



California Association for Alcohol/Drug Educators

Initial/Renewal Application for Accreditation

Revision August 2019

(for applications submitted after August 1st 2019)

**California Association for Alcohol and Drug Educators
Application for 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-8-30-2019.doc.*) If you need room for additional narrative, comments or explanation, please attach on a separate document.

Date of This Application	
Program	
Regionally Accredited Institution	
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	
Name of accrediting body	
Institution approval dates	
Website to view your accreditation 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

**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.

College/University:	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 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

Total Units (15)

Standard B – Skill Building Courses

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

Total Units (15)

Standard C – Foundation/Behavioral Courses (1 Required)

- Introduction to Psychology
- Abnormal Psychology
- Introduction to Cultural Anthropology
- Introduction to Sociology
- Introduction to Human Services

Total Units (3)

Standard D – Field Study (Internship) Courses

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

Total Units (6)

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.

Instructions:	Certificate	AA	BA	MA
<p>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).</p>				
<p>Standard A – Behavioral Courses (one required) (3 units)</p>				
<p>Introduction to Psychology (3 units)</p>				
<p>Abnormal Psychology (3 units)</p>				
<p>Introduction to Cultural Anthropology (3 units)</p>				
<p>Introduction to Sociology (3 units)</p>				
<p>Introduction to Human Services (3 Units)</p>				

Standard B – Foundational Core Curriculum (Total 15 units)	Certificate	AA	BA	MA
<p>Introduction to Addiction Studies (3 units)</p>				
<p>Pharmacology of Psychoactive Drugs of Abuse (3 units)</p>				

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

Standard C – Skill Building Courses (Total 15 units)	Certificate	AA	BA	MA
Individual Counseling (3 units)				
Group Process (3 units)				
Family Dynamics of Addiction (3 units)				
Case Management and Documentation (3 units)				
Law & Ethics (3 units)				

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	AA	BA	MA
Field Studies & Seminar I (3 units)				
Field Studies & Seminar II (3 units)				
Program GRAND TOTAL: 39 Semester Units				

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

5220 Clark Ave. Ste. 347A

Lakewood CA 90712

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: 5220 Clark Ave. Ste. 347A
Lakewood CA 90712

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)

_____ CCAPP Approved School Transfer (Fee Waived) – On-Campus School (2-year Approval)

_____ CCAPP Approved School Transfer (Fee Waived) – Web-Based School (2-Year Approval)

**All CCAPP Schools that receive approval by CAADE will be required to renew at the end of their 2-year approval period, in which they will be required to pay the fee's associated with their correlating program.

Total fees submitted with this application:\$ _____

_____ ()
Business Name Business Phone

_____ City State Zip Code
Address () ()

_____ Telephone Number Fax Number
Contact Name

_____ City State Zip Code
Address of Record Storage

Submitted by: _____ Title

_____ Phone
Email

Submitted by (please print): _____

Signature: _____ Date: _____

CAADE
5220 Clark Ave. Ste. 347A
Lakewood CA 90712
(707) 722-2331 - office@caade.org

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

Check all that apply and mail to: 5220 Clark Ave. Ste. 347A
Lakewood CA 90712

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)

____ CCAPP Approved School Transfer (Fee Waived) – On-Campus School (2-year Approval)

____ CCAPP Approved School Transfer (Fee Waived) – Web-Based School (2-Year Approval)

**All CCAPP Schools that receive approval by CAADE will be required to renew at the end of their 2-year approval period, in which they will be required to pay the fee's associated with their correlating program.

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 Application _____

Submitted by: _____ Title _____

_____ Email _____ Phone _____

Submitted by (please print): _____

Signature: _____ Date: _____