| Small group exercises |              |              |
| Field experience      |              |              |
| Other (please describe)|              |              |

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

<table>
<thead>
<tr>
<th>Faculty Qualifications</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Do faculty vitas and other teaching certification documentation reflect faculty training/experience to carry out the program?</td>
<td></td>
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<tr>
<td>Are all faculty curriculum vitae included?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission, Guidance &amp; Evaluation</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Admissions (submit copies of the following)</td>
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<tr>
<td>Is there a written admissions policy?</td>
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<td>Are there means to refer students who do not possess the necessary academic skills?</td>
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<tr>
<td>Are students informed of the skills that will be necessary to complete the program?</td>
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<tr>
<td>Is there a policy to give credit for completion of equivalent curriculum requirements from other institutions?</td>
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</tbody>
</table>
Please submit on your university/college letterhead 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 Self-Study

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

Standard B – Skill Building Courses
- Individual Counseling
- Group Process
- Family Dynamics of Addiction
- Case Management & Documentation
- Laws & Ethics

Standard C – Foundation/Behavioral Courses (1 Required)
- Introduction to Psychology
- Abnormal Psychology
- Introduction to Cultural Anthropology
- Introduction to Sociology
- Introduction to Human Services

Standard D – Field Study (Internship) Courses
- Field Studies & Seminar I
- Field Studies & Seminar II

GRAND TOTAL (39 UNITS)
Organization for the Self-Study

The course content must line up with the California Department of Education’s C-ID as described in CAADE’s guidelines in the Accreditation and Renewal process. Please see the *Accreditation Manual Guidelines for Alcohol/Drug Studies Programs within Higher Education* for a complete listing of suggested course descriptions and competencies.

<table>
<thead>
<tr>
<th>Instructions:</th>
<th>Certificate</th>
<th>AA</th>
<th>BA</th>
<th>MA</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 degree(s) area(s).</td>
<td>Certificate</td>
<td>AA</td>
<td>BA</td>
<td>MA</td>
</tr>
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</table>

**Standard A – Behavioral Courses**

<table>
<thead>
<tr>
<th>(one required)</th>
<th>(3 units)</th>
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</table>

| Introduction to Psychology | (3 units) | Certificate | AA | BA | MA |
| Abnormal Psychology | (3 units) | Certificate | AA | BA | MA |
| Introduction to Cultural Anthropology | (3 units) | Certificate | AA | BA | MA |
| Introduction to Sociology | (3 units) | Certificate | AA | BA | MA |
| Introduction to Human Services | (3 Units) | Certificate | AA | BA | MA |

**Standard B – Foundational Core Curriculum (Total 15 units)**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>AA</th>
<th>BA</th>
<th>MA</th>
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</thead>
</table>

<p>| Introduction to Addiction Studies | (3 units) | Certificate | AA | BA | MA |
| Pharmacology of Psychoactive Drugs of Abuse | (3 units) | Certificate | AA | BA | MA |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Certificate</th>
<th>AA</th>
<th>BA</th>
<th>MA</th>
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</thead>
<tbody>
<tr>
<td>Prevention, Intervention, Treatment and Recovery (3 units)</td>
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<tr>
<td>Co-Occurring Disorders I (3 units)</td>
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<tr>
<td>Diverse Population Issues in Addiction Studies (3 units)</td>
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<tr>
<td><strong>Standard C – Skill Building Courses (Total 15 units)</strong></td>
<td>Certificate</td>
<td>AA</td>
<td>BA</td>
<td>MA</td>
</tr>
<tr>
<td>Individual Counseling (3 units)</td>
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<tr>
<td>Group Process (3 units)</td>
<td></td>
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<tr>
<td>Family Dynamics of Addiction (3 units)</td>
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<tr>
<td>Case Management and Documentation (3 units)</td>
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<td></td>
<td></td>
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<tr>
<td>Law &amp; Ethics (3 units)</td>
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<td></td>
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<tr>
<td><strong>Standard D – Field Study (Internship) Courses (6 units)</strong></td>
<td>Certificate</td>
<td>AA</td>
<td>BA</td>
<td>MA</td>
</tr>
<tr>
<td>Field Studies &amp; Seminar I (3 units)</td>
<td></td>
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<td></td>
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<tr>
<td>Field Studies &amp; Seminar II (3 units)</td>
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<tr>
<td>Program GRAND TOTAL: 39 Semester Units</td>
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</table>
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
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: Accreditation Committee  
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 and elective courses)
2. Detailed course outlines/course syllabi
3. Resumes/curricula vitae of faculty members
4. Current college 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 college/university’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 Approval”

Check all that apply and mail to: 4185 Viking Way, Suite 213
Long Beach, CA 90808
Make checks/Money orders payable to: CAADE
Please email office@caade.org to receive and electronic invoice payable by debit or credit card.

All approved schools, programs, courses or specialty 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 (30 or more semester units) AA or certificate program (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

( ) ( ) ( )
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
Please email office@caade.org to receive and electronic invoice payable by debit or credit card.

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 (30 or more semester units) AA or certificate program (On-campus) 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           Fax Number

________________________________________
Address of Record Storage          City          State          Zip Code

________________________________________
Submitted by:          Title

________________________________________
Email                  Phone